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Meet the GT-400

The GT-400 is an industry grade time clock with streamlined technology that is easy to use and easy to configure. Here are the basic parts of the time clock.

- Display. It displays time, information, and instructions for the user.
- F1 to F8 function keys. They are used to perform comprehensive employee functions or supervisor functions. Label abbreviations can be specified to appear on the GT-400 to support ATM-like function keys.
• Navigation arrows. They are used to browse configuration menus in the time clock, switch between Yes and No in the menus, scroll down to view the long messages on the screen, or erase numbers entered using the keypad.

• ENTER. It is used to indicate acceptance or move processes forward.

• Hand reader. Place the hand on the platen to punch.

• ESC. It is used to indicate lack of acceptance, halt a process, or go back a menu.

• SPACE. Press # to access configuration options.

• Synchronization. If the Push communication is used, press CAPS to perform full synchronization operation and other operations, such as navigate among options (OK, Cancel, and an edit field).

• (Optional) barcode reader.

Please note: The FN and Alpha keys are not used.

Maintenance of the GT-400

The GT-400 works well in many kinds of industrial environments. Antimicrobial coating embedded in platen, keypad and plastics in inhibits growth of bacteria. There is no special maintenance requirement.
Quick Start Guide to GT-400

This section gives an overview of the process on how to use GT-400.

1. If the clock setup is complete, clock operations and employee information can be downloaded to the clock by performing the synchronization operation. See Synchronize the Clock on page 6.

2. If the hand reader is used, enroll employee hand templates. See Enroll an Employee on page 7.

3. Employees use their own function keys to perform transactions. For employee function keys, see Perform Employee Operations on page 12.

Synchronize the Clock

Your time and attendance partner configures the GT-400 for your needs. Once the setup has been completed, you can download the configuration and employees to your time clock as follows.

1. Press CAPS or the dedicated function key to perform the synchronization operation.

2. Enter PIN to access the synchronization function key.

If error messages are displayed on the screen, such as “General Communications Error”, or “Sync Error”, contact your time and attendance partner.

**Enroll an Employee**

Before employees can use the system, they must be enrolled at the GT-400 by a supervisor.

1. Press the function key to enroll an employee.

2. Enter PIN to access the enrollment function key.
3. The Enrollment menu is highlighted. Press ENTER.

4. The Enroll menu is highlighted. Press ENTER.

5. In the Enter Badge/ID number prompt, enter the employee badge number or slide the badge through the barcode swipe card reader (if the barcode reader is installed). Press the left arrow to erase the number and re-enter it if needed. Press the right arrow to navigate between OK, Cancel, and the edit field. Press ENTER to confirm the selection.

6. If templates exist for this badge number, a message “This employee already has 1 templates(s). Do you want to remove the existing template and reenroll?” Press the right arrow to navigate between OK, Cancel. Press ENTER to confirm the selection.

7. An employee places his/her hand on the platen three times. It is important that the hand is placed on the platen in the same manner every time.

   Follow the following instructions on the display to place or remove the hand on or from the platen for the finger enrollment:

   - First, a notification message, such as “Prepare to enroll” is displayed.
• After the message “Place your hand firmly on the platen” is displayed, place the hand on the platen.

![Image: Place your hand firmly on the platen.]

• Remove the hand from the platen after the message “Please remove your hand from the platen” is displayed.

![Image: Please remove your hand from the platen.]

The employee is asked to put his/her hand three times.

8. The message “Completed. Thank you.” is displayed if the enrollment is successful.

![Image: Completed. Thank you!]

9. Enroll other employees or press ESC to exit the menu.

![Image: Clock menu with options]

10. Once the employee enrollment process is completed successfully, perform a full synchronization operation to upload hand templates to the system.

![Image: Completed. Thank you.]

To enroll an employee using the clock menu:

1. Press the SPACE key to access the clock menu.

![Image: Clock menu with options]
2. If the menu is locked, enter the administrator’s PIN to access the GT-400 menu. The Enrollment menu is highlighted.

3. Press ENTER. Enroll is highlighted. Follow the instructions on how to enroll an employee using function key, see Enroll an Employee on page 7.

Special Enrollment of an Employee

Before employees can use the system, they must be enrolled at the GT-400 by a supervisor. Sometimes employees are unable to get a good hand reading from the clock and need to have their individual badge threshold changed for special enrollment so that they can perform transactions without placing their hand for identification.

1. Press the function key to enroll an employee.

2. Enter PIN to access the enrollment function key.
3. The Enrollment menu is highlighted. Press ENTER.

4. The Enroll menu is highlighted. Press ENTER.

5. Select Special Enrollment. Press ENTER.

6. Enter the employee badge number.

7. The message “The badge has been enrolled as a special enrollment” is displayed.
Perform Employee Operations

This section describes common function operations for employees. Your time clock may be set up to perform different operations. Contact your time and attendance partner for information about your time clock setup.

Punch In or Out

After employee hands are enrolled in the system, they can punch In/Out.

1. Enter the employee badge number or slide the badge through the barcode swipe card reader (if the barcode reader is installed).

2. Place the enrolled hand on the platen. It is important that the hand is placed on the platen in the same manner every time.

3. If the hand is read successfully, the employee name with the message “Transaction Accepted” is displayed on the screen.

Otherwise, the employee badge number with the message “Verification Failed” is displayed on the screen.

If the hand read is not successful, error messages are displayed, such as “Access Denied”. Customized messages can be displayed for different situations, such as “Double Punch”, or “Not a member of this unit”. Make sure the employee is enrolled using the correct badge.
Callback Transaction

Employees can add a callback punch for themselves.

1. Press the function key to perform callback transaction.

2. In the Enter badge number prompt, type the employee’s badge number. Press the left arrow to erase the number and re-enter it if needed. Use the right arrow to navigate among OK, Cancel and the edit field. Press ENTER to confirm the selection.

3. The employee name with the message “Completed. Thank you.” is displayed.

Enter Tips

Supervisors can enter tips for an employee; employees can also enter tips for themselves. See the following process to enter tips.

1. Press the function key to enter tips.

2. In the Enter badge prompt, type the employee’s badge number. Press the left arrow to erase the number and re-enter it if needed. Use the right arrow to navigate among OK, Cancel and the edit field. Press ENTER to confirm the selection.
3. In the ENTER TIPS prompt, enter dollars to be credited. The maximum amount that you can enter is $999.99. To correct the amount, type numbers to represent the dollars and cents in order. Press the left arrow to erase the number and re-enter it if needed. Use the right arrow to navigate among OK, Cancel and the edit field. Press ENTER to confirm the selection.

4. The employee name with the message “Completed. Thank you.” is displayed.

**Employee Review**

Employees can review their own information. See the following process to review employee information.

1. Press the function key to review employee information.

2. In the Enter badge number prompt, type the employee’s badge number.

3. Press the left arrow to erase the number and re-enter if needed. Use the right arrow to navigate among OK, Cancel and the edit field. Press ENTER to confirm the selection.

The following employee personal information is displayed and updated one line at a time on the screen. Press the left, right, up, or down arrow for navigation.
• Last punch. Displays the date and time of the employee’s last punch since a synchronization, whether this punch is an In or Out punch.

• Schedules. Displays the employee’s standard schedules with schedule date, scheduled start time, and scheduled end time for the current week.

• Pay Designations. Displays pay designation summaries (hours).

• Benefit balances. Displays benefit balances.

4. The employee name with the message “Completed. Thank you.” is displayed.
**Simple Workgroup Entry**

Employees can transfer themselves to other workgroups.

1. Press the function key to perform simple workgroup entry.

2. In the Enter badge number prompt, type the employee’s badge number.

3. Press the left arrow to erase the number and re-enter it if needed. Use the right arrow to navigate among OK, Cancel and the edit field. Press ENTER to confirm the selection.

4. In the DEPARTMENT (workgroup level) prompt, enter the workgroup identifier for the workgroup level to transfer. Workgroups are defined in your system. Press the left arrow to erase the number and re-enter it if needed. Use the right arrow to navigate among OK, Cancel and the edit field. Press ENTER to confirm the selection.

5. The message “Completed. Thank you.” is displayed.
Multiple Level Workgroup Transfer

Supervisors can perform multiple level workgroup transfers for an employee; employees can also transfer themselves to other multiple level workgroups. See the following process to perform workgroup transfer. Press the left arrow to erase the number and re-enter it if needed. Use the right arrow to navigate among OK, Cancel and the edit field. Press ENTER to confirm the selection.

1. Press the function key to perform multiple level workgroup transfer.

2. At the Enter badge number prompt, type the employee’s badge number.

3. At the LOCATION (workgroup level 1) prompt, enter the workgroup identifier for the workgroup level 1.

4. The DEPARTMENT (workgroup level 2) prompt is displayed. Enter the workgroup identifier for the workgroup level 2.

5. The POSITION (workgroup level 3) prompt is displayed. Enter the workgroup identifier for the workgroup level 3. Workgroups are defined in your system.

6. The employee name with the message “Completed. Thank you.” is displayed.
Quick Workgroup Transfer

Employees can transfer themselves to other workgroups. Depends on the settings, the Quick Workgroup Transfer support both simple workgroup entry and multiple level workgroup transfer.

1. Press the function key to perform quick workgroup transfer.

2. At the Enter badge number prompt, type the employee’s badge number.

3. The specified workgroups are displayed and scrolled line by line on the screen. Select the number that associated with the workgroup to transfer to. If “*” and/or “#” are configured for quick workgroup transfer, select CAPS for “*” and SPACE for “#” on the clock keypad.

4. The employee name with the message “Completed. Thank you.” is displayed.
A Single Day Leave Request

Employees can perform a single day leave request.

1. Press the function key to request a single day off.

2. At the Enter Badge/ID number prompt, type the employee’s badge number or slide a card through the reader. Press ENTER to confirm the selection.

3. At the Enter Date prompt, enter the date of the request. To correct the date, type numbers to represent the month, day, and year in order. Press the left arrow to erase the number and re-enter it if needed. Press the Right arrow to navigate between OK, Cancel, and the edit field. Press ENTER to confirm the selection.

4. (Optional) At the Select Benefit prompt, select the type of benefit to use. Use the Up or Down keys to browse to the last or next benefit. Press ENTER to confirm the selection.

5. At the Enter Amount of Time prompt, enter the number of hours and minutes you need to take off. To correct the time, type numbers to represent the hours and minutes in order. Press the left arrow to erase the number and re-enter it if needed. Press the Right arrow to navigate between OK, Cancel, and the edit field. Press ENTER to confirm the selection.