

## CFR-20/20 v2 & CompuTime101- Quick Setup Guide v1.0

### CompuTime101 Software Setup Overview

Default Software Login: User Name = Admin Enter Password = Password

Recommended order of software setup: version 3.744 or higher required, updates are available online at

<http://support.computime101.com/updates.html>

- 1) Enter Upgrade Codes (if applicable) (**File > Software Utilities > Enter Upgrade Code**)
- 2) Setup Global Rules (**Edit > Edit Global Company Rules**)
- 3) Define Clock Sites (**Edit > Edit Clocks**) (refer to [Configuring Communication](#) section below for more details)
- 4) Define Departments (if applicable, a default department is already defined) (**Edit > Edit Departments**)
- 5) Define Shift Rules if applicable (**Edit > Edit Shift Rules**)
- 6) Enter Employees (**Edit > Edit Employees**)

**Detailed CompuTime101 Software Guides are available from the Help menu of the software, Online at <http://support.computime101.com/>, and throughout the software where you see a help link or a yellow question mark**

### CFR-20/20 v2 Clock Setup

#### Configuring Communication

**Note:** Unless connecting through a VPN or Port Forward (default port UDP 4370) the clock and the computer running CompuTime101 software must be connected to the same local network

#### If Using Wired TCPIP Ethernet:

**Note:** Standard connection is to the network/router, not directly to the computer's Ethernet port.

The default IP address of all clocks is 192.168.1.201

- In the software select Clock Sites from the Edit menu at the top menu bar. A clock site is pre-configured with a generic model selection (PIN/Prox/Fingerprint), TCP/IP communication type, and the default IP address (192.168.1.201). You may change the Model to Compumatic CFR-20/20 v2. Click the Test button to verify the connection. If you receive a "Comm Test OK" message you are done with this section, click the Save/Exit button, otherwise continue to the next step for advanced IP configuration options.

Option A) Advanced IP configuration w/ Static IP address):

- Click the yellow question mark next to the IP address box to check the IP of your computer and receive a suggested IP address to use for the clock. Enter the suggested IP in the address box then go to the clock terminal to change the IP address (in the following menu section): **Menu > Comm > Ethernet > IP Address**

The NetMask and Gateway settings are also required if connecting through a VPN or Port Forward. Once the correct IP has been entered into both the clock and the software, click the Test button in the software to verify the connection.

Option B) Advanced IP configuration w/ DHCP IP address:

At the clock terminal, go to the following menu: **Menu > Comm > Ethernet > IP Address**

Touch DHCP to turn it ON. The clock will retrieve an IP address, note this address and enter it in the IP Address box in the software Clock Sites form. Click the Test button to verify the connection.

#### If Using Wireless (WiFi) TCPIP Ethernet:

**Note:** Before configuring the wireless connection turn on DCHP for the wired Ethernet network connection:

**Menu > Comm > Ethernet > Touch DHCP** to switch it ON, the network values should automatically update to 0

To connect to a wireless network go to **Menu > Comm > Wireless Network (make sure WIFI is ON)**

Touch the network you want to connect, then you will be prompted to enter the network secure password. Use the keypad to enter the password. If an item is entered incorrectly use the left arrow to backspace and delete the last value entered. Once the password is entered, press OK then Connect to WiFi (OK) to connect. The clock will show "Connecting..." and, if successful, will then show Connected. Once the WiFi is connected, select the network again and note the IP Address shown. In the software select Clock Sites from the Edit menu at the top menu bar and enter it in the IP Address box in the software. Click the Test button to verify the connection.

#### Using A USB Thumb Drive (aka Flash Drive):

**Note:** When using a USB Thumb Drive (aka Flash Drive) the software does not directly communicate with the clock.

- Plug the thumb drive into the USB port on the left side of the clock terminal

**Note:** If an Administrator is enrolled in the clock, Supervisor rights are required for the following step

- To download the punch data (aka attendance log) at the clock terminal go to:

**Menu > USB Manager > Download > Attendance Data > Select Appropriate Date Range**

You should receive a message indicating a successful download, then exit the menu and unplug the drive. Continue to the next section for import/processing instructions...

- To Process (aka import) the punches (aka attendance data) into the CompuTime101 software first plug the thumb drive into the computer, then select Process Punches From USB Key from the Poll / Process menu at the top menu bar of the

CompuTime101 software. On the form that opens click the yellow folder button, navigate to the thumb drive and select the attendance log file. Then click the Process Punch File button.

- **Note:** Attendance logs are not cleared from the clock automatically. They can be cleared manually after they are processed (before employees make new punches at the clock). To clear the attendance logs at the clock go to **Menu > Data Mgt > Delete Data > Delete Attendance Data > Select Appropriate Date Range**

### Setting the Clock Time

- The time can be set at the clock in the following menu section: **Menu > System > Date Time**

- The time can also be set from the CompuTime101 software. Open the clock list (select *Edit Clocks* from the *Edit* menu at the top menu bar) and click the *Set Time* button.

### Setting Daylight Saving Time

**Note: Daylight Saving is ON by default, week/day set to 2<sup>nd</sup> Sunday in March (2am), 1<sup>st</sup> Sunday in November (2am)**

- At the clock in the following menu section: **Menu > System > Date Time**

### Adding Employees in the Software

**Note:** Employees must be manually entered into the software. They can then be uploaded from the software to the clock or manually entered in the clock. The PIN (Clock) # in the software must match the User ID number assigned at the clock.

- In the software select Edit Employees from the Edit menu at the top menu bar

- Click Add New Employee. Enter the necessary data. Click Save New Employee.

### Upload Employees from the Software to the Clock

You can upload employees from the software if you have the clock connected via Ethernet.

- To upload employees to the clock select Manage Employees from File > Clock Utilities > Compumatic

**Also refer to the "Manage Employees from the Software" section**

### Adding Face and/or Badge at the Clock

- Face and/or Badge can be added to the clock at the clock terminal in the following menu section: **Menu > User Mgt**

If the employee already exists in the clock (including if they were just uploaded from the software):

Select **All Users**

Select the user from the list, select Edit

Select Face or Badge, follow the instructions from the clock

If this is a new employee:

Select **New User**

Select User ID, enter the same number assigned to the employee as the PIN (Clock) number in the software

Select Face or Badge, follow the instructions from the clock

### Manage Employees from the Software

**Note:** The clock must be connected to the computer via a TCP/IP Ethernet connection.

- Select Manage Employees from File > Clock Utilities > Compumatic software menu

- **Upload User Data to Clocks:** This will upload the employees listed (name, pin, password, face, badge, supervisor status) to the clocks. If the employee already exists in the clock their information will be updated, otherwise they will be added to the clocks.

- **Download User Data from Clocks:** This will download user data (pin, password, face, badge, supervisor status) from the clocks for employees listed in the software and update their information in the software based on their information in the clocks. Only data for employees that already exist in the software will be downloaded, new employees not already listed in the software will not be added to the software.

### Adding an Administrator at the Clock

If no administrators are defined, any user can access the menu. Enrolling at least one user with User Role (in the employee profile) set to **Super Admin** with a secure PIN+Password, badge, or face is recommended.

### General Use Notes

To exit from a supervisor screen tap the button in the upper left corner of the screen to back out to each previous screen until you are back at the main screen.

The clock will auto detect face or badge. If an employee is enrolled with their face they simply have to stand in front of the clock to punch in/out. If they are enrolled with a badge they can simply wave it in front of the clock, within approximately 1 inch distance. An employee may be enrolled with both a face and a badge at the same time.

To punch using a password touch the keyboard icon (next to the menu icon) Type the employee PIN (Clock #), press ok, (if prompted press the key icon) type in the password, tap OK.