

uPUNCH™

IT'S TIME TO WORK

FN1000 Product Manual



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01 INTRODUCTION

Thank you for purchasing the FN Series Auto-Align time clock, part of the uPunch system by Workwell Technologies.

Setting up your uPunch Time Clock and mobile app can be completed in just 4 easy steps. First, we will begin by setting up your uPunch Punch to Pay mobile app, and then we'll finish by setting up your clock.

Once you have completed the following steps, your employees will be ready to use the time clock.

1. Create Your uPunch Punch to Pay Mobile Account
2. Set up Time Clock Date and Time
3. Set up Time Clock Pay Period
4. Register Your Device Warranty



**CREATE uPUNCH
PUNCH TO PAY ACCOUNT**



**SET UP THE TIME CLOCK
DATE AND TIME**



**SET UP YOUR TIME
CLOCK PAY PERIOD**



**REGISTER YOUR
DEVICE WARRANTY**

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02

uPUNCH PUNCH TO PAY MOBILE APP

Your uPunch time clock includes a free mobile app that allows you to populate and manage your time and attendance data by scanning time cards with your Android or iOS mobile device.

Please Note: If you have been thinking about upgrading to a fully automated time and attendance system, then you may wish to look into our uAttend line of clocks at uAttend.com to schedule a free live demo.

The uAttend Time and Attendance System collects real time punch data. It sends this information to your cloud account where it can be viewed from any Internet connected device, 24/7. Furthermore, you won't have to worry about costly human errors because uAttend will do all the calculations for you. When you are ready to export your data to your payroll provider, you will be done in seconds. Best of all, the upgrade is FREE. Try it today!

To take advantage of the uPunch Punch to Pay mobile app without the uAttend upgrade, simply follow these steps to set up your departments and employees.

CREATING YOUR uPUNCH ACCOUNT

1. Use your Android or iOS device to download the uPunch mobile app.
2. Open the app on your mobile device and select the **Sign Up** button.
3. Follow the on-screen prompts to enter the following information to create an account:
 - a. Company Name
 - b. Administrator Name
 - c. Email Address
 - d. Password
4. Read over the End User License Agreement and create your account.



Download on the
App Store



Get it on
Google Play



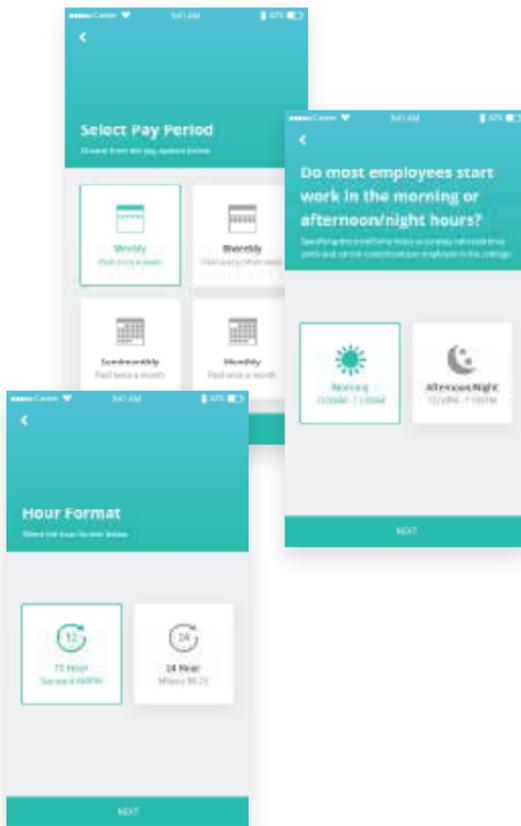
QUESTIONS? Watch our helpful videos at upunch.com/resources

5. Configure your **Pay Period** and **Punch** settings. This information will be used to ensure accurate calculations for your time cards when scanning on the app.

Select your setting on each screen for:

- Pay Period Type
- Pay Period Start Date
- Whether most of your employees work Daytime or Overnight shifts
- Hour Format
- Minute Format

Be sure to take note of the settings you select, as you will need them when you set up your time clock. These settings can be adjusted later.



6. Configure your Overtime options

Select your options for:

- Weekly or Bi-weekly Overtime
- Daily Overtime

7. Add your employees

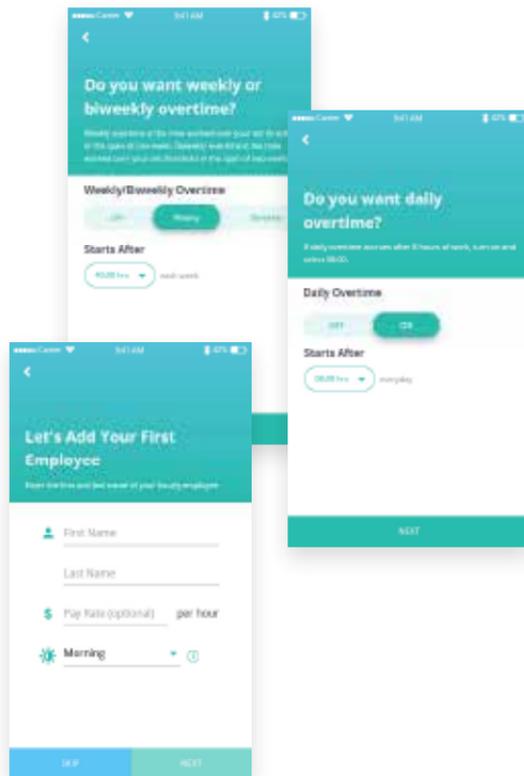
Follow the easy on-screen prompts to enter the following information about your first Hourly Employee.

- First Name
- Last Name
- Rate of Pay (optional)
- Morning or Night shift

Then tap **Save**.

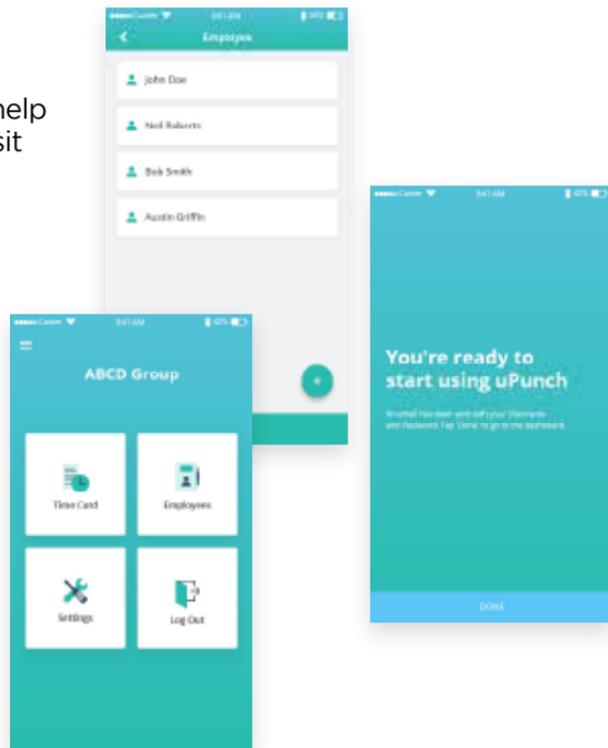
Tap the **+** icon to add more employees.

When you are done, tap **Finish** to complete your setup. You will be able to add additional employees or edit these details later from the **Employees** menu of the mobile app.



You are all done, and ready to set up your time clock!

For additional instructions and resources to help with scanning your first time cards, please visit uPunch.com/Resources.





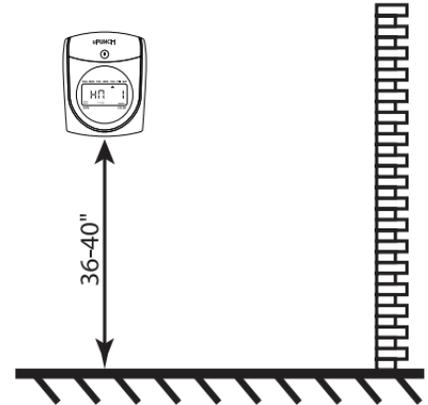
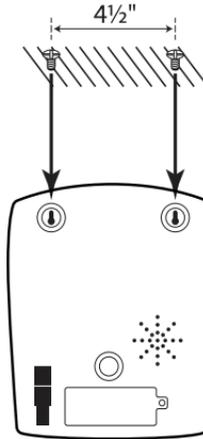
03

MOUNTING THE FN SERIES AUTO-ALIGN TIME CLOCK

Mounting the time clock to the wall is optional and will require two dowels and two screws, which are not included.

To mount the time clock to a wall:

1. On a wall, drill two $\frac{1}{10}$ " holes, $4\frac{1}{4}$ " apart.
2. Insert two dowels into the holes, and then insert two screws into the dowels.
3. Hang clock on the screws, ideally 36-40" from the base to the ground.





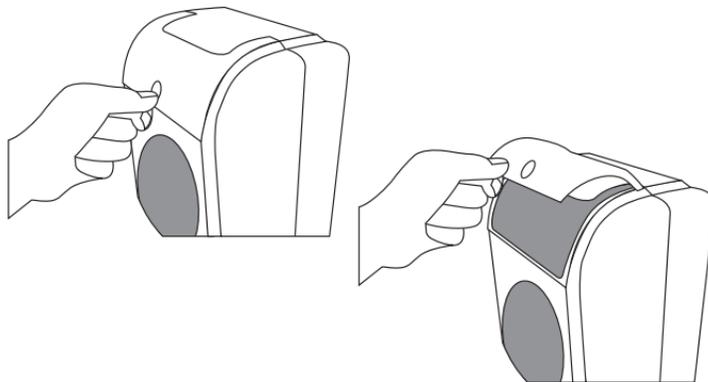
04 SETTING UP THE FN1000 TIME CLOCK

The FN Series Auto-Align time clock allows users to punch in and out with paper time cards. Before your employees can begin using your new time clock, you will want to customize the settings to fit the needs of your business.

To get started, plug the time clock into a surge protector or uninterruptible power supply (UPS). Then remove the cover using the enclosed key. This will give you access to the buttons and switches.

TIME CLOCK OVERVIEW

The **IN** and **OUT** buttons on the time clock will be used later for tracking time. These same buttons are also used in the setup of your time clock. To change the settings on your time clock, remove the cover with the included key to expose the setup labels that correspond with the **IN** and **OUT** buttons.



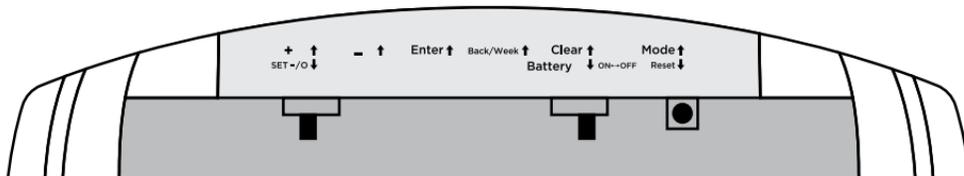
The following is a detailed list of each button's functionality.

Switch	Function
SET	Enter and exit the setup mode (- / 0). When the Set switch is pushed to the left (-), the clock is ready for punching. When the Set switch is pushed to the right (0), the clock is in the setup mode and you can begin setting up the menus.

Button	Function
+	Increase value
-	Decrease value
ENTER	Confirm set value
BACK	Backspace the set value
CLEAR	Cancel the set value
RESET	Restart the time clock
MODE	Advance to the next menu

SETTING UP YOUR FN SERIES AUTO-ALIGN TIME CLOCK

To access the menu options, remove the cover of the clock using the enclosed key. Then move the **Set** switch to the “0” position (to the right).

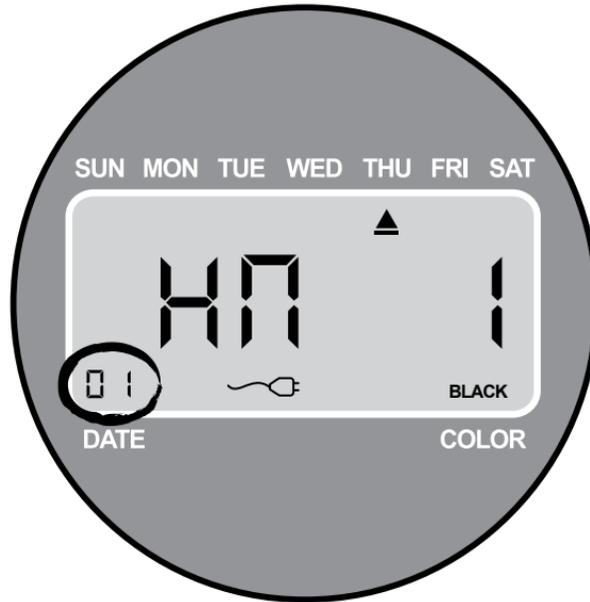


Setup features of the time clock are grouped by menu options. The main menu options are numbered HN1 through HN5. Each menu has sub-menus called codes, displayed in a smaller size at the lower left on the clock display.

When a code is flashing, you can make changes using the **+** and **-** buttons. Once you select the desired option, press the **Enter** button.

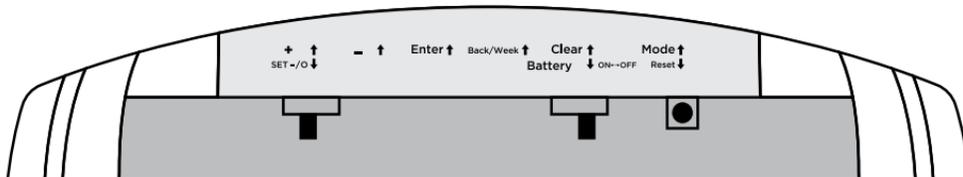
To scroll through codes without changing settings, press the **Enter** button.

The **Back** button allows you to reset an option that was confirmed incorrectly.



NOTE: If you are using your cloud account to manually enter your time and attendance data, it's important that you match your uPunch cloud account settings with your uPunch time clock settings.

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HN1—BASIC SETTINGS

HN1 is the first menu in the time clock. It allows you to program the following features.

Setting the Year (code 00)

Move the **Set** switch to the “0” position (to the right). When the code “00” appears on the display, set the last two digits of the current year using the **+** and **-** buttons. Press **Enter** to confirm the setting.

Setting the Month and Date (code 01)

After confirming the year, the code “01” appears on the display. Set the month and date using the **+** and **-** buttons. Press **Enter** to confirm the setting.

Setting the Hour and Minute (code 02)

After confirming the month and date, the code “02” appears. Set the hour (HH) and minute (MM) using the **+** and **-** buttons. Press **Enter** to confirm the setting.

Setting the Hour Format Display (code 03)

When the code “03” appears, set the hour display. This allows the selection of 24-hour (Military) or 12-hour (Standard) time for display on the time clock and printing on the time card. Use the + and - buttons to make your selection. Then press **Enter** to confirm the setting.

STANDARD	MILITARY
1:00pm	13:00h
2:00pm	14:00h
3:00pm	15:00h
4:00pm	16:00h
5:00pm	17:00h
6:00pm	18:00h
7:00pm	19:00h
8:00pm	20:00h
9:00pm	21:00h
10:00pm	22:00h
11:00pm	23:00h
12:00am	24:00h

Setting the Month and Date of the start of Daylight Savings Time (code 04)

When the code “04” appears, set the month and date of the start of Daylight Savings Time (MM-DD). Use the + and - buttons to make your selection. Then press **Enter** to confirm the setting. This may need to be set each year, depending on your time zone.

Year	Daylight Savings Time Starts
2020	March 8
2021	March 14
2022	March 13
2023	March 12
2024	March 10

Setting the Hour and Minute of the start of Daylight Savings Time (code 05)

When the code “05” appears, set the hour and minute of the start of Daylight Savings Time (HH:MM) to 2:00am. Use the + and - buttons to make your selection. Then press **Enter** to confirm the setting.

Setting the Month and Date of the end of Daylight Savings Time (code 06)

When the code “06” appears, set the month and date of the end of Daylight Savings Time (MM-DD). Use the + and - buttons to make your selection. Then press **Enter** to confirm the setting. This may need to be set each year, depending on your time zone.

Year	Daylight Savings Time Ends
2020	November 1
2021	November 7
2022	November 6
2023	November 5
2024	November 3

Setting the Hour and Minute of the end of Daylight Savings Time (code 07)

When the code “07” appears, set the hour and minute of the end of Daylight Savings Time (HH:MM) to 2:00am. Use the + and - buttons to make your selection. Then press **Enter** to confirm the setting.

HN2—PAY PERIOD SETTINGS

The HN2 menu allows you to program the following features.

Setting the Day Change Time (code 00)

Under the HN2 menu, when the code “00” appears, set the time at which the day changes (hour/minute). Use the + and - buttons to make your selection. Then press **Enter** to confirm the setting.

Setting the Pay Period (code 01)

When the code “01” appears, set the pay period you would like to use. The options are:

- 1 No Pay Period**—Select 01 for job tracking mode. This means there is no pay period set and the clock will punch in the row that correlates with the current date.
- 2 Monthly**—Select 02 for the Monthly option, and then select the date on which the pay period will start.
- 3 Weekly**—Select 03 for the Weekly option. Then select the day on which the pay period will start. Enter 00 for Sunday, 01 for Monday, 02 for Tuesday, 03 for Wednesday, 04 for Thursday, 05 for Friday, or 06 for Saturday.
- 4 Bi-weekly**—Select 04 for the Bi-weekly option, and then select the month and date on which the first pay period started. Enter 01 for January, 02 for February, and so on.
- 5 Semi-monthly**—Select 05 for the Semi-monthly option, and then select the first payday. Enter 01 for the paydays to fall on the 1st and 16th of the month or enter 15 for the paydays to fall on the 15th and the last day of the month.

Use the + and - buttons to make your selection. Then press **Enter** to confirm the setting.

Setting Printing Position Adjustment: Up/Down (0-9) (Code 02)

This step is optional during initial setup. This setting can be changed later if you find that the printing alignment is off. If the alignment is incorrect, you can adjust the position on the time card where the punches will print. When the code “02” appears, set the position (up/down) where the punch will print. Use the + and - buttons to make your selection. Then press **Enter** to confirm the setting.

NOTE: Default settings recommended.

Setting Printing Position Adjustment: Right/Left (0-9) (Code 03)

This step is optional during initial set up. This setting can be changed later if you find that the printing alignment is off. If the alignment is incorrect, you can adjust the position on the time card where the punches will print. When the code “03” appears, set the position (right/left) where the punch will print. Use the + and - buttons to make your selection, and then press **Enter** to confirm the setting.

NOTE: Default setting recommended.

HN3—ALARM OPTIONS

The FN Series Time Clock accommodates up to 12 alarms. You can set up alarms to signal the beginning and end of shifts and breaks. At the designated time, the time clock will play the internal alarm music or ring an external bell, which is purchased separately.

Setting the Duration of the Alarm (code 00)

Under the HN3 menu, when the code “00” appears, set the duration of the alarm time (in seconds). Use the + and - buttons to make your selection. Then press **Enter** to confirm the setting.

Setting the Ringing Time from Group 01 to Group 12 (codes 01-12)

Set up to 12 different times, or groups, for the alarm/bell to ring during the workweek. Each group is numbered 01-12. Use desired number of alarms. For example, only two alarms are required if setting alarms for beginning and end of a lunch break.

1. When the code “01” appears, use the + and - buttons to select the hour. Then press Enter to confirm the setting.

After the hour is set, you will set the minute for the alarm.

2. Use the + and - buttons to select the minute. Then press Enter to confirm the setting.

After the time is set, you will set the days of the week for the alarm.

3. Use the + and - buttons to scroll through the days. A flashing triangle indicates the day that is currently selected. The + button moves your selection from right to left and the - button moves your selection from left to right. Press the Back button to toggle each day on or off.

For example, if you would like to enable the alarm for weekdays only, you will disable the

alarm for Saturday and Sunday. When you see the flashing triangle on Sunday, press the **Back** button and the triangle will be removed. Then press the **-** button to select Saturday. When you see the flashing triangle on Saturday, press the **Back** button to disable Saturday. Monday through Friday are still selected.

4. Press Enter to confirm these settings.

Next, you will select which alarm/bell will ring for this group. The internal alarm is music that the clock plays – the external bell is purchased separately. The options are:

01 External bell and internal alarm

02 External bell

03 Internal alarm

5. Use the + and - buttons to make your selection. Then press Enter to confirm the setting.

Repeat these steps for codes 02-12 when you wish to change the alarm for all 12 groups. If you do not wish to set up all 12 alarms, you can press the **Mode** button at any time to skip to the next menu. Before moving on, always make sure you press **Enter** to save the selection you have just entered.

HN4—AUTOMATIC COLUMN SHIFT SETTINGS

The FN Series time clock allows you to enter times at which the punch will automatically shift over to the next column on the time card, eliminating the need to manually press

the button for the proper column. You can set up to 12 different times at which the punch column shifts (codes 01-12).

This feature is recommended for businesses whose employees often work the same days and hours. For example, you may have office employees who all work Monday-Friday from 8:00am-5:00pm and they all take a lunch break from 12:00pm-1:00pm. You would set up your time clock to punch in four columns: punching in at the beginning of the shift at 8:00am, punching out for lunch at 12:00pm, punching in from lunch at 1:00pm, and punching out at the end of the shift at 5:00pm. With these settings in place, an employee can simply enter the time card and the clock will punch the card in the proper column. However, if your employees work varying days and hours, such as in a retail store, they will need to manually press time clock buttons when punching in and out. For more information, see “Punching Time Cards.”

- 1. Under the HN4 menu, when the code “01” appears, use the + and - buttons to select the hour for the first punch. For 8:00am, set the hour to 08 and then press Enter to confirm the setting.**
- 2. Use the + and - buttons to select the minute. For 8:00am, set the minute to 00 and then press Enter to confirm the setting.**

After the time is set, you will set the days of the week.

- 3. Use the + and - buttons to scroll through the days. A flashing triangle indicates the day that is currently selected. The + button moves your selection from right to left and the - button moves your selection from left to right. Press the Back button to toggle each day on or off.**

For example, if you would like to set the column shift for weekdays only, you will disable the setting for Saturday and Sunday. When you see the flashing triangle on Sunday, press the **Back** button, and the triangle will be removed. Then press the - button to select Saturday. When you see the flashing triangle on Saturday, press the **Back** button to disable Saturday. Monday through Friday are still selected.

4. Press Enter to confirm these settings.

Next, you will select which column the time clock will punch. The options are:

01 Column 1

02 Column 2

03 Column 3

04 Column 4

05 Column 5

06 Column 6

5. Use the + and - buttons to make your selection. For the first punch of the day, select 01 and press Enter to confirm the setting.

Repeat these steps for the remaining codes. To follow the example in this section, you would set up code 02 to punch at 12:00pm on Monday–Friday in column 02; code 03 to punch at 1:00pm on Monday–Friday in column 03; and code 04 to punch at 5:00pm on Monday–Friday in column 04. You can enter up to 12 codes.

HN5—PRINT COLOR OPTIONS

The FN Series time clock allows you to enter times at which the punch color will change between red and black, highlighting times when employees punch in late or punch out early. You can set up to 24 times during the week when the print color will change between red and black (codes 01-24).

For example, your office employees work Monday-Friday from 8:00am-5:00pm and they all take a lunch break from 12:00pm-1:00pm. You allow a grace period of 15 minutes for both arrival and departure times of your employees. However, you would like to know when an employee punches in 15 minutes late or more in the morning and when they punch out 15 minutes early or more in the afternoon. So you will set the clock to change the punch color to red from 8:15am-11:30am, because you want to make sure the punch color is black again before anyone punches out for lunch. You will then set the clock to change the punch color to red from 1:30pm-4:45pm. This will highlight any punches that take place between the lunch hour and 4:45pm. At 4:45pm, you want the punch color to be black again for employees who punch out at 4:45 or later.

- 1. Under the HN5 menu, when the code “01” appears, use the + and - buttons to select the hour when the punch color will switch. For 8:15am, set the hour to 08 and then press Enter to confirm the setting.**
- 2. Use the + and - buttons to select the minute. For 8:15am, set the minute to 15 and then press Enter to confirm the setting.**

After you have set the time, you will set the days of the week for the color change.

3. Use the + and – buttons to scroll through the days. A flashing triangle indicates the day that is currently selected. The + button moves your selection from right to left and the – button moves your selection from left to right. Press the Back button to toggle each day on or off.

For example, if you would like to set the color change for weekdays only, you will disable the setting for Saturday and Sunday. When you see the flashing triangle on Sunday, press the **Back** button and the triangle will be removed. Then press the – button to select Saturday. When you see the flashing triangle on Saturday, press the **Back** button to disable Saturday. Monday through Friday are still selected.

4. Press Enter to confirm these settings.

Next, you will select which color you wish to print at this time. The options are:

01 Red

02 Black

5. Use the + and – buttons to make your selection. To switch the color to red, select 01 and then press Enter to confirm the setting.

Repeat these steps for the remaining codes. To follow the example in this section, you would set up code 02 to change the color to black (02) at 11:30am on Monday–Friday; code 03 to change the color to red (01) at 1:30pm on Monday–Friday; and code 04 to change the color to black (02) at 4:45pm on Monday–Friday. You can enter up to 24 codes.

NOTE: After all codes are set, move the **Set** switch to the “–” position (to the left) and close the time clock cover.



05

USING THE FN SERIES AUTO-ALIGN TIME CLOCK

Now that you have set up your time clock menus, you are ready to use your uPunch Time Clock.

UNDERSTANDING TIME CARDS

The front of the time card is numbered 1–15, indicating the first 15 days of the month, and the back of the card is numbered 16–31. The row on which your punch appears will depend on your pay period settings. Pay period markers along the right side of time cards make punches clear and precise.

Example 1: If you have set up monthly pay periods and have selected 1 as the first day of the pay period, row 1 will show punches for the 1st day of the month, row 2 will show punches for the 2nd day of the month, and so on.

Example 2: If you have set up weekly pay periods and have selected Sunday as the first day of the pay period, row 1 will show punches for Sunday, row 2 will show punches for Monday, and so on. If you use weekly pay periods, you may use the reverse side for the following pay period; row 16 will reflect the first day of the next pay period.

Example 3: If you have set up bi-weekly pay periods, row 1 will show punches for the first day of the pay period. If you use bi-weekly pay periods, you may use the reverse side for the following pay period; row 16 will reflect the first day of the next pay period.

Example 4: If you have set up semi-monthly pay periods, row 1 will show punches for the first day of the pay period. If you use semi-monthly pay periods, you may use the reverse side for the following pay period; row 16 will reflect the first day of the next pay period.

PUNCHING TIME CARDS

If you are not using the Automatic Column Shift Settings, employees must manually press the corresponding column buttons to ensure that their punches are recorded in the proper cell.

Use these steps as a guide for manually shifting columns on the FN Series Auto-Align time clock.

- 1. To punch in at the beginning of a shift, press the IN button on the far left of the keypad and insert the time card. The punch will print in the first column.**
- 2. The next time you punch out, whether it is for a break, lunch, or at the end of the shift, press the OUT button that corresponds with the second column. Insert the time card and the punch will print in the second column.**

	IN	OUT	IN	OUT	IN	OUT	
1							
2							
3							
4							

3. If you have punched out for a break and need to punch in again, press the **IN** button that corresponds with the third column and insert the time card. The punch will print in the third column.
4. You can press the next **OUT** button to punch out for another break or at the end of a shift. The six columns on the time card allow for you to punch in and out three times each, per day.

FN SERIES AUTO-ALIGN ERROR CODES

If an error occurs, your time clock will display the following error code.

ER 01—Wrong side of time card inserted.

ER 21—Battery needs to be charged.

ER 91—Print Head Motor Issue: wrong position, left and right.

ER 92—Card Feed Motor Issue: wrong position, up and down.

RESETTING THE FN SERIES AUTO-ALIGN TIME CLOCK

To simply restart the time clock, press the **Reset** button.

To restore the default values, move the **Set** switch to the “0” position (to the right). Then press the **+**, **Clear**, and **Mode** keys simultaneously until you hear three beeps. Finally, move the **Set** switch back to the “-” position (to the left). Setting the clock to factory reset will restore the default values, including: Date, Time, Time Signal, Print Color Options, and Printing Position.



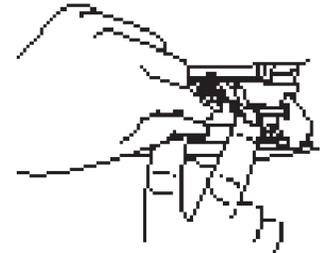
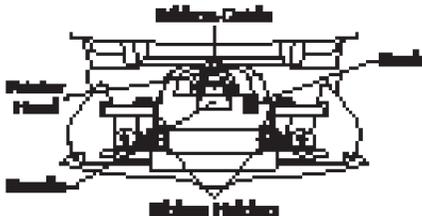
06

REPLACING FN SERIES RIBBON CARTRIDGE

To replace the ribbon cartridge in your time clock, follow these steps.

Open the top cover and press the button corresponding with column 4 to move the ribbon cartridge to center.

As shown in the figure below, pull the ribbon holders toward you and, holding them steady in the position, use the handle to take out the cartridge.



Insert a new cartridge between the ribbon guide and the printer head.

Push the cartridge head until it clicks into place. Turn the knob clockwise to fasten the ribbon.

NOTE: We strongly recommend that you use genuine manufacturer time recorder ribbons. Using non-genuine or non-compatible ribbons will void your warranty and may damage your printer.

QUESTIONS? Watch our helpful videos at upunch.com/resources



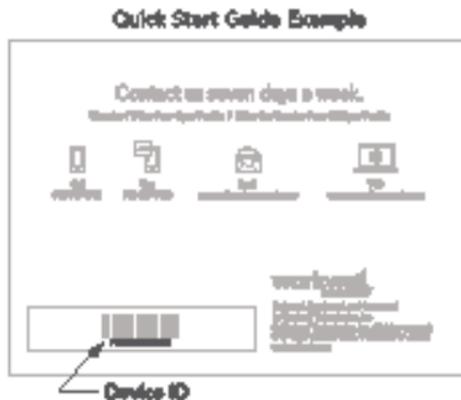
07

REGISTER YOUR UPUNCH WARRANTY

It couldn't be easier to register your uPunch time clock and enjoy the security our 2-year warranty provides.

Visit upunch.com/warranty and enter the requested information. Be sure to have this information handy:

- Device ID - located on the back of the Quick Start Guide or on a sticker on the back of the uPunch device
- Date f





08

uPUNCH WARRANTY AND TERMS OF SERVICE

This Warranty covers the FN Series time clock and any subsequent uPunch Device models.

- A. **Warranty and Warranty Periods.** Workwell Technologies, Inc. (“WWTech”) warrants only to the original Purchaser that the Device will be free from material defects and mechanical failures for two years from the date of purchase, starting from the date of shipment from Workwell Technologies to the client.
- B. **WWTech’s Obligation Under Warranty.** WWTech’s sole obligation under the above warranty shall be to repair or replace Devices and parts during the Warranty Period. WWTech does not assume responsibility for delays in replacement or repair of products or parts. WWTech may, at its sole discretion, replace Devices with refurbished Devices. This warranty gives end users specific legal rights, and particular end users may also have other rights which may vary from jurisdiction to jurisdiction.
- C. **DISCLAIMER OF ALL OTHER WARRANTIES.** NO OTHER WARRANTIES, EXPRESSED OR IMPLIED, ARE GIVEN, AND WWTECH EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, INCLUDING AND WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. Some jurisdictions do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to particular end users.
- D. **Limitations.** No salesperson, representative, or agent of WWTech is authorized to make any guaranty, warranty, or representation that contradicts the terms contained in this Limited Warranty. Any waiver, alteration, addition, or modification to the warranties contained herein must be in writing and signed by authorized representatives of WWTech to be valid, binding, and enforceable. WWTech does not assume responsibility for any specific application to which any

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products or parts are applied including, but not limited to, compatibility with other equipment. All statements, technical information, or recommendations relating to the products or parts are based upon tests believed to be reliable, but do not constitute a guaranty or warranty. WWTECH SHALL NOT UNDER ANY CIRCUMSTANCES WHATSOEVER BE LIABLE TO ANY PARTY FOR LOSS OF PROFITS, DIMINUTION OF GOODWILL, OR ANY OTHER SPECIAL, CONSEQUENTIAL, OR INCIDENTAL DAMAGES WHATSOEVER WITH RESPECT TO ANY CLAIM IN CONNECTION WITH WWTech PRODUCTS AND/OR PARTS. Some jurisdictions do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to particular end users.

- E. May Void the Warranty. This Limited Warranty shall be null and void in the following circumstances:
1. Modification or repair by the end user or any non-authorized WWTech service provider; or
 2. Improper use or installation, or damage by accident or neglect, by the end user or any third party, or intentional damage by the end user or any third party; or
 3. Failure of the end user or any third party to exercise caution to protect from electrostatic discharge damage and adverse temperature, or physical abuse; or
 4. Power surges; or
 5. Use of non-compatible ribbons or time cards; or
 6. Failure by the end user to follow the Return Appointment Process set forth below.
- F. Return Appointment Process. As a condition precedent to the above Limited Warranty, the end user must:

1. Obtain a return material authorization (RMA) from WWTech, which will include an RMA number that must be prominently displayed on the outside of the shipping container. Returns without an RMA number may be rejected by WWTech and immediately returned to end user, freight collect.
 2. Ship the items being returned to WWTech, freight prepaid, together with a written description of the claimed defect.
 3. Pack the items being returned in the original packing carton or equivalent. Damage in transit is end user's responsibility and may be cause to void the warranty claim.
- G. Transportation Costs. WWTech will pay surface freight to return products covered by the 30-day Limited Warranty. However, if WWTech determines in the exercise of its reasonable but sole discretion that the product or part returned for warranty service is not defective or does not otherwise qualify for warranty service, the end user shall be liable for all costs of handling and transportation.
- H. Lifetime Trade-In Program: WWTech offers a free trade-in for a CB6500 or BN6500. Customers with a Costco warranty have the option of a CB5500 or BN5500 free trade-in when they convert their uPunch account to a uAttend account.

**09**

uPUNCH SAFETY INFORMATION

**IMPORTANT SAFEGUARDS FOR SAFE OPERATION & USE
SAVE THESE INSTRUCTIONS.**



CAUTION/WARNING



DANGEROUS VOLTAGE



**DO NOT CONNECT
DAMAGED SUPPLY CORD**

THIS PRODUCT IS FOR COMMERCIAL USE ONLY.

The time clock is an electrical device. In order to reduce the risk of fatal electrical shock and fire, basic safety precautions should be followed, including the following:

1. Read all instructions before operating.
2. This time clock must be properly installed and located in accordance with these instructions before used.
3. Do not use outdoors.

4. Do not expose to water or any liquid.
5. Do not place objects into the time clock.
6. For best operation, plug the time clock into its own electrical outlet.
7. Do not operate the time clock with a damaged cord or plug.
8. If an extension cord is used, the marked electrical rating of the extension cord should be at least as great as the electrical rating of the time clock.
9. Plug the time clock into a surge protector or uninterruptible power supply (UPS). If a surge protector is not used and there is a power surge, your warranty may be voided.

WARNING

RISK OF FIRE OR ELECTRIC SHOCK - DO NOT OPEN

WARNING: TO REDUCE THE RISK OF FIRE OR ELECTRIC SHOCK, DO NOT OPEN THE TIME CLOCK. NO USER SERVICEABLE PARTS ARE INSIDE. REPAIRS SHOULD BE COMPLETED BY AUTHORIZED SERVICE PERSONNEL ONLY.



Contact us five days a week.

Monday-Friday 5am-6pm Pacific



Call
800-518-8925



Text
760-701-5102



Email
support@trackmypunch.com



Visit
support.trackmypunch.com



It couldn't be easier to register your uPunch time clock and enjoy the security our 2-year warranty provides.

Visit upunch.com/warranty and enter the requested information today!



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