4500 Biometric Terminal - Employees

Indicator Lights

KRONOS

3:14 PM	Wed Jan-11-2012
Punch	View Timecard
View Schedule	Inbox
View Accruals	Approve Timecard
Time Off Requests	Manager

Soft Keys

Navigation Keys

Keypad

Specialty Keys

Home, Help, Back, Clear
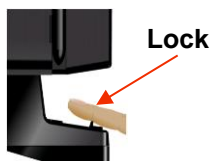
Enter Key

Biometric Reader

1 Using a soft key, select desired option, such as Punch.

2 Using the key pad, enter the badge number.

3 Position the first joint of your finger against the ridge lock.

Lock

4 Place your finger on the sensor.

Place and Hold

Hold your finger on the sensor until the terminal beeps and displays a response.

5 If the punch is successful, the indicator light flashes green and you hear a tone.

If the punch is rejected, the indicator light flashes red and you hear a tone. Look for an error message on the terminal display.