

TimePilot Vetro Quick Start Guide

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. See your network administrator to add the clock to your network.



3. Set the time.

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 business 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 the software.

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

Choose the "TimePilot Installation Wizard," then follow the instructions.

You'll need your software's serial number; it's on a sticker on the inside front cover of your user manual. First, you'll be asked a series of questions about your company policies to set up TimePilot Central, the core of the TimePilot software. After TimePilot Central is installed, the Vetro Setup Wizard will start. The wizard will "introduce" the software to the new clock and move the employees' names into the clock.



5. Set up iButtons.

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 the Vetro Setup Wizard.
2. Select "Assign iButtons" by entering its menu number (4) 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 the "Out" probe.
4. Repeat Step 3 for the next employee, or press "ESC" to return to the main menu and ESC once again to exit Administrative Mode.

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 and accumulated hours for the workweek.

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



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