

Overview of QuickPunch Device

The following instructions describe the procedures for employee enrollment into ADP QuickPunch Time and Attendance system. For best results, we recommend that supervisors oversee the employee enrollment process and keep a record of which finger the employee used for the enrollment and how they placed their finger on the sensor.

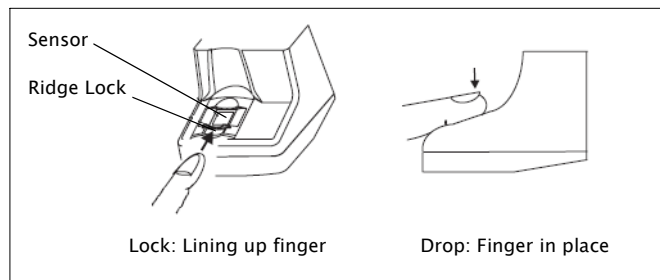
Remind all employees that they must use the enrolled finger every time they use the QuickPunch device. For example, if the employee used their index finger in the enrollment process, QuickPunch will not recognize their middle finger when they punch in.

Steps: To enroll employees using the 4500 clock:

- 1 Swipe supervisor badge.
- 2 Enter supervisor password.
- 3 Press **Enroll Employee**. Terminal prompts for the employee badge number.
- 4 Type the employee **Badge Number**, then press **Enter**. Terminal prompts employee to select a primary finger for enrollment.

Note: For best results, use index finger, ring finger, or middle finger and avoid thumb or pinky.

- 5 Press the keypad number that corresponds to the finger you want to enroll. Terminal prompts employee to place their finger on the QuickPunch device.
- 6 Press **Enroll**.
- 7 Lock, Drop, and Hold:



- 7.A Lock**—Without placing the finger on the sensor, line up the first joint of the employee's finger with the QuickPunch ridge lock and keep the finger at an angle.

Enrollment at 4500 Clock

7. B Drop—When the finger is lined up with the ridge lock, place (drop) it down on the QuickPunch sensor.

Warning: Do not drag or slide the finger across the sensor. For best results, apply firm but gentle pressure on the sensor. Do not press down as if you are pressing a button as this will create a blurry image.

7. C Hold—Hold the finger in place until the message **Capture Successful** and a **Content Score** displays. The higher the score the better. The normal acceptable range is 50–70, but scores of **70** or higher are preferred.

- 8** If the score is less than **70**, retry the enrollment by repeating step 7, moving the finger slightly or applying more or less pressure.
- 9** To complete the enrollment, press **Test Enrollment**. Terminal prompts employee to place finger on the QuickPunch. *Use the same finger to test as you used for enrollment.* If enrollment was successful, Terminal displays message **Test Successful**.
- 10** Press **Accept** to accept the enrollment. Terminal prompts you to enroll a secondary finger. Choose one of the following:
 - Press **Yes** and repeat steps 5 through 10 for the secondary finger.
 - Press **No** to exit.
- 11** Remind employee to use the enrolled finger every time they use the QuickPunch and to place it in the same manner as they did when they enrolled.