LATHEM

PayClock

Purchase A Lathem Support Plan Today!

Protect your investment with a Lathem annual Support Plan...

- **Free version upgrades**
  While you are covered under the support plan, you will have availability to the latest versions of your software when they become available. New versions often have improved features designed to increase the functionality of the product, and make existing operations work easier.
  Without the support plan: Software upgrades must be purchased individually.

- **Toll-free telephone support**
  If you have any questions with the operation or support of your system, you will have access to a trained 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.

- **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 of our facility 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 up completion.

- **Extended 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 and labor are billed at standard rates.

QUICK START GUIDE

READ THIS FIRST

www.lathem.com

Verify Contents

Verify the contents of your system and make sure your computer meets the minimum system requirements before attempting installation.
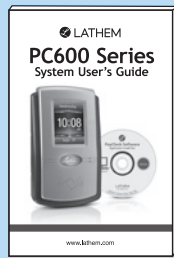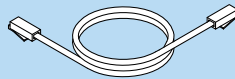
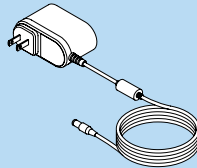## Package Contents

PC600 Terminal

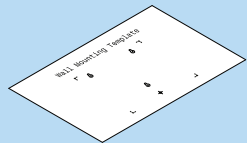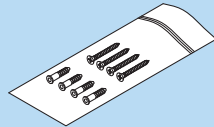PC600 Proximity Badges

PC600 User's Guide
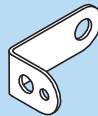
PayClock Software CD

RJ45 network cable

Power Adapter

Mounting Template

Mounting Hardware

Security Bracket

Tools Needed for Installation

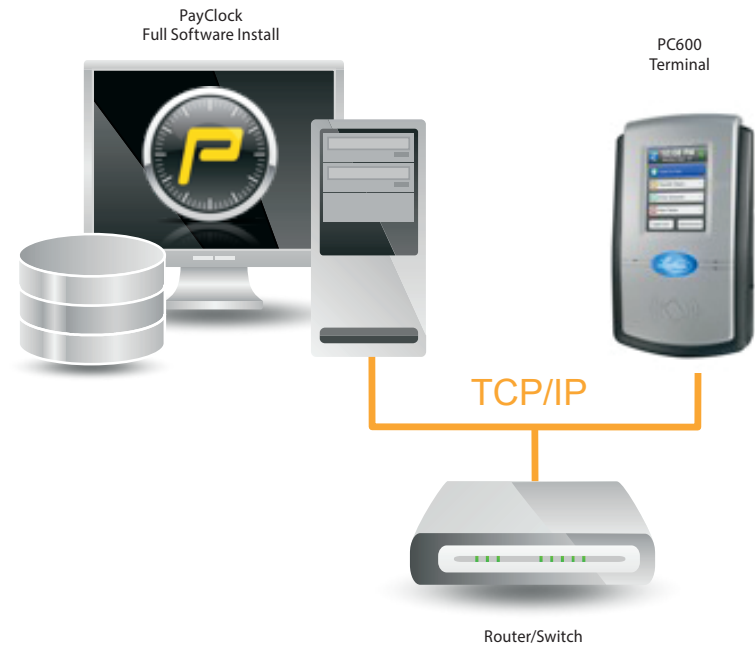Tape Measure

Pencil

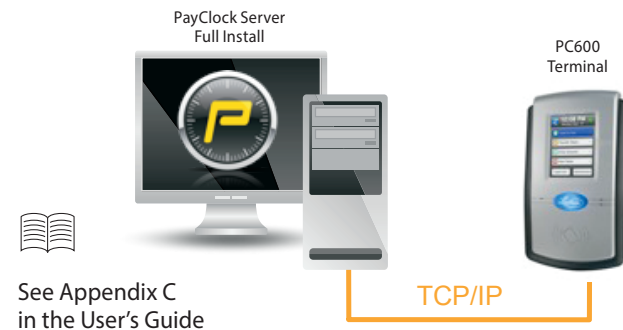Philips Head Screw Driver

(Optional) Power Drill

PC600 Setup Options

This Quick Start Guide is intended for Single Users installing on a Local Area Network (LAN). If you need to install the system using one of the other Setup Options please see the User's Guide.

Default Setup is Single User — Local Network

PayClock Full Software Install

PC600 Terminal

TCP/IP

Router/Switch

Single User — No Network

PayClock Server Full Install

PC600 Terminal
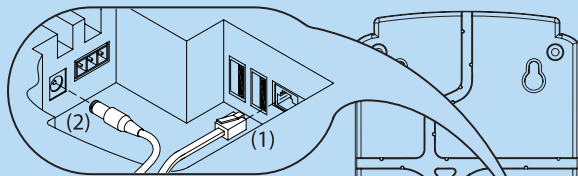
See Appendix C in the User's Guide

TCP/IP

1 Getting Started

The following steps will show you how to connect the terminal, mount the terminal, install the system software, register the software and add employees.

(a) Connect the Power and Ethernet Cables
(before Installing Software)

a. Plug the RJ45 network cable (1) into the Ethernet port and the Power Adapter plug (2) into the Power Adapter port which is located in the compartment on back of the terminal.
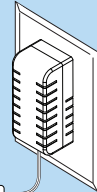
b. Plug the other end of the network cable into an available network jack, router or switch.
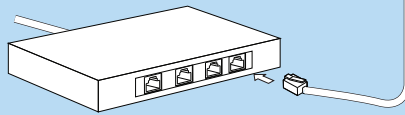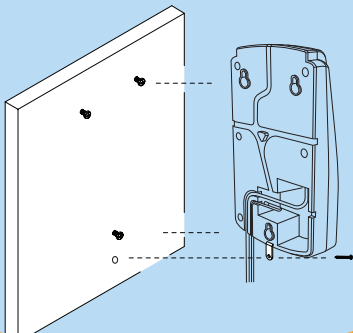
c. Route the cabling through the available channels to best suit your installation.

d. Insert "L" shaped security bracket into terminal as shown.

NOTE: The power cord is 6 ft. long so take that into consideration before mounting.

(e) Mount Terminal

- Use masking tape to hold the included mounting template onto the wall.
- The bottom of the terminal should be about 45 inches from the floor.
- Drill the holes using the template as a guide.
- Remove the template and install the mounting screws, using the plastic wall anchors if needed. Leave about 3/16"of the screw exposed.
- Hang terminal on wall, lowering onto screw heads.
- Insert screw into security bracket to lock terminal to wall.
- **Remove the clear label** from the lens on the front of the PC600 Terminal.

2 Install PayClock Software

Go to the computer where you want to install the PayClock Software. Make sure your screen saver is not showing before inserting the installation CD. See User's Guide for detailed instructions.
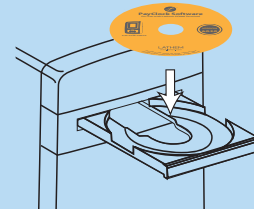
a. Insert the PayClock CD into the CD-ROM drive.

b. At the screen shown above click "**Next**".

c. Choose "**I accept**" and click "**Next**".

d. Choose "**Standard Install**" and click "**Next**".

e. At the screen shown above click "**Next**".

f. PayClock will now install and progress to the next screen when complete.

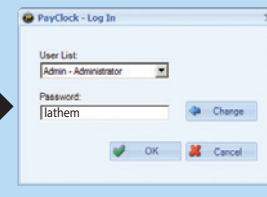**g.** If the information on the Server Summary screen is correct, click "**Next**".

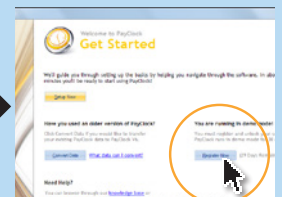**h.** At the PC600 Setup screen click "**Start Discovery**".

i. When the discovery is complete the orange line will glow green. Click "**Next**".

j. PayClock defaults to open both the software and Help Manual. Click "**Finished**".

k. PayClock has one default user: the **Administrator**. The default password is "**lathem**".
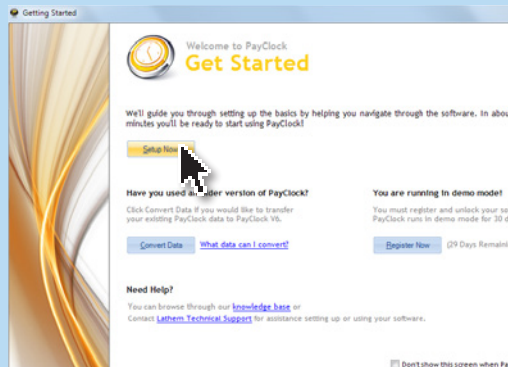
l. Click "**Register Now**". Complete all of the registration screens to continue setup.
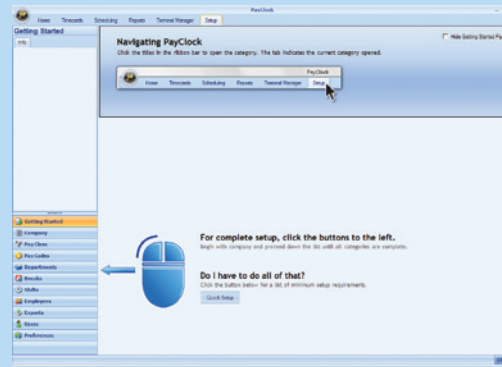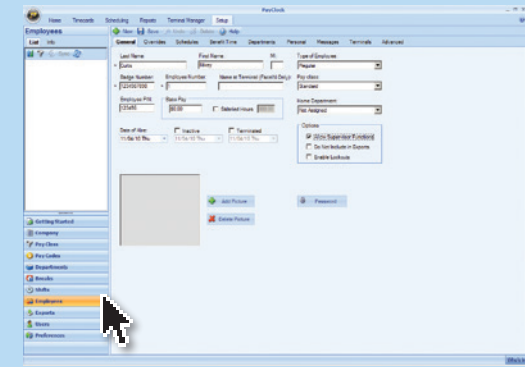
3 Add Employees

Add employees and assign badges using the steps below.
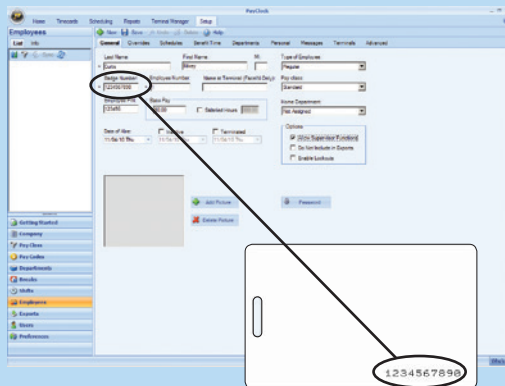

a. If an Update is available click "**Yes**". When the update is complete you will be asked to re-enter your password then you should see the Get Started screen above. Click "**Setup Now**".
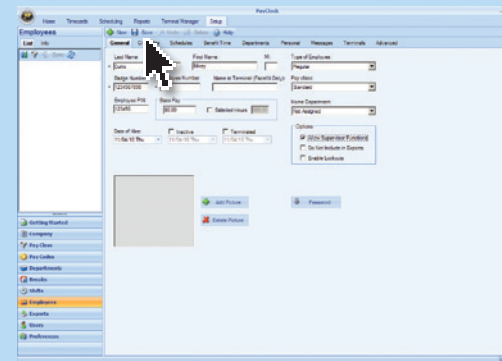

b. The Setup screen above shows you how to navigate PayClock and indicates the categories in the lower left corner.
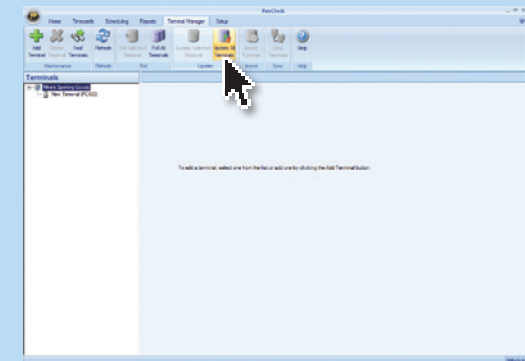

c. Click "**Employees**" located at the lower left corner of the screen.

d. Click "**+ New**" located at the top left corner of the screen. Then enter the employees data and their 10 digit badge number located on the back of the badge.

e. Click "**Save**" in the top left corner after entering each employee.

f. Once all of your employees have been added click the "**Terminal Manager**" tab located at the top of the screen. Then click "**Update All Terminals**".