## Terminal Configuration – InTouch

1. Once the clock is at the idle prompt screen (displays the time) press the physical Menu button on the bottom left corner

2. Access the Maintenance Mode menu with the “M” Kronos badge or the maintenance password of “115190” and click on *Settings* > *Communication Settings* > *General Communications*

3. Select **Device Initiated**

4. Enter the appropriate **Device ID** and **Server Initiated Password** from the clock spreadsheet (you will be asked to verify the password)

5. Select **No** on HTTP-SSL

6. Enter **INTOUCH4.SAASHR.COM** for the Primary Server

7. Set the Port at **80** and set the Primary Instance ID to **1**

8. Review and Submit these settings

9. You will receive an “**Accepted**” prompt – press anywhere to dismiss

10. Click on the *IPV4 Configuration* option, directly below the *General Communication*

11. Select **DHCP**:

a. Auto DNS Update > **YES** *(if applicable)*

b. Speed > **Auto**

c. Review and Submit these settings

12. Click on Back button until you are brought back to main menu of Maintenance Mode

13. Select **Tests > Communications**, and press the PLAY button on the bottom of the screen

**NOTE**: You want to confirm that the test results come back as follows:

Test Output: SUCCESS

Registration Status: True

14. If you receive any other result, run the communications test again. If the unexpected results continue to appear, start with Step #1 and re-enter the information. Please contact your implementation consultant if you would like further assistance as well.

15. Under Settings scroll to Remote Access – VNC

16. Click on Enabled

17. Enter a password of 123456

18. Select Submit and then Save

19. Press the “Home icon “ button (bottom right on the device)