

# 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

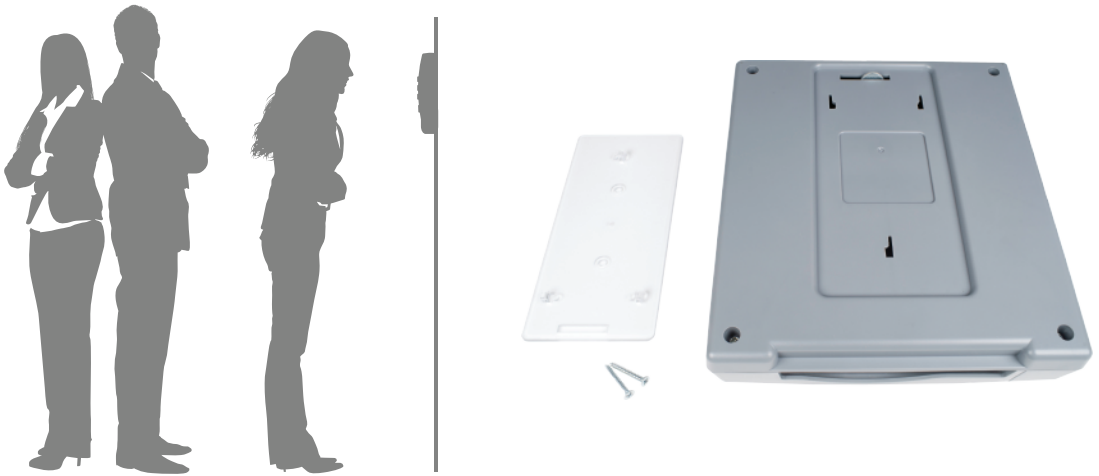


Power  
Supply

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.
- B.** Insert the key, turn it clockwise a quarter of a turn.
- C.** Push the time clock onto the mounting bracket so that the tabs fit into the 3 matching slots on the back of the clock.
- D.** Slide the clock downward until the tabs click into place. Use the key to lock the clock to the mounting bracket.
- E.** 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 you happen to make a mistake, press Clear to go back.
- F. Once you've completed these steps, the time clock displays *Date and Time Set*.

If the clock detects a Wi-Fi connection, *Network Detected Press Enter, will display*.

**Go to Panel 5.**

# 4

## CHOOSE YOUR CONNECTION OPTION

The TotaPass time clock includes three standard connection options. Choose your preferred connection method below, then follow the corresponding instructions later in the guide.

### 1. Wi-Fi Connection

#### System Requirements

- Wireless router
- Available network

**See Panel 5**

### 2. Ethernet Connection

#### System Requirements

- Available network port on your router, modem, or switch.

**See Panel 6**

### 3. USB Connection

#### System Requirements

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

**See Panel 5**

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

## 5



## CONNECT VIA WIRELESS NETWORK



TotalPass Time Clock



Wi-Fi Connection

- A.** If a wireless network is detected on boot up, press Enter and skip to Step E. otherwise, go to Step B.
- B.** Press the  key on the time clock, to enter Supervisor Mode.
- C.** Enter default security code:  
00 00 00.
- D.** Use the **V** key to find Network Settings, press *Enter*.
- E.** Find *Wi-Fi Settings*. Press **Enter**.
- F.** Find *View Networks*. Press **Enter**.
- G.** Choose a Network. Press **Enter**.
- H.** Enter Network Password.
- Use the **V** key to scroll through the character options.
  - Use the  key to change character mode to lowercase, uppercase, # or symbol.
  - Press **Enter** to accept a single character.
  - When complete, press **Enter** twice to save the password.
- I.** Write down IP Address.
- Go to Panel 9.**

## 6

## CONNECT VIA ETHERNET 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.

## 7


## ETHERNET NETWORK - continued



A. Press Padlock key

SECURITY CODE?  
CODE# 00 00 00

Find the clock's IP address

- E. Press the  key on the time clock, to enter Supervisor Mode, giving you access to additional administrator options.
- F. Enter the default security code: **00 00 00**.
- G. On the clock, press **▲** to scroll through and find the *View IP Address* option. Press **Enter**.
- H. Write down the clock's assigned IP address below for reference.

IP Address: \_\_\_\_\_

**Go to Panel 9.**



## 8

## 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.
- 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.

# 9

## LOG INTO YOUR TIME CLOCK

- A. Open your computer's web browser and enter the clock's IP address in the address bar. Press **Enter**.



- A. Open web browser, enter the clocks IP address

- B. Set your password

**SET ADMIN PASSWORD**

Username admin

New Password

Confirm Password

- Enter your New Password
- Confirm your New Password

[Home](#)

[Lists](#)

[Reports](#)

[Prints](#)

[Files](#)

[Settings](#)



[Help](#)

[About](#)

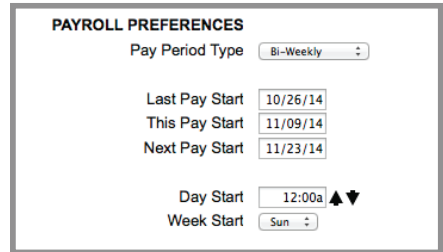
- C. For instructions on adding your employees and completing setup, click the **Help** menu on the navigation bar and download the User Guide

# 10

## SET UP PAY PERIOD, ADD EMPLOYEES

### Step 1 - Set Up Your Pay Period

1. Go to the Settings menu, and click **Preferences**.
2. Under the Pay tab, select the applicable **Pay Period type**. Complete the rest of the settings accordingly.



**PAYROLL PREFERENCES**

Pay Period Type

Last Pay Start

This Pay Start

Next Pay Start

Day Start

Week Start

### Step 2 - Add Employees

1. To access the Employee List, go to Lists, then click **Employees**.
2. The Employee List is used for maintaining employees in the time clock including, adding, editing and terminating employees.
3. Each employee is assigned a default 4-digit PIN. The PIN can be customized to any number, 4- 9 digits.



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			

### Step 3 - Give Employees their PIN

Post the **Clocking In and Out Guide** near the time clock. Have the employees follow the instructions listed to clock in and out at the time clock. For instructions on setting up and using proximity badges, refer to the user guide.



### 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**