

## Lathem PCEXPRESS-WEB

# Lathem PCEXPRESS-WEB Touch-Free Wi-Fi Time Clock System User Manual

Model: PCEXPRESS-WEB

## 1. INTRODUCTION

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The Lathem PCEXPRESS-WEB is a modern, touch-free Wi-Fi enabled time clock system designed for efficient employee time and attendance management. This system utilizes Android technology, offering features such as department transfers, tip entry, and an RFID badge reader. It integrates seamlessly with the PayClock Online software, providing comprehensive tools for managing employee data, running reports, and exporting to various payroll services.

This manual provides detailed instructions for setting up, operating, and maintaining your Lathem PCEXPRESS-WEB time clock system to ensure optimal performance and accurate time tracking.

## 2. PACKAGE CONTENTS

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Verify that all items are present in your package:

- Lathem PCEXPRESS-WEB Time Clock Unit
- Power Adapter
- Ethernet Cable
- 15 Proximity Badges (Starter Kit)
- Quick Start Guide (if included)



Image: Lathem PCEXPRESS-WEB Time Clock System, including the main unit, power adapter, Ethernet cable, and a sample proximity badge.

### 3. PRODUCT FEATURES

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The Lathem PCEXPRESS-WEB time clock system offers several key features for enhanced functionality:

- **Full-Color Touchscreen:** Intuitive interface for employee interactions and system settings.
- **Proximity Badge & Keyfob Reader:** Supports touch-free clock-in/out using RFID badges or keyfobs.
- **Wi-Fi and Ethernet Connectivity:** Flexible network connection options for data synchronization.
- **Android Operating System:** Provides a stable and updateable platform.
- **Tri-Color Transaction Indicator:** Visual feedback for successful or failed punches.
- **Internal Audio Speaker:** Provides audible confirmations for transactions.
- **USB Ports:** Three (3) USB ports for potential peripheral connections or data transfer.
- **Auto-Update Technology:** Ensures the device software remains current.
- **System Backup:** Maintains settings during power interruptions.
- **Offline Punch Storage:** Stores punches during network outages and uploads automatically upon restoration.

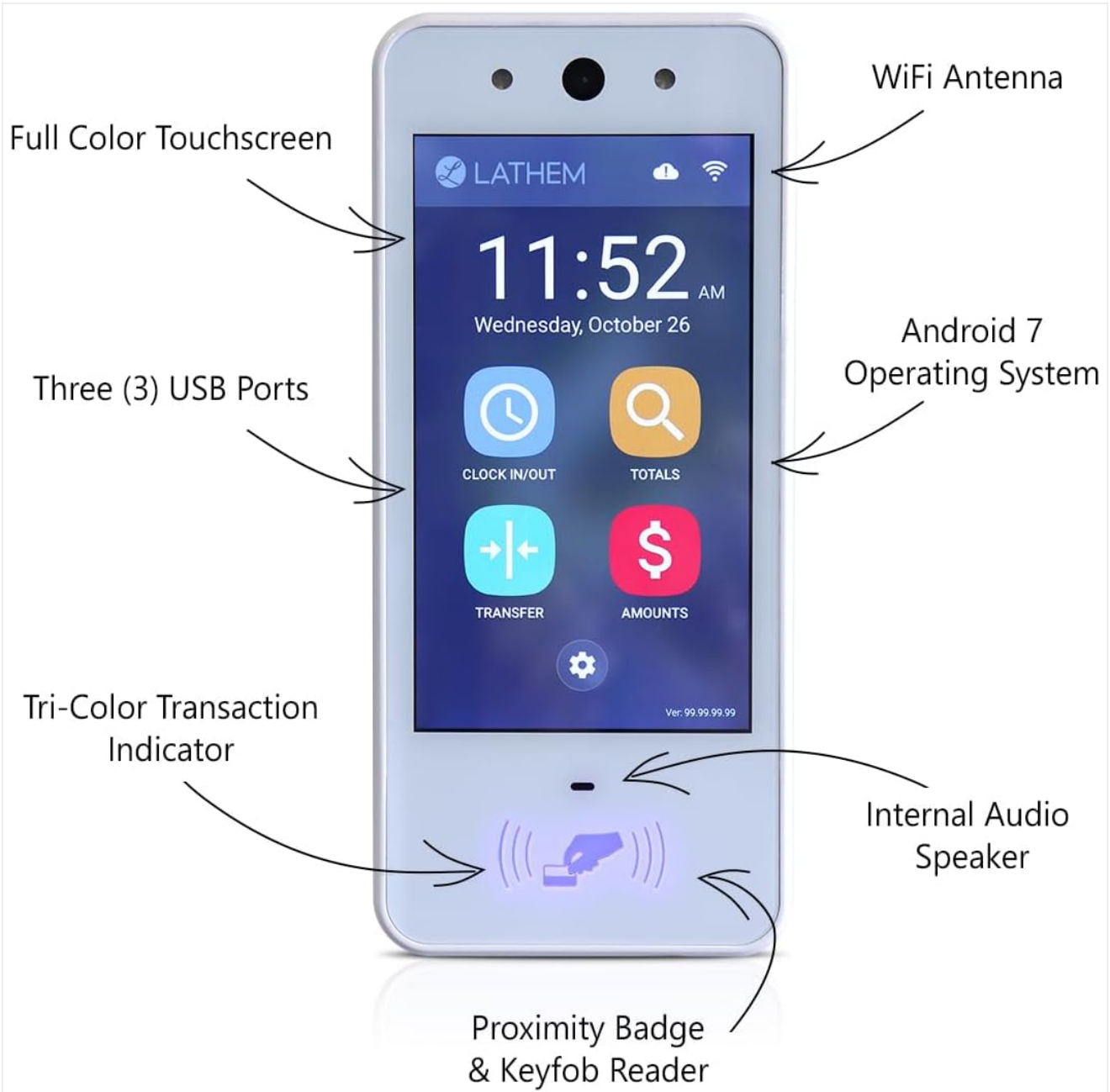


Image: Detailed view of the Lathem PCEXPRESS-WEB time clock, highlighting its full-color touchscreen, WiFi antenna, USB ports, Android operating system, tri-color transaction indicator, internal audio speaker, and proximity badge reader.

## 4. SETUP

### 4.1. Powering On the Device

1. Connect the provided power adapter to the time clock unit.
2. Plug the power adapter into a standard electrical outlet.
3. The device will automatically power on and begin its startup sequence.

### 4.2. Network Connection (Wi-Fi or Ethernet)

The PCEXPRESS-WEB requires an internet connection to synchronize data with PayClock Online.

#### Wi-Fi Connection:

1. On the time clock's touchscreen, navigate to the settings menu (usually indicated by a gear icon).
2. Select 'Network' or 'Wi-Fi Settings'.
3. Choose your desired Wi-Fi network from the list.

4. Enter the Wi-Fi password if prompted.
5. Confirm the connection. The Wi-Fi icon on the screen should indicate a successful connection.

#### **Ethernet Connection:**

1. Connect one end of the provided Ethernet cable to the Ethernet port on the time clock.
2. Connect the other end of the Ethernet cable to an active network port (e.g., router, switch, or wall jack).
3. The device should automatically detect the wired connection. Verify the network status in the settings menu.

### **4.3. PayClock Online Subscription**

An active subscription to Lathem's PayClock Online web-based time and attendance software is required for the full functionality of the PCEXPRESS-WEB system. Refer to the included signup offer or visit the official Lathem website for subscription details and activation.



Image: The Lathem PCEXPRESS-WEB time clock system, emphasizing the requirement for a PayClock Online subscription.

## **5. OPERATING INSTRUCTIONS**

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## 5.1. Employee Clock-In/Out

Employees can clock in or out using either a proximity badge or a Personal Identification Number (PIN).

### Using a Proximity Badge:

1. Ensure the time clock is powered on and connected to the network.
2. Hold the proximity badge near the badge reader area at the bottom of the time clock.
3. The tri-color transaction indicator will illuminate, and an audible confirmation will sound upon a successful punch. The screen will display confirmation.

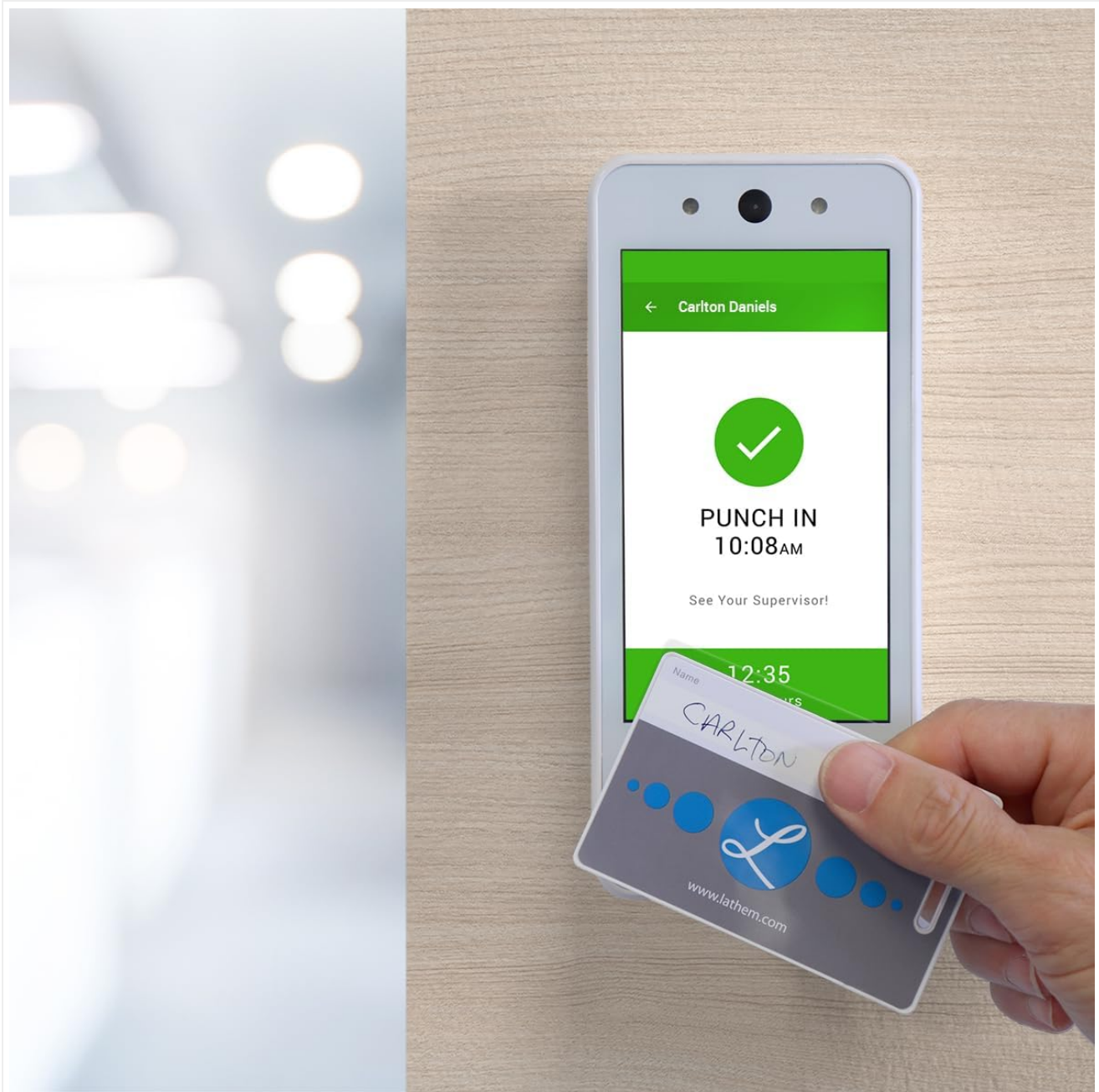


Image: An employee successfully punching in using a proximity badge on the Lathem PCEXPRESS-WEB time clock, with a green checkmark indicating a successful transaction.

### Using a PIN:

1. On the time clock's touchscreen, select the 'Clock In/Out' option.
2. Enter your assigned PIN using the on-screen keypad.
3. Confirm your entry. The screen will display confirmation of your punch.

## 5.2. Employee Self-Service Options

The touchscreen interface allows employees to perform various self-service functions:

- **Department Transfers:** Change departments for accurate labor costing.
- **Tip Entry:** Record tips directly on the device.
- **View Totals:** Access current worked hours.
- **Time-Off Hours:** View accrued or remaining time-off balances.
- **Punch Editing:** (If enabled by administrator) Correct previous punches.

### 5.3. PayClock Online Software

The PayClock Online software is the central management hub for your time and attendance system. Access it via a web browser on a PC, laptop, or Macintosh computer.

- **Employee Management:** Add, edit, and manage employee profiles, including badge assignments and PINs.
- **Time Card Management:** Review, edit, and approve employee time cards.
- **Reporting:** Generate various reports on attendance, hours worked, and labor costs.
- **Payroll Integration:** Export data to major payroll services such as ADP, QuickBooks, and Paychex.
- **System Configuration:** Adjust time clock settings, network preferences, and security options.



Image: A laptop displaying the PayClock Time & Attendance Software interface, showing employee time cards and reporting features.

### 5.4. Mobile Application

A free mobile application is available for employees and supervisors, extending the functionality of PayClock Online to smartphones.

- Clock In/Out remotely (if enabled).
- View worked hours and punches.
- Request time off.
- See who is currently clocked in.

## Free Mobile App for Employees & Supervisors!

- Clock In
- View Worked Hours
- View Punches
- Request Time Off
- See Who's In
- And more!

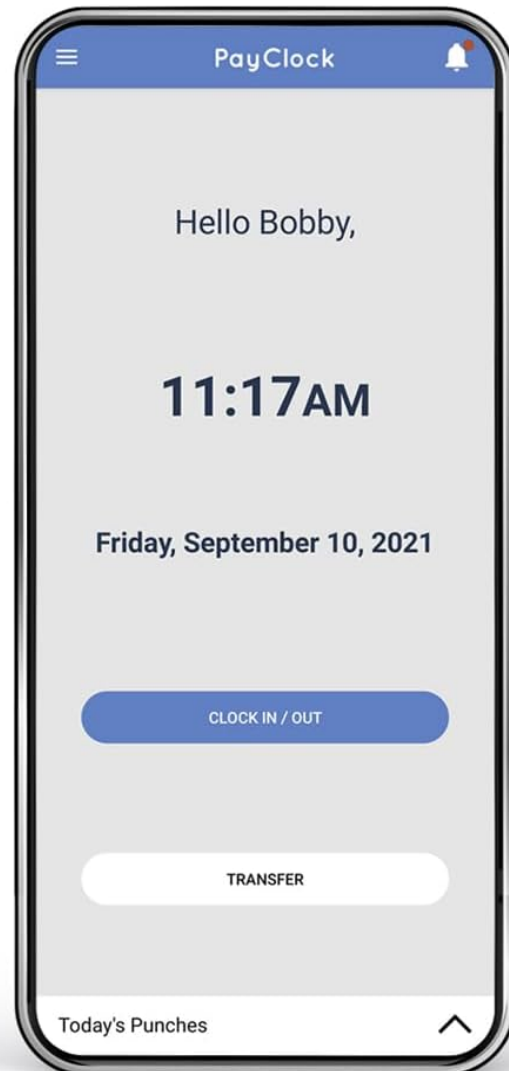


Image: A smartphone displaying the PayClock mobile application, showing options for clocking in/out, viewing hours, and requesting time off.

## 6. MAINTENANCE

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### 6.1. Cleaning the Device

- Ensure the device is powered off and unplugged before cleaning.
- Use a soft, damp cloth to gently wipe the touchscreen and exterior surfaces.
- Avoid using abrasive cleaners, solvents, or excessive moisture, as these can damage the device.

### 6.2. Software Updates

The PCEXPRESS-WEB features auto-update technology to ensure its software is always current. Ensure the device has a stable internet connection to receive these updates automatically. Manual updates may be available through the PayClock Online portal if required.

### 6.3. Data Integrity and Backup

The system includes internal backup mechanisms to maintain settings during power failures. In the event of a network outage, all punches are stored locally on the device and automatically uploaded to PayClock Online once connectivity is restored, preventing data loss.

## 7. TROUBLESHOOTING

Problem	Possible Cause	Solution
Device does not power on.	No power supply; faulty adapter or outlet.	Check power adapter connection and electrical outlet. Try a different outlet.
Cannot connect to Wi-Fi/Network.	Incorrect Wi-Fi password; network issues; weak signal; Ethernet cable disconnected.	Verify Wi-Fi password. Check router/modem. Ensure strong Wi-Fi signal or secure Ethernet connection. Restart the device and network equipment.
Punches are not appearing in PayClock Online.	No internet connection; PayClock Online subscription expired; synchronization issue.	Verify internet connection on the device. Check your PayClock Online subscription status. Contact Lathem support if the issue persists after confirming connectivity.
Proximity badge not recognized.	Badge not properly registered; faulty badge; incorrect placement.	Ensure the badge is registered in PayClock Online. Hold the badge directly over the reader. Try a different badge if available.
Touchscreen unresponsive.	Temporary software glitch; physical damage.	Restart the device by unplugging and re-plugging the power. If the issue persists, contact support.

## 8. SPECIFICATIONS

Feature	Detail
Model Number	PCEXPRESS-WEB
Brand	Lathem
Manufacturer	Lathem Time Corporation
Product Dimensions	1.6 x 3.1 x 6.8 inches
Item Weight	11 ounces
Connectivity	Wi-Fi, Ethernet
Employee Identification	Proximity Badge, PIN Entry
Operating System	Android



Feature	Detail
Date First Available	June 15, 2023

## 9. WARRANTY AND SUPPORT

### 9.1. Warranty Information

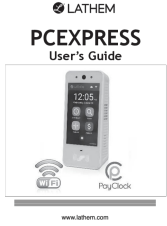
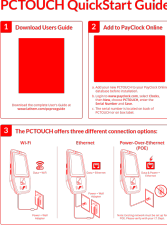
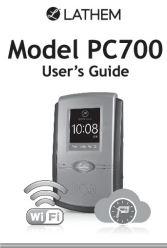
Specific warranty details for the Lathem PCEXPRESS-WEB Time Clock System are typically provided with your purchase documentation or can be found on the official Lathem website. Please retain your proof of purchase for warranty claims.

### 9.2. Customer Support

For technical assistance, troubleshooting beyond this manual, or inquiries regarding your PayClock Online subscription, please contact Lathem Customer Support. Lathem is committed to high levels of customer satisfaction and building strong relationships with its users.

Refer to the Lathem website or your product packaging for the most current contact information for support services.

## Related Documents - PCEXPRESS-WEB

 <p>LATHEM <b>PCEXPRESS</b> User's Guide</p>	<p><a href="#">Lathem PCEXPRESS User's Guide: Installation, Setup, and Operation</a></p> <p>Comprehensive user guide for the Lathem PCEXPRESS time clock, covering installation, network setup (Wi-Fi and Ethernet), employee transactions, supervisor functions, administrator settings, troubleshooting, and warranty information.</p>
 <p><b>PCTOUCH QuickStart Guide</b></p>	<p><a href="#">PCTOUCH QuickStart Guide - Lathem Time Clock Installation and Setup</a></p> <p>A comprehensive quick start guide for the Lathem PCTOUCH time clock system, covering installation, network connection options (Wi-Fi, Ethernet, POE), PayClock Online setup, and home screen functions. Includes setup steps and contact information.</p>
 <p>LATHEM <b>Model PC700</b> User's Guide</p>	<p><a href="#">Lathem PC700 User's Guide: Time Clock Setup and Operation</a></p> <p>Comprehensive user's guide for the Lathem PC700 time clock, covering installation, network setup (Wi-Fi/Wired), PayClock Online integration, employee transactions, supervisor functions, and troubleshooting.</p>



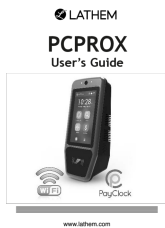
## Lathem PC Series User's Guide

Comprehensive user guide for Latham PC Series time clocks (PCTOUCH, PCPROX), covering installation, setup with PayClock Online, employee and supervisor transactions, administrator functions, troubleshooting, and warranty information. Includes details on fingerprint enrollment, network configuration, and relay connections.



Lathem PCFACE User's Guide

Comprehensive user guide for the Lathem PCFACE time clock, covering installation, setup with PayClock Online, usage, administrator functions, troubleshooting, and connectivity.



Lathem PCPROX User's Guide

This guide provides comprehensive instructions for installing, configuring, and operating the Lathem PCPROX time clock. It covers PayClock Online integration, employee and supervisor transactions, administrator functions, troubleshooting, and warranty information.