

**CS TIMECLOCK**

**3210**

**QUICK START MANUAL**

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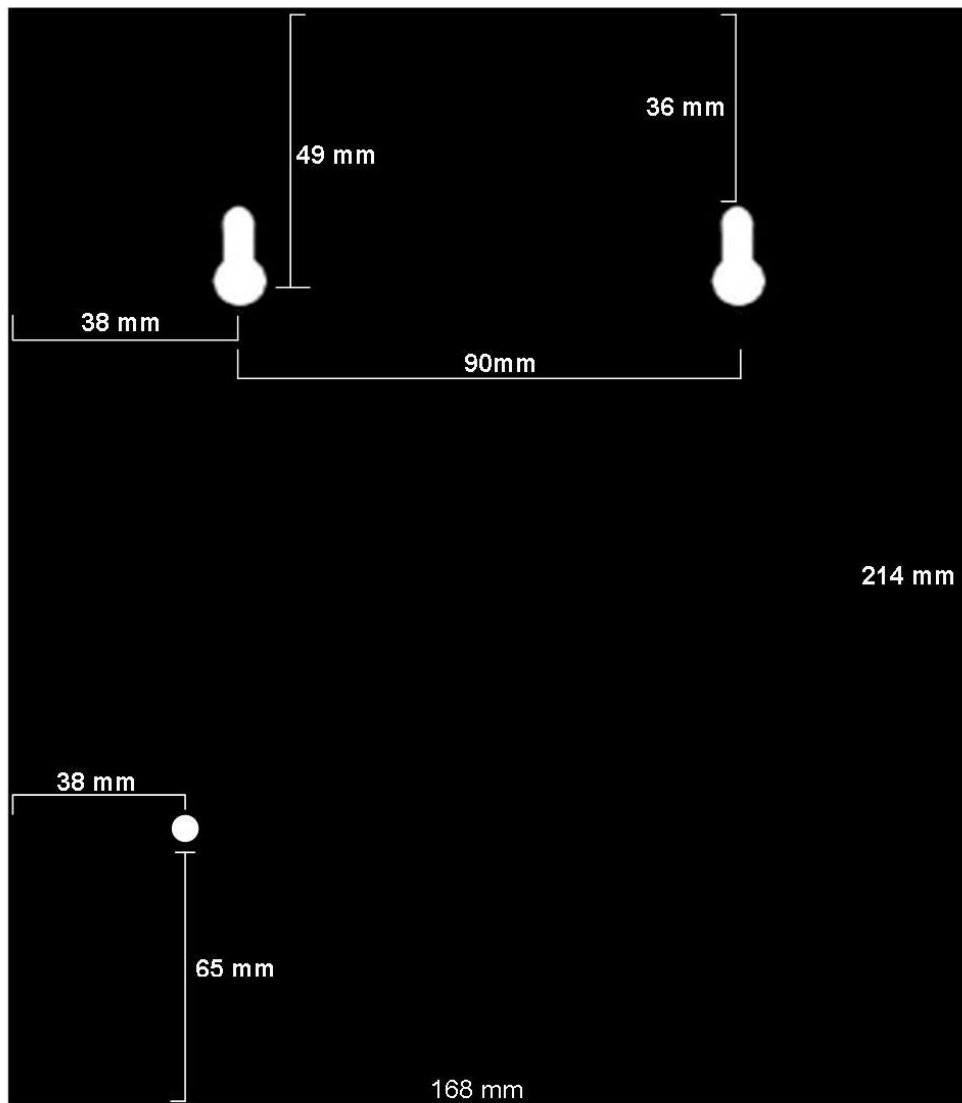
# CLOCK INSTALLATION

## INSTALLATION INSTRUCTIONS



## 1. HARDWARE INSTALLATION

- Installation on a upright surface via two key holes at the back of the TimeClock casing
- The keyholes are 90mm apart and 49mm from the top of the TimeClock casing with a securing hole on the bottom left as shown in the diagram below:

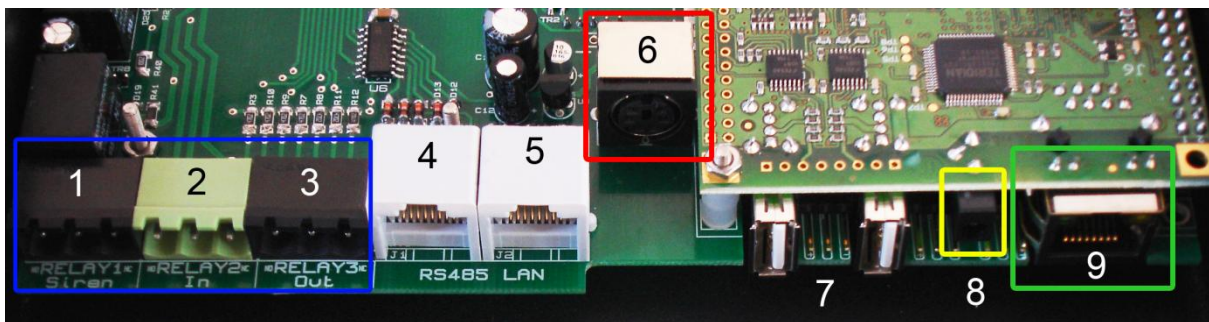


- Remove the back plate cover by removing the 4 side screws with the allen key provided.

- Mount the back plate as shown below and then tighten it to the mounting surface via the securing hole.

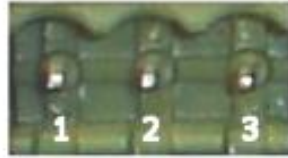


- Cables can be routed via 3 holes in the clock cover: 2 on the bottom and one at the back plate. If the cables will be routed via the bottom, remove the preferred hole cover (the small metal plate).
- The connectors are located at the bottom of the clock

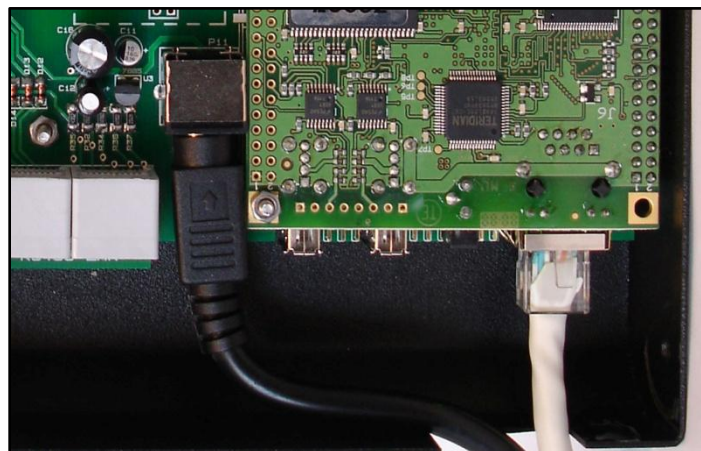


- The connectors are described below from left to right with the clock display and keypad facing downwards
  - 1 – Siren Relay
  - 2 – In Relay
  - 3 – Out Relay
  - 4 – RS-485 Extender reader connection
  - 5 – RS-485 Extender reader connection
  - 6 – 5&12 Volt Power Input Connector
  - 7 – USB ports
  - 8 – 5 Volt Power Supply input (not used)
  - 9 – Ethernet RJ45 Connector

- The TimeClock provides a trigger connector to a siren interface and is indicated as no 1 under the TimeClock Connector's section.
- The Siren Relay Trigger Connector pin connectors are shown and described below:



- Pin 1 and 2 – Normally Closed connection
  - Pin 2 and 3 – Normally Open Connection
  - The trigger connector is rated for 12 Volts
- Connect the 5&12Volt power supply (supplied) to the TimeClock's 5&12 Volt connector as indicated in the connector layout diagram as connector no 6.
  - The supplied power supply must be connected to the power main via a normal figure-8 power cable (not supplied)
  - Connect the network fly lead cable to the TimeClock's RJ-45 connector (connector no 9 in the layout diagram)



- Place the front cover on the back plate and fasten it to the back plate at the sides with the four flat top screws provided.

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## 2. NETWORK SETUP

- Press # to view the clock menu
- Press 8 to select “Network”
- To cancel at any time press \*

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### 2.1. SETTING THE IP ADDRESS

- Press 1 (“Set IP”). “Swipe Admin Card or Finger” is displayed on screen
- Enter 9970#. “Admin Demo User” is displayed for about 2 seconds followed by “Enter IP Address”
- Where you are entering an IP address, the key sequence for the example address 192.168.0.111 will be:
  - 192168000111
- The clock will then confirm the address and save it

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### 2.2. SETTING THE NETMASK

- Enter the “Network” menu as in 2.
- Press 2 (“NetMask”). “Swipe Admin Card or Finger” is displayed on screen
- Enter 9970#. “Admin Demo User” is displayed for about 2 seconds followed by “Enter NetMask”
- Enter the gateway address as described in 2.1. The clock will then confirm the address and save it

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## 2.3. SETTING THE GATEWAY ADDRESS

- Enter the “Network” menu as in 2.
- Press 3 (“Gateway”). “Swipe Admin Card or Finger” is displayed on screen
- Enter 9970#. “Admin Demo User” is displayed for about 2 seconds followed by “Enter Gateway”
- Enter the gateway address as described in 2.1. The clock will then confirm the address and save it

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## 2.4. SETTING THE DNS ADDRESS

- Enter the “Network” menu as in 2.
- Four DNS addresses can be entered
- Press 4 (“DNS 1”) to enter the first address. “Swipe Admin Card or Finger” is displayed on screen
- Enter 9970#. “Admin Demo User” is displayed for about 2 seconds followed by “Enter DNS 1”
- Enter the DNS address as described in 2.1. The clock will then confirm the address and save it
- Repeat the process for DNS 2, DNS 3 and DNS 4 if required

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## 2.5. ENABLE / DISABLE DHCP

- Enter the “Network” menu as in 2.
- Press 8 (“DHCP”). “Swipe Admin Card or Finger” is displayed on screen
- Enter 9970#. “Admin Demo User” is displayed for about 2 seconds, then “Turning DHCP On / Off. Rebooting...”, followed by “Clock Inactive”
- The time and date will be displayed when the reboot is complete

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### 3. SETTING THE TIME, DATE AND TIME ZONE

- Press # to view the clock menu
- Press 4 to select “Time”
- To cancel at any time press \*

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#### 3.1. SETTING THE TIME FROM THE INTERNET

- Press 1 (“Int Time”). “Swipe Admin Card or Finger” is displayed on screen
- Enter 9970#. “Admin Demo User” is displayed for about 2 seconds followed by “Updating Time...”

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#### 3.2. SETTING THE TIME MANUALLY

- Enter the “Time” menu as in 3.
- Press 2 (“Set Time”). “Swipe Admin Card or Finger” is displayed on screen
- Enter 9970#. “Admin Demo User” is displayed for about 2 seconds followed by “TIME hh mm ss” and the current time below that
- Where you are entering the time, the key sequence for 09:21:13 will be:
  - 09#
  - 21#
  - 13#
- “Setting the time” will be displayed

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### 3.3. SETTING THE DATE MANUALLY

- Enter the “Time” menu as in 3.
- Press 3 (“Set Date”). “Swipe Admin Card or Finger” is displayed on screen
- Enter 9970#. “Admin Demo User” is displayed for about 2 seconds followed by “DATE dd mm yyyy” and the current date below that
- Where you are entering the time, the key sequence for 01 June 2008 will be:
  - 01#
  - 06#
  - 2008#
- “Setting Date” will be displayed

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### 3.4. SETTING THE TIME ZONE

- Enter the “Time” menu as in 3.
- Press 4 (“Set TimeZone”). “Swipe Admin Card or Finger” is displayed on screen
- Enter 9970#. “Admin Demo User” is displayed for about 2 seconds followed by “Enter New TimeZone”
- Enter your Time zone code followed by #. The TimeZone codes are listed under Appendix A
- “Setting New TimeZone” will be displayed and the clock will reboot

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## 4. ENROLLING EMPLOYEES

- Press # to view the clock menu
- Press 2 to select “Enroll”
- To cancel at any time press \*

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### 4.1. ADDING AN EMPLOYEE

- Press 1 (“Add Emp”). “Swipe Supervisor Card or Finger” is displayed on screen
- Enter 9970#. “Supervisor Demo User” is displayed for about 2 seconds followed by “Enter New Employee Number”
- Enter the employee number followed by #
- “Employee Added”, “Employee XXXX” will be displayed, where XXXX is the employee number entered

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### 4.2. ADDING A CARD NUMBER

- Enter the “Enroll” menu as in 4.
- Press 2 (“Add Card”). “Swipe Supervisor Card or Finger” is displayed on screen
- Enter 9970#. “Supervisor Demo User” is displayed for about 2 seconds followed by “Enter New Card for Employee XXXX”
- Enter the card number followed by a #
- “Card Added for Employee XXXX” will be displayed, where XXXX is the employee number entered

## APPENDIX A: TIME ZONE CODES

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- 1: GMT+1
- 2: GMT+2
- 3: GMT+3
- 4: GMT+4
- 5: GMT+5
- 6: GMT+6
- 7: GMT+7
- 8: GMT+8
- 9: GMT+9
- 10: GMT+10
- 11: GMT+11
- 12: GMT+12
- 21: GMT-1
- 22: GMT-2
- 23: GMT-3
- 24: GMT-4
- 25: GMT-5
- 26: GMT-6
- 27: GMT-7
- 28: GMT-8
- 29: GMT-9
- 30: GMT-10
- 31: GMT-11
- 32: GMT-12
- 40: GMT+0
- 1000: Africa/Johannesburg
- 2000: Australia/ACT
- 2001: Australia/North
- 2002: Australia/NSW
- 2003: Australia/Queensland
- 2004: Australia/South
- 2005: Australia/Tasmania
- 2006: Australia/North
- 2007: Australia/Victoria
- 2008: Australia/West
- 3000: Europe/Amsterdam
- 3001: Europe/Berlin
- 3002: Europe/London
- 3003: Europe/Madrid
- 3004: Europe/Oslo
- 3005: Europe/Paris
- 3006: Europe/Rome
- 3007: Europe/Auckland
- 4000: Pacific/Auckland
- 5000: US/Alaska
- 5001: US/Central
- 5002: US/Eastern
- 5003: US/Hawaii
- 5004: US/Mountain
- 5005: US/Pacific