

What is included in this package?

In addition to the device, the package includes the following items:

- AC Adapter
- Accessory Package
- (1) RFID Card
- Quick Guide

Other Resources

For questions /issues with time clocks, please contact our Support Team:

(Please reference the unit serial number located on the back of unit)

Phone: 1-866-642-7649 ext. 1

Email: support@microix.net

Virtual Support:

<http://www.microix.net/virtual-support/>

Microix User Manual/Guide: Send an email to sales@microix.net to request a copy

Available KB Articles-

<http://www.microix.info/helpdesk/KB/Category/15-time-clock>

Quote for additional time clocks or training

Contact your Microix/MIP consultant or send an email to sales@microix.net

General Overview/Checklist for Implementing Microix Timesheet and Time Clock Hardware:

IMPORTANT: Please consult with your Microix Consultant. The following process will be discussed during your initial "discovery" meeting

Microix Timesheet Module (WFM) (Org Management Team/Microix Consultant/Microix Support)

Step 1 Install Microix Workflow Modules on the MIP SQL server

Step 2 Register to acquire your Microix activation code

Step 3 Import all employees from MIP's Payroll Module

Step 4 Create appropriate Microix Workflow and assign employees to each workflow and setup employee rights (configure software)

Step 5 Assign all employees who will be clocking in and out from time clock and assign employees defaults

Microix Time Clock Manager Software (TCM)

(Org IT Manager/Microix Support)

Step 6 Install Microix Time Clock Manager (TCM) Software on the MIP SQL server

Time Clocks and TCM

(Microix Consultant/Org IT Manager/Microix Support)

Step 7 Configure each clock with a static IP address and register each IP address in the Microix TCM software

Step 8 Start the process by enrolling each employee with the different methods used depending on the type of clock you purchased

Step 9 After all employees are enrolled in the master clock, you can "sync" to other clocks on the network (if applicable)

Optional Add-ons

(Org IT Manager/Microix Support)

Step 10 Install the WFM Web Companion application or any other add-on



Subject to change

Time Clock Quick Guide
(Also, refer to Microix User Manual)



For Microix Timesheet Module

Microix Support Department

Phone: 1-866-642-7649 ext. 1

Email: support@microix.net

Pre-Mounting Recommendations

NEW INSTALLATION— If purchasing multiple units, please do not mount all units until you consult with your Microix consultant

Place the time clocks about four to five feet above the ground. If the time clocks are placed too high or too low, it may require the user to reach up or down. Placing the time clock at a comfortable height can help reduce facial or fingerprint read errors.

When mounting the time clock, consider the following:

- Do not place the time clock outdoors without adequate protection from weather or vandalism
- Use a regulated power source for the time clock
- The operating temperature for the clock is 0° to 45°C (32° to 113°F)
- The operating humidity for the clock is 20 to 80%

Mounting tools needed

- Flat head screwdriver
- Hand drill

Use the drill to make small set holes for the screw anchors

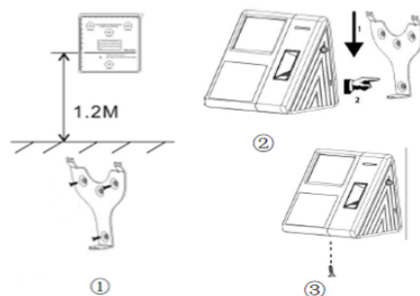
IFACE

1. Affix the paper template to the wall and drill three (3) holes within the three (3) marked circles on the paper template.

***We recommend affixing the template about four (4) feet (1.2m) above the ground, assuming the average height of your users is 5-6 feet tall (1.5m – 1.85.)

2. Now affix the mounting plate on the wall by drilling three (3) screws into the three (3) circles marked on the paper template. Then hang the Facial unit on the mounting plate (top side first).

3. Secure the Facial unit to the mounting plate with a screw from below



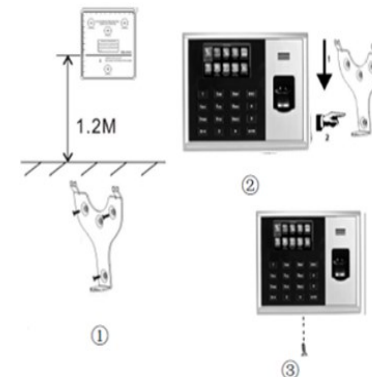
S30

1. Affix the paper template to the wall and drill three(3) holes within the three (3) marked circles on the paper template.

***We recommend affixing the template about four (4) feet (1.2m) above the ground, assuming the average height of your users is 5-6 feet tall (1.5m – 1.85.).

2. Now affix the mounting plate on the wall by drilling three (3) screws into the three (3) circles marked on the paper template. Then hang the S30 on the mounting plate (top side first).

3. Secure the S30 to the mounting plate with a screw from below



ICLOCK 700

1. Place the mounting template on the wall. Using the drill, mark or drill the set holes using the four (4) holes provided in the mounting template
2. Remove the template from the wall and insert the screw anchors into the set holes.

3. Replace the template over the four holes and using the four (4) screws provided, attach the back plate of the clock on the wall.

4. Connect the power and network cables to the time clocks

*** If you are running the wires inside of the wall, remember to create a hole in the wall for that first. If running wires outside of the wall, use the hole in the place for the wires.

5. Using the tabs on the mounting template and the clock itself, angle the clock to attach it to the mounting template and the wall. (1)

6. Refasten the screw in the bottom of the time clock and tighten. (2)

