

icon TIME SYSTEMS. QUICK START GUIDE

STEP 1 Unpacking Your Time Clock and Accessories

Before setting up your clock, please confirm you have all the following materials:



Missing items? Call Icon Time Systems at 1.800.847.2232 • Option 1

STEP 3 Issuing Employee ID Numbers

Write Employee Name here.
Cut along the dotted line.
Give the bottom portion to your employees.

CARD FRONT

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.

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

CARD BACK

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 número de 3 dígitos. Oprima **IN**.

Para registrar salida:
Entre su número de 3 dígitos. Oprima **OUT**.

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

fyi If you have ordered additional employee capacity, refer to your User Guide for instructions on printing additional cards.

Time Clock Experts.com

TO PLACE AN ORDER CALL: 866-487-4751
OR VISIT: WWW.TIMECLOCKEXPERTS.COM

STEP 2 Setting the Date and Time

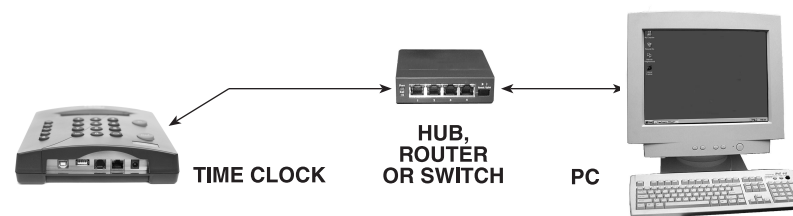


- 2.1 Connect your employee time clock into a wall outlet.
- 2.2 After ten seconds the clock will display "Set Date."
- 2.3 Setting the Date and Time — Use **^** and **v** keys on your time clock to select the current month and then press **Enter**. Follow the same procedure to advance through each step. 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." Move on to **Step 3**.

fyi Warranty requires that you plug your employee time clock into a surge protector.

STEP 4.A Connecting Your Employee Time Clock

Option A — Connecting to Your Network — Recommended Connection



- A.1 Connect one end of the Ethernet cable into the Ethernet port on the bottom of the employee time clock.
- A.2 Connect the other end of the cable into your network router, hub, or switch.
- A.3 Disconnect the power supply from the clock and reconnect the power again to power cycle the clock.
- A.4 Go directly to **Step 5**.

fyi We recommend connecting and testing your Employee Time Clock once before running any permanent wiring.

For Technical Support Call 1.800.847.2232 Option 1

STEP 4.B Connecting your Employee Time Clock *(continued)*

Option B — Connecting Directly to Your Computer using Ethernet, USB, or Serial Connection.

B.1 Insert the **Driver CD** into your CD-ROM Drive. The Driver installation will automatically start.


B.1.1 If the Driver installation does not automatically start, click on **My Computer** (typically found on your desktop or Start Menu).

B.1.2 Select your CD-ROM drive to start the installation.



B.2 Follow the instructions on your screen to install the drivers.

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 download.

B.3 Find the login icon  on your desktop and double click to log-on to your employee time clock.

B.4 Go to **Step 6**.



To download latest drivers, go to www.drivers.icontime.com

STEP 5 Accessing the Login Page

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 and enter the clock's IP Address in the address bar, and then press **Enter**.

5.3 Go to **Step 6**.

STEP 6 Logging-on to Your Time Clock

6.1 Enter default login information, then click submit.

ADMINISTRATOR LOGIN

Username

Password

- Default User Name: admin
- Default Password: admin

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

CHANGE PASSWORD

Current Password

New Password

Confirm Password

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

6.3 To continue your employee time clock setup, click on the **Print/View your User Guide** link.

CURRENT ALERTS

Sort By • Show All

IGNORE	DATE / TIME	ALERT / TASK
<input type="checkbox"/>	01/01/07 Mon 12:04 a	View/Print your User Guide
<input type="checkbox"/>	01/01/07 Mon 12:03 a	Setup Your Pay Period
<input type="checkbox"/>	01/01/07 Mon 12:02 a	Setup Your Employees
<input type="checkbox"/>	01/01/07 Mon 12:01 a	Register Your Product Online
<input type="checkbox"/>	01/01/07 Mon 12:00 a	Print a Faxable Registration Form

Getting More from Your Employee Time Clock

AVAILABLE UPGRADES

- Increase Your Employee Capacity — 50, 100, 250, or 500
- Use Proximity Cards — for employee sign **IN** and **OUT** (available in packs of 25)
- Categorize Employees By Department
- Automatically Email Alerts to Manager
- 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!



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