

Finger Enrollment

Note: Prior to enrolling employees, the Admin should set a password for the clock in ADP Time Collection Manager (TCM). Clients can enroll employees using either one or two finger enrollment. The default is single-finger. This option can be changed in ADP Time Collection Manager, Advanced Settings, under 'Configure Enrollment'.

1. Press 'Clear' and then 'Transfer' sequentially, keeping both buttons pressed until the Enrollment Password screen displays.
2. At **Enter Fingerprint Enrollment Password**, enter the password previously configured in ADP Time Collection Manager (TCM) and then press 'Enter'.

Enter Fingerprint
Enrollment Password

3. At **Fingerprint Enrollment Mode**, press 'Enter'

Fingerprint
Enrollment Mode

4. At **Enter Badge**, enter the badge # of the new employee, and then press 'Enter'.

Enroll Fingerprint
Enter Badge:

5. At the **'Present Finger'** prompt have the employee place his/her finger

Enroll Fingerprint
Present Finger:

6. If the enrollment is successful the message 'Remove Finger' will be followed by 'Enrollment GOOD!! Thank you!' will display.

Remove Finger

Enrollment GOOD!!
Thank you!
06/28/10 7:40 AM

7. If a client selected to do a 2 finger per employee enrollment and updated the clock (in TCM, Advanced Options, Configure Enrollment), then after the first finger is enrolled a second prompt will appear asking the user to press 'Enter' to enroll the 2nd finger.
8. If there are more employees to enroll then press 'Enter' to do more enrollments; if not then press 'Clear' to exit the enrollment menu.