

# uAttend™

## PLATINUM SERIES PRODUCT GUIDE



# uATTEND DEVICE LIMITED WARRANTY

This Warranty covers all uAttend™ Devices and any Devices which may now or in the future be connected to your uAttend Account.

A. Warranty and Warranty Periods. ProcessingPoint, Inc. (“PPoint”) warrants only to the original Purchaser that the Device will be free from defects in material and workmanship for the time during which (i) the original Purchaser subscribes to the uAttend System, and (ii) until such time the Device has been replaced (the “Warranty Period”).

B. PPoint’s Obligation Under Warranty. PPoint’s sole obligation under the above warranty shall be to repair or replace Devices and parts during the Warranty Period. PPoint does not assume responsibility for delays in replacement or repair of products or parts. PPoint may, at its sole discretion, replace Devices with refurbished Devices. This warranty gives end users specific legal rights, and particular end users may also have other rights which may vary from jurisdiction to jurisdiction.

C. DISCLAIMER OF ALL OTHER WARRANTIES. NO OTHER WARRANTIES, EXPRESSED OR IMPLIED, ARE GIVEN, AND PPOINT EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, INCLUDING AND WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. Some jurisdictions do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to particular end users.

D. Limitations. No salesperson, representative, or agent of PPoint is authorized to make any guaranty, warranty, or representation that contradicts the terms contained in this Limited Warranty. Any waiver, alteration, addition, or modification to the warranties contained herein must be in writing and signed by authorized representatives of PPoint to be valid, binding, and enforceable. PPoint does not assume responsibility for any specific application to which any products or parts are applied including, but not limited to, compatibility with other equipment. All statements, technical information, or recommendations relating to the products or parts are based upon tests believed to be reliable, but do not constitute a guaranty or warranty. PPOINT SHALL NOT UNDER ANY CIRCUMSTANCES WHATSOEVER BE LIABLE TO ANY PARTY FOR LOSS OF PROFITS, DIMINUTION OF GOOD WILL, OR ANY OTHER SPECIAL, CONSEQUENTIAL, OR INCIDENTAL DAMAGES WHATSOEVER WITH RESPECT TO ANY CLAIM IN CONNECTION WITH PPOINT PRODUCTS AND/OR PARTS. Some jurisdictions do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to particular end users.

E. What May Void the Warranty. This Limited Warranty shall be null and void in the following circumstances:

1. Modification or repair by the end user or any non-authorized PPoint service provider; or
2. Improper use or installation, or damage by accident or neglect, by the end user or any third party, or intentional damage by the end user or any third party; or
3. Failure of the end user or any third party to exercise caution to protect from electrostatic discharge damage and adverse temperature, or physical abuse; or
4. Failure by the end user to follow the Return Appointment Process set forth below.

F. Return Appointment Process. As a condition precedent to the above Limited Warranty, the end user must:

1. Obtain a return material authorization (RMA) from PPoint, which will include an RMA number that must be prominently displayed on the outside of the shipping container. Returns without an RMA number may be rejected by PPoint and immediately returned to end user, freight collect.
2. Ship the items being returned to PPoint, freight prepaid, together with a written description of the claimed defect.
3. Pack the items being returned in the original packing carton or equivalent. Damage in transit is end user’s responsibility and may be cause to void the warranty claim.

G. Transportation Costs. PPoint will pay surface freight to return products covered by this Limited Warranty. However, if PPoint determines in the exercise of its reasonable but sole discretion that the product or part returned for warranty service is not defective, or does not otherwise qualify for warranty service, the end user shall be liable for all costs of handling and transportation.



# 1.0 INTRODUCTION

Thank you for purchasing your Platinum Series™ uAttend™ Timeclock, part of the uAttend Employee Management System by ProcessingPoint, Inc. This document will guide you through the steps of setting up your uAttend account, setting up your timeclock, and linking the timeclock to your uAttend account. It will also give an overview of the features and functionality of the CB1500, CB2500, BN3000, and BN4000 timeclocks.

To get started with uAttend, you will need to perform these tasks in the following order:

- 1. Create your uAttend account, using the steps provided in Section 2.1.**
- 2. Add departments, using the steps provided in Section 2.2.**
- 3. Add employees, using the steps provided in Section 2.2.**
- 4. Set up your timeclock, using the steps provided in one of the following sections:**

For information on the CB1500, see Section 3.0 beginning on page 6.  
For information on the CB2500, see Section 4.0 beginning on page 10.  
For information on the BN3000, see Section 5.0 beginning on page 15.  
For information on the BN4000, see Section 6.0 beginning on page 22.

# 2.0 SETTING UP YOUR uATTEND ACCOUNT

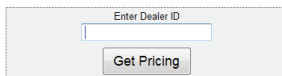
This section describes the steps you will take to create a new uAttend account and set up departments and employees. After you complete Section 2.0, you can skip to the appropriate timeclock section.

## 2.1 Creating an Account

**1. Open your web browser and visit:** <http://trackmytime.com/signup>  
You will be prompted to enter the Dealer ID, which can be found on a sticker on the outside of the timeclock box and on the cover of this document. If the Dealer ID is missing, please contact Customer Support at [support@trackmytime.com](mailto:support@trackmytime.com) or 1-800-518-8925.

### 2. Enter the Dealer ID.

Get pricing plans  
Please enter your Dealer ID (printed on your time clock box).



ERROR MESSAGE	NOTES
SERVER CONNECTION ERROR	THIS MESSAGE DISPLAYS IF THE TIMECLOCK IS UNABLE TO COMMUNICATE WITH THE SERVER DUE TO A FIREWALL, CONTENT FILTER, OR ANY OTHER KIND OF NETWORK BLOCK.
DNS ERROR	THIS MESSAGE DISPLAYS IF THE TIMECLOCK DOES NOT HAVE A VALID DNS SERVER IP ADDRESS TO CONTACT, OR THE DNS SERVER IT IS CONTACTING CANNOT PROPERLY RESOLVE THE HOST NAME FOR THE SERVER.
DHCP ERROR	THIS MESSAGE DISPLAYS IF THE TIMECLOCK DOES NOT RECEIVE PROPER IP ADDRESS INFORMATION PROVIDED TO IT FROM THE DHCP SERVER.

# 7.0 TROUBLESHOOTING

See the following table for help with error messages you might encounter with the CB1500, CB2500, BN3000, or BN4000 timeclocks.

ERROR MESSAGE	NOTES
DEVICE ID ERROR	THIS MESSAGE DISPLAYS WHEN THE TIMECLOCK HAS NOT BEEN LINKED TO A uATTEND ACCOUNT.
NET NOT FOUND	THIS MESSAGE DISPLAYS IF THE TIMECLOCK IS NOT CURRENTLY PLUGGED INTO ANY NETWORKING DEVICE, OR THE NETWORKING DEVICE IT IS PLUGGED INTO IS TURNED OFF OR IS NOT FUNCTIONING CORRECTLY.  CHECK TO MAKE SURE THAT: <ul style="list-style-type: none"> <li>• YOUR NETWORK ALLOWS DHCP CONNECTIONS.</li> <li>• THE NETWORK IS NOT BEHIND A FIREWALL THAT BLOCKS COMMUNICATION ON PORT 80.</li> </ul>
SORRY, DEALER ID NOT FOUND	TRACKMYTIME.COM WILL REPORT THIS ERROR IF THE DEALER ID YOU ENTERED IS NOT VALID. PLEASE CONTACT YOUR DEALER REPRESENTATIVE FOR ASSISTANCE.
UNSUCCESSFUL LOGIN	WHEN YOU ATTEMPT TO LOG IN TO TRACKMYTIME.COM, THE LOGIN FORM REFRESHES. THIS INDICATES THAT THE USERNAME/PASSWORD COMBINATION THAT YOU ENTERED WAS NOT CORRECT. IF YOU HAVE FORGOTTEN YOUR USERNAME AND/OR PASSWORD, CLICK ON THE <b>EMAIL USERNAME/PASSWORD</b> LINK AT THE TOP OF THE PAGE.
SORRY, USER NOT FOUND	THIS MESSAGE DISPLAYS IF A USER ATTEMPTS TO PUNCH IN, BUT THEIR FINGERPRINT ID HAS NOT BEEN ASSIGNED TO THEIR USER PROFILE.
SORRY, USER NOT VERIFIED	THIS MESSAGE DISPLAYS IF A USER ATTEMPTS TO PUNCH IN, BUT THEIR FINGERPRINT TEMPLATE HAS NOT BEEN REGISTERED.

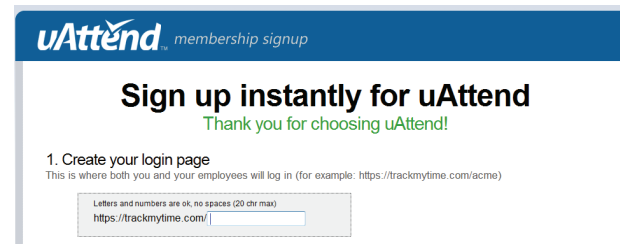
### 3. Click Get Pricing.

You will be prompted to select a price plan that best suits your needs, based on the number of employees who will use the system. The plans are delivered via a monthly subscription. You can easily upgrade or downgrade your plan at any time and all plans are month-to-month.

### 4. Click the Sign Up button for the plan that you select.

The Sign Up screen will appear, prompting you to create your login page, enter the clock administrator, and sign up (enter billing information). See below for more information.

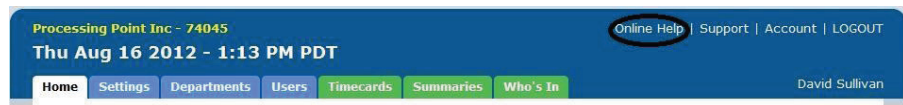
**Create Your Login Page**—This step allows you to customize your uAttend login page, which you and your employees will use to log in to the system. Specify an easy URL extension (web address) for you to remember. You might wish to use a shortened version of your company name. The URL extension cannot be longer than 20 letters or numbers and cannot contain special characters or spaces.



**Enter Clock Administrator**—This step allows you to enter information for the clock administrator. This is the person who will have full access to the account and is required to set up and manage the account. Supervisors and users will be added later.

**Sign Up**—This step allows you to enter billing information for the service. Enter the billing name, billing address, and credit card information that you wish to use. This information will be stored on our system (encrypted and secure) for recurring monthly billing. All plans come with a 30-day money back guarantee, if you are not satisfied. When you have entered all information, click **Create my account**.

Once you have created your account, you will have access to the uAttend Online Help. The link is found in the upper-right corner of the uAttend screen.



## 2.2 Adding Departments and Employees

After you have created your uAttend account, you will need to set up at least one department and one employee. There is no limit to the number of departments you can set up. However, the number of employees is limited based on the plan you selected.

You can upgrade your plan to include more employees by clicking the **Account** link in the upper-right corner of the uAttend screen.

### 2.2.1 Adding Departments

Follow these steps to add a department to your uAttend account:

1. Click the **Departments** tab on the main menu.
2. Click **Add Department**.
3. In the **Code** field, enter a code for the department.

A code can be up to 20 characters. The code is used as a reference to the department and will appear on timecards.

4. In the **Department Name** field, enter a name for the department.

5. Click **Add**.

	CODE	DEPARTMENT NAME
1	CS	Customer Service
2	FRDK	Front Desk
3	IT SUPPORT	IT Support
4	OFS	Office Staff
5	SL	Sales
6	TECH	Technical Service
7	WAH	Warehouse

The **Device Management** menu offers the following options:

**Update Time**—used to synchronize a new time if time settings in the uAttend account change.

**Device ID**—used to display the Device ID for the BN4000.

**Upload Logo**—used to import a logo from a uAttend account to display on the BN4000.

**Date Format**—used to change the way that dates are displayed on the BN4000.

**Reverify Time**—used to select the frequency that the BN4000 will update its time setting.

**Sounds**—used to turn the BN4000 sounds on and off.

**Time Format**—used to change the way that time is displayed on the BN2500.

The **Communications** menu offers the following options:

**Set IP**—allows a user to set a static IP address in the BN4000. Turn off DHCP before setting a static IP.

**DHCP**—used to turn DHCP on and off.

**Network Settings**—displays the BN4000 network settings.

**Delete WIFI Settings**—used to clear out the WIFI settings in the BN4000.

**View WIFI Settings**—displays the network to which the BN4000 is connected.

**Communicating Interface**—allows users to select LAN or WIFI interface.

The **System Management** menu offers the following options:

**Reset**—resets the BN4000 to the factory default settings.

**Help**—displays the Customer Support telephone number.

**MAC Address**—displays the BN4000's MAC address.

**Update Firmware**—updates the firmware to the most updated version.

**Firmware Version**—displays the firmware version.

### 6.4.1 Using the BN4000 Keypad

The following table explains the functions of each key on the BN4000 keypad.

KEY	FUNCTION
1-0	FUNCTION AS THE NUMBERS THEY REPRESENT. USE THE KEYPAD TO ENTER A PIN BY PRESSING THE CORRECT FOUR DIGITS, THEN PRESSING OK.
ESC	USED TO EXIT FROM A MENU OR CANCEL A FUNCTION.
MENU	USED TO ENTER MENU MODE. REQUIRES A MANAGER PASSWORD. DEFAULT PASSWORD IS 53178. DEFAULT PASSWORD CAN BE CHANGED BY A MANAGER.
UP ARROW/DEPT	PRESSING THE UP ARROW/DEPT KEY IN STANDBY MODE WILL ENABLE THE DEPARTMENT TRANSFER FUNCTION. IN ALL OTHER MODES, THIS KEY IS USED TO SCROLL UP.
DOWN ARROW/ID	PRESSING THE DOWN ARROW/ID KEY IN STANDBY MODE WILL ALLOW A USER TO ENTER THEIR PIN. IN ALL OTHER MODES, THIS KEY IS USED TO SCROLL DOWN.
OK	USED TO ACCEPT KEY ENTRIES.
✓	USED TO ACCESS THE NUMBER OF HOURS AN EMPLOYEE HAS WORKED IN THE CURRENT PAY PERIOD AND IS OTHERWISE USED AS A TOGGLE BUTTON.

### 6.4.2 Using the BN4000 Menus

There are four main menu screens on the BN4000: User Management, Device Management, Communications, and System Management.

The **User Management** menu offers the following options:

**Add User**—used to register user templates on the BN4000.

**Delete User**—used to delete user templates on the BN4000.

**Change Mgr Password**—used to change the default manager password.

**View User ID**—used to identify which templates belong to a user. In this mode, a user will press their finger on the sensor and the BN4000 will display the Fingerprint ID.

**Download Templates**—used to download an existing template into a new BN4000 timeclock.

The department will be added to the list of departments.

### 6. Click the department's name to continue adding department settings.

For help setting up departments, click the **Online Help** link in the upper-right corner of the uAttend screen.

### 2.2.2 Adding Employees

Follow these steps to add an employee to your uAttend account:

#### 1. Click the Users tab on the main menu.

#### 2. Click Add User.

#### 3. From the Role drop-down menu, select the role that you wish to assign to the user.

**Employee**—users who are assigned to departments within uAttend and will be punching in and out of the system.

**Supervisor**—users who are assigned departments for which they are responsible. Supervisors may have view only or view and edit rights.

**Administrator**—users who have control over the uAttend account and are responsible for setting all preferences.

**NOTE:** Each uAttend account is licensed for one administrator. If you wish to add administrators to your account, there will be an additional fee of \$6.00 per month, per administrator.

#### 4. In the First Name field, enter the user's first name.



The screenshot shows a form with three input fields: 'ROLE' (a dropdown menu currently showing 'Employee'), 'FIRST NAME' (a text box containing 'Anna'), and 'LAST NAME' (an empty text box). To the right of the 'LAST NAME' field is an 'Add' button.

#### 5. In the Last Name field, enter the user's last name.

#### 6. Click Add.

The new user will be added to the list of users.

#### 7. Click the new user's name to continue adding user settings.

**NOTE:** If the employee will be using a PIN to punch in, enter it in the **PIN Number** field. If they will be using an RFID Badge (CB1500 and CB2500 only), enter the badge number that is printed on the RFID Badge in the **Badge Number** field. If the employee will be using fingerprints to punch in (BN3000 and BN4000 only), you will register their fingerprints using the steps in Section 5.3 (BN3000) or Section 6.3 (BN4000) of this document.

Next, you can skip to the timeclock section that pertains to you.

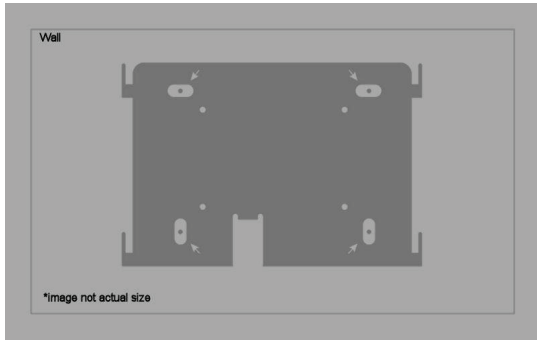
# 3.0 SETTING UP AND USING THE CB1500

Now that you have set up your uAttend account, you may mount your timeclock and link it to your account.

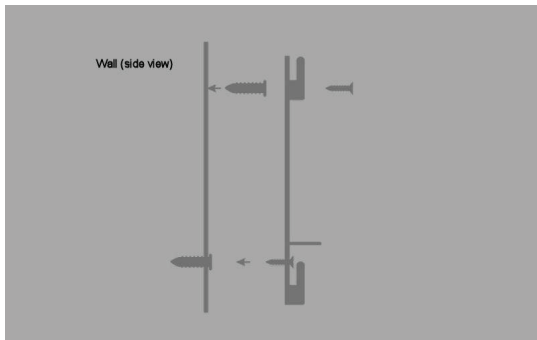
## 3.1 Mounting Your CB1500

Follow these steps to mount your timeclock to a wall:

1. Find a location near a power outlet and a router, switch, or Ethernet jack where you would like to mount the timeclock.
2. Place the metal back plate against the wall, as shown below, and mark the four screw holes against the wall.



3. Insert the wall studs into the center of the wall marks in all four locations.
4. Place the metal back plate against the wall, with prongs facing away from the wall and pointing upward, and screw the back plate to the wall in all four locations.



## 6.3.1 Transferring Fingerprint Templates to Other Timeclocks

Transferring a fingerprint template to additional timeclocks requires interaction with both the BN4000 and your uAttend account.

Follow these steps from your uAttend account:

1. Click the **Users** tab on the main menu.
2. Click **Manage Fingerprint Templates**.
3. Check all of the fingerprint templates that you wish to transfer to an additional timeclock.
4. Use the drop-down menu to select the timeclock(s) to which you wish to transfer the templates.
5. Click **Submit**.

Follow these steps on each timeclock that you selected to receive the templates:

1. Press the **Menu** key.
2. Enter the default password (**53178**) if it has not been changed, then press **OK**.

The User Management icon will be selected.

3. Press **OK**.
4. Scroll to select **Download Templates**, using the down arrow key.
5. Press **OK**.
6. Wait for the templates to download to the timeclock.
7. At the **Success** screen, press **OK**.

## 6.4 Overview of the BN4000

The BN4000 timeclock is a biometric time-recording device that allows employees to punch in or out using a fingerprint or PIN. This timeclock can store 5,000 fingerprint templates.



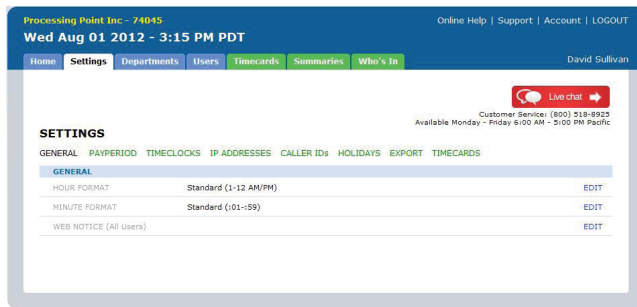
6. The designated employee should press their finger firmly on the sensor until you hear a beeping sound. The employee should then remove their finger from the sensor. This process will be repeated two more times with the same finger.

**NOTE:** If desired, you may repeat the fingerprint scanning process for the same employee with a different finger, so that the employee can have a back-up template. If you choose to scan a second fingerprint, it will also require a unique Fingerprint ID. We recommend using the employee's birth date in reverse order as the ID code.

7. Repeat the previous steps for each employee who will be using the timeclock.

Follow these steps from your uAttend account:

1. Click the Settings tab on the main menu.



2. Click the Timeclocks link.

3. Click the Assign Templates link that appears next to the name of the timeclock that you used to register the fingerprint templates.

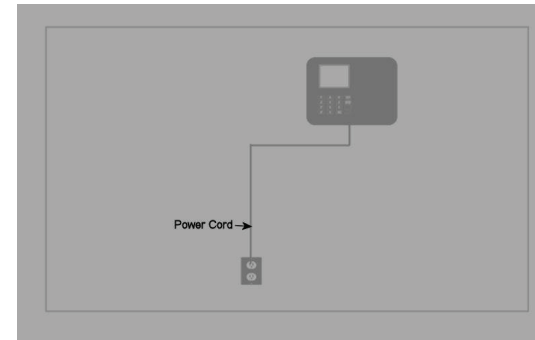
4. Assign each fingerprint template to the appropriate employee, using the Template Assignment Sheet in this guide as a reference.

The BN4000 is now ready for registered employees to punch in and out with their fingerprints.

**IMPORTANT:** The BN4000 timeclock employs an advanced fingerprint sensor. Despite the quality of the sensor, there is a segment of the population with fingerprints that will not record. These employees can still use the timeclock to punch in and out by using a PIN.

5. Affix the timeclock to the metal back plate by lining up the four slots in the back of the timeclock to the four metal prongs on the back plate. Push down lightly to make sure the timeclock is securely fastened to the back plate and wall.

6. Attach the AC120V power cord to the back of the timeclock.



### 3.2 Linking the CB1500 to Your uAttend Account

Follow these steps to link the CB1500 to your uAttend account:

1. Attach an Ethernet cable between the timeclock and your router, then plug the timeclock into a power outlet.

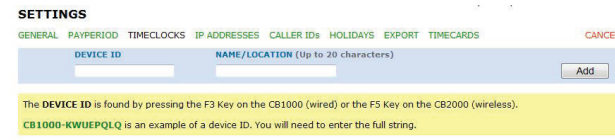
The timeclock should be turned on, with the display illuminated.

2. Log in to your uAttend account, if you are not already logged in.

3. Click the Settings tab.

4. Click the Timeclocks link.

5. Click Add Timeclock.



6. In the Device ID field, enter the Device ID assigned to the CB1500.

You can find the Device ID on a sticker on the back of the timeclock. If you cannot locate this sticker, you can also find the Device ID in the timeclock. To do this, press the Menu key and enter the password (default password is 53178). Scroll to Device Management and press OK, then scroll to Device ID and press OK.

Be sure to enter the complete Device ID. An example of a Device ID is CB1500-12345678.

### 7. In the Name/Location field, enter the name for the timeclock.

This field is used to easily identify the timeclock.

### 8. Click Add.

### 9. IMPORTANT: Restart the timeclock.

The timeclock will now be linked to your uAttend account.

## 3.3 Overview of the CB1500

The CB1500 timeclock features an RFID reader that allows employees to punch in or out using an RFID card or PIN.

### 3.3.1 Using the CB1500 Keypad

The following table explains the functions of each key on the CB1000 keypad.

KEY	FUNCTION
1-0	FUNCTION AS THE NUMBERS THEY REPRESENT. USE THE KEYPAD TO ENTER A PIN BY PRESSING THE CORRECT FOUR DIGITS, THEN PRESSING OK.
ESC	USED TO EXIT FROM A MENU OR CANCEL A FUNCTION.
MENU	USED TO ENTER MENU MODE. REQUIRES A MANAGER PASSWORD. DEFAULT PASSWORD IS 53178. DEFAULT PASSWORD CAN BE CHANGED BY A MANAGER.
UP ARROW/DEPT	PRESSING THE UP ARROW/DEPT KEY IN STANDBY MODE WILL ENABLE THE DEPARTMENT TRANSFER FUNCTION. IN ALL OTHER MODES, THIS KEY IS USED TO SCROLL UP.
DOWN ARROW/ID	PRESSING THE DOWN ARROW/ID KEY IN STANDBY MODE WILL ALLOW A USER TO ENTER THEIR PIN. IN ALL OTHER MODES, THIS KEY IS USED TO SCROLL DOWN.
OK	USED TO ACCEPT KEY ENTRIES.
✓	USED TO ACCESS THE NUMBER OF HOURS AN EMPLOYEE HAS WORKED IN THE CURRENT PAY PERIOD AND IS OTHERWISE USED AS A TOGGLE BUTTON.

### 3.3.2 Using the CB1500 Menus

There are three main menu screens on the CB1500: Device Management, Communications, and System Management.

### 5. At the Success screen, press OK.

The timeclock will now be linked to your uAttend account.

### 6.2.2 Connecting via LAN Cable

Follow these steps on your BN4000 to link the BN4000 to your uAttend account via a LAN cable to a router:

The timeclock should be turned on, with the display illuminated. The timeclock will display the prompt “Press 1 to connect to your WIFI router. Press 2 to connect via LAN.”

#### 1. Press 2 to connect via LAN.

#### 2. The timeclock will display the message “DHCP Configuring.”

#### 3. After successfully connecting to your network, the timeclock will display the “System Ready” message in the upper-left corner of the main screen.

The timeclock will now be linked to your uAttend account.

## 6.3 Registering Fingerprint Templates

If you are using the BN4000, you will register users’ fingerprints for punching in and out. Registering a fingerprint template requires interaction with both the BN4000 and your uAttend account.

Follow these steps on your BN4000:

#### 1. Press the Menu key.

#### 2. Enter the default password (53178) if it has not been changed, then press OK.

#### 3. From the timeclock menu, select the first option, User Management.

#### 4. Select Add User.

The BN4000 will prompt you to enter a 6-digit numeric code for this template.

#### 5. Enter an ID code for the fingerprint template and press OK.

We recommend using the employee’s birth date as an ID code. For example, a birth date of October 22, 1984 would be registered as “102284.” Each template must be assigned a unique code. Make note of the employee’s name and 6-digit code in the Template Assignment Sheet at the back of this guide.

You will be prompted to place a finger on the fingerprint sensor.

### 5. In the Device ID field, enter the Device ID assigned to the BN4000.

You can find the Device ID on a sticker on the back of the timeclock. If you cannot locate this sticker, you can also find the Device ID in the timeclock. To do this, press the Menu key and enter the password (default password is 53178). Scroll to Device Management and press OK, then scroll to Device ID and press OK.

Be sure to enter the complete Device ID. An example of a Device ID is BN4000-12345678.

### 6. In the Name/Location field, enter the name for the timeclock.

This field is used to easily identify the timeclock.

### 7. Click Add.

Next, you will connect the BN4000 to the Internet—via a WIFI router or via a LAN cable to a router. Both sets of instructions are listed below.

#### 6.2.1 Connecting via WIFI Router

Follow these steps on your BN4000 to link the BN4000 to your uAttend account via a WIFI router:

The timeclock should be turned on, with the display illuminated. The timeclock will display the prompt “Press 1 to connect to your WIFI router. Press 2 to connect via LAN.”

#### 1. Press 1 to initialize the WIFI module.

The timeclock will display the message “WIFI Network is Not Available! Press OK to view a list of available WIFI Networks!”

#### 2. Press OK.

A list of all WIFI networks that the timeclock detects will appear.

#### 3. Using the down arrow key, scroll to your preferred network and press OK.

If your WIFI network requires a password, the timeclock will prompt you to input the password.

#### 4. Enter the password and press OK.

To enter alpha characters, press the **key** and follow the onscreen directions. The timeclock will connect to your WIFI network using the credentials you supplied. After the WIFI module initializes, you will see the message “DHCP Configuring.”

The **Device Management** menu offers the following options:

**Update Time**—used to synchronize a new time if time settings in the uAttend account change.

**Device ID**—used to display the Device ID for the CB1500.

**Upload Logo**—used to import a logo from a uAttend account to display on the CB1500.

**Date Format**—used to change the way that dates are displayed on the CB1500.

**Reverify Time**—used to select how often the CB1500 will update its time setting.

**Sounds**—used to turn the CB1500 sounds on and off.

**Time Format**—used to change the way that time is displayed on the CB1500.

The **Communications** menu offers the following options:

**IP Address**—displays the current IP address and allows a user to set a new IP address.

**Subnet Mask**—displays the current Subnet Mask and allows a user to set a new Subnet Mask.

**DefGateway**—displays the current Gateway and allows a user to set a new Gateway.

**DHCP**—used to turn DHCP on and off.

**DNS IP Addr**—displays the current DNS IP address.

The **System Management** menu offers the following options:

**Reset**—resets the CB1500 to the factory default settings.

**Help**—displays the Customer Support telephone number.

**MAC Address**—displays the CB1500’s MAC address.

**Update Firmware**—updates the firmware to the most updated version.

**Firmware Version**—displays the firmware version.

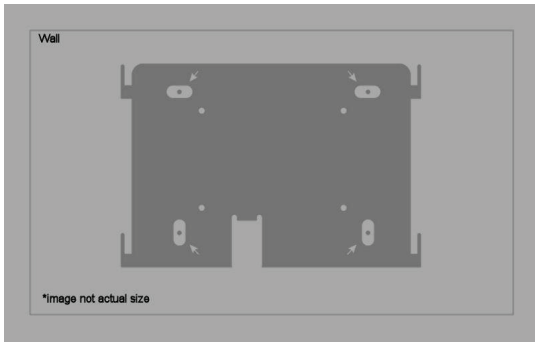
# 4.0 SETTING UP AND USING THE CB2500

Now that you have set up your uAttend account, you may mount your timeclock and link it to your account.

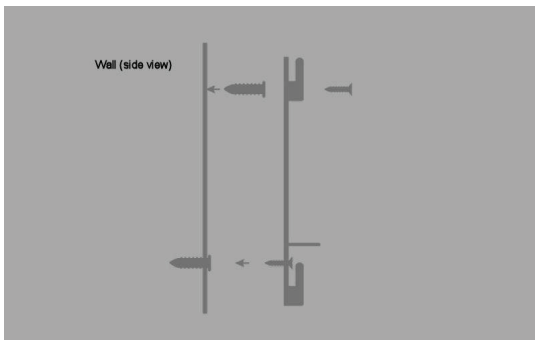
## 4.1 Mounting Your CB2500

Follow these steps to mount your timeclock to a wall:

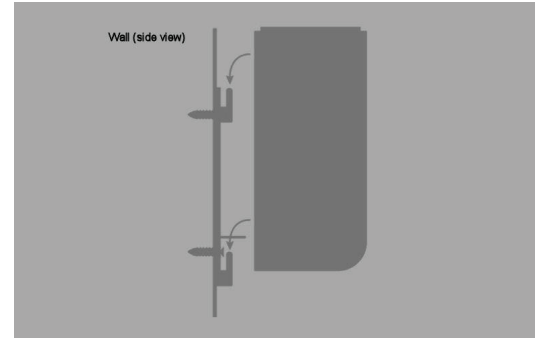
1. Find a location near a power outlet and a router, switch, or Ethernet jack where you would like to mount the timeclock.
2. Place the metal back plate against the wall, as shown below, and mark the four screw holes against the wall.



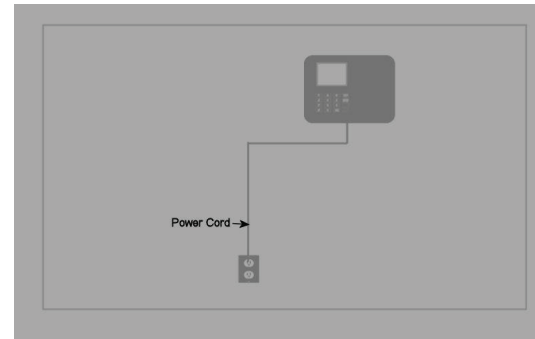
3. Insert the wall studs into the center of the wall marks in all four locations.
4. Place the metal back plate against the wall, with prongs facing away from the wall and pointing upward, and screw the back plate to the wall in all four locations.



5. Affix the timeclock to the metal back plate by lining up the four slots in the back of the timeclock to the four metal prongs on the back plate. Push down lightly to make sure the timeclock is securely fastened to the back plate and wall.



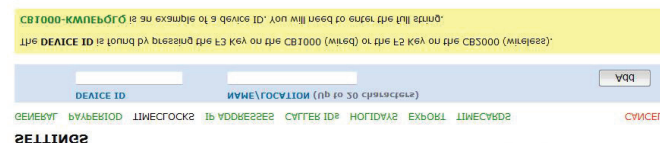
6. Attach the AC120V power cord to the back of the timeclock.



## 6.2 Linking the BN4000 to Your uAttend Account

Follow these steps from your uAttend account to link the BN2500 to your account:

1. Log in to your uAttend account, if you are not already logged in.
2. Click the Settings tab.
3. Click the Timeclocks link.
4. Click Add Timeclock.



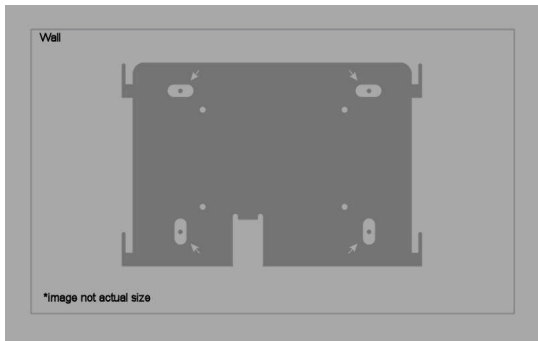
# 6.0 SETTING UP AND USING THE BN4000

Now that you have set up your uAttend account, you may mount your timeclock and link it to your account.

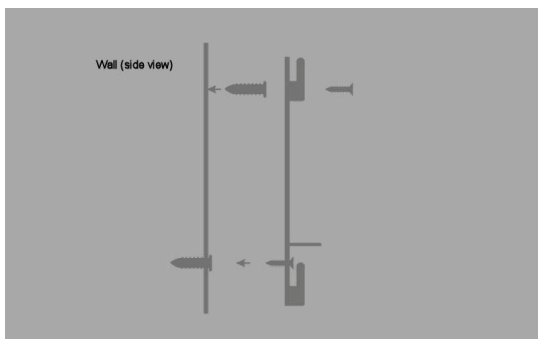
## 6.1 Mounting Your BN4000

Follow these steps to mount your timeclock to a wall:

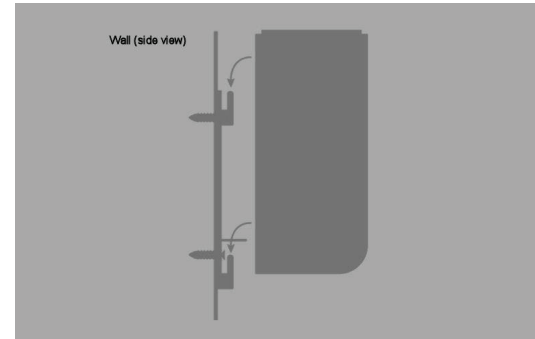
1. Find a location near a power outlet and a router, switch, or Ethernet jack where you would like to mount the timeclock.
2. Place the metal back plate against the wall, as shown below, and mark the four screw holes against the wall.



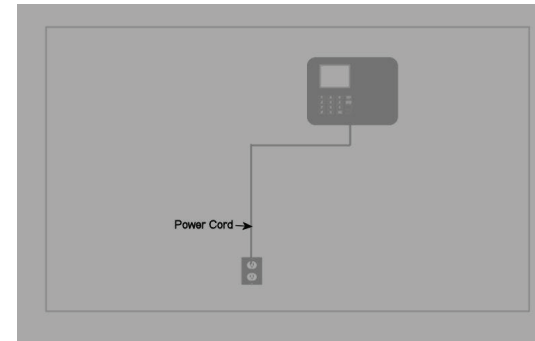
3. Insert the wall studs into the center of the wall marks in all four locations.
4. Place the metal back plate against the wall, with prongs facing away from the wall and pointing upward, and screw the back plate to the wall in all four locations.



5. Affix the timeclock to the metal back plate by lining up the four slots in the back of the timeclock to the four metal prongs on the back plate. Push down lightly to make sure the timeclock is securely fastened to the back plate and wall.



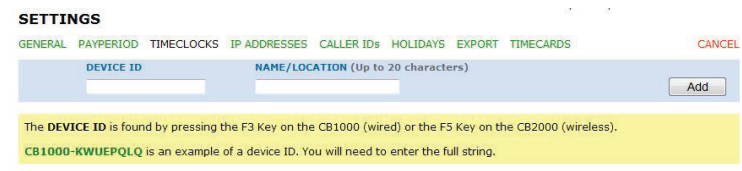
6. Attach the AC120V power cord to the back of the timeclock.



## 4.2 Linking the CB2500 to Your uAttend Account

Follow these steps from your uAttend account to link the CB2500 to your account:

1. Log in to your uAttend account, if you are not already logged in.
2. Click the Settings tab.
3. Click the Timeclocks link.
4. Click Add Timeclock.



5. In the Device ID field, enter the Device ID assigned to the CB2500.

You can find the Device ID on a sticker on the back of the timeclock. If you

cannot locate this sticker, you can also find the Device ID in the timeclock. To do this, press the Menu key and enter the password (default password is 53178). Scroll to Device Management and press OK, then scroll to Device ID and press OK.

Be sure to enter the complete Device ID. An example of a Device ID is CB2500-12345678.

#### **6. In the Name/Location field, enter the name for the timeclock.**

This field is used to easily identify the timeclock.

#### **7. Click Add.**

Next, you will connect the CB2500 to the Internet—via a WIFI router or via a LAN cable to a router. Both sets of instructions are listed below.

#### **4.2.1 Connecting via WIFI Router**

Follow these steps on your CB2500 to link the CB2500 to your uAttend account via a WIFI router:

The timeclock should be turned on, with the display illuminated. The timeclock will display the prompt “Press 1 to connect to your WIFI router. Press 2 to connect via LAN.”

##### **1. Press 1 to initialize the WIFI module.**

The timeclock will display the message “WIFI Network is Not Available! Press OK to view a list of available WIFI Networks!”

##### **2. Press OK.**

A list of all WIFI networks that the timeclock detects will appear.

##### **3. Using the down arrow key, scroll to your preferred network and press OK.**

If your WIFI network requires a password, the timeclock will prompt you to input the password.

##### **4. Enter the password and press OK.**

To enter alpha characters, press the  key and follow the onscreen directions.

The timeclock will connect to your WIFI network using the credentials you supplied. After the WIFI module initializes, you will see the message “DHCP Configuring.”

##### **5. At the Success screen, press OK.**

The timeclock will now be linked to your uAttend account.

The **Device Management** menu offers the following options:

**Update Time**—used to synchronize a new time if time settings in the uAttend account change.

**Device ID**—used to display the Device ID for the BN3000.

**Upload Logo**—used to import a logo from a uAttend account to display on the BN3000.

**Date Format**—used to change the way that dates are displayed on the BN3000.

**Reverify Time**—used to select the frequency that the BN3000 will update its time setting.

**Sounds**—used to turn the BN3000 sounds on and off.

**Time Format**—used to change the way that time is displayed on the BN3000.

The **Communications** menu offers the following options:

**IP Address**—displays the current IP address.

**Subnet Mask**—displays the current Subnet Mask.

**DefGateway**—displays the current Gateway.

**DHCP**—used to turn DHCP on and off.

**DNS IP Addr**—displays the current DNS IP address.

The **System Management** menu offers the following options:

**Reset**—resets the BN3000 to the factory default settings.

**Help**—displays the Customer Support telephone number.

**MAC Address**—displays the BN3000's MAC address.

**Update Firmware**—updates the firmware to the most updated version.

**Firmware Version**—displays the firmware version.

### 5.4.1 Using the BN3000 Keypad

The following table explains the functions of each key on the BN3000 keypad.

KEY	FUNCTION
1-0	FUNCTION AS THE NUMBERS THEY REPRESENT. USE THE KEYPAD TO ENTER A PIN BY PRESSING THE CORRECT FOUR DIGITS, THEN PRESSING OK.
ESC	USED TO EXIT FROM A MENU OR CANCEL A FUNCTION.
MENU	USED TO ENTER MENU MODE. REQUIRES A MANAGER PASSWORD. DEFAULT PASSWORD IS 53178. DEFAULT PASSWORD CAN BE CHANGED BY A MANAGER.
UP ARROW/DEPT	PRESSING THE UP ARROW/DEPT KEY IN STANDBY MODE WILL ENABLE THE DEPARTMENT TRANSFER FUNCTION. IN ALL OTHER MODES, THIS KEY IS USED TO SCROLL UP.
DOWN ARROW/ID	PRESSING THE DOWN ARROW/ID KEY IN STANDBY MODE WILL ALLOW A USER TO ENTER THEIR PIN. IN ALL OTHER MODES, THIS KEY IS USED TO SCROLL DOWN.
OK	USED TO ACCEPT KEY ENTRIES.
✓	USED TO ACCESS THE NUMBER OF HOURS AN EMPLOYEE HAS WORKED IN THE CURRENT PAY PERIOD AND IS OTHERWISE USED AS A TOGGLE BUTTON.

### 5.4.2 Using the BN3000 Menus

There are four main menu screens on the BN3000: User Management, Device Management, Communications, and System Management.

The **User Management** menu offers the following options:

**Add User**—used to register user templates on the BN3000.

**Delete User**—used to delete user templates on the BN3000.

**Change Mgr Password**—used to change the default manager password.

**View User ID**—used to identify which templates belong to a user. In this mode, a user will press their finger on the sensor and the BN3000 will display the Fingerprint ID.

**Download Templates**—used to download an existing template into a new BN3000 timeclock.

### 4.2.2 Connecting via LAN Cable

Follow these steps on your CB2500 to link the CB2500 to your uAttend account via a LAN cable to a router:

The timeclock should be turned on, with the display illuminated. The timeclock will display the prompt “Press 1 to connect to your WIFI router. Press 2 to connect via LAN.”

**1. Press 2 to connect via LAN.**

**2. The timeclock will display the message “DHCP Configuring”**

**3. After successfully connecting to your network, the timeclock will display the “System Ready” message in the upper-left corner of the main screen.**

The timeclock will now be linked to your uAttend account.

### 4.3 Overview of the CB2500

The CB2000 timeclock features an RFID reader that allows employees to punch in or out using an RFID card or PIN.

#### 4.3.1 Using the CB2500 Keypad

The following table explains the functions of each key on the CB2500 keypad.

KEY	FUNCTION
1-0	FUNCTION AS THE NUMBERS THEY REPRESENT. USE THE KEYPAD TO ENTER A PIN BY PRESSING THE CORRECT FOUR DIGITS, THEN PRESSING OK.
ESC	USED TO EXIT FROM A MENU OR CANCEL A FUNCTION.
MENU	USED TO ENTER MENU MODE. REQUIRES A MANAGER PASSWORD. DEFAULT PASSWORD IS 53178. DEFAULT PASSWORD CAN BE CHANGED BY A MANAGER.
UP ARROW/DEPT	PRESSING THE UP ARROW/DEPT KEY IN STANDBY MODE WILL ENABLE THE DEPARTMENT TRANSFER FUNCTION. IN ALL OTHER MODES, THIS KEY IS USED TO SCROLL UP.
DOWN ARROW/ID	PRESSING THE DOWN ARROW/ID KEY IN STANDBY MODE WILL ALLOW A USER TO ENTER THEIR PIN. IN ALL OTHER MODES, THIS KEY IS USED TO SCROLL DOWN.
OK	USED TO ACCEPT KEY ENTRIES.
✓	USED TO ACCESS THE NUMBER OF HOURS AN EMPLOYEE HAS WORKED IN THE CURRENT PAY PERIOD AND IS OTHERWISE USED AS A TOGGLE BUTTON.

### 4.3.2 Using the CB2500 Menus

There are three main menu screens on the CB2500: Device Management, Communications, and System Management.

The **Device Management** menu offers the following options:

**Update Time**—used to synchronize a new time if time settings in the uAttend account change.

**Device ID**—used to display the Device ID for the CB2500.

**Upload Logo**—used to import a logo from a uAttend account to display on the CB2000.

**Date Format**—used to change the way that dates are displayed on the CB2500.

**Reverify Time**—used to select how often the CB2500 will update its time setting.

**Sounds**—used to turn the CB2500 sounds on and off.

**Time Format**—used to change the way that time is displayed on the CB2500.

**Change Mgr Password**—used to change the default manager password.

The **Communications** menu offers the following options:

**Set IP**—allows a user to set a static IP address in the CB2500. Turn off DHCP before setting a static IP.

**DHCP**—used to turn DHCP on and off.

**Network Settings**—displays the CB2500 network settings.

**Delete WIFI Settings**—used to clear out the WIFI settings in the CB2500.

**View WIFI Settings**—displays the network to which the CB2500 is connected.

**Communicating Interface**—allows users to select LAN or WIFI interface.

The **System Management** menu offers the following options:

**Reset**—resets the CB2500 to the factory default settings.

**Help**—displays the Customer Support telephone number.

**MAC Address**—displays the CB2500's MAC address.

**Update Firmware**—updates the firmware to the most updated version.

**Firmware Version**—displays the firmware version.

### 5.3.1 Transferring Fingerprint Templates to Other Timeclocks

Transferring a fingerprint template to additional timeclocks requires interaction with both the BN3000 and your uAttend account.

Follow these steps from your uAttend account:

**1. Click the Users tab on the main menu.**

**2. Click Manage Fingerprint Templates.**

**3. Check all of the fingerprint templates that you wish to transfer to an additional timeclock.**

**4. Use the drop-down menu to select the timeclock(s) to which you wish to transfer the templates.**

**5. Click Submit.**

Follow these steps on each timeclock that you selected to receive the templates:

**1. Press the Menu key.**

**2. Enter the default password (53178) if it has not been changed, then press OK.**

The User Management icon will be selected.

**3. Press OK.**

**4. Scroll to select Download Templates, using the down arrow key.**

**5. Press OK.**

**6. Wait for the templates to download to the timeclock.**

**7. At the Success screen, press OK.**

### 5.4 Overview of the BN3000

The BN3000 timeclock is a biometric time-recording device that allows employees to punch in or out using a fingerprint or PIN. This timeclock can store 5,000 fingerprint templates.



birth date of October 22, 1984 would be registered as “102284.” Each template must be assigned a unique code. Make note of the employee’s name and 6-digit code in the Template Assignment Sheet at the back of this guide.

You will be prompted to place a finger on the fingerprint sensor.

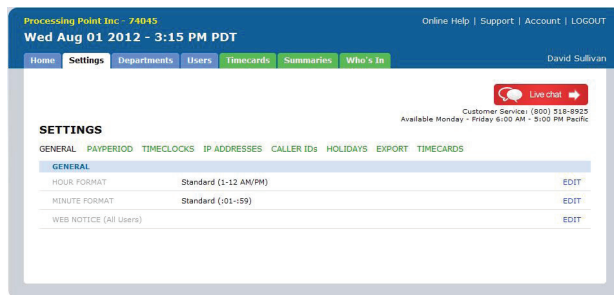
**6. The designated employee should press their finger firmly on the sensor until you hear a beeping sound. The employee should then remove their finger from the sensor. This process will be repeated two more times with the same finger.**

**NOTE:** If desired, you may repeat the fingerprint scanning process for the same employee with a different finger, so that the employee can have a back-up template. If you choose to scan a second fingerprint, it will also require a unique Fingerprint ID. We recommend using the employee’s birth date in reverse order as the ID code.

**7. Repeat the previous steps for each employee who will be using the timeclock.**

Follow these steps from your uAttend account:

**1. Click the Settings tab on the main menu.**



**2. Click the Timeclocks link.**

**3. Click the Assign Templates link that appears next to the name of the timeclock that you used to register the fingerprint templates.**

**4. Assign each fingerprint template to the appropriate employee, using the Template Assignment Sheet in this guide as a reference.**

The BN3000 is now ready for registered employees to punch in and out with their fingerprints.

**IMPORTANT:** The BN3000 timeclock employs an advanced fingerprint sensor. Despite the quality of the sensor, there is a segment of the population with fingerprints that will not record. These employees can still use the timeclock to punch in and out by using a PIN.

## 5.0 SETTING UP AND USING THE BN3000

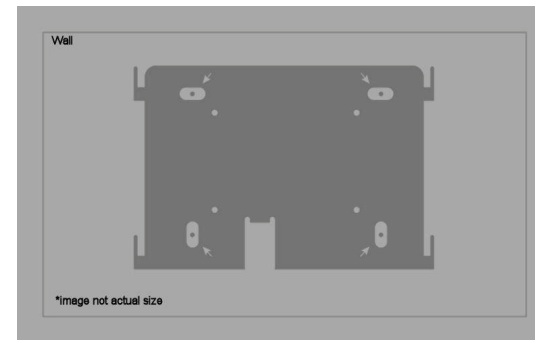
Now that you have set up your uAttend account, you may mount your timeclock and link it to your account.

### 5.1 Mounting Your BN3000

Follow these steps to mount your timeclock to a wall:

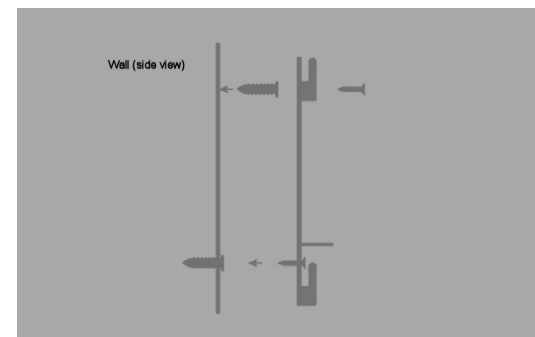
**1. Find a location near a power outlet and a router, switch, or Ethernet jack where you would like to mount the timeclock.**

**2. Place the metal back plate against the wall, as shown below, and mark the four screw holes against the wall.**

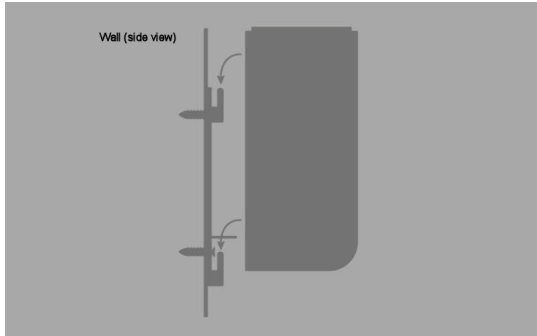


**3. Insert the wall studs into the center of the wall marks in all four locations.**

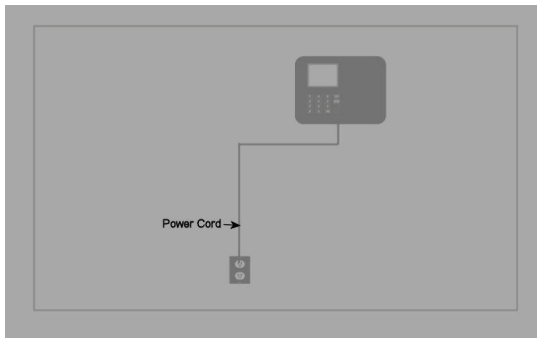
**4. Place the metal back plate against the wall, with prongs facing away from the wall and pointing upward, and screw the back plate to the wall in all four locations.**



**5. Affix the timeclock to the metal back plate by lining up the four slots in the back of the timeclock to the four metal prongs on the back plate. Push down lightly to make sure the timeclock is securely fastened to the back plate and wall.**



**6. Attach the AC120V power cord to the back of the timeclock.**



## 5.2 Linking the BN3000 to Your uAttend Account

Follow these steps to link the BN3000 to your uAttend account:

**1. Attach an Ethernet cable between the timeclock and your router, then plug the timeclock into a power outlet.**

The timeclock should be turned on, with the display illuminated.

**2. Log in to your uAttend account, if you are not already logged in.**

**3. Click the Settings tab.**

**4. Click the Timeclocks link.**

## 5. Click Add Timeclock.

**6. In the Device ID field, enter the Device ID assigned to the BN3000.**

You can find the Device ID on a sticker on the back of the timeclock. If you cannot locate this sticker, you can also find the Device ID in the timeclock. To do this, press the Menu key and enter the password (default password is 53178). Scroll to Device Management and press OK, then scroll to Device ID and press OK.

Be sure to enter the complete Device ID. An example of a Device ID is BN3000-12345678.

**7. In the Name/Location field, enter the name for the timeclock.**

This field is used to easily identify the timeclock.

**8. Click Add.**

**9. IMPORTANT: Restart the timeclock.**

The timeclock will now be linked to your uAttend account.

## 5.3 Registering Fingerprint Templates

If you are using the BN3000, you will register users' fingerprints for punching in and out. Registering a fingerprint template requires interaction with both the BN3000 and your uAttend account.

Follow these steps on your BN3000:

**1. Press the Menu key.**

**2. Enter the default password (53178) if it has not been changed, then press OK.**

**3. From the timeclock menu, select the first option, User Management.**

**4. Select Add User.**

The BN3000 will prompt you to enter a 6-digit numeric code for this template.

**5. Enter an ID code for the fingerprint template and press OK.**

We recommend using the employee's birth date as an ID code. For example, a

**FCC Statement**

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. Any Changes or modifications not expressly approved by party responsible for compliance could void the user's authority to operate the equipment.

**Radiation Exposure Statement**

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with minimum distance 20cm between the radiator & your body.

This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.