FlexClock® **Z11**

USER MANUAL & SETUP GUIDE

FLEXCLOCK SERIES
MULTI-PURPOSE TIME DEVICE

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Clock Dimensions

L: 5.25 in ; **W:** 7.25 in ; **D:** 2.25 in

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 Boxed

Z11 Installed

Clock 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 the workday.

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 four supplied screws to attach the Z11 to the back plate. There are two attachment points on the top of the unit and two on the bottom.

*Real-time connection — Punch data becomes available online within 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.
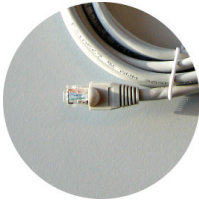

Ethernet Cable

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)

Ethernet   Power

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 the network setup steps on page 6
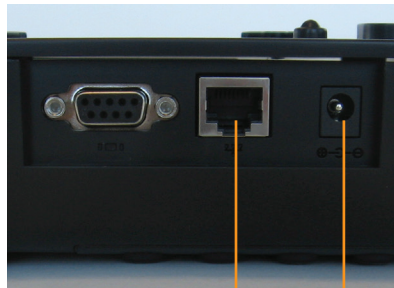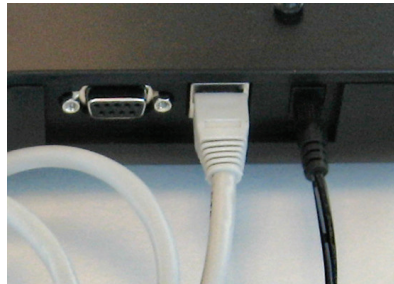
Network Settings

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 servers: _____

Alternate DNS server (optional): _____

To access the Z11 network setup menu from the time and date screen: Press (*); Type "2663"; Press (OK); Press (1); Press (2); then follow the instructions on the screen and input each required IP address.

Initial Setup

When the clock has been connected to your network, press (9). As long as your account has been fully setup, 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 your employee PIN number.

 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.

Other FlexClock Models

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 Z33 and Z34 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 (landline) as an alternate communication method. Options include:
- · FlexClock Vx510 and Vx570 - Basic model with Ethernet, Dialup, and a printer. The Vx570 can be wall mounted 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 of Ethernet, and is completely portable with a built-in rechargeable battery. Optional external fingerprint accessory available for all FlexClock Vx-Series models.

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

FlexClock Z11 Setup Guide