TotalPass® B600

QUICK START GUIDE
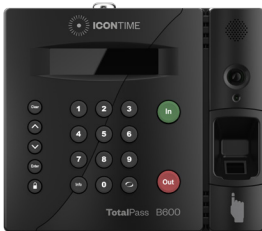
ICONTIME

Thank you for choosing Icon Time, we appreciate your business.

Below are the contents included with your TotalPass B600 time clock. If anything is missing, please contact our support line for a replacement: 1-800-847-2232.

TotalPass B600 Time Clock

Back View with Mounting Bracket

2 Screws

2 Keys

15' Ethernet Cable

15' USB Cable

Power Supply

Please Note: The comprehensive User Guide can be downloaded from our website support page: https://www.icontime.com/support/

2 REGISTER YOUR PRODUCT

Registering your product activates your 30 days of free setup support, which includes:

- **Unlimited telephone and email support**
- **Remote login assistance**
- **Troubleshooting**

Registering your product also ensures that you will be notified about software updates.

To register your product, please visit:

https://www.icontime.com/registration/

1. Determine your desired height for the clock.

2. Use the 2 wall mount screws provided and attach the bracket to the wall.

3. Insert the key and turn it clockwise a quarter of a turn.

4. Push the time clock onto the mounting bracket so that the tabs fit into the 3 matching slots on the back of the clock.

5. Slide the clock downward until the tabs click into place.

6. Use the key to lock the clock to the mounting bracket.

7. Remove the key.

TotalPass B600 Time Clock   Power Supply   Wall Outlet

1. Plug the power supply into the port located on the bottom of the clock.

2. Plug the power supply into a wall outlet.

3. The display will read: **Set Date/Time**.

4. Press ∧ or ∨ on the time clock to select the current month. Press **Enter**.

5. Follow the same procedure to advance through each step as prompted to complete the date and time setup. If you make a mistake, press **Clear** on the time clock to go back and correct the entry.

6. Once you've completed these steps, the time clock will display: **Date and Time Set**.

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

TotalPass B600 Time Clock

The TotalPass B600 time clock includes three connection options:
Wi-Fi, Ethernet, or USB.

6 CONNECT USING WI-FI

1. If your wireless network is detected automatically, press **Enter** and *go to Step 5*.

   (If a wireless network is not immediately detected, please *go to Step 6*.)

2. Press 🔓 on the time clock to enter **Supervisor Mode.**

3. Enter the default security code: **00 00 00**.

4. Use the ∧ on the time clock to scroll and go to **Network Settings**. Press **Enter**.

5. Go to **Wi-Fi Settings**. Press **Enter**.

Wi-Fi Connection

6. Go to **View Networks**. Press **Enter**.

7. Select your Network from the list. Press **Enter**.

8. Enter your Network Password using the ∨ on the time clock to scroll through your character options.

   Use the ⊘ key to change the character set to lowercase, uppercase, # or symbol.

   Press **Enter** to accept a single character.

   When you have entered your password, press **Enter** *twice* to save it.

   Note: Write down the IP Address shown and go to the instructions for Logging Into Your Time Clock.

7 CONNECT USING ETHERNET

System Requirements

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

1. Plug the Ethernet cable into the port located on the bottom of your clock.

2. Connect the other end of the Ethernet cable into an available port on your router, switch, or wall port.

3. Disconnect the power supply from the time clock and reconnect it again to power cycle the time clock.

4. 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.
>
> *Note:* A network connection is not required at all times. A Network connection is required for accessing the time clock application and running reports.

5. Press 🔒 on the time clock to enter Supervisor Mode.

6. Enter the default security code: **00 00 00**.

7. Press ∧ to scroll and find the **View IP Address** option. Press **Enter**.

8. Write down the clock's assigned IP address below for reference.

IP Address: _____
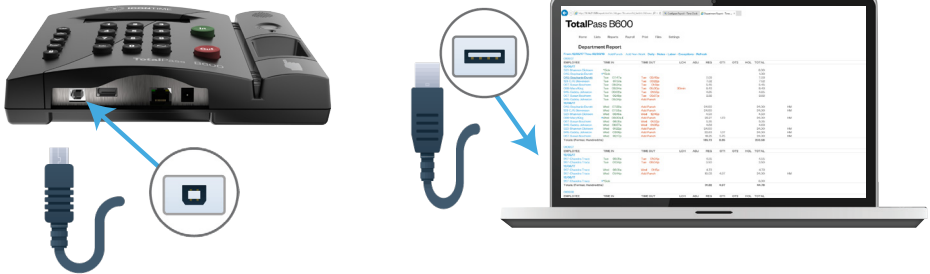
System Requirements:

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

1. Plug the USB cable into the USB port located on the bottom of your clock.

2. Plug the other end of the USB cable into the USB port on your PC.

3. Download the **USB Communication Drivers** from our website and follow the directions for installation provided on the webpage:

4. After installing the drivers, 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

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

2. Set your **Password**.
   - **Enter your New Password**
   - **Confirm your New Password**

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

10 SET UP PAY PERIOD & ADD EMPLOYEES

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 ⌄

EMPLOYEE LIST

Select All   Select None   Show Inactive

Active	Display ID	Last Name	First Name	M.I.	Web Punch
☑	043	Employee 043			
☑	047	Employee 047			
☑	063	Employee 063			
☑	110	Employee 110			
☑	155	Employee 155			
☑	180	Employee 180			
☑	190	Employee 190			
☑	207	Employee 207			
☑	261	Employee 261			
☑	263	Employee 263			

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.

Add Employees:

The **Employee List** is used for maintaining employees in the time clock including, adding, editing and terminating employees.

Each employee is assigned a default 4-digit PIN.

1. To access the **Employee List**, go to **Lists**, then click **Employees**.

2. Assign **Employees** a **Personal Identification Number** (PIN)

11 SUPPORT INFORMATION

Free assistance is available for the first 30 days on new purchases and includes:

- **Unlimited telephone and email support**
- **Remote login assistance and troubleshooting**

For Assistance, please call: 1-800-847-2232 #2, Mon-Fri, 5:00 AM to 5:00 PM PT

To submit an online request: https://www.icontime.com/contact-support/

Product registration is required for our free 30-day assistance.

We also offer extended support contracts which include:

- **Annual Hardware Maintenance (Time Clock Insurance)**
- **Annual Upgrade to the Latest Software Version**
- **Annual Software Maintenance**
- **Unlimited Telephone and Email Support**
- **Remote Login Assistance and Troubleshooting**

For instructions on clocking in and out, please refer to the enclosed
Quick Reference Sheet >

For instructions on setting up and using proximity badges, please refer to the
User Guide >

Quick Start Guide >