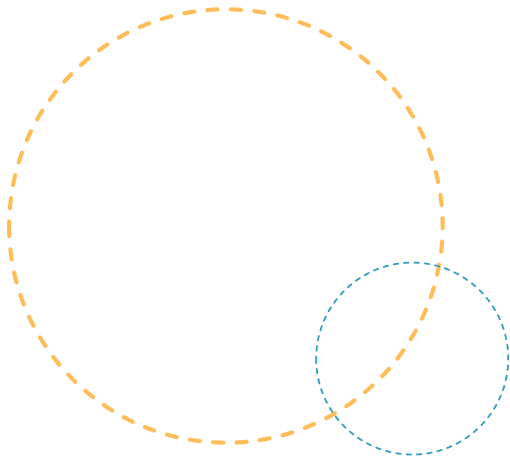# Microix Mounting, Configuring, and Loading I-Face Timeclock

Instructions on mounting the I-F A C E Timeclock

- *Using the metal mounting bracket, as a model, generate a paper or cardboard template. Affix the template to the wall and drill three (3) holes within the three (3) marked circles on the paper template.*

We recommend affixing the template about four (4) feet (1.2m) above the ground, assuming the average height of your users is 5- 6 feet tall (1.5m – 1.85.)

- *Now affix the mounting plate on the wall by drilling three (3) screws into the three (3) circles marked on the paper template. Then hang the Facial unit on the mounting plate (top side first).*

- *Secure the Facial unit to the mounting plate with a screw, through the mounting bracket tab, from the bottom of the facial unit.*

How to Configure the Network Settings for the Timeclock

Your new Timeclock can be configured for Ethernet, or a Wi Fi network.

- *If you want a Wi Fi configuration, your IT department will need to load the appropriate network paths and settings. These settings are located at Main Menu> (Comm)unication>WiFi>.... set accordingly.*

- *If you plan on utilizing an Ethernet configuration, your Timeclock comes pre-loaded with the correct IP address for an Ethernet configuration. No other adjustments should be necessary. Any other adjustments are located at Main Menu> (Comm)unication>Ethernet>.... set accordingly.*

**Scan QR Code for Microix's Website**

Go to Timesheets>Setup>Options>Employee Default Values. The screen below will display

- *If you will be using RFID Cards, enter each card number into the employees' RFID Card No field.*

- *Go to the far-right column labeled "Send to Clock". Click on the employee's dropdown box, and Select "YES", for each employee.*
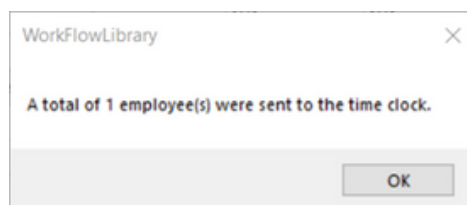
(You may want to do a 'group' at a time, if you have numerous employees to upload. Note the first & last employee, in the group, and the number of employees selected).
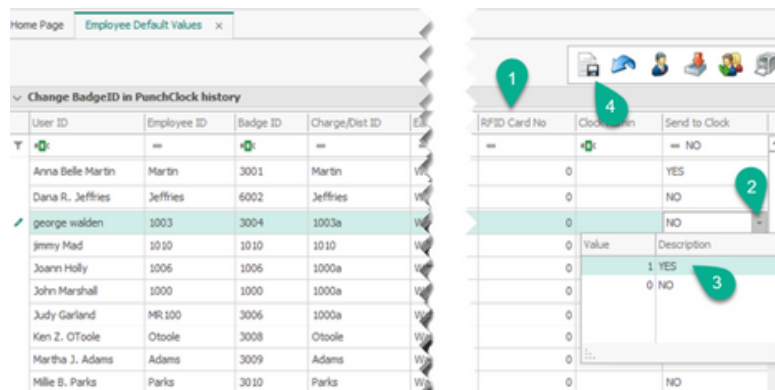
- *Click on the "SAVE" Icon, and the system will respond with the following message:*
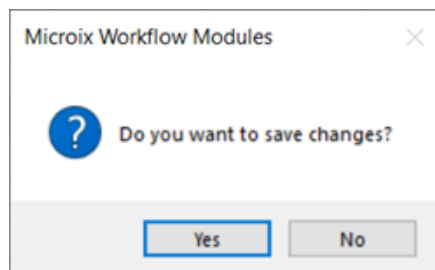
- *And you will select "YES" …. which will produce the following message:*

(A) If you selected 10 employees to upload (by changing the NO to YES), the message should state that 10 employees were sent to the clock.

(B) Notice that the YES for each employee "flipped / toggled" back to a NO. This is normal. The employees' fingerprint, or facial map can now be loaded at the timeclock.

How to Enroll Employees Fingerprint / Facial BioMap into Timeclock

1.

2.

3.

4.

5.

Enter 3-4 characters of your first or last Name into input line (1), and press "OK". Press "OK" again, to move input into Search line (2) and wait for results. Select / touch your name.

6.

7.

8. Follow the instructions on the screen for both

- Fingerprint & Facial Biometric Map. Press "ESC" to go back.
- Select 1 to enter fingerprint or 2 to Enter Facial Biometric Map.

- At main menu, touch the menu button (▦) located at bottom right.
- Select User Mgt.
- Select ALL Users.
- Touch the Search bar at bottom of screen to pull up keyboard.
- Enter 3-4 characters of your first or last name, into the input line, and press" OK". That moves the data into the 'search line' and press "OK" again. The system will locate any possible matches. Touch your name.
- Select 'edit'.
- Select 'Fingerprint' to load a fingerprint, or 'Face' to load a facial biometric map.
- Follow the instructions on the clock screen to complete the process. Press "ESC" or the 'go back' button to return to the previous menu. The data saves on exit.