

CS TIMECLOCK

USB SYNCHRONIZATION

USB SYNCHRONIZATION WITH TNA SOFTWARE	3
1. The First Synchronization	3
2. Synchronization with the Clock	3
3. Synchronization with the TNA Software	4
4. Add a Default Administrator to your TNA Dataset (Firmware 1.14a and earlier)	6
5. Updating Sirens using USB Synchronization	8

1. THE FIRST SYNCHRONIZATION

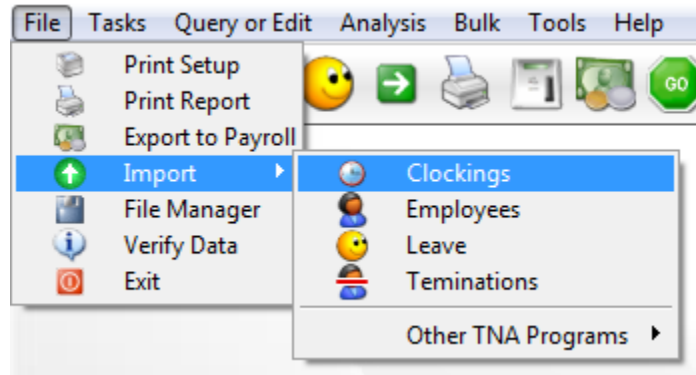
- Add your employee and card numbers on the clock.
- **Do not enter any information on the software before following this procedure – during the first sync process any information in the software will be overwritten by the information on the clock.**
- Follow the steps in sections 2 and 3. Do not delete the files on the USB stick!
- For CS TimeClock firmware version 1.14a and earlier you need to add a Clock Admin as described in section 4.
- Update other employee information (e.g. employee names).
- If applicable, link sirens to your clock as described in section 5.
- Repeat the steps in section 3. This will update the information stored on the USB stick.
- Repeat the steps in section 2 to update the information on the clock.

2. SYNCHRONIZATION WITH THE CLOCK

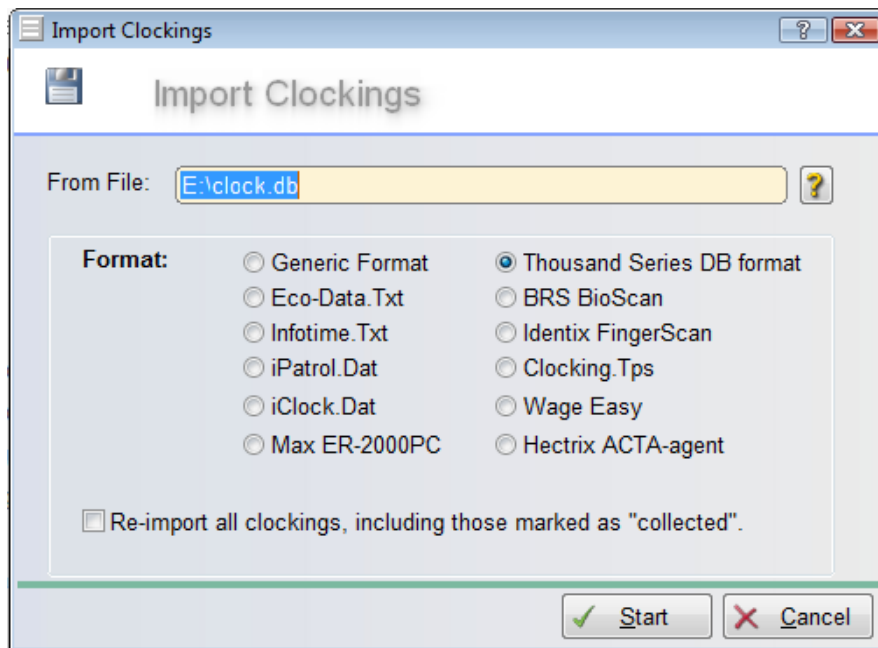
- Plug the USB stick into an available USB port on the CS TimeClock.
- Press 900# to enter the clock menu.
- Press 5 to enter the “USB” menu.
- Press 4 (“Sync” in firmware version 1.14b+. For earlier firmware versions, press 1, “Backup”). “Swipe Admin Card or Finger” is displayed on screen.
- Enter 9970#. “Admin Demo User” is displayed for about 2 seconds followed by “USB Sync”.
- “Sync Successful” will be displayed when done.

3. SYNCHRONIZATION WITH THE TNA SOFTWARE

- Plug the USB stick into an available USB port on your pc.
- Open the TNA User Module.
- Click on “File”, “Import”, “Clockings”.

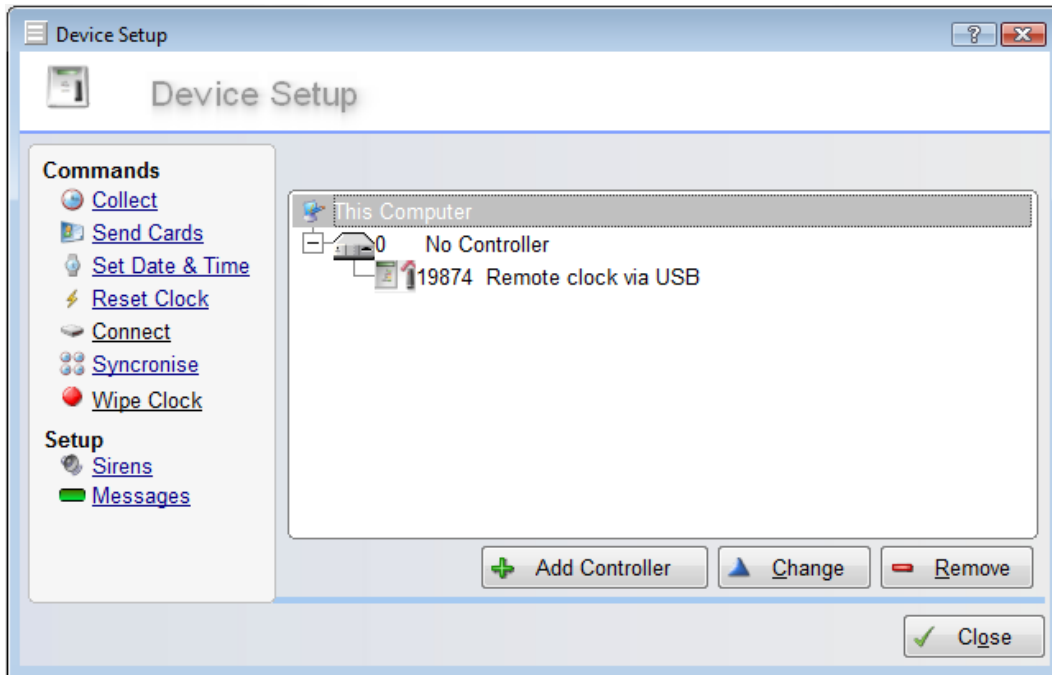


- The file exported from the clock is named “clock.db” and will be placed in the root directory of your USB stick. Enter the path where the file is located and select “Thousand Series DB format”.



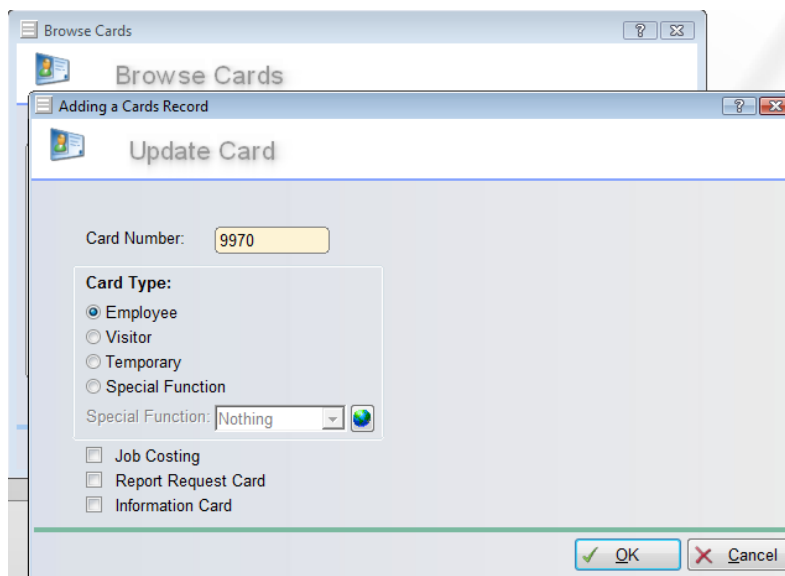
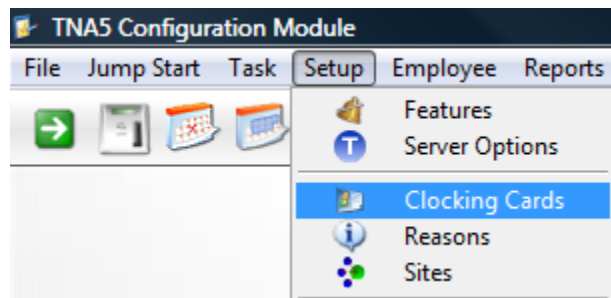
- Click on “Start”. The information on the clock will now be synchronized with the TNA database.

- At the first synchronization the clock will be added in the hardware configuration as a new device.



4. ADD A DEFAULT ADMINISTRATOR TO YOUR TNA DATASET (FIRMWARE 1.14A AND EARLIER)

- The CS TimeClock is shipped with a default administrator which is employee 9970.
- In CS TimeClock firmware version 1.14a and earlier, this administrator will be removed during the first sync process with TNA because it's accepted that the software now controls the clock information.
- The user must now add a new administrator in TNA and it is **STRONGLY** recommended that the *default* administrator is added into TNA.
 - Add card number 9970 in the Configuration Module. Click on "Setup", "Clocking Cards" and in the "Browse Cards" screen, click on "Add".



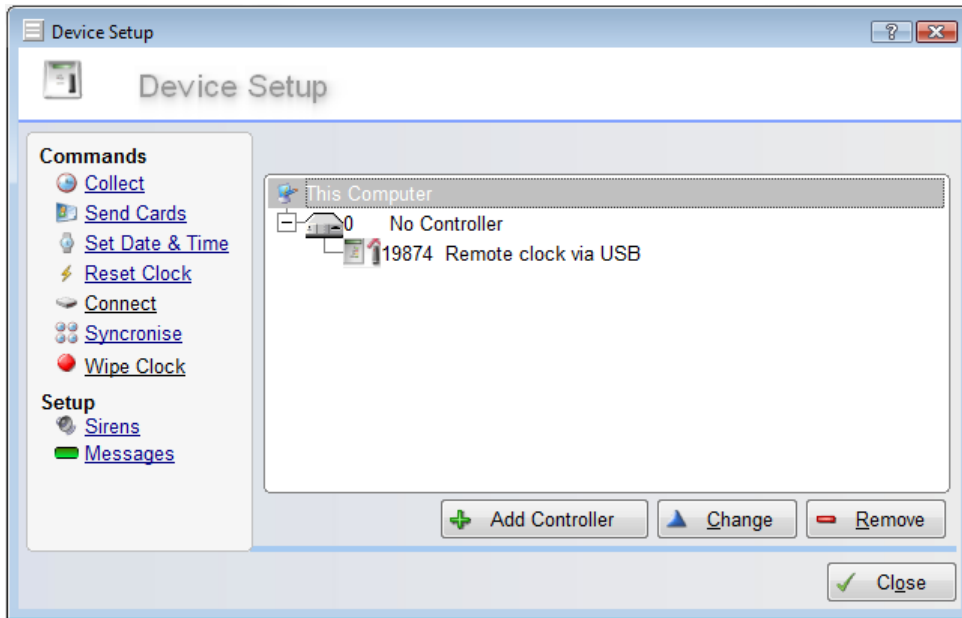
- From the “Browse Employee” screen in TNA, add employee 9970 with first name “Default” and last name “User”.
- Assign card number 9970.
- In the “Clock” tab set the “Clock Admin Level” to “Administrator” and enter **password** in the password field.

The screenshot shows a software window titled "Update Employee - Default User". On the left is a tree view with categories: Company, Shifts (containing Shift Pattern and Shift List), Access, Classification, Employment, Medical, Personal, HR, Pension, Hierarchy, Web, and Clock. The "Clock" category is selected. The main area contains two fields: "Clock Admin Level" with a dropdown menu showing "Administrator", and "Clock PIN/Web Password" with a text input field containing "password". A "Clear" button is located to the right of these fields. At the bottom right are "Ok" and "Cancel" buttons.

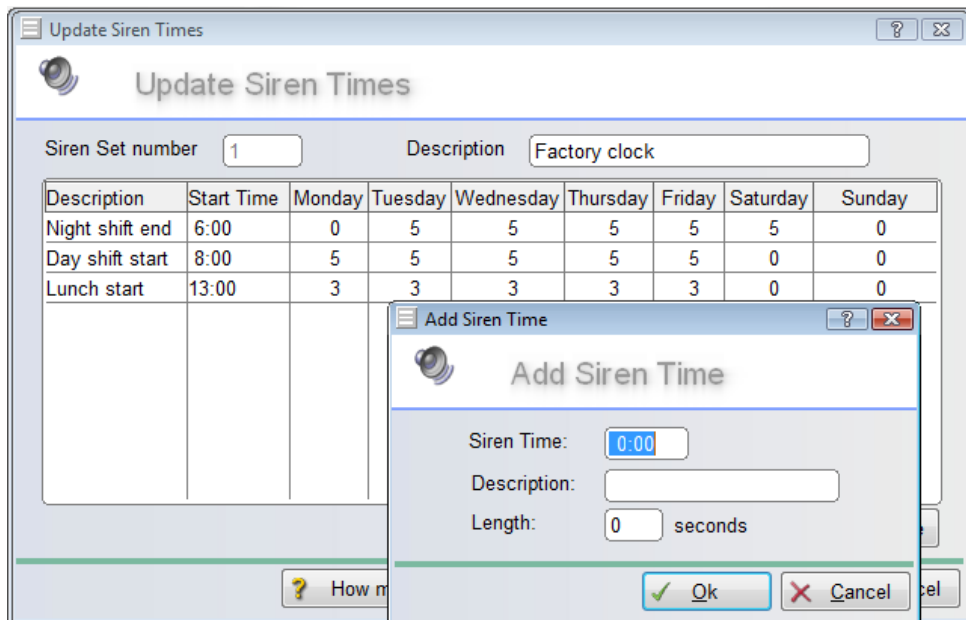
- The TNA user can now continue to amend other details in TNA and sync with the USB stick when required.

5. UPDATING SIRENS USING USB SYNCHRONIZATION

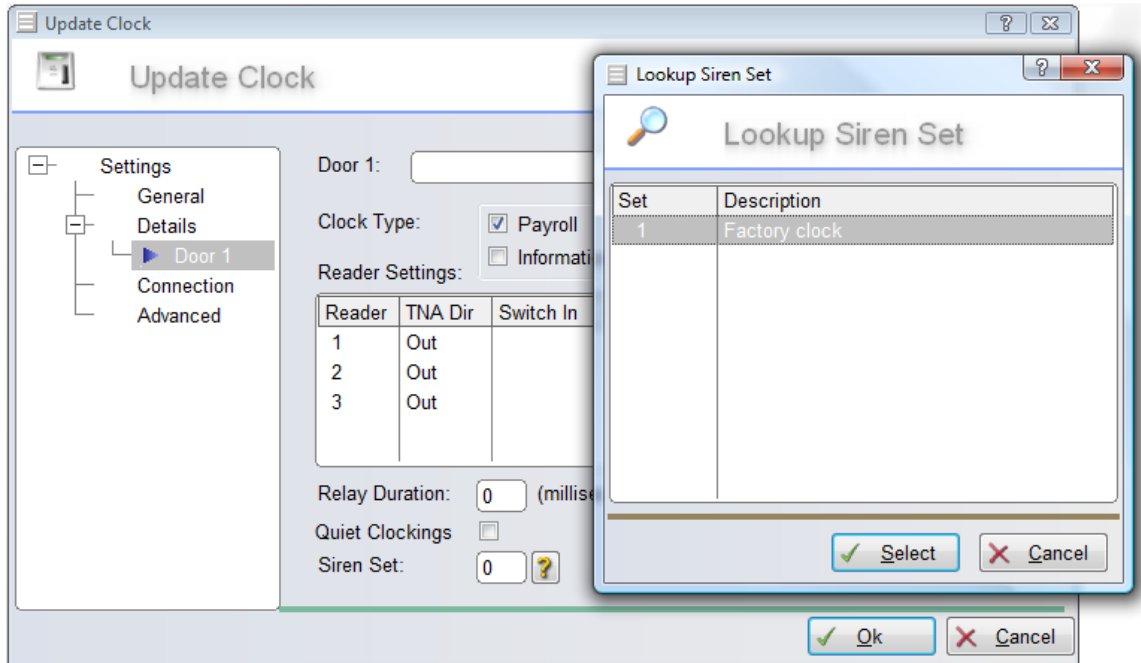
- Siren sets in TNA are configured under the “Sirens” link in the “Device Setup” screen (see below).



- If none exists, add a new siren set. Enter the duration and all the times at which the clock must trigger the siren.



- A siren set must be linked to a clock in order for it to be downloaded / synchronized.
 - In the “Device Setup” screen highlight the clock you wish to link a siren set to and click “Change”.



- Select “Door 1”. Click on “?” next to “Siren Set” and select the applicable siren set. Do the same for the other “doors” if there are more than one extender units on the clock. Click “Ok” for the configuration changes to be saved.
- To upload this information to the clock, follow the steps as described in section 3 and 2 (in this order). For CS TimeClock firmware version 1.14a and earlier, please ensure that an administrator has been added in the software (as described in section 4) before doing a synchronization with the clock.