FlexClock

Multi-Purpose Time Device

Vx510 & Vx570 Setup Guide

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SETUP

To set up your new FlexClock, there are only two cables to connect, with a third being optional. Connect the Ethernet cable underneath (Vx510) or on the back of (Vx570) the clock and then to your network. Be sure to use either the port labeled 10BaseT (Vx510) or that is not labeled at all (Vx570). The clock will be unable to transmit if it connected to the incorrect port. Next connect the power cord, and the analog telephone line if desired. Once connected, the clock can be used immediately if the clock has already been added to your account.

Network Setup

Your FlexClock automatically sets itself up on your network, as long as your network supports this capability. Most small business networks do.

Your company's IT department can tell you whether you need to set up a "Static IP address". Usually, you do not need to do this. If you do, you can reach a hidden Network Configuration menu. To access this menu, press the left most purple key, and enter the following password: 2663.

For firewall administrators only: FlexClock will make outgoing connections on TCP ports 8288 and 8289. By default, most firewalls allow this sort of outgoing connection without any additional setup. FlexClock only makes

of Ethernet, and is completely portable with its built-in rechargeable battery. A single charge lasts several days.
- Optional external fingerprint accessory available for all FlexClock Vx-Series models.

The FlexClock L-Series

- FlexClock L1 - Provides Ethernet connectivity and premium biometrics from Lumidigm® in a sturdy high-quality wall-mountable enclosure.

ADDITIONAL QUESTIONS

If you have any additional questions regarding the installation or use of your FlexClock, please contact your service provider.

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OTHER MODELS IN THE FLEXCLOCK LINEUP

The FlexClock Z-Series

Provides Ethernet connectivity and available biometrics at an unbeatable value.

- ·FlexClock Z18 is a simple and affordable time clock using a proximity card reader.
- ·FlexClock Z23 and Z24 are simple and affordable time clocks with a built-in fingerprint reader. (They function the same, differing only in style and appearance).

The FlexClock Vx-Series

Based on quality banking equipment from VeriFone®. All Vx-Series clocks include a magstripe card reader, receipt printer, and fully support analog dialup (land line) as an alternate communication method. Options include:

- ·FlexClock Vx510 and Vx570 - Basic model with Ethernet, Dialup, and a printer. The Vx570 can be mounted to the wall with a wall mount while the Vx510 is meant for tabletop use `only.
- ·FlexClock Vx510G - Offers a cellular connection instead of Ethernet. Requires AC power or vehicle power.
- ·FlexClock Vx610 - Offers a cellular connection instead

outgoing connections, so it does not need any setup for inbound connections.

Analog Setup

The analog line can be used as a backup in the case that the clock can not communicate over the network. This is done automatically if the cord has been connected to the port labeled with a telephone and to an active, analog phone line. If a 9 or other prefix is needed to place an outside call, press the left most purple key to access the menu, and enter the code 123662. Enter the desired prefix and follow the on screen prompts.

Initial Setup

All of the clock settings are retrieved from the timekeeping server. This includes settings like the time and date, time zone, Daylight Saving Time settings, etc.

Once the clock is connected to the network, you can press the 9 key to force it to communicate.

If you receive the message "UNKNOWN SERIAL #", it means your account has not been set up on the server. Note that it can take up to 10 minutes after the clock has been added to the site for it to actually become active.

Once your clock is set up, it will periodically transmit

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- ·FlexClock Vx610 - Offers a cellular connection instead

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Daylight Saving Time

Your clock automatically adjusts for Daylight Saving Time (DST) as instructed by the server. The adjustment takes place immediately when the clock reaches the designated time (i.e. 2:00 AM).

Daylight Saving adjustments occur on a Sunday.

From Sunday through Tuesday, the clock will show a "DST check mark" icon next to the time, to remind employees that the DST correction has taken place.

The timekeeping website automatically performs adjustments to ensure everything is correct. There should rarely, if ever, be a need to adjust time cards - even if employees worked overnight during the time change.

If you live in an area that does not observe Daylight Saving Time (such as Arizona), then the automatic adjustment is disabled by your payroll provider from the web site.

CLOCKING IN & OUT

Clocking in and out is simple: Press 1 to clock in. Press 2 to clock out.

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After you press 1 or 2, enter your PIN number, or swipe your card.

Additional prompts (such as department, job, or tip prompts) may appear. These are configured from the timekeeping web site. The 4 and 5 keys can also be used to clock "in" and "out", if enabled from the web site. This allows an alternate set of prompts to be shown to certain employees. This feature is commonly used at restaurants. For example, non-tipped employees may use these keys to bypass a prompt that asks "enter total tips". Contact your service provider for more information.

TROUBLESHOOTING

Troubleshooting Network Connection

You can always force the time clock to attempt to contact its server at any time by pressing the 9 key.

The time clock's ability to transmit depends on your Internet connection. If you are having trouble transmitting, ensure your Internet connection is up and that it is connected to the correct port on the clock (10BaseT for the Vx510 and the unlabeled port for the Vx570).

You can unplug the clock's power at any time and plug it back in to force it to acquire a new IP address using "DHCP"

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