

TIME IPS[®]

BAR-USB-BT

Handheld Wireless Barcode Scanner



Installation Guide

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Overview

The TimeIPS Wireless Barcode Scanner is a specially programmed version of the Metrologic 9500 series scanner. Please refer to the Metrologic guide and manual for installation, configuration and maintenance of the scanner itself.

- Compatible with all TimeIPS systems with available USB port
- Reads barcode identification badges
- Uses code 39 Badges and code 128 Jobs
- Base plugs into a USB connector on the back of the TimeIPS system or LCD display

Locate The Barcode Scanner

Failure to locate and maintain the BAR-USB-BT unit with the following guidelines will void your warranty.

- Mount the unit in a dry, indoor location with controlled temperature and humidity. Do NOT use the unit in any location where rapid temperature changes may cause condensation.
- The rated operating temperature is between 0C and 40C (32F to 104F).
- Mount the device away from strong magnetic or electro-magnetic fields, such as those produced by microwave ovens, two-way radios or industrial equipment.

Connect The Cable

Connect the USB cable to a USB port on the back of a TimeIPS system or LCD display unit.

If needed, a USB hub or extension cable can be used to extend the cable length. Never use an extension cable if the total cable length will exceed 10 feet.

Note that it takes 5-10 seconds before the scanner will respond if plugged into a running TimeIPS system. There is no need to shutdown the system to attach or detach the scanner.



Configure Badge Numbers

The employee ID number is set in the “ID / Badge” field by going to “Administration” > “Employee Management” > “Employees” and selecting the employee on the list by clicking the “+” next to their name. You will see that the “ID / Badge” field is set to a default number (usually a sequence starting with 1000, or the number entered on the guided setup). This auto-assigned ID / Badge Number can be changed as needed.

IMPORTANT: We recommend your barcodes be at least 4 digits long to be recognized by the BAR-USB-BT scanner. Barcodes with 3 or fewer digits may not scan.

Prior to setting up any new employees, please consider if the default Employee ID Number of 1000 assigned to the administrative employee is how you want to begin your Employee ID Number sequence. If not, please consider the following:

Changing the administrative employee's ID number or setting up a new employee's Individual Employee ID number can be handled 2 different ways:

1. Accept the automatically assigned sequential ID / Badge Number that the system will give to each new employee.
2. Assign a unique number in the ID / Badge Number field as needed. If you want each employee to have their own custom number (such as their driver's license number or Social Security Number), you'll have to override the auto-generated employee ID number generated by the system on each employee.

Print employee badges from the Employee Administration area, cut and laminate for employees.

Train Employees

Using the barcode scanner

- Bring the badge within a few inches of the scanner and press the button on the top of the scanner to clock in or out.
- If used with a keypad, enter clock notes, job numbers, or status code before scanning the badge.

If the clock-in is successful, an audible tone will be heard for “In” or “Out” and the LCD display will indicate the current date and time, employee name and the time in or out.

Job Code Labels

To create job codes that can be scanned:

1. Use only numbers in the job-code
2. Make the job code a minimum of 4 digits and a maximum of 12 digits long

Scanning into or Changing Jobs

When scanning into or changing jobs always scan the job barcode first and then your badge number.

Technical Support

Technical Support Resources:

1. Our support web site at <http://support.timeips.com> offers extensive resources including documentation and our knowledge-base. Please check our support web site first, as it provides complete answers and instructions on almost everything. In the "Knowledge Base Search:" box, enter a few words describing your question. For example, if you have a question on the badge functions, type "badge functions" and browse the articles listed.
2. If you have a question not answered on our support site, you can call or email us. A serial number or registration number is required for this service. Additional support can be purchased by calling TimeIPS, or by visiting our web site at <http://secure.timeips.com>.
3. If you have a simple question, or need direction on how to use our support resources, feel free to email us at support@timeips.com. If your question is quick, we'll be happy to help. If it's not, we'll let you know that you need to purchase additional support.

Support website
Support e-mail
Support phone number

<http://support.timeips.com>
support@timeips.com
316.264.1600

Specifications

Specs:



Approximate dimensions:
8in (200mm) x 3in (75mm) x 6in (150mm)

Approximate weight:
~1lb (~450g)

Power:
5VDC

Operating environment:
32° - 104°F (0° - 40°C) non-condensing

System Requirements:
TimeIPS IPS100, IPS200 or IPS300 class system

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Thank you for reading this manual carefully. If you noticed errors, have any suggestions or found typographical problems, we want to know! Please send an email with the version code below and your feedback to documentation@timeips.com. We appreciate your time.

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