TIME◷IPS®

BAR-USB-ZB

Handheld Barcode Scanner

Installation Guide

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Overview

TimeIPS Barcode Scanner with attached cable.

- Compatible with all TimeIPS systems with available USB port
- Reads barcode identification badges
- Uses code 39 Badges and code 128 Jobs
- Cord terminates to a USB connector
- 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-ZB 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.

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.

USB
Connector

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: Barcodes must be at least 4 digits long to be recognized by the BAR-USB-ZB scanner. Barcodes with 3 or fewer digits will 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 pull the trigger 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

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

Specs:

Approximate weight:
~1lb (~450g)

Power:
5VDC, 2.5W (typical)

Operating environment:
41° - 95°F (5° - 35°C) non-condensing

System Requirements:
TimeIPS IPS100, IPS200 or IPS300 class system

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

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 Thank you.

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