

Timeclock Fingerprint configuration

Here are directions on how to set up fingerprints for employees on the timeclock. Anyone who has manager privileges in Timeclock Plus can set up additional fingerprints for an employee.

If you have an employee who is struggling with their fingerprint not matching on the timeclock device, you can set up to 5 fingerprints for them on the device. During the winter season when the weather is cold and dry an employee might have dry skin that would affect their fingerprint matching on the device and therefore may need more than one fingerprint set up.

Here are the written directions:

- From the main menu...
- Hide button in lower right hand corner.
- Blue gear icon in lower left hand side.
- Configure (middle bottom)
- Enter your manager id and password
- Select Biometrics
- Enter the employee ID #
- Select Enroll
- You will now see a handprint. The employee sets up their fingerprint. It will take 10-15 times of them putting their fingerprint on the device, lifting it off, and putting it back on the device. It will say complete once it has 'gathered' the data.
- Select Done
- Select Hide
- Select Close
- Select Exit
- To get to the home screen the final step is the Select button.