BundyPlus & Z6-460F
Time clock Configuration and Set-up

CONGRATULATIONS ON PURCHASING THE BEST VALUE FOR MONEY T&A SOFTWARE BUNDYPLUS ™ - AUSTRALIAN DESIGNED / SUPPORTED & THE Z6-460F FACE RECOGNITION TIME CLOCK.

PLEASE READ THROUGH THESE FEW PAGES BEFORE CONTINUING WITH THE INSTALLATION.

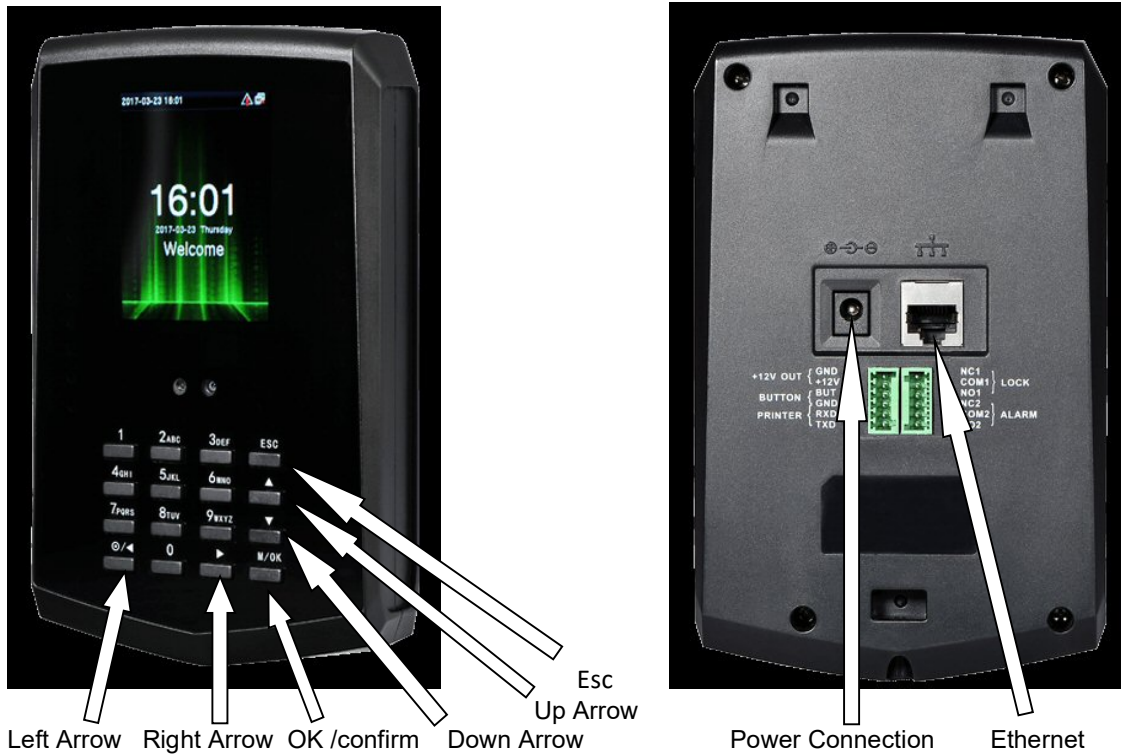## BUNDYPLUS / CLOCKCOMMS / MANUALS – WHERE ARE THEY?

All the manuals for BundyPlus / ClockComms and installation are located in the manuals directory of the CD, the names of the files explain its general purpose, some key files to note are;

Z6 - BundyPlus V3 Setup - Config.pdf   This document.
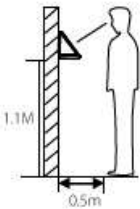
User Manual (KF160-460-MB160-360-460).pdf Full user manual

Esc
Up Arrow
Left Arrow   Right Arrow   OK /confirm   Down Arrow   Power Connection   Ethernet

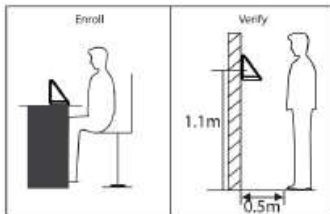## HOW DO I INSTALL THE TIME CLOCK?

See the full instructions in the user manual 1.1, however here is a brief outline.

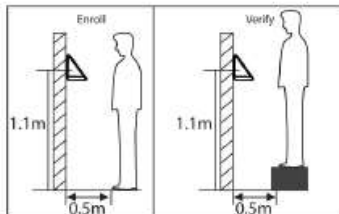➤ Below is the correct position for enrolling and verification.

For users 5-6 feet tall (1.55m-1.85m), we recommend to stand about 2 feet (0.5m) from the device. When viewing your image on the device display window, step away if your image appears too bright. Step closer if your image appears too dark.

During enrollment and verification, the installation position of device must remain the same. If need to move the device, keep the same installation height, or else, the recognition function will be poor.
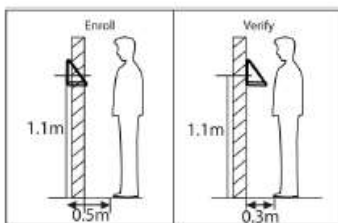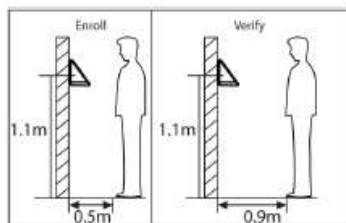
➤ Factors affecting verification

Non-identical posture
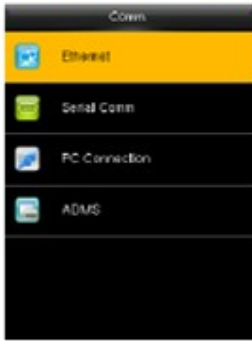
Non-identical height

Non-identical distance

Non-identical distance

Note: Please keep the natural gesture and expression while enrolling and verifying.

HOW DO I CONFIGURE THE CLOCK WITH A STATIC IP ADDRESS?

See the full instructions in the user manual 5.1, however here is a brief outline.

Enter Comm to access communication setup

1. **Ethernet:** Set the ethernet connection preferences.
2. **Serial Comm:** Set the serial connection preferences.
3. **PC Connection:** Sets the Device ID and Key.
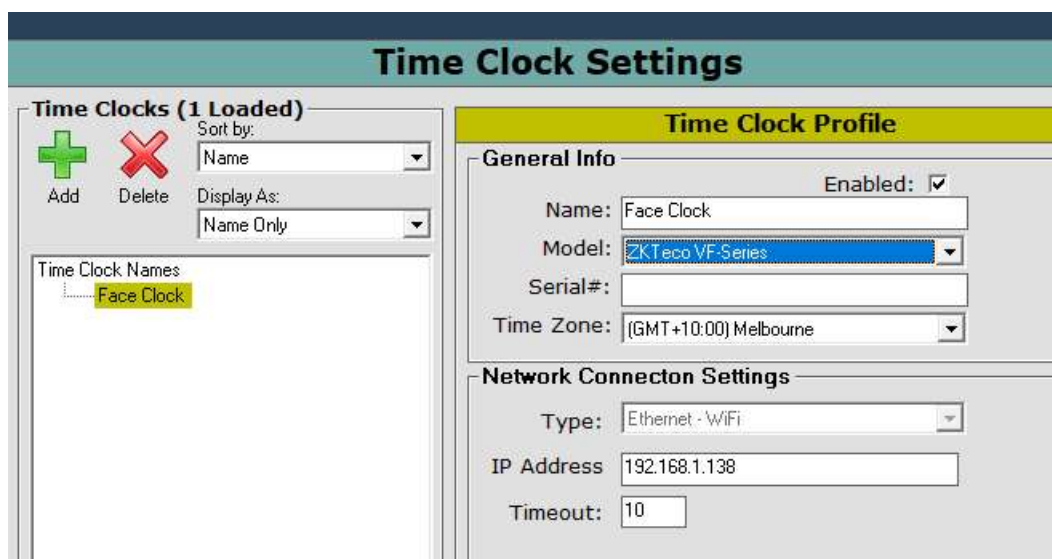4. **ADMS:** Sets the ADMS server connection info

Enter Comm > Ethernet

1. **IP Address:** Modify to set Static IP address.
2. **Subnet Mask:** Modify to specify Subnet Mask.
3. **Gateway:** Modify if you need to specify the Gateway to use.
4. **DNS:** Modify if you need to use a specific DNS server.
5. **TCP:** Modify if you need to specify the port.
6. **DHCP:** Disable if you are using Satic IP addresses.
7. **Display in Status Bar:** Toggles the network status on home screen.

This same IP address needs to be entered into ClockComms. Within BundyPlus under "Talk to Bundy Clock". When entering the IP address into ClockComms enter the address without leading zeros. So in the case of an IP address of 192.168.001.138, enter the address into ClockComms as 192.168.1.138

You must also select the type of time clock, see below.

HOW DO I INSTALL THE BUNDYPLUS SOFTWARE?

Note: If you are using Vista or Windows 7 or any later version of Windows you will need to have "Creator Owner" or "Authenticated Users" full control rights assigned to your login. This is different to "Administration" rights. If you try and install the software without these rights then some of the software files may not run properly.

Please ensure from your IT department or IT support that you have "Creator Owner" full control rights before proceeding. This is something we cannot help you with because it depends on your system setup.

This CD contains installation files for Microsoft XP or greater.

1. Insert CD supplied.
2. The **Setup.exe** will automatically run the BundyPlus Setup wizard.
3. Click **Next** to continue.
4. Select where BundyPlus is to be installed. Default is location is "C:\BundyPlusV3" (Recommended) but you may choose to **Browse** and select an alternate location. Click **Next** to continue.
5. Enter a name for the "Start Menu Folder". Defaults is "BundyPlus" (recommended). Click **Next** to continue.
6. Select if "Desk Top" and/or "Quick Launch" icons are created. Click **Next** to continue.
7. Click **Install** to start installation. *Note: If the setup program prompts you to keep an existing file we recommend that you answer YES and keep you original file.*
8. Once completed, click **Finish** with **Launch BundyPlus** enabled.
9. The first time BundyPlus runs a configuration wizard will prompt you through your specific systems configuration. Simply enter the details required and your system will automatically be setup for immediate use.
10. Once your BundyPlus configuration is completed a ClockComms wizard will prompt you for the time clock specific configuration. Simply enter the details required and the clockcomms Utility will automatically be setup for immediate use.

WHAT'S NEXT? - HOW DO I SETUP THE BUNDYPLUS?

There are lots of setup user tips posted on our website, the link below lists some help tips on setting up BundyPlus. You can search around the FAQ section for other information, for example enter "MYOB" and it will list helpful tips when configuring BundyPlus to export timesheets in to MYOB.

http://www.bundyplus.com.au/blog/?s=setup

Suggested setup order in the BundyPlus software -

1. Open "Time Types" and select your payroll time types.
2. Open "Allowances" and create appropriate allowance (if applicable).
3. Open "Pay Runs" and create a pay run that suits your business.
4. Open "Work Rules" and create your appropriate work rule-schedule.
5. Open "Employee Cards" and enter all employees.

Each screen in BundyPlus has on-line help available - at any time you can press "F1" or click on the help icon.

Should you have questions that are not answered by all the information on our website or you just want to speak to someone regarding the setup please don't hesitate to call our helpdesk on (int) + 61 3 9873-0355 and we would be happy to help.