



CleverTime

app.cbsystems.io

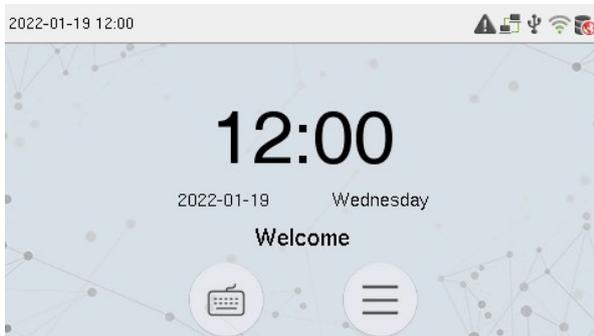
Instructions For Downloading Times To USB Memory Stick From FA1000 Facial Time Clock

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

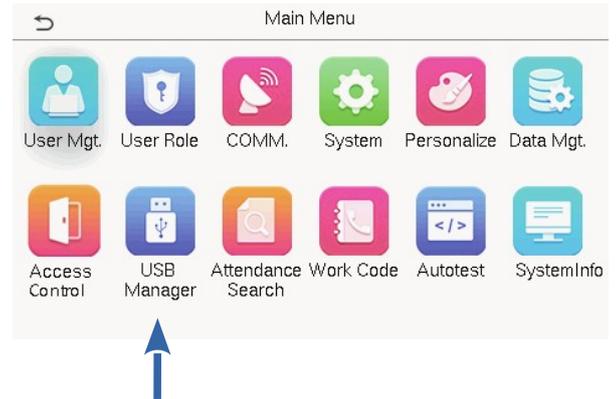
If required, it is possible to download the clocked times, from the time clock to a USB Memory Stick and then upload these to CleverTime.

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

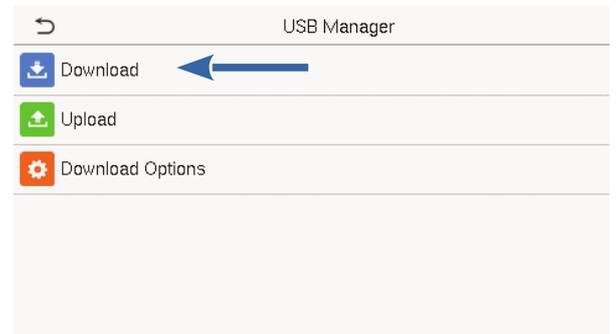


But if you are not already enrolled, then (after pressing menu ) use our technician code by pressing the “Keyboard” icon  and entering a User ID of **9666**, then press the “Key” icon  and enter a Password of **9666**

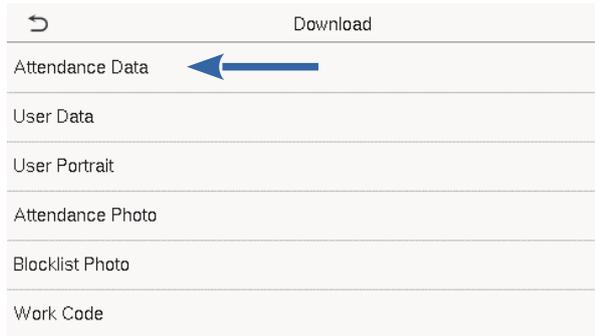
2. Press the “USB Manager” option



3. Now press the “Download” option from the USB Manager menu



- 4. Press the “Attendance Data” option from the Download menu



- 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

- 7. 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

