

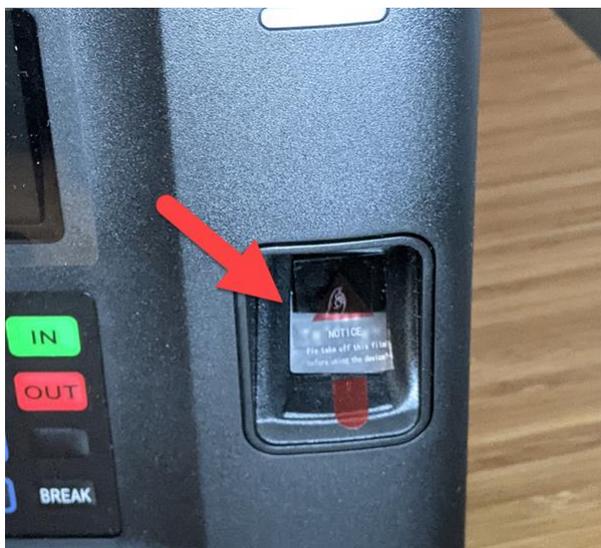
Enroll Fingerprints on Punch+

Enrolling is the process of registering an employee's fingerprint on a biometric clock. This process records landmarks (not the actual print) as a *template* which is stored both on the clock and on the timekeeping system's servers. Because the template is stored on the servers, the employee's identity can be verified on any basic clock connected to your timekeeping account. This article walks you through the enrollment process and includes instructions on how employees clock in and out.

Fingerprint Enrollment Steps

These instructions go through the core enrollment process using the clock's default configuration. **For more on the features and configuration of your clock, see your timekeeping system's online knowledge base.**

IMPORTANT: If you are using a new clock, make sure you remove the protective film from the fingerprint prism before enrolling employees.



To enroll a fingerprint:

1. Press "**3**" on the keypad to access the Enrollment Menu.

2. Enter the clock's manager password followed by **OK** (or scan your print if you have been set up with your own manager access print). If you have just installed the clock, the default manager password is "1234".
3. If you are still using the default manager password, you will see a warning screen reminding you how to change the password. Press **OK** to advance past this screen.
4. The Enrollment Menu screen lists options that correspond to letters on the keypad. Press **"1" Enroll Finger**.
5. The next screen, *Ready To Enroll*, reminds you that clean, dry hands make for an optimal enrollment. Press **OK** to advance past this screen.
6. Enter the employee's unique PIN followed by **OK**. Share this PIN with the employee as the clock will ask for it when they clock in and out. (*For more on why a PIN is needed, see the section [Add the PIN to Employee Setup](#).*)
7. When the screen displays **ENROLL NEW FINGER**, the employee should firmly, without smashing, place their finger on the prism. (*See [Tips for Effective Enrollment](#) below.*)
 - If successful, the clock beeps/flashes green, and the employee should remove their finger. They are then prompted to scan their finger two more times.
 - If unsuccessful, the screen displays **Enrollment was unsuccessful**. In this case, press **OK** to try again.
8. After three successful scans, the clock displays *Now let's verify*, and the employee should place their finger on the prism one more time. This last step validates that the stored fingerprint template on the clock is accurate and can be used to identify the employee.
9. After enrollment, you can enroll another employee or press **"X"** (CANCEL) to go back to the clock entry screen.
10. Press **"9"** on the keypad to transmit the print templates to the servers. The templates will eventually be shared with any other clocks on your timekeeping account. If you want the print template shared to all your clocks immediately, you will need to press "9" on them as well.

Tips for Effective Enrollment

Review these tips for an efficient enrollment process:

- **Clean, dry hands.**
- **Try a different finger.** The ring finger, as opposed to the index or middle finger, does not come into direct contact with objects very often when doing manual work. For that reason, the fingerprint on this finger can be more defined and produce better results.
- **Avoid the fingertips.** When the employee places their finger on the prism, have them focus contact more on the region close to the top knuckle, where the finger bends. Many users try to smash the tip of their finger onto the prism when in fact the prism records a better template if the finger is shifted forward somewhat.

"Code already enrolled"

If, while entering the employee's PIN, you see the message "Code already enrolled" it is because that number is already associated with a fingerprint template in the system. There are two reasons this can happen:

- **You are intentionally re-enrolling a current employee's print.** In that case, you can advance past the screen and continue with the enrollment process.
- **You have entered a PIN that is already in use.** In this case, you will need to use a different PIN. Access Employee Setup in the timekeeping system to determine a new number, or, if you do not have access to Employee Setup, ask an administrator for a new number.

Clocking In and Out

Once you have enrolled an employee, it is a good idea to run through the process of using the clock with them.

To clock in and out:

1. Press **IN** or "**1**" for an in punch, **OUT** or "**2**" for an out punch.
2. Enter the PIN, followed by **OK**.
3. Place the finger on the prism.
 - If successful, the clock beeps and the light flashes green.

- If unsuccessful, the screen displays "Keep trying" and the light flashes red. Remind them that shifting the finger forward on the prism can often make a difference.
4. Enter any clock prompt values (if clock prompts are used).
 5. Press "**OK**".

For any employee with an enrolled print, the clock does not record their punch until their print is successfully scanned.

Add the PIN to Employee Setup

A PIN is required for enrollment because it is the only way a fingerprint template can be paired with an employee record. The PIN eventually needs to be entered in the timekeeping system. Until that is done, any punches made by the employee are classified as "unmatched" and will not appear on their time card. **Unmatched Punches** can be found under the *Maintenance Menu* by any administrator, or a supervisor with the Unmatched Punches permission.

PINs are entered in an available **Card Number/Logins** field in Employee Setup. If you have access to Employee Setup, you can do this either before or after you enroll the fingerprint.

Identifiers for punching the clock (card numbers, Web logins, PINs) - NOTE: Only the first three are usable as Web logins. [Edit](#)

| | | |
|-----------------------|---|----------------------|
| Logins / Numbers | WBorahmaz | 12345 |
| Self-service password | Password has been set and changed by employee | |
| Employee Data | Expand History | Edit |
| Employee Type | Part Time | |

When choosing PINs for employees, it is **not** recommended to use the last 4 of their Social Security Number; there can be duplicates within a group of employees. Using a numerical sequence or their employee ID is another option. If you are going to use a variation of the employee's SSN, we suggest *the last 5 digits*, as it can be less prone to duplication.

By default, employees are asked for their PIN prior to having their fingerprint scanned; it makes matching their scanned print to their template much more efficient. However, requiring a PIN for punching can be disabled if you choose.

See the article [Disable PIN Requirement on Biometric Clocks](#) in your timekeeping system's online knowledge base for more.