

Getting Started with Your I.T. 3200



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Latest update: http://www.attendanceondemand.com/IT3200_userguide.pdf

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Meet the I.T. 3200

The I.T. 3200 is an industrial grade time recorder with 4.3" high resolution color display (480 × 272) that is easy to use. Here are the basic parts of the time clock.

- Display: It displays time, information, and instructions for the user.
- F1 to F8 function keys: They are used to perform comprehensive employee functions or supervisor functions.
- Navigation arrows: They are used to browse configuration menus in the time recorder: use the left arrow (←) or right arrow (→) to switch between OK, Cancel, and the edit field on the screen, use the left arrow (←) to erase the number and re-enter it, use the up arrow (↑) or down arrow (↓) to scroll up or down the menu options or view the long messages on the screen.
- OK: Press (✓) to indicate acceptance or move processes forward.
- Finger reader: Place the finger on the platen to punch.
- Cancel (×): Press (×) to indicate lack of acceptance, halt a process, or go back a menu.
- Card reader: Slide barcode cards or magnetic cards through the card reader, or wave the HID proximity card in front of the card reader at a distance of 1 inch or less.
- MENU: Press (*) to access supervisor edit options. If configured for you, they are password protected.
- Synchronization: This button is disabled by default to prevent the full synchronization operation. It can be enabled to perform the full synchronization operation if needed.



Maintenance of the I.T. 3200

The I.T. 3200 works well in any temperature-controlled environment. No special care is required for badges. If the finger reader sensor becomes soiled, dampen a lint-free cloth or cotton swab with alcohol or acetone. Gently rub the cloth across the sensor surface in a left and right direction. Move slowly down the sensor to cover the entire surface area. Repeat this process 2 to 3 times. Visually observe that no residual solution remains on the sensor.

Please note: Abrasive materials are not recommended for cleaning the sensor.

Quick Start Guide to I.T. 3200

This section gives an overview of common functions that may be configured for your I.T. 3200.

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* section within this document.
2. If the finger reader is used, enroll employees by capturing finger templates at the clock. See *Enroll an Employee* section within this document.
3. Employees punch or use function keys to perform transactions. See *Performing Employee Operations* section within this document.

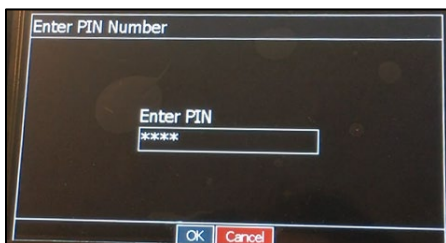
Synchronize the Clock

Your time and attendance partner configures the I.T. 3200 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.

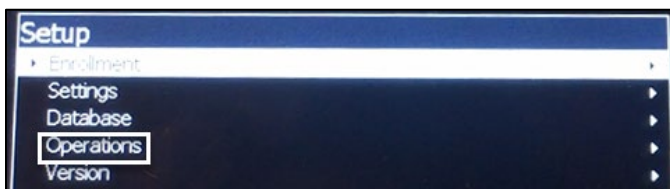
1. Press # to access the clock menu.



- a. (Optional) If the clock menu is password-protected, the Enter PIN Number screen is displayed. Enter the Administrator PIN, then press (↵) to continue.



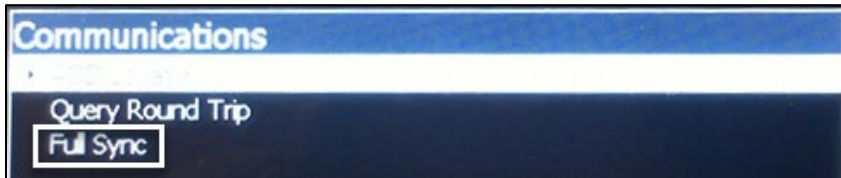
2. Press the down arrow (↓) to scroll down the menu options in the Setup menu and select **Operations**.



- Press the down arrow (↓) to scroll down the menu options in the Operations menu and select **Communications**.



- Press the down arrow (↓) to scroll down the menu options in the Communications menu and select **Full Sync**.



- The following messages are displayed one after the other.



- When the synchronization is completed successfully, the current date and time are displayed with the configured function keys.



- 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.

Enroll an Employee

Before employees can use the I.T. 3200 with finger reader installed, their finger must be enrolled at the I.T. 3200 by a supervisor using the clock menu or a designated function key.

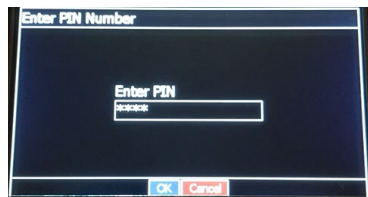
During the new employee finger enrollment process, the biometric consent prompt is displayed to ask employees for biometric consent. Only employees who agree to the biometric consent can enroll their fingers. Otherwise, the enrollment process stops and the employee's biometric information is not collected, and the employee cannot punch or perform other transactions using the finger reader. See *Biometric Consent Language* section within this document.

See the following steps on how to enroll an employee finger using the clock menu.

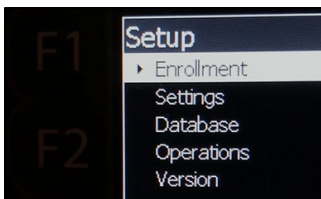
1. Press the # key to access the clock menu.



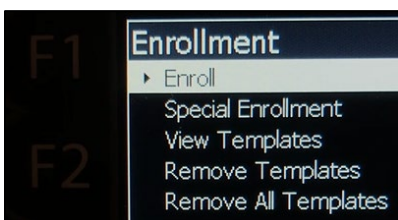
- a. (Optional) If the clock menu is password-protected, the Enter PIN Number screen is displayed. Enter the Administrator **PIN**, then press (✓) to continue.



2. On the Setup screen, **Enrollment** is highlighted. Press (✓) to confirm this selection.



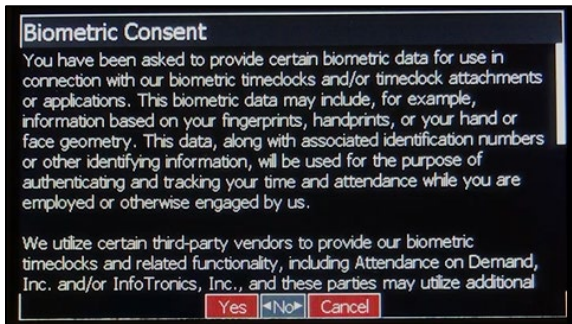
3. On the Enrollment screen, **Enroll** is highlighted. Press (✓) to confirm this selection.



4. On the Enter Badge/ID number prompt, enter the employee **badge number** or present the employee badge if the card reader is installed, then press (√) to confirm your badge number.

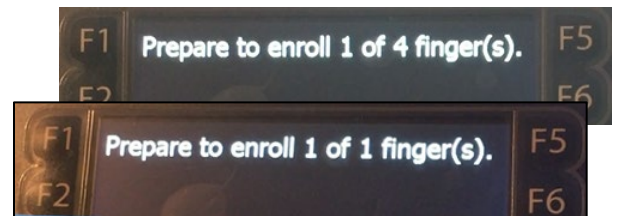


5. On the **Biometric Consent** screen, press the Up arrow (↑) or Down arrow (↓) to scroll up or down to read the whole content of the biometric consent. Press the Left arrow (←) or Right arrow (→) to navigate between **Yes**, **No**, and **Cancel** options. When **Yes** is highlighted, press the √ key to confirm the selection.

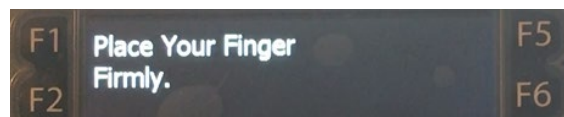


6. Follow instructions on the display to place or remove the finger on or from the platen for the finger enrollment. It is important that the finger is placed on the platen in the same manner every time.

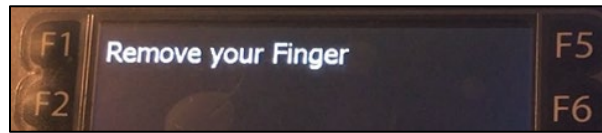
- a. First, a notification message is displayed to indicate how many fingers you can enroll and which finger you are currently enrolling. For example, the message “Preparing to enroll 1 of 1 finger(s)” indicates that you can only enroll one finger and you are currently enrolling this finger. The message “Preparing to enroll 1 of 4 finger(s)” indicates that you can enroll four fingers and you are currently enrolling the first finger.



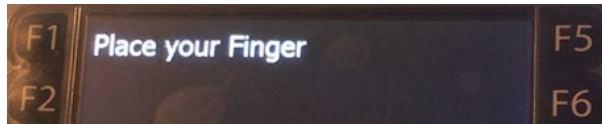
- b. After the message “Place Your Finger Firmly” is displayed, place the finger on the platen.



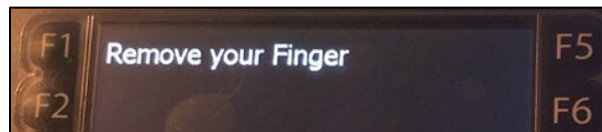
- c. Remove the finger from the platen after the message “Remove your Finger” is displayed.



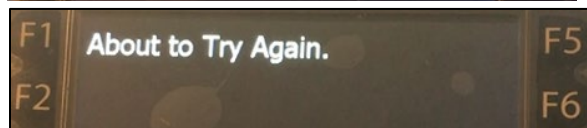
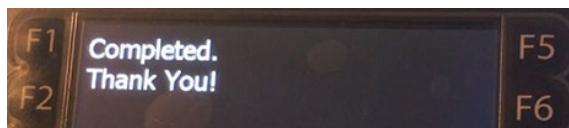
- d. Place the finger on the platen again when the message “Place Your Finger” is displayed.



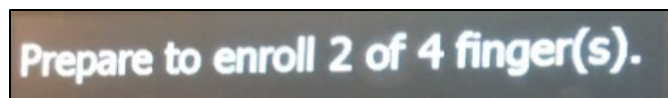
- e. Remove the finger from the platen after the message “Remove your Finger” is displayed.



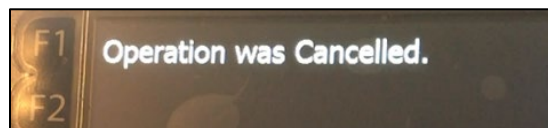
- f. Once the enrollment is successful, the message “Completed. Thank You!” is displayed. If the enrollment fails, an error message “About to try again” is displayed and allows enrollment attempt to be repeated.



- g. If you are allowed to enroll more than one finger, the message is displayed so that you can enroll the second finger. For example, the message “Preparing to enroll 2 of 4 finger(s)” indicates that you can enroll four fingers and you are currently enrolling the second finger. Follow instructions in step 6 to enroll another finger.



- h. During the enrollment process, you can press (×) to cancel the operation. The message “Operation was Cancelled.” is displayed.



7. Select **Enroll** on the Enrollment screen again to enroll other employees or press (x) to exit the menu.



8. Once the employee enrollment process is completed successfully, perform the synchronization operation to upload finger templates to the system.

Biometric Consent Language

The following text is presented when the employee enrolls their finger or may present when the employee punches in or out. It is written from the perspective of the employer. Employees are consenting to their employer and Attendance on Demand, Inc. using and storing their biometric templates for time and attendance purposes. This standard legal language is used with all of our time clock models and cannot be changed.

You have been asked to provide certain biometric data for use in connection with our biometric timeclocks and/or timeclock attachments or applications. This biometric data may include, for example, information based on your fingerprints, handprints, or your hand or face geometry. This data, along with associated identification numbers or other identifying information, will be used for the purpose of authenticating and tracking your time and attendance while you are employed or otherwise engaged by us.

We utilize certain third-party vendors to provide our biometric timeclocks and related functionality, including Attendance on Demand, Inc. and/or InfoTronics, Inc., and these parties may utilize additional providers and/or licensors to provide various aspects of their time and attendance solutions. Your biometric data will may be shared with these providers to enable the biometric timeclocks to function properly.

Our biometric timeclocks will retain your biometric data for the duration of your employment or engagement with us. Attendance on Demand, Inc. and InfoTronics, Inc. (as applicable), will remove your biometric data from their systems (including backup systems) within one year of the date we delete your records from the Attendance on Demand, Inc. system.

By selecting the "Yes" option below you acknowledge that you have read and understand these terms, and you confirm that you voluntarily consent to our and our providers' collection, storage, and use of your biometric data for the purposes described above.

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.

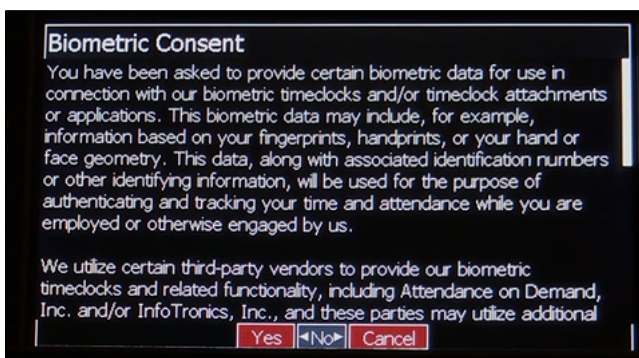
Punch In or Out with Finger

If your time clock is configured to identify employees by only their finger templates, they can punch In/Out with their enrolled finger. After employees punch using their fingers, they may be asked for the biometric consent information if they do not have. See *Biometric Consent Language* section within this document for details.

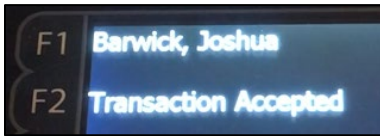
1. Place the enrolled finger on the platen.



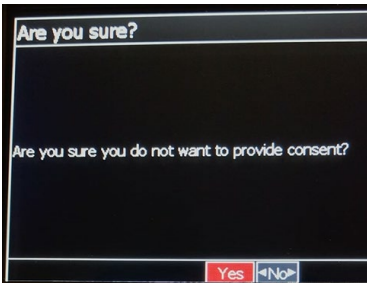
2. If the employee's finger is identified and the employee has not provided biometric consent, the **Biometric Consent** screen displayed. On the **Biometric Consent** screen, press the Up arrow (↑) or Down arrow (↓) to scroll up or down to read the whole content of biometric consent. Press the Right arrow (→) to navigate between **Yes**, **No**, and **Cancel** options to accept, reject, or cancel the biometric consent. Press the ✓ key to confirm the selection.



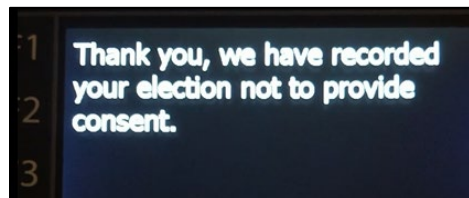
- If **Yes** is selected, the employee agrees to the Biometric Consent. The employee’s punch is accepted.



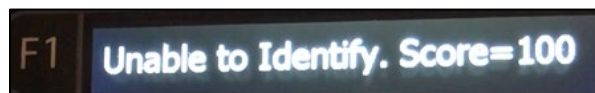
- If **No** is selected, the employee does not agree to the Biometric Consent. The message “Are you sure you do not want to provide consent?” is displayed. Press the Right arrow (→) or Left arrow (←) to navigate between **Yes** and **No**.



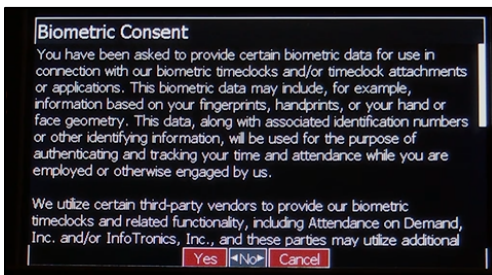
- If **Yes** is selected, the employee is revoking biometric consent. The message “Thank you, we have recorded your election not to provide consent.” is displayed.



The employee’s punch is still accepted for this time. When the employee tries to punch use their finger next time, the message “Unable to Identify” is displayed with the score.

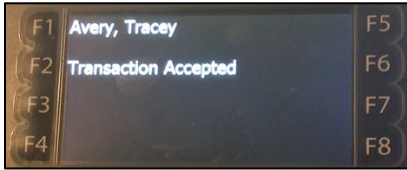


- If **Cancel** is selected, the employee ignores the biometric consent. The employee’s punch is still accepted this time. When the employee tries to punch use their finger next time, the **Biometric Consent** screen is displayed so that the employee can accept or reject biometric consent.

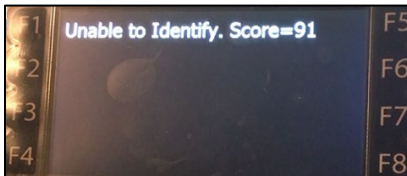


If the employee does not provide biometric consent after 10 days, templates will be removed from the system.

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



- If the finger read is not successful, error messages are displayed, such as “Unable to Identify” with the score number.



Punch In or Out with Finger and Badge

If your time clock is configured to use finger templates to verify the identity of a badge holder, then employees must punch In/Out with both an enrolled finger and badge.

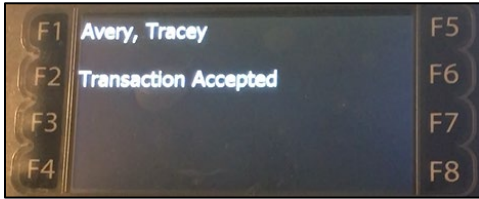
1. Place the enrolled finger on the platen.



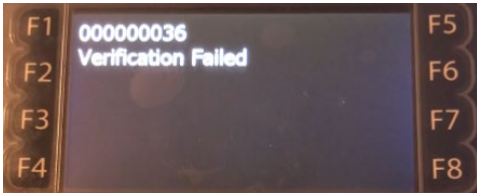
2. On the Enter Badge/ID prompt, you can slide the badge through the reader if you have barcode or magnetic stripe badges; wave the badge in front of the reader if you have proximity badges; or type the badge number using the keypad. When using the keypad, press the left arrow (←) to erase the number and re-enter it if necessary, use right arrow (→) to navigate among OK, Cancel and the edit field, then press (✓) to confirm your entry.



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



- If the finger read is not successful, error messages are displayed, such as “Verification Failed”.



Revoke Biometric Consent

If the employee already enrolled their fingers and/or agreed the biometric consent, they can revoke biometric consent.

To revoke biometric consent:

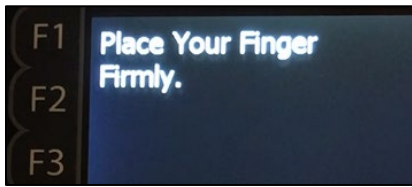
1. Press the * key for Revoke Consent.



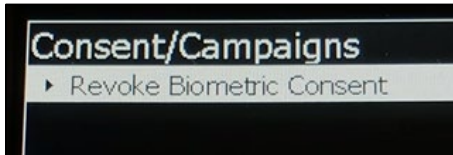
2. On the Badge Number screen, enter the employee badge number in the Enter Badge/ID Number field. Press the left arrow (←) to erase the number and re-enter it if necessary, use right arrow (→) to navigate among OK, Cancel and the edit field, then press the ✓ key for confirmation.



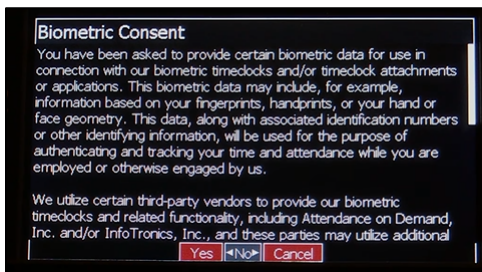
3. After the message “Place Your Finger Firmly” is displayed, the employee places their finger on the platen.



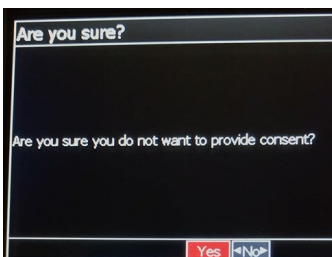
4. When the employee is verified, the Revoke Biometric Consent menu is highlighted on the Consent/Campaigns screen. The employee presses the √ key to confirm the selection.



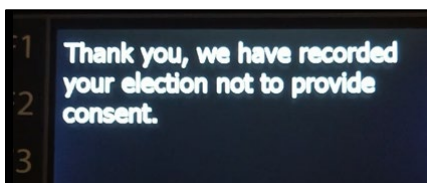
5. On the Biometric Consent screen, press the Up arrow (↑) or Down arrow (↓) to scroll up or down to read the whole content of biometric consent. Press the Right arrow (→) to navigate between Yes, No, and Cancel options. When No is highlighted, press the √ key to confirm the selection.



6. The message “Are you sure you do not want to provide consent?” is displayed. Use right arrow (→) to navigate between Yes and No. When Yes is highlighted, press the √ key to confirm the selection.



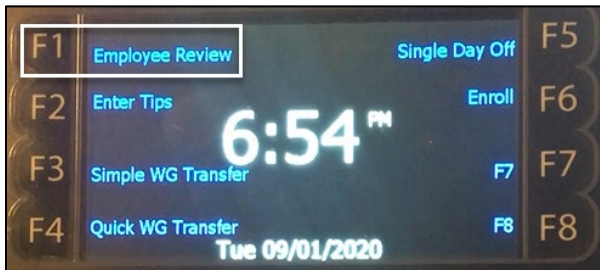
7. The message “Thank you, we have recorded your election not to provide consent.” Is displayed.



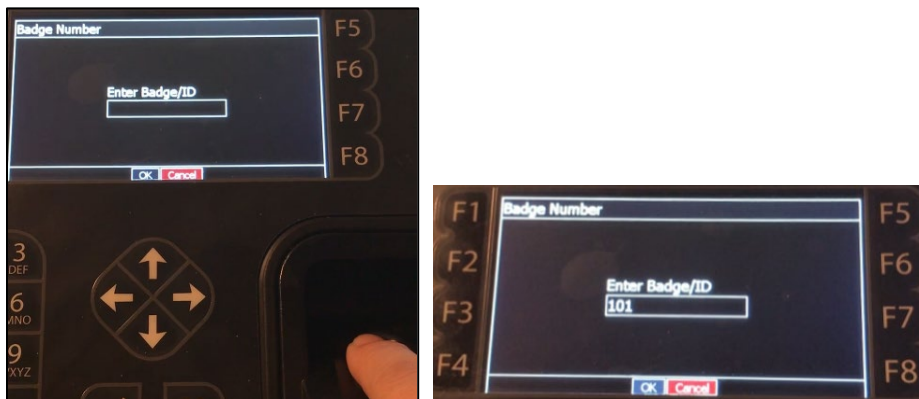
Employee Review

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

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

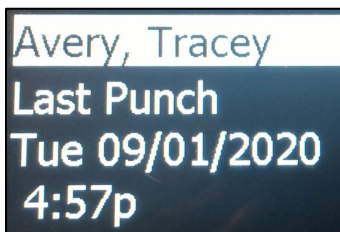


2. On the Enter Badge/ID prompt, you can slide the badge through the reader if you have barcode or magnetic stripe badges; wave the badge in front of the reader if you have proximity badges; or type the badge number using the keypad. When using the keypad, press the left arrow (←) to erase the number and re-enter it if necessary, use right arrow (→) to navigate among OK, Cancel and the edit field, then press (√) to confirm your entry.

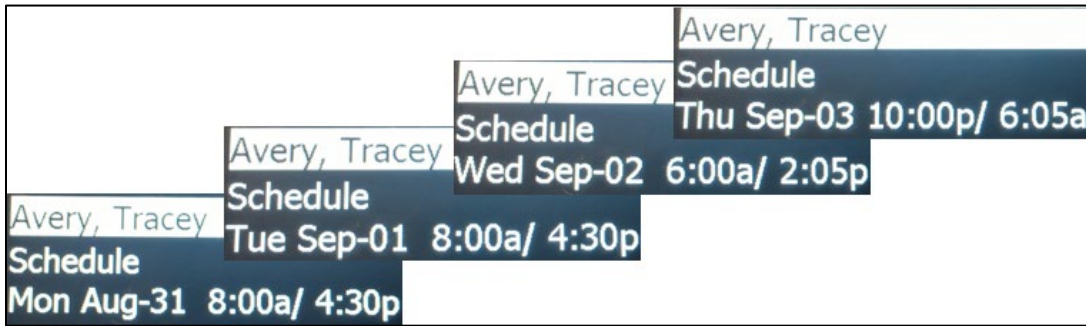


The following employee information is displayed and updated one screen at a time:

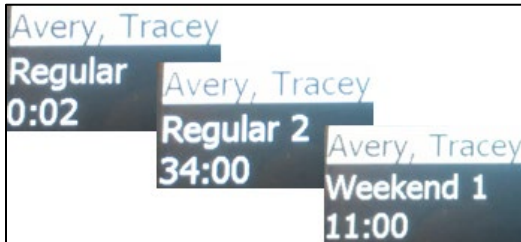
- Last punch: Displays the date and time of the employee's last punch since last synchronization.



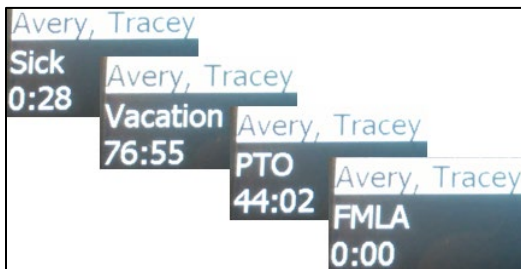
- Schedules: Displays the employee’s schedules with schedule date, scheduled start time, and scheduled end time for the current period.



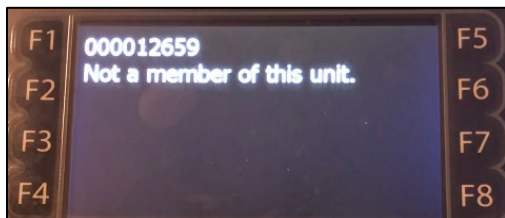
- Pay Designations: Displays employee hours in the current pay period.



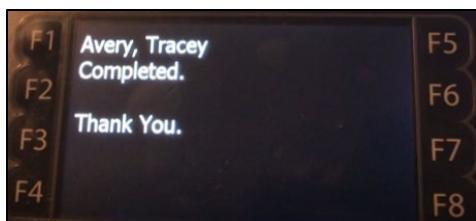
- Benefit balances: Displays benefit balances available to the employee.



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.



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



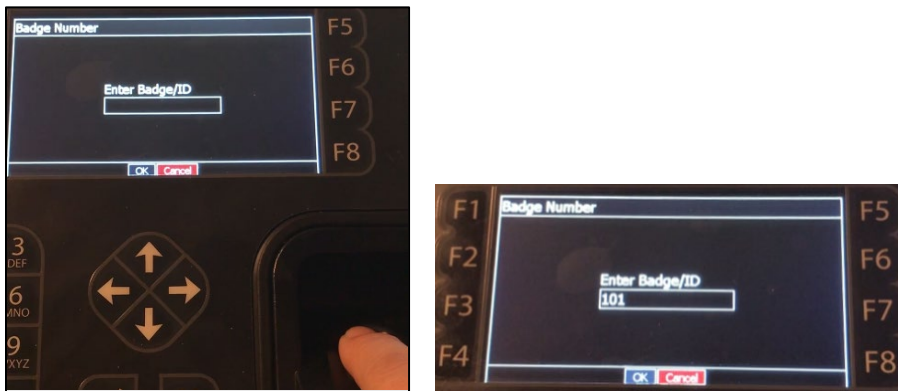
Enter Tips

Employees can enter tips for themselves.

1. Press the dedicated function key for entering tips.



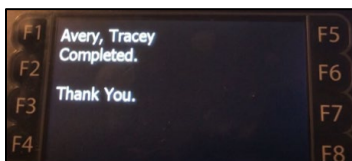
2. On the Enter Badge/ID prompt, you can slide the badge through the reader if you have barcode or magnetic stripe badges; wave the badge in front of the reader if you have proximity badges; or type the badge number using the keypad. When using the keypad, press the left arrow (←) to erase the number and re-enter it if necessary, use right arrow (→) to navigate among OK, Cancel and the edit field, then press (√) 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 left arrow (←) to erase the number and re-enter the numbers to represent the dollars and cents in order if necessary. Then Press (√) to confirm your entry.



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



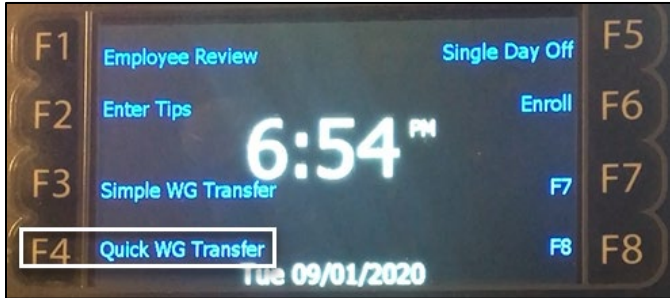
Workgroup Transfer

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.

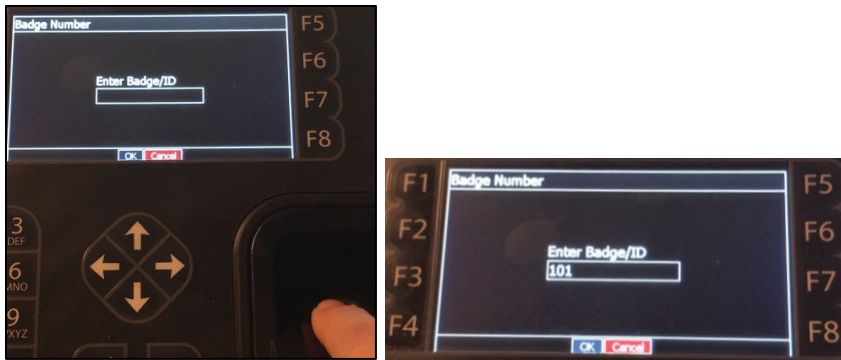
Transfer by Selecting a Predefined Workgroup

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

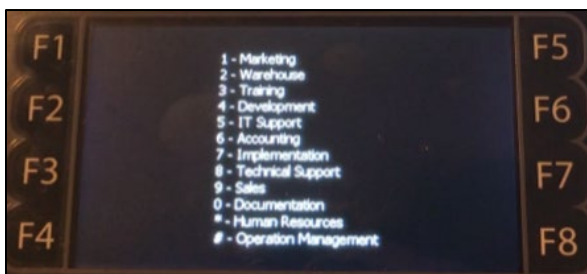
1. Press the function key configured for your transfer.



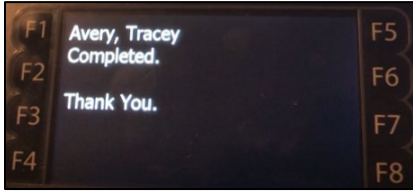
2. On the Enter Badge/ID prompt, you can wave your badge in front of the reader, slide the badge through the reader, or place the enrolled finger on the platen based on the installed reader. You can also type the employee's badge number using the keypad, press the left arrow (←) to erase the number and re-enter it if necessary, use right arrow (→) to navigate among OK, Cancel and the edit field, then press (√) to confirm your entry.



3. The workgroups are displayed. Select the number or symbols (# or *) that associated with the workgroup to transfer to. Press (√) to confirm your selection.



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



Transfer by Entering a Workgroup

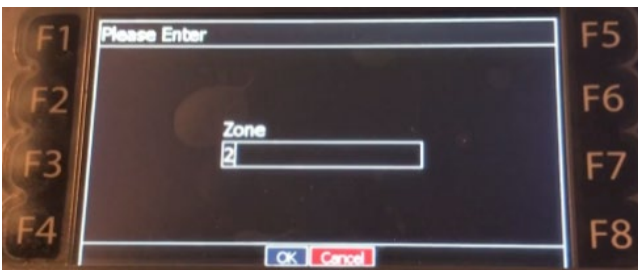
- Press the function key configured for your transfer.



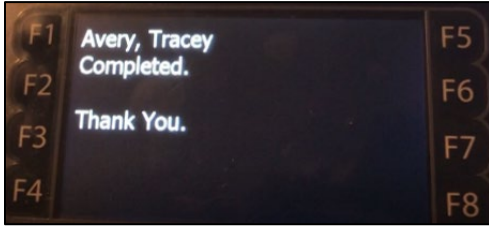
- On the Enter Badge/ID prompt, you can slide the badge through the reader if you have barcode or magnetic stripe badges; wave the badge in front of the reader if you have proximity badges; or type the badge number using the keypad. When using the keypad, press the left arrow (←) to erase the number and re-enter it if necessary, use right arrow (→) to navigate among OK, Cancel and the edit field, then press (√) to confirm your entry.



- At the prompt, in this example Zone, enter the workgroup identifier for the transfer. Press the left arrow (←) to erase the number and re-enter it. Use left arrow (←) or right arrow (→) to navigate among OK, Cancel and the edit field. Then press (√) to confirm your entry.



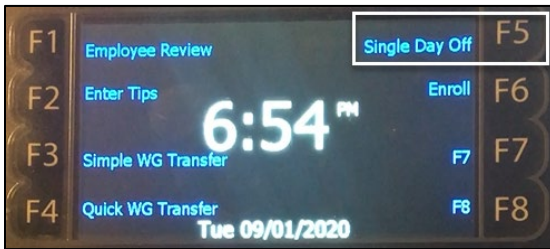
- The employee name is displayed with the message “Completed. Thank You.”



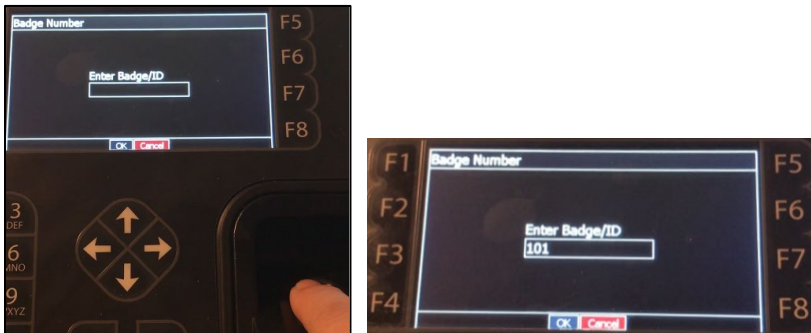
A Single Day Leave Request

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

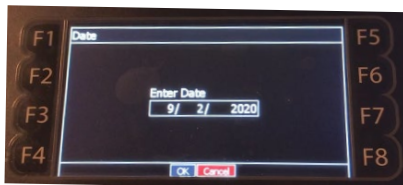
- Press the dedicated function key to request a single day off.



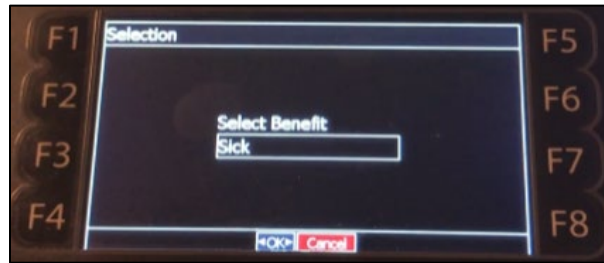
- On the Enter Badge/ID prompt, you can wave your badge in front of the reader, slide the badge through the reader, or place the enrolled finger on the platen based on the installed reader. You can also type the employee’s badge number using the keypad, press the left arrow (←) to erase the number and re-enter it if necessary, use right arrow (→) to navigate among OK, Cancel and the edit field, then press (√) to confirm your entry.



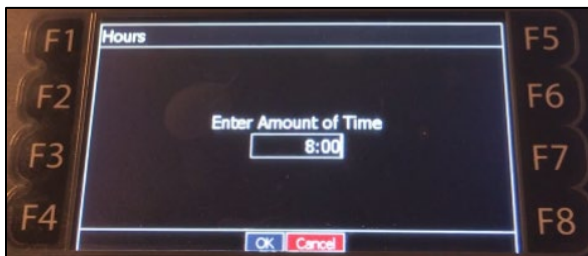
- On the Enter Date prompt, enter the date of the request. To correct the date, type numbers to represent the month, day, and year in order. Press the left arrow (←) to erase and re-enter the number if necessary. Press the right arrow (→) to navigate between OK, Cancel, and the edit field. Then press (√) to confirm your entry.



- a. (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, then press (√) to confirm the benefit selection.



4. 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 left arrow (←) to erase the number and re-enter it if necessary. Press the right arrow (→) to navigate between OK, Cancel, and the edit field. Then press (√) to confirm your entry.



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

