



QUICK START GUIDE

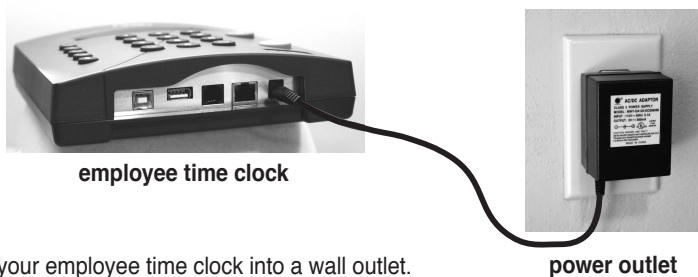
STEP 1 Unpacking your employee time clock



1.2 GO TO STEP 2.

fyi The User Guide is available on your employee time clock home page.

STEP 2 Setting the date and time



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

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

STEP 3 Issuing pre-assigned ID numbers

Employer retain top portion of this pad for reference. Clip and give lower portion to employee.

Pre-assigned ID#: **901**

Assigned to: _____

Your Pre-assigned ID#: **901**
(keep confidential)

Instructions for use are on the back of this card.
Para instrucciones, vea el reverso.

Icon TIME SYSTEMS.

To reorder Pre-assigned ID# pads or to increase your employee capacity, please call 1.800.847.2232 — Option 3.

INSTRUCTIONS

To sign in:
Enter your 3-digit ID# on the keypad and press **IN**.
To sign out:
Enter your 3-digit ID# on the keypad and press **OUT**.

INSTRUCCIONES

Para registrar entrada:
Entre su numero de 3 digitos. Oprima **IN**.
Para registrar salida:
Entre su numero de 3 digitos. Oprima **OUT**.

3.1 Employees will use the 3-digit ID number on the card to clock **IN** and **OUT**.

3.2 Back of card includes easy to follow instructions in both English and Spanish.

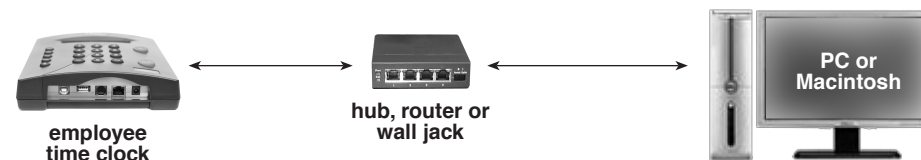
3.3 GO TO STEP 4.

fyi For employee capacity upgrades (50, 100, 250, 500), please call us at 1.800.847.2232—Option 3.

STEP 4 Choosing your connecting options

OPTION A

Network connection via a hub, router or wall jack



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

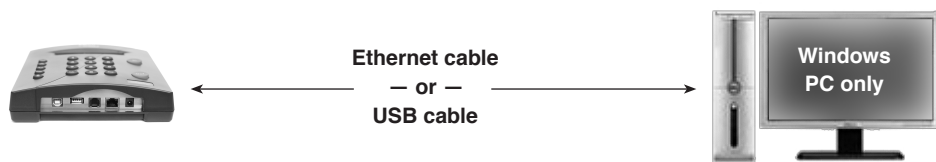
4.A.4 GO TO STEP 5.


fyi Test your employee time clock before running any permanent cables.

STEP 4 (continued)

OPTION B




Connecting directly to your PC using one of three cables



- 4.B.1 Insert the **Setup CD** into your CD-ROM drive. Select **Time Clock Setup Wizard** to configure your time clock communication
- 4.B.2 Follow the instructions on your screen to install the appropriate drivers.
- 4.B.2.1 If you are prompted to install **Microsoft.net Framework**, click **Yes** to continue. It may take up to 5 minutes to complete the installation.
- 4.B.3 Find the login icon  on your desktop and double click to log-in to your employee time clock.

4.B.4 SKIP STEP 5. GO DIRECTLY TO STEP 6.

STEP 5 For network connections: Finding your IP address

- 5.1 Find your clock's IP (Web) Address.
- 5.1.1 Press the  key on the employee time clock to start Supervisor Mode.
- 5.1.2 **Security Code?**
CODE# 00 00 00 Enter the default security code — 00 00 00.
- 5.1.3 Press the  or  to locate the "View IP Address" option, then press **Enter**.
- 5.1.4 Write down the clock's assigned IP Address below:

IP Address _____

- 5.2 Open your computer's Web Browser, enter the clock's IP Address in the address bar, and then press **Enter**.

5.3 GO TO STEP 6.

STEP 6 Logging-in to your employee time clock

- 6.1 Enter default login information, then click submit.

The LOGIN form has two input fields: "Username" with the text "admin" and "Password" with four asterisks "****". Below the fields is a blue "Submit" button.

- Default User Name: admin
- Default Password: admin

- 6.2 Set Your Password – Type in the default Administrator Password admin.

The CHANGE PASSWORD form has three input fields: "Current Password", "New Password", and "Confirm New Password", each with four asterisks. A blue "Submit" button is at the bottom.

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

- 6.3 For additional set up instructions, click on **Print/View your User Guide** on the employee time clock.

The CURRENT ALERTS screen has a table with columns: IGNORE, DATE / TIME, and ALERT / TASK. It lists several alerts with checkboxes in the IGNORE column. At the bottom are "Submit" and "Cancel" buttons.

IGNORE	DATE / TIME	ALERT / TASK
<input type="checkbox"/>	08/15/13 Thu 09:39 a	View/Print Your User Guide
<input type="checkbox"/>	08/15/13 Thu 09:38 a	Setup Your Pay Period
<input type="checkbox"/>	08/15/13 Thu 09:37 a	Setup Your Employees
<input type="checkbox"/>	08/15/13 Thu 09:36 a	Register Your Product Online
<input type="checkbox"/>	08/15/13 Thu 09:35 a	Print a Faxable Registration Form

- 6.4 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 —

for ordering information call 1.800.847.2232 — Option 3

- Increase your Employee Capacity — 50, 100, 250, or 500
- Use Proximity Cards — to sign **IN** and **OUT** (available in packs of 25)
- Categorize Employees By Department
- Automatically Email Alerts to Managers
- Customize PIN Numbers — to fit your unique requirements
- Secure Server Option — for increased security
- Customize Your Software —with additional payroll rules and custom labeled fields
- Input Non-worked Hours — Vacation, Holiday, Sick-time etc...
- Extended factory support
- And more!



For Technical Support, call 1.800.847.2232 — Option 1.