



INFOTIME THIRTY OPERATION: USING THE KEYPAD

- 1 Press your Employee P.I.N. on the keypad, the display will show your number.
- 2 If the number is INCORRECT press  and try again.
- 3 If the number is CORRECT press  and your clocking will be recorded e.g.
MO 21/06 0748 #0015 MARY BAKER IN
Or if a terminal 0015 MO 21/06/01 07:48 MARY BAKER
Now verify your clocking with your signature if required.
- 4 If the number you have clocked is INCORRECT, immediately clock the same number to cancel the clocking.

INFOTIME THIRTY OPERATION: USING THE BADGE READER

- 1 Place your badge in the Reader at the top of the Infotime, the display will show the badge number.
- 2 If the number is INCORRECT leave the badge in the reader until the machine beeps intermittently and displays **H--1**, then remove the badge. The number will not be clocked.
- 3 If the number is CORRECT remove your badge and your clocking will be recorded e.g.
MO 21/06 0748 #0015 MARY BAKER IN
Or if a terminal 0015 MO 21/06/01 07:48 MARY BAKER
Now verify your clocking with your signature if required.
- 4 If the number you have clocked is INCORRECT, immediately clock the same badge to cancel the clocking.

INFOTIME THIRTY EMPLOYEE NAMES CONVERSION CODES

Example

EMPLOYEE NO. 0015 MARY BAKER

EMPLOYEE NO.	0	0	1	5	NAME	M	A	R	Y	SPACE	B	A	K	E	R		
					CODE	1	3	1	8	2	5	0	2	1	1	5	18

LETTER CONVERSION CODES

SPACE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
	0	1	2	3	4	5	6	7	8	9	10	11	21	31	41	51	61	71	81	92	02	12	22	32	42	52	6

0	1	2	3	4	5	6	7	8	9	!	*										
4	6	7	4	8	4	9	5	0	5	1	5	2	5	3	5	4	5	3	1	4	0

EMPLOYEE NO. <input style="width: 40px; height: 20px;" type="text"/>	NAME	<input style="width: 100%; height: 20px;" type="text"/>
	CODE	<input style="width: 100%; height: 20px;" type="text"/>
EMPLOYEE NO. <input style="width: 40px; height: 20px;" type="text"/>	NAME	<input style="width: 100%; height: 20px;" type="text"/>
	CODE	<input style="width: 100%; height: 20px;" type="text"/>
EMPLOYEE NO. <input style="width: 40px; height: 20px;" type="text"/>	NAME	<input style="width: 100%; height: 20px;" type="text"/>
	CODE	<input style="width: 100%; height: 20px;" type="text"/>
EMPLOYEE NO. <input style="width: 40px; height: 20px;" type="text"/>	NAME	<input style="width: 100%; height: 20px;" type="text"/>
	CODE	<input style="width: 100%; height: 20px;" type="text"/>
EMPLOYEE NO. <input style="width: 40px; height: 20px;" type="text"/>	NAME	<input style="width: 100%; height: 20px;" type="text"/>
	CODE	<input style="width: 100%; height: 20px;" type="text"/>
EMPLOYEE NO. <input style="width: 40px; height: 20px;" type="text"/>	NAME	<input style="width: 100%; height: 20px;" type="text"/>
	CODE	<input style="width: 100%; height: 20px;" type="text"/>



ENTERING NEW EMPLOYEE NAMES ON THE INFOTIME THIRTY

YOU PRESS

PRINTER SAYS

1 IF YOUR MACHINE HAS A BADGE SYSTEM, INSERT YOUR "MODE 4" BADGE IN THE READER. IF NOT, PRESS THE BLUE 'MODE SELECT' BUTTON INSIDE THE MACHINE FOLLOWED BY

ENTER

TWICE.

Mode 4 Selected:

2 PRESS

5[^]
FRI

ON THE KEYPAD.

Enter new employee number ??

3 ENTER THE NEW EMPLOYEE NUMBER
E.G. NO.12.

1
MON

2
TUE

Enter name:

4 USING THE NAMES CONVERSION CODE CHART ENTER EACH LETTERS CODE ONE BY ONE PRESSING ENTER AFTER EACH CODE E.G. EMPLOYEE "A LEE"

A
1 ENTER
MON

SPACE
0 ENTER

L
1 2 ENTER
MON TUE

E
5[^] ENTER
FRI

E
5[^] ENTER
FRI

WHEN THE NAME IS COMPLETE PRESS

CLEAR
MEM

0012 A LEE

Enter new employee number ??

5 IF ADDITIONAL NAMES ARE TO BE ENTERED GO BACK TO STEP

3

IF NO MORE NAMES ARE TO BE ENTERED PRESS

CLEAR
MEM

Mode 4 Selected:

TO CHECK YOUR UPDATED NAMES LIST PRESS

1
MON

Employee list:-

0011 C SMITH

0012 A LEE

NON-Exclusive end

IF YOUR NEW NAMES LIST IS CORRECT PRESS AND THE MACHINE WILL RETURN TO MODE 1, (NORMAL OPERATION)

CLEAR
MEM

Mode Exit

DELETING OLD EMPLOYEE NAMES ON THE INFOTIME THIRTY

YOU PRESS

PRINTER SAYS

1

IF YOUR MACHINE HAS A BADGE SYSTEM, INSERT YOUR "MODE 4" BADGE IN THE READER. IF NOT, PRESS THE BLUE 'MODE SELECT' BUTTON INSIDE THE MACHINE FOLLOWED BY

ENTER

TWICE.

Mode 4 Selected:

2

PRESS

6
SAT ✓

ON THE KEYPAD.

Employee number to be deleted ??

3

ENTER THE OLD EMPLOYEE NUMBER
E.G. NO.11.

1 1 ENTER
MON MON

Deleted

Mode 4 Selected

PLEASE NOTE:

IF YOU TRY TO DELETE A NUMBER THAT IS NOT IN THE LIST THE THIRTY WILL PRINT

Entry not found

Mode 4 Selected

4

IF ADDITIONAL NAMES ARE TO BE DELETED GO BACK TO STEP

3

TO CHECK YOUR UPDATED NAMES LIST PRESS

1
MON

Employee list:-
0012 A LEE
NON-Exclusive end

IF YOUR NEW NAMES LIST IS CORRECT PRESS AND THE MACHINE WILL RETURN TO MODE 1, (NORMAL OPERATION)

CLEAR
MEM

Mode Exit

YOUR INFOTIME THIRTY EMPLOYEE NAMES AND NUMBERS

NUMBER ↑	NAME ↑	NUMBER ↑	NAME ↑	NUMBER ↑	NAME ↑

