

Register Employee Fingerprints



- 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

Call 800-518-8925 | Text 760-278-6623 | Email Support@uAttend.com

Or visit Support.TrackMyTime.com to access our online help articles.



Employee Punch Methods



- 1 Punch in with fingerprint scan or PIN.
- 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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