

Entering Data at the Series 4000 Timeclock

When entering data at the Series 4000 timeclock, you use the timeclock's badge reader, keypad, and soft keys.

Using the Badge Reader

You most often enter data at the Series 4000 timeclock by swiping a badge through the timeclock's badge reader. To allow the timeclock to read the badge successfully, users should:

- Hold the badge so that the bar code is positioned on the back left edge.
- Swipe the badge through the reader's slot from top-to-bottom or bottom-to-top.

If the Series 4000 timeclock reads the badge successfully, the green LED illuminates and its internal beeper emits a single tone. If the timeclock fails to read the badge, the amber LED illuminates, its internal beeper emits three tones in quick succession, and an error message appears on the display.

Bn 4000 Timeclock User Guide

RC Schank



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