

Facial Time Clock

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Please follow the below instructions to transfer clocked times to CleverTime using a USB Memory Stick.

If required, it is possible to download the clocked times, from the time clock to a USB Memory Stick and then upload these to CleverTime.

 Enter the Time Clock menu by pressing the menu key ≡ and scan your face



But if you are not already enrolled, then (after pressing menu \equiv) use our technician code by pressing the "Keyboard" icon = and entering a User ID of **9666**, then press the "Key" icon ? and enter a Password of **9666** 2. Press the "USB Manager" option



3. Now press the "Download" option from the USB Manager menu

5	USB Manager
🛃 Download 🛛 <	<
🛃 Upload	
🔅 Download Option	15

4. Press the "Attendance Data" option from the Download menu

5	Download
Attendance Data	_
User Data	
User Portrait	
Attendance Photo	
Blocklist Photo	
Work Code	

- 5. Select the Time Range to download
- 6. It should now say on the screen "Data successfully downloaded, press the back arrow icon (up top left) to exit

- Now plug the USB Memory Stick into your computers USB port and open CleverTime
- 8. From the CleverTime menu, select "Import & Export", then "Import Times"
- 9. Click choose file, select your USB Memory Stick and select the file ending with "_attlog.dat" and press the "Open" button
- 10. Now press the orange "Upload" button to finish

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Leave Requests		2	2	Choose	e File		
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https://app.cbsystems.io/times/importtimes							