

Clock in the Box Prox



QUICK START GUIDE



OWL TIMECLOCK

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UNPACK THE BOX

Thank you for choosing Owl Timeclock, we appreciate your business.

Below are the contents included with your Clock in the Box Prox time clock.
If anything is missing, please contact our support line for a replacement:
1-888-407-0624.



Clock in the Box Prox
Time Clock



Back View with
Mounting Bracket



2 Screws



2 Keys



15 Proximity
Badges



15' Ethernet Cable



15' USB Cable



Power Supply

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MOUNT YOUR TIME CLOCK TO THE WALL

1. Determine your desired height for the clock.
2. Use the 2 wall mount screws provided and attach the bracket to the wall.
3. Insert the key and turn it clockwise a quarter of a turn.
4. Push the time clock onto the mounting bracket so that the tabs fit into the 3 matching slots on the back of the clock.
5. Slide the clock downward until the tabs click into place.
6. Use the key to lock the clock to the mounting bracket.
7. Remove the key.



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SET THE DATE AND TIME



Clock in the Box Prox
Time Clock



Power Supply



Wall Outlet

1. Plug the power supply into the port located on the bottom of the clock.
2. Plug the power supply into a wall outlet.
3. The display will read: **Set Date/Time**.
4. Press **▲** or **▼** on the time clock to select the current month. Press **Enter**.
5. Follow the same procedure to advance through each step as prompted to complete the date and time setup. If you make a mistake, press **Clear** on the time clock to go back and correct the entry.
6. Once you've completed these steps, the time clock will display: **Date and Time Set**.

If the clock detects a Wi-Fi connection, the display will read:
Network Detected Press Enter.

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CHOOSE YOUR CONNECTION OPTION



Clock in the Box Time Clock

The Clock in the Box Prox time clock includes three connection options: Wi-Fi, Ethernet, or USB.

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CONNECT USING WI-FI

1. If your wireless network is detected automatically, press **Enter** and go to **Step 4**.

(If a wireless network is not immediately detected, please go to **Step 5**.)



2. Press **Ⓜ** on the time clock to enter **Supervisor Mode**.
3. Enter the default security code: **00 00 00**.
4. Use the **▲** on the time clock to scroll and go to **Network Settings**. Press **Enter**.
5. Go to **Wi-Fi Settings**. Press **Enter**.
6. Go to **View Networks**. Press **Enter**.
7. Select your Network from the list. Press **Enter**.
8. Enter your Network Password using the **▼** on the time clock to scroll through your character options.



Wi-Fi
Connection

Use the **Ⓞ** key to change the character set to lowercase, uppercase, # or symbol.

Press **Enter** to accept a single character.

When you have entered your password, press **Enter twice** to save it.

Note: Write down the IP Address shown and go to the instructions for Logging Into Your Time Clock.

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CONNECT USING ETHERNET

System Requirements

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

1. Plug the Ethernet cable into the port located on the bottom of your clock.
2. Connect the other end of the Ethernet cable into an available port on your router, switch, or wall port.
3. Disconnect the power supply from the time clock and reconnect it again to power cycle the time clock.
4. Check to see that the green and amber Ethernet link lights turn on where the Ethernet cable plugs into the clock. This verifies that your time clock is connected to your network.

If the lights do not turn on, check the cable connections.

Note: A network connection is not required at all times. A Network connection is required for accessing the time clock application and running reports.

5. Press **Ⓜ** on the time clock to enter Supervisor Mode.
6. Enter the default security code: **00 00 00**.
7. Press **▲** to scroll and find the **View IP Address** option. Press **Enter**.
8. Write down the clock's assigned IP address below for reference.

IP Address: _____



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CONNECT TO YOUR PC USING USB



System Requirements:

- Windows PC (Vista or above)
 - An available USB Port on the PC
1. Plug the USB cable into the USB port located on the bottom of your clock.
 2. Plug the other end of the USB cable into the USB port on your PC.
 3. Please contact Owl Support for the USB Communications Drivers if required: support@owltimeclock.ca
 4. After installing the drivers, open your Web browser and navigate to: <http://172.20.20.1>

Important: USB connection is compatible with Windows Vista and above. If you are using a Mac, give us a call for alternative options.

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LOG INTO YOUR TIME CLOCK

1. Open your computer's web browser and enter the clock's IP address in the address bar. Press **Enter**.
2. Set your **Password**.
 - Enter your New Password
 - Confirm your New Password
3. For instructions on adding employees and completing setup, click the **Help** menu on the navigation bar and download the **User Guide**.

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SET UP PAY PERIOD & ADD EMPLOYEES

PAYROLL PREFERENCES

Pay Period Type

Last Pay Start

This Pay Start

Next Pay Start

Day Start ▲▼

Week Start

EMPLOYEE LIST

Select All Select None Show Inactive

Active	Display ID	Last Name	First Name	M.I.	Web Punch
<input checked="" type="checkbox"/>	043	Employee 043			
<input checked="" type="checkbox"/>	047	Employee 047			
<input checked="" type="checkbox"/>	063	Employee 063			
<input checked="" type="checkbox"/>	110	Employee 110			
<input checked="" type="checkbox"/>	155	Employee 155			
<input checked="" type="checkbox"/>	183	Employee 183			
<input checked="" type="checkbox"/>	190	Employee 190			
<input checked="" type="checkbox"/>	207	Employee 207			
<input checked="" type="checkbox"/>	251	Employee 251			
<input checked="" type="checkbox"/>	263	Employee 263			

Set Up Your Pay Period:

1. Go to the **Settings** menu, and click **Preferences**.
2. Under the **Pay** tab, select the applicable **Pay Period** type. Complete the rest of the settings accordingly.

Add Employees:

The **Employee List** is used for maintaining employees in the time clock including, adding, editing and terminating employees.

Each employee is assigned a default 4-digit PIN.

1. To access the **Employee List**, go to **Lists**, then click **Employees**.
2. Assign **Employees** a **Personal Identification Number (PIN)**.



SUPPORT INFORMATION

Free assistance is available for the first 30 days on new purchases and includes:

- Unlimited telephone and email support
- Remote login assistance and troubleshooting

For Assistance, please call

Ontario: 1-888-407-0624 (Mon-Fri, 8:00am – 4:30pm)

Alberta & B.C.: 1-888-407-0624 ext. 401 (Mon-Fri, 8:00am – 4:30pm)

Or email Owl Support: support@owltimeclock.ca

We also offer extended support contracts which include:

- Annual Hardware Maintenance (Time Clock Insurance)
- Annual Upgrade to the Latest Software Version
- Annual Software Maintenance
- Unlimited Telephone and Email Support
- Remote Login Assistance and Troubleshooting

For instructions on clocking in and out, please refer to the enclosed **Enrollment Guide >**

For instructions on setting up and using proximity cards, please refer to the **User Guide >**