Installing the Time Machine

Step 1: Unpack Your Clock

Your box should include the following:

- A Time Machine Time Clock
- Mounting Template
- Screws and Drywall Anchors
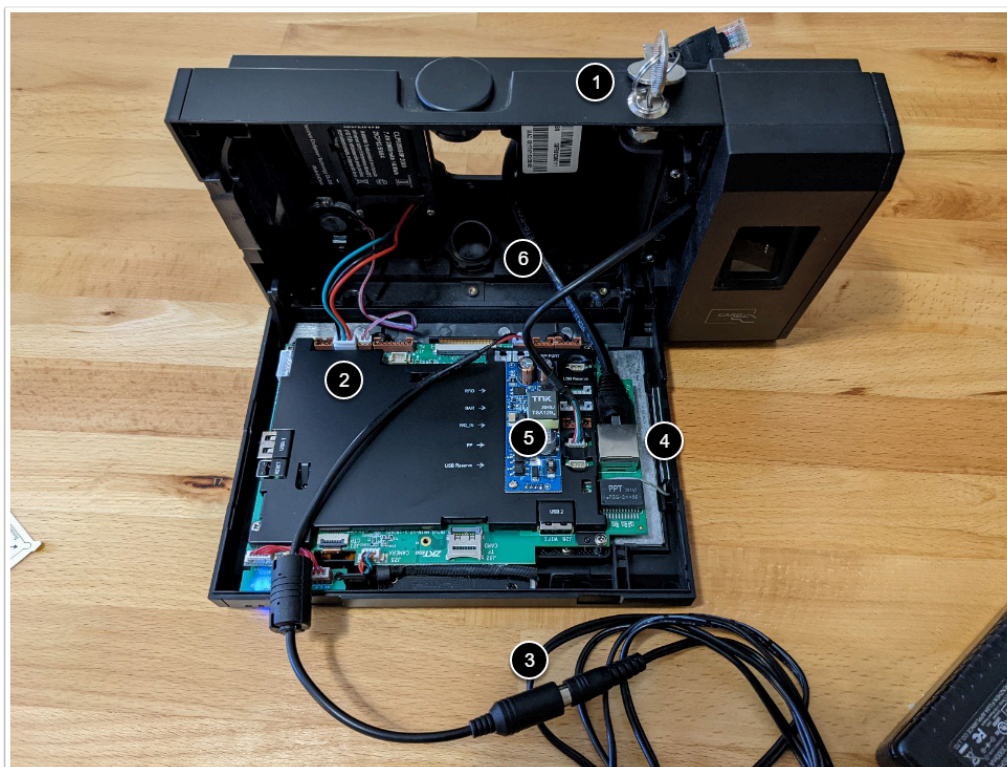- Two Keys
- Charging Cable
- Ethernet Cable (Not Pictured)

If you are missing any of the above items with your Time Machine, please reach out to TimeForge Support!

Step 2: Place Screws into Wall and Mount Time Machine

The Mounting Template provided with your Time Clock is a peel and stick that you can use directly on your wall to make placing the screws an easier process.

Once you have the screws appropriately anchored into the wall, you should be able to slide the Time Machine directly onto the screws. It should feel firm and stable once mounted appropriately.

Step 3: Wiring your Time Machine

Inside your Time Machine there are multiple connections you'll want to ensure are connected properly:

1. To open your Time Machine, insert the key into the key hole on the top of the machine and turn it 90 degrees counter-clockwise so that the key is perpendicular to the wall. Next, gently pull the top of the front cover forward until it comes loose from the back of the unit. You can then carefully lift upwards on the front cover and it should allow you to drop the front cover down for easy access into the clock.
2. This is the back-up power unit. You'll want to ensure that it is plugged in to the second slot from the left as pictured above. Once plugged in, your Time Machine will stay running in the event of a power outage.
3. Inside the device you'll find a power cable connector, plug the external power cable provided in the box to your device's power cable connector. The inner cable should already be connected firmly into the left-most slot of the upper right-hand slots. This wire can be fed directly through the back of the unit, or through the lower optional access port, labeled 6.
4. This is the port for your Time Machine's Ethernet connection. We strongly recommend connecting your clock via an Ethernet connection and configuring a static IP address where possible. Just like the power cable, this can be directly fed out of the back of the unit or through the optional access port labeled 6.
5. This cable connects the Fingerprint Scanner into the Time Machine. It should already be firmly plugged into the second slot from the bottom, labeled "FP" as above.
6. This optional access port can be unscrewed to allow cables to run directly into the Time Machine from the bottom of the unit if there isn't enough space behind the unit to run the wires.
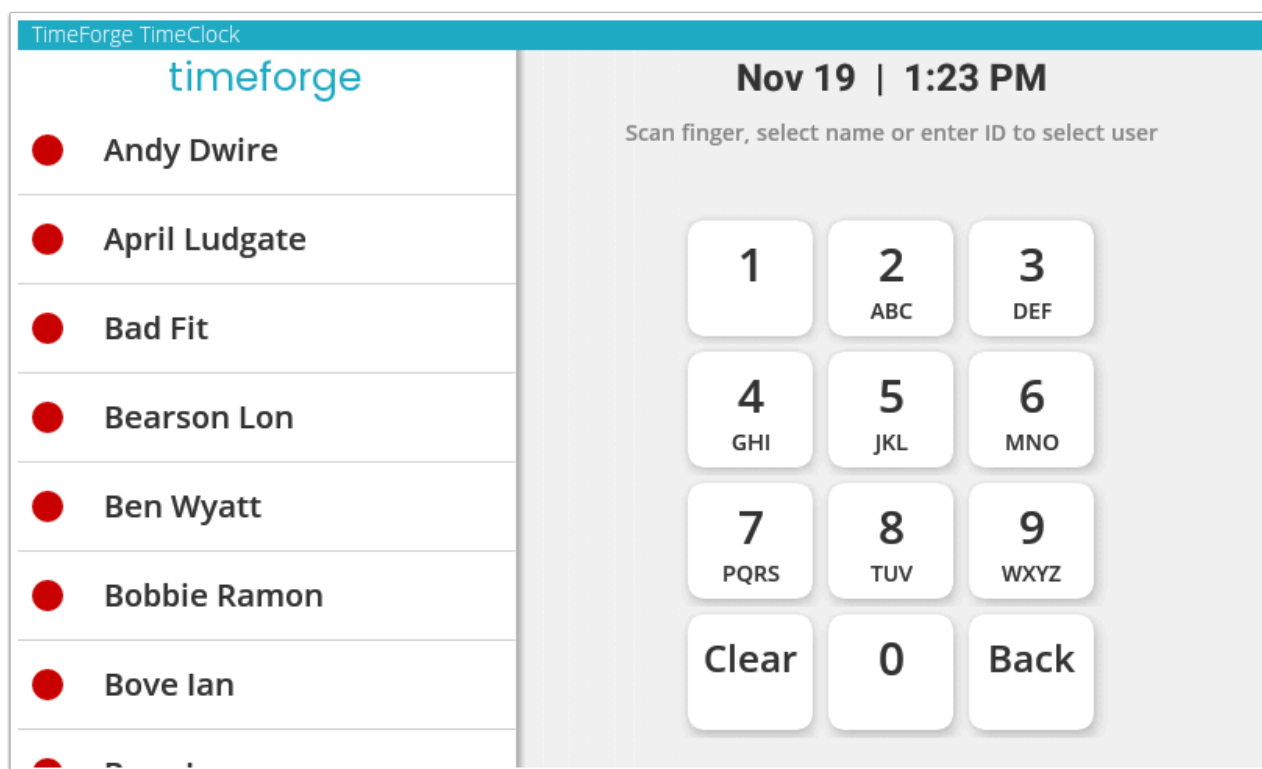
Once the wires are properly connected and routed through the device, you can close the front cover and lock the panel by turning the key 90 degrees clockwise.

> 💡 We recommend leaving your Time Machine locked and keep the key on the manager key ring.

Step 4: Configuring your Time Machine

Now that the Time Machine's hardware is appropriately wired and set up, let's look at configuring the software.

We'll start off by removing the protective film covering the front screen and the fingerprint scanner.

Your clock should be sitting directly on the TimeForge Time Clock screen. From here, you'll want to enter your Internal Number and Internal Password using the keypad on the screen.

> 💡 Not sure what your Internal Number/Internal Password is? You can find it on the TimeForge website on the Employees, Employees page. If you're unable to find it, or not sure how to assign one, please call TimeForge Support!

Manager	
TimeForge API URL	tcv2.timeforge.com
TimeForge API Username	ws_mikedemo
TimeForge API Password	••••••••
Fingerprints	👆 REGISTER FINGERPRINTS
Attendance	🔧 ADJUST TIMES
Idle Time to Log Out	2 MIN >
Sign Out After Action	⬤

📊 TEST CONNECTION   **⚠ CLEAR DATA**   **✕ EXIT TIMECLOCK**   V1.46

🕐 Home   ⚙ Manager

Once logged in, you'll want to click on the Manager tab on the bottom, then click "Test Connection."

If you receive a "Successfully Connected" message, the Time Machine is able to connect to the TimeForge Website, and you should be set to immediately begin enrolling fingerprints and using the clock.
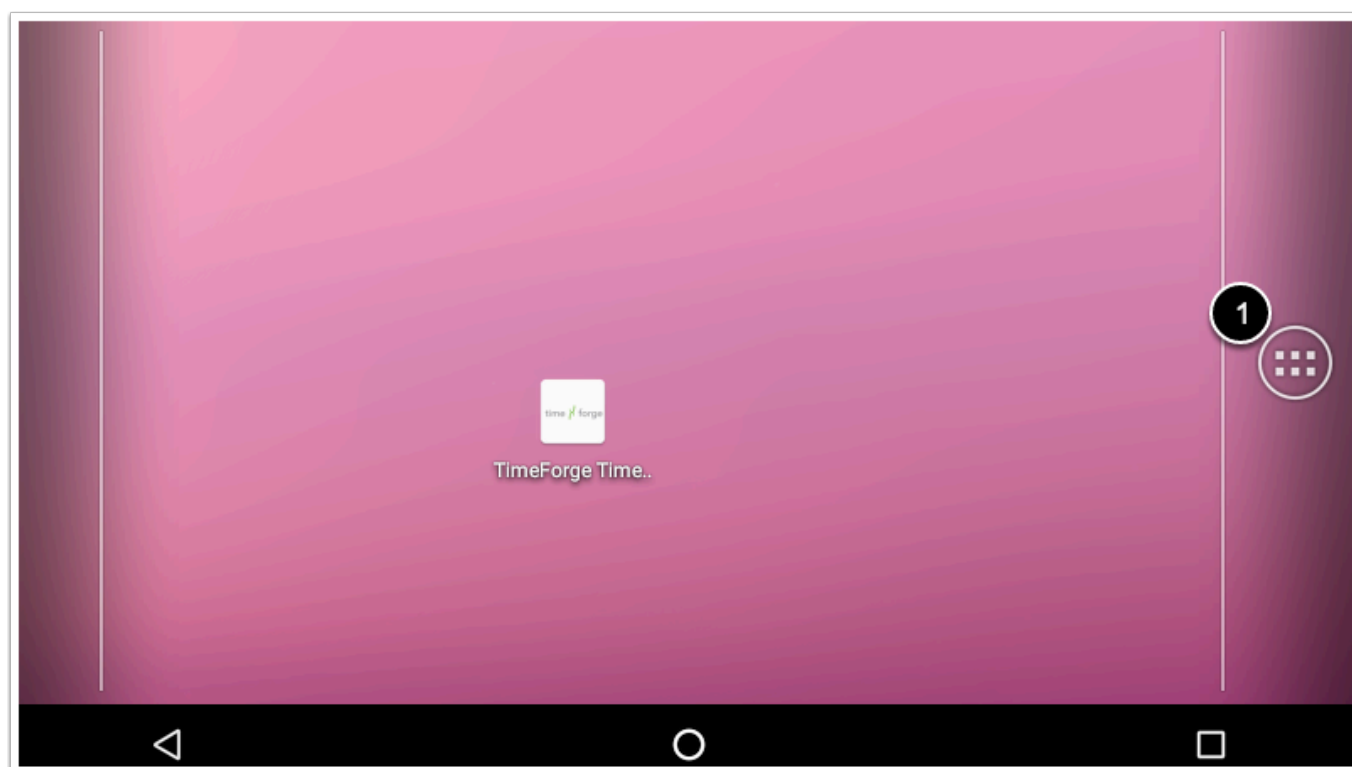
A guide to enrolling fingerprints can be found [here](#).
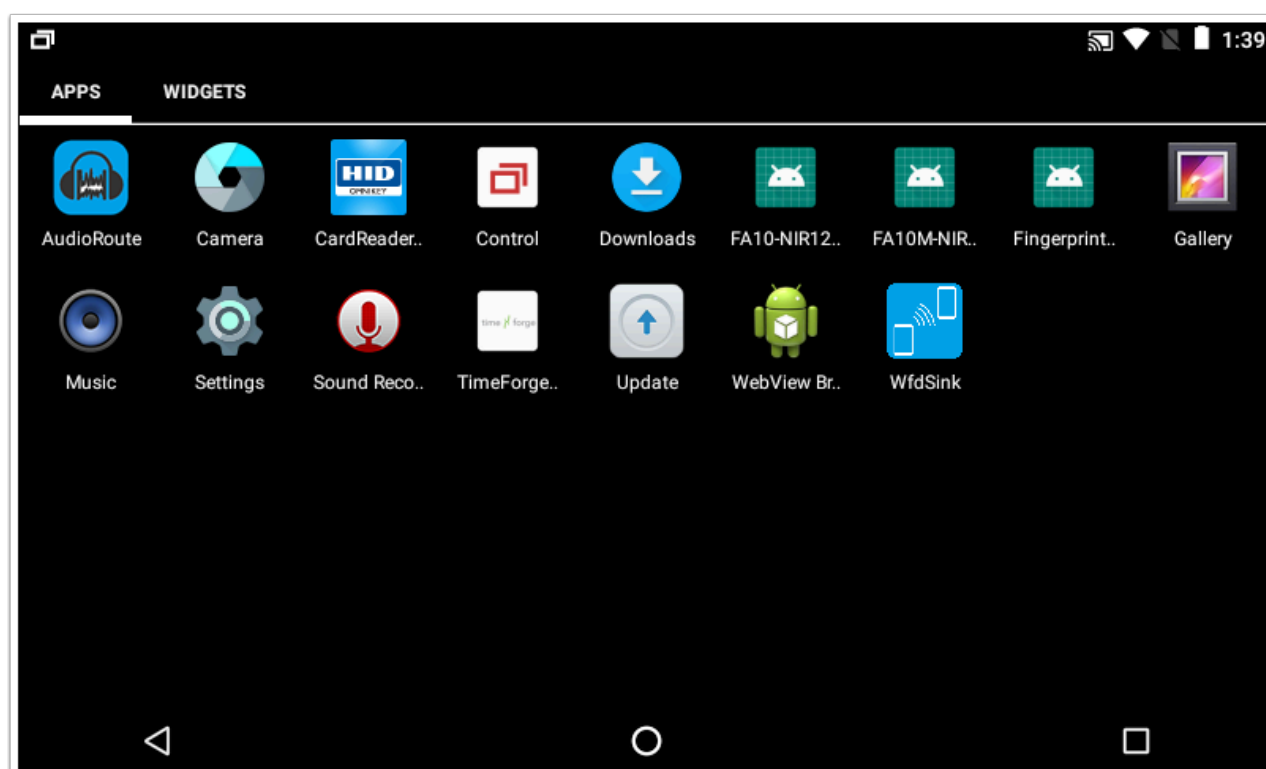
Step 5: Configuring a Static IP Address

> ⚠ We strongly recommend using an Ethernet connection with a static IP Address.

If possible, we recommend configuring your Time Machine with a static IP address to help ensure there are minimal potential disruptions to internet connectivity.
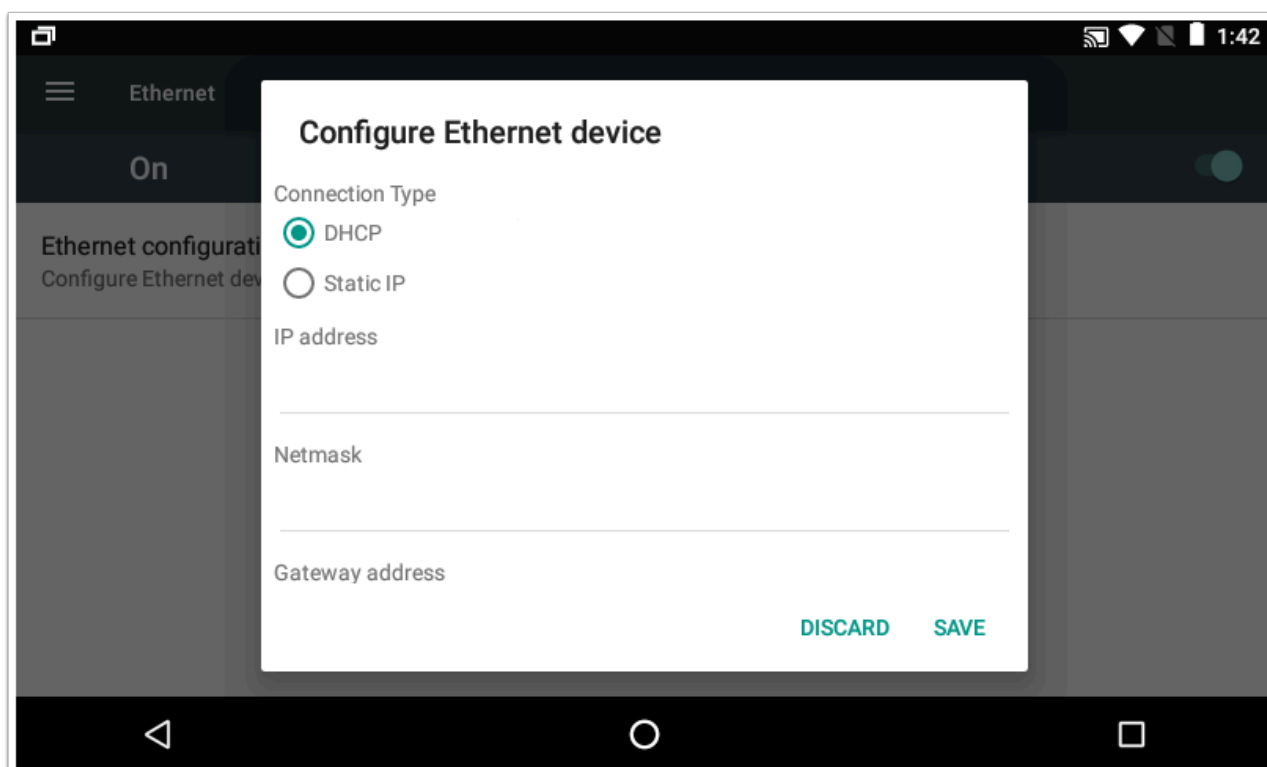
Step 1: Have a manager log onto the clock, navigate to "Manager" and click "Exit Timeclock"

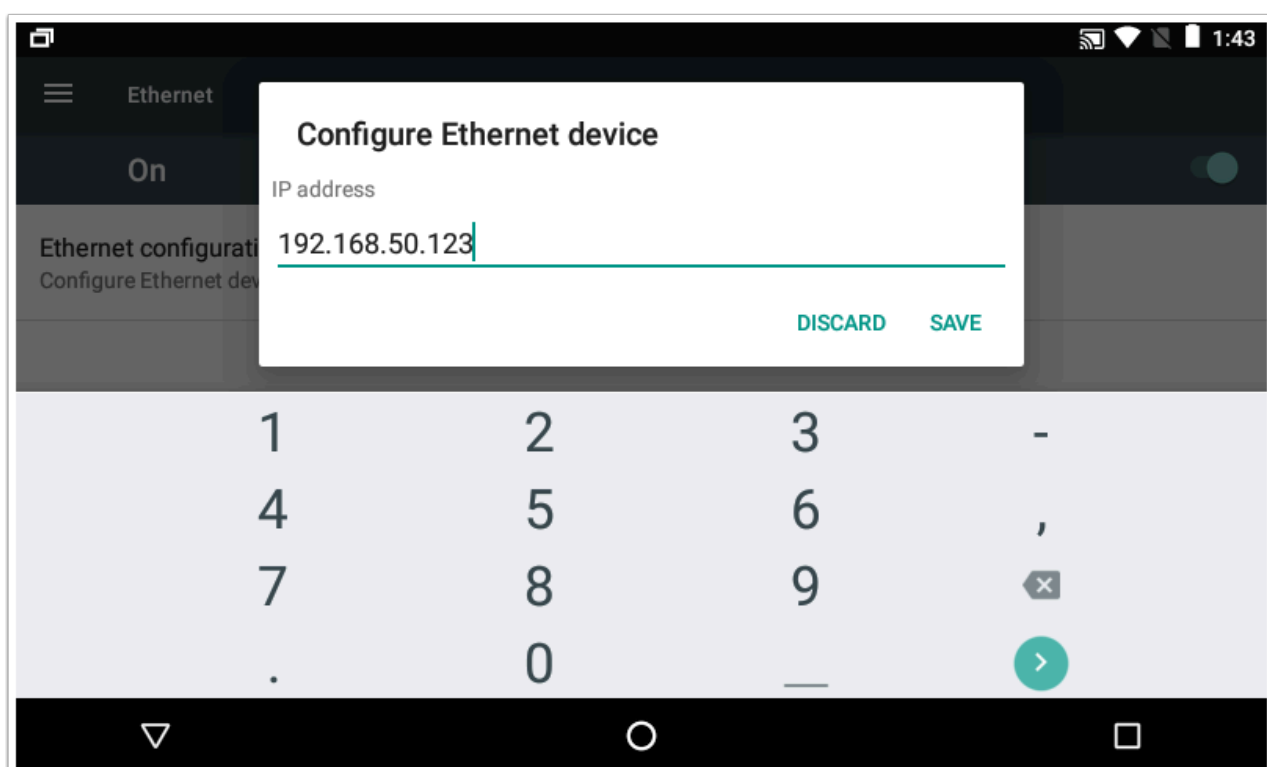From here, click on the six square dots on the right, labeled with "1".

Then click on "Settings", then "Ethernet". If Ethernet is showing "Off", click on the toggle on the right side of the screen, then click "Ethernet configuration."

By default, the Time Machine is configured for DHCP, so you'll want to click "Static IP".

Once Static IP is selected, click on the IP Address field, and a keyboard should appear so that you can edit the field.

Once you've updated the IP Address field, hit the green button on the bottom right-hand corner to enter the Subnet Mask, then hit the green button again.

Once you've filled out the Gateway, Primary DNS, and Secondary DNS fields, you can click "Save".

Lastly, you can click the circle icon on the bottom of the device to go back to the main screen and click on "TimeForge Timeclock" to pull up the application, then repeat Step 4 to test the connection.