CS TIMECLOCK

USB SYNCHRONIZATION

Document Date: April 2009

Document Status: Version 1.02

Program Status: Implemented in CS TimeClocks version 1.15 and later.

CONTENTS

Open the TNA Configuration Module. Click on "Setup", "Features" or click on the ![bell icon] icon.

Click on "Hardware" and select the following options:

- CS TimeClocks
- Import via USB Thumb Drive
- Sirens (where applicable)
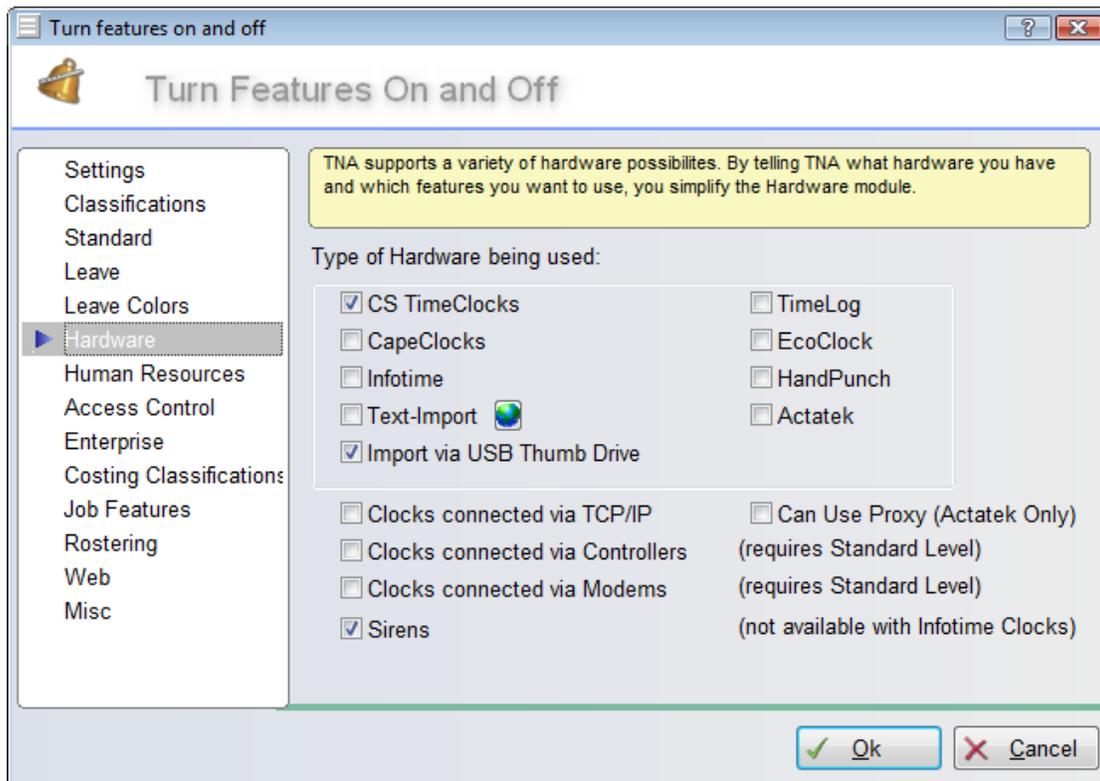
Click on "Ok" to save your changes. Restart TNA for the changes to take effect.

USB SYNCHRONIZATION WITH TNA SOFTWARE

1. THE FIRST SYNCRONIZATION

- Add your employee and card numbers on the clock.
- Do not enter any information on the software before following this procedure – during the first sync process any information in the software will be overwritten by the information on the clock.
- Follow the steps in sections 2 and 3. Do not delete the files on the USB stick!
- Update employee information (e.g. employee names).
- If applicable, link sirens to your clock as described in section 5.
- Repeat the steps in section 3. This will update the information stored on the USB stick.
- Repeat the steps in section 2 to update the information on the clock.

2. SYNCHRONIZATION WITH THE CLOCK

- Plug the USB stick into an available USB port on the CS TimeClock.
- Press # to enter the clock menu.
- Press 5 to enter the "Admin" menu.
- Press 1 ("Sync PC via USB). "Enter Administrator Card, PIN or Finger" is displayed on screen.
- Enter the administrator PIN or swipe the administrator card. The administrator name is displayed for about 2 seconds followed by "USB Synchronization In Progress".
- "Successful" will be displayed when done.

3. SYNCHRONIZATION WITH THE TNA SOFTWARE

- Plug the USB stick into an available USB port on your pc.
- Open the TNA User Module.
- Click on the USB Synchronization Icon or click on "File" and "Synchronize USB drive".

- The file exported from the clock is named "clock.db" and will be placed in the root directory of your USB drive.   If you want to import *all* the clockings from the clock, tick the "Re-import all clockings,…" block. If it is not selected it will only import new clockings.
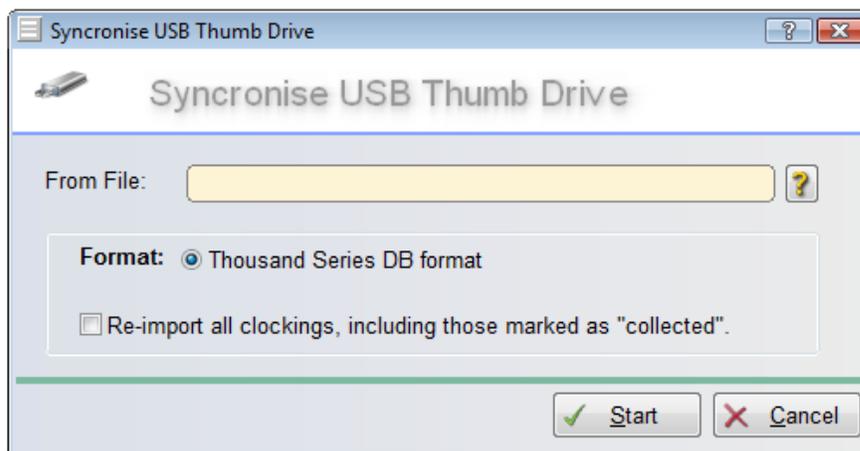
Enter the path where the file is located and click on "Start".
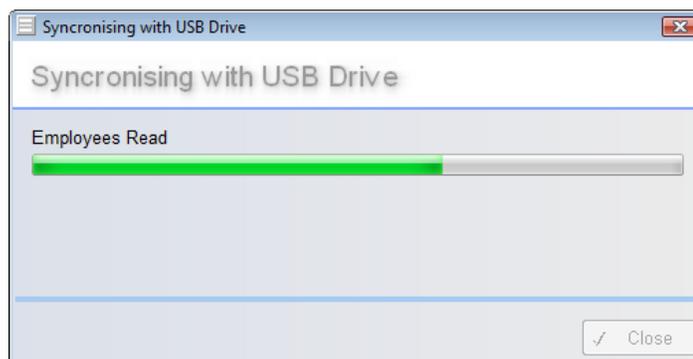
- The following window will be displayed when synchronization has been completed:
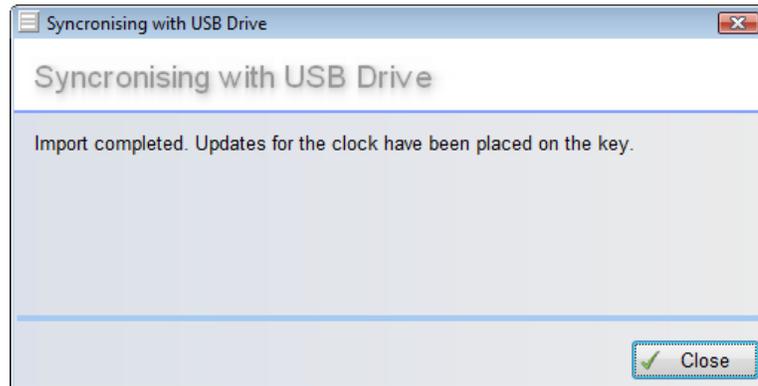
- At the first synchronization the clock will be added in the hardware configuration as a new device.
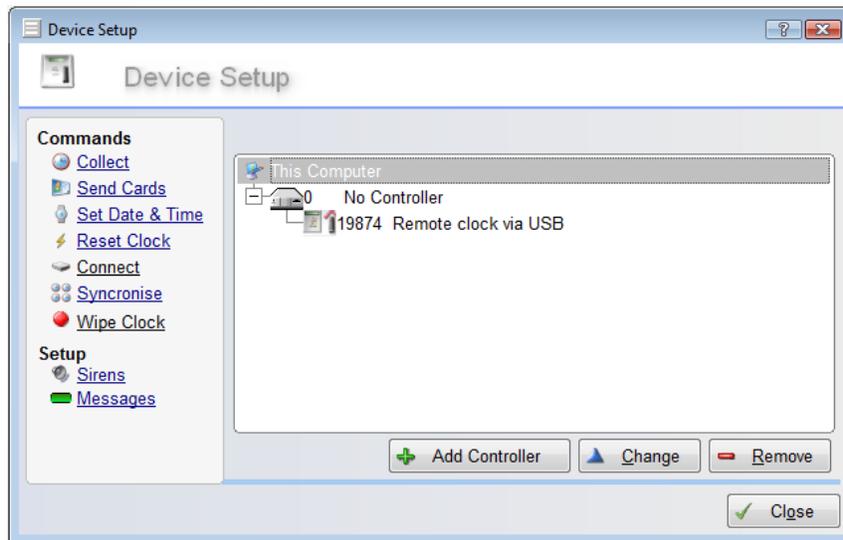
- Siren sets in TNA are configured under the "Sirens" link in the "Device Setup" screen (see below).
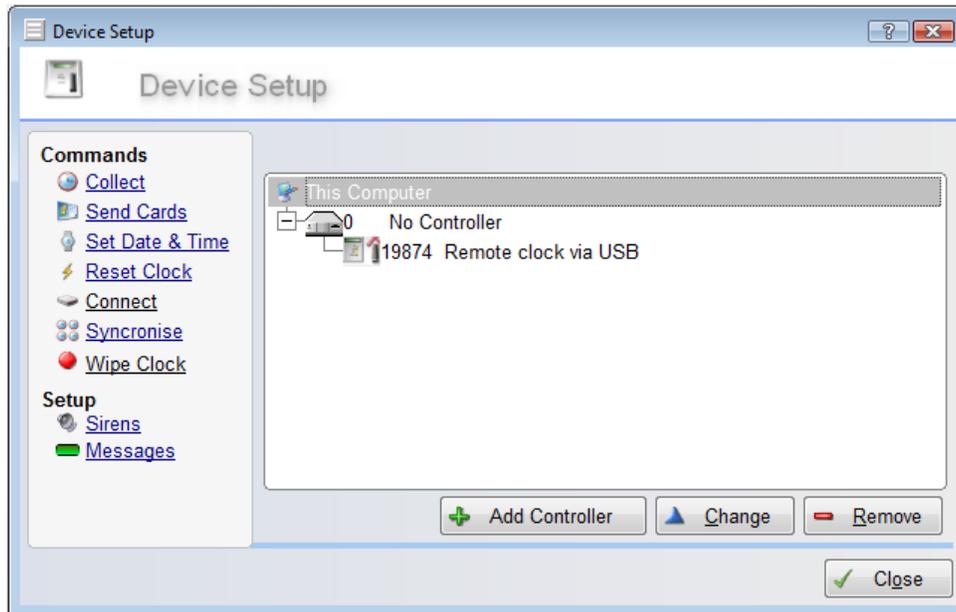
- If none exists, add a new siren set. Enter the duration and all the times at which the clock must trigger the siren.
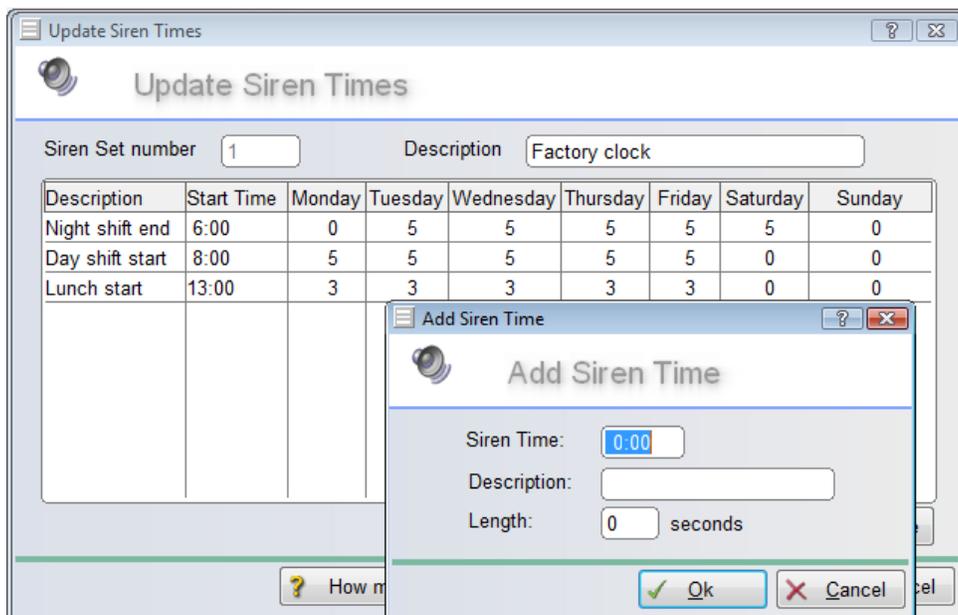
- A siren set must be linked to a clock in order for it to be downloaded / synchronized.
  - In the "Device Setup" screen highlight the clock you wish to link a siren set to and click "Change".
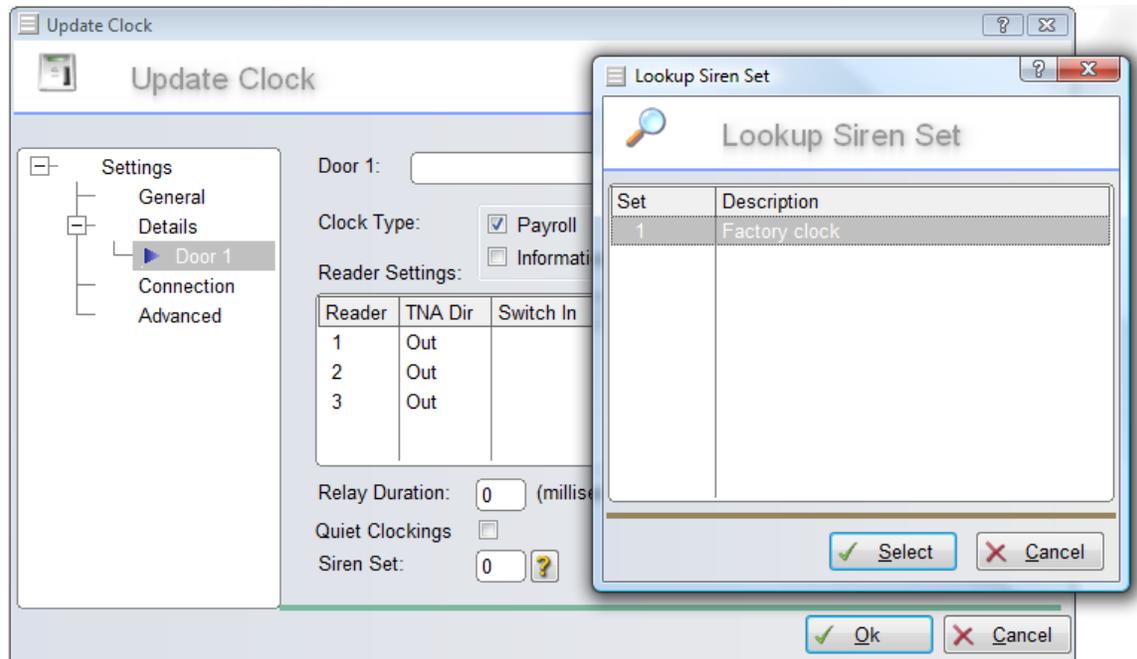
  - Select "Door 1". Click on "?" next to "Siren Set" and select the applicable siren set. Do the same for the other "doors" if there are more than one extender units on the clock. Click "Ok" for the configuration changes to be saved.
- To upload this information to the clock, follow the steps as described in section 3 and 2 (in this order).