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## XLS Bio v2 Quick Guide



*In this document, you'll find the following...*

# Configuring Communication

## Wired Ethernet Connection

*Note: Standard connection is to the network/router, not directly to the computer's Ethernet port.*

### Default Setup

By default the clock is in DHCP which means it will pick up the next available IP address on your network. If you plug in an ethernet cable you can check to make sure your device picked up an IP by going to **M/OK > Comm > Ethernet > IP Address** and checking to make sure there is network information.

### Static IP Setup

If you want to program a static IP address then perform the following -

1. Navigate to **M/OK > Comm > Ethernet > IP Address**
2. Turn off DHCP
3. Enter your Static IP information. The NetMask and Gateway settings are required for static IP's. Do not leave them blank.

### How to Enable DHCP IP

Go to the following menu: **M/OK > Comm > Ethernet > IP Address** and move the selection to **DHCP** and press **M/OK** to turn it **ON**. The clock will retrieve an IP address.

## Wireless (WiFi) Connection

*Note: Be sure DHCP for the wired Ethernet network connection is ON. M/OK > Comm > Ethernet > Select DHCP and press M/OK to switch it ON, the network values should automatically update.*

### How to connect to a wireless network

1. Go to **M/OK > Comm > Wireless Network** and make sure **WIFI** is **ON**
2. **Select the network** you want to connect to and **press M/OK**
3. You will be prompted to **enter the network secure password**.
   *Note: Use the right arrow to select the type of data to enter (i.e. capital letter, lowercase letter, number, etc…) and use the keypad to enter the password. If an item is entered incorrectly use the left arrow to backspace and delete the last value entered.*
4. Once the password is entered, **press M/OK twice to connect**. The clock will show "Connecting…" and, if successful, will then show Connected.

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# Cloud Server

Your cloud server settings need to be correct in order for your timeclock to communicate with our servers.

## Setup/Confirm Cloud Server

The following cloud server settings should be considered the default and most common.  As follows, they should work in the vast majority of network environments.  That said, modifications could be necessary at times.  For example, if a client has a proxy server, then you'd want to set **Enable Proxy Server** to **ON** and provide any other information you're prompted for.

1. Push the **M/OK** button.
2. Select **COMM.** and push the **M/OK** button**.**
3. Select **Cloud Server** and push the **M/OK** button.
4. Setup/Confirm the following settings:
   a. Server Mode = ADMS
   b. Enable Domain Name = ON
   c. Server Address = saas.computime101.com
   d. Enable Proxy Server = OFF
   e. HTTPS = OFF

# Power

By default, the XLS Bio v2 is powered by a standard AC adapter that can be plugged into any North American power outlet.  We strongly recommend that you never plug the timeclock directly into a wall outlet.  Instead, you should always use a surge protector.

The XLS Bio v2 cannot be powered by PoE (Power over Ethernet) without an additional device traditionally referred to as a PoE Splitter.  As of May 2024, the only tested and approved PoE Splitter for the XLS Bio v2 is the TP-Link TL-POE10R.

# Time Settings

## Setting the Clock Time

A time other than the current time zone can manually be set on the device in the following menu section.
Note: This will affect and override the times that are recorded onto the timesheets.
1. **M/OK > System > Date Time**
2. Change time
3. Select OK

## Setting Daylight Saving Time

At the clock in the following menu section: **M/OK > System > Date Time**
Enabled by default with a perpetual calendar:
- Start Date/Time is the second Sunday in March
- End Date/Time is the first Sunday in November

# User Management

## Adding an Administrator at the Clock

If no administrators are defined, any user can access the menu. Enrolling at least one user with **User Role set to Administrator** with a secure PIN or prox badge/fob is recommended.

- *Ex.* **M/OK > User Mgt > New User** follow the steps in "New Employee" but set **User Role** to **Administrator**.

## Adding Users at the Clock / Adding Fingerprints to the Clock

Use the following menu for user management options: **M/OK > User Mgt**

### New Employee

1. Select New User
2. Select **User ID**, enter the badge number assigned to the employee. (**Badge number within PayMaster HCM)**
   *Note: Badge numbers with leading zeros are not accepted.*
   *Note: Addition information or identifiers can also be added such s name or initials*



3. Add a Fingerprint - Select the fingerprint option and follow the steps on screen to enroll a fingerprint.
4. *(**Optional**) Adding PIN (Password) - Enter a PIN number for the employee. It is recommended to use the same number as the badge #.*

### Edit Existing Employee

1. Select All Users
2. Select the user from the list you want to edit
3. Select Edit
4. Edit the employees information
   *Example: You can add a PIN for the employee, change the fingerprint, change the employees name, or edit permissions.*

### Delete Employee

1. Select All Users
2. Select the user from the list
3. Select Remove/Delete