

Connecting the Timekeeper Attendance Terminal to a WiFi Network

Quick guide

(For detailed guide see next page)

The following guide assumes no admins are set in the unit. If admins are set in the unit then you will need to identify as a valid admin to access the menu system.

1. Press "Menu" Button and select "Comm"
2. Select "Network".
3. Ensure 'Mode' is set to "Local".
4. Select "Wifi" Setting' and press "OK".
5. Set 'Enable' to "Yes".
6. Leave DHCP set as "Yes". Turning off DHCP is not recommended unless you have a firm understanding of ip networks and servers as this may prevent your Timekeeper software from collecting your attendance records.
7. Select "Search" and then press "OK". This will then scan for available Wifi connections on your network.
8. Select the Wifi you would like to connect from the list to then enter the password for that Wifi..
9. Once the above steps have been followed, your Timekeeper will now be connected to your network and you should start to see your employee attendance data in your employees Clock Cards within the Online Primetime system.

Detailed Guide

Important tip. Before you start make sure you know the name of the WiFi signal you want to connect to and its correct password. Also make sure that WiFi signal connects you to the same network your pc running the timekeeper software is on.

1. On the Clock keypad press the "**Menu**" button
2. Press "**Down Arrow**" button once the screen should move to highlight the "Comm" option
3. Press "**OK**" button
4. Press "**Down Arrow**" button once the screen should move to highlight the "Network" option
5. Press "**OK**" button
6. Ensure 'Mode' is set to 'Local'
- 7.
8. Ensure "ETH" setting is "Yes"
9. Press "**Down Arrow**" button twice the screen should move to highlight the "WiFi" option
10. Press "**OK**" button "Enable" should now be highlighted
11. Press "**OK**" button again
12. use **down and up arrow** buttons to select "Yes"
13. Press "**OK**" button
14. Ensure "DHCP" setting is "Yes"
15. Turning off DHCP is not recommended unless you have a firm understanding of ip networks and servers as this may prevent your Timekeeper software from collecting your attendance records
16. Press "**Down Arrow**" button seven times the screen should move to highlight the "Search" option
17. Press "**OK**" button This will then scan for available Wifi connections on your network.
18. Wait for a short time 20-40 seconds for the screen to refresh with the current list of available WiFi signals.
19. Press the "**Down Arrow**" button until you highlight the correct WiFi signal you would like to connect to
20. Press "**OK**" button
21. Enter the correct password for that Wifi signal (see below **Entering a WiFi password into the Timekeeper**)
22. Press "**OK**" button
23. Press "ESC" button several times to exit back to the normal display.
24. Once the above steps have been followed, your Timekeeper will now be connected to your network and you can now go to your Timekeeper software select "Reports " tab and select the "Collect times from Clock" button . The software should find your terminal and collect all records and create any employees it found if they do not already exist in your software.

Entering a WiFi password into the Timekeeper

Quick guide

1. Select the password option and press "OK" button.
2. A small box will pop-up on screen for you to enter the Wifi password.
3. Press the "Mode" '⊖' button to toggle between Uppercase, Lowercase and numbers.
4. Identify which key has the required letter and press this key the appropriate amount of times till the letter appears on-screen. For example, if the letter 'K' is required press the '5' key 2 times.
5. After you have added all characters press "OK" button to save and exit
6. If you make a mistake press "ESC" button and start again

Detailed guide for entering text for WiFi password

1. Select the password option and press "OK" button.
2. A small box will pop-up on screen for you to enter the Wifi password.
3. From the table below Press the button sequence that corresponds to each character required in turn. Press each sequence without pauses and then wait 2 seconds between each character sequence to allow each character sequence to be logged.
4. After you have added all characters press "OK" button to save and exit
5. If you make a mistake press "MENU" button to delete or "ESC" button and start again

	PRESS BUTTONS		PRESS BUTTONS		PRESS BUTTONS
a	Mode 2 Mode Mode	A	Mode Mode 2 Mode	1	1
b	Mode 22 Mode Mode	B	Mode Mode 22 Mode	2	2
c	Mode 222 Mode Mode	C	Mode Mode 222 Mode	3	3
d	Mode 3 Mode Mode	D	Mode 3 Mode Mode	4	4
e	Mode 33 Mode Mode	E	Mode Mode 33 Mode	5	5
f	Mode 333 Mode Mode	F	Mode Mode 333 Mode	6	6
g	Mode 4 Mode Mode	G	Mode Mode 4 Mode	7	7
h	Mode 44 Mode Mode	H	Mode Mode 44 Mode	8	8
i	Mode 444 Mode Mode	I	Mode Mode 444 Mode	9	9
j	Mode 5 Mode Mode	J	Mode Mode 5 Mode	0	0
k	Mode 55 Mode Mode	K	Mode Mode 55 Mode	Space	Mode 0 Mode Mode
l	Mode 555 Mode Mode	L	Mode Mode 555 Mode	.	Mode 00 Mode Mode
m	Mode 6 Mode Mode	M	Mode Mode 6 Mode	,	Mode 000 Mode Mode
n	Mode 66 Mode Mode	N	Mode Mode 66 Mode	/	Mode 0000 Mode Mode
o	Mode 666 Mode Mode	O	Mode Mode 666 Mode	?	Mode 00000 Mode Mode
p	Mode 7 Mode Mode	P	Mode Mode 7 Mode	~	Mode 000000 Mode Mode
q	Mode 77 Mode Mode	Q	Mode Mode 77 Mode	!	Mode 0000000 Mode Mode
r	Mode 777 Mode Mode	R	Mode Mode 777 Mode	@	Mode 00000000 Mode Mode
s	Mode 7777 Mode Mode	S	Mode 7777 Mode Mode	#	Mode 000000000 Mode Mode
t	Mode 8 Mode Mode	T	Mode Mode 8 Mode	\$	Mode 0000000000 Mode Mode
u	Mode 88 Mode Mode	U	Mode Mode 88 Mode	%	Mode 00000000000 Mode Mode
v	Mode 888 Mode Mode	V	Mode Mode 888 Mode	^	Mode 000000000000 Mode Mode
w	Mode 9 Mode Mode	W	Mode Mode 9 Mode	&	Mode 0000000000000 Mode Mode
x	Mode 99 Mode Mode	X	Mode Mode 99 Mode	*	Mode 00000000000000 Mode Mode
y	Mode 999 Mode Mode	Y	Mode Mode 999 Mode	Delete	MENU
z	Mode 9999 Mode Mode	Z	Mode Mode 9999 Mode		