ETC 100 MODEL CLOCK

ETC Model clocks are available with the following communication options, Serial, Serial Daisy and Modem. Each clock model is explained in detail in this chapter.

Creating a Time Clock Profile

Before the ClockLink utility will be able to connect to your time clock, you must first create a profile for the clock within the TimeForce program. Clock profiles are created from the **Clock Controls** section of the TimeForce software.

1. Open the TimeForce software and log in as a user with administrative rights.
2. Click on the main "Admin" navigation tab at the top of the screen.
3. From the **Clock Controls** section of the screen, click on "Clock Settings." The "Clocks Setup" screen opens.
4. This screen is divided into two columns. In the left-hand section of the screen, click on the **Add Clock** ◉ icon located to the right of the **Clocks Setup** header. The "Clock Info" screen opens to the right.
5. Enter the **Clock ID**. This is the ID that is assigned at the time clock itself. The default clock ID is "1."
6. Select "ETC" from the **Model** drop-down menu.
7. Enter a **Description** for this clock as you would like it to appear in TimeForce and ClockLink.
8. If you would like to assign this clock to a group, make the desired selection from the **Group Name** drop-down menu.
9. Enter the clock **Password**. This is the password that is assigned at the time clock itself. The default clock password is "ETC."
10. Select the **Connection Type** from the drop-down menu. The steps to completing the clock profile vary slightly depending on what connection type you are using.

    - **Serial Clock:** Select the **Com Port** that the clock is connected to from the drop-down menu. Select "Auto Detect" to have the system automatically determine which port the clock is connected to.
    - **Modem Clock:** In the **Phone Number** field, enter the phone number of the line that the clock is connected to. Enter the number exactly as you would dial it into a telephone, including any necessary area code or extension numbers. Do not use dashes or brackets.
      Example: A phone number of (800) 555-4855 would be entered as "18005554855."

11. If you would like to make it so that only a specific range of card numbers will be accepted at the time clock, enter the desired range into the **Card Range** fields.
12. If you would like to make it so that only a specific range of job numbers will be accepted at the time clock, enter the desired range into the **Job Range** fields.
13. If you would like to make it so that only a specific range of task numbers will be accepted at the time clock, enter the desired range into the **Task Range** field.

14. If you would like to upload relay events to the time clock, put a check-mark in the **Upload Relay Events** field. The **Relay Events** header appears at the bottom of the screen. Click on the ⊙ icon located to the right of the **Relay Events** header.

- To create a new relay event, click on the [ADD] icon.
- In the **Time** column, enter the time of day that this event is to be activated. The time must be entered in 24-hour format.
- In the **Duration** column, enter the number of seconds that you want the bell or buzzer to sound for when the event is activated.
- When the relay event occurs, it can either pulse for its duration or it can sound continuously. With **Pulse** selected, the bell or buzzer sounds as a series of pulses (on...off...on...off...on...off) for the duration of the event. If not selected, the bell or buzzer sounds continuously for the duration of the event.
- Put a check mark in the box for each day of the week on which you want this event to occur.
- Click on the [ADD] icon to insert additional events. Click on the [SAVE] icon to save the changes that you have made.
- The clock can handle up to 32 relay events. To remove a relay event from the clock profile, click on the ✖ icon.

15. Enter any desired **Notes** about this time clock into the provided text-entry field. There is a maximum of 250 characters.

When you have finished entering clock information, click on the [ADD] icon to add the time clock profile.

Hardware Installation

Use the following instructions to place your time clock in the desired location and to establish communications with the clock. Follow the instructions below that correspond with the type of communication that your clock uses.

Once you have installed your time clock, refer to page 4 for clock usage instructions.

Serial Clocks

Qqest recommends that you test communication with your time clock before installing the clock to its permanent location. If you purchased a 20-ft. cable, use it for the communications test. Otherwise, test communications with the 6-ft. test cable that was included with your purchase.

Testing Time Clock Communications
1. Connect the power cord to the bottom of the time clock and plug it into the closest available (110 - 120 VAC) outlet.
2. Connect the RJ-11 connector of the cable into the port labeled "Phone/Computer/Daisy" on the bottom of the time clock.
3. Connect the RS-232 end of the cable (the 9-pin connector) into an available serial port on your computer.
4. Open the ClockLink utility.

5. In the "TimeClocks" section on the left-hand side of the screen, select the desired clock from the tree-directory. Click on the "Connect" link located directly to the right of the "TimeClocks" header.
   Note: Before ClockLink can connect to a time clock, you must first create a time clock profile in the TimeForce system.
6. Once communication has been established with your time clock, the right-hand section of the screen opens.

If the time clock successfully connects, you can now install the time clock to its permanent location. If the clock does not connect, refer to documentation on "Clock Communication Troubleshooting."

Installing the Local ETC Time Clock
The clock should be placed in a convenient location where employees typically enter and exit the work area.

1. Attach the time clock to the wall with the provided mounting screws.
2. Connect the power cord to the bottom of the time clock and plug it into the closest available electrical (110-120 VAC) outlet.
3. Connect the RJ-11 connector of the serial cable into the port labeled "Phone/Computer/Daisy" on the bottom of the time clock.
4. Connect the RS-232 end of the cable (the 9-pin D-connector) into an available serial port on your computer.

Modem Clocks

The time clock should be placed in a convenient location where employees typically enter and exit the work area.

Note: A Modem time clock will only communicate over an analog phone line. Digital lines *are not* supported. Due to possible problems when running a modem clock on some types of phone systems, we require that only a "two wire" phone cable be used with our clocks (as opposed to a standard "four wire" cable). This prevents possible damage to the clock motherboard or modem due to power running through the two extra wires.

We have provided a two wire phone cable with the time clock. If you need longer cables, please use this cable as a template to properly modify a standard four wire phone cable, or you can purchase a new cable of sufficient length from Qqest Software Systems.

1. Attach the time clock to the wall with the provided mounting screws.
2. Connect the power cord to the bottom of the time clock and plug it into the closest available electrical (110-120 VAC) outlet.
3. Insert one of the square, plastic RJ-11 connectors of the Telephone Adapter Cable into the port of the bottom of the Time Clock labeled "Phone/Computer/Daisy." Ensure that the connector locks into place.
4. Insert the RJ-11 connector on the other end of the Telephone Adapter Cable into an active telephone wall jack. Ensure that the connector locks into place.

Uploading the Date and Time

Before you can begin using your time clock, you must first upload the date and time to the clock using the ClockLink utility.

Note: Before you will be able to upload the date and time, you must first create a time clock profile in TimeForce for each clock that you would like to connect to.

1. Open the ClockLink utility. From the Windows Start Menu go to Programs | TimeForce and click on "ClockLink."
2. Each time clock that has been set up in the TimeForce software is listed in the left-hand section of the screen. Highlight the clock that you would like to upload the date and time to and click on the "Connect" link.
3. Once communication has been established with your time clock, the right-hand section of the screen opens. From the row of tabs at the top of the screen, ensure that [PARAMETERS] is selected.
4. From the **Actions** section of the screen, click on the icon. The "Upload Date/Time" screen opens.

   - Enter the desired **Date**. By default this field is populated with the system date of the machine that the ClockLink is installed on. Click on the down-arrow icon at the end of the field to select the date from a calendar.
   - Enter the **Time**. By default this field is populated with the system time of the machine that ClockLink is installed on. Click on the up and down arrow keys at the end of the field to select the time, or place your cursor in the field and manually type the desired time.
   - Put a check mark in the **Use System Time** option to send the computer's system date and time to the clock. With this setting enabled, the "Date" and "Time" fields are grayed-out.

5. Click on the [OK] icon to send the date and time to the clock.

You can now exit the ClockLink utility.

Time Clock Usage Instructions

Once you have installed the clock your employees can begin using it to punch in and out. Periodically, you will need to process those punches to calculate the hours and earnings required for payroll.

The Model 100 time clock uses a magnetic card reader and time cards to collect your employees' punches. This is the simplest model of time clock, and is for use when only the most basic Time & Attendance calculations are being performed.

Clocking In and Out

1. Ensure that the green READY light on the clock face is illuminated. If the green light is not on, refer to documentation on "Clock Communication Troubleshooting."
2. Hold the time card with the magnetic strip facing right.
3. Quickly and evenly slide the card through the card reader slot from top to bottom.

4. If the card was swiped correctly, the card number appears briefly on the display, a short beep sounds, and the READY light flashes. If the card was not swiped correctly, three beeps sound, the card number does not appear on the display, and the red WAIT/ERROR light comes on. If the READY light returns after the WAIT/ERROR light stops blinking, swipe the card again. If the WAIT/ERROR light remains on, the system is not ready to accept card swipes. To correct this you will need to refer to documentation on "Clock Communication Troubleshooting."

See documentation on "Downloading Your Time Clock" for instructions on downloading the punches from your time clock.

If you have any questions, please contact Qqest Technical Support at 800-697-7010, Monday through Friday from 7 am to 5 pm, MST.