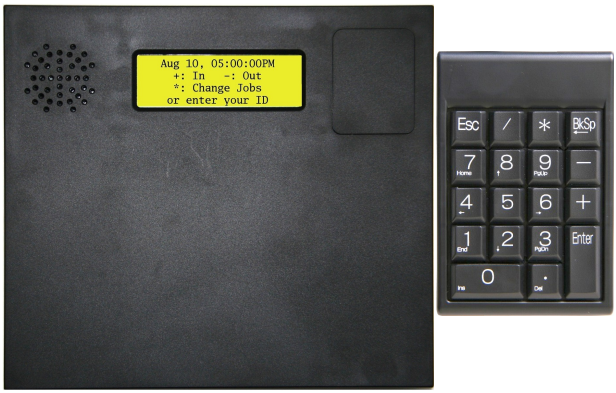
IPS125T

TimeIPS Network Clock and Keypad



Installation Guide

including instructions for

IPS125T-B Touch and IPS125T-O Optical Biometric Fingerprint Reader Options

FCC Declaration of Conformity (DoC)

Compliance Information (according to FCC 2.1077)

(1) Product: IPS125T, KEY-PAD18.
The above devices comply with Part 15 of the FCC Rules.
Operation is subject to the following conditions: (1) these devices may not cause harmful interference and (2) these devices must accept any interference received, including interference that may cause undesired operation.

(2) The responsible party is TimeIPS, Inc. 5445 E 85th St N, Valley Center KS, 67147. Phone 316.264.1600

Notice to Users

The components in this system have been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. The devices generate, use and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet circuit other than the one to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

These devices have been tested to comply with the limits for a Class B computing device, pursuant to FCC rules. In order to maintain compliance with FCC regulations, shielded cables must be used with the equipment if not connected directly to the system. Operation with unshielded cables is likely to result in interference to radio and television reception.

CAUTION: Changes and modifications made to the device without the approval of the manufacturer could void the user's authority to operate this device.

Table of Contents

IPS125T Series Overview

The TimeIPS IPS125T is a Network Time Clock that connects via an Ethernet network to a TimeIPS Server ("master") system. The IPS125T-B and IPS125T-O options include a biometric sensor for employee verification when clocking:



IPS125T: No biometric sensor. IPS125T-B, IPS125T-O: Biometric sensor installed

The included keypad provides:

- PIN number employee clocking and status check
- Job Codes (on TimeIPS systems with job tracking)
- Numeric Clock Notes
- Access to system menu

Prepare and Plan

The TimeIPS network time clocks are designed to be connected on a LAN (Local Area Network) or at remote locations on a WAN (Wide Area Network). For WAN, a secure VPN (Virtual Private Network) is recommended, but a connection can be made over a standard Internet connection.

We recommend a TimeIPS clock at each employee entrance to your facility and/or in your central break-room.

Please examine the diagram on the next page to assist in planning your TimeIPS installation. Most installations will have the first clock at the main employee entrance. Additional clocks can be added at any time to other entrances or any location within your business.

Power and Battery Backup

Power for the IPS125T is normally supplied by the included AC power adapter. If AC power is not available at a convenient location, consider our PoE (Power over Ethernet) module. The optional PoE module allows a PoE network switch or PoE injector to provide power to the network clock over the network cable.

In the case of a power outage, you may want to keep the IPS125T powered for a period of time to allow employees to continue clocking:

When using the AC power adapter:

1. Plug the AC power adapter into a UPS (Un-interruptible Power Supply), or
2. Use the optional BAT-36 battery pack. When the BAT-36 battery is connected, the IPS125T can operate for 30 to 80 minutes without power. The BAT-36 will automatically recharge using power supplied by the AC power adapter in approximately 24 hours.

When using the PoE power adapter:

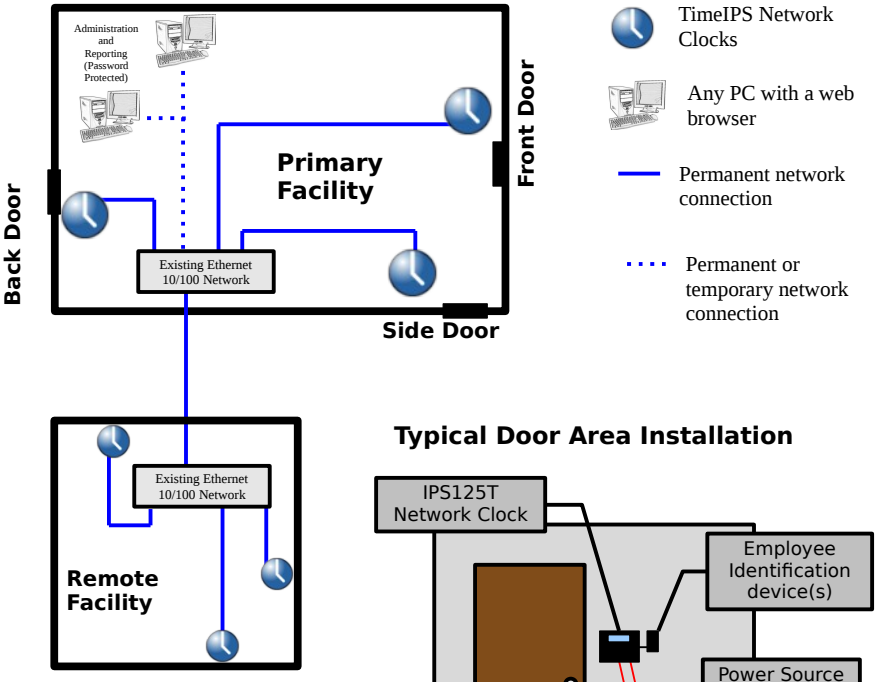
1. Plug the PoE switch or power injector into a UPS (Un-interruptible Power Supply), or
2. Use the optional BAT-36 battery pack. When the BAT-36 battery is connected, the IPS125T can operate for 30 to 80 minutes without power. The BAT-36 will automatically recharge using power supplied by the PoE adapter in approximately 24 hours.

Layout and Installation Considerations

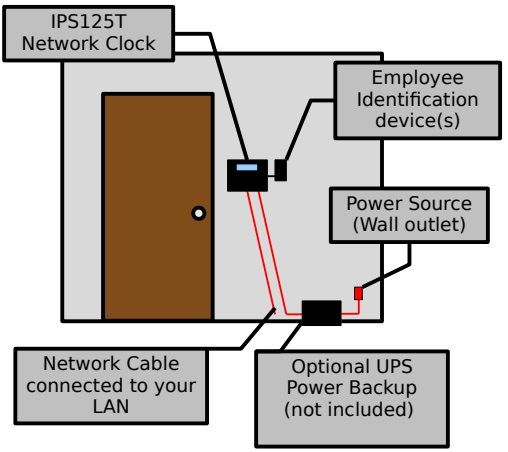
Failure to mount and maintain the IPS125T unit as directed may void the warranty:

- Mount the unit in a dry, indoor location with controlled temperature and humidity. Do NOT use the unit in any location where rapid temperature changes may cause condensation. The rated operating temperature is between 0C and 33C (32F to 90F).
- Do not store or use the device in a location that would expose the unit to direct sunlight. Prolonged exposure to sunlight may cause overheating and/or other damage.
- The unit will become warm during normal use. This does NOT indicate malfunction.
- Mount the device away from strong magnetic or electromagnetic fields, such as those produced by microwave ovens, two-way radios, or industrial equipment.

Possible Primary and Remote Facility Installation

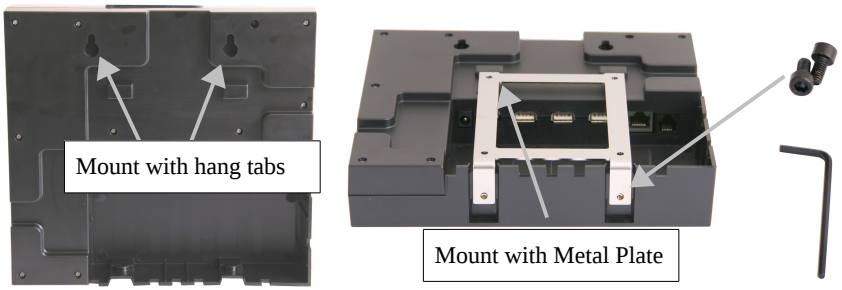


Typical Door Area Installation



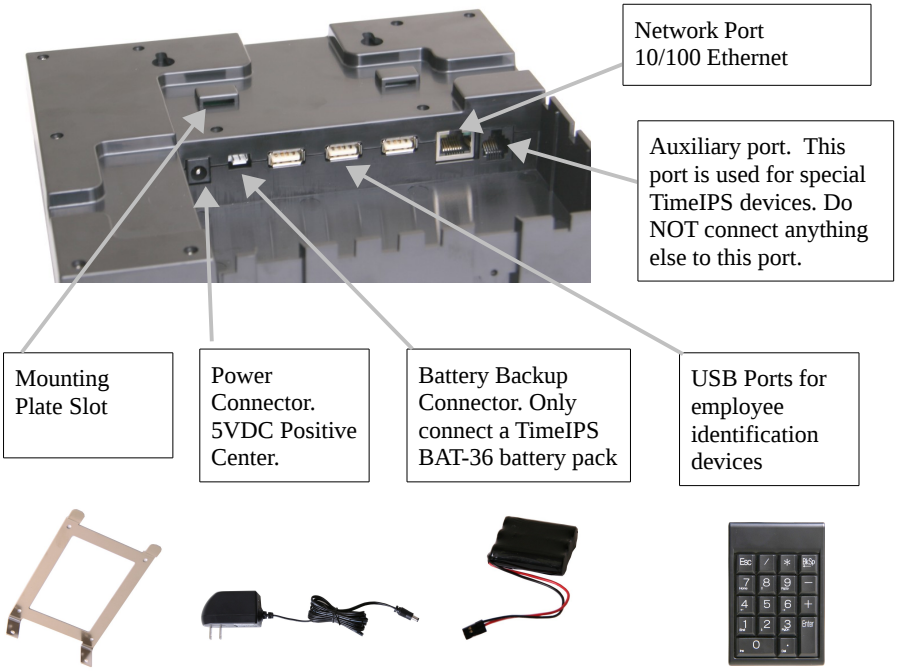
Mounting and Connecting the TimeIPS IPS125T

A mounting template has been provided for your convenience. A detailed mounting guide with templates for the IPS125T is also available in the downloads section of http://support.timeips.com. In most cases, the IPS125T can simply be mounted with two #6 flat head screws using the wall mounting tabs. For a stronger, tamper-resistant mounting, attach the metal plate to the wall, and secure with hex screws.



Only use the supplied 5VDC (Positive Center) power adapter or optional TimeIPS PoE (Power Over Ethernet) adapter. Connecting any other adapter or power supply may damage the IPS125T and will void the warranty.

Connect employee identification device(s) to the USB ports. Connect the network.



Mounting and Connecting the Keypad

A mounting template has been provided for your convenience. A detailed mounting guide for the IPS125T is also available in the downloads section of http://support.timeips.com.

We recommend mounting the keypad with two #6 pan head screws and wall anchors. Optionally, for rough environments, you may use four screws and wall anchors. For walls that can not support screws, hook-and-loop fasteners, such as Velcro brand adhesives, can be used.

The cable routing on the back of the keypad allows the keypad to be mounted above, below or to either side of your TimeIPS IPS125T Network Clock.

Connect the USB cable to a free USB port on the back of the Network Clock.

If needed, a USB extension or USB hub can be used to extend the cable length. Never use an extension cable if the total cable length will exceed 10 feet. (USB HID devices are limited to 3M cable length.)

Note that it takes 10-15 seconds before the keypad will respond if plugged into a running TimeIPS system. There is no need to shutdown the system to attach or detach the keypad.

Initial Configuration of the IPS125T

Step 1) Setting Up the IPS125T

After the employee identification device(s) and network cable are attached, power-on the clock by plugging in the power adapter. In 10-15 seconds you should see "Starting System" on the LCD. (If not, unplug for 2-3 seconds and try again.)

Step 2) Network Connection Verification

The clock will continue the start-up process for about another 30-60 seconds. When the start-up process is complete you should see a screen similar to this:

```
  -Clock Not Set Up-
->Search For Master
  Configure Network
  Clean Shutdown
```

Starting in version 5.2.15, you may use the arrow keys on the keypad to navigate to Select Language and change the interface of the clock to Spanish if you prefer.

Your new clock must connect to a master station in order to allow your employees to clock in and out. Using your keypad (or a USB keyboard if you do not have a keypad) select Search for Master and press Enter. The screen on your IPS125T should flash "Starting System" for a few seconds. You should then see a screen that looks similar to this:

```
Oct 03, 12:00:00PM
  +: In    -: Out
  /: Check Status
 or enter your ID
```

Upper case (AM/PM) indicates the clock is communicating with your server. Lower case (am/pm) indicates the clock is operating in offline mode.

This screen indicates that the clock's configuration is complete.

Setting a Remote Master IP Address

If your IPS125T returned to the "Clock Not Set Up" screen, it was unable to connect to your master station. If your master station is outside of your local network, you will need to specify the IP address of that master. Select "Configure Network" and press Enter. Scroll down to "Set Master IP" and press Enter. You should see a screen similar to this:

```
Oct 03, 12:00:00PM
  NETWORK  SETUP
  Enter Master
```

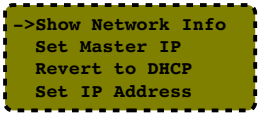
Enter the IP address of your TimeIPS master system here.

Enter the IP address of your master station and press Enter. After a few seconds you should return to the “Configure Network” menu. TimeIPS will attempt to connect to the provided IP address of your master station. This may take a few moments. If your IPS125T was successful in reaching your master station you should see a screen similar to this:

Network Troubleshooting

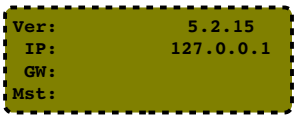
In the event that your clock is still unable to reach your master you may need to use a static IP address (if so, go to page 11), or you may be having network problems. The first step is to verify your clock has received an IP address from your network.

1) Your clock is set to automatically obtain an IP address from your network via DHCP by default. To see the IP address of your TimeIPS IPS125T, use the arrow keys on your keypad to scroll down to “Configure Network” and press Enter. TimeIPS should display a screen similar to the following:



Select “Show Network Info” and press Enter to see the IP address of your TimeIPS clock. You should see something like this:

2) If no network connection was detected you should see the following screen:



If you see this screen, check the network cable on the back of the TimeIPS unit. Unplug and reconnect the network cable at both ends and/or try a different network cable. The green link light should be on. If not, your network is not working.

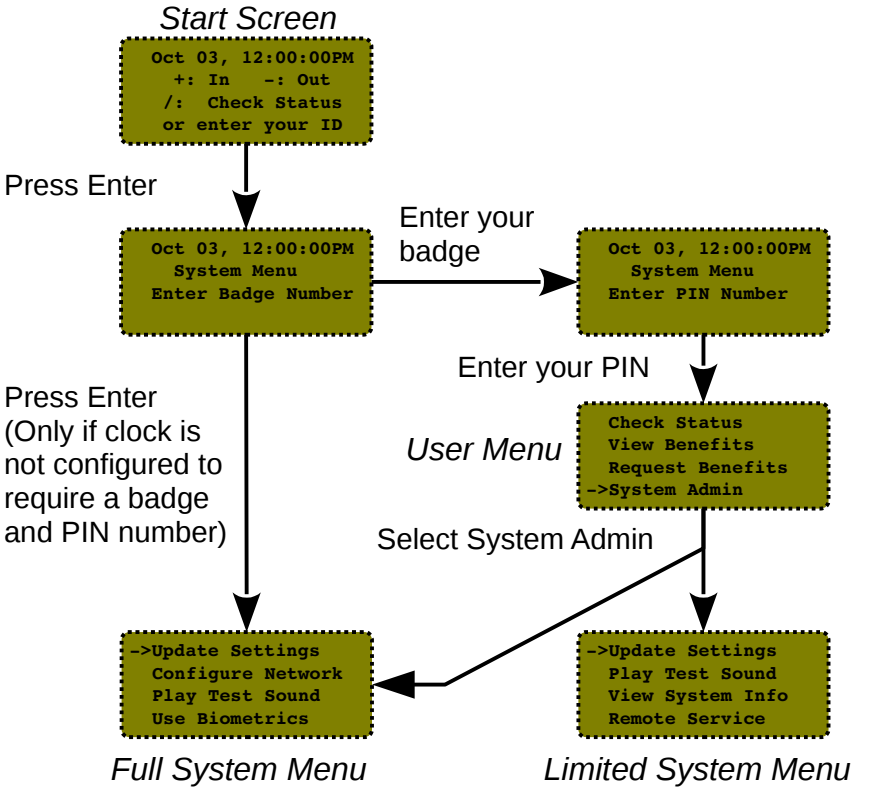
Once you have checked the cable and/or reconnected it, scroll down to “Revert to DHCP” and press Enter. When you return to the “Configure Network” menu, scroll down to “Apply Settings” and press Enter. This will cause TimeIPS to rescan your network for an IP address. Repeat step 1 above to check the IP address TimeIPS has received. If TimeIPS is still unsuccessful in obtaining an IP address, please contact our Technical Support department for further assistance.

Accessing System Menu

If you need to access the menu on your clock you will need to press Enter on your keypad. To prevent tampering, you can configure the clock to require a badge number and PIN for access. Initially, no badge number or PIN is needed.

If a badge number and PIN are provided, you will see the User Menu. From here, the System Menu can be accessed through the System Admin menu item. Users with administrative access will see a full system menu while those without administrative access will see a limited system menu.

On your master station you can set “Security and Validation Options” per clock via the “Clock Configuration” page. These settings are independent of any employee badge or PIN numbers. Pressing the BS key at any time will take you up one level in the menu system.



Additional Network Settings

Setting a Static IP Address

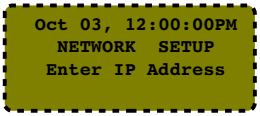
If needed, the TimeIPS IPS125T can be assigned a static IP address on your network. You may set a static IP address using the menus, or, if it has a DHCP address and you want to change to static, you can use the web interface provided by the IPS125T.

(A) If your clock has a DHCP address, but you want to change it to a static address, the first option is to use the web interface of the clock. To do this, enter the IP address of the clock into the web browser of any computer on your network:

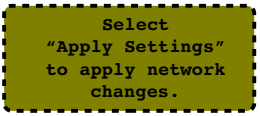
http://192.168.1.106/ ← Be sure to use the current IP address of your TimeIPS IPS125T.

Your web browser will take you to a page where you can set the IP address, Subnet Mask, Default Gateway, Primary and Secondary DNS servers and the NTP server for this clock. Be sure to click on “Apply Changes” to store your settings.

(B) To set a static IP address through the clock menu you must be an administrative user. Access the menu and navigate to the Full System Menu. Scroll down to “Configure Network” and press Enter. Then scroll to “Set IP Address” and press Enter. You should then see a screen similar to the following:



Specify the IP address you want this clock to have and press Enter. You will see a screen similar to this:

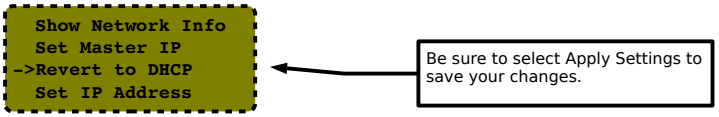


In a few seconds you will return to the “Configure Network” screen. You do not need to actually select “Apply Settings” until you have changed all of the network settings. This usually includes the IP address, Subnet Mask, Gateway and Primary DNS server.

Repeat this process to set additional network parameters, such as your Subnet Mask, Gateway, Primary DNS server and Secondary DNS server. You may also specify your NTP server if you know its IP address. If you know your NTP server by its name (such as ntp.yourcompany.com) you will need to use a USB keyboard or enter this information through the web interface. Be sure to select "Apply Settings" to save your changes.

Reverting to DHCP

If you have set your clock to a static IP address you can easily change it back to DHCP. You will need to be an administrative user. Access the menu and navigate to "Configure Network." Scroll down to "Revert to DHCP" and press Enter.



You will need to select "Apply Settings." In some cases, you may need to perform a full restart or power cycle for the change to take effect.

IPS125T-B Biometrics Mounting

The IPS125T-B unit should be mounted at approximately eye-level for employees to use the biometric option most successfully.

CORRECT

INCORRECT

The IPS125T-B must be mounted so that fingers can be placed flat against the sensor as shown on the left. The biometric sensor WILL NOT WORK with the tip of the finger on the sensor as shown on the right.

Note: Keep the fingerprint sensor clean with a soft, dry cloth. Do NOT use cleaning products on the unit as they will damage the sensor.

Configure Badge Numbers

The employee ID number is set in the “ID / Badge” field by going to “Administration” > “Employee Management” > “Employees” and selecting the employee on the list by clicking the “+” next to their name. You will see that the “ID / Badge” field is set to a default number (usually a sequence starting with 1000, or the number entered on the guided setup). This auto-assigned ID / Badge Number can be changed as needed.

Prior to setting up any new employees, please consider if the default Employee ID Number of 1000 assigned to the administrative employee is how you want to begin your Employee ID Number sequence. If not, please consider the following:

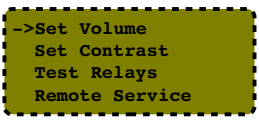
Changing the administrative employee's ID number or setting up a new employee's Individual Employee ID number can be handled 2 different ways:

1. Accept the automatically assigned sequential ID / Badge Number that the system will give to each new employee.
2. Assign a unique number in the ID / Badge Number field as needed. If you want each employee to have their own custom number (such as their driver's license number or Social Security Number), you'll have to override the auto-generated employee ID number generated by the system on each employee.

Adjusting the Volume and Contrast

If you find a need to adjust the volume of the speaker or the contrast of the display you can do so by using the system menu. The volume and contrast can only be changed by an administrative user.

Access the system menu as described on page 10. Navigate to Set Volume and/or Set Contrast and press Enter. Adjust the levels of each to suit your environment by altering them up or down as needed. *Note: At normal temperatures, contrast adjustment should not be needed and the change with “Contrast Up” or “Contrast Down” will be slight.*



Train Employees and Keypad Commands

Keypad Commands

Key Label	Key Name	Description
/ [Info]	Information Code	Retrieves clock-in/out status and hourly time information for an employee
* [ID]	Badge Code	Denotes that the following number is a badge number and will be used to clock an employee in or out
Enter	Enter Key	Submits job code and/or badge number to the system
ESC	Escape Key	Clears entered text or goes up one level in the menu system.
0-9	Number Keys	Used to enter badge numbers and job codes
BkSp	Backspace	Used to remove last typed character in case of incorrect entry

Keypad

Entering Clock Events

Clock-In/Clock-Out

A

1. Type an employee ID/Badge number and press <Enter>.
   Example: 111222333 <enter>

Check Clocked In/Out Status and Hours Remaining

B

1. Type forward slash on keypad followed by an employee ID/Badge number and press <Enter>.
   Example: /111222333 <enter>
   (Hours remaining only show for hourly employees)

If Your System Includes Job Tracking:

Clock-In to a Job/Change to a New Job

C

1. Type job code * and an employee ID/Badge number and press <Enter>.
   *Example: 4567**111222333 <enter>

Clock-Out of a Job and Stop Working

D

1. Perform A above.
   (No job code entry required)

Clock-Out of a Job and Keep Working

E

1. Perform A above.
2. Repeat A above.
   (No job code entry required)

Note: Enter job work-order numbers, notes, or any other related information up to 250 characters when clocking in/out with the following format: WorkOrderOrJobNote++JobNumber*BadgeNumber.
Example with work-order number 12345, job 4567 and badge 111222333: 12345++4567*111222333

A successful clock in/out will generate an “in” or “out” message and the LCD display will indicate the current date, time, employee name and time in or out.

If you mistype when entering any number, use the “BkSp” key or the “ESC” key on the keypad to clear incorrectly typed numbers.

IPS125T-B/O Biometrics Training

Configuration in the Master:
The configuration of biometric validation is done in three places on the Master:

1) Administration → Clocking → Biometric Validation: General biometric options and defaults for employees.
2) Administration → Employees -> Biometrics: Employee specific options and enrollment management.
3) Administration → Clocking → Clock Configuration: Options for biometric behavior of this specific network clock.

On the biometric options page, we suggest using a minimum of 2 enrollments and 4 progressive enrollments per employee. If employees have trouble matching fingerprints, try 10 enrollments on 2 fingers (5 times per finger, in different positions).

Employee Training:
Read the biometrics section of the Employee's Guide to TimeIPS (download from support.timeips.com). This guide shows how to properly position the finger and how to enroll in different positions for best results.

Employee Enrollment:
Enrollment will begin automatically the first time an employee clocks in or out. The normal enrollment process requires that an employee place the same finger or thumb against the reader a number of times to improve the reliability of matching.

Quick Enrollment:
Employees should present their finger or thumb in a slightly DIFFERENT position for each read. This makes future authentications more reliable.

Multi-Read Enrollment:
Employees present their finger or thumb in the SAME position three times for each of the positions above. The best read of each position is used.

Progressive Enrollment:
Additional prints are automatically added each time an employee clocks successfully. This allows the system to improve recognition over time, but slows the clocking process by a few seconds while all prints are evaluated and the best is selected after each clock.

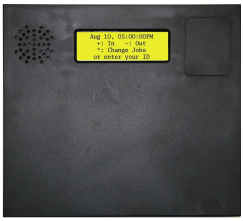
Technical Support

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 network setup, enter "network" and browse the articles listed.
2. If you have a question not answered on our support site, you can call or email us. A period of limited email/phone support is included with your system. 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**

System Specifications:



Approximate dimensions:
7.25in (185mm) x 8in (200mm) x 1.5in (35mm)

Approximate weight:
1.6lb (~1kg) including power adapter

Power: 100-240VAC, 50-60Hz
Power consumption: 5W (typical)

Operating environment:
Dry, indoor location out of direct sunlight
32° - 90°F (0° - 33°C) non-condensing

Requirements:
TimeIPS Master Server or IPSASP service
LAN/WAN Network Connection (RJ45 Ethernet)

Biometrics (IPS125T-B/O):
Capacitance or Optic area sensor. Two-factor 1:1 matching for highest reliability.

Display:
4x20 LCD display with backlight

Connectivity:
3 USB ports for identification devices such as keypads and badge readers

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.

Version: IPS125T_Keypad_1.0.4 150210