



CleverTime

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Instructions For Employees Clocking On FA1000 Facial Time Clock

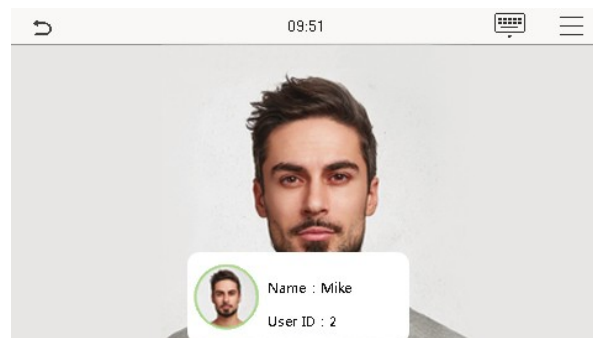
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Please follow the below instructions to Clock In or Out on the time clock.

(Note, there is no need to select if it is In or Out when clocking, as our software works this out for you)



Clocking with your Face

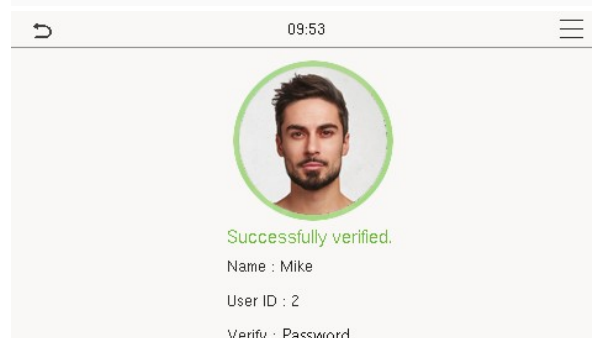
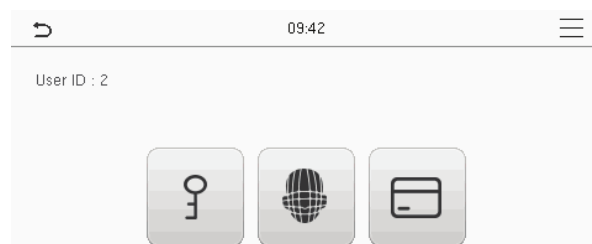
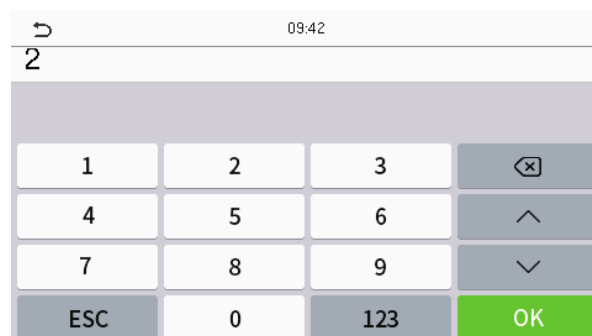
1. Present your face to the time clock
2. If successful you will see your face in a green circle, with your Name and User ID alongside, near the bottom of the screen and the time clock says thank you



(Note, if you continue looking at the camera it will say duplicate punch, but only record your first time)

Clocking with a Password


1. Press the “Keyboard” icon  on the time clock screen and enter your User ID, then press OK
2. If prompted, press the “Key” icon , then enter your password and press OK
3. If successful you will see your face in a green circle with your Name and User ID alongside, near the bottom of the screen and clock says thank you



Selecting a Position/Job (Work Code)

1. If Position or Job transfer has been enabled for your Company, after clocking you will then be prompted to select a Work Code
2. Press the required Work Code on the time clock screen
3. You can also press the search bar at the bottom of the screen and enter the Work Code you require



(Note, if there is more than one page of Work Codes, press the page down icon  up the top right, to get to the next page of Work Codes)

Hints for successfully scanning your face

- It is recommended to have about 0.5 metres between yourself and the time clock when scanning your face (for an average height person)
- Try to maintain a natural standing position and facial expression
- If wearing reflective glasses you might need to scan with them off
- Don't wear sun glasses or a hat that covers the eyebrows / eyes

