



WASP PROTECT

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Timeclocks: How to enter text in the Name field of the clock's interface

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This article applies to timeclock models B2000, BC100, RF200, HD300.

It is easier to enter usernames in each employee's clock tab in the WaspTime software, then send the users to the clock, but it is also possible to enter names at the clock's setup screen. Note: for models BC100, RF200, and HD300, when the instructions refer to the * key, press the Right Arrow key (these models don't have a * key).

Put the cursor in the Name field in the New User or Edit User screen. Press *. You will see [English] at the bottom of the screen.

For the [English] menu:

- Press the numbered buttons for the desired character as listed below. The B2000 shows letters on its keys, but other models do not. The screen then shows a list with the key to press followed by the resulting character. For example, press 2, then 4 to get a capital B.
- Press Left Arrow to cancel the list that is showing.
- Press * to change to the [symbol] menu.

[English]

Press 2: 0 a 1 b 2 c 3 A 4 B 5 C

Press 3: 0 d 1 e 2 f 3 D 4 E 5 F

Press 4: 0 g 1 h 2 i 3 G 4 H 5 I

Press 5: 0 j 1 k 2 l 3 J 4 K 5 L

Press 6: 0 m 1 n 2 o 3 M 4 N 5 O

Press 7: 0 p 1 q 2 r 3 s 4 P 5 Q 6 R 7 S

Press 8: 0 t 1 u 2 v 3 T 4 U 5 V

Press 9: 0 w 1 x 2 y 3 z 4 W 5 X 6 Y 7 Z

For the [symbol] menu:

- Down Arrow for next list.
- Up Arrow for previous list.
- Press * to change to the [English] menus.

[symbol]

0 ~ 1 ! 2 @ 3 # 4 \$ 5 % 6 ^ 7 & 8 *

0 (1) 2 _ 3 + 4 { 5 } 6 | 7 : 8 "

0 < 1 > 2 ? 3 ' 4 - 5 = 6 [7] 8 \

0 ; 1 ' 2 , 3 . 4 /

- To backspace, press Left Arrow. You may need to press Left Arrow again (if the screen was showing a character menu).

- When finished entering characters, press ESC one time to exit this mode.