



PrimeTime Web Timekeeper Terminal - Quick Start Guide

1. Unpack your terminal from its box and mount on a wall or desktop which ever you prefer (please see our separate step-by-step guide for assistance with this).
2. If you are planning on connecting the Terminal to a network via the cable, connect the network cable to the Terminal and then plug the other end into a network socket (if you are using the WiFi option then please follow the instructions in the **Primetime system terminal user guide** instead).
3. Otherwise if you have no Network point and no WiFi available you can use the USB file transfer option to collect the records (please refer to the instructions in the terminal guide).
4. Now connect the power adaptor and plug this into mains power.
5. **There is no need to change any settings on the Terminal** – it will have already been factory set to automatically connect to your Primetime account. (**Warning:** making changes to the settings may result in the Terminal failing to connect to your Primetime account.)
6. Please follow the User Guide to add employees to the Terminal and create clocking times. (We recommend you begin by adding one or two employees first to test the system is correctly installed.)
7. To view the clocking records and reports, please log into your PrimeTime Web account at <https://primetime.alldaytime.co.uk/> . If you have not received details of your PrimeTime Web account by email from support@alldaytime.co.uk then please contact us.
8. If you are using a USB to collect the Terminal records please follow the **Primetime system terminal user guide** for this.
9. If you find that the Terminal is not communicating with your PrimeTime Web account you should first check the cables or the WiFi connection.
10. For further help please go to <https://www.alldaytime.co.uk/support/>

