



**paycom®**



## **PMF-002 Microfence Beacon Installation Manual**

Thank you for choosing the Paycom Microfence Model PMF-002. The Microfence uses Bluetooth beacon technology to extend Geofencing Technology into places where GPS signals cannot reach.

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## What's in the box

In the box, you will find:

- a beacon assigned to your client code
- a 5VDC USB power adapter and cable (optional)
- Two AAA batteries
- An information placard for employees
- This installation manual

## Components

The principal components of the Microfence system are shown in the following figures. The front view shows the LED indicator at the top of the beacon and the power jack at the bottom.



Figure 1 – Front View

The bottom view shows the wall mount, which is removable by pressing the release tabs.



Figure 2 - Bottom View

## Choosing Installation Location

The Microfence beacon should be placed wherever you want employees to clock in or out. When in operation the unit will transmit a Bluetooth signal periodically that can be received by the Paycom app on employees' cellphones.

The beacon should be mounted on a wall or other surface. Ideally, it should be mounted high on an inside wall in a large, open area, such as a building lobby, breakroom, or similar location where employees may congregate when clocking-in or clocking-out.

Since the beacon uses RF technology its range will be improved if the area has few obstructions to block the RF path.

## Removing Wall Mount

The wall mount must be removed to insert batteries or to attach it to a wall with screws. To release the wall mount from the beacon:

1. Press the two release tabs on the bottom as shown in Figure 3.
2. Pivot the wall mount upward as shown.

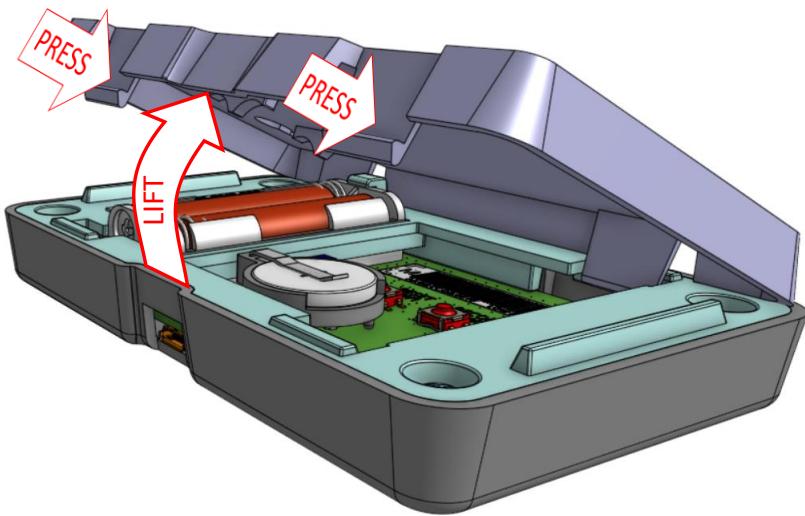
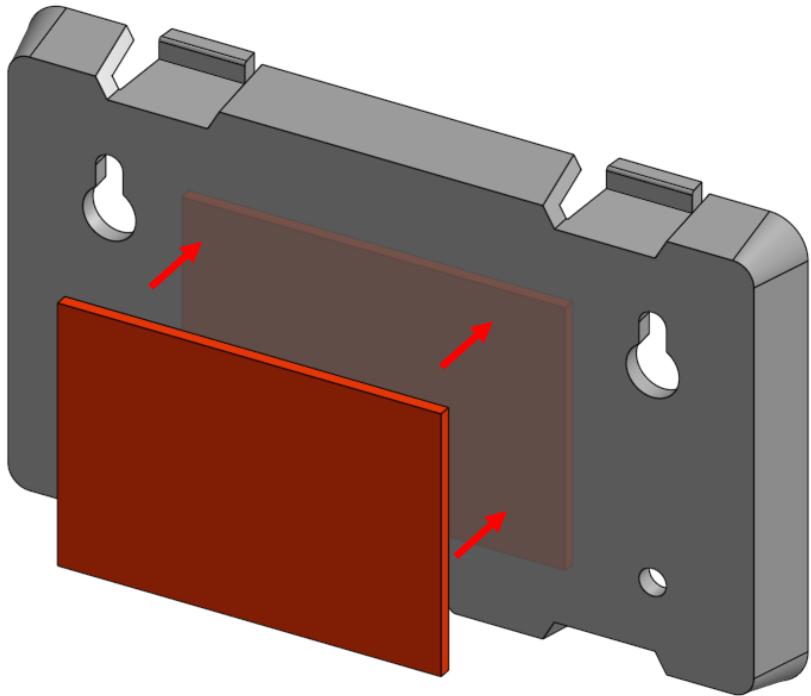


Figure 3 - Wall Mount Removal

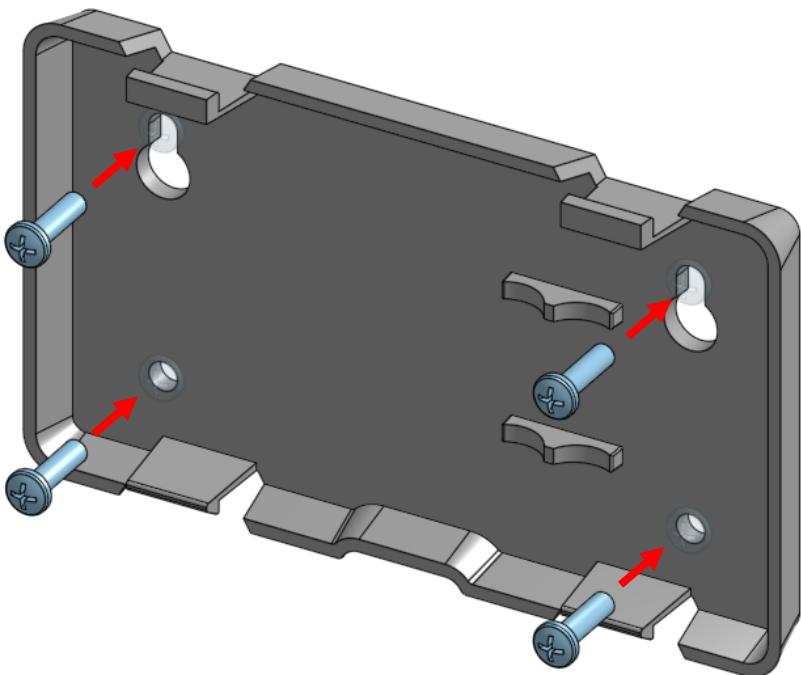
## Mounting the Wall Mount

The figures below show mounting methods for the Paycom beacon. The beacon should be mounted to a flat surface using screws or double-sided tape.



*Figure 4 – Mounting the Wall Mount with Tape*

When mounting with double-sided mounting tape, removed tape backing on one side and attach to the back face of the unit wall mount. The remove the tape backing on the other side. Carefully position the unit in desired location and press firmly.



*Figure 5 - Mounting the Wall Mount with Screws*

When mounting with screws pilot holes should be drilled prior to inserting screws. The drilling template in the following figure shows proper hole locations.

After mounting the wall plate to a wall, remove battery tab and re-attached the beacon to the wall mount.

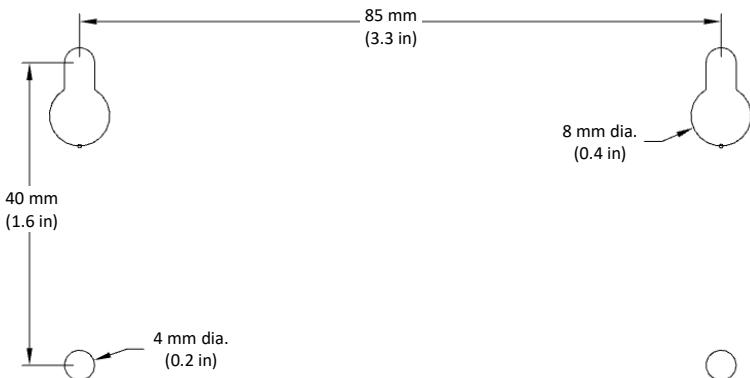


Figure 6 - Drilling Template (full scale)

## Power

The beacon has 2 power options:

1. a 5V power adapter
2. AAA batteries

Either the power adapter or AAA batteries must be installed for the unit to operate.

The beacon contains an internal coin cell battery to maintain client-specific configuration information. This coin cell should never be removed.



**Never remove the coin cell!**

**NOTE:** The unit has been pre-programmed to operate on your client code. Removal of the coin cell will cause the unit to lose this programming: If this occurs, please contact Paycom Hardware Support and a Technician can ship you a replacement unit.

## AAA Battery Insertion

1. Separate the beacon from the wall mount as shown in prior section.
2. Insert fresh AAA batteries oriented as shown in the battery holder.
3. Snap the beacon back into the wall mount. The wall mount has a retainer to hold the batteries in place.



**Do not mix old and new batteries!**

## Power Adapter Usage

The optional power adapter is attached to the beacon with the provided Micro USB-B cable.

1. Plug the Micro USB-B end of the cable into the beacon USB port.
2. Plug the USB-A end of the cable into the power adapter.
3. Plug the power adapter into the wall.

## LED operation

Upon power-up the beacon LED indicator will blink briefly. Thereafter, the LED indicator will blink briefly every 5 minutes.

## Configuring Beacon

This beacon has been assigned to your client code by Paycom. Before employees can use the beacon, it must be assigned to a web terminal.

Log in to Paycom and go to “Time Management → Time and Attendance → Set up Terminal Restrictions”, as shown in Figure 7 below.

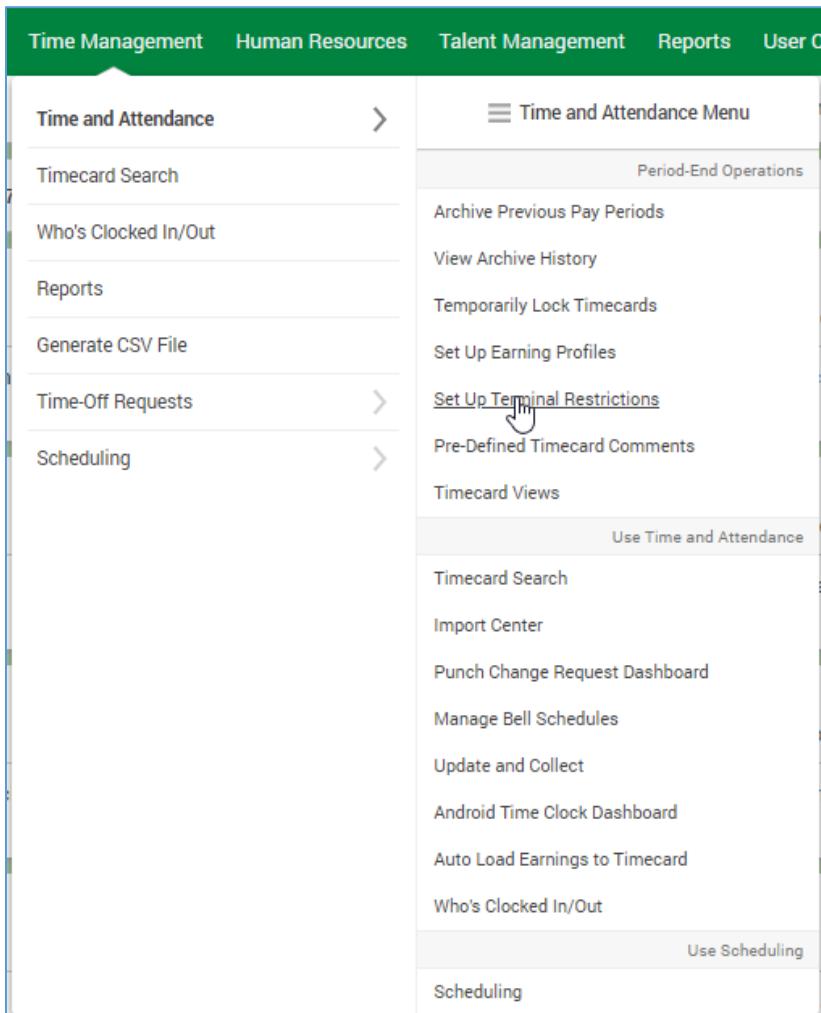


Figure 7 - Setup Terminal Restrictions

Select the web time clock to be enabled for this beacon, as shown in Figure 8 below.



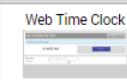
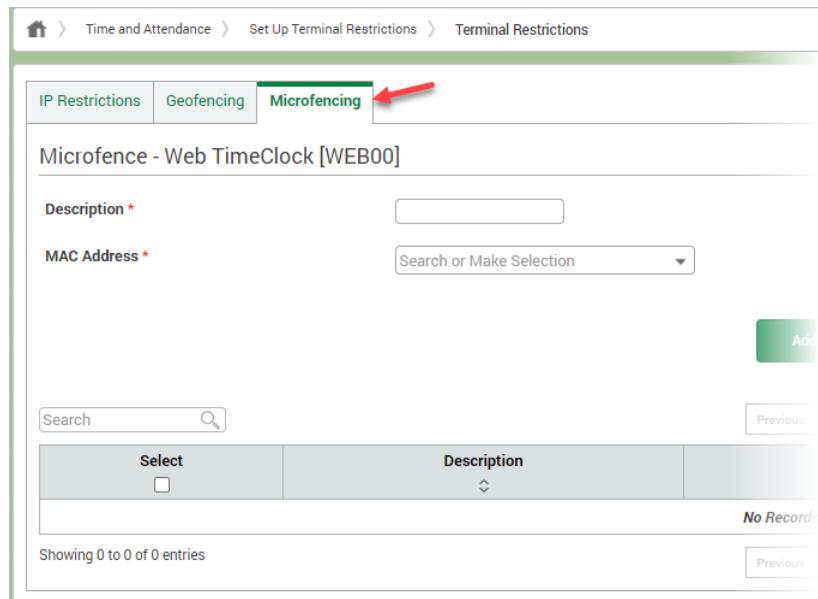
	WEB00	Web TimeClock	Web TimeClock TimeClock/TimeSheet
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Figure 8 - Web Time Clock Selection

Then select the “Microfencing” tab, as shown in Figure 9.



Microfence - Web TimeClock [WEB00]

Description \*

MAC Address \*

Select	Description
<input type="checkbox"/>	

No Records

Figure 9 – Time Clock Microfencing Tab

Add a description for the Microfence beacon, and select the beacon’s MAC Address from the drop-down list. The beacon’s MAC address will be printed on an adhesive label on the beacon

itself. Then select “Add” to add it to the Web Time Clock terminal, as shown in Figure 10.

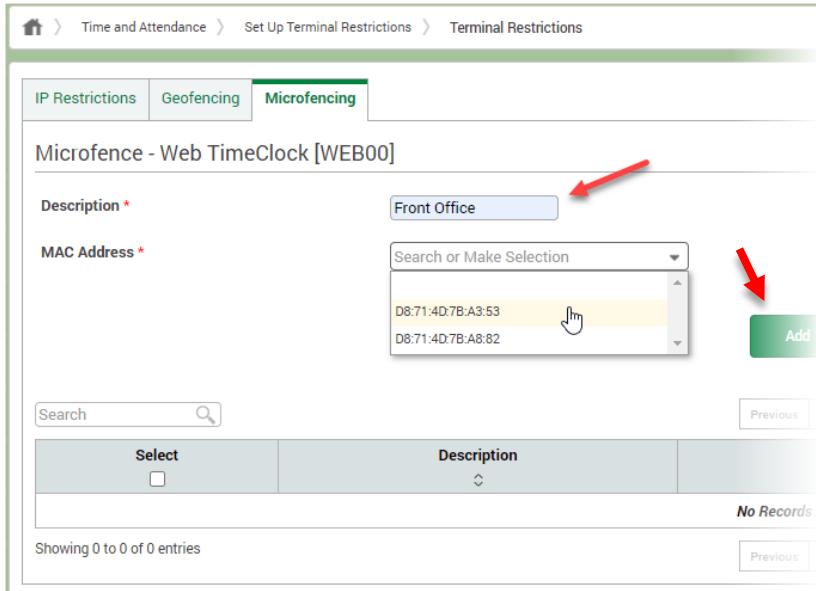


Figure 10 – Microfence Description and MAC Address Selection

After selecting “Add” the Microfence and its MAC address should appear in the list of configured beacons, as shown in Figure 11.

Employees should be able to clock-in and out using the Microfence beacon and the Paycom app after the beacon is added to the web terminal and the employee has this terminal included in their Terminal Access Group.

If desired, this beacon may be assigned to additional Web Time Clock terminals by means of the same process in the applicable terminal.

The screenshot shows a navigation path: Home > Time and Attendance > Set Up Terminal Restrictions > Terminal Restrictions. The Microfencing tab is selected. A sub-section titled 'Microfence - Web TimeClock [WEB00]' is displayed. It includes fields for 'Description' (with a red asterisk) and 'MAC Address' (with a red asterisk), both of which are empty. A 'Search or Make Selection' dropdown is shown. A green 'Add' button is located on the right. Below these, a table lists one entry: 'Front Office' with MAC address 'D8:71:4D:7B:A3:53'. A red arrow points to the 'Front Office' row. A search bar and a 'Previous' button are also visible.

Select	Description	
<input type="checkbox"/>	Front Office	D8:71:4D:7B:A3:53

Figure 11 - SUCCESS! Microfence has been added!

Please contact your Paycom Specialist if you need any help in setting up beacons.

## Employee Phone Requirements

Employees will need to use the Paycom iOS or Android mobile app. The mobile app must be updated to version 6.0 or later.

Employees must enable Bluetooth and grant the mobile app access to Bluetooth on their phones.

Employees must have access to the Internet from their phones near the beacon via WiFi or 4G to connect to Paycom's servers.

Employees should not have airplane mode enabled on their phones as this mode disables all wireless services.

## Troubleshooting

If an employee cannot clock in, please check the following:

- Verify beacon is added to the terminal the employee is using.
- Verify the employee is on the latest version of the Paycom app.
- Verify the employee has Bluetooth enabled on their smart phone.
- Verify the employee has allowed the Paycom app to access Bluetooth on their smart phone.
- Verify the employee phone has access to the Internet via WiFi or 4G (e.g., Verizon, AT&T, etc.).
- Verify the employee's phone is not in Airplane mode, as this mode disabled all wireless services.
- Verify beacon is powered on. The beacon LED light will flash every 5 minutes when powered on by USB or batteries. If no flashing, check USB power or replace batteries.
- Have employee stand closer to the beacon. The beacon uses wireless Bluetooth technology with limited range. Walls and other electronics can interfere with reception and reduce available range.

For further assistance, please contact your Paycom Representative or Paycom Hardware Support at 1-844-811-5707

To satisfy RF exposure requirements, this device and its antenna must operate with a separation distance of at least 20 cm from all persons.

Changes or modifications not expressly approved by Paycom Software Inc. could void the user's authority to operate the equipment.

Per RSS-Gen, Section 8.4 This device complies with Industry Canada license-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Selon RSS-Gen, Section 8.4 Cet appareil est conforme aux normes RSS sans licence d'Industrie Canada. Son fonctionnement est soumis aux deux conditions suivantes : (1) cet appareil ne doit pas provoquer d'interférences, et (2) cet appareil doit accepter toute interférence, y compris les interférences pouvant provoquer un fonctionnement indésirable de l'appareil.

This device contains license-exempt transmitter(s)/receiver(s) that comply with Innovation, Science and Economic Development Canada's license-exempt RSS(s). Operation is subject to the following two conditions:

1. This device may not cause interference. Cet appareil ne doit pas provoquer d'interférences.
2. This device must accept any interference, including interference that may cause undesired operation of the device. Cet appareil doit accepter toute interférence, y compris les interférences susceptibles de provoquer un fonctionnement indésirable de l'appareil.



Unit contains lithium-ion battery. Do not dispose of in household waste.

**Li-ion**



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

Cet appareil est conforme à la partie 15 des règles de la FCC. Son fonctionnement est soumis aux deux conditions suivantes : (1) Cet appareil ne doit pas provoquer d'interférences nuisibles, et (2) cet appareil doit accepter toute interférence reçue, y compris les interférences susceptibles de provoquer un fonctionnement indésirable.

FCC ID: 2A2BS-PMF-002

ISED ID: 29128-PMF002

PMN: Microfence

HVINS: PMF-002NP

PMF-002LP

For technical support on this product, please call:

**1-844-811-5707**

or visit our support website at:

**<http://www.paycom.com>**

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