



# G6 Configuration

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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 new G6 Bio look like?

The G6 series time clock case comes in either Dark Grey or Beige.



## 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

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

DD is the time clocks day e.g. 07 for 7<sup>th</sup> December

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

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

If however you are running ClockComms Enterprise and the **Registration Menu Key** has been set to anything other than zero "0" then only that code will work at the TCD to get into the Configuration mode or Biometric management menu.

### Navigating the Configuration setup menu

Once you have entered in to the configuration mode, 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.

[2 key] – MOVES up the menu

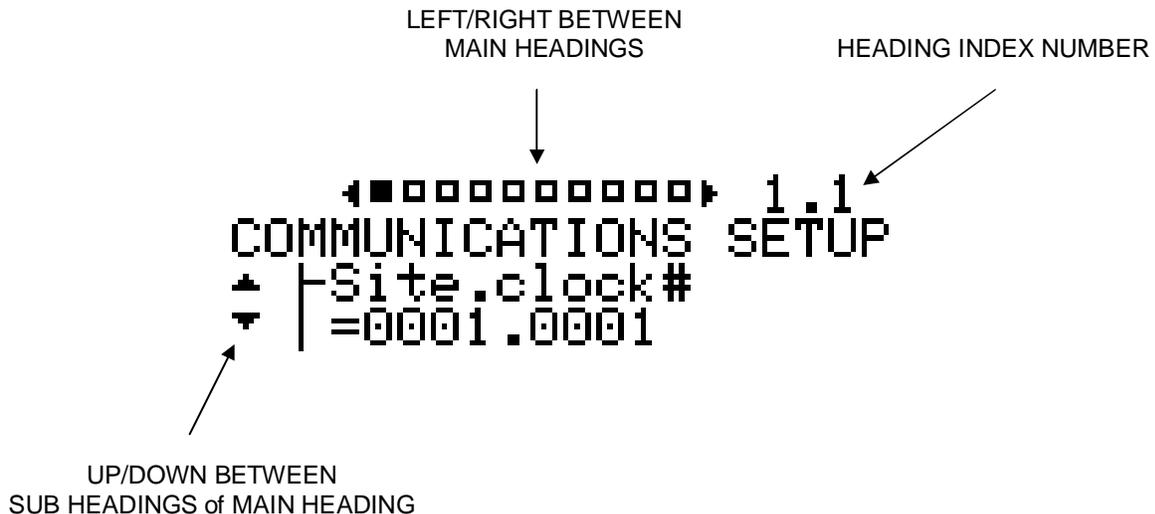
[4 key] – MOVES to the LEFT

[6 key] – MOVES to the RIGHT

[8 key] – MOVES down the menu

To formularise 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)

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 “BundyPlus™” time clock setting.

### 1.2 IP address

If an Ethernet or WIFI module is fitted to the “BundyPlus™” time clock, a static IP address will need to be set. 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

If an Ethernet or WIFI module is fitted to the “BundyPlus™” time clock, a subnet mask will need to be set. This 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#

If an Ethernet or WIFI module is fitted to the “BundyPlus™” time clock, a listen to port number will need to be set. This port number will need to be assigned by your network administrator. (Default value is 03001)

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

If an Ethernet or WIFI module is fitted to the “BundyPlus™” time clock, a gateway address may need to be set. 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

If the “BundyPlus™” time clock is fitted with an Ethernet module, 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 capable of communicating via several data communication mediums (Ethernet, WIFI, PSTN modem, GSM modem, CDMA modem or RS232 serial).

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

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
- Dialup modem
- WIFI and RS232
- GPRS modem
- RS232 Only

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

## 1.8 Modem type

The “BundyPlus™” time clock is capable with several different modems. Note: This menu item only needs to be set if a modem is installed.

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

To edit this value, press ENTER.

Valid options are:

- Standard Hayes compatible
- Wavecom Fastrack GSM
- Wavecom Fastrack CDMA

Additional modems will be added as they become available.

## 1.9 Set modem to defaults

This menu item allows an attached modem “AT” settings to be set back to defaults. This menu item only needs to be set if a modem is installed.

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

To edit this value, press ENTER.

Press ENTER (YES) to continue or CANCEL (NO) to abort.

## 1.10 GSM/CDMA modem signal strength

If the “BundyPlus™” time clock is fitted with a GSM or CDMA modem, RF signal strength can be displayed. This may be useful when installing/commissioning the clock.

To display this value, press ENTER. Wait a few seconds, the result will be displayed.

Valid signal levels are:

- Unknown. Typically means modem was unable to connect to network provider
- Unacceptable (< 6)
- Weak (< 11)
- Moderate (< 16)
- Good (< 25)
- Excellent (< 31)

## **1.11 WiFi settings – listed for MT200/300 series only, not available in the G6 series, please use the external WiFi settings.**

If the “BundyPlus™” time clock is fitted with a WiFi module, several network connection settings will need to be set. Your network administrator will need to supply the following items.

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

### **1.11.1 WiFi Channel number**

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

Using the UP/DOWN keys select the required channel number. ENTER to save and CANCEL to exit. Valid options are Channel 1 to 14 (Default 6).

### **1.11.2 WiFi Security**

To change the WiFi security mode, simply enter at this sub-menu.

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

Valid options are:

- WEP(Default)
- none

### **1.11.3 WiFi Authentication**

To change the WiFi authentication method, simply enter at this sub-menu.

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

Valid options are:

- none (open system) (Default)
- shared

### **1.11.4 WiFi Encryption**

To change the WiFi encryption method, simply enter at this sub-menu.

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

Valid options are:

- 64bit(Default)
- 128bit

### 1.11.5 WiFi Key

To change the WIFI security key, simply enter at this sub-menu.

Using the keypad, type in the required setting. The value being entered is in hexadecimal format. Key #2 cycles between 2-A-B-C and key #3 cycles between 3-D-E-F. After a short period of time, the up arrow cursor will automatically advance to the next character. ENTER to save and CANCEL is backwardly destructive and exit.

Valid characters are:

- 0,1,2,3,4,5,6,7,8,9,A,B,C,D,E,F

### 1.11.6 WiFi WEP Key Index

To change the WIFI WEP Key Index, simply enter at this sub-menu.

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

Valid options are:

- 1
- 2
- 3
- 4

### 1.11.7 WiFi WEP Key

To change the WIFI WEP Key, simply enter at this sub-menu.

Using the keypad enter the security WEP key that matches your WiFi settings.

### 1.11.8 WiFi Data rate

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

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

Valid options are:

- 1Mbps
- 2Mbps
- 5.5Mbps
- 11Mbps
- 18Mbps
- 24Mbps
- 36Mbps
- 54Mbps

### 1.11.9 WiFi Re-sync period

To ensure the WIFI module is online, a regular re-sync can be performed. To change the WIFI re-sync period, simply ENTER at this sub-menu.

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

Valid options are:

- OFF
- 6hrs
- 12hrs
- 24hrs(Default)

#### 1.11.10 WiFi Network creation topology

To change the WIFI network creation mode, simply enter at this sub-menu.

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

Valid options are:

- Ad Hoc (Default)
- Infrastructure

#### 1.11.11 WiFi Tx Data rate

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

Valid options are:

- Auto fallback (Default)
- Fixed

#### 1.11.12 WiFi SSID

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

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

### 1.12 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

### 1.13 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

### 1.14 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

### 1.15 GPRS settings

If the “BundyPlus™” time clock is fitted with a GPRS modem, several network connection settings will need to be set. Your network administrator will need to supply the following items.

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

#### 1.15.1 GPRS APN

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

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

#### 1.15.2 GPRS PORT#

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

Using the keypad, type in the required setting.

Valid characters are:

- All ASCII characters starting at 0 through to 9
- 10000 (default)

## **1.16 SNMP Settings**

Your network administrator will need to supply the following items.

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

### **1.16.1 SNMP Traps**

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)

### **1.16.2 Community Name**

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

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

## **1.17 Remote Server**

Your network administrator will need to supply the following items.

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

### **1.17.1 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)

### 1.17.2 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.

### 1.17.3 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.

### 1.17.4 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
- 60 Seconds (1 minute)
- 120 Seconds (2 minutes)
- 300 Seconds (5 minutes)
- 600 Seconds (10 minutes)
- 1200 Seconds (20 minutes)

### 1.17.5 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
- TCOM-26
- ASR-27
- Unity UIX-1000
- MIFARE Type 1 (128bit)
- MIFARE Type 2 (34bit)
- TCOM TS0870 (Magstripe O/P)

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
- TCOM-26
- ASR-27
- Unity UIX-1000
- MIFARE Type 1 (128bit)
- MIFARE Type 2 (34bit)
- TCOM TS0870 (Magstripe O/P)

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

If the TCD is configured as a registration TCD then this setting should be set to Disabled. This means that any employee clockings at this TCD will not be saved or transmitted to CCE. This is because employees will generally practice after registering to ensure they know the procedure.

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)

## 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 vent 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)

## 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 vent 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

# 6 SCREEN

## 6.1 Display hours

The “BundyPlus™” 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

## 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 Costing messages time out period

The “BundyPlus™” time clock has the ability to change the period the time clock displays the costing 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

## 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

# 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 function is not yet supported.**

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**

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 Verify Security**

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 Minimum Enroll Quality

This is the default minimum quality enrolment value that must be met during registration.

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:

- 20 through to 40
- 20 (Default)

### 12.4 Minimum Enroll Content

This is the default minimum content enrolment value that must be met during registration.

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:

- 40 through to 60
- 40 (Default)

### 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.

### 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 MT300 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 MT300.

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

If set to “Auto Retrieve” the MT300 will request the finger template from the database if it is not found locally in the time clock.

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 Enrolable Fingers

This function configures sets the maximum number of finger templates stored per employee.

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
- 2 (default)
- 3
- 4
- 5

### **12.13 Audit Enrolment**

This function configures the MT300 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

### **12.14 Suspend if 5 PIN attempts**

This function configures the MT300 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