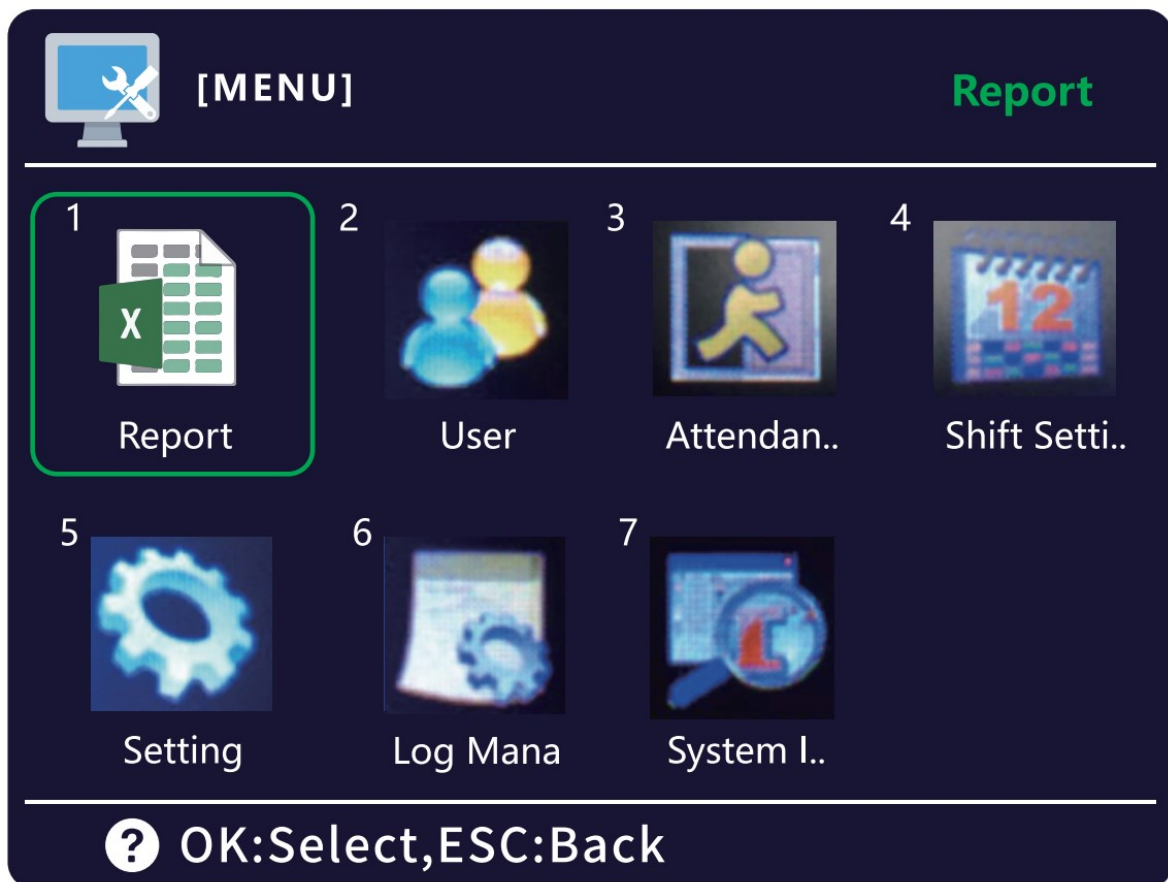


User Manual

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:



„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“

Attendance Setting																						
1. Shift Time Zone						2. Auto-Status Alteration Time Setting			3. Bell Time													
Shift No.	Timezone1		Timezone2		Overtime		No.	Time (hh:mm)	Mode	No.	Time (hh:mm)	Length	Mode	Weekday								
	In	Out	In	Out	In	Out								Su	Mo	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		√	√	√	√	√	√		
2							2	11:30	AM Out	2	12:00	30sec	In		√	√	√	√	√	√		
3							3	13:30	PM In	3	14:00	30sec	In		√	√	√	√	√	√		
4							4	17:30	PM Out	4	18:00	30sec	In		√	√	√	√	√	√		
5							5	18:30	OT In	5	19:00	30sec	In		√	√	√	√	√	√		
6							6	20:30	OT Out	6	21:00	30sec	In		√	√	√	√	√	√		
7							7	00:00		7	00:00		In									
8							8	00:00		8	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									
14							14	00:00		14	00:00		In									
15							15	00:00		15	00:00		In									
16							16	00:00		16	00:00		In									
17							17	00:00		17	00:00		In									
18							18	00:00		18	00:00		In									
19							19	00:00		19	00:00		In									
20							20	00:00		20	00:00		In									
21							21	00:00		21	00:00		In									
22							22	00:00		22	00:00		In									
23							23	00:00		23	00:00		In									
24							24	00:00		24	00:00		In									
25	Business Trip																					
26	Leave																					

- **„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“

Employee Shift Table																																	
Date:2022-06-01-2022-06-28			2022-6-28																														
Start Date of Shift*																																	
UserID*	Name	Dept.	1	2	3	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			
			We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu			
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 configuration 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.