uPUNCH™
IT'S TIME TO WORK

HN2000/HN4000 Product Manual

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CONTENTS

01 INTRODUCTION

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

Setting up your uPunch Time Clock and cloud account can be completed in just 4 easy steps. First, we'll begin in the Clock, then we'll finish with the Cloud.

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

1. Set up the Date and Time
2. Set up Your Pay Period
3. Create Your Account (Optional)
4. Add Departments and Employees (Optional)

SET UP THE
DATE AND TIME

SET UP YOUR
PAY PERIOD

CREATE YOUR
ACCOUNT

ADD DEPARTMENTS
AND EMPLOYEES

02 MOUNTING THE HN SERIES CALCULATING 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 $^1/_{10}$" holes, 4 $^1/_4$" apart.
2. Insert two dowels into the holes, then insert two screws into the dowels.
3. Hang clock on the screws, ideally 36-40" from the base to the ground.

03 SETTING UP THE HN2000/4000 TIME CLOCK

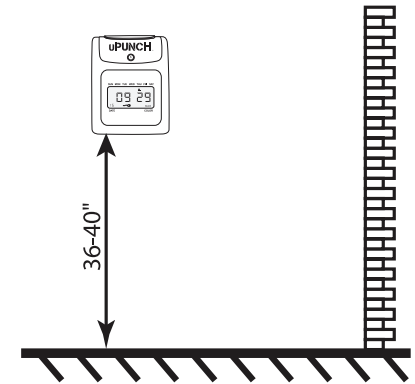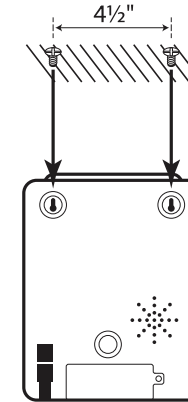The HN Series calculating time clock allows users to punch in and out with paper time cards. Before your employees can begin using your new time clock, you'll need to customize the settings to fit the needs of your business.

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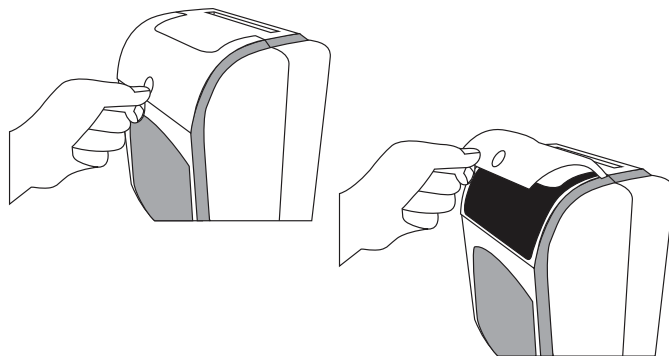
The following is a detailed list of each button's functionality.

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
MODE	Advance to the next menu
RESET	Restart the time clock

CHANGING THE SETTINGS IN THE HN SERIES

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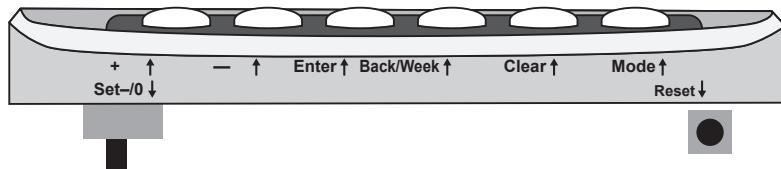
Setup features of the time clock are grouped by menu options. The main menu options are numbered HN1 through HN5. Each menu has sub-menus called codes, displayed in a smaller size at the lower left on the clock display.

When a code is flashing, you can make changes using the **+** and **–** buttons. Once you select the desired option button, 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.
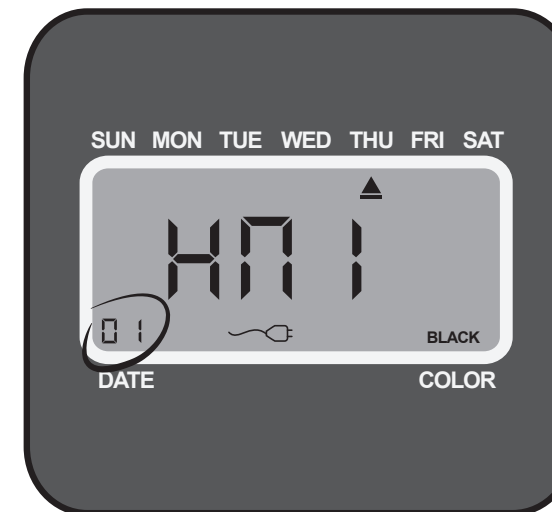
NOTE: It is important that you match your uPunch account settings with your uPunch time clock settings.
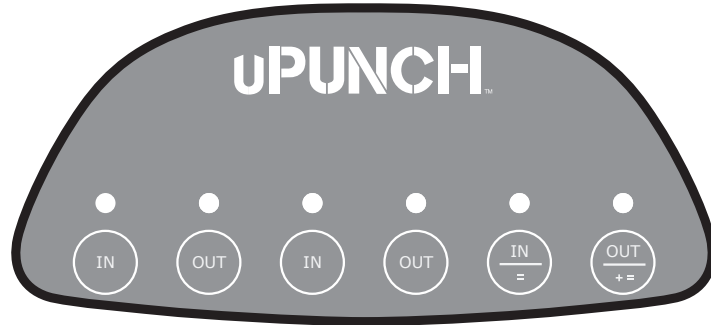
HN1—BASIC SETTINGS

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

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.

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.

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

Year	Daylight Savings Time Starts
2018	March 11
2019	March 10
2020	March 8
2021	March 14
2022	March 13

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
2018	November 4
2019	November 3
2020	November 1
2021	November 7
2022	November 6

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 Biweekly—Select 03 for the Biweekly 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 Semimonthly—Select 04 for the Semimonthly 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.

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 in which your punches appear will depend on the pay period settings.

Setting the Minute System (code 02)

When the code "02" appears, set the desired minute system. 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 selection, then press **Enter** to confirm the setting.

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

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

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 "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: Default settings recommended.

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

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 "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: Default settings recommended.

HN3—ALARM OPTIONS

The time clock accommodates the set up of 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 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 work week.

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.

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 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 "Page 30—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 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 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 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: After all codes are set, move the Set switch to the "**–**" position (to the left) and close the time clock cover.

04   USING THE HN SERIES CALCULATING TIME CLOCK

UNDERSTANDING TIME CARDS

Note: You can only use one time card, per pay period. Trying to use more than one in a pay period will result in an error code.

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.

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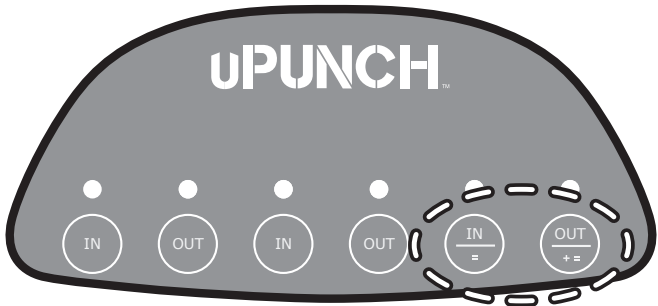
PUNCHING TIME CARDS

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 HN Series time clock. 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.

	IN	START BREAK	END BREAK	OUT	REGULAR	OVERTIME	
	Weekly OT/ Punch Pairs		Total Regular Hours		Total Overtime Hours		
1							
2							
3							

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 punching twice 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.

TIME CARD CALCULATIONS

The HN Series calculating time clock will automatically calculate hours worked 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 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 Biweekly 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.

	IN	START BREAK	END BREAK	OUT	REGULAR	OVERTIME	
	Weekly OT/ Punch Pairs		Total Regular Hours		Total Overtime Hours		
1							
2							
3							

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.

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 reinsert 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.

HN SERIES CALCULATING TIME CLOCK ERROR CODES

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 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

Resetting the HN Series Calculating 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.

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, 32 minutes OT

The time card will look like this:

	IN	START BREAK	END BREAK	OUT	REGULAR	OVERTIME	
	Weekly OT/ Punch Pairs		Total Regular Hours		Total Overtime Hours		
1	ᴹᴼ08:02	ᴹᴼ12:04	ᴹᴼ12:34	ᴹᴼ17:04	08:00B	00:32	
2							
3							

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, 35 minutes OT

The time card will look like this:

	IN	START BREAK	END BREAK	OUT	REGULAR	OVERTIME
	Weekly OT/ Punch Pairs		Total Regular Hours		Total Overtime Hours	
1	ᴹᴼ08:02	ᴹᴼ12:04	ᴹᴼ12:34	ᴹᴼ17:04	08:00B	00:35
2						
3						

05 **REPLACING HN 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.

Ribbon Guide
Knob
Printer Head
Handle
Ribbon Holders
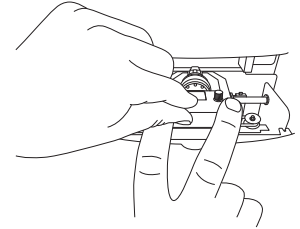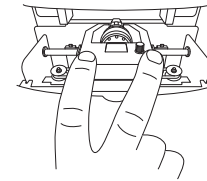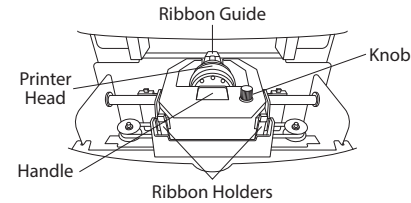
Insert a new cartridge between the ribbon guide and the printer head.

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.

06 CREATING YOUR uPUNCH ACCOUNT

uPunch time clocks include optional free cloud software that allows you to manually populate and manage your time and attendance data from a customizable cloud portal.

Please Note: If you've been thinking about upgrading to a fully automated time and attendance system, then simply click on the "Upgrade to uAttend" link in your Account Overview page to schedule a free live demo.

The uAttend Time and Attendance system collects real time punch data, then sends it to your cloud account where it can be viewed from any Internet connected device, 24/7. Furthermore, you can forget costly human errors because it will do all the calculations for you. When you're ready to export your data to your payroll provider, you're done in seconds. Best of all, the upgrade is FREE. Try it today!

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

CREATING YOUR uPUNCH ACCOUNT

1. Go to: www.trackmypunch.com/signup

2. Enter the Dealer ID and Device ID, then click Next.

The Dealer ID can be found on the back cover of this manual. The Device ID can be found on the back cover of this manual and on the clock itself. If either number is missing, please contact Customer Support at support@trackmypunch.com or 1-800-518-8925.

3. Enter your company information, then click Next.

The "Site Name" field allows you to customize the uPunch login address that you and your employees will use to access the account. Specify an easy-to-remember URL extension (web address), perhaps a shortened company name (e.g., trackmypunch.com/flowershoppe). The URL extension cannot exceed 20 letters or numbers and does not allow special characters or spaces.
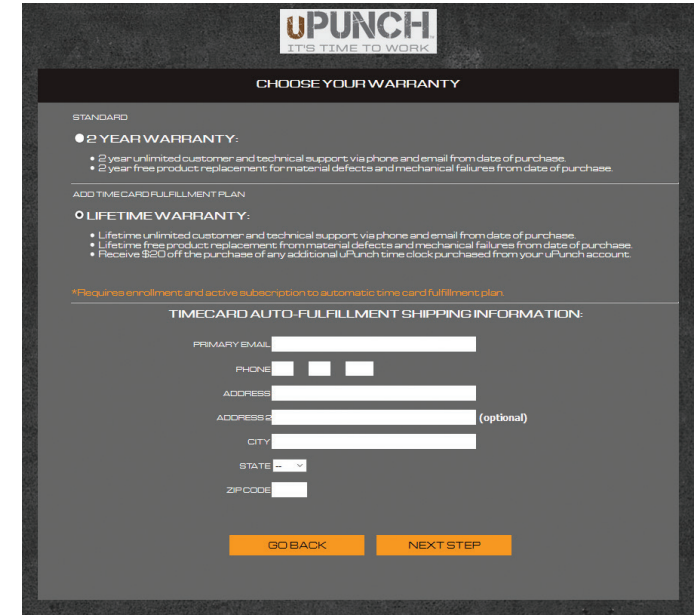

4. Choose your warranty with the option to sign up for our time card auto-fulfillment program.

A 2-year warranty is included with your uPunch time clock.

Enrolling in the optional auto-fulfillment plan ensures that you always have the right amount of time cards on hand. If you opt-in, you will be prompted to enter your company details, so that we can accurately calculate the number of time cards you will need. This information can be updated at any time.

The auto-fulfillment program comes with the added benefit of a free upgrade to a LIFETIME WARRANTY.

ACCOUNT FEATURES

Your FREE uPunch account includes 50 Employees, 20 Departments, Holiday Settings, Exports to Payroll Systems, Punch Rounding, Weekend Overtime, and More!

ADDING DEPARTMENTS

Departments are used to group users together within the uPunch system. You will need to set up at least one department before you add employees to your account. Specify other department settings, such as Punch Rounding and Overtime Rules, during the initial setup or you may choose to enter that information later.

1. Select the Departments tab on your Dashboard.

2. Select "+Add Department."

3. Create a Department Code.

The Department Code is used as a reference on employee time cards to ensure that hours are appropriately allocated to the correct departments. For example, the code for "Sales" can be, "SLS."

4. Enter the full Department Name.

Specify additional department settings on this screen now, or enter that information later.

5. Select...

a. "**Save & Add New**" to add a new department.

b. "**Save & Continue**" to add more rules and policies.

c. "**Save & Close**" to move to the next step.

08 ADDING USERS

The uPunch time clock calculates hours worked per day and pay period for up to 50 employees. Complete the following steps to add employees to your account:

1. **Select the Users tab on your Dashboard.**

2. **Select "Add Employee."**

3. **Add the user's first and last name, then optionally fill in all of the employee's information.**

4. **Select:**

   a. "**Save and Continue**" to set up the employee's profile.

   b. "**Save and Close**" to move on to the next steps.

You can add more details by going back to that user's profile at any time.

09 uPUNCH WARRANTY AND TERMS OF SERVICE

This Warranty covers the HN 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 one year 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. WWTech 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 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 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 GOOD WILL, 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 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 uPunch account.

10 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.

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

Contact us seven days a week.

Monday-Friday 5am–6pm Pacific | Saturday-Sunday 7am–3:30pm Pacific

Call
800-518-8925

Text
760-701-5102

Email
support@trackmypunch.com

Visit
support.trackmypunch.com

uPUNCH™
IT'S TIME TO WORK