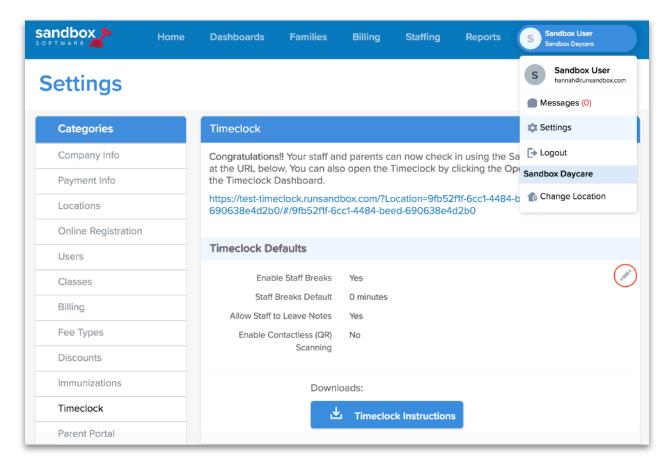
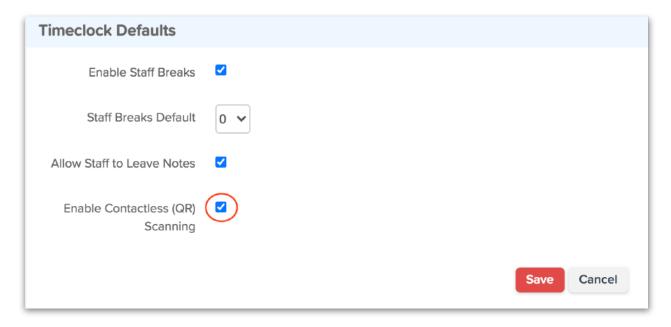
### How to Enable & Use Contactless Timeclock

To enable contactless QR scanning on the Timeclock, you will need to go to **Settings** > **Timeclock** > Edit the **Timeclock Defaults**.



Check off Enable Contactless (QR) Scanning and click Save.



Once you refresh the Timeclock link (or click on the link), you will see the QR code for parents/staff to scan on their mobile devices.



This will open the Timeclock on their mobile device so they can enter in their 4 digit passcode and initials.

## **Security**

- The QR code automatically refreshes every 5 minutes.
- The QR code will change every time you refresh the page.
- After 10 minutes from when a parent/staff member scans the QR code, they will not be able to time in/out. They would need to scan the new QR code on the Timeclock. (This is put in place so that they cannot time in/out before coming to/after leaving the premises)

# How to Scan QR Codes & Trouble Shooting

#### **Android Devices**

- 1. Open the Camera app and point it at the QR code for a few seconds.
- 2. Your device will recognize the QR code and show a notification. (\*If nothing happens, you may have to go to your Settings app and enable QR code scanning.)
- 3. Tap the notification to open the link associated with the QR code.

\*If QR codes isn't an option in Settings, the device unfortunately can't scan QR codes via the camera. You may need to download a QR code reader app. Below are a few suggestions:

- QR Code Reader <a href="https://play.google.com/store/apps/details?">https://play.google.com/store/apps/details?</a>
  id=com.apple.qrcode.reader&hl=en
- Lightning QR Code Scanner <a href="https://play.google.com/store/apps/details?">https://play.google.com/store/apps/details?</a> id=com.application\_4u.grcode.barcode.scanner.reader.flashlight
- QR Code Reader and Scanner <a href="https://play.google.com/store/apps/details?">https://play.google.com/store/apps/details?</a>
  id=com.kaspersky.qrscanner

**Note**: Android version 7 and below (except Android version 6.0) can only scan QR codes via an app.

(Source: https://www.gr-code-generator.com/guides/scan-gr-code-android/)

### **Apple Devices**

- 1. Open the Camera app and point it at the QR code for a few seconds.
- 2. Your device will recognize the QR code and show a notification.
- 3. Tap the notification to open the link associated with the QR code.

(Source: https://support.apple.com/en-ca/HT208843)