TimePilot Extreme Quick Start Guide

1. Unpack the box. Here's what's inside:

Extreme timeclock

iButtons

Padlock

Software CD

Management iButton

Mounting plate

USB Drive

iButton Receptor

2. Install and set up the software.

Place the CD in your computer's CD drive. When the opening screen appears, click "Install TimePilot Software," then "TimePilot Installation Wizard."

The next step depends upon the version of TimePilot software you're installing:

- Professional Edition and Enterprise Edition users should click the "Install TimePilot Software" button. This will install TimePilot Central, the core of the TimePilot system, and Clock Manager, which links your timeclock(s) to TimePilot Central.

- Users of other versions of the TimePilot software should install TimePilot Central and then continue on in the Installation Wizard to install the Extreme Data Manager.

When installation is complete, double-click the TimePilot Central icon on your PC to start the Setup Wizard, which will guide you through setting up the system. You'll need your software's serial number; it's on a sticker attached to the printed warranty information that came with your product.

Make it easy on yourself: When assigning iButtons, you can use the iButton Receptor to read each iButton's serial number. Just plug the Receptor into a USB port, snap an iButton into the Receptor and click the "Get iButton Number" button on the Employee Profile screen.

3. Set up your clock(s).

Now you'll set the time and date on your timeclock and "introduce" it to the software.

When you've finished the TimePilot Central Setup Wizard (Step 2), you'll be taken straight to the Clock Manager or Extreme Data Manager, which will guide you through setting up your clocks. You can also start either of the two programs by clicking the "Setup" menu in TimePilot Central, then "Clock Manager" or "Extreme Data Manager."

4. Mount your clocks.

Screw the mounting plate to the wall (or stud, or truck door, or anywhere the clock will be used) using the supplied screws. The plate can also be screwed to an empty junction box.

Then hook the clock onto the mounting plate. Set a combination on the padlock using the instructions supplied and lock the assembly through the loop at the bottom of the clock.

Note that the clock is now locked to the mounting plate and the plate is no longer accessible. The clock is now secure.

5. How to clock in or out.

To clock in and out, gently touch your iButton to the appropriate iButton probe.

You'll hear two "beeps" and the light in the probe will flash to indicate a successful clock in or clock out.

6. Next steps.

This guide gives you the basics about your new system. If you'd like to learn more, check out the Help system in TimePilot Central. It contains tips, suggestions, explanations and articles to help you get the most out of your system, as well as an extensive glossary of the terms used in the software.

Having problems? Contact TimePilot tech support at 630-879-6400 or Support@TimePilot.com