Kronos 8609100-003

Kronos 8609100-003 Proximity Clock User Manual

Model: 8609100-003

INTRODUCTION

This user manual provides comprehensive instructions for the setup, operation, maintenance, and troubleshooting of your Kronos 8609100-003 Proximity Clock. Please read this manual thoroughly before using the device to ensure proper functionality and longevity.

PRODUCT OVERVIEW

Figure 1: Front view of the Kronos 8609100-003 Proximity Clock, displaying its 7-inch touchscreen interface.

Key Features:

- 7-inch Touchscreen wVGA and full color LCD for intuitive navigation.
- Full Video Streaming capabilities (if supported by system configuration).
- Supports most standard badge formats for employee time tracking.
- Multiple operational modes including Smart Punch and Simple Punch.
- User-friendly interface for requesting time off, viewing hours, and checking pay statements.

SETUP

1. Unpacking and Inspection

1. Carefully remove the Kronos Proximity Clock from its packaging.
2. Inspect the device for any signs of damage during transit. If damaged, contact your supplier immediately.
3. Ensure all components listed in the packing slip are present.

2. Power Connection

The Kronos 8609100-003 can be powered via electrical connection or internal battery for memory retention.

1. **Electrical Power:** Connect the provided power adapter to the clock's power input port and then to a standard electrical outlet.
2. **Battery Installation (for memory/backup):** The device requires 1 CR2032 battery (not included) for internal clock and settings retention during power outages. Locate the battery compartment, typically on the rear or side, and insert the battery with the correct polarity.

3. Mounting (Optional)

The clock is designed for indoor use and can be wall-mounted for optimal placement.

1. Choose a suitable indoor location, away from direct sunlight or extreme temperatures.
2. Use appropriate mounting hardware (not included) to secure the clock to a wall. Refer to the mounting template (if provided separately) for drill hole locations.

4. Initial Configuration

1. Upon first power-up, the touchscreen will display the initial setup wizard.
2. **Language Selection:** Tap on "English", "Español", or "Français" to select your preferred language.
3. **Date and Time:** Follow the on-screen prompts to set the current date and time. This is crucial for accurate time tracking.
4. **Network Connection:** If applicable, configure network settings (Wi-Fi or Ethernet) to connect the clock to your organization's network for data synchronization.
5. **System Settings:** Access the "Manager Login" section to configure advanced settings, including employee profiles, badge formats, and reporting preferences. (Requires manager credentials).

OPERATING INSTRUCTIONS

The Kronos 8609100-003 features an intuitive touchscreen interface for daily operations.

1. Main Menu Navigation

The main screen displays various options for employees and managers:

- **Smart Punch:** For quick clock-in/out using a badge or PIN.
- **Simple Punch:** A streamlined clock-in/out option.
- **Request Time Off:** Submit time off requests directly from the clock.
- **Change Cost Centers:** Assign punches to different cost centers (if configured).
- **Manager Login:** Access administrative functions (requires manager credentials).
- **View Hours:** Review accumulated work hours.
- **View Current Pay Stmt:** Access current pay statement information.
- **View Schedule:** Check assigned work schedules.

2. Punching In/Out

To record your work time:

1. Tap on "Smart Punch" or "Simple Punch" on the main screen.
2. Present your proximity badge to the designated reader area on the clock, or enter your personal identification number (PIN) using the on-screen keypad.
3. The clock will confirm your punch with a visual and/or audible notification.

3. Accessing Employee Information

Employees can access personal time-related information:

1. Tap on the desired option (e.g., "View Hours", "View Current Pay Stmt", "View Schedule").
2. Authenticate using your proximity badge or PIN.
3. Review the displayed information.

MAINTENANCE

1. Cleaning the Device

- Turn off the device and disconnect it from power before cleaning.
- Use a soft, lint-free cloth slightly dampened with water or a mild, non-abrasive cleaner to wipe the touchscreen and exterior.
- Avoid using harsh chemicals, abrasive pads, or excessive moisture, as these can damage the device.

2. Battery Replacement

The CR2032 battery primarily maintains the internal clock and settings during power interruptions. Replace it when the low battery indicator appears or if the clock consistently loses time/settings after power loss.

1. Power off the clock and disconnect it from the main power supply.
2. Locate the battery compartment (refer to the device's physical layout).
3. Carefully remove the old CR2032 battery.
4. Insert a new CR2032 battery, ensuring correct polarity (+ side up).
5. Close the battery compartment and reconnect power.

3. Software Updates

Periodically check with your IT department or Kronos support for available software updates. Updates can provide new features, performance improvements, and security enhancements.

TROUBLESHOOTING

Problem	Possible Cause	Solution
Clock not powering on.	No power supply; loose connection.	Ensure power adapter is securely connected to the clock and a working electrical outlet. Check the power source.
Touchscreen unresponsive.	Temporary software glitch; dirty screen.	Restart the device by disconnecting and reconnecting power. Clean the screen with a soft, dry cloth.
Badge not recognized.	Incorrect badge format; badge damage; reader issue.	Ensure you are using a supported badge type. Try another badge if available. Contact IT support if the issue persists.

Problem	Possible Cause	Solution
Incorrect date/time displayed.	CR2032 battery low/dead; network sync issue.	Replace the CR2032 battery. Verify network connection for time synchronization. Manually adjust time via Manager Login if necessary.

For issues not listed here, or if solutions do not resolve the problem, please contact Kronos technical support or your system administrator.

SPECIFICATIONS

Feature	Detail
Brand	Kronos
Model	8609100-003
Color	Black
Display Type	Digital
Special Feature	Touchscreen
Power Source	Electrical Operation Mode, Battery Powered (for memory/backup)
Battery Requirement	1 CR2032 battery (not included)
Indoor/Outdoor Usage	Indoor
Material	Plastic
Dimensions (L x W x H)	10 x 5 x 10 inches
Item Weight	5 pounds
UPC	645490967435
First Available	April 30, 2019

WARRANTY AND SUPPORT

For detailed warranty information, please refer to the documentation provided with your purchase or visit the official Kronos website. Warranty terms and conditions may vary.

If you require technical assistance, have questions about your device, or need to report an issue, please contact Kronos customer support or your designated IT administrator. Contact information can typically be found on the Kronos website or your purchase invoice.