

Smart Card by AccuTime

Employee Instructions

Welcome to **Smart Card** - leading Time Attendance Clock designed to suit the needs of the small enterprise or mobile work force. You will find that **Smart Card** is the most cost effective and reliable time keeping solution for your company!

You will be given an Employee Card by your supervisor. This card contains your details and is to be used ONLY by the authorised user. This card will be used to record your attendance. The information is stored on the **Smart Card** device and also on your personal Employee Card.

Your Employee Card is the size of a credit card and contains a small chip (see circle at the top of the card). The information is stored within this chip and your card must be handled with care.

The information stored on your Employee Card can be downloaded, using the card reader, onto the **Smart Card** Back End software. The data can be viewed on the screen, but cannot be altered.



Smart Card – Time Attendance Clock



1. Display Screen
2. Work Out, Out
3. Clock – can only be accessed with the Master Card
4. Off
5. Work In, IN
6. Pound Key – Used to switch between zones
7. On/OK
8. Smart Card Slot

OPERATING INSTRUCTIONS

You have five attendance options

In – used at the beginning of your shift



Out – used at the end of your shift

Work Out – used if you need to leave work for a meeting or other work related activity outside of the office

Work In – used upon return to the office



Zones 1-4 – these zones can be programmed by the manager to represent zones (canteen, storeroom, warehouse...) within the company

UPON ARRIVAL



1. Press the  button to activate the display screen
2. Press the  button to chose the required manoeuvre - select IN
3. Insert your Employee Card into the Smart Card slot
4. Check to see that the operation has been confirmed (Your name will be displayed on the screen and the word DONE)

5. Remove your card



UPON DEPARTURE

1. Press the  button to activate the display screen
2. Press the  button and select OUT
3. Insert your personal card into the Smart Card slot
4. Check to see that the operation has been confirmed (Your name will be displayed on the screen and the word DONE)
5. Remove your card



LEAVING FOR WORK RELATED PURPOSE

- 1 Press the  button to activate the display screen
2. Press the  button and select Work Out
3. Insert your Employee Card into the Smart Card slot
4. Check to see that the operation has been confirmed (Your name will be displayed on the screen and the word DONE)
5. Remove your card

RETURNING FROM WORK RELATED PURPOSE

1. Press the  button to activate the display screen
2. Press the  button and select Work IN
3. Insert your Employee Card into the Smart Card slot
4. Check to see that the operation has been confirmed (Your name will be displayed on the screen and the word DONE)
5. Remove your card

CHECKING IN TO A ZONE

1. Press the  button to switch the Smart TAC on
2. Press the  button to choose the required zone, press it until you see the zone number you need (Zones 1-4)
3. Insert your Employee Card into the Smart Card slot
4. Check to see that the operation has been confirmed (Your name will be displayed on the screen and the word DONE)
5. Remove your card

Zone 1	CANTEEN *
Zone 2	
Zone 3	
Zone 4	

* To be filled in according to company's zones