

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



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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 those an AC model). You must mount the timeclock over (covering an AC model or use an internal AC 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 view 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.

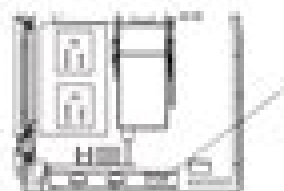
- Use the security screw to loosen the security screw on the right side of the timeclock and open the cover.
- Remove the timeclock, unplugging the power cord from the electrical outlet.

- Perform the steps only if there is a backup battery installed in the timeclock.
 - Slide 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.

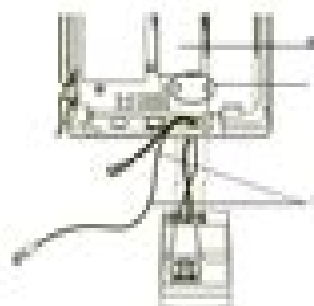


Installing and Connecting the Verification Device

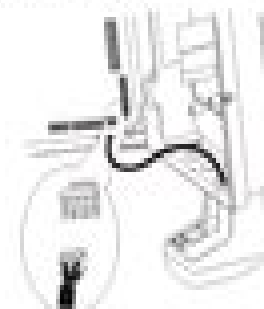
- Refer to the next illustration to see if there is a black plate covering the right square utility access hole (1) on the bottom of the timeclock. If there is a plate, use a 1/8 inch (3.18 mm) screw to remove the two tabs on the corner posts, and remove the plate.



- 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 slide the access holes in the device with the holes in the base of the timeclock.
 - Install 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.

Adp Time Clock Manual Model 4500

Yan Bai



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