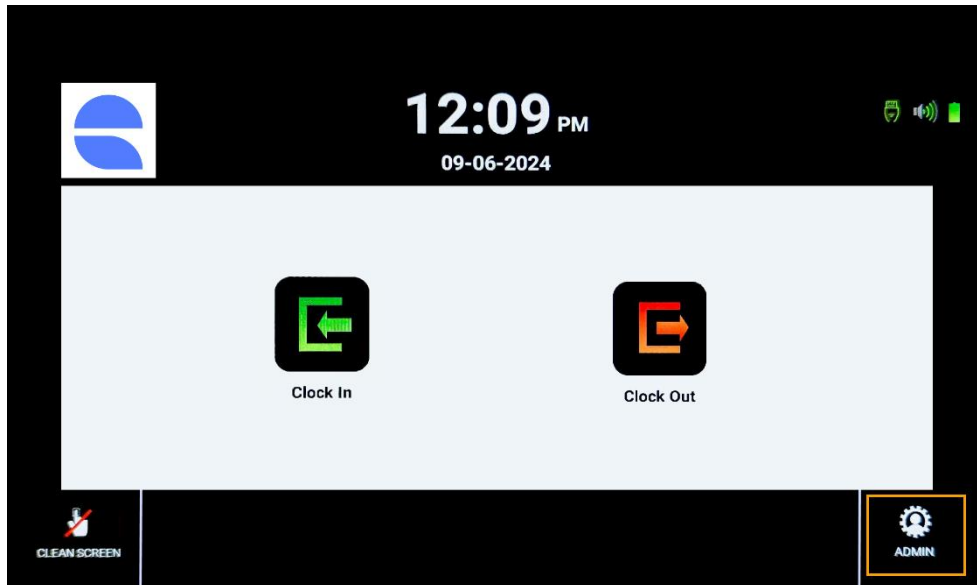# How to Enroll Fingerprint (Advanced Clock)

Please note that the ability to enroll fingerprints in the ZKTeco ULTIMA 200 time clock requires **Clock Manager Access**.

1. **Ensure that the time clock is turned on.**
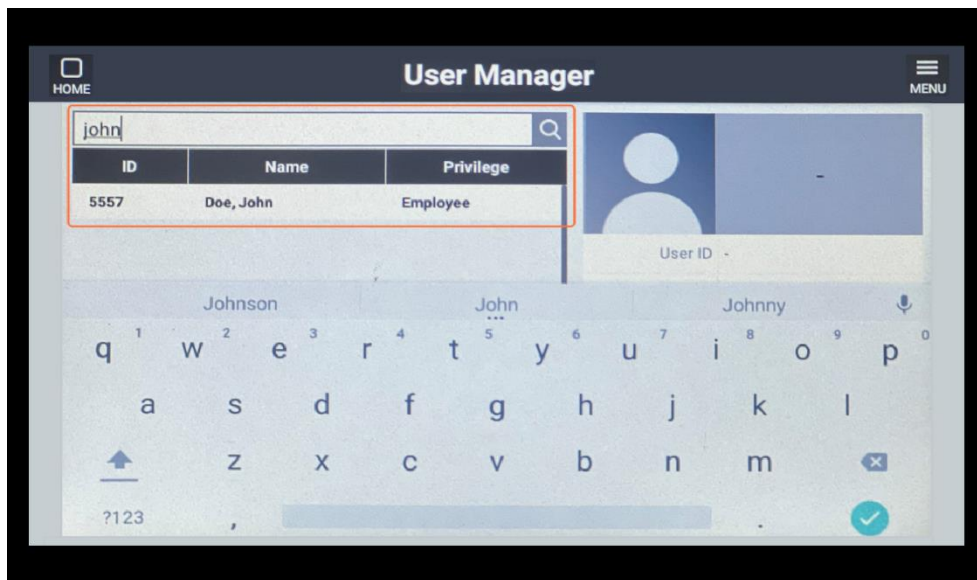
2. **Navigate to the Admin Portal.**

3. **Authenticate Yourself** – Authentication is required any time the Admin Portal is accessed. Log in either by *User ID*, *Fingerprint*, *Badge*, or *Facial scan*.
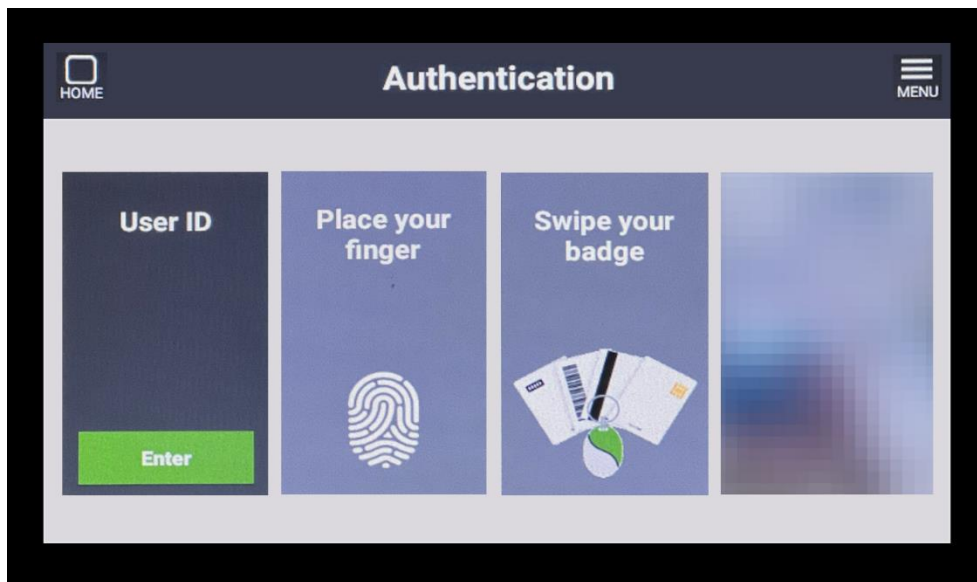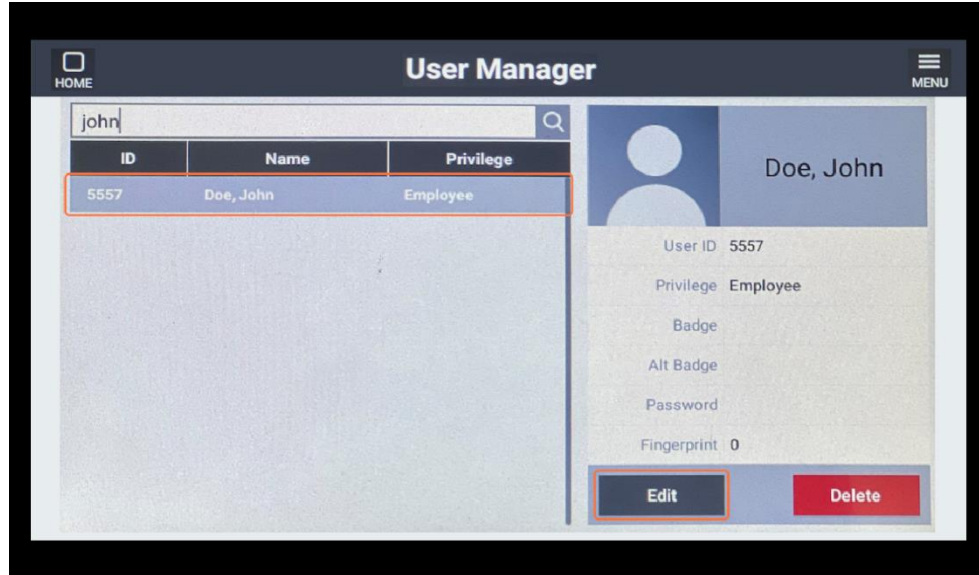
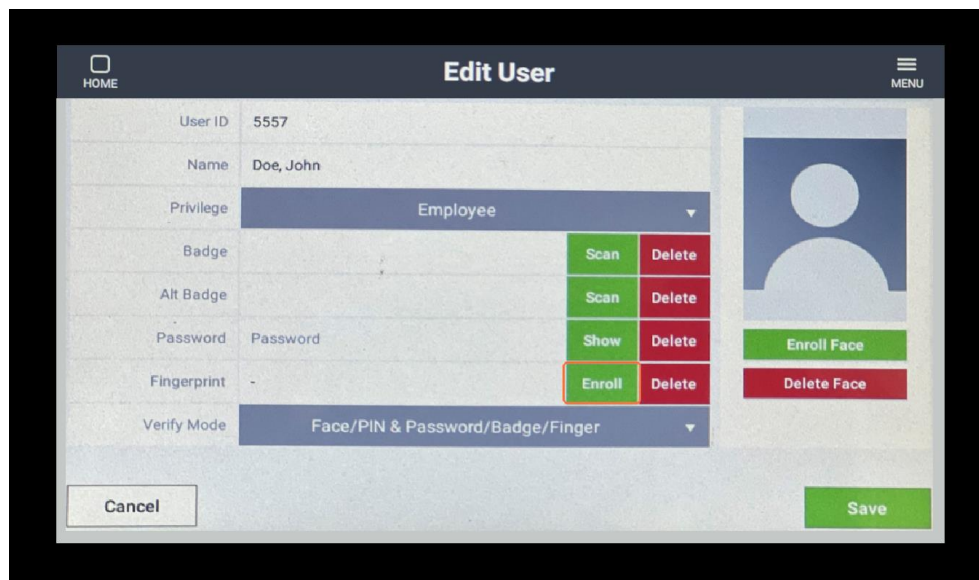4. **Select User Manager** – After authenticating yourself, select the icon for "**User Manager**".

5. **Search Employee** – Utilize the search bar to search for the employee you wish to enroll.

6. **Edit Employee**



7. **Enroll Fingerprint**

Upon clicking "**Enroll**", a message will appear regarding Biometric Data and how the fingerprint is saved within the time clock. Read the disclaimer and then click "**I Accept**" to proceed with saving the fingerprint enrollment. Should the employee decline, the fingerprint enrollment will be cancelled.

Confirmation!

By clicking "ACCEPT" below and completing enrollment, I acknowledge and consent to the following: To facilitate the timekeeping process, this device authenticates an individual's identity by collecting a data set based on the distance between points on an image of the individual's fingerprint and creating a unique identifier. This unique identifier may be considered Biometric Data. This device does not store an image of the fingerprint itself. I understand that, where applicable, my employer is responsible for providing me with notices and policies relating to use of my Biometric Data, including but not limited to providing a description of the data usage and level of protection. I agree with any policy provided by my employer regarding Biometric Data retention and destruction. Biometric Data collected by this device will be permanently destroyed upon the termination of your employment relationship. Empeon, a service provider under contract with your employer, may have access to the information collected by this device, including Biometric Data. My consent applies to each use of this device, including past and future use. I can contact my employer about any rights I may have in connection with my Biometric Data, including any right to withdraw consent.

I Decline   I Accept

Next, place their finger on the center of the sensor.
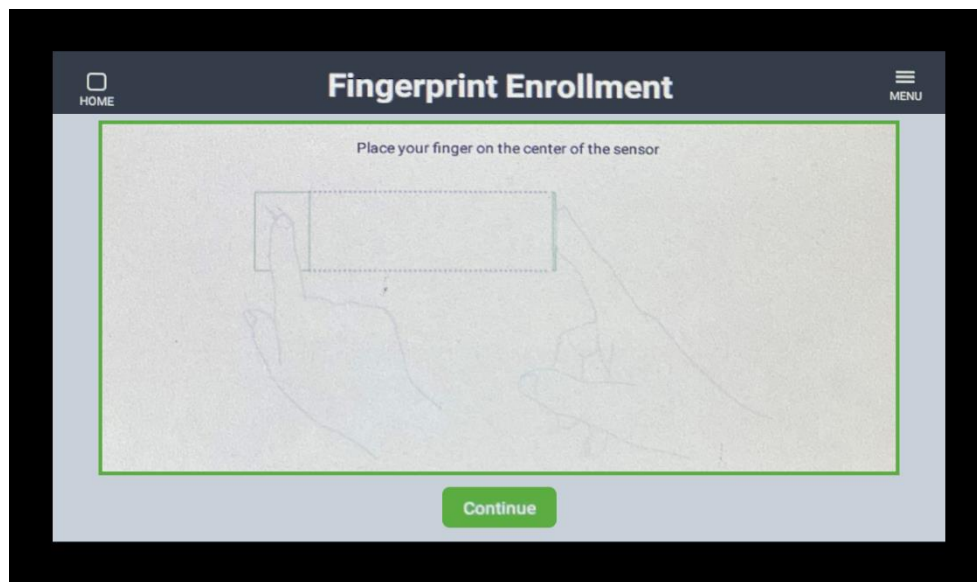
Click "**Continue**" once the fingerprint has been scanned.

8. **Select Finger** – Select the finger that was scanned and then firmly place the same finger on the sensor to have it scanned three more times. The time clock will indicate once the fingerprint was successfully enrolled. Once that happens, click "**Save and Exit**".
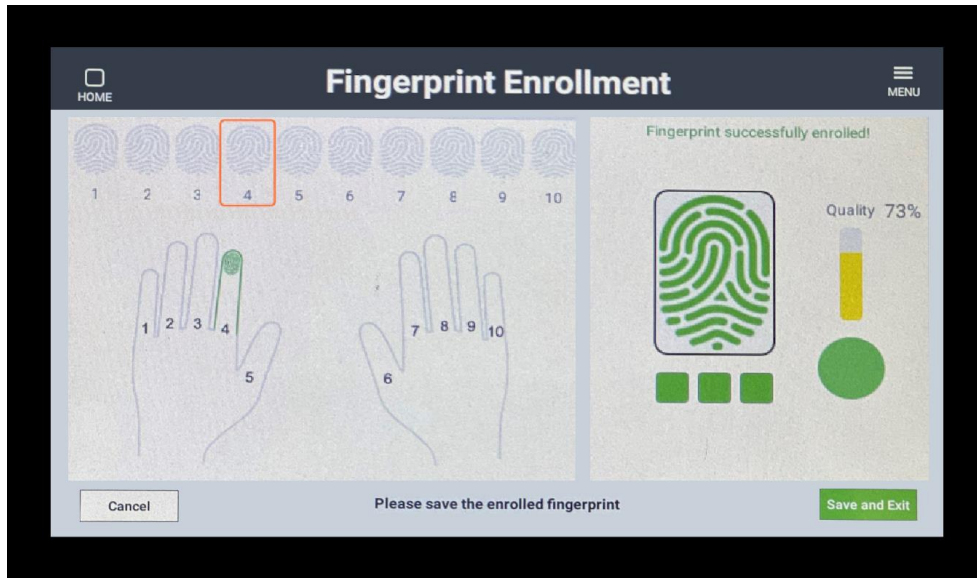
It will then return to the user's profile, click "**Save**" to finalize the enrollment.
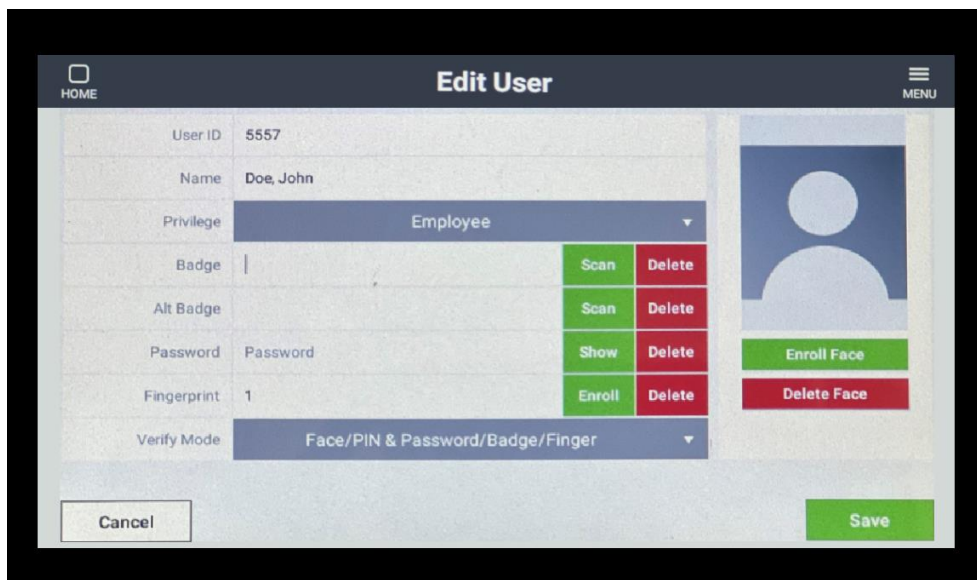
9. **Test Punch** – Have the employee record a punch via fingerprint to confirm whether the fingerprint will be accepted by the scanner. Upon initiating this, it will require two-factor authentication. The first punch method should be clocking in with a clock ID and the second method should be a fingerprint.
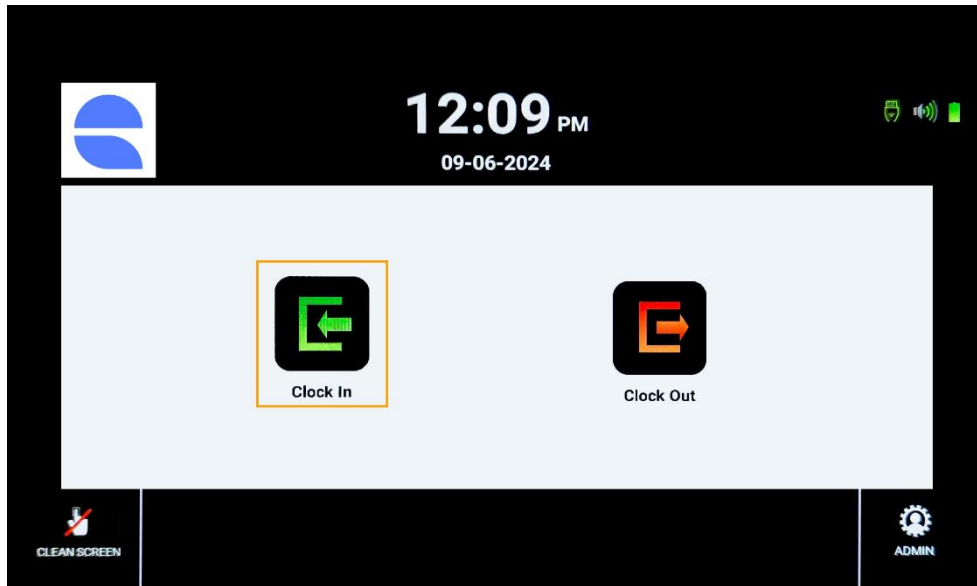
If the punch is successful, the screen will display "**Punch Accepted**".
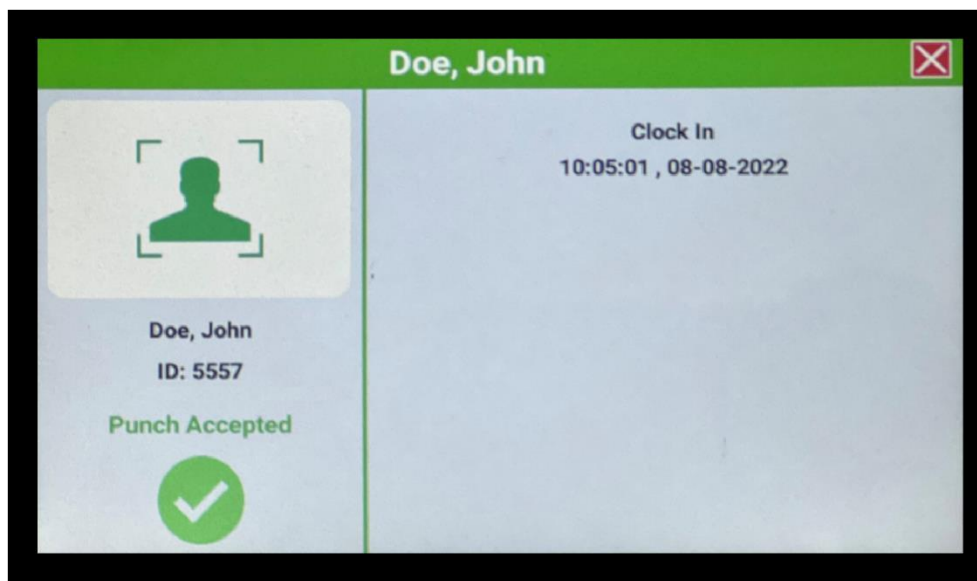
If there are issues with scanning the fingerprint, try again. If the second attempt fails, repeat steps 4-8 to re-enroll the employee's fingerprint again.