

# Enrolling Employees at the Hand Punch

1. Press the "Clear Key" and then press the "Enter Key" Immediately after.
  1. Note: if you do not press the enter key immediately after, it will not go to the next step.
2. When the display shows a small asterisk, put in the supervisor's id number and then place hand when prompted.
3. When "enter password" appears press **4** and then press the enter key.
4. When "Add Employee" appears press the "Yes" key to add an employee or press "No" to add a supervisor.
5. Once the Yes key is pressed, enter the id number for that employee or supervisor being enrolled when it displays enter id.
6. Have the employee place his/her hand 3 times for enrollment.