

1. Download the **ExpressTime Kiosk** app from the iPad App Store.
2. Open the **ExpressTime Kiosk** app.

Building setup

3a.

Company ID: **(your company ID)**

Username: **AppMgr**

Password: **M@gic!**

3b.

-Enter your company ID.

-Enter the building number the kiosk will be used in.

-Enter the time zone of the building using the format below:

* **0.0 central time**
* **1.0 eastern time**
* **-1.0 mountain**
* **-2.0 pacific**

-Use Daylight Savings Time: Yes

-Click the Save Building Settings

**ExpressTime Kiosk is now configured correctly and ready for use.**

**How to Set iPad to Kiosk Mode**

1. Open **Settings**
2. Tap **Accessibility**
3. Toggle **Guided Access** on
4. (Optional) -Tap **Passcode Settings** to setup a passcode for Guided Access.
5. Open the **ExpressTime Kiosk** app
6. Triple click the **Home** button or the **side** button on the 2018 iPad Pro while on the employee clock in screen to activate the iPad’s kiosk mode. **Triple click** again to deactivate kiosk mode.