



## ICON TIME P600 TotalPass Proximity Card Time Clock User Guide

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### ICON TIME P600 TotalPass Proximity Card Time Clock



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## UNPACK THE BOX

Thank you for choosing IconTime, we appreciate your business.

Below are the contents included with your TotalPass P600 time clock. If anything is missing, please contact our support line for a replacement: 1-800-847-2232.

 <p>TotalPass P600 Time Clock</p>	 <p>Back View with Mounting Bracket</p>	 <p>2 Screws</p>	 <p>2 Keys</p>
 <p>15 Proximity Badges</p>	 <p>15' Ethernet Cable</p>	 <p>15' USB Cable</p>	 <p>Power Supply</p>

Please Note: The comprehensive User Guide can be downloaded from our website support page: <https://www.icontime.com/support/>

## REGISTER YOUR PRODUCT

Registering your product activates your 30 days of free setup support, which includes:

- Unlimited telephone and email support
- Remote login assistance
- Troubleshooting

Registering your product also ensures that you will be notified about software updates.

To register your product, please visit: <https://www.icontime.com/registration/>

## MOUNT YOUR TIME CLOCK TO THE WALL

1. Determine your desired height for the clock.
2. Use the 2 wall mount screws provided and attach the bracket to the wall.
3. Insert the key and turn it clockwise a quarter of a turn.
4. Push the time clock onto the mounting bracket so that the tabs fit into the 3 matching slots on the back of the clock.
5. Slide the clock downward until the tabs click into place.
6. Use the key to lock the clock to the mounting bracket.
7. Remove the key



## SET THE DATE AND TIME



1. Plug the power supply into the port located on the bottom of the clock.
2. Plug the power supply into a wall outlet.
3. The display will read: **Set Date/Time**.
4. Press **▲** or **▼** on the time clock to select the current month. Press **Enter**.
5. Follow the same procedure to advance through each step as prompted to complete the date and time setup. If you make a mistake, press **Clear** on the time clock to go back and correct the entry.
6. Once you've completed these steps, the time clock will display: **Date and Time Set**.

If the clock detects a Wi-Fi connection, the display will read:  
**Network Detected Press Enter.**

## CHOOSE YOUR CONNECTION OPTION




TotalPass P600 Time Clock

The TotalPass P600 time clock includes three connection options: Wi-Fi, Ethernet, or USB.

## CONNECT USING WI-FI


1. If your wireless network is detected automatically, press **Enter** and go to **Step 5**. (If a wireless network is not immediately detected, please go to **Step 6**.)




2. Press  on the time clock to enter **Supervisor Mode**.
3. Enter the default security code: **00 00 00**.
4. Use the on the time clock to scroll and go to **Network Settings**. Press **Enter**.



### Wi-Fi Connection

5. Go to **Wi-Fi Settings**. Press **Enter**.
6. Go to **View Networks**. Press **Enter**.
7. Select your Network from the list. Press **Enter**.
8. Enter your Network Password using the  on the time clock to scroll through your character options.

Use the  key to change the character set to lowercase, uppercase, # or symbol. Press Enter to accept a single character. When you have entered your password, press Enter twice to save it.

**Note:** Write down the IP Address shown and go to the instructions for Logging Into Your Time Clock.

## CONNECT USING ETHERNET

### System Requirements

- Available network port on your router, modem, or switch.

1. Plug the Ethernet cable into the port located on the bottom of your clock.





2. Connect the other end of the Ethernet cable into an available port on your router, switch, or wall port.
3. Disconnect the power supply from the time clock and reconnect it again to power cycle the time clock.



4. Check to see that the green and amber Ethernet link lights turn on where the Ethernet cable plugs into the clock. This verifies that your time clock is connected to your network. If the lights do not turn on, check the cable connections.



**Note:** A network connection is not required at all times. A Network connection is required for accessing the time clock application and running reports.

5. Press  on the time clock to enter Supervisor Mode.
6. Enter the default security code: **00 00 00**.
7. Press  to scroll and find the **View IP Address** option. Press **Enter**.
8. Write down the clock's assigned IP address below for reference. IP Address:

## CONNECT TO YOUR PC USING USB



### System Requirements:

- Windows PC (Vista or above)
- An available USB Port on the PC

1. Plug the USB cable into the USB port located on the bottom of your clock.
2. Plug the other end of the USB cable into the USB port on your PC.
3. Download the [USB Communication Drivers](#) from our website and follow the directions for installation provided on the webpage.
4. After installing the drivers, open your Web browser and navigate to: <http://totalpass.timeclock> or <http://172.20.20.1>

**Important:** USB connection is compatible with Windows Vista and above. If you are using a Mac, give us a call for alternative options.

### LOG INTO YOUR TIME CLOCK

1. Open your computer's web browser and enter the clock's IP address in the address bar. Press **Enter**.
2. Set your **Password**.

- Enter your New Password (default Username is admin)
- Confirm your New Password

A screenshot of a web browser displaying the 'TotalPass P600' login page. The page title is 'Set Admin Password'. It features a form with the following fields: 'Username' (pre-filled with 'admin'), 'New Password' (an empty text box), and 'Confirm Password' (an empty text box). Below the 'Confirm Password' field is a blue 'Submit' button.

3. For instructions on adding employees and completing setup, click the **Help** menu on the navigation bar and download the **User Guide**.

### SET UP PAY PERIOD & ADD EMPLOYEES

### PAYROLL PREFERENCES

Pay Period Type Bi-Weekly

Last Pay Start 10/26/14

This Pay Start 11/09/14

Next Pay Start 11/23/14

Day Start 12:00a

Week Start Sun

### EMPLOYEE LIST

[Select All](#) [Select None](#) [Show Inactive](#)

Active	Display ID	Last Name	First Name	M.I.	Web Punch
<input checked="" type="checkbox"/>	043	Employee 043			
<input checked="" type="checkbox"/>	047	Employee 047			
<input checked="" type="checkbox"/>	063	Employee 063			
<input checked="" type="checkbox"/>	110	Employee 110			
<input checked="" type="checkbox"/>	155	Employee 155			
<input checked="" type="checkbox"/>	180	Employee 180			
<input checked="" type="checkbox"/>	190	Employee 190			
<input checked="" type="checkbox"/>	207	Employee 207			
<input checked="" type="checkbox"/>	261	Employee 261			
<input checked="" type="checkbox"/>	263	Employee 263			

## Set Up Your Pay Period:

1. Go to the **Settings** menu, and click **Preferences**.
2. Under the **Pay** tab, select the applicable **Pay Period** type. Complete the rest of the settings accordingly.

## Add Employees:

The **Employee List** is used for maintaining employees in the time clock including, adding, editing and terminating employees. Each employee is assigned a default 4-digit PIN.

1. To access the **Employee List**, go to Lists, then click **Employees**.
2. Assign **Employees** a **Personal Identification Number** (PIN)

## SUPPORT INFORMATION

**Free assistance is available for the first 30 days on new purchases and includes:**

- **Unlimited telephone and email support**
- **Remote login assistance and troubleshooting**

For Assistance, please call: 1-800-847-2232 #2, Mon-Fri, 5:00 AM to 5:00 PM PT To submit an online request: <https://www.icontime.com/contact-support/>

**Product registration is required for our free 30-day assistance. We also offer extended support contracts which include:**

- Annual Hardware Maintenance (Time Clock Insurance)
- Annual Upgrade to the Latest Software Version
- Annual Software Maintenance
- Unlimited Telephone and Email Support
- Remote Login Assistance and Troubleshooting


For instructions on clocking in and out, please refer to the enclosed [Quick Reference Sheet >](#)

For instructions on setting up and using proximity badges, please refer to the [User Guide >](#)  
[Quick Start Guide >](#)





## Documents / Resources

	<p><a href="#">ICON TIME P600 TotalPass Proximity Card Time Clock</a> [pdf] User Guide P600, TotalPass Proximity Card Time Clock</p>
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Manuals+.