

ALLIED TIME USA, INC.

# CB4000 MultiBiometric Time Recorder

For CloudBiometry Time & Attendance System



**Cloud**

**LAN**

**WiFi**

**Badge Scan**

**Face Scan**

**Finger Scan**

**Palm Scan**

**Pin Code**

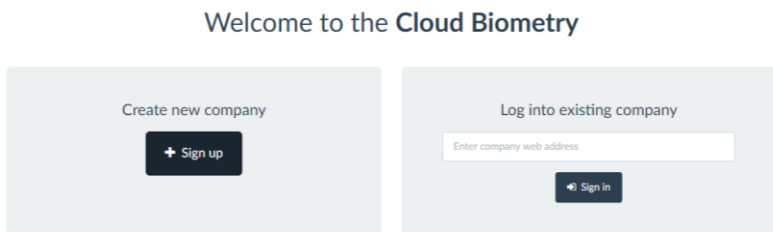
Employee	Total	PTO	Regular	Overtime	Act
Silvett, Silvett	15:33 Work		15:33 Work		Refresh data
Georgia Rivett	11:30 Work	4:00 off			Refresh data
Chris James					
Mary Draggors	18:30 Work				

Your Device Serial Number

Congratulations on your CB-4000 Multi Biometric time clock purchase! The CB-4000 requires CloudBiometry web based account to function. Please complete the following steps to quickly configure your time clock to work with your web based CloudBiometry attendance reporting.

## 1. Create your Cloud Biometry account

If you have done so yet, please visit <https://mycloudtime.com/> and click on Create New Company + Sign up button, then follow the prompts to create your account.



Note: your login URL is going to become the “web address” for your company’s Login Portal. For example, “mynewcompany” will become <https://mynewcompany.mycloudtime.com/en/login> – you will be using this address to Login to your portal, with your administrator username and password you have created. Please keep it short and unique.

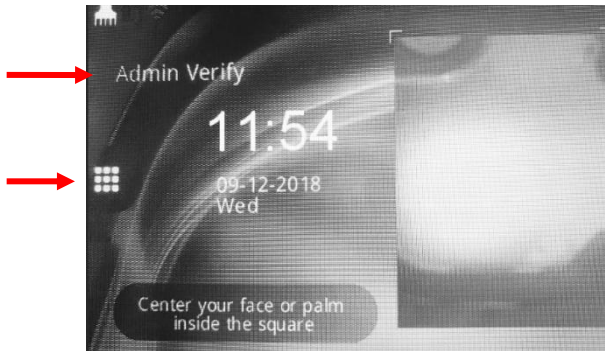
## 2. Activate your Device

Power up your device (NOTE: if using LAN connection, attach LAN/Ethernet cable (not included) to your clock and router, then plug your clock into a power outlet). Ethernet option with DHCP should already be enabled on your device if connecting to network

with LAN cable. You will know the device is connected to the Internet once both WiFi and Up/Down arrows Icons turn green.


**For WiFi connection** please follow the steps below:


- 2.1 Go to WiFi Setup on the device MENU (click on Keypad icon – this will get you to Setup MENU. NOTE: if you have employees already downloaded to the clock, you will also need to select Admin Verify to login like shown in image below to access the MENU. (hint: if you forgot your enrolled Admin password, contact us for assistance at [support@cloudbiometry.com](mailto:support@cloudbiometry.com) ). Once logged in to device MENU, go to the System->Comm->WiFi. Make sure Enable = Yes. Click on Search, and wait for the list of available wireless networks to populate. Locate your company's WiFi network and select to connect – you will be prompted to enter your WiFi password.




- 2.2 You will be using keypad on the screen to enter your password.

You can refer to Appendix A on the last page for additional

information on using the keypad.  Button switches between 3 different keyboard types: small letters, capital

letters, and numbers.  Button is used for special characters (space, \*, !, #, etc). You can select desired letter by

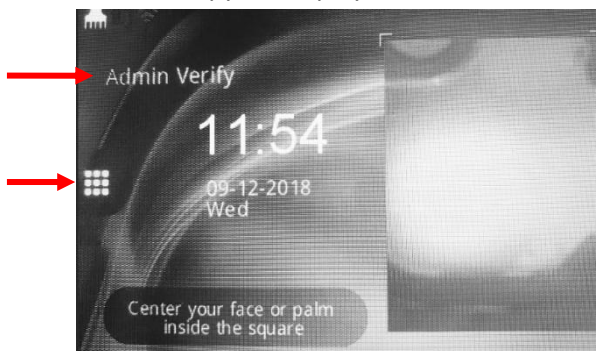
pressing on the appropriate letters button multiple times (ex. to

select capital C, press Alt, then press  button three times to get letter C entered). When done entering your password, click OK and wait for the device to connect to your network. You can select ESC key until you return to the main display – if successfully connected, the WiFi Icon and the Up/Down Arrows Icon will turn green (please, allow up to 5 MINUTES for device to start communicating).

- 2.3 Set proper Time Zone and Clock Time: Enter Menu (click on Keypad icon, Admin Verify, once logged in go to System->General->Time and System->General->Time Zone and make appropriate changes.

### 3. **Connect your Device to your Cloud Based Account**

First, note your Device Serial Number located on the very first page of this manual. You can also find it by navigating to device settings (power up the device and touch the little key pad icon on the screen), or if Administrator is enrolled click on Admin Verify text in blue and enter Administrator ID and password. Select System->Comm->Server and copy SN displayed on the bottom row).



Once you have noted Serial Number of your device, connect it to your cloud based account: login to your online account, click on Manage-> Devices, and select + Create Device.



Enter Device Name (anything you would like to call it), enter Serial Number located previously, choose location and click on SUBMIT.



### New Device

Name

Sn

Location  
Main Location

Submit

#### 4. Transfer select Employees and Jobs to your device(s)

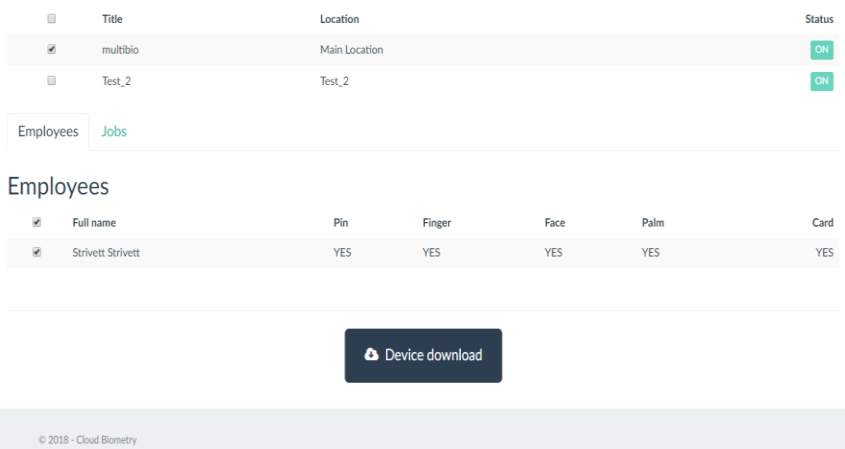
Login to your web based account, then select Manage->Devices and click on Download to devices button.



Sn	Name	Location	Status	Actions
3867856372	multibio	Main Location	ON	Commands Edit
2018070005	Test_2	Test_2	ON	Commands Edit

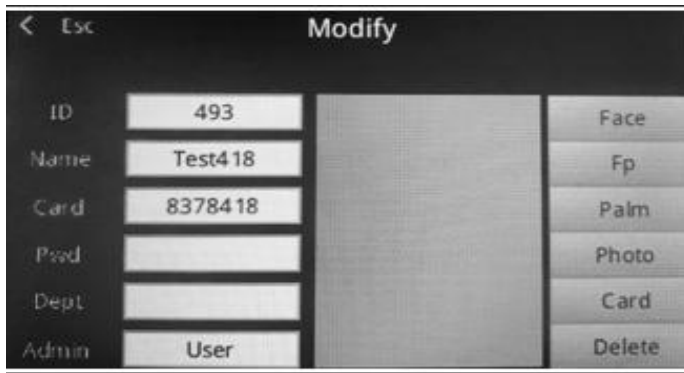
Next, select the device you are downloading to, and select employees that you want to be assigned to the device. Once

appropriate selections are made, click on Device Download button. Perform the same procedure for downloading Jobs (simply click on Jobs Tab to get to the jobs selection screen).

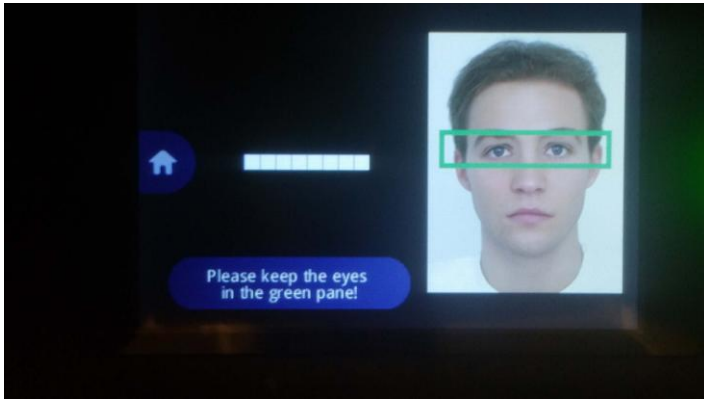


## 5. Enroll Employees on the device: create biometric and card profiles

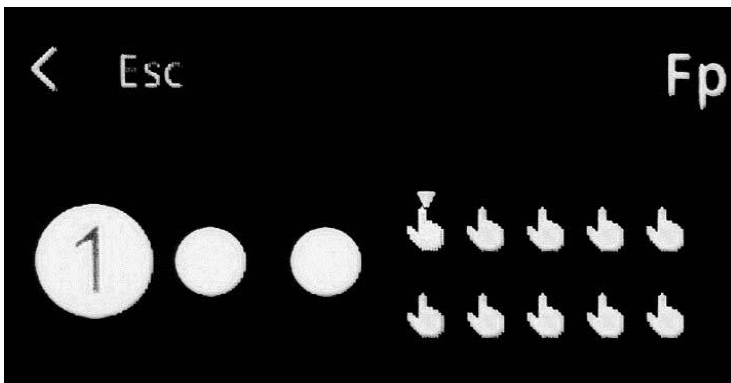
Login to the device as an Administrator, then access setup Menu. Choose User to display a list of downloaded employees, then select employee you want to enroll. Modify screen will show all available employee enrollment options on the right side.



5.1 Face: facial recognition using clock's camera to scan facial image for verifying employee's identity. Press "Face" button and follow the prompts on the screen. Make sure there is a proper lightning (no direct sun). Make sure employee's eye area follows the green guiding pane until the enrollment process is complete.

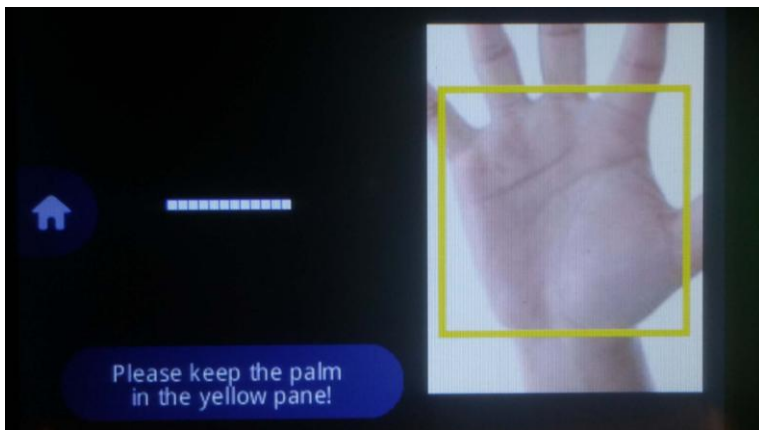
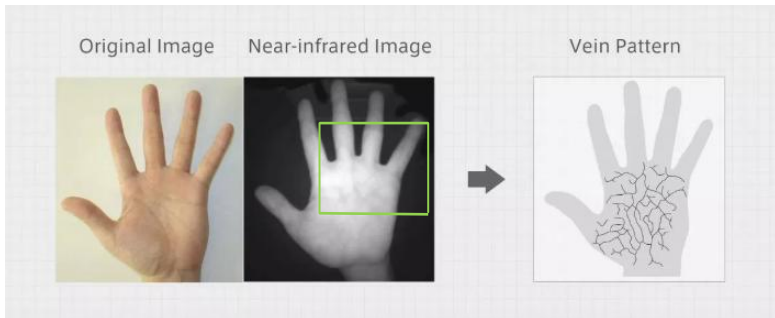


5.2 Fp: fingerprint using sensor to scan employee's fingerprint image for verifying employee's identity. Press "Fp" button and follow the prompts on the screen to enroll employee's finger (we recommend using either Index Finger or a Thumb).





5.3 Palm: palm recognition using near-infrared light wave to capture the vein pattern for verifying employee's identity. Press "Palm" button and follow the prompts on the screen to enroll employee's palm. Make sure employee positions the palm properly inside the guiding pane with fingers spread apart as in the image below.



5.4 Photo: if you would like to store employee's picture, use this button to capture their image. This option does not serve for biometric verification of employee's identity, the picture is displayed on screen when a successful verification occurs.

5.5 Card: RFID scanner to read employee's badge number (no biometric verification). Press "Card" button and waive employee's badge near the RFID sensor which is located right below fingerscan sensor. Make sure to write employee's name on the badge you just scanned, since this badge is now registered to this employee.

5.6 PIN: Keypad entry of employee ID + PIN (no biometric verification). If PIN was not setup on your cloud account, you can enter or modify it at the clock. Select Pswd on the left side of the box and enter PIN employee will be using to access the clock.

Once the enrollment is complete, the time clock will update your online account with employee's biometric templates for future storage. Should you choose to purchase an additional time clock, or replace your existing unit, these templates will automatically upload to the new device.

You should be all set! We suggest using either Facial or Palm scan as primary methods for biometric verification, as these methods are **touch-free, hygienic, and are most accurate**. If employee facial features change as time goes on, you can always re-enroll them to keep your clock's accuracy high.

Should you have any questions or need technical assistance, do not hesitate to contact support at **888-860-2535** (9am to 5pm Eastern Time, Mon-Fri) or email us [sales@alliedtime.com](mailto:sales@alliedtime.com).

## Appendix A: Using CB4000 Keypad

Use **Alt** key to switch between multiple keypad character types.

Example: press Alt key to switch from numbers to lower case letters to Capital letters.

1	2	3	Delete	△	Esc
4	5	6	◀	Ok	▶
7	8	9	0	▽	Alt

	abc	def	Delete	△	Esc
ghi	jkl	mno	◀	Ok	▶
pqrs	tuv	wxyz	⌞	▽	Alt

	ABC	DEF	Delete	△	Esc
GHI	JKL	MNO	◀	Ok	▶
PQRS	TUV	WXYZ	⌞	▽	Alt



Use SPACE key to enter special characters such as space, \*, \_, ., etc.