

ALLIED TIME USA, INC.

CB4000N Multi-Biometric Time Recorder

For Cloud Biometry Time & Attendance System

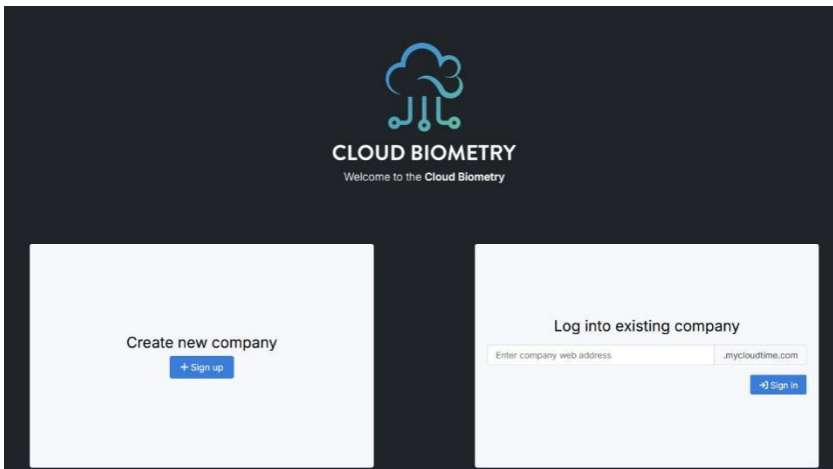


Your device Serial Number

Thank you for purchasing the CB-4000N multi-biometric time clock. This device works with the Cloud Biometry web portal for attendance reporting and payroll exports.

1 Create your Cloud Biometry account

If you have not created your Cloud Biometry account yet, go to <https://mycloudtime.com>, select Create New Company + Sign up, then follow the prompts.



Note: Your login URL becomes your company web address, for example: **<https://yourcompany.mycloudtime.com>**. You and your staff will use this address to sign in with the email address and password you create. **Please keep the company URL short and unique.**

2 Activate your Cloud Biometry Time Clock

Plug the clock into a power outlet, then power it on.

Choose one network connection method:

Option A: Wi-Fi connection

1. Tap the Home icon to open the Setup menu.

Note: If employees are already downloaded to the clock, the menu may be locked and you will be prompted for Administrator Verification, as shown in below image; please tap on **Admin Verify** button and have your Administrator **User ID** and **Device PIN** ready as you will need both of these credentials to access MENU. You can find your User ID by logging into your online account and navigating to **Manage->Employee->Edit screen** (User ID is a system-assigned digital number).

Edit employee

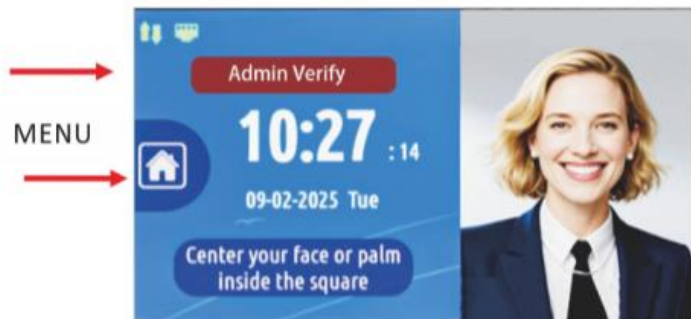
 ID: 159775 
Username

First name

Email

You can find your Device ID by navigating to **Devices -> Download To Device section**; Device PIN is the PIN number listed next to each employee.

Check all ☐						
☐	ID	↑ Full name	↑ Role	↑ Departments	Pin	
☐	433	Kent, Clark	ADM	MAIN	✓ 123	3
☐	434	Prince, Diana	SPR	Baking Breads JOBLESS Construction	✓ 2412	4



2. Once logged in to the clock's Menu, select **System** → **Network** → **Network**.
3. Ensure that Wi-Fi is set to On.
4. Tap Wi-Fi settings and wait for the list of available wireless networks to populate.
5. Locate your company's Wi-Fi network and select it.
6. When prompted, enter your Wi-Fi password using the on-screen keyboard.
 1. Tap ABC for uppercase letters.
 2. Tap abc for lowercase letters.
 3. Tap 123 for numbers.
 4. Tap !?# for symbols.



7. If successfully connected, the Wi-Fi icon and the Up/Down arrows will turn green. Please allow up to 5 minutes for the device to start communicating.

Option B: Ethernet (LAN) connection

1. Make sure to connect LAN Cable to your device before powering it ON.
2. Tap the Home/Menu icon to open the Setup menu.
3. Once logged in, select **System → Network → Network**.
4. Ensure that LAN is set to On.
5. Return to the home screen and confirm the clock is online. The network status icons at the top of the screen will turn green.

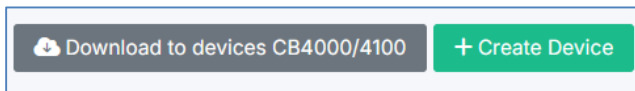
2.1 Set proper Time Zone and Clock Time

1. Tap the Home/Menu (house) icon to open the Setup menu.
2. If Admin Verify appears, verify as Administrator or Supervisor to access the menu.
3. Select **System → General → Time Zone**.
4. Select the correct time zone from the list.
5. If the clock is online and NTP is enabled, the date and time will update automatically based on the selected time zone.

3 Connect the time clock to your web-based account

First, record your device serial number. It is printed on the first page of this manual and on the back of the CB-4000N. You can also view it on the device screen: power on the clock, tap the Home icon, then select **System → Network → Server**. The serial number (SN) is shown on the bottom row.

Once you have noted the device serial number, log in to your Cloud Biometry account. Go to Manage → Devices, then select + Create device.



Enter a device Name (anything you would like to call it), enter the Serial Number you recorded, choose a location, then click Create Device.

New Device

MyTimeClock

Limit 255 characters - Characters left 244

SN

20254456654

Location

Main Location

Firmware

N/A

Create Device

4 Transfer employee and job data to the clock

4.1 Create employee profiles in Cloud Biometry: Sign in to your Cloud Biometry account, then select Manage → Employees. Select + Create Employee and complete the required fields to add an employee.

4.2 Download User Profiles: After creating profiles, select Manage → Devices and Select the "Download to devices CB4000/CB4100" button.


Download to devices CB4000/4100


Create Device

Next, select the device you are downloading to, and select employees that you want to be assigned to the device. Enter the employee's applicable PIN and or the first ten digits of their RFID card number. Leave these fields blank if the employee does not use these clock-in options.

Devices

Back to list

Check all

☐

Name

Location

Status

☐

Timeclock 1

Main Location

On

☐

Timeclock 2

Main Location

On

Employees

Jobs

Employees

Firstname, Lastname, or Username

Department

Role

Shift

All

All

Filter

Clear filters

Previous

1

Next

Check all

☐

ID

Full name

Role

Departments

Pin

Finger

Face

Palm

Card

Last download time

Device(s)

☐

512

Jones, Administrator

ADM

Main Department

2121

4

YES

YES

YES

0

12/04/2025 3:08:18 PM

Timeclock 2

☐

514

Jones1, Employee1

EMP

Main Department

ADM

Timeclock

Employee

514

3

0

12/04/2025 9:50:39 AM

Multiple

☐

580

Jones2, Employee2

EMP

Main Department

580

3

0

12/04/2025 9:50:39 AM

Multiple

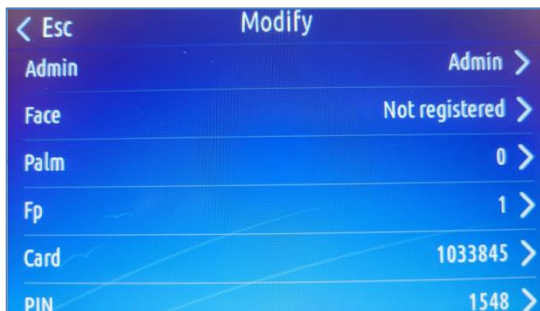
Once appropriate selections are made Select the **Save and Update Devices** button at the bottom of the page. Perform the same procedure for downloading Jobs (simply Select Jobs Tab to get to the jobs selection screen).


Save and Update Devices

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5 Enroll employees on the device

5.1 Create biometric and card profiles: Tap the Home/Menu icon. If Admin Verify appears, confirm the Admin identity to continue. **Select User → User List → [username]** to enroll employee verification methods.



5.2 Face: Facial recognition using the built-in camera. Select Face and follow the on-screen prompts to complete enrollment. For best results, enroll indoors with even lighting, and avoid direct sunlight.



5.3 Fp: Fingerprint recognition using the fingerprint sensor.

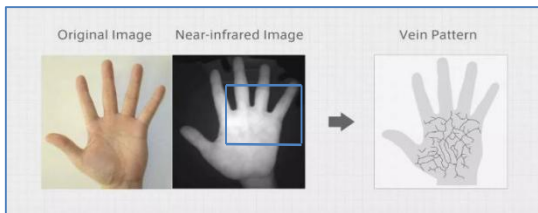
Select Fp and follow the on-screen prompts. Enroll at least two fingers per employee, if possible.



5.4 Palm: Palm-vein recognition using near-infrared light.

Select Palm and follow the on-screen prompts. Keep the hand steady above the sensor until the capture completes. Avoid direct sunlight.

Tip: Ask the employee to spread their fingers naturally and keep their palm centered about 5" above the guide until enrollment completes.



5.5 Card: Proximity card or key fob.

Select **Card**, then follow the on-screen prompts. When prompted, present the card or fob to the reader. You can also enter the card or fob ID number manually.



5.6 Pin: Personal identification number (optional).

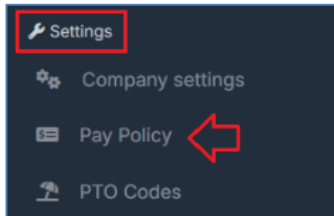
Select **PIN**, then enter a numeric PIN for the employee. If enabled, the employee can use the combination of their system-assigned USER ID and PIN to identify themselves at the device.



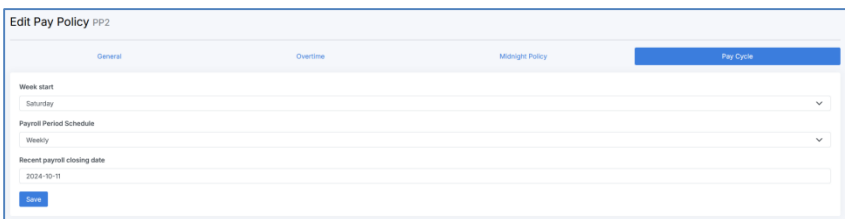
You should be all set! We recommend using **Face** or **Palm** as the primary biometric method because they are **touch-free, hygienic, and typically the most accurate**. If an employee's appearance changes, you can re-enroll them at any time.

6 Set the pay period schedule in Cloud Biometry

In Cloud Biometry, sign in as an Administrator, then go to Settings → Pay Policy.



On the Edit Pay Policy screen, select the Pay Cycle tab to configure your pay cycle.

The screenshot shows the 'Edit Pay Policy' interface for a policy named 'PP2'. It has four tabs: 'General', 'Overtime', 'Midnight Policy', and 'Pay Cycle', with 'Pay Cycle' being the active tab. The form contains three main sections: 'Week start' with a dropdown menu showing 'Saturday'; 'Payroll Period Schedule' with a dropdown menu showing 'Weekly'; and 'Recent payroll closing date' with a text field containing '2024-10-11'. A blue 'Save' button is located at the bottom left of the form.

- **Week Start:** Defines which day your work week begins. This affects weekly overtime and weekly reporting.
- **Payroll Period Schedule:** Sets how often pay periods occur. Options include Weekly, Bi-Weekly, Semi-Monthly, and Monthly.
- **Recent Payroll Closing Date:** Enter the most recent pay period end date. Cloud Biometry uses this date to align future pay periods to your schedule.

After you set the pay period schedule, select the **Overtime** tab to configure overtime rules:

Edit Pay Policy PP2

General **Overtime** Midnight Policy Pay Cycle

Overtime types

☒ Weekly Overtime
☐ Daily Overtime
☐ Daily Double Time

Weekly overtime hours

40

☐ California overtime

Save

- **Weekly Overtime:** Enable and enter the weekly overtime threshold. Hours above this value are counted as overtime. Leave this unchecked if weekly overtime does not apply.
- **Daily Overtime:** Enable and enter the daily overtime threshold. Hours above this value in a single day are counted as overtime. Leave this unchecked if daily overtime does not apply.
- **Daily Double Time:** Enable and enter the daily double-time threshold. Hours above this value in a single day are counted as double time. Leave this unchecked if double time does not apply.

If you have questions or need technical assistance, please contact **Allied Time support** at **888-860-2535** (8:30am to 5:00pm Eastern Time, Monday through Friday) or email us at **support@cloudbiometry.com**.

FCC Statement

1. This device complies with Part 15 of the FCC Rules. Operation is subject to the following

two conditions:

(1) This device may not cause harmful interference.

(2) This device must accept any interference received, including interference that may cause undesired operation.

2. Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note: This equipment has 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. This equipment 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, the user is encouraged to 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 on a circuit different from that to which the receiver is connected.

- Consult the dealer or an experienced radio/TV technician for help.

The device has been evaluated to meet general RF exposure requirement.

This equipment should be installed and operated with a minimum distance of 20 cm between the radiator and your body