

How to delete a user from the B2000 time clock

Sicaro - 2017-04-10 - [Time Clocks](#)

Follow the steps below to delete a user from the B2000:

1. Press the **M** button to enter the menu of the device.
2. Highlight the User Mng icon and press the **M** button.
3. Use the right arrow key on the keypad to highlight the **Manage** icon. A list of all users entered into the device will appear.
4. Use the arrow keys on your keypad to scroll to the user you want to delete. With the desired user highlighted, select the **M** key.
5. On the pop up menu, use the arrow keys on your keypad to highlight **Del User**, then select the **M** key.
6. You have several options for deletion. Highlight the desired option, then press the **M** key. Your options are:
 - a. **Delete User** - Select this option to delete the user and all associated information. A confirmation message will appear. Highlight **Yes** on the confirmation message and press the **M** key to delete the user.
 - b. **Delete Password** - Select this option to delete the user's password. A confirmation message will appear. Highlight **Yes** on the confirmation message and press the **M** key to delete the password.
 - c. **Delete ID Card Only** - Select this option to delete the user's card id. A confirmation message will appear. Highlight **Yes** on the confirmation message and press the **M** key to delete the ID card.
7. Press **ESC** to return to the **User Mng** menu.