

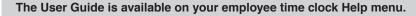
QUICK START GUIDE

STEP 1

Unpacking your employee time clock

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



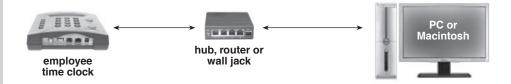


STEP 3

Choosing your connecting options

OPTION A

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

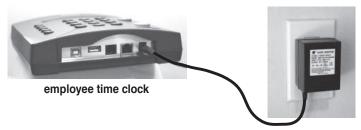


- **3.A.1** Connect the Ethernet cable into the Ethernet port on the bottom of the employee time clock.
- **3.A.2** Connect the other end of the cable into your network hub, router, or wall jack.
- **3.A.3** Disconnect the power supply from the employee time clock and reconnect the power again to power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



Test your employee time clock before running any permanent cables.

STEP 2 Setting the date and time



- 2.1 Connect your employee time clock into a wall outlet.
- power outlet
- **2.2** After ten seconds the clock will display "Set Date."
- 2.3 Setting the Date and Time Use A 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.

STEP 3 Choosing your connecting options

OPTION B

Direct to PC Connection via Ethernet or USB.





Windows

- **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.

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QuickBooks Plug-in and other Payroll Exports included on Setup CD.

STEP 4

For network connections: Finding your IP address

- 4.1 Find your clock's IP (Web) Address.
 - **4.1.1** Press the A key on the employee time clock to start Supervisor Mode.
 - 4.1.2 **Security Code? CODE# 00 00 00**

Enter the default security code -0000 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.



For Technical Support, call 1.800.847.2232 — Option 1.

Getting Support for your employee time clock

Upon product registration, receive a complimentary 30-day trial of our Gold Technical Support Plan, which includes unlimited telephone support and remote asistance.

For those subscribers of our technical support plans, your dedicated support team can be reached Monday through Friday from 7:30 AM to 4:30 PM (Pacific Time) at 800.847.2232 — option 1.

We recommend that you register your employee time clock to ensure that you receive email notification of free software updates, instate your manufacturer's warranty, and 30 days of free technical support.



Register Your Time Clock at www.icontime.com/universal_time_clock_registration.asp

STEP 5 Logging-in to your employee time clock

5.1 Enter default login information. then click submit.



Default User Name: <u>admin</u>Default Password: admin

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



- · 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.



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

Getting more from your employee time clock

Available upgrades and accessories

- Web Punch Time Clock: clock IN/OUT from a Web browser
- Benefit Tracking: track and accrue benefits, assign clock IN/OUT windows, customize overtime rules
- Email Alerts: email payroll alerts to a manager and encrypt data for greater security
- Increase your employee capacity up to 100, 250
- Additional Proximity Badges for employee sign IN/OUT
- Extended Factory Support
- And more!





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