



Write your serial # here:


IMPORTANT: Please write down serial # located on back of terminal before mounting.


0PPDLAUBKN12236FFE



English
Regional settings & hardware input in English.


In order to install and open the software for the first time on a PC you must be the Primary Administrator.


Windows 8 or above prior to software installation.

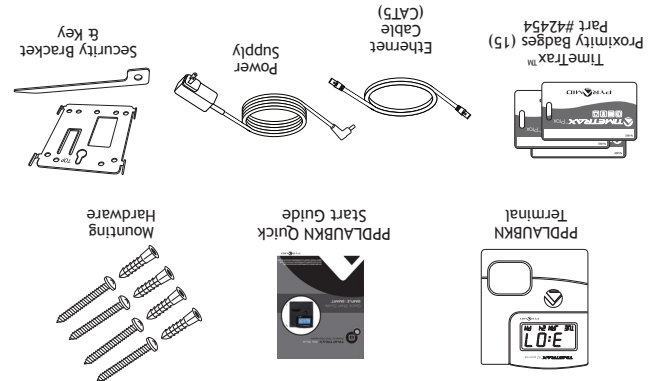

Single User installation, TimeTrax™ Time & Attendance software should not be installed on server PCs, Pyramid Time Systems does not support the use of TimeTrax™ software on a server PC.

Software Requirements

What you will need.



Contents



TIMETRA[™] EZ • Prox ek
Proximity Time Clock System
PPDLAUBKN



Quick Start Guide
SIMPLE : SMART[®]



Call us
888.479.7264 EXT 1



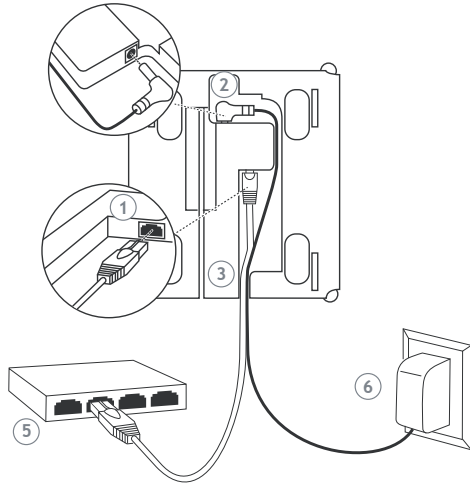
Chat online
pyramidtimesystems.com



Send us an email
customersupport@ptitime.com



Connect Terminal



- 1 Connect either end of RJ45 cable into "ETHERNET" port located on the back of time clock terminal.
- 2 Connect power supply into "POWER" port located in compartment on back of terminal.
- 3 Route the cables through channel at base of terminal.
- 4 Mount terminal (see instructions below).
- 5 Plug free end of RJ45 cable into a DHCP network jack, router or switch.
- 6 Plug power supply into outlet.



Download TimeTrax™ Software

To download your Time and Attendance software follow the steps below.

- 1 In your web browser type in the following URL:
pyramidthimesystems.com/V5
- 2 Scroll down to the "DESCRIPTION" tab and follow the instructions.
- 3 Once your software is installed, use the default login info.
Login ID:ADMIN Password:PTI
- 4 Once logged in to the software, navigate to CLOCK/HARDWARE MANAGER. Make sure your clock says ONLINE, under STATUS. Put a check mark in the ACTIVE box to claim your clock and allow for automatic punch downloads. If your device is OFFLINE, please check your connections.



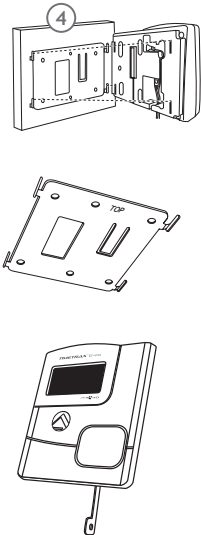
TimeTrax™ Instructional Videos

Follow the instructions below to view our setup videos

- 1 In your web browser type in the following URL:
pyramidthimesystems.com/resources/videos
- 2 Scroll down to *TimeTrax Time and Attendance Software* and start with the *HARDWARE MANAGER* video.



Mount Terminal



To mount terminal.

- Install mounting bracket. Use mounting screws and drill template provided. "TOP" is engraved to ensure bracket is oriented correctly and the tabs face upward.
- Additional holes are provided if mounting onto an electrical box.
- Push terminal onto mounting bracket aligning four tabs on bracket with four matching slots on back of terminal. *Be sure to write down the terminal serial number before mounting.*
- Slide terminal downward until locking tab clicks into place. When properly mounted, terminal cannot be removed from the bracket without using the included wall bracket release key to disengage locking tab.
- Cables may be routed through channel at base of terminal or by drilling a hole in the rectangular section of the mounting bracket and through the wall for concealing cables.

To detach terminal.

- Insert key (tab facing outward) into narrow slot located on bottom of terminal to right of cable access cutout.
- Push key all the way up into slot. Key will slide easily until last 1/2 inch until some resistance from locking tab is felt.
- With key fully pushed into slot, slide the terminal up and off mounting bracket.



Using Time Clock

Wave prox badge within two inches of target area.

If employee badge number is successfully read, the time clock terminal will beep and the badge number will be displayed briefly on terminal screen.

