



CleverTime

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Instructions For Installing The FA1000 Facial Time Clock

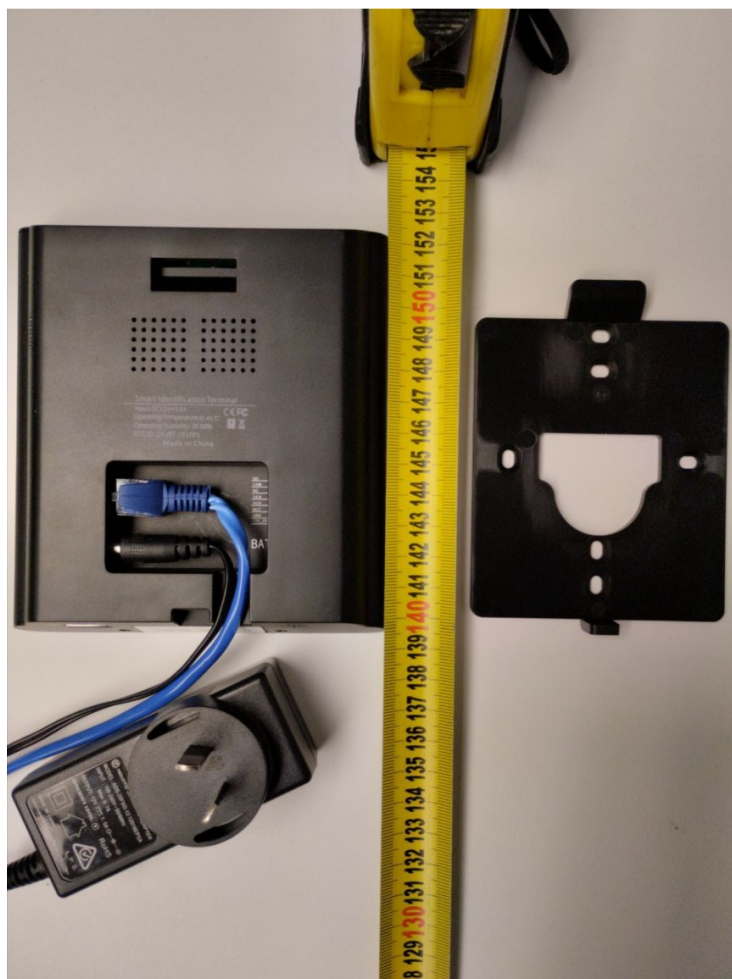
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Version: 1.0

Please follow the below instructions to install the time clock and connect it to our cloud based server

1. Find a suitable location for mounting the time clock to the wall, usually 1.5 metres from the floor to the top of the mounting bracket


It will need to be with-in 1.5 metres of a power-point (and if connecting to the internet through Ethernet, a network-point or if you are using Wi-Fi, then ensure reception is strong enough)


Also ensure there is not a strong light source facing the time clock and don't install it, where employees will be walking towards it, fairly closely, as it might clock them in inadvertently




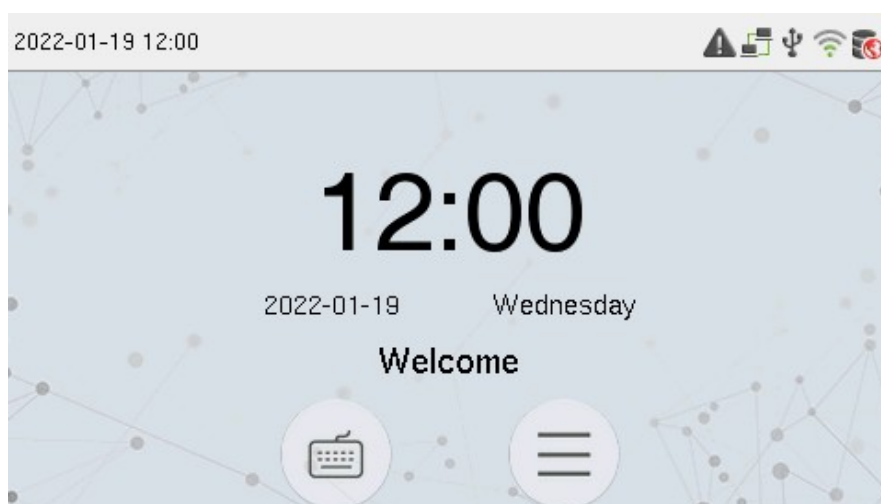
2. Now screw the mounting bracket to the wall ensuring it is level (screws and wall plugs should be enclosed)
3. Plug the supplied power adaptor in to the time clock (and the network cable if using Ethernet)
4. Slide the time clock down on to the top of the bracket and attach with the supplied screw to the mounting bracket, under the bottom
5. Power the time clock on and if connecting to the internet through Wi-Fi follow the instructions on the next page

Connecting the Time Clock to Wi-Fi instead of using a network cable

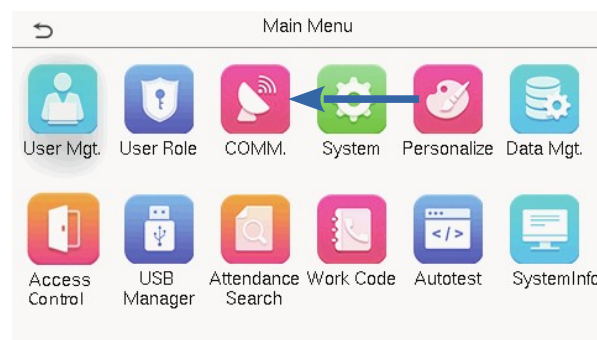
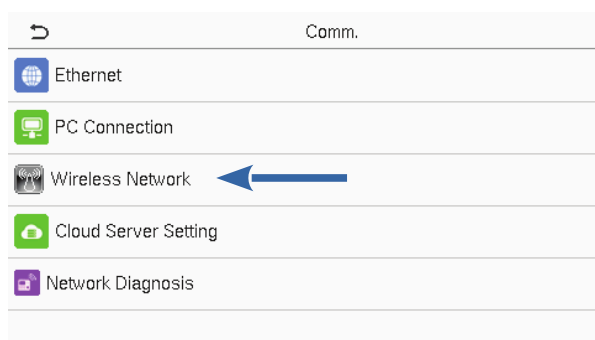
1. Enter the Time Clock menu by pressing the menu key 

Then (after pressing menu) use our technician code by pressing the “Keyboard” icon  and entering a

User ID of **9666**, then press the “Key” icon  and enter a Password of **9666**

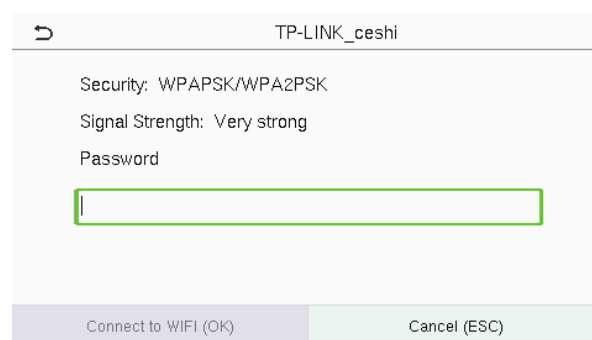
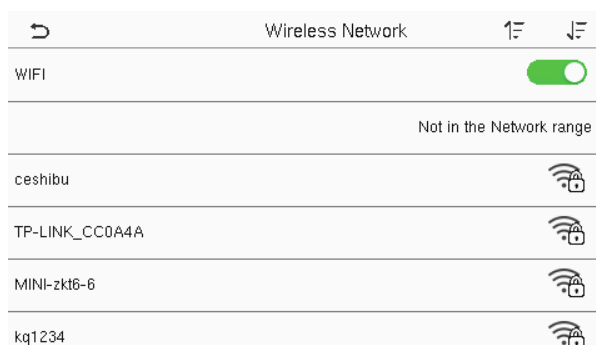


2. Press the “COMM.” option






3. Now press the “Wireless Network” option

4. Press on the required Wi-Fi network in the list, enter the Wi-Fi password and press the “Connect to WIFI (OK)” option



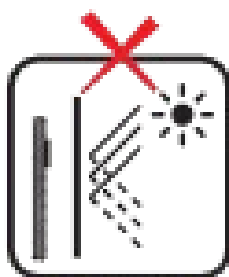
(Note, press space after entering letters to input them, before entering numbers, backspace if it selects a wrong word)

5. If the Wi-Fi has connected successfully, the Wi-Fi icon  up the top right area of the screen will be green, but if not connected then grey with a red cross
6. If the time clock has connected successfully to our cloud server, the server icon  up the top right area of the screen will be green, but if not connected then  red

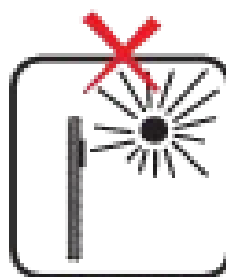
Installation Tips



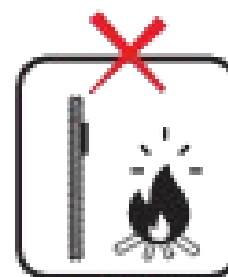
INSTALL INDOORS
ONLY



AVOID INSTALLATION
NEAR
GLASS WINDOWS



AVOID DIRECT
SUNLIGHT
AND EXPOSURE



AVOID USE OF ANY
HEAT SOURCE
NEAR THE DEVICE