

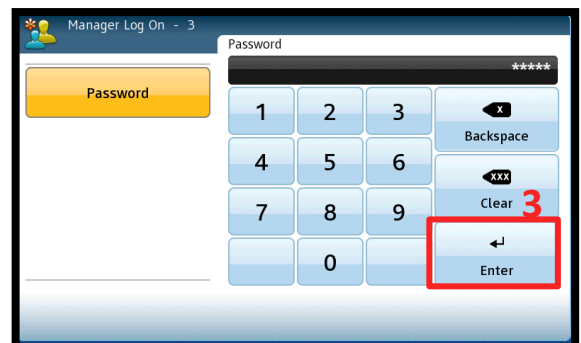
1. Make sure you are viewing the **HOME** screen (seen to the right, here), before proceeding.



2. Swipe your manger's ID.



3. Enter your password# on the soft-key pad, and press the **Enter** soft key.



4. Press the **Enroll Biometric EE** soft key on the terminal screen.



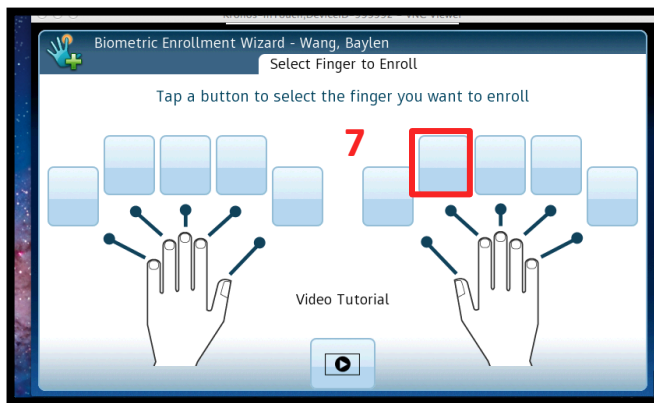
5. Swipe the employee's ID.

**NOTE:** If the red light flashes on the terminal, it is not the employee's home terminal or the employee data is not yet active in the system.



6. If the green light flashes, press the **YES** soft key when asked if you want to enroll an employee. Then the terminal will be ready for enrollment.

7. On the screen, pick a finger to enroll by pressing its soft key—preferably an index finger.



8. Have the employee slide that finger along the **ridge-lock**, without touching the **sensor pad**. The employee should slide his/her finger all the way across the **sensor pad** until the knuckle rests on the **ridge lock**.



9. Have the employee then drop his/her finger onto the **sensor pad**, applying only moderate pressure.

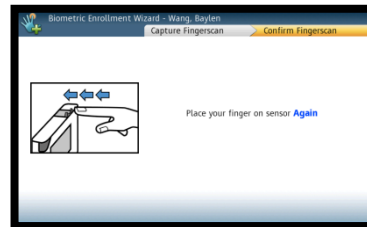
**NOTE:** No rotation or movement or any kind is necessary once the finger is resting on the **sensor pad**.



10. If the terminal's **red** light flashes, it did not capture the finger scan. If the **yellow** light flashes, it was a **Fair** enrollment, and you must select one of the following:

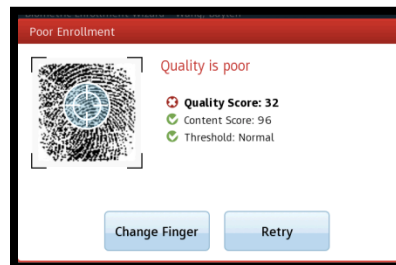
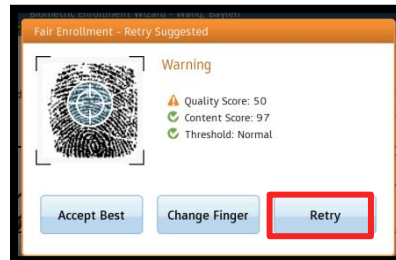
- **Change** the finger to enroll.
- **Retry** (the same finger.)
- **Accept the best** scan. (If this is the only scan, *retry!*)

If the terminal's light flashes **green**, the enrollment is good, and you will be prompted to scan the *same* finger one more time.



11. If the second scan results in a **green** light (see below), press **YES** to enroll the other index finger.

If it results in a **yellow** or **red** light (see right), with a score of 50 or less, *retry*.

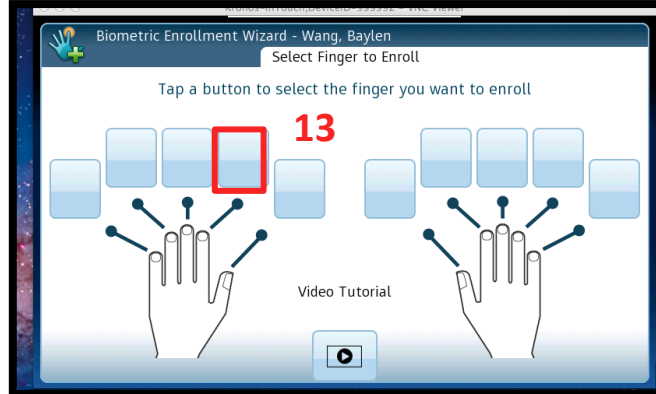


Poor scans!  
Retry.

(To re-enroll the same finger, see *Steps 8–11*.)

12. After completing enrolling the first index finger, press **YES** to enroll another finger.

13. By pressing the on-screen soft key, pick a finger from the employee's *other* hand, preferably the Index finger.



14. Repeat *Steps 8–11*.

15. When done enrolling the second finger, press the **YES** soft key to enroll another employee, or press the **NO** soft key to end enrollments. You will return to the home screen.

