



PCPROX

User's Guide



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**THIS EQUIPMENT COMPLIES WITH FCC REQUIREMENTS
PURSUANT OF PART-15**

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

WARNING: Changes or modifications to this product not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

Lathem Time Corporation
210 The Bluffs, Suite 107
Austell, GA 30168

www.lathem.com

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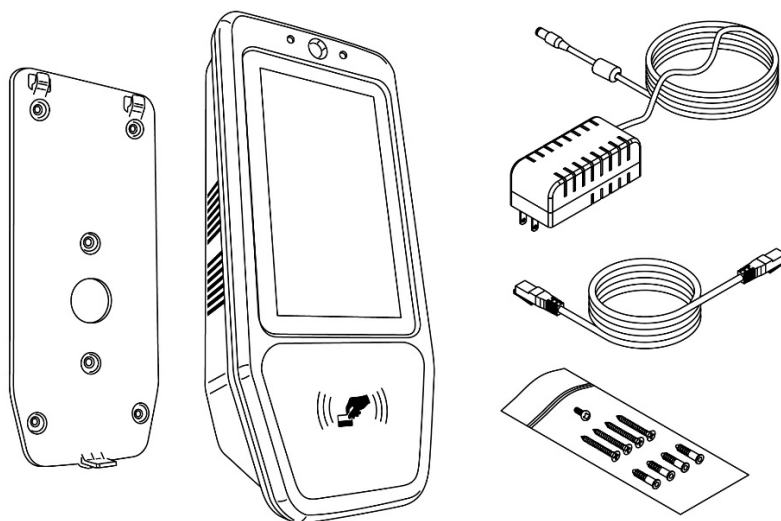
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Package Contents

Please verify that your package includes the following items. If your package is missing an item, please call our help desk at **(404) 691-1064**.



Note: Remove the protective film after the clock is installed.

Recommended Installation Tools



Tape Measure



Pencil



**Philips Head
Screw Driver**



**Optional - Power
Drill & Drill Bits**

Online and Email Support

Lathem.com provides access to numerous support resources. Visit the following link: <http://kb.lathem.com> for additional help or to submit a question. You should receive a reply within 24 hours.

Telephone Support

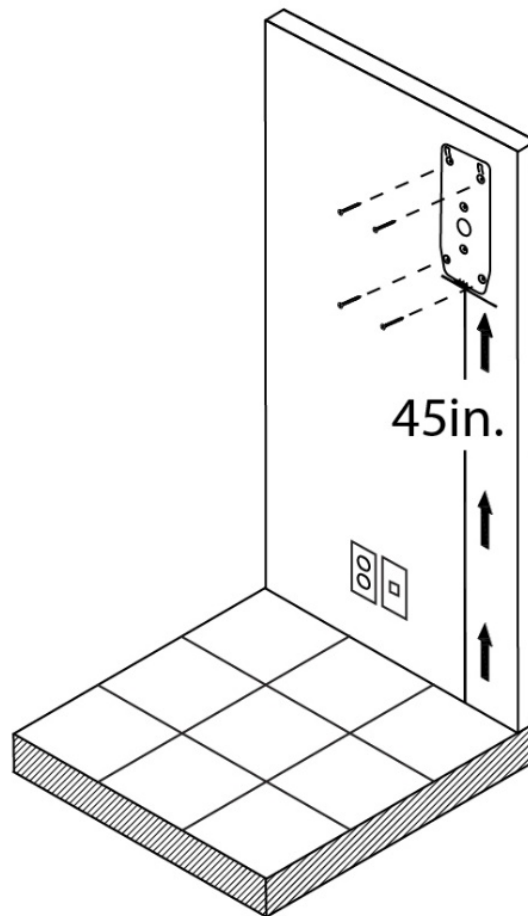
The help desk is available between the hours of 8am and 6pm ET Monday through Friday. Please call **(404) 691-1064** to speak with our help desk.

Installing a PC Series Clock

Step 1: Select a site to install your clock that will be convenient to employees clocking in and out. When deciding where the clock will be installed, keep in mind that an 115vAC power outlet should be within reach of the mounting location as well as either a wired or wireless internet connection.

Step 2: After selecting the appropriate installation site, use the mounting-plate to determine the appropriate height. Hold the mounting-plate on the wall and mark the screw hole locations on the wall.

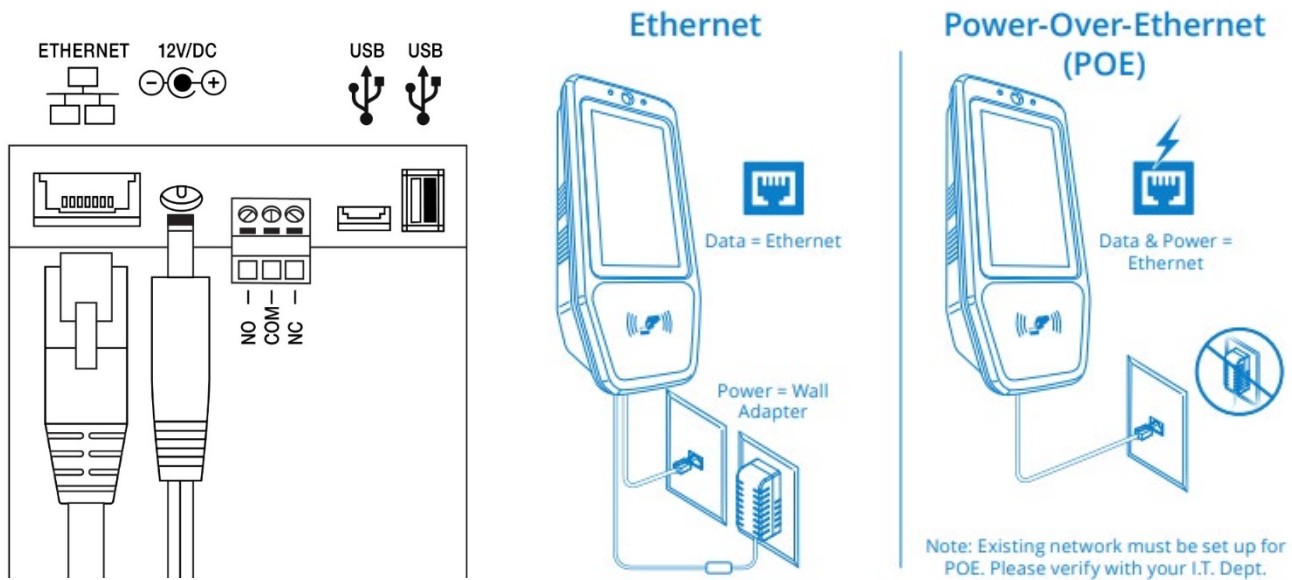
Install the mounting-plate to the wall using the supplied screws. For sheetrock walls, drill a 3/16" diameter hole through each of the four screw locations: each approx. 1-1/2" deep. Install the plastic "anchors" included in the mounting screw packet.



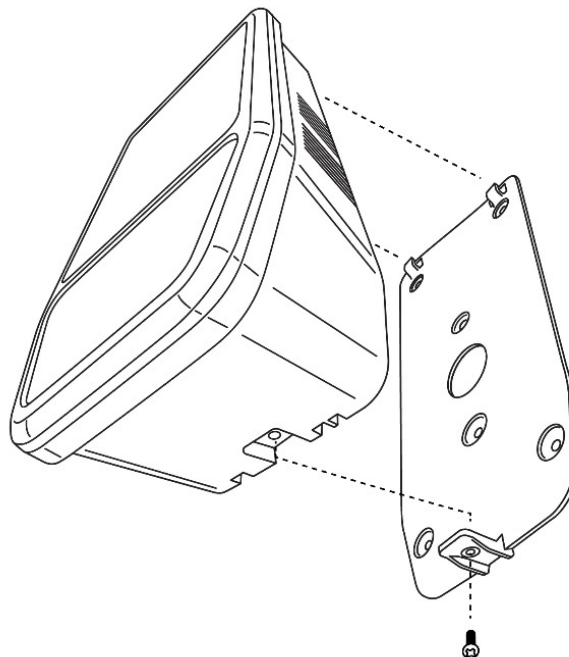
Note: The bottom of the clock should be about **45** inches from the floor.

If using a wired network connection plug the RJ 45 network cable into the Ethernet port and the Power Adapter plug into the power adapter port which is in the compartment on the back of the clock.

Important Note: If using POE (Power Over Ethernet) do not connect power adapter. The existing network must be set up for POE. Please verify with your I.T. department.



Step 3: Align the PC SERIES clock with the tabs on the mounting-plate and secure the two together with the 1 Philips head screw. **Important Note:** Be careful not to pinch the AC cord or network cable.



When finished, plug the power adapter into an AC wall outlet.

PayClock Online

The PayClock Online product communicates with a PC Series clock over the internet. First set the clock up in PayClock Online and then set up the clock for internet communications.

Adding a PC Series clock

Adding a PC Series clock to PayClock Online is a 2-step process. Add the clock in PayClock Online first and then from the clock connect to PayClock Online over the internet.


Step 1 - Adding a PC Series Clock

The PC Series clocks **must** be added to PayClock Online first otherwise the connection will fail.

- Log into PayClock Online and select Clocks from the list of items on the left.
- Click New. The Select Clock Type window will open.
- Choose your model of the PC Series clocks and click Select. The clock properties will display.
- From the General tab, enter a name for the clock under Device Nickname.
- Next enter the serial number of the clock. **Note:** Enter the serial number **exactly** as it shows on the label on the clock.
- Click Save.

Step 2 – Connect the clock to PayClock Online

The clock must be set up in PayClock Online before attempting this step. The clock must be powered up and connected to the network with access to the internet.

- When your clock is powered up the Hello screen will show, tap Continue.
- Select the connection type, either Wireless or Ethernet and complete the connection set up.
 - Go to Step 2 A for the Wireless connection set up.
 - Go to Step 2 B for the Ethernet connection set up.
- After the connection is set up, tap the ← back arrow, the Connection Test will start, tap Continue.
- Your clock will automatically check and install any software updates. **Note:** If multiple updates are needed the startup process may be repeated.
- When the updates have completed your clock will proceed to the Home screen.
- At the Home screen tap the Settings  button and then enter the Clock Administrator PIN.
- The Settings Menu will open, tap **Sync Now**.
- The clock will connect over the internet to PayClock Online, settings and employees will be downloaded.
- Your clock is now ready for use.

Step 2 A - Wireless Connection

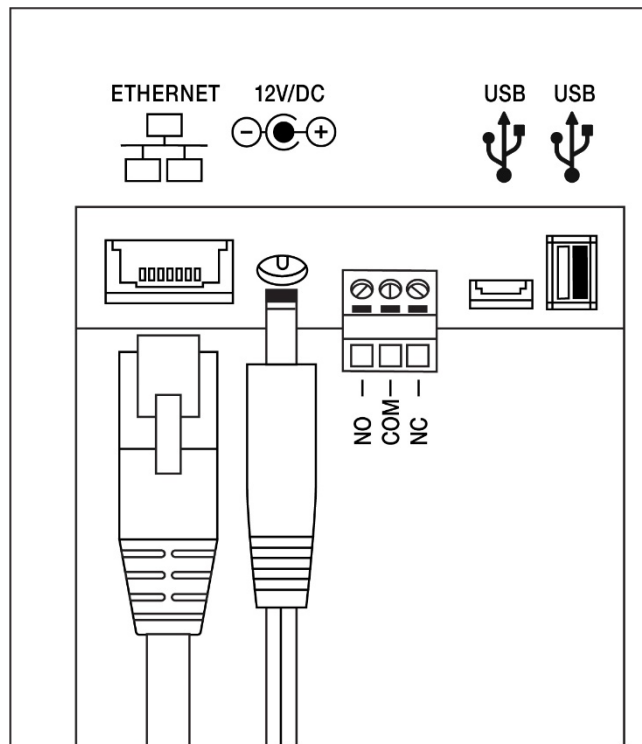
Note: A wireless access point on the network is required.

- Tap Wireless and select Wi-Fi **On** if it isn't already.
- A list of available wireless networks will display.
- Select the desired wireless network, the WIFI Passcode screen will display.
- From the keypad enter the passcode for the wireless network. **Note:** You may need to contact your network administrator for wireless passcode information.
- Tap Connect, when the clock has established the connection it will show Connected under the wireless network name.
- Tap the ← back arrow to continue the setup of your clock.

Step 2 B - Ethernet Connection

Caution: If you are using POE (power over ethernet) do not use the AC power adapter.

- Plug the RJ45 network cable in the Ethernet port.
- Plug the Power Adapter into the Power Adapter port. See drawing below. **Caution:** If you are using POE (power over ethernet) do not use the AC power adapter



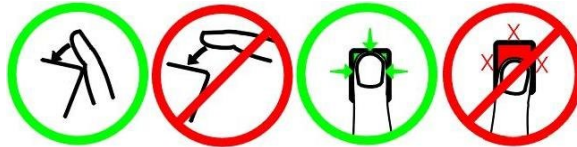
- Tap Ethernet and select Ethernet **On** if it isn't already.
- Tap the ← back arrow to continue the setup your PC Series clock.

Using a PC Series clock

The clock will be ready to use after downloading the employees. To punch, the employee will simply present a badge, place an enrolled finger on the sensor (Model PCTOUCH) or use a PIN. Instantly they are identified and punched In or Out.

To punch with a badge simply move the badge over the illuminated hand/badge symbol on the on the front of the clock.

Model PCTOUCH allows employees to punch with a finger simply place the enrolled finger on the sensor. The best method of finger placement is to roll the finger flat onto the sensor, as shown below.




When the transaction is successful; a confirmation beep will sound, a text message will appear, a custom audio message may be played, and the display will turn either green or red indicating a good or bad transaction.

The PCPROX clock has a Face Detection ability available for an additional cost.

Employee Transactions

Employees can record transactions or view totals information by presenting a badge, entering a PIN, presenting their face, or scanning a finger.

Clocking IN/Out - PIN

- Tap the **Clock In/Out** button on the Home screen of the clock.
- The Enter PIN screen will display. Enter the employee's PIN number and tap .
- A confirmation beep will sound, a text message will appear, a custom audio message may be played, and the screen will turn either green or red indicating a good or bad transaction.

Clocking IN/Out - Badge

- Move the badge over the badge reader symbol on the front of the clock.
- When the badge is read a confirmation beep will sound, a text message will appear, a custom audio message may be played, and the display will turn either green or red indicating a good or bad transaction.


Clocking IN/Out - Finger Sensor (PCTOUCH)

- Place an enrolled finger on the finger sensor of the clock.
- When the finger is verified a confirmation beep will sound, a text message will appear, a custom audio message may be played, and the display will turn either green or red indicating a good or bad transaction.

Clocking IN/Out – Face (PCPROX)

- Present face, the clock will start scanning.
- Remain still in front of the camera
- After being detected by the camera, if Auto-Punch is enabled the punch should occur, otherwise the Transaction Select screen should appear, after selecting Clock In/Out a confirmation beep will sound, a text message will appear, a custom audio message may be played, and the screen will turn green indicating a good transaction.

Department Transfers - PIN

- Tap the **Transfer** button on the Home screen of the clock.
- The Enter PIN screen will display. Enter the employee's PIN number and tap . A confirmation beep will sound, and the list of available departments will display.
- Tap the desired department. A confirmation screen will display showing the department into which the employee transferred.

Department Transfers - Badge

- Tap the **Transfer** button on the Home screen of the clock. Move the badge over the badge reader symbol on the front of the clock.
- When the badge is read a confirmation beep will sound, and the list of available departments will display.
- Tap the desired department. A confirmation screen will display showing the department into which the employee transferred.



Department Transfers - Finger Sensor (PCTOUCH)

- Tap the **Transfer** button on the Home screen of the clock.
- The Enter PIN screen will display. Place an enrolled finger on the finger sensor of the clock. A confirmation beep will sound and the list of available departments will display.
- Tap the desired department. A confirmation screen will display showing the department into which the employee transferred.


Department Transfers – Face (PCPROX)

- Present face, the clock will start scanning.
- Tap the Stop Scan button, the camera will close, tap on the Transfer icon.
- Tap the Scan Face button, the clock will validate the face.
- Tap the desired department from the list. A confirmation screen will display showing the department into which the employee transferred.


Amount Entries - PIN

- Tap the **Amounts** button on the Home screen of the clock.
- The Enter PIN screen will display. Enter the employee's PIN number and tap .
- A confirmation beep will sound, and the AMOUNT ENTRY screen will display.
- Using the numeric keypad enter the value for the amount and tap . A confirmation screen will display showing the amount entered for the employee.

Amount Entries - Badge

- Tap the **Amounts** button on the Home screen of the clock.
- Move the badge over the badge reader symbol on the front of the clock.
- When the badge is read a confirmation beep will sound and the AMOUNT ENTRY screen will display.
- Using the numeric keypad enter the value for the amount and tap . A confirmation screen will display showing the amount entered for the employee.


Amount Entries - Finger Sensor (PCTOUCH)

- Tap the **Amounts** button on the Home screen of the clock.
- The Enter PIN screen will display. Place an enrolled finger on the finger sensor of the clock.
- A confirmation beep will sound and the AMOUNT ENTRY screen will display.
- Using the numeric keypad enter the value for the amount and tap . A confirmation screen will display showing the amount entered for the employee.

Amount Entries – Face (PCPROX)

- Present face, the clock will start scanning.
- Tap the Stop Scan button, the camera will close, tap on the Amounts icon.
- Tap the Scan Face button, the clock will validate the face.
- Using the numeric keypad enter the value for the amount at the AMOUNT ENTRY screen.
- Tap OK, a confirmation screen will display showing the amount entered for the employee.

Viewing Totals - PIN

- Tap the **Totals** button on the Home screen of the clock.
- The Enter PIN screen will display. Enter the employee's PIN number and tap .
- A confirmation beep will sound and the employee's grand totals for the pay period and any benefit time will display.

Viewing Totals - Badge

- Tap the **Totals** button on the Home screen of the clock.
- Move the badge over the badge reader symbol on the front of the clock.
- When the badge is read, a confirmation beep will sound, and the employee's grand totals for the pay period and any benefit time will display.

Viewing Totals - Finger Sensor (PCTOUCH)

- Tap the **Totals** button on the Home screen of the clock.
- The Enter PIN screen will display. Place an enrolled finger on the finger sensor of the clock.
- A confirmation will sound and the employee's grand totals for the pay period and any benefit time will display.

Viewing Totals – Face (PCPROX)

- Present face, the clock will start scanning.
- Tap the Stop Scan button, the camera will close, Tap on the Totals icon.
- Tap the Scan Face button, the clock will validate the face.
- At the Select Transaction screen tap the **Totals** button.
- A confirmation will sound and the employee's grand totals for the pay period and any benefit time will display.


Supervisor Transactions

Supervisors have the ability at the clock to view and edit employee punches, add new employees, and override shift lockouts.

Setting up a Supervisor for your PC Series clock


To set up an employee as a supervisor, in PayClock Online go to Employees and select the desired employee. Set the employee's Access Profile to "Supervisor", then set the Manage Other Employees option to Allow. Click Assign Employees and select the employees they will be able to manage at the clock.

To enter supervisor mode at the clock, tap the supervisor  button. The Enter PIN screen will display. Use one of the following methods to enter Supervisor Mode:


- Tap 'Scan Face' on the Pin Entry screen and scan the supervisor's face
- Using the numeric keypad enter the supervisors PIN and tap .
- Move the supervisor's badge over the badge reader symbol on the front of the clock.
- Place an enrolled finger on the finger sensor of the clock. (Model PCTOUCH)



Viewing Punches

At the clock tap the supervisor  button. The Enter PIN screen will display.


- Using either a badge, PIN, finger, or tapping 'Scan Face' on the PIN entry screen for face detection to enter supervisor mode.
- At the Employee selection screen, tap on the name of the desired employee.
- Tap Punches. The Punches screen will display.
- Use the left and right arrows to scroll through the punch information.
- When finished tap  to return to the Home screen.


Adding Punches

Tap the supervisor  button on the clock. The Enter PIN screen will display.


- Using either a badge, PIN, finger, or tapping 'Scan Face' on the PIN entry screen for face detection to enter supervisor mode.
- At the Employee selection screen, tap on the name of the desired employee.
- Tap Punches. The Punches screen will display.
- Use the left and right arrows to select the desired date and press the  button.
- Using the clock face, select the desired hour and minutes for the punch and then tap **OK**.
- At the confirmation screen select Yes to add the punch. The added punch will display on the screen and will be added to the employee's timecard.
- When finished tap  to return to the Home screen.


Viewing Totals

Tap the supervisor  button on the clock. The Enter PIN screen will display.


- Using either a badge, PIN, or tapping 'Scan Face' on the PIN entry screen for face detection to enter supervisor mode.
- At the Employee selection screen, tap on the name of the desired employee.
- Tap Totals. The employee's totals for the pay period and any benefit time will display.
- When finished tap  to return to the Home screen.



Override Lockout

Tap the supervisor  button on the clock. The Enter PIN screen will display.

- Using either a badge, PIN, or tapping 'Scan Face' on the PIN entry screen for face detection to enter supervisor mode.
- At the Employee selection screen, tap on the name of the desired employee.
- Tap Override Lockout.
- At the confirmation screen select Yes to have the next punch for the employee ignore the shift lockout.
- When finished tap  to return to the Home screen.

Adding an Employee


Tap the supervisor  button on the clock. The Enter PIN screen will display.

- Using either a badge, PIN, or tapping 'Scan Face' on the PIN entry screen for face detection to enter supervisor mode.
- At the Employee selection screen, tap on the plus button  at the bottom of the screen
- Input a valid last name (required) and complete other fields as needed
- Tap Save, then Yes on the confirmation screen
- After confirmation you're taken to the newly added employee's options page
- When finished tap  to return to the Home screen.

Enrolling Fingers

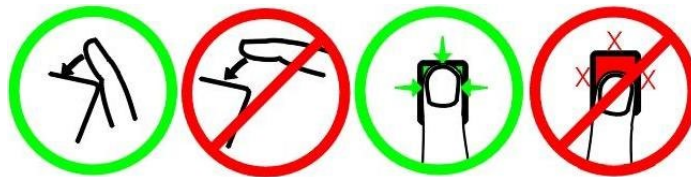
The PCTOUCH model has a built in optical fingerprint sensor that allows for up to 2 fingerprints per employee to be enrolled. Employees can punch and review time balances by scanning their finger.

The Admin or Supervisor have the ability to enroll employee fingerprints.

To enroll a finger, tap the  fingerprint button and enter the Admin PIN then tap OK.

Finger Placement on the Sensor


Proper finger placement is **critical** to ensure reliable finger reads. The best method of finger placement is to place the pad of the finger, not the tip, flat onto the center of the sensor window, as shown below. Apply gentle pressure and hold the finger on the sensor window until the sensor's light blinks, then lift the finger.




Reasons the sensor failed to recognize an employee

- The finger was positioned incorrectly.
- The finger moved during the reading.
- The wrong finger was used.
- The finger was too wet or dry.
- The finger was cut or otherwise changed.

Enrolling Employee Fingers

At the clock tap the  fingerprint button and enter the Admin PIN then tap OK.

- At the Employee selection screen, tap on the name of the desired employee.
- Below the employee's name make sure it says "Fingerprint On" if not tap on the slider to the right to turn it on. When it says Fingerprint On this means the employee can use their finger enrollments on the PCTOUCH.
- Tap on the  beside Primary Fingerprint Enrollment to begin the enrollment process.

Employees should enroll their dominant finger. To identify the dominant finger, ask the employee with which finger they use to point.

- The employee should be ready to place their finger on the sensor as prompted.
- The employee will be prompted to place and lift their finger on the sensor a total of 5 times.
- When the employee's enrollment is complete, you can choose to enroll a Secondary Fingerprint Enrollment or go back and enroll different employee. If you are finished with enrollments tap on the back arrows until you return to the home screen.
- The clock is ready to starting accepting punches for the enrolled employees.

Additional Features

The PC Series family of clocks offers optional features for an additional cost such as Face Detection for the PCPROX. Once these features are enabled you must contact our technical support at (404) 691-1064 in order to have such features disabled.

Enabling Clock Features

To enable clock features, navigate to your clock via Payclock Online and select the 'Feature' tab, then 'check' the box under the 'Add On Features' text for the feature you wish to enable them save – you can click on the informational 'i' to load a pop-up with additional information.


Face Detection (PCPROX)

As mentioned previously, face detection is an additional paid feature only available for the PCPROX. After enabling the Face Detection clock feature be sure to enable it for the clock via the 'Settings' tab under the Validation Types text. Then you can enable it on an employee level by clicking on 'Manage Clock' then 'Global Settings.' From here you're able to select employees on the left and enable validation types, including face detection, on the right.

Enrolling Faces

The PCPROX model has a built-in camera that allows for up to 2 enrollments per employee to be enrolled. Employees can punch and review time balances by scanning their face. Face detection is an additional paid feature only available for the PCPROX.

The Admin or Supervisor have the ability to enroll employee faces.

To enroll a face, tap the  Face enrollment button and enter the Admin PIN then tap OK.

Reasons the sensor failed to recognize an employee

- Too much movement in camera frame, remain still
- Lighting drastically different than when enrolled
- The wrong face was used

Lock enrollment to this device?

There is an enrollment option that allows you to send the face enrollment to all clocks or to keep it "locked" to a specific clock. This is used if you have multiple clocks, and the employee's face is not consistently read from all clocks. You can have enrollments that are specific to the clock if needed.

Face Enrollment Guidelines

- The PCPROX clock is for use indoors; do not position the clock in direct sunlight.
- If glasses or a hat is worn, please take the glasses and/or hat off halfway through the enrollment process for better face recognition.
- Hair Style – If the employee has a hair style that has their hair covering or blocking their eyes, move the hair away from the during the registration process.
- Bend into the camera, keeping the distance between the face and screen at 9 to 25 inches for best results.

Sync to All Clocks

There is an enrollment option that allows you to send the face enrollment to all clocks or to keep it "locked" to a specific clock. This is used if you have multiple clocks, and the employee's face is not consistently read from all clocks. You can have enrollments that are specific to the clock if needed.

Enrolling Employee Faces

At the clock tap the Face button and enter the Admin PIN then tap OK.

- The Employee selection screen will display.
- With the employee standing so their face is in the middle of the 2 cameras with 9 to 25 inches between the face and the clock, tap on their name.
- The image collecting screen will display, start the face recognition enrollment.
- Perform small head circles to the right and then small head circles to the left.
- Move the face closer to the clock and then move the face back.
- Turn the head to the right and then to the left.
- Raise the head up slightly and then lower the head down slightly.
- Continue moving face as described above.
- The progress bar at the bottom of screen will display the process of the imaging.
- When the face is enrolled the clock will display, "Face Scan Saved".
- Uncheck the "Sync to All Clocks" option if you want the employees face enrollment kept on this clock and not sent to other clocks in your PayClock Online system.
- Choose to enroll another employee or if you are finished with enrollments choose Enrollment Complete.
- The clock is ready to start accepting punches for the enrolled employees.

Administrator Functions

The PC Series of clocks each have one administrator. The Settings button allows you to review the device information, set up the network communications, set the time format & time zone, sync the clock, adjust the volume, Test the connection to the internet and PayClock Online, review an event log, and reset the clock to factory defaults, restart the clock, recover punches, and send logs to support.

To enter the settings menu, at the clock tap the Settings button, enter the administrator PIN and tap .

- The Settings Menu will display.

Wireless & Network

This menu allows you to configure the network communication settings between the PC Series clock and PayClock Online.

At the clock tap the Settings button, enter the administrator PIN and tap .

- The Settings Menu will display.
- Tap Wireless & Network. The Wireless & Network Setup screen will display.

Wireless

Note: A wireless access point on the network is required.

- From the Settings Menu tap Wireless & Network. The Wireless & Network Setup screen will display.
- Tap Wireless and select Wi-Fi **On** if it isn't already.
- A list of available wireless networks will display.
- Select the desired wireless network, the WIFI Passcode screen will display.
- From the keypad enter the passcode for the wireless network. **Note:** You may need to contact your network administrator for wireless passcode information.
- Tap Connect, when the clock has established the connection it will show Connected under the wireless network name.
- When finished tap ← to return to the Home screen.



Ethernet

Caution: If you are using POE (power over ethernet) do not use the AC power adapter.

- Plug the RJ45 network cable in the Ethernet port.
- Plug the Power Adapter into the Power Adapter port. **Caution:** If you are using POE (power over ethernet) do not use the AC power adapter
- Tap Ethernet and select Ethernet **On** if it isn't already.
- When finished tap ← to return to the Home screen.

Sync Now



This menu allows you to initiate a manual synchronization between PayClock Online and the clock.


At the clock tap the Settings  button, enter the administrator PIN, and tap .

- The Settings Menu will display.
- Tap Sync Now, the clock will start the update process and return to the Home screen when finished.

Date & Time



This menu allows you to manually configure the time zone, DST and how the hours will display on the clock.

At the clock tap the Settings  button, enter the administrator PIN, and tap .

- The Settings Menu will display.
- Tap Date & Time and make the desired changes.
- When finished tap  to return to the Home screen.

Volume



This menu item allows you to adjust the volume of the clock and test the speaker on your clock.


At the clock tap the Settings  button, enter the administrator PIN and tap .

- The Settings menu will display.
- Tap **Volume**. The Volume menu will display.
- Move the slider to the desired number to adjust the volume to your preference.
- Tap **TEST** to test your speaker and selected volume.

Signal-Door Access

This menu allows you to configure how the clock uses the on-board relay.



At the clock tap the Settings  button, enter the administrator PIN and tap .


- The Settings menu will display.
- Tap Signal-Door Access. The signal-door access screen will display.
- Select the Relay Mode.
 - Off – The relay is disabled.
 - Access – The relay will be used to activate a door strike allowing employees to enter the facility.
 - Signal – The relay will open/close to sound the signaling device.
- If Signal is selected the Add / Edit Events will show. Tap Add / Edit Events and enter the bell events. Up to 100 events can be programmed.
- Select the duration for the relay. By default, it is set at 5 seconds.
- Use the Test button to activate the on-board relay to test the connection.
- When finished tap  to return to the Home screen.

See **Appendix E** for steps to add/edit/delete bell events.

Device Info



This menu item displays clock information such as the clocks serial number, application version, IP address, and MAC address.

At the clock tap the Settings  button, enter the administrator PIN, and tap  .

- The Settings menu will display.
- Tap Device Info. The device information will display.
- When finished tap  to return to the Home screen.

Support

This menu allows you to access more settings that may be necessary if you are experiencing any trouble with your clock. Selections in this menu include: Test Connection, Event Log, Restart Clock, Recover Punches, Restore Factory Defaults, Send Logs to Support, and the Daily Refresh.



At the clock tap the Settings  button, enter the administrator PIN, and tap  .


- Tap **Support** to access this menu and all its options.

Test Connection

This menu item allows you to test the clocks connection to the internet and PayClock Online. You can also display any errors that the clock may have experienced.

Testing the Clocks Internet Connection



At the clock tap the Settings  button, enter the administrator PIN, and tap  .


- The Settings menu will display.
- Tap Support and then Test Connection.
- The internet connection, ports, and connection to PayClock Online will be tested.
- When finished tap  to return to the Home screen.

See **Appendix A** for details on testing the clocks connection.

Event Log



This menu item allows you to display any errors that the clock may have experienced.

At the clock tap the Settings  button, enter the administrator PIN, and tap  .

- The Settings menu will display.
- Tap Support and then Event Log.
- Any logged information will display.
- When finished tap  to return to the Home screen.

Restart Clock



This menu item allows the clock to be restarted without having to remove the clock from being mounted to the wall.


At the clock tap the Settings  button, enter the administrator PIN, and tap  .

- The Settings menu will display.
- Tap **Support** and then **Restart Clock**, The Restart Clock prompt will display.
- Tap **OK** and the clock will restart.

Recover Punches

This menu item allows the clock to resubmit the registrations stored on the clock to PayClock Online in case one didn't get passed through.

At the clock tap the Settings  button, enter the administrator PIN, and tap .



- The Settings menu will display.
- Tap **Support** and then **Recover Punches**, The Recover Punches prompt will display.
- Tap **Start Recovery**, a confirmation prompt will display.
- Tap OK.
- When finished tap  to return to the Home screen.

Restore Factory Defaults

Use caution when selecting this menu item. This menu item will reset the entire clock to the manufacturer default settings.

All settings, administrators, supervisors, employees, and data will be cleared from the clock; you cannot recover this information.



Important Note: The Administrator PIN, network settings and relay schedules will remain and will not be reset.

At the clock tap the Settings  button, enter the administrator PIN and tap .

- The Settings menu will display.
- Tap Support then **Restore Factory Defaults**. The warning screen will display.
- At the warning screen tap **RESTORE FACTORY DEFAULTS** if you wish to continue.
- The clock will be reset and will be as if it were a new clock that has never been used and will need to be set up.

Send Logs to Support



This menu item allows you to send logs to our support team if you are experiencing issues with your clock. Be sure to contact our support team and they may ask you to select this option.

At the clock tap the Settings  button, enter the administrator PIN and tap .

- The Settings menu will display.
- Tap **Support** then **Send Logs to Support**.
- A confirmation screen will display after a few moments and return you to the home screen.

Daily Refresh

This menu item allows you to adjust the settings of the Daily Refresh. By default settings, the clock will reboot itself each night at 1:07am.

At the clock tap the Settings  button, enter the administrator PIN and tap .

- The Settings menu will display.
- Tap **Support** then **Daily Refresh**. The Daily Refresh prompt will display.
- Select a desired time which you would like the clock to reboot at.
- Select whether to disable or leave the Daily Refresh enabled.
- Tap on **OK** to save your selections.

Troubleshooting a PC Series Clock




If the PayClock software does not communicate with the clock, try these suggestions:

General Troubleshooting

- Make sure that all connections are secure, and the cable is intact, or the wireless access point is connected.
- Make sure that the network cable is securely connected to the Ethernet port on the clock.
- Make sure the wireless access point is working.
- Make sure that the clock's power supply is securely connected to an electrical outlet.
- Make sure that the power supply is securely connected to the clock and the unit is powered up.

If after going through each item above you are still not communicating with the clock, have your network administrator or IT person make sure there are not any issues with the network.



PC Series Troubleshooting

Issue	Resolution
The clock isn't connecting to PayClock Online.	If your clock is not connecting to PayClock Online, use the Test Connection button. See Appendix A for details.
The clock shows "Not Found" when a badge is presented.	Make sure that the number that is printed on the badge matches what was entered in the Badge Number field in PayClock for the employee.
What does the cloud  on the display represent?	This represents that the clock is connected to PayClock Online.
What does the bar graph  on the display represent?	This represents the signal strength for the wireless connection.
Why does the clock show "Punch Accepted" instead of Punch In or Out when an employee punches?	The clock lost the connection to the internet, so it displays Punch Accepted. The clock must have a connection to the internet to determine if a punch is In or Out. Check to see if the cloud  icon is displaying at the top of the screen.
Why do the employee badges sometimes register a punch while in the badge rack?	The clock uses an internal antenna. Make sure badges are kept 6" away from the clock when not in use to avoid accidental badge reads.

Appendix A – Testing the Connection to PayClock Online

Important - This tool has been designed to help in the event the clock fails to connect to PayClock Online. It may be necessary to involve your IT department or someone familiar with your network if you have connection issues.

The PC Series clocks have a function that will allow the user to test the connection to PayClock Online.

Tap the Settings  button, enter the administrator PIN and tap  .

- The Settings menu will display.
- Tap **Support** and then **Test Connection**.

Test 1 - Internet connection test.

Pass = The test cycle will move to the port test.

Fail – What should I do if this test fails?

- Does another device successfully connect to the internet? Such as a laptop(wired/wifi) or a smartphone(wifi).
- Contact your IT department for assistance.

Test 2 – Ports used by the clock will be tested.

Pass = The test cycle will move to the PayClock Online service test.

Fail – What should I do if this test fails?

- Open the listed port(s) to traffic.
- Contact your IT department to open the listed port(s) to traffic.

Test 3 – PayClock Online Service used by the clock will be tested.

Pass = The test cycle will display a summary of the test.

Fail – What should I do if this test fails?

- Open the listed port(s) to Inbound / Outbound traffic.
- Contact your IT department to open the listed port(s) to traffic.

Test 4 – Is the clock set up in PayClock Online.

Pass = The test cycle will display a summary of the test.

Fail – What should I do if this test fails?

- Open PayClock Online and set up the PC Series clock under Clocks.

Notes - The internet test will attempt to ping www.google.com. If ping is disabled on the network a false test result could be displayed and may require you to involve your IT department or someone familiar with your network.

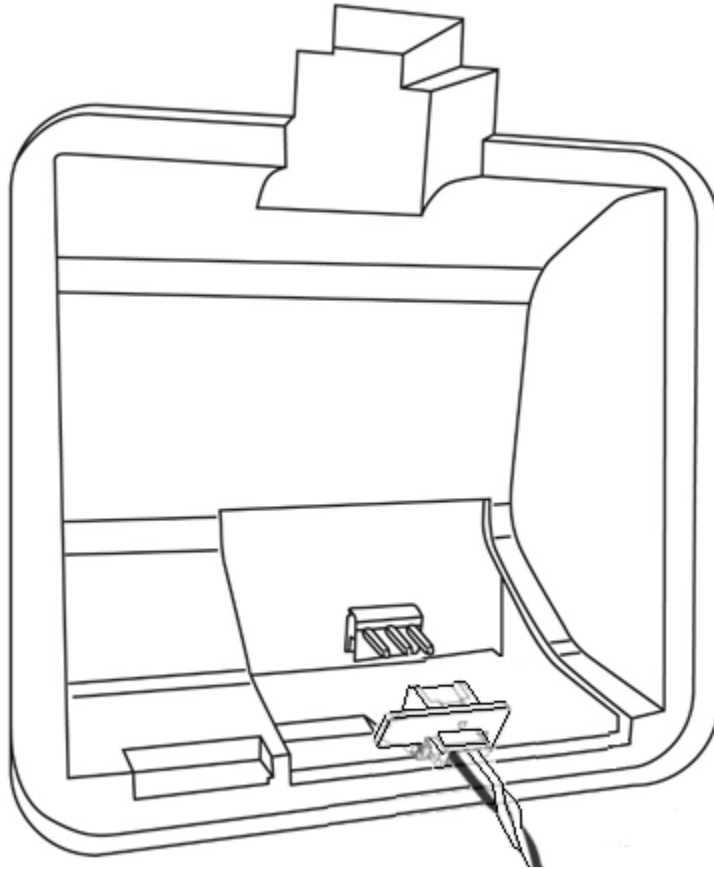
It may be necessary to involve your IT department or someone familiar with your network if there is a failure with the Ports or PayClock Online Services test which requires changes to the network / firewall settings.

Appendix B – Installing a Battery

The PC Series clocks have an optional re-chargeable battery, so the clock is operational during a power failure. Once the power is restored the battery will automatically re-charge.

- Remove the cover from the battery compartment on the back of the clock.
- Position the battery connector as shown.
- Plug the battery connector into the clock connector.
- Tuck the connector wires and battery into the battery compartment, being careful not to pinch the wires.
- Insert the cover into the slot and snap it into place.

Note: Make sure the wires are not pinched when closing cover.





Appendix C – Adjusting Finger Sensitivity

With the PCTOUCH model if an employee's finger is mistakenly read as another employee, you can adjust the sensitivity level by employee.

Example: Joe Smith puts his finger on the sensor but Stan Able shows as punching on the display. The solution would be to increase Stan's security level. Increasing Stan's security level will lessen the chance of Stan's fingerprint being read as another employee.

Adjusting Finger Sensitivity

At the clock tap the  fingerprint button and enter the clock administrator password (99999 is the default).

- At the Employee selection screen, tap on the name of the desired employee.
- At the Employee Finger enrollments screen tap Biometric Settings. The Security screen will display these settings.
 - 1 – Low Sensitivity
 - 2 – Medium Low Sensitivity
 - 3 – Moderate Sensitivity (default setting)
 - 4 – Medium Hi Sensitivity
 - 5 – Hi Sensitivity
- Tap on the desired setting.
- Tap , the setting will be applied to any fingerprints enrolled for the selected employee.
- When finished tap  Back to return to the Employee Finger enrollments screen.

Appendix D – Bell Relay Connections

The PC Series of clocks have a built-in relay that can control bells or door access.

Relay Specifications

- Type: Dry Contact Closure
- Rating: 2 amps at 24VDC or 120VAC
- Contacts: NO-Normally Open, COM-Common, NC-Normally Closed

Bell Relay Connections

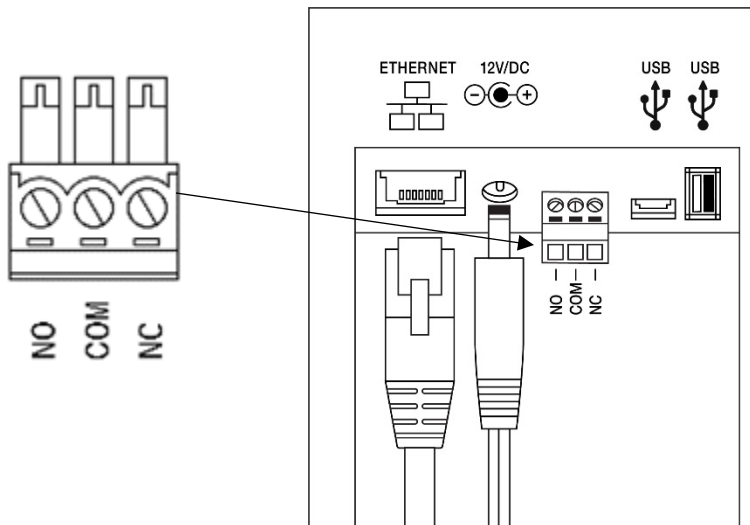
When you are connecting to a signaling device make sure you have the following skills:

- Understand basic wiring principles and techniques.
- Can interpret wiring diagrams.
- Have circuit wiring experience.

Note: The wiring must be installed in accordance with national and local electrical codes.

To connect the signaling device

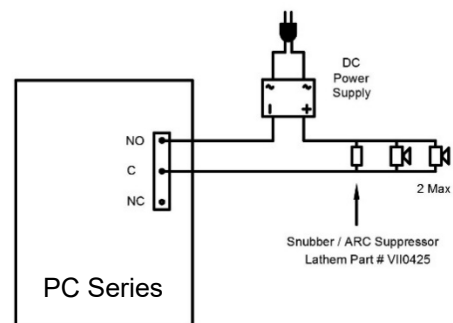
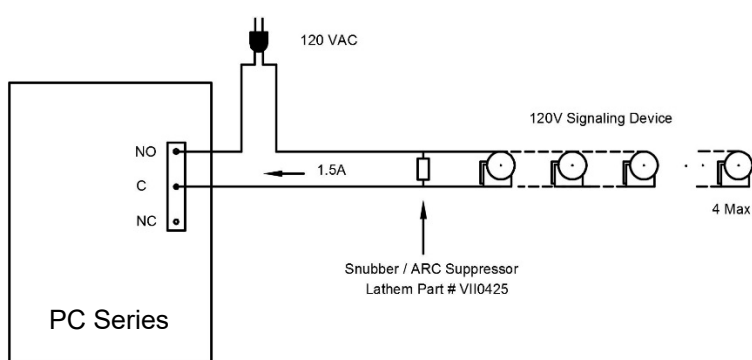
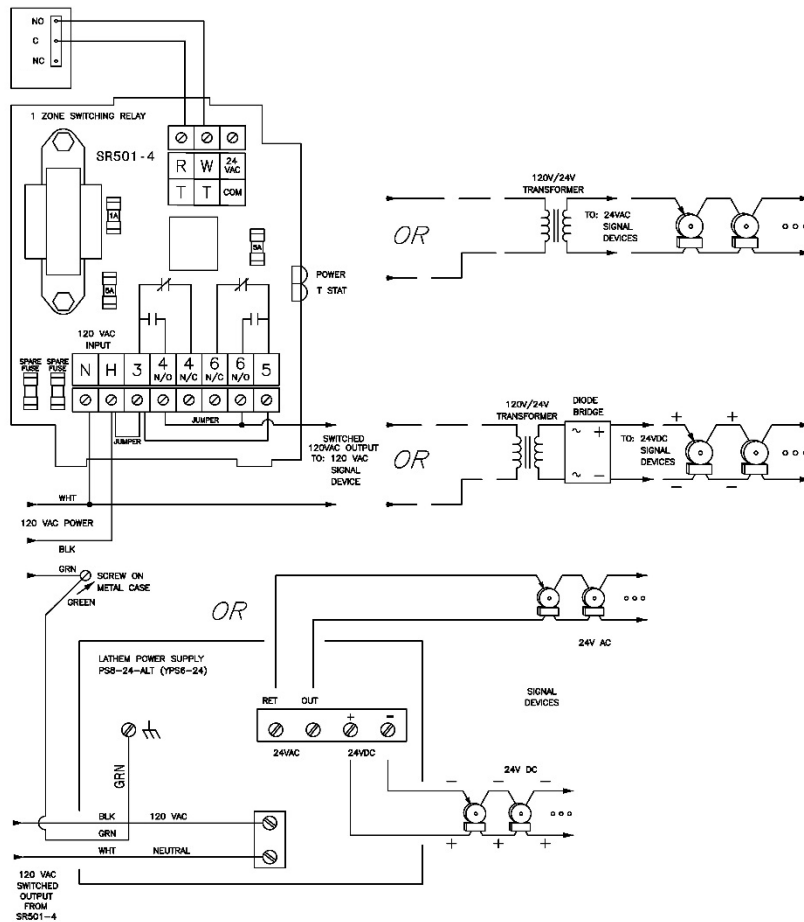
- Unplug the relay screw terminal connector on the back of the clock.



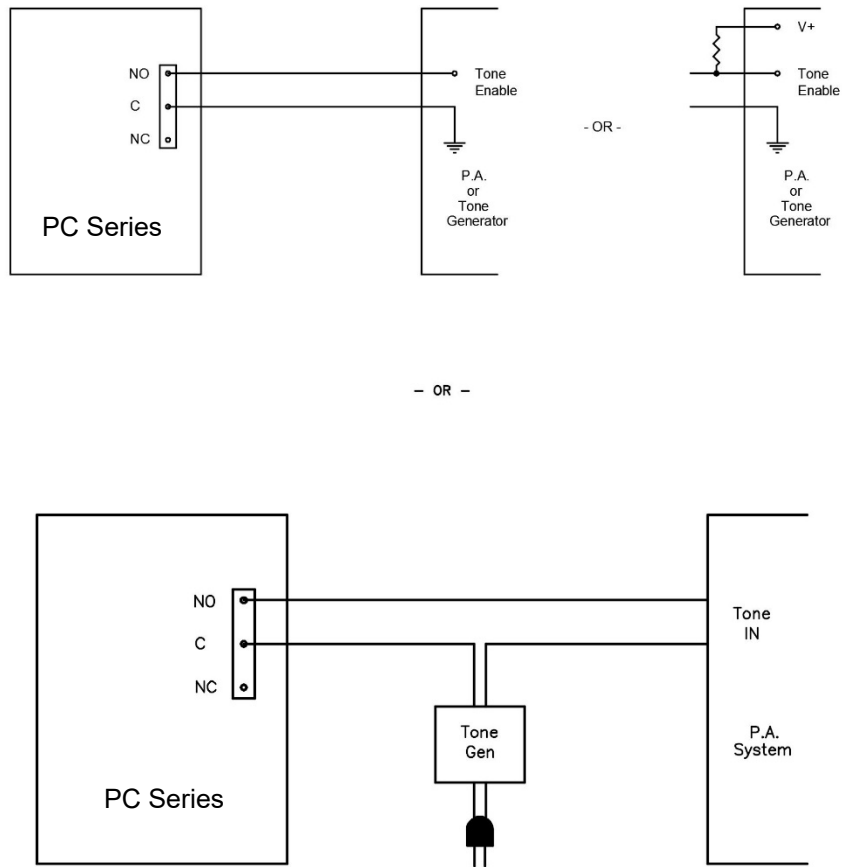
- Connect the wires from the signaling device to the screw terminals. Plug the terminal connector into the socket on the clock. Only one (1) wire should be inserted into the terminal block positions NO and COM, all wire splices should be done externally. See the following diagrams for details.

Important! Relay contacts provide no power for signaling devices. The relay is a dry contact closure rated 2 amps at 24VDC or 120 VAC. Connecting a device or series of devices that draw more than the rated amperage from the terminal will result in serious damage! It is recommended to use the optional SR501-4 Relay Booster Box to control devices that require more than 2 amps.

PC Series



Wiring to P.A. System / Tone Generator



Important! Connecting a PC Series clock to a public address (PA) system requires the use of an external Tone Generator. Contact your PA supplier to acquire an appropriate Tone Generator for your system.

Appendix E – Access Relay Connections

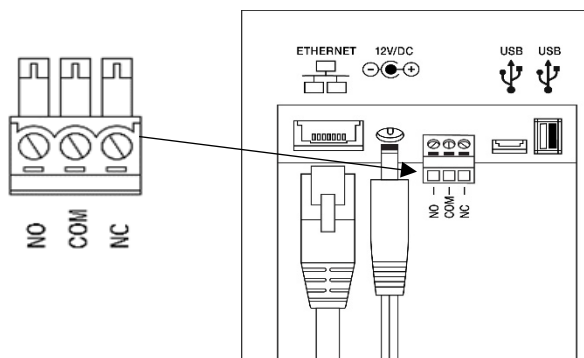
When you are connecting to a door access device make sure you have the following skills:

- Understand basic wiring principles and techniques.
- Can interpret wiring diagrams.
- Have circuit wiring experience.

Note: The wiring must be installed in accordance with national and local electrical codes.

Connecting the PC Series clocks to a Door Strike

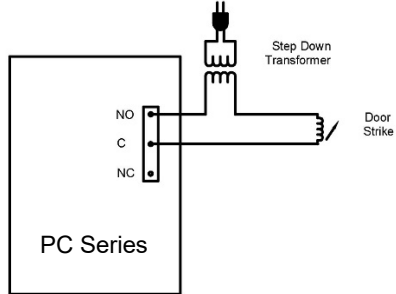
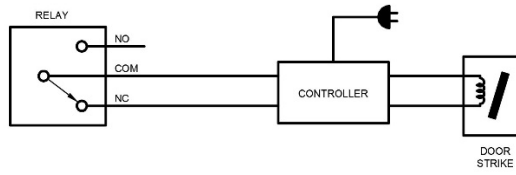
- Unplug the relay screw terminal connector on the back of the clock.



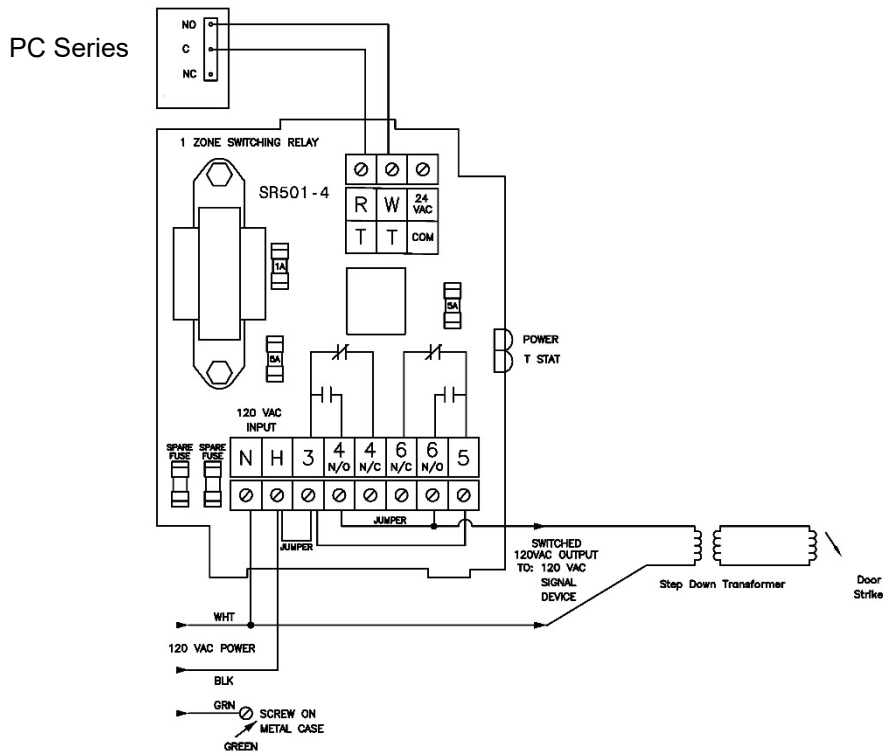
- Connect the wires from the door access device to the screw terminals. Plug the terminal connector into the socket on the PC Series clock. Only one (1) wire should be inserted into the terminal block positions NO and COM, all wire splices should be done externally. See the following diagrams for details.

Important! Relay contacts provide no power for signaling devices. The relay is a dry contact closure rated 2 amps at 24VDC or 120 VAC. Connecting a device or series of devices that draw more than the rated amperage from the terminal will result in serious damage! It is recommended to use the optional SR501-4 Relay Booster Box to control devices that require more than 2 amps.

Wiring for a Door Access Control System





Door Strike Wiring For Door Strikes more than 1.5 Amps (Peak)





Appendix F – Add/Edit/Delete Bell Events




Up to 100 events can be programmed. Events consist of the time and the day of week.

Adding a Bell Event





At the clock tap the Settings  button, enter the administrator PIN and tap .

- The Settings Menu will display.
- From the Settings menu tap Signal-Door Access.
- The Relay Settings screen will display.
- Under Relay Mode select Signal.
- Under Schedule tap Add/Edit Events. The Relay Schedule screen will display.
- Tap , the time selection screen will display.
- Set the desired hour, minute, and AM/PM for the relay event.
- Tap OK to save the event. The programmed event will display in the list.
- Tap on the desired days of the week and then continue adding events. Note: Changes to the days of the week are automatically saved.
- When finished tap  to return to the Home screen.

Editing a Bell Event

- At the clock tap the Settings  button, enter the administrator PIN and tap .
- From the Settings menu tap Signal-Door Access.
- The Relay Settings screen will display.
- Under Schedule tap Add/Edit Events. The Relay Schedule screen will display with the scheduled events.
- Tap on the desired event and make the needed changes.
- Tap OK to save the changes. Note: Changes to the days of the week are automatically saved.
- When finished tap  to return to the Home screen.

Deleting a Bell Event

- At the clock tap the Settings  button, enter the administrator PIN and tap .
- From the Settings menu tap Signal-Door Access.
- The Relay Settings screen will display.
- Under Schedule tap Add/Edit Events. The Relay Schedule screen will display with the scheduled events.
- Tap on the down arrow on the desired event. Tap the  and the scheduled event will be deleted.
- When finished tap  to return to the Home screen.

One-Year Limited Warranty

Lathem warrants the hardware products described in this guide against defects in material and workmanship for a period of one year from date of original purchase from Lathem or from an authorized Lathem reseller. The conditions of this warranty and the extent of the responsibility of Lathem Time Corporation ("Lathem") under this warranty are listed below.

1. This warranty will become void when service performed by anyone other than an approved Lathem warranty service dealer results in damage to the product.
 2. This warranty does not apply to any product which has been subject to abuse, neglect, or accident, or which has had the serial number altered or removed, or which has been connected, installed, adjusted, or repaired other than in accordance with instructions furnished by Lathem.
 3. This warranty does not cover dealer labor cost for removing and reinstalling the machine for repair, or any expendable parts that are readily replaced due to normal use.
 4. The sole responsibility of Lathem under this warranty shall be limited to repair of this product, or replacement thereof, at the sole discretion of Lathem.
 5. If it becomes necessary to send the product or any defective part to Lathem or any authorized service dealer, the product must be shipped in its original carton or equivalent, fully insured with shipping charges prepaid. Lathem will not assume any responsibility for any loss or damage incurred in shipping.
 6. **WARRANTY DISCLAIMER AND LIMITATION OF LIABILITY:** Except only the limited express warranty set forth above, the products are sold with no expressed or implied warranties of any kind, and the implied warranties of merchantability and fitness for a particular purpose are hereby expressly disclaimed. No warranties are given with respect to products purchased other than from Lathem or an authorized Lathem reseller and any such products are purchased "as is, with all faults." In no event will Lathem be liable for any direct, indirect, special, incidental or consequential damages arising out of or in connection with the delivery, use or inability to use, or performance of this product. In the event any limited remedy given herein shall be deemed to have failed of its essential purpose, Lathem's maximum liability shall be to refund the purchase price upon return of the product.
 7. Proof of date of purchase from Lathem or an authorized Lathem reseller is required for warranty service on this product.
 8. This Warranty grants specific legal rights. Additional legal rights, which may vary by locale, may also apply.
 9. Should any difficulties arise with the performance of this product during warranty, or with any Lathem authorized service centers, contact Lathem Time.
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