

# Task: Installation and Configuring Computer

## Finding your network IP Address and Gateway on your computer

1. Click the windows button on your keyboard + the letter **R** to open Run.
2. In the input, type in `cmd` and click OK with your mouse or press enter on your keyboard.
3. In the terminal type in 'ipconfig', press enter.

```
> ipconfig
```

4. Write down your IP Address and the Default Gateway.
5. Find an available IP Address like the one the computer has, for example if the computer has the IP of 192.168.1.100, you can try 192.168.1.130.
6. To see if it is available, on the same screen where you typed in 'ipconfig' go and type

```
> ping xxx.xxx.x.xxx
```

IP address entered above is only an example. Each `x` will be replaced by a number.

7. When you have a good IP address to use, take note of it along with the default gateway.

## Configuring the Time and Attendance Machine

8. On the machine enter the main menu by pressing the **M/OK** button, select **Comm** (fig.1) then in the following screen select **Network.** (fig.2)



fig.1 main menu

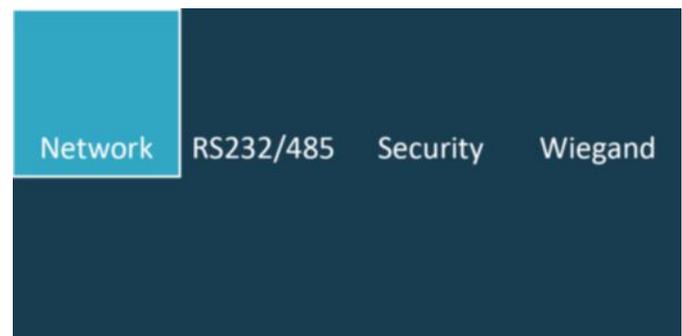


fig.2 comm menu

9. Using the arrows on the keypad to navigate through the Network menu, enter the IP Address and the Default Gateway.

You will have to type over the existing numbers that you need to replace. The machine only allows to delete the field that you are currently in, to change an entry in a previous field, you must exit the network screen, enter the network menu again, and type over. You may need to enter a '0' in some of the fields. For example, to enter 192.168.0.1 you will need to enter 192.168.000.001

When you are finished, press **M/OK** on your keyboard.

For security reasons the machine is meant to be plugged in, not accessed wirelessly.