

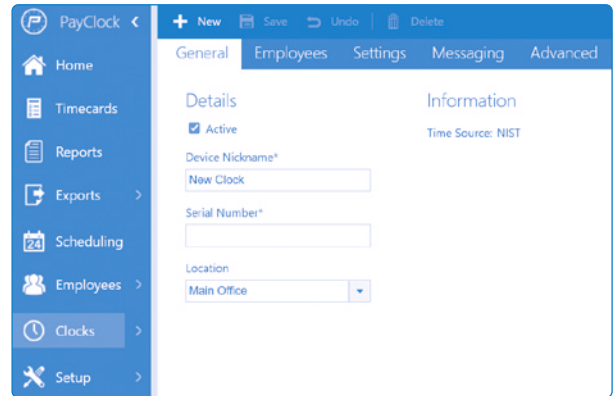
PCFACE QuickStart Guide

1 Download Users Guide



Download the complete User's Guide at www.lathem.com/pcfaceguide

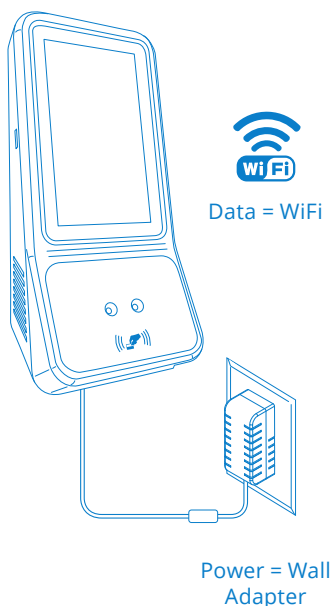
2 Add to PayClock Online



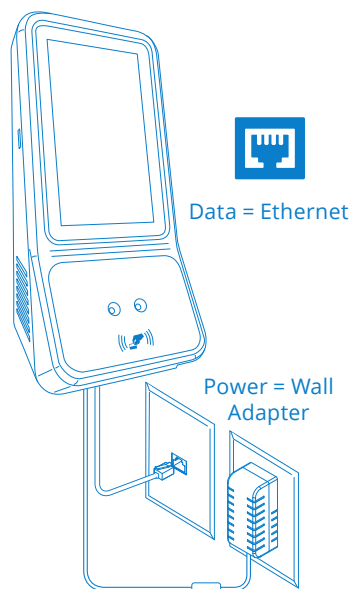
- Add your new PCFACE to your PayClock Online database before installation.
- Login to www.payclock.com, select **Clocks**, then **New**, choose **PCFACE**, enter the **Serial Number** and **Save**.
- The serial number is located on back of PCFACE or on box label.

3 The PCFACE offers three different connection options:

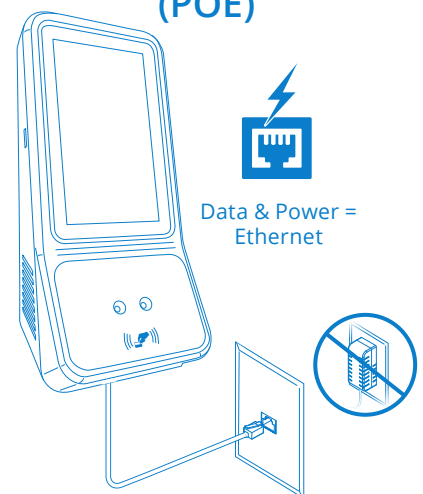
Wi-Fi



Ethernet



Power-Over-Ethernet (POE)



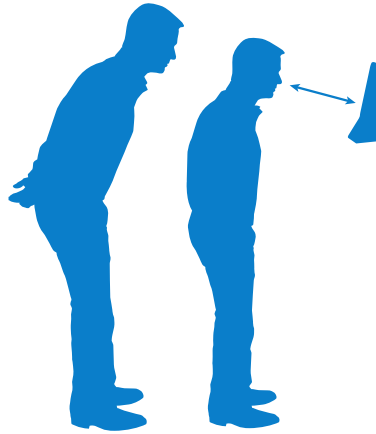
Note: Existing network must be set up for POE. Please verify with your I.T. Dept.

4

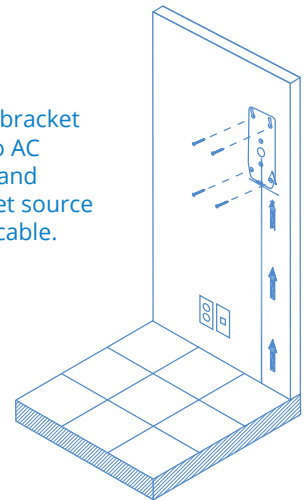
Mount bracket to wall

Mount the PCFACE by choosing your “shortest” employee and have them stand in front of the device. Hold the device on the wall so that this employee can comfortably center their face in the LCD display window. Mark the height of the terminal on the wall.

NOTE: taller employees can easily adjust their stance to center their face in the LCD display window. For detailed wall mounting instructions please refer to the User’s Guide.

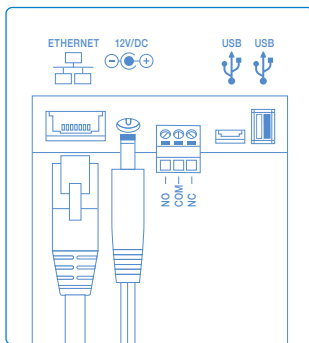


Mount bracket close to AC power and ethernet source if applicable.



5

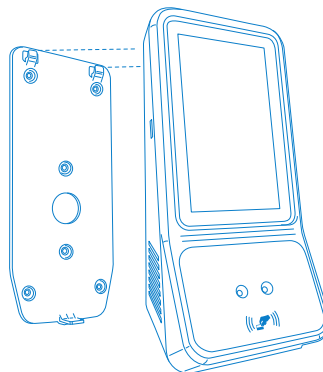
Connect Cables



Connect cables as needed to back of PCFACE

6

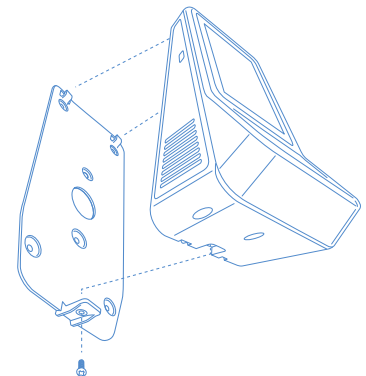
Hang PCFACE



Hang PCFACE on wall bracket

7

Secure PCFACE



Secure PCFACE with locking screw

8

Plug In Power



Do not use with POE



Plug in power adapter to wall outlet and connect Ethernet cable if applicable.

9

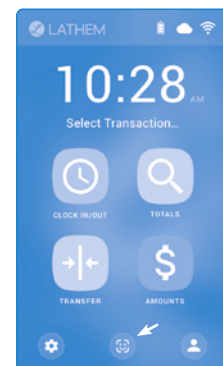
Connect Network



Follow welcome instructions on PCFACE screen to connect to network

10

Enroll Faces

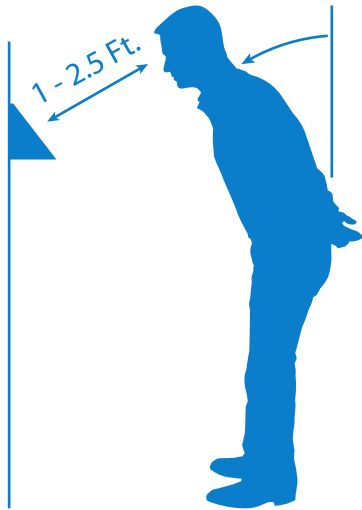


Touch the “Face” icon, enter the passcode 99999, and follow the prompts.*

*The default passcode can be changed in the clock’s Advanced tab in PayClock.com.

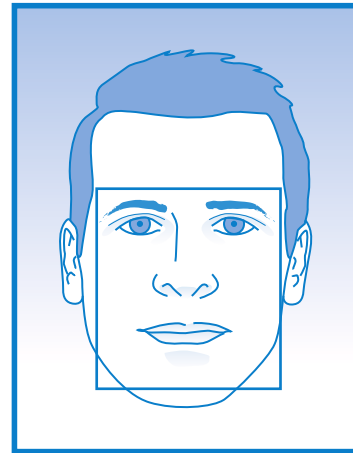
Face enrollment tips

a Position



Position yourself and bend at the waist to bring your face 1- 2.5 ft. from the screen on the terminal.

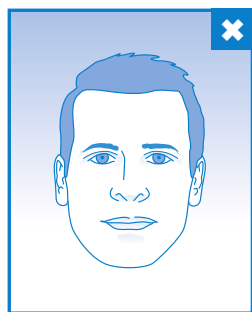
b Progress Bar



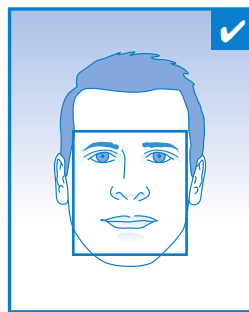
Scanning...

The progress bar below the image on the screen indicates how much data is needed to complete enrollment process.

c Camera Feedback



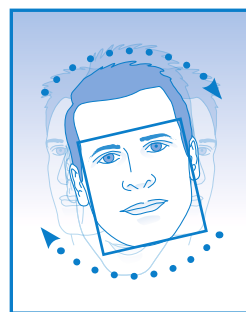
Move Closer...



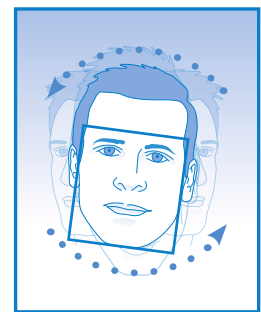
Scanning...

Follow instructions below the image until the green box appears around your face. This indicates that the camera is scanning and the progress bar is moving towards completion.

d Small Circles With Nose



Scanning...

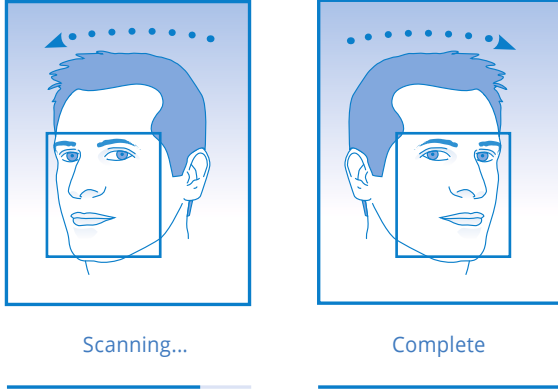


Scanning...

Slowly make an imaginary circle with your nose. Two small circles to the right and two to the left while keeping eyes centered on the screen.

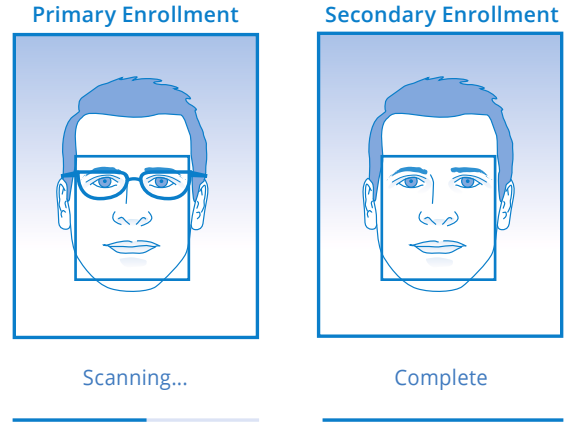
Enrollment tips cont...

e Adjust Profile



Slowly turn your head to the right, and back to the left, all while keeping your eyes centered on the screen until progress bar indicates the scanning process is complete.

f Wear Glasses?



If you wear glasses all of the time, or on occasion, you should create a Primary and Secondary enrollment. One with glasses and one without glasses (sunglasses or dark tinted glasses are not allowed). This allows you to be recognized with and without glasses.

PCFACE Home Screen Functions



The clock Admin passcode is 99999. This can be changed in the clock's Advanced tab in PayClock.com.



For help, call **(404) 691-1064**
 Monday – Friday, 8a – 6p Eastern Time
www.lathem.com/support

FCC WARNING

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help. The device has been evaluated to meet general RF exposure statement. The device can be used in portable exposure condition without restriction