

MB1000 - Quick Reference Guide v1.0

Configuring Communication

Configuring for Communication: IP

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

In the software, Edit→Edit Clocks

To define a clock site, number the site 1 and hit enter. Select Compumatic MultiBio as the model and TCP/IP as the communication style. The default IP address is 192.168.1.201 and should be filled into the IP field.

Once the IP has been entered, you can test the communication by clicking "Test" in the Edit Clocks window. If the IP needs to be changed at the clock:

Menu→Comm→(IP Address)(Subnet Mask)(Gateway)

Once the correct IP has been entered into the clock and the software, test the communication.

Setting The Time

At the Clock, Menu→System→Date/Time

The time can also be set from the CompuTime101 software (Edit→Edit Clocks→Set Time)

Adding Employees to the Software

In the software, Edit→ Edit Employees

The fields Name, ID Number, Pin Clock Number, and Department must be filled in. Refer to the CT101 User's Guide for more details (in the software, Help→CT101 User's Guide).

Adding Employees At The Clock

If no administrators are defined, any user can access the menu. Enrolling at least one user with an

ADMINISTRATOR ROLE

At the Clock, Menu→User Mgt→Add

Tap User ID to enter the employee's PIN (Clock) # (this must match the PIN assigned in CompuTime101)

The PIN may be 1-9 digits in length

Enrollment options are **Fingerprint**, **Face**, and **Password**. You may also associate a name and photo.

Make sure you Save the employee record

Important: Please refer to the Quick Start Guide for proper enrollment recommendations (i.e. facial expression, posture, and standing position)

Editing Employees At The Clock

You may add or edit enrollment methods for any employee at any time.

At the Clock, Menu→User Mgt→Tap the employee to edit

Items in green have been defined, tap the item to add or edit. You may not change the ID of the employee.

Make sure you Save the employee record

Using A USB Thumbdrive

Download Attendance Log - The USB port is located on the left side of the clock under the rubber flap. Plug in the thumbdrive before proceeding.

At the Clock, Menu→Dn/Upload→Download Transactions

You should receive the message Download successfully

Clear Attendance Logs - Attendance logs should be cleared after downloading them to the thumbdrive.

At the clock, Menu→Data Mgt→Delete Transactions, Tap YES to confirm

Import Attendance Log – In the Software File→Clock Utilities→Multi-Bio Facial Recognition Clocks→Process Punches From USB Key. Click the folder button to navigate to the USB drive and select the file to import.

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>

Set Daylight Saving Time

At the Clock, Menu→Tap the clock icon in the upper right corner→DLST

Set DLST=On, Select Mode 1 or Mode 2

If Mode 1 is selected you must set the exact start and end date/time

If Mode 2 is selected you must set the start and end month/week/day/time

For Reference:

Start Date/Time is the second Sunday in March, 2:00am (2010 date is 3/14)

End Date/Time is the first Sunday in November, 2:00am (2010 date is 11/7)

General Usage Notes

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 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 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.

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

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