HP Series Initial Setup Instructions

If clocks are not located together, there should be a network/internet connection in every location a clock is installed. If all clocks can access one server, you will only need to install one instance of the Middleware Code.

Prior to the configuration of your HP, you will need the following information:
1. An **Available** / **Static INTERNAL** IP address on your network to communicate with the Middleware.
2. The **default Gateway Address** and **Subnet Mask** of your network. This information can be found by opening up a command prompt on a PC and typing ipconfig on the same internal network the clock will be installed on.

To configure the clock or enroll users, you will need to first enter the Command Menu.

To Enter Command Menu

Press **[CLEAR]** and **[ENTER]** keys at the same time. The screen should now display **ENTER PASSWORD**. If you are trying to access the Command Menu and a user has already been assigned to the device, the user will need to enter their ID and place their hand to get to the **ENTER PASSWORD** screen. Only a Supervisor can access the Command Menu.

To Set IP Address

1. Enter the Command Menu. (See Instructions above.)
2. The display will read **ENTER PASSWORD,** press **2** and **[ENTER].**
3. Press the **No**/* button until you reach **Set Serial,** and then press the **Yes**/# button.

Prompt	Your Action:
Set Language	NO
Set Date Format	NO
Set Time and Date	NO
Set Address	NO
Set ID Length	NO
Set Serial	**YES**

4. Enter the 16-digit Static IP Address the clock will be using and press **[ENTER]**.
5. Enter the Gateway Address of your network and press **[ENTER]**.
6. The screen will now display **HOST BITS: 10 NEW?**. Please refer to the Host Bits Table on Page 4 to see what number corresponds to the Subnet Mask of your network. Enter this number and press **[ENTER]**.
7. The screen will now display **9600 baud**. Press **Yes**/#. The clock is now configured. You can hit **[CLEAR]** to get to the main screen.

To Enroll Users

1. Enter the Command Menu. (See Instructions above.)
2. Press **[4]** and **[ENTER]** to enroll users. You can cycle through the menus by pressing **No**/*.
3. We recommend enrolling all Supervisors first (a supervisor on the clock is someone who can enroll other users and reconfigure the IP address of the device if necessary). Press **Yes**/# when you reach **Add Supervisor**.
4. You will be prompted to **ENTER ID,** then press **[ENTER]**. You will then be prompted to **place your hand** 3 times to read and store the user's hand template.
5. You can now either hit **Yes**/# to enroll another Supervisor or **No**/* to get to **Add Employee** where you can select **Yes**/# to enroll them. Follow step 4 to enroll. Once an employee is enrolled, they will be able to punch in/out on the clock.

To Punch On the Clock

1. The clock should display **ENTER ID**.
2. Enter your ID, then press **[ENTER].**
3. You will then be prompted to **place your hand**.
4. After you have placed your hand, you will **receive a score** on how well the device has read your hand (the lower your score, the better the device has read your hand).

To Job Cost at One Level

1. You will see the **ENTER ID** display. Press #, enter your ID, then press **[ENTER].**
2. You will then be prompted for a **Department/Job number**. Enter the appropriate number and press **[ENTER].**
3. You will then be prompted to **place your hand**.

To Job Cost at Multiple Levels

1. Press the **F1** key.
2. You will see the **ENTER ID** display. Enter your ID, then press **[ENTER].**
3. You will then be prompted for each **Department/Job number**. Enter the appropriate number(s) and press **[ENTER].**
4. You will then be prompted to **place your hand**.

To Enter Money / Tips

1. Press the **F2** key.
2. You will see the **ENTER ID** display. Enter your ID, then press **[ENTER].**
3. You will then be prompted to enter a **dollar amount**. Enter the appropriate amount and press **[ENTER].**
4. You will then be prompted to **place your hand**.

To Cold Boot Device (Reset/Restart clock settings)

1. Remove the jumper for the backup battery by lifting it up slowly over the 2 metal prongs. This jumper is a small black piece of plastic located next to the Ethernet connection.
2. On the back of your device, you should see the **Reset Button** (small white button). Hold down the **Reset Button** and unplug the power supply.
3. Continue to hold the **Reset Button** down, and plug the power supply back in.
4. You will see 2 options on the display:
   a. **1. Setup** – select if you would like to erase the configuration of the device.
   b. **9**. **All** – select if you would like to erase the configuration and user accounts on the device.

To Special Enroll a User

The Special Enroll command allows a user to be enrolled so that the ID number is the primary criteria for determining access. A hand read is required, but is not verified against any stored identification data. This is primarily used for someone with a missing finger, injured hand, etc.

1. Enter the Command Menu. (See Instructions above.)
2. Press **[5]** and **[ENTER].** Then press **Yes/#** to enroll users.
3. You will see the **ENTER ID** display. Enter your ID, then press **[ENTER].** The user will now be able to enter their ID and place their hand to punch on the device.

To Enable Schedule Restriction at the clock

**The HP devices can only handle 60 Schedules sent to them. For example, if an employee works 8a – 4p on Monday, Wednesday & Friday and works 10a – 6p on Tuesday & Thursday. This would count as (2) schedules being sent to the clock.

The HP devices can restrict employees from punching IN before their scheduled start time and punching OUT after their scheduled end time. You will need to have Schedules setup within the company and assigned to the employees. You will also need to enable the Require Manager Override checkbox within the Timesheet Profile for the employees (not available in Bulk Hours Timesheet profile).

1. Within the Middleware Settings, enable the checkbox for Check Schedules.
2. Save the Settings.

Changing a User's Security

A user's security can be changed within their Edit Employee Information screen. When logged into the company, go to My Employees > Employee Information and click the Employee Information icon (person and pencil). Under the Hardware Settings box, you will see a drop down box next to Authority that lists the different security levels. Please see the following description for each security level to determine the user's accessibility on the clock:

None - access to simply punch in/out as a regular employee.

Service - access to the Service menu within the back menu of the clock - for Calibrating the camera and changing the Status display.

Setup - access to the Setup menu within the back menu of the clock and above menu - for Network Configuration.
Management - access to the Management menu within the back menu of the clock and above menus - Supervisor Override for punching and restrictions.

Enrollment - access to the Enrollment menu within the back menu of the clock and above menus - ability to enroll / delete users.

Security - access to the Security menu within the back menu of the clock and above menus - ability to add a special enroll.

Turning on the Battery Backup

The battery backup, which comes with all of the HP devices and is built into the back of the device, will keep the device running if there is a power outage. The HP uses an internal switching regulator to obtain internal operational power. It accepts input voltages from 12 to 24 VDC or 12 to 24 VAC at 50 to 60 Hz. The design of the internal power supply is such that any range of the above input voltages may be used and still provide proper battery charge voltage and battery backup operation. A switch-over to battery power is automatic and occurs when the input voltage falls to approximately 10.5 volts. At that time the internal battery charger is disabled to save power and uninterrupted operation continues on battery power. When input power is restored, the HP switches off of battery operation and the battery charger is re-enabled to recharge the battery. Battery charge voltage is set at approximately 13.65 volts, and battery charge current is limited to approximately 50 mA. A fully discharged battery requires approximately 12 hours of charge to fully recover. Additional options installed and specific configurations within the HP make it difficult to predict precisely how long battery support will last, but in general, two hours of battery operation can be expected. While operating on battery backup due to loss of main input power, the battery output voltage is constantly monitored by internal circuitry. If the battery voltage reaches approximately 9.5 volts the HP automatically shuts down. This is done to prevent full exhaustion of the battery. A yellow indicator on the top panel illuminates to indicate that the HP is running off of battery power. This indicator extinguishes when main input power is restored. As for any electronic device, we recommend plugging the device into a surge protector.

1. To turn on the battery backup, you will need to look for a small, black plastic piece in the back of the clock that is connected to one prong of a two prong jack. You will see J7 printed on the board in front of the prongs.
2. The battery backup is turned on by placing the plastic jumper on top of both prongs to close the circuit.

Host Bits Table

Subnet Mask	Host Bits
255.255.255.000	8
255.255.000.000	16
255.255.255.252	2
255.255.255.248	3
255.255.255.240	4
255.255.255.224	5
255.255.255.192	6
255.255.255.128	7
255.255.254.000	9
255.255.252.000	10
255.255.248.000	11
255.255.240.000	12
255.255.224.000	13
255.255.192.000	14
255.255.128.000	15