

Welcome to the OTC FingerPunch Quick Install Guide.

To install the OnTheClock FingerPunch you need the following:

1. A computer with any version of Windows XP, Vista, Windows 7, Windows 8 or Windows 10
2. A USB port
3. Internet Access
4. Your OnTheClock.com **Account Key** (*To find your account key you need to log in as the administrator into your account. Click on Time Clock Settings and you will find your account key at the top of the page.*)
5. **NOTE:** You must install the software as the administrator of the computer. The software will not install for a user with standard access.

Download the software:

Log into your Ontheclock.com account
Click on the Help button
Click on Software Downloads in the menu
Download the FingerPunch Software

Software Installation Procedure:

1. Plug in the Fingerprint reader into an USB port.
2. If Found New Hardware starts, cancel it.
3. Run the FingerPunchSetup.exe you downloaded **as the administrator** of the computer.
4. Follow the instructions and when it is finished it will ask you to set your account key.
5. Click on OK.
6. The Settings window will come up and you put your account key in the space provided and click on Save Settings. (You can copy and paste it in) (*To find your account key you need to log in as the administrator into your Ontheclock.com account. Click on Time Clock Settings and you will find your account key at the top of the page.*)
6. Reboot the computer.
7. Click on the OTC FingerPunch Icon.
8. Hover over the Blue bar and click on Change Settings.
9. You will need to put in your Administrator password in the field and click on OK.
10. Double click on an employee
11. Click on Turn On
12. Click on Add Fingerprint.
13. Have the employee put their finger on the scanner.
14. You can add additional fingerprints for each employee. (**At least one from each hand is recommended as a preventative measure in case their finger is injured.**)
15. Click on Done.
16. Then add additional employees the same way.
17. When you are finished close the Settings by clicking on the Red X in the top right corner.

Employee Instructions:

1. Place finger on the reader.
2. Internet Explorer will open up with you logged in.
3. Click on Punch In (or Punch Out)
4. Confirm Punch In / Out.
5. You can leave Internet Explorer up if other employees need to punch in.