



# TimePilot Vetro Quick Start Guide

**Important advice from our Support Staff:** Don't "dive in" and switch everything immediately to your TimePilot system. Our customers have the best results when they start slowly and run TimePilot alongside their current system for a pay period or two.

## 1. Unpack the box.

Here's what's inside:



## 2. Mount your clock.

Using the supplied screws and template, mount your clock to a wall.

Plug the power supply into a surge protector and into the bottom of the clock.

If you're connecting the clock to your Local Area Network, plug the network cable into the jack at the bottom of the clock.

## 3. Set the time and date.

When the clock powers up, you'll see a message on the screen asking you to set the date and time. Here's how:

1. Use the clock's keypad to enter the factory-set administrative password: "123456" (You'll change this password to something unique to your organization when you run the TimePilot software's Vetro Setup Wizard in the next step.)
2. Follow the on-screen instructions and use the keypad to set the date and time.

## 4. Install and set up the software.

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

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

- Users of the Retail version of the software (you have the Retail version if you purchased your Vetro from a retail or online store, not directly from TimePilot) should install TimePilot Central and then continue on in the Installation Wizard to install Vetro Data Manager, which links your timeclock(s) to TimePilot Central.
- Professional Edition and Enterprise Edition users should click the "Install TimePilot Software" button. This will install TimePilot Central, the core of the TimePilot software, and Clock Manager, which links your clock to TimePilot Central.

When installation is complete, double-click the TimePilot Central icon on your desktop to start the Setup Wizard, which will help you prepare your system for use. You'll need your software's serial number: It's on a sticker attached to the printed warranty information that came with your product.



No CD/DVD drive? No problem. You can download the software from the Support Center at TimePilot.com.

## How to collect your data (standalone mode).

Plug the TimePilot USB drive into the port on the side of the clock.

Enter the clock's Administrative Mode by pressing the "9" button twice, then the "OK" button.

Enter your 6-digit administrator password. This is the password you created while setting up your software. When the Administration menu appears, press 1 ("Collect Data"). The clock will copy the data to the USB drive and tell you when the process is complete. Now return to the computer running Vetro Data

Manager/Clock Manager and plug the USB drive into a USB port. The software will automatically detect the presence of the USB drive and download the files into the TimePilot database.

Once the data is imported, you can view and edit the transactions in TimePilot Central.

**See the Help files at the Support Center at TimePilot.com to collect data when using your clock on a network.**

## How to clock in.

To clock in or out with an iButton, touch it to the "In" or "Out" probe.

To clock in with your ID code, touch the screen to illuminate the buttons, enter the code and press "In" or "Out."

The clock will beep twice and display your name.



## Next steps.

This guide gives you the basics about your new system. If you'd like to learn more—for instance, how to set up Vetro on your network, or how to create reports—visit the Help files in TimePilot Central. They contain tips, suggestions and in-depth explanations to help you get the most out of your system, as well as a glossary of the terms used in the software.

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