

1 INTRODUCTION

This procedure will guide you through the steps needed to add the first user, called the “Supervisor”, to the HandPunch 1000 terminal. Once a Supervisor has been enrolled, they will then be able to enrol further supervisors and employees.

2 WARNING

Before the Supervisor is enrolled on to the HandPunch terminal, their employee details MAY need to be added to the system software. The PIN (Personal Identification Number) used within the system software is then used as the enrolment ID within the HandPunch terminal.

It is recommended that at least two supervisors are enrolled onto the HandPunch terminal.

3 ITEMS REQUIRED

- Supervisor's PIN number entered on the Premium software.
- The Supervisor who needs to be enrolled.

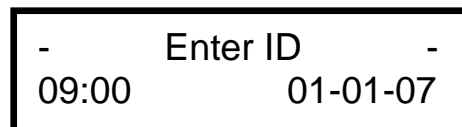
4 ADDITIONAL INFORMATION

If the process needs to be restarted at any point, press the “Clear” key until the display shows the standard “Enter ID” display

5 ADDING THE FIRST SUPERVISOR

Step 1

Ensure the display shows the standard information with the current date and time.



Step 2

Press the “Clear” key



Step 3

Press the “Enter” key



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Step 4

The unit will display
(NOTE: No password is required)

ENTER PASSWORD

Step 5

Press the “4” key

4

Step 6

Press the “Enter” key

Enter

Step 7

The unit will display

ADD EMPLOYEE
* NO YES #

Step 8

Press the “No” key

*
No

Step 9

The unit will display

ADD SUPERVISOR
* NO YES #

Step 10

Press the “Yes” key

Yes

Step 11

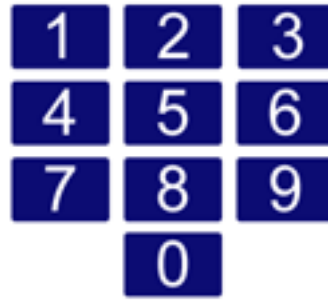
The unit will display

ID#?

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Step 12

Enter the Supervisor's Premium badge number (= "ID#")



Step 13

The unit will display "ID#?" with the correct badge number underneath.



Step 14

Press the "Enter" key



Step 15

The unit will display



Step 16

The Supervisor's hand should be placed on the pad of the reader. Ensure that each of the red lights are switched off on the assistance display on the top of the unit.



Step 17

The unit will display



Step 18

The unit will display



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Step 19

Place the Supervisor's hand on the pad of the reader for a second time. Ensure that all the lights on the display go off.



Step 20

The unit will display

* REMOVE HAND *
2/3

Step 21

The unit will display

** PLACE HAND **
3/3

Step 22

Place the Supervisor's hand on the pad of the reader for a third and final time.



Step 23

The unit will display a confirmation that the Supervisor ID has been enrolled

9999
USER ENROLLED

Step 24

The unit will display

ADD SUPERVISOR
* NO YES #

Step 25

If you wish to add another Supervisor at this time press the "Yes" key and go back to Step 10 or press the "Clear" key to continue.



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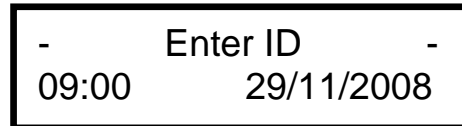
Step 26

Press the “Clear” key again.



Step 27

The unit will display the standard information with the current time and date.



6 THE NEXT STEP

You can now move on to adding employees to the HandPunch as described in the Support Procedure “HandPunch - Enrolling Employees”.