



Model PC700

User's Guide



www.lathem.com

**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.

NOTE: This equipment has been tested and found to comply with the limits, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a business installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio TV technician for help.

**This Class A digital apparatus complies with Canadian ICES-003.
Cet appareil numérique de la classe A est conforme à la norme NMB-003 du
Canada.**

Lathem Time Corporation
200 Selig Drive, SW,
Atlanta, GA 30336

www.lathem.com


Copyright © 2017 Lathem Time Corporation. All rights reserved.

Revised 04-26-2018

Document number: USG0114A

Contents

Welcome	1
Package Contents.....	4
Install the PC700 Series Clock	5
PayClock Online	8
Adding a PC700 series clock	8
Step 1 - Adding the PC700 series clock.....	8
Step 2 - Connect the Clock to PayClock Online.....	9
Changing settings at the Clock	10
How do I change the time zone?	10
How do I disable daylight savings?	11
How do I change the displays time format?	11
Changing settings from PayClock.....	11
How do I change the time zone?	11
How do I disable daylight savings?	12
How do I change the displays time format?	12
How do I disable PIN entry for all employees?	12
How do I disable Badge entry for all employees?	13
How do I disable amount entry for all employees?	13
How do I disable transfers for all employees?	14
Using the PC700 Series Clock	15
PC700 Series Clock Idle Screen.....	16
Employee Transactions using Badges	16
Clocking IN/Out	16
Department Transfers	16
Amount Entries	17
Viewing Totals	17
Employee Transactions using a PIN.....	17
Clocking IN/Out	17
Department Transfers	18
Amount Entries	18
Viewing Totals	18
Supervisor Transactions	19
Viewing Punches.....	19

Adding Punches	19
Viewing Totals	20
Send Message	20
Override Lockout	21
Settings - Set/Change PIN	21
Settings - View/Assign Badge	22
Administrator Functions	23
Sync Now	24
Device Information	24
Network Setup - Clock Settings.....	24
Date/Time Setup - Date.....	26
Error Log.....	27
Relay Settings	28
Test Connection	28
 Reset	29
Troubleshooting the PC700 Series Clock	30
General Troubleshooting	30
PC700 Series Troubleshooting	30
Appendix A – Testing the Connection to PayClock Online	32
Appendix B - Bell Relay Connections	34
Appendix C - Access Relay Connections	39
Appendix D - Add/Edit/Delete Bell Events	41
Glossary of Terms	43
Index	45

Welcome

Reliability, functionality and ease of use are trademarks of the PayClock clocks. With the PC700 clock, employees can use a badge or PIN to punch in and out, view messages or benefit time balances – it's that simple. In addition, the PC700 contains an on-board relay which can be used to control bells/signaling devices, or security access.

The PayClock software and PC700 series clocks are the perfect solution for businesses that want to track employee time and automate payroll.

The clock utilizes a powerful Windows CE based application and a touch-panel display for inputting data by employees, supervisors or administrators. The clock validates that the employee is in the database before recording the transaction.

The clock offers a large color LCD touch-panel that displays employee information along with an audio prompt. Upon a successful transaction, the display will show the employee's name, total worked time, In / Out status and an audio/text prompt.

The PC700 series clocks is used with the PayClock Online product. The PayClock Online product is in the cloud with the clock communicating with PayClock Online over the internet.

The PC700 clock can be connected directly into a wall Ethernet jack or to a wireless network for communications with the PayClock time and attendance software.

Clock Features and Specifications

- Windows CE 6.0 - The power of embedded Windows CE to provide fast and dependable operation.
- LCD Color Touch-Panel - Use the large easy to read touch-panel for set up and data entry.
- On-Board Relay - The on-board relay can be used to control bells/signal devices, or security access.
- The PC700 clock has an integrated antenna and is compliant with the IEEE 802.11a/b/g standard. It supports WEP, WPA and Open authentication.
- PC700 series Idle Screen - Easy to read time/date screen will display after 2 minutes of inactivity on the clock.
- User friendly design - Large easy to read touch-panel.
- Comprehensive support agreements minimize technical difficulties.
- Numerous Accessory options further enhance the functionality of your PC700 series clock.

Accessories

Accessories are offered to further enhance your PayClock system. Visit <http://shop.lathem.com> to purchase additional accessories like the ones listed below.

- Badges
- Badge Racks

Getting Help

You can access the help desk and answers to your issues in several different ways. In addition to resources within the PayClock software, assistance may be accessed online, via email, via telephone, or through your dealer.

PayClock Help

The Online Help allows you to search through an index of help topics to locate the answer you need.

Troubleshooting

For answers to Frequently Asked Questions, refer to the Troubleshooting section of this User Guide.

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 **(800) 224-1877** to speak with our help desk.

Package Contents

Please verify that your package includes ALL of the following items. If your package is missing an item, please call our help desk at (800) 224-1877.



**PC700 Series
Terminal**



**AC Wall
Adapter**



User's Guide



Ethernet Cable



Mounting Screw Packet

3 screws to mount the terminal to the wall
3 anchors (use for masonry wall installation)
Securing clip (1 screw and anchor)

Recommended Installation Tools



Tape Measure



Pencil



**Philips Head
Screw Driver**



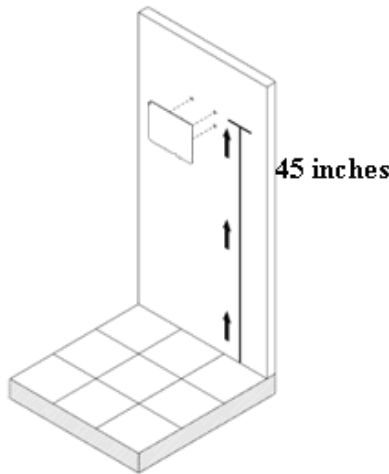
**Optional - Power
Drill & Drill Bits**

Install the PC700 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 a connection to the network (LAN).

Note: It is recommended to install and mount the clock before installing the PayClock software. With the clock powered up and connected to the network (LAN), the software will search for it on the network and automatically configure the clock.

Step 2: After selecting the appropriate installation site, use masking tape to hold the included Mounting Template onto the wall. Drill holes using the template as a guide. Note: the bottom of the clock should be about **45 inches** from the floor.



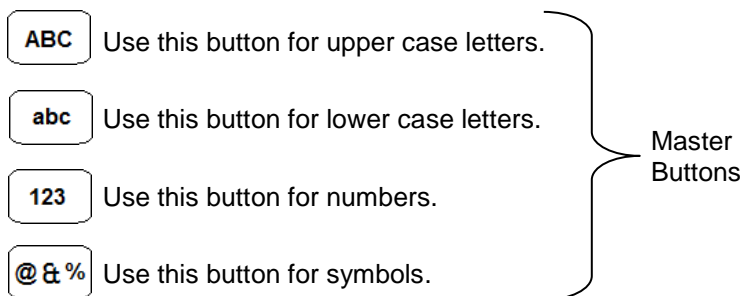
Remove the Template from the wall and install the included mounting screws. Install the three larger screws, leaving approximately 3/16 inch of the screws exposed. **Do not tighten all the way.** Retain the smaller screw for later.

Note: 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.

Step 3: Network Connection – Wi-Fi or Wired

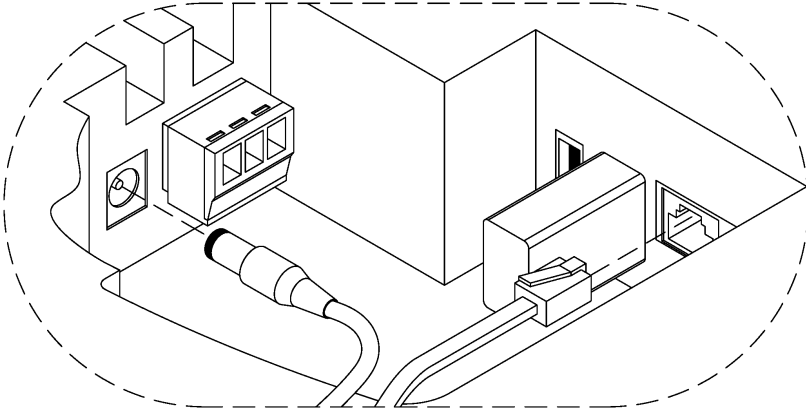
Wi-Fi Connection: With the power adapter connected and the clock mounted to the wall follow these steps to configure the Wi-Fi connection. **Note:** The Wi-Fi option is enabled by default.

- From the PC700 touchpad press the Admin button. Enter the administrator password and press Enter.
- The Administrator Main Menu screen will display.
- Press Network Setup. The Network Setup screen will display.
- Press WiFi. The PC700 will check to see if there are any Wi-Fi connections within range and display them in a list. **Note:** Make sure the **WiFi Enabled** is set to **Yes**.
- Select the desired Wi-Fi connection from the list.
- The Enter Passcode screen will display with a keypad.
- Using the master buttons to select upper case letters, lower case letters, numbers or symbols enter the passcode for the wireless network. **Note:** You may need to contact your network administrator for the wireless passcode information.



- Press OK. A confirmation message will display when the PC700 is connected, press OK.
- When finished press the back ↵ button until you have returned to the home screen.

Wired Connection: Plug the RJ45 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. See drawing below.



Insert the small “L”-shaped security bracket into the slot at the bottom-rear of the clock, so that the tab with the hole points downward.

Hang the clock on the wall, aligning the three keyholes on the rear of the enclosure with the three protruding screw heads, and then pressing downward on the clock housing until it lowers onto the screws.

Screw the small Screw into the hole of the tab from the small “L”-shaped bracket at the bottom of the enclosure. This will fasten the clock to the wall, and keep it from being easily removed.

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

You are now ready to sync the PC700 clock once it is set up in the PayClock Online software

PayClock Online

The PayClock Online product is in the cloud and communicates with the clock over the internet.

Adding a PC700 series clock

Adding a PC700 series clock to PayClock Online is a 2-step process. Add the clock in PayClock Online first and then from the clock connect to the hosted database.


Step 1 - Adding the PC700 series clock

The PC700 series clock **must** be added to PayClock Online first otherwise the connection will fail.

- Log into PayClock Online and go to Clocks>Manage Clocks in the navigation list.
- Click New and the Select Clock Type window will open.
- Select PC700 from the drop-down list and click OK.
- The clock properties will display on the right.
- Then enter a name for the clock under Device Nickname.
- From the General tab 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 PC700 series clock must be added to PayClock Online before attempting this step. The clock must be powered up and connected to the network with access to the internet.

- At the PC700 press the Admin button. Enter the administrator PIN and press Enter.
- Press **Sync Now**, the clock will connect over the internet to PayClock Online.
- After connecting the data will be downloaded to the clock and it will be ready for use.
- When complete a green icon  will show on the clock's display identifying it is to the internet.
- The clock will be operational and ready for use.

Changing settings at the Clock

The default settings that can be changed by the administrator at the clock or the PayClock Online software are:

- Time Zone: The time zone is set to Eastern Time.
- Daylight Savings Time: Daylight savings is turned on.
- Time Format: The display will show the hours in a 12-hour (AM/PM) format.

The default settings that can only be changed through the PayClock Online software are:

- PIN Entry: PIN entry is turn on.
- Badge Entry: Badge entry is turned on.
- Allow Amounts: Amount entry is turned on.
- Maximum days to store registrations on clock: Is set to 90 days.
- Send Date/Time on poll or update: Is turned on.
- Send worked hours and benefit time after poll: Is turned on.

How do I change the time zone?

- From the clock touchpad press the Admin button. Enter the administrator password (PIN) and press the Enter button.
- The Administrator Main Menu screen will display.
- Press Date/Time Setup. The Date Setup screen will display.
- Press the Time Zone button. The Choose Time Zone screen will display.
- Using the up and down arrow keys select the desired time zone and click OK.
- When finished press the back ↵ button until you have returned to the default screen.

How do I disable daylight savings?

- From the clock touchpad press the Admin button. Enter the administrator password (PIN) and press the Enter button.
- The Administrator Main Menu screen will display.
- Press Date/Time Setup. The Date Setup screen will display.
- Under Daylight Save Time press Off.
- The screen will refresh with the newly selected option.
- When finished press the back ⏪ button until you have returned to the default screen.

How do I change the displays time format?

- From the clock touchpad press the Admin button. Enter the administrator password (PIN) and press the Enter button.
- The Administrator Main Menu screen will display.
- Press Date/Time Setup. The Date Setup screen will display.
- Under Time Display Format press either the 12HR or 24HR.
- The screen will refresh with the newly selected option.
- When finished press the back ⏪ button until you have returned to the default screen.

Changing settings from PayClock

How do I change the time zone?

- Log into PayClock Online and go to Clocks>Manage Clocks in the navigation list.
- Select the desired clock from the list and click on the Settings tab.
- Under Time Zone select the desired time zone.
- Click Save.

- The clock will update itself at the next update interval.

How do I disable daylight savings?

- Log into PayClock Online and go to Clocks>Manage Clocks in the navigation list.
- Select the desired clock from the list and click on the Settings tab.
- Under Daylight Saving Time select Off.
- Click Save.
- The clock will update itself at the next update interval.

How do I change the displays time format?

- Log into PayClock Online and go to Clocks>Manage Clocks in the navigation list.
- Select the desired clock from the list and click on the Settings tab.
- Under Time Format select the desired format.
- Click Save.
- The clock will update itself at the next update interval.

How do I disable PIN entry for all employees?

The clock will display “Not Authorized” if an employee tries to use a PIN.

- Log into PayClock Online and go to Clocks>Manage Clocks in the navigation list.
- Select the desired clock from the list and click on the Settings tab.
- Under Validation Types uncheck the PIN Entry option.

- Click Save.
- The clock will update itself at the next update interval.

How do I disable Badge entry for all employees?

The clock will display “Not Authorized” if an employee presents a badge.

- Log into PayClock Online and go to Clocks>Manage Clocks in the navigation list.
- Select the desired clock from the list and click on the Settings tab.
- Under Validation Types uncheck the Badge Entry option.
- Click Save.
- The clock will update itself at the next update interval.

How do I disable amount entry for all employees?

The Enter Amounts button will not display on the clocks touchpad when Allow Amounts is disabled.

- Log into PayClock Online and go to Clocks>Manage Clocks in the navigation list.
- Select the desired clock from the list and click on the Settings tab.
- Under Features uncheck the Allow Amounts option.
- Click Save.
- The clock will update itself at the next update interval.

How do I disable transfers for all employees?

The Transfers Depts. button will not display on the clocks touchpad when Allow Transfers is disabled

- Log into PayClock Online and go to Clocks>Manage Clocks in the navigation list.
- Select the desired clock from the list and click on the Settings tab.
- Under Features uncheck the Allow Transfer option.
- Click Save.
- The clock will update itself at the next update interval.

Using the PC700 Series Clock

The clock will be ready to be used after downloading the employees. The clock allows employees, supervisors and administrators to perform certain functions such as punching In and Out.



To punch, move the badge over the badge reader symbol below the illuminated oval target area on the front of the clock.



When the badge is near the clock; a confirmation beep will sound, a text message will appear, a custom audio message may be played, and the oval target area will turn either green or red indicating a good or bad transaction.

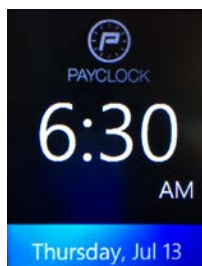
The clock will display an error message if you scan a badge that has not yet been assigned to a specific employee in PayClock.

Notice: The clock utilizes an internal antenna to read the employee badges. Make sure these badges are stored at least 6" away from the clock when not in use to avoid accidental badge reads.

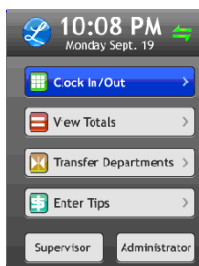
PC700 Series Clock Idle Screen

The clocks display will change to an idle screen when there is no activity for 2 minutes. While in idle screen mode the day of the week, time and date will display in large easy to read characters. The clock is fully functional while the screen is idle and the display will exit idle mode when a badge is presented or the screen is tapped or when the clock is updated.

Idle Screen



Home Screen



Employee Transactions using Badges

Employees can record transactions or view total information by presenting a badge.

Clocking IN/Out

- Move the badge over the badge reader symbol below the illuminated oval target area on the front of the clock.
- When the badge is in close to the clock a confirmation beep will sound, a text message will appear, a custom audio message may be played, and the oval target area will turn either green or red indicating a good or bad transaction.

Department Transfers

- Press the **Transfer Depts.** button on the touch-pad of the clock.
- Move the badge over the badge reader symbol below the illuminated oval target area on the front of the clock.

- When the badge is in close to the clock a confirmation beep will sound, and the list of available departments will display.
- Press the button for the desired department. A confirmation screen will display showing the showing the department into which the employee transferred.

Amount Entries

- Press the **Enter Amounts** button on the touch-pad of the clock.
- Move the badge over the badge reader symbol below the illuminated oval target area on the front of the clock.
- When the badge is in close to the clock a confirmation beep will sound. The Enter Amt. screen will display.
- Using the numeric key pad enter the value for the amount and press Enter. A confirmation screen will display showing the showing the amount entered for the employee.

Viewing Totals

- Press the **View Totals** button on the touch-pad of the clock.
- Move the badge over the badge reader symbol below the illuminated oval target area on the front of the clock.
- When the badge is in close to the clock, a confirmation beep will sound, and the employee's grand totals for the pay period and any benefit time will display.

Employee Transactions using a PIN

Employees can record transactions or view total information by using the touch-panel on the clock.

Clocking IN/Out

- Press the **Clock In/Out** button on the touch-pad of the clock.
- The Enter PIN screen will display. Using the numeric key pad enter the employee's PIN number and press Enter.

- A confirmation beep will sound, a text message will appear, a custom audio message may be played, and the oval target area will turn either green or red indicating a good or bad transaction.

Department Transfers

- Press the **Transfer Depts.** button on the touch-pad of the clock.
- The Enter PIN screen will display. Using the numeric key pad enter the employee's PIN number and press Enter.
- A confirmation beep will sound and the list of available departments will display.
- Press the button for the desired department. A confirmation screen will display showing the showing the department into which the employee transferred.

Amount Entries

- Press the **Enter Amounts** button on the touch-pad of the clock.
- The Enter PIN screen will display. Using the numeric key pad enter the employee's PIN number and press Enter.
- A confirmation beep will sound. The Enter Amt. screen will display.
- Using the numeric key pad enter the value for the amount and press Enter.
- A confirmation screen will display showing the showing the amount entered for the employee.

Viewing Totals

- Press the **View Totals** button on the touch-pad of the clock.
- The Enter PIN screen will display. Using the numeric key pad enter the employee's PIN number and press Enter.
- A confirmation beep 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, send messages and override shift lockouts. To set up an employee as a supervisor, in PayClock Online set the desired employees Access Profile to "Supervisor".


Note: Some supervisor functions require that the clock have an active connection to the internet.

To enter supervisor mode at the clock, press the Supervisor button. The Enter PIN screen will display.

- Using the numeric key pad enter the supervisors PIN number and press Enter or move the supervisors badge over the badge reader symbol below the illuminated oval target area on the front of the clock.
- The Select an Employee screen will display.

Viewing Punches


At the clock press the Supervisor button. The Enter PIN screen will display.

- Using the numeric key pad enter the supervisors PIN number and press Enter or move the supervisors badge over the badge reader symbol below the illuminated oval target area on the front of the clock.
- At the Select an Employee screen, press the button of the desired employee.
- Press View / Edit Punches. The Punches screen will display.
- Use the left, right, up or down arrows to scroll through the punch information.
- When finished press the  button to return to the default screen.

Adding Punches


This supervisor function requires that the clock have an active connection to the internet.

At the clock press the Supervisor button. The Enter PIN screen will display.

- Using the numeric key pad enter the supervisors PIN number and press Enter or move the supervisors badge over the badge reader symbol below the illuminated oval target area on the front of the clock.
- At the Select an Employee screen, press the button of the desired employee.
- Press View / Edit Punches. The Punches screen will display.
- Use the left or right arrows to select the desired date and press the +Punch button.
- Using the up and down arrows set the desired hour and minute and then click 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 timecard.
- When finished press the  button to return to the default screen.


Viewing Totals

At the clock press the Supervisor button. The Enter PIN screen will display.

- Using the numeric key pad enter the supervisors PIN number and press Enter or move the supervisors badge over the badge reader symbol below the illuminated oval target area on the front of the clock.
- At the Select an Employee screen press, the button of the desired employee.
- Press View Totals, the employee's grand totals for the pay period and any benefit time will display.
- When finished press the  button to return to the default screen.


Send Message

At the clock press the Supervisor button. The Enter PIN screen will display.

- Using the numeric key pad enter the supervisors PIN number and press Enter or move the supervisors badge over the badge reader symbol below the illuminated oval target area on the front of the clock.
- At the Select an Employee screen, press the button of the desired employee.
- Press Send Message. Select to send a sound message or a text message.
- Using the up and down arrows select the desired sound or text message.
- At the confirmation screen select Yes and OK. On the next punch, the employee will receive the sound or text message.
- When finished press the  button to return to the default screen.

Override Lockout

At the clock press the Supervisor button. The Enter PIN screen will display.

- Using the numeric key pad enter the supervisors PIN number and press Enter or move the supervisors badge over the badge reader symbol below the illuminated oval target area on the front of the clock.
- At the Select an Employee screen, press the button of the desired employee.
- Press Override Lockout.
- At the confirmation screen select Yes to have the next punch for the employee ignore the shift lockout.
- When finished press the  button to return to the default screen.


Settings - Set/Change PIN

This supervisor function requires that the clock have an active connection to the internet.


At the clock press the Supervisor button. The Enter PIN screen will display.

- Using the numeric key pad enter the supervisors PIN number and press Enter or move the supervisors badge over the badge reader symbol below the illuminated oval target area on the front of the clock.
- At the Select an Employee screen, press the button of the desired employee.
- Press Settings. The Change Settings screen will display.
- Press the Set/Change PIN button. The PIN Settings screen will display.


Change PIN

- Press the Change PIN button and using the numeric key pad enter the new PIN for the selected employee and press Enter.
- At the confirmation screen select Yes to change the PIN.
- When finished press the  button to return to the default screen.

Delete PIN

- Press the Delete PIN button.
- At the confirmation screen select Yes to delete the PIN.
- When finished press the  button to return to the default screen.

Disable PIN Entry

- Press the Disable PIN Entry option.
- You know PIN entry is disabled when there is a check ☒ in the box.
- When finished press the  button to return to the default screen.


Settings - View/Assign Badge

This supervisor function requires that the clock have an active connection to the internet.


At the clock press the Supervisor button. The Enter PIN screen will display.

- Using the numeric key pad enter the supervisors PIN number and press Enter or move the supervisors badge over the badge reader symbol below the illuminated oval target area on the front of the clock.
- At the Select an Employee screen, press the button of the desired employee.
- Press Settings. The Change Settings screen will display.
- Press the View/Assign Badge button. The Badge Settings screen will display.

Change Badge

- Press the Change Badge button. Present the badge when prompted.
- At the confirmation screen select Yes to change the Badge.
- When finished press the  button to return to the default screen.

Disable Badge Entry

- Press the Disable Badge Entry option.
- You know Badge entry is disabled when there is a check ☒ in the box.
- When finished press the  button to return to the default screen.

Administrator Functions

The clock has one administrator. The administrator function allows you to review the device information, set up the network communications, set the time / date, review an error log and reset the clock to the factory defaults.

To enter administrator mode at the clock, press the Admin button. The Enter PIN screen will display.

- Using the numeric key pad enter the administrator PIN number and press Enter.

- The Administrator Main Menu screen will display.

Sync Now

This menu item allows you to force an update from PayClock Online.

To enter administrator mode at the clock, press the Admin button.

The Enter PIN screen will display.

- Using the numeric key pad enter the administrator PIN number and press Enter.
- The Administrator Main Menu screen will display.
- Press Sync Now, the clock will download the latest changes from PayClock Online.

Device Information

This menu item displays information and allows you to check for updates to the firmware. To check for updates:

To enter administrator mode at the clock, press the Admin button.

The Enter PIN screen will display.

- Using the numeric key pad enter the administrator PIN number and press Enter.
- The Administrator Main Menu screen will display.
- Press Device Information. The Device Information screen will display.
- Press the Check for Updates button. Please be patient this may take a few minutes.
- When finished press the center of the screen and then press the back ⏪ button until you have returned to the default screen.

Network Setup - Clock Settings

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

To enter administrator mode, at the clock press the Admin button.

The Enter PIN screen will display.

- Using the numeric key pad enter the administrator PIN number and press Enter.

- The Administrator Main Menu screen will display.
- Press Network Setup. The Network Setup screen will display.
- If you want to set the clock's IP address as a "Static" IP turn off DHCP by pressing the OFF button. The screen will refresh and more buttons will become active.
- Press the IP Address button. The IP Address screen will display.
- Using the numeric key pad enter the IP address you want to assign to the clock and press OK.
- Press the Subnet Mask button. The Subnet Mask screen will display.
- Using the numeric key pad enter the address you want to assign to the clock and press OK.
- Press the Gateway button. The Default Gateway screen will display.
- Using the numeric key pad enter the address you want to assign to the clock and press OK.
- When finished press the back ⏪ button until you have returned to the default screen.

Network Setup - WiFi

This option is used to select and connect to a WiFi access point.

- From the PC700 touchpad press the Admin button. Enter the administrator password and press Enter.
- The Administrator Main Menu screen will display.
- Press Network Setup. The Network Setup screen will display.
- Press WiFi. The PC700 will check to see if there are any Wi-Fi connections within range and display them in a list. **Note:** Make sure the **WiFi Enabled** is set to **Yes**.
- Select the desired Wi-Fi connection from the list.
- The Enter Passcode screen will display with a keypad.
- Using the master buttons to select upper case letters, lower case letters, numbers or symbols enter the passcode for the

wireless network. **Note:** You may need to contact your network administrator for the wireless passcode information.

- Press OK. A confirmation message will display when the PC700 is connected, press OK.
- When finished press the back ⏪ button until you have returned to the home screen.

Date/Time Setup - Date

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

Date/Time Setup - Time Zone

This menu allows you to manually configure the time zone on the clock.

To enter administrator mode at the clock, press the Admin button. The Enter PIN screen will display.

- Using the numeric key pad enter the administrator PIN number and press Enter.
- The Administrator Main Menu screen will display.
- Press Date/Time Setup. The Date Setup screen will display.
- Press the Time Zone button. The Choose Time Zone screen will display.
- Using the up and down arrow keys select the desired time zone and click OK.
- When finished press the back ⏪ button until you have returned to the default screen.

Date/Time Setup - Daylight Saving Time

This menu allows you to manually configure the DST on the clock.

To enter administrator mode at the clock, press the Admin button. The Enter PIN screen will display.

- Using the numeric key pad enter the administrator PIN number and press Enter.
- The Administrator Main Menu screen will display.
- Press Date/Time Setup. The Date Setup screen will display.

- Under Daylight Save Time press either the On or Off.
- The screen will refresh with the newly selected option.
- When finished press the back ⏪ button until you have returned to the default screen.

Date/Time Setup - Time Display Format

This menu allows you to manually configure how the hours will display on the clock.

To enter administrator mode at the clock press the Admin button. The Enter PIN screen will display.

- Using the numeric key pad enter the administrator PIN number and press Enter.
- The Administrator Main Menu screen will display.
- Press Date/Time Setup. The Date Setup screen will display.
- Under Time Display Format press either the 12HR or 24HR.
- The screen will refresh with the newly selected option.
- When finished press the back ⏪ button until you have returned to the default screen.

Error Log

This menu item displays any errors that the clock may have experienced.

To enter administrator mode at the clock press the Admin button. The Enter PIN screen will display.

- Using the numeric key pad enter the administrator PIN number and press Enter.
- The Administrator Main Menu screen will display.
- Press Error Log. The Event Log Details screen will display.
- Use the left or right arrow keys to scroll through any errors.
- When finished press the center of the screen and then press the back ⏪ button until you have returned to the default screen.

Relay Settings

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

To enter administrator mode at the clock press the Admin button. The Enter PIN screen will display.

- Using the numeric key pad enter the administrator PIN number and press Enter.
- The Administrator Main Menu screen will display.
- Press Relay Settings. The Relay Setup screen will display.
- Select the 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.
- The Schedule button will display if Signal is selected. Press Schedule and enter the bell events. Up to 100 events can be programmed.
- Select the duration to 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 press the back ⏮ button until you have returned to the default screen.

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

Test Connection

This menu allows you to test the clocks connection to the internet and PayClock Online.

To enter into administrator mode at the clock press the Admin button. The Enter PIN screen will display.

- Using the numeric key pad enter the administrator PIN number and press Enter.
- The Administrator Main Menu screen will display.

- Press **Test Connection**.
- The internet connection, ports and connection to PayClock Online will be tested.
- When finished press the back ⏮ button until you have returned to the default screen.

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


Reset

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; you cannot recover this information.

To enter administrator mode at the clock press the Admin button. The Enter PIN screen will display.

- Using the numeric key pad enter the administrator PIN number and press Enter.
- The Administrator Main Menu screen will display.
- Press Reset. The Clock Reset screen will display.
- Press the Reset Clock button.
- At the confirmation screen press Yes if you are sure you wish to reset and clear the clock.
- The clock will reboot and restart as if it were a new clock that had never been used.

 **WARNING:** 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; you cannot recover this information.

Troubleshooting the PC700 Series Clock

If the clock doesn't communicate with the PayClock Online, 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.

PC700 Series Troubleshooting

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

Issue	Resolution
The terminal isn't connecting to PayClock Online.	If your terminal isn't connecting to PayClock Online, use the Test Connection button. See Appendix A for details.

<p>The clock shows “Not Found” when a badge is presented.</p>	<p>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.</p>
<p>A blinking light shows in the small rectangular opening to the left of the illuminated oval on the front of the clock. What does it mean?</p>	<p>This blinking light represents the wired connection to the network (LAN). If the light is not blinking there isn't a connection to the network (LAN).</p>
<p>What are the green bars  on the display representing?</p>	<p>This represents the WiFi signal strength.</p>
<p>What are the double green arrows  on the display representing?</p>	<p>This represents that the clock is connected to the internet and PayClock Online.</p>
<p>Why does the clock show “Punch Accepted” instead of Punch In or Out when an employee punches?</p>	<p>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 arrow  icon is displaying at the top of the screen.</p>
<p>How do I disable the idle screen on the clock?</p>	<p>While the idle screen doesn't affect the operation of the clock some users may wish to disable the feature. To disable the idle screen, press the Admin button and enter 528436 then press Enter. Press OK to the confirmation message “Idle Screen Mode: Off”. Note: to reactivate the idle screen simply enter the 528436 code again.</p>

Appendix A – Testing the Connection to PayClock Online

Important

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

The PC700 series clock has a function that will allow the user to test the connection to PayClock Online. This test will verify the internet connection, access to the internet through the required ports and the connection to the PayClock Online service.

With the clock powered up and connected to the network, tap the **Admin** button and enter the administrator PIN.

- The Administrator Menu screen will display.
- Tap **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).
- Does the clock show an IP address?
 - Go to Admin>Network Setup
- If no IP Address shows contact your IT department for assistance.

Test 2 – Ports used by the clock will 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 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.

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 - Bell Relay Connections

The PC700 has 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

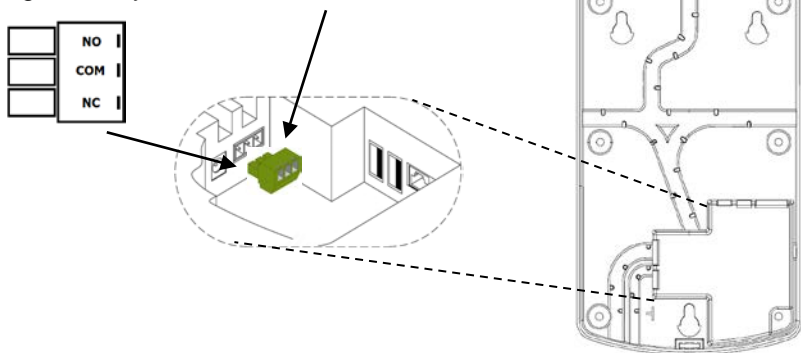
When you are connecting to a signaling device make sure you have the following skills:

- 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

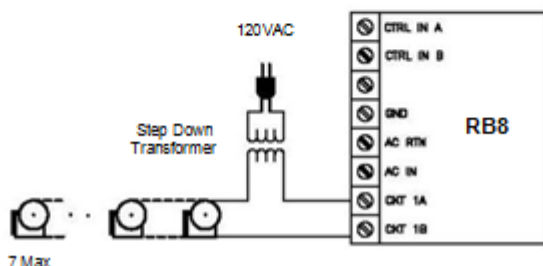
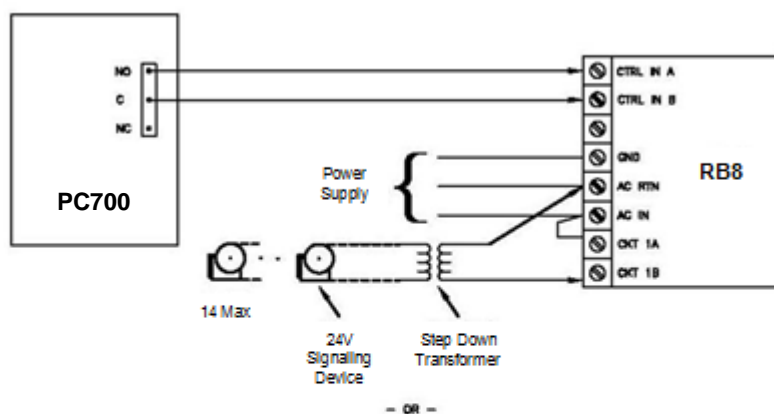
Unplug the relay screw clock connector.



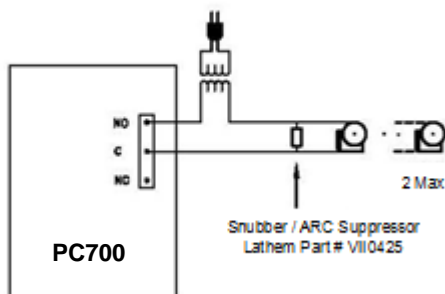
Connect the wires from the signaling device to the screw clocks. Plug the clock connector into the socket on the PC700. Only one (1) wire should be inserted into the clock block positions NO and COM, all wire splices should be done externally. See the following diagrams for details.

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 clock will result in serious damage! It is recommended to use the optional RB8 Relay Booster Box to control devices that require more than 2 amps.

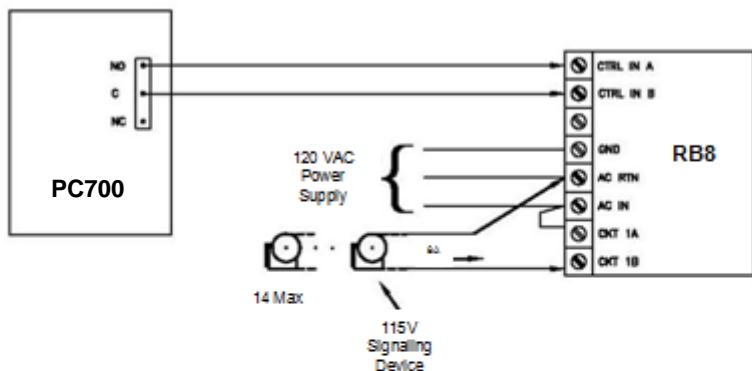
Low Voltage 24V AC Bell Wiring with RB8



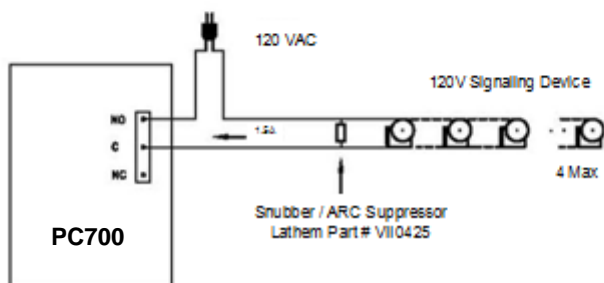
Low Voltage (24V) AC Bell Wiring (Direct)



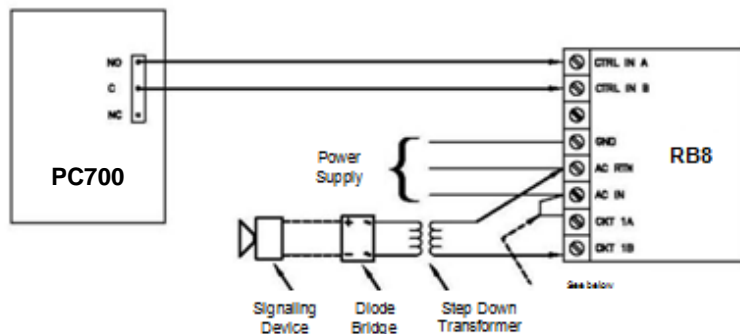
120V AC Bell Wiring with RB8



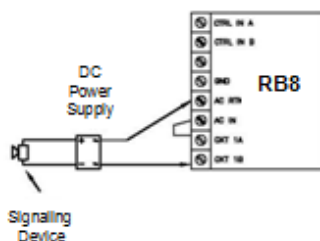
120V AC Bell Wiring (Direct)



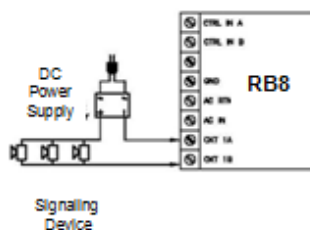
Low Voltage 24V DC Bell Wiring with RB8



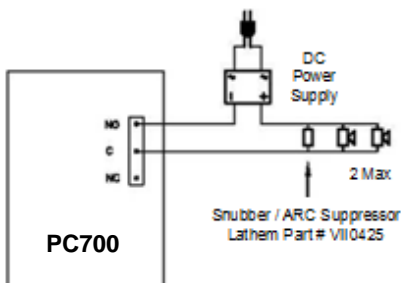
-- OR --



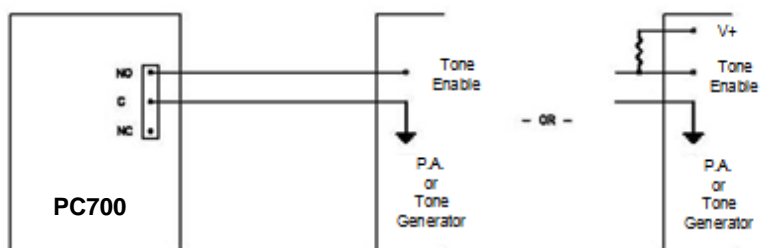
-- OR --



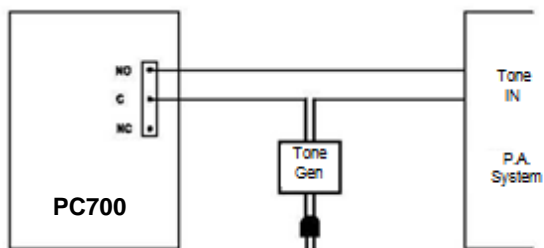
Low Voltage 24V DC Bell Wiring (Direct)



Wiring to P.A. System / Tone Generator



- OR -



Important! Connecting the PC700 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 C - Access Relay Connections

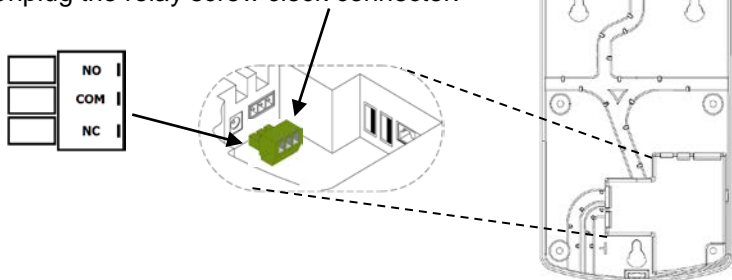
When you are connecting to a door access device make sure you have the following skills:

- 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 PC700 to a Door Strike

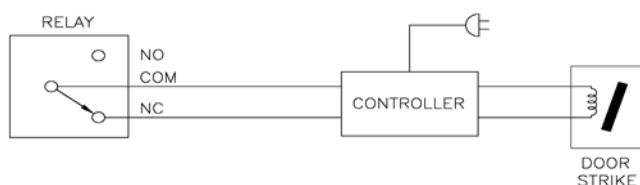
Unplug the relay screw clock connector.



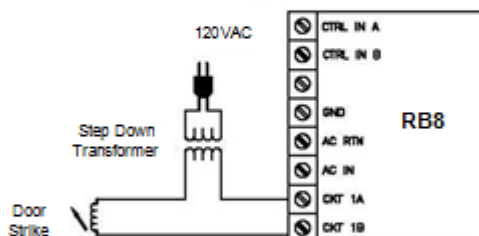
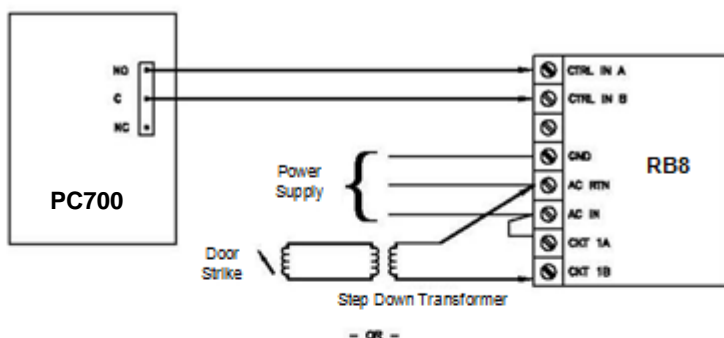
Connect the wires from the door access device to the screw clocks. Plug the clock connector into the socket on the PC700. Only one (1) wire should be inserted into the clock block positions NO and COM, all wire splices should be done externally. See the following diagrams for details.

Important! Relay contacts provide no power. The relay is a dry contact closure rated 2 amps at 24VDC or 120 VAC. Connecting a door strike that draws more than the rated amperage from the clock will result in serious damage! It is recommended to use the optional RB8 Relay Booster Box for a door strike that requires more than 2 amps.

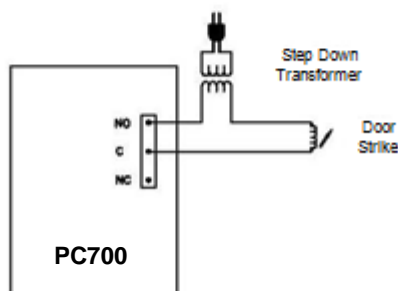
Wiring for Door Access Control System



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



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



Appendix D - Add/Edit/Delete Bell Events

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

Adding a Bell Event

- From the PC700 touchpad press the Admin button. Enter the administrator PIN and press Enter.
- From the Administrator Main Menu press Relay Settings.
- The Relay Settings screen will display.
- Press Signal under the Mode Settings. The button will change to blue identifying it's enabled.
- Press Schedule under Signal Events. The Signal Event Schedule screen will display.
- Press +Event. The Edit Event screen will display.
- Using the up and down arrow keys select the desired hour, minute and AM/PM for the bell event.
- Press the buttons for the desired days of the week, a check will display in the box identifying the day is selected.
- Press OK to save the event. The programmed event will display in the list.
- Continue adding the desired events.
- When finished press the back ↵ button until you have returned to the home screen.

Editing a Bell Event

- From the PC700 touchpad press the Admin button. Enter the administrator PIN and press Enter.
- From the Administrator Main Menu press Relay Settings.
- The Relay Settings screen will display.
- Press Schedule under Signal Events. The Signal Event Schedule screen will display with all the schedule events.
- Select the desired Event. The Edit Event screen will display.
- Make the needed changes for the event.
- Press OK to save the changes. The edited programmed event will display in the list.
- When finished press the back ↵ button until you have returned to the home screen.

Deleting a Bell Event

- From the PC700 touchpad press the Admin button. Enter the administrator PIN and press Enter.
- From the Administrator Main Menu press Relay Settings.
- The Relay Settings screen will display.
- Press Schedule under Signal Events. The Signal Event Schedule screen will display with all the schedule events.
- Select the desired Event. The Edit Event screen will display.
- Press the Delete Event button. Press Yes at the confirmation message.
- The programmed event will be removed from the list.
- When finished press the back ↵ button until you have returned to the home screen.

Glossary of Terms

Administrator

The PC700 series clock has one administrator, the administrator function allows you review the device information, set up the network communications, set the time / date, review an error log and reset the clock to the factory defaults.

Supervisor

An employee configured as a supervisor will have the ability at the clock to view and edit employee punches, add new employees, send messages and override shift lockouts.

Index

A

Add the terminal from
PayClock 8
Administrator Functions 23

C

Changing settings from
PayClock Online 11

E

Employee transactions using
a PIN 17
Employee transactions using
badges 16

F

Features & Specifications 2

G

Getting Help 2

I

Install the PC700 Series
Terminal 5

P

Package Contents 4
PC700 Series Terminal Idle
Screen 16

S

Supervisor Transactions 19
Sync Now 24

T

Troubleshooting 30

U

Using the PC700 Series
Terminal 15

W

Wi-Fi Connection 6

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.
-



LATHEM

www.lathem.com

USG0114A