

## **Chapter 5: Setting Up the Attendance Terminal**

In this chapter of the Attendance Manager Cloud Tutorials we will show how to set up your Attendance Terminal, also referred to as the Timeclock. This will allow the Attendance Terminal to communicate with your Attendance Manager Cloud App. **It should be noted at the start that some assistance from an IT person may be needed with this configuration.** The Attendance Terminals are pre setup with DHCP enabled, often referred to as plug-and-play, and if that does not work at your school, manual configuration will be required.

The first step in this process is to place the terminal in a location where students can clock-in and clock-out each day. A mounting bracket comes with the terminal for easy mounting. You will also need to connect the terminal's power supply to an available outlet and connect the terminal to your schools network. The Attendance Terminal is WiFi enabled but we highly recommend a wired connection. This connection between the terminal and your network is exactly the same as your PC in the classroom. Once those physical connections are made, you are ready to configure the terminal.

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From the main menu, go to Config and then Terminals. To start, there are no terminals listed here so click on the "Add a new terminal" button. The Name is simply anything that defines the terminal to you. This is especially true if you have more than one terminal. The serial number is found on the back of the Attendance Terminal. The terminal type defines which type of terminal you have. For this example, we will select Fingerprint. Lastly, you can select if you want this terminal to be the one assigned to each new class. The emphasis here is on NEW classes. For any class already created, you will have to go back to those classes and assign them to this terminal. When finished, click on Create.

The available terminal list is now displayed but not all fields are filled in. It can take a few minutes for the Attendance Manager Cloud server to "see" this new terminal and when it does, the remaining fields will appear. While we wait for that to happen, let's assign this terminal to previously created classes. Go to Classes, then list, then select the class you created previously. When this class was created, no Attendance Terminals were available, so the Attendance Terminal field is blank. Click Edit, select the terminal you just added, and then save it. Now let's go back to the terminal list to see what has transpired since we created it.

Back on the terminal list, if all things worked out correctly, you should now see the Last Contact field with today's date and approximate time. If that is there, your terminal is no "talking" to our server. If it is not, and if it remains as such for another 10-15 minutes, your IT folks will need to manually configure the terminal. Let's go over to the terminal and we can start that process.

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You first need to get into the menu of the terminal. The "M" key is the enter key. Press enter and you will either enter the main menu immediately or be prompted to enter the admin user access which is User Name "1" and the Password "75455". Once in the menu go to Communications and then Ethernet. Here you can turn off DHCP and manually configure the communications parameters. These are specific to your environment and should be set only by an individual familiar with your network.

Please refer to additional chapters of training on our website.