

REGISTERING AN EMPLOYEE ON THE TIMETRAX™ ELITE BIO (TTTELITEEK)

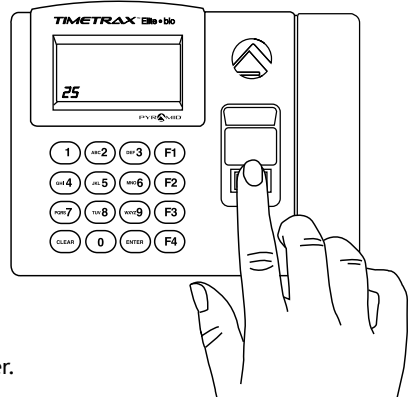
Before registering an employee finger scan on time clock, verify time clock “Status” as “Online” under “Clock/Hardware Manager”. You will also need to set the Supervisor on the Employee Profile Screen with a Supervisor ID¹. Each employee must also be set up with a unique card# on their Employee Profile screen². You will need both of these numbers to register employee at the Time Clock.

Now you are ready to register employee fingerprints.

Supervisor must register employee on each time clock terminal they will be using.

At the clock:

1. Press F4 key.
“ID#” displays on screen.
2. Enter Supervisor ID.
3. Press “Enter”.
4. Press F4.
“User ID” displays on screen.
5. Enter employee card number and press “Enter”.
6. “Scan 1 of 2” displays on screen.
Have employee place finger on scanner.
“Scan 2 of 2” displays on screen.
Have employee place same finger on scanner.
“Enroll Succeeded” displays on screen.
Employee registration is complete.
7. “Enroll Another?” displays on screen.
If you don’t want to enter another employee, press “Clear”.
To register another employee press “Enter”
“User ID” displays on screen.
Enter next employee card number and press “Enter”.
Return to Step 5.



Note: If you make an error during any steps, press “Clear” and return to Step 1.

Deleting a Finger Scan from time clock.

To delete finger scan from time clock, delete the employee card# on Employee Profile associated with finger scan.



¹Refer to Employee Profile section for more information on entering user with supervisor privileges.

²When adding an employee in Employee Profile, enter a card number associated with employee finger scan.