# Enrolling Employees at the Time Clock Using the "S" Badge

1. Access Manager Mode at the Time clock by swiping the "S" badge at the clock and when prompted for a password typing **in five zeros**, press ENTER, and you will see the option to enroll or un-enroll employees.
2. Press the Enroll Employee Soft key, the enrollment screen appears.
3. Type in the employee's badge ID in the Text Box and press ENTER.
   If the time clock **rejects** the employee ID, the person is either not a home employee or has not yet been downloaded to the time clock. If the time clock **accepts** the ID and the employee is **not enrolled**, go to step 6.
   If the time clock **accepts** the punch and the employee is **already enrolled**, this information appears on the screen. The following is an example.
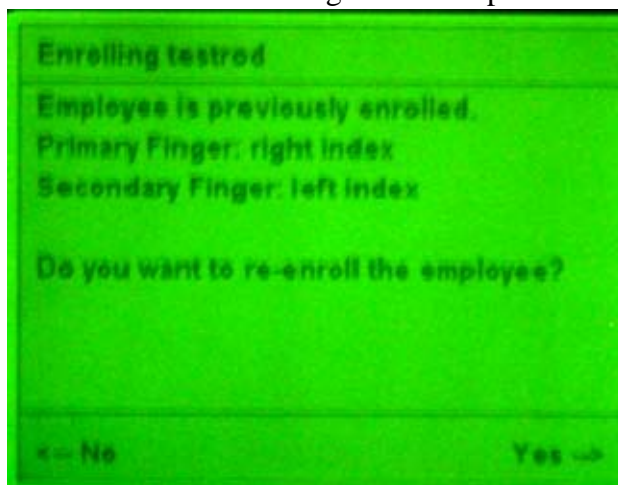
4. To create a biometric template, press the YES soft key.
5. Indicate primary or secondary finger by pressing the appropriate soft key.
6. When the following screen appears, Press the number on the keypad that corresponds to the finger for which you want to create a template. Then press ENTER.
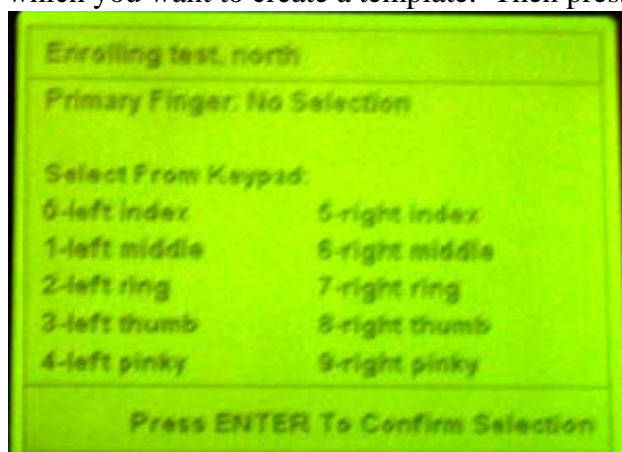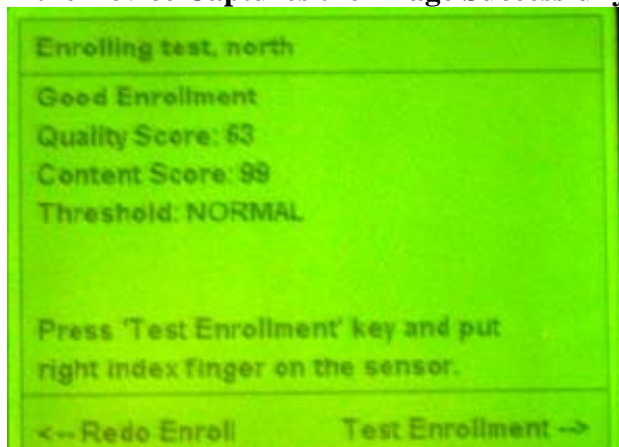
7. Press the ENROLL Soft Key.
8. When the time clock beeps three times, ask the employee to place his or her finger on the verification device as follows.
    a. Gently run the finger along the ridge (1) without touching the sensor area (2) until the first joint is **locked** on the ridge.
    b. **Drop** the finger on the sensor and **hold** it on the sensor with firm pressure. The Device sounds three beeps and the screen indicates that the device is capturing the finger scan image.
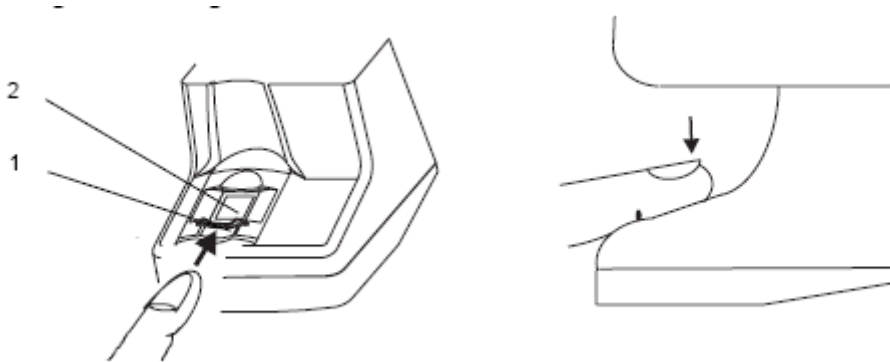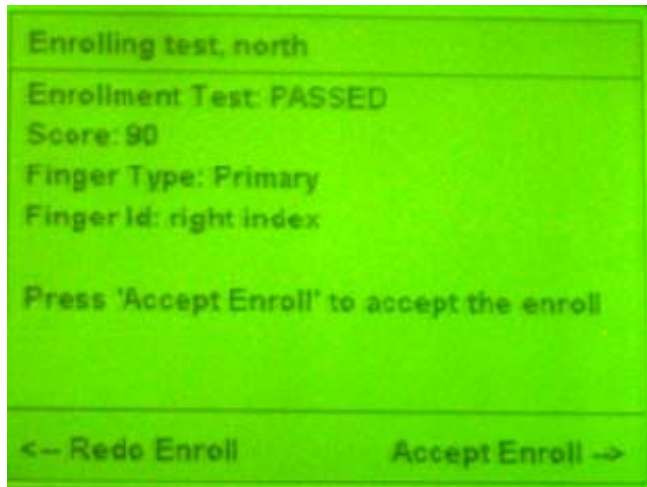

9. **If the Device does not capture an image of sufficient quality**, a message on the screen appears and provides you with the two options.
    a. Retry Capture – go back to step 7 and try capturing the image again.
    b. Redo Enroll - go back to step 6 and redo the enrollment.
    If the Device Captures the Image Successfully, the following screen appears;


The score ranges from 1 to 100 as follows;
    - Below 50 – unacceptable quality. To try capturing the image again, press the redo enroll soft key and ensure that the employee is positioning the finger correctly on the sensor
    - Between 50 and 70 – acceptable quality.
    - Above 70 – Good Quality, try to obtain a score above 70 for each employee.
10. Press the test enrollment soft key and ask the employee to place his or her finger on the sensor. The device sounds three beeps and compares the captured finger scan image with the image on the sensor. If the test is successful, the following screen appears;

Enrolling test, north

Enrollment Test: PASSED
Score: 90
Finger Type: Primary
Finger Id: right index

Press 'Accept Enroll' to accept the enroll

<- Redo Enroll   Accept Enroll ->

- To try for a higher score, press the Redo Enroll soft key and go back to step 6.
- To accept the enrollment, press the Accept Enroll soft key. The resulting biometric templates created from the finger scan images for the employee are stored in the verification device. Tell the employee to remember how he or she placed the finger in the sensor (position and pressure used) and to use the same technique when punching in and out at the time clock. Go to step 12

If the test is not successful, the following example screen appears;
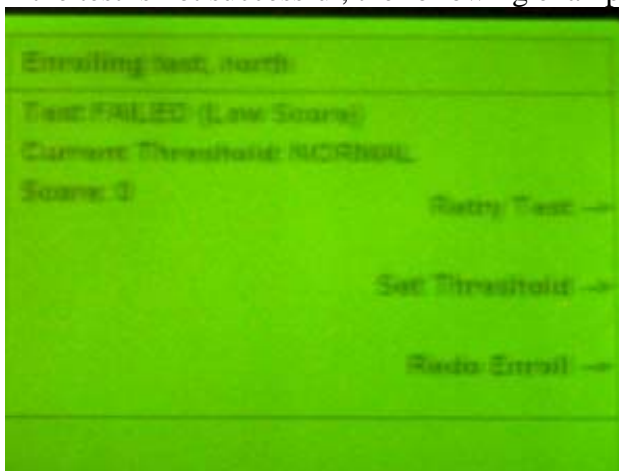
- To retry the test, press the Retry Test soft key and go back to step 10.
- To adjust the quality requirement of the scanned image, press the set threshold soft key. Select Normal, Low, or None. These settings help employees who have trouble verifying against their biometric templates while still requiring a sufficient level of verification. Use the "None" setting only in extreme cases where employees consistently cannot successfully verify for physical reasons.
- To try for a higher score, press the Redo Enroll soft key and go back to Step 5.

11. on the next screen, indicate whether you want to enroll another finger for the employee by pressing the Yes or No soft keys
12. When you are finished enrolling the employee, indicate on the last screen whether you want to continue enrolling employees by pressing the Yes or No soft keys