



WebNet HandPunch User Guide for Attendance on Demand

(Download at http://www.attendanceondemand.com/WebNet_HandPunch_userguide.pdf)

Introduction	4
<i>WebNet HandPunch Features</i>	<i>4</i>
<i>Supported RSI HandPunch Products</i>	<i>4</i>
WebNet HandPunch Lifecycle for Attendance on Demand	5
<i>Customer Steps.....</i>	<i>5</i>
Using the WebNet HandPunch with Attendance on Demand	6
<i>QuickStart Guide for Using WebNet HandPunch with Attendance on Demand</i>	<i>6</i>
<i>Enrolling a Supervisor</i>	<i>7</i>
<i>Enrolling an Employee.....</i>	<i>8</i>
<i>Punching In or Out.....</i>	<i>9</i>
<i>Using Employee Function Keys</i>	<i>9</i>
Simple Transfer.....	9
Enter Tips.....	9
Review Information	10
Call Back	11
<i>Using Supervisor Function Keys.....</i>	<i>11</i>
Add Punch Menu Sequence	12
Credit Hours Menu Sequence	13
Add Schedule Menu Sequence	14
Cancel Meal Menu Sequence.....	15
Credit Dollars Menu Sequence	16
Schedule Off Menu Sequence.....	17
Appendix A: Feature Matrix	19
Appendix B: Synchronization Operation.....	20
<i>Manual Synchronization</i>	<i>21</i>
<i>Power Up Synchronization.....</i>	<i>21</i>
<i>Enrollment Synchronization.....</i>	<i>21</i>
<i>Special Employee Synchronization</i>	<i>21</i>
<i>Features Not Available until the First Synchronization Operation Completes.....</i>	<i>21</i>
<i>When Synchronization Succeeds or Fails... ..</i>	<i>21</i>
Appendix C: WebNet HandPunch Access Codes	23
Appendix D: Attendance on Demand WebNet HandPunch Station Properties	25
<i>Basic Tab.....</i>	<i>25</i>
<i>Recent Activity Tab.....</i>	<i>26</i>
Appendix E: Prefix Mode for HP 1000/HP 2000/HP 3000	27

Appendix F: Error Codes	29
Appendix G: WebNet HandPunch Menu Structure	30
<i>Using the Command Menu</i>	<i>30</i>
<i>System Setup Menu</i>	<i>30</i>
<i>Supervisor Override Menu</i>	<i>32</i>
<i>Add Employee Menu</i>	<i>33</i>

Introduction

The HandPunch records and stores a three-dimensional shape of the human hand to verify employee's identities. RSI (Recognition Systems, Inc.) HandPunch products provide limited communications, such as RS232, RS422, and private hosted TCP/IP communication (Intranet). The WebNet provides RSI HandPunch products Internet capability so they can easily communicate with Attendance on Demand.

WebNet HandPunch Features

In addition to the Internet capability, the WebNet HandPunch provides the following key features to the RSI HandPunch:

- Ease of use. Once the WebNet is installed for the RSI HandPunch, plugged into the power outlet and Ethernet port, and configured, it can communicate with Attendance on Demand immediately.
- Comprehensive function key operations. For example, employees can review worked hours, benefits and schedules. Refer to Using Employee Function Keys on page 9 for details. Supervisor menu is used to manage employee transactions. Refer to Using Supervisor Function Keys on page 11 for details.
- Template backup storage. A backup copy of employee templates is kept in the WebNet HandPunch.
- Background synchronization operation. The WebNet HandPunch performs a synchronization operation to share information with Attendance on Demand. When a scheduled synchronization executes, it does not interfere with the employee punching. Refer to Appendix B: Synchronization Operation on page 20 for details.

Supported RSI HandPunch Products

The WebNet operates with the following RSI HandPunch products: HP 1000, HP 2000, HP 3000, and HP 4000.

Using the WebNet does not alter an RSI HandPunch in any manner. It does not impact employee capacity or transaction storage. The HandPunch also retains the full warranty.

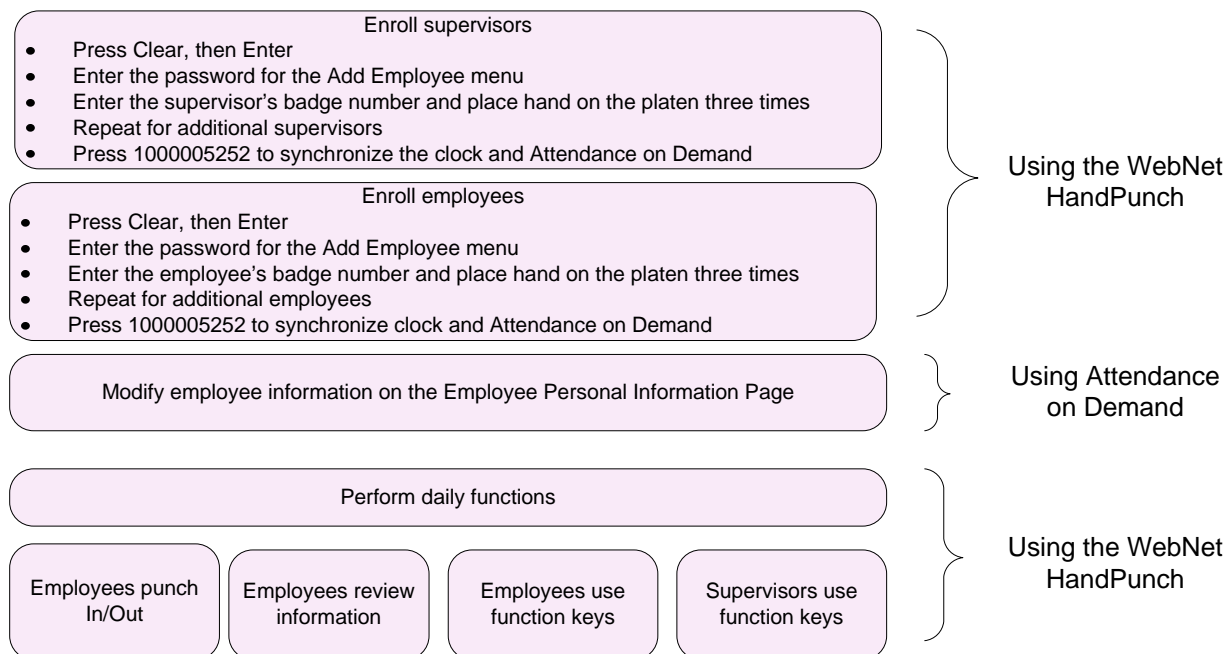
For WebNet features available for the different HandPunch products, refer to Appendix A: Feature Matrix on page 19.

WebNet HandPunch Lifecycle for Attendance on Demand

Several steps are required in order to use the WebNet HandPunch. Understanding the steps helps you to have a great experience with the clock.

Customer Steps

Before you use the clock, enroll supervisors and employees. Several videos and this end user manual are provided to assist you.



Using the WebNet HandPunch with Attendance on Demand

A few procedures are required to begin using the WebNet HandPunch. The QuickStart Guide lists the overall procedure. The remaining sections describe the steps in detail.

QuickStart Guide for Using WebNet HandPunch with Attendance on Demand

To use the WebNet HandPunch with Attendance on Demand, a few steps are required. This gives an overview of the process.

1. Enroll supervisors. Refer to Enrolling a Supervisor on page 7.
2. Enroll employees. Refer to Enrolling an Employee on page 8.
3. Use clock as usual:
 - Punch In and Out. Refer to Punching In or Out on page 9.
 - Use function keys or prefix modes to perform transactions. For supervisor function keys, refer to Using Supervisor Function Keys on page 11. For employee function keys, refer to Using Employee Function Keys on page 9. For prefix modes, refer to Appendix E: Prefix Mode for HP 1000/HP 2000/HP 3000 on page 27.
 - Supervisors can use menu commands for system management. Refer to Appendix G: WebNet HandPunch Menu Structure on page 30.

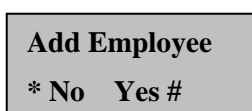
Clock synchronizes on a regular basis with Attendance on Demand.

4. If needed, check for successful clock activity on the Recent Activity tab in the clock properties in Attendance on Demand. Refer to Appendix D: Attendance on Demand WebNet HandPunch Station Properties on page 25 for details.
5. If needed, modify the WebNet HandPunch properties, such as the synchronization interval. Refer to Appendix D: Attendance on Demand WebNet HandPunch Station Properties on page 25 for details.

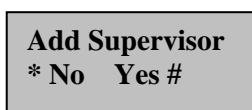
Enrolling a Supervisor

After the WebNet HandPunch is installed, configured and synchronized with Attendance on Demand, the first person to be enrolled in the HandPunch has access to all command menus. It is highly recommended to lock the menu and function keys from access by unauthorized users by adding a supervisor to the clock. Enroll a supervisor using the following steps:

1. Press the Clear key, then the Enter key on the HandPunch to enter the command menu.
2. (Optional) If a supervisor has been enrolled, type the supervisor's ID, namely a badge number in the system. The supervisor places his/her hand on the platen to verify himself/herself.
3. Type the password to access the Add Employee menu. This password is 4# by default.
4. Press the * key to access the next menu screen.



5. Press the # key to add a new supervisor.



6. Type the supervisor's ID, namely the badge number in the system.
7. Places the supervisor's hand on the platen three times. It is important that the hand is placed on the platen in the same manner every time.



8. Once the enrollment is successful, his/her badge number is displayed with the score number on the screen. The score reflects how accurately your hand is placed on the platen and should average under 30.
9. Press the # key to add another supervisor, or the * key to access the next menu screen. Press the Clear key to exit the command menu.
10. Force a synchronization operation by typing 1000005252 and pressing the Enter key. Make sure the success message "Sync Completed in xx seconds" is displayed. Refer to *When Synchronization Succeeds or Fails...* on page 21 for details.

Once a supervisor has been enrolled, all further enrollments use the following rules:

- Employee enrollment allows the user to punch in/out and use employee function keys.
- Supervisor enrollment allows the user to punch in/out, access all command menus, as well as use both supervisor and employee function keys.

Enrolling an Employee

Before employees can use the system, they must be enrolled at the WebNet HandPunch by a supervisor.

1. Press the Clear key, then the Enter key on the HandPunch to enter a command menu.
2. Enter the supervisor's ID, namely his/her badge number in the system.
3. Place supervisor's hand on the platen to verify himself/herself.
4. Enter the password to access the Add Employee menu. This password is 4# by default.
5. Press the # key to add an employee.
6. Type the employee's ID, namely his/her badge number in the system.
7. Place employee's hand three times on the platen. It is important that the hand is placed in the same manner every time.
8. Press the # key to add another employee, or the * key to access the next menu screen. Press the Clear key to exit the command menu.
9. Force a synchronization operation by typing 1000005252 and pressing the Enter key on the WebNet HandPunch. Make sure the success message "Sync Completed in xx seconds" is displayed. Refer to When Synchronization Succeeds or Fails... on page 21 for details.

When an employee is enrolled and his/her information is not in the system, the employee badge number becomes the last name, "Added" becomes the first name. For example, if an employee is enrolled with badge number 12345, his/her last name is added as "E12345", and his/her first name is "Added". New employees are always assigned to the clock group for the station they use.

Pages	Personal Info.	Employee	E12345, Added	Location	1	Department	1	Cost Center	1
E12345, Added (1, 1, 1)									
Last Name	First Name	ID	Badge	Location	Department	Cost Center	Hired		
E12345	Added	E12345	12345	1	1	1	Tue Jan-31 06		
▶ Basic ▶ Personal ▶ Private ▶ Address ▶ Custom ▶ Rates ▶ Workgroup ▶ Active Status ▶ Hourly Status ▶ Pay Class									
▶ Corrective Actions ▶ Custom Fields ▶ Bio Templates ▶ Transfers									
Last Name	E12345								
First Name	Added								
Middle Initial									
ID Number	E12345								
Badge	000,12345 Release								
Pay Class	Full Time Change								
Pay Class Eff. Date	Tue Jan-31 06								
Clock Group	Clock Group #1								
Schedule Pattern	None Change								
Sch. Patt. Eff Date	Tue Jan-31 06								
Date of Hire	Tue Jan-31 06 Change								

After employees are added to the system, the employee's properties can be adjusted in the employee's Personal Information page.

You can also use Simple Employee Import or Comprehensive Employee Import to import employees in the system first, enroll employees with their badge numbers on the WebNet HandPunch later.

Punching In or Out

After a supervisor or an employee is enrolled, he/she can punch in/out.

1. Type your badge number.
2. Place your hand on the platen correctly.
3. Your last name and first name are listed on the WebNet HandPunch display.

Using Employee Function Keys

After employees are enrolled, they can use the employee function keys or prefix mode to review their information on the WebNet HandPunch. Employees can perform the following employee transactions:

- Simple transfer. See Simple Transfer on page 9 for details.
- Enter tips. See Enter Tips on page 9 for details.
- Review information. See Review Information on page 10 for details.
- Callback. See Call Back on page 11 for details.

Simple Transfer

1. Press the function key for a simple transfer.
2. Enter the workgroup identifier for the workgroup level to transfer.

Department 0

3. Enter the employee's badge number.

EMPLOYEE ID 0

4. Employee's hand maybe required to be placed on the platen for the verification.

Enter Tips

1. Press the function key to enter tips.
2. Enter tips for the specified pay designation, making sure to include 2 decimal places.

ENTER TIPS 0.00

3. Enter the employee's badge number.

EMPLOYEE ID
0

4. Employee's hand maybe required to be placed on the platen for the verification.

Review Information

The following information can be accessed using the Review Information function key. Function is maintained for active employees only. It is updated upon each synchronization operation.

Item	Description
Name	Employee name. Use last name, first name for the first 16 characters.
Last Punch	Date and time of employee's last punch.
Current Per Wrk Hrs	Worked hours for the current period.
Previous Per Wrk Hrs	Worked hours for the previous period.
Selected Pay Des's	Up to 3 pay designation summaries (hours).
Schedules	Up to 6 schedules with schedule type, time restriction class, schedule date, scheduled start time, and scheduled end time.
Selected Benefit Balances	Up to 3 benefit balances (hours).

HP 2000/HP 3000/HP 40000 uses the following steps:

1. Press the function key to review information.
2. Enter the employee's badge number.

EMPLOYEE ID
0

3. Employee's hand maybe required to be placed on the platen for the verification.
4. Employee personal information is displayed and updated one line at a time on the screen.

JOHNSON, MARK
01/01/2000 09:00

Current	32:00
Previous	44:00

Psnl Taken	48:00
Overtime	13:00

Wed	8:00a/5:00p
Thu	8:00a/5:00p

Vacation	16:00
Sick	8:00

Note: The information displayed may be different based on the settings for the Review Information function key.

Note: Function keys can not be defined for HP 1000, refer to Appendix E: Prefix Mode for HP 1000/HP 2000/HP 3000 on page 27 on how to review employee information without function keys.

For HP 2000 and HP 3000, instead of using two available function keys, use prefix mode to review employee information. Refer to Appendix E: Prefix Mode for HP 1000/HP 2000/HP 3000 on page 27 for details.

Call Back

1. Press the function key to punch with specified callback tag.
2. Enter the employee's badge number.

EMPLOYEE ID
0

3. Employee's hand maybe required to be placed on the platen for the verification.

Using Supervisor Function Keys

After supervisors are enrolled, they can use function keys to manage employees. Use the following steps to access supervisor menu and perform supervisor edits.

1. Press the function key to access the supervisor menu.
2. Type the supervisor's PIN. This PIN is 1234 by default.

The availability of the supervisor menu and the subsequent supervisor edits depends on the HandPunch model used.

Model	Operation
HP 4000	This model immediately determines whether PIN is correct or not. The supervisor menu is not displayed until a correct PIN is entered.
HP 2000/HP 3000	Even if the PIN is incorrect, these models cannot immediately determine it. The supervisor menu always continue and the supervisor edit can be completed. When the edit arrives at the system, the PIN is checked. If the

Model	Operation
	PIN number is valid, the edit is processed; otherwise, the edit is discarded.
HP 1000	These models do not have function keys, so the supervisor menu is not available.

3. Select operation. The following operations are available:

- Add Punch. See Add Punch Menu Sequence on page 12 for details.
- Credit Hours. See Credit Hours Menu Sequence on page 13 for details.
- Add Schedule. See Add Schedule Menu Sequence on page 14 for details.
- Cancel Meal. See Cancel Meal Menu Sequence on page 15 for details.
- Credit Dollars. See Credit Dollars Menu Sequence on page 16 for details.
- Schedule Off. See Schedule Off Menu Sequence on page 17 for details.

Add Punch Menu Sequence

The Add Punch operation allows the supervisor to add a punch for an employee. Refer to the following process to add a punch.

1. Press 1 to select the Add Punch operation.

1) Add Pun 3) More 2) Credit Hours

The Enter Date prompt is displayed.

2. Enter the correct date in the displayed prompt. To correct the date, type numbers to represent the month, day, and/or year in order. Press the * key to erase the number and re-enter it.

ENTER DATE MM/DD 11/30

Or

ENTER DATE MM/DD/YY 11/30/06

Note: The HP 4000 displays 6 digits when entering dates (MM/DD/YY). Other models allow only 4 digits for dates (MM/DD).

3. Enter the time in 24 hour format. For example, 1700 is 5 p.m.

ENTER Time (24Hr) 800
--

4. Enter the employee badge number of the employee to add a punch for.

EMPLOYEE ID 12345

Note: Each edit can be performed for only one employee at a time.

5. Enter a supervisor's badge number.

ENTER ID
:

6. Place the supervisor's hand on the platen to verify himself/herself.

Credit Hours Menu Sequence

The Credit Hours operation allows the supervisor to credit hours for an employee. Refer to the following process to credit hours.

1. Press 2 to select the Credit Hours operation.

1) Add Pun 3) More
2) Credit Hours

The Enter Date prompt is displayed.

2. Enter the correct date in the displayed prompt. To correct the date, type numbers to represent the month, day, and/or year in order. Press the * key to erase the number and re-enter it.

ENTER DATE MM/DD
11/30

Or

ENTER DATE MM/DD/YY
11/30/06

Note: The HP 4000 displays 6 digits when entering dates (MM/DD/YY). Other models allow only 4 digits for dates (MM/DD).

3. Enter the pay designation number.

ENTER PAY DES
1

4. Enter hours to be credited.

ENTER HOURS
800

5. Enter the badge number of the employee to credit hours for.

EMPLOYEE ID
0

Note: Each edit can be performed on only one employee at a time.

6. Enter a supervisor's badge number.

ENTER ID
:

Note: This last prompt is the prompt for the supervisor to enter his/her own badge number to validate himself/herself.

7. Place the supervisor's hand on the platen to verify himself/herself.

Add Schedule Menu Sequence

The Add Schedule operation allows the supervisor to add a standard schedule for an employee. The new schedule replaces any previous schedules the employee had on the selected date. Refer to the following process to add schedule.

1. Press 3 to access the next menu screen.

1) Add Pun 3) More
2) Credit Hours

2. Press 1 to select the Add Schedule operation.

1) Add Sch 3) More
2) Cancel Meal

3. Enter the correct date in the displayed prompt. To correct the date, type numbers to represent the month, day, and/or year in order. Press the * key to erase the number and re-enter it.

ENTER DATE MM/DD
11/30

Or

ENTER DATE MM/DD/YY
11/30/06

Note: The HP 4000 displays 6 digits when entering dates (MM/DD/YY). Other models allow only 4 digits for dates (MM/DD).

4. Enter the scheduled start time.

SCH START (24Hr)
800

5. Enter the scheduled end time.

SCH END (24Hr)
1700

6. Enter the employee's badge number.

EMPLOYEE ID 0

Note: Each edit can be performed on only one employee at a time.

7. Enter the supervisor's badge number.

ENTER ID # :

Note: This last prompt is the prompt for the supervisor to enter his/her own badge number to verify himself/herself.

8. Place the supervisor's hand on the platen to verify himself/herself.

Cancel Meal Menu Sequence

The Cancel Meal operation allows the supervisor to credit an employee for lunch, when that time is autodetected. Refer to the following process to cancel a meal deduction.

1. Press 3 to access the next menu screen.

1) Add Pun 3) More 2) Credit Hours

2. Press 2 to select the Cancel Meal operation.

1) Add Sch 3) More 2) Cancel Meal
--

3. Enter the correct date in the displayed prompt. To correct the date, type numbers to represent the month, day, and/or year in order. Press the * key to erase the number and re-enter it.

ENTER DATE MM/DD 11/30

Or

ENTER DATE MM/DD/YY 11/30/06

Note: The HP 4000 displays 6 digits when entering dates (MM/DD/YY). Other models allow only 4 digits for dates (MM/DD).

4. Enter the employee's badge number.

EMPLOYEE ID 0

Note: Each edit can be performed on only one employee at a time.

5. Enter the supervisor's badge number.

ENTER ID
:

Note: This last prompt is the prompt for the supervisor to enter his/her own badge number to verify himself/herself.

6. Place the supervisor's hand on the platen to verify himself/herself.

Credit Dollars Menu Sequence

The Credit Dollars operation allows the supervisor to credit dollars for an employee. Refer to the following process to credit dollars.

1. Press 3 to access the next menu screen.

1) Add Pun 3) More
2) Credit Hours

2. Press 3 to access the next menu screen.

1) Add Sch 3) More
2) Cancel Meal

3. Press 1 to select the Credit Dollars operation.

1) Credit Dollars
2) Scheduled Off

4. Enter the correct date in the displayed prompt. To correct the date, type numbers to represent the month, day, and/or year in order. Press the * key to erase the number and re-enter it.

ENTER DATE MM/DD
11/30

Or

ENTER DATE MM/DD/YY
11/30/06

Note: The HP 4000 displays 6 digits when entering dates (MM/DD/YY). Other models allow only 4 digits for dates (MM/DD).

5. Enter the pay designation number.

ENTER PAY DES
1

7. Enter dollars.

ENTER DOLLARS 1.00

8. Enter the employee's badge number.

EMPLOYEE ID 0

Note: Each edit can be performed on only one employee at a time.

9. Enter the supervisor's badge number.

ENTER ID # :

Note: This last prompt is the prompt for the supervisor to enter his/her own badge number to verify himself/herself.

10. Place the supervisor's hand on the platen to verify himself/herself.

Schedule Off Menu Sequence

The Scheduled Off operation allows the supervisor to create a benefit schedule for an employee. This benefit schedule replaces any previous schedules the employee has on the selected date. Refer to the following process to add benefit schedule.

1. Press 3 to access the next menu screen.

1) Add Pun 3) More 2) Credit Hours

2. Press 3 to access the next menu screen.

1) Add Sch 3) More 2) Cancel Meal
--

3. Press 2 to select the Credit Dollars operation.

1) Credit Dollars 2) Scheduled Off

4. Enter the correct date in the displayed prompt. To correct the date, type numbers to represent the month, day, and/or year in order. Press the * key to erase the number and re-enter it.

ENTER DATE MM/DD
11/30

Or

ENTER DATE MM/DD/YY
11/30/06

Note: The HP 4000 displays 6 digits when entering dates (MM/DD/YY). Other models allow only 4 digits for dates (MM/DD).

5. Enter the benefit number.

ENTER BENEFIT
1

6. Enter hours to be scheduled off.

ENTER HOURS
8.00

7. Enter the employee's badge number.

EMPLOYEE ID
0

Note: Each edit can be performed on only one employee at a time.

8. Enter the supervisor's badge number.

ENTER ID
:

Note: This last prompt is the prompt for the supervisor to enter his/her own badge number to verify himself/herself.

9. Place the supervisor's hand on the platen to verify himself/herself.

Appendix A: Feature Matrix

The following table lists available features of the WebNet for different RSI HandPunch products.

	HP 1000	HP 2000	HP 3000	HP 4000
Biometric Punch (Verify Mode)	✓	✓	✓	✓
Show Employee Name (Verify Mode)	✓	✓	✓	✓
Employee Information Review: Hours, Schedules, and Benefits (Refer to Review Information on page 10 for details)	✓ <i>Note: Available in prefix mode</i>	✓	✓	✓
Supervisor Functions: Add a Punch, Add a Schedule, Credit Hours, Credit Dollars, and Pay Lunch. (Refer to Using Supervisor Function Keys on page 11 for details)		✓	✓	✓
Employee Functions: Transfer Workgroups, Enter Tips, and Add Callback Punch (Refer to Using Employee Function Keys on page 9 for details)		✓	✓	✓
Bulk Adjustments		✓	✓	✓
Bell Ringing			✓	✓
Global Time Restrictions			✓	✓
Individual Employee Schedule Based Time Restrictions				✓

Appendix B: Synchronization Operation

The WebNet HandPunch performs a synchronization operation to share information with Attendance on Demand. Each time a WebNet HandPunch initiates a communications session with Attendance on Demand, it is initiating a synchronization operation.

By default, the WebNet HandPunch synchronizes with the hosted system once an hour. After any synchronization operation takes place, manually or automatically, another synchronization operation is scheduled one hour later. When a scheduled synchronization is executed, no messages are displayed on the WebNet HandPunch screen. You can adjust the synchronization frequency in the AOD Interval field (in minutes) on the HTTP Sync tab of terminal properties.

The screenshot shows the 'HGU Properties' dialog box with the 'HTTP Sync' tab selected. The 'AOD Interval' field is highlighted with a red rectangle and contains the value '120'. The 'HTTP Request Timeout (secs)' field contains '60'. Below these are several checkboxes: 'Log Transactions' (checked), 'Log Rejected Items' (checked), 'Accept New Hand Enrollments made at Unit' (checked), 'Accept new Enrollments as New Employees into System' (unchecked), and 'Automatic Sync of Date and Time' (checked). To the right, the 'Last Sync' section shows a date of '1/31/2006' and a time of '12:47 PM'. The 'Serial No' field contains '7154717'.

During a synchronization operation, the following happens:

1. During the first time synchronization operation, all readable settings are read from the WebNet HandPunch and placed into the system.
2. For all subsequent synchronization, modified terminal properties are sent from the system to the WebNet HandPunch.
3. All transactions are extracted from the WebNet HandPunch and processed by the system.
4. Employee data, including optional calculated employee data, is sent to the terminal.

A synchronization operation is generally completed in under a minute. For 100 employees, a synchronization takes about 20 seconds to complete. As the number of employees assigned to the terminal increases, and as calculated employee data increases, the length of time to perform a synchronization operation increases.

The WebNet is designed to allow employees to punch using the HandPunch while synchronization operations are taking place. Reviewing working hours, schedules and benefits are delayed during the synchronization operation.

Manual Synchronization

To force a manual sync, type 1000005252 and press the Enter key on the HandPunch keyboard.

Note: This code is reserved. In the system, employee badge numbers can be only up to 9 digits.

Power Up Synchronization

A power up synchronization operation is scheduled to occur within 2 minutes after a WebNet HandPunch is powered up. This helps place clock properties in the system quickly.

Enrollment Synchronization

The enrollment synchronization operation is scheduled to occur within 5 minutes of new enrollments. This helps update new enrollments in the system as quickly as possible.

Special Employee Synchronization

A special synchronization operation is useful for an employee who is always the last person to punch for the day. Instead of using hourly synchronization, you can force synchronization immediately when this employee punches.

Ask the technician to set up the special employee synchronization if necessary.

Features Not Available until the First Synchronization Operation Completes

The following features are not available until the first synchronization operation completes (2 minutes after power up):

- Special Employee Synchronization. Refer to *Special Employee Synchronization* on page 21.
- Prefix mode. Refer to *Appendix E: Prefix Mode for HP 1000/HP 2000/HP 3000* on page 27.
- Pay designation summaries and benefit balances for employee review. Refer to *Review Information* on page 10.

When Synchronization Succeeds or Fails...

When the synchronization is successful, the display of the HandPunch cycles through the following messages:

13 Waiting...

**Received 0xXX
XXXX Bytes**

**Sync Completed
in XX seconds.**

When a synchronization fails, an error code is displayed. Refer to Appendix F: Error Codes on page 29 for details.

Appendix C: WebNet HandPunch Access Codes

This appendix describes access codes to perform operations on the WebNet HandPunch.

Access Code	Description
1000005000	Presents IP configuration information, including DHCP or static IP, IP address, network mask, gateway, and DNS address. <i><u>Beta sites: Configuring static IP address is not yet available.</u></i>
1000005100	Allows static IP address entry. <i><u>Beta sites: Configuring static IP address is not yet available.</u></i>
1000005101	Allows static IP network mask entry. <i><u>Beta sites: Configuring static IP address is not yet available.</u></i>
1000005102	Allows static gateway IP address entry. <i><u>Beta sites: Configuring static IP address is not yet available.</u></i>
1000005103	Allows static DNS server IP address entry. <i><u>Beta sites: Configuring static IP address is not yet available.</u></i>
1000005104	Enables Ethernet communications using static IP Information. <i><u>Beta sites: Configuring static IP address is not yet available.</u></i>
1000005105	Enables Ethernet communications using DHCP.
1000005106	Allows entry of the IP address of self hosted MSS2 system. Note: <i>The WebNet HandPunch can operate within Intranet.</i>
1000005107	Reverts HTTP request timeout to 240 seconds.
1000005108	Reverts to using Attendance on Demand instead of a self hosted MSS2 system. Note: <i>The WebNet HandPunch can operate within Intranet.</i>
1000005109	Reverts to using a self hosted MSS2 system. Note: <i>The WebNet HandPunch can operate within Intranet.</i>
1000005110	Displays synchronization URL. It is valid only after attempted synchronization.

Access Code	Description
1000005111	Displays override URL
1000005112	Displays AOD mode (0=local host, 1=AoD)
1000005200	Displays system usage on the HandPunch display
1000005201	Displays EPROM version on the HandPunch display
1000005202	Displays model name on the HandPunch display
1000005203	Displays HandPunch address on the HandPunch display
1000005204	Displays HandPunch capacity on the HandPunch display
1000005252	Initiates HTTP synchronization operation
1000005364	Removes backup copy of employee templates. <i>Note: For protection, this command only occurs after 1000005200 is executed. Templates are restored upon next successful synchronization operation by host.</i>
1000005365	Removes hand templates from the HandPunch. <i>Note: For protection, this command only occurs after 1000005200 is executed. Templates are restored upon next successful synchronization by host.</i>
***** (10 asterisks)	Displays device information, such as the HandPunch serial number and so on.

Appendix D: Attendance on Demand WebNet HandPunch Station Properties

This appendix describes each tab in the WebNet HandPunch properties in Attendance on Demand.

Basic Tab

WebNet Hand Punch	
▶ Basic	▶ Recent Activity
Name	WebNet Hand Punch
Number	8
Type	?35
Serial No.	7154717
Sync Mode	Default
Sync Interval (Mins)	120
Sync Offset (Mins)	21
Log Transactions	Enabled
Log Incorrect Value Rejections	Enabled
Time Zone Offset	Same As Corporate
Skip Daylight Savings	Disabled

Property	Description
Name	A friendly name given to this station.
Number	The time recorder's internal station number. This number can not be changed. It can be re-issued if a station is removed and re-added.
Type	The type of station. WebNet HandPunch is displayed. <i>Beta sites: The type of station is not yet available.</i>
Serial No.	The serial number of the WebNet. The serial number is critical because it helps Attendance on Demand associate the time recorder with the customer database. <i>Note: This is not the serial number of the HandPunch itself.</i>
Sync Mode	The default mode allows the time recorder to initiate communications with the Attendance on Demand host at a frequency defined by the Sync Interval and Sync Offset values.
Sync Interval	The number of minutes between clock-initiated synchronization operations.

Property	Description
Sync Offset	Determines when the first sync operation should start. For example, if the Sync Offset is 21, the first synchronization is initiated at 21 minutes past the hour. The Sync Offset balances Attendance on Demand system load, preventing all synchronizations from occurring simultaneously.
Log Transactions	If selected, each transaction is logged in the Station Activity Log.
Log Incorrect Value Rejections	If selected, a log entry is made when the time recorder rejects an attempt to assign an employee to a WebNet HandPunch station.
Time Zone Offset	Determines the amount of time offset from the corporate time zone. For example, if the corporate headquarters is in EST and this location uses CST, then choose One Hour Earlier. Choose any time up to 5 hours earlier or 5 hours later than corporate.
Skip Daylight Savings	When enabled, daylight savings time is not observed.

Recent Activity Tab

The Recent Activity tab shows the Station Activity Log. The Station Activity Log records communications activity between the WebNet HandPunch and Attendance on Demand.

WebNet Hand Punch			
<div> <div>► Basic</div> <div>► Recent Activity</div> </div>			
Timestamp	Description	Station	EffDateTime
1/31/2006 12:13:54 PM	1 Users; 1 Templates; 1 Transactions; 0 Events;	WebNet Hand Punch	1/31/2006 12:13:54 PM
1/31/2006 12:13:54 PM	Punch Trans Badge 12345; Station 8; Type 0	WebNet Hand Punch	1/31/2006 12:13:06 PM
1/31/2006 12:11:05 PM	1 Users; 1 Templates; 5 Transactions; 1 Events;	WebNet Hand Punch	1/31/2006 12:11:05 PM
1/31/2006 12:11:05 PM	Badge 12345;0 template updated in system db.	WebNet Hand Punch	1/31/2006 12:11:05 PM

Appendix E: Prefix Mode for HP 1000/HP 2000/HP 3000

Because HP 1000 time clock do not have function keys, and HP 2000 and HP 3000 time clocks have only two function keys, prefix mode is a special mode to allow employee review information without the need for function keys. The HP 2000 and HP 3000 time clocks can dedicate two function keys for other operations.

Compared with regular mode, the prefix mode requires the employee enter a prefix from 1 to 7 and the # key before entering the employee's badge number. Refer to the following table for 7 prefix modes.

Prefix	Presentation
[1][# Yes]	<p>Present all 6 pieces of employee personal information:</p> <ul style="list-style-type: none"> • Last Punch. Display the date and time of the employee's last punch. • Current Period Hours. Display working hours for the current period. • Previous Period Hours. Display working hours for the previous period. • Pay Designations. Display up to 3 pay designation summaries (hours). • Schedules. Display up to 6 schedules with schedule type, restriction class, schedule date, scheduled start time, and scheduled end time. • Benefit Balances. Display up to 3 benefit balances. <p>Note: The prefix [1][# Yes] presents all employee personal information, which can not be displayed on one screen. Each item is presented one line at a time. For example,</p> <div> <div>JOHNSON, MARK</div> <div>01/01/2000 09:00</div> </div> <div> <div>Current 32:00</div> <div>Previous 44:00</div> </div> <div> <div>Psnl Taken 48:00</div> <div>Overtime 13:00</div> </div> <div> <div>Wed 8:00a/5:00p</div> <div>Thu 8:00a/5:00p</div> </div> <div> <div>Vacation 16:00</div> <div>Sick 8:00</div> </div>
[2][# Yes]	Present only the date and time of the employee's last punch.

Prefix	Presentation
[3][# Yes]	Present only working hours for the current period.
[4][# Yes]	Present only working hours for the previous period.
[5][# Yes]	Present only pay designations (up to 3 hourly pay designation summaries).
[6][# Yes]	Present only schedules. (up to 6 schedules with schedule type, restriction class, schedule date, scheduled start time, and scheduled end time.)
[7][# Yes]	Present only benefit balances (up to 3 benefit balances).

Note:

1. Numbers 1 to 7 are reserved when prefix mode is enabled, so employees cannot be assigned badge numbers 1 to 7. When this mode is disabled, all number from 000000001 to 999999999 are available for use.
2. Prefix mode is not available until at least one synchronization operation has been performed after power up.
3. When the employee presses the # key with prefix mode, the unit gives a short double beep. It is normal.

Appendix F: Error Codes

Error codes are displayed on the LCD screen when error happens. Please refer to the error codes in the following table for definitions of each condition.

Code	Error	Description
0	HTTPERROR_NONE	No error
-1	HTTPERROR_GENERAL	Error occurred
-2	HTTPERROR_PARSEURL	URL cannot be parsed
-3	HTTPERROR_REQUESTTYPE	Request type is not valid
-4	HTTPERROR_TOOMANYRETRIES	Retry limit exceeded
-5	HTTPERROR_NAMELOOKUP	Host name lookup/conversion failed
-6	HTTPERROR_CONNECT	Socket() or connect() failed
-7	HTTPERROR_STREAM	Fdopen failed (effectively)
-8	HTTPERROR_SEND	Send() failed (effectively)
-9	HTTPERROR_CALLBACK	PfnCallback parameter is NULL
-10	HTTPERROR_MEMORY	Memory allocation failed
-11	HTTPERROR_READ	Error during read operation
-12	HTTPERROR_HEADER_STATUS	Status response line is not valid
-13	HTTPERROR_HEADER_INVALID	Header is not formatted properly
-14	HTTPERROR_HTTPSTATUS	Unhandled status
-15	HTTPERROR_TRANSFERENCODING	Unsupported transfer-encoding type
-16	HTTPERROR_NOLENGTH	Content-length header missing and not-chunked transfer
-17	HTTPERROR_RETRY	Callback indicated, retry required

For more information or troubleshooting assistance, contact InfoTronics Technical Support.

Appendix G: WebNet HandPunch Menu Structure

It is highly recommended that you add a supervisor to lock the menus to prevent access by unauthorized users. You can access the following WebNet HandPunch command menus:

- Calibrate. Refer to the RSI HandPunch documentation for details.
- System Setup. Refer to *System Setup Menu* on page 30.
- Supervisor Override. Refer to *Supervisor Override Menu* on page 32.
- Add Employee. Refer to *Add Employee Menu* on page 33.
- Special Enroll. Refer to the RSI HandPunch documentation for details.

Using the Command Menu

If no one is enrolled in the WebNet HandPunch, press the Clear key and the Enter key, and type the appropriate password to enter a specific command menu.

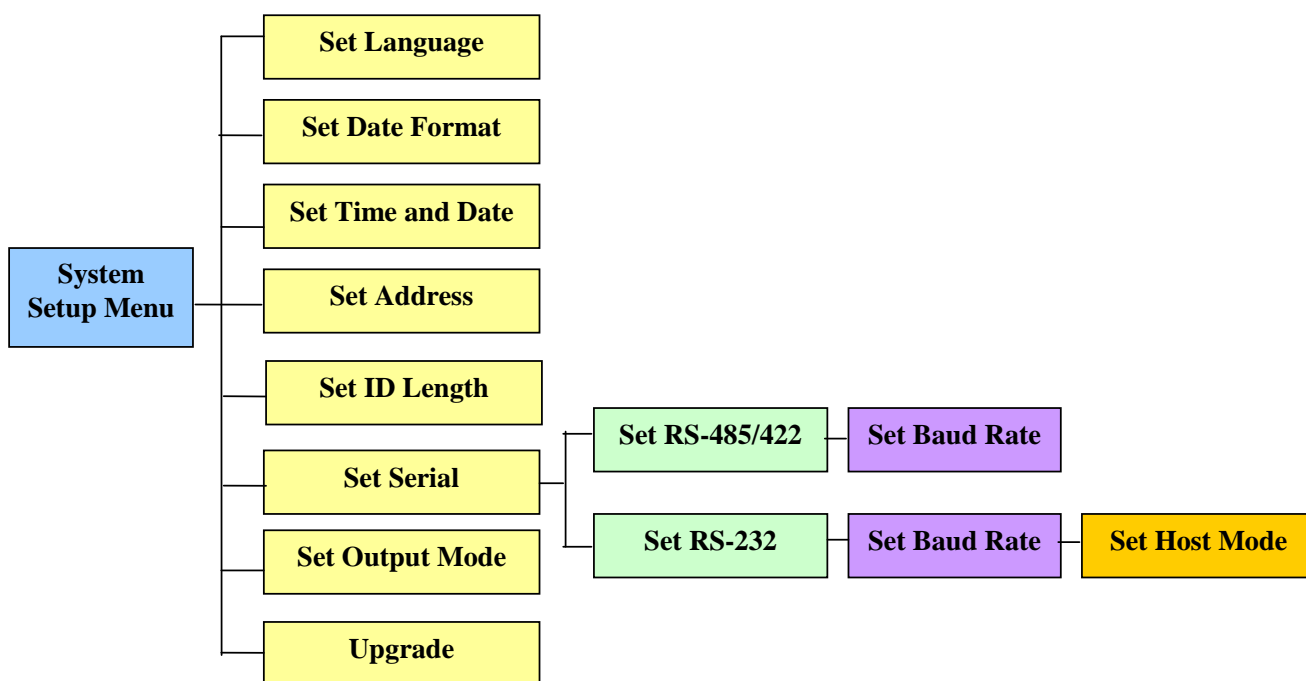
If a supervisor is enrolled in the WebNet HandPunch, press the Clear key and the Enter key. Verify the supervisor with his/her badge number and place his/her hand on the platen. Enter the appropriate password to enter a specific command menu.

Once you have entered a command menu, there are three options available for navigating the command menu:

- Press the # key to execute the command shown on the display.
- Press the * key to step to view the next command in the menu.
- Press the Clear key or any numeric key to exit the command menu. If you are in a command's sub-menu, press the Clear key multiple times to completely exit the command menu.

System Setup Menu

The System Setup menu allows you to set the basic operating parameters for the WebNet HandPunch unit. The default password to enter the System Setup menu is 2#.



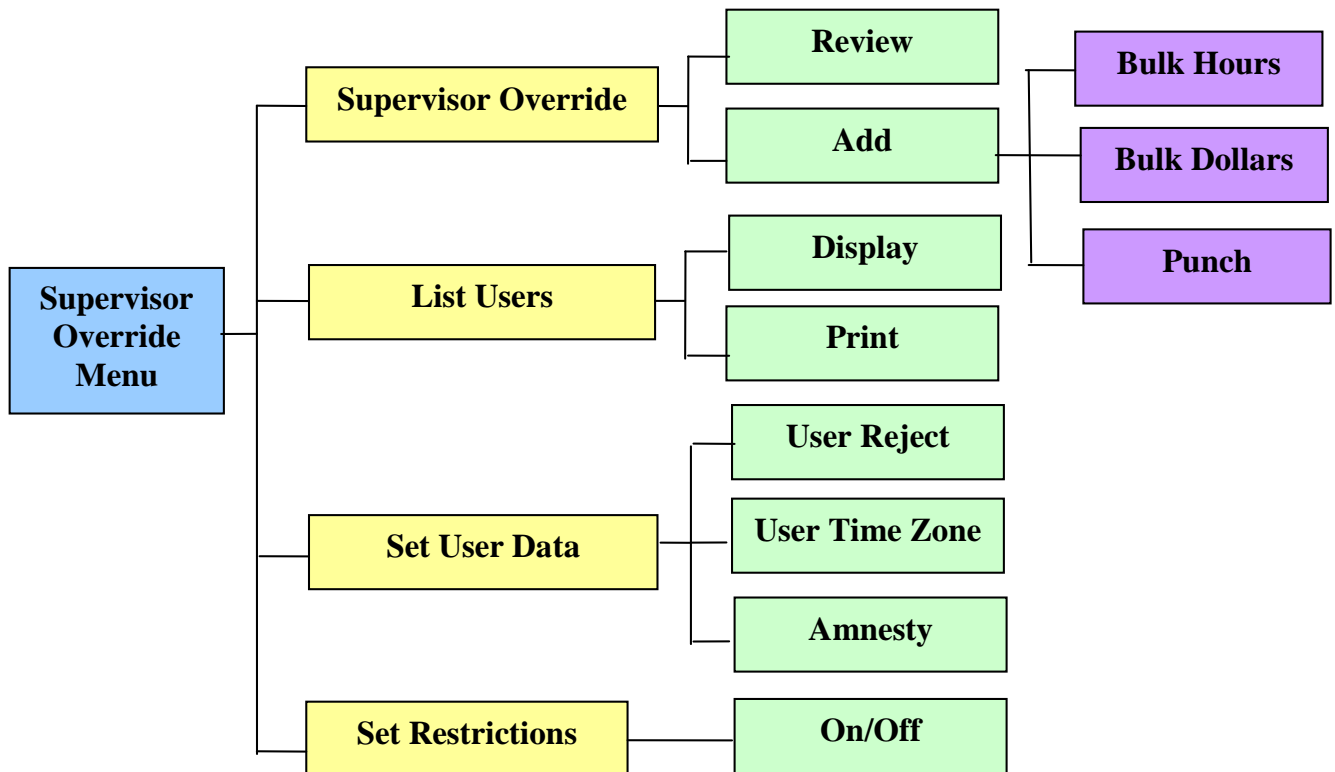
Several operations are available in the System Setup menu.

Operation	Description
Set Language	The language shown on the HandPunch's display, for example, English, French, Italian, and so on.
Set Date Format	The date format shown on the HandPunch's display, for example, mm/dd/yy, dd-mm-yy, and so on.
Set Time and Date	The time and date shown on the HandPunch's display.
Set Address	The unique address for each HandPunch in a network. All units are sent with the address set to 1. Do not change it.
Set ID Length	The number of keystrokes required for a badge number. This eliminates the need to press the Enter key. Once it is set, the HandPunch automatically accepts an ID number entry once the correct number of digits is entered. By default, the ID length is 11.
Set Serial	The communication settings: <ul style="list-style-type: none"> • Enable the RS-232 communication mode • Set the baud rate to 28,800 • Enable the host mode
Set Output Mode	The function of output relays: <ul style="list-style-type: none"> • Lock/Auxiliary Relay mode allows the unit to act as the door controller. • Card Reader Emulation mode allows the unit to output to an access control panel.

Operation	Description
Upgrade	Set for memory upgrade.

Supervisor Override Menu

The Supervisor Override menu allows you to manage employee data stored in the WebNet HandPunch. The default password to enter the Supervisor Override menu is 3#.

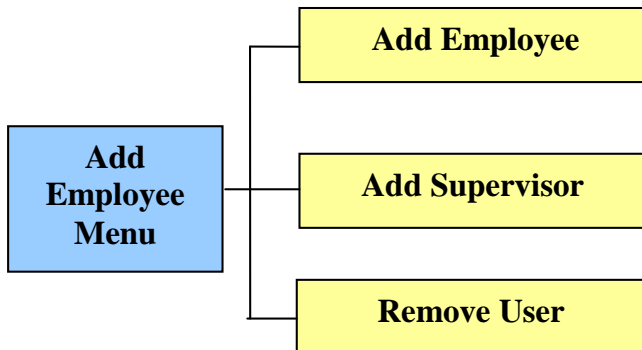


Operation	Description
Supervisor Override	Review an employee's punch record, add bulk hours or dollars to an employee's punch record, or remove bulk hours or dollars to an employee's punch record. Refer to the RSI HandPunch documentation for descriptive use of these settings.
List Users	Display a list of all employees enrolled in a WebNet HandPunch.
Set User Data	Set an employee's Reject Threshold, Time Zone, and Amnesty (removing time zone restrictions for a specified number of punches – available on HP 4000 only). Refer to the RSI HandPunch documentation for descriptive use of these settings.

Operation	Description
Set Restrictions	Enable or disable employee punch time restrictions, allowing or disallowing punches outside an employee's assigned time zone.

Add Employee Menu

The Add Employee menu allows you to enroll employees, supervisors, or remove users from the WebNet HandPunch. The default password to enter the Add Employee menu is 3#.



Operation	Description
Add Employee	Enroll a new employee into the WebNet HandPunch.
Add Supervisor	Enroll a new supervisor into the WebNet HandPunch.
Remove User	Remove an employee or supervisor from the WebNet HandPunch.

Note:

1. You can enroll one person or a group of people during an enrollment session.
2. Each person must have a unique personal number. This number is recorded as the badge number in the system.
3. During the enrollment, make sure the hand is placed on the platen in the same manner every time to ensure consistent hand reads.