



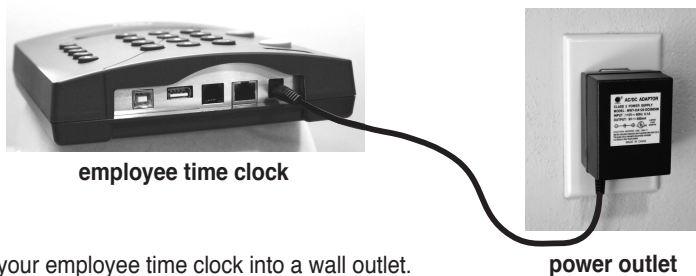
# QUICK START GUIDE

## STEP 1 Unpacking your employee time clock



**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**.

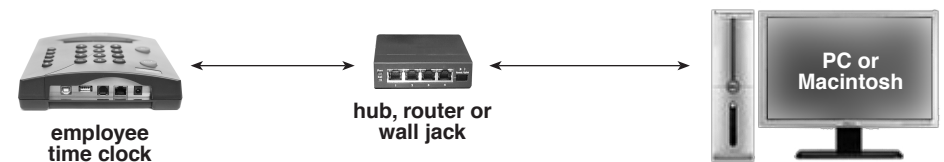
Para registrar salida:  
Entre su numero de 3 digitos. Oprima **OUT**.

- 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.

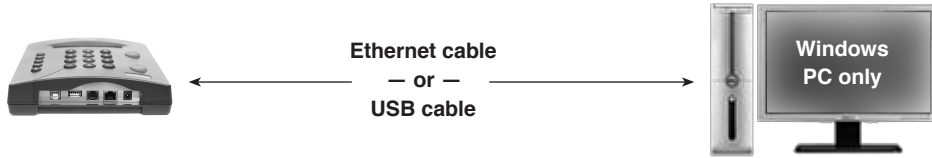
**fyi** Test your employee time clock before running any permanent cables.


## 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 **lock** key on the employee time clock to start Supervisor Mode.
  - 5.1.2  Enter the default security code — 00 00 00.
  - 5.1.3 Press the **up** or **down** 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 screenshot shows a "LOGIN" form with fields for "Username" (containing "admin") and "Password" (containing "\*\*\*\*"). A "Submit" button is at the bottom.

- Default User Name: admin
- Default Password: admin

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

The screenshot shows a "CHANGE PASSWORD" form with fields for "Current Password", "New Password", and "Confirm New Password", each containing "\*\*\*\*\*". A "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 screenshot shows a table titled "CURRENT ALERTS" with columns "IGNORE", "DATE / TIME", and "ALERT / TASK".

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

Buttons: Submit, Cancel

- 6.4 Go to [www.update.icontime.com](http://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.**