

### How to Download Records with a USB Flash Drive

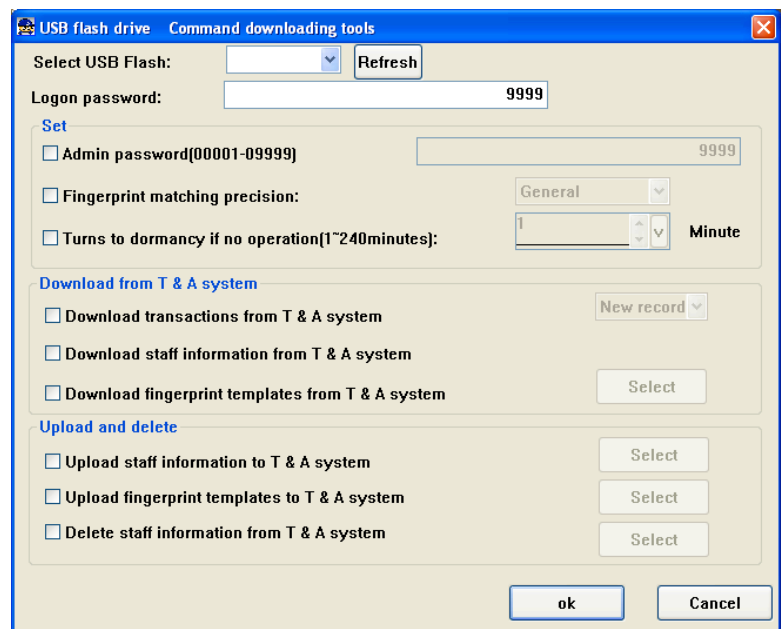
This guide will show you how to download records from your X180 time clock to your Timekeeper 2000 software program using a USB flash drive.

In order to download records from the time clock to the USB flash drive you must first write a command file to the USB flash drive with the command writer program, this file will allow the USB flash drive to be recognized by the time clock, once the command is written in the USB flash drive you can insert the USB flash drive into the time clock and it will be recognized automatically, you must use the USB flash drive that has this command written in the flash drive every time you want to download records, do not erase this command file or the operation will fail.

- Step 1 Insert the USB Memory Stick / Flash Drive into the USB port of the computer. Open The USB command writer program from your desktop by double clicking on the icon

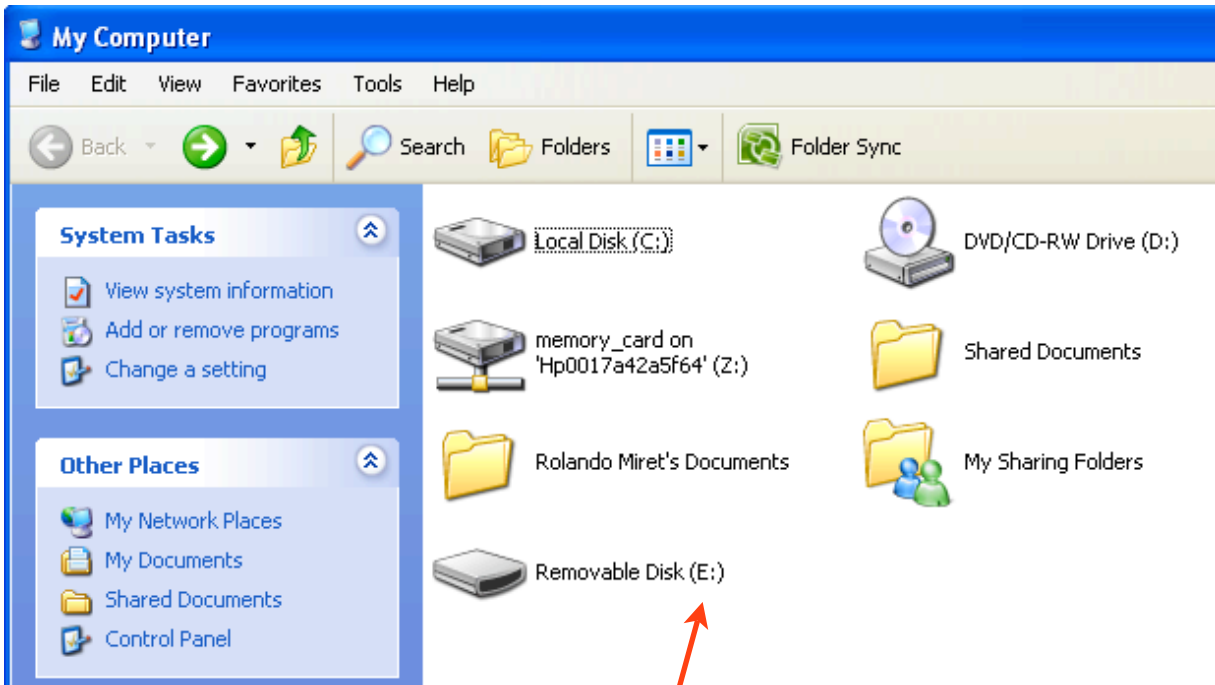


This window will open

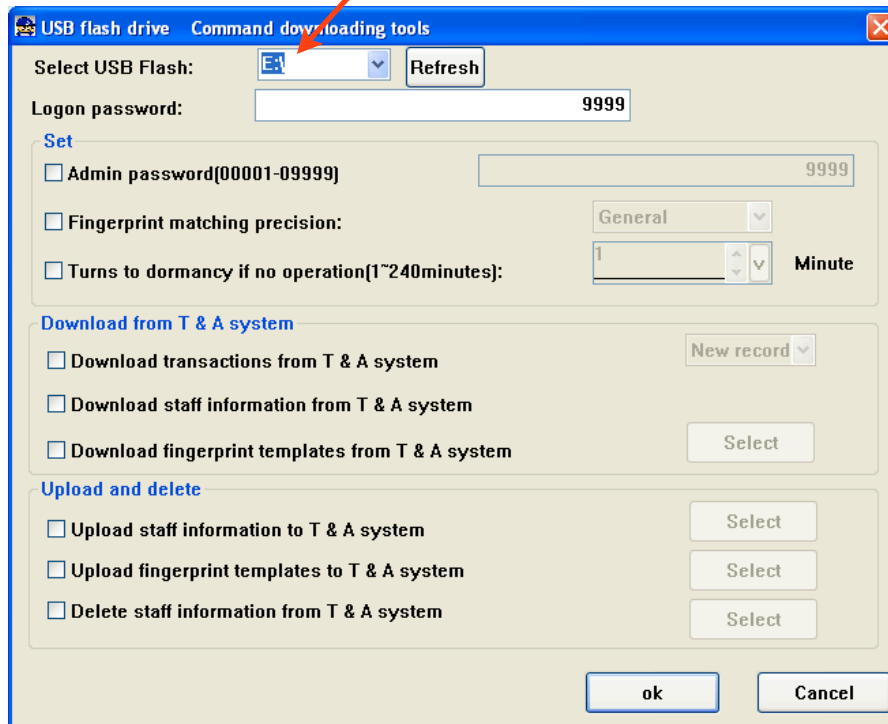


### Step 2

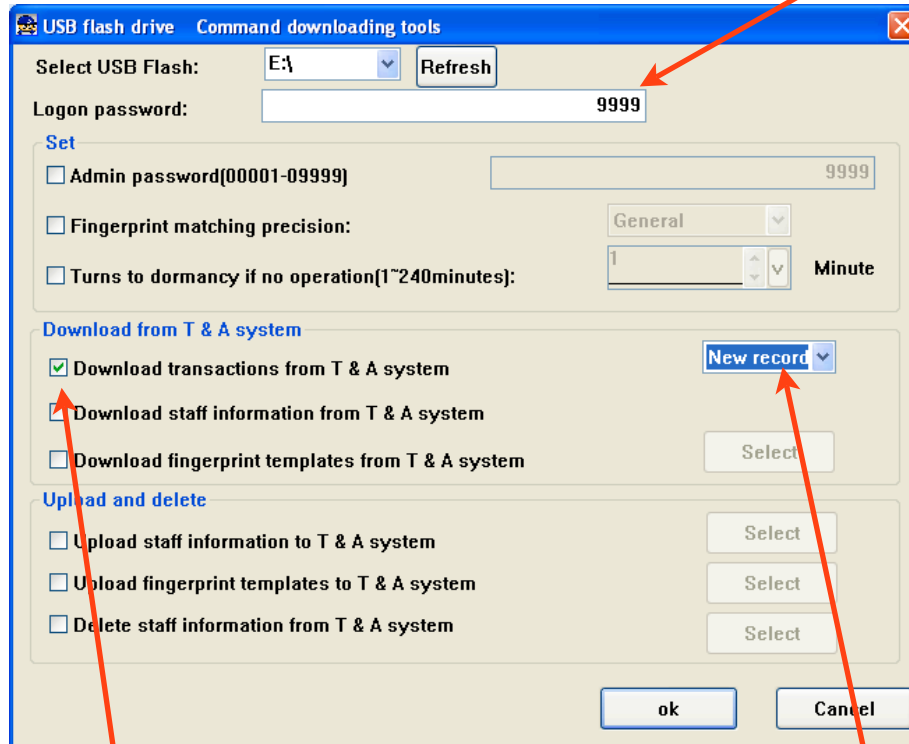
From your desktop or the start button open My Computer



Select the letter assigned to the removable disk / flash drive from My Computer



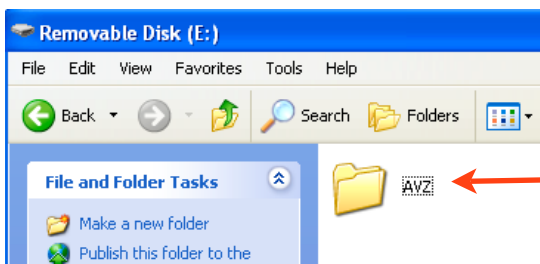
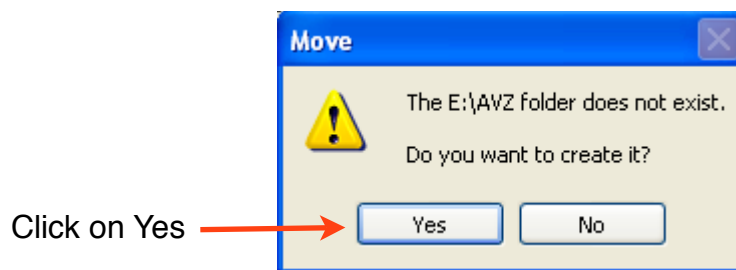
The X180 Time Clock default password is 9999, if you have changed that password on the time clock then enter it here, if not the default password should be 9999



Step 3

Select & check mark Download transactions from T&A system, and select New Records

Click OK and the following message will appear on your screen



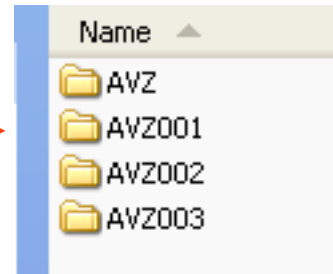
The AVZ Command Folder file should be now saved in the flash drive. To ensure you saved it correctly, go to MY Computer and select the USB flash drive and verify that a file named AVZ is there.

## Step 4

Once you have written the command file to the USB flash drive, insert the USB flash drive into the X180 time clock's USB port located in the bottom of the time clock, wait 5 seconds until you see DONE displayed on the screen of the time clock. Done means you have successfully downloaded the time & attendance records to the USB flash drive, this operation is done automatically once you insert the USB flash drive into the time clock, if an ERROR message displays instead of DONE on the screen then the operation was unsuccessful and you must try again.

Each time you download records a folder named AVZ001 will be created, if you don't erase this folder from the USB flash drive then the next time you download the number sequence will go up 1 time each download as the example shows here

You must start deleting these folders once the USB flash drive is running out of memory. Note do not delete the AVZ folder without the numbers as this one has the command file inside.



## Step 5

To upload the data from the USB flash drive to your Timekeeper 2000 program follow these steps.

Close the Timekeeper 2000 Software Program and

Open the USB Data Upload from your desktop by double clicking on the icon



This window will open

