

Adding Employees: Follow these steps each time you add an employee to the time clock. Make sure you follow all steps on the website and the reader.

At the Website

Add Employee

Step One:

Setup Tab, Employee Setup

Add additional usernames, remove users, set the password, and set the status. [Help]

Add New Employee (Bulk import or remove users with the [Employee Import](#) page)

Username	Employee #	Password (Optional)	Email (Optional)	Department	Shift	Status
Brady, Ian	5			Office ▾	Work ▾	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Terminated

Annotation: An arrow points from the text box "Create the username." to the "Brady, Ian" cell in the Username column.

Create the username.

Step Two:

Setup Tab, Reader Download

Brady, Ian	5		<input checked="" type="checkbox"/> Download	<input checked="" type="checkbox"/> Reader Only	Set <input type="text"/>	User ▾
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Annotation: A text box with arrows pointing to the "Download" and "Reader Only" checkboxes contains the text: "Check box to Download. Check Reader Only to disable website clocking."

Annotation: A text box contains the text: "This download may take up to 5 minutes."

Check box to **Download**. Check **Reader Only** to disable website clocking.

This download may take up to 5 minutes.

At the Reader

Enroll Fingerprints

ID.NO	Name	FP	PWD	Card
1	Zeo	1		
2	Mike	1		
3	Sue	1		

Press **Enter** () to view the **Menu** options

Note: If the screen says “Admin Affirm”, then scan the Admin’s finger or put in their login info to gain **M/**;

Arrow to select **User Mng** and press **Enter**

Arrow to the right ► to select **Manage** and press **Enter**

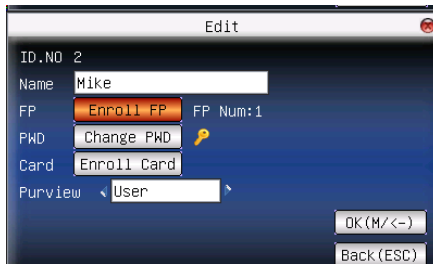
Arrow down to **select the employee’s name** and press **Enter** and you will see another menu popup on the bottom left.

Arrow down ▼ to select **Edit** and press **Enter**

Enroll FP will be selected so press **Enter**

Long list of employees? Search Employee List by ID number:

- 1) When you see the list of employees, press **Enter**.
- 2) Select **Search User** and press **Enter**.
- 3) Type in the **employee ID number**
- 4) Arrow down ▼ to select **OK**
Press **Enter** to see the name highlighted then follow the next step.



Now you have successfully enrolled a fingerprint!



Print Reading Poor: If you do not get a good print reading, there will be an error message with the RED X and the terminal voice will say “Please Try Again”.



Print Reading Good: When the reader is able to get a good print reading, it will display a message “Enroll Success.”

To enroll an additional fingerprint, press **Enter** and repeat enroll steps. To save and move on, click **ESC**.

To Delete a Fingerprint on the Reader:

- 1) Go to the employee’s name, press **Enter**
- 2) Arrow down to **Delete User**, press **Enter**
- 3) Arrow down to **Delete Fingerprint**, press **Enter**

For further assistance with Biometric Fingerprint Reader Setup, contact Customer Service.

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