



# TimePilot Extreme Blue/Extreme Blue Enhanced Quick Start Guide—Part 1

## 1. Unpack the box.

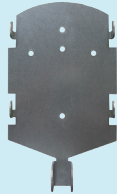
Here's what's inside:



Extreme Blue timeclock



iButtons



Mounting plate



Management iButton



Padlock

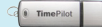


4 AA batteries

Included with TimePilot Extreme Blue Enhanced only



Software CD

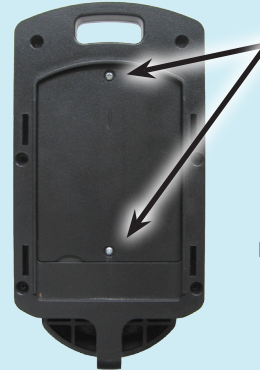


USB Drive



Blue Dot Receiver

## 2. Install the batteries in the clock.



Unscrew the two Phillips head screws holding the battery cover until they're loose—there's no need to fully remove them.

Then lift off the the cover using the notch at the bottom.

Insert a battery into each of the 4 holders. Each battery's orientation is indicated in each holder.

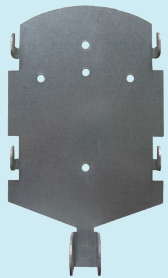


## 3. Set the lock combination



Set a combination on the padlock using the instructions in the lock package.

## 4. Install the mounting plate.



Screw the mounting plate to the wall (or wall stud or anywhere the clock will be used).

The weatherproof Extreme Blue clock can be mounted anywhere, but it's always best to

mount it where it will be shielded from the elements as much as possible, but still accessible to your employees.



## 5. Mount your clock and lock it down.

Hook the clock onto the mounting plate and lock the assembly through the loop at the bottom of the clock.

## 6. Download the app.

Go to your app store—iTunes' App Store for iPhones and Google Play for Android phones—and download the app. It's free.

To find the app, search for "TimePilot Extreme."



## 7. Set up the app.

Tap the icon (shown at right) to start your app for the first time and you'll start the Quick Setup, which will guide you through the process of preparing your new app for use.



Extreme Blue users: You'll be led through the process of assigning iButtons to employees. At any point in the process, if you're prompted by your phone to "pair" with the clock, click "Yes."

Extreme Blue Enhanced users will set up employees in the TimePilot Central PC software.



**Extreme Blue users,** you're done. You can start using the system. See Page 3 for instructions on how to use the app.

**Extreme Blue Enhanced users,** continue to the next page to set up your PC software and add employees.

Detailed instructions are available online: [www.TimePilot.com/SupportCenter.htm](http://www.TimePilot.com/SupportCenter.htm)  
Having problems? Contact TimePilot tech support at 630-879-6400 or [Support@TimePilot.com](mailto:Support@TimePilot.com)



# TimePilot Extreme Blue Enhanced Quick Start Guide—Part 2

*Extreme Blue users without PC software: Your setup is complete; see the next page for tips on how to use the app*

## 8. Install Dropbox on your PC.

If you don't already have Dropbox on your computer, go to [www.Dropbox.com](http://www.Dropbox.com), install the software and log in to the same account as the one that's on your phone. You'll end up with a Dropbox folder on your desktop.

Dropbox is a free cloud service that is used by TimePilot as a conduit between smartphones running the TimePilot app and PCs running TimePilot Central.



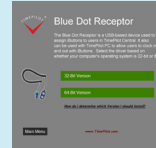
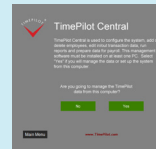
## 9. Install TimePilot software.

Place the CD in your computer's CD drive.

When the opening screen appears, click "Install TimePilot Software," then "TimePilot Installation Wizard."

When you're asked if you want to install TimePilot Central, click "Yes." TimePilot Central is the core of the TimePilot system.

When you're asked if you want to install the driver for the Blue Dot Receptor, click "Yes." The Blue Dot Receptor enables you to assign iButtons right at your PC.



## 10. Set up the software and link to the Cloud.

When installation is complete, you'll see the TimePilot Central icon (right) on your PC's desktop. Click it to start the Setup Wizard, which will guide you step-by-step through setting up the software on your computer.



You'll need your software's serial number; it's on a sticker attached to the printed warranty information that came with your product.

During the setup process, you'll be asked to "Add Employee Profiles." This is where Extreme Blue Enhanced users will add their employees and assign iButtons, using the Blue Dot Receptor.

At the end of the process, you'll be asked if you want to connect to the Cloud. Click "Yes."

The software will find your Dropbox account and ask you to create a TimePilot Cloud folder that will be used by your phone and your PC.



## 11. Move employee profiles to the phone.

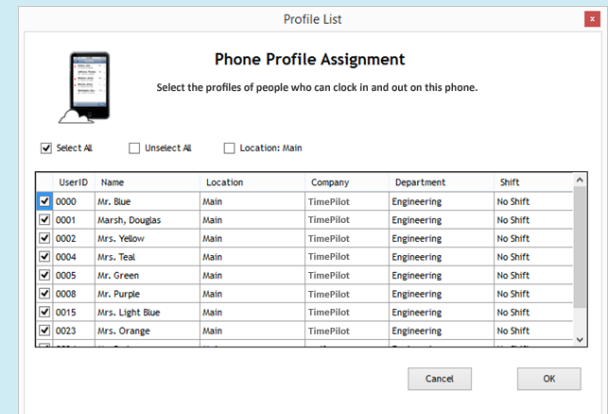
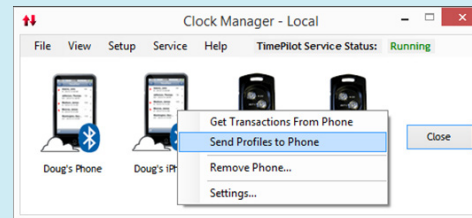
Next, TimePilot Central will ask if you want to set up your timeclocks. Click "Yes."

Clock Manager (shown at right) will start. This is a program whose job is to connect your timeclock(s) to the TimePilot Central software. You'll use Clock Manager to move your employees' profiles to the Cloud and later retrieve the transactions from the Cloud.

1. If you're prompted, log in with the same password you use for TimePilot Central. When Clock Manager starts, you'll see your phone.
2. Right-click the image of the phone and click "Send Profiles to Phone." You can send all the profiles or just individual ones.
3. Now go to the app on the phone, tap "Settings" and choose "Cloud Functions," then "Get Profiles from Cloud." It may take up to a few minutes for the data to arrive.

The employees' names and iButton numbers will download to your phone.

**This completes your setup. You can start using your Extreme Blue Enhanced system. See Page 3 for instructions on how to use the app.**



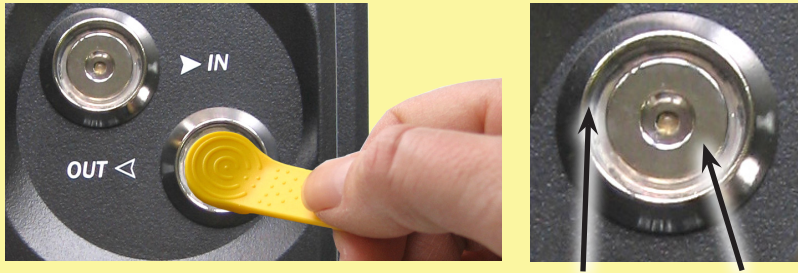
When you're sending profiles to a phone, you can send all your profiles, groups or just individuals.



# How to use the TimePilot apps

This document uses screenshots from TimePilot's iPhone App; our Android app is very similar.

## Clocking in and out with iButtons



Touch your iButton to the center of the IN or the OUT iButton probe. **Rim of probe** **Flat surface**

You'll hear two "beeps" and the orange or green light in the probe will flash to indicate the transaction has been recorded.

The metal part of the iButton must touch both the inner flat surface of the probe as well as the rim of the probe.

## Collecting data from the clock

After your employees have been using the system, you can collect the data at any time. Tap the "Collect" icon (shown at right) at the bottom of the screen and follow the instructions.



## Viewing your employees



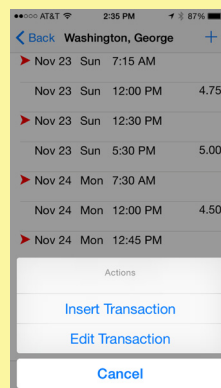
The red arrows indicate that an employee is clocked in; no arrow means they are clocked out.

The time displayed below each employee's name is calculated from their last clock-out—if they're clocked in, it does not include the hours accumulated since they clocked in.

## Editing your transactions

To add a clock-in or clock-out for an employee on your phone, tap the employee's name to see his or her transactions, then tap the "+" at the top right corner of the screen. Enter the details (don't forget to choose "In or "Out") and tap "Save" at the top right corner.

To make a change in an existing transaction, tap and hold the transaction and choose "Edit Transaction" from the pop-up menu.



"Made for iPhone" means that an electronic accessory has been designed to connect specifically to iPhone, and has been certified by the developer to meet Apple performance standards. Apple is not responsible for the operation of this device or its compliance with safety and regulatory standards. Please note that the use of this accessory with iPhone may affect wireless performance.

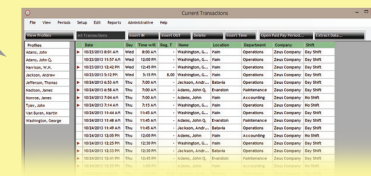
## For Extreme Blue Enhanced users only

### How to retrieve data from your phone(s).

1. Tap the Cloud icon (in the iPhone app) or the Cloud button (in the Android app) on the Main Screen. Your clock-in and clock-out data is sent to Dropbox.
2. Now start Clock Manager on your PC. (In TimePilot Central, click the "Setup" menu, then "Clock Manager..."). The name of the phone that sent the data in the previous step will be shown in red. This is an indicator that there is data in Dropbox waiting to be retrieved.
3. Right-click the phone and select "Get Transactions from Phone." The data will flow into the TimePilot database and you'll see it in TimePilot Central.



Data travels from your smartphone to your Dropbox folder, and is retrieved by TimePilot Central.



### How to name your clocks.

If you have more than one Extreme Blue clock, it can be helpful to give each clock a name so you can see in TimePilot Central exactly which clock an employee used.

To do so, start the app, tap "Settings," then "Clock Administration," then "Set Clock Name." Follow the instructions that appear.

Detailed instructions are available online: [www.TimePilot.com/SupportCenter.htm](http://www.TimePilot.com/SupportCenter.htm)