

## MB1000 & CompuTime101- Quick Reference Guide v1.1

### CompuTime101 Software Setup Overview

Default Software Login: *User Name = Admin    Enter Password = Password*

Recommended order of software setup:

- 1) Enter Upgrade Codes (if applicable) (*File→Software Utilities→Enter Upgrade Code*)
- 2) Setup global rules (*Edit→Edit Global Company Rules*)
- 3) Define Clock Sites (*Edit→Edit Clocks*) (refer to [Configuring Communication](#) section below for more details)
- 4) Define Departments (if applicable, a default department is already defined) (*Edit→Edit Departments*)
- 5) Define Shift Rules if applicable (*Edit→Edit Shift Rules*)
- 6) Enter Employees (*Edit→Edit Employees*)

**Detailed CompuTime101 Software User's Guides are available from the Help menu of the software and Online at <http://support.computime101.com/>**

### MB1000 Clock Setup

#### Configuring Communication

Using TCP/IP Ethernet:

**Note:** Connect the clock to the network/router, not directly to the computer's Ethernet port.

- In the software select *Edit Clocks* from the *Edit* menu at the top menu bar
- A sample clock site is pre-configured for RS232 communication on Com Port 1 (If no site is defined, number the site 1 and press enter). To define an additional clock site, click the right arrow to move to a new record, enter the new site number, and press enter.
- Select Compumatic MultiBio as the model and TCP/IP as the communication style. Enter the IP address of the clock (the default IP address is 192.168.1.201) and click the *Test* button to verify the connection. If you receive a "Comm Test OK" message you are done with this section, otherwise continue to the next step for advanced IP configuration.

----- Advanced IP configuration:

- Click the yellow question mark next to the IP address box to check the IP of your computer and receive a suggested IP address to use for the clock. Enter the suggested IP in the address box then go to the clock terminal to change the IP address at the clock terminal in the following menu section: *Menu→Comm→(IP Address)*

**Note:** The (Subnet Mask) and (Gateway) settings are also required if connecting through a VPN or Port Forward

Once the correct IP has been entered into both the clock and the software, click the Test button in the software to verify the connection.

Using A USB Thumb Drive (aka Flash Drive):

**Note:** When using a USB Thumb Drive (aka Flash Drive) the software does not directly communicate with the clock.

- Plug the thumb drive to the clock (USB slot is on the left side)
- To download the punch data (aka attendance log) at the clock terminal go to *Menu→Dn/Upload→Download Transactions*

**Note:** If an Administrator is enrolled in the clock, Supervisor rights are required to access this menu

You should receive the message "Download successfully". You may then press Exit to exit the menu and then unplug the drive.

- To Process (aka import) the punches (aka attendance data) into the CompuTime101 software first plug the thumb drive into the computer, then select *Process Punches From USB Key* from the *Poll / Process* menu at the top menu bar of the CompuTime101 software. On the form that opens click the yellow folder button, navigate to the thumb drive and select the attendance log file, then click the *Process Punch File* button.

**Note:** Attendance logs are not cleared from the clock automatically. They should be cleared manually after they are processed (but before employees make new punches at the clock).

To clear the attendance logs at the clock terminal go to *Menu→Data Mgt. →Delete Transactions→Yes*

**Note:** If a single USB thumb drive is used to download data from multiple clocks they should each be set to a unique Device ID number. At the clock terminal change the Device ID in the following menu section: *Menu→Comm→(Device ID)*

#### Setting the Clock Time

- The time can be set at the clock in the following menu section: *Menu→Clock Button at the Top*

**Note:** The date must be set in the following format: yyyy-mm-dd (yyyy = 4 digit year, mm = 2 digit month, dd = 2 digit day)

**Note:** The hour must be set in 0-23 format (i.e. at 6am the hour should be set to 6, at 6pm the hour should be set to 18)

- The time can also be set from the CompuTime101 software. Open the clock list (select *Edit Clocks* from the *Edit* menu at the top menu bar) and click the *Set Time* button.

#### Setting Daylight Saving Time

- At the clock in the following menu section: *Menu→Clock Button at the Top→DLST*

Set DLST=Mode 1 to use DLST or None to turn off DLST

DLST Settings Mode 1 (exact dates):

StartDate is the second Sunday in March (2014 date is 3/9), StartTime is 2:00am

EndDate is the first Sunday in November (2014 date is 11/2), EndTime is 2:00am

## Adding Employees in the Software

**Note:** Employees must be manually entered into the software. They can then be uploaded from the software to the clock or manually entered in the clock. The *PIN (Clock) #* in the software must match the User ID number assigned at the clock.

- In the software select *Edit Employees* from the *Edit* menu at the top menu bar
- *Employee Name*, *Employee #*, *PIN (Clock) #*, and *Department* are required fields
- Refer to the CT101 User's Guide for more details (from the *Help*→*Software User Guides* menu at the top menu bar)
- To upload employees to the clock select *Manage Employees* from the *File*→*Clock Utilities*→*Face Recognition Clocks* menu. Once completed faces can be added for the employees at the clock. Refer to the *Adding Employees, Faces, or Editing User info at the Clock* section for more details.

## Upload Employees from the Software to the Clock

You can upload employees from the software if you have the clock connected to the computer via RS232 or Ethernet. Refer to the *Manage Employees* section for more details.

- To upload employees to the clock select *Manage Employees* from the *File*→*Clock Utilities*→*Face Recognition Clocks* menu. Once completed faces can be added for the employees at the clock. Refer to the *Adding Employees, Faces, or Editing User info at the Clock* section for more details.

## Adding Employees, Faces, or Editing User info at the Clock

- Employees can be added to the clock at the clock terminal in the following menu section: *Menu*→*Add User*

**Note:** If the employee was uploaded from the software or previously added at the clock, select *Menu*→*User Mgt.*

- Faces can be added to the clock at the clock terminal in the following menu section: *Menu*→*User Mgt.*→*(select user)*→*Face*

**Note:** If the clock indicates "Admin Affirm" after pressing the Menu button that means the clock menu is protected by an Administrator or Supervisor. At this prompt the admin should present their face or place their finger or enter their PIN+Password to access the menu (depending on which item/s were enrolled)

User Info settings are:

User ID - This number MUST match their PIN (Clock) number assigned in the software. Once the user is enrolled at the clock (or uploaded from the software) this number can't be changed.

Name - Name displayed when employee punches, it is optional and not required

Password - If assigned the employee will be able to punch in/out with their PIN number + password

Fingerprint - Enroll the users fingerprint

Face - Enroll the users face

Role - User does not have access to the clock menus, Administrator has full access to the clock menus. All users will have full access to the clock menus unless at least one user is set to an Administrator role.

Photo - The clock can capture a photo of the employee to display upon a successful punch

VerType - You can specify the verification method allowed for an employee. The default setting FACE/FP/PW is recommended.

## Manage Employees from the Software

**Note:** The clock must be connected to the computer via the TCP/IP Ethernet connection.

- Select *Manage Employees* from the *File*→*Clock Utilities*→*Face Recognition* software menu
- **Upload User Data to Clocks:** This will upload the employees listed (name, pin, password, badge, face template, supervisor status) to the clocks. If the employee already exists in the clock their information will be updated, otherwise they will be added to the clocks.
- **Download User Data from Clocks:** This will download user data (pin, password, badge, face template, supervisor status) from the clocks for employees listed in the software and update their information in the software based on their information in the clocks. Only data for employees that already exist in the software will be downloaded, new employees not already listed in the software will not be added to the software.

## General Use Notes

The MB1000 clock does not power on automatically when connecting power. The power button is on the left side. Press and release it to turn the clock on or press and hold to turn it off.

To exit from a supervisor screen tap the button in the upper left corner of the screen to back out to each previous screen until you are back at the main screen.

The clock will auto detect face or finger. If an employee is enrolled with their face they simply have to stand in front of the clock to punch in/out. If they are enrolled with a finger they can simply place their finger on the scanner. An employee may be enrolled with both a face and a finger at the same time.

To punch using a password tap 1:1 (in the upper right corner). Type the employee PIN (Clock #), tap the key button, type in the password, tap OK.

*For earlier version clocks:* The default punch mode is 1:G face recognition. If an employee is enrolled with their face they simply have to stand in front of the clock to punch in/out. To punch using a fingerprint tap the F6 button or touch on the screen where it says Switch to Fingerprint Mode. You can manually switch back to face mode or it will automatically revert to face mode after 15 seconds.

**The CompuTime101 Software User's Guide and additional MB1000 manuals are available from the Help menu of the software and at <http://support.computime101.com/docs.html>**