

Kronos 9100

Kronos InTouch 9100 8609100-008 User Manual

Model: InTouch 9100 (8609100-008)

1. INTRODUCTION

This manual provides comprehensive instructions for the setup, operation, maintenance, and troubleshooting of your Kronos InTouch 9100 timeclock. The InTouch 9100 is a Power over Ethernet (PoE) device designed for efficient workforce management, eliminating the need for a separate power supply.

Please read this manual thoroughly before using the device to ensure proper functionality and to maximize its benefits.

2. PRODUCT OVERVIEW



Figure 1: Kronos InTouch 9100 Device

This image shows the Kronos InTouch 9100 device, a Power over Ethernet (PoE) timeclock. The central touchscreen interface displays options such as 'Review Punches', 'Work Through Meal', 'Messages', 'Schedules', 'Transfer', 'Time Off', and 'Call for Assistance'. The device is designed for employee time tracking and workforce management.

The Kronos InTouch 9100 is a robust time collection terminal that integrates seamlessly into your network infrastructure using Power over Ethernet (PoE) technology. This feature simplifies installation by delivering both power and data through a single Ethernet cable. Its intuitive touchscreen interface provides employees with easy access to various self-service functions.

3. SETUP

1. **Unpacking:** Carefully remove the InTouch 9100 device from its packaging. Verify that all components are present.
2. **Mounting (Optional):** If wall-mounting, follow the instructions provided with the mounting kit (sold separately). Ensure the mounting location allows for easy access and visibility.
3. **Network Connection:** Connect a standard Ethernet cable from your network's PoE-enabled switch or injector to the Ethernet port on the back of the InTouch 9100. The device will power on automatically.
4. **Initial Configuration:** Upon first power-up, the device may require initial network configuration (e.g., IP address, subnet mask, gateway). Consult your IT administrator for specific network settings.
5. **Software Integration:** The InTouch 9100 integrates with Kronos workforce management software. Ensure the device is properly registered and configured within your Kronos system. Refer to your Kronos software documentation for detailed integration steps.

4. OPERATING INSTRUCTIONS

The InTouch 9100 features a user-friendly touchscreen interface. Below are common operations:

- **Punch In/Out:** To record your start or end of shift, tap the designated "Punch In" or "Punch Out" button on the main screen. Follow any on-screen prompts for confirmation.
- **Review Punches:** Access your recorded punches by tapping "Review Punches". This allows you to view your time entries for accuracy.
- **Work Through Meal:** If applicable to your company policy, select "Work Through Meal" to indicate you are working during your meal period.
- **Messages:** Check for important communications from your employer by tapping "Messages".
- **Schedules:** View your work schedule by selecting "Schedules".
- **Transfer:** If you need to transfer to a different department or job code, use the "Transfer" function and follow the prompts.
- **Time Off:** Submit requests for time off or view your time off balances via the "Time Off" option.
- **Call for Assistance:** If you encounter an issue or require help, the "Call for Assistance" option may provide contact information or initiate a support request.

Always ensure your entries are accurate and confirmed on the device screen.

5. MAINTENANCE

- **Cleaning:** Regularly clean the touchscreen with a soft, lint-free cloth. For stubborn marks, lightly dampen the cloth with a non-abrasive, electronics-safe cleaner. Avoid harsh chemicals or abrasive materials.
- **Software Updates:** Ensure the device's firmware and software are kept up-to-date. Your IT department or Kronos administrator typically manages these updates. Regular updates ensure optimal performance and security.
- **Environmental Conditions:** Operate the device within its specified temperature and humidity ranges to prevent damage. Avoid exposing it to direct sunlight, extreme temperatures, or excessive moisture.

6. TROUBLESHOOTING

Problem	Possible Cause	Solution
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Problem	Possible Cause	Solution
Device does not power on.	No power from PoE switch/injector, faulty Ethernet cable.	Verify the Ethernet cable is securely connected. Check if the PoE switch/injector is operational. Try a different Ethernet port or cable.
Touchscreen is unresponsive.	Temporary software glitch, dirty screen.	Clean the screen with a soft cloth. If unresponsive, try restarting the device (unplug and replug the Ethernet cable).
Cannot connect to network/Kronos system.	Incorrect network settings, network outage, Kronos server issues.	Contact your IT administrator to verify network settings and connectivity. Check the status of your Kronos system.
Incorrect time displayed.	Time synchronization issue.	The device typically synchronizes time with the network. Contact your IT administrator if the issue persists.

For issues not listed here or if troubleshooting steps do not resolve the problem, please contact your IT department or Kronos support.

7. SPECIFICATIONS

- **Model:** InTouch 9100 (8609100-008)
- **Brand:** Kronos
- **Connectivity:** Power over Ethernet (PoE)
- **Display:** Touchscreen
- **Item Weight:** 4.8 pounds
- **Package Dimensions:** 14.88 x 10 x 9.37 inches
- **ASIN:** B07FTWVD1Q
- **Manufacturer:** Kronos
- **Date First Available:** July 24, 2018

8. WARRANTY AND SUPPORT

For warranty information, please refer to the documentation provided at the time of purchase or contact your Kronos representative. Technical support is typically provided through your organization's IT department or directly from Kronos. Please visit the official Kronos website for support resources and contact details.

Kronos Official Website: www.kronos.com

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ASK A QUESTION ABOUT THIS MANUAL

Ask about setup, troubleshooting, compatibility, parts, safety, or missing instructions. Manuals+ will review the question and use this page's manual context to help answer it.

Name

Anonymous

Email

you@example.com

After a successful submission, we securely hash the supplied account or form email before sending it to Microsoft Advertising for conversion attribution. [Privacy details](#).

Question

Example: How do I reset this device or fix this error?

Details

Model number, symptoms, what you tried, or the section of the manual you are using.

Submit question