



Using one or more time-clocks mounted on the wall

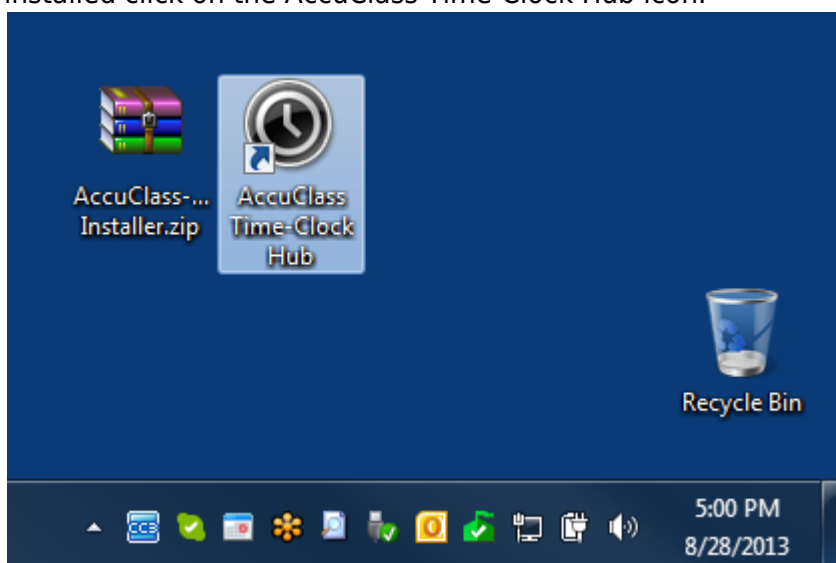


Have students sign in at the time clocks. Learn more by [clicking here](#). For ordering information please contact your national account specialist at 1-888-249-7227 or at sales@engineerica.com

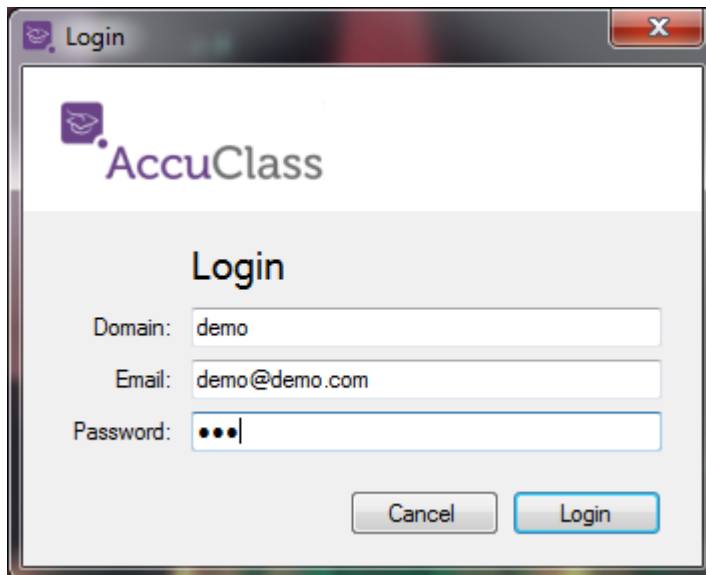
This option is only supported on **Institution** accounts.

Download & Install the AccuClass TimeClock Hub

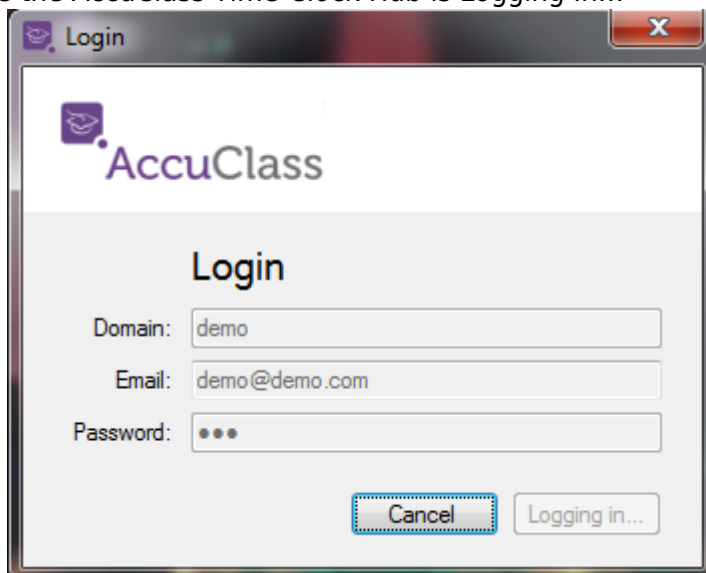
1. Install the **AccuClass Hub v2.0.6128** installer with [this Download link](#) in the time-clock materials.
2. Once installed click on the AccuClass Time-Clock Hub icon.



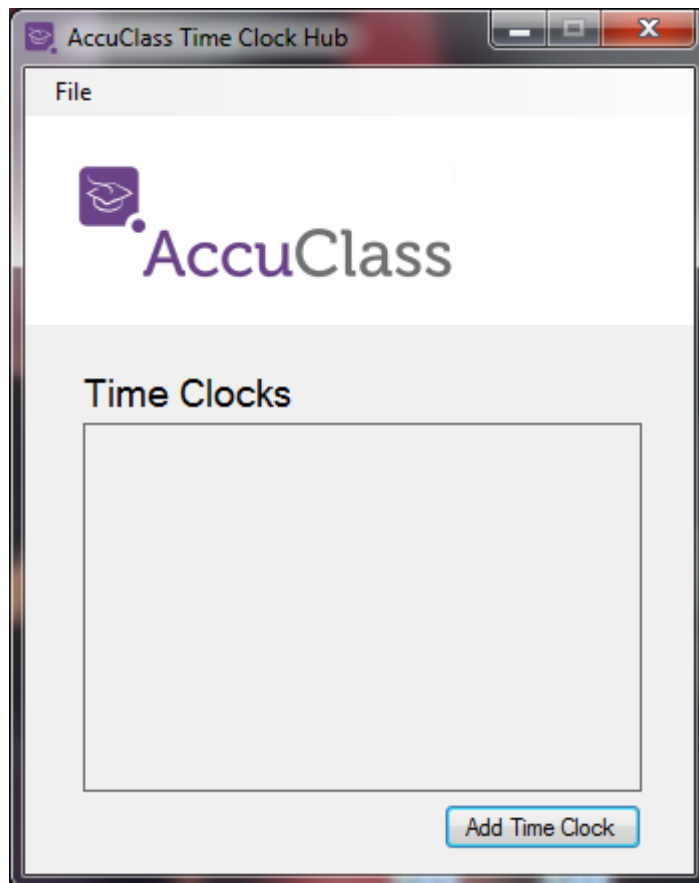
3. Login using your Institution's or Instructor's AccuClass credentials.



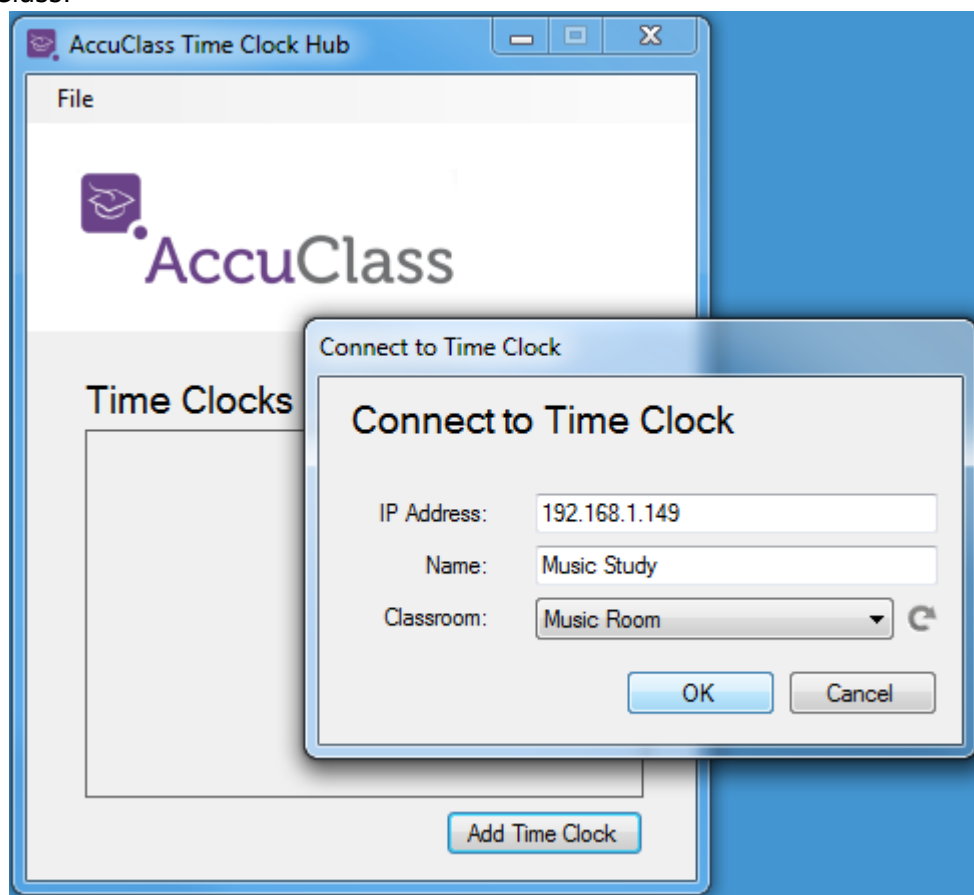
4. Notice the AccuClass Time-Clock Hub is Logging In...



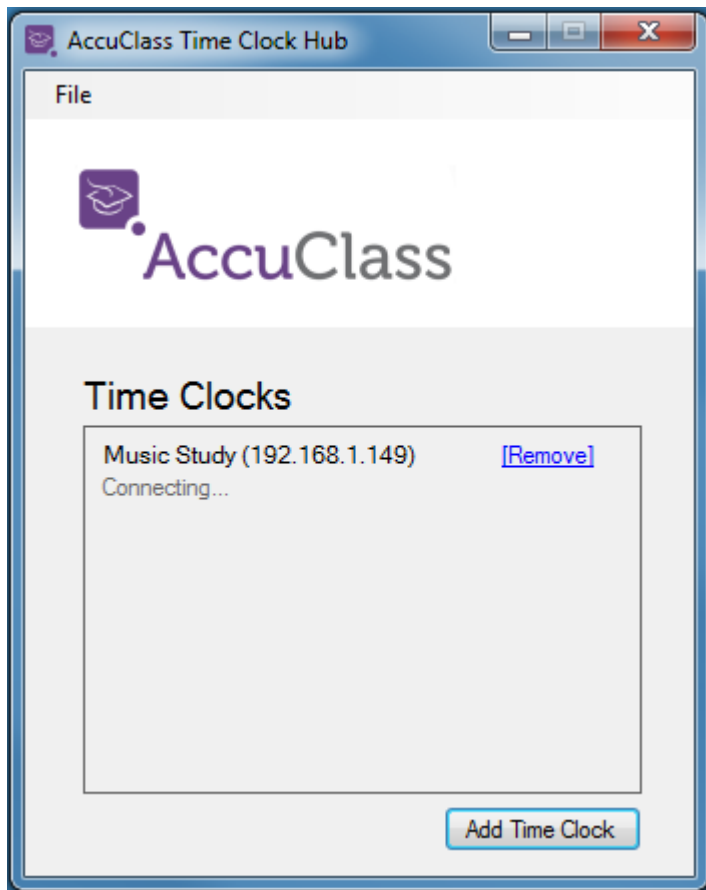
5. There are no time-clocks connected yet so click "Add Time-Clocks"



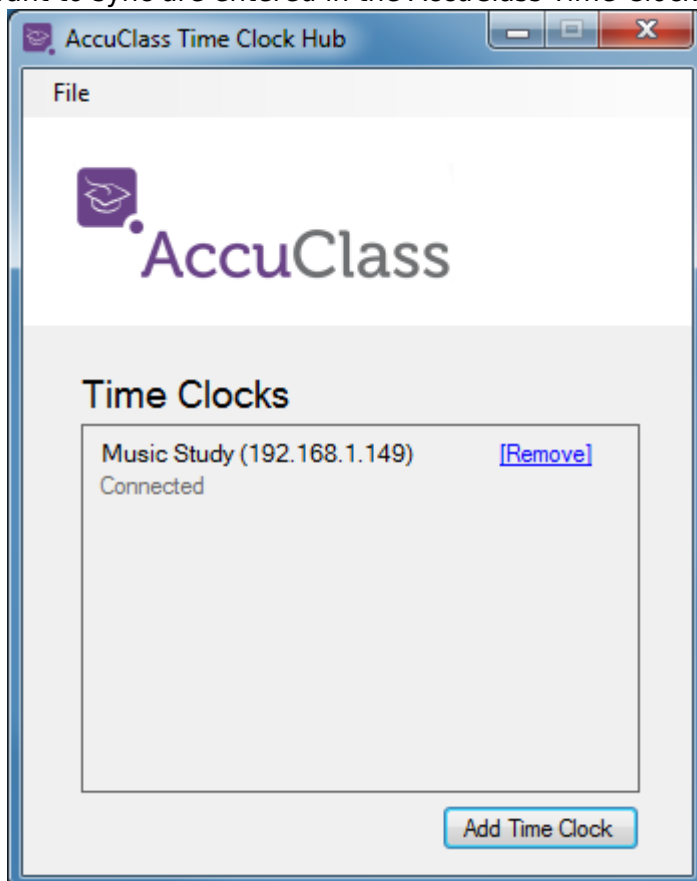
- 6. Add the IP Address, Create a Name, and select the Classroom you want to keep synced with AccuClass.



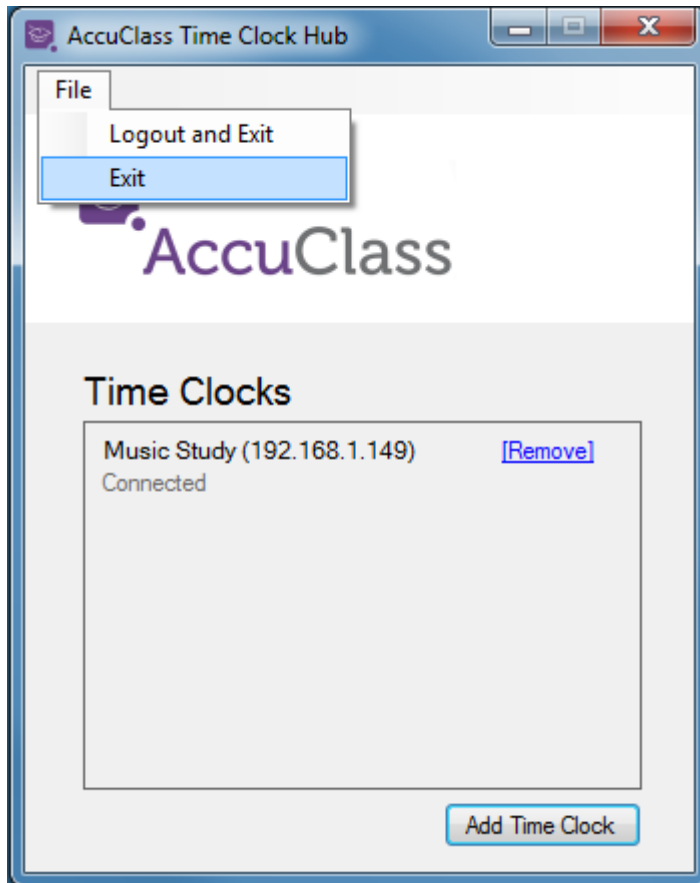
- 7. Notice the AccuClass Time-Clock Hub is connecting to the Time-Clock...



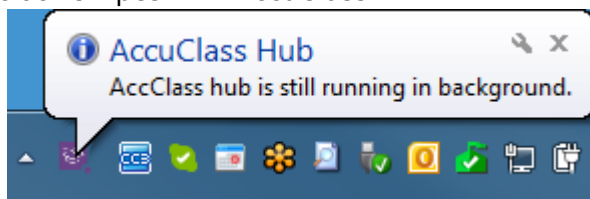
8. Once Connected under the time-clock you connected. Repeat steps 5 & 6 until all classrooms you want to sync are entered in the AccuClass Time-Clock Hub.



9. Click **File > Exit** or just close with red X in the top right.



10. Notice that the AccuClass Time-Clock Hub remains open in the task tray to continue to sync time-clock swipes with AccuClass.



You can click **File > Logout and Exit** to stop syncing the time-clocks with AccuClass. To restart syncing simply double-click the AccuClass Time-Clock Hub icon and login again.

Configuring the time-clock

This section goes over the items you need to complete to start collecting swipes with your newly purchased time clock.

Call 407-366-7700 to get help with configuring the time clock.

Collecting Attendance with a Time-clock

Simply swipe the card and your Students should be hearing one of two auditory responses:

- **“Thank you!” Response** - This means that the card data was read successfully and it recognizes the **Student** from the AccuClass Hub software's Synced data.
- **“Card Error Occured” Response** - This means that the card data **was not** read successfully and/or the **Student** was not recognized by the time-clock.

If they were not recognized by the time-clock you may need to re-sync the time-clock using the AccuClass Hub software.

[Click here](#) to choose another **Method** for tracking attendance with AccuClass.

[Click here](#) to choose another device for tracking attendance with AccuClass.

From:
<http://attendance-tracking.com/docs/> - **Engineerica Documentation**

Permanent link:
<http://attendance-tracking.com/docs/doku.php/accuclass/recording-attendance/devices/timeclocks>

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