



## **CS TIMECLOCK**

**3370**

## **QUICK START MANUAL**

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# CLOCK INSTALLATION

## INSTALLATION INSTRUCTIONS



### 1. HARDWARE INSTALLATION

- The clock must be installed on an upright surface.
- Remove the two screws at the bottom of the clock and lift the back plate off the clock.

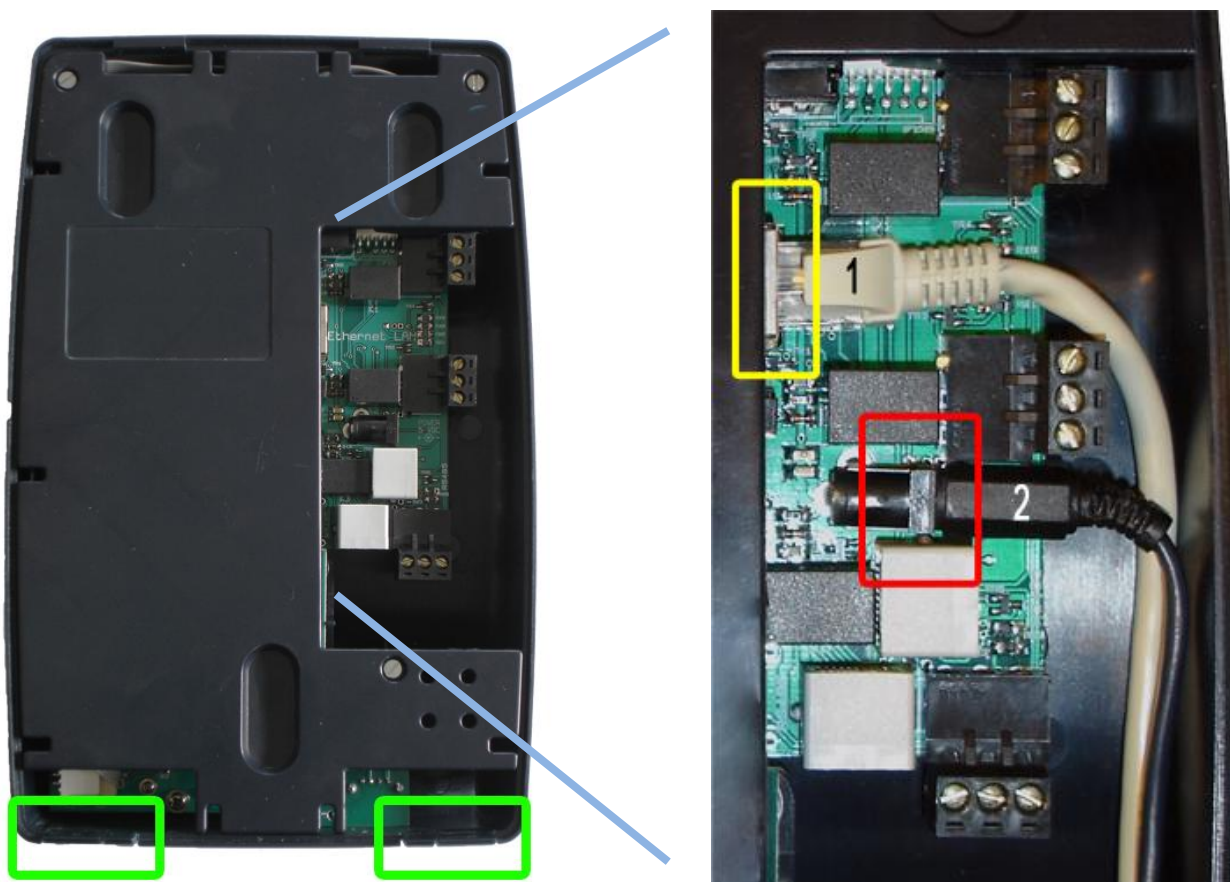
- Mount the back plate as shown below and then tighten it to the mounting surface.



Back plate showing key holes in green and breakouts in red

- Cables can be routed via three breakouts in the clock cover: two on the bottom and one on the back plate.

- Connect the 5 Volt power supply (supplied) to the TimeClock's 5 Volt connector (no 2 below).
- The supplied power supply must be connected to the power main via a normal figure-8 power cable (not supplied).
- Connect the network fly lead cable to the TimeClock's RJ-45 connector (connector no 1 below).



**Back of the clock showing the breakouts in green and the network and power connectors**

- Place the front cover on the back plate and clip the top end in. Lower the bottom of the casing onto the back plate and fasten the two screws at the bottom of the clock.

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## 2. DEVICE SETUP

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### 2.1. NETWORK SETUP

- Please note: When entering an IP address from the clock menu a total of 12 digits must be entered e.g. 192.168.1.12 needs to be entered as 192168001012.
- Press # to view the clock menu
- To cancel at any time press \*
- Press 7 to select “Device”
- Press 2 to select “Network Settings”
- “Enter Administrator Card, PIN or Finger” is displayed on screen
- Enter 9970#. “Admin Demo User” is displayed for about 2 seconds
- “Use DHCP?” will be displayed on screen. If you select Yes (#) the procedure will end as all the network settings will be updated from your DHCP server. If you select No (\*) “Enter IP address” with 192.168.0.111 displayed as the default IP address.
- Type in the required IP address. Press # to accept the displayed IP address.
- “Enter Netmask” will be displayed next. Type in the netmask IP address or press # to accept the displayed address.
- “Enter Gateway” will be displayed next. Type in the gateway address or press # to accept the displayed address.
- “Enter DNS1” will be displayed next. Type in the new DNS address or press # to accept the displayed address. Repeat the process for DNS2, DNS3 and DNS4.
- At the end of the procedure the clock will display “Network Settings Successful” and may display “Clock Inactive” for a short while.

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### 2.2. SETTING THE TIME, DATE AND TIME ZONE

- Press # to view the clock menu
- Press 6 to select “Time”
- To cancel at any time press \*

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## 2.3. SETTING THE TIME FROM THE INTERNET

- Press 1 (“ Get Internet Time”). “Enter Administrator Card, PIN or Finger” is displayed on screen
- Enter 9970#. “Admin Demo User” is displayed for about 2 seconds followed by “Get Internet Time Process started in background”

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## 2.4. SETTING THE TIME MANUALLY

- Enter the “Time” menu as in 2.2
- Press 2 (“Set Time”). “Enter Administrator Card, PIN or Finger” is displayed on screen
- Enter 9970#. “Admin Demo User” is displayed for about 2 seconds followed by “Time: (hh:mm:ss)” and the current time below that
- Where you are entering the time, the key sequence for 09:21:00 will be:
  - 092100
- “Successful” will be displayed when the time have been set.

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## 2.3. SETTING THE DATE MANUALLY

- Enter the “Time” menu as in 2.2
- Press 3 (“Set Date”). “Enter Administrator Card, PIN or Finger” is displayed on screen
- Enter 9970#. “Admin Demo User” is displayed for about 2 seconds followed by “Date: (dd/mm/yyyy)” and the current date below that
- Where you are entering the date, the key sequence for 01 June 2009 will be:
  - 01062009
- “Successful” will be displayed when the date have been set

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## 2.4. SETTING THE TIME ZONE

- Enter the “Time” menu as in 2.2
- Press 4 (“Set Time Zone”). “Enter Administrator Card, PIN or Finger” is displayed on screen
- Enter 9970#. “Admin Demo User” is displayed for about 2 seconds followed by “Enter New TimeZone”
- Enter your Time zone code followed by #. The TimeZone codes are listed under Appendix A
- “Set Time Zone Successful” “Will BOOT when done” will be displayed and the clock will reboot

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## 3. ENROLLING EMPLOYEES

- Press # to view the clock menu
- Press 3 to select “Employee”
- To cancel at any time press \*

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### 3.1. ADDING AN EMPLOYEE

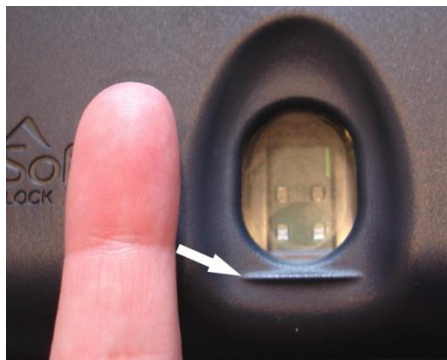
- Press 1 (“New Employee”). “Enter Supervisor Card, PIN or Finger” is displayed on screen
- Enter 9970#. “Supervisor Demo User” is displayed for about 2 seconds followed by “Enter Employee Number”
- Enter the employee number followed by #
- If this is a new employee “Employee not found” “Add Employee?” will be displayed. Press # to add the employee number. If you press \* (No) the procedure will be canceled. If the Employee exists on the system and is currently terminated, “Employee Terminated” “Untermiante?” will be displayed. To reinstate that employee press # or press \* to cancel the procedure.

- “Enter Card Number” will be displayed. Enter the employee PIN number or swipe the employee card. If the number is not yet in the clock database “Card not found” “Add Card?” will be displayed. Press # to add the number or \* to cancel. If the card has been assigned to another employee “Reassign Card?” will be displayed. Press # to reassign the card to this employee or \* to select another card number.
- “Assign Card”, “Successful” will be displayed at the end of the successful completion of the process.

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### 3.2. ENROLLING A FINGERPRINT

- Enter the “Employee” menu as in 3
- Press 3 (“Add Fingerprint”). “Enter Supervisor Card, PIN or Finger” is displayed on screen
- Enter 9970#. “Supervisor Demo User” is displayed for about 2 seconds followed by “Enter Card Number”
- Enter the employee’s card number followed by #
- “Swipe Finger” will be displayed. The employee must place her / his finger **firmly** on the fingerprint reader with the top crease of the finger placed on the ridge.



- “Enroll Finger in Progress” will be displayed after which the finger can be removed from the reader.
- The process will be completed once “Enroll Successful” has been displayed.

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### 3.3. ADDING A SUPERVISOR

- Press # to view the clock menu and then press 5 (“Admin”)
- Press 2 (“Employee Level”). “Enter Administrator Card, PIN or Finger” is displayed on screen
- Enter 9970#. “Supervisor Demo User” is displayed for about 2 seconds followed by “Enter Employee Num”
- Enter the employee number of the supervisor followed by a #
- “Is Supervisor?” will be displayed. Press # for “Yes” and \* for “No”
- “Is Administrator?” Press # for “Yes” and \* for “No. Please note: only one employee can be assigned the level of administrator i.e. 9970 will not be accepted as the administrator card from this point onwards
- “Set Employee Level Successful” will be displayed after successful completion of the process

## GENERAL USE

### CLOCKING ON THE CS TIMECLOCK

Clocking on the CS TimeClock is quite simple. To clock using proximity cards or tags, hold the centre of your employee card or tag in close proximity to the “Tag Here” circle on the clock. To clock using a PIN number, type the number on the clock keypad and press #. If the fingerprint reader is setup to use identification, the employee must firmly place their enrolled finger on the fingerprint reader. If fingerprint verification is used, the employee must first swipe their card or enter their PIN and then place the finger enrolled on that card / PIN on the fingerprint reader.

The employee name, access area and TNA direction will be shown on the clock display. For an IN clocking the clock will beep twice and light a green LED. For an OUT clocking the clock will beep once and light a red light.

## EXPORTING DATA TO THE USB THUMB DRIVE

Only supervisors and the administrator can access this option.

- Plug a USB Thumb drive into an available USB port on the clock
- Press # to enter the clock menu and then press 4 (“Super”)
- Press 3 (“Export to USB/Excel”). “Enter Supervisor Card, PIN or Finger” is displayed on screen
- Enter your supervisor card number and press # or swipe your supervisor card. “Days to Export?” will be displayed.
- Enter the number of days you wish to export clockings and hours information for and press # to continue.
- “Export to Excel Successful” will be displayed on screen when the process is complete. You can now unplug the USB drive from the clock.
- The clock will write two files to the USB drive: dhrsexportXXXXX.csv (clockings and daily hours) and phrsexportXXXXX.csv (payroll hours) where XXXXX is the serial number of the clock. The hours are exported as decimal hours to allow easy manipulation in Excel.

## BACKING UP THE DATABASE TO USB DRIVE

Backups are essential for any electronic data system and can only be done by the clock administrator.

- Plug a USB Thumb drive into an available USB port on the clock
- Press # to enter the clock menu and then press 7 (“Device”)
- Press 1 (“Backup Database”). “Enter Administrator Card, PIN or Finger” is displayed on screen
- Enter your administrator card number and press # or swipe the administrator card.
- “USB Backup in Progress” will be displayed while the database is written to the drive.
- “USB Backup Successful” will be displayed when the backup is complete after which you can remove the USB Thumb drive.

## APPENDIX A: WORLD TIME ZONE CODES

- 1: GMT+1
- 2: GMT+2
- 3: GMT+3
- 4: GMT+4
- 5: GMT+5
- 6: GMT+6
- 7: GMT+7
- 8: GMT+8
- 9: GMT+9
- 10: GMT+10
- 11: GMT+11
- 12: GMT+12
- 21: GMT-1
- 22: GMT-2
- 23: GMT-3
- 24: GMT-4
- 25: GMT-5
- 26: GMT-6
- 27: GMT-7
- 28: GMT-8
- 29: GMT-9
- 30: GMT-10
- 31: GMT-11
- 32: GMT-12
- 40: GMT+0
- 1000: Africa/Johannesburg
- 2000: Australia/ACT
- 2001: Australia/North
- 2002: Australia/NSW
- 2003: Australia/Queensland
- 2004: Australia/South
- 2005: Australia/Tasmania
- 2006: Australia/North
- 2007: Australia/Victoria
- 2008: Australia/West
- 3000: Europe/Amsterdam
- 3001: Europe/Berlin
- 3002: Europe/London
- 3003: Europe/Madrid
- 3004: Europe/Oslo
- 3005: Europe/Paris
- 3006: Europe/Rome
- 3007: Europe/Auckland
- 4000: Pacific/Auckland
- 5000: US/Alaska
- 5001: US/Central
- 5002: US/Eastern
- 5003: US/Hawaii
- 5004: US/Mountain
- 5005: US/Pacific