UltraTime Fob Reader Instructions

1. Fobbing IN for shift

a. Press IN on keypad and the "Clock IN" screen will appear.

b. Swipe FOB

c. Review the message on the screen:

    i. "Thank you" you are done.

    ii. "Enter Distribution Code:" followed by a list of job descriptions (e.g. 1. Desc A, 2. Desc B, ...) indicates you have more than one job title. Press the number on the keypad that corresponds to the job description you are fobbing in for followed by the Enter key.

    iii. Enter Distribution Code:" with no list of job descriptions means the internet connection is temporary down. Press the number 1 on the keypad followed by the Enter key.

    iv. After fobbing in, if a message appears stating "HOST OFFLINE - ENTER DISTRIBUTION CODE", press 1 on the keypad, then Enter.

2. Fobbing OUT for Shift

a. Press OUT on keypad and the "Clock OUT" screen will appear.

b. Swipe FOB.

3. Fobbing OUT for lunch (if required)

a. Press "LEAVE FOR LUNCH" on keypad and the "Clock LEAVE for LUNCH" screen will appear.

b. Swipe FOB.

4. Fobbing IN after lunch (if required)

a. Press "RETURN FROM LUNCH" on keypad and the "Clock RETURN from LUNCH" screen will appear.

b. Swipe FOB.

c. Follow instructions "1) c." above.

5. Transferring from job A to job B (only after fobbing in for job A)

a. Press "TRANSFER" on keypad and the "Transfer" screen will appear.

b. Swipe FOB.

c. Follow instructions in "1) c. ii." and "1) c. iii." above (enter the line number corresponding to job B).