



## **CS TIMECLOCK**

**3210**

## **QUICK START MANUAL**

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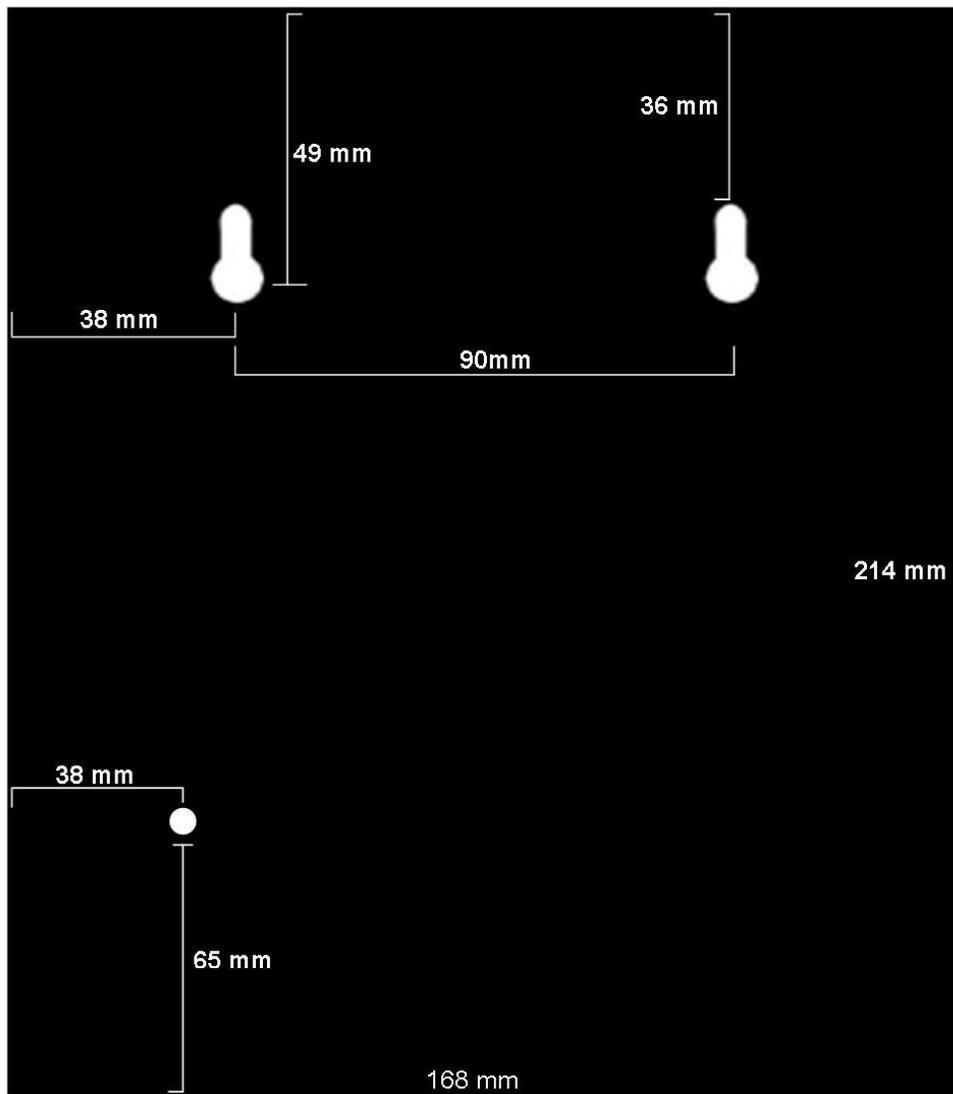
# CLOCK INSTALLATION

## 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:

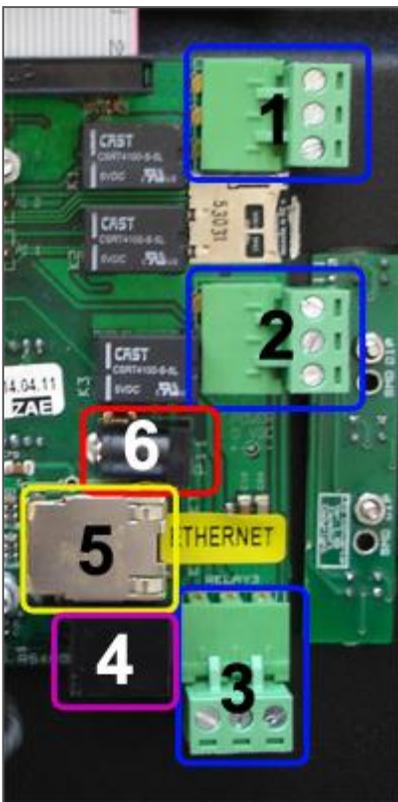


- Remove the back plate cover by removing the 4 side screws with the allen key provided.

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



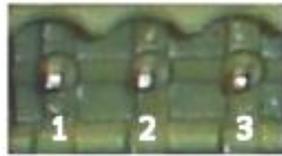
- Cables can be routed via 3 holes in the clock cover: 2 on the bottom and one at the back plate. If the cables will be routed via the bottom, remove the preferred hole cover (the small metal plate).
- The connectors are located at the bottom of the clock



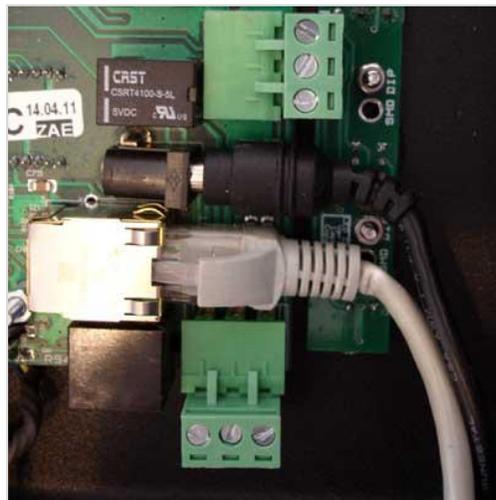
- The connectors are described below from left to right with the clock display and keypad facing downwards
  - 1 – Relay 1
  - 2 – Relay 2
  - 3 – Relay 3
  - 4 – RS-485 Extender reader connection
  - 5 – Ethernet RJ45 Connector
  - 6 – 5 Volt Power Input Connector

- 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 Volt power supply (supplied) to the TimeClock's 5 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 C14 (computer) power cable (not supplied)
  - Connect the network fly lead cable to the TimeClock's RJ-45 connector (connector no 5 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. DEVICE SETUP

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### 2.1. NETWORK SETUP

- Please note: When entering an IP address from the clock menu a total of 12 digits must be entered e.g. 192.168.1.12 needs to be entered as 192168001012.
- Press # to view the clock menu
- To cancel at any time press \*
- Press 7 to select “Device”
- Press 2 to select “Network Settings”
- “Enter Administrator Card, PIN or Finger” is displayed on screen
- Enter 9970#. “Admin Demo User” is displayed for about 2 seconds
- “Use DHCP?” will be displayed on screen. If you select Yes (#) the procedure will end as all the network settings will be updated from your DHCP server. If you select No (\*) “Enter IP address” with 192.168.0.111 displayed as the default IP address.
- Type in the required IP address. Press # to accept the displayed IP address.
- “Enter Netmask” will be displayed next. Type in the netmask IP address or press # to accept the displayed address.
- “Enter Gateway” will be displayed next. Type in the gateway address or press # to accept the displayed address.
- “Enter DNS1” will be displayed next. Type in the new DNS address or press # to accept the displayed address. Repeat the process for DNS2, DNS3 and DNS4.
- At the end of the procedure the clock will display “Network Settings Successful” and may display “Clock Inactive” for a short while.

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

- Press # to view the clock menu
- Press 6 to select “Time”
- To cancel at any time press \*

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### 2.3. SETTING THE TIME FROM THE INTERNET

- Press 1 (“ Get Internet Time”). “Enter Administrator Card, PIN or Finger” is displayed on screen
- Enter 9970#. “Admin Demo User” is displayed for about 2 seconds followed by “Get Internet Time Process started in background”

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### 2.4. SETTING THE TIME MANUALLY

- Enter the “Time” menu as in 2.2
- Press 2 (“Set Time”). “Enter Administrator Card, PIN 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 09:21:00 will be:
  - 092100
- “Successful” will be displayed when the time have been set.

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## 2.3. SETTING THE DATE MANUALLY

- Enter the “Time” menu as in 2.2
- Press 3 (“Set Date”). “Enter Administrator Card, PIN 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 date, the key sequence for 01 June 2009 will be:
  - 01062009
- “Successful” will be displayed when the date have been set.

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## 2.4. SETTING THE TIME ZONE

- Enter the “Time” menu as in 2.2
- Press 4 (“Set Time Zone”). “Enter Administrator Card, PIN 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
- “Set Time Zone Successful” “Will BOOT when done” will be displayed and the clock will reboot

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### 3. ENROLLING EMPLOYEES

- Press # to view the clock menu
- Press 3 to select “Employee”
- To cancel at any time press \*

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#### 3.1. ADDING AN EMPLOYEE

- Press 1 (“New Employee”). “Enter Supervisor Card, PIN or Finger” is displayed on screen
- Enter 9970#. “Supervisor Demo User” is displayed for about 2 seconds followed by “Enter Employee Number”
- Enter the employee number followed by #
- If this is a new employee “Employee not found” “Add Employee?” will be displayed. Press # to add the employee number. If you press \* (No) the procedure will be canceled. If the Employee exists on the system and is currently terminated, “Employee Terminated” “Untermine?” will be displayed. To reinstate that employee press # or press \* to cancel the procedure.
- “Enter Card Number” will be displayed. Enter the employee PIN number or swipe the employee card. If the number is not yet in the clock database “Card not found” “Add Card?” will be displayed. Press # to add the number or \* to cancel. If the card has been assigned to another employee “Reassign Card?” will be displayed. Press # to reassign the card to this employee or \* to select another card number.
- “Assign Card”, “Successful” will be displayed at the end of the successful completion of the process.

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#### 3.2. ADDING A SUPERVISOR

- Press # to view the clock menu and then press 5 (“Admin”)
- Press 2 (“Employee Level”). “Enter Administrator Card, PIN or Finger” is displayed on screen

- Enter 9970#. “Supervisor Demo User” is displayed for about 2 seconds followed by “Enter Employee Num”
- Enter the employee number of the supervisor followed by a #
- “Is Supervisor?” will be displayed. Press # for “Yes” and \* for “No”
- “Is Administrator?” Press # for “Yes” and \* for “No. Please note: only one employee can be assigned the level of administrator i.e. 9970 will not be accepted as the administrator card from this point onwards
- “Set Employee Level Successful” will be displayed after successful completion of the process

## GENERAL USE

### CLOCKING ON THE CS TIMECLOCK

Clocking on the CS TimeClock is quite simple. To clock using proximity cards or tags, hold the centre of your employee card or tag in close proximity to the “Tag Here” circle on the clock. To clock using a PIN number, type the number on the clock keypad and press #.

The employee name, access area and TNA direction will be shown on the clock display. For an IN clocking the clock will beep twice and light a green LED. For an OUT clocking the clock will beep once and light a red light.

### EXPORTING DATA TO THE USB THUMB DRIVE

Only supervisors and the administrator can access this option.

- Plug a USB Thumb drive into an available USB port on the clock
- Press # to enter the clock menu and then press 4 (“Super”)
- Press 3 (“Export to USB/Excel”). “Enter Supervisor Card, PIN or Finger” is displayed on screen
- Enter your supervisor card number and press # or swipe your supervisor card. “Days to Export?” will be displayed.

- Enter the number of days you wish to export clockings and hours information for and press # to continue.
- “Export to Excel Successful” will be displayed on screen when the process is complete. You can now unplug the USB drive from the clock.
- The clock will write two files to the USB drive: dhrsexportXXXXX.csv (clockings and daily hours) and phrsexportXXXXX.csv (payroll hours) where XXXXX is the serial number of the clock. The hours are exported as decimal hours to allow easy manipulation in Excel.

## BACKING UP THE DATABASE TO USB DRIVE

Backups are essential for any electronic data system and can only be done by the clock administrator.

- Plug a USB Thumb drive into an available USB port on the clock
- Press # to enter the clock menu and then press 7 (“Device”)
- Press 1 (“Backup Database”). “Enter Administrator Card, PIN or Finger” is displayed on screen
- Enter your administrator card number and press # or swipe the administrator card.
- “USB Backup in Progress” will be displayed while the database is written to the drive.
- “USB Backup Successful” will be displayed when the backup is complete after which you can remove the USB Thumb drive.

## APPENDIX A: WORLD TIME ZONE CODES

When setting the time zone in your CS TimeClock use the code directly to the left of your location as listed in the table below.

If your actual location is not listed use the code directly to the left of your local time zone listed on the next page.

- 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
- 4001: Pacific/Kiritimati
- 4002: Pacific/Fiji
- 4003: Pacific/Honolulu
- 4005: Pacific/Samoa
- 5000: US/Alaska
- 5001: US/Central
- 5002: US/Eastern
- 5003: US/Hawaii
- 5004: US/Mountain
- 5005: US/Pacific

## GMT TIME ZONES

- 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