

ADP QuickPunch Finger Scan Verification Device Installation Guide

The ADP QuickPunch® finger scan verification device allows you to require employees to perform verification when they swipe a badge or enter their personal identification number (PIN) at the Series 4000 timeclock. To use the verification device, your ADP test system must include the ADP QuickPunch software.

When you attach the finger scan verification device to the Series 4000 timeclock, the device must fit flat against the mounting surface.



Tools You Will Need



Document Part Number: 470000-002
Document Revision: 0

Determining the Part Number of the Timeclock

Important: If the part number of the timeclock is 400/5000-000, you cannot replace the timeclock with the finger scan verification device (only Series 4000 models). You must mount the timeclock over (covering an H0 model or use an internal H0 model). Also, the finger scan verification device connects differently to the main board in the timeclock depending on the part number of the timeclock.

Determine the part number of the timeclock in either of the following ways:

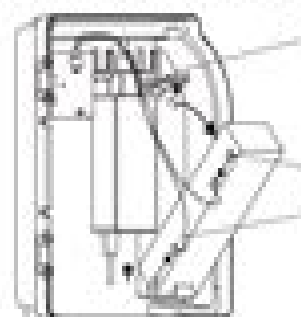
- Look at the bar code label on the bottom of the timeclock (the underside of the timeclock as you look at the display and keypad). The part number is directly above the bar code.
- If the Series 4000 timeclock uses firmware version 2.0 or higher, access Master menu mode in the timeclock and use the Hardware Report. The part number of the timeclock is included in the report output on the screen. For more information about the Hardware Report, refer to the Series 4000 Timeclock User's Guide.

Preparing for the Installation

Do the following **only** if you are adding the ADP QuickPunch verification device to an installed and assembled Series 4000 timeclock. Otherwise, go directly to ["Installing and Connecting the Verification Device"](#) to begin the installation.

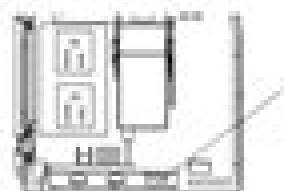
- Use the security screw to loosen the security screw on the right side of the timeclock and open the cover.
- Remove the timeclock, unplugging the power cord from the electrical outlet.

- Perform the steps only if there is a backup battery installed in the timeclock.
 - Turn the battery out of its position by pushing up on the top bracket (1) and pulling the top of the battery outward.
 - Disconnect the black wire from the negative battery terminal (2). Then, disconnect the red wire from the positive battery terminal (3) and remove the battery.

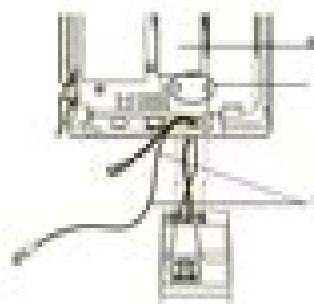


Installing and Connecting the Verification Device

- Refer to the next illustration to see if there is a black plate covering the right square utility access hole (1) on the bottom of the timeclock. If there is a plate, use a 1/8 inch (3.2 mm) screw to remove the two tabs on the corner posts, and remove the plate.



- To attach the device to the timeclock:
 - Thread the device's cable and ground wire (1) into the timeclock through the square access hole and strip the wires back in the device with the holes in the face of the timeclock.
 - Insert the two mounting screws (2) using a No. 2 Phillips screwdriver. If necessary, slide the transformer (3) up slightly so that you can more easily install the screws.



- If the part number of the timeclock is 400/5000-000 or 500/5000-000, plug the cable into the RS-232 connection on the main board.



If the part number of the timeclock is 400/5000-000, plug the cable into the RS-232 connection on the main board.



- Ground the verification device by attaching the green ground wire to the main board of the timeclock. Where you attach the ground wire depends on the timeclock model and which optional devices are installed in the timeclock.

Warning: Failure to attach the ground wire to the main board will result in damage to the finger scan verification device.

Kronos 4000 Time Clock Installation Manual

M Walker



Kronos 4000 Time Clock Installation Manual:

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Table of Contents Kronos 4000 Time Clock Installation Manual

1. Understanding the eBook Kronos 4000 Time Clock Installation Manual
 - The Rise of Digital Reading Kronos 4000 Time Clock Installation Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Kronos 4000 Time Clock Installation Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Kronos 4000 Time Clock Installation Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Kronos 4000 Time Clock Installation Manual
 - Personalized Recommendations
 - Kronos 4000 Time Clock Installation Manual User Reviews and Ratings
 - Kronos 4000 Time Clock Installation Manual and Bestseller Lists
5. Accessing Kronos 4000 Time Clock Installation Manual Free and Paid eBooks
 - Kronos 4000 Time Clock Installation Manual Public Domain eBooks
 - Kronos 4000 Time Clock Installation Manual eBook Subscription Services
 - Kronos 4000 Time Clock Installation Manual Budget-Friendly Options

6. Navigating Kronos 4000 Time Clock Installation Manual eBook Formats
 - ePub, PDF, MOBI, and More
 - Kronos 4000 Time Clock Installation Manual Compatibility with Devices
 - Kronos 4000 Time Clock Installation Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Kronos 4000 Time Clock Installation Manual
 - Highlighting and Note-Taking Kronos 4000 Time Clock Installation Manual
 - Interactive Elements Kronos 4000 Time Clock Installation Manual
8. Staying Engaged with Kronos 4000 Time Clock Installation Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Kronos 4000 Time Clock Installation Manual
9. Balancing eBooks and Physical Books Kronos 4000 Time Clock Installation Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Kronos 4000 Time Clock Installation Manual
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Kronos 4000 Time Clock Installation Manual
 - Setting Reading Goals Kronos 4000 Time Clock Installation Manual
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Kronos 4000 Time Clock Installation Manual
 - Fact-Checking eBook Content of Kronos 4000 Time Clock Installation Manual
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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