

ADP ezLaborManager Visual Reference Card
ADP 700 Timeclock Setup

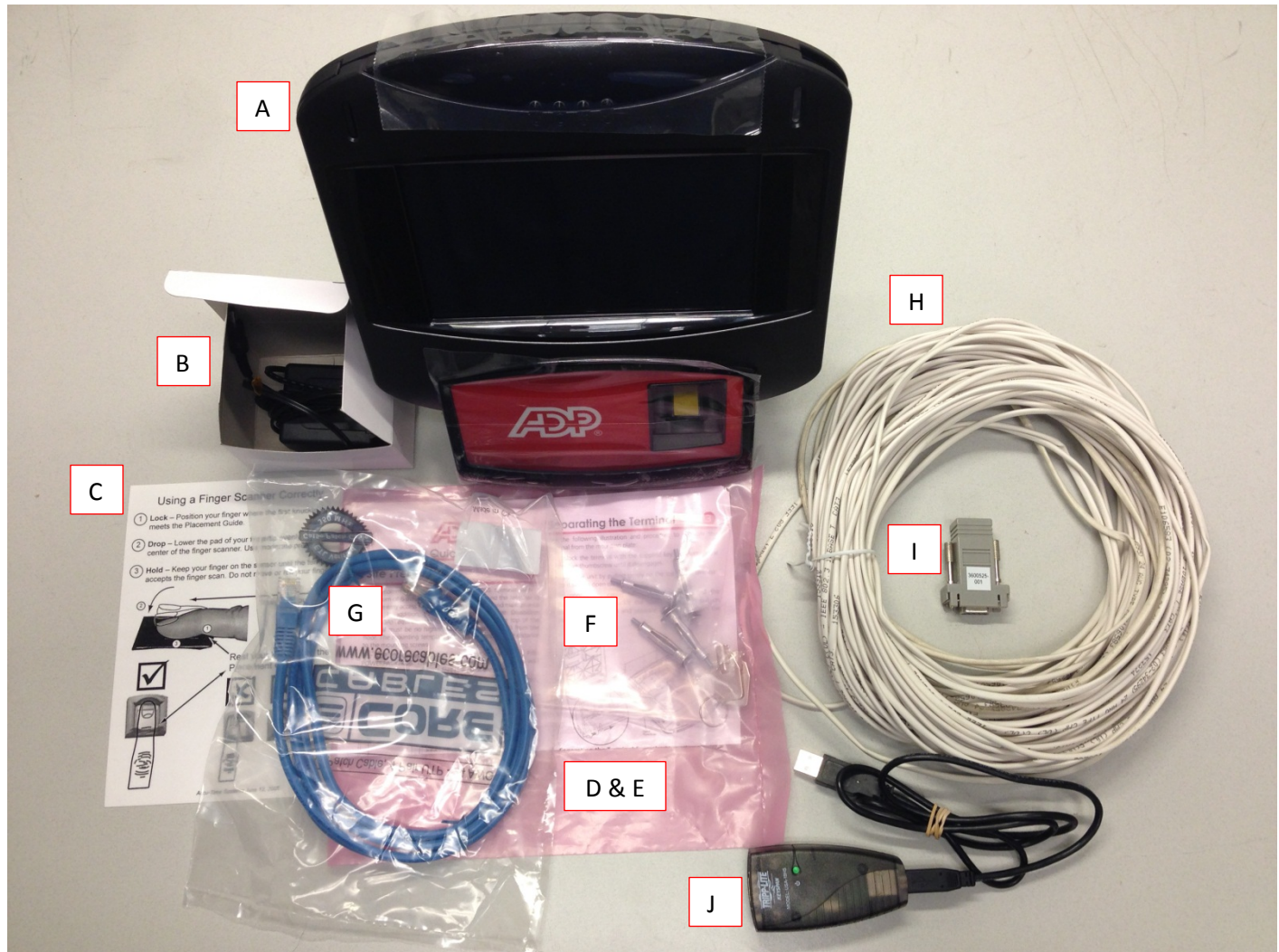
Setting up and Wiring an ADP 700 Timeclock

1. If you indicated on the order form that you intended to use an **Ethernet** connection; the contents of your timeclock boxes should contain:
 - A. ADP 700 Timeclock
 - B. Power Supply
 - C. Using a Finger Scanner instructions
 - D. ADP 700 Quick Start Guide
 - E. ADP 700 Installation and Setup Guide
 - F. Mounting hardware
 - G. 6 ft. Ethernet cable



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2. If you indicated on the order form that you intended to use a **Direct** serial connection; the contents of your timeclock boxes should contain:
- A. ADP 700 Timeclock
 - B. Power Supply
 - C. Using a Finger Scanner instructions
 - D. ADP 700 Quick Start Guide
 - E. ADP 700 Installation and Setup Guide
 - F. Mounting hardware
 - G. 6 ft. Ethernet cable
 - H. 50 ft. Direct cable (or longer if so indicated on the order form)
 - I. RJ11/DB9 adapter
 - J. Keyspan USB-Serial adapter



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3. Unscrew the thumbscrew on the left side of the timeclock. The screw should **NOT** come out, it should just be loose.



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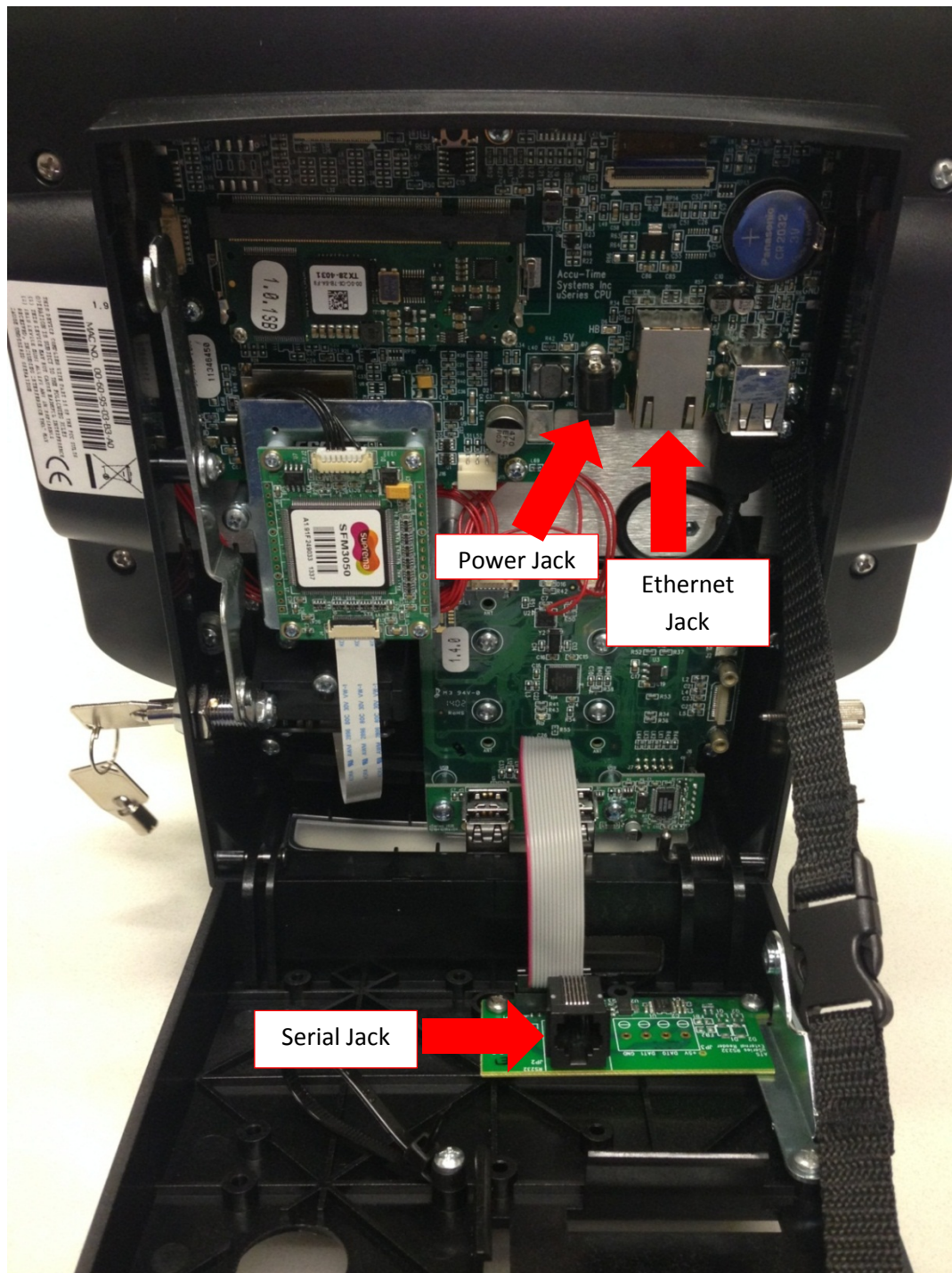
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4. Unlock the terminal with one of the provided keys and then gently pull the top of the timeclock towards you while you hold the back plate by inserting a finger into the round hole. The front plate will swing forward on its hinges.



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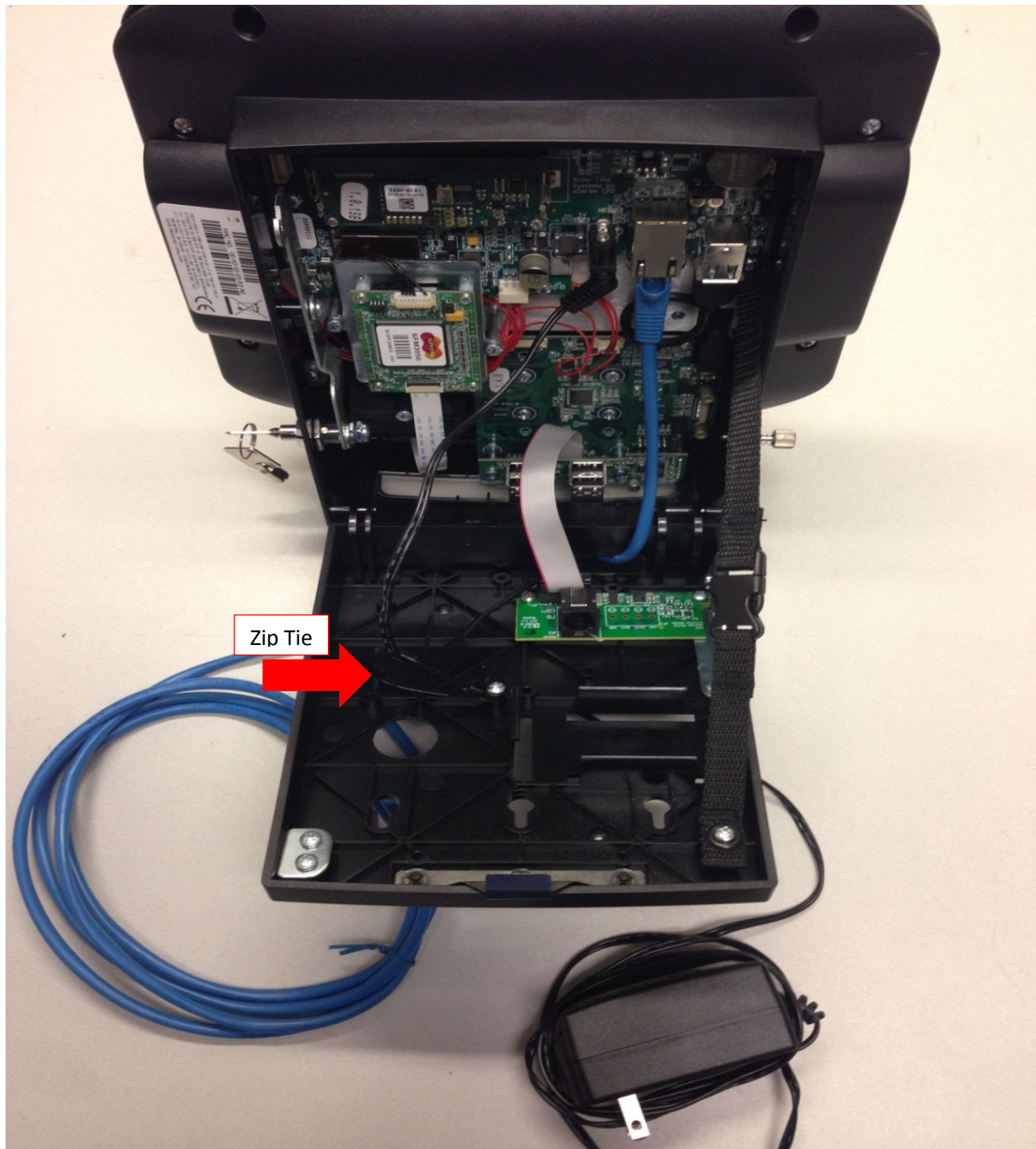
5. The back plate and inside of the timeclock will look like the photo below.



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6. If using an **Ethernet** connection, hook up the cables like the photo below. Slightly tighten the zip tie so the power cable can't be unplugged by pulling on it.



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7. If using the **Direct** timeclock, connect the white CAT 3 cable (this is not a phone cable) into the serial jack in the timeclock. Then connect the gray RJ11 adapter to the white cable and finally the black Keyspan USB cable to the gray RJ11 adapter. Plug the black Keyspan USB cable into a USB port in your computer.

