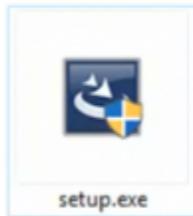


## Updating your Timeclock to the Cloud

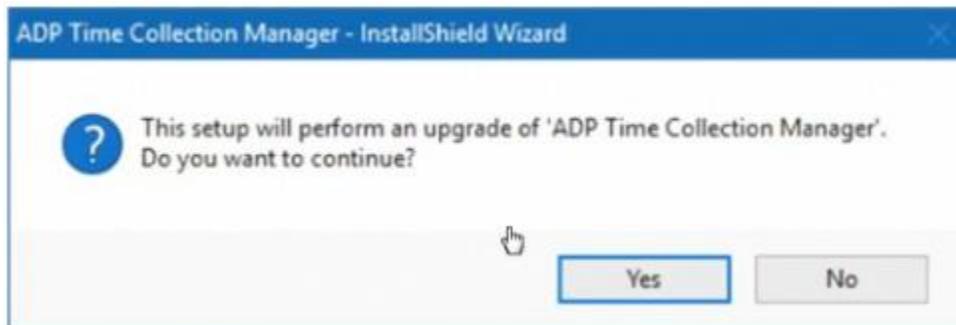
*This guide assumes that you are on the computer with Time Collection Manager and have downloaded the TCM update from the website. If you have not yet performed these steps, please go to <https://sbshrs.adpinfo.com/timeclock-upgrade> on your computer with Time Collection Manager.*

### Install the software

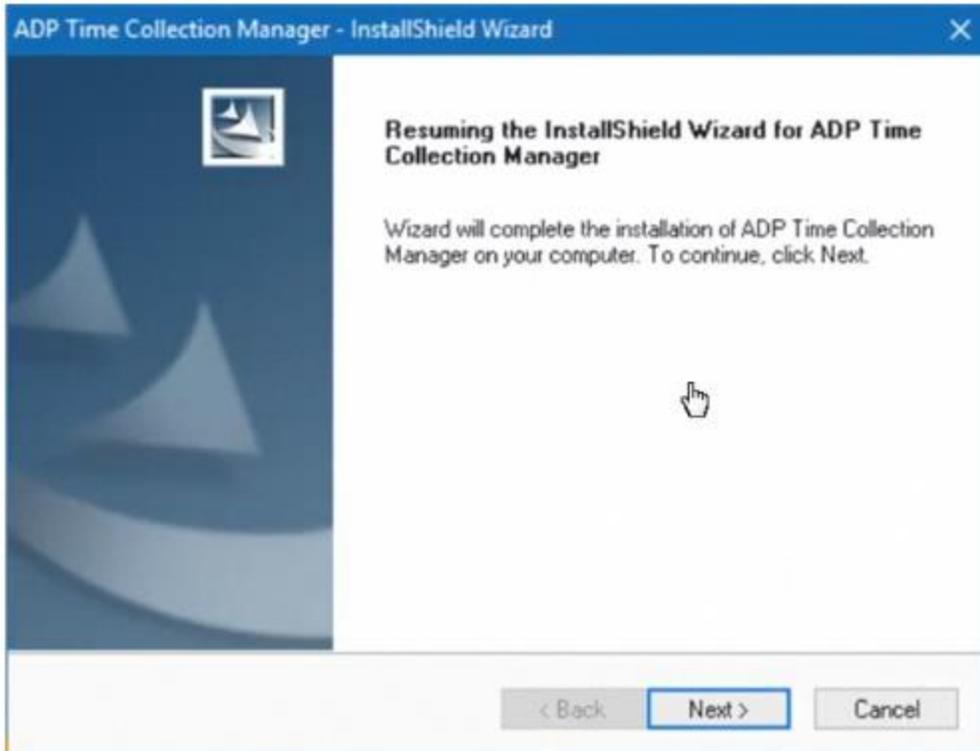
Locate the **Setup\_TCM\_6\_8\_1\_1.exe** file and double-click it to start the installation.



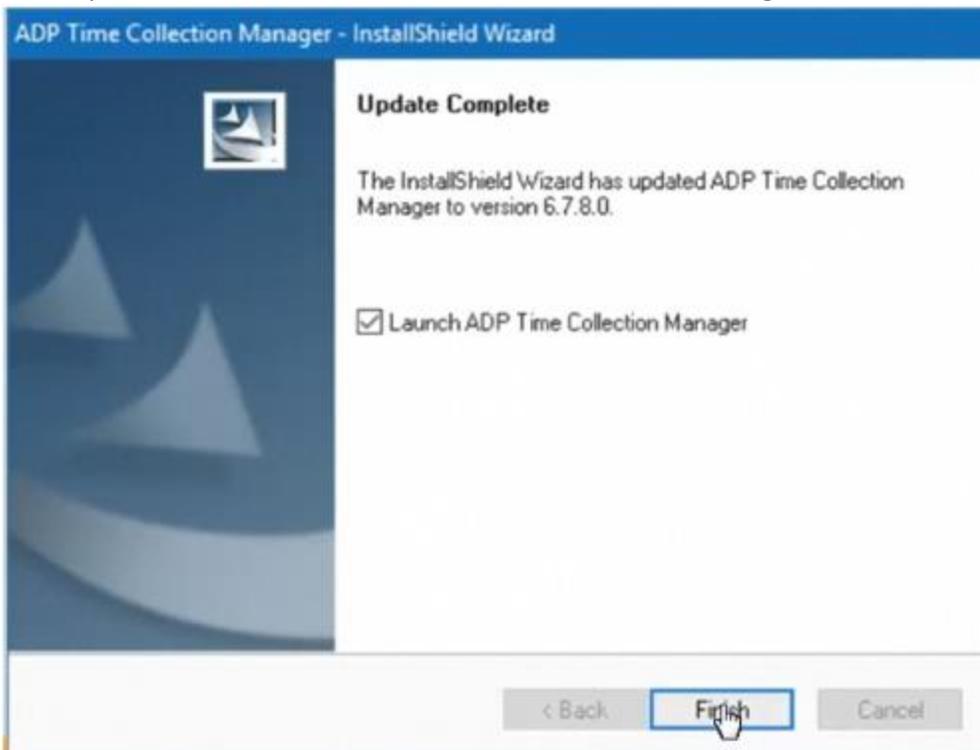
When prompted, click **Yes** to continue.



Click **Next** to continue.



To complete the install, click **Launch ADP Time Collection Manager** and then click **Finish**.

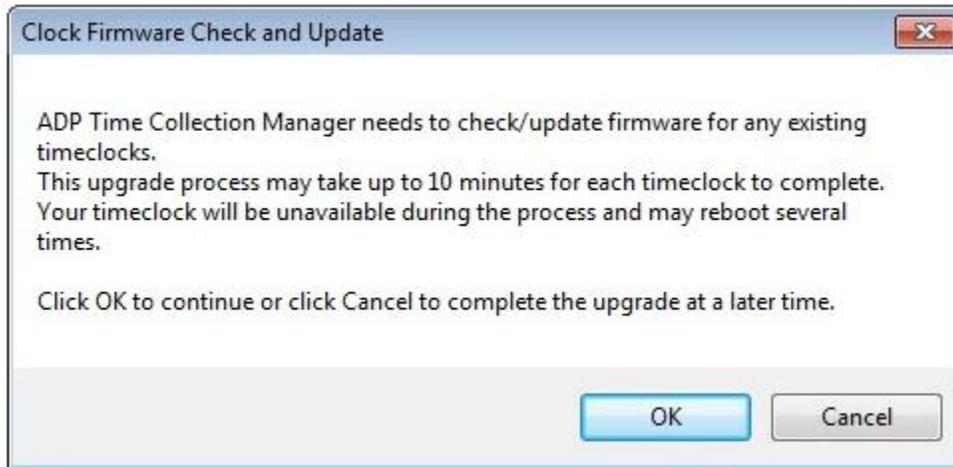


Now we're ready to update the Timeclock.

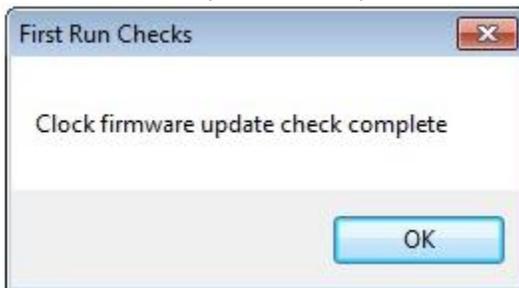
## Update the Timeclock

To start the Check and Update process, select **OK**.

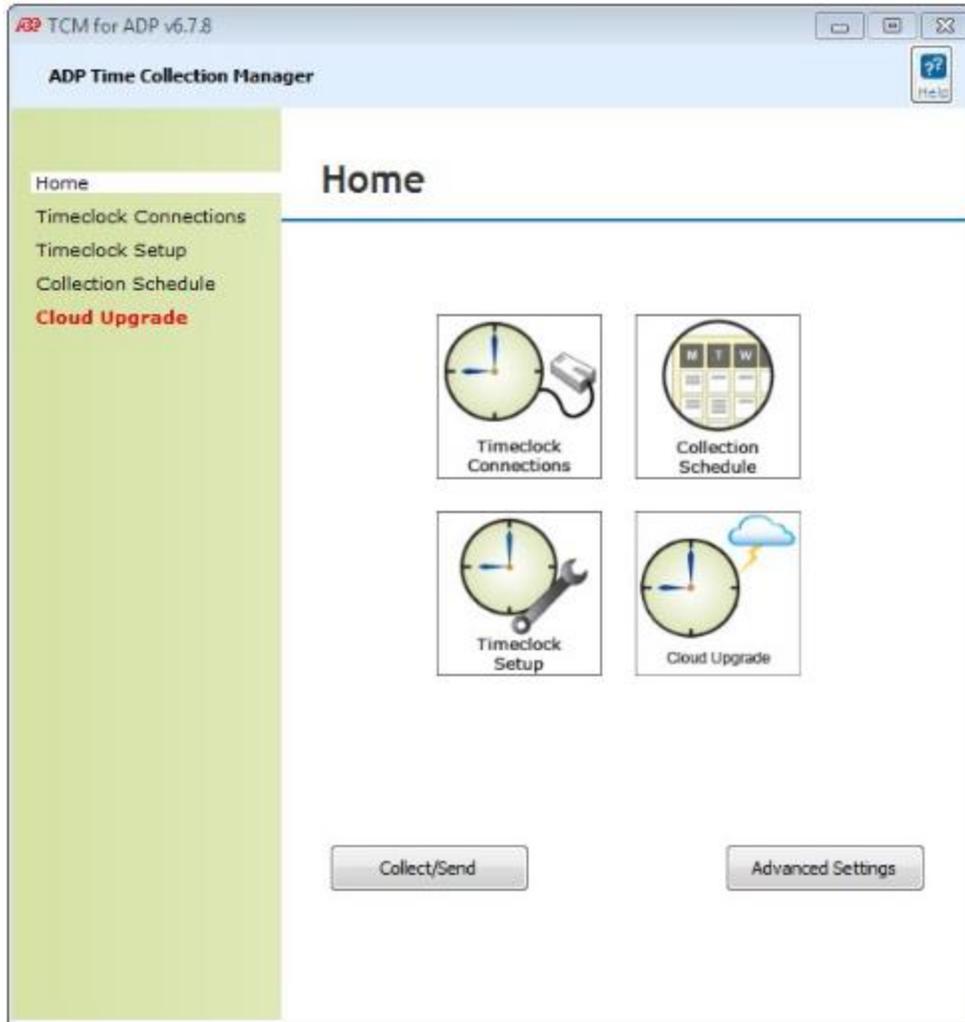
**Note:** This process may take about 10 minutes to complete.



When the clock update is complete, the First Run Checks message displays. Click **OK**.

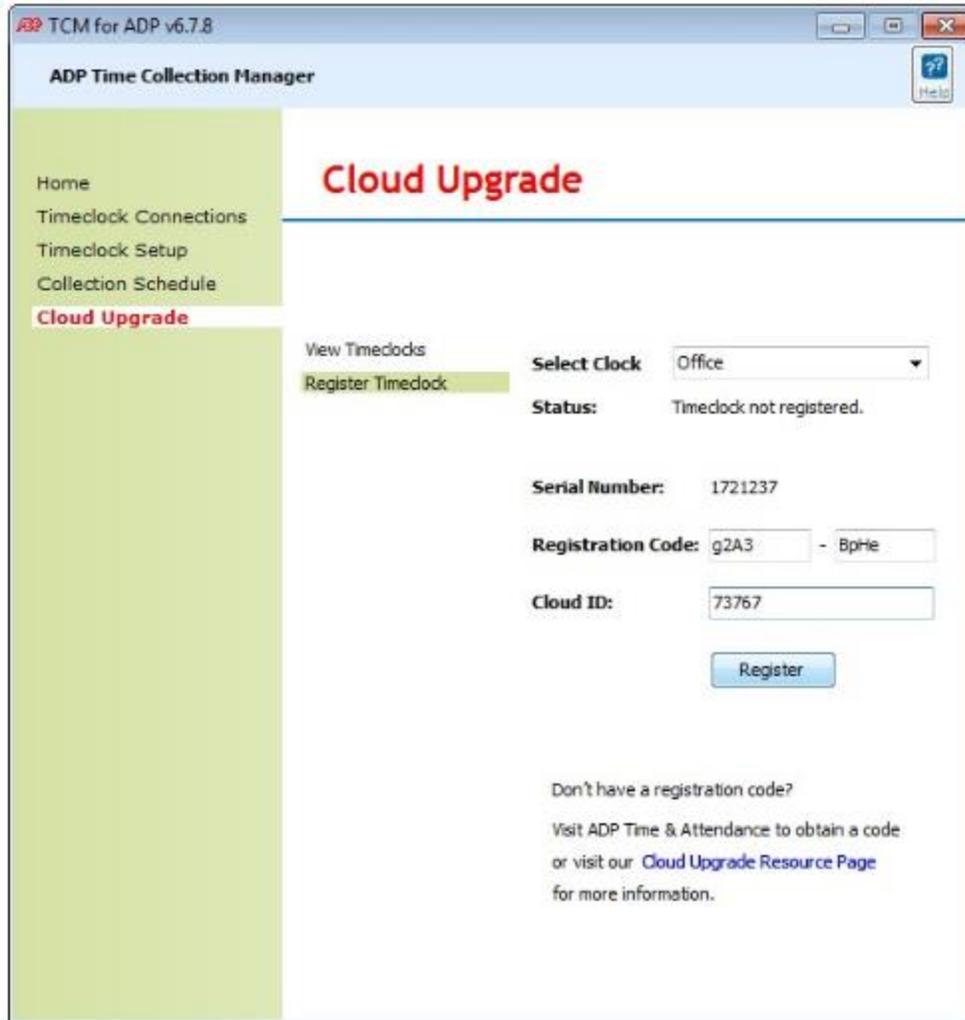


On the homepage, click **Cloud Upgrade**.



Write down the serial number from this page.

**Note:** The Timeclock must be set up for Ethernet to upgrade.



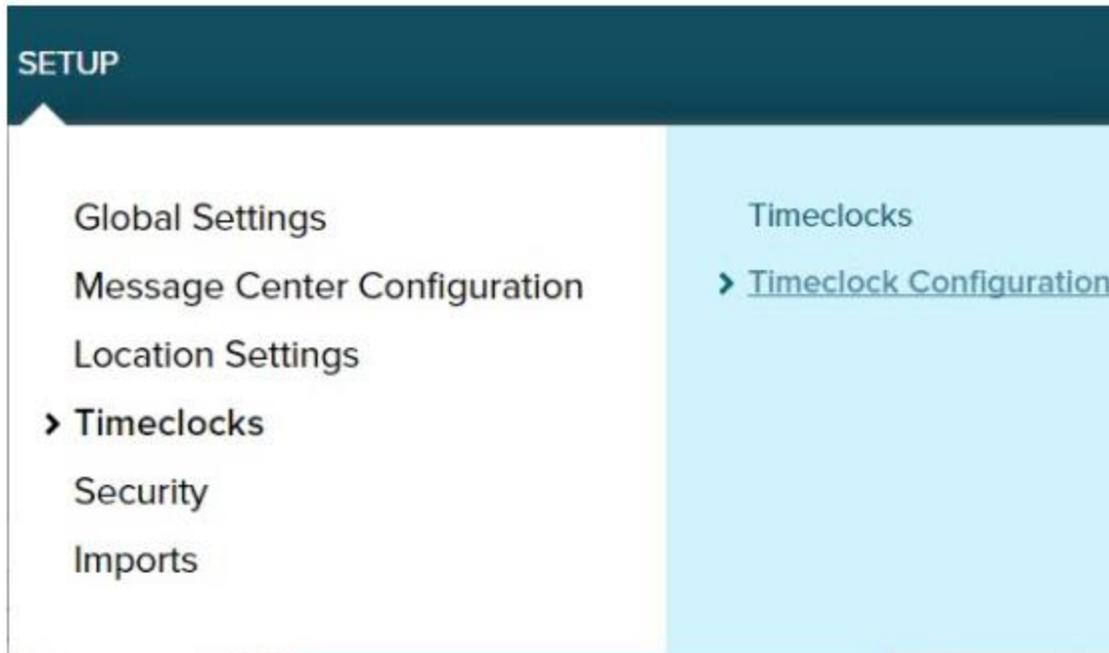
Finally, we need to register the Timeclock with the ADP Cloud.

## Register timeclock with ADP Cloud

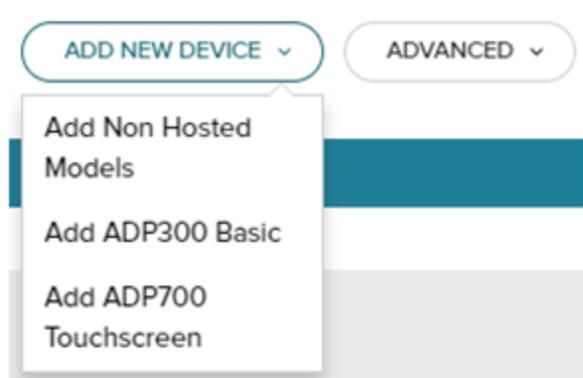
Log in:

- **RUN Powered by ADP clients** - <https://runpayroll.adp.com>
- **Time and Attendance only clients** - <https://time.adp.com>

Click **Setup > Timeclocks > Timeclock Configuration**.



Click **Add New Device** to add a new timeclock.



Choose the timeclock option that matches your timeclock.



If you are using the ADP 300  
or 500 model,  
select ADP300 Basic



If you are using the ADP700  
Touchscreen model,  
select ADP700 TouchScreen

Enter a name for your Timeclock (for example; Front Office) and the serial number you wrote down earlier, then click **Submit**.

# Timeclock Configuration

You are here: [Timeclocks](#) > [Timeclock](#)

 Your changes have been successfully saved

## Edit Timeclock

 **English (US)** 

ID:	Front Office
Description:	<input type="text" value="Front Office"/>
Serial Number: *	<input type="text" value="1221237"/>
Timeclock Model:	ADP700 Touchscreen
Timeclock Firmware:	Not Available
Registration Code:	<input type="text" value="f5JS"/> - <input type="text" value="t97R"/> 
Disable Device Communication:	<input type="checkbox"/>

 **SUBMIT**

 **CANCEL**

 **DELETE**

**GENERATE REGISTRATION CODE**

A setup document will open up. Scroll down to make note of the registration code and Cloud ID.

**Note:** These values are only active for 24 hours. If you need a new code you will have to repeat these steps.

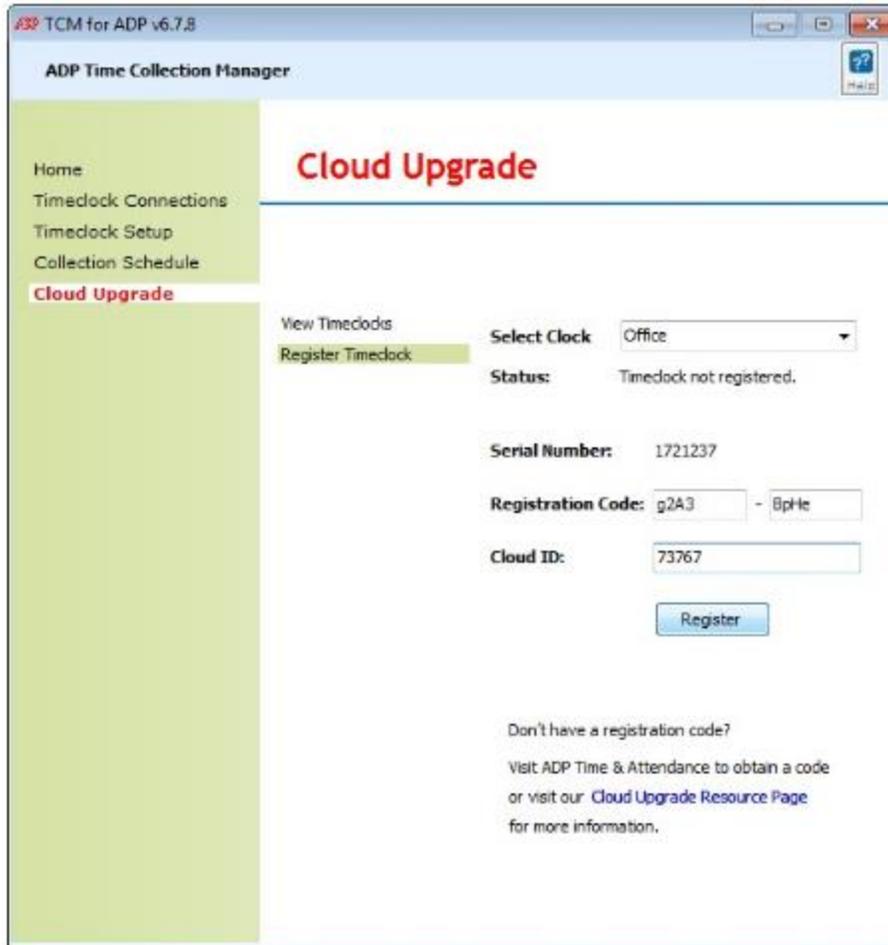
### Step 5:

Enter the following details below:

- **Registration Code:** g2A3 - BpHe
- **Cloud Id:** 73767
- **Click Register**

Return to the ADP Time Collection Manager and click **Cloud Upgrade**.

Enter the registration code and cloud ID you wrote down earlier and click **Register**.



Wait for the clock status to display **Registration Succeeded**.



Congratulations, you have successfully registered your Timeclock with the ADP Cloud! You're all set.