

## Getting Started with Your IDpunch 9



  
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Latest update: [http://www.attendanceondemand.com/IDpunch9\\_userguide.pdf](http://www.attendanceondemand.com/IDpunch9_userguide.pdf)

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## Meet the IDpunch 9

The IDpunch 9 is an industry grade time clock with streamlined technology that is easy to use and easy to configure. Here are the basic parts of the time clock.



- Display. It displays time, information, and instructions for the user.
- Barcode/Magnetic card reader. Badges are swiped 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 clock 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 for performing administrative operations or navigate among options (OK, Cancel, and an edit field). To access MENU, you must have PIN (not badge number) with the Administrator authority level. See **Error! Reference source not found.** on page **Error! Bookmark not defined.** for details.

- Synchronization button. It is used to perform data synchronization operation or erase numbers entered using the keypad.

## **Maintenance of the IDpunch 9**

The IDpunch 9 works well in any indoor temperature-controlled environment (32 - 113°F, Humidity 20 - 80%). No special care is required for badges.

# Quick Start Guide to IDpunch 9

This section gives an overview of the process on how to use IDpunch 9.

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 6.
2. If the finger reader is used, enroll employee finger at the clock. See *Enroll an Employee* on page 8.
3. Employees punch or use their own function keys to perform transactions. See *Performing Employee Operations* on page 13.

## Synchronize the Clock

Your time and attendance partner configures the IDpunch 9 for your needs. Once the setup has been completed, you can download the configuration and employees to your time clock as follows.

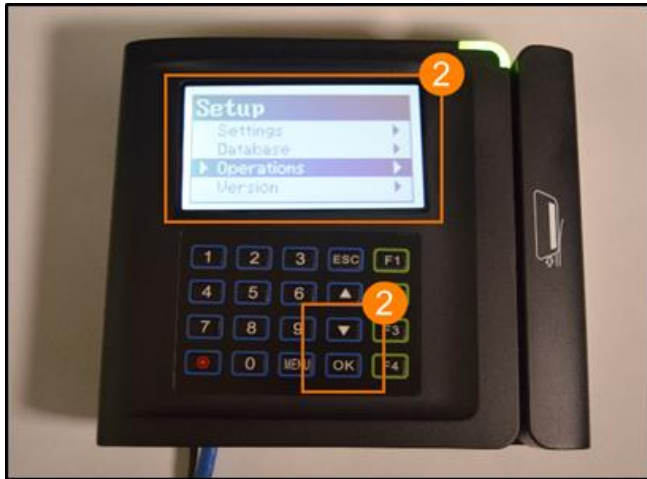
1. Press the MENU key on the keypad.



The message “Temporary Authority Granted” is displayed if the clock has not been synchronized with the system. Otherwise, at the Enter PIN prompt, enter the Admin PIN, then press the Ok button.



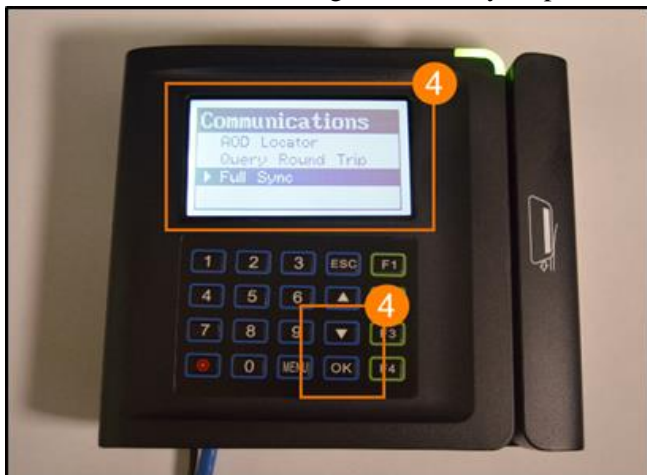
2. Use the down arrow to navigate to Operations, press the OK button to accept the selection.



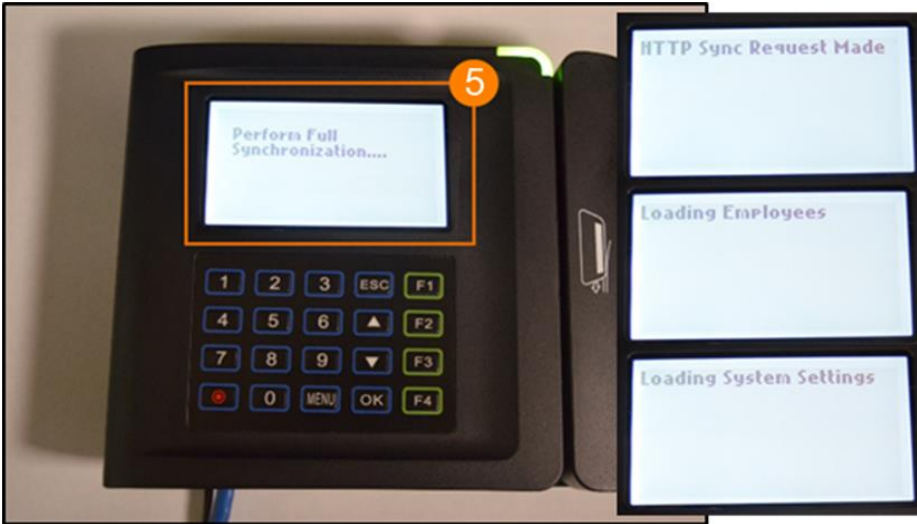
3. Use the down arrow to navigate to Communications, press the OK button to accept the selection.



4. Use the down arrow to navigate to Full Sync, press the OK button to accept the selection



5. When the Full Sync operation is executed, messages display to let the user know an HTTP Sync Request was made, employees are loading, employee templates are loading, and system settings are loading.



- When the Full Sync is complete, the message “Sync Completed” is displayed. Then the current date and time is displayed.



## Enroll an Employee

Before employees can use the system, they must be enrolled at the I.T. 3100 by a supervisor using a designated function key or clock menu.

- Press the function key to access the Enrollment menu or press # to access the clock menu.





2. At the Enter PIN Number prompt, enter the configured PIN for accessing the function key or the Admin PIN to access the clock menu, and then press the Ok checkmark to continue.



3. The Enrollment menu is displayed with the Enroll menu item highlighted after accessing the designated function key. Press the Ok checkmark to select Enroll.



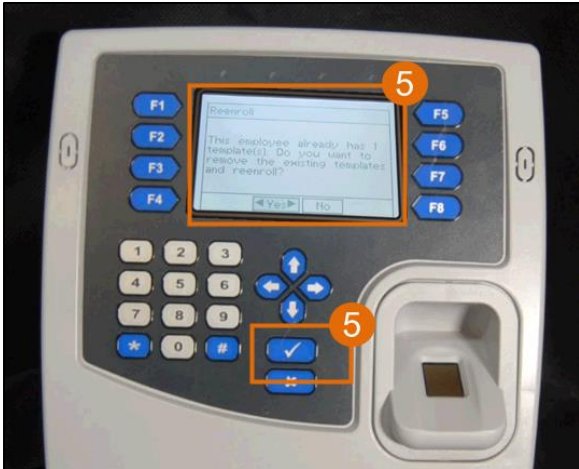
If the clock menu is used, the Enrollment menu is highlighted. Press the Ok checkmark to select Enrollment. Then the Enrollment menu is displayed with the Enroll menu item highlighted after accessing the designated function key. Press the Ok checkmark to select Enroll.



4. In the Enter Badge/ID number prompt, enter the employee badge number or present the employee badge, then press the Ok checkmark button.



5. If the finger reader is installed and no template exists for this badge number, a message indicates that this badge number does not yet have any templates. Otherwise, a message indicates how many templates are associated with this badge number, for example, “This employee already has one template” on the Reenroll screen.

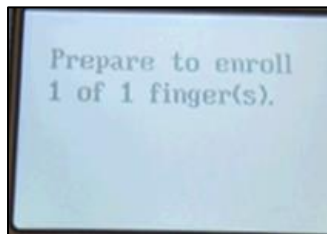


- Select “Yes” to begin the enrollment process, and then press the Ok checkmark button to continue. See *Enrollment Instructions* on page 11 for details.
- Select “No” to exit out of the Enroll menu.

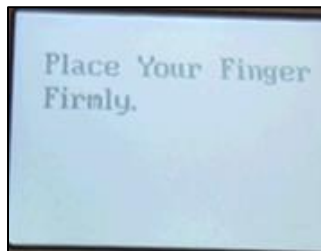
### Enrollment Instructions

Follow the following instructions on the display to place or remove the finger on or from the platen for the finger enrollment. It is important that the finger is placed on the platen in the same manner every time.

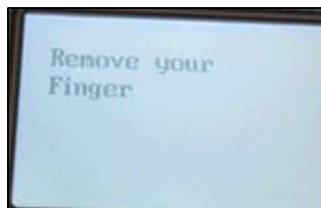
- First, a notification message, such as “Preparing to enroll 1 of 1 finger(s)” is displayed.



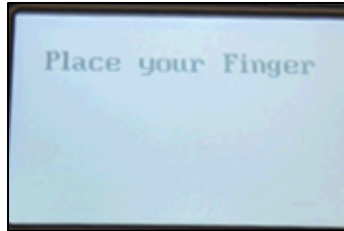
- After the message “Place Your Finger Firmly” is displayed, place the finger on the platen.



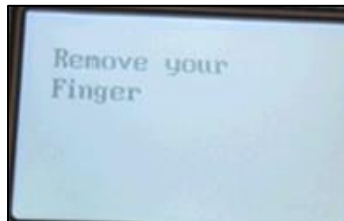
- Remove the finger from the platen after the message “Remove your Finger” is displayed.



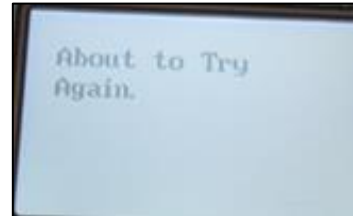
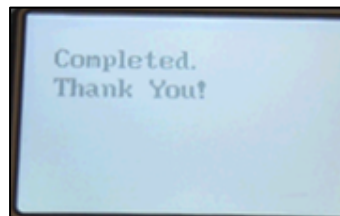
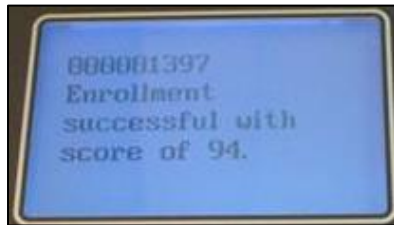
- Place the finger on the platen again when the message “Place Your Finger” is displayed.



- Remove the finger from the platen after the message “Remove your Finger” is displayed.



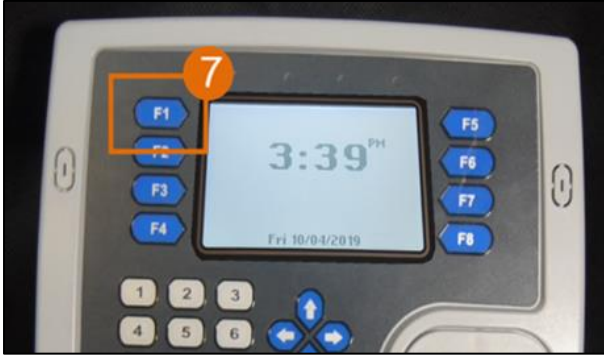
- Once the enrollment is successful, the employee badge number is displayed with the score number on the screen or the message “Completed. Thank You!” is displayed. The score reflects how accurately your finger is placed on the platen and should average above 80. If the enrollment fails, an error message “About to try again” is displayed and allows enrollment attempt to be repeated.



6. Select Enroll again to enroll other employees or press x to exit the menu.



7. Once the employee enrollment process is completed successfully, perform a full synchronization operation by pressing a designated function key to upload finger templates to the system.



## Performing Employee Operations

The employee menu is available using the function key defined on the Function Keys tab in the system. The Employee menu is maintained for active employees only. Use the following steps to access the employee menu and perform employee edits.

Depending on the installed card reader, either barcode card reader or magnetic card reader, the IDpunch 9 can reader different badges to punch employees In and Out and perform transactions.

### Punch In or Out

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

1. To punch using a barcode badge, hold the badge with the barcode face the image on the reader, then slide the badge through the reader.



To punch using a magnetic badge, hold the badge with the with the magnetic stripe face the image on the reader, then slide the badge through the reader.





2. If the badge is read successfully, the employee name and “Transaction Accepted” are displayed on the screen.



Error messages, such as “Access Denied” or “Not a member of this unit” are displayed when employees not assigned to the clock attempt to punch. “Double Punch” displays when the employee punches twice, within the configured time periods, for example 2 minutes.



## Employee Review

Employees can view their own information. See the following process to review employee information.

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



2. In the Enter Badge/ID prompt, you can swipe the barcode badge or magnetic badge through the barcode reader slot or magnetic reader slot, or type the employee's badge number. Use the synchronization button to erase the number and re-enter it. Use the MENU button to navigate among OK, Cancel and Edit fields.



3. Slide the employee badge through the reader slot or enter an employee badge number and press the OK button.



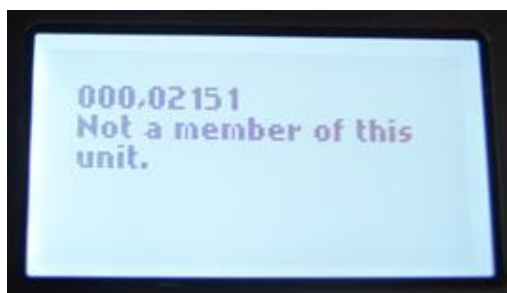


4. Once the employee is identified, the configured employee review information is displayed section-by-section based on available employee data. The navigation arrows can also be used to quickly navigate through the information.

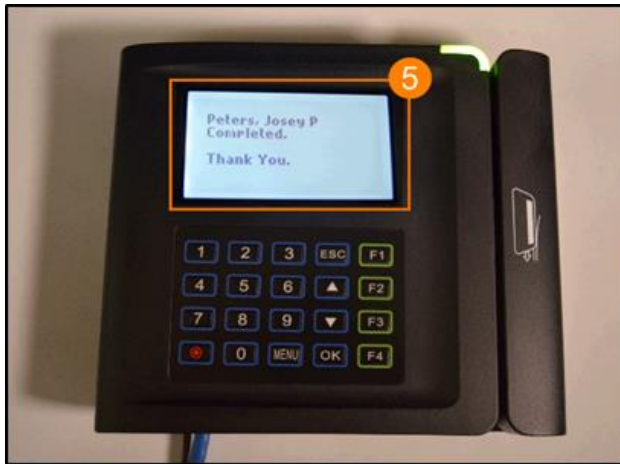


- Last punch. Displays the date and time of the employee’s last punch since a synchronization, whether this punch is an In or Out punch.
- Schedules. Displays the employee’s standard schedules with schedule date, scheduled start time, and scheduled end time for the current week.
- Pay Designations. Displays pay designation summaries (hours) that defined on the Employee Review tab.
- Benefit balances. Displays benefit balances that defined on the Employee Review tab.

If employees not assigned to the clock are not allowed to punch on this clock, when they review their information using the dedicated function key, the messages indicate that the employee is not a member of this unit.



- When the employee review is complete, the employee name and the message “Completed. Thank You.” is displayed.



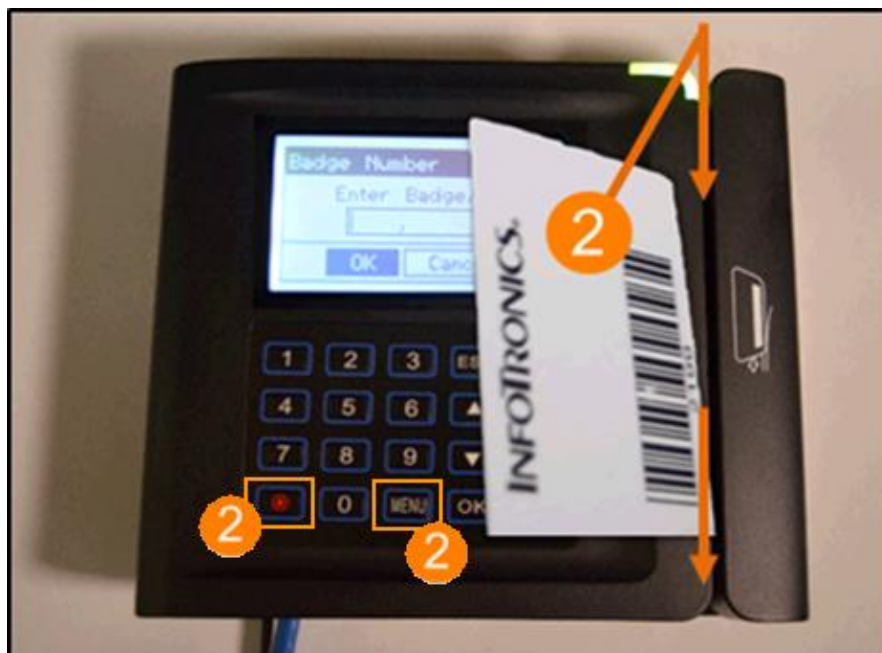
## Enter Tips

Supervisors can enter tips for an employee; employees can also enter tips for themselves. See the following process to enter tips.

- Press the dedicated function key for entering tips.



- At the Enter Badge/ID prompt, you can slide the employee’s badge through the reader, or type the employee’s badge number, then press the Ok. Use the synchronization button to erase the number and re-enter it. Use the MENU button to navigate among OK, Cancel and Edit fields.



- At the ENTER TIPS prompt, enter the dollar amount for the tip entry, then press the Ok checkmark. The maximum amount that you can enter is \$999.99. To correct the amount, type numbers to represent the dollars and cents in order. Press the left arrow to erase the number and re-enter it.



- The employee name and the message "Completed. Thank You." is displayed.



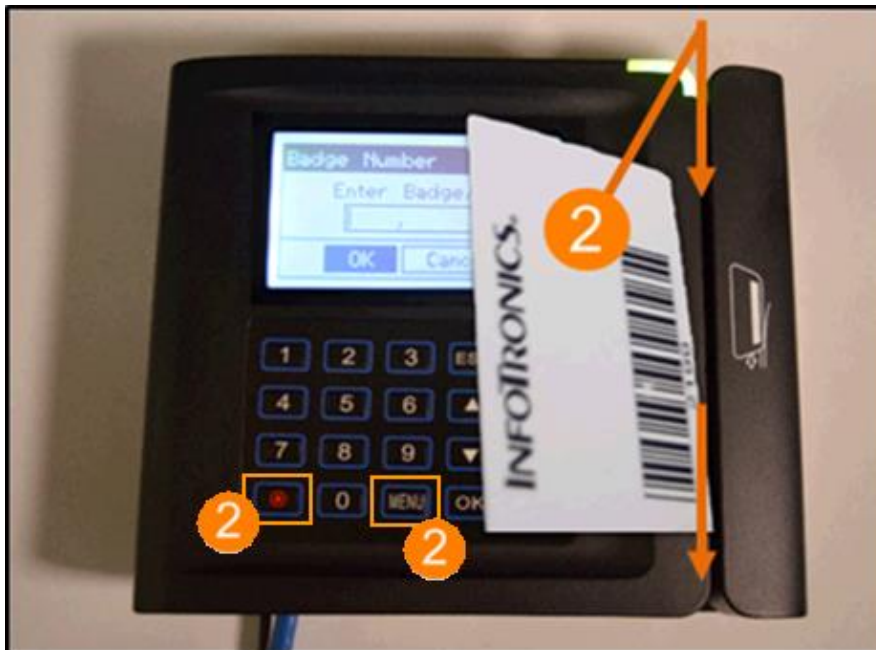
## Simple Workgroup Transfer

Supervisors can perform workgroup transfers for an employee; employees can also transfer themselves to other workgroups. See the following process to perform workgroup transfer.

1. Press the function key to perform simple workgroup entry.



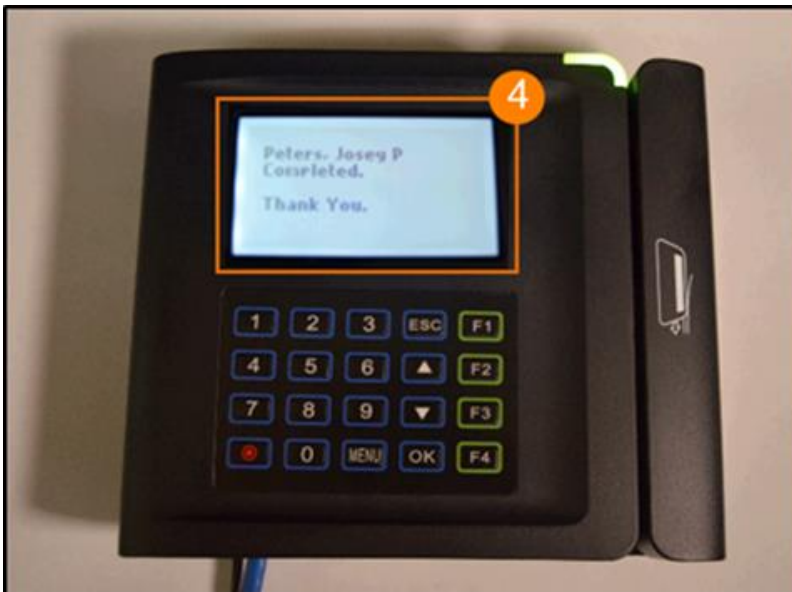
2. At the Enter Badge/ID prompt, you can slide the employee's badge through the reader, or type the employee's badge number, then press the Ok. Use the synchronization button to erase the number and re-enter it. Use the MENU button to navigate among OK, Cancel and Edit fields.



3. At the DEPARTMENT (workgroup level) prompt, enter the workgroup identifier number for the Department workgroup level to transfer, then press the Ok button to confirm the entry.



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



## Multiple Level Workgroup Transfer

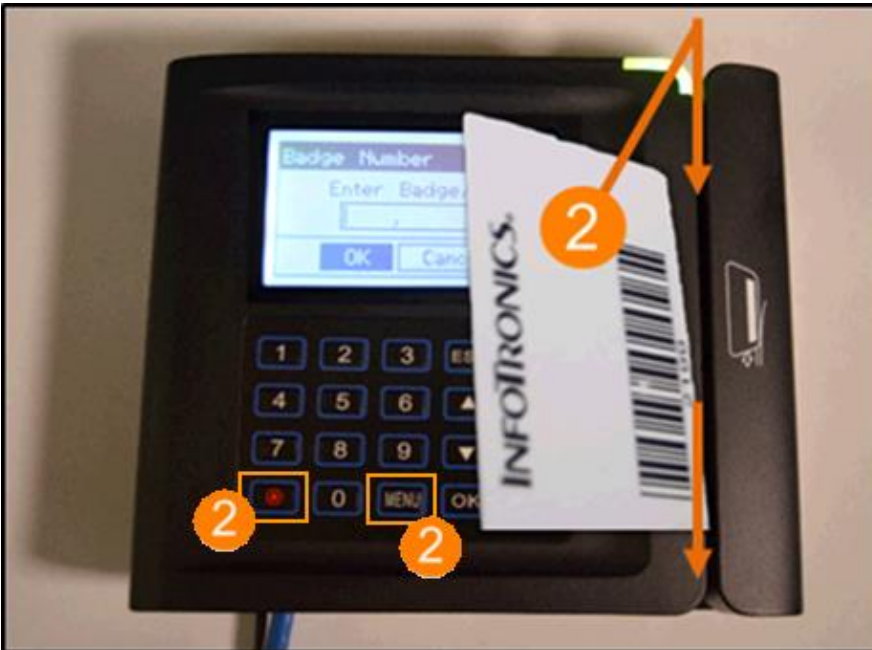
Supervisors can perform workgroup transfers for an employee; employees can also transfer themselves to other workgroups. See the following process to perform workgroup transfer.

1. Press the function key to perform multiple level simple workgroup entry.





2. At the Enter Badge/ID prompt, you can slide the employee's badge through the reader, or type the employee's badge number, then press the Ok. Use the synchronization button to erase the number and re-enter it. Use the MENU button to navigate among OK, Cancel and Edit fields.



3. At the LOCATION (workgroup level) prompt, enter the workgroup identifier number for the Location workgroup level to transfer, then press the Ok button to confirm the entry.



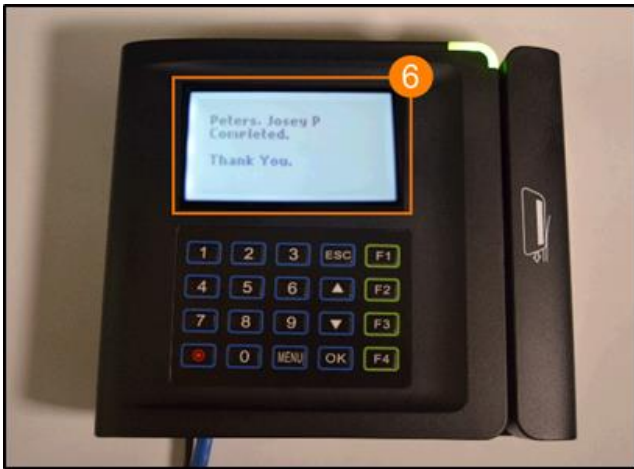
4. At the DEPARTMENT (workgroup level) prompt, enter the workgroup identifier number for the Department workgroup level to transfer, then press the Ok button to confirm the entry.



5. At the POSITION (workgroup level) prompt, enter the workgroup identifier number for the Position workgroup level to transfer, then press the Ok button to confirm the entry.



- When the transfer is complete, the employee name and the message “Completed. Thank You.” is displayed.



## Callback Transaction

Supervisors can perform a punch with specified callback tag for an employee; employees can also add a callback punch themselves. See the following process to perform the callback transaction.

- Press the dedicated function key for performing a callback transaction.

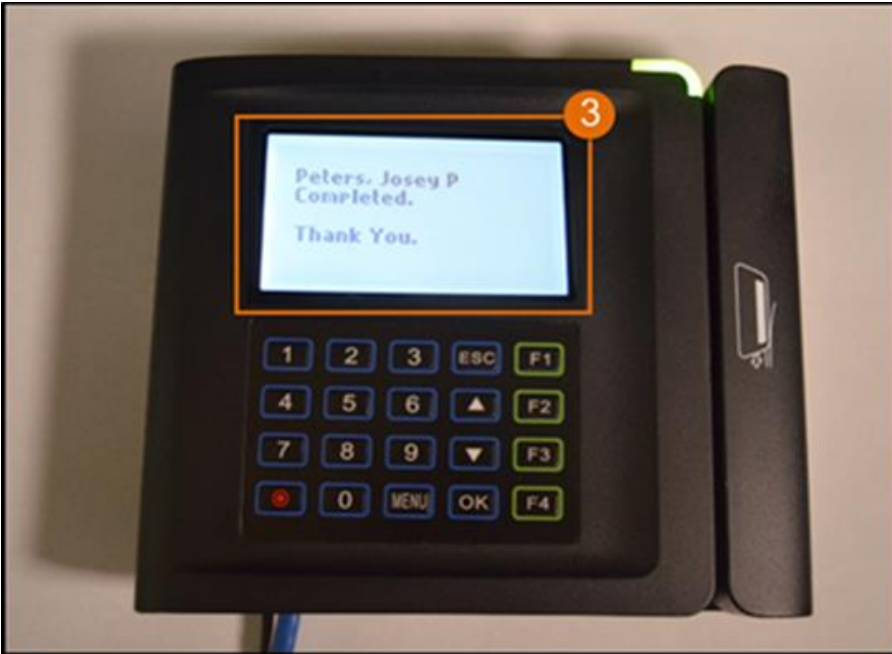


- At the Enter Badge/ID prompt, you can slide the employee’s badge through the reader, or type the employee’s badge number, then press the Ok. Use the synchronization button to erase the number and re-enter it. Use the MENU button to navigate among OK, Cancel and Edit fields.





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



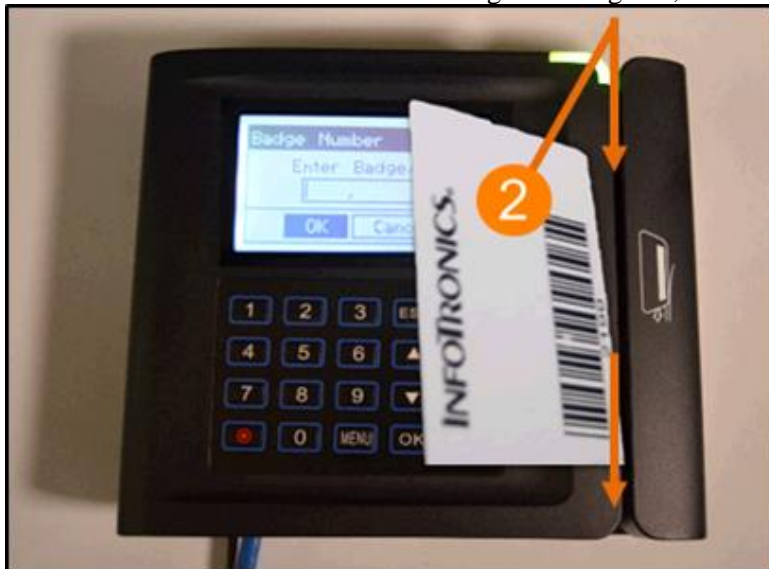
## A Single Day Leave Request

Employees can request to take a single day off.

1. Press the designated function key to request several days off.



2. At the Enter Badge/ID prompt, you can slide the employee's badge through the reader, or type the employee's badge number, then press the Ok. Use the synchronization button to erase the number and re-enter it. Use the MENU button to navigate among OK, Cancel and Edit fields.



3. At the Enter Date prompt, enter the date of the request, then press OK to confirm the date selection. Enter numbers to represent the month, day, and year in order, or use the MENU key to highlight the section of the date to be modified in the edit field.



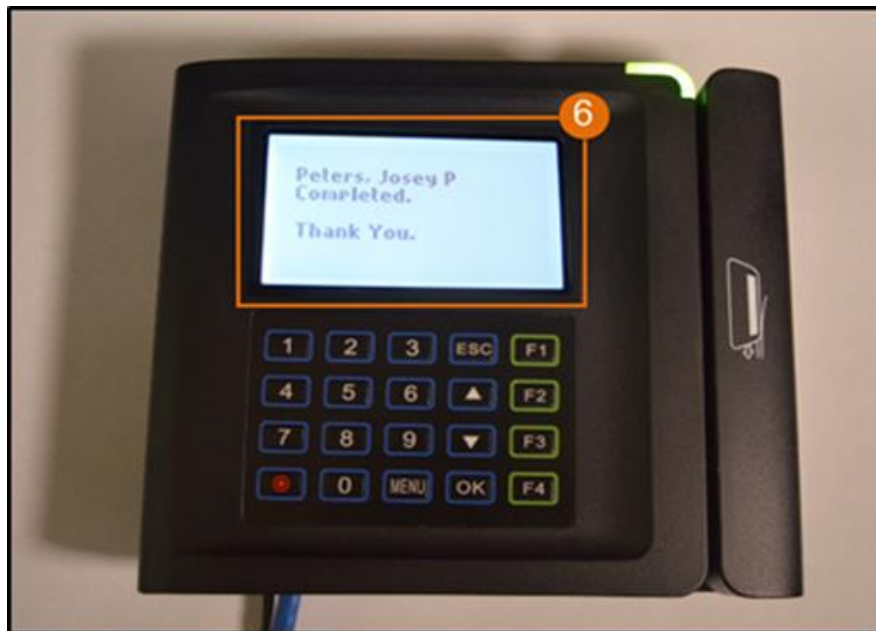
4. (Optional) At the Select Benefit prompt, select the type of benefit to use. Use the Up or Down keys to navigate to and highlight the desired benefit to use, then press Ok to confirm the benefit selection.



- At the Enter Amount of Time prompt, enter the number of hours and minutes that encompasses the time off, then press the Ok checkmark to continue. To correct the time, type numbers to represent the hours and minutes in order. Press the left arrow to erase the number and re-enter it if needed. Press the Right arrow to navigate between OK, Cancel, and the edit field.



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



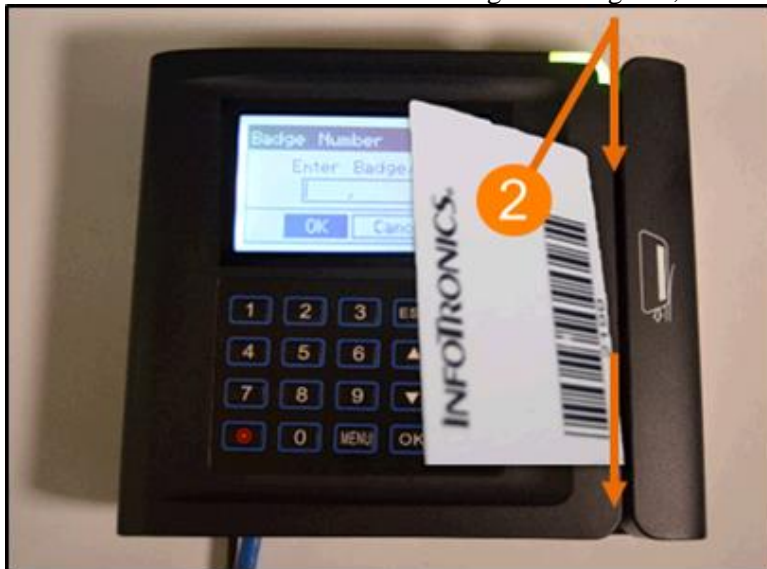
## Several Days Leave Request

Employees can request to take several days off.

1. Press the designated function key to request several days off.



2. At the Enter Badge/ID prompt, you can slide the employee's badge through the reader, or type the employee's badge number, then press the Ok. Use the synchronization button to erase the number and re-enter it. Use the MENU button to navigate among OK, Cancel and Edit fields.



3. At the first Enter Date prompt, enter the start date of the request, then press OK to confirm the start date selection. Enter numbers to represent the month, day, and year in order, or use the MENU key to highlight the section of the date to be modified in the edit field.



4. At the second Enter Date prompt, enter the end date of the request, then press OK to confirm the date selection. To correct the date, type numbers to represent the month, day, and year in order, or use the MENU key to highlight the section of the date to be modified in the edit field.



5. (Optional) At the Select Benefit prompt, select the type of benefit to use. Use the Up or Down keys to navigate to and highlight the desired benefit to use, then press Ok to confirm the benefit selection.





- At the Enter Amount of Time prompt, enter the number of hours and minutes that encompasses the time off, then press the Ok checkmark to continue. To correct the time, type numbers to represent the hours and minutes in order. Press the left arrow to erase the number and re-enter it if needed. Press the Right arrow to navigate between OK, Cancel, and the edit field.



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

