

Non-  
Calculating

# UPUNCH TIME CLOCK QUICK START GUIDE

Start Punching in  
Two Minutes

**UPUNCH**<sup>TM</sup>  
IT'S TIME TO WORK

PUNCH  
WITH PAPER.  
SAVE TIME  
IN THE CLOUD.

See Step 3 to Create a FREE  
Online Account to Manage  
Time and Attendance Rules  
and Make Payroll Easy.

You only need to adjust two settings to get up and running with uPunch. Of course there are many advanced features available with your uPunch time clock and you can learn about those in the complete product manual, but if you are in a hurry to get started, follow these steps:

## Step 1

### Set Up the Date and Time

1. Remove the cover of the time clock using the enclosed key.
2. Move the Set switch to the right. (Fig. A) Screen should display HN 1 with code 00 in the lower left. (Fig. B)
3. Press Enter to set the year, adjust with + or - buttons. (Fig. C)
4. Press Enter to set the month then Enter again to set the day. Code 01 should show in the lower left.
5. Press Enter to set the hour then Enter again to set the minute. Code 02 should show in the lower left.
6. Press Enter to complete the Date and Time set up. You can change between 24 and 12 hour clocks and set Daylight Savings dates here as well, but we'll skip that for now. Check the product manual for more details.

## Step 2

### Set the Pay Period Settings

1. Press the Mode button to set your Pay Period. Screen should display HN 2 with code 00 in the lower left. (Fig. B)
2. Press Enter (skip over the time for now) until you see code 01 in the lower left.

## Step 2 Continued

3. Choose your pay period setting using the + and - buttons. (Fig. C)

Each pay period option has a separate value:

**01 No Pay Period** – Use this for job tracking mode.

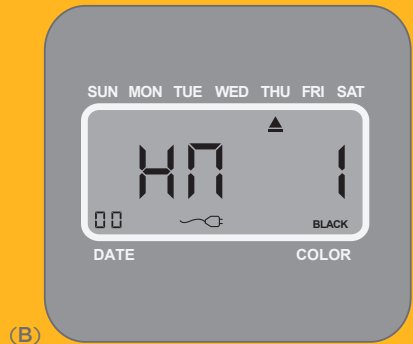
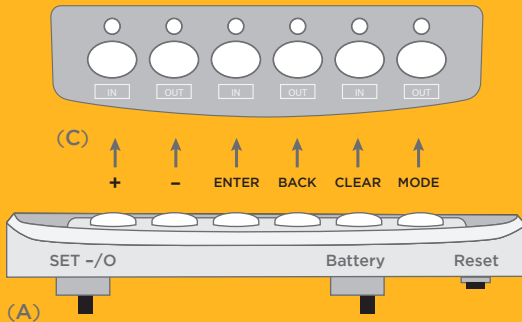
**02 Monthly** – Select 02 for the Monthly option, then select the date on which the pay period will end. If your pay period starts on the 1st, enter 31.

**03 Weekly** – Select 03 for the Weekly option, then select the day on which the pay period will start. Enter 00 for Sunday, 01 for Monday, 02 for Tuesday, 03 for Wednesday, 04 for Thursday, 05 for Friday, or 06 for Saturday.

**04 Bi-weekly** – Select 04 for the Bi-weekly option, then select the month and date on which the first pay period started. Enter 01 for January, 02 for February, and so on.

**05 Semi-monthly** – Select 05 for the Semi-monthly option, then select the first payday. Enter 01 for the paydays to fall on the 1st and 16th of the month or enter 15 for the paydays to fall on the 15th and the last day of the month.

4. Press Enter to complete the Pay Period Settings.
5. Once you've set your pay period option, move the Set Switch to the left. (Fig. A)



# NOW YOU'RE READY TO WORK!

**For Additional Recommended Features,  
Follow These Optional Steps:**

## Step **3**

### **Set up your FREE uPunch Online Account & Select Your Warranty**

1. Go to [www.trackmypunch.com/signup](http://www.trackmypunch.com/signup)
2. Enter the Dealer ID and Serial Number
3. Enter your company information
4. Select the FREE 1 Year Warranty or the Lifetime Warranty
5. Select the FREE Standard online account or the Premium online account

Once your online account has been set up you will have to ability to access the uPunch Online Help, add employees and departments to your account, and be able to manage your employees' time and attendance from any computer with Internet access. For further details please review the product guide enclosed with your time clock or contact our customer service department toll free at 1-888-CTS-2144 (1-888-287-2144).

Dealer ID:

D4E41

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Support & Supplies:

1-888-CTS-2144

(1-888-287-2144)



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