Enrollment Guide for the ADP® 700 Timeclock

1. On the Timeclock Home page, click the wrench icon.

2. At **Enter Setup Password**, enter the password previously configured in ADP Time Collection Manager and press '**Enter'**.

3. Press the '**Enroll**' button.

4. Press '**Enter'** to access **Fingerprint Enrollment Mode**. At the **Enter Badge prompt**, enter the badge # of the new employee, and press '**Enter**'.
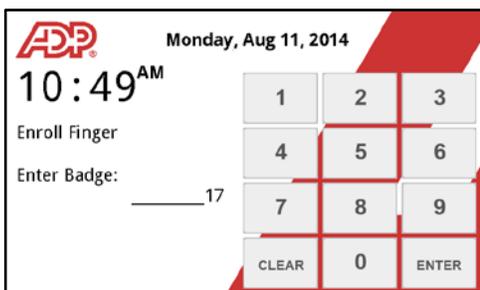
5. At the '**Present Finger'** prompt have the employee place his/her finger.

6. If the enrollment is successful the user will be prompted to '**Remove Finger'** and will be followed by the confirmation '**Enrollment GOOD! Thank you!**'

At times, some employees will not be able to use the biometric fingerscan and you may wish to have them use a badge entry-type method instead (whether barcode or PIN entry).

1. On the Timeclock home page, click the wrench icon.

2. Enter the Setup Password and on the Configuration page click on the **Allow Badge** button.

3. '**Press 1 to Allow**' badge, and then enter the badge number of the person you will be permitting to use the barcode badge or PIN entry. '**Press 2 to Disallow**' badge if you wish to remove the privilege or remove an incorrectly entered number.