LOCKTIME

Set-Up Instructions

A step-by-step layout of the steps and procedures to set-up LOCKTIME with a customer

Customer discussions before shipping

- Details of line and stations
- Plan for station plaques that hold signage and barcodes
- Plans for part barcodes and how to secure them to parts (if necessary)
- Power requirements: 120V, 15 Amp outlet.
- Hardline for network connection to control box (Optional - system performs all duties offline)
- If big screen option is purchased - discuss placement, mounting plan, and power
- Publish travel checklist. Identify ship dates to verify equipment will be on-site coincidently with personnel.
- Plan and pack appropriate equipment, supplies, and tools for install (if necessary)

On-site Installation/Training Instructions

- Discuss with customer the layout of where the control box will be located by the processing line
- Unpack contents from shipping boxes
- Secure stand to the floor and attach control box to stand
    - o Install stack light
    - o Place scanner in charging cradle
    - o Unpack iPad and plug into charging port on front face of control box
    - o Run power to control box
- Big screen option
    - o Assemble and mount to stand, wall, or ceiling according to plan
    - o Power to TV
    - o Connect TV to control box using HDMI extender and shielded Cat 6 cable
- Using iPad, login to LOCKTIME to verify system can connect and power up
- Go over plan with customer concerning labeling and barcode placements on stations and maintenance points
- Proceed with installing plaques, labels, names, and barcodes according to plan
- LOCKTIME System Set-up and training
    - o Using iPad, create system custom to customer's process. Train customer during this set-up so they are prepared to add/edit/delete things on their own.
        - Add stations
        - Add documents (attached to stations, if any)
        - Add parts
        - Add recipe(s)
        - Add their processes
        - Discuss their plan for backing up their system data
        - Add users and their permissions

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- - Discuss reports
  - Set-up maintenance schedules and checks
- o Run mock process to make sure everything is set-up and working correctly
- o Process a part with customer (if possible)
  - Run report on processed part
- o Take questions and cover things they may want to see again