Register Employee Fingerprints

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1 Add your employees in your uAttend cloud account.
See Quick Start Guide.

2 Go to your clock and type in your administrator PIN that you chose during setup then press Enter. You can find your PIN in your cloud account at Settings > Punch Management.

3 Select Employee then select an employee to register their fingerprints.

4 Select a finger and follow the prompts.

Questions? Contact us.

Monday-Friday 6am–5pm PST

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Employee Punch Methods

TRANSFER / TRACKING

DEPT TRANSFER | JOB TRACKING

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1 Punch in with fingerprint scan, PIN, or RFID card.

2 To punch for break, lunch, job tracking and department transfers, press the corresponding button on the right before punching.

3 Repeat the same steps when you're ready to punch out.

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