

Create Supervisor

Follow the steps to create one or more Supervisors on the HP clocks.

1. On the clocks keypad press the CLEAR and ENTER keys at the same time.
2. The clock display should now read:
ENTER PASSWORD
If not repeat step 1.
3. Press the key numbered 4 first (4 is the password required to enter the enrollment menu) and then press the ENTER key.
4. The clock display should now read:
ADD EMPLOYEE
*NO YES#
Since you are setting up a Supervisor press the NO key to by pass this screen.
5. The clock display should now read:
ADD SUPERVISOR
*NO YES#
Since you are setting up a Supervisor press the YES key.
6. The clock display should now read:
ENTER ID
Enter the Supervisors ID (example 123) and the press the ENTER key.
7. The clock display should now read:
PLACE HAND
1/3
The Supervisor should place their hand on the platen.
8. If the hand was placed correctly the clock display should now read:
REMOVE HAND
Remove the hand from the platen.
9. Repeat steps 7 and 8 twice each so the Supervisors hand was placed on the platen 3 times.
10. The clock display should now read:
123
USER ENROLLED
The message indicates the Supervisors ID was enrolled successfully.
11. The clock display should now read:
ADD SUPERVISOR
*NO YES#
To add additional Supervisors press the YES key and repeat steps 6 through 11.
To exit the enrollment menu press the key numbered 5.
If the NO key is pressed the display should now read:
REMOVE USER
*NO YES#
Press the key numbered 5 to exit this menu.