



ACTIVETIME

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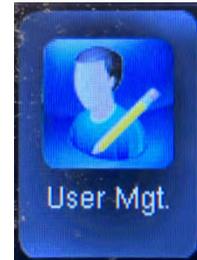
TIME CLOCK ENROLLMENT PROCEDURES

To use the biometric time clock, an employee's finger will have to be scanned on the time clock. An employee cannot be scanned until they have been set up in Marathon and synced with the time clock(s) in the district. Here are the instructions for enrolling an employee on the time clocks:

1. Press the **Menu** button twice.



2. The icons in the **MAIN MENU** will be displayed. **USER MGT.** should be displayed. Press **OK**.



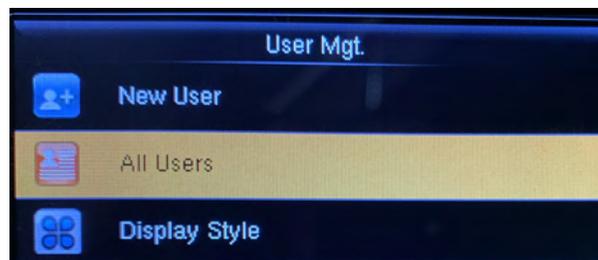
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3. In **USER MGT.**, use the down arrow button to highlight **ALL USERS**. Press **OK**.



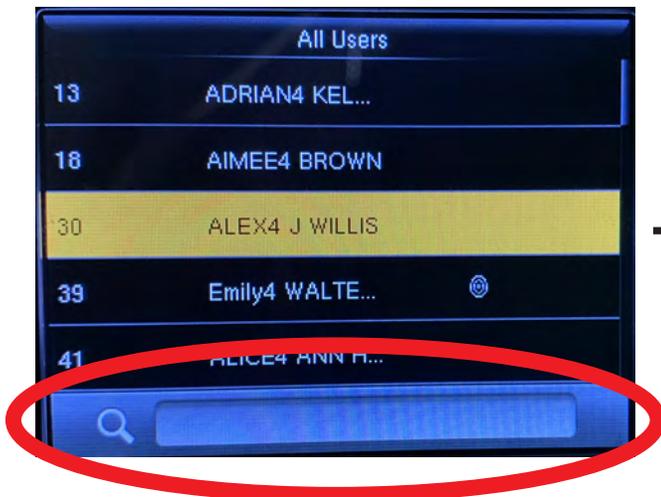
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4. The **ALL USERS** section will allow you to select the employee to be enrolled. Use the keypad to enter the employee's Marathon ID number. The employees name should then be shown in the list and highlighted. Press OK.



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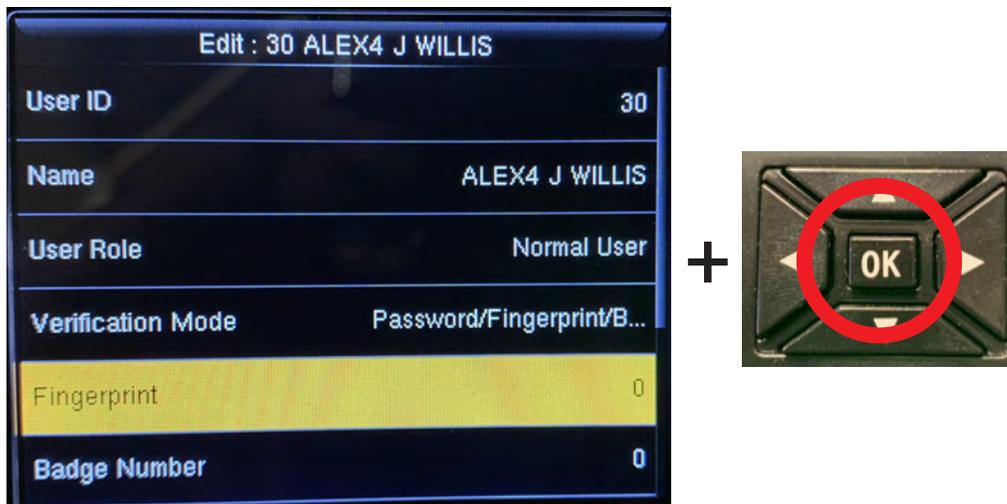
NOTE: You can also use the **UP** and **DOWN** arrows to scroll to the employee's name.

VERY IMPORTANT! If an employee is not listed, DO NOT ADD THEM MANUALLY USING THE CLOCK. Let the Central Office know of the missing employee.

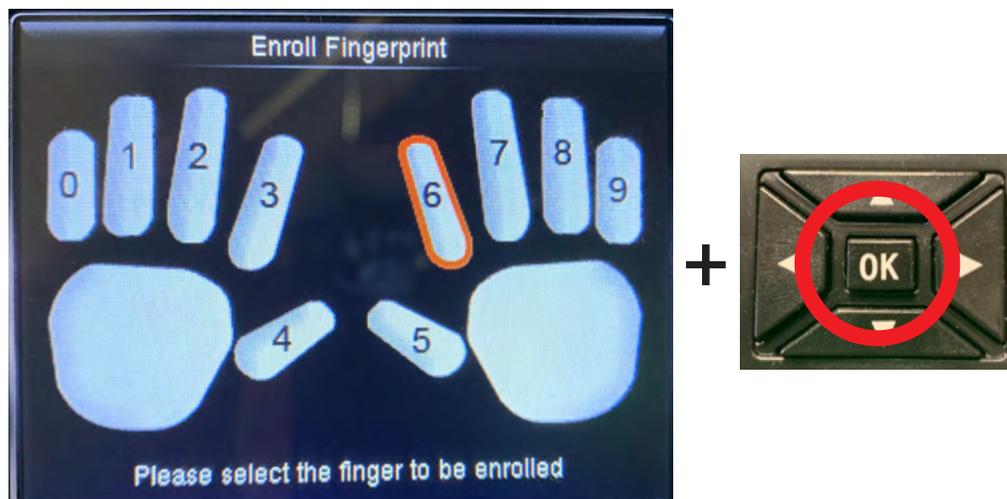
5. The employee's name will be displayed with two options. Use the arrow buttons to highlight **EDIT**. Press **OK**.



6. More options will appear. Use the arrow buttons to highlight **FINGERPRINT**. Press **OK**.



7. A screen with two hands will be shown. Use the left and right arrow buttons to select the employee's finger that will be scanned. Press **OK**.



8. You'll see the Enroll Fingerprint screen, asking for the employee to place the finger on the scanner.



9. Make sure the employee places the finger in the middle of the scanner. The fingertip should not extend past the top of the scanner.



10. The enrollment consists of **three** scans of the finger. After each scan, the time clock will beep, prompting the employee to lift the finger off the scanner and then back on.



11. After the last scan, a green check will be shown and a message that the enrollment was successful.

12. To continue enrolling other employees, press the **ESC** button **twice** to go back to the **ALL USERS** section - then **repeat steps 4 thru 12**. If you are done enrolling employees, press the **ESC** button **four** times to return to the main screen.

