

Have you purchased multiple ETC readers? Follow these helpful hints to manage your devices!

**Downloading**

Setup tab > **Reader Download**

With multiple readers, you can check which readers you are downloading to at the top of the page.

Select Reader:

- 695142800018
- 6695143800011
- 6695144500249

Select Reader:

- 6618154100029
- 6695143800010

Need to transfer usernames and fingerprints to a new reader? No sweat! That information is stored on our secure servers.

Check the box next to the new reader, click "Download" next to the employees, and Save Changes.

**Managing Readers**

Setup tab > **Fingerprint and Badge Readers**

**Fingerprint and Badge Readers**

Favorites Features Reports Setup Time Card Utility

**Reader List**

Serial Number	Features	IP Address	Configuration Read	Last Clock In/Out	Time Synchronized	Command Check	Time Zone
6695143800010	Fingerprint, WiFi	192.168.43.50	3/15/2017 10:05:03 AM	3/6/2017 4:27:07 PM	3/15/2017 1:05:32 PM	3/15/2017 4:30:38 PM	UTC-06:00
6618154100029	ID Card, WiFi	72.200.241.88	4/27/2016 11:45:00 AM	4/22/2016 11:18:52 AM	4/27/2016 11:45:01 AM		UTC-06:00

**Reader Settings**

Serial Number	Data Uploaded	Firmware	User Count	Fingerprint Count	Attendance Count	Local IP Address	Name or Location	Status Email Address
6695143800010	3/15/2017 10:05:04 AM	6.8.0(build745)	21	10	25	192.168.43.50	North Side	
6618154100029	4/27/2016 11:45:01 AM						South Side	

Who can remember serial numbers?  
Name your readers to keep them straight!

**Reader Download**

Favorites Features Reports Setup Time Card Utility

Note: Use this page to download names to the Fingerprint and Badge readers. Each Employee will need to have an [Employee Number](#) to be downloaded (no leading zeros or letters).

Instructions: [Network Connection](#) | Download Employees: [US10C](#), [US10CR](#), [US10C-ID](#) | [iFace800 Setup](#) | [View](#) | [Punch](#)

Select Reader:

- 6695143800010 - North Side
- 6618154100029 - South Side

**Track Locations**

Features tab > **Projects**

To track time worked at certain locations with the readers, start out by creating projects for each location.

Full Name for Reports and Clock In Button	Abbreviated Name	Internal Note	Overtime Hours Export Code	Double Time Hours Export Code	Button Width	Pay Type	Pay Rate	Button Status	Remove
Edmond Store	Edmond		N/A	N/A	Auto	Regular Rate	N/A	<input checked="" type="radio"/> Active <input type="radio"/> Disabled	<input type="checkbox"/>
Moore Store	Moore		N/A	N/A	Auto	Regular Rate	N/A	<input checked="" type="radio"/> Active <input type="radio"/> Disabled	<input type="checkbox"/>

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**Reader List**

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6618154100029	ID Card, WiFi	72.200.241.88	4/27/2016 11:45:00 AM	4/22/2016 11:18:52 AM	4/27/2016 11:45:01 AM		UTC -06:00

**Reader Settings**

Serial Number	Data Uploaded	Firmware	User Count	Fingerprint Count	Attendance Count	Local IP Address	Name or Location	Project	Status Email Address
6695143800010	3/15/2017 10:05:04 AM	6.8.0(build745)	21	10	25	192.168.43.50		Edmond Store	
6618154100029	4/27/2016 11:45:01 AM	6.8.0(build745)	0	0	0	192.168.43.133		Moore Store	

Then assign each reader to a project.

Now you can track locations in reports!

Employee	Date	In	Out	Hours	Type	Day
Bathory, Elizabeth	Tue 3/14/2017	8:03 AM	4:57 PM	8h 54m	Moore Store	8h 0m Moore RR 0h 54m Moore OT 8h 54m Total
Bathory, Elizabeth	Wed 3/15/2017	8:16 AM	4:35 PM	8h 19m	Moore Store	8h 0m Moore RR 0h 19m Moore OT 8h 19m Total
Bathory, Elizabeth	Thu 3/16/2017	(E) 8:09 AM	5:03 PM	8h 54m	Edmond Store	8h 0m Edmond RR 0h 54m Edmond OT 8h 54m Total