

### Biometrics Enrollment:

To begin enrollment, enter your employee ID number on the keypad and press [Enter], or swipe/present your badge. The time clock will tell you it's beginning enrollment and will tell you to touch the sensor.

A good enrollment is essential. It makes future clock attempts much easier and faster. Here's what you need to do to get a good enrollment:

**Pick a finger to use.** Most people use their index finger, but if your index finger is very smooth or scarred, you may want to use a different finger, such as your pinkie, ring finger, or thumb.

**Enroll your selected finger on each hand.** This is important because it means that either hand will work. You won't need to remember which hand you enrolled.

**Position your finger on the sensor correctly.** Press the ball of your finger flat on the sensor, as shown in the diagram below.

When enrollment starts, the LCD screen will tell you how many prints you will enroll (up to 10 prints). For the first half of the prints, present your selected finger on one hand. For the next half, present your selected finger on the other hand. Watch the LCD screen for the print number you're on. The number count will increase as successful enrollments are processed.

If the LCD says that the finger could not be read, and the enrollment counter does not increase, simply remove your finger and try again. If it continues, try pressing a little more firmly and/or try applying a small amount of hand lotion or moisturizer to ensure your finger is not excessively dry. If you still have repeated trouble getting enrollment prints, try a different finger. To start the entire enrollment process over, press the BS key, then enter/present your ID/badge again.

If you have a good enrollment, and place your finger correctly, the clock should be fairly good at verifying your finger right away. Finger placement and pressure are critical, and you'll need to touch the sensor with the same finger and in approximately the same positions as one of your enrollments. Don't worry, especially in the first few weeks, if the clock sometimes doesn't recognize your print right away. You may need to try several times, with your finger in a slightly different position, or use your other hand. Each time you use the clock, it learns your finger better by looking at your new print and comparing to your enrollments. The clock will automatically make additional enrollments based on your prints, and over time, these become very good at matching your finger.

### Finger Placement and Pressure:

Press the "ball" of your finger flat against the sensor. Apply moderate pressure. The position of the finger should be like this, as seen from the side:

