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## Activating Clocks on the inCloud Portal

To easily activate your clocks on the inCloud Management portal, download American Time's Network Clocks mobile app for Android devices (see QR code provided below).



Scan the QR code to the left to download the Network Clocks mobile app. The app allows you to quickly and easily set up clocks on inCloud.

Scan the QR code to the right to access the quickstart guide for the Network Clocks mobile app.



If clocks can only be activated using a computer, follow the steps listed below.

1. Navigate to the inCloud portal: [incloud.american-time.com](http://incloud.american-time.com). Log in using the credentials supplied in the welcome e-mail from American Time.
2. Click on the green "Setup New" button in the PoE Devices bar on the Devices List page. This will open the Activate Network Devices page, which will list all the clocks assigned to your site by American Time.
3. Click the MAC address.
  - If you have multiple devices to set up, the MAC address can be searched using the last five characters of the address including the colon (for example, AA:11) in the search bar.
4. Reference the MAC Address Log Sheet from Step 5 for the installation location and enter the location in the Device Title field.

If you have additional clocks to set up, repeat Steps 3 and 4 until your setup is complete. Once you have finished setting up clocks, clicking on "Devices" in the sidebar menu will take you back to the Devices List page.

After activation, clocks will appear as partially activated in the Devices List until they communicate with inCloud fully; this may take up to one hour, but clocks will function normally until that occurs.

## Power over Ethernet (PoE) Double Face Digital Clocks



### Please read this first!

If this is your first installation or you have questions at any time during this process, please call American Time at **800-328-8996**.

#### 1

##### Pre-Installation

1. Verify network infrastructure with Network Administrator.
  - Power over Ethernet (PoE) solution
  - Dynamic Host Configuration Protocol (DHCP) settings
2. Plan Digital PoE Clock locations and cabling routes

#### 2

##### Unpack the box

- Remove the components from the box. Save the packing materials in case you need them later.

#### 3

##### Check the contents

Your package contains:

- Digital Double Dial PoE clock
- Quick Start Guide
- Installation and Operation Manual
- USB Drive (optional) with Network Clock Connect Software—Part #H004167B-POE

**NOTE FOR NON-INCLOUD CUSTOMERS:** If you have not purchased a subscription to the inCloud Management Portal, setup is complete after step 5. See inside to learn more.



phone: 800-328-8996

online: [american-time.com](http://american-time.com)

fax: 800-789-1882

# QUICK START INSTALLATION GUIDE

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## Set up the Clock

- To power up the clocks, connect Cat 5 or higher Ethernet cables (A) to a PoE switch (Fig. 1) or single injector (Fig. 2). The time should display in 20-40 seconds.
  - PoE Switch (Fig.1) - Check with network administrator for infrastructure needs. This part is not supplied by American Time.
  - PoE Injector (TL-POE160S) (Fig. 2). This is an optional power source that may be purchased from American Time.

**Note:** When a DHCP network is not present at initial start up, the PoE clock will default to a random Static IP in the range of 169.254.1.0 to 169.254.254.255.

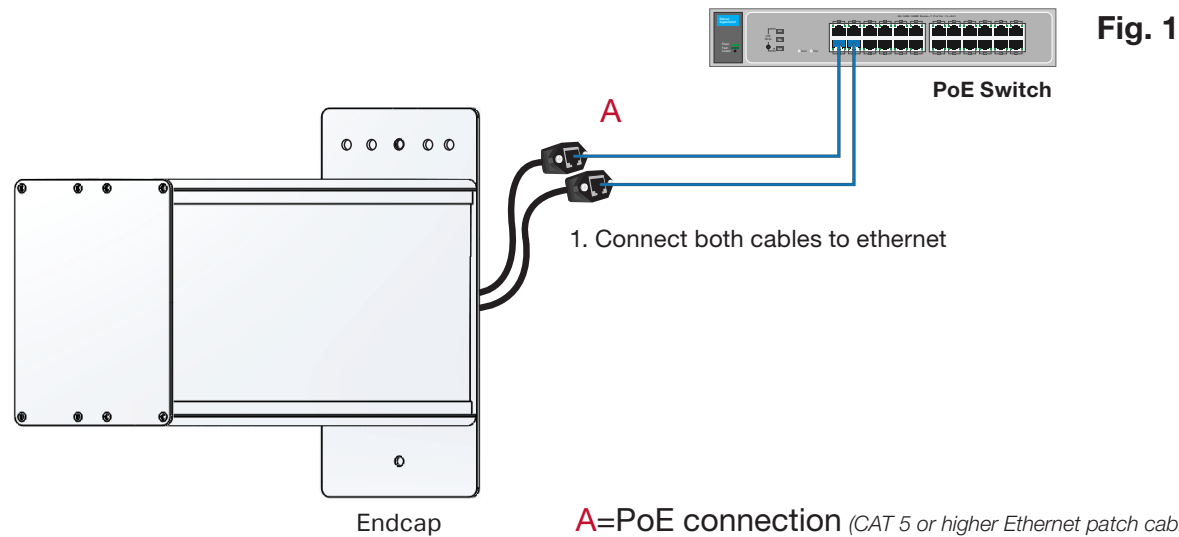
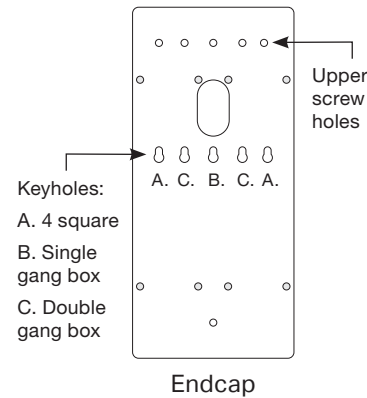
For more details reference the PoE Devices Installation & Operation Manual at [click.american-time.com/PoE-Manual](http://click.american-time.com/PoE-Manual)

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## Hang the Clock

### Wall Mount

- Make cable connections to the digital clock.
- Using #8-32 x 3/4" screws, hang double dial enclosure assembly according to one of the following:
  - 4 square junction box – install lower screw into back box, hang clock by keyhole, install upper screw
  - Single gang box – install lower screw into back box, hang clock by keyhole, install upper screw
  - Double gang box – Install two lower screws into back box, hang clock by keyhole, install upper screw



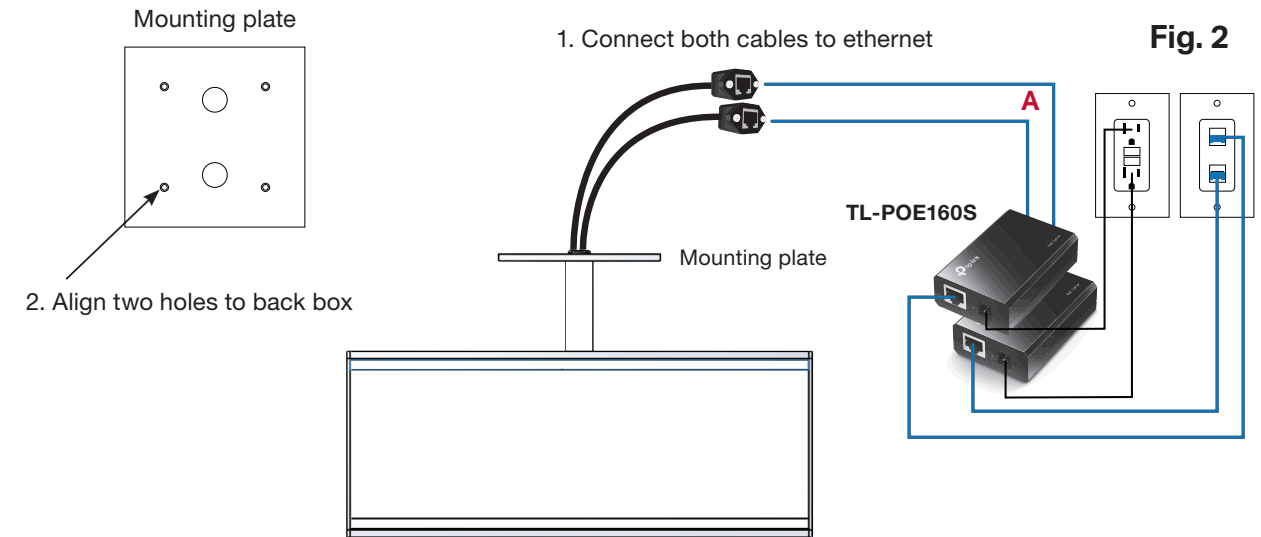
# POWER OVER ETHERNET DIGITAL CLOCKS

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## Hang the Clock (continued)

### Ceiling Mount

- Make cable connections to the digital clock.
- Using two #8-32 x 3/4" screws, hang double dial enclosure assembly using holes onto 4" square back box.



**inCloud users should progress to Step 6 (back page).**

If you have not purchased a subscription to the inCloud Management Portal, installation is now complete.

For additional configuration options for customers not using the inCloud Management Portal, download the Network Clock Connect application at <https://click.american-time.com/nccdownload> (Windows only)



The inCloud Management Portal is a cloud-based platform to enhance and simplify management of your clock system.

Features include remote monitoring of clock status, configuration adjustment, scheduled event management, and more.

To learn more, visit [click.american-time.com/incloud](http://click.american-time.com/incloud) or scan the QR code:

