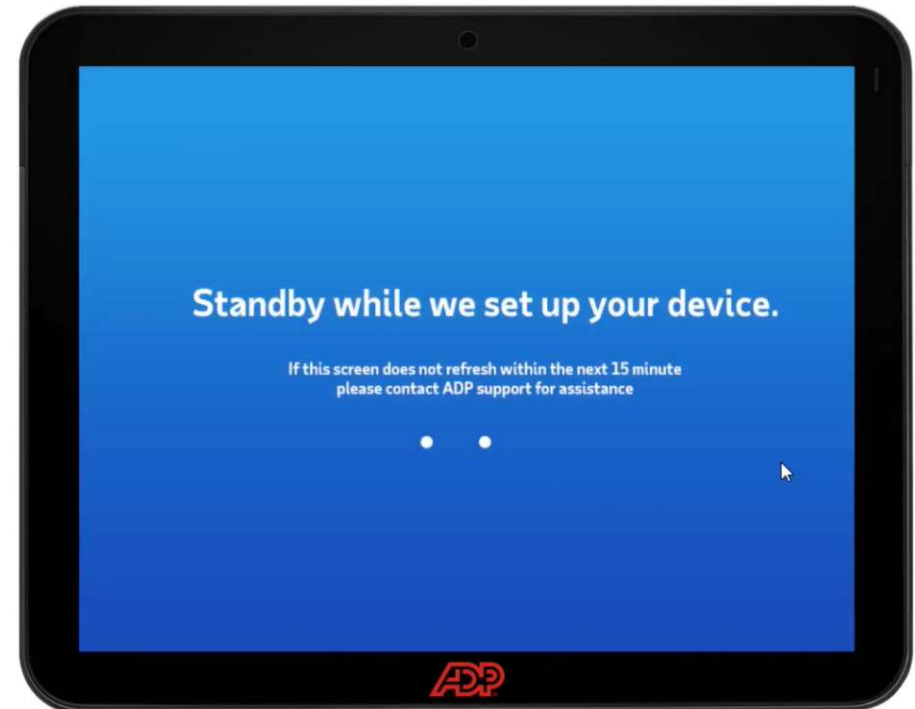
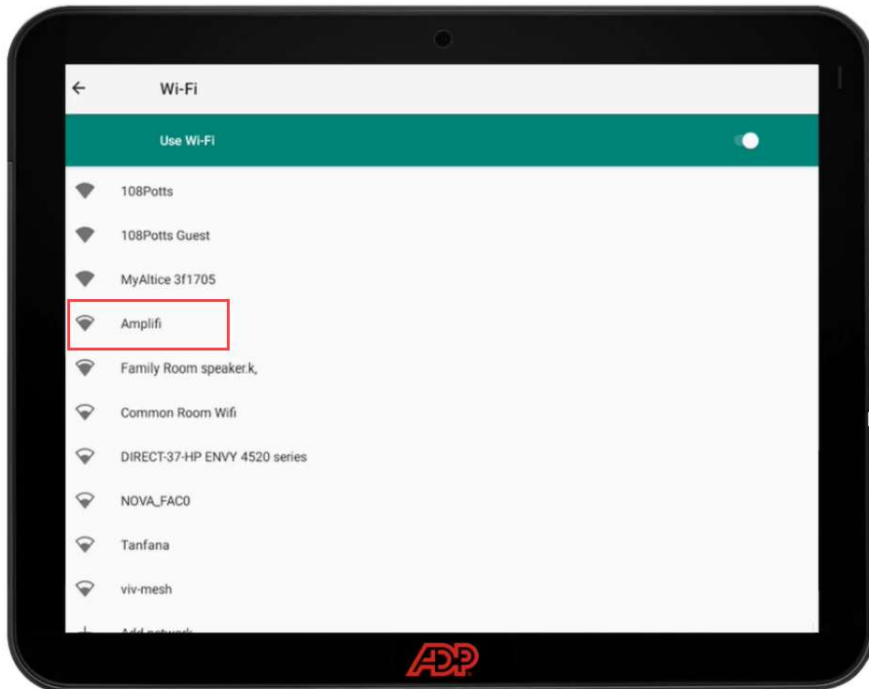


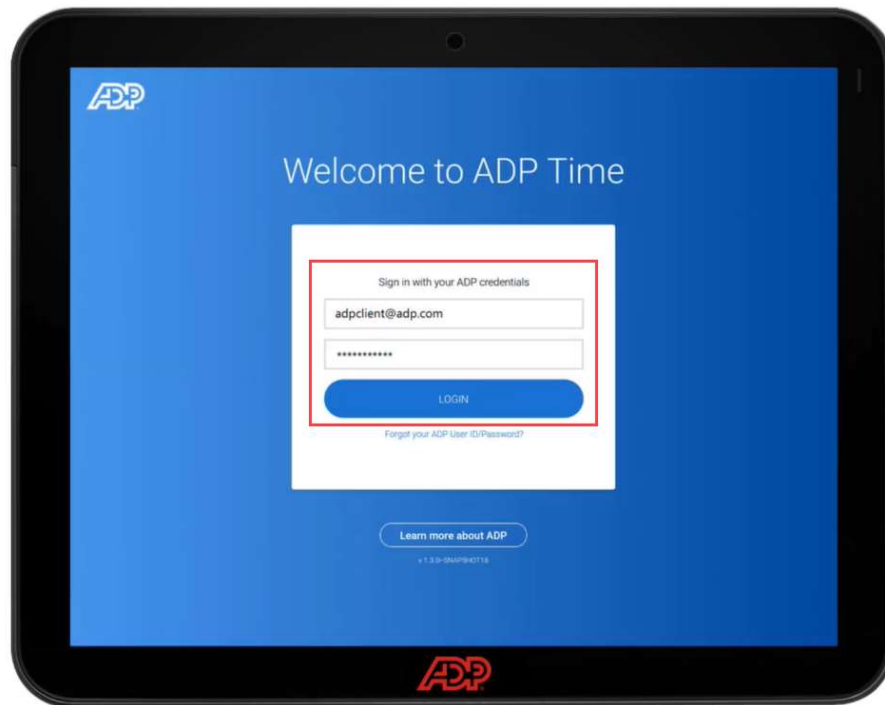
Device Set Up

- 1 To start, plug in the device. Once it turns on, you'll be asked to connect the **ADP Kiosk** to wifi.

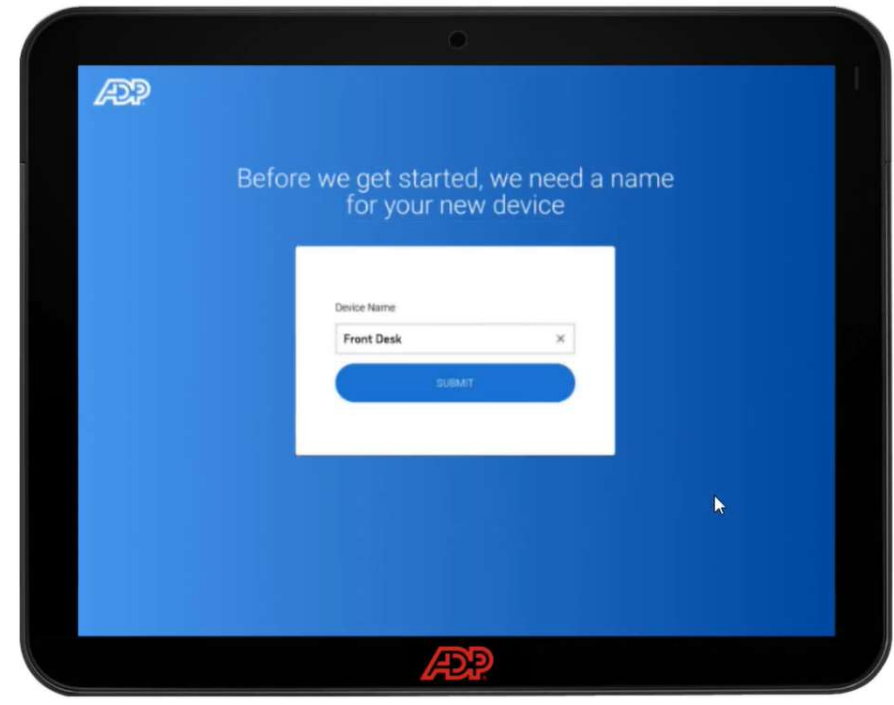
- 2 Once the **ADP Kiosk** has an internet connection, it will automatically connect to ADP servers. This will update and download the latest kiosk software version.



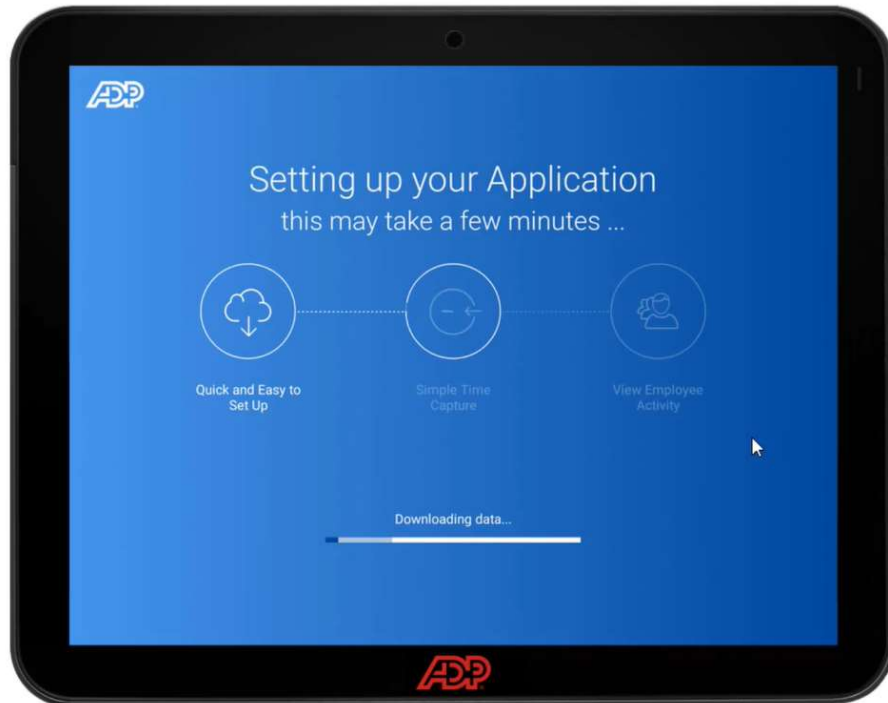
- 3 After a short period, you will see a **Welcome to ADP Time** screen. Log in with the admin credentials you use for **ADP RUN**.



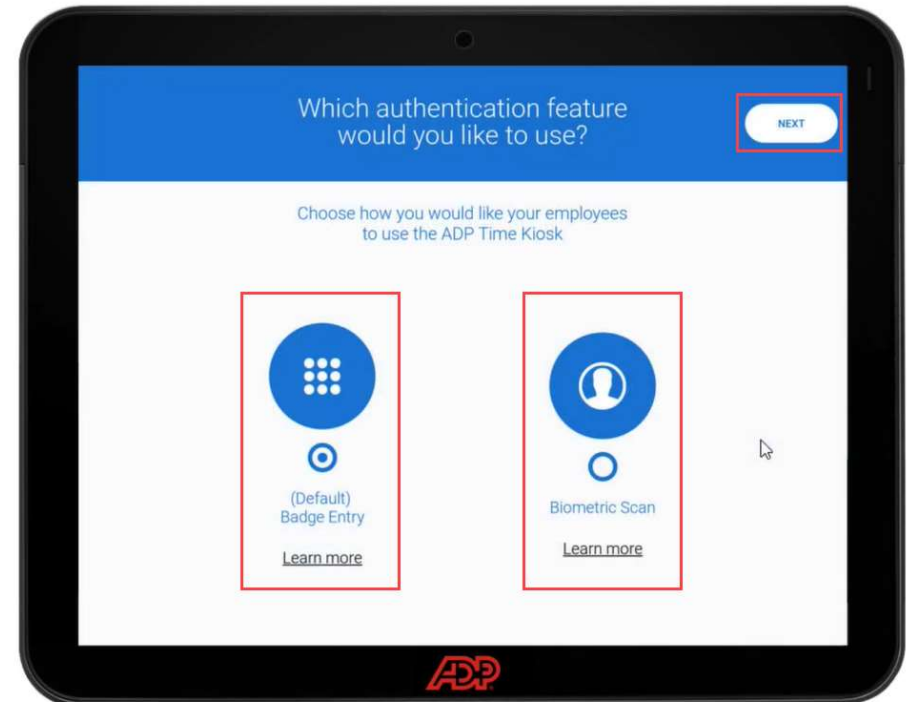
- 4 Name the device. We recommend something related to the location of the device. Then tap **Submit**.



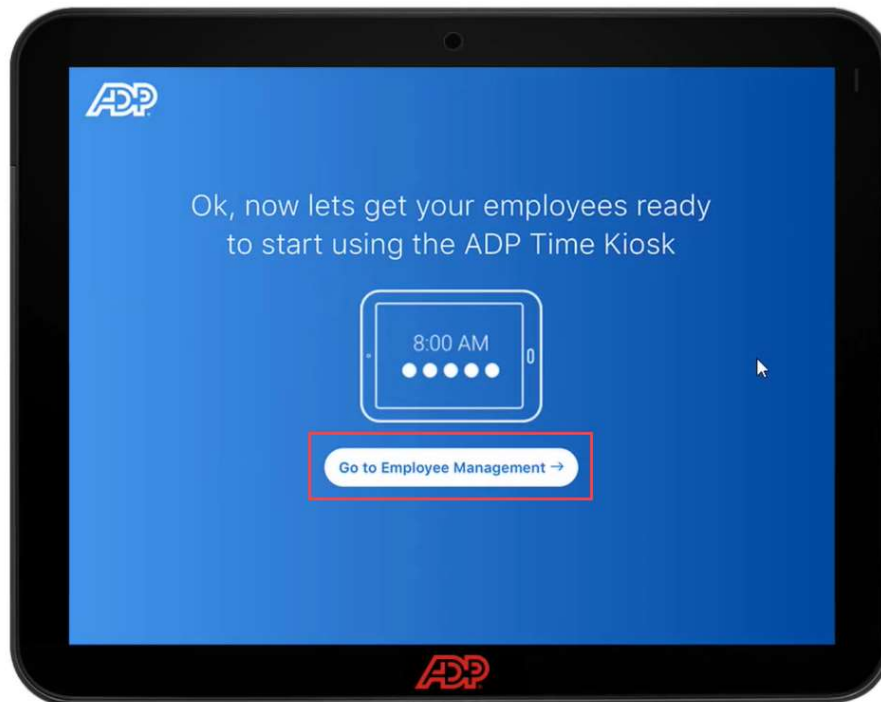
5 You will see another brief setup screen.



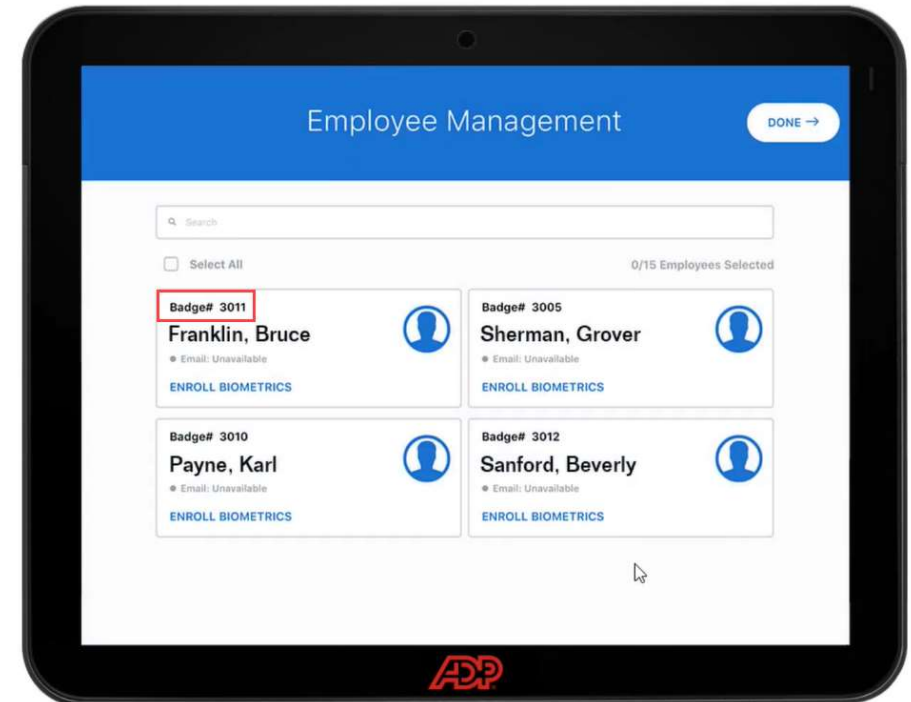
6 You'll then be asked if you want your employees to use a **PIN** to log in, or use their faces for **Biometric Scan**. Tap **Next** once you make a selection.



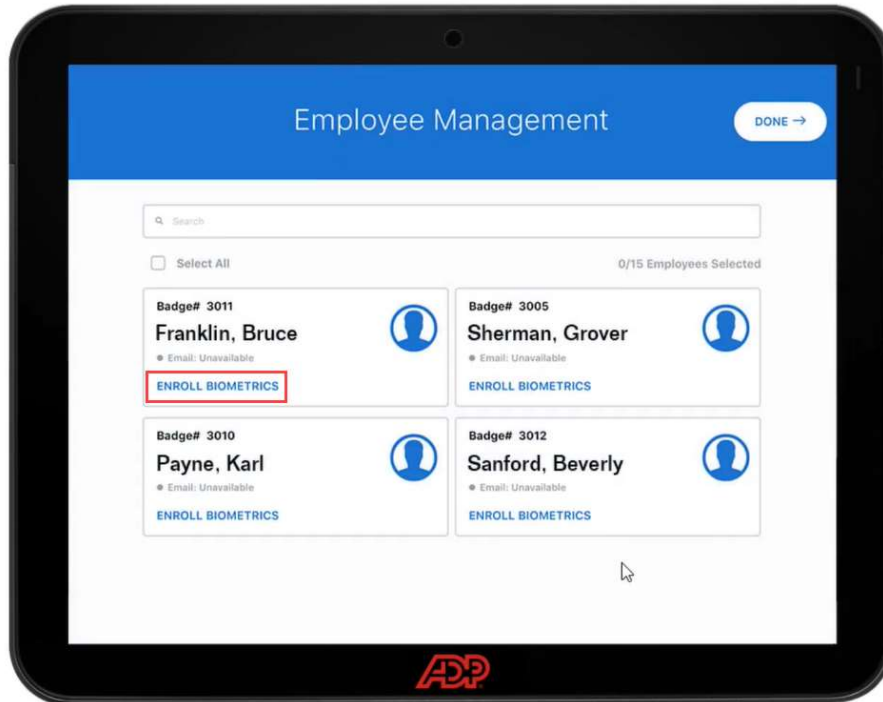
- 7 You'll be prompted to go to the **Employee Management** screen.



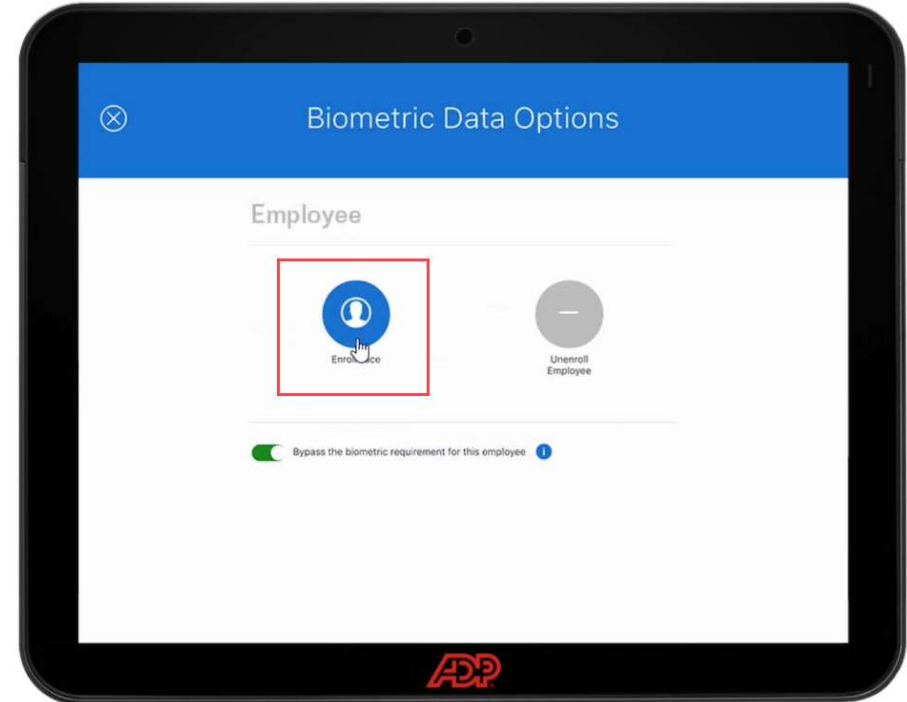
- 8 Here you can see your employees and their enrollment status. If you are using **PIN**, you can view and give your employees their **Badge number**. This can be changed in **RUN** under the employee's profile.



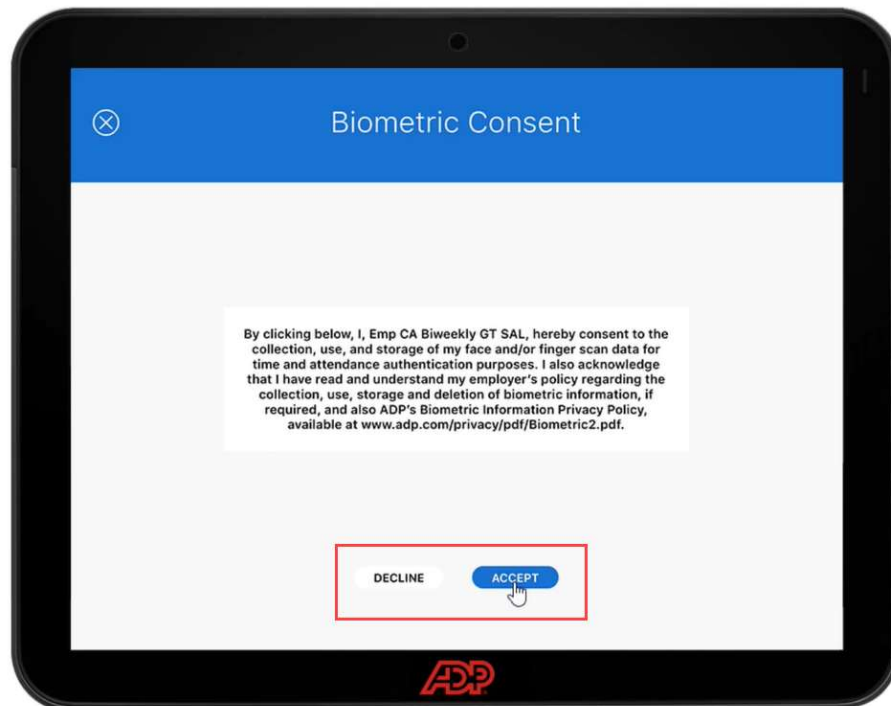
- 9 You can enroll employees right away by tapping **ENROLL BIOMETRICS**.



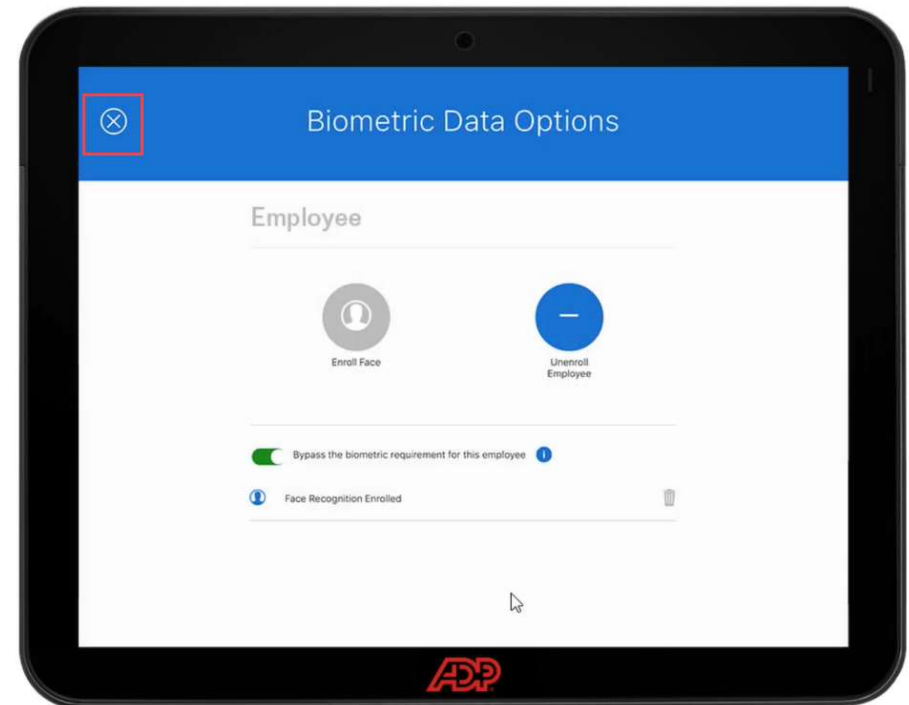
- 10 You will then tap on **Enroll Face** on the **Biometric Data Option** screen.

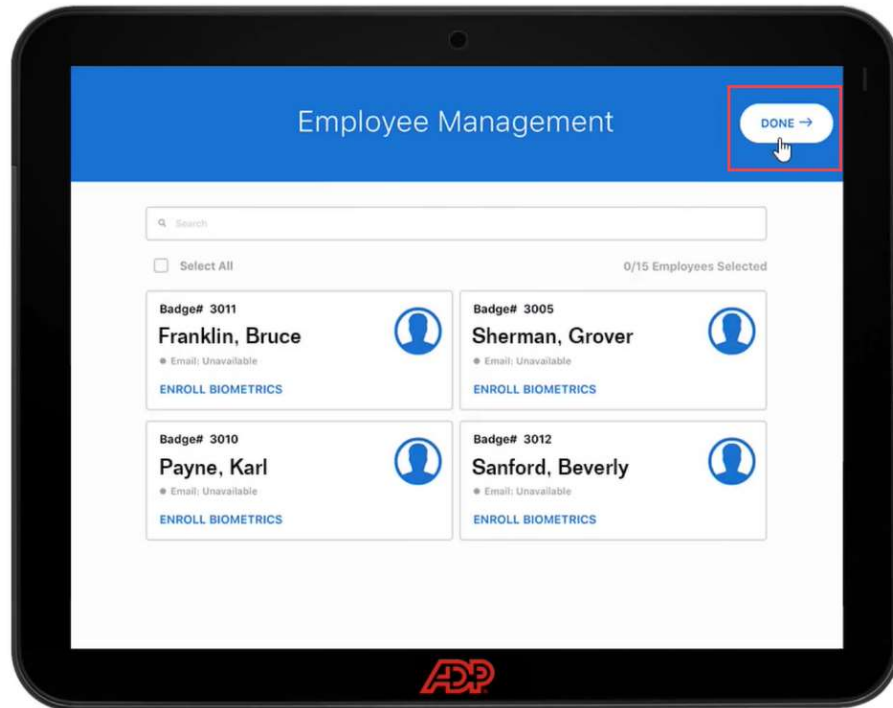


- 11** It's important the employee taps the acknowledgement on the **Biometric Consent** screen for legal and compliance purposes. They will then be asked to put their face between a green circle and maybe move around to capture a good scan.

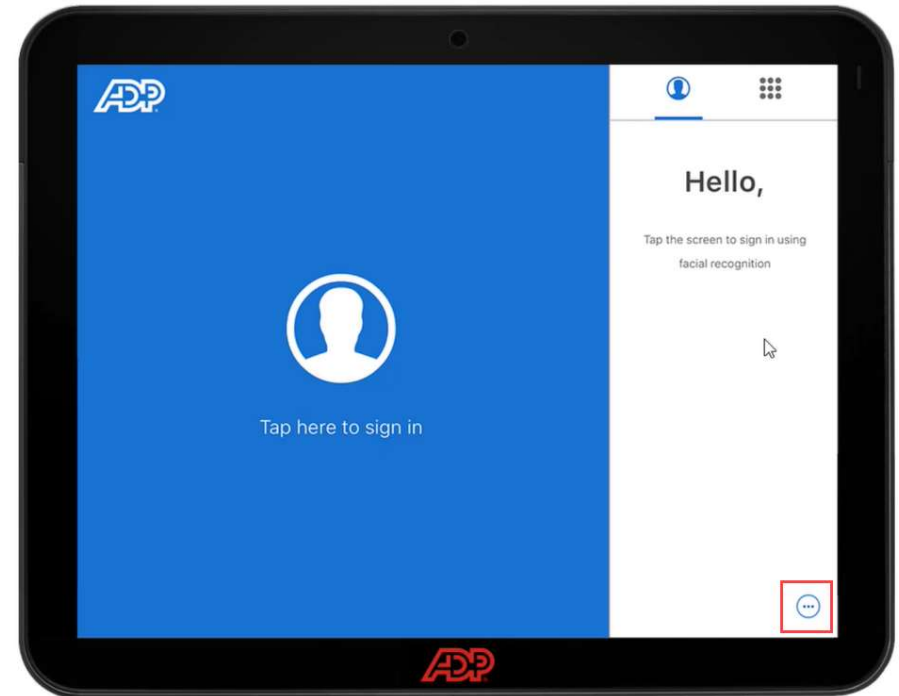


- 12** Once everyone is enrolled, or if you are not ready to enroll employees, tap the **X**, then select **Done**.

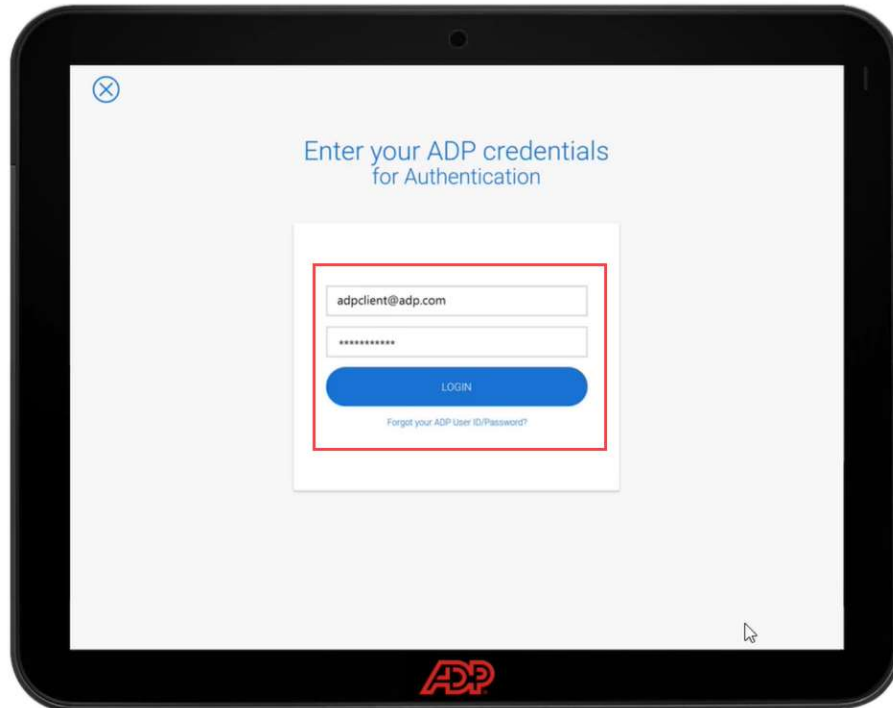




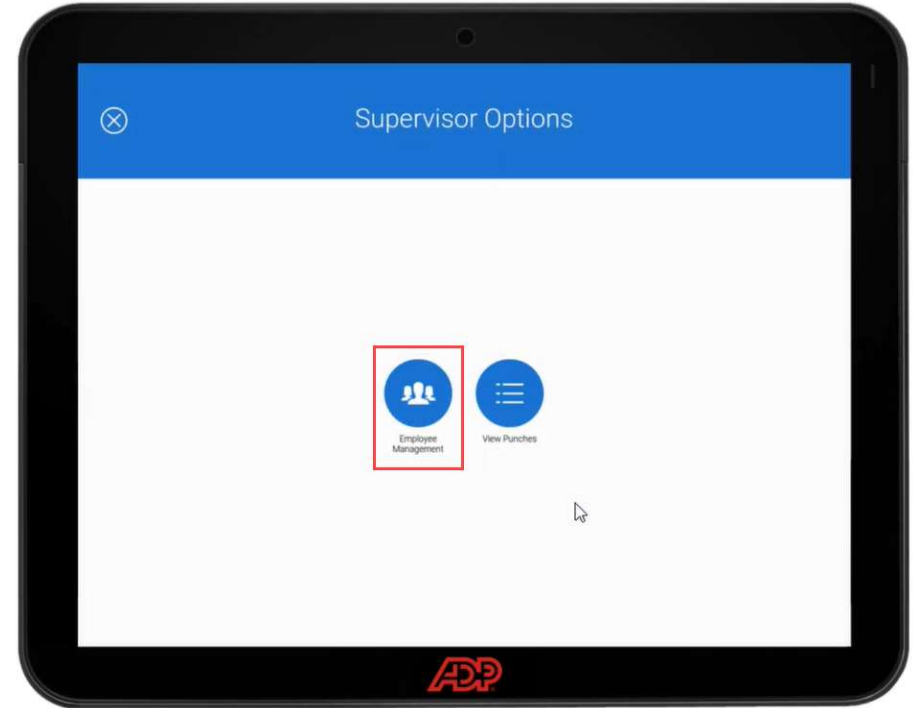
- 13** To get back to the **Employee Enrollment** screen, tap the dots in the bottom right corner, then selecting the **Supervisor** icon.



14 Log in again with your admin credentials.



15 Then tap on **Employee Management**.



- 16** From here you can see employee badges, enroll employees, and unenroll employees once the device is setup.

