

Getting Started with Your IDpunch 7



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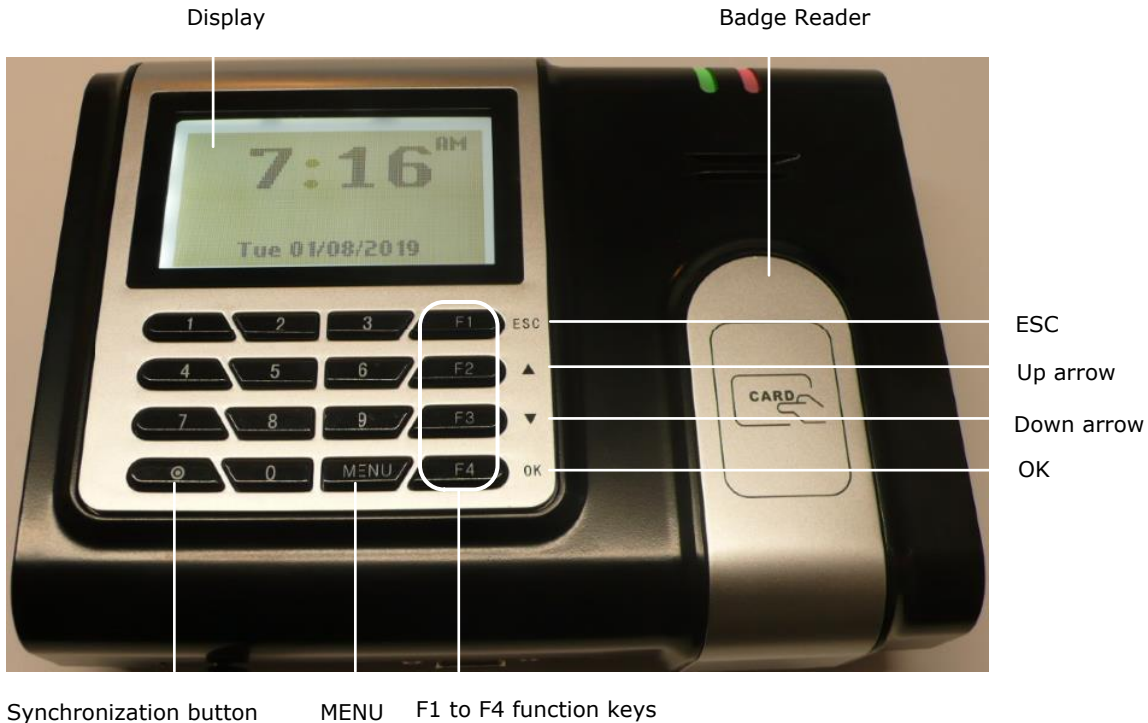
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Latest update: http://www.attendanceondemand.com/IDpunch7/IDpunch7_userguide.pdf

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Meet the IDpunch 7

The IDpunch 7 is an industrial grade time clock with streamlined technology that is easy to use. Here are the basic parts of the time clock.



- Display. It displays time, information, and instructions for the user.
- Badge reader. Badges are waved in this area to punch In and Out and perform transactions.
- ESC. It is used to indicate lack of acceptance, halt a process, or go back a menu.
- Up & Down arrows. They are used to browse configuration menus in the time recorder, switch between Yes and No in the menus, and scroll down to view long messages on the screen.
- OK. It is used to indicate acceptance or move processes forward.
- F1 to F4 function keys. They are used to perform comprehensive employee functions or supervisor functions.
- MENU. Press MENU to access configuration options or navigate among options (OK, Cancel, and an edit field).
- Synchronization button. It is used to perform full synchronization operation to update clock settings, employee information and transactions between the clock and the system. It can also be used to erase numbers entered using the keypad.

Maintenance of the IDpunch 7

The IDpunch 7 works well in any temperature-controlled environment. The keypad and LCD screen should maintain their new appearance with proper use. We recommend using a small amount of hexane or 90% alcohol on a piece of cotton to clean the LCD or keypad, if necessary.

Quick Start Guide to IDpunch 7

This section gives an overview of common functions that may be configured for your IDpunch 7.

1. If the clock setup is complete, clock operations and employee information can be downloaded to the clock by performing the synchronization operation. See *Synchronize the Clock* on page 5.
2. Employees punch or use function keys to perform transactions. See
- 3.
4. *Performing Employee Operations* on page 6.

Synchronize the Clock

Your time and attendance partner configures the IDpunch 7 for your needs. Once the setup has been completed, you can download the configuration and employees to your time clock by performing the Full Synchronization operation as follows.

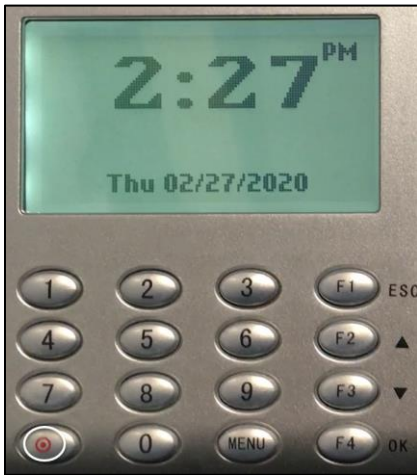
1. Once the power supply is plugged into the power outlet, the boot process starts and the clock begins looking for a network connection with the message “Acquiring DHCP” displayed.



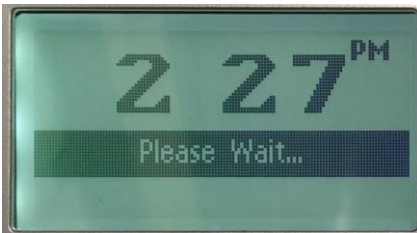
2. When the clock is successfully connects the network, the following network communication information is displayed, which includes the clock serial number, IP address, Subnet Mask, gateway, DNS address, and MAC address.



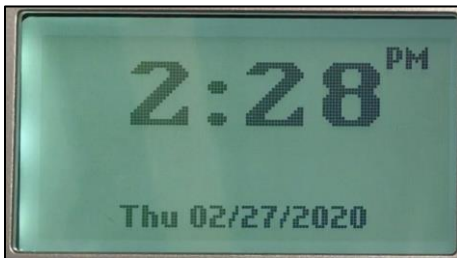
3. When the date and time are displayed, press the synchronization key to perform the full synchronization operation.



4. The message “Please Wait...” is displayed on the screen.



5. When the synchronization is successful, the current date and time are displayed without further messages. If error messages are displayed on the screen, such as “General Communications Error” or “Sync Error,” contact your time and attendance partner so they can complete the time clock setup.



Performing Employee Operations

This section describes common function operations for employees. Your time clock may be set up to perform different operations. Contact your time and attendance partner for information about your time clock setup.

Punch In or Out

After badges are assigned to employees, they can punch In or punch Out.

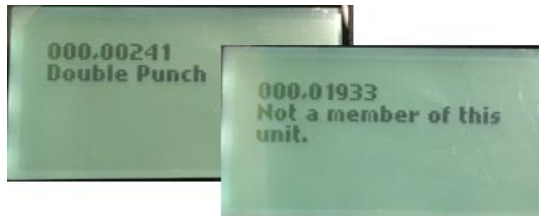
1. Wave your badge in front of the reader.



Or enter the badge number using the keypad. Press the synchronization button to erase the number and re-enter it if necessary. Press F4 for OK to confirm your entry.



2. If the badge is read successfully, the employee's name and "Transaction Accepted" are displayed on the screen. Information messages may be displayed for different situations, such as "Double Punch", "Not a member of this unit."



Employee Review

Employees can view their own information, such as last punch, schedules, worked hours, and benefits.

1. Press the function key configured for reviewing employee information.



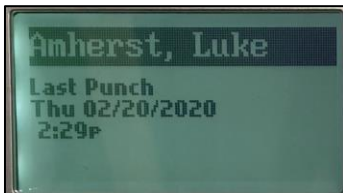
2. On the Enter Badge/ID prompt, you can wave the badge in front of the reader or type the badge number using the keypad. When using the keypad, press the synchronization key to erase the number and re-enter it if necessary, press MENU to navigate among OK, Cancel and the edit field, then press F4 for

OK to confirm your entry.



The following employee information is displayed and updated one screen at a time:

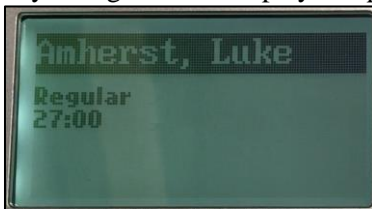
- Last punch. Displays the date and time of the employee's last punch since last synchronization.



- Schedules. Displays the employee's schedules with schedule date, scheduled start time, and scheduled end time for the current week.



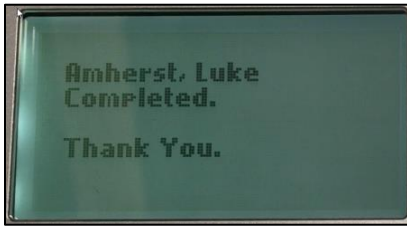
- Pay Designations. Displays employee hours in the current pay period.



- Benefit balances. Displays benefit balances available to the employee.



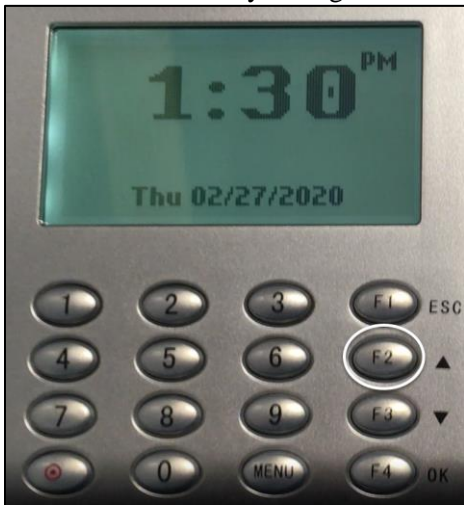
3. The employee name and the message “Completed. Thank You.” is displayed.



Enter Tips

Employees can enter tips for themselves.

1. Press the function key configured for entering tips.



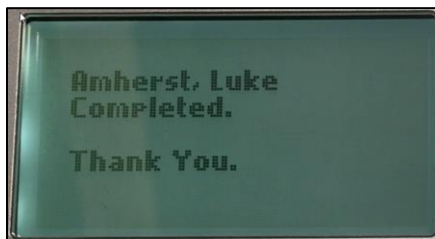
2. On the Enter Badge/ID prompt, you can wave the badge in front of the reader or type the badge number using the keypad. When using the keypad, press the synchronization key to erase the number and re-enter it if necessary, press MENU to navigate among OK, Cancel and the edit field, then press F4 for OK to confirm your entry.



3. On the ENTER TIPS prompt, enter the dollar amount for the tip entry. The maximum amount that you can enter is \$999.99. Press the synchronization key to erase the number and re-enter the numbers to represent the dollars and cents in order if necessary, press MENU to navigate among OK, Cancel, and the edit field. Then Press F4 for OK to confirm your entry.



4. The employee name is displayed with the message “Completed. Thank You.”



Workgroup Transfer

Employees can transfer themselves to a different workgroup, which can represent, for example, a different job or department. Depending on how your time clock is configured, employees can transfer by entering a workgroup number or by selecting predefined workgroups from a list.

Transfer by Selecting a Predefined Workgroup

Employees can transfer themselves to other workgroups using the following quick workgroup transfer.

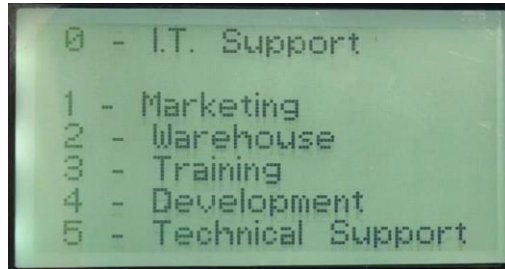
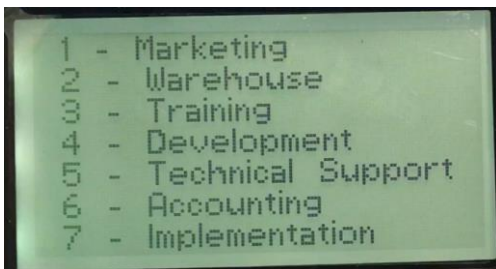
1. Press the function key configured for your transfer.



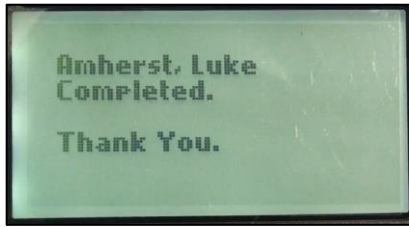
2. On the Enter Badge/ID prompt, you can wave the badge in front of the reader or type the badge number using the keypad. When using the keypad, press the synchronization key to erase the number and re-enter it if necessary, press MENU to navigate among OK, Cancel and the edit field, then press F4 for OK to confirm your entry.



3. The workgroups are displayed. If the list is too long, workgroups are scrolled line by line on the screen automatically. Select the number that associated with the workgroup to transfer to by using the keypad. Press OK to confirm your selection.



4. The employee name is displayed with the message “Completed. Thank You.”



Transfer by Entering a Workgroup

1. Press the function key configured for your transfer.



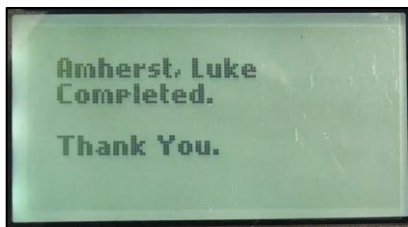
2. On the Enter Badge/ID prompt, you can wave the badge in front of the reader or type the badge number using the keypad. When using the keypad, press the synchronization key to erase the number and re-enter it if necessary, press MENU to navigate among OK, Cancel and the edit field, then press F4 for OK to confirm your entry.



3. At the prompt, in this example DEPARTMENT, enter the workgroup identifier for the transfer. Press the synchronization key to erase the number and re-enter it. Use MENU to navigate among OK, Cancel and the edit field. Then press OK to confirm your entry.



4. The employee name is displayed with the message “Completed. Thank You.”



A Single Day Leave Request

Employees can request a single day off by specify the date, the amount of time or the usage of a benefit.

1. Press the function key configured for requesting a single day off.



2. On the Enter Badge/ID prompt, you can wave the badge in front of the reader or type the badge number using the keypad. When using the keypad, press the synchronization key to erase the number and re-enter it if necessary, press MENU to navigate among OK, Cancel and the edit field, then press F4 for OK to confirm your entry.



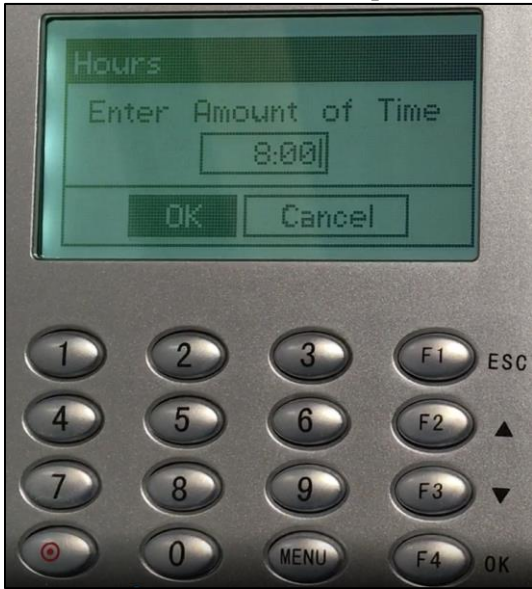
3. On the Enter Date prompt, enter the date of the request. To correct the date, type numbers to represent the month, day, and year in order. Press the synchronization key to erase and re-enter the number if necessary. Use MENU to navigate among OK, Cancel and the edit field. Then press F4 for OK to confirm your entry.



4. (Optional) On the Select Benefit prompt, select the type of benefit to use. Use the up arrow or down arrow to navigate to and highlight the desired benefit to use. Use MENU to navigate among OK, Cancel and the edit field. Then press F4 for OK to confirm the benefit selection.



5. On the Enter Amount of Time prompt, enter the number of hours and minutes that encompass the time off. To correct the time, type numbers to represent the hours and minutes in order. Press the synchronization key to erase and re-enter the number if necessary. Use MENU to navigate among OK, Cancel and the edit field. Then press F4 for OK to confirm your entry.



6. The employee name is displayed with the message "Completed. Thank You."

