

HOW TO DO “SPECIAL ENROLLMENT”

Used when an Employee is unable to use the Handreader
Because of a physical impairment

- 1. Push “Clear Enter”**
- 2. Enter ID This is Your ID as the Supervisor “_ _ _ Enter”**
- 3. Insert Your Hand**
- 4. Enter Password “550613 Enter”**
- 5. Special Enroll “Yes”**
- 6. Enter ID This is the ID of the Special Employee**
- 7. Prompt Enter Time Zone (#)? Press “Enter”**
- 8. Next prompt-Special Enrollment Press “Clear” when complete**
- 9. If you have another employee to Special Enroll go to step 6.**