

Enroll Employee Fingerprints on the Time Machine

In this guide, we'll show you how to enroll employee fingerprints on the TimeForge Time Machine, our [newest timeclock](#).

We recommend that you enroll **at least 2 different fingerprints** for each employee. (The system can take up to 3 per employee.) This is so that if the employee develops a callus or has a problem with one finger, they still have a backup option.

Please do not enroll with thumbprints, as thumbprints do not work very well.

How the Time Machine uses fingerprints

Sometimes, employees express concerns about having their fingers scanned. They need not worry!


Our timeclock never saves or stores their fingerprints in any way. For more information, see this [explanation flyer](#). You can print it out and share it with your employees to help give them peace of mind.

Instructions for the Manager

Log into the timeclock

1. **Log in to the timeclock** using your fingerprint on the scanning pad
2. Once you're logged in, tap on the **Settings** icon (gear) at the bottom of the screen
3. On the Settings screen, tap the **Register Fingerprints** button

Settings

TimeForge API URL	<input type="text" value="app.timeforge.com"/>
TimeForge API Username	<input type="text" value="ws_mainbistro"/>
TimeForge API Password	<input type="password" value="....."/>
Fingerprints	<div> REGISTER FINGERPRINTS</div>
Idle Time to Log Out	<div>2 MIN ></div>
Idle Time to Screen Saver	<div>1 MIN (DEFAULT) ></div>
Sign Out After Action	<input checked="" type="checkbox"/>

TEST CONNECTION

CLEAR DATA

EXIT TIMECLOCK

V1.12

Home

Settings

Select an employee to register on the time clock

Tap on the name of the employee you want to register. The timeclock will then prompt you to have the employee scan their fingerprint 3 times.

← Settings > Register Fingerprint

Kevin Malone

Phyllis Lapin


Angela Martin >

Meredith Palmer

Creed Bratton

Holly Fax

Register fingerprint for Angela



Please scan Finger 3 times

Cancel

Home

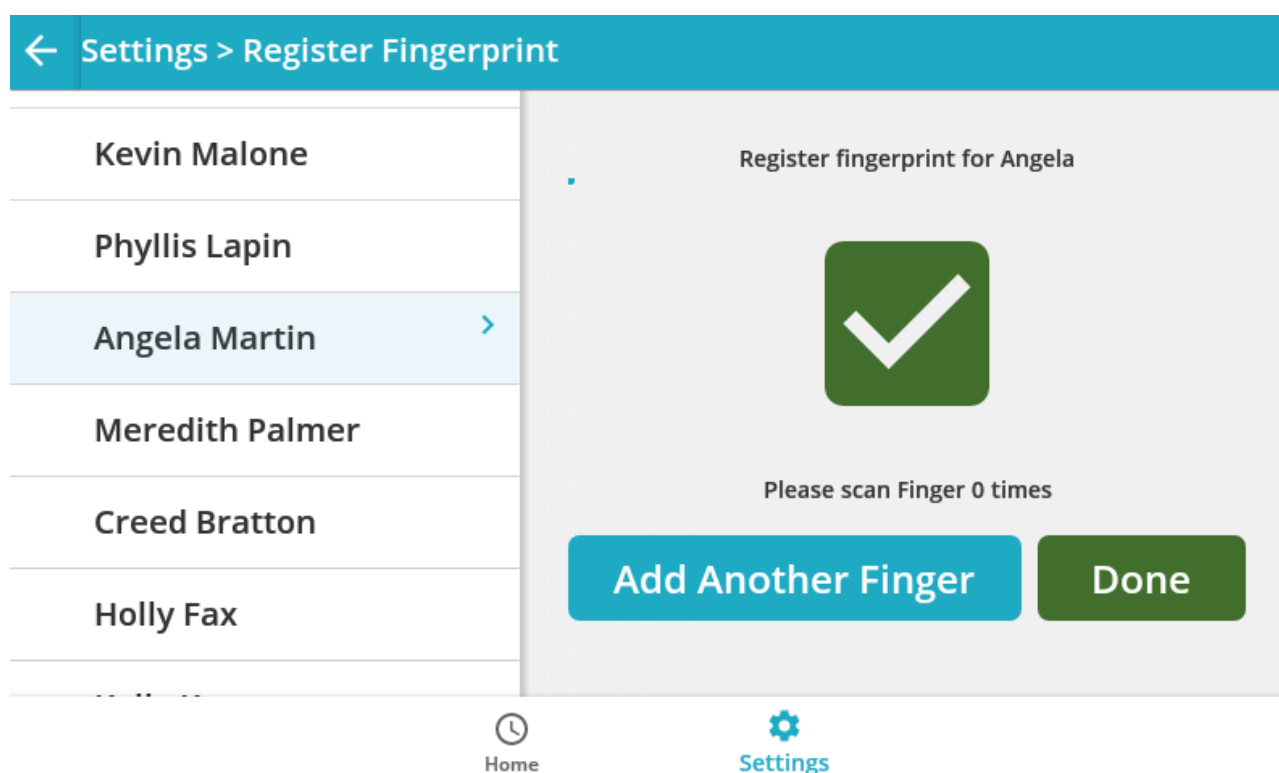
Settings

Have the employee place their finger on the scanning pad

- 💡 The employee should always wash their hands before using the timeclock.
- When selecting a finger, they should use one that does not have any calluses, if possible.
- Do not use a thumbprint!

Have the employee place one finger on the scanning pad for 3 different scans. You should see the fingerprint scanner flash each time the timeclock scans their fingerprint.

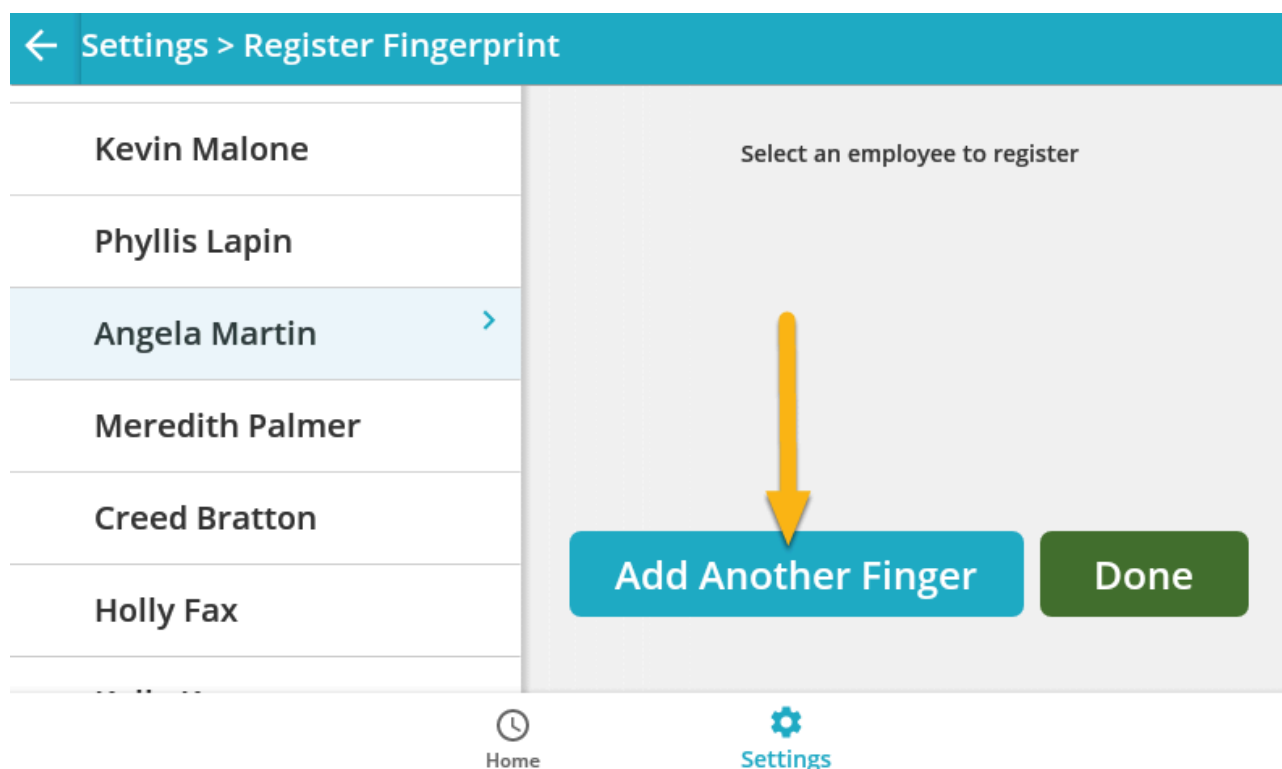
Once the timeclock is finished with all 3 scans, the screen should display the message shown below.



Tap 'Add Another Finger'

Tap the **Add Another Finger** button to keep enrolling fingerprints.

You should enroll at least 2 per employee, but the system will accept up to 3. This will ensure that if anything happens to the employee's preferred finger (such as a burn, callus, grime, cut, etc.), they will have a backup option.



Continue enrolling fingerprints for employees

Once you're done enrolling fingerprint for the first employee, you then need to repeat the steps above for each employee you wish to register on the Time Machine.

If you have finished registering fingerprints, you can tap the **Done** button to return to the Settings page. That's all there is to it!

Need Help?

As always, if you need help or have any questions, please contact TimeForge Support. Our awesome support staff will be glad to answer any questions or help in any way they can.

Reach out to us by sending an email to support@timeforge.com or call **866-684-7191**.