

TIME IPS[®]

BAR-USB-SW

and

BAR-USB-SWI

Barcode Swipe Reader



Installation Guide

FCC Declaration of Conformity (DoC)

Compliance Information (according to FCC 2.1077)

(1) Product: BAR-USB-SW/BAR-USB-SWI

The above device complies with Part 15 of the FCC Rules.

Operation is subject to the following conditions: (1) these devices may not cause harmful interference, and (2) these devices must accept any interference received, including interference that may cause undesired operation.

(2) The responsible party is TimeIPS, Inc. 5445 E 85th St N, Valley Center KS, 67226. Phone 316.264.1600

Notice to Users

The components in this system have been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. The device generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet circuit other than the one to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

These devices have been tested to comply with the limits for a Class B computing device, pursuant to FCC rules. In order to maintain compliance with FCC regulations, shielded cables must be used with the equipment if not connected directly to the system. Operation with unshielded cables is likely to result in interference to radio and television reception.

CAUTION: Changes and modifications made to the device without the approval of the manufacturer could void the user's authority to operate this device.

Table of Contents

Overview.....	3
Additional Required Equipment.....	3
Mount The Swipe Reader.....	4
Connect The Cable.....	5
Configure Badge Numbers.....	6
Train Employees	7
Technical Support.....	8
Specifications.....	8

Overview

TimeIPS Badge Swipe Reader with attached cable.

- Compatible with all TimeIPS systems
- Reads barcode identification badges
- 1-foot cord terminates to a PS/2 connector
- Comes with a PS/2 to USB adapter cable
- Plugs into the USB connectors on the back of the TimeIPS LCD display or TimeIPS system

Additional Required Equipment

- Barcode printed badges
- Your own badges with Code 39 barcodes or other supported barcode format.



Mount The Swipe Reader

Failure to mount and maintain the 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 5C and 35C (41F to 95F).
- Mount the device away from strong magnetic or electro-magnetic fields, such as those produced by microwave ovens, two-way radios, or industrial equipment.
- Attach the reader with loop-and-hook fastener, such as Velcro brand adhesive.
- For permanent installations, secure the swipe reader with screws into the rear thread mounts

Connect The Cable

You must use the included USB adapter cable when connecting the barcode reader to your TimeIPS system. Connect the USB cable to a free USB port on the back of an LCD display, or directly to a USB port on the back of a TimeIPS system.

If needed, a USB extension or USB hub can be used to extend the cable length. Never use an extension cable if the total cable length will exceed 10 feet. (USB HID devices are limited to 3M cable length.)

Note that it takes 10-15 seconds before the swipe reader will respond if plugged into a running TimeIPS system. There is no need to shutdown the system to attach or detach the swipe reader.



Configure Badge Numbers

Employees are assigned badge numbers by entering them into TimeIPS. If you have pre-printed badges, use the badge number on the back side of the badge.



Badge
Number

The employee badge number field is set in “ID / Badge” 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 must be changed as to match the number on the card assigned to the employee. We suggest setting to the lowest number on your set of cards and assigning cards in sequence.

TimeIPS will generate employee badges with barcodes in a PDF format that you may be able to use.

If you'd like to make your own badge format, you can print your own badges, using Code 39 barcodes. Use a barcode-ready label generation software package or use a barcode font in a word processor or database application to generate your own barcode badges.

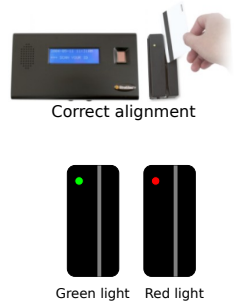
Train Employees

Using the Swipe Badges

- Swipe the badge to clock in or out.
- If used with a keypad, enter clock notes, job numbers, or status code before swiping card.
- Swipe in either direction (up or down) with the card facing the indicator light.

Swiping a Badge

When preparing to swipe a badge, be sure that the barcode is facing toward the indicator light. Insert the badge starting at the top of the reader slot and swipe completely through it, exiting the other side. If swiped correctly, the reader will beep and the light will turn green to indicate success. If the light is red, the scan was not successful. If you get nothing, you may have the badge backward. Turn the badge so that the barcode is facing the indicator light and try again.



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.

Indicator	Event	Description
Green Light	Ready to swipe	The reader is ready to read or has successfully read your badge
Audible Beep	Successful swipe	The reader has successfully read your badge
Red Light	Incomplete Swipe	Swipe the badge again with a full swipe
Does not blink or beep	Badge is reversed	Reorient the badge so that the barcode is facing the indicator light and the barcode is fully inserted into the reader.

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

<http://support.timeips.com>

Support e-mail

support@timeips.com

Support phone number

316.264.1600

Specifications:



Approximate dimensions:

5in (127mm) x 2in (52mm) x 1.4in (35mm)

Approximate weight:

~1lb (~500g)

Power:

5VDC, 1W (typical)

Operating environment:

41° - 95°F (5° - 35°C) non-condensing

System Requirements:

TimeIPS IPS100, IPS200 or IPS300 class system

Card Compatibility:

0.005 to 0.05 inch thick media
Most common barcode formats
including Code 39 and Code 128

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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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