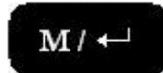


**Enroll procedure for iClock880-ID**

When the Administrator add a new user/employee to the time clock, it is known as enrolling.

1. The person enrolling must have Administrator privilege in the unit.
  - a. First access the Administrator Menu with the **MENU BUTTON** located in the iClock keypad.



- b. The unit recognizes that and Administrator wants to access the Admin Menu. You will read in the unit screen **ADMIN AFFIRM** and a lock picture, meaning that the Administrator must place his finger in the sensor, that way the unit will read and accept the Administrator fingerprint (the fingerprint must be previously enrolled in the unit).
    - c. Once the unit accepts the fingerprint, it will bring the Main Menu.



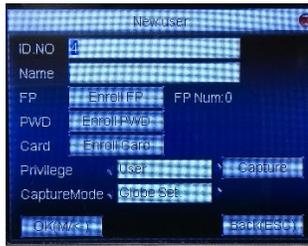
- d. The Administrator can choose from the menu any command using the arrow buttons and OK button in the unit's keypad.



- e. If the Administrator wants to enroll a new user/employee, the command that must be chosen is **USER MNG** (the picture with two persons). Then choose the command **NEW USER** (the pic with one person).



- i. In the next window under the **USER MNG** command, the Administrator will see several fields to configure the new user/employee. To move between fields, please use the arrow buttons in the iClock keypad. The options are:



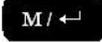
1. ID NO – fill with the user/employee number, this number must be unique (not repeated).
2. NAME – optional, fill with the user/employee name. To access the QWERTY keyboard, the Administrator must press the asterisk (\*) button in the keypad.
3. FP – this is where the Administrator saves the fingerprint template in the iClock. The Administrator must press the OK button in order to begin with the process. The new user/employee must place the finger in the iClock sensor, then pull out as soon as the first of three rectangles is **green**, then repeat this process twice until all three rectangles on screen are **green**, the screen shows a **green** check mark ✓ and the screen reads ENROLL SUCCESS! OK CONTINUE ESC EXIT. The Administrator must press OK if another fingerprint is going to be saved, all 10 fingers can be added. If no more fingerprints are going to be saved, then the Administrator must press ESC in the iClock keypad.

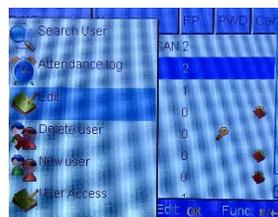


4. PWD – optional, fill this field with a password in case the user/employee's fingerprint is problematic to read (fingertip burnt, dry or to moist).
5. CARD – optional, fill this field if the Employer wishes to use proximity cards along with the fingerprints. If the Administrator is going to register a proximity card, then must press OK in this section. The message **ENROLL CARD** will appear on screen, please place the card in front of the sensor. When the card is read, then press OK to save changes.
6. PRIVILEGE – in this field, please select user privileges like USER (*employees that will only register clock in/out*) and ADMINISTRATOR (*will have access to all iClock menu and will be able to enroll users and configure different aspects of the unit*).
7. CAPTURE MODE – default configuration in GLOBE SET, please do not change.

8. **CAPTURE button** – use this field to capture the user/employee photo. The new user/employee must be in front of iClock camera.
  - a. Bright: adjust the pic brightness
  - b. Contrast: adjust the pic contrast
  - c. Quality: adjust the pic quality, three levels; low, mid and high. The lower the quality, the less space it occupies in the unit.
9. Please press the OK button to save all changes.
- f. If the user wishes to edit or delete a previous user/employee, please choose option #2 in the main menu **MANAGE** (*the pic with a person and a magnifier*).



- i. The screen will show a list with all users saved in iClock. The record that the Administrator wishes to work with must be highlighted and then the Administrator must press the **MENU BUTTON**  in the iClock keypad.
  1. A menu will appear with the following options:



2. SEARCH USER
3. ATTENDANCE LOG
4. EDIT – in this field, the Administrator can re-configure the user/employee record (*edit name, privileges, password and photo*).
5. DELETE USER – this option is to delete the employee record in iClock or delete only the fingerprints, password, proximity card or photo, with the next commands: DELETE USER, DELETE FINGERPRINT, DELETE PASSWORD, DELETE ID CARD and DELETE PHOTO.
6. NEW USER
7. USER ACCESS
- g. It is important to save all changes made.