



QUICK START GUIDE

STEP 1 Unpacking your employee time clock

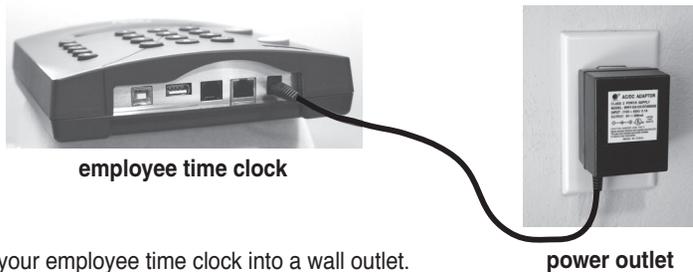
1.1 Before setting up your employee time clock, please confirm you have all the following materials.



1.2 **GO TO STEP 2.**

fyi The User Guide is available on your employee time clock Help menu.

STEP 2 Setting the date and time

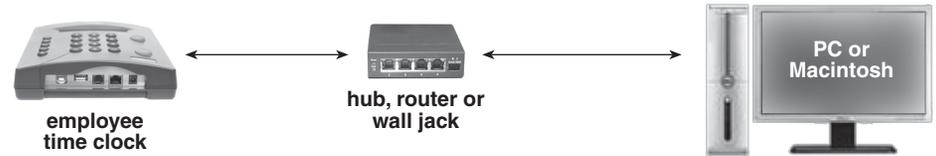


- 2.1 Connect your employee time clock into a wall outlet.
- 2.2 After ten seconds the clock will display "Set Date."
- 2.3 Setting the Date and Time — Use **▲** and **▼** keys on your time clock to select the current month and then press **Enter**. Follow the same procedure to advance through each step. 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 ADP Export included on Setup CD

STEP 3 Choosing your connecting options

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

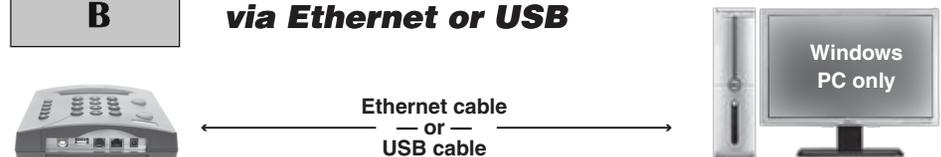


- 3.A.1 Connect the Ethernet cable into the Ethernet port on the bottom of the employee time clock.
- 3.A.2 Connect the other end of the cable into your network hub, router, or wall jack.
- 3.A.3 Disconnect the power supply from the employee time clock and reconnect the power again to power cycle the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

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

STEP 3 Choosing your connecting options

OPTION B *Direct to PC connection via Ethernet or USB*



- 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.**

fyi Complimentary serial cables are available upon request, call 800.847.2232 — Option 3

STEP 4 For network connections: Finding your IP Address

4.1 Find your clock's IP (Web) Address.

4.1.1 Press the  key on the employee time clock to start Supervisor Mode.

4.1.2  Enter the default security code — 00 00 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 assistance.

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.



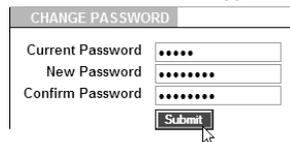
ADMINISTRATOR LOGIN

Username

Password

- Default User Name: admin
- Default Password: admin

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



CHANGE PASSWORD

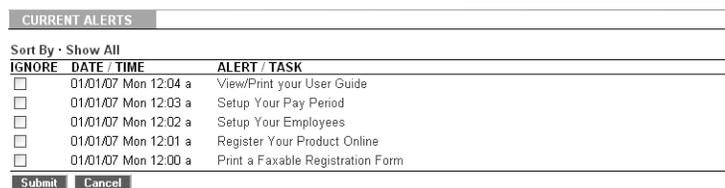
Current Password

New Password

Confirm Password

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

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



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

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
- Rules Plus: track and accrue benefits, assign clock IN/OUT windows, customize overtime rules
- Mobility Pack: email payroll alerts to a manager and encrypt data for greater security
- Management Plus: add users with permission levels and track employee time by department
- 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