Basic Setup

- Use one of the provided keys to open the back of the clock; the key will stay in the lock when it's in the unlocked position
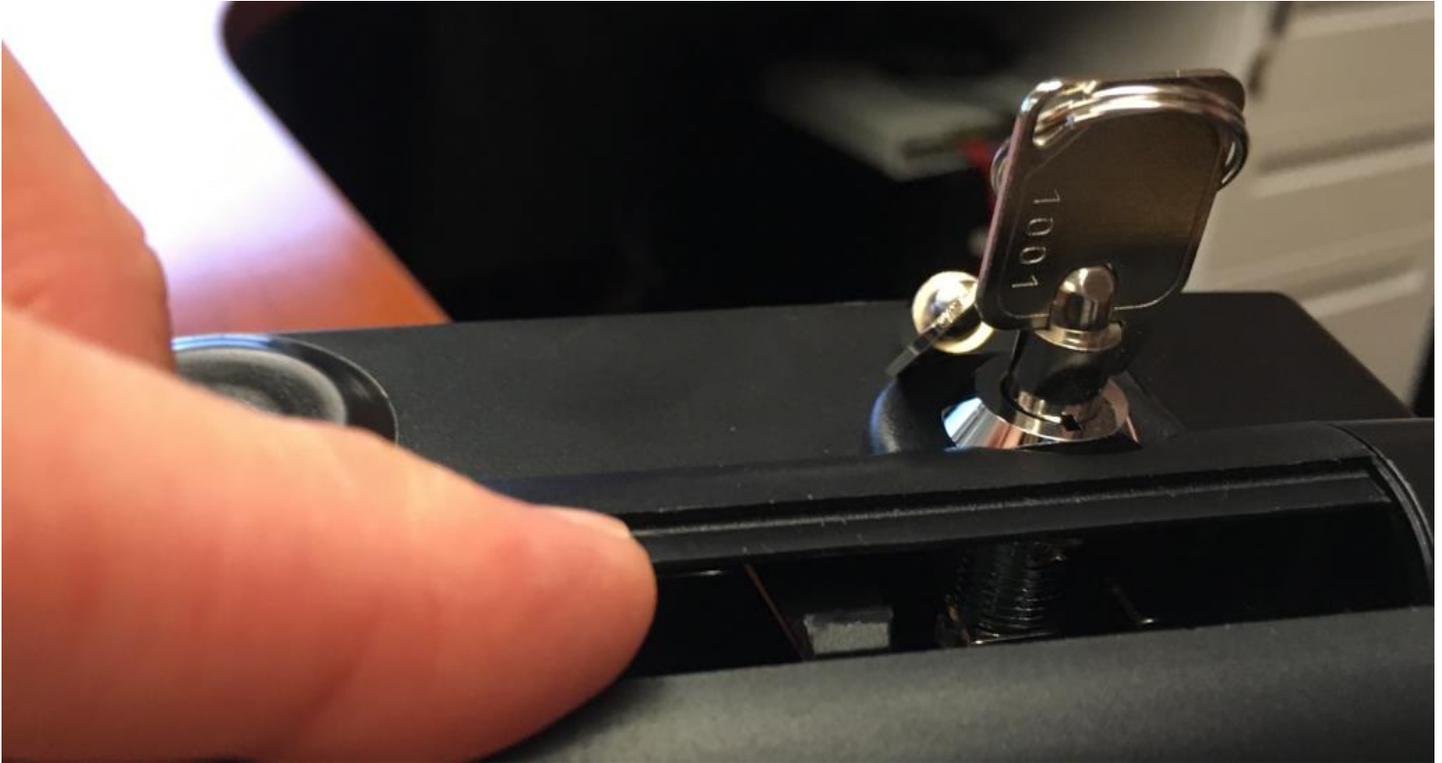

- Plug the power cord and Ethernet cable into the clock and into the wall
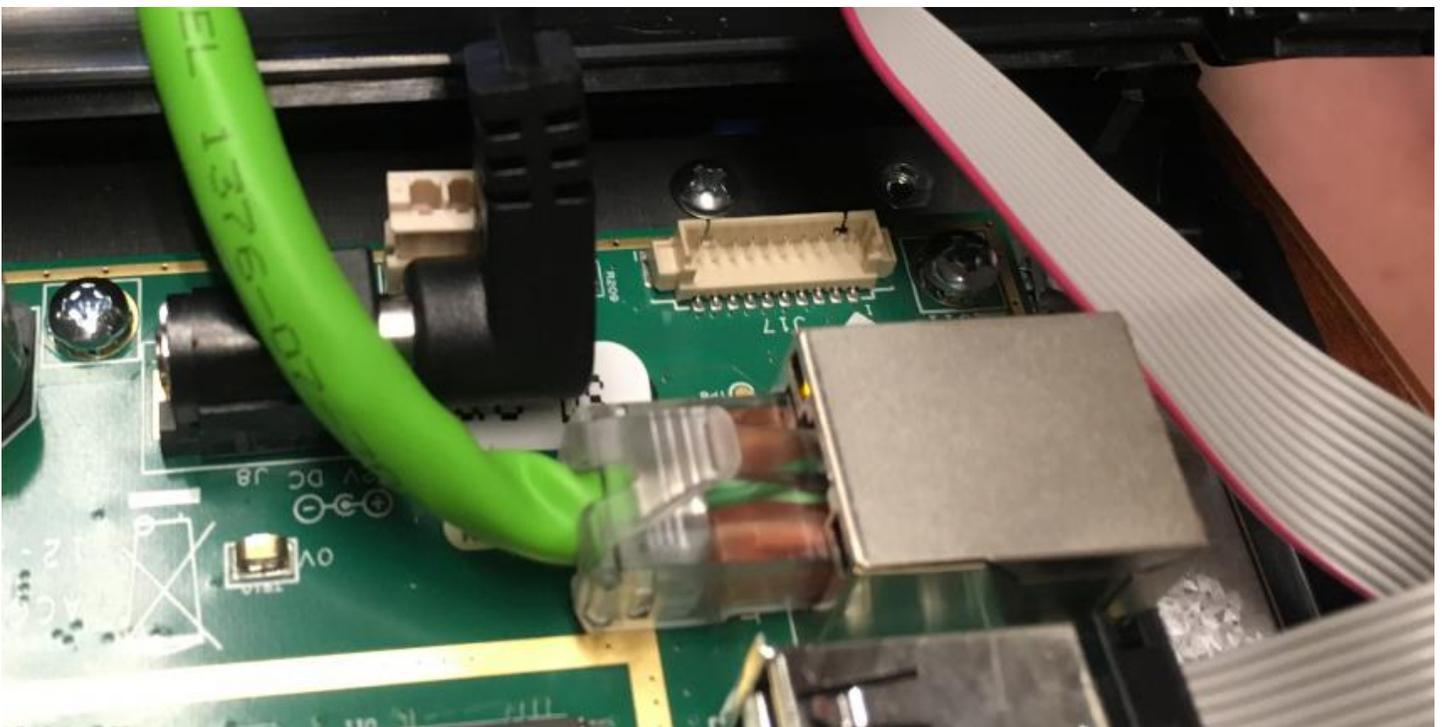
- Plug any add-ons into the USB ports (wireless, proximity reader, etc.)

- It takes about a minute for the clock to start up and connect to the system; you will know that has occurred when there is a blue bar at the top of screen
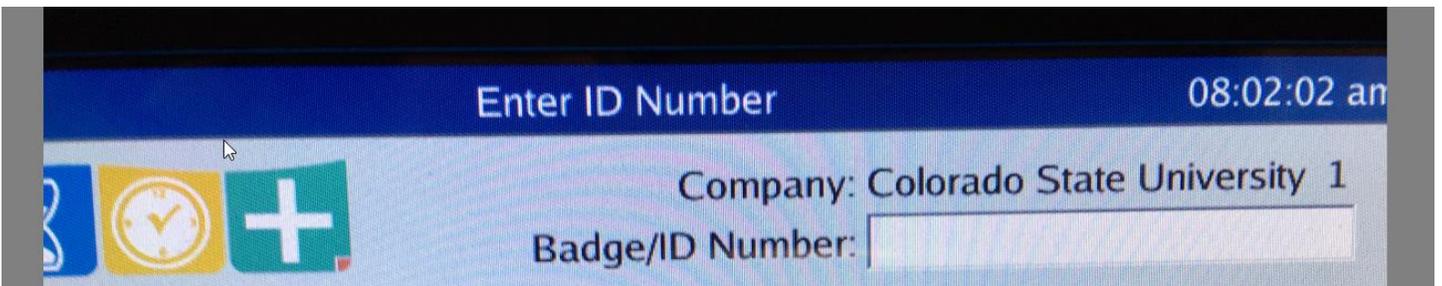

Set Password and Device Name

- To password-protect the configuration settings (strongly recommended), press "Hide" and then press the gear icon
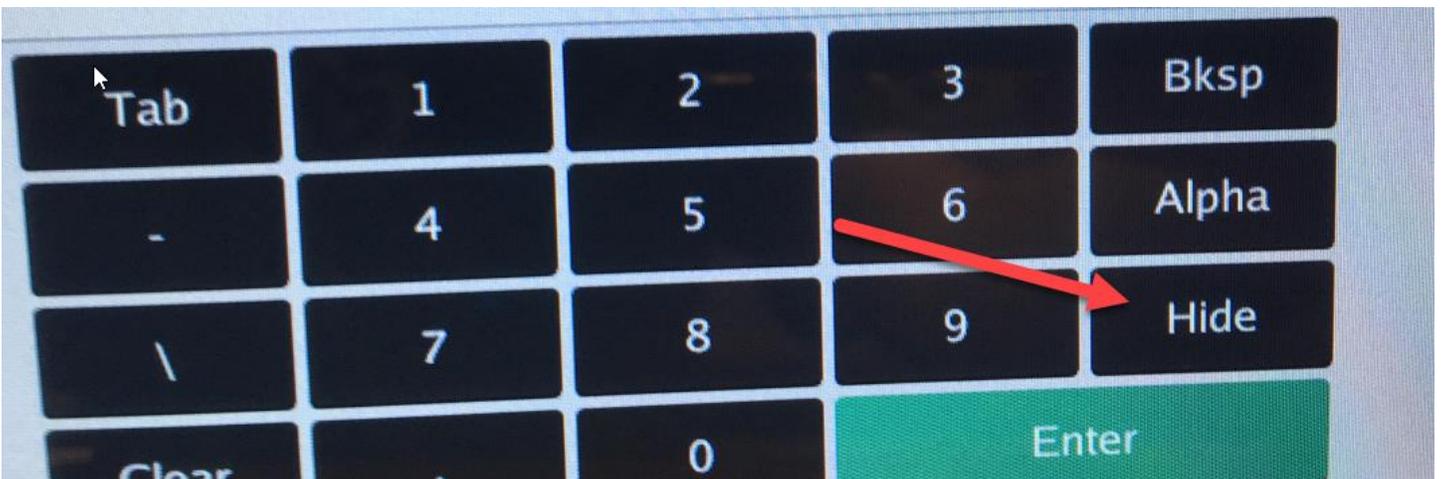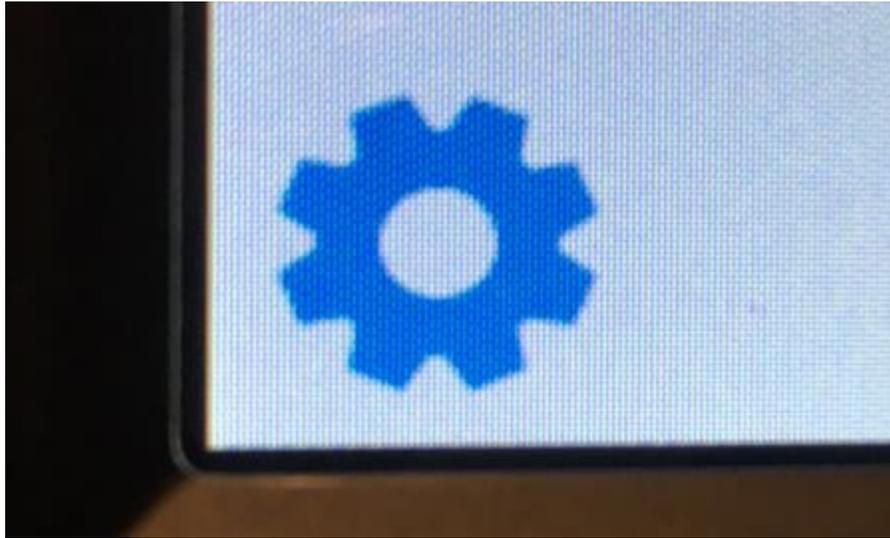
- Press the "Device" button and then the "Password" tab
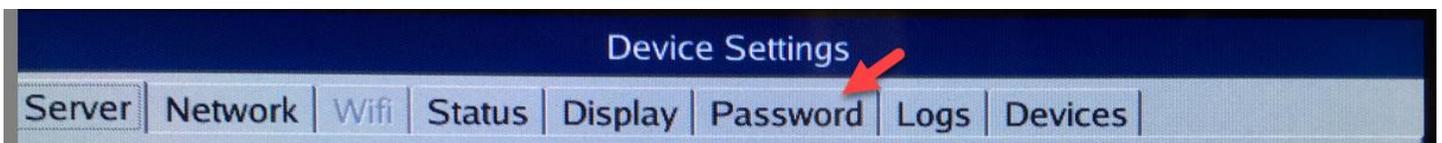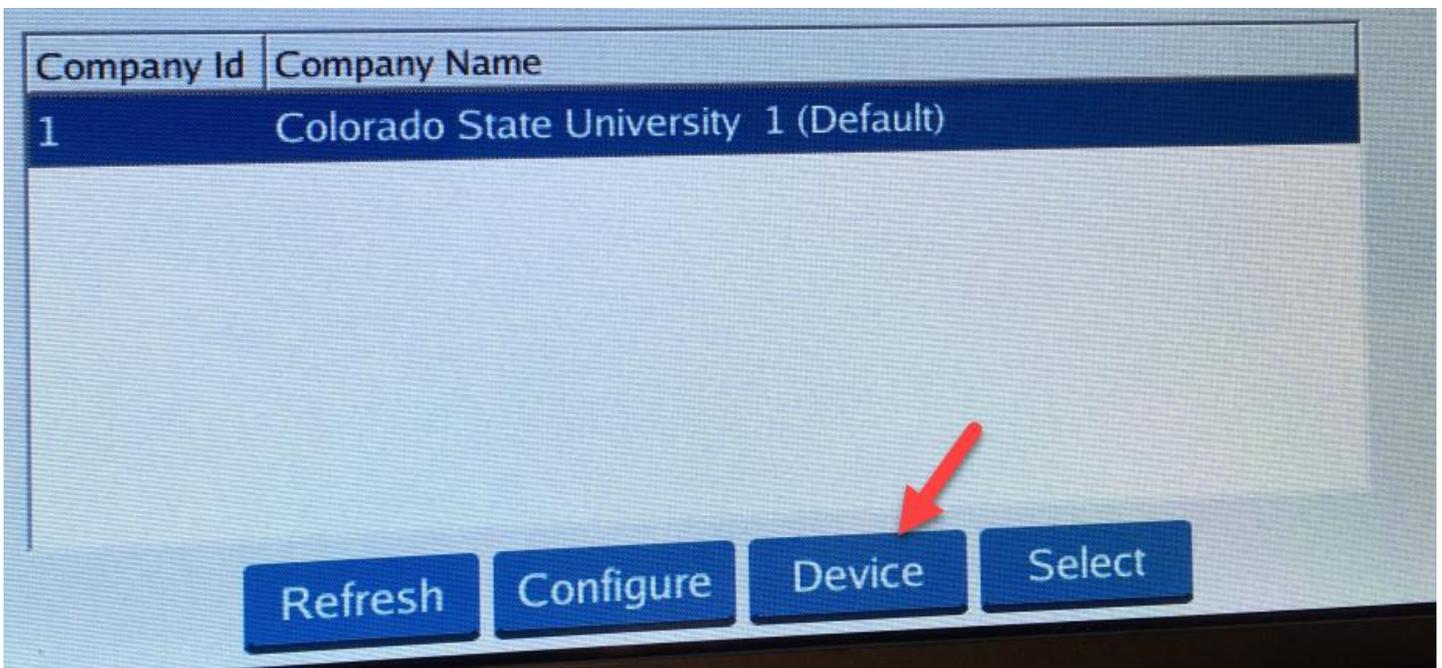
- Set a password for the clock

Password:
Re-Enter:

- Under the "Server" tab, enter a description (not generic like "Time Clock") in the "Device Name" field

- Make sure that the Server URL is https//113870.tcplusondemond.com:443
- Make sure that the Namespace is 113870
- Under the "Network" tab, you may change between DCHP and a static IP; the default setting is DCHP

- Nothing under the "Configure" option needs to be accessed unless there are special circumstances (such as a biometric reader)

Send Clock Information to HR

- Email HR_IS@mail.colostate.edu with the following information:
  - Department
  - Device Name (that you entered)
  - Device ID
  - List of add-ons for device: camera, proximity reader, card swipe reader, wireless, etc.
- After HR IS has completed the remaining clock configuration in the system, you will receive a confirmation email, at which point you should push the "Restart Terminal" button in the "Device Settings" section

- After restarting, the clock will be ready for use

Indicator Lights

- Left: power from wall outlet
- Middle: backup battery (optional add-on)
- Right: network connection to system