Register Employee Fingerprints

1 Add employees in your CloudPunch cloud account

2 On the clock, enter the administrator PIN – it can be found in the Time Clocks section of your cloud portal.

3 Tap User Management and select an employee to register their Finger Scans

4 Select a finger to register and follow the prompts

Questions?

Contact us Monday-Friday 8am–5pm Eastern

Call **800-334-7190** | Text **919-261-6748** | Email **Support@Acroprint.com**

Or visit **Support.MyCloudPunch.com** to access our online help articles.

CLOUDPUNCH™

Employee Punching Options

1. Authenticate with Finger Scan, PIN, or RFID

2. Choose a punch option: In, Out, Rest*, Meal*, Department Transfer* (*These optional punch types will only show up if applicable)

3. The punch is recorded and employee is signed out

4. Next employee repeats steps 1 and 2

CLOUDPUNCH

Good Morning!
William Davenport
PUNCH IN PUNCH OUT
PUNCHED IN
at
12:34 PM
START REST END REST
October 22
to
Marketing
START MEAL END MEAL
AS OF MOST RECENT PAY PERIOD
10:15
HOURS WORKED
DEPARTMENT TRANSFER
SIGN OUT DASHBOARD QUICK ALL

12:34 PM
OCTOBER 22, 2020

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