



## RSI Hand-Punch Time Clock – setup/testing directions

1. Open Software: Time Center Communications
  - a. Select [Setup] button
  - b. On the [General] tab verify Rss and TCPIP are checked
  - c. On the [Pull Setup] tab verify “Clock Type” is RSI
  - d. Enter IP address: Octet1-through-Octet4 (example 192.168.1.132)
  - e. “Poll Addr” should = zero
2. Go to the RSI Hand-Punch Time Clock
  - a. Hit [Clear][Enter]Password[2] [Enter]– to get into network setup
  - b. Select [\*No] until you get to “Set Serial” then select [#Yes]
  - c. Enter IP: ????.????.????.??? [enter]
  - d. Enter gateway: 255.255.255.000 [Enter]
  - e. [Clear] to exit
3. Open a command window to test:
  - a. Click Windows [Start] button then “Run” – type “cmd” hit [Enter]
  - b. At the “C:\...” prompt enter “ping ” and the units IP address
4. Go back into the Time Center Communications software
  - a. Select the [End] button if software is trying to communicate with clock.
  - b. On the menu select File>Run Maintenance
  - c. On the [General Prompts] tab enter custom prompt text if necessary
  - d. Select the “Prompt” option button at the bottom of the form
  - e. Select the [Update This Clock] button at the bottom of the form (looks like a time clock)
  - f. Select the [Set] button
  - g. [Exit] form
  - h. Select [Host] button again to verify unit still connects
5. If you are adding a new clock to an existing bank of clocks then:
  - a. open Time Centre Communications and hit [End]
  - b. On the menu select File>Run Maintenance
  - c. Select the [+] button at the bottom and enter in the clocks number and name.
  - d. Hit ok
  - e. Click button [Exit]
  - f. Open Time Centre Communications and hit [Setup]
  - g. Then follow steps 1 – 4.