

How to Add and Setup InTouch 9100

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NOTE: Before proceeding verify you have access to the system to the following location: Company Settings> System> InTouch Installations. If not, please ask your system administrator to please provide the appropriate rights to your account.

1. Log on the Work Force Ready system with your account
2. Navigate to **Company Settings> System> InTouch** Installations
3. Click on "Add New" located at the top right the screen
4. Enter the clock Serial Number (SN) that is located on the bottom of the clock and click "Add"

NOTE: The clock Serial Number (SN) will normally start with 00JC

5. You will see the new clock that is added to your company. If you have multiple clocks, you can filter by the SN field to find the clock
6. Power the clock on
7. Select the default language
8. Hit the **Menu** button on the bottom left of the clock and select **Maintenance mode** and enter in password **115190** and **Enter**
9. Click on **Settings > Communication Settings > General communication**
10. Click on "**Device Initiated**"
11. Enter the **Device ID** found under the "Device Id" column of the clock
12. Enter the **Primary Server Password** found under "Password" column of the clock
13. Set Http-SSL to **Yes**
14. Primary Server to **INTOUCH2.SAASHR.com**
15. Primary server Port to **443**
16. Primary Server Instance ID to **99**
17. Click submit

NOTE: If you will be using Wi-Fi please skip to step 20

18. Once it says it was successful click on **IPV4**

19. If you will be using static IP please follow the steps under **a**. If you will be using DHCP please use steps under **b**.

NOTE: You may skip to next step if IPV4 is already configured.

a. Setting clock to use static IP

NOTE: We suggest that all static IP used on the clocks be reserved so no other device on the network attempts to use the same IP.

i. Select **Settings > Communication Settings > IPV4 Configuration**

ii. Select "Static" on the right-hand side

iii. Enter in IP address and hit Enter

iv. Enter in Subnet Mask and hit Enter

v. Enter in Gateway Address and hit Enter

vi. Enter in DNS primary server IP and hit Enter

vii. Enter in DNS Secondary server IP and hit Enter

NOTE: If you do not have one you can use a public DNS IP Example: Google public DNS server IP Primary- 8.8.8.8 Secondary- 8.8.4.4

viii. Select "Auto" on the right-hand side for Speed

ix. Click "Submit" wait for the accepted settings alert and tap the screen to dismiss

b. Setting clock to use DHCP

i. Select **Settings > Communication Settings > IPV4 Configuration**

ii. Select DHCP

iii. Speed select "Auto"

iv. Select Submit and wait for Accepted settings alert

NOTE: Skip 20-21 if you are not using Wi-Fi

20. Once it says it was successful click on Wi-Fi

21. On the top right switch from “Off” mode to “On”

a. Select the Wireless network you want to connect to and click on “Connect to network”

NOTE: If there is no password on the wireless network you are connecting to it will obtain IP automatically using DHCP. If you would like to set static to follow the steps below. If there is a password, please move to step b.

i. Click on the name of Wireless network again

ii. Select “Modify network”

iii. Click on box next to “Show advanced options” to enable

iv. Click on “IP settings” and select “Static”

v. Drag finger on screen upward to scroll down the page

vi. Click on “IP address” enter in IP you want to set the clock to and hit “Next”

vii. Type in Gateway IP address and hit “Next”

viii. Type in Subnet mask and hit “Next”

ix. Type in Primary DNS server IP and hit “Next”

x. Type in Secondary DNS server IP and hit “Next”

xi. That will bring you back to main network configuration page where you can click “Save”

b. Click on “Password” field and type in the wireless password

c. If you want the clock to use DHCP for IP addressing you can just hit “Save” or if you want static to enter an IP address, follow the steps below.

i. Click on the box next to “Show advanced options” to enable

ii. Click on “IP settings” and select “Static”

iii. Drag finger on screen upward to scroll down the page

iv. Click on “IP address” enter in IP you want to set the clock to and hit “Next”

v. Type in Gateway IP address and hit “Next”

vi. Type in Subnet mask and hit “Next”

- vii. Type in Primary DNS server IP and hit "Next"
 - viii. Type in Secondary DNS server IP and hit "Next"
 - ix. That will bring you back to the main network configuration page where you can click "Save"
22. Now hit Back until you see the settings; reports; tests; advanced icon and select **Settings > Remote Access-VNC**
 23. Click on "Enable" and enter and verify a remote password (Suggested Default: 123456)
 24. Click "Submit" wait for verification that remote access has been configured and proceed to next steps
 25. Again hit back until you see the settings; reports; tests; advanced icon and this time Tests
 26. Select Communications and hit the play button at the bottom of the screen
 27. If test is successful and registration is True
 - a. Yes, test was successful and registration was True; back out until you see the settings; reports; tests; advanced icon and select "Log Off" on the top left of the screen and skip step 23
 - b. No, Test was successful but registration was False; back out until you see the settings; reports; tests; advanced icon and select Advanced and follow step 23 to reboot the clock.
- NOTE: Once clock boots back up please run through steps 20-22 again.**
- c. No, please check the internet connection on the clock and run through steps 20-22 again.
- SKIP THIS STEP IF YOU ANSWERED YES TO STEP 22 - Select Restart device > Restart > Yes**
28. Once the clock comes back on to push the setting to see steps under "How to push setting back to InTouch that lost all soft keys"

How to copy clock config/soft keys from one clock to another

NOTE: If this is a new setup completely, please follow the steps under "How to add new/push soft keys to InTouch Time clock"

1. Log on system admin account.
2. Navigate to **Company Settings > System > InTouch Installations**
3. Find the InTouch clock you would like to copy the config/soft keys from

4. Click on the "Edit Middleware Information" icon
5. Click on the "Terminal" icon located at the top-right of the screen
6. In the Terminal Configuration window click on the "View Quick Settings" button on the top right of the screen
7. In the Quick Settings screen right-click anywhere in the text and click on "Select All"
8. Now right-click on any part of the highlighted text and click on "Copy"
9. Close the quick settings window and hit "BACK" until you get back to the "InTouch Installations" screen
10. Find the clock you want to copy the config/soft keys to
11. Click on the "Edit Middleware Information" icon
12. Now click on the "Terminal" icon located at the top-right of the screen
13. In the Terminal Configuration window click on the "View Quick Settings" button on the top right of the screen
14. In the Quick Settings screen right-click anywhere in the text and click on "Select All"
15. Now right-click on any part of the highlighted text and click on "Paste"
16. Click "Save" on the quick settings screen and then close
17. Click "Save" on the top right of the terminal screen
18. Hit the "BACK" icon once
19. Now, on the clock Hit the Menu button on the bottom left of the clock and select Maintenance mode and enter in password 115190
20. Select **Tests > Communication** and hit the play button at the bottom of the screen
21. If test is successful and registration is True
 - a. If yes, back out until you see the settings; reports; tests; advanced icon and select "Log Off" on the top left of the screen
 - b. If no, please run test again until successful and registration is true

NOTE: If you run test 2-3 times and registration is still false, please go back in the terminal screen and go through steps 17-18 and retest

22. Watch the clock to verify it update
23. Once clock is updated and your soft keys are showing you are done

How to add new/push soft keys to InTouch Time clock

NOTE: If there is a clock setup on your company already you can follow the steps under “How to copy clock config/soft keys from one clock to another”

1. Log on system admin account.
2. Navigate to **Company Settings > System > InTouch Installations**
3. Find the InTouch clock you would like to add new/push soft keys to
4. Click on the "Edit Middleware Information" icon
5. Now click on the "Terminal" icon located at the top-right of the screen
6. Scroll down until you see the beginning of the list of soft keys that starts with “Default”

NOTE: Default is not an actual key. That is to be enabled if you would like and or allow employees to walk up to the clock and swipe their badge without selecting a Soft Key.

7. Click on “Soft Key #1” and or the first free/available Soft Key

NOTE: You can normally tell that a soft key is not configured if you don't see an icon next to the text.

8. To enable the Soft Key you would have to place a Checkmark in the box that shows up next to “Simple Punch” with the Soft Key # you are configuring
9. Once Soft Key is enabled you will see the options available under the “Type” drop-down
10. Select the Type, Visible by, and add Label
11. To select an icon, you would click on the magnifying glass located all the way to the right of the box

NOTE: You would repeat Steps 7-11 for additional keys you may want to be enabled.

12. Once you are done adding/enabling all the Soft Keys you would like to show on the clock
13. Click on “Save” located at the top right of the terminal screen
14. Hit the “BACK” icon once

15. Now, on the clock Hit the Menu button on the bottom left of the clock and select Maintenance mode, and enter password **115190**

16. Select **Tests> Communication** and hit the play button at the bottom of the screen

17. If test is successful and registration is True

a. If yes, back out until you see the settings; reports; tests; advanced icon and select “Log Off” on the top left of the screen

b. If no, please run test again until successful and registration is true

NOTE: If you run test 2-3 times and registration is still false, please go back in the terminal screen and go through steps 17-18 and retest

18. Watch the clock to verify it update

19. Once clock is updated and your soft keys are showing

20. Click “Save” at the top right the screen to complete
