



QUICK START GUIDE

STEP 1 Unpacking your employee time clock

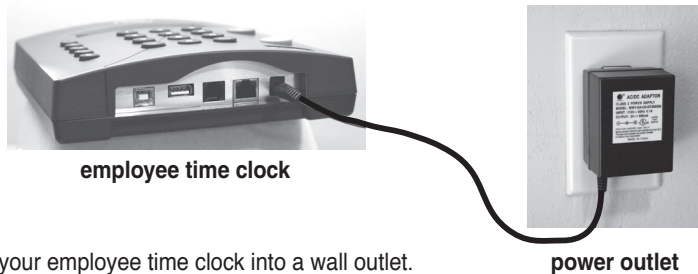
1.1 Before setting up your employee time clock, please confirm you have all the following materials.



1.2 **GO TO STEP 2.**

fyi The User Guide is available on your employee time clock Help menu.

STEP 2 Setting the date and time

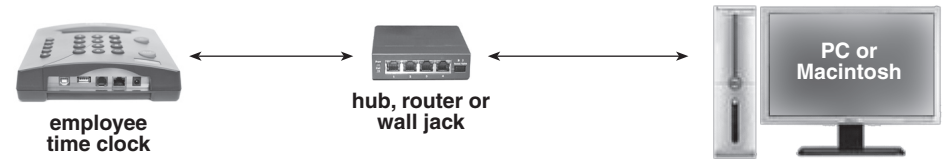


- 2.1 Connect your employee time clock into a wall outlet.
- 2.2 After ten seconds the clock will display "Set Date."
- 2.3 Setting the Date and Time — Use **▲** and **▼** keys on your time clock to select the current month and then press **Enter**. Follow the same procedure to advance through each step. If a mistake is made, press **Clear** to go back a step.
- 2.4 When you are done the clock will display "Date and Time Set."
- 2.5 **GO TO STEP 3.**

fyi QuickBooks Plug-in and ADP Export included on Setup CD

STEP 3 Choosing your connecting options

OPTION A *Network connection (LAN or WAN) via a hub, router or wall jack*

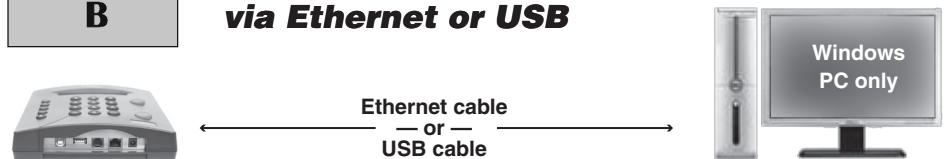



- 3.A.1 Connect the Ethernet cable into the Ethernet port on the bottom of the employee time clock.
- 3.A.2 Connect the other end of the cable into your network hub, router, or wall jack.
- 3.A.3 Disconnect the power supply from the employee time clock and reconnect the power again to power cycle the clock.
- 3.A.4 **GO TO STEP 4.**

fyi Test your employee time clock before running any permanent cables.

STEP 3 Choosing your connecting options

OPTION B *Direct to PC connection via Ethernet or USB*



- 3.B.1 Insert the **Setup CD** into your CD-ROM drive. Select **Time Clock Setup Wizard** to configure your time clock communication.
- 3.B.2 Follow the instructions on your screen to install the appropriate drivers.
If you are prompted to install **Microsoft.net Framework**, click **Yes** to continue. It may take up to 5 minutes to complete the installation.
- 3.B.3 Find the login icon  on your desktop and double click to log-in to your employee time clock.
- 3.B.4 **SKIP STEP 4. GO DIRECTLY TO STEP 5.**

fyi Complimentary serial cables are available upon request, call 800.847.2232 — Option 3

STEP 4 For network connections: Finding your IP Address

4.1 Find your clock's IP (Web) Address.

4.1.1 Press the  key on the employee time clock to start Supervisor Mode.

4.1.2 **Security Code?**
CODE# 00 00 00 Enter the default security code — 00 00 00.

4.1.3 Press the  or  to locate the “View IP Address” option, then press **Enter**.

4.1.4 Write down the clock's assigned IP Address below:

IP Address _____

4.2 Open your computer's Web Browser, enter the clock's IP Address in the address bar, and then press **Enter**.

4.3 **GO TO STEP 5.**

fyi For Technical Support, call 1.800.847.2232 — Option 1

STEP 5 Logging-in to your employee time clock

5.1 Enter default login information, then click submit.



ADMINISTRATOR LOGIN

Username:

Password:

- Default User Name: admin
- Default Password: admin

5.2 Set Your Password – Type in the default Administrator Password admin.



CHANGE PASSWORD

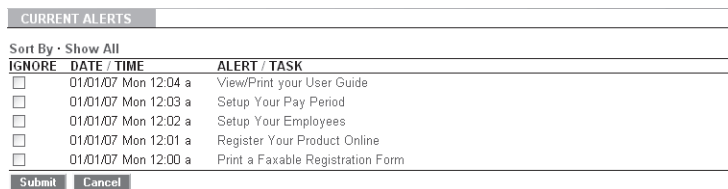
Current Password:

New Password:

Confirm Password:

- Enter the Current Password.
- Enter your New Password.
- Confirm your New Password.

5.3 For additional set up instructions, click on **Print/View your User Guide** on the employee time clock.



CURRENT ALERTS

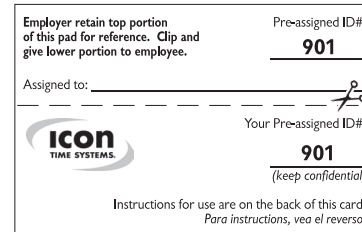
Sort By · Show All

IGNORE	DATE / TIME	ALERT / TASK
<input type="checkbox"/>	01/01/07 Mon 12:04 a	View/Print your User Guide
<input type="checkbox"/>	01/01/07 Mon 12:03 a	Setup Your Pay Period
<input type="checkbox"/>	01/01/07 Mon 12:02 a	Setup Your Employees
<input type="checkbox"/>	01/01/07 Mon 12:01 a	Register Your Product Online
<input type="checkbox"/>	01/01/07 Mon 12:00 a	Print a Faxable Registration Form

5.4 Go to www.update.icontime.com to download the latest update for your employee time clock.

STEP 6 Issuing employee ID numbers

Employees are now ready to clock IN at the clock.



Employer retain top portion of this pad for reference. Clip and give lower portion to employee.

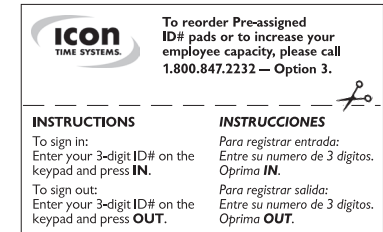
Pre-assigned ID#: 901

Assigned to: _____

ICON TIME SYSTEMS.

Your Pre-assigned ID#: 901
(keep confidential)

Instructions for use are on the back of this card.
Para instrucciones, vea el reverso.



ICON TIME SYSTEMS.

To reorder Pre-assigned ID# pads or to increase your employee capacity, please call 1.800.847.2232 — Option 3.

INSTRUCTIONS
To sign in: Enter your 3-digit ID# on the keypad and press **IN**.
To sign out: Enter your 3-digit ID# on the keypad and press **OUT**.

INSTRUCCIONES
Para registrar entrada: Entre su número de 3 dígitos. Oprima **IN**.
Para registrar salida: Entre su número de 3 dígitos. Oprima **OUT**.

6.1 Employees will use the 3-digit ID number on the card to clock IN and OUT.

6.2 Back of card includes easy to follow instructions in both English and Spanish.

fyi For employee capacity upgrades (50, 100, 250), please call us at 1.800.847.2232—Option 3.

Getting more from your employee time clock

Available Upgrades and Accessories

- Advanced Pack: link multiple time clocks, advanced reporting, custom PIN and more
- Web Punch Time Clock: clock IN/OUT from a Web browser
- Rules Plus: track and accrue benefits, assign clock IN/OUT windows, customize overtime rules
- Management Plus: add users with permission levels and track employee time by department
- Mobility Pack: email payroll alerts to a manager and encrypt data for greater security
- Increase your Employee Capacity up to 50, 100, 250
- Add Proximity Badges for employee sign IN/OUT
- Extended factory support
- And more!



fyi For more information on available upgrades, visit www.icontime.com/universal_time_clock/upgrades