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Facility
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1.0 INTRODUCTION

Thank you for purchasing your Platinum Series™ uAttend™ time clock, 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 time clock, and linking the time clock to your uAttend account. It will also give an overview of the features and functionality of the CB6000, CB6500, BN6000, and BN6500 time clocks.

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 time clock**, using the steps provided in one of the following sections:

    – For information on the CB6000, see Section 3.0 beginning on page 10.

    – For information on the CB6500, see Section 4.0 beginning on page 17.

    – For information on the BN6000, see Section 5.0 beginning on page 25.

    – For information on the BN6500, see Section 6.0 beginning on page 35.

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 time clock section.

2.1   Creating an Account
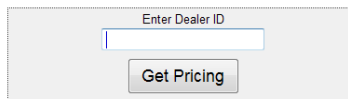
1. Open your web browser and visit: http://trackmytime. com/signup

You will be prompted to enter the Dealer ID, which can be found on a sticker on the outside of the time clock box and on the cover of this document. If the Dealer ID is missing, please contact Customer Support at 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).

Enter Dealer ID

Get Pricing

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
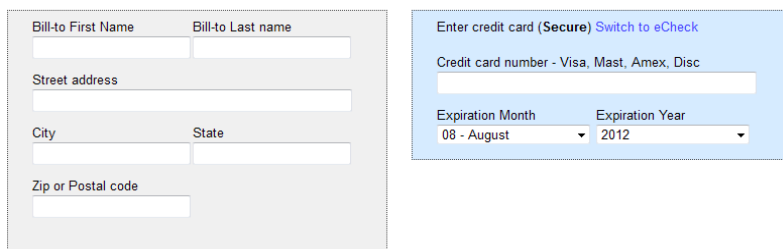
service. Enter the billing name, billing address, and credit card information that you wish to use. This information will be stored on our system (encrypted and secure) for recurring monthly billing. The initial charges for creating a new account will occur the same day the account is created. All plans 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 appears as a **?** icon and is found in the upper-right corner of the uAttend screen.
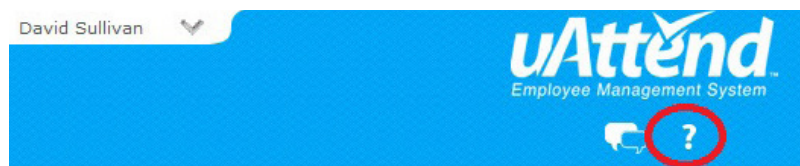
2.2   Adding Departments and Employees

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 selecting **My Account** from the drop-down menu 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 time cards.

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

You can specify other department settings, such as Punch Rounding and Overtime, on this screen or you may choose to enter that information later.

5. Click Save & Continue to continue adding department settings, click Save & Add New to add a new department, or click Save & Close.

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.

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

6. From the Department drop-down menu, select the user's home department.

7. From the Timezone drop-down menu, select the user's timezone.

You can add other user information on this screen or you may choose to enter that information later.

8. Click Save & Continue to continue adding user information, click Save & Add New to add a new user, or click Save & Close.

NOTE: If the employee will use a PIN to punch in, make sure you enter it in the **PIN Number** field. If they will use an RFID Badge (CB6000 and CB6500 only), enter the badge number that is printed on the RFID Badge in the **Badge Number** field. If the employee will use fingerprints to punch in (BN6000 and BN6500 only), you will register their fingerprints using the steps in Section 5.3 (BN6000) or Section 6.3 (BN6500) of this document.

Next, you can skip to the time clock section that pertains to you.

3.0 SETTING UP AND USING THE CB6000

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

3.1 Mounting Your CB6000

Follow these steps to mount your time clock 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 time clock.

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

Wall

Image not actual size

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

Wall
side view

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

Wall
side view

6. Attach the AC adapter to the back of the time clock.

Power cord

3.2   Linking the CB6000 to Your uAttend Account

Follow these steps to link the CB6000 to your uAttend account:

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

The time clock 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 on the main menu.

4. Click the Punch Management link.

5. Click Add Time Clock.

6. In the Device ID field, enter the Device ID assigned to the CB6000.

You can find the Device ID on a sticker on the back of the time clock. If you cannot locate this sticker, you can also find the Device ID in the time clock. 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 CB6000-12345678.

7. In the Name/Location field, enter the name for the time clock.

This field is used to easily identify the time clock.

8. Click Add.

9. IMPORTANT: Restart the time clock.

The time clock will now be linked to your uAttend account.

3.3   Overview of the CB6000

The CB6000 time clock features an RFID reader that allows employees to punch in or out using an RFID card or PIN.

3.3.1　Using the CB6000 Keypad

The following table explains the functions of each key on the CB6000 keypad.

KEY	FUNCTION
1–0	Function as the numbers they represent. Use the keypad to enter a PIN by pressing the correct digits, then pressing OK.
MENU	If you press the MENU key, a password screen allows you to log in. There are three levels of administration: Administrator, Super User, and Template Manager. **Administrator**—The default password is 53178. Administrators can access the Admin menu, where they can perform all of the functions available. **Super User**—The default password is 6318. Super Users can access the Super User menu, where they can perform all of the functions available. **Template Manager**—The default password is 1789. Template Managers can access the Template Manager menus, where they can perform all of the functions available. Default passwords can be changed by an administrator.
ESC/B-L	Pressing the ESC/B-L key in standby mode will enable you to select the Break Punch or Lunch Punch function. In all other modes, this key is used to exit from a menu or cancel a function.
UP ARROW/ DT-JT	Pressing the up arrow/DT-JT key in standby mode will enable you to select the Department Transfer or Job Tracking function. In all other modes, this key is used to scroll up.
DOWN ARROW/PIN	Pressing the down arrow/PIN 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 uAttend menu (time card options and employee service options) and is otherwise used as a toggle button.

NOTE: If you wish to change an option within a menu, press the MENU key, then use the up and down arrow keys to make your selection, then press OK.

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3.3.2   Using the CB6000 Menus

There are three user types for the CB6000: Administrator, Super User, and Template Manager. Each user type can access specific menus to perform functions.

Administrator Menus

The **User Management** menu offers the following option:
- **Change Password**—used to change the default passwords for the Administrator, Super User, and Template Manager.

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 assigned to the CB6000.
- **Download Logo**—used to import a logo from a uAttend account to display on the CB6000.
- **Time Date**—used to change the way that dates and time are displayed on the CB6000.
- **Sound**—used to turn the CB6000 sounds on and off.
- **Change Currency Icon**—used to change the currency icon displayed.

The **CommSet** menu offers the following options:
- **LAN Settings**—displays the DHCP status, current IP address, Subnet Mask, Gateway, DNS addresses, and Netspeed settings for LAN.
- **Proxy Server Settings**—used to enable proxy server communication and to enter proxy server settings.

The **System Management** menu offers the following options:
- **Reset To Factory Settings**—resets the CB6000 to the factory default settings.
- **Help**—displays the Customer Support telephone number and allows user to issue a support ticket.
- **Diagnostics**—used to test fingerprint sensor, test RTC, and test audio.
- **MAC Address**—displays the CB6000's MAC address.
- **Update Firmware**—updates the firmware to the most up-to-date version.
- **Display Firmware Version**—displays the clock's current firmware version.

Super User Menu

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

- **Help**—displays the Customer Support telephone number and allows user to issue a support ticket.

Template Manager Menu

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

- **Help**—displays the Customer Support telephone number and allows user to issue a support ticket.

4.0 SETTING UP AND USING THE CB6500

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

4.1 Mounting Your CB6500

Follow these steps to mount your time clock 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 time clock.

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

Wall

Image not actual size

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

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Wall
side view

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

Wall
side view

6. Attach the AC adapter to the back of the time clock.

Power cord

4.2   Linking the CB6500 to Your uAttend Account

Follow these steps from your uAttend account to link the CB6500 to your account:

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

2. Click the Settings tab on the main menu.

3. Click the Punch Management link.

4. Click Add Time Clock.

5. In the Device ID field, enter the Device ID assigned to the CB6500.

You can find the Device ID on a sticker on the back of the time clock. If you cannot locate this sticker, you can also find the Device ID in the time clock. 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 CB6500-12345678.

6. In the Name/Location field, enter the name for the time clock.

This field is used to easily identify the time clock.

7. Click Add.

Next, you will connect the CB6500 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 CB6500 to link the CB6500 to your uAttend account via a WIFI router:

The time clock should be turned on, with the display illuminated. The time clock 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 time clock 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 time clock detects will appear.

3. Using the down arrow key, scroll to your preferred

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network and press OK.

If your WIFI network requires a password, the time clock will prompt you to input the password. See Section 9.0 in this guide for tips on password entry.

4. Enter the password.

You can enter alpha characters from alpha mode. To enter symbols, press the ⬎ key to access symbol mode. To enter numbers, press the **ESC** key to access numeric mode.

The time clock will connect to your WIFI network using the credentials you supplied.

5. From the numeric mode, press OK to connect to your wireless network.

The time clock will now be linked to your uAttend account.

4.2.2   Connecting via LAN Cable

Follow these steps on your CB6500 to link the CB6500 to your uAttend account via a LAN cable to a router:

The time clock should be turned on, with the display illuminated. The time clock 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. After successfully connecting to your network, the time clock will display the "System Ready" message in the upper-left corner of the main screen.

The time clock will now be linked to your uAttend account.

4.3   Overview of the CB6500

The CB6500 time clock features an RFID reader that allows employees to punch in or out using an RFID card or PIN.

4.3.1 Using the CB6500 Keypad

The following table explains the functions of each key on the CB6500 keypad.

KEY	FUNCTION
1–0	Function as the numbers they represent. Use the keypad to enter a PIN by pressing the correct digits, then pressing OK.
MENU	If you press the MENU key, a password screen allows you to log in. There are three levels of administration: Administrator, Super User, and Template Manager. **Administrator**—The default password is 53178. Administrators can access the Admin menu, where they can perform all of the functions available. **Super User**—The default password is 6318. Super Users can access the Super User menu, where they can perform all of the functions available. **Template Manager**—The default password is 1789. Template Managers can access the Template Manager menus, where they can perform all of the functions available. Default passwords can be changed by an administrator.
ESC/B-L	Pressing the ESC/B-L key in standby mode will enable you to select the Break Punch or Lunch Punch function. In all other modes, this key is used to exit from a menu or cancel a function.
UP ARROW/ DT-JT	Pressing the up arrow/DT-JT key in standby mode will enable you to select the Department Transfer or Job Tracking function. In all other modes, this key is used to scroll up.
DOWN ARROW/PIN	Pressing the down arrow/PIN 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 uAttend menu (time card options and employee service options) and is otherwise used as a toggle button.

NOTE: If you wish to change an option within a menu, press the MENU key, then use the up and down arrow keys to make your selection, then press OK.

4.3.2 Using the CB6500 Menus

There are three user types for the CB6500: Administrator, Super User, and Template Manager. Each user type can access specific menus to perform functions.

Administrator Menus

The **User Management** menu offers the following option:
- **Change Password**—used to change the default passwords for the Administrator, Super User, and Template Manager.

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 assigned to the CB6500.
- **Download Logo**—used to import a logo from a uAttend account to display on the CB6500.
- **Time Date**—used to change the way that dates and time are displayed on the CB6500.
- **Sound**—used to turn the CB6500 sounds on and off.
- **Change Currency Icon**—used to change the currency icon displayed.

The **CommSet** menu offers the following options:
- **LAN Settings**—displays the DHCP status, current IP address, Subnet Mask, Gateway, DNS addresses, and Netspeed settings for LAN.
- **WIFI Settings**—displays the DHCP status, current IP address, Subnet Mask, Gateway, and DNS addresses for WIFI.
- **Delete Network Settings**—allows a user to delete the CB6500 network settings.
- **Proxy Server Settings**—used to enable proxy server communication and to enter proxy server settings.
- **View WIFI Networks**—displays networks to which you can connect your CB6500.
- **Communicating Interface**—allows users to select LAN or WIFI interface. If this option is set to LAN, the WIFI Settings and View WIFI Networks options will not display. If this option is set to WIFI, the LAN Settings option will not display.

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

- **Reset To Factory Settings**—resets the CB6500 to the factory default settings.
- **Help**—displays the Customer Support telephone number and allows user to issue a support ticket.
- **Diagnostics**—used to test fingerprint sensor, test RTC, and test audio.
- **MAC Address**—displays the CB6500's MAC address.
- **Update Firmware**—updates the firmware to the most up-to-date version.
- **Display Firmware Version**—displays the clock's current firmware version.

Super User Menu

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

- **Help**—displays the Customer Support telephone number and allows user to issue a support ticket.

Template Manager Menu

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

- **Help**—displays the Customer Support telephone number and allows user to issue a support ticket.

5.0 SETTING UP AND USING THE BN6000

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

5.1 Mounting Your BN6000

Follow these steps to mount your time clock 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 time clock.

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

Wall

Image not actual size

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

Wall
side view

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

Wall
side view

6. Attach the AC adapter to the back of the time clock.

Power cord

5.2   Linking the BN6000 to Your uAttend Account

Follow these steps to link the BN6000 to your uAttend account:

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

The time clock 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 on the main menu.

4. Click the Punch Management link.

5. Click Add Time Clock.

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6. In the Device ID field, enter the Device ID assigned to the BN6000.

You can find the Device ID on a sticker on the back of the time clock. If you cannot locate this sticker, you can also find the Device ID in the time clock. 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 BN6000-12345678.

7. In the Name/Location field, enter the name for the time clock.

This field is used to easily identify the time clock.

8. Click Add.

9. IMPORTANT: Restart the time clock.

The time clock will now be linked to your uAttend account.

5.3   Registering Fingerprint Templates

If you are using the BN6000, you will register users' fingerprints for punching in and out. Registering a fingerprint template requires interaction with both the BN6000 and your uAttend account.

Follow these steps on your BN6000:

1. Press the MENU key.

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

3. From the time clock menu, select the first option, User Management.

4. Select Add User.

The BN6000 will prompt you to enter a 6-digit numeric code for this template.

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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 June 16, 1984 would be registered as "061684." 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 time clock.

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Follow these steps from your uAttend account:

1. Click the Settings tab on the main menu.

2. Click the Punch Management link.

3. Click the Assign Users link that appears next to the name of the time clock 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 BN6000 is now ready for registered employees to punch in and out with their fingerprints.

IMPORTANT: The BN6000 time clock 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 time clock to punch in and out by using a PIN.

5.3.1   Transferring Fingerprint Templates to Other Time Clocks

Transferring a fingerprint template to additional time clocks requires interaction with both the BN6000 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 time clock.

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

5. Click Submit.

Follow these steps on each time clock 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 Template Management, using the down arrow key.

5. Press OK.

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

7. Press OK.

8. Wait for the templates to download to the time clock.

9. At the Success screen, press OK.

5.4   Overview of the BN6000

The BN6000 time clock is a biometric time-recording device that allows employees to punch in or out using a fingerprint or PIN. This time clock can store 5,000 fingerprint templates.

5.4.1 Using the BN6000 Keypad

The following table explains the functions of each key on the BN6000 keypad.

KEY	FUNCTION
1–0	Function as the numbers they represent. Use the keypad to enter a PIN by pressing the correct digits, then pressing OK.
MENU	If you press the MENU key, a password screen allows you to log in. There are three levels of administration: Administrator, Super User, and Template Manager. **Administrator**—The default password is 53178. Administrators can access the Admin menu, where they can perform all of the functions available. **Super User**—The default password is 6318. Super Users can access the Super User menu, where they can perform all of the functions available. **Template Manager**—The default password is 1789. Template Managers can access the Template Manager menus, where they can perform all of the functions available. Default passwords can be changed by an administrator.
ESC/B-L	Pressing the ESC/B-L key in standby mode will enable you to select the Break Punch or Lunch Punch function. In all other modes, this key is used to exit from a menu or cancel a function.
UP ARROW/ DT-JT	Pressing the up arrow/DT-JT key in standby mode will enable you to select the Department Transfer or Job Tracking function. In all other modes, this key is used to scroll up.
DOWN ARROW/PIN	Pressing the down arrow/PIN 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 uAttend menu (time card options and employee service options) and is otherwise used as a toggle button.

NOTE: If you wish to change an option within a menu, press the MENU key, then use the up and down arrow keys to make your selection, then press OK.

5.4.2   Using the BN6000 Menus

There are three user types for the BN6000: Administrator, Super User, and Template Manager. Each user type can access specific menus to perform functions.

Administrator Menus

The **User Management** menu offers the following options:
- **Add User**—used to register user templates on the BN6000.
- **Delete User**—used to delete user templates on the BN6000.
- **Search for FP ID**—used to search for user information by entering a fingerprint ID.
- **View FP ID**— used to identify which templates belong to a user. A user will press their finger on the sensor and the BN6000 will display the fingerprint ID currently assigned to that user.
- **Template Management**—allows you to download templates, update template status, or view last downloaded templates.
- **Change Password**— used to change the default passwords for the Administrator, Super User, and Template Manager.

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 assigned to the BN6000.
- **Download Logo**—used to import a logo from a uAttend account to display on the BN6000.
- **Time Date**—used to change the way that dates and time are displayed on the BN6000.
- **Sound**—used to turn the BN6000 sounds on and off.
- **Change Currency Icon**—used to change the currency icon displayed.

The **CommSet** menu offers the following options:
- **LAN Settings**—displays the DHCP status, current IP address, Subnet Mask, Gateway, DNS addresses, and Netspeed settings for LAN.

- **Proxy Server Settings**—used to enable proxy server communication and to enter proxy server settings.

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

- **Reset To Factory Settings**—resets the BN6000 to the factory default settings.
- **Help**—displays the Customer Support telephone number and allows user to issue a support ticket.
- **Diagnostics**—used to test fingerprint sensor, test RTC, and test audio.
- **MAC Address**—displays the BN6000's MAC address.
- **Update Firmware**—updates the firmware to the most up-to-date version.
- **Display Firmware Version**— displays the clock's current firmware version.

Super User Menus

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

- **Add User**—used to register user templates on the BN6000.
- **Template Management**—allows you to download templates, update template status, or view last downloaded templates.

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

- **Help**—displays the Customer Support telephone number and allows user to issue a support ticket.

Template Manager Menus

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

- **Template Management**—allows you to download templates, update template status, or view last downloaded templates.

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

- **Help**—displays the Customer Support telephone number and allows user to issue a support ticket.

6.0 SETTING UP AND USING THE BN6500

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

6.1 Mounting Your BN6500

Follow these steps to mount your time clock 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 time clock.

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

Wall

Image not actual size

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

Wall
side view

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

Wall
side view

6. Attach the AC adapter to the back of the time clock.

Power
cord

6.2   Linking the BN6500 to Your uAttend Account

Follow these steps from your uAttend account to link the BN6500
to your account:

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

2. Click the Settings tab on the main menu.

3. Click the Punch Management link.

4. Click Add Time Clock.

ADD TIMECLOCK

DEVICE ID   BN6500-12345678

NAME/LOCATION   East Branch

Add   Cancel

5. In the Device ID field, enter the Device ID assigned to the BN6500.

You can find the Device ID on a sticker on the back of the time clock. If you cannot locate this sticker, you can also find the Device ID in the time clock. 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 BN6500-12345678.

6. In the Name/Location field, enter the name for the time clock.

This field is used to easily identify the time clock.

7. Click Add.

Next, you will connect the BN6500 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 BN6500 to link the BN6500 to your uAttend account via a WIFI router:

The time clock should be turned on, with the display illuminated. The time clock 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 time clock 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 time clock detects will appear.

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

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If your WIFI network requires a password, the time clock will prompt you to input the password. See Section 9.0 in this guide for tips on password entry.

4. Enter the password.

You can enter alpha characters from alpha mode. To enter symbols, press the ⟍ key to access symbol mode. To enter numbers, press the **ESC** key to access numeric mode.

The time clock will connect to your WIFI network using the credentials you supplied.

5. From the numeric mode, press OK to connect to your wireless network.

The time clock will now be linked to your uAttend account.

6.2.2   Connecting via LAN Cable

Follow these steps on your BN6500 to link the BN6500 to your uAttend account via a LAN cable to a router:

The time clock should be turned on, with the display illuminated. The time clock 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. After successfully connecting to your network, the time clock will display the "System Ready" message in the upper-left corner of the main screen.

The time clock will now be linked to your uAttend account.

6.3   Registering Fingerprint Templates

If you are using the BN6500, you will register users' fingerprints for punching in and out. Registering a fingerprint template requires interaction with both the BN6500 and your uAttend account.

Follow these steps on your BN6500:

1. Press the MENU key.

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

3. From the time clock menu, select the first option, User Management.

4. Select Add User.

The BN6500 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 June 16, 1984 would be registered as "061684." 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 time clock.

Follow these steps from your uAttend account:

1. Click the Settings tab on the main menu.

2. Click the Punch Management link.

3. Click the Assign Users link that appears next to the name of the time clock 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 BN6500 is now ready for registered employees to punch in and out with their fingerprints.

IMPORTANT: The BN6500 time clock 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 time clock to punch in and out by using a PIN.

6.3.1   Transferring Fingerprint Templates to Other Time Clocks

Transferring a fingerprint template to additional time clocks requires interaction with both the BN6500 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 time clock.

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

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5. Click Submit.

Follow these steps on each time clock 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 Template Management, using the down arrow key.

5. Press OK.

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

7. Press OK.

8. Wait for the templates to download to the time clock.

9. At the Success screen, press OK.

6.4   Overview of the BN6500

The BN6500 time clock is a biometric time-recording device that allows employees to punch in or out using a fingerprint or PIN. This time clock can store 5,000 fingerprint templates.

6.4.1 Using the BN6500 Keypad

The following table explains the functions of each key on the BN6500 keypad.

KEY	FUNCTION
1–0	Function as the numbers they represent. Use the keypad to enter a PIN by pressing the correct digits, then pressing OK.
MENU	If you press the MENU key, a password screen allows you to log in. There are three levels of administration: Administrator, Super User, and Template Manager. **Administrator**—The default password is 53178. Administrators can access the Admin menu, where they can perform all of the functions available. **Super User**—The default password is 6318. Super Users can access the Super User menu, where they can perform all of the functions available. **Template Manager**—The default password is 1789. Template Managers can access the Template Manager menus, where they can perform all of the functions available. Default passwords can be changed by an administrator.
ESC/B-L	Pressing the ESC/B-L key in standby mode will enable you to select the Break Punch or Lunch Punch function. In all other modes, this key is used to exit from a menu or cancel a function.
UP ARROW/ DT-JT	Pressing the up arrow/DT-JT key in standby mode will enable you to select the Department Transfer or Job Tracking function. In all other modes, this key is used to scroll up.
DOWN ARROW/PIN	Pressing the down arrow/PIN 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 uAttend menu (time card options and employee service options) and is otherwise used as a toggle button.

NOTE: If you wish to change an option within a menu, press the MENU key, then use the up and down arrow keys to make your selection, then press OK.

6.4.2   Using the BN6500 Menus

There are three user types for the BN6500: Administrator, Super User, and Template Manager. Each user type can access specific menus to perform functions.

Administrator Menus

The **User Management** menu offers the following options:
- **Add User**—used to register user templates on the BN6500.
- **Delete User**—used to delete user templates on the BN6500.
- **Search for FP ID**—used to search for user information by entering a fingerprint ID.
- **View FP ID**— used to identify which templates belong to a user. A user will press their finger on the sensor and the BN6500 will display the fingerprint ID currently assigned to that user.
- **Template Management**—allows you to download templates, update template status, or view last downloaded templates.
- **Change Password**— used to change the default passwords for the Administrator, Super User, and Template Manager.

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 assigned to the BN6500.
- **Download Logo**—used to import a logo from a uAttend account to display on the BN6500.
- **Time Date**—used to change the way that dates and time are displayed on the BN6500.
- **Sound**—used to turn the BN6500 sounds on and off.
- **Change Currency Icon**—used to change the currency icon displayed.

The **CommSet** menu offers the following options:
- **LAN Settings**—displays the DHCP status, current IP address, Subnet Mask, Gateway, DNS addresses, and Netspeed settings for LAN.
- **WIFI Settings**—displays the DHCP status, current IP address, Subnet Mask, Gateway, and DNS addresses for WIFI.

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- **Delete Network Settings**—allows a user to delete the BN6500 network settings.
- **Proxy Server Settings**—used to enable proxy server communication and to enter proxy server settings.
- **View WIFI Networks**—displays networks to which you can connect your BN6500.
- **Communicating Interface**—allows users to select LAN or WIFI interface. If this option is set to LAN, the WIFI Settings and View WIFI Networks options will not display. If this option is set to WIFI, the LAN Settings option will not display.

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

- **Reset To Factory Settings**—resets the BN6500 to the factory default settings.
- **Help**—displays the Customer Support telephone number and allows user to issue a support ticket.
- **Diagnostics**—used to test fingerprint sensor, test RTC, and test audio.
- **MAC Address**—displays the BN6500's MAC address.
- **Update Firmware**—updates the firmware to the most up-to-date version.
- **Display Firmware Version**— displays the clock's current firmware version.

Super User Menus

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

- **Add User**—used to register user templates on the BN6500.
- **Template Management**—allows you to download templates, update template status, or view last downloaded templates.

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

- **Help**—displays the Customer Support telephone number and allows user to issue a support ticket.

Template Manager Menus

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

- **Template Management**—allows you to download templates, update template status, or view last downloaded templates.

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

- **Help**—displays the Customer Support telephone number and allows user to issue a support ticket.

7.0 TROUBLESHOOTING

See the following table for help with error messages you might encounter with the CB6000, CB6500, BN6000, or BN6500 time clocks.

ERROR MESSAGE	NOTES
DEVICE ID ERROR	This message displays when the time clock has not been linked to a uAttend account.
NET NOT FOUND	This message displays if the time clock is not currently plugged into any networking device, or the networking device it is plugged into is turned off or is not functioning correctly.
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 **Email username/password** 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.
uAttend CONNECTIVITY ERROR	This message displays if the time clock is unable to communicate with the uAttend server due to a firewall, content filter, or any other kind of network block.
INTERNET CONNECTIVITY ERROR	This message displays if the time clock is unable to communicate out of the local network onto the Internet.
DNS ERROR	This message displays if the time clock 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 time clock does not receive proper IP address information provided to it from the DHCP server.
DHCP UNAVAILABLE	This message displays if the time clock receives no responses when attempting to contact a DHCP server.

8.0 TEMPLATE ASSIGNMENT SHEET

Make copies of this page for additional employees, if needed.

EMPLOYEE NAME	FINGERPRINT ID

9.0 CHARACTER TABLES

To enter a password to join a WIFI network (CB6500 and BN6500 only), you will use the numeric keypad to enter numbers, letters, and symbols. The following tables display the keys you will use to enter each letter or symbol.

LETTER	KEYS		LETTER	KEYS
a	2 0		A	2 3
b	2 1		B	2 4
c	2 2		C	2 5
d	3 0		D	3 3
e	3 1		E	3 4
f	3 2		F	3 5
g	4 0		G	4 3
h	4 1		H	4 4
i	4 2		I	4 5
j	5 0		J	5 3
k	5 1		K	5 4
l	5 2		L	5 5
m	6 0		M	6 3
n	6 1		N	6 4
o	6 2		O	6 5
p	7 0		P	7 4
q	7 1		Q	7 5
r	7 2		R	7 6
s	7 3		S	7 7
t	8 0		T	8 3
u	8 1		U	8 4
v	8 2		V	8 5
w	9 0		W	9 4
x	9 1		X	9 5
y	9 2		Y	9 6
z	9 3		Z	9 7

NOTE: You must press the ⌣ key to access the symbol mode from alpha mode.

SYMBOL	KEYS		SYMBOL	KEYS
~	0		<	PIN(x2) 0
!	1		>	PIN(x2) 1
@	2		?	PIN(x2) 2
#	3		`	PIN(x2) 3
$	4		-	PIN(x2) 4
%	5		=	PIN(x2) 5
^	6		[	PIN(x2) 6
&	7		]	PIN(x2) 7
*	8		\	PIN(x2) 8
(	PIN 0		;	PIN(x3) 0
)	PIN 1		'	PIN(x3) 1
_	PIN 2		,	PIN(x3) 2
+	PIN 3		.	PIN(x3) 3
{	PIN 4		/	PIN(x3) 4
}	PIN 5			
|	PIN 6			
:	PIN 7			
"	PIN 8			

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.

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Facility
Management
Solutions

Canadian Time Systems Inc.

16 - 1833 Coast Meridian Road
Port Coquitlam, BC V3C 6G5
Sales & Support :
1-888-CTS-2144
(1-888-287-2144)
support@canadiantime.com
www.CanadianTime.com
Rev: 03/2018