


# Timeclock Guide

## InTouch Biometric Enrollment

### Accessing Manager Mode


#### Access Manager Mode with a Supervisor Badge

**Note:** Supervisor badges are sold and shipped separately from the clocks. Supervisor badges must be ordered in addition to the InTouch timeclock.

1. Swipe your Supervisor ("**S**") badge or type **999555100** using the keyboard icon . Tap **Enter**.
2. Enter your manager mode **password** and tap **Enter**. Default password is **00000**.


#### Access Manager Mode with an Employee Badge

Manager mode can be accessed when the following conditions are met:

- You are enrolled as an employee with Supervisor access.
  - The InTouch timeclock allows you to use an Employee badge to access supervisor mode.
1. Swipe your **Employee** badge or enter your badge id using the keyboard icon . Tap **Enter**.
  2. Enter your manager mode **password** and tap **Enter**. Default password is **00000**.

#### Access Manager Mode with an Employee Badge and Supervisor Log On Key

Depending on the how the device is configured, you might be able to use your employee badge in conjunction with the Supervisor Log On key to access manager mode, when the following conditions are met:

- You are enrolled as an employee with a Supervisor license.
  - The InTouch timeclock allows you to use an Employee badge to access supervisor mode.
  - The InTouch timeclock enabled with the Supervisor Log On key.
1. On the employee home page, tap **Supervisor Log On**.
  2. Swipe your **Employee** badge or enter your badge id using the keyboard icon . Tap **Enter**.
  3. Enter your manager mode **password** and tap **Enter**. Default password is **00000**.

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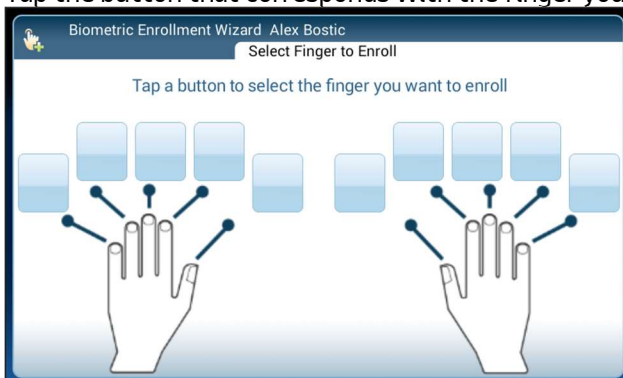
1. Once in the Manager Mode, Tap on **Enroll Employee**.



2. Enter employee badge number, **Tap Enter**.



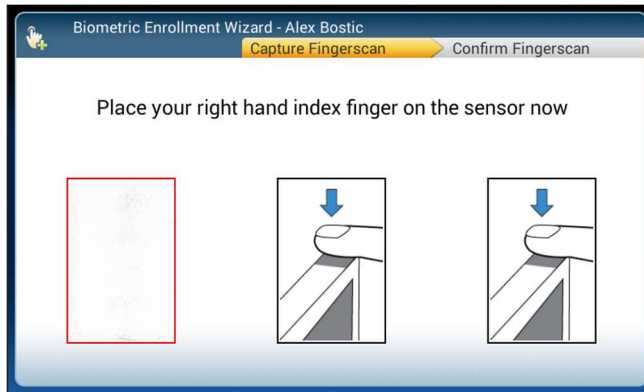
3. Tap the button that corresponds with the finger you wish to enroll.



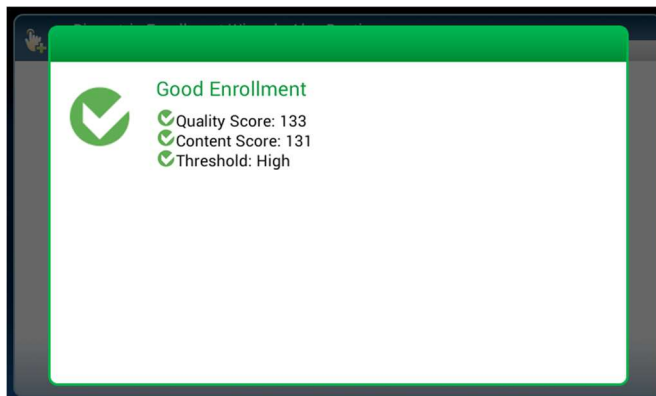
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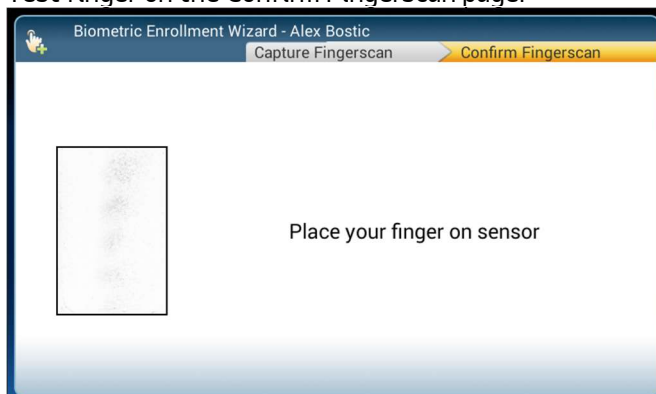
4. Place the chosen finger to Capture Fingerscan.



5. A "Good Enrollment" screen will confirm enrollment status.



6. Test finger on the Confirm Fingerscan page.



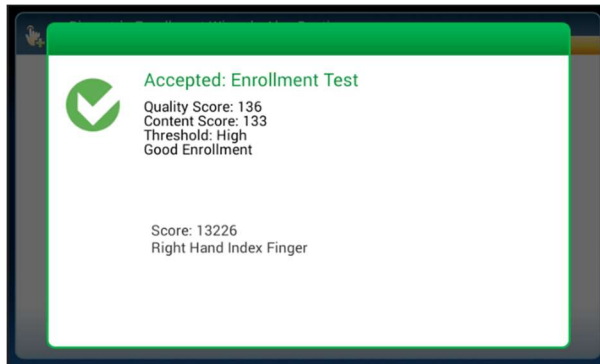
Note: After biometric enrollment it takes 24 hours for an employee to be able to use this method for clocking.

Please wait until this time frame is up to test.

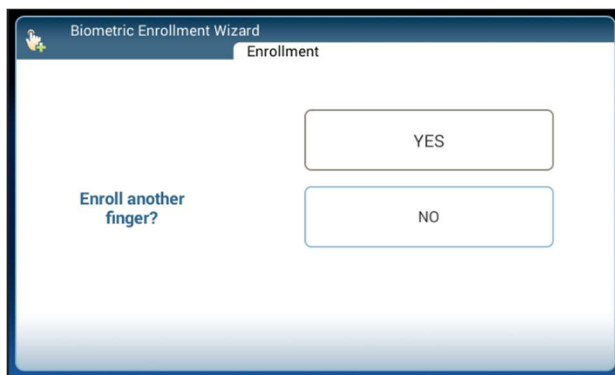
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7. An **"Accepted: Enrollment Test"** message will indicate successful enrollment and test.



8. Option to enroll an additional finger is available. Select **Yes** or **No**.



9. If additional employees are needing to be enrolled, do so on the final screen, Select **Yes** or **No**.

