uAttend™

JR2000 Touch Tablet Time Clock

Admin Menu Options

08 ADMINISTRATOR MENU OPTIONS

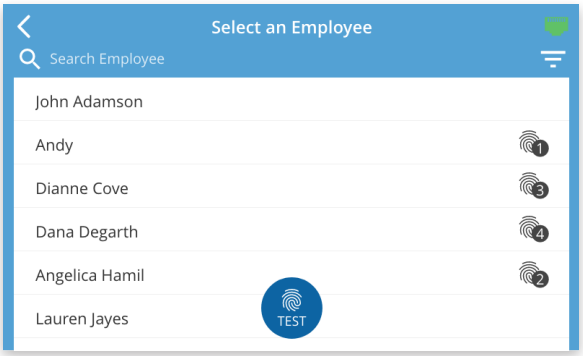
The **Administrator** menu can be accessed with the **Administrator PIN** you chose during setup. This is the **PIN** which you chose during device setup. It can be found in your clock details at Settings > Punch Management in your online account.

Here are the different settings and tools within the Administrator menu:

1. Employee

Displays a searchable list of Employees by name.

a. Select an Employee to manage or register finger templates.



2. Device

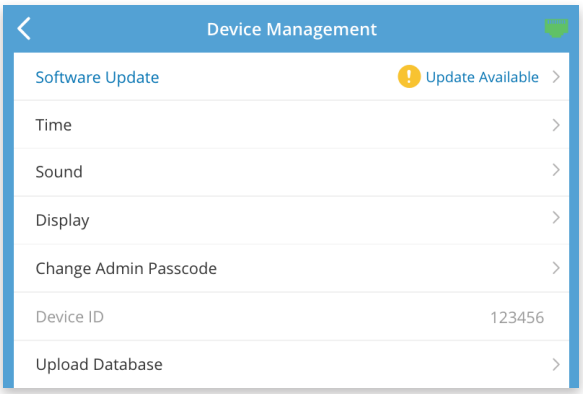
a. Software Update

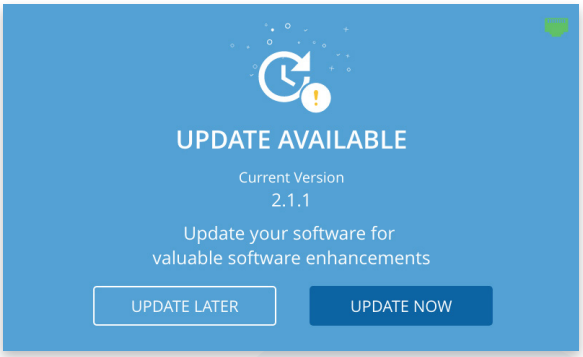
i. Tap the **Software Update** option from the **Device Menu**.

1. The clock will check for available updates. The clock's current software version will be displayed on this screen as well.

ii. If there are updates available, you can select to **Update** now or later.

1. After choosing to update the software, the clock will download the update and automatically restart to apply the update. Otherwise, the time clock will display a message that the software update was not successful. Please try again or come back later to update. Below this message will be the options to **Update Later** or **Please Try Again**.





b. Time

i. **Time Zone** – The Time Zone the clock is located in.

ii. **Time Format** –

1. 12 hour – Standard 12-hour format with AM and PM settings.

2. 24 hr – Also known as Military time.

c. Sound

i. **Key Sounds** – Turn sounds for key presses on or off.

ii. **Volume Level** – The volume setting for all sounds on the clock.

iii. **Time Clock Voice** – Select the voice for confirmations on punching or disable this entirely.

d. Display

i. **Brightness Level** – The default brightness level of the screen.

ii. **Sleep Mode** – How long before the screen dims when idle?

1. Note: tapping the screen will restore the brightness level.

e. Change Admin Password

i. Enter the current **Admin PIN** to verify authorization, then tap next.

ii. Enter the new **PIN** for the time clock, hide the onscreen keyboard, and tap next.

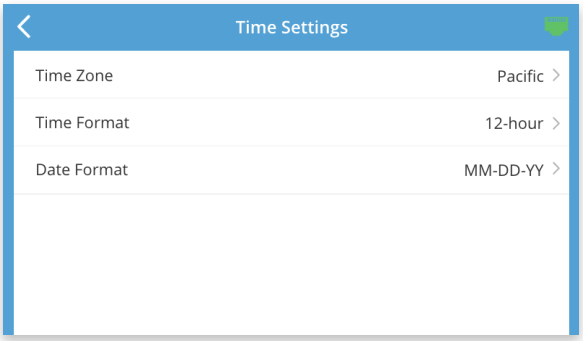
iii. A confirmation screen should be displayed.

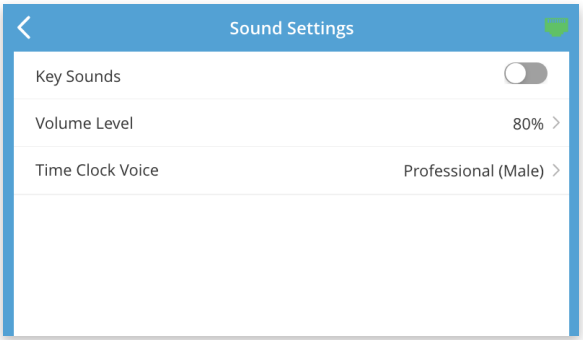
f. Device ID

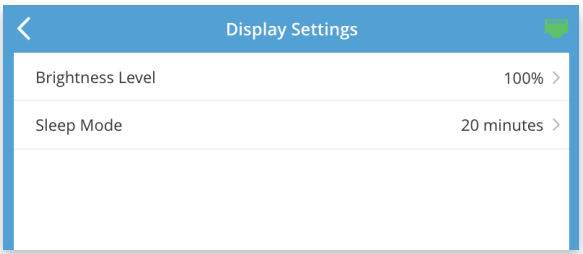
The number used to identify the clock in the uAttend portal.

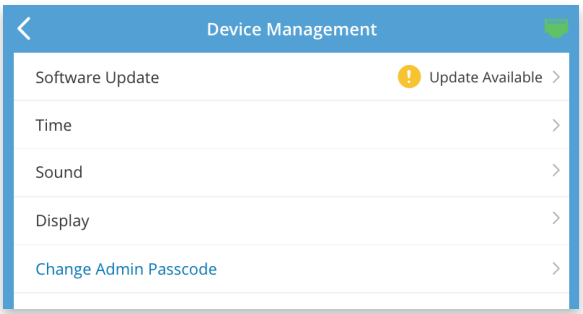
g. Upload Database

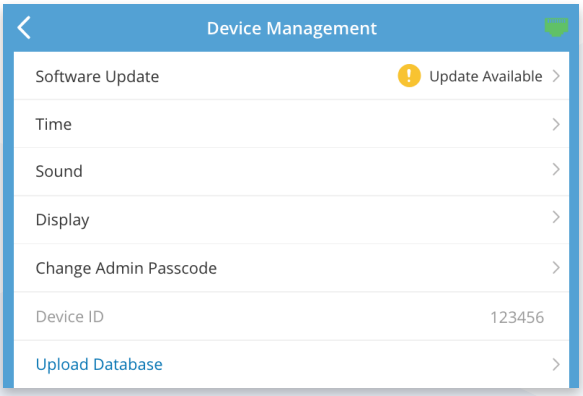
This will send your database to Workwell Technologies for diagnostic purposes.











3. Network

a. Network Connection:

i. **WiFi**

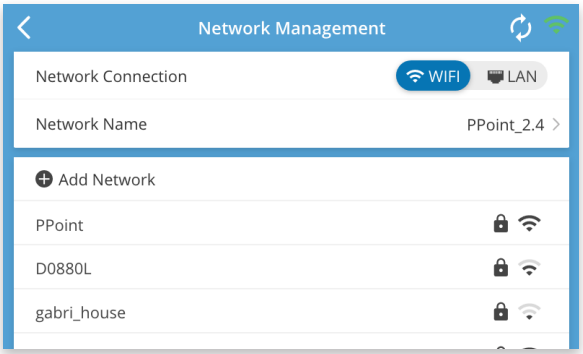
1. Scroll the list of available networks to locate your network's name.
2. Use the onscreen keyboard to enter your wifi password and press **Next**.
3. The screen will display a confirmation that the clock is connected to your wifi network.

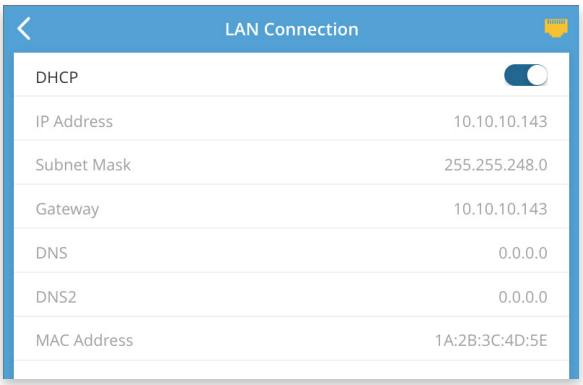
ii. **LAN**

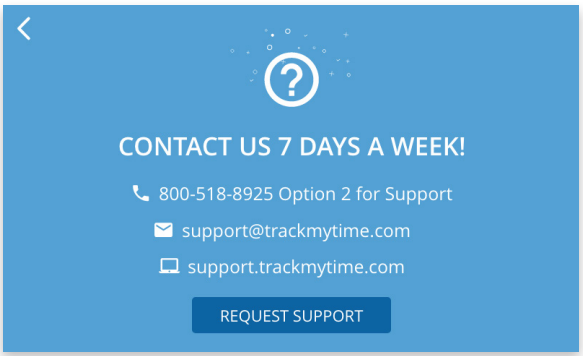
1. The configuration for your **LAN** network will be displayed on this screen.

4. Support

a. A screen will display showing the methods for requesting support.







10 uATTEND DEVICE LIMITED WARRANTY

This Warranty covers all uAttend Devices and any Devices which may now or in the future be connected to your uAttend Account.

A. Warranty and Warranty Periods. Workwell Technologies, Inc. ("WWTech") warrants only to the original Purchaser that the Device will be free from defects in material and workmanship for the time during which (i) the original Purchaser subscribes to the uAttend System, and (ii) until such time the Device has been replaced (the "Warranty Period").

B. WWTech's Obligation Under Warranty. WWTech's sole obligation under the above warranty shall be to repair or replace Devices and parts during the Warranty Period. WWTech does not assume responsibility for delays in replacement or repair of products or parts. WWTech may, at its sole discretion, replace Devices with refurbished Devices. This warranty gives end users specific legal rights, and particular end users may also have other rights which may vary from jurisdiction to jurisdiction.

C. DISCLAIMER OF ALL OTHER WARRANTIES. NO OTHER WARRANTIES, EXPRESSED OR IMPLIED, ARE GIVEN, AND WWTech EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, INCLUDING AND WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. Some jurisdictions do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to particular end users.

D. Limitations. No salesperson, representative, or agent of WWTech is authorized to make any guaranty, warranty, or representation that contradicts the terms contained in this Limited Warranty. Any waiver, alteration, addition, or modification to the warranties contained herein must be in writing and signed by authorized representatives of WWTech to be valid, binding, and enforceable. WWTech does not assume responsibility for any specific application to which any products or parts are applied including, but not limited to, compatibility with other equipment. All statements, technical information, or recommendations relating to the products or parts are based upon tests believed to be reliable, but do not constitute a guaranty or warranty. WWTech SHALL NOT UNDER ANY CIRCUMSTANCES WHATSOEVER BE LIABLE TO ANY PARTY FOR LOSS OF PROFITS, DIMINUTION OF GOOD WILL, OR ANY OTHER SPECIAL, CONSEQUENTIAL, OR INCIDENTAL DAMAGES WHATSOEVER WITH RESPECT TO ANY CLAIM IN CONNECTION WITH WWTech PRODUCTS AND/OR PARTS. Some jurisdictions do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to particular end users.

E. What May Void the Warranty. This Limited Warranty shall be null and void in the following circumstances:

   1. Modification or repair by the end user or any non-authorized WWTech service provider; or
   2. Improper use or installation, or damage by accident or neglect, by the end user or any third party, or intentional damage by the end user or any third party; or
   3. Failure of the end user or any third party to exercise caution to protect from electrostatic discharge damage and adverse temperature, or physical abuse; or
   4. Failure by the end user to follow the Return Appointment Process set forth below.

F. Return Appointment Process. As a condition precedent to the above Limited Warranty, the end user must:

   1. Obtain a return material authorization (RMA) from WWTech, which will include an RMA number that must be prominently displayed on the outside of the shipping container. Returns without an RMA number may be rejected by WWTech and immediately returned to end user, freight collect.
   2. Ship the items being returned to WWTech, freight prepaid, together with a written description of the claimed defect.
   3. Pack the items being returned in the original packing carton or equivalent. Damage in transit is end user's responsibility and may be cause to void the warranty claim.

G. Transportation Costs. WWTech will pay surface freight to return products covered by this Limited Warranty. However, if WWTech determines in the exercise of its reasonable but sole discretion that the product or part returned for warranty service is not defective, or does not otherwise qualify for warranty service, the end user shall be liable for all costs of handling and transportation.

11 uATTEND SAFETY INFORMATION

IMPORTANT SAFEGUARDS FOR SAFE OPERATION & USE

SAVE THESE INSTRUCTIONS.

THIS PRODUCT IS FOR COMMERCIAL USE ONLY.

The time clock is an electrical device. In order to reduce the risk of fatal electrical shock and fire, basic safety precautions should be followed, including the following:

1. Read all instructions before operating.
2. This time clock must be properly installed and located in accordance with these instructions before used.
3. Do not use outdoors.
4. Do not expose to water or any liquid.
5. Do not place objects into the time clock.
6. For best operation, plug the time clock into its own electrical outlet.
7. Do not operate the time clock with a damaged cord or plug.
8. If an extension cord is used, the marked electrical rating of the extension cord should be at least as great as the electrical rating of the time clock.
9. Plug the time clock into a surge protector or uninterruptible power supply (UPS). If a surge protector is not used and there is a power surge, your warranty may be voided.

CAUTION/WARNING

DANGEROUS VOLTAGE

DO NOT CONNECT DAMAGED SUPPLY CORD

WARNING

RISK OF FIRE OR ELECTRIC SHOCK

DO NOT OPEN

WARNING: TO REDUCE THE RISK OF FIRE OR ELECTRIC SHOCK, DO NOT OPEN THE TIME CLOCK. NO USER SERVICEABLE PARTS ARE INSIDE. REPAIRS SHOULD BE COMPLETED BY AUTHORIZED SERVICE PERSONNEL ONLY.

uAttend

Questions?

Contact us seven days a week.

Monday-Friday 5am–6pm Pacific
Saturday-Sunday 7am–3:30pm Pacific

Call 800-518-8925
Text 760-278-6623
Email support@trackmytime.com
Visit support.trackmytime.com

workwell TECHNOLOGIES

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