

# Group Family and Staff Messages in the Clock

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These are messages that display on your Clock PIN entry screen and are visible to all your Staff and Contacts that use the Clock.

1. Point to **Tools** and select **Edit Settings**.
2. Scroll down to *Time Clock Settings*.
3. Add a **Clock Message** to be seen by all.
4. **Save Changes**.

**Time Clock Settings:**

Auto-Generate PIN:	<input type="checkbox"/> Yes	
Starting PIN Number:	<input type="text" value="1000"/>	
Clock Message:	<input type="text" value="We appreciate our parents!"/>	This is a message that will display on the clock-entry screen
Clock Org Name:	<input type="text"/>	This is the organization name that will appear on the clock-entry
Show Number Pad on Clock?:	<input type="checkbox"/> Yes	Show the number pad on the clock for easy PIN entry?

Message shows on the PIN entry screen and is visible to everyone.

**Time Clock**  
**We appreciate our parents!**

Please Enter your PIN:

1	2
4	5
7	8



**BUNNY ACADEMY**

