

UPUNCH™

IT'S TIME TO WORK



HN3000/HN4000 Product Manual

TABLE OF CONTENTS

1.0	Introduction	1
2.0	Mounting the HN3000/HN4000	2
3.0	Setting Up Your Optional uPunch Account	4
3.1	Creating Your Account	4
3.2	Adding Departments and Employees	9
3.2.1	Adding Departments	10
3.2.2	Adding Employees	11
4.0	Setting Up the HN3000	13
4.1	Overview of the HN3000	13
4.2	Changing the Settings in the HN3000	14
5.0	Using the HN3000	26
5.1	Understanding Time Cards	26
5.2	Punching Time Cards	27
5.3	HN3000 Error Codes	27
5.4	Resetting the HN3000	28
6.0	Setting Up the HN4000	29
6.1	Overview of the HN4000	29
6.2	Changing the Settings in the HN4000	30
7.0	Using the HN4000	44
7.1	Understanding Time Cards	44
7.2	Punching Time Cards	44
7.3	Time Card Calculations	45
7.4	HN4000 Error Codes	47
7.5	Resetting the HN4000	48
7.6	Examples of Time Calculations	48
8.0	Replacing HN3000/HN4000 Ribbon Cartridge	50
	uPunch Warranty and Terms of Service	51

1.0 INTRODUCTION

Thank you for purchasing the HN3000/HN4000 time clock, part of the uPunch system by Processing Point, Inc. The uPunch HN6000 Bundle includes the HN4000 time clock and the uPunch HN5000 Bundle includes the HN3000 time clock. This document will guide you through the steps of mounting and setting up your time clock, with an overview of the features and functionality of the time clock. It will also provide steps on setting up your optional uPunch account.



HN3000
Non-Calculating
Time Clock



HN4000
Calculating
Time Clock

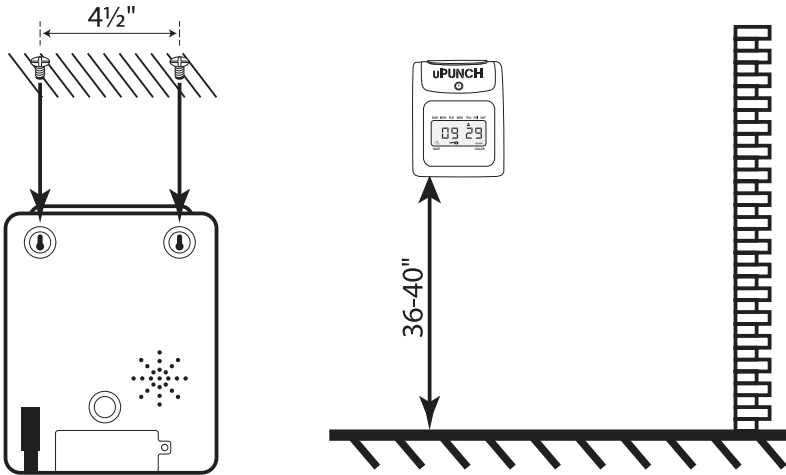
2.0 MOUNTING THE HN3000/ HN4000

Install the time clock away from excessive moisture, extremely low or high temperatures, direct sunlight, dust, mechanical vibration, and shock. Installation should also take place away from the source of noise or electrical interference.

Follow these steps to mount your time clock to a wall:

- 1. Drill two holes in the wall, $\frac{1}{10}$ " in diameter and $4\frac{1}{2}$ " apart.**
- 2. Insert the two dowels into the wall and then insert the two screws into the dowels.**
- 3. Hang the time clock on the screws.**

The ideal height is 36–40" from the base to the ground.



Cautions

To reduce the risk of fire or shock hazard, observe the following instructions carefully.

- 1. Disconnect the power before cleaning the time clock. Do not use liquid or aerosol cleaners; use only a damp cloth.**
- 2. Never spill liquid of any kind on the time clock.**
- 3. Do not overload wall outlets and extension cords, as this may cause the time clock to malfunction.**
- 4. Never place or press objects into the time clock, as this may cause a short circuit between parts and result in burning equipment.**
- 5. Always 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 become void.**

3.0 SETTING UP YOUR OPTIONAL uPUNCH ACCOUNT

uPunch time clocks include optional free cloud software. This section describes the steps you will take to create a new uPunch account and set up departments and employees.

3.1 Creating Your Account

1. Open your web browser and visit:
www.trackmypunch.com/signup
2. Enter the Dealer ID and Serial Number, then click Submit.

The Dealer ID can be found on a sticker on the outside of the time clock box and on the cover of this document. The Serial Number can be found on a sticker on the time clock and on the shrink wrap around the time clock. If either number is missing, please contact Customer Support at support@trackmypunch.com or 1-800-518-8925.



The image shows a screenshot of the uPunch account creation interface. At the top, the uPUNCH logo is displayed with the tagline "IT'S TIME TO WORK". Below the logo, a dark grey box contains the text "WELCOME, LET'S GET STARTED." in white. Underneath this box, there are two white input fields with grey borders. The first field is labeled "ENTER DEALER ID" and the second field is labeled "ENTER SERIAL #". Below these fields is a prominent orange button with the word "SUBMIT" written in white capital letters.

3. Enter your company information, then click Next Step.

The “Site Name” field allows you to customize your uPunch login page, which you and your employees will use to log in to the system. Specify an easy URL extension (web address) for you to remember. You may wish to use a shortened version of your company name (e.g., trackmypunch.com/flowershoppe). The URL extension cannot be longer than 20 letters or numbers and cannot contain special characters or spaces.

The image shows a screenshot of the uPunch registration interface. At the top, the uPUNCH logo is displayed with the tagline "IT'S TIME TO WORK". Below the logo is a dark grey header with the text "COMPANY INFORMATION". The form itself is a dark grey box containing several white input fields. The fields are labeled on the left: "COMPANY NAME", "SITE NAME", "FIRST NAME", "LAST NAME", "PRIMARY EMAIL", "PHONE", and "TIMEZONE". The "PHONE" field is divided into three separate input boxes. At the bottom of the form is a prominent orange button with the text "NEXT STEP" in white capital letters.

4. Select 1 Year Warranty or Lifetime Warranty, then click Confirm.

When you enroll in the Lifetime Warranty, you will also enroll in the Automatic Time Card Fulfillment Plan. With this plan, your time cards will be automatically shipped to you. Enter the shipping information for the time card shipments.

Both warranties also include enrollment into the Lifetime Tradeup Program, which allows you to trade in your HN3000/HN4000 for a free uAttend CB6000 time clock.

CHOOSE YOUR WARRANTY

STANDARD
1 YEAR WARRANTY:

- 1 year unlimited customer and technical support via phone and email from date of purchase.
- 1 year free product replacement for material defects and mechanical failures from date of purchase.

ADD TIME CARD FULFILLMENT PLAN
LIFETIME WARRANTY:

- Lifetime unlimited customer and technical support via phone and email from date of purchase.
- Lifetime free product replacement for material defects and mechanical failures from date of purchase.
- Receive \$20 off the purchase of any additional uPunch time clock purchased from your uPunch account.
- Lifetime trade up program. Trade in your uPunch time clock for a free uAttend CB1000 when you convert your uPunch account to a uAttend account.

*Requires enrollment and active subscription to automatic time card fulfillment program.

TIMEDCARD AUTO-FULLFILMENT SHIPPING INFORMATION:

PRIMARY EMAIL

PHONE

ADDRESS

CITY

STATE

ZIP CODE

CONFIRM

5. Enter plan data, then click Calculate if you have the Lifetime Warranty. Click Submit.

You will be prompted to enter the number of employees who will use the system, the pay period frequency, and the frequency that you would like time cards shipped to you.

You will also select how soon your first batch of time cards will ship.

Based on the data you enter on this screen, the system will automatically calculate the number of time cards for each shipment.

CALCULATE CARD PLAN

NUMBER OF EMPLOYEES

PAY PERIOD FREQUENCY **WEEKLY** ▼

SEND NEW CARDS EVERY **MONTH** ▼

SEND FIRST ORDER IN **1 DAY** ▼ FROM TODAY

WITH LIFETIME WARRANTY

CALCULATE

With this plan, you will be sent 1000 time cards every 4 weeks.
 Your first billing date will be 09/31/13.
 You will be billed \$100.00.

SUBMIT

6. Select the type of account you would like: Standard uPunch Account or Premium uPunch Account, then click Confirm.

STANDARD ACCOUNT	PREMIUM ACCOUNT
FREE	\$10.00/month
20 Employees	50 Employees
5 Departments	20 Departments
Holiday Settings not available	Allows Holiday Settings
Exporting not available	Exports to Payroll Systems
Punch Rounding not available	Allows Punch Rounding
Saturday and Sunday Overtime not available	Allows Saturday and Sunday Overtime

If you choose the Standard account, you can upgrade to a Premium account at any time.

CHOOSE YOUR UPUNCH ACCOUNT

STANDARD UPUNCH ACCOUNT **FREE**

- Manage Time and Attendance for up to 20 employees online
- Set up five (5) departments to facilitate cost accounting
- Automatically calculate daily, weekly, bi-weekly, and 7th day overtime
- Manage vacation time
- Manage sick time
- Save employee timecards for 3 months online
- Print employee timecards (showing department transfers) for employee signature
- Email employee's their timecards
- Run payroll summary reports to facilitate payroll

PREMIUM UPUNCH ACCOUNT **\$10⁰⁰ / MONTH**

- Manage Time and Attendance for up to 50 employees online
- Set up 20 (20) departments to facilitate cost accounting
- Automatically calculate daily, weekly, bi-weekly, and 7th day overtime
- Automatically calculate Saturday and Sunday overtime
- Manage vacation time
- Manage sick time
- Manage PTO
- Manage Holidays
- Punch Rounding
- Automatic Lunch Deductions
- Save employee timecards forever online
- Print employee timecards (showing department transfers) for employee signature
- Email employee's their timecards
- Run payroll summary reports to facilitate payroll
- Run historic attendance and time reports
- Export data to Quickbooks or Sage Payroll

CONFIRM

7. Enter your company's billing information, then click Submit.

This step allows you to enter billing information for the service. Enter the billing name, billing address, and credit card information that you wish to use. This information will be stored on our system (encrypted and secure) for recurring monthly billing. The initial charges for creating a new account will occur the same day the account is created. All plans come with a 30-day money back guarantee, if you are not satisfied. Although the billing fields are required, you will only be charged for the monthly service if you have a Premium account.

The image shows a screenshot of the uPunch online help page. At the top, the uPUNCH logo is displayed with the tagline "IT'S TIME TO WORK". Below the logo is a dark grey header with the text "BILLING INFORMATION". The main content area is a light grey form with the following fields: FIRST NAME, LAST NAME, PRIMARY EMAIL, PHONE (with three input boxes), ADDRESS, CITY, STATE, ZIP CODE, NAME ON CARD, CARD NUMBER, SECURITY CODE (CVV), and CARD EXP. DATE (MM/YY) with dropdown menus for MONTH and YEAR. A large orange "SUBMIT" button is at the bottom of the form. Below the form, it says "WE ACCEPT" followed by logos for VISA, MasterCard, American Express, and Discover.

Once you have created your account, you will have access to the uPunch Online Help. The link appears as a ? icon and is found in the upper-right corner of the uPunch screen.

3.2 Adding Departments and Employees

After you have created your uPunch account, you will need to set up at least one department and one employee. If you have a Standard account, you can enter up to five departments and 20 employees. If you have a Premium account, you can enter up to 20 departments and 50 employees.

You can upgrade your uPunch account to a uAttend account at any time by clicking the **Upgrade to uAttend** link in the upper-right corner of the uPunch screen. uAttend allows you to enter unlimited departments, along with many other features, and supports web-based time clocks with biometric (fingerprint and facial recognition) and RFID proximity badge punching.

3.2.1 Adding Departments

Follow these steps to add a department to your uPunch account:

1. Click the **Departments** tab on the main menu.
2. Click **Add Department**.

The screenshot shows the 'ADD DEPARTMENT' form with the following fields and values:

- GENERAL**
 - CODE: OFC
 - DEPARTMENT NAME: Office Staff
 - PUNCH ROUNDING: OFF
 - PAID BREAK / DURATION: OFF
 - LUNCH DEDUCTION / DURATION: OFF (with a 'Recurring?' checkbox)
- OVERTIME**
 - WEEKLY/BI-WEEKLY OVERTIME: OFF
- ADVANCED**
 - DAY CHANGES AT: 12:00 AM
 - MAXIMUM SHIFT: 14
 - NEW SHIFT STARTS: 3
 - NIGHT SHIFT?: NO

Buttons at the bottom: SAVE & CONTINUE, SAVE & ADD NEW, SAVE & CLOSE, CANCEL.

3. In the **Code** field, enter a code for the department.

A code can be up to 20 characters. The code is used as a reference to the department and will appear on time cards.

4. In the **Department Name** field, enter a name for the department.

You can specify other department settings, such as Punch Rounding and Overtime, on this screen or you may choose to enter that information later.

NOTE: It is important that you match your uPunch department settings with your uPunch time clock. For example, if you use the Overtime feature on the time clock, make sure to match the Overtime settings in your uPunch account.

5. Click **Save & Continue** to continue adding department settings, click **Save & Add New** to add a new department, or click **Save & Close**.

For help setting up departments, click the **Online Help (?)** link in the upper-right corner of the uPunch screen.

3.2.2 Adding Employees

Follow these steps to add an employee to your uPunch account:

1. Click the **Users** tab on the main menu.
2. Click **Add Employee**.

ADD USER	
GENERAL	
ROLE:	Employee
FIRST NAME:	Anna *
LAST NAME:	Martin *
DEPARTMENT:	Accounts Payable
DEPARTMENT TRANSFER:	Off
EMAIL:	
PHONE:	
EMPLOYEE PAYROLL ID:	
SAVE & CONTINUE > SAVE & ADD NEW + SAVE & CLOSE - CANCEL x	

3. The user will be assigned the role of **Employee**.

NOTE: The administrator is the user who has control over the uPunch account and is responsible for setting all preferences. Each uPunch account is licensed for one administrator.

4. In the **First Name** field, enter the user's first name.
5. In the **Last Name** field, enter the user's last name.
6. From the **Department** drop-down menu, select the user's home department.

7. From the Department Transfer menu, select On or Off.

The Department Transfer feature allows an employee to punch in and out to more than one department.

8. In the Email field, enter the user's email address.

9. In the Phone field, enter the user's phone number.

10. In the Employee Payroll ID field, enter the employee's payroll ID number, if applicable.

11. Click Save & Continue to continue adding user information, click Save & Add New to add a new user, or click Save & Close.

4.0 SETTING UP THE HN3000

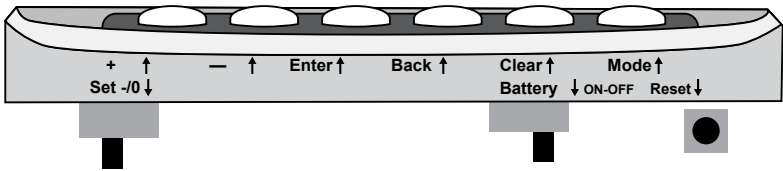
The HN3000 time clock allows users to punch in and out with paper time cards. Before the employees can begin punching, the administrator must set up the time clock for use.

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

4.1 Overview of the HN3000

The **IN** and **OUT** buttons on the keypad will be used later for punching in and out. These buttons are also used in the setup of the clock. Once you have removed the cover, you will see labels for the buttons. You will also have access to the **Set** and **Battery** switches, which are located beneath the labels.

The following switches and buttons can be found on the HN3000 time clock keypad.



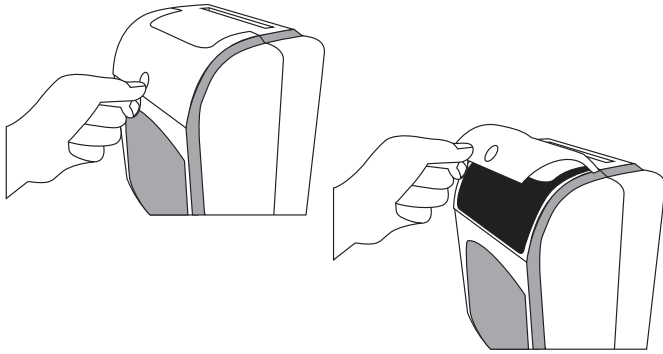
Switch	Function
SET	Enter and exit the setup mode (- / 0). When the Set switch is pushed to the left (-), the clock is ready for punching. When the Set switch is pushed to the right (0), the clock is in the setup mode and you can begin setting up the menus.
BATTERY	Turns on/off the battery (left/right).

NOTE: To charge the battery, the switch must be set to the OFF position. The backlight on the display screen is not enabled if the time clock is in battery mode.

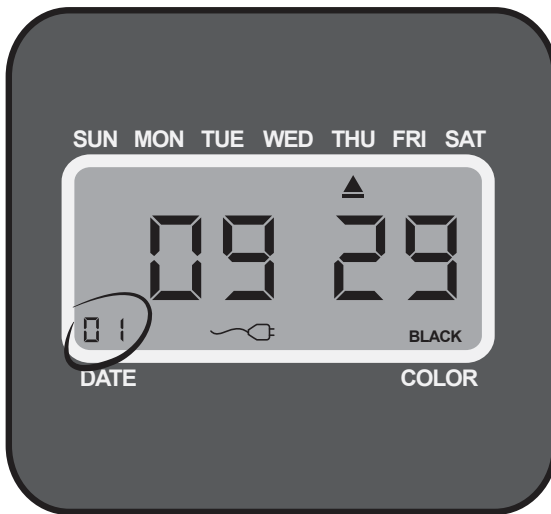
Button	Function
+	Increase value
-	Decrease value
ENTER	Confirm set value
BACK	Backspace the set value
CLEAR	Cancel the set value
RESET	Restart the time clock
MODE	Advance to the next menu

4.2 Changing the Settings in the HN3000

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



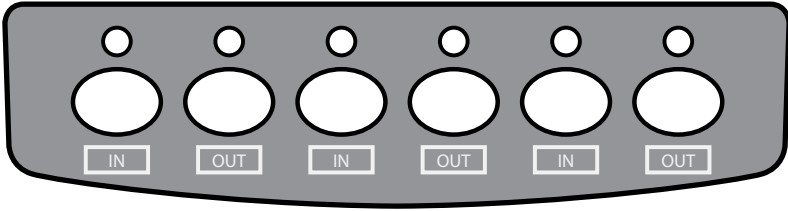
Setup features of the time clock are grouped by menu options. The main menu options are numbered HN1 through HN5. Each menu has sub-menus called codes, which are displayed in a smaller size at the lower left on the clock display.



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

If you would like 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: It is important that you match your uPunch account settings with your uPunch time clock settings.

HN1—Basic Settings

HN1 is the first menu in the time clock and allows you to program the following features. Note that the year, month, date, hour, and minute are preset to Pacific Time Zone.

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
2014	March 9
2015	March 8
2016	March 13
2017	March 12
2018	March 11

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
2014	November 2
2015	November 1
2016	November 6
2017	November 5
2018	November 4

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, 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, 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, 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)

When you initially set up your clock, you may skip this step. 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: It is recommended that you leave this setting at the default.

Setting Printing Position Adjustment: right/left (0-9) (code 03)

When you initially set up your clock, you may skip this step. 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, then press **Enter** to confirm the setting.

NOTE: It is recommended that you leave this setting at the default.

HN3—Alarm Options

The HN3000 allows you to set up to 12 alarms during the week. You can set up alarms to signal the beginning and end of shifts and the beginning and end of breaks. At the designated time, the HN3000 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)

You can set up to 12 different times, or groups, for the alarm/bell to ring during the work week. Each group is numbered 01-12. You may not wish to use all 12 alarms. For example, if you only wish to set alarms for the beginning and end of a lunch break, you will only set up alarms for two groups.

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

After you have set the hour, 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 you have set the time, 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, if 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. Always make sure you press **Enter** to save the selection you have just entered, before moving on.

HN4—Automatic Column Shift Settings

The HN3000 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 “5.2—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 you have set the time, 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 HN3000 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 that 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: When you have completed setting the codes, move the **Set** switch to the “-” position (to the left) and close the time clock cover.

5.0 USING THE HN3000

Now that you have set up your time clock menus, you are ready to use your HN3000 time clock.

5.1 Understanding Time Cards

The front of the time card (orange side) is numbered 1-15, indicating the first 15 days of the month, and the back of the card (brown side) is numbered 16-31. The row on which your punch appears will depend on your pay period settings.

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 (brown) 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 (brown) 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 (brown) side for the following pay period; row 16 will reflect the first day of the next pay period.

5.2 Punching Time Cards

If you are not using the Automatic Column Shift Settings, employees must make sure they punch their card in the proper cell. Use these steps as a guide for punching time cards on the HN3000.

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.
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.

DEPT.			JOB			
Date	IN	OUT	IN	OUT	IN	OUT
1						
2						

5.3 HN3000 Error Codes

If an error occurs, the HN3000 will display the 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

5.4 Resetting the HN3000

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.

See “4.2—Changing the Settings in the HN3000” to complete setup.

6.0 SETTING UP THE HN4000

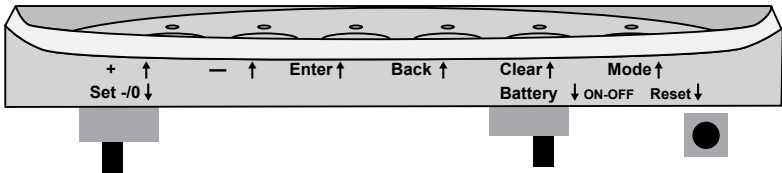
The HN4000 time clock allows users to punch in and out with paper time cards. Before the employees can begin punching, the administrator must set up the time clock for use.

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

6.1 Overview of the HN4000

The **IN** and **OUT** buttons on the keypad will be used later for punching in and out. These buttons are also used in the setup of the clock. Once you have removed the cover, you will see labels for the buttons. You will also have access to the **Set** and **Battery** switches, which are located beneath the labels.

The following switches and buttons can be found on the HN4000 time clock keypad.



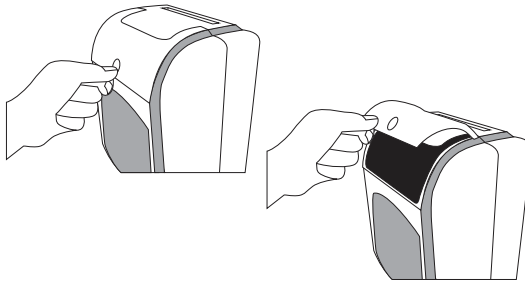
Switch	Function
SET	Enter and exit the setup mode (- / 0). When the Set switch is pushed to the left (-), the clock is ready for punching. When the Set switch is pushed to the right (0), the clock is in the setup mode and you can begin setting up the menus.
BATTERY	Turns on/off the battery (left/right).

NOTE: To charge the battery, the switch must be set to the OFF position. The backlight on the display screen is not enabled if the time clock is in battery mode.

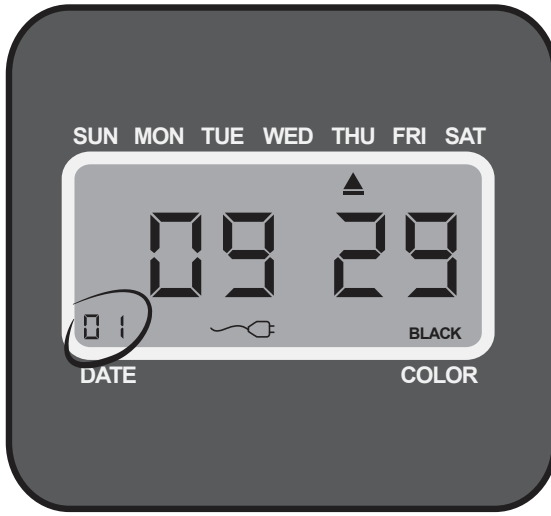
Button	Function
+	Increase value
-	Decrease value
Enter	Confirm set value
Back	Backspace the set value
Clear	Cancel the set value
Reset	Restart the time clock

6.2 Changing the Settings in the HN4000

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



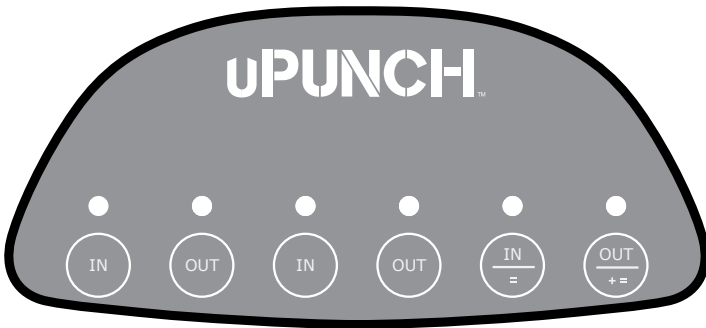
Setup features of the time clock are grouped by menu options. The main menu options are numbered HN1 through HN5. Each menu has sub-menus called codes, which are displayed in a smaller size at the lower left on the clock display.



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

If you would like 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: It is important that you match your uPunch account settings with your uPunch time clock settings.

HN1—Basic Settings

HN1 is the first menu in the time clock and allows you to program the following features. Note that the year, month, date, hour, and minute are preset to Pacific Standard Time (PST).

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
2014	March 9
2015	March 8
2016	March 13
2017	March 12
2018	March 11

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
2014	November 2
2015	November 1
2016	November 6
2017	November 5
2018	November 4

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 Monthly**—Select 01 for the Monthly option, then select the date on which the pay period will start.
- 2 Weekly**—Select 02 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.
- 3 Bi-weekly**—Select 03 for the Bi-weekly option, then select the month and date on which the first pay period started. Enter 01 for January, 02 for February, and so on.
- 4 Semi-monthly**—Select 04 for the Semi-monthly option, then select the first payday. Enter 01 for the paydays to occur on the 1st and 16th of the month or enter 15 for the paydays to occur on the 15th and the last day of the month.

5 No Pay Period—Select 05 for job tracking mode, which will disable all pay period calculation and daily calculation settings and will allow you to punch in all six columns of the time card.

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

NOTE: One time card will be used per pay period. The row on which your punch appears will depend on your pay period settings. For more information, see “7.0—Using the HN4000.”

Setting the Minute System (code 02)

When the code “02” appears, set the minute system you would like to use. The options are:

- 00 One hour divided into 60 minutes**
- 01 Hundredths of an hour**

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

Setting Punch Rounding (code 03)

When the code “03” appears, set the configuration of punch rounding you would like. It will be set in increments and used for daily time calculations. The options are:

- 00 No Punch Rounding**
- 01 5 Minute 3 Breakpoint**
- 02 6 Minute 3 Breakpoint**
- 03 10 Minute 5 Breakpoint**
- 04 15 Minute 8 Breakpoint**
- 05 60 Minute 30 Breakpoint**

5 Minute 3 Breakpoint—This setting means that punches will be rounded to the nearest 5-minute segment with a cutoff of 3 minutes. For example, if an employee punches in at 8:02, the punch will be rounded down to 8:00, but if they punch in at 8:03, the punch will be rounded up to 8:05, which is the next 5-minute segment.

6 Minute 3 Breakpoint—This setting means that punches will be rounded to the nearest 6-minute segment with a cutoff of 3 minutes. For example, if an employee punches in at 8:02, the punch will be rounded down to 8:00, but if they punch in at 8:03, the punch will be rounded up to 8:06, which is the next 6-minute segment.

10 Minute 5 Breakpoint—This setting means that punches will be rounded to the nearest 10-minute segment with a cutoff of 5 minutes. For example, if an employee punches in at 8:04, the punch will be rounded down to 8:00, but if they punch in at 8:05, the punch will be rounded up to 8:10, which is the next 10-minute segment.

15 Minute 8 Breakpoint—This setting means that punches will be rounded to the nearest 15-minute segment with a cutoff of 8 minutes. For example, if an employee punches in at 8:07, the punch will be rounded down to 8:00, but if they punch in at 8:08, the punch will be rounded up to 8:15, which is the next 15-minute segment.

60 Minute 30 Breakpoint—This setting means that punches will be rounded to the nearest 60-minute segment with a cutoff of 30 minutes. For example, if an employee punches in at 8:29, the punch will be rounded down to 8:00, but if they punch in at 8:30, the punch will be rounded up to 9:00, which is the next 60-minute segment.

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

Setting Lunch/Break Deduction: Number of Hours Before Break Deduction (code 04)

When the code “04” appears, set the number of hours that will take place before a deduction is calculated from daily punches. Use the **+** and **-** buttons to make your selection, then press **Enter** to confirm the setting. (Must be used in conjunction with code 05.)

NOTE: When a break deduction occurs, a “B” will be printed in the REG column next to the daily time.

Setting Lunch/Break Deduction: Duration of the Break Deduction (code 05)

When the code “05” appears, set the amount of time to deduct from a time card’s daily punches for break or lunch. Use the **+** and **-** buttons to make your selection, then press **Enter** to confirm the setting. (Must be used in conjunction with code 04.)

NOTE: When a break deduction occurs, a “B” will be printed in the REG column next to the daily time.

Setting Daily Overtime (code 06)

When the code “06” appears, specify the number of hours that will take place before daily time is considered overtime. Use the **+** and **-** buttons to make your selection, then press **Enter** to confirm the setting.

Setting Weekly Overtime (code 07)

When the code “07” appears, specify the number of weekly hours that will be worked before weekly time is considered overtime. Weekly overtime is only based on hours that have not already been calculated into daily overtime. Use the **+** and **-** buttons to make your section, then press **Enter** to confirm the setting.

NOTE: This setting can only be used for weekly and bi-weekly pay periods.

Setting Printing Position Adjustment: up/down (0-9) (code 08)

When you initially set up your clock, you may skip this step. 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 “08” 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: It is recommended that you leave this setting at the default.

Setting Printing Position Adjustment: right/left (0-9) (code 09)

When you initially set up your clock, you may skip this step. 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 “09” appears, set the position (right/left) where the punch will print. Use the + and - buttons to make your selection, then press **Enter** to confirm the setting.

NOTE: It is recommended that you leave this setting at the default.

HN3—Alarm Options

The HN4000 allows you to set up to 12 alarms during the week. You can set up alarms to signal the beginning and end of shifts and the beginning and end of breaks. At the designated time, the HN4000 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)

You can set up to 12 different times, or groups, for the alarm/bell to ring during the work week. Each group is numbered 01-12. You may not wish to use all 12 alarms. For example, if you only wish to set alarms for the beginning and end of a lunch break, you will only set up alarms for two groups.

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

After you have set the hour, 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 you have set the time, 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 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, if you wish to change the alarm/bell ringing 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. Always make sure you press **Enter** to save the selection you have just entered, before moving on.

HN4—Automatic Column Shift Settings

The HN4000 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 “7.2—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 you have set the time, 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 shift setting 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

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

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 HN4000 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 that 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: When you have completed setting the codes, move the Set switch to the “-” position (to the left) and close the time clock cover.

7.0 USING THE HN4000

Now that you have set up your time clock menus, you are ready to use your HN4000 time clock.

7.1 Understanding Time Cards

One time card will be used per pay period. The front of the time card (orange side) is numbered 1-15, indicating the first 15 days of the month, and the back of the card (brown side) is numbered 16-31. The row on which your punch appears will depend on your pay period settings.

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 you 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.

Example 3: If you have set up bi-weekly pay periods, row 1 will show punches for the first day of the 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.

NOTE: Make sure you insert the time card on the correct side. The time clock will recognize if the time card has been inserted backward and will display an error message.

7.2 Punching Time Cards

If you are not using the Automatic Column Shift Settings, employees must make sure they punch their card in the proper cell. Use these steps as a guide for punching time cards on the HN4000. The clock will display an error message if you attempt to repeat punches in the same cell.

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. If you punch out for a break or lunch, press the OUT button that is farthest to the left on the keypad. Insert the time card and the punch will print in the second column.
3. If you have punched out for a break and need to punch in again, press the next IN button that corresponds with the third column, and insert the time card. The punch will print in the third column.
4. When you punch out at the end of a shift, press the OUT button that corresponds with the fourth column, and insert the time card.

If you are only making two punches in a day, you should use the first and fourth columns. The IN punch will appear in the first column and the OUT punch will appear in the fourth column.

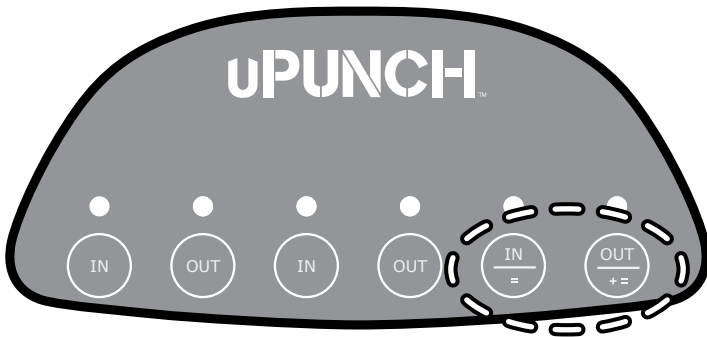
DEPT.				JOB		
Date	IN	OUT	IN	OUT	REGULAR	OVERTIME
	Weekly OT/ Punch Pairs		Total Regular Hours		Total Overtime Hours	
1						
2						

7.3 Time Card Calculations

The HN4000 will automatically calculate the hours on the time card. Daily totals are calculated immediately after the final punch is made for the day. Pay period totals are calculated immediately after the final punch is made on the last day of the pay period.

However, you can force the time clock to calculate the hours at any time you wish. To calculate hours on a time card, press the two buttons on the far right of the

keypad simultaneously until you hear two beeps. Release the buttons and then insert the time card with the front (orange) side facing forward.



Calculations will print on the front of the time card in the top row above row 1. The following totals will print:

Column 2: Total of weekly overtime hours in pay period (Weekly and Bi-weekly modes). This will be calculated based only on overtime hours that exceed the number of hours you have set and excludes any daily overtime hours.

Column 2: Number of punch pairs (Monthly and Semi-monthly modes). This number reflects the number of times the employee has punched in and out during the pay period.

Column 4: Total of regular hours in pay period. This number will be a summary of all hours printed on the time card in the REG columns, after deductions and rounding.

Column 6: Total of overtime hours in pay period. This number will be the sum of all hours printed on the time card in the OT columns and the weekly overtime hours.

DEPT.				JOB		
Date	IN	OUT	IN	OUT	REGULAR	OVERTIME
	Weekly OT/ Punch Pairs		Total Regular Hours		Total Overtime Hours	
1						
2						

If the current pay period ending date is on the back side of the time card, after the calculation has been taken for the last day of the pay period, the clock will display “FLIP” for up to 20 seconds. This will allow you to flip your time card around and re-insert the time card back into the clock to have the summary for the pay period printed on the time card.

After the last day of the pay period, the time clock will clear the stored information for the pay period.

7.4 HN4000 Error Codes

If an error occurs, the HN4000 will display the error code.

ER 01—Wrong side of time card inserted.

ER 02—Punch Sequence Issue. A minute has not elapsed since the last in/out punch.

ER 03—Repeat punch in same column.

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

ER 93—Button Issue

ER 94—Internal memory issue

7.5 Resetting the HN4000

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.

See “6.2—Changing the Settings in the HN4000” to complete setup.

7.6 Examples of Time Calculations

IMPORTANT: Each time card has a unique number. You cannot use the same numbered time card more than once in a pay period. The number appears in the lower-right corner of the time card.

Example 1:

In	Out	In	Out
8:02	12:04	12:34	17:04

Time clock settings:

- Punch Rounding: OFF
- Break/Lunch Deduction: ON, after 8:30 hours deduct 30 minutes
- Overtime = 8 hours

Total time before calculation: 8:32

**Total time after calculation: 8 hours regular time,
2 minutes OT**

The time card will look like this:

DEPT.			JOB			
Date	IN	OUT	IN	OUT	REGULAR	OVERTIME
	Weekly OT/ Punch Pairs		Total Regular Hours		Total Overtime Hours	
1	08:02	12:04	12:34	17:04	08:00	00:02
2						

Example 2:

In	Out	In	Out
8:02	12:04	12:34	17:04

Time clock settings:

- Punch Rounding: 5 min 3 breakpoint
- Break/Lunch Deduction: ON, after 8:30 hours deduct 30 minutes
- Overtime = 8 hours

With Punch Rounding set at the 5 min 3 breakpoint, the time card will round the punch times to the following:

In	Out	In	Out
8:00	12:05	12:35	17:05

Total time after rounding before calculation: 8:35

Total calculation: 8 hours regular time, 5 minutes OT

The time card will look like this:

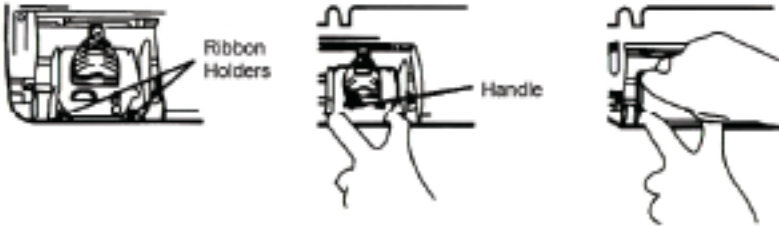
DEPT.			JOB			
Date	IN	OUT	IN	OUT	REGULAR	OVERTIME
	Weekly OT/ Punch Pairs		Total Regular Hours		Total Overtime Hours	
1	08:02	12:04	12:34	17:04	08:00	00:05
2						

8.0 REPLACING HN3000/ HN4000 RIBBON CARTRIDGE

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

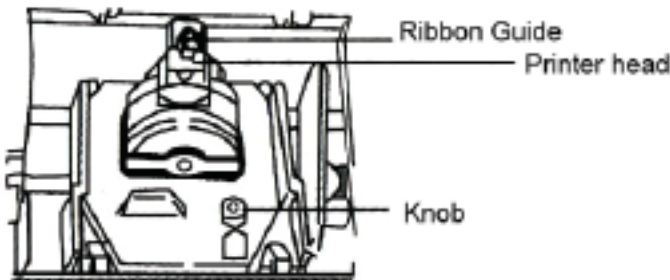
Open the top cover and press the button corresponding with column 4 to move the ribbon cartridge to center.

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 may damage your printer and void your warranty.

uPUNCH WARRANTY AND TERMS OF SERVICE

This Warranty covers the HN1000, HN2000, HN3000, HN4000, and any subsequent uPunch Device models.

- A. **Warranty and Warranty Periods.** Processing Point, Inc. (“PPoint”) warrants only to the original Purchaser that the Device will be free from material defects and mechanical failures for one year from the date of purchase, starting from the date of shipment from Processing Point to the client.
- B. **PPoint’s Obligation Under Warranty.** PPoint’s sole obligation under the above warranty shall be to repair or replace Devices and parts during the Warranty Period. PPoint does not assume responsibility for delays in replacement or repair of products or parts. PPoint 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. PPoint will also provide one year of free customer and technical support via telephone and email.
- C. **DISCLAIMER OF ALL OTHER WARRANTIES.** NO OTHER WARRANTIES, EXPRESSED OR IMPLIED, ARE GIVEN, AND PPOINT 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 PPoint 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 PPoint to be valid, binding, and enforceable. PPoint does not assume responsibility for any specific application to which any 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. PPOINT SHALL NOT UNDER ANY CIRCUMSTANCES WHATSOEVER BE LIABLE TO ANY PARTY FOR LOSS OF PROFITS, DIMINUTION OF GOOD WILL, OR ANY OTHER SPECIAL, CONSEQUENTIAL, OR INCIDENTAL DAMAGES WHATSOEVER WITH RESPECT TO ANY CLAIM IN CONNECTION WITH PPOINT 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. What 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 nonauthorized PPoint 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 PPoint, 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 PPoint and immediately returned to end user, freight collect.
 2. Ship the items being returned to PPoint, 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. PPoint will pay surface freight to return products covered by this Limited Warranty. However, if PPoint 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. Additional Clock Discount. PPoint offers \$20.00 off any uPunch device when purchased from the user's uPunch account.
- I. Lifetime Trade-In Program. PPoint offers a trade-in for a free CB6000, or a free CB5000 if customer has a Costco customer warranty, when customer converts their uPunch account to a uAttend account.



PROCESSINGPOINT™
The Connected Workplace™

2796 Loker Ave., Suite 111, Carlsbad, CA 92010
(800) 518-8925 Toll Free • (877) 730-3578 Fax • www.ProcessingPoint.com