

# Iris Time Clock Quick Start Guide

## Step 1 | Unpack the Box

1.1 Please confirm that you have all the contents shown below. If any items are missing, contact our support team for a replacement.

- Iris Time Clock
- 15' Ethernet Cable
- Power Supply
- Mounting Bracket
- 2 Screws
- 2 Keys



Time Clock



Ethernet Cable



Power Supply



Mount Plate with (2)  
Mounting Screws



Keys

## Step 2 | Mount on the Wall



mount the clock using the wall mount bracket and screws provided

- 2.1 Mount the time clock between 48 and 60 inches from the ground to capture images for your shortest and tallest employees.
- 2.2 Use the two wall mount screws to mount the bracket to the wall.
- 2.3 Insert the key, turn it clockwise a quarter of a turn.
- 2.4 Push the time clock into the mounting bracket so that the tabs fit into the three matching slots on the back of the clock.
- 2.5 Slide the clock downward until the tabs click into place. Use the key to lock the clock to the mounting bracket.
- 2.6 Remove the key.

## Step 3 | Choose your Connection Option

The Iris time clock includes two standard connection options – Ethernet or Wi-Fi. Choose your preferred method, then follow the corresponding instructions detailed later in the guide.

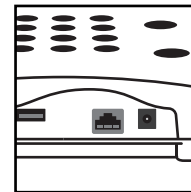
### A. Ethernet Connection System Requirements

1. Available network port on your router, modem, or switch

### B. Wi-Fi Connection System Requirements

1. Wireless router
2. Available Network

## Step 4-A | Connect via Ethernet Network



Time Clock

Ethernet Cable

Connect cable to a router, switch, or port

- 4-A.1 Plug the Ethernet cable into the Ethernet port located on the bottom of your clock.
- 4-A.2 Connect the other end of the Ethernet cable into an available port on your router, switch, or wall port.
- 4-A.3 Power up the time clock using the included power supply.
- 4-A.4 The amber and green Ethernet lights should turn on where the Ethernet cable plugs into the clock. This verifies that your time clock is connected to your network. If the lights do not turn on, check the cable connections.

## Step 4-B Connect via Wireless Network

- 4-B.1 If the Ethernet cable is not connected on boot up, the display will state Press (Lock symbol) key For Network Setup.
- 4-B.2 Press the Lock key to access the Network Settings.
- 4-B.3 Use the arrow keys to find Wifi Settings. Press Enter.
- 4-B.4 Find View Networks. Press Enter.
- 4-B.5 Choose a Network. Press Enter.
- 4-B.6 Enter the Network Password.
  - A. Use the logo key to change the character mode to lowercase, uppercase, # or symbol.
  - B. Press Enter to accept a single character.
  - C. When complete, press Enter to save the password.

## Step 5 Enter Client Alias & Terminal ID

- 5.1 On boot up the display will state Client Alias with a blinking cursor.
- 5.2 Enter the client alias by pressing the Up or Down arrow keys to scroll through the letters and Enter to select the right letter. Enter numbers using the keypad. Press Enter to submit.
- 5.2.1 The display will show Verifying... then Verified!
- 5.3 Once the client alias is verified, the display will show Hardware ID.
- 5.4 Enter the hardware ID number using the keypad numbers. Press Enter to submit.
- 5.4.1 The display will show Verifying... then Verified!
- 5.5 Once you've completed these steps, the time clock will display Processing Data, Please wait...
- 5.6 When setup is complete, the idle display will show the Date and Time.

## Step 6 Set the time zone

- 6.1 Access the Supervisor Mode by pressing the Lock key on the clock's keypad (bottom left) and entering the Configuration Code.
- 6.1.1 The default Configuration Code for a brand new account is 123456.
- 6.2 Use the down arrow and scroll to "Set Time Zone" and press Enter.
- 6.3 The current time zone will be listed on the top line. Press Enter to change to a different time zone.
- 6.4 At the "Select Time Zone" prompt, use the Up or Down arrow to scroll to the preferred time zone. Press Enter to confirm.
- 6.5 The clock will display a confirmation message; "Time Zone Set, Rebooting...". Once rebooted, the clock will display the correct time for the set time zone.

## Getting support for your Iris Time Clock

If you require assistance with your Iris Time Clock, please contact us at:

