

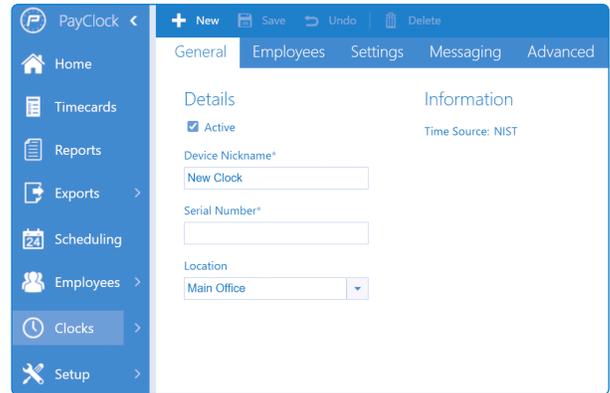
PCPROX QuickStart Guide

1 Download Users Guide



Download the complete User's Guide at www.lathem.com/pcproxguide

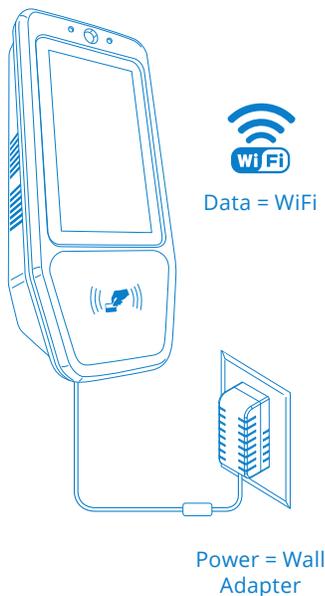
2 Add to PayClock Online



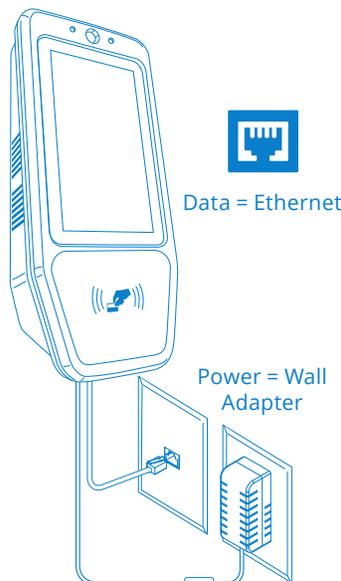
- Add your new PCPROX to your PayClock Online database before installation.
- Login to www.payclock.com, select **Clocks**, then **New**, choose **PCPROX**, enter the **Serial Number** and **Save**.
- The serial number is located on back of PCPROX or on box label.

3 The PCPROX offers three different connection options:

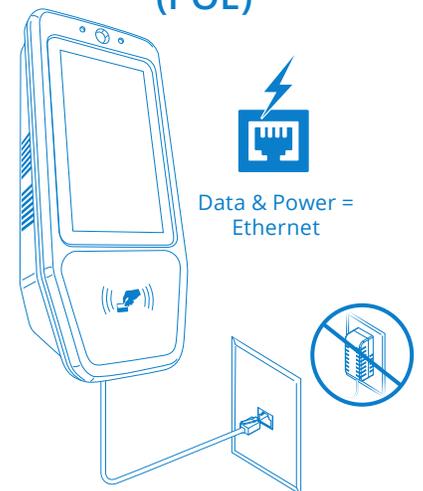
Wi-Fi



Ethernet



Power-Over-Ethernet (POE)



Note: Existing network must be set up for POE. Please verify with your I.T. Dept.

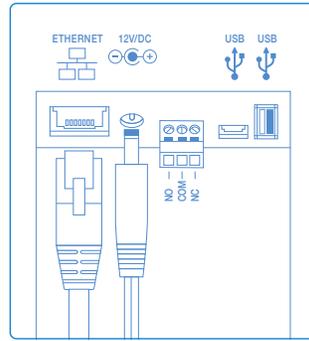
4 Mount bracket

Mount bracket 45" from the floor, close to AC power and ethernet source if applicable.



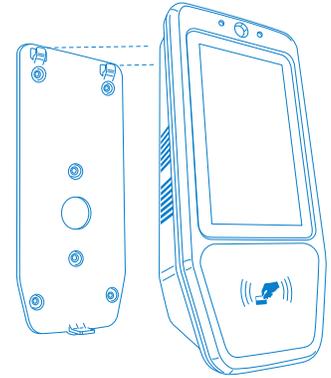
Mount bracket to wall

5 Connect cables



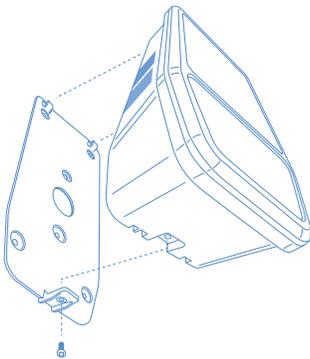
Connect cables as needed to back of PCPROX

6 Hang PCPROX



Hang PCPROX on wall bracket

7 Secure PCPROX



Secure PCPROX 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 PCPROX screen to connect to network

PCPROX Home Screen Functions

Clock In/Out with PIN



CLOCK IN/OUT



TOTALS

View Total Hours

Transfer Departments



TRANSFER



AMOUNTS

Enter Tips or Amounts

Admin Settings Menu



ADMIN

Supervisor Menu



SUPERVISOR

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

Need Help?

Call (404) 691-1064

Monday - Friday,
8a - 7p Eastern Time

www.lathem.com/support

