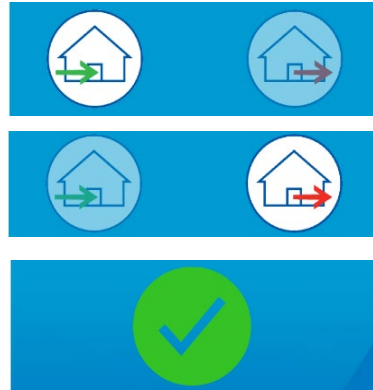


1. Registering In and Out

Take the credential to the reader and wait until the reader beeps. Then select:

Register in:

Select INTO THE HOUSE



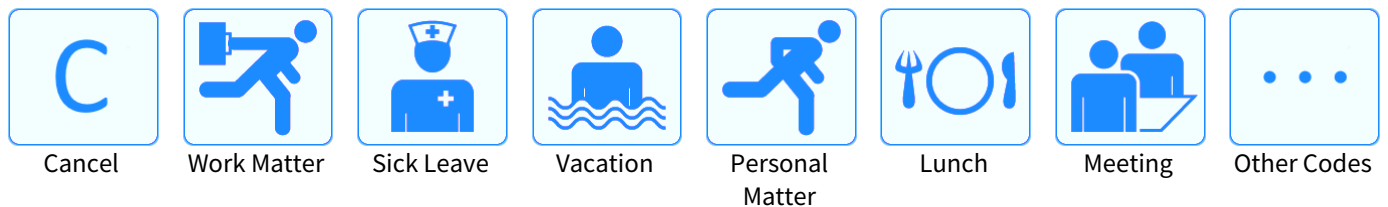
Register out:

Select OUT OF THE HOUSE

When you have registered successfully, the screen displays the following icon.

2. Absence Codes / Reason Codes

When you register in or out, you can select an absence code / reason code. First select the absence code / reason code, then register in or out. Move your finger from right to left to view more code options.



When you select the absence code / reason code, you can give the return date and time. This information is useful, for example, to a switchboard, but the dates and times you enter do not affect the validity period of the code. You can enter the date and time details after you have selected the absence code / reason code.

Select **Date** and set the date in the calendar tool.

Select **Time** and set the time in the clock tool.



3. Hour Balance

The hour balance is calculated once per day, usually at 05:00 AM. The hour balance is not displayed in real time. The screen displays the hour balance accumulated up to the previous cut off time in format hh:mm.



4. Registration History

On this screen, you can view your six last registrations. Use your finger to move the field up and down.

To view registration history from a longer period, select *Settings > Registration History*.

	18-02-2021 09:45:59
	17-02-2021 16:02:44
	17-02-2021 15:51:37