

XLS 21 Quick Setup v1.1

Configuring Communication

Configuring for Communication: RS232

Note: RS232 serial communication does not require any setting changes at the clock.

In the software, Edit→Edit Clocks

To define a clock site, number the site 1 and hit enter. Select Pin/Prox/Fingerprint as the model and RS232 as the communication style. If you know the COM Port number, enter it. If not, double click where the COM Port number should be and select yes to have the software auto detect. Once the port has been found, you can test the communication by clicking “Test” in the Edit Clocks window.

Configuring for Communication: IP

Note: Connect the clock to the network/router, not directly to the computer’s Ethernet port.

In the software, Edit→Edit Clocks

To define a clock site, number the site 1 and hit enter. Select Pin/Prox/Fingerprint as the model and TCP/IP as the communication style. The default IP address is 192.168.1.201 and should be filled into the IP field. Once the IP has been entered, you can test the communication by clicking “Test” in the Edit Clocks window. If the IP needs to be changed at the clock:

Menu→Options→Comm Opt→(IP Addr)(NetMask)(Gateway)

Once the correct IP has been entered into the clock and the software, test the communication.

Setting The Time

At the Clock, Menu→Options→System Opt→Date Time

Use the up/down arrows to move through the fields. Click OK to save or ESC to exit

The time can also be set from the CompuTime101 software (Edit→Edit Clocks→Set Time)

Adding Employees to the Software

In the software, Edit→ Edit Employees

The fields Name, ID Number, Pin Clock Number, and Department must be filled in. Refer to the CT101 User’s Guide for more details (in the software, Help→CT101 User’s Guide).

Employee Upload From The Software

You can upload employees from the software if you have the clock connected to the computer by either RS232 or Ethernet. Once uploaded it is not necessary to add the employees at the clock.

File→Clock Utilities→Pin/Prox/Fingerprint Clocks→Manage Employees (XLS 21 Pin/Prox). Once completed, employees will be able to clock in and out

Adding an Administrator At The Clock

If no administrators are defined, any user can access the menu. Enrolling at least one admin as a **SUPERVISOR** with a secure id or badge card is recommended.

At the clock, Menu→User Manage→Enroll Admin

Enrollment options are:

Reg RFID - The employee will only be able to punch in/out with the badge card. It is important to match the employees pin number from the software with the badge card at the clock (Badges are optional)

Enroll Pwd – The employee will only be able to punch in/out with a PIN number. The password should be 0 for all users

Reg Card&Pwd - The employee will be able to punch in/out with a PIN number or a badge card. The password should be 0 for all users (Badges are optional)

There are 3 admin levels:

Enroller - Limited rights; *Admin* - Almost all rights; *Supervisor* - All rights

*In order to download to a USB Key, the Administrator must have Supervisor rights.

Adding Employees At The Clock

If no administrators are defined, any user can access the menu. Enrolling at least one admin as a **SUPERVISOR** with a secure id is recommended.

At the Clock, Menu→User Manage→Enroll User

Enrollment options are:

Reg RFID - The employee will only be able to punch in/out with the badge card. It is important to match the employees pin number from the software with the badge card at the clock (Badges are optional)

Enroll Pwd – The employee will only be able to punch in/out with a PIN number. The password should be 0 for all users

Reg Card&Pwd - The employee will be able to punch in/out with a PIN number or a badge card. The password should be 0 for all users (Badges are optional)

Using A USB Thumbdrive

Connect the thumbdrive to the clock using the adapter cable (supplied with the thumbdrive purchase).

Download Attendance Log - At the clock, Menu→PenDriveMng→DwnLoad AttLog, you should receive the message “Copy Data Suc”

Clear Attendance Logs - Attendance logs should be cleared after downloading them to the thumbdrive. At the clock, Menu→Options→System Opt→Adv Option→Del AttLogs→OK

Import Attendance Log – In the Software File→Clock Utilities→Pin/Prox/Fingerprint Clocks→Process Punches From USB Key. Click the folder button to navigate to the USB drive and select the file to import.

Set Daylight Saving Time

At the Clock, Menu→Options→System Opt→DLST

Set DLST=Y to use DLST or N to turn off DLST

Enter DLST = Start Date/Time, Standard = End Date/Time

Start Date/Time is the second Sunday in March, 2:00am (2009 date is 3/8)

End Date/Time is the first Sunday in November, 2:00am (2009 date is 11/1)

The CompuTime101 Software User's Guide is available from the Help menu of the software and on the CD (in the Drivers_Manuals folder).