

TIME IPS[®]

VOIP-2CH Telephone Clocking Adapter



Installation Guide

FCC Statement

This equipment has been tested and found to comply with the limits for a Class B digital device in accordance with the specifications in part 15 of the FCC rules. This device has also been granted a registration number by the FCC, under part 68 rules and regulations for direct connection to the telephone lines. Unauthorized modifications to this product could void FCC approval, terminating end user authority to use this product.

The telephone company, under certain circumstances, may temporarily discontinue and make changes in facilities and services which may affect the operation of the user's equipment or may request information from you concerning the equipment you have connected to your telephone line in which case you should provide the FCC number on the bottom of the equipment.

If any of your telephone equipment is not operating properly, you should immediately remove it from the telephone line as it may cause harm to the telephone network. If the telephone company notes a problem, they may temporarily discontinue service. When practical, they will notify you in advance of disconnection. If advance notice is not feasible, the telephone company must promptly notify you of such temporary discontinuance, afford the opportunity to correct the condition and inform you of your rights to bring a complaint to the FCC under their rules.

For Indoor Use Only

Read all instructions before connecting to a power source or phone line.

Shock Hazard:

Do not operate near water or similar fluid.

Do not work with this device during periods of lightning activity.

Do not touch the phone wires at the end of cables or within sockets.

Package Contents

1. VOIP-2CH Phone Adapter Unit (Labeled SPA3102).
2. RJ-45 Ethernet Patch Cable.
3. 5-Volt Power Adapter.
4. RJ-11 Telephone Cable.

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Overview

The VOIP-2CH Telephone Remote Clocking system allows employees to clock in, clock out, change jobs and check status through a telephone.

The Telephone Remote Clocking unit uses a special version of a Linksys brand SPA3102 VOIP (Voice Over IP) interface adapter. This unit plugs in anywhere on the network (LAN) where a TimeIPS master system is also installed. The unit can also be connected at a remote location if it's on an IP address that can be reached by the TimeIPS server.

The VOIP-2CH provides:

- Clock, change jobs and check status.
- CallerID whitelist, blacklist and tracking options.
- One external line (POTS) and one internal line (analog phone), either or both of which can be used as desired.
- Connect up to 10 VOIP-2CH Adapters per TimeIPS master system as needed to handle simultaneous employee calls.

Additional Required Equipment and Services

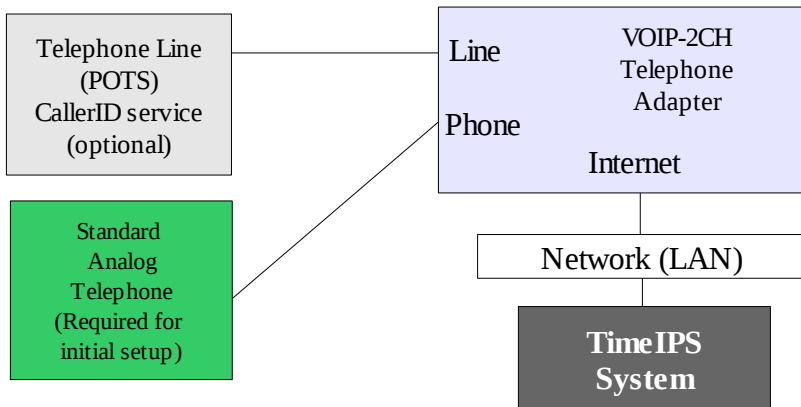
1. A standard analog touch tone telephone.
2. Access to an Ethernet (LAN) port on your internal network.
3. Access to a standard analog telephone line (POTS or Plain Old Telephone Service line) if desired. Recommended: CallerID Service enabled, but long distance phone service NOT available on the line.
4. A TimeIPS system.
5. Internet access for activation.

Hardware Installation

Installation Instructions:

1. Choose a suitable location for the VOIP-2CH Adapter, with access to a free LAN port, a standard analog telephone and a telephone line (if desired).
2. Plug a standard analog telephone into the port labeled “Phone.”
3. Plug the included 5-Volt power adapter into an outlet and into the port labeled “DC 5V” on the VOIP-2CH Adapter. Do NOT connect anything else.
4. When the light stops the steady blinking (stops blinking completely or changes to a single blink then a double blink), pick up the analog phone. You should hear a tone (may sound like a busy signal). Dial * * * * 7 3 7 3 8 # then dial 1 to confirm. Hang up the phone when instructed.
5. Pick up the analog phone again, wait for the tone, then dial * * * * 7 9 3 2 #. Wait a 2-3 seconds and dial 1 # 1.
6. Plug a network patch cable (such as the included RJ-45 Network cable) into the port labeled “Internet” on the VOIP-2CH Adapter, and plug the other end into your local area network (LAN). Do NOT plug the telephone line into the “Line” port yet. Note: Never plug into the port labeled “Ethernet” as this is an isolated subnet that is not useful in this application.
7. Lift the receiver and wait for a tone. Then dial * * * * 1 1 0 # on the telephone. Listen to the IP address it reports and record it here:

IP Address: _____



Configure TimeIPS

8. Log into TimeIPS. Note: Configuration of Telephone Clocking area is restricted to Payroll or Employee Administrators.
9. Under “Administration,” click to expand the “Clocking” menu.
10. Click on “Telephone Clocking” to enter the configuration screen. If you do not see “Telephone Clocking” you must update your system by clicking “System Administration” then “Updates” and clicking “Update Now.”
11. Click “Configure New Device.”
12. Enter the IP address (obtained by dialing * * * * 1 1 0 # on the previous page) into the “Current IP Address” box.
13. Optionally, choose a permanent IP address and enter it in the “New IP Address” box.
14. Optionally, enter a CallerID name for your internal telephone.
15. Follow any other on-screen instructions that may be present.
16. Click “Configure” to activate the VOIP-2CH Adapter.
Note: To activate the VOIP-2CH Adapter, your TimeIPS system must have access to the Internet.
17. Optionally, plug the “Line” port into an external telephone line (POTS).
If you use an optional POTS line, the recommended configuration is with Caller ID but without a long distance carrier.
CAUTION: Never connect the port labeled “Phone” to an external telephone line. This could cause damage and will void the warranty.

Train Employees

Using the TimeIPS Remote Telephone Clocking System

- Call from an outside line: Dial the telephone number of the line connected to the VOIP-2CH Telephone Clocking adapter. When the system answers, follow the voice prompts.
- Use an internal telephone: Pick up the phone and follow the voice prompts.
- *Refer to support.timeips.com, keyword “remote clocking” for more information regarding configuration and menu options.*

TimeIPS Telephone Clocking Menu Options

Employees can remotely clock in/out, check status, listen to messages, and record a clock note using the TimeIPS Telephone Clocking system. The following is a summary of the menu options available when calling the Telephone Clocking system.

Dial TimeIPS Telephone Clocking Phone Number

If the caller's phone number is "Call Blacklisted", a message to that effect will play, then the call will be disconnected.

{System Greeting Plays}

If the caller's phone number is on the "Clock In/Out blacklist" or not on the "Clock In/Out whitelist", a message to that effect will be heard. The caller will have the option to listen to messages. If the caller is a manager or administrator, additional administrative menu options will be available.

Enter a Badge Number then #.

Accepted entries are:

[ID] #

[JOBCODE] * [ID] #

[JOBNOTE] ** [JOBCODE] * [ID] #

[JOBNOTE] ** [ID] #

If a PIN number is required, the caller will be prompted to enter their PIN number now. If the PIN is not set or if PIN Re-registration is required, the caller will be prompted to setup a PIN number then state their first and last name.

"You have {# of messages} messages"

{Employee Status Plays}

1 - Clock In (if Clock In/Out is not restricted)

2 - Clock Out (if Clock In/Out is not restricted)

3 - Play status

4 - Play messages (If messages are set)

{Message Plays}

1 - Previous/Backward

2 - Next/Forward

7 - Repeat

9 - Exit

5 - Record a Clock Note (If just clocked in or out)

{Record after the beep or * to cancel}

- 1 - Save
- 2 - Re-record
- 3 - Delete
- 7 - Play Message
- 9 - Exit

6 - Change PIN number (If PIN number is required)

7 - Manager's Menu (If Manager)

- 1 - Check Status of an Employee
- 2 - Check Status of Your Employees
- 3 - Review or Change a Message for an Employee
 - 1 - Review Messages
 - 2 - Record a New message
 - 9 - Exit
- 4 - Review or Change a Message for All Employees
 - 1 - Review Message
 - 2 - Record a New message
 - 9 - Exit
- 5 - Reset an Employee's PIN Number
 - 9 - Exit

8 - Administrator's Menu (If Employee or Payroll Administrator)

- 1 - Record System Greeting
 - {Record after the beep or * to cancel}
 - {Recorded Message Plays}
 - 1 - Play
 - 2 - Re-record
 - 9 - Exit
- 2 - Use Default System Greeting
- 3 - Review or Change a Message for All Employees
 - 1 - Play
 - 2 - Re-record
 - 3 - Delete
 - 9 - Exit
- 9 - Exit

9 - Exit

Technical Support

Technical Support Resources:

1. Our support web site at <http://support.timeips.com> offers extensive resources including documentation and our knowledge-base. Please check our support web site first, as it provides complete answers and instructions on almost everything. In the "Knowledge Base Search:" box, enter a few words describing your question. For example, if you have a question on the telephone menu, type "telephone menu" and browse the articles listed.
2. If you have a question not answered on our support site, you can call or email us. A serial number or registration number is required for this service. Additional support can be purchased by calling TimeIPS, or by visiting our web site at <http://secure.timeips.com>.
3. If you have a simple question, or need direction on how to use our support resources, feel free to email us at support@timeips.com. If your question is quick, we'll be happy to help. If it's not, we'll let you know that you need to purchase additional support.

Support website

<http://support.timeips.com>

Support e-mail

support@timeips.com

Support phone number

316.264.1600

Specifications

Specs:



Approximate dimensions:

4.5in (112mm) x 4.5in (112mm) x 1in (25mm)

Approximate weight:

~0.5lb (~450g)

Power:

5VDC, 5W (typical)

Operating environment:

41° - 95°F (5° - 35°C) non-condensing

System Requirements:

TimeIPS IPS200, IPS300 or IPS400 class system

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Thank you for reading this manual carefully. If you noticed errors, have any suggestions or found typographical problems, we want to know! Please send an email with the version code below and your feedback to documentation@timeips.com. We appreciate your time.

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