

**Thank you for purchasing the Allied Time USA AT5500 Biometric / Badge Time Clock!** Using this quick-start guide you will be able to set up your device for attendance tracking in just a few minutes. For complete instructions regarding AT5500 usage and functionality, please refer to the included device manual.

A copy of this guide, along with the device manual and menu map, are available on [www.AlliedTimeUSA.com/support](http://www.AlliedTimeUSA.com/support).

- Step 1:** Connect the included power adapter to the rear of the device, plug the adapter into an outlet and press the device power button.
- Step 2:** Insert the included USB drive into the AT5500. The USB menu will appear.
- Step 3:** Using the +/- and **OK** buttons, select **DOWNLOAD → Setup File**. The employee setup file will download to the drive.
- Step 4:** Remove the USB drive and insert it into your Windows computer.
- Step 5:** Open Excel, select Open File and navigate to the 'SetTable' file on the inserted USB drive. (**Note:** Other spreadsheet programs may not open the file correctly).
- Step 6:** Select the '**Employee Settings**' tab at the bottom of the screen and enter employee information, following the instructions at the top of the page.
- Step 7:** Select **FILE → Save** (DO NOT SELECT 'Save As...' this will change the file type and invalidate the file). Click **YES** to the pop-up message.
- Step 8:** Remove the USB drive and insert it into the AT5500. Select **UPLOAD → Setup File**.
- Step 9:** After the employee information is successfully uploaded, remove the USB drive and press ESC until you reach the Main Menu.
- Step 10:** Using the +/- and **OK** buttons, select **USERS → View Users → [Employee Name] → EDIT**.
- Step 11:** Select **FINGER** to enroll an employee fingerprint. Firmly press the finger to the sensor for 3 seconds until the 'Success' message appears and you are returned to the Employee Edit screen. To enroll another fingerprint, select **FINGER** again. Repeat this step for each employee. If you wish to enroll RF Badge, select **RF Card** option and scan the badge employee will be using.
- Step 12:** Press ESC several times to return to the AT5500 home-screen. The device is now ready to use.

After completing these steps, an employee may record their punch-time by simply clicking the IN or OUT button and pressing their finger against the fingerprint scanner. **NOTE:** you can disable sounds by going to General Settings-> Speaker and/or Key Sounds.

For support, please call **888-860-2535** or email [support@alliedtime.com](mailto:support@alliedtime.com)

