



ALLDAY TIME SYSTEMS LTD

Allday PT1400 Proximity User Guide



ALLDAY TIME SYSTEMS LTD
Specialists in Standard & Computerised Time Systems

Lynchford House, Lynchford Lane,
Farnborough, Hampshire, GU14 6JD

Telephone : 01252 544457

Facsimile : 01252 544463

Email : sales@alldaytime.co.uk

Website: www.alldaytime.co.uk



Entering the Administration Menu.

On first use of the PT1400 Terminal the Terminal Administration menu can be accessed by simply holding down the "M/OK" button for 5 seconds or until the screen below is displayed. Once an Administrator has been enrolled you will be prompted for the Administrators badge before the menu will be displayed. From here you can enroll users and change the terminals communication settings etc.



User Enrolment & Management

User Enrolment

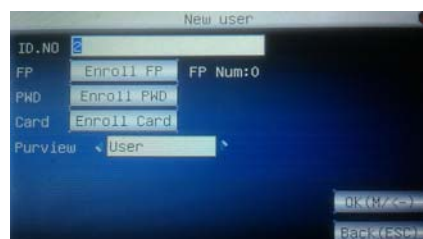
Before a user can clock on the PT1400 terminal they must be enrolled. Following the step-by-step instructions below you will be able carry out User & Administrator enrollment.

Step 1) Enter the Administrator menu by holding the "M/OK" for 5 seconds or until the above screen is displayed.

Step 2) Select "User Mng" using the arrow keys and press "M/OK". The following screen should be displayed.



Step 3) To enroll a new user select "New User" and press the "M/OK" button.



Step 4) Enter the employees ID Number; this will become the employees Badge Number within the Allday Time software. To enroll an Administrator change the "Purview" option to "Admin".

Step 5) Select the "Enroll Card" option.

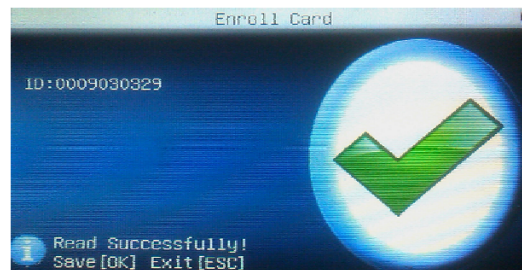


User Enrolment & Management - User Enrolment cont...

Step 6) The terminal will now display the “Punch Card” screen, wave the employees badge across the keypad to register the badge against the employee.



Step 7) Once a successful registration has taken place press “M/OK” to save the registration followed by “ESC” to exit.



User Management

The “Manage” option can be used to make adjustments to currently registered employees such as to add the password option or to promote the user to an “Administrator”.

Step 1) Select the “Manage” option from within the “User Mng” screen and a list of currently enrolled users will be displayed.

ID, NO	Name	IP	Pin	Photo
1		0		
2		1		
3		0		
4		1		
5		0		

Step 2) Highlight the ID number of the employee you would like to make adjustments to using the arrow keys and press “M/OK” to select.

Step 3) Select “Edit” from the sub menu that appears to change the badge, add the password option or promote / demote the employees’ access rights to the terminal.



Communication Options

When connecting the PT1400 to your network you may need to configure the Network settings. This is carried out from within the Administrator menu, however great care should be taken when altering the settings in order to avoid conflicts with our devices already on your network. If in doubt contact your network administrator.

Step 1) Enter the Administrator menu by holding the "M/OK" for 5 seconds or until the screen below is displayed. (Providing Administrator badge if requested)



Step 2) Highlight the "Comm" option using the arrow keys and press "M/OK" to select.



Step 3) The "Network" option should be highlighted by default, press "M/OK" to select

Step 4) Enter the network details requested;

- IP Address
- Subnet Mask
- Default Gateway

If in any doubt over which IP addresses you have available contact your network administrator, if you do not have a network administrator contact your Allday PT1400 supplier for further assistance.

Step 5) Once the details have been entered press "M/OK" to save the settings and exit the network setup screen.

Data Transfer via USB Pen Drive

If your version of the Time & Attendance software supports it, you can also transfer clocking data from the Allday PT1400 Terminal to the software via the optional USB pen drive provided. To download the clocking data onto the USB pen drive follow the steps below.

Step 1) Insert the Allday USB pen drive into the side of the terminal.

Step 2) Enter the Administrator menu by holding the "M/OK" for 5 seconds or until the screen below is displayed. (Providing Administrator badge if requested)

Step 3) Using the arrow keys highlight "PenDrive" and press "M/OK" to select

Step 4) Select "Download", all clocking data still stored on the Allday PT1400 terminal will be downloaded to the Allday USB pen drive.

Step 5) Plug the USB pen drive into the computer that hosts the Allday Time & Attendance software and run the "TransferClockings.exe" program located on the Allday USB Pen drive. These clockings will be transferred and processed by the software at the next polling time.



Data Transfer via USB Pen Drive Cont.,

Once you are happy that the data has been successfully processed into your Time & Attendance package you can delete the clocking data from within the terminal. **Please note:** Before doing this it is best to ensure that no employees have clocked on the terminal since you last downloaded data onto the USB Pen drive and uploaded it to your computer.

- Step 1) Enter the Administrator menu of the Allday PT1400 terminal by holding the "M/OK" for 5 seconds or until the screen below is displayed. (Providing Administrator badge if requested).
- Step 2) Use the arrow keys to highlight "System" and press "M/OK" to select.
- Step 3) Use the arrow keys to highlight "Data Mng" and press "M/OK" to select.
- Step 4) Highlight "Delete Attlog" and press "M/OK" to select.
- Step 5) If you are sure you want to continue with the deletion, highlight "Yes" and press "M/OK" to delete all clockings stored within the PT1400 Terminal.
- Step 6) Use the "Esc" to exit all menus.

Date/Time Option

The date and time used by the terminal is normally controlled by the Allday Time Manager server, however should you need to alter the time manually this is possible through the "Date/Time" menu option.

- Step 1) Enter the Administrator menu of the Allday PT1400 terminal by holding the "M/OK" for 5 seconds or until the screen below is displayed. (Providing Administrator badge if requested).
- Step 2) Use the arrow keys to highlight "Date/Time" and press "M/OK" to select.
- Step 3) Use the arrow keys to highlight the section of the date, time or daylight saving settings you would like to alter.
- Step 4) Using the number pad make the required change.
- Step 5) Once you have finished making all the alterations required press "M/OK" to save the changes, followed by the "M/OK" once more to confirm.
- Step 6) Use the "Esc" to exit all menus.