



TOTALPASS
SMALL BUSINESS PREMIUM • BIOMETRIC



QUICK START GUIDE



PLEASE READ THIS FIRST

Version: 062015

1

UNPACK THE BOX

Please confirm the contents of your system. If any item is missing, contact our support line for a replacement: **1-800-847-2232**.



TotalPass Biometric Time Clock



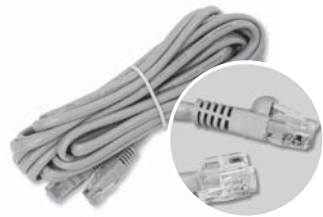
Mounting
Bracket



2 Screws



2 Keys



15' Ethernet
Cable



15' USB
Cable



Power
Supply

The comprehensive User Guide is available for download at:
www.icontime.com/totalpassbiometricuserguide

2

MOUNT ON THE WALL



- A.** Mount the time clock between 48 and 54 inches from the floor, to enable the clock to capture images for your shortest and tallest employees.
- B.** Use the 2 wall mount screws to mount the bracket to the wall.
- C.** Insert the key, turn it clockwise a quarter of a turn.
- D.** Push the time clock onto the mounting bracket so that the tabs fit into the 3 matching slots on the back of the clock.
- E.** Slide the clock downward until the tabs click into place. Use the key to lock the clock to the mounting bracket.
- F.** Remove the key.

3

SET THE DATE AND TIME



A. Biometric Time Clock

Wall Outlet



B. Power Supply



- A. Plug the power supply into the power supply port located on the bottom of the clock.
- B. Plug the power supply into the wall outlet.
- C. The display will state *Set Date/Time*.
- D. Press **▲** or **▼** on the time clock to select the current month. Press **Enter**.
- E. Follow the same procedure to advance through each step, setting the date and time. If a mistake is made, press **Clear** to go back.
- F. Once complete, the time clock will display *Date and Time Set*.

4

CHOOSE YOUR CONNECTION OPTION

The TotalPass Small Business Premium Biometric time clock includes two standard connection options. Choose your preferred connection method below, follow the corresponding instructions later in the guide.

Ethernet Connection Recommended Method

System Requirements

- Compatible with Windows PC, Mac, smart phone, or any other device using a web browser
- Available network port on router, DSL modem, or wall port

Benefits

- Access to full system features including, multi-user access and employee web punch entry
- Option to connect remotely over the Internet *

For Network Connection instructions, go to panel 5

*Additional Network set up required

USB Connection

System Requirements

- Windows PC (Vista or above)
- An available USB Port on the PC

Benefits

- Offers a connection option if network connection is not available

For USB Connection instructions, go to Panel 6

**PLEASE CHOOSE
ONE CONNECTION OPTION
BEFORE MOVING FORWARD**

5

CONNECT VIA NETWORK



Connecting your time clock to the Network

- A.** Plug the Ethernet cable into the Ethernet port located on the bottom of your clock.
- B.** Connect the other end of the Ethernet cable into an available port on your router, switch or wall port.
- C.** Disconnect the power supply from the time clock and reconnect it again to power cycle the time clock.
- D.** Check to see that the green and amber Ethernet link lights turn on where the Ethernet cable plugs into the clock. This verifies that your time clock is connected to your network. If the lights do not turn on, check the cable connections.

Tip: Network connection is not required at all times. Network connection is required for accessing the time clock application and running reports.

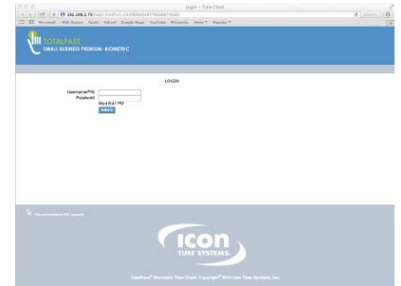
5

CONNECT VIA NETWORK - continued




A. Press Padlock Key

SECURITY CODE?
CODE# 00 00 00



E. Open Web browser, enter the clocks IP address

Find the clock's IP address

- A. Press the  key on the time clock, to enter Supervisor Mode, where additional administrator options are found.
- B. Enter default security code – 00 00 00.
- C. On the clock, press **▲** to scroll through and find the *View IP Address* option. Press **Enter**.
- D. Write down the clock's assigned IP address below, for later reference.
- E. Open your computer's Web browser and enter the clocks IP address in the address bar, press **Enter**.
- F. Go to Panel 7.

IP Address: _____

6

CONNECT DIRECT TO PC - USB



Connect your clock to the PC using USB

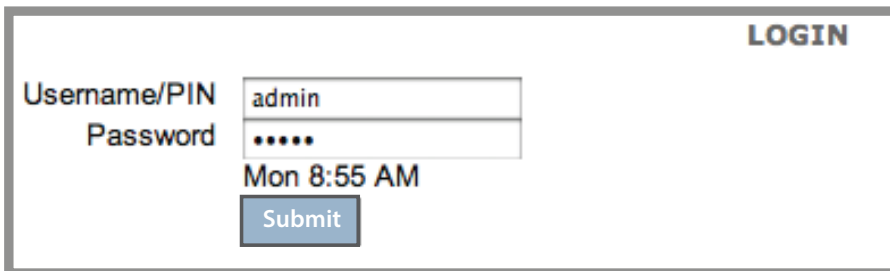
- A. Plug the USB cable into the USB port located on the bottom of your clock.
- B. Plug the other end of the USB cable into the USB port on your PC.
- C. Download the USB Communications Drivers from our website at: www.icontime.com/connectusb
- D. Follow instructions listed to complete the driver installation.
- E. Once complete, open your Web browser and navigate to: <http://totalpass.timeclock> or <http://172.20.20.1>

Important: USB connection is compatible with Windows Vista and above. If you are using a Mac, give us a call for alternative options.

7

LOG INTO YOUR TIME CLOCK

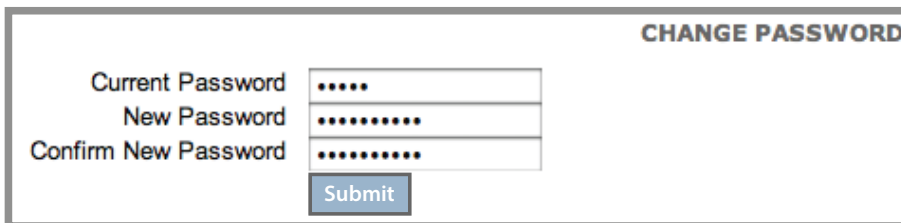
A. Enter the default login information, click **Submit**.



The screenshot shows a login form titled "LOGIN". It contains two input fields: "Username/PIN" with the text "admin" and "Password" with five dots. Below the fields is the text "Mon 8:55 AM" and a "Submit" button.

- Default User Name: admin
- Default Password: admin

B. Set Your Password – type the default Administrator password admin



The screenshot shows a "CHANGE PASSWORD" form. It contains three input fields: "Current Password" with five dots, "New Password" with seven dots, and "Confirm New Password" with seven dots. A "Submit" button is located at the bottom.

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

| Home | Lists | Reports | Print | Files | Settings | Logout | **Help** |



C. For instructions on adding your employees and completing setup click the **Help** menu on the navigation bar to download the User Guide

8

SET UP PAY PERIOD, ADD EMPLOYEES

Step 1 - Set up your Pay Period

Go to the Settings menu, click on **Preferences**.

Under the Pay tab, select the applicable Pay Period type. Complete the rest of the settings accordingly.

The screenshot shows the 'PAYROLL PREFERENCES' settings. It includes a dropdown for 'Pay Period Type' set to 'Bi-Weekly'. Below are date fields for 'Last Pay Start' (10/26/14), 'This Pay Start' (11/09/14), and 'Next Pay Start' (11/23/14). There is also a time field for 'Day Start' (12:00a) with up and down arrows, and a dropdown for 'Week Start' (Sun).

Step 2 - Add Employees

To access the Employee List go to **Lists**, click on **Employees**.

The Employee List is used for maintaining employees in the time clock including, adding, editing and terminating employees.

The screenshot shows the 'EMPLOYEE LIST' table with columns for Active, Display ID, Last Name, First Name, M.I., and Web Punch. There are 10 rows of employee data.

Active	Display ID	Last Name	First Name	M.I.	Web Punch
<input checked="" type="checkbox"/>	043	Employee 043			
<input checked="" type="checkbox"/>	047	Employee 047			
<input checked="" type="checkbox"/>	083	Employee 083			
<input checked="" type="checkbox"/>	110	Employee 110			
<input checked="" type="checkbox"/>	155	Employee 155			
<input checked="" type="checkbox"/>	180	Employee 180			
<input checked="" type="checkbox"/>	190	Employee 190			
<input checked="" type="checkbox"/>	207	Employee 207			
<input checked="" type="checkbox"/>	261	Employee 261			
<input checked="" type="checkbox"/>	263	Employee 263			

Each employee is assigned a default 4-digit PIN. This PIN is used to enroll their finger for biometric entry and to assist in punching on the time clock

Step 3 - Give Employees Their PIN

Make sure that each employee knows their PIN. Post the **Fingerprint Enrollment Guide** and **Clocking In and Out Guide** by the time clock. Have the employees follow the instructions listed to enroll their fingerprint and begin clocking In and Out at the time clock.

9

AVAILABLE UPGRADES



Web Punch Entry:

- Allows designated employees to punch using a browser.
- Licenses can be reused and reassigned to other employees, as desired.
- Add additional employee Web Punch Entry Licenses for a one-time license fee. 15 Web Punch Entry license are included free, with a maximum of 50 licenses available per system.

- IP Restriction and GPS location tracking make it an ideal solution to track remote and mobile employees.
- Network connection is required, additional Network setup required for remote employee access.

Benefit Tracking: Benefit tracking and accruals, sick, vacation and personal time. Set revision zones for In/Out punches in up to 32 departments.

Employee Capacity: Need to add more employees? Purchase a software code to instantly unlock more employees in your time and attendance system. The system-wide maximum employee capacity is 500.

Proximity Badges:

Add proximity badge entry to replace employee PIN entry.

10

TECHNICAL SUPPORT CONTRACTS



Technical Support You Can Count On

Annual support contracts allow you to optimize the convenience, productivity and peace-of-mind of your time and attendance system.

With an annual support contract you have unlimited access to highly trained Technical Support Specialists on our toll-free support line.

Platinum Support, the most popular option for new customers, includes:

- Time clock insurance that covers both hardware and software issues
- Unlimited telephone and email support
- Remote login assistance to fix any issues that may arise
- If anything were to happen to your clock, we will replace it, along with all purchased upgrades, and ship overnight

Gold Support includes:

- Unlimited telephone and email support
- Remote login assistance to fix any issues that may arise as well as perform annual maintenance

Call 1-800-847-2232, option 1