TIMEIPS®

IPS300T / IPS320T / IPS400T

TimeIPS Server

Installation Guide

FCC Declaration of Conformity (DoC)

Compliance Information (according to FCC 2.1077)

(1) Product: IPS300T/IPS320T/IPS400T
The above device complies 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 above device contains the following modular components authorized under their own DoC.

Modular Component	***Model Number***
System Board	A68HM-E
Power Supply	SS-300ES

(3) 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 device generates, uses 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

Prepare and Plan....3
Layout and Installation Considerations....4
TimeIPS Server Overview....5
Network Requirements....5
Ports and Connections....6
Mounting the TimeIPS Server....7
Power Backup (UPS)....7
Power-up and Determine IP Address....8
Additional Network Settings....9
Initial Login Using IP Address....10
Network Troubleshooting....11
TimeIPS Help Screen on the Administration Console....11
Technical Support....12
System Specifications....12

Prepare and Plan

TimeIPS servers are time and attendance network appliances. This means the hardware is pre-loaded with an embedded operating system and a complete set of TimeIPS software components, ready to use. You'll simply connect it to your network, set an IP address and, optionally, install one or more network clocks or telephone clocking modules to provide employees a way to clock in and out.

The initial configuration will require a computer monitor and keyboard (PS/2 or USB) to set t the IP address of the server. We recommend a monitor with a 1024x768x60Hz or 1280x1024x60Hz resolution with a VGA cable. Other video modes may or may not be supported. Once an IP address is set, use any computer with a web browser on your network to access and manage TimeIPS.

Note: If the server is booted with no monitor attached, the VGA connector and/or DVI connector may be disabled. If you need to connect a monitor to the system after it is running, a restart may be required to activate the screen.

Network clocks can be connected on a LAN (Local Area Network) or at remote locations connected via Internet or WAN (Wide Area Network). For maximum security, a secure VPN (Virtual Private Network) is recommended for remote sites. Network clocks can be located at any door or entrance to your facility, or at any location which is convenient for your employees to clock in and out.

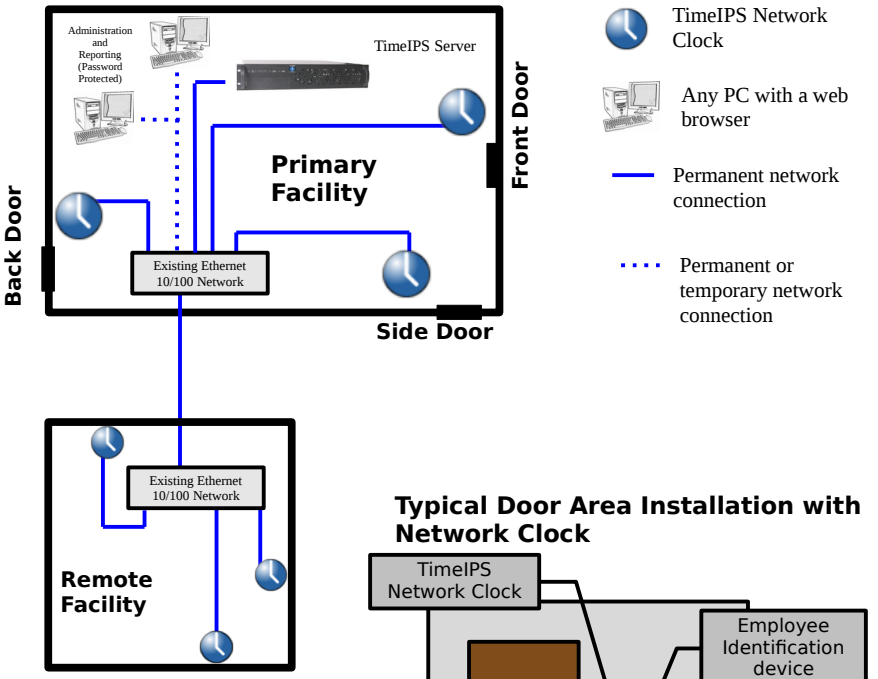
Please examine the diagram on the next page to assist in planning your TimeIPS installation. Most installations will have a network clock at the main employee entrance. Additional network clocks can be added at any time to other entrances or any location within your business.

Layout and Installation Considerations

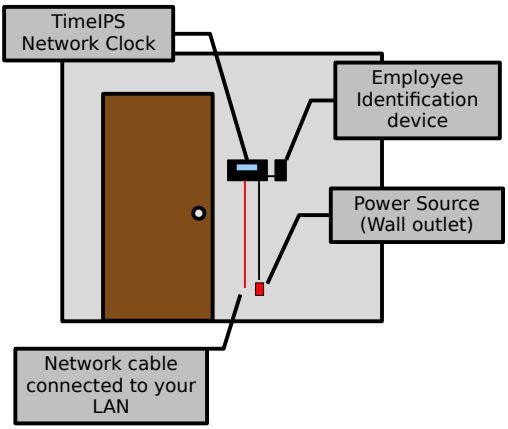
Overall Installation Notes:
Installation of the TimeIPS system normally takes less than an hour. If you have multiple locations, a complex network or are not familiar with networking, installation may take longer. Our Technical Support department is available to assist if you have installation questions.

All TimeIPS servers and clocks should be installed in an indoor location, out of direct sunlight, meeting the temperature requirements listed on the back cover of this guide.

Possible Primary and Remote Facility Installation



Typical Door Area Installation with Network Clock



TimeIPS Server Overview

The primary functions of the TimeIPS server include:

- Gathering punches from network clocks, remote clocking and telephone clocking modules
- Storing time and attendance data
- Processing data, including time worked, schedules, jobs, alerts, etc.
- Providing an easy to access web-based reporting and management interface

TimeIPS network clocks are used for walk-up clocking and are connected via Ethernet. Additionally, optional TimeIPS telephone clocking modules can be used for call-in clocking.

Backing up your data regularly is very important. Backup files can be created manually through the web interface or automatically by using our off-site backup service.

Network Requirements

A standard RJ-45 Ethernet network cable connects TimeIPS to your network. The TimeIPS server is accessed by its IP address on your network. To make access easy and to prevent unexpected IP address changes, the TimeIPS server should be configured with a static IP address on your LAN. Additional network clocks can be set to static IP addresses, or can be dynamically addressed with DHCP. Network clocks send a broadcast packet to look for a server on the same subnet. Clocks on different networks or subnets will need to be manually configured (this is done through the menu or by visiting http://<IP address of the clock>).

Network Ports Used By TimeIPS

The following ports are used by TimeIPS to access the Internet (if available) for the reasons described below:

80 (HTTP) Software update downloads
25 (SMTP) Email reports and messages
53 (DNS) Name resolution
123 (NTP) Time synchronization
443 (TimeIPS) Software update and backup authorization

Note: These are standard outgoing ports used by TimeIPS (not port forwards).

Please visit http://support.timeips.com for additional network and port information.

Ports and Connections

Link and Activity Lights: Verify network connection.

Network Port: Connect to your network with an RJ-45 Cable.

PS/2 Port: Connect to PS/2 keyboard for initial setup and maintenance.

Cooling Holes: Keep clear for air circulation.

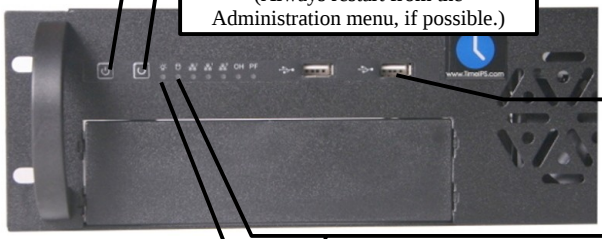
Power Cord: Connect to 100-240VAC.

VGA Port: Connect a monitor for initial setup and maintenance.

USB Ports: Connect to USB keyboard for initial setup and maintenance.

Master Power Switch: Shipped in the off or "0" position.

Note: The type and layout of ports and connections on your TimeIPS server may vary depending on its model year.



Power Button: Press to turn the system on. Press and hold to force off. (Always turn off from the Administration menu, if possible.)

Reset Button: Press to force a restart. (Always restart from the Administration menu, if possible.)

Front USB: Connect a USB keyboard, if needed.

Power Light: On when the system is running.

Disk Light: On when the system is accessing data.

Mounting the TimeIPS Server

The TimeIPS IPS300T/IPS320T/IPS400T server is designed to be operated on a shelf, on a table, on the floor, or mounted in a standard 19" rack.

For rack mounting, secure the server with 4 rack screws (not provided). If desired, a rail kit, part number CASE-RAIL, is available for purchase from TimeIPS.

TimeIPS servers must have reasonable clearance and air circulation to prevent overheating.

Power Backup (UPS)

As with any server, a steady supply of clean power is essential for TimeIPS.

- Losing power while the server is operating may cause data loss or corruption.
- Brown-outs or flickering power can cause damage to the power supply and/or system components.

To prevent damage and/or data loss related to power problems, we recommend plugging the TimeIPS server into a UPS (Uninterruptible Power Supply).

TimeIPS servers are relatively low-power devices. A UPS with a minimum rating of 1000VA is recommended for maximum power stability and moderate run-time.

TimeIPS servers have support for communicating with most APC brand Smart-UPS units with USB data cables. The signals from these UPS units allow TimeIPS to log and report power outages and perform a clean automated shutdown in the event of an extended outage. This will protect your data and is highly recommended.

Power-up and Determine IP Address

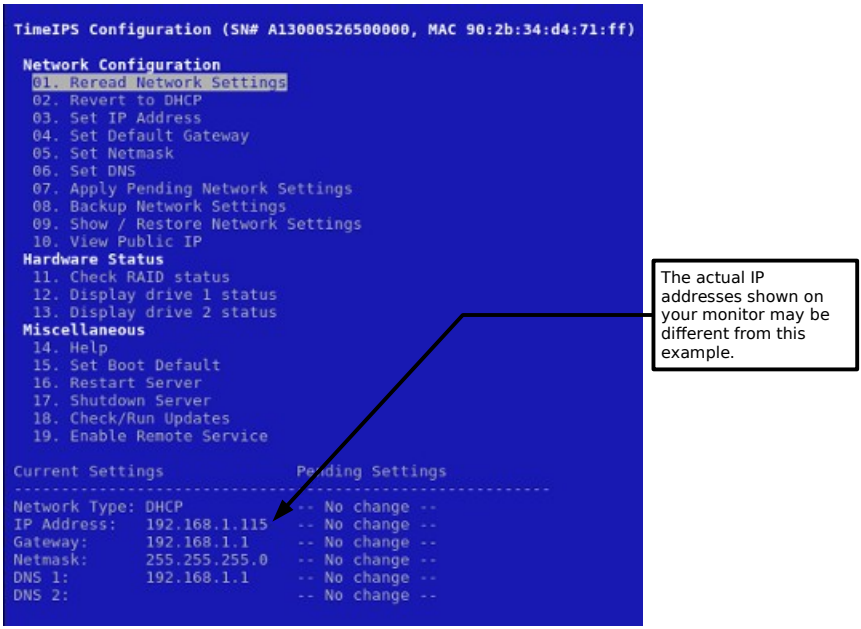
Step 1) Power On TimeIPS

Connect the server to your network with an Ethernet patch cable. You will need a monitor (VGA or DVI) and a keyboard (PS/2 or USB) for the initial configuration. Connect the power cable to the TimeIPS server. Flip the master power switch to the on or "1" position. The server should start automatically. If not, press the front power button.

Step 2) Network Connection Verification

The TimeIPS server will normally boot in 1-2 minutes. You will briefly see a TimeIPS boot menu during this time. Do nothing when you see this menu and the server will continue to boot normally. When the boot process is complete, you should see the administration console.

Your server is set to automatically obtain an IP address from your network via DHCP by default. To see the IP address of your TimeIPS server, look toward the bottom of the administration console under Current Settings.



If your DHCP server responds quickly, the table should show an IP address when the boot process is completed. If not, wait a few moments, select Reread Network Settings and press Enter.

If you do not have a DHCP server on your network, you must specify a static IP address for your TimeIPS server (see page 9).

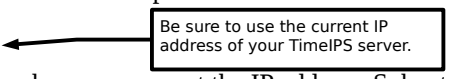
Additional Network Settings

Step 1) Setting a Static IP Address

The TimeIPS server should be assigned a static IP address on your network. You may set a static IP address through the administration console or by visiting the web interface for your TimeIPS server.

(A) To set a static IP address through the web interface please visit:

http://192.168.1.115/quickset_ip.php



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. Be sure to click on “Apply Changes” to save your settings.

(B) To set a static IP address through the administration console you will need a keyboard and monitor. Select Set IP Address and press Enter. Specify the IP address you want your server to have and press Enter. The IP address you entered will appear under Pending Settings toward the bottom of the administration console.

Repeat this process to set your Netmask, Default Gateway and DNS servers. Be sure to select Apply Pending Network Settings to save your changes. If you would like to specify an NTP server, you will have to use the web interface (see option A above).

Step 2) Reverting to DHCP

If you have set your server to a static IP address you can change it back to DHCP if necessary.

(A) Through the administration console, select Revert to DHCP and press Enter. Select Apply Pending Network Settings and press Enter. You can note the new IP address of your server under Current Settings toward the bottom of the screen.

(B) You can also revert the network settings to DHCP through the web interface. However, you will have to connect a keyboard and monitor to the server in order to determine the new IP address it has obtained from your network.

Visit the web address in Step 1A above. Select the checkbox for Use Dynamic Address (DHCP). Be sure to select Apply Settings to save your changes. Go to your server and look under Current Settings on the administration console to see the new IP address.

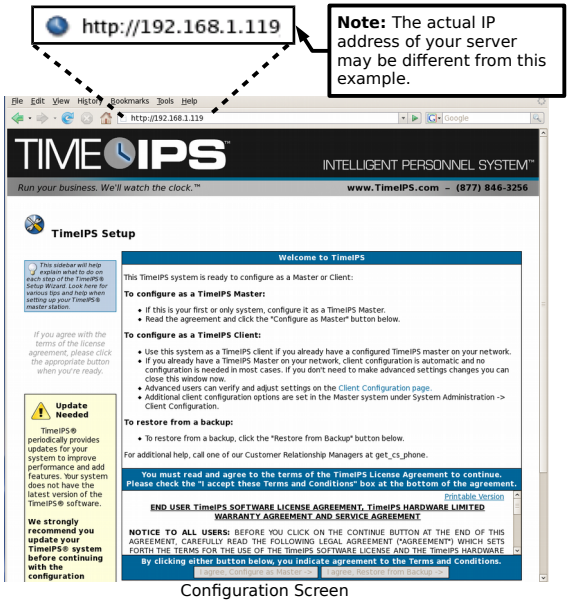
Initial Login Using IP Address

Go to a PC on your network with a web browser.

In your web browser, enter the IP address of your server to configure TimeIPS.

Beginning with the screen shown here, follow the instructions that appear on each screen.

The setup process will include creating the first employee, who will have access to all areas of TimeIPS and who will be able to designate other employees as administrators and/or managers.



Configuration Screen

Note: When you have successfully connected to TimeIPS from your PC, the screen on your PC should look like the screen above. After reading the information at the bottom of this page, you will be ready to proceed with the guided setup process.

Once you complete the configuration, you can add and edit all settings and employees as needed.

For assistance with further configuration and use of TimeIPS, please visit our support web site at http://support.timeips.com. If you do not find the information you need there, call our Technical Support department at 316.264.1600.

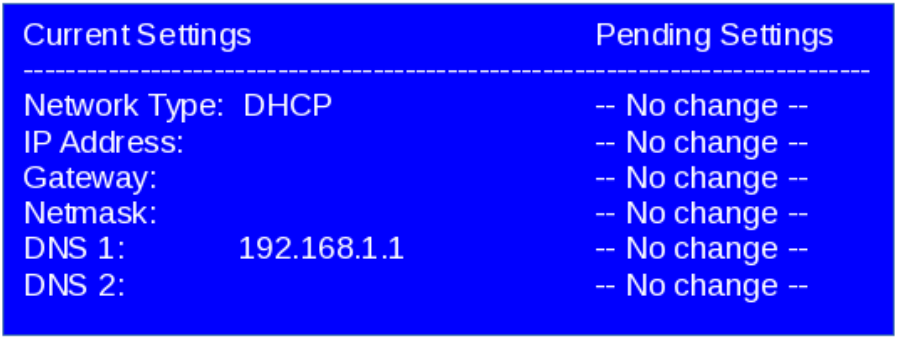
IMPORTANT: During the configuration process, we recommend you update the server and set a static IP address. These two functions can also be done at a later time under the Administration -> System Administration section in TimeIPS.

Network Troubleshooting

In the event you were unable to reach the web interface for your TimeIPS server, you may be having network related problems.

1) Repeat Step 2 on page 8 to make sure your server has obtained a valid IP address from your network.

2) If no network connection was detected you should see something similar to this under Current Settings:



If you see this screen, check the network cable on the back of the TimeIPS server. Unplug and reconnect the network cable at both ends and/or try a different network cable. The link light should be on. If the link light is on it indicates your TimeIPS server is connected to your network.

Once you have checked the cable and/or reconnected it, use the arrow keys on your keyboard to select Apply Pending Network Settings and press Enter. Check the IP address listed under Current Settings once more to see the IP address TimeIPS has received.

3) If you have set a static IP address on the server, verify the IP address settings under Current Settings on the administration console.

If you continue to have trouble connecting to TimeIPS through your web browser, try restarting the server or contact our Technical Support department for further assistance.

TimeIPS Help Screen on the Administration Console

Please review the TimeIPS Help screen. This screen provides useful information regarding the configuration and operation of your TimeIPS server. The various configuration options available on the administration console are also covered.

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 payroll, enter "payroll" 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:
19in (49cm) x 17in (43cm) x 3.5in (9cm)

Approximate weight:
16lb (7.25kg)

Power: 115-230VAC, 60-100W (typical)

Operating environment:
Clean and dust free,
Proper air circulation around unit,
3in (7.62cm) ventilation clearance,
32° - 90°F (0° - 33°C) non-condensing

System Administration Requirements:
PC with modern OS.
(Linux™, MacOS™ or Windows™)
A network port and an up-to-date version of Firefox™ or Chrome™ web browser.

Network Requirement:
10/100/1000Base-T Ethernet,
Internet connection required for email notifications, time synchronization, updates and off-site backups

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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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