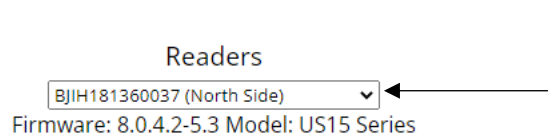Employees can clock into Projects, Breaks, and Lunches using the Function Keys ("FKeys") on the reader keypad. There are a few other options for the FKeys, as well.

Setup menu: Function Keys

Page Details

If you have multiple readers, you will need to repeat the steps for each reader using the dropdown at the top of the page.

Readers

BJIH181360037 (North Side)

Firmware: 8.0.4.2-5.3 Model: US15 Series

FKey options:

Key	Key Type
F1	Status Key
F2	Work Code
F3	Last Punch
F4	Query Logs

Status Key – Employee uses this button to clock into a specific Project, Lunch, or Break.

Work Code – Employee uses this button to open a list of Projects, Breaks, or Lunches. From there, the employee can choose one to clock into.

Last Punch – Employee uses this button to view the last time they clocked in or out.

Query Logs – Anyone can view all punches made within a time frame.

Employee Clocks into Break or Lunch

1. Choose "Status Key" to activate an FKey button
2. Choose a Break or Lunch
3. Name the button
4. Save Changes

Key	Key Type	Status Key Project	Button Name
F1	Status Key	Break	Break
F2	Status Key	Lunch	Lunch
F3	None	Default	
F4	None	Default	

What employees will see:

1/6/2021 11:36 AM

11:36
01/06/21 Wednesday AM

Welcome

(F1) Break

(F2) Lunch

| 1 | 2 | 3 | ESC | F1 |
| 4 | 5 | 6 | ▲ | F2 |

Employee will press the F1 or F2 button only when clocking into the Break or Lunch.

For all other punches, employee will not use the FKey before scanning.

Break or Lunch will highlight in orange when selected. To verify the employee is clocking in or out for the day, they will need to make sure the FKey is not highlighted in orange.

Employee Chooses a Project Button

You can assign a "Status Key" for up to 4 Projects.

1. Choose Status Key to activate an FKey button
2. Choose a Project
3. Name the button
4. Save Changes

Key	Key Type	Status Key Project	Button Name
F1	Status Key ▾	Project 1 ▾	Project 1
F2	Status Key ▾	Project 2 ▾	Project 2
F3	None ▾	Default ▾	
F4	None ▾	Default ▾	

If employees do not choose an FKey, it will clock them into "Work" or their Default Project. Default Project can be assigned in the Features menu: Assign Project or Breaks.
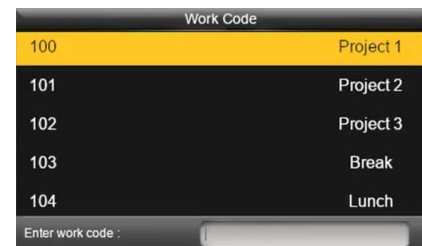
What employees will see:

Employee will press the F1 or F2 button when clocking in.

Project will highlight in orange when selected.

No Fkey selection is needed for clock out.

List of Many Projects / Breaks

Track more than 4 Projects or Breaks with a Work Code list.

1. Choose "Work Code" for one of the FKeys
2. Check the boxes for Projects/Breaks to appear on the list
3. Save Changes

Readers

6695143800010 (North Side) ▾
Firmware: 6.8.0(build1116) Model: US10 Series

Key	Key Type	Status Key Project	Button Name
F1	Work Code ▾	Default ▾	
F2	None ▾	Default ▾	
F3	None ▾	Default ▾	
F4	None ▾	Default ▾	

Work Code List

Project / Break	Work Code	Add To List
Project 1	100	☑
Project 2	101	☑
Project 3	102	☑
Break	104	☑
Lunch	105	☑

What employees will see:

Employee will press the FKey for Work Code, then will arrow down and select the Project or Break.

No FKey is needed for clock out.