

# QUICK START GUIDE



PLEASE READ THIS FIRST

# 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 Proximity Time Clock



Mounting  
Bracket



2 Screws



2 Keys



15 Proximity Badges



15' Ethernet  
Cable



15' USB  
Cable



Power  
Supply

The comprehensive User Guide is available for download at:  
[www.icontime.com/totalpassproximityuserguide](http://www.icontime.com/totalpassproximityuserguide)

## 2

## MOUNT ON THE WALL



- A.** Use the 2 wall mount screws to mount the bracket to the wall, at the desired height.
- 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. TotalPass Proximity Time Clock



B. Power Supply

Wall Outlet



- 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 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, smartphone, 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**

B. Enter the default  
security 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 Communication Drivers from our website at:  
[www.icontime.com/connectusb](http://www.icontime.com/connectusb)
- D.** Follow instructions listed to complete the driver installation.  
<http://totalpass.timeclock> or <http://172.20.20.1>
- E.** Once complete, open your Web browser and navigate to:

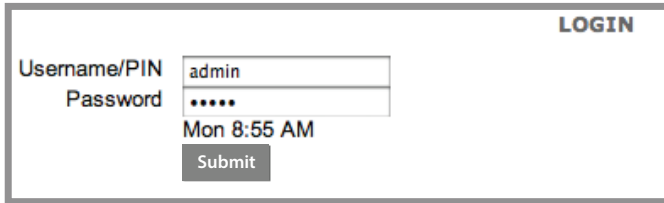
**Important:** USB connection is compatible with Windows Vista and above. If you are using a Mac, give us a call for alternative options.



## 7

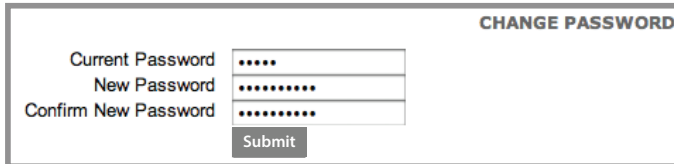
## LOG INTO YOUR TIME CLOCK

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

A screenshot of a login form titled "LOGIN" in the top right corner. On the left, the labels "Username/PIN" and "Password" are stacked vertically. To the right of these labels are two input fields. The first field contains the text "admin". The second field contains five dots. Below the password field, the text "Mon 8:55 AM" is displayed. At the bottom center of the form is a dark gray button with the word "Submit" in white text.

- Default User Name: admin
- Default Password: admin

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

A screenshot of a "CHANGE PASSWORD" form. The title "CHANGE PASSWORD" is in the top right corner. On the left, the labels "Current Password", "New Password", and "Confirm New Password" are stacked vertically. To the right of these labels are three input fields. The first field contains five dots, the second contains seven dots, and the third contains eight dots. Below the third field is a dark gray button with the word "Submit" in white text.

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



**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.

**PAYROLL PREFERENCES**  
 Pay Period Type Bi-Weekly ▾  
  
 Last Pay Start 10/26/14  
 This Pay Start 11/09/14  
 Next Pay Start 11/23/14  
  
 Day Start 12:00a ▲▼  
 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.

EMPLOYEE LIST					
<a href="#">Select All</a> <a href="#">Select None</a> <a href="#">Show Inactive</a>					
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"/>	063	Employee 063			
<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. The PIN can be customized to any number, 4-9 digits.

**Step 3 - Clocking In and Out**

Post the **Clocking In and Out Guide** by the time clock. Have the employees follow the instructions listed to clock In and Out. For instructions on setting up and using proximity badges, refer to Chapter 4 of the User Guide.

**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. 5 Web Punch Entry licenses 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.

**Email Alerts:**

Receive email alerts before employees hit overtime, as they come and go and more.



### 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** is 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**