

ALLIED TIME USA, INC.

CB8500

Multi-Biometric Time Clock



⚠ WARNING

- **INGESTION HAZARD:** This product contains a button cell or coin battery.
- **DEATH** or serious injury can occur if ingested.
- A swallowed button cell or coin battery can cause internal Chemical Burns in as little as 2 hours.
- **KEEP** new and used batteries **OUT OF REACH OF CHILDREN.**
- Seek immediate medical attention if a battery is suspected to be swallowed or inserted inside any part of the body.



1. a) Remove and immediately recycle or dispose of used batteries according to local regulations and keep away from children. Do NOT dispose of batteries in household trash or incinerate. b) Even used batteries may cause severe injury or death. c) Call a local poison control center for treatment information. d) Battery type: CR2032. e) Nominal battery voltage: 3V. f) Non-rechargeable batteries are not to be recharged. g) Do not force discharge, recharge, disassemble, heat above (manufacturer's specified temperature rating) or incinerate. Doing so may result in injury due to venting, leakage or explosion resulting in chemical burns.

2. Statement indicating the product contains non-replaceable batteries.

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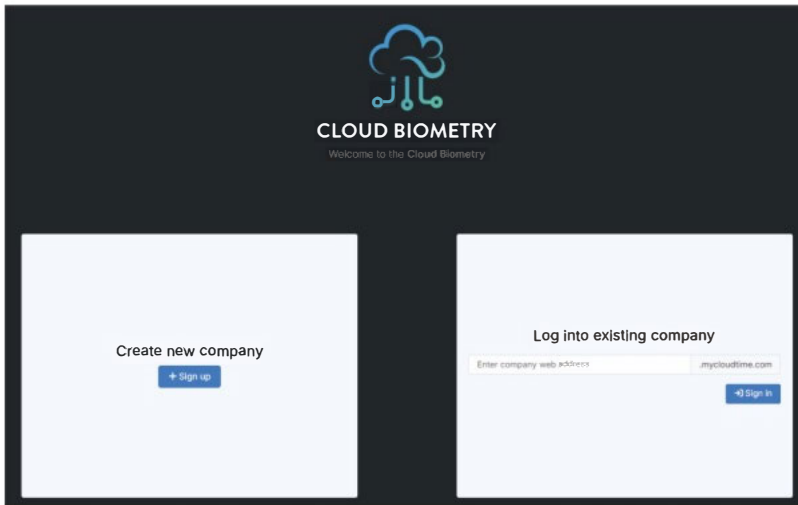
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Congratulations on your CB8500 Multi Biometric time clock purchase!

To begin, please follow the steps below to configure your time clock for use with the Cloud Biometry web-based attendance reporting system.

1. Creating Your Cloud Biometry Web Account

Visit <https://mycloudtime.com> and click on "Create New Company" to register your organization ('+ Sign up') button.



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. Activating Your Device

2.1 If using a LAN Connection

- Connect the device to your router using an Ethernet cable (not included).
- Power the device using a wall outlet.
- The device will show a message at the top of the screen if it is offline. Once connected, this message will disappear.

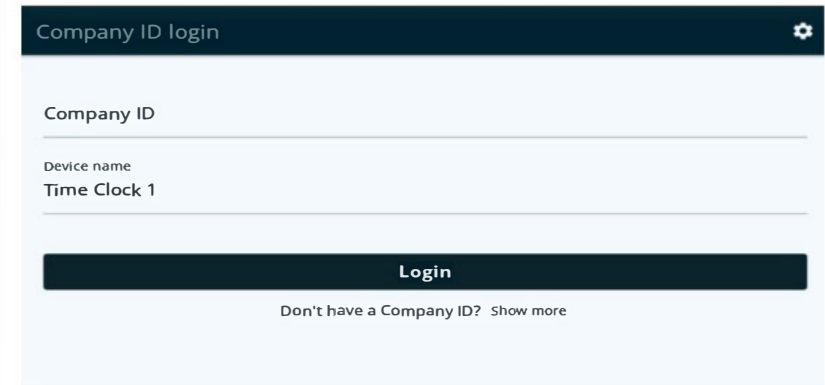
2.2 If using a WIFI Connection

- Power the device and navigate to **Settings > Wi-Fi Settings**.
- Enable Wi-Fi, choose your company's network, and enter the password.
- The "Device is OFFLINE" message will disappear once connected.



3. Pairing Your Device with Cloud Biometry Account

After successfully connecting to the Internet, the Company ID login screen will be displayed on the device:

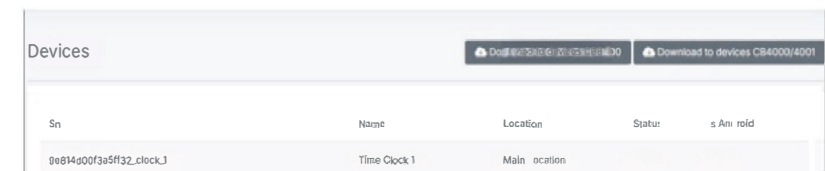


3.1 Company ID

- Log into your Cloud Biometry account.
- Navigate to **Settings > Company Settings** to view or edit your Company ID. It must be exactly 9 characters long.

3.2 Device Name

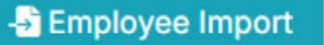
- Enter a custom device name or use the default.
- Click **Login** to complete pairing. The device will now appear under **Manage > Devices**.



4. Transferring Employees to Your Device(s)

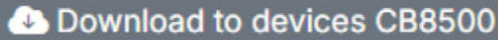
4.1 Creating Employee Profiles

- Go to **Manage > Employees**.
- Click "**Employee Import**" to upload a .CSV file or "**+ Create Employee**" for manual entry.

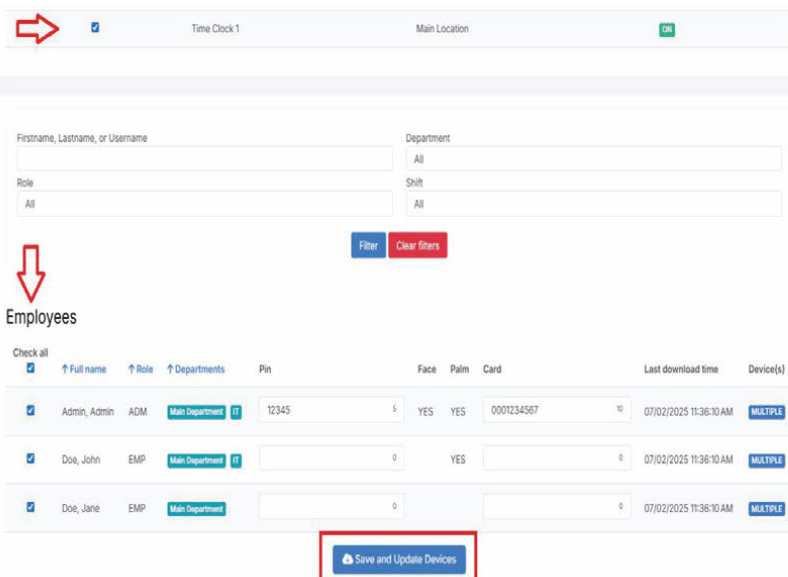
4.2 Downloading Employee Profiles

- Navigate to **Manage > Devices** and click "**Download to Devices CB8500**".



- Select your device and the employees to assign.
- Click "**Save and Update Devices**". The device will show a "Downloading Users" progress bar.

This screen allows you to assign and edit a PIN (2 to 10 digits) and, if applicable, an RFID card number (must be exactly 10 digits) for each employee. It also indicates whether biometric data has been enrolled for the employee on the device.



Time Clock 1 Main Location ON

Firstname, Lastname, or Username Department

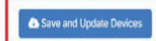
Role Shift

All All

Filter Clear filters

Employees

Check all	Full name	Role	Departments	Pin	Face	Palm	Card	Last download time	Device(s)	
☒	Admin, Admin	ADM	Main Department IT	12345	5	YES	YES	0001234567	10	07/02/2025 11:36:10 AM MULTIPLE
☒	Doe, John	EMP	Main Department IT		0	YES		0	0	07/02/2025 11:36:10 AM MULTIPLE
☒	Doe, Jane	EMP	Main Department		0			0	0	07/02/2025 11:36:10 AM MULTIPLE



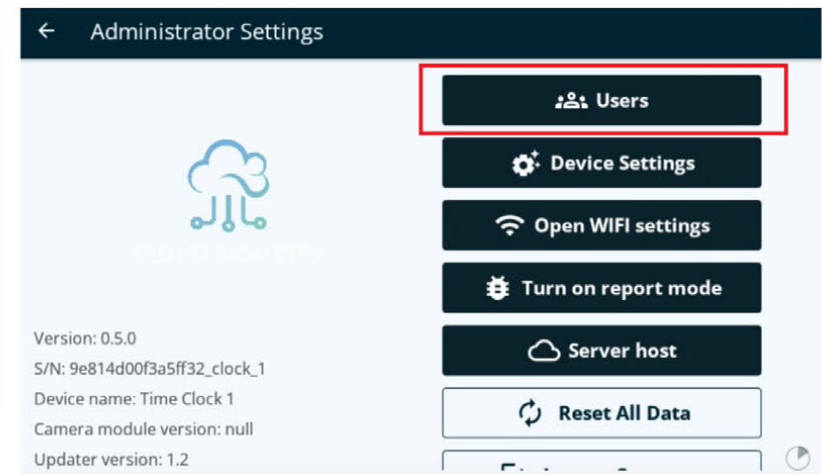
5. Managing Employee List and Enrolling Verification Methods

5.1 Admin Authentication

To access the employee list on the device, administrators must first authenticate using the PIN (or, RFID Badge) created during the Cloud Biometry account setup. This PIN (or RFID Badge Number) can also be found in your Cloud Biometry account under Manage > Devices > Download to Devices CB8500. Alternatively, administrators may enroll an RFID card or their biometrics (Face or Palm) for streamlined future authentication.

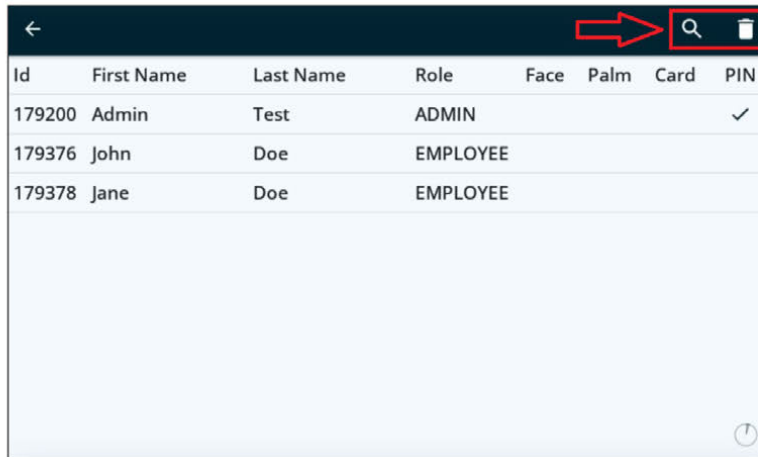
5.2 Managing Employee List on the Device

- Tap **Settings > Users** to view the employee list.
- Use the search bar to filter by ID, name, or role.
- Use the delete icons to remove specific employees or clear the entire list.



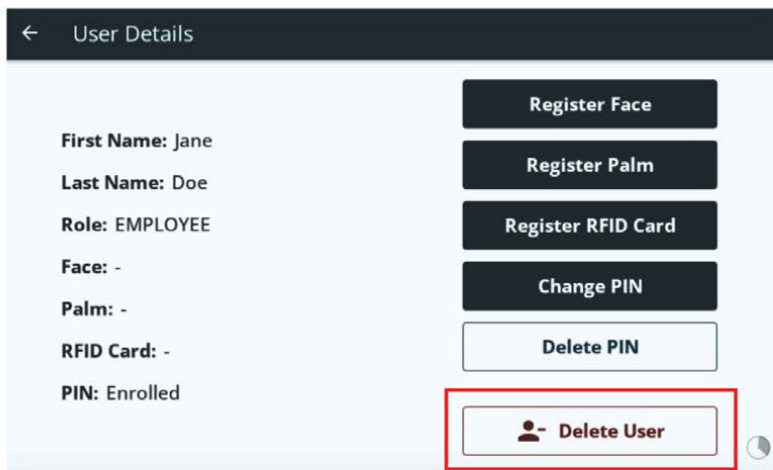
Employees can be searched by scrolling through the list or by using the **Search icon** located in the top right corner. The search function allows filtering by Employee ID, First Name, Last Name, or Role.

To remove ALL employees from the list, select the **Delete icon** next to the Search icon.



Id	First Name	Last Name	Role	Face	Palm	Card	PIN
179200	Admin	Test	ADMIN				✓
179376	John	Doe	EMPLOYEE				
179378	Jane	Doe	EMPLOYEE				

To delete a specific employee, select the employee from the list and click the 'Delete User' button on the **User Details** screen.



← User Details

First Name: Jane

Last Name: Doe

Role: EMPLOYEE

Face: -

Palm: -

RFID Card: -

PIN: Enrolled

Register Face

Register Palm

Register RFID Card

Change PIN

Delete PIN

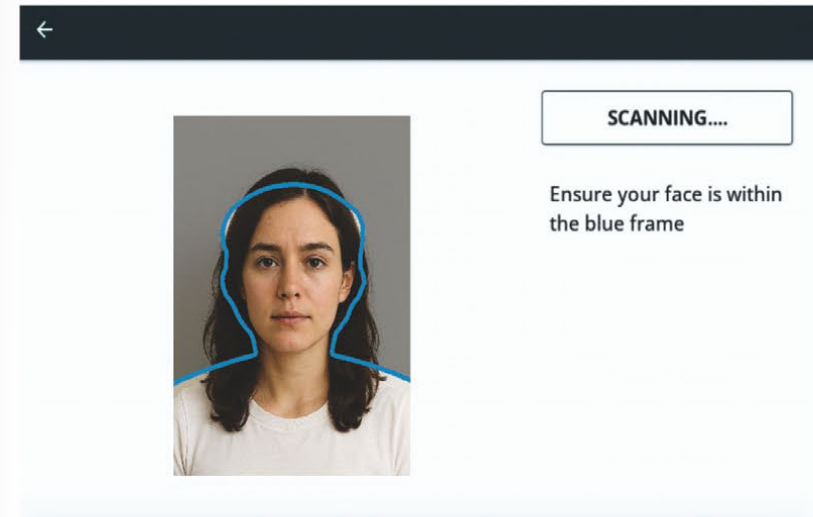
Delete User

5.3 Enrolling Verification Methods

Select **Users** to display the list of downloaded employees, then choose the employee you want to enroll. The **User Details** screen will show all available enrollment options on the right side.

5.3.1 Face

Facial recognition uses the device's camera to scan the facial image for verifying the employee's identity. To register, select the 'Register Face' button, press 'Enroll,' and follow the on-screen prompts until the enrollment process is complete.

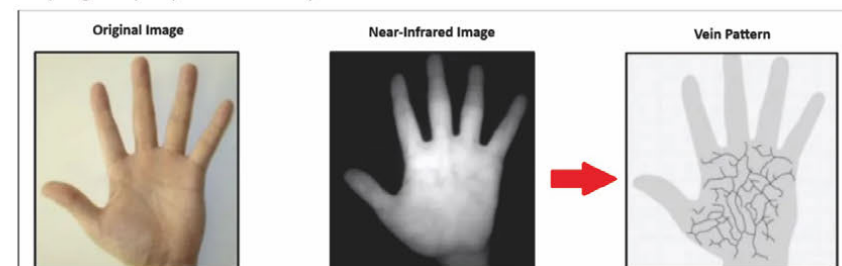


Tips for Facial Scanning/Recognition:

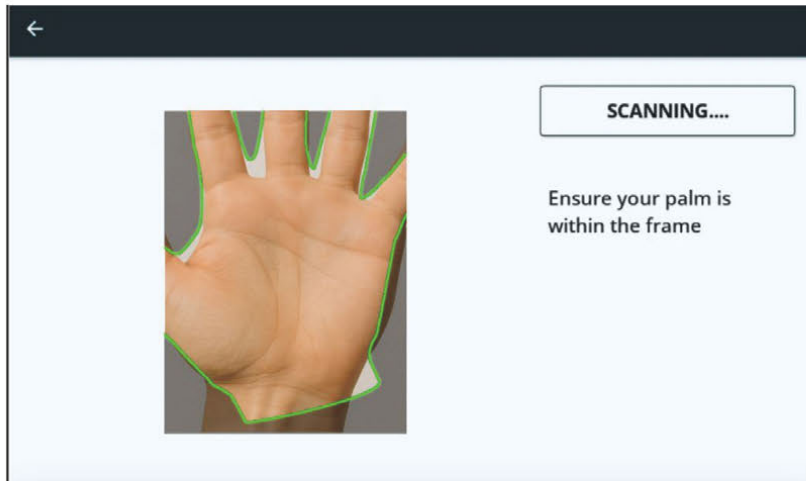
- **Ensure Proper Lighting:** Use the device in a lower-light area to allow the camera to rely on shadows and contrast for accurate facial identification. Avoid direct sunlight or overly bright areas, as they can wash out facial features.
- **Avoid Direct Light on the Device:** Ensure no lights shine directly into or on the device to maintain clear facial recognition.
- **Face Within the Blue Frame:** Keep your face within the blue frame on the screen for proper alignment during the scan.
- **No Obstructions:** Enroll and have employee scan their face without hats, glasses, or heavy beards if those features weren't present during the initial scan.
- **Maintain Consistent Distance:** Ensure the employee stands still and at the same distance from the camera as during the original scan to maintain accurate recognition.

5.3.2 Palm

Palm recognition uses near-infrared light waves to capture the vein pattern for verifying employee's identity:



Press the '**Register Palm**' button, choose which hand to enroll and follow the prompts on the screen to enroll the employee's palm.



Tips for Palm-Vein Scanning/Recognition

- **Proper Palm Positioning:** Ensure the employee positions their palm properly inside the guiding green frame, with fingers spread apart.
- **Lighting Balance:** Make sure the lighting is balanced—not too dark or too bright—for optimal hand detection.
- **Avoid Face in Camera View:** Keep faces out of the camera view, as the device prioritizes facial recognition to palm scan.
- **Distance from Camera:** Hold your hand approximately 9-11 inches from the camera for accurate scanning.
- **Steady Hand:** Keep your hand as still as possible. If needed, move it slowly back and forth to find the 'sweet spot' from the initial palm scan.

5.3.3 RFID Card

The RFID scanner reads the employee's badge number (no biometric verification) via Radio Frequency Detection. Press the '**Register RFID Card**' button and wave the employee's badge near the RFID sensor located at the top right corner of the device. Make sure to write employee's name on the badge you just scanned, as this badge is now registered to this employee.

5.3.4 PIN

PIN entry (no biometric verification). If a PIN was not set up on your cloud account, you can enter or modify it at the CB-8500 device. To do so, select the employee from the Users list, click the '**Create PIN**' button, and enter a PIN consisting of 2 to 10 digits that the employee will use to access the clock.

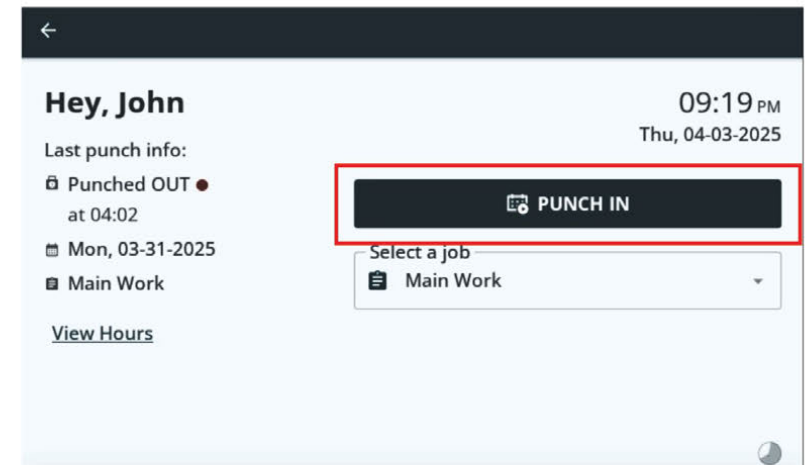
Once the enrollment is complete, the time clock will automatically update your online account with the employee's biometric templates, RFID card number, and/or PIN for future storage. If you choose to purchase an additional time clock or replace your existing unit, these templates can simply be downloaded to the new device(s) without manually enrolling.

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

6. Clocking In/Out, Offline Punches, and Hours Overview on the Device

6.1 Punch In/Out

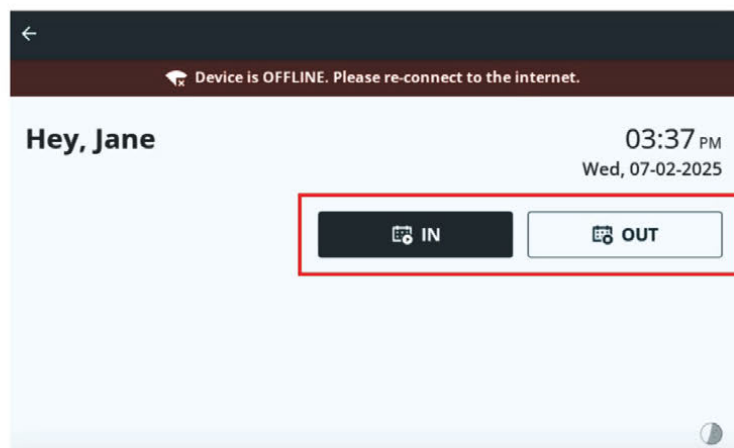
To punch in or out, the employee must authenticate using their preferred verification method enrolled in their profile. They will then be directed to the clocking screen, where they can select either the '**Punch In**' or '**Punch Out**' button (the device, if online, is intuitive to "know" their status to present them with proper option).



If the employee belongs to a department with multiple jobs and has a default job assigned in Cloud Biometry, the default job will be pre-selected as their top choice. However, the employee can choose from other jobs within their department using the drop-down menu.

6.2 Offline Punches

If the device is offline, employees can still punch in and out. After logging in with their preferred verification method, they will be redirected to a page where they can select either **'Punch In'** or **'Punch Out'** button manually.

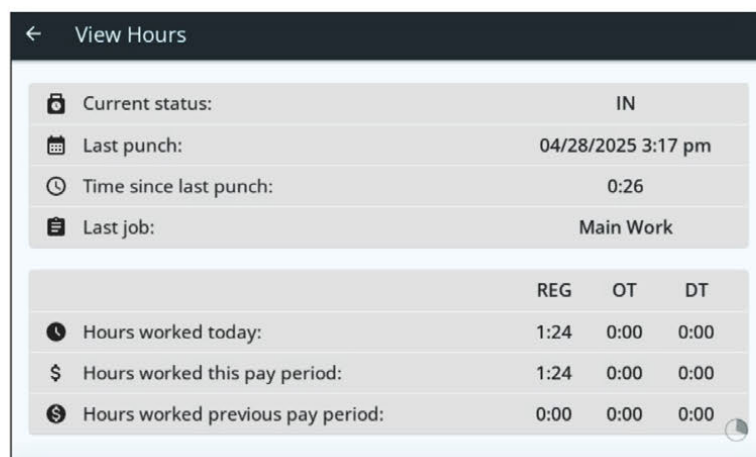


The time will be recorded, and once the device is back online, the punch data will be sent to the server.

NOTE: During offline punching, all punches will be assigned to 'Main Work' if no job exists in the employee's department, or to the 'Default Work' if one is assigned to the employee. To make changes to these or any other punches, go to **Track → Edit Punches Time** on the Cloud Biometry account.

6.3 View hours

The employee can view their work information by pressing **'View Hours'** option on the clocking screen. This will display the following information:



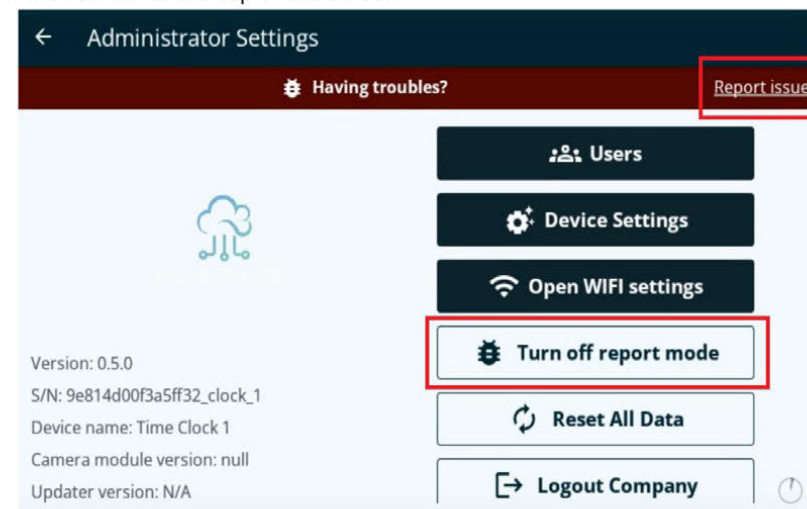
7. Additional Settings

7.1 Device Settings

To adjust device settings, click the **'Settings'** button located immediately below the **'Users'** button. From there, you can change the color mode, adjust the tap or punch sound level, and modify the screen timeout duration.

7.2 Report / Troubleshoot Mode

To report an issue, activate the **Report Mode** on the device, located right below the Wi-Fi settings. Once enabled, a red bar with the message **'Having troubles?'** will appear at the top of the screen. Try to reproduce the issue you encountered. After reproducing the issue, tap **'Report Issue'** on the red bar at the top of the screen.



Provide a description of the issue in the text field and press **'Submit'**. Our technicians will receive your report and work on resolving the issue.

7.3 Reset All Data

The **'Reset All Data'** option, located below the Report Mode button in the settings, will delete all employee data, including profiles, timesheets, and biometric data, and restore the device to its default settings. It will clear network configurations, cache, and temporary files, while preserving the CB-8500 application and over-the-air update installer.

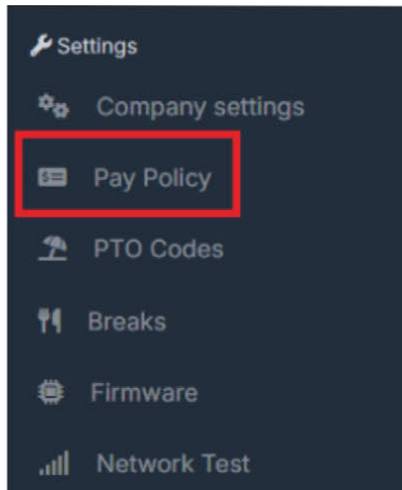
7.4 Logout Company

To log out of the company account, select the **'Logout Company'** button at the bottom of the menu. Once selected, you will be logged out and redirected to the Company ID Login Screen. From there, you can enter your credentials to initiate a new login.

8. Configuring Pay Policies in Cloud Biometry

8.1 Setting the Pay Cycle

Log into your Cloud Biometry account as an **Administrator** and select **Settings->Pay Policy**.



On the **Edit Pay Policy** screen, select the **Pay Cycle** Tab to set your pay cycle.

The 'Edit Pay Policy PP1' screen has three tabs: 'Pay Cycle' (selected and highlighted with a red box), 'Overtime', and 'Midnight Policy'. Under the 'Pay Cycle' tab, there is a 'Payroll Period Schedule' dropdown set to 'Weekly', a 'Pay Period Start Date' field with the value '2025-02-09', and a 'Save' button at the bottom.

- **Payroll Period Schedule.** Choose your pay period type from the following options: Weekly, Bi-Weekly, Semi-Monthly, or Monthly.
- **Pay Period Start Date.** This date is used to determine the beginning of a payroll cycle. For example, if you choose a bi-weekly pay schedule with a start date of 04/01/2025, the payroll periods would be:
 - Tuesday 04/01/2025 – Monday 04/14/2025
 - Tuesday 04/15/2025 – Monday 04/28/2025
 - Tuesday 04/29/2025 – Monday 05/12/2025

8.2 Setting Overtime

After setting your pay period schedule, select the **Overtime** tab to adjust your overtime settings.

The 'Edit Pay Policy PP1' screen has three tabs: 'Pay Cycle', 'Overtime' (selected and highlighted with a red box), and 'Midnight Policy'. Under the 'Overtime' tab, there is an 'Overtime Week Start' dropdown set to 'Monday', 'Overtime types' with three radio buttons (the first, 'Weekly Overtime', is selected), and a 'Weekly overtime hours' field set to '40'. There is also a 'California overtime' checkbox and a 'Save' button at the bottom.

- **Overtime week starts:** This setting determines when weekly overtime calculations begin. For example, if set to Monday, any hours worked from Monday to Sunday that exceed the allowed Regular Time will be counted as overtime.
- **Overtime types:**
 - **Weekly Overtime.** Hours worked over this amount in a week will be marked as overtime and pay calculations will be 1.5x the normal rate. Un-check the 'Weekly Overtime' box if weekly overtime is not used.
 - **Daily Overtime.** Hours worked over this amount in a single day will be marked as overtime and pay calculations will be 1.5x the normal rate. Un-check the 'Daily Overtime' box if daily overtime is not used.
 - **Daily Double Time.** Hours worked over this amount in a single day will be marked as double time and pay calculations will be 2x the normal rate. Un-check the 'Daily Double Time' box if daily overtime is not used.

8.3 Setting Midnight Policy

This setting helps determine how punches that occur around midnight are handled. It specifies whether to combine punch times from one day to the next or split them into separate shifts, ensuring accurate tracking of work hours without exceeding daily limits.

The 'Edit Pay Policy PP1' screen has three tabs: 'Pay Cycle', 'Overtime', and 'Midnight Policy' (selected and highlighted with a red box). Under the 'Midnight Policy' tab, there is a 'When working through midnight' section with three radio buttons. The first option, 'Combine OUT punch passed mid-night to the previous IN punch only (not to exceed maximum allowed daily work hours)', is selected. There is also a 'Save' button at the bottom.

You should be all set!

If you have any questions or need technical assistance, please do not hesitate to contact support at 888-860-2535 (9 AM to 5 PM Eastern Time, Mon-Fri) or E-mail us at: sales@alliedtime.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. The device can be used in portable exposure condition without restriction.