

MAKING THE CABLE CONNECTIONS TO YOUR PC

You are now ready to make the data and power connection to the TimeCalculator. Turn off your PC while you make these connections.

Insert the DC power plug into the rightmost connector on the bottom of the TimeCalculator case. Next insert the modular communication cable into the phone jack next to the DC power plug. Finally, insert the other end of the modular cable into the 9-pin serial port of your PC using the provided adapter. If your PC requires a 25-pin connector your Icon Time Systems dealer can sell you the proper converter.

When you have completed the cable connections plug the AC power pack for the TimeCalculator into the surge protector outlets. Turn on your surge protector if it has a power switch. The LCD display should now be visible. If the terminal has the Battery+ option it may take a few moments for the display to appear, depending upon the battery charge level.

SUPERVISOR FUNCTIONS

To enter **Supervisor Mode** press the lock key in the lower right hand corner of the keypad. You will be prompted for your supervisor code. This code is set by factory default to be **00 00 00**. You may change this code to be any six-digit code of your choice at a later time. Press the 0 key six times to enter in this code. You will now be in supervisor mode. Follow the instructions below, remaining in Supervisor Mode to configure your clock.

When in supervisor mode use the **up** and **down** arrow keys to move from one menu to the next. Press **enter** to select a specific function, then use the **up** and **down** keys to scroll the blinking field to the value you desire. Pressing **enter** will advance you to the next field, pressing **clear** will step you back to the previous field.

To exit supervisor mode press **clear** until your display reads the day of week and time of day on the top line of the display. The bottom line will usually read ENTER ID NUMBER.

Configuring your Terminal's Firmware

From the supervisor mode complete the following tasks:

Date and Time

The TimeCalculator will automatically adjust your date and time for the month, leap year, and daylight savings time, if you have that switched on. After you setup your terminal you should seldom have to change the date or time. To change the system's time and date proceed as follows:

When in supervisor mode scroll the display to show **SET DATE & TIME**

Press **enter** to begin editing the time. Using the function keys as described above set the time of day. You have edited all fields once your display has returned to reading **SET DATE & TIME**,

Daylight Savings

This function determines if your terminal will automatically adjust time for daylight savings changes. These changes are programmed to change at 2:00am on the first Sunday of April and the last Sunday of October. If your region is affected by daylight savings leave this function set to its default of **Yes**. Otherwise use the above procedure to set this to be **No**.

Clock ID Number

This function sets a unique two-digit number to identify this clock in the TimeSource software. If you have only one clock this can be left at its factory default value of 01. If you use multiple clocks use the above procedure to set this number to a unique value.

Other Supervisor Functions

The following supervisor functions are not required to configure your terminal but may be helpful from time to time in your system's operation.

Show Options – This function is for information only; there is nothing to set. By pressing enter you can review the terminal's version number and communication type.

Code # - This function sets the six-digit code used to enter Supervisor Mode. Make sure to use a number (like your birthday) that you will remember. The factory default Supervisor code is 00 00 00.

Lock Out – This function is used only with the TimeSource Scheduling and Lockout module. Scheduling and Lockout is an additional module that is available through your dealer. Please refer to the Scheduling and Lockout module user guide for specific use of this function (default = Yes).

Keypad Entry – If set to No the keypad cannot be used to enter an Employee ID number. This prevents buddy punching on terminals that use badge readers for ID input (default = Yes).

Test Scan – This function tests the encoding on an employee badge. Press Enter to start test mode, then swipe the suspect badge. If the badge is functioning properly you will see its corresponding 3-digit id code displayed on the screen.

Print Memo Buffr – This function is not used and is intended for future expansion.

Punch Editing – This function can be used at the clock to edit or view punches currently stored in the terminal's memory. You can only edit/view punches that have not already been sent to the personal computer running TimeSource.

To edit or view punches press ENTER when **Punch Editing** is shown on the display.

If you want to review a specific employee's punches enter that ID number when prompted, otherwise you may press the arrow keys to scroll chronologically through the terminal's punches.

If you find a punch you wish to edit, press ENTER. You may now use the arrow keys to edit this punch's values. Pressing Enter advances you to the next field, and saves the punch once all fields have been reviewed. The Clear key steps back to a previous field if you need to change an entered value. Pressing Clear until you exit the Punch Edit screen will allow you to avoid saving the changes you have made on the currently displayed punch.

To change the date on the punch use the UP/DN arrows to scroll through the 24 hour time range.

Signing In, Out and Changing Departments on the Data Terminal

Employees sign in and out on the data terminal by using their 3-digit ID code, or swiping their assigned badge through the badge reader. Once a valid ID number has been entered the employee's name will be displayed for confirmation.

Once a valid ID is entered the employee may press **In**, **Out**, **Function** or the **Info** key. If Validate In/Out punches is set in your PC software the terminal will blink the recommended function on the LCD Screen.

To Sign In - Press the IN key.

If you have more than one department you will be prompted to select a department.

To Sign Out – Press the OUT key

You may be prompted for data field information such as tips, if configured in the PC software.

To Change Departments – Press the Function key

You may then select another department to transfer into.

To get your last punch and any waiting messages – Press the INFO key

The last punch review is limited to the punches in the data terminal since the last polling.

If you need to select a department, or enter a data field, such as tips, you must press ENTER after you have made your selection. Use the UP/DN key to scroll departments and use the number keys to enter numeric information for the data field.