



Excellence in Compliance Testing

Certification Exhibit

**FCC ID: UP3PC6
IC: 2852A-PC6**

**FCC Rule Part: 15.209
IC Radio Standards Specification: RSS-210**

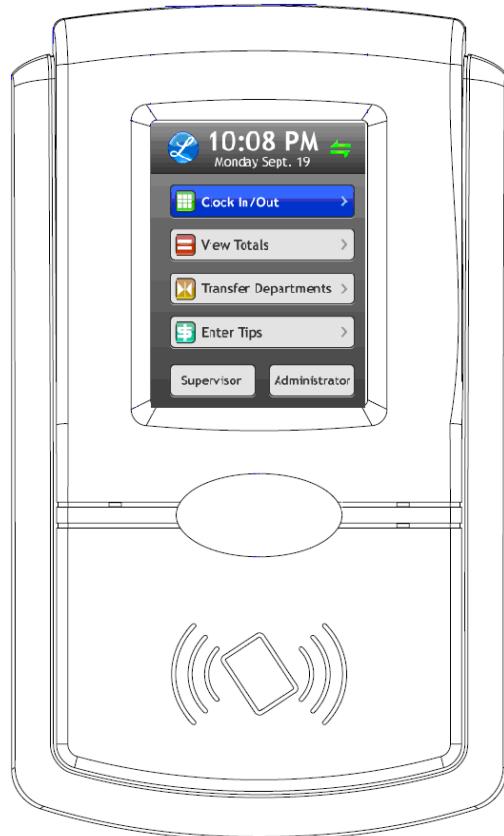
ACS Report Number: 10-0162.W06.11.A

Manufacturer: Lathem Time Corp.
Model: PC600

Manual

PayClock® Touch

Time and Attendance System



User's Guide



**THIS EQUIPMENT COMPLIES WITH FCC REQUIREMENTS
PURSUANT TO PART-15**

“NOTE: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense. “

This Class A digital apparatus meets all requirements of the Canadian Interference Causing Equipment Regulations. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Cet appareillage numérique de la classe A répond à toutes les exigences de l'interférence canadienne causant des règlements d'équipement. L'opération est sujette aux deux conditions suivantes: (1) ce dispositif peut ne pas causer l'interférence nocive, et (2) ce dispositif doit accepter n'importe quelle interférence reçue, y compris l'interférence qui peut causer l'opération peu désirée.

Warning: Changes or modifications to this device not expressly approved by Lathem Time Corporation could void the user's authority to operate the equipment.



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CONTENTS

| | |
|---------------------------------------|----|
| QUICK START STEPS | IV |
| WELCOME..... | 1 |
| PACKAGE CONTENTS..... | 5 |
| SYSTEM REQUIREMENTS | 6 |
| INSTALL THE PC600 | 7 |
| INSTALL THE PAYCLOCK SOFTWARE..... | 9 |
| OPEN PAYCLOCK..... | 11 |
| CONFIGURE PAYCLOCK | 14 |
| ADD EMPLOYEES AND ASSIGN BADGES | 15 |
| UPDATING THE TERMINAL..... | 18 |
| USING THE PC600 TERMINAL | 19 |
| NAVIGATING PAYCLOCK | 33 |
| TIMECARD TAB | 35 |
| SCHEDULING TAB | 38 |
| REPORTS TAB | 40 |
| TERMINAL MANAGER TAB | 41 |
| SETUP TAB | 46 |
| GENERAL TROUBLESHOOTING..... | 49 |
| HARDWARE TROUBLESHOOTING | 50 |
| SOFTWARE TROUBLESHOOTING..... | 51 |

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Quick Start Steps

Carefully follow each step of these instructions for a trouble-free experience.

1



Verify the contents of your system (For more detailed information turn to page 6.)

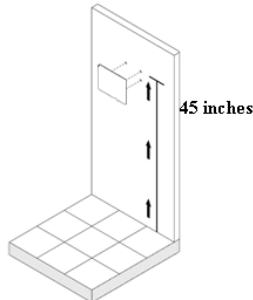
2



Select a location that will be convenient to employees punching In/Out. Also keep in mind that a 115vAC power outlet should be within 6 feet as well as a connection to the network (LAN).

Note: It is recommended to install and mount the PC600 terminal before installing the PayClock software. With the PC600 terminal powered up and connected to the network (LAN), the software will search for it on the network and automatically configure the communications to the terminal.

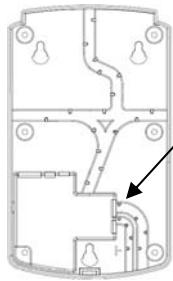
3



Use masking tape to hold the included mounting template onto the wall. Drill the holes using the template as a guide. Note: The bottom of the terminal should be about **45** inches from the floor.

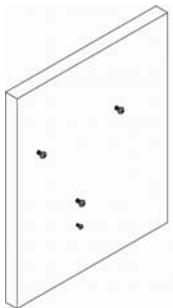
Remove the template and install the mounting screws, using the plastic wall anchors if needed. Leaving about $3/16$ " of the screw exposed.

4



Plug the RJ45 network cable into the Ethernet port and the Power Adapter plug into the Power Adapter port which is located in the compartment on back of the terminal. Route the cabling through the available channels to best suit your installation.

5



Hang the terminal on the wall, aligning the three keyholes on the rear of the terminal with the protruding screw heads, and then press downward until the terminal lowers onto the screws. Align the holding bracket and screw it into place. This will fasten the terminal to the wall.

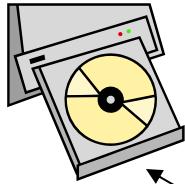
When finished, plug the Power Adapter into an AC wall outlet.

6



Verify your computer meets the Minimum System Requirements listed in this User Guide, [turn to page 7](#).

7



Install the **PayClock Software**. (For more detailed instructions turn to page 8.)

Important Notes

Make sure your screen saver is not showing before inserting the installation CD's.

Open and close the CD-ROM drawer if the CD is not recognized when inserted.

8



Open the PayClock software by clicking on the PayClock Icon. The default password is **lathem**. (For more detailed instructions turn to page 33.)

9



Configure your software preferences using the Setup Wizard the first time you open PayClock. (For more detailed instructions turn to page 36.)

10



Add employees as well as create supervisors using the **Employees** button under the **Setup** tab.

To add a new employee, click **New** and then enter the employee data.

To create a supervisor, select the desired employee and check **Allow Supervisor Functions** under Options.

(For more detailed instructions turn to page 43).

11



After adding the employees click on the **Terminal Manager** tab and update your terminal(s).

(For more detailed instructions turn to page 43).

Welcome

Product Overview

Reliability, functionality and ease of use are trademarks of the PayClock terminals. With the PC600 terminal, employees can use a badge or PIN using the touch-panel to punch in and out, view messages or benefit time balances – it's that simple. The PC600 terminals are the perfect solution for businesses that want to track employee time and automate payroll.

The PC600 terminal connects to your network for communications with the time and attendance software. The terminal utilizes Windows CE and a touch-panel display for inputting data by employees, supervisors or administrators. The PC600 terminal validates that the employee is in the database before recording the transaction.

The PC600 can operate in “online” or “offline” mode. When operating in online mode, communications with the pc are in real-time. For example when an employee punches at the PC600 it is immediately added to the database and is available for viewing or editing. Another example is if the employee does an inquiry, the PC600 will initiate communications with the database and retrieve the inquiry information and display it on the screen.

When operating in offline mode, all transactions are held in the terminals memory until a synch is completed with the database

The PC600 terminal offers a large color LCD touch-panel that displays employee information along with an audio prompt. Upon a successful transaction in online mode, the display will show the employee's name, total worked time, In / Out status and an audio/text prompt. Otherwise the display will show the employees name.

Features and Specifications

- Windows CE 6.0 - The power of embedded Windows CE to provide fast and dependable operation.
- LCD Color Touch-Panel - Use the large easy to read touch-panel for set up and data entry.
- Two Operating Modes - The terminal is functional in “online” or “offline” mode. While in online mode the terminal is real-time with the computer.
- User friendly design - Large easy to read touch-panel.
- Comprehensive support agreements minimize technical difficulties
- Numerous Accessory options further enhance the functionality of your PC600 terminal

Upgrades

If you find that you need to accommodate more employees in your system or if you would like enhanced software capabilities, consider purchasing a software upgrade for your system. Lathem offers the following enhanced features.

- Increased employee capacity (up to 1000)
- Customized reporting options
- Customized export options
- Multi-user capabilities

Upgrading is as easy as visiting <http://shop.lathem.com> or click on the PayClock orb and selecting **Upgrade PayClock**. Then select the options you would like to purchase and download your software upgrade. Options are instantly activated upon receipt of online payment.

Accessories

Lathem offers a number of accessories to further enhance your PayClock system. Visit <http://shop.lathem.com> to purchase additional accessories like the ones listed below.

- Badges
- Badge Racks
- Annual Support Agreements

Getting Help

You can access technical support and answers to your issues in a number of different ways. In addition to resources within the PayClock software, assistance may be accessed online, via email, via telephone, or through your Lathem dealer. Don't forget that Lathem also offers annual support contracts.

PayClock Help

The Help allows you to search through an index of help topics to locate the answer you need.

To launch the Help, select **Help** from the **Ribbon Bar** or select the  button next to an unfamiliar term.

Troubleshooting

For answers to Frequently Asked Questions, refer to the Troubleshooting section of this User Guide on page 81.

Online and Email Support

Lathem.com provides access to numerous support resources that will allow you maximize your use of PayClock. Help may be accessed by visiting the following link:

<http://support.lathem.com>

On the Support page, you may also submit a question through our online knowledgebase and one of our technicians will respond to

your inquiry within 24 hours. Email support is free to all registered users of Lathem products.

Telephone Support

Lathem offers technical support between the hours of 8am and 7pm Monday through Friday. Please call **(800) 241-4990** to speak with our support team. You will receive free technical support for the first 30 days after your initial call. After that period, you may purchase an Annual Support Agreement, which will cover all calls for one year, or you may pay a per-call fee.

Annual Support Agreements

Lathem support contracts are designed to keep your terminal and PayClock software working seamlessly. For a single annual fee, your Support Agreement offers the following advantages:

- Unlimited toll-free telephone support (versus a per-call fee) and priority status for calls
- Unlimited access to Lathem's extensive library of web-based tips and FAQs
- Free software updates and version upgrades during the Support Period, giving you free access to the most current software features
- Quick exchanges for damaged or broken terminal, thereby reducing downtime
- Extended parts and labor warranty helps you to save money on repairs needed after the regular product warranty has expired

To learn more about Lathem support contracts and to make a purchase, contact us at (800) 241-4990 or visit
<http://www.lathem.com/support/support-plans.aspx>

Package Contents

Please verify that your package includes ALL of the following items.
If your package is missing an item, please call Lathem technical support at (404) 691-1065.



PC600 Terminal



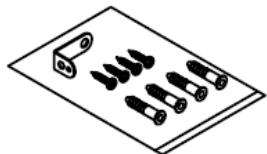
AC Wall Adapter



Installation & User's Guide



Software CD



Screws (3) to mount the terminal to the wall
Anchors (3) [use for masonry wall installation]
Securing clip, screw and anchor

Recommended Installation Tools



Tape Measure



Pencil



Philips Head
Screw Driver



Optional-Power
Drill & Drill Bits

System Requirements

You must verify that your system meets ALL of the minimum requirements listed below in order to run PayClock Express on your computer. If your system does not meet these minimum requirements, do not install the software!

Requirements:

- **Operating System:** Microsoft Windows 32-Bit or 64-Bit
 - XP Pro / Home - SP2 or later
 - Vista
 - Windows 7
 - Server 2003 (Standard or Enterprise Edition)
- **CPU:** Intel Pentium 500MHz or higher
(1 GHz Pentium processor recommended)
- **Memory:** 512 MB of RAM or higher
(1 Gb recommended)
- **Hard Disk Drive:** 200 MB of free hard disk space
(500 MB of free hard disk space recommended)
- **Monitor:** 256 Color 800x600 or higher resolution display
- **CD-ROM Drive:** 4x CD-ROM or better
- **USB Interface:** Available USB port (USB 1.1 compliant, 2.0 recommended. The port must be able to supply up to 500mA.) ***Note on using an external USB hub – If an external hub is needed, please use a self-powered USB hub only.***
- **Browser:** Internet Explorer 5.0 or Higher
- Hi-Speed Internet Connection (for online Features/Services)

Important Note about Firewall Software

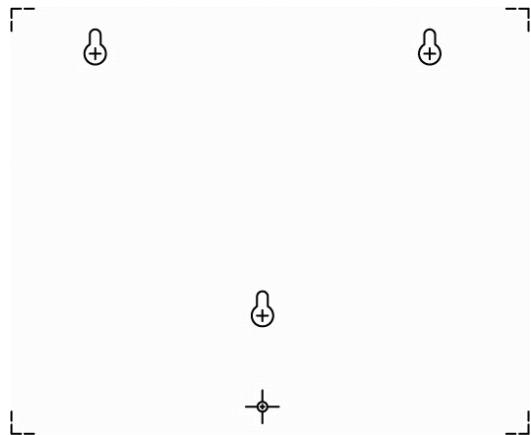
If you are using firewall software, you may need to unblock or allow access to a number of PayClock application files. The PayClock installation automatically exposes the typical application (*.exe) files if you are using the Windows built in firewall. Note: When we configure PayClock in the Windows built in firewall, we do not open specific ports. Instead we expose the application (*.exe) file. This insures that the necessary available ports will be open when needed.

Install the PC600

Select a site to install your PC600 terminal that will be convenient to employees clocking in and out. When deciding where the terminal will be installed, keep in mind that an 115vAC power outlet should be within 6 feet of the mounting location as well as a connection to the network (LAN).

Note: It is recommended to install and mount the PC600 terminal before installing the PayClock software. With the PC600 terminal powered up and connected to the network (LAN), the software will search for it on the network and automatically configure the terminal.

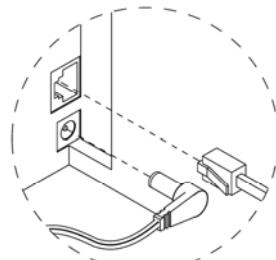
Step 1: After selecting the appropriate installation site, use masking tape to hold the included Mounting Template onto the wall, at a suggested height from the floor to the bottom drill-hole of 4ft, 6in. For sheetrock walls, drill a 3/16" diameter hole through each of the four locations indicated on the template; each approx 1-1/2" deep.



Remove the Template from the wall and install the plastic "anchors" included in the installation kit. The smaller anchor goes into the bottom hole. The three larger anchors go into the holes above. Screw-in three larger screws into their corresponding anchors,

allowing the screw heads to have a gap of approximately 3/16" to the wall. **Do not tighten all the way.**

Step 2: Plug the RJ45 network cable into the Ethernet port and the Power Adapter plug into the Power Adapter port which is located in the compartment on the back of the terminal.



Step 3: Insert the small "L"-shaped security bracket into the slot at the bottom-rear of the PC600, so that the tab with the hole points downward, away from the keyhole slot that can be seen immediately above.

Hang the terminal on the wall, aligning the three keyholes on the rear of the enclosure with the three protruding screw heads, and then pressing downward on the terminal housing until it lowers onto the screws.

Screw the small Screw into the hole of the tab from the small "L"-shaped bracket at the bottom of the enclosure. This will fasten the PC600 to the wall, and keep it from being easily removed.

When finished, plug the power adapter into an AC wall outlet and proceed to the software installation.

Install the PayClock Software

The PayClock install loads the client and server application as well as your database.

CAUTION: Before proceeding with your PayClock installation, verify that your PC meets ALL of the System Requirements listed on page 7!

PayClock Install

□ Run the PayClock Setup Program

- Go to the computer where you want to install PayClock.
- Make sure your screen saver is not showing before inserting the PayClock CD.
- Insert the **PayClock CD** into your computer's CD-ROM drive. Note: If you are installing on Windows Vista or Windows 7 you may have to click Allow or Yes at the User Account Control confirmation window.
- The Setup program should run automatically. If not, follow the steps below.
 - Windows XP -Click **Start | Run** from the Windows taskbar.
 - Windows Vista or 7 - Click **Start | All Programs | Accessories | Run** from the Windows taskbar.
 - At the command line, type **D:\Payclock\Setup.exe** where **D:** is, enter the letter of the drive for your CD-ROM. To determine the letter of your CD-ROM click **Start>My Computer**.
 - Click **OK**.

□ Follow the Setup Steps

- At the Install PayClock screen, click **Next** to move forward.
- Review the License Agreement and select **I Accept the terms of the license agreement** and click **Next** to move forward.
- At the Standard Install or Custom screen, select Standard Install (Recommended) and click **Next** to move forward.
- To start the installation process, click **Next** at the Ready to Install screen. The installation will begin.
- A Server Summary screen will display, allowing you to print out the network adapter information which may be needed at a later point.
- At the PC600 Clock Setup screen, click the **Start Discover** button. The software will try to locate your PC600 and configure the terminal for communications with the PayClock software.
- Click **Next** after your PC600 is located, click **Finish** to complete the installation.

Open PayClock

PayClock is a single user system with one default user account, **Administrator**. The **Administrator** account gives the user full access to PayClock.

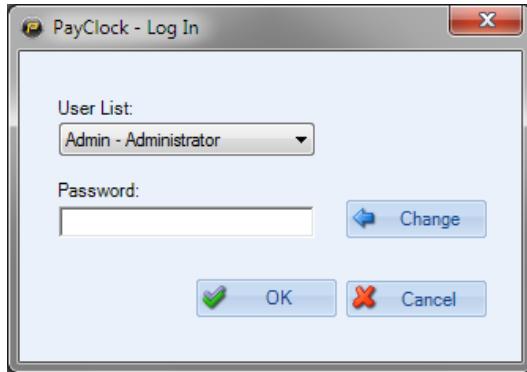
Open the PayClock software by clicking on the PayClock Icon located on your desktop.

Log In

To begin using PayClock, you must first Log In to the system at the **Log In Window**. PayClock has one default user: the **Administrator**. The Administrator has full access to system, information, and functions.

NOTE

You may add additional concurrent users by upgrading to “Multi-User”. Refer to page 3 of this User’s Guide for information on purchasing software upgrades.



1. From the Log In window, choose **Administrator** from the **User List**.
2. Enter the default password: “**lathem**”.

3. Click **OK** and the software will open. A welcome tone will let you know that PayClock is ready for use.

Create and Change Your Password

You should create your own unique password to protect sensitive payroll data.



1. At the Log In screen, click the **Change** button.
2. Type in your **Old Password** (remember, the default is “lathem”).
3. Type in your **New Password** (the one you would like to create).
4. **Confirm** your new password by typing it in.
5. Click **OK** to finalize the change.

NOTE

Passwords **are** case sensitive and may be up to 11 characters

Register Your PayClock Touch - PC600

You may register your system anytime within 30 days of installing the software. If after 30 days you haven't registered your system, you will be required to do so before continuing to use the software.

There are three ways to register your software:

- Complete the **Registration Wizard** that appears upon log-in. Select **Register Now** to fill in the requested information and submit. If you do not have an internet connection, select **Print** at the end of the wizard to print and fax your information to Lathem at **1-800-252-2208**.

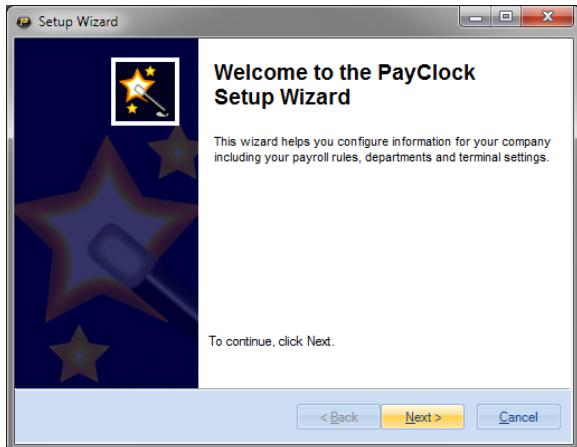


- Call Lathem at **1-800-241-4990** and select option number 1 from the telephone menu to speak with a sales representative.
- Visit <http://www.lathem.com/contact-us/register-your-product.aspx> and follow the steps outlined.

Configure PayClock

Create Company Profile and Setup Pay Period

After completing the hardware and software installation, you should set up your company, departments and payroll policies using the PayClock Setup Wizard that runs automatically the first time you open the PayClock software. Note: You can also use the Setup tab on the toolbar to configure these settings.

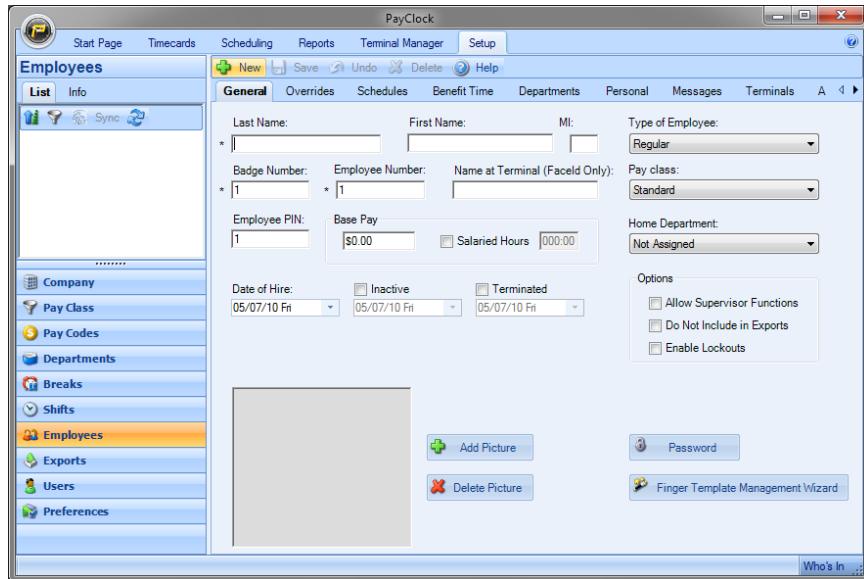


To configure your software using the Setup Wizard:

1. Click **Next** and follow the directions on the PayClock Setup Wizard.
2. When you complete the wizard click Finish to save your settings.

Add Employees and Assign Badges

The **Employees** button under the **Setup** tab is used to maintain the employees in the PayClock software. This will include adding, editing and terminating employees.



The **Employees** button has eight tabs - General, Overrides, Schedules, Benefit Time, Departments, Personal, Messages and Terminals.

General Tab - Set up employee's name, badge and PIN.

Overrides Tab - Override global break settings for an employee.

Schedules Tab - Assign shifts to an employee.

Benefit Time Tab - Track benefit time for an employee.

Departments Tab - Assign optional departments to an employee.

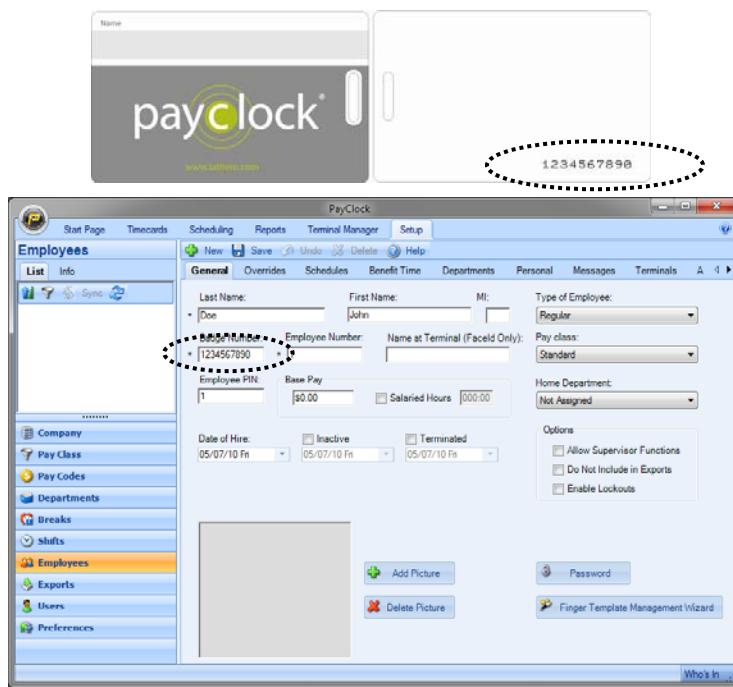
Personal Tab - Set up employee addresses and contact information.

Messages Tab - Assign messages to display at the terminal.

Terminals Tab - Maintain employee assignments to terminals.

Add New Employees

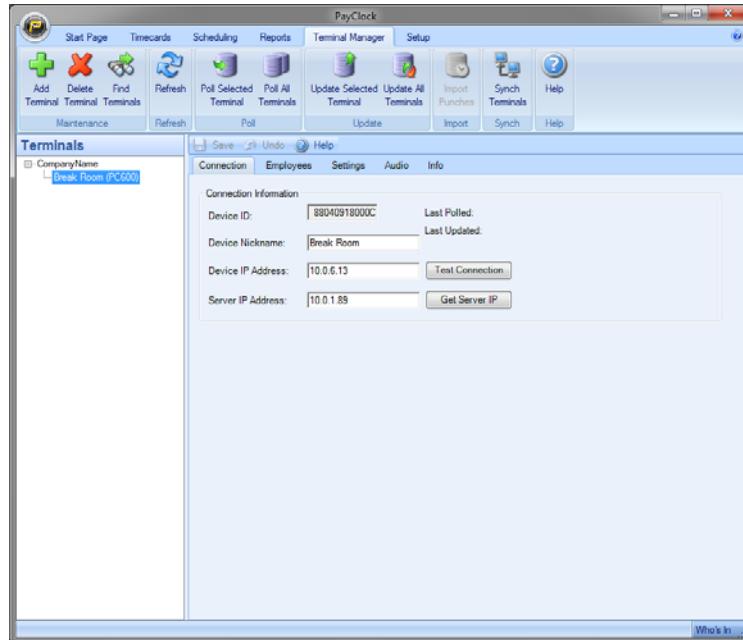
1. From the Ribbon Bar, click the Setup tab and click on the Employees button. The Employee Master will display.
2. From the General tab click the New button, the next available blank employee template will display.
3. Type in the employee's last name, first name and middle initial.
4. In the Badge Number field enter the badge number to use for punching in and out. Each badge contains a unique ten digit badge number on the back (see example below). **The number of the badge assigned to an employee must match the number entered in the Badge Number field in that employee's profile.**



5. PayClock automatically fills in the Employee Number, but you can change it if you like. To change it, type the employee number. **Note:** Typically, the Employee Number is used to reference the employee's pay data when exporting to a payroll service.
6. PayClock automatically fills in the Employee PIN, but you can change it if you like. To change it, type the employee PIN. **Note:** The Employee PIN is used to punch In/Out at the terminal without a badge.
7. Type the employee's hourly wage in the Base Pay field. **Note:** If you want accurate wage reports, make sure to enter the employee's wage in the Base Pay field.
8. If the employee is salaried, select the Salaried Hours option and enter how many hours the employee is expected to work during the pay period. **Note:** Reports and exports will use the hours you have entered in this field. Any punches made on a terminal will be ignored in reporting and exporting.
9. From the list under Type of Employee, choose whether this person is Regular, Temporary, Seasonal or Contract.
10. At Pay Class, select the pay class to use for the employee. This setting determines which pay period and overtime rules will be applied.
11. At Home Department, select the employee's home department.
12. Check the Allow Supervisor Functions box if this employee can perform supervisor functions at the terminal, such as adding or deleting punches.
13. At Do Not Include in Exports, check this box if you do not want to include this employee in the file you export for payroll.
14. Check the Enable Lockouts option if you want to restrict employees from punching In to early or Out to late.
15. Click OK to keep your changes.

Updating the Terminal

When an employee is added in PayClock they are automatically assigned to the PC600 terminal(s). But before the employees can start punching In/Out the terminal must be updated with the changes.



1. From the Ribbon Bar, click the Terminal Manger tab. The Terminal Manager window will open.
2. Click Update All Terminals or select the desired terminal from list and click Update Selected Terminal.
3. The employees set up in PayClock will be sent to the terminal(s) and they can start punching In/Out.

Using the PC600 Terminal

Using the Clock and Badges



Move the badge towards and below the illuminated oval target area on the front of the PC600. When the badge is in close proximity to the PC600, a confirmation beep will sound, a text message will appear, a custom audio message may be played, and the oval target area will turn either green or red indicating a good or bad transaction.

If you scan a badge that has not yet been assigned to a specific employee in PayClock, the terminal will display an error message.

NOTICE: The PC600 utilizes an internal antenna to read the employee badges. Make sure these badges are stored at least 6" away from the PC600 when not in use to avoid accidental badge reads.

Employee Transactions

Employees can record transactions or view total information by using the touch-panel or by presenting a badge.

Badge Entry

Clocking IN/Out

- Move the badge towards and below the illuminated oval target area on the front of the PC600.
- When the badge is in close proximity to the PC600, a confirmation beep will sound, a text message will appear, a custom audio message may be played, and the oval target area will turn either green or red indicating a good or bad transaction.

Department Transfers

- Press the Transfer Depts. button on the touch-pad of the PC600.
- Move the badge towards and below the illuminated oval target area on the front of the PC600.
- When the badge is in close proximity to the PC600, a confirmation beep will sound, and the list of available departments will display.
- Press the button for the desired department, a confirmation screen will display showing the department into which the employee transferred.

Amount Entries

- Press the Enter Amounts button on the touch-pad of the PC600.
- Move the badge towards and below the illuminated oval target area on the front of the PC600.

- When the badge is in close proximity to the PC600, a confirmation beep will sound, and the Enter Amt. screen will display.
- Using the numeric key pad enter the value for the amount and press Enter. A confirmation screen will display showing the amount entered for the employee.

Viewing Totals

- Press the View Totals button on the touch-pad of the PC600.
- Move the badge towards and below the illuminated oval target area on the front of the PC600.
- When the badge is in close proximity to the PC600, a confirmation beep will sound, and the employee's grand totals for the pay period and any benefit time will display.

PIN Entry

Clocking IN/Out

- Press the Clock In/Out button on the touch-pad of the PC600.
- The Enter PIN screen will display, using the numeric key pad enter the employee's PIN number and press Enter.
- A confirmation beep will sound, a text message will appear, a custom audio message may be played, and the oval target area will turn either green or red indicating a good or bad transaction.

Department Transfers

- Press the Transfer Depts. button on the touch-pad of the PC600.
- The Enter PIN screen will display, using the numeric key pad enter the employee's PIN number and press Enter.

- A confirmation beep will sound, and the list of available departments will display.
- Press the button for the desired department, a confirmation screen will display showing the department into which the employee transferred.

Amount Entries

- Press the Enter Amounts button on the touch-pad of the PC600.
- The Enter PIN screen will display, using the numeric key pad enter the employee's PIN number and press Enter.
- A confirmation beep will sound, and the Enter Amt. screen will display.
- Using the numeric key pad enter the value for the amount and press Enter.
- A confirmation screen will display showing the amount entered for the employee.

Viewing Totals

- Press the View Totals button on the touch-pad of the PC600.
- The Enter PIN screen will display, using the numeric key pad enter the employee's PIN number and press Enter.
- A confirmation beep will sound, and the employee's grand totals for the pay period and any benefit time will display.

Supervisor Transactions

Supervisors have the ability at the PC600 to view and edit employee punches, add new employees, send messages and override shift lockouts. To set up an employee as a supervisor, check the **Allow Supervisor Functions** option for the desired employee at the Employees button under the Setup tab. Note: Some supervisor

functions require that the PC600 be configured for Live Synch. For more detailed information turn to page X.

Supervisor Mode

To enter into supervisor mode, at the PC600 press the Supervisor button, the Enter PIN screen will display.

- Using the numeric key pad enter the supervisors PIN number and press Enter or move the supervisors badge towards and below the illuminated oval target area on the front of the PC600.
- The Select an Employee screen will display.

Viewing Punches - At the PC600 press the Supervisor button, the Enter PIN screen will display.

- Using the numeric key pad enter the supervisors PIN number and press Enter or move the supervisors badge towards and below the illuminated oval target area on the front of the PC600.
- At the Select an Employee screen, press the button of the desired employee.
- Press View / Edit Punches. The Punches screen will display.
- Use the left, right, up or down arrows to scroll through the punch information.
- When finished, press the  button to return to the default screen.

Adding Punches (Live Synch required!)- At the PC600 press the Supervisor button, the Enter PIN screen will display.

- Using the numeric key pad enter the supervisors PIN number and press Enter or move the supervisors badge towards and below the illuminated oval target area on the front of the PC600.

- At the Select an Employee screen, press the button of the desired employee.
- Press View / Edit Punches. The Punches screen will display.
- Use the left or right arrows to select the desired date and press the +Punch button.
- Using the up and down arrows set the desired hour and minute and then click OK.
- At the confirmation screen select Yes to add the punch, the added punch will display on the screen and will be added to the timecard.
- When finished, press the  button to return to the default screen.

Viewing Totals - At the PC600 press the Supervisor button, the Enter PIN screen will display.

- Using the numeric key pad enter the supervisors PIN number and press Enter or move the supervisors badge towards and below the illuminated oval target area on the front of the PC600.
- At the Select an Employee screen, press the button of the desired employee.
- Press View Totals, the employee's grand totals for the pay period and any benefit time will display.
- When finished, press the  button to return to the default screen.

Send Message - At the PC600 press the Supervisor button, the Enter PIN screen will display.

- Using the numeric key pad enter the supervisors PIN number and press Enter or move the supervisors badge towards and

below the illuminated oval target area on the front of the PC600.

- At the Select an Employee screen, press the button of the desired employee.
- Press Send Message. Select to send a sound message or a text message.
- Using the up and down arrows select the desired sound or text message.
- At the confirmation screen select Yes and OK. On the next punch the employee will receive the sound or text message.
- When finished, press the  button to return to the default screen.

Override Lockout - At the PC600 press the Supervisor button, the Enter PIN screen will display.

- Using the numeric key pad enter the supervisors PIN number and press Enter or move the supervisors badge towards and below the illuminated oval target area on the front of the PC600.
- At the Select an Employee screen, press the button of the desired employee.
- Press Override Lockout.
- At the confirmation screen select Yes to have the next punch for the employee ignore the shift lockout.
- When finished, press the  button to return to the default screen.

Settings - Set/Change PIN (Live Synch required!)- At the PC600 press the Supervisor button, the Enter PIN screen will display.

- Using the numeric key pad enter the supervisors PIN number and press Enter or move the supervisors badge towards and below the illuminated oval target area on the front of the PC600.
- At the Select an Employee screen, press the button of the desired employee.
- Press Settings, the Change Settings screen will display.
- Press the Set/Change PIN button, the PIN Settings screen will display.

Change PIN

- Press the Change PIN button and using the numeric key pad enter the new PIN for the selected employee and press Enter.
- At the confirmation screen select Yes to change the PIN.
- When finished, press the  button to return to the default screen.

Delete PIN

- Press the Delete PIN button.
- At the confirmation screen select Yes to delete the PIN.
- When finished, press the  button to return to the default screen.

Disable PIN Entry

- Press the Disable PIN Entry option.
- You know PIN entry is disabled when there is a check in the box.
- When finished, press the  button to return to the default screen.

Settings - View/Assign Badge (Live Synch required!)- At the PC600 press the Supervisor button, the Enter PIN screen will display.

- Using the numeric key pad enter the supervisors PIN number and press Enter or move the supervisors badge towards and below the illuminated oval target area on the front of the PC600.
- At the Select an Employee screen, press the button of the desired employee.
- Press Settings, the Change Settings screen will display.
- Press the View/Assign Badge button, the Badge Settings screen will display.

Change Badge

- Press the Change Badge button, present the badge when prompted.
- At the confirmation screen select Yes to change the Badge.
- When finished, press the  button to return to the default screen.

Disable Badge Entry

- Press the Disable Badge Entry option.
- You know Badge entry is disabled when there is a check in the box.
- When finished, press the  button to return to the default screen.

Administrator Functions

The PC600 has one administrator, the administrator function allows you review the device information, set up the network

communications, set the time / date, review an error log and reset the terminal to the factory defaults.

Administrator Mode

To enter into administrator mode, at the PC600 press the Admin button, the Enter PIN screen will display.

- Using the numeric key pad enter the administrator PIN number and press Enter.
- The Administrator Main Menu screen will display.

Device Information - This menu item displays information and also allows you to check for updates to the firmware. To check for updates:

- Press Device Information, the Device Information screen will display.
- Press the Check for Updates button, be patient this may take a few minutes.
- When finished, press the center of the screen and then press the back  button until you have returned to the default screen.

Network Setup - This menu allows you to manually configure the network communication settings between the PC600 and PayClock software. Note: Typically these settings are determined during the installation of the PayClock software and it isn't necessary to modify the settings.

Terminal Settings

- Press Network Settings, the Network Setup screen will display.
- If you want to set the terminal's IP address as a "Static" IP turn off DHCP by pressing the OFF button, the screen will refresh and more buttons will become active.

- Press the IP Address button, the IP Address screen will display.
- Using the numeric key pad enter the IP address you want to assign to the terminal and press OK.
- Press the Subnet Mask button, the Subnet Mask screen will display.
- Using the numeric key pad enter the address you want to assign to the terminal and press OK.
- Press the Gateway button, the Default Gateway screen will display.
- Using the numeric key pad enter the address you want to assign to the terminal and press OK.
- When finished, press the back  button until you have returned to the default screen.

Host Settings

- Press Network Settings, the Network Setup screen will display.
- If you want to set the Host IP address as a “Static” IP, press Define Host and then press the Host IP button.
- Using the numeric key pad enter the IP address of the computer where the PayClock database resides and press OK.

Time Source Settings

- Press Network Settings, the Network Setup screen will display.
- Press Define Host, the Define Host screen will display.
- Under Select Time Source, press either the Server or Internet.

- The screen will refresh with the newly selected option.
- When finished, press the back  button until you have returned to the default screen.

Live Sync Settings

- Press Network Settings, the Network Setup screen will display.
- Press Define Host, the Define Host screen will display.
- Under Live Sync, press either the Enable or Disable.
- The screen will refresh with the newly selected option.
- When finished, press the back  button until you have returned to the default screen.

Date/Time Setup - This menu allows you to manually configure the date, time, time zone, DST and how the hours will display on the PC600..

Date

- Press the Date button, the Date Setup screen will display.
- Using the up and down arrow keys set the month, date, year and click OK.
- When finished, press the back  button until you have returned to the default screen.

Time

- Press the Time button, the Time Setup screen will display.
- Using the up and down arrow keys set the hour, minute, AM/PM and click OK.
- When finished, press the back  button until you have returned to the default screen.

Time Zone

- Press the Time Zone button, the Choose Time Zone screen will display.
- Using the up and down arrow keys select the desired time zone and click OK.
- When finished, press the back  button until you have returned to the default screen.

Daylight Saving Time

- Under Daylight Save Time, press either the On or Off.
- The screen will refresh with the newly selected option.
- When finished, press the back  button until you have returned to the default screen.

Time Display Format

- Under Time Display Format, press either the 12HR or 24HR.
- The screen will refresh with the newly selected option.
- When finished, press the back  button until you have returned to the default screen.

Error Log - This menu item displays any errors that the terminal may have experienced.

- Press Error Log, the Event Log Details screen will display.
- Use the left or right arrow keys to scroll through any errors.
- When finished, press the center of the screen and then press the back  button until you have returned to the default screen.

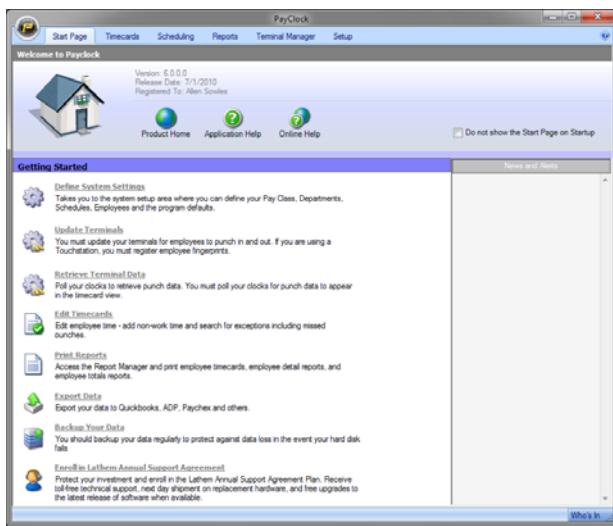
⚠ Reset - Use caution when selecting this menu item. This menu item will reset the entire terminal to the manufacturer default settings. All settings, administrators, supervisors, employees and data will be cleared; you can not recover this information.

- Press Reset, the Clock Reset screen will display.
- Press the Reset Clock button.
- At the confirmation screen press Yes if you are sure you wish to reset and clear the terminal.
- The terminal will reboot and restart as if it were a new terminal that had never been used.

 **WARNING:** Use caution when selecting this menu item. This menu item will reset the entire terminal to the manufacturer default settings. All settings, administrators, supervisors, employees and data will be cleared; you can not recover this information

Navigating PayClock

PayClock utilizes a sleek user interface that allows you to get more out of the functions you use most. The interface provides centralized navigation to all parts and functions within the software. Navigation panes allow you to quickly manage payroll rules, employees, payroll data and reports. Simply click on a tab or button to open the pane and associated window.



Using the Ribbon Bar

The PayClock **Ribbon Bar** has replaced the typical menus and toolbars. This new bar allows PayClock to present the functions you need on a set of organized tabs. The tabs are; Start Page, Timecards, Scheduling, Reports, Terminal Manager and Setup. This new ribbon bar makes using PayClock easier. Because of the way that the tabs are organized, you get to the functions quicker.

- **Start Page Tab:** The Start Page tab contains information on how to start using PayClock along with a flow chart of routinely accessed functions.

- **Timecards Tab:** The Timecards tab contains functions for polling your terminal(s), editing employee timecards, globally editing a group of employees, exporting data for payroll and closing the pay period.
- **Scheduling Tab:** The Scheduling tab presents a summary or snapshot of the estimated labor coverage in hours and dollars in a calendar view. In addition the Scheduling tab is used to apply shifts to groups of employees, allowing shift assignments in mass rather than having to assign shifts to employees individually.
- **Reports Tab:** The Reports tab allows you to run reports on information that is stored in the PayClock database.
- **Terminal Manager Tab:** The Terminal Manager tab allows you to set up terminals and assign your employees to the terminals. You can also update and poll the terminals from this tab.
- **Setup Tab:** The Setup tab contains functions for configuring your company information, pay period rules, departments, employees, shifts, payroll exports, PayClock users and preferences.

The PayClock Orb

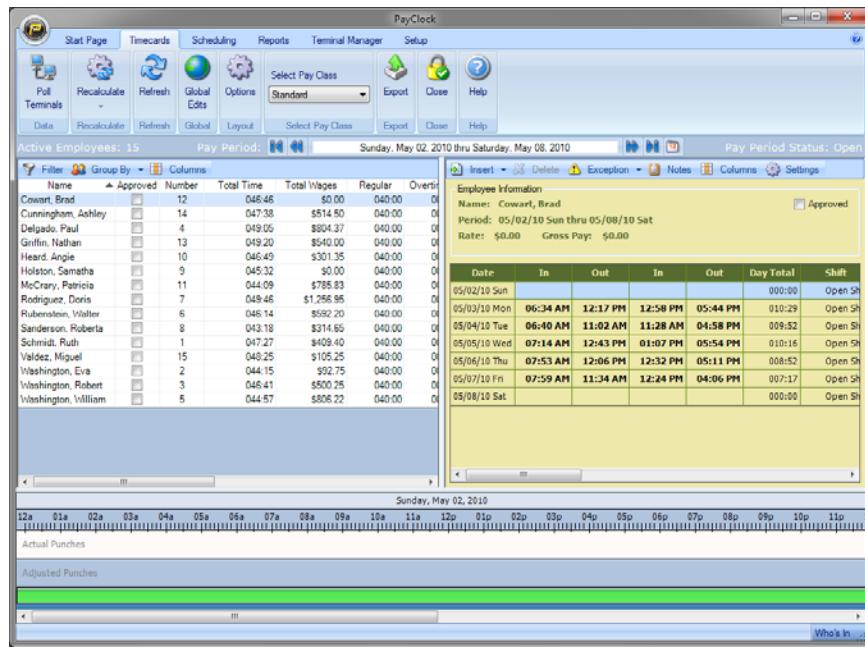
The **PayClock Orb**, located at the top left-hand corner allows quick access to a number of important tools. Click on the PayClock orb to access the following critical functions:

- Backup/Restore Data
- Upgrade PayClock
- Check for Updates
- Support Assistant
- Exit



Timecard Tab

The Timecards tab is used to manage employee punch data. You can view and edit employee punches as well as non-work time such as sick or vacation time or dollar amounts such as tips. You can view employee data for open or closed pay periods. When you click on the Timecards tab you will see 3 areas, the Timecard Ribbon Bar, the Employee List and the Employee Timecard.



Timecard Ribbon Bar

The Timecard Ribbon Bar has the following button groups, Data, Recalculate, Global, Select Pay Class, Period, Export, Close and Help. You can poll the terminal(s), recalculate employee data, make adjustments globally to groups of employees, select which Pay Class to edit the data for, select the time period for the edits, export payroll data and clock the pay period.

The Employee List and Toolbar

The Employee List displays employees along with their summary data such as wages, regular time, overtime, vacation, etc. You can filter the employees that display in the list, define which columns display and approve the employee timecards. You can view the employee data for open or closed pay periods.

When you highlight or select an employee in the list, the timecard on the right side of the window displays the data associated with the employee selected for the selected Pay Period. Use the Employee List to select an employee and the pay period navigation buttons to select the Pay Period.

The Employee List Toolbar allows you to filter and sort the list of employees as well as define the columns that display in the Employee List summary area.

Employee Timecard and Toolbar

The Employee Timecard is used to view and edit an employees punch and non-work data. Use the Employee List to select an employee and the pay period navigation buttons to the select the pay period. When an employee is selected from Employee List, their individual timecard will display with their punch data for the selected pay period. The Timecard has 3 areas, the toolbar, the employee information and the timecard table.

The Timecard Toolbar allows you to add punches and non-work time, search for exceptions, insert notes and define the columns that display in the Timecard.

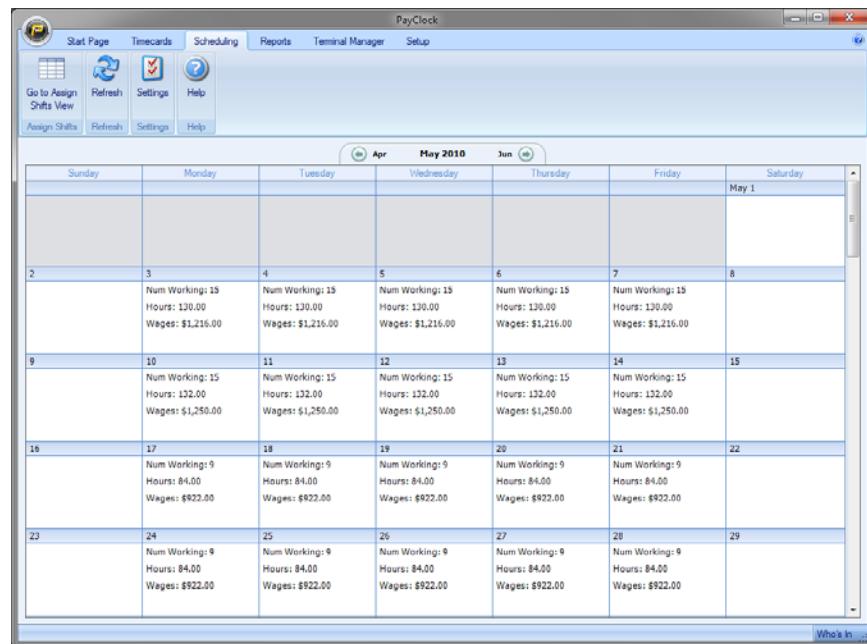
The Employee Information area displays the selected employees name, the start and end of the selected pay period and the employees hourly wage rate and gross pay. You can also Approve and employees timecard.

The Timecard Table displays punch data and non-work time for the selected employee. You also use the table to edit data much like cells in a spreadsheet.

Scheduling Tab

The Scheduling tab presents a summary or snapshot of the estimated labor coverage in hours and dollars on a calendar. In addition the Scheduling tab is used to apply shifts to groups of employees, allowing shift assignments in mass rather than having to assign shifts to employees individually. These shift assignments will make up the employee's work schedule. You define the employee's work schedule in the calendar and assign shifts by date. A separate labor coverage chart is also available to view which allows for verifying there is enough labor coverage but not too much for a work day.

To make global assignments of shifts simply press the “Go to Assign Shifts View” button. The calendar workspace will open allowing shift assignments by groups of employees. To open the labor coverage summary page again simply press the “Return to Summary View” button.



Scheduling Summary

The Scheduling tab presents a summary or snapshot of the estimated labor coverage in hours and dollars on a calendar. A separate labor coverage chart is also available to view which allows for verifying there is enough labor coverage but not too much for a work day.

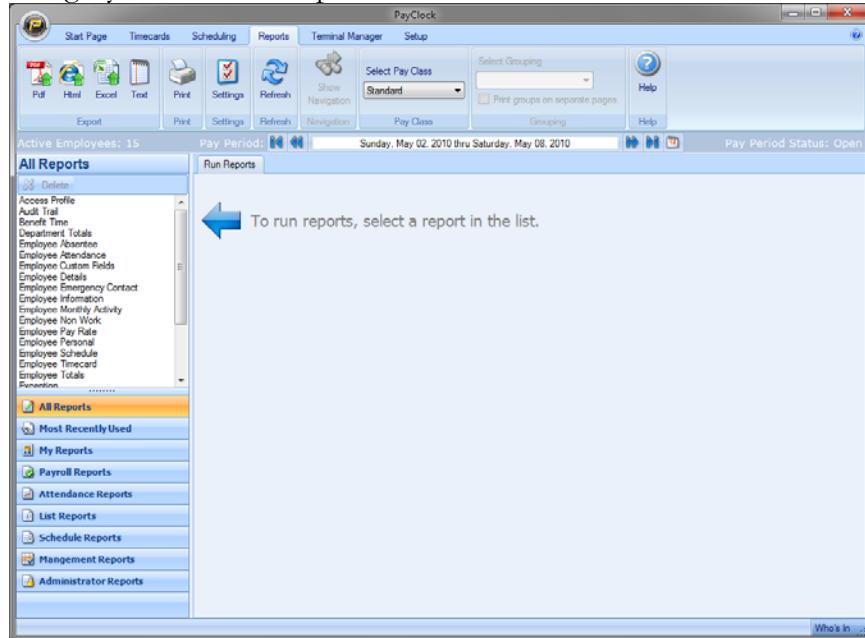
Global Shift Assignments

The Scheduling tab presents a summary or snapshot of the estimated labor coverage in hours and dollars on a calendar. In addition the Scheduling tab is used to apply shifts to groups of employees, allowing shift assignments in mass rather than having to assign shifts to employees individually. These shift assignments will make up the employee's work schedule. You can define the employee's work schedule in the calendar and assign shifts by date. A separate labor coverage chart is also available to view which allows for verifying there is enough labor coverage but not too much for a work day.

To make global assignments of shifts simply press the **Go to Assign Shifts View** button. The workspace will open allowing shift assignments by groups of employees. To view the labor coverage summary again simply press the **Return to Summary View** button.

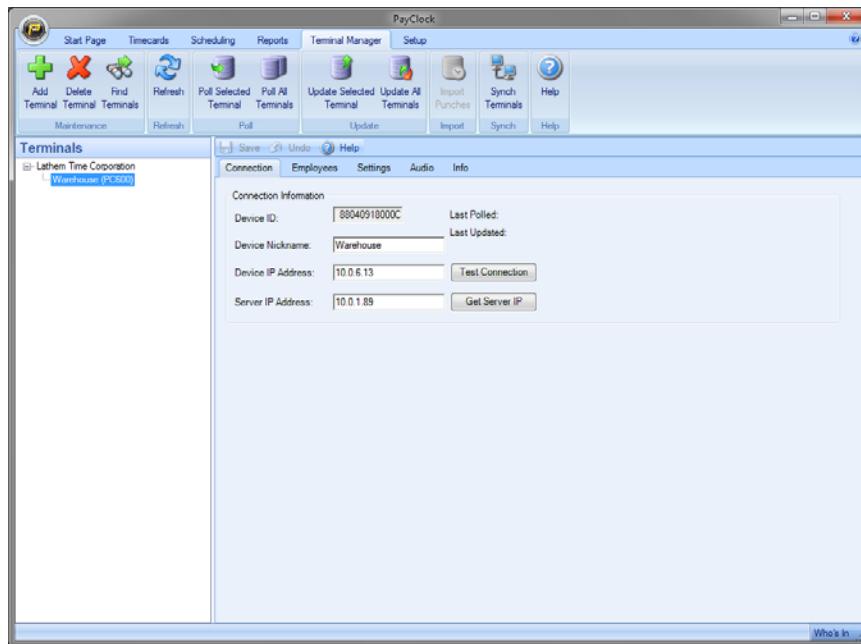
Reports Tab

The Reports tab of the ribbon bar is used to obtain reports on the information that is stored in the database. When you click on the Reports tab you will see 3 areas, the Report Ribbon Bar, the Report Category List and the Report Toolbar with Viewer.



Terminal Manager Tab

The Terminal Manager tab of the ribbon bar is used to maintain the terminals used to collect punch data. When you click on the Terminal Manager tab you will see 3 areas, the Terminal Manager Ribbon Bar, the Terminals List and the Terminal Properties and Toolbar.



The Terminal Manager Ribbon Bar

The Terminal Manager Ribbon Bar has the following button groups, Maintenance, Refresh, Poll, Update, Import, Synch and Help. You can add/delete terminal(s), poll terminals, update terminals with the latest changes, import punches or synch the data between multiple terminals.

The Terminal List

The Terminal List displays terminals set up in PayClock. To work with a terminal, select it from the list.

The Terminal Properties and Toolbar

The Terminal Properties is used to view and edit the configuration of a terminal using five tabs, Connection, Employees, Settings, Audio and Info.

Adding a PC600 Terminal

Terminal Manager has a feature that allows a broadcast to be sent out over the network (LAN) asking if there are any PC600 terminals out there. When a PC600 terminal hears the broadcast it replies and says I'm here which then allows you to add the terminal to PayClock.

1. From the Ribbon Bar, click the Terminal Manager tab and click on the Find Terminals button. The Terminal Discovery window will display.
2. When the PC600 is detected the terminals IP address, serial number and terminal type will display.
3. Highlight the terminal in the list and click the Create button, the terminal will be added to the Terminals list.
4. You are now ready to configure the terminal.

Connection tab - PC600 Terminal

The Connection tab displays the selected terminals ID, name and IP address read from the terminal and the PayClock server. To access the Device ID on the PC600, log in as the Admin at the PC600 and select the Device Information button. You can also assign a name to the terminal; this can be useful if you have more than one terminal.

- To assign the terminal a name type in the text and click Save, the Terminals list will be updated to display the change.

Employees tab - PC600 Terminal

The Employees tab is used to assign employees to a terminal and to unassign employees from a terminal. Note: Employees are automatically assigned to the terminal. If you wish not to have new employees automatically assigned to the terminal select the option "Do not automatically assign new employees to this terminal".

Removing Employee Assignments

1. From the Ribbon Bar, click the Terminal Manager tab and select the desired terminal from the list. The Terminal properties window will display.
2. Click on the Employees tab, from the list on the **right** select the desired employees and click the Remove button. The employees will be removed from the list. Click Save
3. Click Update Selected Terminal to send the changes to the terminal.

Assigning Employee

1. From the Ribbon Bar, click the Terminal Manager tab and select the desired terminal from the list. The Terminal properties window will display.
2. Click on the Employees tab, from the list on the **left** select the desired employees and click the Add button. The employees will be added to the list. Click Save
3. Click Update Selected Terminal to send the changes to the terminal.

Settings tab - PC600 Terminal

The Settings tab is used to set the time and date, DST, etc. There are six areas, Date and Time, General Settings, Password, Power Save, Feature Settings and Update Settings.

Date and Time

This area is used to send the time to the terminal, set the terminals time zone, enable/disable DST, choose the hour display format and to select what will be the terminals time source.

Set Terminal Date and Time: Click the Set button to send the time and date to the terminal.

Time Zone: From the list select the time zone that the terminal will use. The default setting is Eastern Time.

Daylight Saving Time: Select whether DST will be turned On or Off. The default setting is On.

Time Format: Select whether the hours will display as 12-hour (AM/PM) or 24-Hour (0-23) on the terminal. The default setting is 12-Hour.

Time Source: Select whether the terminal will get its time from the internet (NIST) or from the PayClock server computer. The default setting is NIST.

General Settings - Supported Validation Types

This area is used to set the terminal to accept PIN entry or Badge entry or both. The default is to have both enabled.

PIN Entry: Select this option if you wish employees to be able to use the “Clock In/Out” function on the touch-panel of the terminal. Note: Employees will not be able to enter their PIN if this option is unchecked.

Badge Entry: Select this option if you wish employees to be able to present a badge and badge In/Out on the terminal. Note: The badge reader will be disabled if this option is unchecked.

Password - Admin Password

This password is used to access the Admin functions on the terminal. The default password is 99999. Note: Only one admin is available on the PC600 terminal.

The Admin functions on the terminal include, Device Information, Network Setup, Date/Time Setup, Error Log and Reset.

Device Information: Displays the terminals Company Name, Device ID, Memory Load and Used Memory Space.

Network Setup: Allows the user to manually configure the settings for communicating with the software across the network (LAN).

Date/Time Setup: Allows the user to manually configure the time and date settings on the terminal.

Error Log: Displays a log of any errors the terminal has encountered.

Reset: CAUTION, this function will clear the terminal completely, including punches and settings.

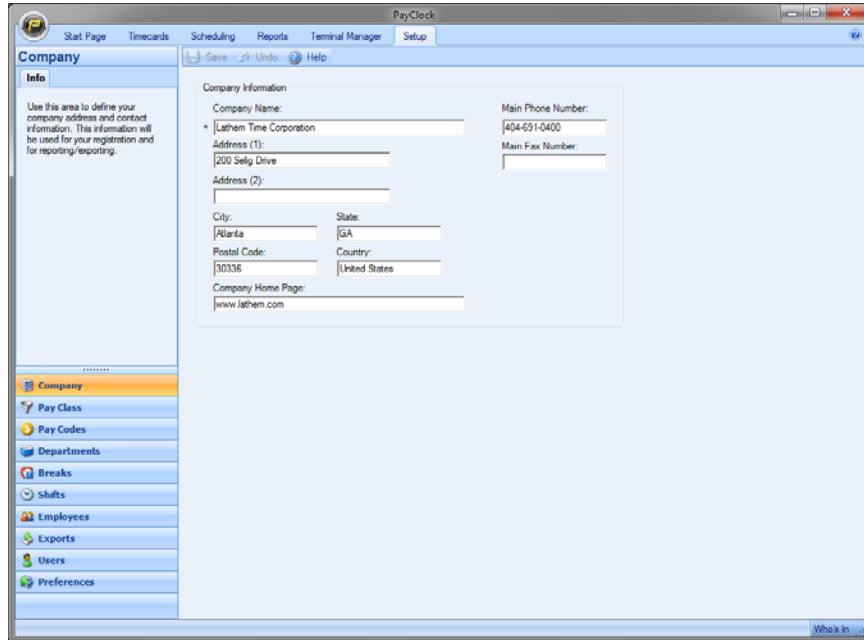
Power Save - Power Save Mode

?

1. From the Ribbon Bar, click the Terminal Manager tab and select the desired terminal from the list. The Terminal properties window will display.
2. Click on the Employees tab, from the list on the **right** select the desired employees and click the Remove button. The employees will be removed from the list. Click Save
3. Click Update Selected Terminal to send the changes to the terminal.

Setup Tab

The Setup tab of the ribbon bar is used to configure your company information, pay period rules, departments, employees, shifts, payroll exports, PayClock users and preferences.



Company Button

At the Company button of the Setup tab you define your basic company structure.

Pay Class Button

The Pay Class button of the Setup tab on the ribbon bar allows you set up and maintain your companies pay policies for handling payroll. You can configure the pay policies your company uses, such as your pay period, overtime, break and other advanced pay class features.

The Pay Class set up consists of four tabs, General, Overtime, Break and Advanced.

Pay Codes Button

Pay Codes are accumulators or categories that collect either time or dollar amounts. You can change the pay rates or set the non-work hours to count toward overtime.

Departments Button

At the Departments button of the Setup tab you define the departments used by your company. Departments can be used to track time by groups of employees. Additionally you can use departments to filter list of employees. Also, if your terminal supports employee transfers, you can create departments so employees can transfer from one department to another department. PayClock allows you to set up to 100 departments.

Breaks Button

At the Breaks button of the Setup tab you define the break and meal rules that will be applied to shifts. Breaks can be punched, automatically deducted or a combination of both, they can also be unpaid or paid. Breaks are applied to shifts, for example, you have a shift that starts at 7:30am and ends at 4:00pm with a 30 minute punched unpaid break that can be taken between 11:30am and 2:00pm. After defining the breaks, assign them to shifts.

Shifts Button

At the Shifts button of the Setup tab you define the work day for employees. Shifts identify when an employee is expected to punch In or Out and how to calculate the punches. For each shift rule, you can define the start and end of the shift as well as the break associated with the shift. For example, you have a shift that starts at 7:30am and

ends at 4:00pm with a 30 minute punched break. After defining the shift rules you then can assign them to the employees.

Employees Button

The Employees button of the Setup tab on the ribbon bar allows you set up and maintain your employees in the software. You can enter their name, address, pay rate, emergency info, assign their benefit time, etc.

Exports Button

At the Exports button of the Setup tab you define how PayClock will export data to your payroll service.

Users Button

The Users button allows you to manage the user accounts for the PayClock software. You can add, edit and delete users and set or change the user passwords. When you click the Users button, you see the list of users.

Preferences Button

The Preferences button allows you to choose how dates and times display in the software; you also define certain software settings.

General Troubleshooting

The following section contains common resolutions to issue you may experience. In many cases the same resolution will resolve a number of different issues. It is recommended that these resolutions be tried first.

To view a complete list of common problems and their solutions, please visit our knowledge base located online at:

<http://support.lathem.com>

| Resolution | Result |
|------------------------------|--|
| Restart the computer | Restarting the computer will clear any temporary files or memory that may be the cause of the issue. |
| Check all connections | Verify all connections are secure and cable is in tact. |

Hardware Troubleshooting

The following section contains common questions and problems as well as their appropriate resolutions.

To view a complete list of common problems and their solutions, please visit our knowledge base located online at:

<http://support.lathem.com>

| Issue | Resolution |
|-------|------------|
| ? | ? |

Software Troubleshooting

The following section contains common questions and problems as well as their appropriate resolutions.

To view a complete list of common problems and their solutions, please visit our knowledge base located online at:
<http://support.lathem.com>

| Issue | Resolution |
|---|---|
| What is the password to login to the software? | The default password is “lathem”. If you have changed the default password, and can’t remember your new password, you must call a Lathem technical support representative who can assist you in resetting your password. |

A

- Accessories, 4
- Add a new employee**, 57
- Add Custom Messages**, 45
- Add New Employees, 44
- Add Punch Icon, 53
- Add Sounds**, 45
- Add Time Off Icon, 53
- All Timecards Report, 72
- Archive Data, 66
- Audio Icon, 49
- Audio Settings, 69

B

- Backup Data, 65
- Backup Icon, 50
- Base Pay**, 44

C

- Close A Pay Period, 62
- Close Icon, 50
- Company Profile, 36
- Connect the TS-WFS, 76
- Connections, 23, 25

D

- Date of hire**, 45
- Date Settings, 41
- Delete an employee**, 57
- Delete Icon, 53
- Delete Punches, 60

E

- Edit employee information**, 57
- Editing the Timecard, 58
- Employee Details**, 57
- Employee Icon**, 43
- Employee List**, 51
- Employee Timecard Report, 71
- Employee Totals Report, 73
- Employees Icon, 49
- Enroll Fingerprints, 77
- Export File, 74
- Export Icon, 50
- Export Payroll, 73
- Express Timecard, 52

F

- Filter Employees, 56
- Find Missing Punches, 61
- Finger Sensor, 75
- Finger Sensor Icon, 51, 75, 77

G

- General Troubleshooting, 81

H

- Hardware Troubleshooting, 82
- Help, 4
- Help Icon, 51
- Home Screen, 47

I

- Inactive**, 45

L

Logging In, 33

M

Messages, 45

Mounting The PC50/PC60, 31

Mounting the TS-WFS, 75

O

Online Updates, 68

Optional PC50/PC60 Only Installation, 20

Options button, 71

Overtime, 38

P

Package Contents, 6

Password, 34, 85

Pay Period, 36

PayClock Full Install, 8

Payroll Wizards Tab, 73

Period Totals Report, 72

R

Recalculate Data, 64

Refresh Data, 61, 65

Register

 Software, 85

Registering, 34

Reopen a Pay Period, 64

Reports, 70

Reports Icon, 50

Ribbon Bar, 48, 49

Rounding Rules, 39

S

Setting the Device Mode, 75
Setup Icon, 49
Software Troubleshooting, 85
Sounds, 45
System Button, 48
System Requirements, 7

T

Terminate, 45
The Find Missing Icon, 54
The Refresh Icon, 54
Time Card Table, 54
Time Settings, 41
Troubleshooting, 4

U

Upgrade PayClock, 67
Upgrades, 3
Using the Clock, 46

V

View a timecard, 57
View timecard, 57

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