

# Getting Started with Your GT4

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User Guide

March 2024

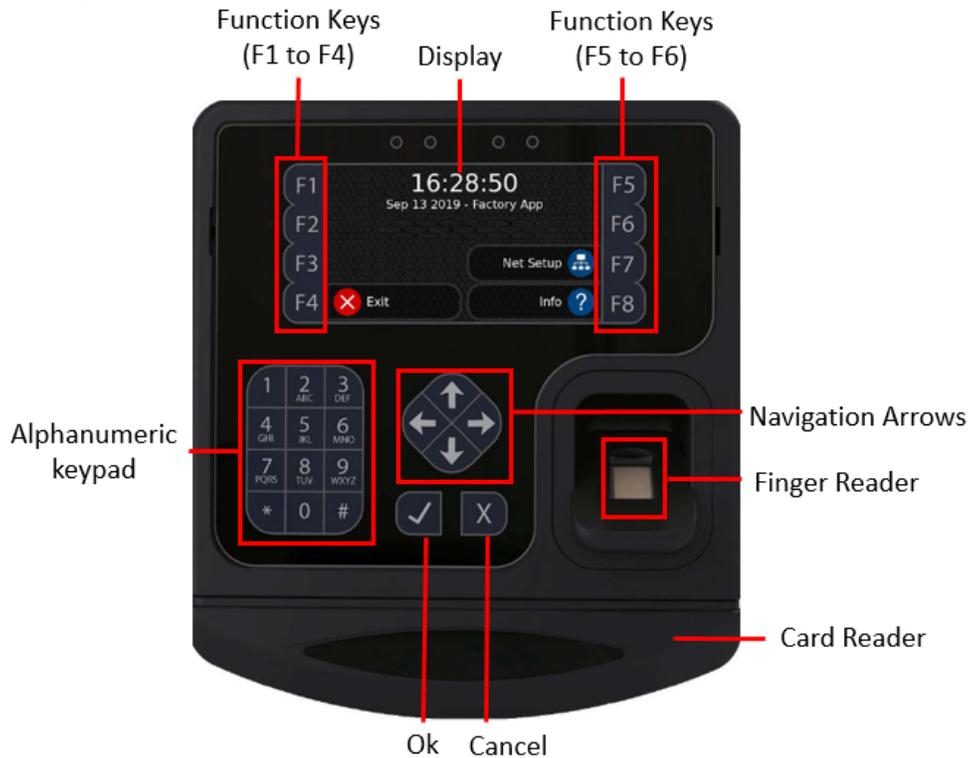
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# Meet the GT4

The GT4 is an industrial grade time recorder with 4.3" high resolution color display (480 × 272) that is easy to use and easy to configure. Employees punch In and Out using a badge, PIN entry, or finger. The GT4 clock face looks as follows:



- **Color display.** It displays current date, time, information, and instructions.
- **F1 to F8 function keys.** These are used to perform functions.
- **Navigation arrows.** They are used to navigate to previous or next screen, scroll down to view long messages on the screen, or move the cursor backward or forward.
- **OK.** It is used to indicate acceptance or move processes forward.
- **Cancel.** It is used to indicate lack of acceptance, halt a process, erase the preceding number or character as backspace, or go back a menu.
- **Finger reader.** Place the finger on the platen to punch or access the employee operations.
- **Card reader.** Present the badge in front of the card reader to punch In or Out.
- **Alphanumeric keypad.** Enter numbers and letters, both uppercase and lowercase. Repeatedly pressing a single button on the keypad enables you to cycle through the displayed numerical values, as well as uppercase and lowercase letters associated with that specific button.

# Supervisor Operations

Supervisor can perform supervisor operations for employees, for example, enroll employee fingers, assign badges to employees, set up PINs for employees, and lift punch restriction for employees.

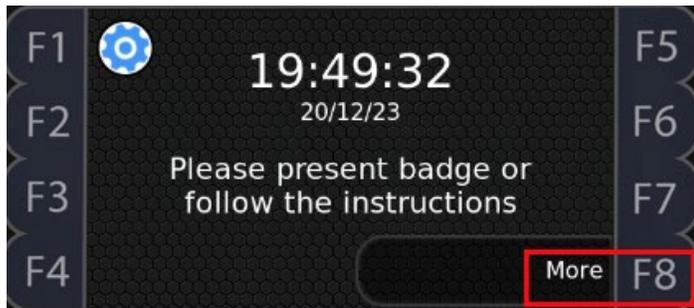
## Enroll Employee Fingers

Before using GT4 with finger reader, employees are required to enroll their fingers. Supervisors can instruct employees to enroll employees' fingers.

During the finger enrollment process, the employee is asked to place their same finger twice on the platen and the employee can enroll up to five fingers. After the fingers are enrolled, the employee can test their enrolled fingers. After the fingers are enrolled, the employee can perform the employee operations using their enrolled fingers, for example, punch In or Out.

To enroll fingers:

1. Press F8 to access More options. The Please identify prompt is displayed.



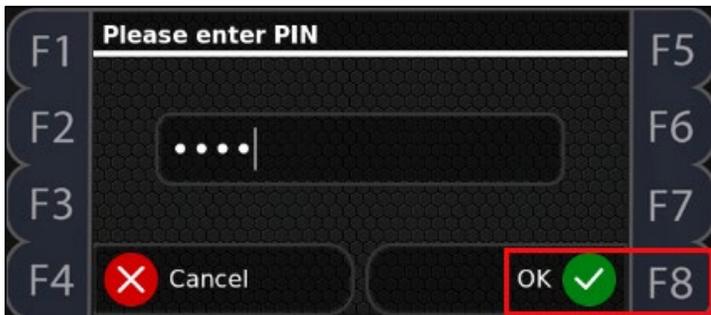
2. Press F8 to access the alphanumeric keypad.



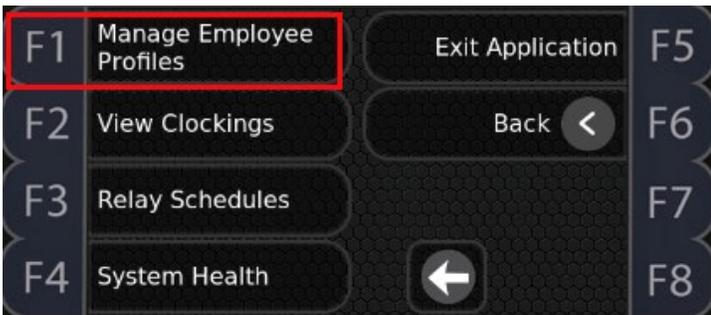
3. In the Please identify prompt, enter the supervisor ID. The default one is 1905. Then press F8 for OK.



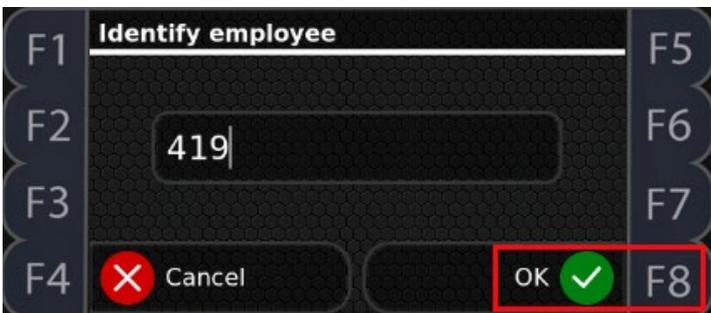
4. In the Please enter PIN, enter the supervisor PIN. The default one is 1905. Then press F8 for OK.



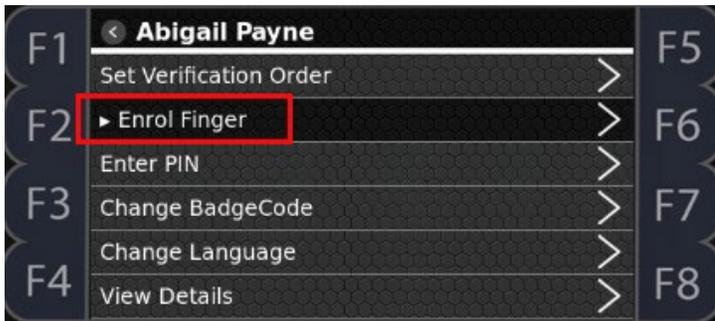
5. Press F1 to access Manage Employee Profiles.



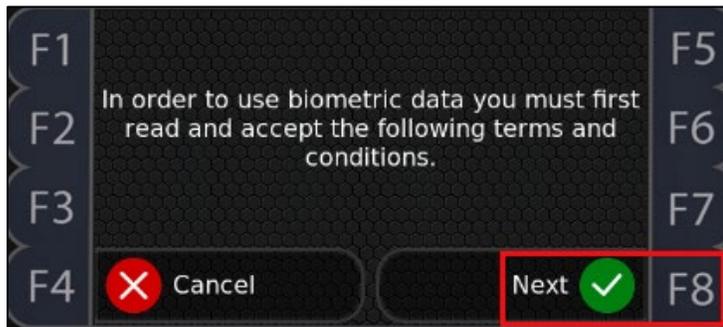
6. In the Identify employee prompt, enter the employee's badge number using the alphanumeric keypad. Then press F8 for OK.



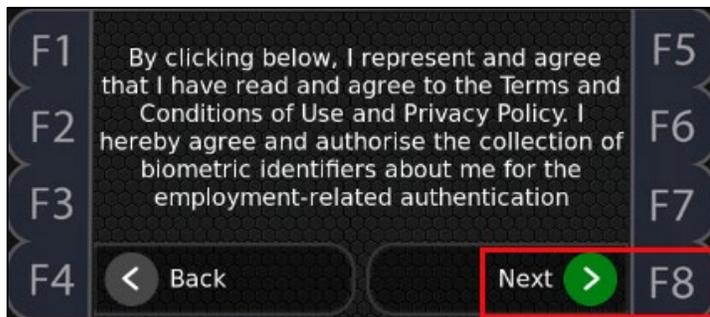
7. Select Enroll Finger and press the Check (✓) button for OK.



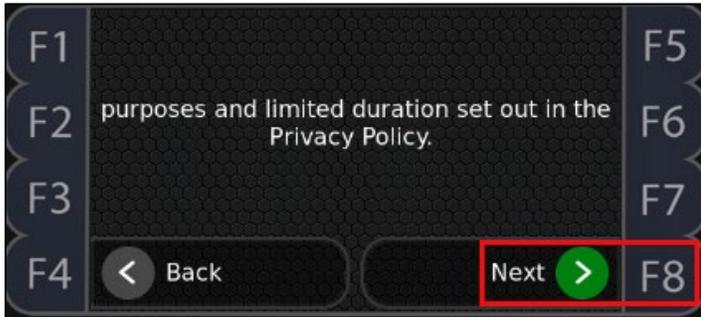
8. The message "In order to use biometric data you must first read and accept the following terms and conditions" is displayed. Employees must accept the biometric consent before enrolling their fingers. Press F8 for Next to read biometric consent.



9. Press F8 for Next to continue to read the rest of terms and conditions.



10. Press F8 for Next.

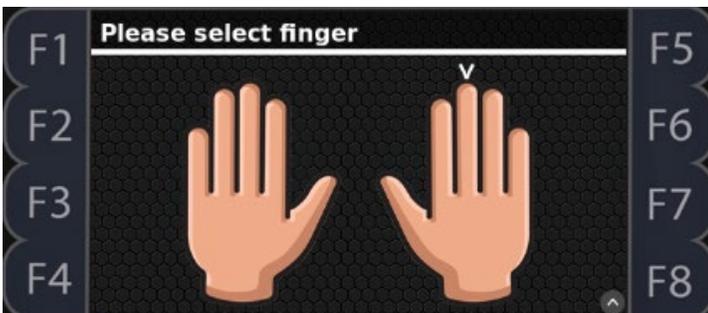


11. In the Please confirm your consent prompt, press F8 for Accept so that the employee can enroll their fingers.



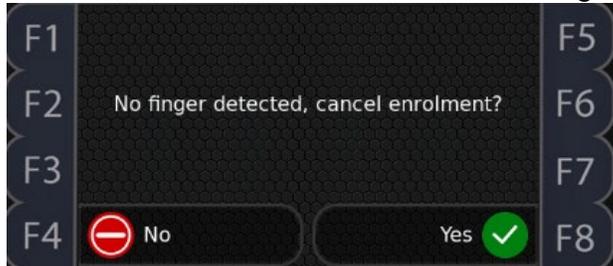
**Note:** If the employee already has enrolled fingers, it takes a few seconds to proceed when the clock is loading the enrolled fingers.

12. In the Please select finger prompt, use Left (←) and Right (→) arrows to select a finger to enroll. Press the Check (✓) button to confirm.

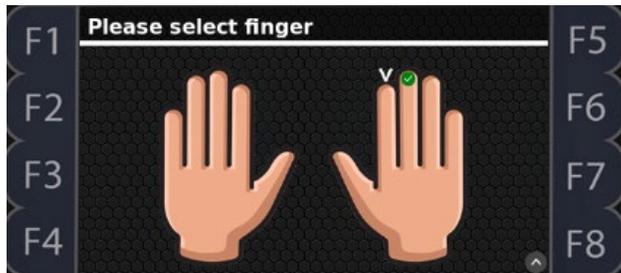


**Note:**

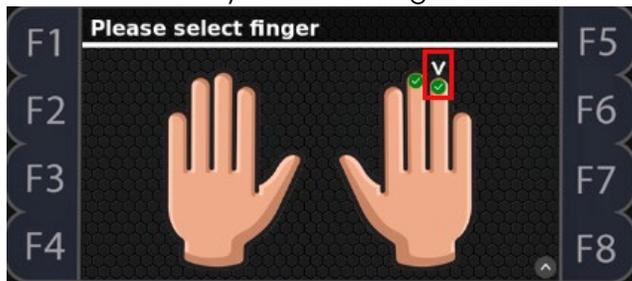
- During the enrollment process, if the employee does not take any action, the “No finger detected, cancel enrolment?” message is displayed. You can click F4 for No or F8 for Yes to cancel or not cancel the finger enrollment.



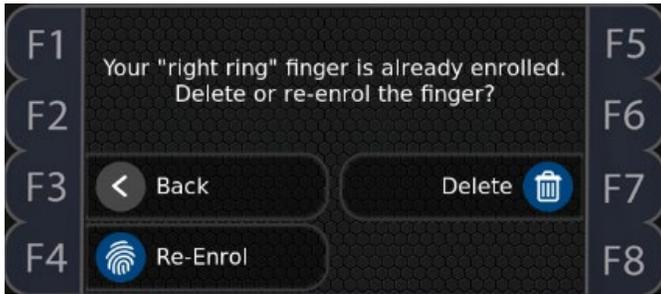
- If the employee already has enroll fingers, those enrolled fingers is marked with Check (✓) and green background. Using Previous (←) and Next (→) arrows to select another finger to enroll. The selected finger is marked with the white Down (∨) arrow.



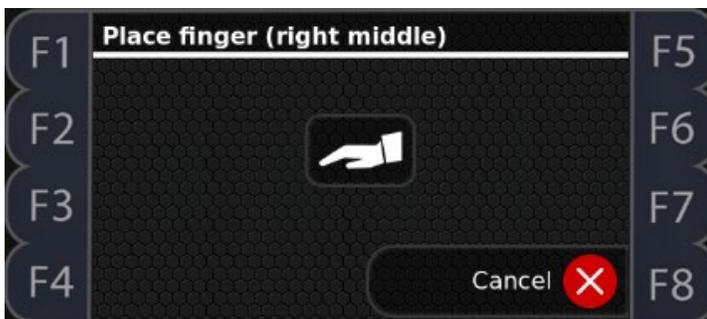
- If a finger is marked with both Check (✓) and Down (∨) arrows and the employee presses the Check (✓) button to enroll, the warning message “Your xx finger is already enrolled. Delete or re-enrol the finger” is displayed as they are trying to reenroll the already enrolled finger.



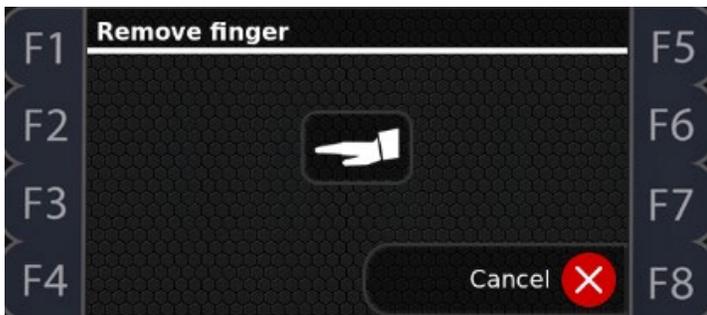
The employee can press F3 to go back to previous screen to re-select a finger to enroll, press F4 to reenroll this finger, or press F7 to delete the enrolled finger.



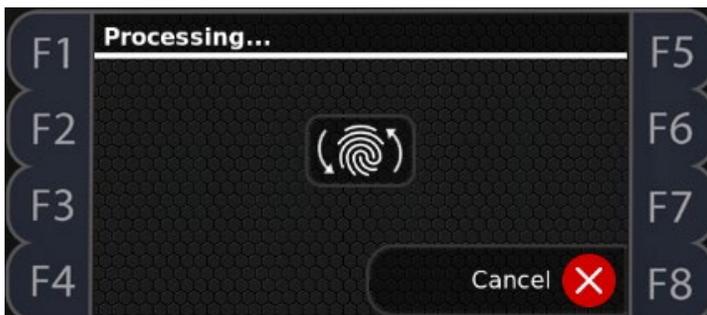
13. Follow the instructions on the clock to enroll the employee's selected finger. The employee places the selected finger on the platen.



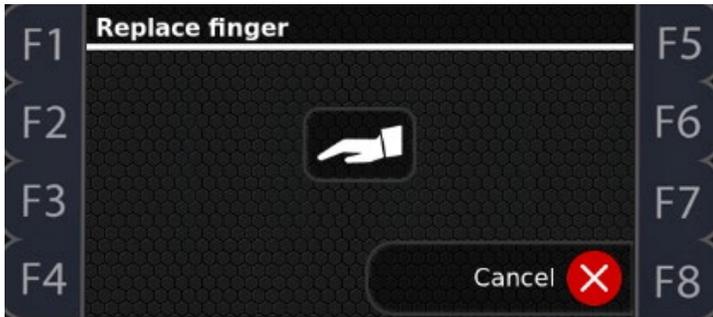
14. The employee is instructed to remove the finger.



15. The "Processing..." message is displayed when the enrolled finger is processed.

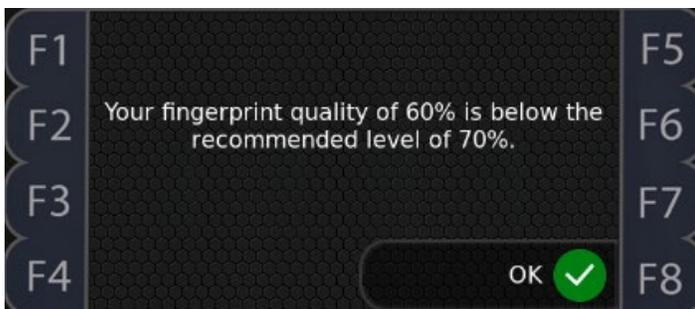


16. The employee is instructed to place the finger on the platen again.



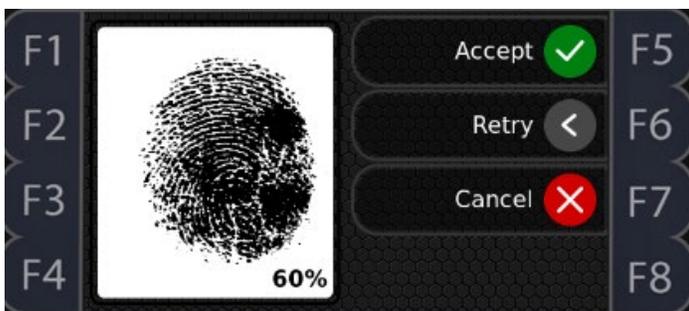
**Note:** It is important that the finger is placed on the platen in the same manner every time.

17. When the finger enrollment process is completed, the enrollment quality level is displayed.

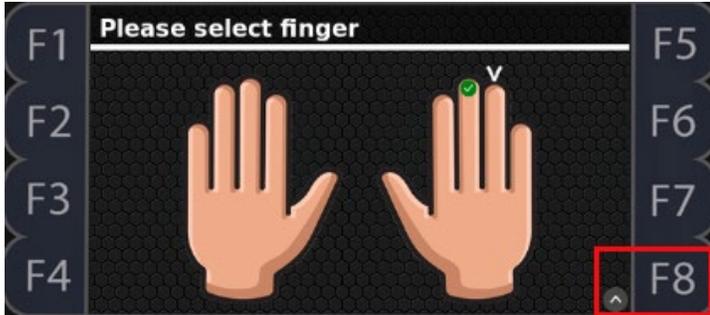


**Note:** The recommended fingerprint quality level is 70%. If enrolled finger quality level is above 70%, this step is skipped.

18. The fingerprint is displayed with its quality level (in percentage). The employee can press F5 to accept this enrollment, press F6 to retry a new enrollment, or press F7 to cancel this enrollment.



19. The enrolled finger is marked with Check (✓) and green background. Using Previous (←) and Next (→) arrows to select another finger to enroll. The selected finger is marked with the white Down (v) arrow. Repeat step 13 to 18 to enroll another finger. Once the finger enrollment is complete, press F8 to test and save enrolled fingers.



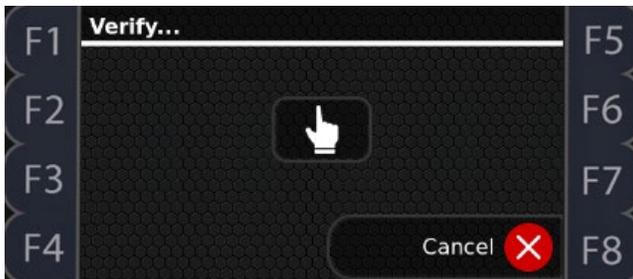
### Test Enrolled Fingers

To test enrolled fingers:

1. Press F4.



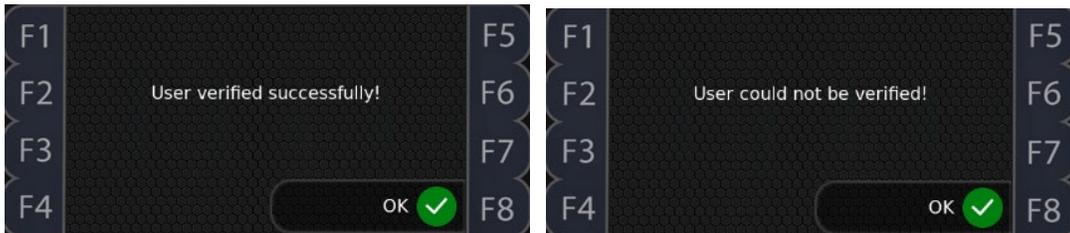
2. When the Verify... prompt is displayed, place the enrolled finger on the platen.



3. During the finger verification process, the fingerprint icon is displayed followed by the “Processing data, please wait...” message.



4. If the enrolled finger is verified, the “User verified successfully” message is displayed. Otherwise, the “User could not be verified” message is displayed.



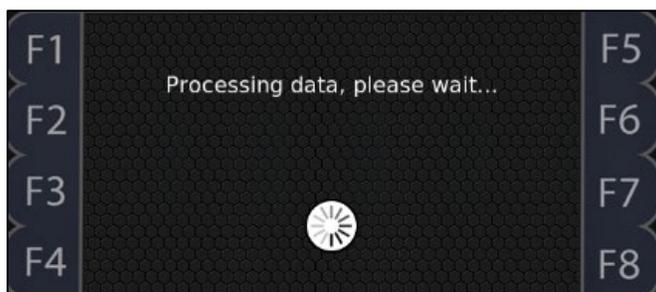
## Save Enrolled Fingers

To save enrolled fingers:

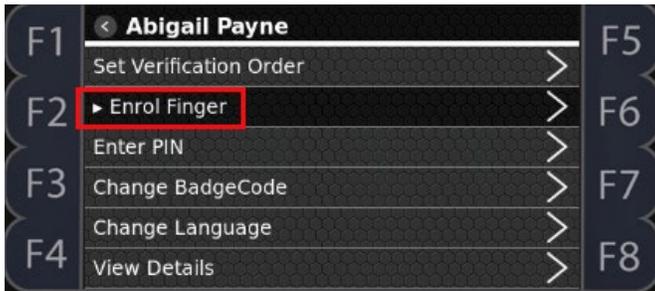
1. Press F7.



2. The “Processing data, please wait...” message is displayed.



- Once the finger templates are saved, the clock returns to the previous menu with Enrol Finger highlighted.



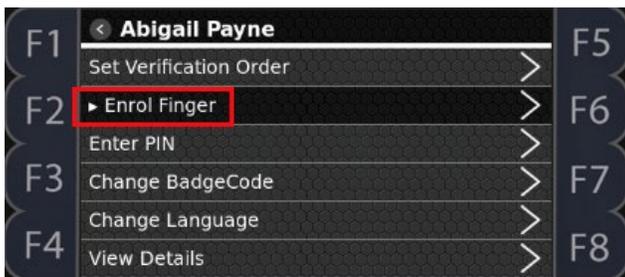
### Cancel Enrolled Fingers

To cancel enrolled fingers:

- Press F3.



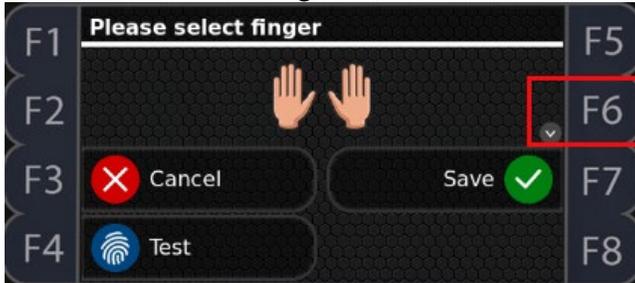
- The clock returns to previous menu with Enrol Finger highlighted.



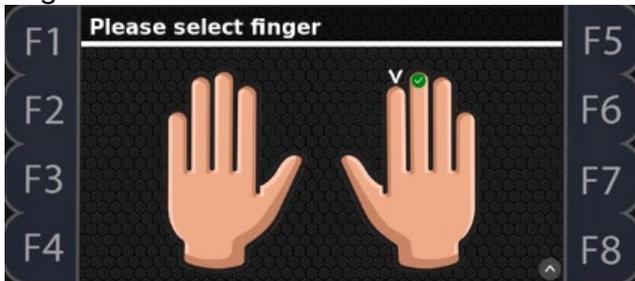
## Enroll New Fingers

You can also continue to enroll new fingers as follows:

1. Press F6 to select finger to enroll.



2. The Please select finger prompt is displayed. Repeat step 12 to 18 to enroll another finger.



3. Press the Cross (×) button or Previous (←) button to return to previous menu.
4. Once the fingers are enrolled, the employee can perform the employee operations using their enrolled fingers, for example, punch In or Out.

## Cancelling and Declining Biometric Consent

The employee can also cancel or decline the biometric consent. However, these operations prevent employees from enrolling their fingers.

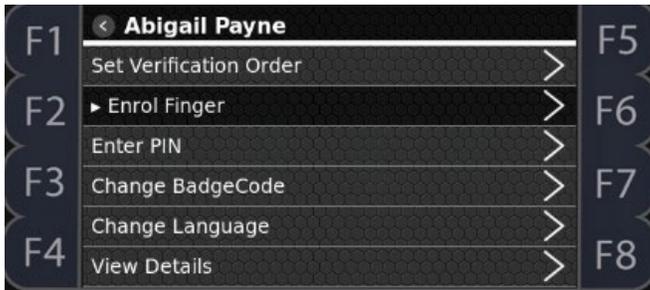
### Cancel Biometric Consent

To cancel the biometric consent:

1. The employee presses F7.



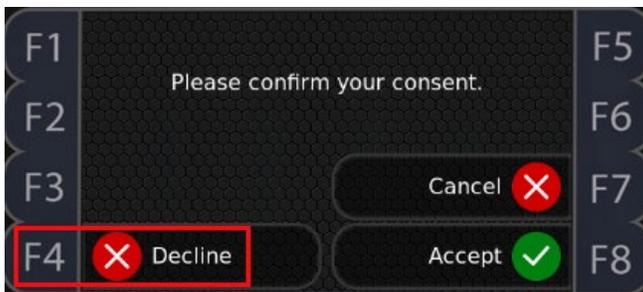
2. The clock returns to the previous menu with **Enrol Finger** highlighted.



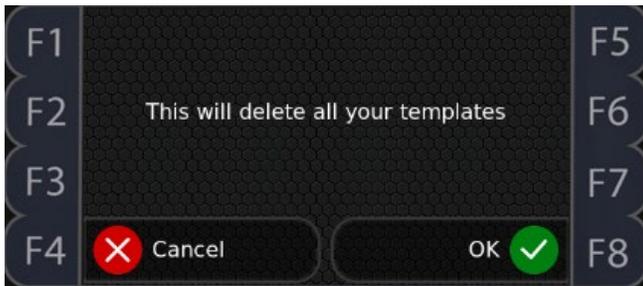
## Decline Biometric Consent

To decline the biometric consent:

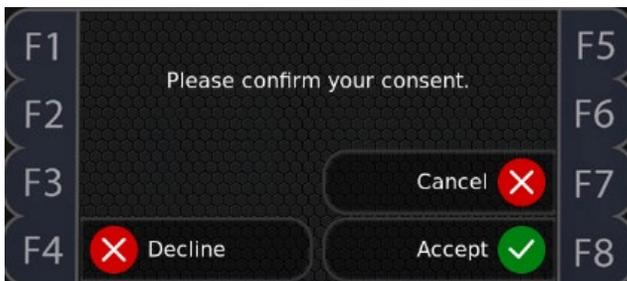
1. The employee presses **F4**.



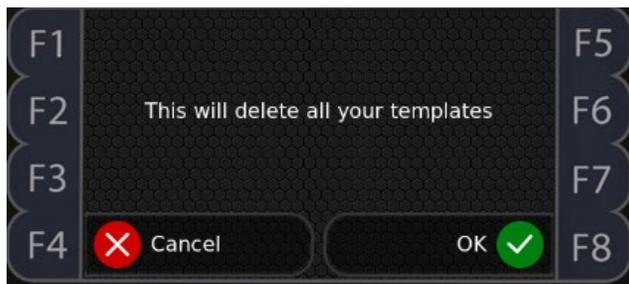
2. The “*This will delete all your templates*” message is displayed. The employee can press **F4** to cancel their consent declination or press **F8** to confirm their consent declination.



3. If the employee presses **F4**, the clock returns to the Please confirm your consent prompt so that the employee can confirm their consent.



4. If the employee presses F8, the “*This will delete all your templates*” message is displayed.



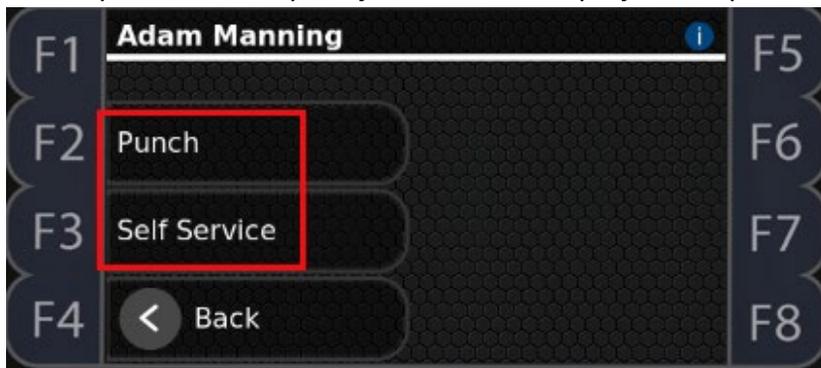
The clock returns to the previous menu with Enrol Finger highlighted.



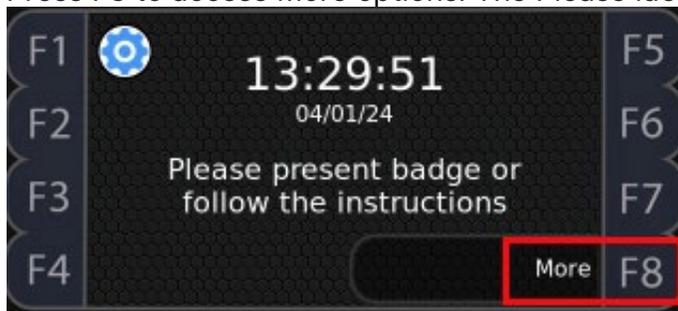
**Note:** Be careful to press F8 for confirmation as this operation will delete all enrolled finger templates for this employee and this employee cannot punch using their fingers.

# Setting Up a PIN for Employee Menu

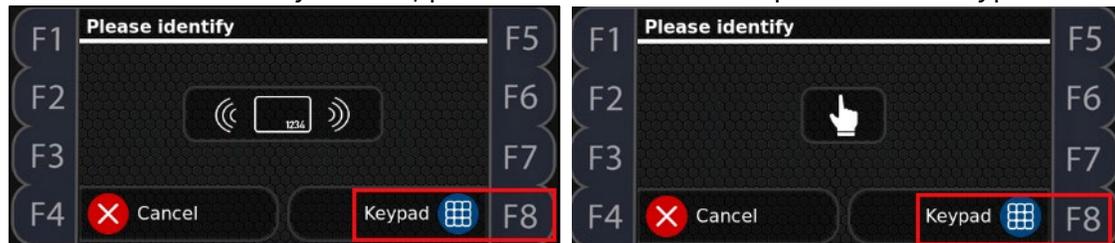
The supervisor can specify the PIN for employees to protect employee operation access.



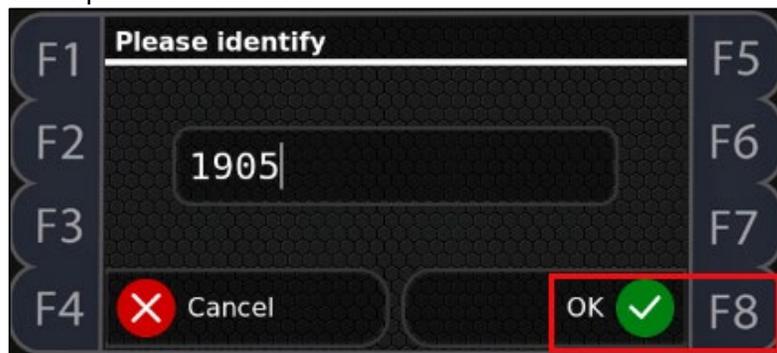
1. Press F8 to access More options. The Please identify prompt is displayed.



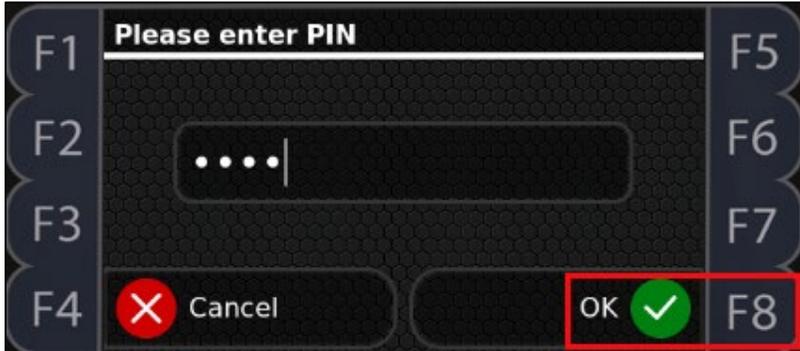
2. On the Please identify screen, press F8 to access the alphanumeric keypad.



3. In the Please identify prompt, enter the supervisor ID. The default one is 1905. Then press F8 for OK.



- In the Please enter PIN prompt, enter the supervisor PIN. The default one is 1905. Then press F8 for OK.



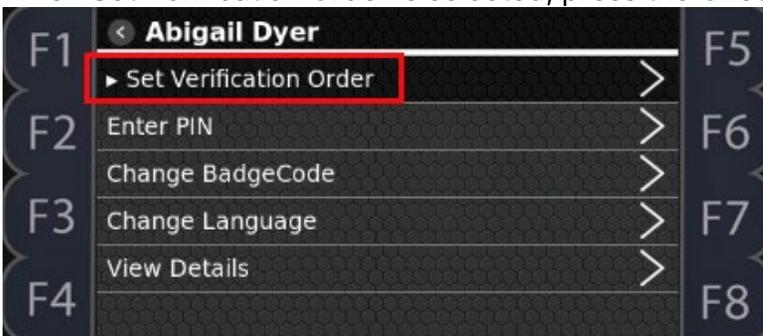
- Press F1 to access Manage Employee Profiles.



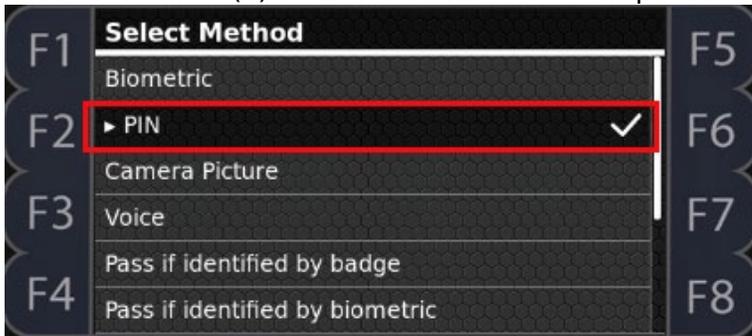
- In the Identify employee prompt, enter the employee ID or present the employee badge in front of the card reader. Press F8 for OK.



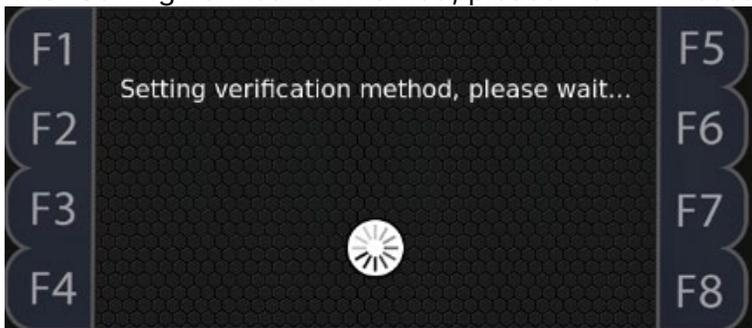
- When Set Verification Order is selected, press the Check (✓) button for OK.



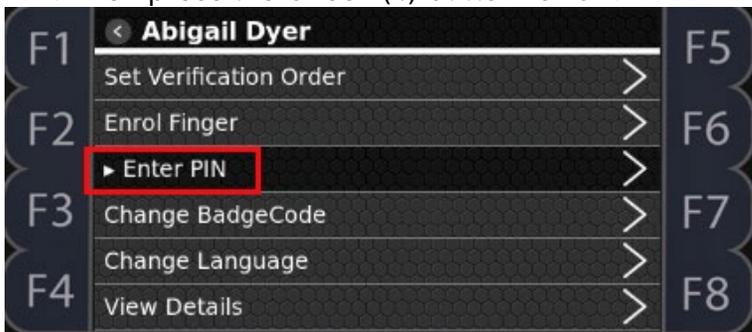
8. Press the Down (↓) arrow to select PIN. Then press the Check (✓) button for OK



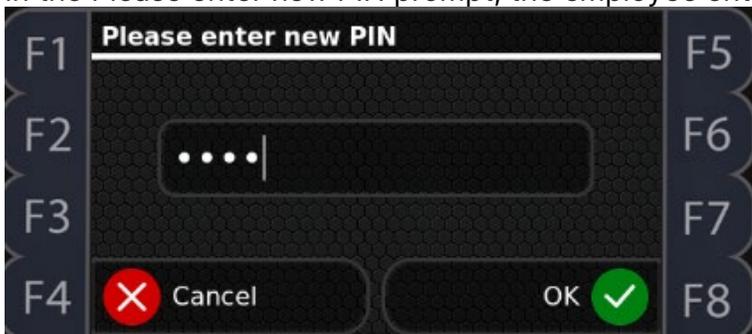
9. The "Setting verification method, please wait..." message is displayed.



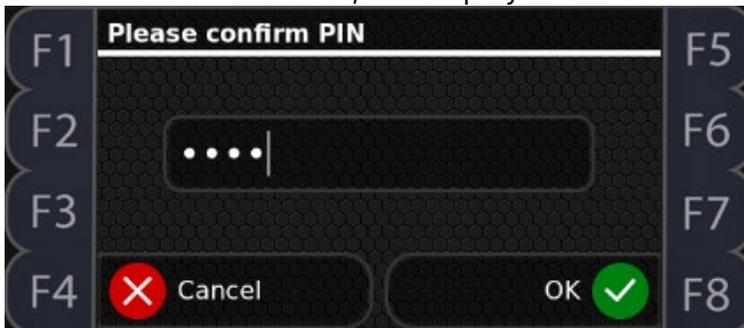
10. After the Verification Order is set to PIN, press the Down (↓) arrow to select Enter PIN. Then press the Check (✓) button for OK.



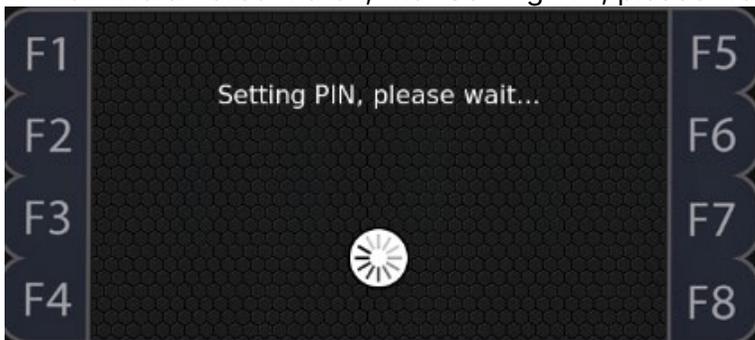
11. In the Please enter new PIN prompt, the employee enters their PIN.



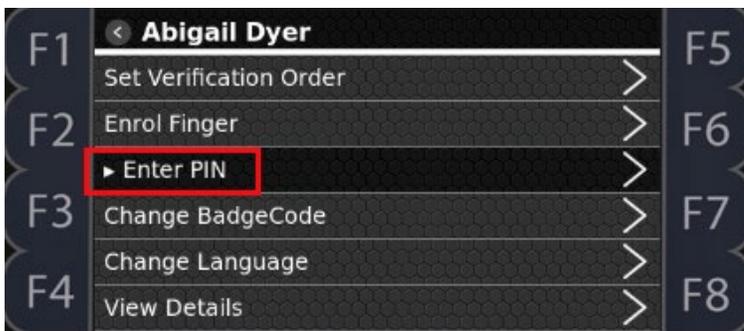
12. In the Please confirm PIN, the employee enters their PIN again for confirmation.



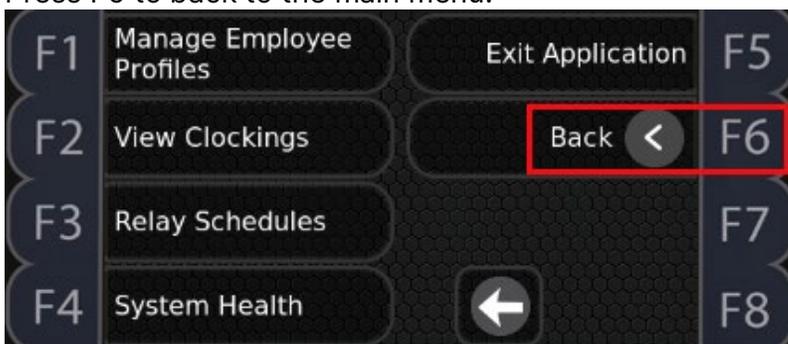
13. If two PINs entered match, the "Setting PIN, please wait..." message is displayed.



14. After the PIN is set, the clock returns to the previous menu with Enter PIN highlighted. Press the Back (←) button to return previous menu.



15. Press F6 to back to the main menu.

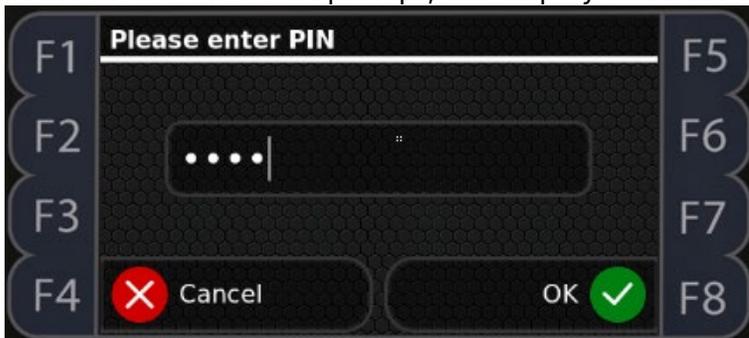


Once the employee PIN is set, the employee can access their operations as follows:

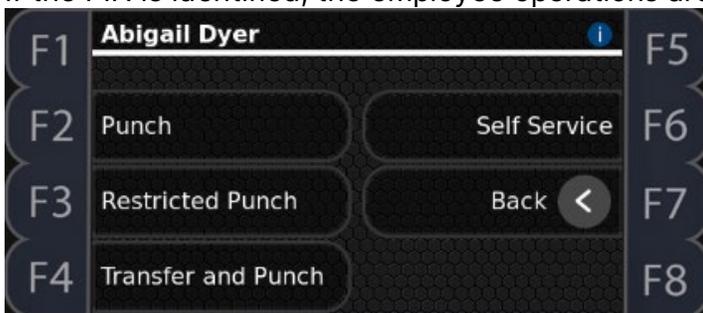
1. The employee presents his/her badge in front of the card reader or places his/her enrolled finger on the platen illuminated with red light.



2. In the Please enter PIN prompt, the employee enters their newly created PIN.

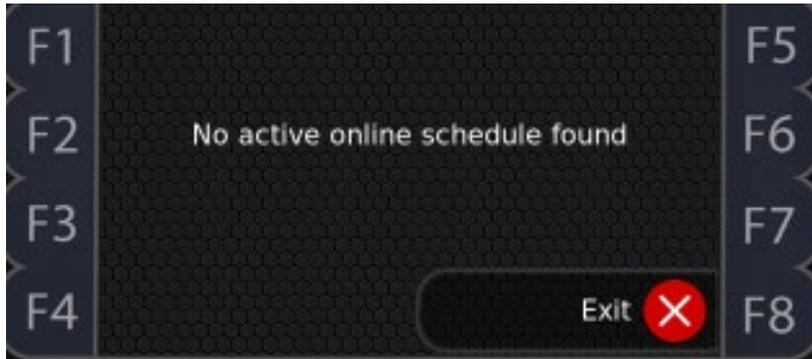


3. If the PIN is identified, the employee operations are displayed.



## Lifting Punch Restriction for Employee

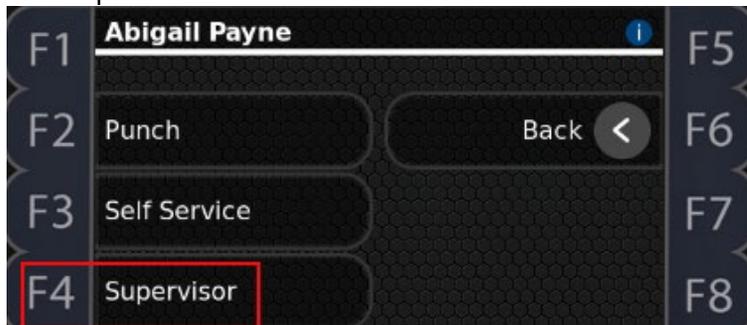
If the employee punches too early before their schedules (for example, 15 minutes before their start or end schedules) or too late after their schedules (for example, 120 minutes after their start or end schedules), their punches are not accepted with the “No active online schedule found” message displayed.



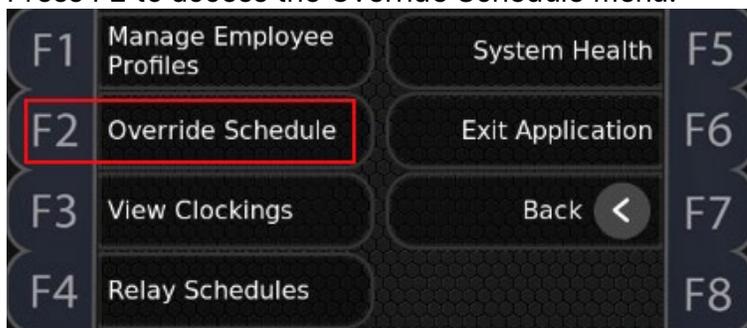
An employee who is designated as supervisor can lift punch restriction for employees using the supervisor operation called Override Schedule.

To lift a punch restriction for an employee:

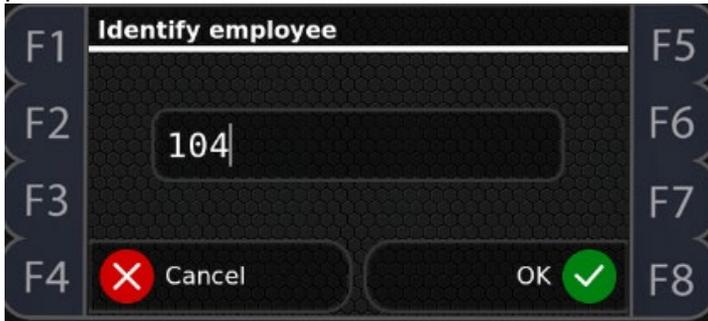
1. The employee who is designated as supervisor access his/her employee operations. The Supervisor menu is available for this employee. Press F4 to access the Supervisor menu.



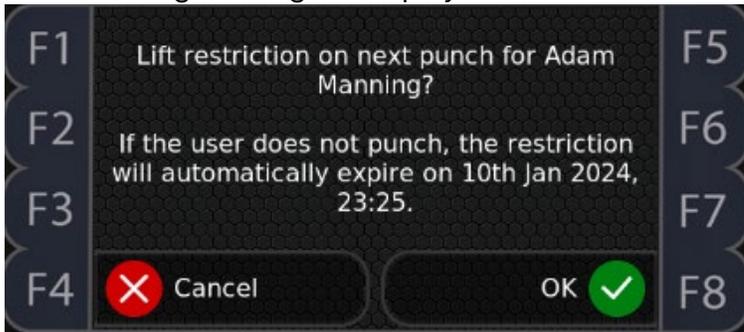
2. Press F2 to access the Override Schedule menu.



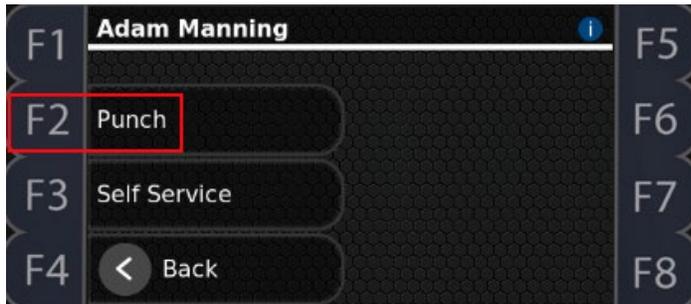
3. In the Identify employee prompt, enter the badge number of an employee to lift the punch. Press F8 for OK.



4. The following message is displayed. Press F8 for OK to lift restriction.



After the punch restriction is lifted, this employee who was prevented from punching In or Out due to punch restriction can access his/her operation menu using badge or finger and press F2 for Punch.



This employee's punch is accepted.



# Employee Operations

Employees can punch in or out with their enrolled fingers and/or assigned badges.

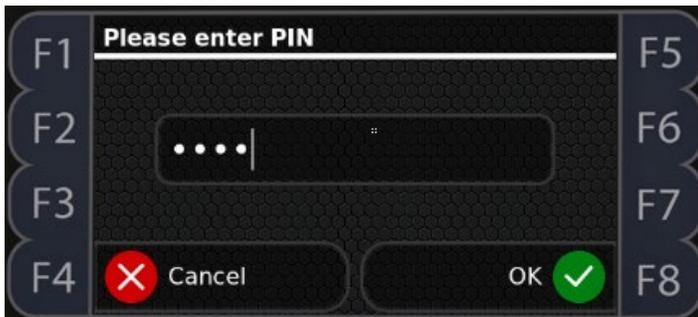
## Punching In or Out using Fingers

To punch In or Out using enrolled finger:

1. The employee places their enrolled finger on the platen.



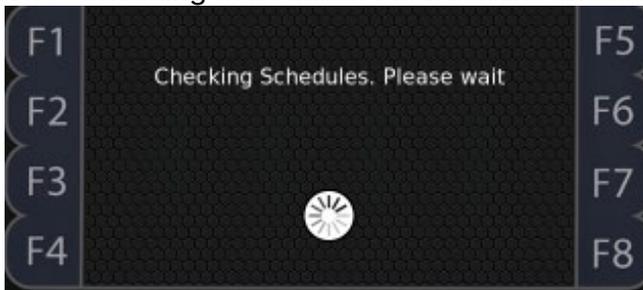
2. (Optional) The Please enter PIN prompt may be displayed to ask the employee to enter their PINs.



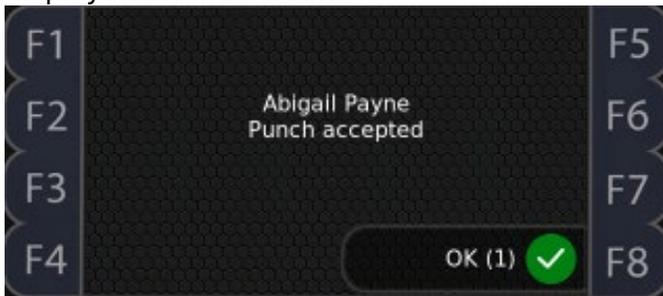
3. If the finger is recognized, the employee name is displayed on the top of the screen with Punch, Self Service, and Back options. Tap Punch.



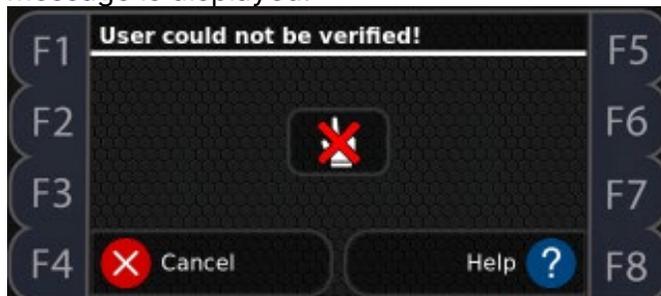
4. The “Checking Schedules. Please wait.” Message is displayed.



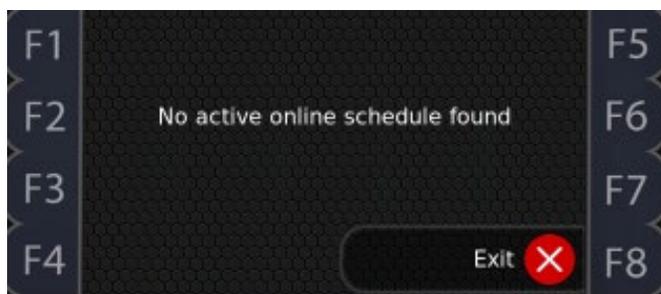
5. If the finger is read successfully, the employee name and “Punch Accepted” are displayed on the screen.



- a. If the employee finger is not recognized, the “*User could not be verified*” message is displayed.



- b. If the employee punches too early before their schedules (for example, 15 minutes before their start or end schedules) or too late after their schedules (for example, 120 minutes after their start or end schedules), their punches are not accepted with the “No active online schedule found” message displayed. If needed, supervisor can lift punch restriction for employee. See *Lifting Punch Restriction for Employee* on page 222.



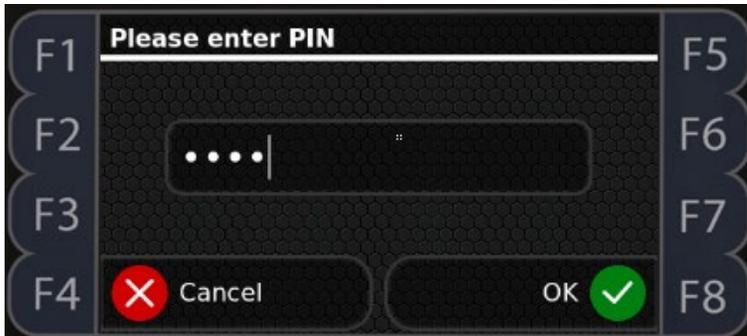
## Punching In or Out using Badges

Employees can punch In or Out using their badges.

1. The employee presents their badges in front of the card reader.



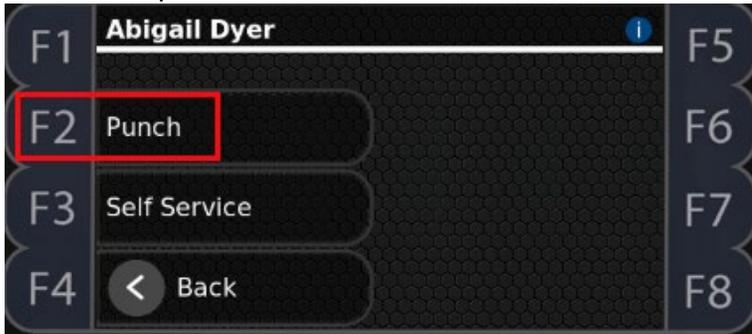
2. (Optional) The Please enter PIN prompt may be displayed to ask the employee to enter their PINs.



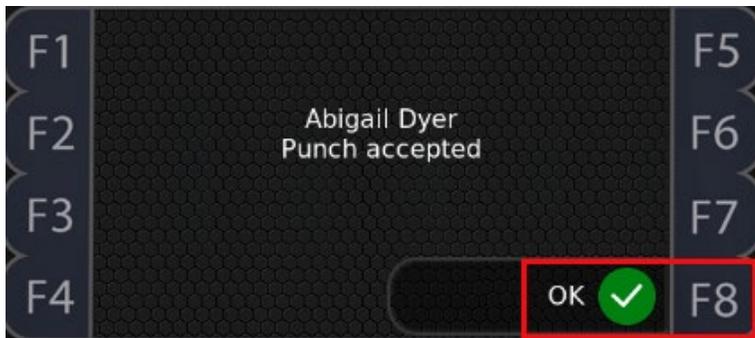
3. In the Please enter PIN prompt, the employee enters their PINs. Press F8 for OK.  
**Note:** This prompt may not be displayed based on your clock settings.



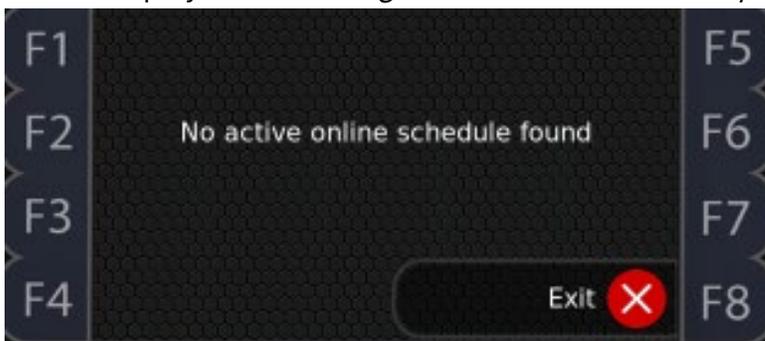
- The employee name is displayed on the top of the screen with Punch, Self Service, and Back options. Press F2 for Punch.



- The employee name and "Punch Accepted" are displayed on the screen. Press F8 for OK.



**Note:** If the employee punches too early before their schedules (for example, 15 minutes before their start or end schedules) or too late after their schedules (for example, 120 minutes after their start or end schedules), their punches are not accepted with the "No active online schedule found" message displayed. If needed, supervisor can lift punch restriction for employee. See *Lifting Punch Restriction for Employee* on page 222.



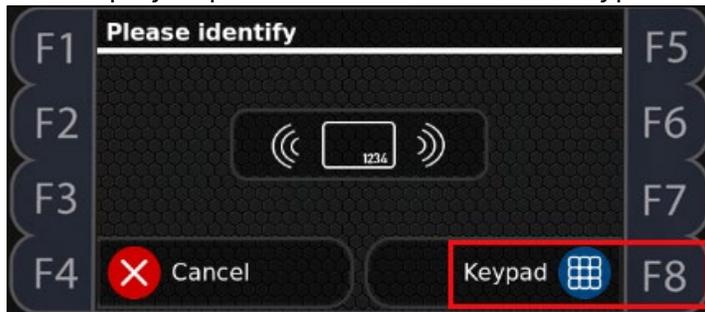
## Punching In or Out using Finger and Badge

When the platen is not illuminated with red light, both badge number and enrolled fingers are required for employees to punch In or Out.

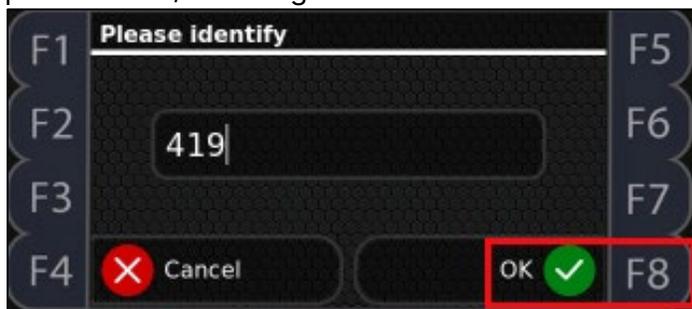
1. The employee press F8 to access More options. The Please identify prompt is displayed.



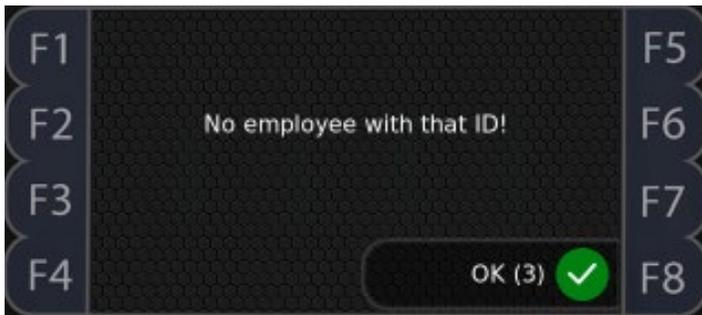
2. The employee presses F8 to access the Keypad.



3. In the Please identify prompt, the employee enters his/her badge number or presents his/her badge in front of the card reader. Then press F8 for OK.



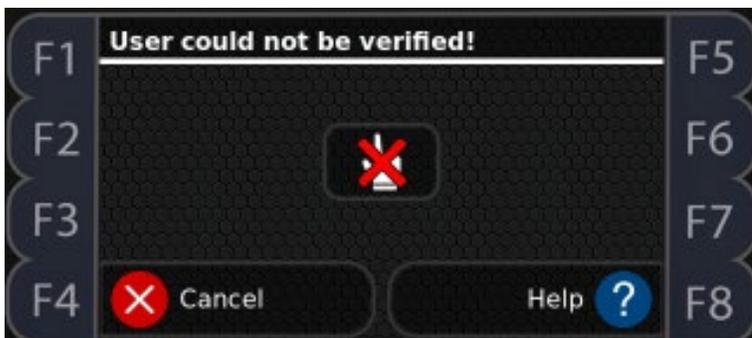
**Note:** If the badge number is not recognized, the “No employee with that ID!” message is displayed.



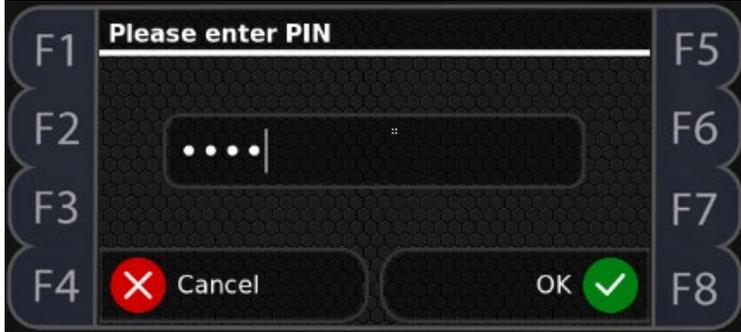
4. In the Verify... prompt, the employee places his/her enrolled finger on the platen.



**Note:** If the employee finger is not recognized, the “User could not be verified” message is displayed.



- (Optional) The Please enter PIN prompt may be displayed to ask the employee to enter their PINs.



- If the employee finger is recognized, the employee name is displayed on the top of the screen with Punch, Self Service, and Back options displayed. The employee presses F2 for Punch.



- The employee name and "Punch Accepted" are displayed on the screen. Press F8 for OK.



**Note:** If the employee punches too early before their schedules (for example, 15 minutes before their start or end schedules) or too late after their schedules (for example, 120 minutes after their start or end schedules), their punches are not accepted with the "No active online schedule found" message displayed. If needed, supervisor can lift punch restriction for employee. See *Lifting Punch Restriction for Employee* on page 222.