

TE-101 User Instructions

Keypad

4 X 4 – Numeric, Enter, Clear, 4 dedicated function keys

Main Function Keys

- A Clock in
- B Clock out
- C Break start
- D Break stop



Additional Function Keys

- 1 Last punch
- 2 Total hours
- 3 Department transfer

Biometric Management Keys

- 4 Enroll user
- 5 Update user
- 6 Delete user
- 7 Delete all users



TE-101 User Instructions

- Keys A-D are Main function keys.
- Keys 1,2 &3 are Additional function keys.
- Keys 4-7 are Biometric Management keys.
- It's only after a function is selected that the keypad is used for data entry.
- Initially the clock is idle, waiting for a function.
- While idle, the clock displays the date/time.
- When a function is selected the user is prompted for an ID.
- The user can cancel the function by pressing the clear (*) key with no keys in the display.
- The function has a timeout that gets refreshed each time a key is hit.
- After no activity for a period of time the clock returns to the idle state.
- The ID can be entered via keypad or badge or biometrics.
- If keypad, the user is prompted for a password.
- Password entry works just like key entry except the display masks the keys using '*'.
• If using a badge or biometrics, the password is skipped.



Clear and Enter Keys

- (*) Clear
- (#) Enter