**Auto-Sync™ Time Clock Quick-Start Guide**

1. **Remove the following contents from the box:**
   - Not included on PoE model

2. **Plug in the male RJ-45 Ethernet cable to a network connection. Next, plug-in the AC adapter.** (No AC adapter is required with Power over Ethernet [PoE] option).
   - **NOTE:** Port 5353 must be open for local service discovery. Port 53 must be open for a wide area service discovery.

3. **During power up, the clock will flash “boot”, then sequentially display the complete IP address twice, and show a normal display of date and time.**
   - For example, an IP = 192.168.57.106 would display:
     - 1st: 192
     - 2nd: 168
     - 3rd: 57
     - 4th: 106
   - **NOTE:** If the clock cannot connect to the network it will flash 0.0.0.0 for the IP address.

4. **It is recommended to use the Auto-Sync Utility CD included with your clock. Install and start the Utility. When the Utility opens it will automatically perform a local network clock search. When the clock appears in the list, double-click on the discovered clock to Login using a browser.**
   - **NOTE:** For PoE Model the colon on the display should be flashing to indicate PoE is working properly.

**Skip to Step 6 ➔**

5. **With Internet Explorer (IE) & Bonjour®, select View ➔ Explorer Bar ➔ Bonjour. Locate and click on the discovered clock in the list of devices on the left-hand side to connect for login.**
   - The Auto-Sync Time Clocks will appear here.
   - **NOTE:** If Bonjour may need to be downloaded & installed as a plug-in.
   - **NOTE:** Port 5353 must be open for local service discovery. Port 53 must be open for a wide area service discovery.

6. **At the clock Login web page enter:**
   - Username = **Admin**
   - Password = **password**
   - This can be changed later.

   **NOTE:** Only 1 user can be logged in and the login times out after 5 minutes of no activity.
After login, the Auto-Sync Time Clock "Clock Information" page will appear. Black Box recommends creating a name and description.

Use the Menu Selections on the left of your browser to configure the clock in the following Steps.

If the default Time Servers are not acceptable or you do not have access to the Internet, Black Box recommends defining the Time Servers (including Internal Time Servers) for time sync. Please define:
- Name
- Host Name / IP Address
- Enabled
- Order of use

Click on the Time Servers link on the left under Time Sync and from the Time Server List click the Add button to create a new Time Server. Click the "Test Time Sync" button to test the Time Server connection.

NOTE: Port 123 must be open to use time servers.

If E-mail notification and SNMP Traps are desired, Black Box recommends defining your E-mail and SNMP Trap settings.

NOTE: E-mail notification must also be checked enabled.

Click on the E-Mail link on the left under Notification for e-mail. Click on the SNMP Trap link on the left to define SNMP Traps.

NOTE: Port 25 must be open to use E-mail notification. Port 162 must be open to use SNMP Traps.

If the default DNS Server configuration is not acceptable or you do not have access to the Internet, Black Box recommends defining the DNS Servers to perform time sync and discovery.

Click on the DNS Servers link on the left under Time Sync to define your DNS Server(s).

NOTE: See the User Guide for more detailed DNS Server setup information. See router Port NOTE in Step 2.

Black Box recommends defining Schedules for time sync to maintain your clock’s time sync. Your clock comes with 2 default schedules that can be edited. Please define:
- Name & Type
- Start Date & Time
- Daily or Weekly Frequency

Click on the Schedules link on the left under Scheduling to define time sync frequency. Also, you can define Backup & Reports schedules here.

Black Box recommends to Backup the clock transaction & configuration settings, please define your Utilities Settings for Backup, Restore and Report functions.

Click on the Settings link under Utilities to define an FTP Server for these functions.

NOTE: Port 21 must be open for FTP.

Click on the Backup/Restore or Reports link to perform these functions.

For additional information, click on Help with the Utility open to launch the Auto-Sync Time Clock User Guide.

NOTE: For PoE models, leaving the Auto-Sync Time Clock unplugged from a PoE terminal or without power for more than 24 hours may create a problem with the clock starting up (you will see "low bat" briefly appear in the display). In this instance, the clock should be started with the battery pack cable disconnected and the clock plugged into a PoE terminal.