The PCFACE offers three different connection options:

1. **Wi-Fi**
   - Data = WiFi
   - Power = Wall Adapter

2. **Ethernet**
   - Data = Ethernet
   - Power = Wall Adapter

3. **Power-Over-Ethernet (POE)**
   - Data & Power = Ethernet
   - Note: Existing network must be set up for POE. Please verify with your I.T. Dept.

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### Steps:

1. **Download Users Guide**
   - Scan the QR code to download the complete User's Guide at www.lathem.com/pcfaceguide

2. **Add to PayClock Online**
   - a. Add your new PCFACE to your PayClock Online database before installation.
   - b. Login to www.payclock.com, select Clocks, then New, choose PCFACE, enter the Serial Number and Save.
   - c. The serial number is located on back of PCFACE or on box label.
4 Mount bracket to wall

Mount the PCFACE by choosing your “shortest” employee and have them stand in front of the device. Hold the device on the wall so that this employee can comfortably center their face in the LCD display window. Mark the height of the terminal on the wall.

NOTE: taller employees can easily adjust their stance to center their face in the LCD display window. For detailed wall mounting instructions please refer to the User’s Guide.

5 Connect Cables

Connect cables as needed to back of PCFACE

6 Hang PCFACE

Hang PCFACE on wall bracket

7 Secure PCFACE

Secure PCFACE with locking screw

8 Plug In Power

Do not use with POE

Plug in power adapter to wall outlet and connect Ethernet cable if applicable.

9 Connect Network

Follow welcome instructions on PCFACE screen to connect to network

10 Enroll Faces

Touch the “Face” icon, enter the passcode 99999, and follow the prompts.*

*The default passcode can be changed in the clock’s Advanced tab in PayClock.com.
**Face enrollment tips**

**a** Position

Position yourself and bend at the waist to bring your face 1-2.5 ft. from the screen on the terminal.

**b** Progress Bar

The progress bar below the image on the screen indicates how much data is needed to complete enrollment process.

**c** Camera Feedback

Follow instructions below the image until the green box appears around your face. This indicates that the camera is scanning and the progress bar is moving towards completion.

**d** Small Circles With Nose

Slowly make an imaginary circle with your nose. Two small circles to the right and two to the left while keeping eyes centered on the screen.
Slowly turn your head to the right, and back to the left, all while keeping your eyes centered on the screen until progress bar indicates the scanning process is complete.

If you wear glasses all of the time, or on occasion, you should create a Primary and Secondary enrollment. One with glasses and one without glasses (sunglasses or dark tinted glasses are not allowed). This allows you to be recognized with and without glasses.

PCFACE Home Screen Functions

Clock In/Out with PIN
Transfer Departments
Admin Settings Menu
Face Management

View Total Hours
Enter Tips or Amounts
Supervisor Menu

The clock Admin passcode is 99999. This can be changed in the clock’s Advanced tab in PayClock.com.