

Enroll an Employee

Follow the steps to enroll one or more Employees on the HP clock.

1. On the clocks keypad the Supervisor presses the CLEAR and ENTER keys at the same time.
2. The display should now read:
DEMO VERSION
*:
The Supervisor must enter their ID number and then press ENTER. Then place their hand on the platen.
3. The clock display should now read:
ENTER PASSWORD
4. Press the key numbered 4 first (4 is the password required to enter the enrollment menu) and then press the ENTER key.
5. The clock display should now read:
ADD EMPLOYEE
*NO YES#
Since you are setting up an EMPLOYEE press the YES key.
6. The clock display should now read:
ENTER ID
Enter the Supervisors ID (example 123) and then 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 EMPLOYEE
*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:
ADD SUPERVISOR
*NO YES#
Press the key numbered 5 to exit this menu.