

TouchStation™ Biometric Time System



Installation Guide

System Requirements

- **CPU:** Intel Pentium 300MHz or higher (Pentium II 900 MHz recommended)
- **Memory:** 128 MB or higher (256 MB recommended)
- **Hard Disk Drive:** 200 MB of free hard disk space (500 MB of free hard disk space recommended)
- **Monitor:** 256 Color 800x600 or higher resolution display
- **CD-ROM Drive:** 4x CD-ROM or better
- **USB Interface:** Available USB port (USB 1.1 compliant. The port must be able to supply up to 500mA.)

Note on using an external USB hub – Connecting the TS100 or TS-RFS through an external USB hub powered by a PC will cause the PC to “freeze”. If an external hub is needed, please use a self-powered USB hub only.

- **Operating System:** Windows 2000, Windows XP Professional, Windows XP Home Edition
- **Browser:** Internet Explorer 5.0 or Higher

Important Message if you use a Dial-Up Internet Connection! If you are using a Dial-Up Internet Connection, do not open the PayClock software while connecting or disconnecting from the Internet. Running the PayClock software during this time could result in a loss of data.

Package Contents

- PayClock EZ Software CD
- TouchStation Manager Software CD
- TouchStation (TS100) Biometric Device
- Installation Guide
- User's Guide
- Employee Notice (you may photocopy and distribute as needed)

Installation Steps

The TouchStation system requires that you install the PayClock EZ time and attendance software and then install the TouchStation Manager software before connecting the TouchStation device to your computer. You **must** follow these steps exactly to ensure a trouble-free installation.

1. **Install PayClock Software**
2. **Install TouchStation Software**
3. **Connect TouchStation Hardware**
(Wait for prompt to load the software drivers)
- 4a. **Load 3 separate software drivers for Windows XP**
- or*
- 4b. **Load 3 separate software drivers for Windows 2000**




Select “**Continue Anyway**” when this screen displays.

1. Install PayClock EZ Software

1. Prepare the Computer

- » Select the computer you will use to manage the time and attendance system. This is typically the same computer used to process payroll. This does not have to be the same computer you will connect the TouchStation device, as long as it is on the same local area network (LAN).
- » Shut down any programs that may be running including virus protection software.

2. Install the PayClock EZ time and attendance software

- » Insert the **PayClock EZ CD** in your computer's CD-ROM.
- » The Setup program should run automatically. If it does not, follow the steps below:
 - Click **Start | Run** from the Windows taskbar.
 - At the command line, type **d:\launch.exe** where **d:** is the letter of the drive for your CD-ROM.
 - Click **OK**.
- » At the Welcome screen, click Next.
- » Read the License Agreement, and then click I Accept to continue.
- » Select the folder where you wish to install PayClock EZ (the default folder is C:\PayClock) , then click Next.
- » Click Next to start the installation of the files.
- » Click Finish to complete the installation.
- » The PayClock Server Connection Manager icon  will show in the Notification Area with the message "PayClock Server is Running". Note: This icon will display when you log in to Windows but the PayClock Server will run without being logged in to Windows.


2. Install TouchStation Manager Software

Proceed to this step only if you have completed installation of the PayClock EZ software.

1. Prepare the Computer

- Select the computer to which you will connect the TouchStation hardware. This can be a different computer than the one running PayClock EZ software as long as it is on the same local area network (LAN).
- Shut down any programs that may be running including virus protection software.

2. Install the TouchStation Manager software

- » Insert the **TouchStation Manager Software CD** in your computer's CD-ROM.
- » The Setup program should run automatically. If it does not, follow the steps below:
 - Click **Start | Run** from the Windows taskbar.
 - At the command line, type **d:TSSetup.exe** where **d:** is the letter of the drive for your CD-ROM.
 - Click **OK**.
- » At the Welcome screen click Next.
- » Read the License Agreement, and then click Next to accept it.
- » Select the folder where you wish to install the TouchStation software (you should install the TouchStation software in the same folder as the PayClock EZ software, the default folder is C:\PayClock), then click Next.
- » Click Next to start the installation of the files.
- » Click Finish to complete the installation.
- » The TouchStation Manager icon  will show in the Notification Area with the message "TouchStation is Unplugged".

3. Connect TouchStation Hardware

Note on using an external USB hub – Connecting the TouchStation device through an external USB hub powered by a PC will cause the PC to “freeze”. If an external hub is needed, please use a self-powered USB hub only.

1. Locate an available USB port on the same computer you previously installed the TouchStation Manager software.
2. Connect the plug from the 6 foot USB cable attached to the TouchStation device.

If you wish to increase the distance between the TouchStation device and your computer’s USB port, you may utilize the following USB cable extenders available directly from Lathem or an authorized reseller:

- 16 foot USB Active Extension Cable
(P/N: USBCABLE16)
Connect up to four cables in succession.
- USB Super Extender
(P/N: USBEXTENDER)
Extend distance up to 150’ using Cat5 cable sold separately.


3. The computer will automatically begin installation of the required software drivers. Follow the instructions for Windows XP or Windows 2000 to successfully complete the installation of the software drivers.

4a. Install Drivers for Windows XP

The following three software drivers must be installed for the TouchStation (TS100) device to operate properly:

1. USB Device
2. Lathem TouchStation
3. FIU-600

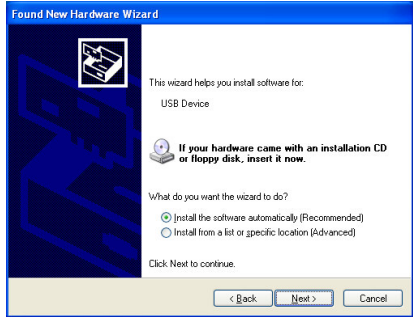
Complete the following steps for each of the three drivers. Three separate “Found New Hardware Wizards” will appear in succession. **You must complete all three Wizards.** Please note that it may take up to one minute for each Wizard to automatically appear. Please be patient.

1. After successfully connecting the TouchStation hardware to your computer the message “**Found New Hardware**” will show in the Notification Area with the USB icon .
2. The “**Found New Hardware Wizard**” will display. Select “**Yes, this time only**” or “**Yes, now and every time I connect a device**” and click “**Next >**”.

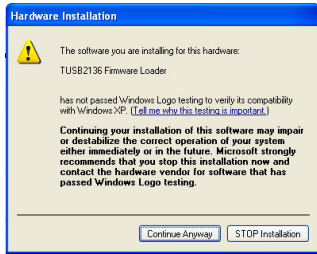


Note: Up to 1 minute may pass before the message displays, please be patient.

3. Select “Install the software automatically (Recommended)” and click “Next >”.

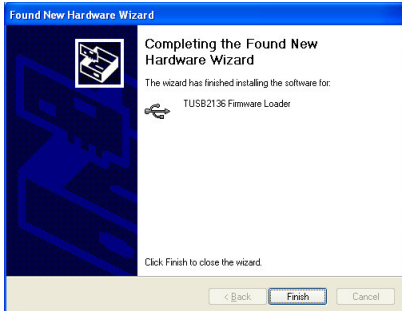



4. When the driver is located, this message will display. Click “Continue Anyway”.



Important:
Do NOT select
“STOP Installation”
or your TouchStation
will not operate!

5. Click Finish to complete the process of loading the first driver.



6. Complete Steps 1 through 5 again for the second and third Found New Hardware Wizards which will appear automatically.
7. Following the completion of the third Found New Hardware Wizard the TouchStation Manager icon  will display with the message “**TouchStation is Plugged IN**”.

You are now ready to configure and start using the TouchStation Biometric Time System. Please refer to your **TouchStation User’s Guide** for steps on configuration and usage.

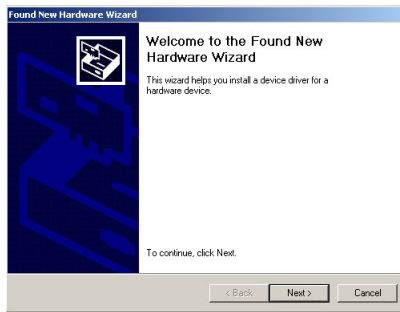
4b. Install Drivers for Windows 2000

The following three software drivers must be installed for the TouchStation (TS100) device to operate properly:

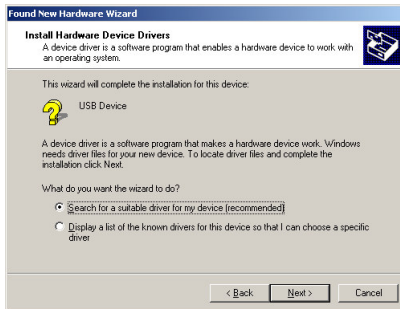
4. USB Device
5. Lathem TouchStation
6. FIU-600

Complete the following steps for each of the three drivers. Three separate “Found New Hardware Wizards” will appear in succession. **You must complete all three Wizards.**

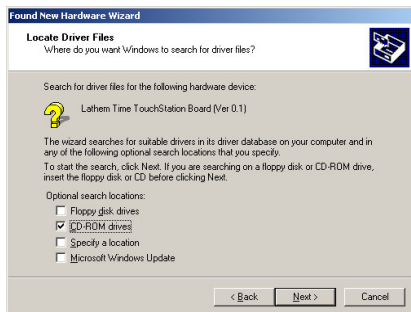
1. After successfully connecting the TouchStation hardware to your computer the message “**Found New Hardware Wizard**” will display, click Next.



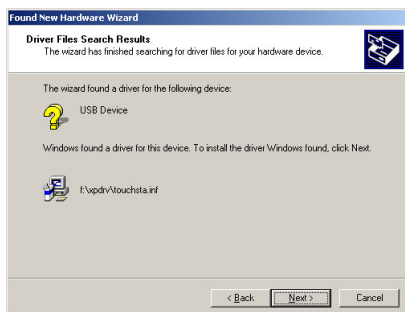
2. Select “**Search for a suitable driver for my device (recommended)**” and click Next.



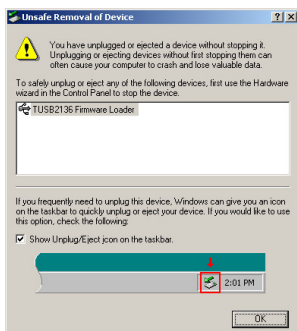
3. Select the “CD-ROM drives” option and click Next.



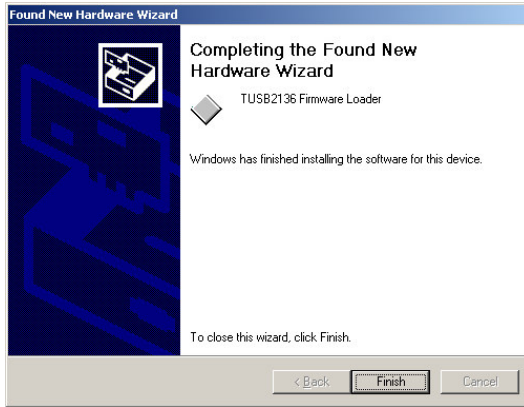
4. When the driver is located, click Next.



5. Windows will display the message “Unsafe Removal of Device”, ignore this message and click OK.



6. Click “Finish” to complete the process of loading the first driver.



7. Complete Steps 1 through 6 again for the second and third Found New Hardware Wizards which will appear automatically.
8. Following the completion of the third Found New Hardware Wizard the TouchStation Manager icon 🖐️ will display with the message “**TouchStation is Plugged IN**”.

You are now ready to configure and start using the TouchStation Biometric Time System. Please refer to your **TouchStation User’s Guide** for steps on configuration and usage.