

1 INTRODUCTION

The HandPunch enables employees to be individually identified. That requires each employee to be individually “enrolled” at the terminal to provide identification details.

This procedure uses the term “Supervisor” to describe the person responsible for enrolling employees and will guide the Supervisor through the steps needed to add employees to the HandPunch 1000 terminal.

2 WARNING

Before employees can enrol on the HandPunch terminal their details may be added to the software in use first. The PIN (Personal Identification Number) used within the system software is then used as the enrolment ID within the HandPunch terminal.

3 ITEMS REQUIRED

- A Supervisor who has already been enrolled on the HandPunch terminal.
- The Employee’s PIN for the software.

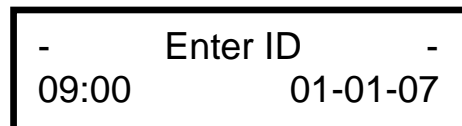
4 ADDITIONAL INFORMATION

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

5 ADDING EMPLOYEES

Step 1

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



Step 2

Press the “Clear” key



Step 3

Press the “Enter” key



Step 4

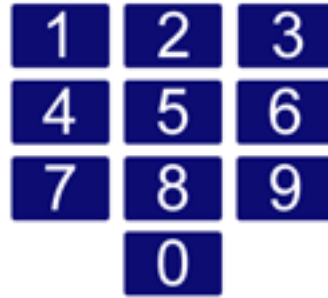
The unit will display



**CHRONOLOGIC – SUPPORT PROCEDURE
HANDPUNCH
ENROLLING EMPLOYEES**

Step 5

Enter the Supervisor's ID number



Step 6

Press the "Enter" key



Step 7

The unit will display



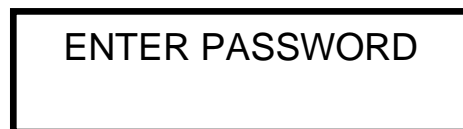
Step 8

The Supervisor's hand should be placed on the pad of reader, ensuring that all of the red lights switch off.



Step 9

The unit will display



Step 10

Press the "4" key



Step 11

Press the "Enter" key



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HANDPUNCH
ENROLLING EMPLOYEES**

Step 12

The unit will display



Step 13

Press the "Yes" key



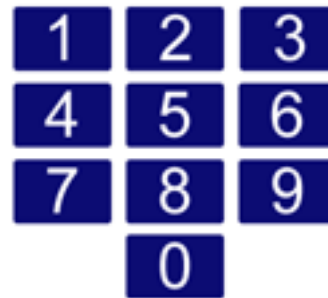
Step 14

The unit will display



Step 15

Enter the employee's badge number



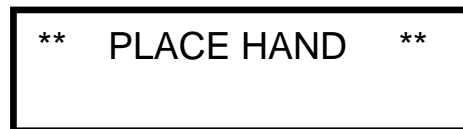
Step 16

Press the "Enter" key



Step 17

The unit will display



Step 18

The employee's right hand should be placed on the pad of the reader. Ensure that all of the red lights switch off.



**CHRONOLOGIC – SUPPORT PROCEDURE
HANDPUNCH
ENROLLING EMPLOYEES**

Step 19

The unit will display

* REMOVE HAND *

Step 20

The unit will display

** PLACE HAND **
2/3

Step 21

Place the employee's right hand on the pad of the reader a second time.



Step 22

The unit will display

* REMOVE HAND *
2/3

Step 23

The unit will display

** PLACE HAND **
3/3

Step 24

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



Step 25

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

1
USER ENROLLED

**CHRONOLOGIC – SUPPORT PROCEDURE
HANDPUNCH
ENROLLING EMPLOYEES**

Step 26

If you wish to enrol another employee press the “Yes” key and return to step 14.

ADD EMPLOYEE	
* NO	YES #

Step 27

Press the “Clear” key



Step 28

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

-	ENTER ID	-
09:00		01-01-07

6 THE NEXT STEP

The Supervisor should inform the person operating the system software that additional employees have been enrolled.