



EC150

BASIC SOFTWARE SETUP GUIDE



Read This First

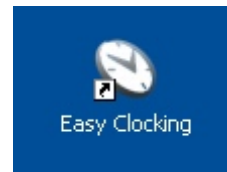
www.easyclocking.com

Step 1 - Registering the Software

After installing the Easy Clocking Software, the next step is to register the software for warranty and technical support purposes.

A

Open the Easy Clocking software, by double clicking on software icon on the computer's desktop.



B

Enter the Log In credentials.

User Name : Administrator

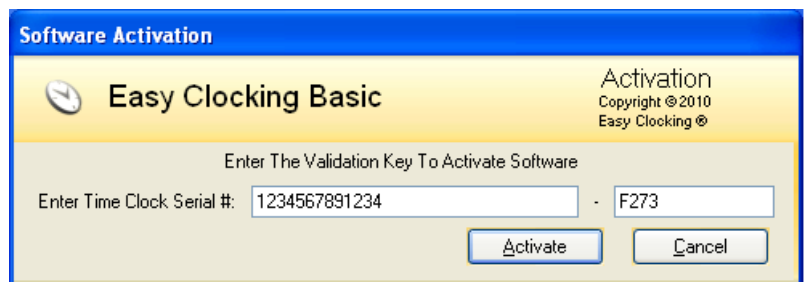
Password : 12345



C

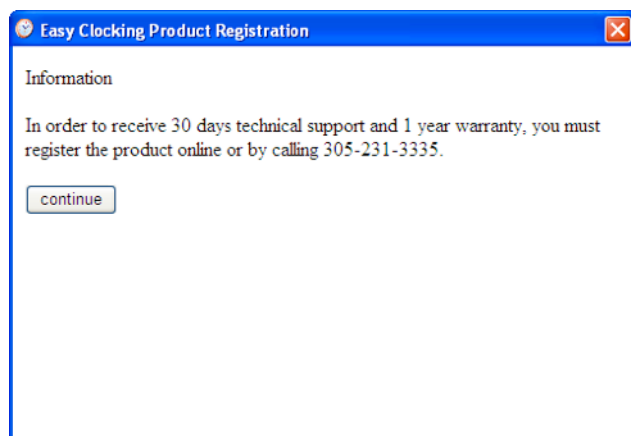
Enter the time clock serial number and 4 digit validation number located on the CD envelope.

Once you have entered the correct credentials click activate to register the software.

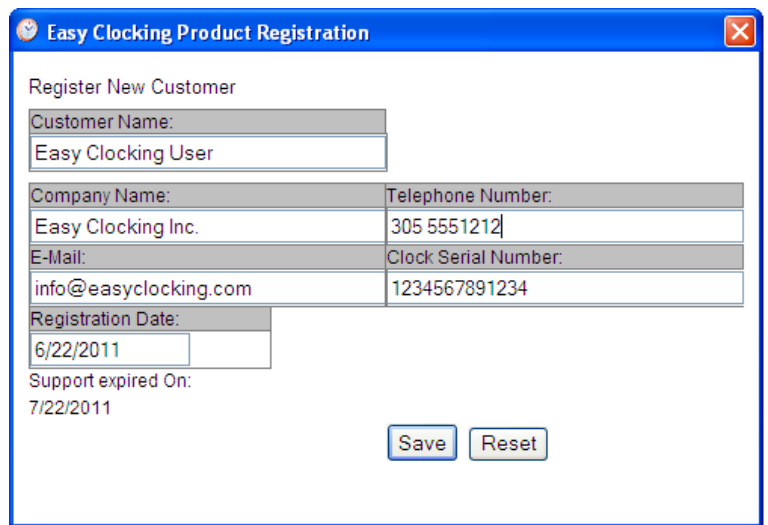


D

Click Continue

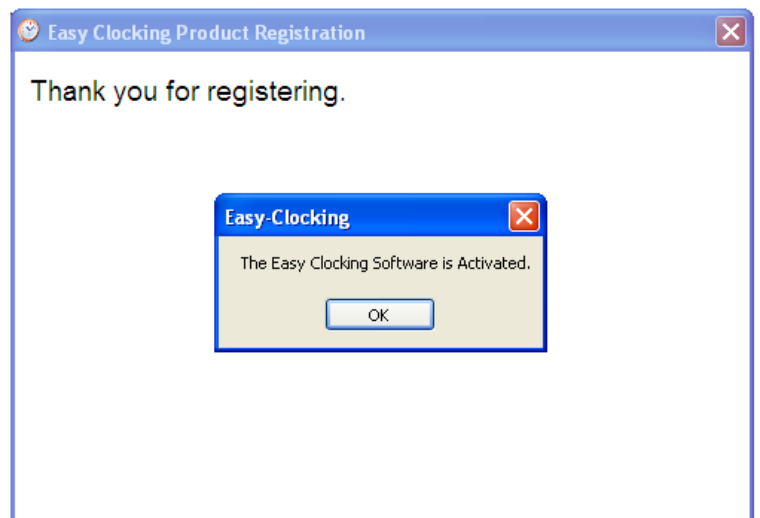


E Enter the customer name, company name, telephone number, and email address, then click save



The screenshot shows a Windows-style window titled "Easy Clocking Product Registration". Inside, there is a section titled "Register New Customer". Below this title are several input fields: "Customer Name:" with the text "Easy Clocking User"; "Company Name:" with "Easy Clocking Inc."; "Telephone Number:" with "305 5551212"; "E-Mail:" with "info@easyclocking.com"; and "Clock Serial Number:" with "1234567891234". There is also a "Registration Date:" field with "6/22/2011". Below these fields, it says "Support expired On: 7/22/2011". At the bottom right of the form area are two buttons: "Save" and "Reset".

F Once all information is entered and saved you will see "The Easy Clocking Software is Activated"



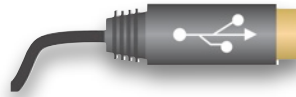
Step 2 - Establishing a connection between the PC and Time Clock

A connection between the **Easy Clocking** software and the **EC150** time clock must be configured in order to add employees, and download employee attendance records from the time clock to the software.

The **EC150** time clock can connect to the computer in 3 different ways

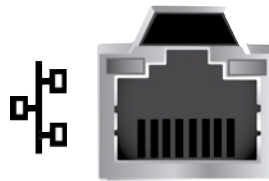
USB Cable

The EC150 time clock can connect to the PC using a USB cable provided in the box. One end plugs into the PC's USB port, the other end plugs into the mini USB port on the bottom of EC150 time clock.



TCP/IP Network

The EC150 time clock can be connected to a network router or switch using an Ethernet cord (*not included*). Identify the network settings (*ip addresses*) prior to configuring a TCP/IP network connection. For instructions on how to configure the IP addresses to the time clock read pages 6-7 on this guide. (*Every network has different settings and configurations, if you need assistance configuring IP addresses please contact your network administrator*)



USB Flash Memory Download

The EC150 time clock downloads employee attendance using a USB flash memory stick, to download using a USB memory stick, a connection between the PC and the time clock is not required



Setting up a connection by USB Cable or TCP/IP Network

A

Connect the time clock to the PC or to the network either by connecting the USB cable to the pc's USB port or ethernet cable (not provided) to your network.

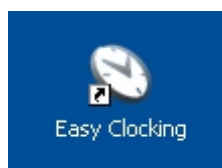


OR



B

Open the Easy Clocking software, by double clicking on software icon on the computer's desktop.



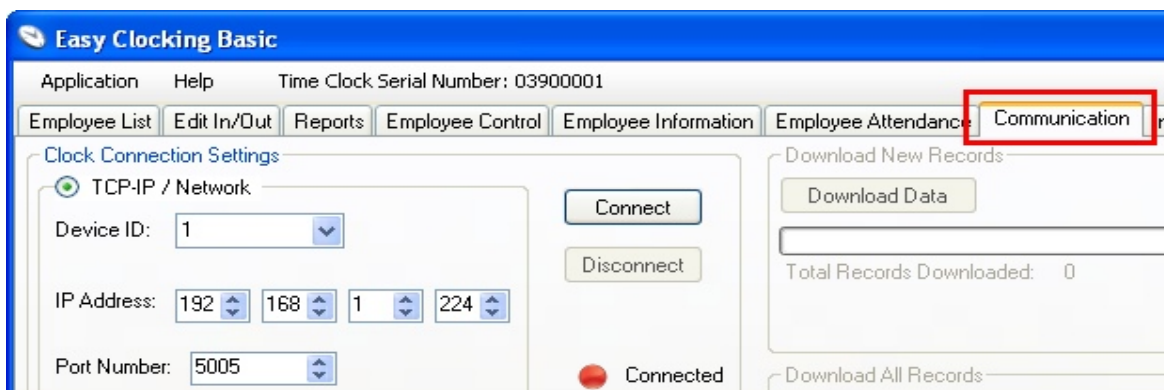
C

Enter the Log In credentials.
User Name : Administrator
Password : 12345



D

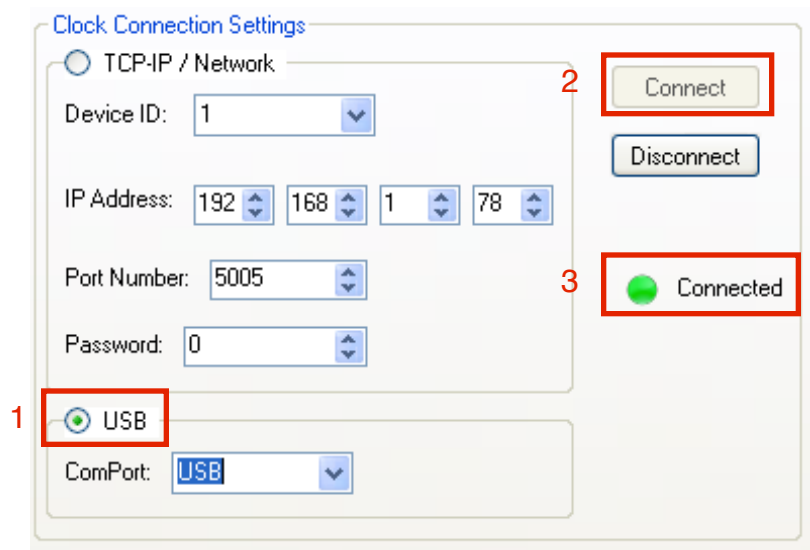
Once the software is open, click on the **Communication** tab, this tab manages all options from the time clock such as connections, downloads, uploads ETC. (See picture below)



E

Connecting via USB cable

From the clock connection settings select USB and then click connect



F Connecting via TCP-IP Network

From the clock connection settings select TCP-IP / Network and enter the Device ID, IP Address, and Port Number, (see instructions below)

Clock Connection Settings

☒ TCP-IP / Network

Device ID: 1

IP Address: 192 168 1 224

Port Number: 5005

Password: 0

Connect

Disconnect

Connected

Device ID: This number identifies each time clock within your software; if you only have one clock, then leave it as 1, every clock from factory is setup as Device ID 1. If you have more than one clock, each clock must have its own Device ID and can be programmed through the time clock's menu. To set the device ID press Menu → Setting → CommSet or enter Menu 24 OK, then type the Device ID and press OK to save.

IP Address: Enter the time clock's IP address. The time clock's network adapter allows you to set a static IP address or it can pick up an available IP address from the DHCP range in your network. The default setting for the network card is DHCP, meaning that the time clock will always pick up an IP address automatically after plugging the network cable. To find out the IP address assigned to the time clock by DHCP press MENU → Setting → CommSet then scroll down to TCP-IP and press OK, or use press Menu 24 then scroll down to TCP-IP and press OK. If DHCP is set to YES, then the time clock will display its IP address, the number under IP address is the one to enter under the clock connection settings in the Easy Clocking Software.

Port Number: This number works just like the Device ID, and is used to configure a communication port number for the time clock. Default from factory the clock's port number is 5010 and it can be changed or modify to accommodate to your needs. It is also used for remote connected clocks and it is configured in the same way in the same menu as the IP address setting.

After entering the correct TCP/IP settings press Connect, if you successfully connected it will display connected and a green light will be lit. (See picture)

The screenshot shows the 'Easy Clocking Basic' application window. At the top, there's a blue header bar with the title 'Easy Clocking Basic'. Below it, a menu bar contains 'Application', 'Help', and 'Time Clock Serial Number: 03900001'. A tabbed interface shows 'Employee List', 'Edit In/Out', 'Reports', 'Employee Control', and 'Employee Information'. The 'Clock Connection Settings' section is active, showing 'TCP-IP / Network' selected. Fields include 'Device ID: 1', 'IP Address: 192.168.1.78', 'Port Number: 5010', and 'Password: 0'. On the right, there are 'Connect' and 'Disconnect' buttons, and a green light icon with the text 'Connected' which is highlighted with a red rectangle.

Once connected you will be able to, download of attendance records, employee information and time synchronization. (See picture below)

The screenshot shows the 'Communication' tab in the application. It has sub-tabs: 'Employee Attendance', 'Communication' (selected), 'Incomplete In/Out', 'Settings', and 'Extra Settings'. Under 'Download New Records', there's a 'Download Data' button (highlighted with a red rectangle) and a progress bar showing 'Total Records Downloaded: 0'. A 'Delete Records' button is also present. Under 'Download All Records', there's a 'Download All' button (highlighted with a red rectangle) and a progress bar showing 'Total Records Downloaded: 0'. An 'Empty Data' button is also present. Under 'Download Employee Information', there's a 'Download' button (highlighted with a red rectangle) and a progress bar showing 'Employees Downloaded: 0'. At the bottom, there are two buttons: 'Retrieve Date / Time' and 'Sync Date / Time', both highlighted with red rectangles. To the right of these buttons are labels 'Message' and 'Message' respectively.

Synchronize date & time with the PC

Once connected to the clock you can use the option to synchronize the computer's date and time to the time clock. There are two buttons to accomplish this, one to retrieve the time clock's date and time and the other one to sync the computer's date and time to the time clock. (See picture below)

The screenshot shows two buttons for synchronization. The first button is 'Retrieve Date / Time' (highlighted with a red rectangle), followed by the text 'Clock to PC' in red, and then 'Date = 2011/6/22 , Thursday , Time = 11:50'. The second button is 'Sync Date / Time' (highlighted with a red rectangle), followed by the text 'PC to Clock' in red, and then 'Success!'.

Step 3 - Adding Employees

Every employee will be assigned a unique ID number, and the number will be linked to a fingerprint, which is the one the employees will use to clock in or out. Follow the steps below to enroll the ID # and fingerprint for each employee, make sure to keep track of the ID numbers assigned to each employee, as these will be replaced with names on the Easy Clocking software.

- a) Turn the time clock on
- b) Press the **MENU** key.
- c) Select **User** from the menu options and press **OK**.
- d) Select **Enroll** and press **OK**.
- e) Using the time clock's keypad enter the ID number for the employee, or you may also use the ID provided by the time clock in sequential order (*keep track of ID numbers assigned, you will need them in a later step to link the employee and ID to the software*).
- f) Using the time clock keypad arrow keys scroll down to the **Privilege** setting. Please select one of the following:
 - a. **User**- This option is for those employees with no administrative privileges . They will only be able to punch in/out for time keeping purposes.
 - b. **S. Manager**- This option is for the System Manager. The time clock's menu option is unlocked and can be accessed by anyone until an S. Manager is assigned to the time clock. Any person setup with this option will be able to make any future changes on the time clock. Once an S. Manager has been saved in the time clock, no one will not be able to access the time clock menu without the S. Manager's fingerprint , password or RFID card.
- g) Once you have selected a privilege scroll down to highlight the **OK** button on the **screen** and click the **OK** button on the **keypad**.
- h) Now you must select one of the three methods of punching in/out for the employee you are enrolling and then press **OK** on the Keypad (At a later time you may also add additional methods for that employee):
 - a. Fingerprint
 - b. ID Card
 - c. Password
- i) If you select fingerprint the time clock will prompt you to scan **the same fingerprint 3 times (see next page for proper fingerprint enrollment)**. Once the fingerprint has been scanned 3 times you should get an "Enrollment Success" notification, and then press **OK**. You will then be taken back to the screen from **step g**. You may choose to enroll another fingerprint for the same employee or another method for punching in/out such as the ones listed previously.

Press finger down firmly and centered on the sensor glass, once you hear a beep lift finger and the screen will display (Press #2), for a second time place the same finger back down on the sensor glass until you hear a beep, and the screen will display (Press #3) then for a third time place the same finger back down on the sensor glass until the screen displays and a voice prompt with “Enrollment Success” , then press OK to save.



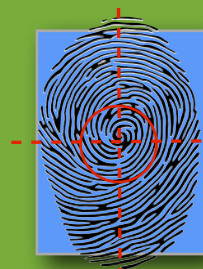
Step 1



Step 2



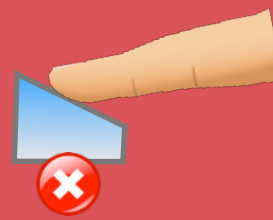
Properly Centered



CORRECT



INCORRECT



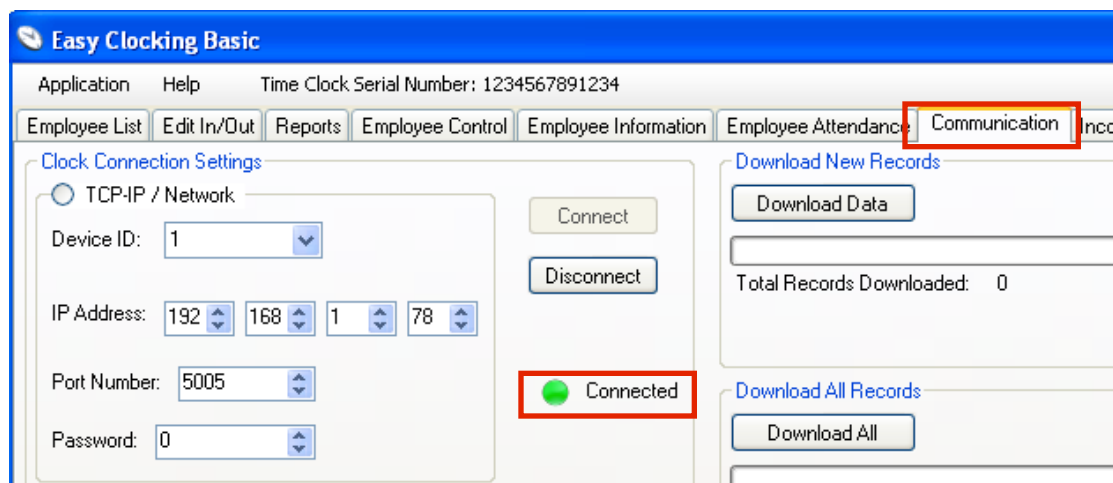
To add more employees just follow steps a-h.

Step 4 - Downloading from the time clock to the PC

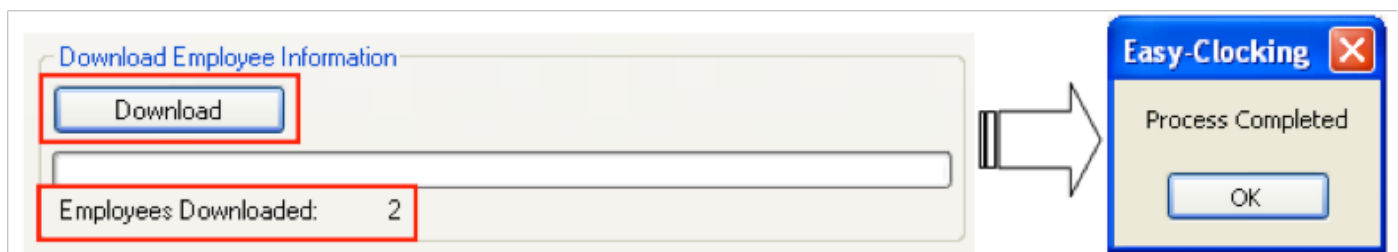
- A** Log into the Easy Clocking software



- B** Go to the communications tab, and then connect to the time clock.



- C** Once connected click on **Download Employee Information**. When downloading the progress bar will reach 100% and a confirmation will follow, also the number of employees downloaded to the software will display, this is the number of employees registered in the time clock.



- D** After downloading employee information from the clock, confirm the list of ID numbers registered in the time clock by going to the **Employee Control** tab of the software.
- E** Double click on each number to replace it with the employee name and also to add other employee information necessary for your company. Please make sure not to change the information for the **ID # from time clock**, because this will change the configurations you have previously setup for this employee on the time clock.

Easy Clocking Basic

Application Help Time Clock Serial Number: 03900001

Employee List Edit In/Out Reports **Employee Control** Employee Information Employee Attendant

Enter the employee name

1

Search Browse Photo

Time Employed:

0 Years
0 Months
1 Days.

1

Double click on any number from the list

Replace the ID number in the name filed with the employee name, also fill in any other information.

Employee Information

Name: Jason Smith ID Card: 1

Employee Number: 1 Position:

Hourly Rate: 0.00 Maximum Hours Per Shift: 0 Hours

☐ Calculate Overtime ☐ Paid By Salary ID # from time clock: 1

Weekly Salary: \$0.00 Minimum hours for salary: 0

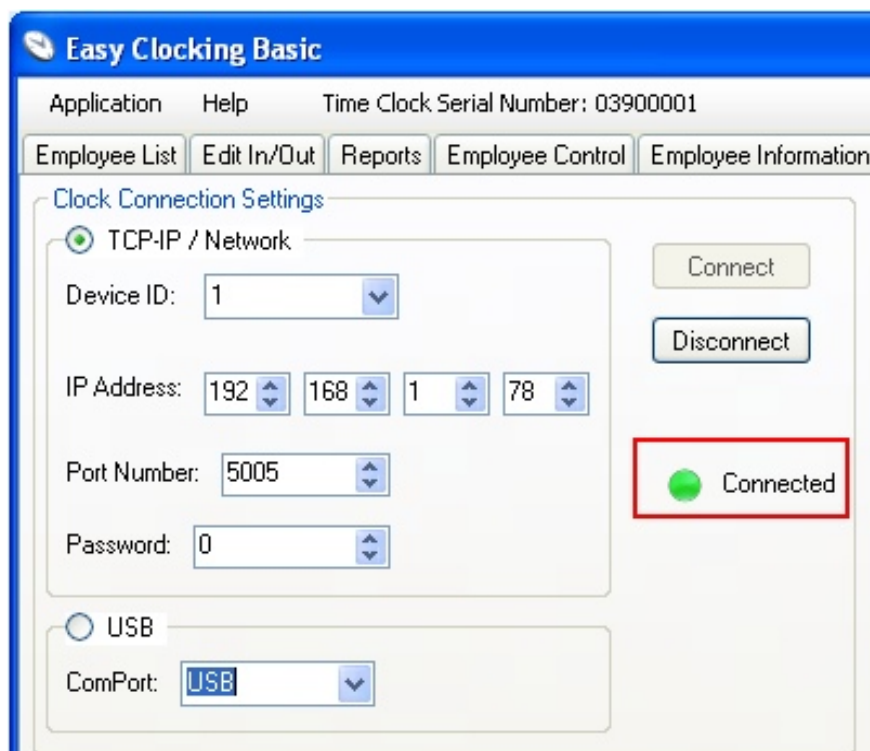
☐ automatically synchronize data with clock

- F** After entering all the employee information click save and the employee name will display on the list of employees.

Downloading Attendance records from the time clock to the PC

Once the connection has been setup and the users have been enrolled in the system, they can start using their fingerprints to start recording IN/OUT attendance records. When employees successfully record IN/OUT attendance records, these will be saved and kept on the time clock's memory until they are downloaded to the **Easy Clocking** software's database. Once these attendance records have been downloaded, attendance reports and time-sheets can be previewed and printed. The download of the attendance records is a manual process.

- Log in to the Easy Clocking software.
- Click on the **communications** tab and then connect to the time clock.



- Once connected click on either Download New or Download All attendance records (See *picture below*) the option for new records will download to the software new records never downloaded, the option for all records will download all the attendance records stored on the time clock's memory whether they were downloaded previously or not. The time clock can store up to 100000 in/out records in its internal memory.

