



# TimePilot Vetro Quick Start Guide

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



Vetro timeclock



10 iButtons



USB Drive



Mounting template



Power Supply



Software CD

## 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 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:

- 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 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 Vetro Data Manager.



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.

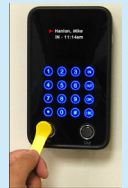
## 5. Set up iButtons.

(Not using iButtons? Skip this step.)

1. At the clock, enter Administrative Mode by pressing "99" followed by "OK" on the keypad. When prompted, enter the administrator password you created in Step 4.
2. Select "Assign iButtons" by entering the appropriate menu number on the keypad.
3. Using the up and down arrow keys, scroll to the name of the employee to receive the iButton and tap the iButton to the "In" or "Out" probe.
4. Repeat the previous action for the next employee, or press "ESC" to return to the main menu and ESC once again to exit.

## 6. 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.

## 7. Next steps.

This guide gives you the basics about your new system. If you'd like to learn more, 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](mailto:Support@TimePilot.com)