



TimePilot Extreme Quick Start Guide

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



Time clock



Management iButton (gray)



Pack of 10 iButtons



iButton Receptor



Instruction Manual



Padlock



Mounting plate



Software CD



USB drive

2. Install the software.

Place the CD into your computer's CD drive. When the opening screen appears, click "Install TimePilot Software."

You'll need your software's serial number; it's on a sticker on the inside front cover of your user manual.

Choose the "TimePilot Installation Wizard," then follow the instructions to install TimePilot Central, the key part of the TimePilot software.

Continue in the Wizard and install the TimePilot Extreme Data Manager. This small program is used to send instructions to your Extreme clock via the USB drive.

3. Set up your company.

Set your pay policies, enter your employees and assign iButtons using the Setup Wizard in TimePilot Central. It will start the first time you start the software.



Make it easy on yourself: When assigning iButtons, you can use the iButton Receptor to read each serial number. To do so, plug the receptor into a USB port, then snap an iButton into the receptor and click the "Get iButton Number" button on the employee setup screen.

4. Set up your clock(s).

Now you'll set the time and date on your timeclock and "introduce" it to the software. First, click the "Start" button on the Windows desktop, and then click "All Programs."

Navigate to "TimePilot IV" and then to "TimePilot Extreme" to start the Extreme Data Manager. Click the "Add Station" menu item and follow the screen prompts. Repeat the process for each clock.



5. Mount your clock(s).

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.



6. How to clock in.

To clock in and out, touch your iButton to the appropriate iButton probe. You'll hear two "beeps" and the light in the probe will flash.

The metal part of the iButton must touch both the inner flat surface of the probe as well as the inner rim of the collar.

If you touch your iButton to the probe and nothing happens, hold the iButton gently against the center of the probe and slide the iButton slightly to the side, so the iButton makes contact with the rim.

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