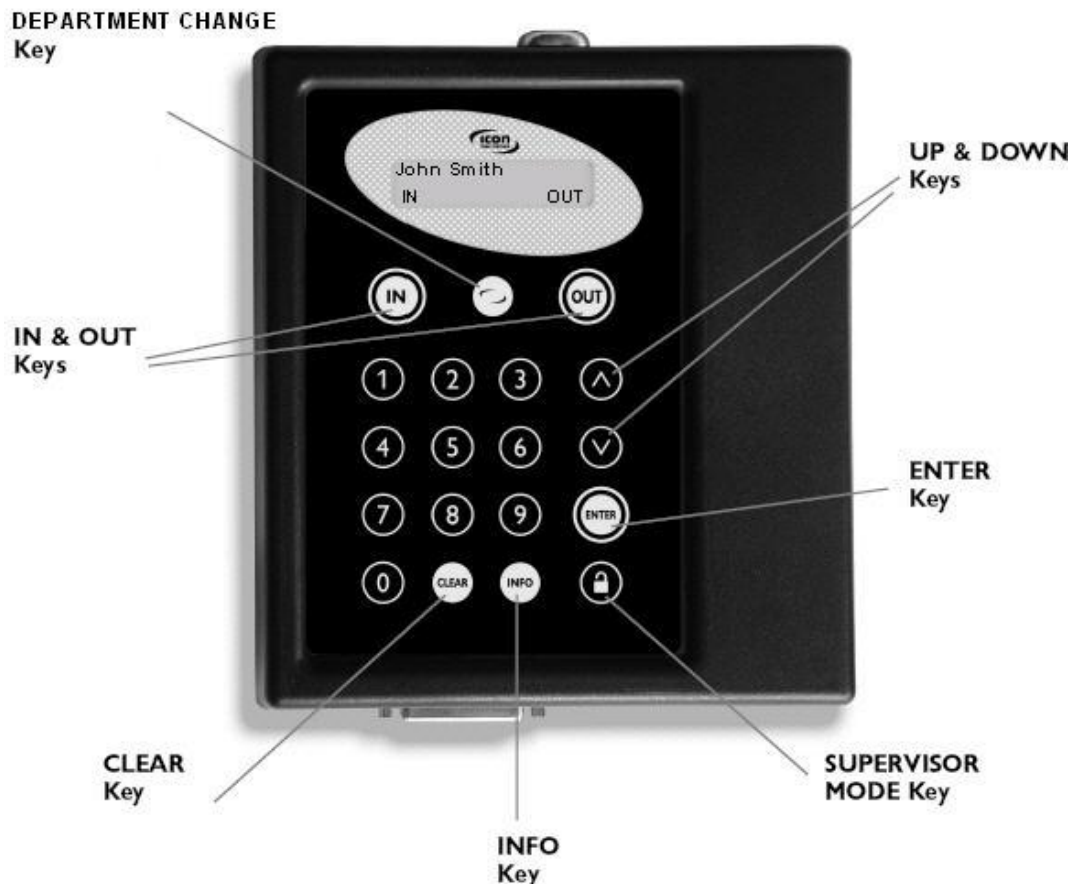


Icon Time Systems PIN\PROX Employee Time Clock Instructions



Function Keys:

The following is a summary of the employee time clock function keys.

Clear - Returns user to the previous menu option.

Up\Down - Used to scroll through menu options.

Enter - Selects and saves menu options.

Supervisor Mode - Allows supervisor to access employee time clock options.

Info - Displays daily and weekly hourly totals for the employee.

Department Change - Used to select departments if the employee is assigned to multiple departments.

IN\OUT - Used by employees to punch IN or OUT for their work shift.

Management Functions:

There are certain options that can be set at the employee time clock by a supervisor.

- To go into Supervisor Mode, press the **Supervisor Mode(lock)** key on the keypad and enter your six-digit security code. The default is "00 00 00".
- A custom security code can be created in the program.
- Use the **Up\Down** keys to scroll through the options. The options are described on the next page.
- Press the **Down** key to view and set the following options.

Setting the Date and Time

- Press **Enter** at this menu option to change or set the date and time on the employee time clock.
- Use the **Up\Down** keys to select the current month and then press **Enter**.
- Follow the same procedure to set the day and year.
- If a mistake is made, press the **Clear** key to go back a step.
- Follow the same procedure to set the correct day of the week and time on the clock.
- When you are done, the employee time clock will display "**Set Date & Time**" again.
- Press the **Clear** key twice to exit out of Supervisor Mode.

Show Options

Press the **Enter** key to view the clock version and communication type.

- **Single Line 232** – Indicates you have a RS232 Serial clock. The clock should be connected directly to your computer.
- **Modem Plus** – Indicates you have a modem clock. The clock should be connected to a dedicated analog telephone line.
- **TCP Network** – Indicates you have an Ethernet clock. The clock should be connected to your network hub, switch, or network wall jack.
- **TimeCalc Version** – for newer clocks, v8.2.0 indicates you have a proximity badge reader installed. Version v8.2.2 indicates you have a keypad entry only clock.

Daylite Save

- Press the **Enter** key and use the **Up** arrow to deactivate or activate the automatic change of time for daylight savings.
- Press the **Enter** key again to save your changes

Clock ID# - All clocks shipped default to ID# 1. The ID# of the clock must match the clock number listed in the Time Clock or Clock screen in TimeVue or TimeSource Complete respectively.

- Press the **Enter** key and use the **Up** key to change the Clock ID number.
- Press the **Enter** key again to save your changes.

Code#

- Press the **Enter** key to change the security code required to enter Supervisor Mode.
- When the first digit blinks, press the desired number on the keypad on the clock.
- The next digit will then blink. Follow the same procedure until all digits have been updated. When finished, press the **Clear** key to exit out of this function.

Lock Out – This option is activated with the TimeSource Complete Scheduling Module.

- If you have created a Lock Out period in the scheduling module, press the **Enter** key and use the **Up** key to enable or disable this option.
- Press **Enter** again to save your changes. If Lock Out is set to *YES*, employees will not be able to punch IN or OUT on the employee time clock during the Lock Out period.

Keypad Entry – If you have a proximity badge clock, you can disable keypad entry so that only badges can be used to clock IN or OUT.

- Press the **Enter** key and use the **Up** arrow to enable or disable this function.
- Press **Enter** again to save your changes.

Test Scan – This option is used for testing a proximity badge performance with a PROX or PROXe Employee Time Clock.

- If you have a proximity badge reader, press the **Enter** key. The display will read "Test Scan.....".
- Place a badge near the keypad. The number of the badge will appear on the display. This can be used to identify badges and test to make sure they can be detected.
- Press the **Clear** key to exit out of this mode.

Print Memo Buffr – This is a legacy function and is no longer used.

Test Relay Ports – This option is activated with the TimeSource Complete Signal Control Module.

- Press the **Enter** key. The display will read "Press # to test".
- Press the number on the keypad that corresponds to the port (jumper location) on the Signal Control module. This will activate the switch to provide power to your signal device.
- Press the **Clear** key to deactivate the signal. If the device does not respond, you may have a wiring problem.
- Press the **Clear** key again to exit out of this mode. Please refer to the Signal Control documentation for more help.

Punch Editing

- Press the Enter key to go into punch editing mode. The display will read "Enter ID Number".
- Enter the desired employee ID number on the keypad. The employee's most recent punch will appear on the display.
- Press the **Down** key to view any previous punches for this employee.
- Press the **Enter** key again to edit the hour of the punch.
- Use the **Up** or **Down** keys to change the hour of the punch.
- Press **Enter** to save the change. Repeat this step to update the minute of the punch.
- Use the **Up** or **Down** keys to go to another punch or press **Clear** to exit out of this mode.

Add a Punch

- Press the **Enter** key. The first employee will display.
- Use the **Up** or **Down** keys to select the desired employee.
- Press the **Enter** key and you will have the option to enter a punch for the employee. If required, select the correct department using the **Up** or **Down** keys and press **Enter**.
- Press the **Clear** key to exit this mode.

Employee Functions:

The procedure used by the employee to punch IN and OUT at the employee time clock may vary slightly depending on the entry method selected for the employee in the **Employee** screen of the software. Review the **Employee** section of the user guide for more information..

Validated Punch

- If the employee's entry method is set to **Validated**, the employee will walk up to the employee time clock and enter their employee ID number. The employee's "display name" will appear on the first line of the employee time clock display.
- The words IN and OUT will display on the second line of the display. One of these selections will be flashing. The employee must press the corresponding key on the employee time clock for the entry to be accepted.

Activation of Validated Punches can be set two different ways depending on the software that you are using.

- A. TimeSource Complete - Select the Valid IN/OUTS check box in the Time Clock Rules screen to activate this type of punch entry.
- B. TimeVue – Under the employee screen for each employee, select the Icon on the tool bar to enable "Require validation of IN\OUT sequence.." This option should be enabled for all employees by default when the software is installed.

Non-validated

- If the employee's entry method is set to **Non-Validated**, the employee will walk up to the employee time clock and enter their employee ID number. The employee's "display name" will appear on the first line of the employee time clock display.
- The words IN and OUT will display on the second line of the display. The employee must press either the **IN** or **OUT** key on the keypad depending on whether they are starting or ending their shift.

Activation of Non-validated Punches can be set two different ways depending on the software that you are using.

- TimeSource Complete - Select the Valid IN/OUTS check box in the Time Clock Rules screen to activate this type of punch entry.
- TimeVue – Under the employee screen for each employee, select the Icon on the tool bar to enable "Require validation of IN\OUT sequence.." **NOTE:** If you have multiple employee time clocks and an employee is allowed to clock IN at one clock and OUT at another clock, the non-validated punch method *must* be selected.

Swipe and Go

If the employee's entry method is set to **Swipe and Go**, the employee will walk up to the employee time clock and enter their employee ID number. The clock will simply display their ID number and "**Entry Recorded**".

The employee will not be allowed to make any other selections at the employee time clock. This provides a simple and quick method for punching IN and OUT at the employee time clock. The employee time clock will record every punch as an IN punch. Every other punch will be calculated as an IN punch by the software and on your reports.

Activation of Swipe and Go Punches can be set two different ways depending on the software that you are using.

- TimeSource Complete - Swipe and Go checkbox in the employee screen to activate this punch method
- TimeVue – on the Enable/Disable Swipe and Go Icon in the Employee Details section of the Employee screen. Clicking on the Icon will toggle this setting. Swipe and Go should default to disabled for all employees when the software is first installed.

Using Proximity Badges - If you have purchased proximity badges and assigned them to employees, the employee simply waves the badge within an inch of the keypad. The same entry methods described above apply with badges.

The Info Key - If the employee's entry method is set to **Validated or Non-Validated**, the **Info** key on the keypad can be used to view the time of the last punch.

- Enter the employee ID number or wave the badge.
- When the employee's name appears on the display of the clock, press the **Info** key. The date and time of the last punch will display.
- Press **Clear** key to multiple times exit out of this mode.

Changing Departments - Employees must be assigned to more than one department before they will be prompted to select a department.

Multiple Department Assignments –

- The employee will enter their ID number at the clock.
- After pressing the **IN** key, the employee will be prompted to "goto department".
- Use the **Up\Down** keys to choose the desired department.
- Press the **Enter** key to punch IN at that department.

Department Change Key - This is a quick method to change departments.

- If an employee needs to punch OUT of one department and IN to another department, simply enter the employee ID number or wave a badge.
- Press the **Department Change** key.
- The employee will be prompted to choose a department. Use the **Up\Down** keys to choose the desired department.
- Press the **Enter** key to punch IN at that department. The employee will automatically be punched OUT of the previous department.

NOTE: Employees that are assigned the Swipe and Go entry method in the program will not be able to choose departments at the employee time clock.

