

# TIME IPS<sup>®</sup>

BIO-HP1  
Hand Punch Reader



and

**CBL-BIO-HP1**  
Connecting Cable

**Installation Guide**

# **FCC Declaration of Conformity (DoC)**

## **Compliance Information (according to FCC 2.1077)**

(1) Product: BIO-HP1 (HP-1000) and CBL-BIO-HP1

The above devices comply 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 85<sup>th</sup> 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.**

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## Overview

The BIO-HP1 is a Recognition Systems HP-1000 Hand Punch biometric reader configured to work with TimeIPS.

The CBL-BIO-HP1 is a special cable allowing connection to a TimeIPS Network Clock or system.

- Provides biometric validation with a hand print. Ideal for environments where finger-based biometrics cannot be used.
- Compatible with all TimeIPS systems and clocks with an available USB port and supported software level.
- Requires TimeIPS version 1.6.50 or later.

## Additional Required Equipment

- A direct connection to a TimeIPS Network Clock or System is required to operate the Hand Punch unit.
- If the connecting cable (CBL-BIO-HP1) is purchased alone, it can be used with a TimeIPS Network Clock or system and an existing Hand Punch unit (including the HP-1000 and similar), if properly configured. Units purchased from TimeIPS will be pre-configured. To configure an existing Hand Punch unit, please visit our support site at <http://support.timeips.com> and search for “hand punch” for instructions.

# Mount The Hand Punch Reader

Failure to mount and maintain the Hand Punch reader 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 40C (41F to 110F).
- Mount the device away from strong magnetic or electro-magnetic fields, such as those produced by microwave ovens, two-way radios or industrial equipment.
- Normally, installation will be next to a TimeIPS Network Clock and an input device, such as a keypad.



## Notes:

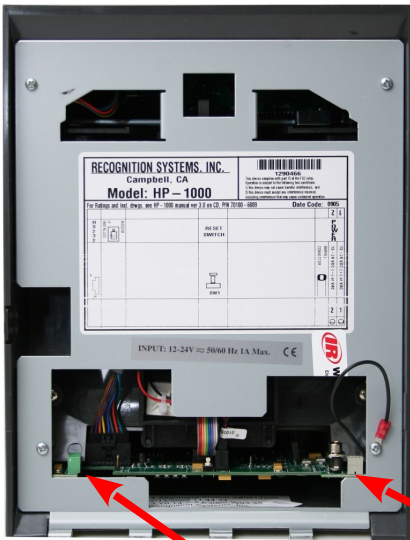
- The keypad on the Hand Punch reader is NOT used.
- The clock in the Hand Punch reader is NOT used and may not match the time on the TimeIPS clock. It can be set in the Hand Punch menus by pressing Enter and Clear and using “2” as the password. Follow the on-screen prompts.

# Connect Cable to BIO-HP1

The CBL-BIO-HP1 connects to the back of the Hand Punch unit and to a USB port on a TimeIPS Network Clock (or system).

If the BIO-HP1 and connecting cable are purchased together, the connecting cable may already be connected to the Hand Punch unit. If not, connect the data connector end of the cable to the matching green plug on the bottom left side of the Hand Punch unit.

Connect power to the power jack on the bottom right side of the Hand Punch unit.



*Note: Some versions of the Hand Punch reader use an RJ-45 connector for the data cable and have the power and data on opposite sides of the unit. If your unit is this style and the connecting cable does not fit, please contact TimeIPS support for assistance.*

Connect data cable here, if not already attached.

Connect power here



USB Connector connects to TimeIPS (see next page)

## Connect to TimeIPS

Connect the USB end of the cable to a free USB port on the back of a TimeIPS Network Clock (or to a USB port on the back of a TimeIPS system).



USB  
Connector

Connect USB end of the  
cable to a Network  
Clock (or directly to a  
TimeIPS system)

The USB connector can be safely connected to TimeIPS without shutting down. If the Hand Punch reader is not recognized, power cycle the TimeIPS Network Clock.

If the Hand Punch unit or the cable is disconnected while running, biometric validation will not be possible. The clock can be configured on the TimeIPS master server to accept but flag employee punches in that case, or to refuse punches completely.

# Biometric Options and Configuration

## Configuration in the Master:

The configuration area for biometrics is located in three places on the Master:

- 1) Administration → Clocking → Biometric Validation: General biometric options and defaults for employees.
- 2) Administration → Employees Management → Employee Biometrics: Employee specific options and enrollment management.
- 3) Administration → System Administration → Clock Configuration: Options for biometric behavior for a specific network clock.

Some biometric options do not apply to hand punch biometrics. For example, the Hand Punch reader only needs a single enrollment and the reader will automatically prompt for three hand placements for this one enrollment. Configuration options for number of enrollments and type of enrollments do not apply and will be ignored.

## Employee Training:

Employees simply place their hand on the reader and slowly bring their fingers together until all the lights go out on the top of the Hand Punch reader.

## Employee Enrollment:

Enrollment will begin automatically the first time an employee clocks in or out. The normal enrollment process requires that an employee place their hand three times on reader until the lights go out. It may be necessary to enroll again if the three hand placements don't match well.

## Progressive Enrollment:

*Each match can be used to improve the employee's hand template. This allows hands to grow or change slowly over time and is normally recommended.*

## Troubleshooting

- If the Hand Punch reader does not prompt for a hand, unplug and reconnect power and/or the adapter cable and wait 15 – 20 seconds. If the Hand Punch reader still does not prompt for a hand you may need to restart your network clock or system.
- Hand Punch takes priority over other biometric devices when re-probing, but will not be seen if another biometrics device is or was in use. If you have a network clock or system that has (or had) another biometric device, and the Hand Punch reader is not recognized on startup, check the box to Re-probe Biometrics on the Clock Configuration page on your TimeIPS master system.

# 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 hand punch configuration, type "hand punch" 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](mailto: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](mailto:support@timeips.com)**

**Support phone number**

**316.264.1600**

## System Specifications

### System Specs:



#### **Approximate dimensions:**

BIO-HP1: 9in (225mm) x 8.5in (220mm) x 11.75in (295mm)  
CBL-BIO-HP1: Approx 30" long.

#### **Approximate weight:**

BIO-HP1: 6lb (2.65 kg)  
CBL-BIO-HP1: ~0.2lb (~100g)

#### **Power:**

BIO-HP1: 12-24VDC, 1A (typical)  
CBL-BIO-HP1: 5VDC, 100mA (typical)

#### **Operating environment:**

41° - 110°F (5° - 40°C) non-condensing

#### **System Requirements:**

TimeIPS IPS100, IPS200 or IPS300 class system

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