

User Manual Time recorder TimeLok-100U





Press the MENU button to launch the device menu. If a device administrator has been set up, additional authorization will be required. After entering the menu, the following window will appear:





Generate reports ("Report")

To download the report, go to the "Attendance" section in the MENU of the device. From here we have the option to select the following options:

- "All Reports Download" downloads all types of reports
- *"Attendance Report Download"* retrieves the attendance report from the set date range: it is divided into the following parts:
 - chart of changes
 - attendance statistics

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- employee bounce table

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• *"Abnormal Report Download"* - downloads a report of irregularities (non-attendance, lateness)

Date:2022-06-(Abnormal Attendance Report														
UserID	Name	Dept.	Date	Before	Noon	After	Noon	Late	Early	Total	Remark				
Catille		Dept.	Date	In	Out	In	Out	(min)	(min)	(min)	ACCIDIN K				
1		DEPT1	2022-6-1						Absence						
1		DEPT1	2022-6-2						Absence						
1		DEPT1	2022-6-3						Absence						
1		DEPT1	2022-6-6						Absence						
1		DEPT1	2022-6-7						Absence						
1		DEPT1	2022-6-8												
1		DEPT1	2022-6-9						Absence						
1		DEPT1	2022-6-10						Absence						
1		DEPT1	2022-6-13						Absence						
1		DEPT1	2022-6-14						Absence						
1		DEPT1	2022-6-15						Absence						
1		DEPT1	2022-6-16						Absence						
1		DEPT1	2022-6-17						Absence						
1		DEPT1	2022-6-20						Absence						
1		DEPT1	2022-6-21						Absence						
1		DEPT1	2022-6-22						Absence						
1		DEPT1	2022-6-23						Absence						
1		DEPT1	2022-6-24						Absence						
1		DEPT1	2022-6-27	None	None	16:31	17:27	151	33	184					
1		DEPT1	2022-6-28						Absence						
	Total	Late Count	2	T	otal Abse	nt Count	19	Man	ager Name						

• *"Attendance Record Download"* - downloads a report containing a summary of employee bounce logs

Employee Attendance Record Table Attendance Record Table Name: Dept.: DEPT1 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 10:29:24

UserID: 1



"User"

- *"Synchronize User Info"* allows you to synchronize user data between the device and the file on the USB flash drive. If there is no data file on the USB drive, the file will be automatically downloaded from the recorder.
- **"Enroll"** allows you to add employee number, first name, department name and also allows you to give administrator privileges. If any user is given administrator privileges, each entry into the MENU of the device, will require one of the administrators to log in (a login password, RFID card or fingerprint will be required).
- "Delete" allows you to delete user data from the device. To do this, enter the user number and then confirm the deletion.
- "Departments" allows you to add/edit department data.
- "Enroll View" allows you to preview the list of users.



"Attendance Settings"

						Α	tte	endar	nce Set	tin	g									
		1. Sh	ift Time	Zone			2. <i>A</i>	Auto-Statu Time S	s Alteration etting				3. B	Bell Ti	ime					
Shift No.	Timez	one1	Timez	one2	Over	time	No.	Time	Mode	No.	Time	Length	Mode			W	/eekd	ay		
Jillie No.	In	Out	In	Out	In	Out	140.	(hh:mm)	Wiode	NO.	(hh:mm)	cengui	WIOGE	Su	Мо	Tu	We	Th	Fr	Sa
1	08:00	12:00	14:00	18:00	19:00	21:00	1	00:00	AM In	1	08:00	30sec	In		٧	٧	٧	٧	٧	
2	I						2	11:30	AM Out	2	12:00	30sec	In		٧	٧	٧	٧	٧	
3							3	13:30	PM In	3	14:00	30sec	In		٧	٧	٧	٧	٧	
4							4	17:30	PM Out	4	18:00	30sec	In		٧	٧	٧	٧	٧	
5	5			5	18:30	OT In	5	19:00	30sec	In		٧	٧	٧	٧	٧				
6							6	20:30	OT Out	6	21:00	30sec	In		٧	٧	٧	٧	٧	
7							7	00:00		7	00:00		In							
8							8	00:00			00:00		In							
9							9	00:00		9	00:00		In							
10							10	00:00		10	00:00		In							
11							11	00:00		11	00:00		In							
12							12	00:00		12	00:00		In							
13							13	00:00		13	00:00		In							
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23							23	00:00		23	00:00		In							
24							24	00:00		24	00:00		In							
25	25 Business Trip																			
26			Lea	ive																

- *"Attend Setting Upload"* allows you to load presence data in the form of a workbook, such as shift settings, shift names and alarm settings.
- *"Attend Setting Download"* allows you to download presence data in the form of a workbook, such as shift settings, shift names and alarm settings.
- *"Shift Time Zone"* Allows you to change working hours, supports 24-hour format. Supports three types of hours (such as morning shift, night shift and overtime)
- "TR Schedule" allows you to specify the type of bounces on the device at given hours. Once you specify the type of bounce, the device itself will change the logging type to a predefined one (e.g. shift 1, shift 2 or overtime).
- "Bell Time" allows you to define the hours at which the alarm sound will be triggered.
- "Ring Cycle" allows you to define the length of the alarm.
- "Ring Mode" allows you to define the type of alarm.
- "Reverify Time" allows you to define the time between user logins.
- *"Worked-more as overtime"* allows you to define whether logging in (when leaving work) after working hours should be counted as overtime



"Shift Settings"

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1		DEPT1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1	1	1	1			1	1			

- "Shift Arrangement" allows you to change the schedule settings.
- "Shift Setting Table Upload" allows you to load an editable change configuration file.
- *"Shift Setting Table Download"* allows you to download an editable change confiquration file.
- "User Shift" allows you to edit shift schedules directly on the device.

"Setting"

- "Device ID" device identifier in the range from 1 to 255.
- "Reverify Time" the time between user logins.
- "Lock Setting" device lock delay.
- *"Power Management"* power settings.
- "Sensor Adjust" allows you to calibrate the fingerprint reader.
- "Restore Factory Settings" resets the devices to the initial settings.
 NOTE: This option deletes ALL data from the device.
- "F/W Upgrade" allows you to update the device's software.



"Log Management"

- "Attendance Log View" a list of attendance entries (logs) on the device.
- "Management Log Warning" allows you to specify when the device should notify you when the device memory is full. Set "0" to disable the warning. The number set determines the remaining number of logs that can be stored on the device.
- "Clear All Log" clears all entries.
- "Management Log Download" downloads entries to a connected USB flash drive.
- "Attend Log(Text) Download" downloads attendance entries in text form to a connected USB flash drive.

"System Info"

- "Enroll View" check user registration information.
- "Product Info" check the device information.
- *"Self Test"* self-diagnosis of the device.