

# FlexClock

Multi-Purpose Time Device

Z11 Setup Guide



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# Installation and Setup Overview

More details for each step can be found on the page number indicated.

Basic Installation Steps:

1. Find a suitable location for installation that is close to both a power outlet and an Ethernet port
2. Unpack items from box
3. Mount device to the wall (Page 4)
4. Connect cables to device (Page 5)
5. Determine if any additional settings are required for the network connection (Page 6)
6. Download device setting from server (Page 6)
7. Normal use (Page 7)



Z11 in box



Z11 installed

## Overview

The FlexClock Z11 offers employers an affordable Ethernet enabled timekeeping solution that can track employee punch data in near real-time.

**Employee's can record In/Out punches using a "Mango" proximity badge OR an employee PIN code.**

### Mango Badge-**Type vs. "Wiegand" (Universal)**

The Z11 utilizes a specific proximity badge card format referred to as "Mango," typically indicated by the Mango logo displayed on the card face. By contrast, universal or generic-use proximity badges known as "Wiegand" integrate with a broad variety of proximity hardware models (see the Z18), but are not supported by the Z11.



### Connectivity

The Z11 uses an Ethernet connection to send employee punch data through the Internet. This provides near real-time\* access to employee punch data, as the flow of data continues throughout

## Installation

### Wall Mounting

The Z11 has a removable *back plate* that must be attached to the unit as the final step of wall mounting. This *back plate* will serve as the mounting bracket and a template for wall anchor placement. The *back plate* has standard AND key-hole style mounting provisions available.

After the *back plate* is securely fastened to the wall, use the (4) supplied screws to attach the Z11 to the *back plate*. There are (2) attachment points

\*Real-Time connection — Punch data becomes available online with in minutes of being entered at the device.

## Installation Continued

### Connecting Z11

There are only two cables required to set up your new FlexClock Z11. An Ethernet cable that connects to your network, and a power supply cable.

Follow the steps below to connect your Z11. For detailed network setup instructions, see page 6.



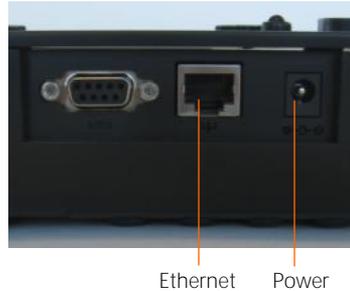
Ethernet Cable



Power Cable

### Step-by-Step instructions:

1. Find the supplied Ethernet cable
2. Insert one end of the Ethernet cable into the Ethernet port on the wall and the other end into the Ethernet port on the Z11 (shown in picture)
3. Find the supplied power adapter
4. Insert the power adapter into the **wall outlet and the "small end"** into the power port on the Z11 (shown in picture)
5. Once the clock has power, follow



# Network Settings

## Firewall Setup

Most firewalls will not need any additional setup, however, this device requires specific open ports to connect to the Internet. These ports are detailed below. If any connection issues arise, this is one likely cause.

Notify your firewall administrator that this device will need TCP ports 8288 and 8289. This device will make outgoing connections only and will not require any inbound ports.

## Network Setup

**The Z11 uses your company's network to access the Internet. Most networks will allow this device to connect automatically using a "dynamic" IP address (DHCP). Your IT administrator can tell you if your network is DHCP enabled or if you will need to set up a "static IP" address for this device. If any connection issues arise, this is one likely cause.**

## Static IP Setup

**Note: Only use these steps to setup a static IP address if your company's network configuration requires it.**

To set up a static IP address you will need the following information from your IT Administrator.

Static IP address: \_\_\_\_\_

Subnet mask: \_\_\_\_\_

Default gateway: \_\_\_\_\_

DNS server: \_\_\_\_\_

Alternate DNS server (optional): \_\_\_\_\_

To access the Z11 network setup menu from the time and date

# Initial Setup

When the clock has been connected to your network, press [9]. As long as your account has been fully setup, at this time the settings for the clock will be retrieved from the server. Including: The current time and date, the Daylight Saving Time (DST) and time zone, and any additional settings needed.

## Initial Setup Continued

If you receive the message "UNKNOWN SERIAL #," your service provider may need to finish setting up your account. Once your account has been set up on the server, wait about 10 minutes, then press [9] again.

Although you can initiate a connection any time by pressing 9, once your clock has made the initial connection with the server it will automatically transmit punch data and get any updates as needed.

## Using the Z11

### Clocking In & Out

When the Z11 records a time (sometimes referred to as a "punch") for an employee, it will need to know if the employee is *clocking in* or *clocking out*.

To select "in" or "out," (at the *Main* or *Time and Date* screen) press [1] to record an "in" punch or press [2] to record an "out" punch.

After selecting [1] or [2] you will then either hold your proximity card in front of the Z11 OR input



PIN entry



Proximity card

### Clock Prompts

Once an employee is recognized by the device, they may be prompted for additional information (such as *department #*, *job #*, or *tip* amount). These prompts are usually configured by your service provider. Optionally, the [4] and [5] keys can also be used to clock *in* and *out*, if enabled on your account. This allows an alternate set of prompts to be shown to certain **employees, but not others**. If the message "entry too short" is displayed on the screen after an employee PIN is entered, your service provider may need to change a setting on your account.

### Troubleshooting

If any issues arise while installing, setting up, or using this device, please contact your service provider with the error message and/or other details.

# Troubleshooting

## Network Connection

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

The time clocks ability to transmit depends on your Internet connection. If you are having trouble transmitting, ensure your Internet connection is up.

**You can unplug the clock's power cable at any time and plug it back in to force it to acquire a new IP address using Dynamic Host Control Protocol (DHCP).**

## Additional Questions

If you have any additional questions regarding the installation or use

## 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 a.m.) Adjustments occur **on a Sunday. From Sunday through Tuesday the clock will show a "DST checkmark" icon next to the time, to remind employees that the DST**

## FlexClock Z11 Setup Guide

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