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**Instructions for Setting up a HandPunch 1000**

This is how to set-up the terminal to be correctly configured to work with Focus Time & Attendance System

1. Press the **Clear & Enter** keys simultaneously on the HandPunch 1000
2. The display will show '**ENTER PASSWORD**'
3. Press **2** then **Enter**
4. Press **No** to all options until you reach the option '**Set Date Format**'
5. Press **Yes** to select
6. Press **No** until you reach the format you want
7. Press **Yes** to select
8. Press **No** to all options until you reach the option '**Set ID Length**'
9. Press **Yes** to select
10. Type the number of digits required in the PIN number (normally 4) and press **Enter**
11. The display will show '**T&A Mode Set**'
12. Press **Yes** to select
13. Press **No** to all options until you reach the option '**Set Serial**'
14. Press **Yes** to select
15. The display shows '**RS-232**'
16. Press **Yes** to select
17. The display shows '**9600**'
18. Press **No** to all options until you reach the option '**19200**'
19. Press **Yes**
20. The display shows '**Set Serial**'
21. Press **Clear** to exit to main '**enter id**' screen.

**To add users**

22. Press the **Clear & Enter** keys simultaneously on the HandPunch 1000
23. The display will show '**ENTER PASSWORD**'
24. Press **4** then **No** to get to **Add Supervisor** option
25. Press **Yes** and do as instructed
26. Press **No** to get to **Add User** option
27. Press **Yes** and do as instructed to add a user to the terminal

**NOTE: Only Supervisors can add employees to the terminals so it is important to add a supervisor first.**

05/02/08