

# BundyPlus

## G6-Series Time Clock

Settings and Configuration Issue 1.9

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## INTRODUCTION

### Document Purpose

This document lists all the G6-Bio configuration options.

### Document Referencing

This document will reference other documents without the document version.

### What does the G6 Biometric clock look like?

The G6 series time clock case is available in either beige or grey.



## **HOW DO I GET INTO BIOMETRIC REGISTRATION MODE?**

### **Entering Biometric Registration Mode**

Please see the document "G6 Biometric Registration and Sensor Maintenance"

## **HOW DO I GET INTO CONFIGURATION MODE?**

### **Entering Configuration Mode**

#### **Biometric management menu – enrol employees etc.**

To enter this mode, simply enter via the keypad "99999DDMM" where:

DD is the time clocks day e.g. 07 for 7th December

MM is the time clocks month e.g. 12 for December

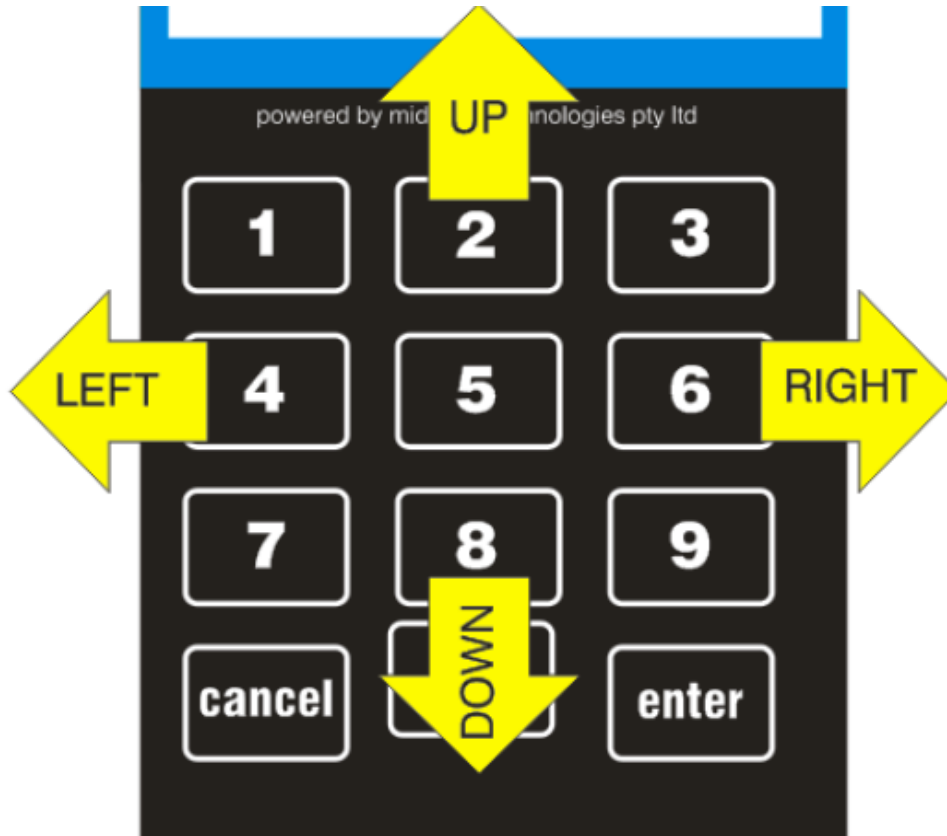
Example #1: "999990712" then ENTER if the time clock is showing a date of 7<sup>th</sup> December. The clock will immediately change in to Biometric management mode.

Example #2: "999992308" then ENTER if the time clock is showing a date of 23<sup>rd</sup> August. The clock will immediately change in to Biometric management mode.

It is possible to remotely change the code (as above) used to enter the Biometric Management mode – This is done through the ClockComms application. See the ClockComms manual for instructions. You would only change this code if you think someone is interfering with settings and registrations in the time clock.

## Navigating the time clock menus

Once you have entered the management mode on the time clock, use the keypad to navigate the menu icons. Left (4) /right (6) moves the menu between main categories and up (2) /down (8) moves menu between each sub category. To familiarise yourself with the headings, freely scroll left and right to view heading names.



**Note:** For easy reference, the heading index number displayed is the same as within this document.



# 1 COMMUNICATIONS SETUP

## 1.1 Site . Clock Number

The “BundyPlus™” time clock is addressed via a “site.clock” number. This number can be changed by the user to isolate different sites and clocks from one another. (Default value is 0001.0001) – We recommend that the site & clock numbers remain as default.

To edit this value, press ENTER and key the new value required. CANCEL button will go back one character. The up arrow indicates which character is currently being set.

Once the complete number is completed, press ENTER and the new value will be saved.

Note: Ensure “Clock Comms” settings match the new time clock setting. This is the number one reason why clocks do not talk correctly – if these settings do not match.

## 1.2 IP address

You need to enter a static IP address - this IP address will need to be assigned by your network administrator. (Default value is 192.168.1.250)

To edit this value, press ENTER and key the new value required. CANCEL button will go back one character. The up arrow indicates which character is currently being set.

Once the complete number is completed, press ENTER and the new value will be saved.

## 1.3 Subnet mask

The subnet mask will need to be assigned by your network administrator. (Default value is 255.255.255.000)

To edit this value, press ENTER and key the new value required. CANCEL button will go back one character. The up arrow indicates which character is currently being set.

Once the complete number is completed, press ENTER and the new value will be saved.

## 1.4 Listen to Port#

This port number will need to be assigned by your network administrator. (Default value is 03001) – we do not recommend changing this port number.

To edit this value, press ENTER and key the new value required. CANCEL button will go back one character. The up arrow indicates which character is currently being set.

Once the complete number is completed, press ENTER and the new value will be saved.



## 1.5 Gateway address

This address will need to be assigned by your network administrator.  
(Default value is 000.000.000.000)

To edit this value, press ENTER and key the new value required. CANCEL button will go back one character. The up arrow indicates which character is currently being set.

Once the complete number is completed, press ENTER and the new value will be saved.

## 1.6 MAC address

This is the MAC address of the Ethernet adaptor in the time clock, you may need to know the MAC address of the clock. This may be useful for network filtering, firewall or router use.

To display this value, press ENTER and wait a few seconds.

## 1.7 Connection type

The “BundyPlus™” time clock is normally factory configured to the appropriate configuration. (Default value is Ethernet & RS232)

To edit this value, press ENTER. The clock will ask if you wish to auto-detect the communications hardware. Press ENTER (YES) to auto-detect or CANCEL (NO) to make your own manual selection.

If an auto-detection is performed, the clock will attempt to connect to each medium in turn until a valid type is found. If successful, the type will be displayed.

If manual selection is performed then the valid options are:

- Ethernet and RS232
- RS232 Only

Once the selection is made, press ENTER and the new value will be saved.

## 1.8 Wall display

The “BundyPlus™” time clock is capable of interfacing to a large character overhead display. This overhead display gives staff a clear visual indication of the current time.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Disabled (Default)
- Enabled

## 1.9 Ethernet Speed

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Auto Negotiate (Default)
- 100Mbps HALF DUPLEX
- 10Mbps HALF DUPLEX

## 1.10 Host Baud Rate

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- 9600 bps
- 19200 bps
- 38400 bps
- 57600 bps

## 1.11 Remote Server

This option should only be activated if you are running ClockComms Enterprise (CCE). If you are just using ClockComms then Remote Server should be Disabled.

Your network administrator will need to supply the following items.

To edit the Remote Server values, press ENTER and using the UP/DOWN keys select the required sub menu.

### 1.11.1 Send Heartbeat

To change the setting, simply enter at this sub-menu.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid settings are:

- Enabled
- Disabled (default)

This setting should be left as disabled un-less you are using ClockComms Enterprise (CCE).

### 1.11.2 Server IP Address

To change the setting, simply enter at this sub-menu.

This IP address will need to be assigned by your network administrator. It is the Static IP Address of the server running ClockComms in a heartbeat configuration.

To edit this value, press ENTER and key the new value required. CANCEL button will go back one character. The up arrow indicates which character is currently being set.

Once the complete number is completed, press ENTER and the new value will be saved.

### 1.11.3 Send on Port#

This port number will need to be assigned by your network administrator. (Default value is 03002)

To edit this value, press ENTER and key the new value required. CANCEL button will go back one character. The up arrow indicates which character is currently being set.

Once the complete number is completed, press ENTER and the new value will be saved.

### 1.11.4 Heartbeat Period

This is the period in seconds that the time clock will send a heartbeat packet to ClockComms Enterprise.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- 5 Seconds
- 10 Seconds
- 15 Seconds
- 30 Seconds
- 1 minute
- 5 minutes
- 15 minutes
- 30 minutes
- 1 hour

### 1.11.5 Send as Broadcast

If enabled the heartbeat packet (UDP) is sent as a broadcast packet – not to a specific IP address.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Enabled (default)
- Disabled

## 2 CARD CONFIGURATION

### 2.1 Keypad entry

The “BundyPlus™” time clock is capable of entering employee data either via keypad, proximity card, magnetic card or external reader. In some situations the keypad entry may need to be disabled preventing co-workers entering other co-workers details on their behalf.

Note: The “BundyPlus™” time clock will still accept setup passwords even if keypad is disabled.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Enabled (Default)
- Disabled

### 2.2 Prox CH1 type

If the “BundyPlus™” time clock is fitted with a proximity card reader, the proximity card type needs to be set to match the reader, this setting is for channel 1.

To edit this value, press ENTER

The “BundyPlus™” time clock is normally factory configured to the appropriate configuration.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- HID-26 (Default)
- HID-34
- HID-36
- MT-37 (5 digit site + 5 digit card number . If selected then you need to RHJ the number as 9 digits is maximum allowed – see 2.8 & 2.11)
- TCOM-26
- ASR-27
- Unity UIX-1000
- MIFARE Type 1 (128bit)
- MIFARE Type 2 (34bit)
- TCOM TS0870 (Magstripe O/P)
- HID-37 (Card number only – no site)
- HID-38

Additional card types will be added as they become available.

### 2.3 Prox CH1 prefix

Each proximity channel can be assigned a prefix character, this setting is for channel 1..

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

The menu will cycle through aAbBcCdD etc using the up key and the down key goes the other way.

Valid characters are:

- All ASCII characters starting at 0 through to Z

### 2.4 Prox CH2 type

If the “BundyPlus™” time clock is fitted with a proximity card reader, the proximity card type needs to be set to match the reader, this setting is for channel 2.

To edit this value, press ENTER

The “BundyPlus™” time clock is normally factory configured to the appropriate configuration.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- HID-26 (Default)
- HID-34
- HID-36
- MT-37 (5 digit site + 5 digit card number . If selected then you need to RHJ the number as 9 digits is maximum allowed – see 2.8 & 2.11)
- TCOM-26
- ASR-27
- Unity UIX-1000
- MIFARE Type 1 (128bit)
- MIFARE Type 2 (34bit)
- TCOM TS0870 (Magstripe O/P)
- HID-37 (Card number only – no site)
- HID-38

Additional card types will be added as they become available.

### 2.5 Prox CH2 prefix

Each proximity channel can be assigned a prefix character, this setting is for channel 2.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

The menu will cycle through aAbBcCdD etc using the up key and the down key goes the other way.

Valid characters are:

- All ASCII characters starting at 0 through to Z

## **2.6 ID Validation**

If validation is turned on, the employee card number must match a pre-loaded employee.txt file entry for a successful scan to be recorded.

If validation is turned off, then any employee card number can be entered.

If however, the biometric reader is installed then keypad entered employee card numbers must still be validated against a pre-registered finger scan.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Enabled (Default)
- Disabled

## **2.7 Card Direction**

In some situations, it may be important to know whether an employee has clocked "IN" or clocked "OUT". A typical example of this may be an employee clocking IN/OUT for meal breaks. Job costing can also be triggered based on card direction.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Disabled(Default)
- Enabled

## **2.8 RHJ (Right Hand Justify) Card ID**

In some circumstances the employee card number from a magstripe or proximity card may be too long or the right hand 5 or 6 characters of the number are required to be stored. In this case the time clock can be configured to store a certain number of characters (from the right) be stored as the card number.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Disabled(Default)
- 1 through to 10

## 2.9 Save Clockings

This setting controls if clocking data is saved in to the time clock memory. \*Caution\* - if you change this setting to "Disabled" then no clocking data will be recorded. The purpose for this setting is only for clocks used to register employee biometric templates.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Disabled
- Enabled (Default)

## 2.10 User Card Setup – Clocking Order

You can control the order of clocking i.e.( enter / swipe the employee number then optionally press a defined function key) or you can select a function key first then enter / swipe the employee number.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Function keys first
- Employee ID first (Default)

## 2.11 User Card Setup Length Validation

User cards / employee card numbers are limited to a minimum of  $\geq 2$  digits (no leading zeros) and a maximum of  $\leq 9$  digits. The minimum and maximum card length can be changed with-in these limits.

To edit this value, press ENTER.

Using the left (4) or right (6) key select the minimum or maximum menu.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Minimum  $\geq 2$  digits (default)
- Maximum  $\leq 9$  digits (default)



## **2.12 User Card Setup F1 Action**

Function keys can be assigned specific functions – this menu item allows the set-up of Function key 1

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Assign as Clocked IN (default)
- Assign as Transfer (used in job costing)
- Assign as Clocked Break ( used in job costing)
- Assign as Clocked OUT
- Save F1 key code as job level 1
- Save F1 key code as job level 1+
- Save F1 key code as Department
- Save F1 key code as direction
- Function not allowed

## **2.13 User Card Setup F2 Action**

Function keys can be assigned specific functions – this menu item allows the set-up of Function key 2

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Assign as Clocked IN
- Assign as Transfer (used in job costing - default)
- Assign as Clocked Break ( used in job costing)
- Assign as Clocked OUT
- Save F2 key code as job level 1
- Save F2 key code as job level 1+
- Save F2 key code as Department
- Save F2 key code as direction
- Function not allowed

## **2.14 User Card Setup F3 Action**

Function keys can be assigned specific functions – this menu item allows the set-up of Function key 3

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Assign as Clocked IN
- Assign as Transfer (used in job costing)
- Assign as Clocked Break ( used in job costing)
- Assign as Clocked OUT (default)
- Save F3 key code as job level 1
- Save F3 key code as job level 1+
- Save F3 key code as Department
- Save F3 key code as direction
- Function not allowed

## **2.15 User Card Setup F4 Action**

Function keys can be assigned specific functions – this menu item allows the set-up of Function key 4

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Assign as Clocked IN
- Assign as Transfer (used in job costing)
- Assign as Clocked Break ( used in job costing - default)
- Assign as Clocked OUT
- Save F4 key code as job level 1
- Save F4 key code as job level 1+
- Save F4 key code as Department
- Save F4 key code as direction
- Function not allowed

## **2.16 User Card Setup F1 Key Code**

Each function key can be assigned a key code value, this is the menu item to change the function key 1 settings.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

The menu will cycle through aAbBcCdD etc using the up key and the down key goes the other way.

Valid characters are:

- All ASCII characters starting at 0 through to Z
- Nothing set (default)

## **2.17 User Card Setup F2 Key Code**

Each function key can be assigned a key code value, this is the menu item to change the function key 2 settings.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

The menu will cycle through aAbBcCdD etc using the up key and the down key goes the other way.

Valid characters are:

- All ASCII characters starting at 0 through to Z
- Nothing set (default)

## **2.18 User Card Setup F3 Key Code**

Each function key can be assigned a key code value, this is the menu item to change the function key 3 settings.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

The menu will cycle through aAbBcCdD etc using the up key and the down key goes the other way.

Valid characters are:

- All ASCII characters starting at 0 through to Z
- Nothing set (default)

## **2.19 User Card Setup F4 Key Code**

Each function key can be assigned a key code value, this is the menu item to change the function key 4 settings.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

The menu will cycle through aAbBcCdD etc using the up key and the down key goes the other way.

Valid characters are:

- All ASCII characters starting at 0 through to Z
- Nothing set (default)

## **2.20 User Card Setup F1 Key Colour**

Each function key can be assigned a back ground colour, this is the menu item to change the function key 1 settings.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Disabled
- Red
- White
- Green (default)

### **2.21 User Card Setup F2 Key Colour**

Each function key can be assigned a back ground colour, this is the menu item to change the function key 2 settings.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Disabled
- Red
- White (default)
- Green

### **2.22 User Card Setup F3 Key Colour**

Each function key can be assigned a back ground colour, this is the menu item to change the function key 3 settings.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Disabled
- Red (default)
- White
- Green

### **2.23 User Card Setup F4 Key Colour**

Each function key can be assigned a back ground colour, this is the menu item to change the function key 4 settings.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Disabled
- Red (default)
- White
- Green

## **2.24 User Card Setup Fix Card ID Length**

You can validate the user card length – (Default setting is disabled). This can be enabled if you have a fixed length user ID.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- 10 through to 1

## **2.25 User Card Setup Alcolizer Trigger**

You can connect an Alcolizer (sample employee breath) to the BundyPlus clock, this setting is used to configure the operation of the time clock when connected. – (Default setting is disabled)

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Disabled (Default)
- When employee clock in only.
- When there are any clockings

## 3 ACCESS CONTROL

### 3.1 Access mode

The “BundyPlus™” time clock has the ability to control door strikes/latches via an onboard voltage free relay. This feature enables the “BundyPlus™” time clock is used in an access control application. Pre-defined trigger events energize the relay for a pre-determined period of time allowing employees to gain access.

This feature can be used in conjunction with employee validation to provide secure access control application.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Disabled(Default)
- Only if valid employee card
- Any employee card
- User ID Access Profile

### 3.2 Link Keys+mag to Relay CH1 only

The “BundyPlus™” time clock has the ability to control door strikes/latches via an onboard voltage free relay. This feature enables the “BundyPlus™” time clock is used in an access control application. Pre-defined trigger events energize the relay for a pre-determined period of time allowing employees to gain access.

This feature can be used in conjunction with employee validation to provide secure access control application. This setting is used to link these events to specific relays, this is the setting for magstripe & keypad entries.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Activate CH1 relay only
- Activate CH2 relay only
- Activate both CH1 + CH2 relays
- Activate NO Relays

### 3.3 Link Prox CH1 to Relay CH1 only

The “BundyPlus™” time clock has the ability to control door strikes/latches via an onboard voltage free relay. This feature enables the “BundyPlus™” time clock is used in an access control application. Pre-defined trigger events energize the relay for a pre-determined period of time allowing employees to gain access.

This feature can be used in conjunction with employee validation to provide secure access control application. This setting is used to link these events to specific relays, this is the setting for Proximity card / fob entries.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Activate CH1 relay only
- Activate CH2 relay only
- Activate both CH1 + CH2 relays
- Activate NO Relays

### **3.4 Link Prox CH2 to Relay CH1 only**

The “BundyPlus™” time clock has the ability to control door strikes/latches via an onboard voltage free relay. This feature enables the “BundyPlus™” time clock is used in an access control application. Pre-defined trigger events energize the relay for a pre-determined period of time allowing employees to gain access.

This feature can be used in conjunction with employee validation to provide secure access control application. This setting is used to link these events to specific relays, this is the setting for Proximity card / fob entries.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Activate CH1 relay only
- Activate CH2 relay only
- Activate both CH1 + CH2 relays
- Activate NO Relays

### **3.5 Relay CH1 period**

If triggered, the access relay can be set to remain energized for a period of time. This period may need to be varied from installation to installation.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- 1-30 seconds (5 seconds Default)

### **3.6 Relay CH2 period**

If triggered, the access relay can be set to remain energized for a period of time. This period may need to be varied from installation to installation.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- 1-30 seconds (5 seconds Default)

### **3.7 Test Relay CH1**

If triggered, the access relay can be set to test the relay connections. This period may need to be varied from installation to installation.

To edit this value, press ENTER.

Pressing enter will energize the relay for 5 seconds, this feature is used to testing only.

### **3.8 Test Relay CH2**

If triggered, the access relay can be set to test the relay connections. This period may need to be varied from installation to installation.

To edit this value, press ENTER.

Pressing enter will energize the relay for 5 seconds, this feature is used to testing only.

### **3.9 Save Denied Info**

In some situations, when the time clock is configured for Access control, you may need to save denied access attempts.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Disabled(Default)
- Enabled



## 4 DEPARTMENT SETUP

### 4.1 Trigger events Departments

The “BundyPlus™” time clock has the ability to append department costing information to any employee clocking. This feature enables accurate tracking of time spent on department for all employees.

The employee can be prompted by several different types of trigger events.

To edit this value, press ENTER.

Valid options are:

- never (OFF) (Default)
- when employee clock IN only
- when employee clock OUT only
- when there is ANY clocking
- when employees manually enter
- None (use Def(dept#))

Note: If a trigger event of clock “IN” or “OUT” is selected and the “CARD DIRECTION” is not turned on then the “BundyPlus™” time clock will remind you to enable it.

The employee can key in a known department codes or if the employee doesn’t know the department code and department codes have been downloaded into the clock, simply press ENTER and scroll through the list available.

If costing trigger event is set to “manually enter”, the employee has the option to enter a department code for a period of time after a successful clocking.

### 4.2 Department Validation

To check a costing code entered is valid, the “BundyPlus™” time clock has the ability search through a stored file containing a list of valid department code.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Disabled(Default)
- Enabled

Note: If a fixed department code has already been entered but is not valid, the “BundyPlus™” time clock will remind you to change it if required.

department code for a period of time after a successful clocking.

### **4.3 Department Prefix**

The department prefix can be assigned to any department entry.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

The menu will cycle through aAbBcCdD etc using the up key and the down key goes the other way.

Valid characters are:

- All ASCII characters starting at 0 through to Z
- D (default)

### **4.4 Default Department code**

The default department code can be assigned to any department entry.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

The menu will cycle through aAbBcCdD etc using the up key and the down key goes the other way.

Valid characters are:

- All ASCII characters starting at 0 through to Z
- () (Blank is default)

### **4.5 Department Setup External Scanner Validation Prefix**

If you have an external scanner connected to the time clock you can check that the first character of that scan is allowable.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

The menu will cycle through aAbBcCdD etc using the up key and the down key goes the other way.

Valid characters are:

- All ASCII characters starting at 0 through to Z
- Disabled (default)

#### 4.6 Department Setup External Scanner Length Validation

If you have an external scanner connected to the time clock you can check that the length of the barcode scanned is a minimum length or a maximum length.

External barcode lengths can be limited to a minimum length or a maximum length of  $\leq 13$  characters.

To edit this value, press ENTER.

Using the left (4) or right (6) key select the minimum or maximum menu.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Minimum = Disabled (default)
- Maximum  $\leq 13$  digits (default)

## 5 JOB COSTING

### 5.1 Trigger events Jobs

The “BundyPlus™” time clock has the ability to append jobs costing information to any employee clocking. This feature enables accurate tracking of time spent on jobs for all employees.

The employee can be prompted by several different types of trigger events.

To edit this value, press ENTER.

Valid options are:

- never (OFF)
- when employee clock IN only
- when employee clock OUT only
- when there is ANY clocking
- when employees manually enter
- None (use Def(Cost Centre)) (Default)

Note: If a trigger event of clock “IN” or “OUT” is selected and the “CARD DIRECTION” is not turned on then the “BundyPlus™” time clock will remind you to enable it.

The employee can key in a known job codes or if the employee doesn’t know the job code and job codes have been downloaded into the clock, simply press ENTER and scroll through the list available.

If costing trigger event is set to “manually enter”, the employee has the option to enter a department code for a period of time after a successful clocking.

### 5.2 Job Validation

To check a costing code entered is valid, the “BundyPlus™” time clock has the ability search through a stored file containing a list of valid department code.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Disabled(Default)
- Enabled

Note: If a fixed job code has already been entered but is not valid, the “BundyPlus™” time clock will remind you to change it if required.

Job code for a period of time after a successful clocking.

### 5.3 Job Prefix

The Job prefix can be assigned to any job entry.  
Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

The menu will cycle through aAbBcCdD etc using the up key and the down key goes the other way.

Valid characters are:

- All ASCII characters starting at 0 through to Z
- A (default)

### 5.4 Default Job code

The default job code can be assigned to any job entry.  
Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

The menu will cycle through aAbBcCdD etc using the up key and the down key goes the other way.

Valid characters are:

- All ASCII characters starting at 0 through to Z
- () (Blank is default)

### 5.5 Job Levels

The number of job levels can be assigned to job costing entries.  
Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

The menu will cycle through the available number of job levels, using the up key and the down key goes the other way.

Valid characters are:

- 1 through to 5
- 1 (default)

### 5.6 Save Job Costing Information

This menu item is used to define when the job costing data is saved.  
Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

The menu will cycle through the available number of job levels, using the up key and the down key goes the other way.

Valid entries are:

- When there is ANY clockings
- Unknown users clock In only
- Any users clock IN only

## 5.7 Job Setup – Scanner Prefix Validation

If you have an external scanner connected to the time clock for job costing you can check that the first character of that scan is allowable.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

The menu will cycle through aAbBcCdD etc using the up key and the down key goes the other way.

Valid characters are:

- All ASCII characters starting at 0 through to Z
- Disabled (default)

## 5.8 Job Setup – Level 1 length Validation

If you have an external scanner connected to the time clock for job costing you can check that the length of the barcode scanned is a minimum length or a maximum length.

External barcode lengths can be limited to a minimum length or a maximum length of  $\leq 13$  characters.

To edit this value, press ENTER.

Using the left (4) or right (6) key select the minimum or maximum menu.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Minimum = Disabled (default)
- Maximum = Disabled (default)
- Both minimum and maximum can be from 1 to 13

## 5.9 Job Setup – Level 2 length Validation

If you have an external scanner connected to the time clock for job costing you can check that the length of the barcode scanned is a minimum length or a maximum length.

External barcode lengths can be limited to a minimum length or a maximum length of  $\leq 13$  characters.

To edit this value, press ENTER.

Using the left (4) or right (6) key select the minimum or maximum menu.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Minimum = Disabled (default)
- Maximum = Disabled (default)
- Both minimum and maximum can be from 1 to 13

## **5.10 Job Setup – Level 3 length Validation**

If you have an external scanner connected to the time clock for job costing you can check that the length of the barcode scanned is a minimum length or a maximum length.

External barcode lengths can be limited to a minimum length or a maximum length of  $\leq 13$  characters.

To edit this value, press ENTER.

Using the left (4) or right (6) key select the minimum or maximum menu.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Minimum = Disabled (default)
- Maximum = Disabled (default)
- Both minimum and maximum can be from 1 to 13

## **5.11 Job Setup – Level 4 length Validation**

If you have an external scanner connected to the time clock for job costing you can check that the length of the barcode scanned is a minimum length or a maximum length.

External barcode lengths can be limited to a minimum length or a maximum length of  $\leq 13$  characters.

To edit this value, press ENTER.

Using the left (4) or right (6) key select the minimum or maximum menu.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Minimum = Disabled (default)
- Maximum = Disabled (default)
- Both minimum and maximum can be from 1 to 13

## 5.12 Job Setup – Level 5 length Validation

If you have an external scanner connected to the time clock for job costing you can check that the length of the barcode scanned is a minimum length or a maximum length.

External barcode lengths can be limited to a minimum length or a maximum length of  $\leq 13$  characters.

To edit this value, press ENTER.

Using the left (4) or right (6) key select the minimum or maximum menu.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Minimum = Disabled (default)
- Maximum = Disabled (default)
- Both minimum and maximum can be from 1 to 13



## 6 SCREEN

### 6.1 Display hours

The time clock has the ability to display the current time in 12 or 24hr format.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- 24hr format(Default)
- 12hr format

### 6.2 Display seconds

The “BundyPlus™” time clock has the ability to display the current seconds.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Disabled(Default)
- Enabled

### 6.3 Employee ID period

The “BundyPlus™” time clock has the ability to display the employee ID when they clock in / out for a configurable amount of time.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Short
- Medium(Default)
- Long
- Disabled

### 6.4 Clock IN / OUT message period

The “BundyPlus™” time clock has the ability to display the Clock IN/OUT message for a configurable amount of time, To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Short
- Medium(Default)
- Long

## 6.5 Costing time out period

The “BundyPlus™” time clock has the ability to change the period the time clock waits for costing input for a configurable amount of time.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Short
- Medium(Default)
- Long

## 6.6 Employee messages time out period

The “BundyPlus™” time clock has the ability to change the period the time clock displays the employee messages.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Short
- Medium(Default)
- Long
- Disabled

## 6.7 LCD Backlight timeout period

The “BundyPlus™” time clock has the ability to change the period of time the time clocks keeps the LCD back light illuminated.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Always ON
- Always OFF
- Stand By (default)

## 7 TIME & DATE

### 7.1 Date format

**This is fixed and display only.**

The “BundyPlus™” time clock has the ability to display the current date in different formats.

The default format is DDMMYYYY

## 8 SOUND

### 8.1 Speaker

The “BundyPlus™” time clock has the ability to enable/disable audible sounds.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Enabled(Default)
- Disabled

## 9 UPS BATTERY

### 9.1 Battery type

The “BundyPlus™” time clock has the ability to remain operating for a period of time after mains has failed if a battery backup module is fitted. The “BundyPlus™” time clock contains a smart battery charging management system to ensure battery is kept in peak condition.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- 8.2v NiMH 2.3 Ahr (Default)
- Not Fitted

Additional battery pack types will be made available but at this stage only Ni-MH 2300maHr is supported.

## 10 AUDIT LOG

The “BundyPlus™” time clock has the ability to track critical operating parameters for future auditing. These are read only settings.

### 10.1 #Battery charges

This menu item displays the total amount of times a battery pack has gone through a charging cycle. This indicates how many times mains have failed.

### 10.2 #Reboots

This menu item displays the total amount of times the “BundyPlus™” time clock has rebooted.

### 10.3 #Card swipes

This menu item displays the total amount of times the “BundyPlus™” time clock magnetic stripe card reader has been used. This value may be useful for scheduling maintenance.

### 10.4 Operating time

This menu item displays the total elapse time in mutes the “BundyPlus™” time clock has been operating. This value may be useful for scheduling maintenance.

## 11 FACTORY SETTINGS

The “BundyPlus™” time clock has factory settings that can be used for identifying firmware version, serial number, restoring defaults and performing soft reboots.

### 11.1 Firmware version

This menu item displays the current firmware version and is a read only.

### 11.2 Serial number

This menu item displays the BundyPlus™ time clock unique serial number. This is a read only setting.

### 11.3 Restore factory defaults

This menu item restores the BundyPlus™ time clock factory defaults.

**Warning: All existing settings, employee clockings, job costing, time, date, communications settings, everything.**

To confirm you want to continue press ENTER or CANCEL to exit. If you proceed, the clock memory settings are set to defaults and the clock reboots.

### 11.4 Soft reboot

At some stage you may need to perform a soft reset.

To confirm you want to continue press ENTER or CANCEL to exit. If you proceed, the clock will pause for a second and then reboots.

### 11.5 Factory Setup – Maximum clockings

This menu item displays the maximum number of clockings that can be stored based on the time clock configuration – this read only.

### 11.6 Factory Setup – Maximum Number of Employees

This menu item displays the maximum number of employees that can be stored based on the time clock configuration – this read only.

### 11.7 Factory Setup – Maximum Number of Cost Codes

This menu item displays the maximum number of cost codes that can be stored based on the time clock configuration – this read only.

### 11.8 Factory Setup – Fill memory with test card data

This menu item allows you to fill the memory of the time clock with test card data. This function is only ever used for test purposes.

To confirm you want to continue press ENTER or CANCEL to exit. If you proceed, the time clock memory will be filled with test card numbers.

## 12 BIOMETRIC SETUP – (G6-BIO ONLY)

The “BundyPlus™” time clock can be configured to alter the biometric settings.

### 12.1 Biometric Sensor

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Enabled(Default)
- Disabled

### 12.2 Security Level

Verify Security is used control the level of comparison between the stored finger image and the finger as scanned during the normal clock IN/OUT process.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Very High
- High
- Medium(Default)
- Low
- Very Low
- None

## 12.3 Authentication

The G6 biometric clock now supports three different modes of biometric clocking.

### 12.3.1 Identification (authenticated)

In this mode (default) the employee places their finger onto the sensor – the time clock scans the finger and then searches through the biometric templates to find a match based only on the finger scan. If the employee is found – it will display the employee number or the employee name (if the employee names have been loaded) and ask the employee to confirm that this is the correct employee. The employee answers “Yes” or “No” by pressing any key in the column under the Yes or No prompt. If you intend to use Identification mode we would recommend that you use the authenticated mode as it ensures that the correct employee is recorded.

### 12.3.2 Identification (un-authenticated)

In this mode the employee places their finger onto the sensor – the time clock scans the finger and then searches through the biometric templates to find a match based only on the finger scan. If the employee is found – it will display the employee number or the employee name (if the employee names have been loaded) and then save this as the clocking. This mode then assumes that the correct employee has been found based only by the biometric scan. We do not recommend this mode for use as it has a higher possibility of identifying the wrong employee.

### 12.3.3 Verification

In this mode the employee enters their employee number on the keypad of the time clock, press enter. The clock will then display the employee number or employee name (if the employee names have been loaded) and then prompt the employee to place their finger on the biometric sensor. The time clock will then compare the pre-registered biometric template against the live biometric scan. If the two match then the clocking will be recorded. If the scan does not match then the employee will be prompted to re-scan their finger. Verification mode is a much more reliable mode of scanning as the live biometric scan is only compared against the individual pre-registered biometric template.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Identification Authenticated (default)
- Identification un-authenticated
- Verification

## 12.4 Fail Duplicate

This setting is designed to stop similar finger templates to be stored against different employees. In Identification mode employees are identified by their finger templates only – if two employees have similar finger templates this function is designed to stop the registration of the 2<sup>nd</sup> employee. If the clock warns that it cannot save the template because it is similar to another then get the employee to register using a different finger.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Enabled (default)
- Disabled

## 12.5 Erase ALL finger templates

This function will erase all stored finger images in the time clock. This function is usually only used during testing processes.

To edit this value, press ENTER.

If you wish to erase templates then follow the prompts – **CAUTION**, once the templates have been deleted you cannot get them back un-less you have requested the templates through ClockComms.

## 12.6 Known Template aging

Finger templates that are stored locally on the time clock that are known to the clock (the employee details have been loaded to the clock) can be automatically deleted if they have not been used for a period of time. This function allows you to set this period of automatic age deletion.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Standard Aging (as per 12.8)
- All IDs immediately
- Disabled – no age deletion
- IDs normally but PINs ASAP



## 12.7 Un-Known Template aging

Finger templates that are stored locally on the time clock that are un-known to the clock (the employee details have not been loaded to the clock – typically transfer employees) can be automatically deleted if they have not been used for a period of time. This function allows you to set this period of automatic age deletion.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Standard Aging (as per 12.8)
- All IDs immediately
- Disabled – no age deletion
- IDs normally but PINs ASAP

## 12.8 Standard Template Aging Period

Finger templates that are stored locally on the time clock can be automatically deleted if they have not been used for a period of time. This function allows you to set this period of automatic age deletion.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- 128 Days (Default)
- 64 Days
- 32 Days
- 16 Days
- 8 Days
- 4 Days
- 2 Days
- 1 Days

## 12.9 Template Utilisation

This function will display the number of bio images that are stored locally in the time clock. This function is only ever used for test purposes.

To confirm you want to continue press ENTER or CANCEL to exit.

## 12.10 PIN at enrolment?

This function configures if the time clock system wide to prompt the employee to enter a PIN during the enrolment process.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Enabled
- Disabled (Default)

## 12.11 Remote Database

This function configures the remote database options of the G6 time clock.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Auto Retrieve
- Prompt before
- Disable (default)

If set to “Auto Retrieve” the time clock will request the finger template from the database if it is not found locally in the time clock. This setting is used in conjunction with the “Poll mode” in ClockComms.

If set to “Prompt before” the time clock will ask the user if the time clock should request the template from the remote database.

If set to “Disabled” and the employee is not loaded in the local database then the time clock will report that the employee is not found.

## 12.12 Audit Enrolment

This function configures the time clock to prompt the user to enter an enroller ID when entering the Biometric management menu.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Enabled
- Disabled

### **12.13 Suspend if 5 PIN attempts**

This function configures the time clock to suspend a user if they in-correctly enter the PIN 5 times. Once suspended the user can only be re-activated via the biometric management menu.

To edit this value, press ENTER.

Using the UP/DOWN keys select the required setting. ENTER to save and CANCEL to exit.

Valid options are:

- Enabled
- Disabled

**NOTES:**