

payclock®



QUICK START GUIDE

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READ THIS FIRST

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PURCHASE A SUPPORT PLAN TODAY!

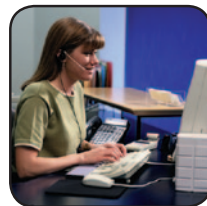
To order call 404.691.0405 or
buy online at shop.lathem.com



HASSLE-FREE SUPPORT

Lathem's Annual Support Plan is designed to provide your company with an easy way to maintain and protect your investment in your time and attendance system. Your time attendance system is a mission critical component of your payroll process. Our support plan ensures that you have the most comprehensive set of features available to keep your system up and running. With so much riding on your time and attendance system, a support plan that provides you with peace of mind could be the best feature you will ever purchase.

LATHEM'S ANNUAL SUPPORT PLAN INCLUDES...



- **Toll-free telephone support**

If you have any questions with the operation or support of your system, you will have access to a trained factory support representative via our toll free number. Our knowledgeable representatives are trained to answer your questions quickly and effectively, so you won't waste your time unnecessarily.

Without the support plan: **Customer support calls will be billed on a per incident basis.**



- **Free software maintenance updates**

While you are covered under the support plan, you will have availability to the latest software updates and maintenance patches that make existing operations work easier.

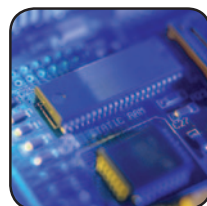
Without the support plan: **Updates and patches must be purchased separately.**



- **Next day shipping of exchange clock**

If your clock goes down, or is damaged, you can rest assured knowing that with a simple phone call, an exchange unit will be shipped out to you the next business day. This will dramatically reduce your "down time", allowing you to get back to business as usual, and process payroll on schedule.

Without the support plan: **You must send in your clock for repair to be returned upon completion.**



- **Extended Hardware Warranty**

The support plan will extend the standard warranty that came with your product. While under warranty or this plan, your time clock will be covered for parts and labor to repair defects in materials or workmanship. If the problem with your clock is covered under this extended warranty, you can simply keep the exchange clock.

Without the support plan: **Parts & Labor are billed at standard rates.**

**Call 1-800-241-4990
or buy online at
shop.lathem.com**

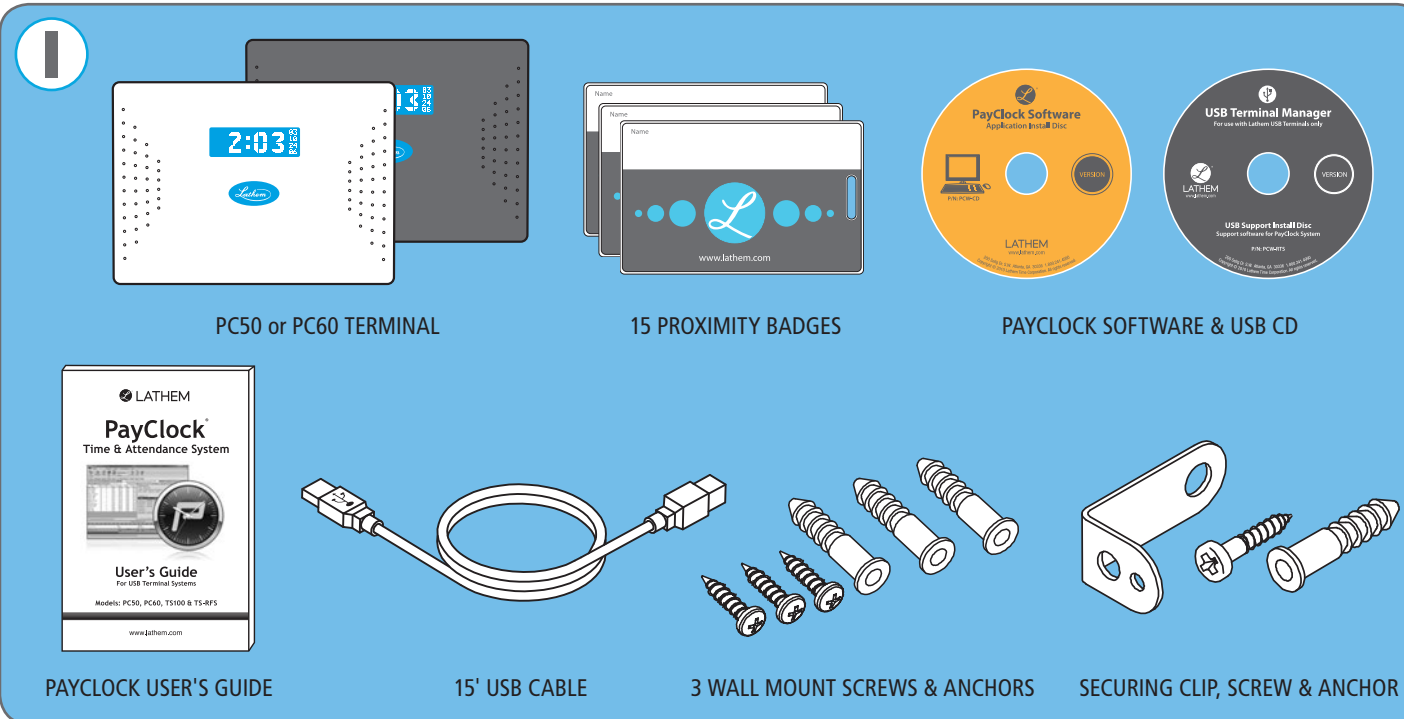
The support plan is billed annually, and can be renewed by payment, or automatically deducted from a credit card if so desired. Although this plan may be purchased at anytime, support plans purchased beyond 30 days from the initial purchase of your system are billed at a higher rate.

QUICK INSTALL AND SETUP

Remove items from box and decide where to mount your clock. Keep in mind the distance to your computer.

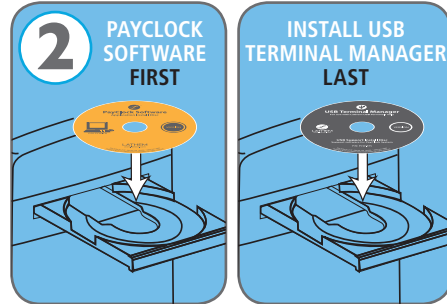
Verify Contents and System Requirements

Verify the contents of your system and make sure your computer meets the minimum system requirements listed on this page.



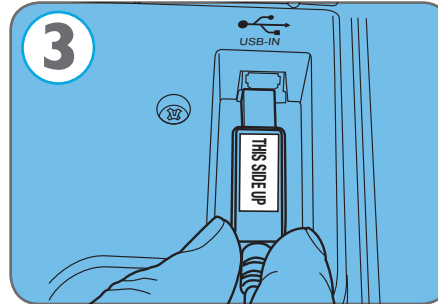
Install Software

Install PayClock Software and USB Terminal Manager software. See the User's Guide for detailed installation instructions.



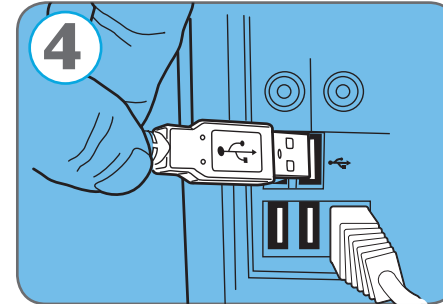
Connect Terminal

Connect 15ft USB cable to the back of the terminal. Be sure that the "THIS SIDE UP" label is facing out.



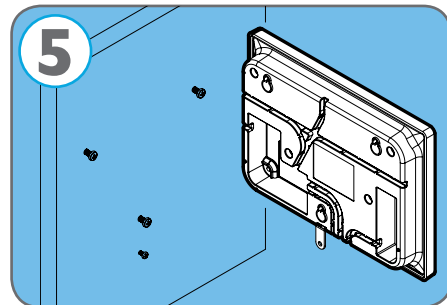
Connect Computer

Connect other end of the USB cable to an available USB port on your computer. Possibly a different computer than one with software.



Mount the Terminal

Using the instructions in the User's Guide mount the terminal to the wall where you would like employees to punch in and out.



Open PayClock Software

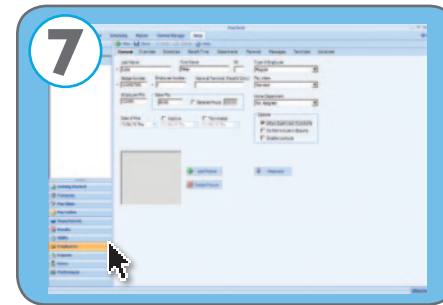
Open the PayClock software by clicking on the PayClock Icon located on your desktop.



The default password is **lathem** in lowercase

Add Employees

Please reference User's Guide for configuring and setting up employees.



System requirements

- Processor: 1 GHz or higher
- Operating System: Microsoft Windows 32-Bit or 64-Bit
 - XP - SP2 or later, Vista, Windows 7, Server 2003 or 2008 (Standard or Enterprise Edition)
- Memory: 1 GB of RAM or higher
- Hard Disk Drive: Up to 450 MB free disk space; up to 1 GB if the .NET framework is not installed
- Display: 1024x768 or higher resolution
- CD-ROM Drive: Required
- Printer: Any printer compatible with Windows XP SP2 or later
- Network Interface: Network adaptor configured for TCP/IP connected to a switch on LAN network.
- Additional Software: Microsoft .Net 3.5 SP1 (included in the installer), Internet Explorer 7.0 or later

How to get help

If you need help using PayClock, there are several ways to find answers to your questions:



- **SOFTWARE HELP SYSTEM**
Click the "Help" button, or press F1 from anywhere in the software.



- **ONLINE KNOWLEDGE BASE**
Visit <http://support.lathem.com> and search our comprehensive knowledge base.



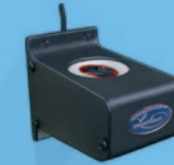
- **EMAIL SUPPORT**
Visit <http://support.lathem.com> and select "Submit a Ticket".



- **PHONE SUPPORT**
Contact 404-691-0405 option "4" when prompted. Charges may apply without a support plan.

How to order accessories

You can usually order extra items from the place where you bought your system. To order from Lathem, go online to <http://shop.lathem.com> or call **800-241-4990**. These items include:



Biometric Finger Sensor



Proximity Door Lock



PayClock Software Upgrades

- More employees!
- More users!



Extra Employee Badges



Badge Racks



USB Extension Cables



Badge Reels



Key Fobs

Limited One-Year Warranty (Hardware)

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 at the address below.



LATHEM

