

TreeRing
Workforce Solutions

Administrator Manual US10C Time Clock



Enterprise
Time, Attendance and
Workforce Management

February 2020 | Version 1.0.1

Notices

© 2020 TreeRing Workforce Solutions, Inc. All Rights Reserved.

TREERING WORKFORCE SOLUTIONS, INC., 4780 Ashford Dunwoody Rd, Suite A-145, Atlanta, GA, 30338

TreeRing Time and eTimeClock are either registered trademarks or trademarks of TreeRing Workforce Solutions, Inc. in the United States and/or other countries.

Information in this document is subject to change without notice. Without limiting the rights under copyright, no part of this document may be reproduced, in whole or in part, without the express written permission of TreeRing Workforce Solutions, Inc.

Unless otherwise noted, the example companies, organizations, and employees depicted herein are fictitious and no association with any real company, organization, or person is intended or should be inferred.

TreeRing Workforce Solutions, Inc. makes no representation or warranty, either expressed or implied, by or with respect to the TreeRing Time software or anything in this manual or reports created in, but not limited to warranties or merchantability and fitness for a particular purpose.

Contents

- US10C 1
- US10C-ID 1
- Interface Menu 2
- Network Setup 3
- Wi-Fi Setup 3
- Wireless Configuration 4
- Wi-Fi Static Information Setup 8
- Wired Connection 8
- Adding Users for the US10C-ID Clocks 9
- Tips to Punch In/Out 12
- Clocking In and Out 12
- Setting Up the Web Server 14
- Setting up the Device in Time Clock Server 15
 - Explanation of Display Control Settings 16
 - Explanation of Card Parameters Settings 17
 - Utilizing TCS Events 18
- Getting Assistance 19

US10C

Ethernet Clock with Proximity Badge Reader



- 1 Menu/Enter Key
- 2 Function Keys
- 3 Proximity Badge Reader
- 4 Main Display Screen

Note: US10C includes WiFi Capability.

US10C-ID

Ethernet Clock with Proximity Badge Reader and Biometric Fingerprint Reader



- 1 Menu/Enter Key
- 2 Function Keys
- 3 Proximity Badge Reader
- 4 Main Display Screen
- 5 Biometric Reader

Note: US10C-ID includes WiFi Capability.

The device supports all standard TreeRing Time punch types, up to 10-digit card IDs, and additional level entries.

Interface Menu



- IN: Press to begin a shift. You may be prompted for your organizational level and activity.
- OUT: Press to end your shift. You may be asked for the number of hours you worked.
- Lunch Out: Press to take your lunch break.
- Lunch In: Press when returning from lunch.
Note: If a Minimum Lunch Time is configured for your organization, and you try to punch in for a Lunch Return before that time is up, you will be prevented from punching back in until the Minimum Lunch Time has passed.
- Break Out: Press when taking a break.
- Break In: Press when returning form your break.
- Switch: You can switch organizational levels during a shift when the department, task, pay, or benefits change.

Network Setup

US10C Clocks are set by default to DHCP mode for communication.

Static Communication

If your network requires Static Communication, then that information will need to be entered into the clock manually. Follow the steps below.

1. Press the **Menu** key.
2. Go to **Comm.**
3. Go to **Network.**
4. Switch **DHCP** to **OFF.**
5. Enter in Static Information. Use the Arrow Keys to Navigate. You will need to enter the:
 - a. IP Address
 - b. Sub-Net Mask
 - c. Gateway
 - d. DNS1
 - e. DNS2 (If applicable)
6. Highlight **Okay** and press the **Menu/Enter** key.
The Clock is now ready for Static Communication.

Wi-Fi Setup



Note: Your wireless range is dependent on several factors, including router capabilities, office physical operating environment, interference, and device.



Note: Do not plug the WIFI device into an Ethernet port. Doing so will disable the WIFI and require an update to correct.

WI-FI Password Setup

This device requires the use of a USB Drive in order to enroll the wireless password.

Follow the steps below to prepare the needed file:

1. Obtain a USB Drive and insert it into your computer.
2. In the root folder of the USB Drive create a text file named “zkoption.txt”.
3. Open the “zkoption.txt” file with notepad or preferred text editor.
4. Type “WIFIPassword=” followed by your network’s password.



Note: Remember to type your Wireless Network Password and not “Your_Password” that appears in the txt file.

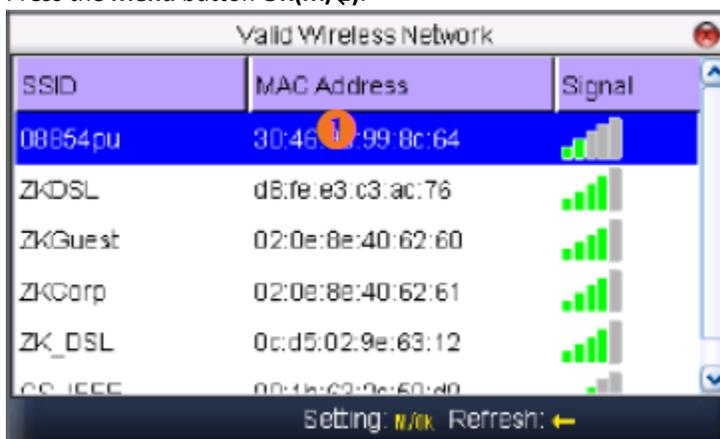
5. **Save** the file and eject the USB Drive. You will use it later to load the password into the clock.

Wireless Configuration

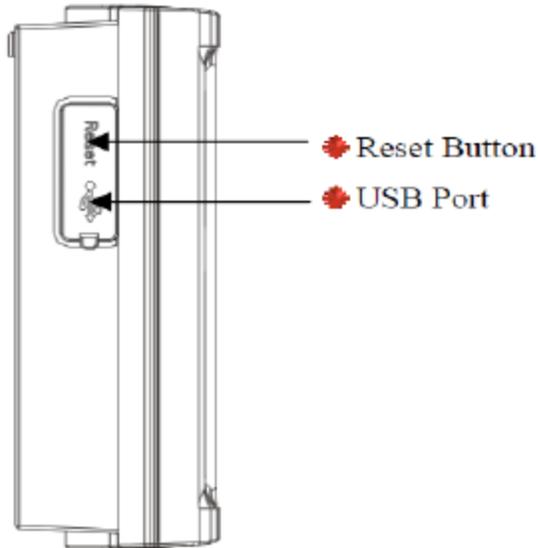
1. Press the **Menu** button **OK(M/↓)**.
2. Select **Comm.**
3. Press the **Menu** button **OK(M/↓)**.



4. Select **Wireless**.
5. Press the **Menu** button **OK(M/↓)**.
6. Select your **Wireless Network**.
7. Press the **Menu** button **OK(M/↓)**.



8. The Password Setup screen will appear.
9. If you have your USB Drive with the password, insert it into your device, allow the clock a few seconds to recognize and mount the USB.



10. Use the navigation keys to select **Load Password**.



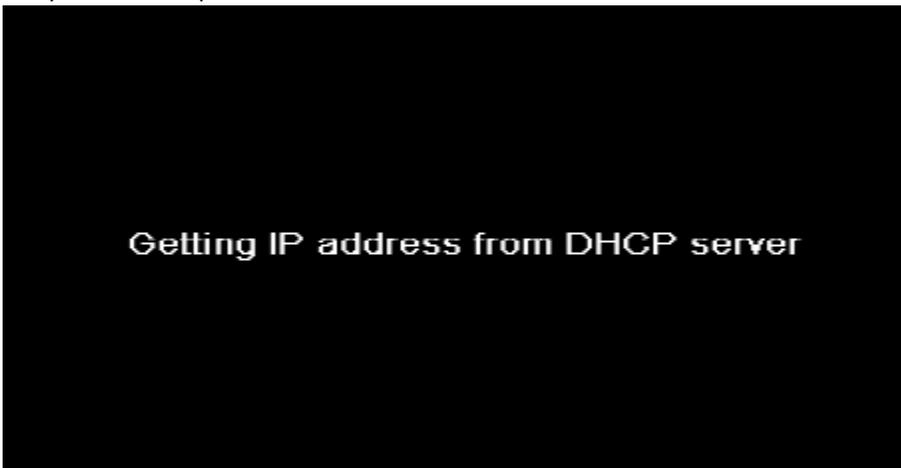
If the USB device loads the password correctly you will see your network password hidden in the text field.



11. Save the password into the device by clicking the **Menu** button **OK(M/↓)**.



The following screens will appear. Do not try to perform any other actions with the clock until it completes this step.

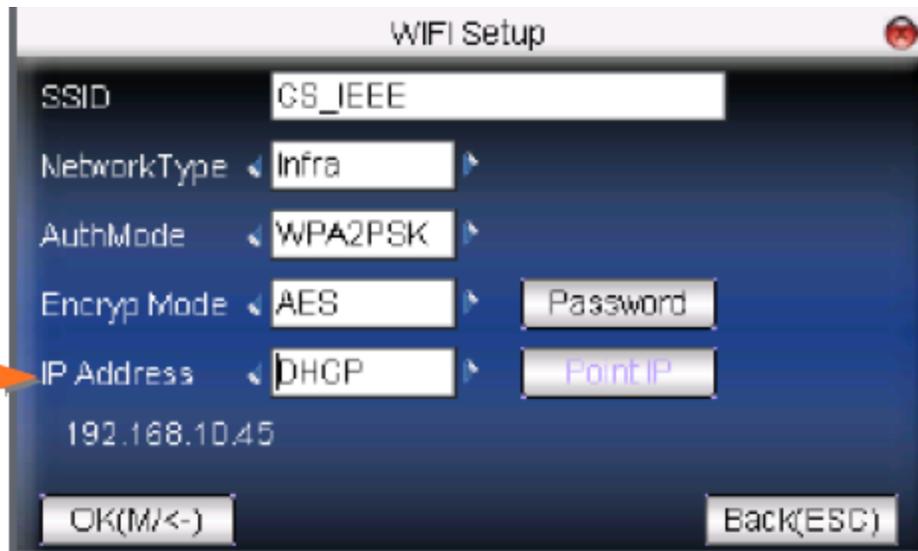


12. After successfully connecting to your wireless network, you should see one of the following icons in the top right-hand corner of your main screen.

These icons indicate the strength of your wireless signal.



13. Go back to the **Comm** menu and select **WIFI Setup**. If the screen displays an IP Address in the lower left corner, then navigate to the **OK** button and press the **Menu** button **OK(M/↓)** to save.



Note: A reboot may be required after this step.

WI-FI Static Information Setup

If your Device must use Static Information, then you will need to add that information to the setup.

1. Go to the **Comm** Menu.
2. Select **WIFI Setup**.
3. Navigate to **IP Address** and switch it to **Manu** (short for manual).
4. Navigate to **Point IP** and press the **Menu** button **OK(M/↓)**.

WIFI Setup

SSID CS_IEEE

NetworkType < Infra >

AuthMode < WPA2PSK >

Encryp Mode < AES > Password

IP Address < Manu > Point IP

OK(M/←) Back(ESC)

5. Enter the IP Addr, NetMask, and Gateway.

Point IP

IP Addr 192 168 10 84

NetMask 255 255 255 0

Gateway 192 168 10 1

OK(M/←) Back(ESC)

6. Press the **Menu** button **OK(M/↓)** to save.
The system will restart and set the Device IP.

Wired Connection

1. Plug power into the Time Clock.
2. Plug in a CAT5 Ethernet cord into the Time Clock.

Adding Users for the US10C-ID Clocks

The US10C-ID Clocks are shipped with no security or Users defined. There are 3 types of users that can be setup.

Admin: Administrators can login into the clock and configure the network, back up and restore the data to/from a PenDrive (USB drive). Administrators can also clock in and out.

Enroller: Can manage and add users. Enrollers can also clock in and out.

User: Users can clock in and clock out. They are not authorized to get into the admin menus.

To record time, the user needs to first be defined to the clock. The US10C-ID model clock allows users to be defined with up to three possible identifications.

- Proximity card (RFID Card)
- Fingerprint(s)
- Password

With advanced configuration of the clock, users can be required to provide multiple authentications to clock in/out. By default, any of the possible identifications are valid if the user is setup with that identification.

Once you create an Admin user, the clock will be locked down and only Admins can get into the Admin Menus.

Creating a User:

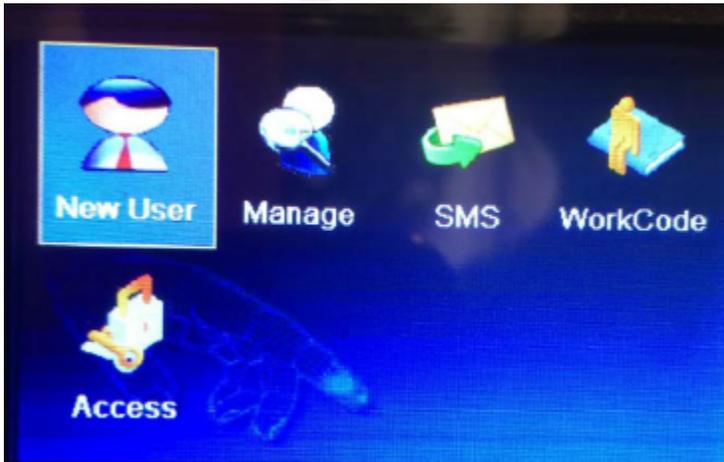
1. Select **Menu** button **OK(M/↓)** to access the Admin Menus.
2. If there is an Admin user defined, it will prompt you to login with an Admin account. In this screen shot, there are 3 Admin accounts that can be used. You login using the identification defined for an Admin User (fingerprint, proximity card, password).



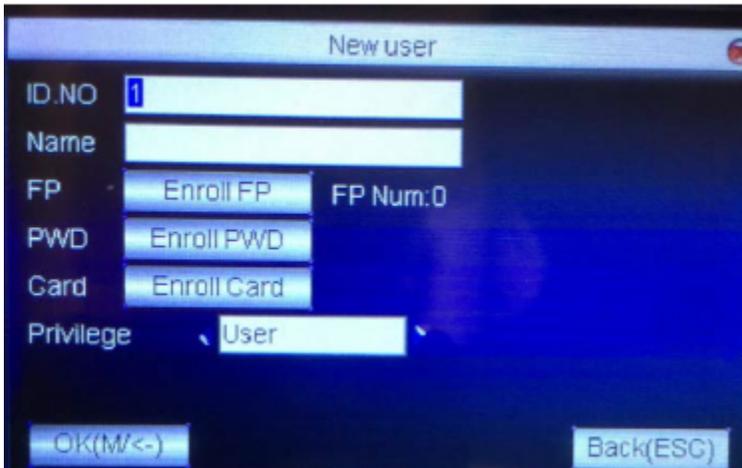
3. Select **Menu** button **OK(M/↓)** to select the **User Management Menu (User Mng)**.



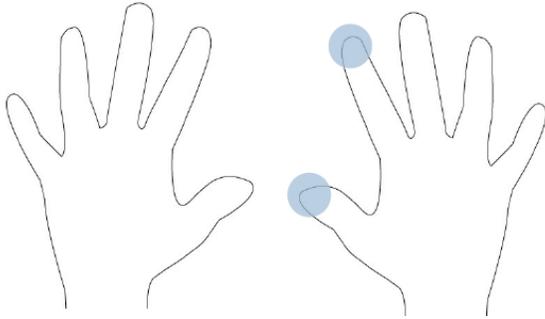
4. Select **Menu** button **OK(M/↓)** to select **Add a New User**.



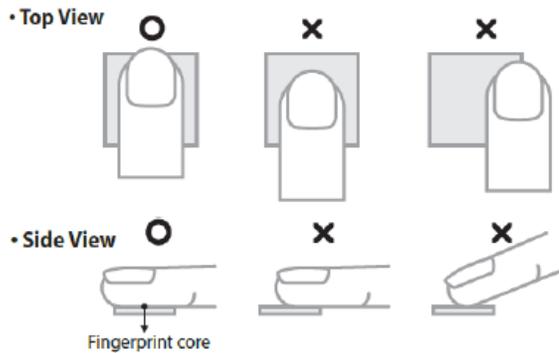
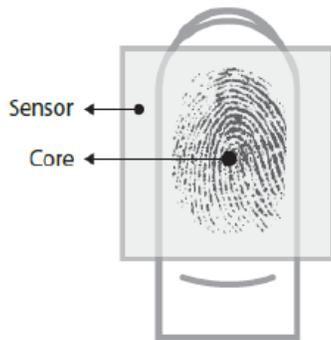
5. Enter the employee card ID number under **ID NO**.



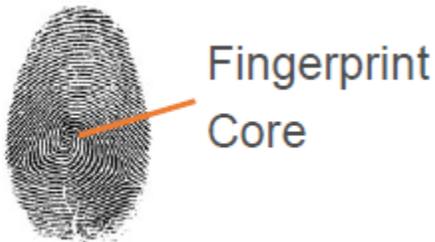
6. Scroll down to the **Enroll FP** button and press **Menu** button **OK(M/↓)**.
7. Press **Menu** button **OK(M/↓)**.to enroll another finger, or **ESC** to return to the previous menu. PWD is not used at this time. You can record up to 10 unique fingerprints.
8. Select a finger with the most visible ridge pattern and one that you can comfortably place on the reader. Avoid using the pinky finger, as it is typically too small for good verification. We recommend using the thumb or index finger.



Finger Placement



9. Locate the Fingerprint Core.



10. Center the fingerprint core on the fingerprint reader during enrollment.
11. Enter employee card ID number under **ID NO**.
12. Scroll down to the **Enroll FP** button and press **Menu** button **OK(M/↓)**.
13. When prompted, scan your finger. If the scan is not successful, enter your employee card ID number and begin the enrollment process again.

14. Once the fingerprint reader takes 3 good quality images of your fingerprint, the message Enrollment Successful displays.

You are now ready to begin clocking In and Out from the time clock.

Tips to Punch In/Out

Entering your employee card ID number before scanning your finger will put the system in Verify Mode and will improve the fingerprint acceptance.

Use hand lotion or blow warm breath on your hand for a higher quality scan.

Press down with gentle pressure when scanning your finger.

If your fingerprint is rejected at a high rate, have your manager help you enroll again.

Clocking In and Out

Using the US10C-ID Biometric Time Clock to clock In and Out is easy.



The currently selected punch type is displayed as the orange highlighted punch type button. The display mode determines how the time, date, and day of week are displayed on the screen. The time of day is displayed on a clock in the center of the screen, with the date and day of week shown below.

The punch type selection is changed by scrolling with the ▲ or ▼ keys through the list of available types, or by using the functions keys, described below. The punch types consist of Start, Switch, End, Lunch Out (leave), Lunch In (return), Break Out (leave), and Break In (return). Buttons will not be visible, and the punch modes not selectable, if the corresponding punch type is disabled in TCS device setup.

The function keys in the right-hand column of the device keypad can also be used to toggle punch modes, and are implemented as follows:

- F1 key toggles between Start & End
 - F2 key selects Switch
 - F3 key toggles between Lunch Out & Lunch In (Lunch Leave /Return)
 - F4 key toggles between Break Out & Break In (Break Leave /Return)
1. Employees select the desired punch function, which is not necessary if the desired punch function button is already highlighted in orange.
 2. Type your card ID or scan your card in the reader, and/or apply your enrolled finger to the reader.

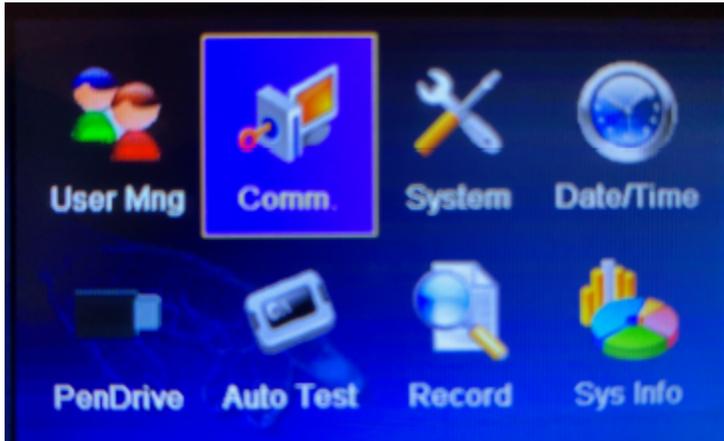
3. If the card ID is not in the device database (from enroll and/or template sync download [US10C-ID], or validation download [US10C w/validation enabled]), the device will display *Not Enrolled*.



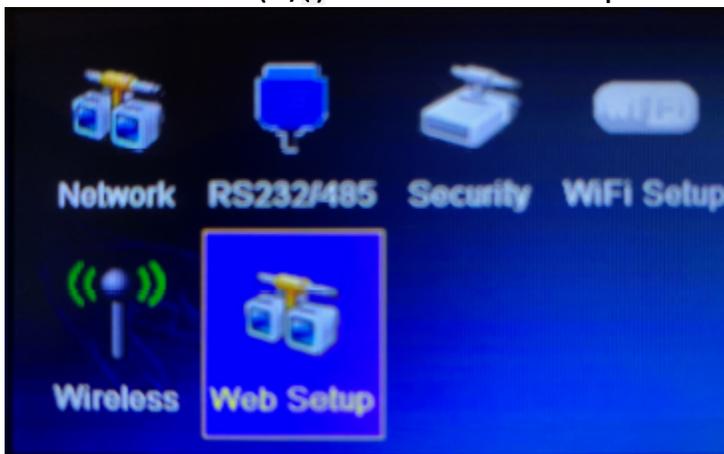
Note: If you are prompted to select a department, use the **Up** or **Down** key to scroll through the options to make your selection.
Press **Enter**.

Setting Up the Web Server

1. Select **Menu** button **OK(M/J)** to select the **Comm Menu**.



2. If there is an Admin user defined, it will prompt you to login with an Admin account. You login using the identification defined for an Admin User (ID or scan card, and/or scan the fingerprint). The default admin password is 54321.
3. Select **Menu** button **OK(M/J)** to select **Add a Web Setup**.

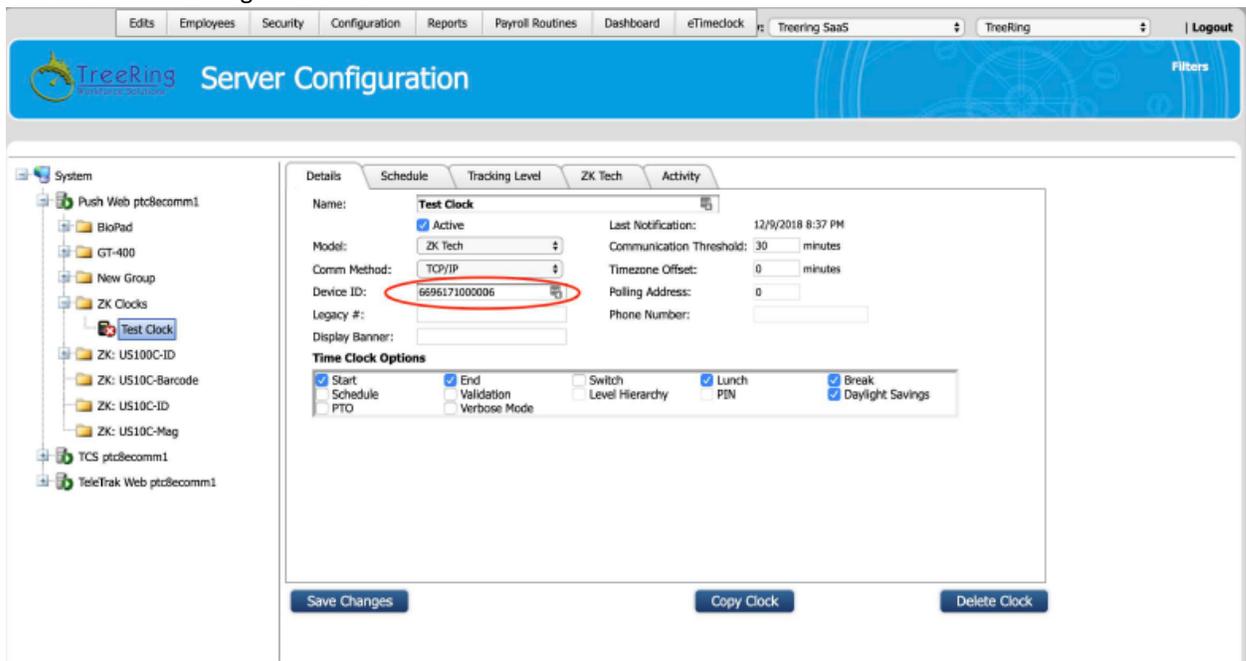


4. Enter the webserver address (IP mode) or as a URL (URL mode). Change the WebServer spin control using the left and right arrows to change the value. At 'WebServer', enter the TCS Push server host address (IPmode) or URL address.
You need to enter the server IP address for example in SaaS <http://174.129.220.45/iclock/>, the IP address should be 174.129.220.45.

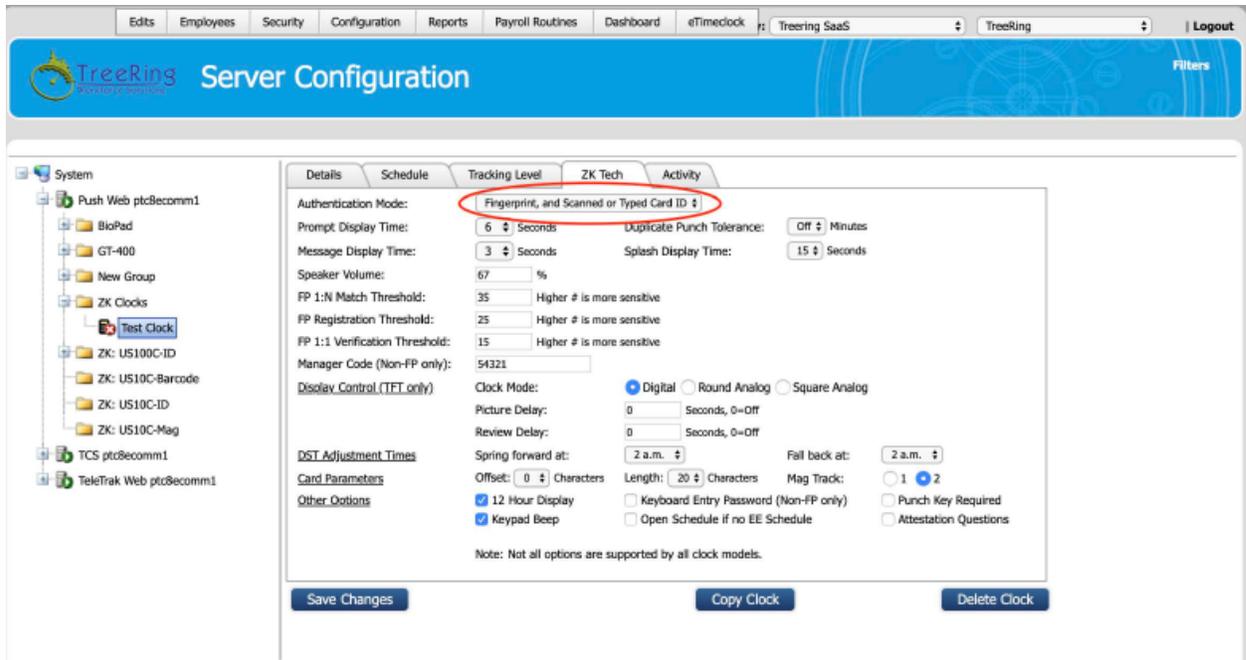


Setting up the Device in Time Clock Server

1. On the Time Clock Server **Details** tab, enter the device's serial number as the **Device ID**. This should be a 13-digit number.



2. Enter a unique device **Name** appropriate for the location and/or function of the device or service area.
3. Check the desired punch types (**Time Clock Options**) and **Timezone Offset**.
Since the clock communicates with the server every 30 seconds, the Communication Threshold should be set to a small value like 5 minutes.
4. Press **Save Changes**.
5. On the **Scheduling** tab, elect the desired values for **Scheduling**, **Validation**, and **Daylight Savings**.
6. Press **Save Changes**.
7. On the **Tracking Level** tab, select the desired collection levels, prompts, and default values.
8. Press **Save Changes**.
9. The **ZK Tech** option tab in Time Clock Server (v8.0.42.0+).



10. Enter the desired **Authentication Mode**.

- Typed card ID only: user must type his or her card ID.
- Scanned card only: user must swipe card at reader.
- Fingerprint, and Scanned or Typed Card ID: user can type card ID or swipe card at reader.
- On a fingerprint reader clock, a fingerprint is not required if using one of these options: Typed Card ID Only, Scanned Card Only, or Scanned Card and PIN. Users do not need to be enrolled when using one of these modes.
- Validation can optionally be used to download a valid list of employees to the clock.

11. Select the desired values for **Prompt Display Time**, **Message Display Time**, **Speaker Volume**, and **Duplicate Punch Tolerance**.

Prompt Display Time controls how long prompts remain on the display before timing out and closing (not including menus).

Message Display Time controls how long informational messages (pop-up boxes) remain on the display before timing out and closing.

Most prompts and messages can be closed immediately by pressing the **ESC** key.

12. Press **Save Changes**.

Fingerprint thresholds should be left at the default settings except in special circumstances (US10C-ID only).

Manager Code (US10C only) is used to enter the card ID that will have menu access, like the manager password in other devices. No other card IDs will have menu access. This number is not restricted to non-employees, so the ID of a supervisor can be used, if desired. It is recommended that a secure number, one not likely to be guessed by anyone not granted access to the menus, be selected. The default value is '54321.'

Explanation of Display Control Settings

While idling, the punch mode buttons may be shown, as seen in the device image on the first page, above. The background can display a 'slide show' of images preloaded on the clock or can show a digital or analog clock on a black background if turned off. The setting 'Picture Delay' controls this behavior. It also controls the cycle speed of the slide show images.

It is possible for employees to review their punch history after entering a valid punch. This can be set to off or from 3 to 30 seconds. The setting 'Review Delay' controls this behavior. The setting 'Clock Mode' controls both the idle & review delay displays. Refer to the table below.

After a punch is accepted, the review delay starts. During review delay, the display shows the clock but not the punch buttons. Punch review mode is entered by pressing M/◀↓, after a valid punch entry and within the review delay. The employee can then see a list of punches, by date, within the last seven days. A date is selected with the up & down arrow keys. Pressing M/◀↓ shows the punches for that day, sorted newest first. The bar along the bottom shows total punches, the punch entry mode, and punch state (type or level) for the selected entry in the list. Each additional non-blank level will be displayed, excepting level 2, as it is part of the initial punch record.



Note: The review delay mode will be exited if any button is pressed, a card is read, or a fingerprint is scanned. Punches can be entered immediately in succession. When the review delay expires, the display will revert to the normal idle display corresponding to the selected display mode.

The display modes are as follows:

Clock Mode	Picture Delay	Idle display	Review Delay display
Digital	0	Black background; digital time & date with punch mode buttons.	Digital time & date (no buttons)
Digital	3 to 99	Slide show background with punch mode buttons.	Digital time & date (no buttons)
Round Analog	0	Black background with round analog clock and punch mode buttons.	Round analog clock (no buttons)
Round Analog	3 to 99	Slide show background with punch mode buttons.	Round analog clock (no buttons)
Square Analog	0	Black background with square analog clock and punch mode buttons.	Square analog clock (no buttons)
Square Analog	3 to 99	Slide show background with punch mode buttons.	Square analog clock (no buttons)

Enter the desired values for Clock Mode, Picture Delay, and Review Delay parameters.

Select the desired Daylight-Saving Time (DST) Adjustment Parameters. These will only be effective if the Daylight Savings option is checked on the **Details** tab.

Explanation of Card Parameters Settings

If an installation uses cards that have a prefix that is not considered part of the card ID in the data read from the card, the 'Offset' parameter can be set to a value to skip these characters. Otherwise it should be set to zero (0).

Additionally, if the card has a suffix, and/or is too long for the system, the 'Length' parameter can be set to retrieve only that number of characters after the offset. Otherwise it should be set to 20 (9 in versions prior to 7.2.10).

'Mag Track' is a radio-button selection consisting of two entries, '1' and '2'. Select the setting appropriate for the installation.

Select the desired values for 12 Hour Display and Keypad Beep.

If 'Keyboard Entry Password' option is checked, and the employee types his or her card ID, the manager code will have to be subsequently entered. In this case, the device will display 'Admin Affirm', and the manager PIN can be typed or swiped (US10C only).

If scheduling is enabled, and the 'Open Schedule if no EE Schedule' option is checked, employees with no schedule selected in TreeRing Time will be able to punch any time. Otherwise they will only be able to punch during a valid scheduled period.

If 'Punch Key Required' is checked, one of the function keys must first be pressed to start a punch. Refer to 'Utilizing the device – Punching' below for additional details.

If 'Attestation Questions' is checked, a facility for asking OSHA-required questions on End/Out punches will be enabled. See the addendum 'Attestation Questions on TreeRing Time Clocks' for further information.

Click the **Save Changes** button below the tabs to save your changes.

Utilizing TCS Events

TCS utilizes the following events to communicate with the US10C & US10C-ID:

Event Name	Purpose	Frequency
Send clock setup	Set up the device per the TCS settings.	As required.
Send validation info	Send level validation and/or schedule data (used to send employees on US10C only [prior to v7.2.10]; used to send validation & schedule data on all devices).	As required and/or as a recurring event.
Synchronize templates (FP only)	Send employees and collected templates to device (non-employee templates per the company rules as with other devices; US10C-ID only).	As required and/or as a recurring event.
Send clock software	Send compiled program and supplemental support files from ClockPrograms folder.	As required.
Update PUSH library	Send Push Library and supplemental support files from ClockPrograms folder.	As required.
Send system update	Send program & Push library at the same time, then reboot. Important: This should be used when updating a clock from firmware prior to v7.2.11.	As required.

Getting Assistance

Contact our Technical Support Department with questions and troubleshooting assistance at **1.855.861.4381 option 2** or **support@treeringws.com**.