TIMETRAX™ EZ · ek

Swipe Card Time Clock System

TTEZEK

Quick Start Guide

SIMPLE · SMART®

PYRAMID™

Connect & Mount Terminal
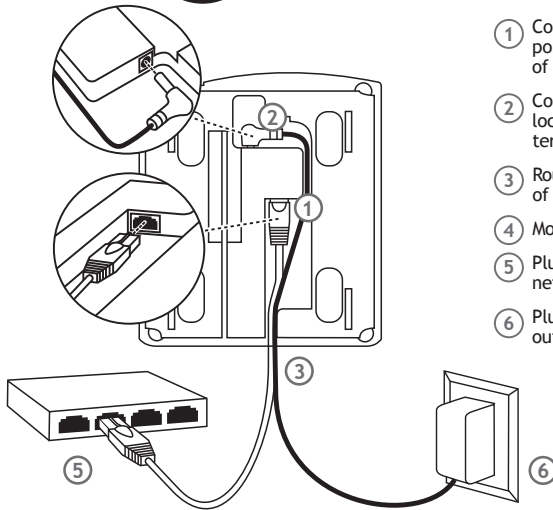
1. Connect Ethernet cable into Ethernet port located in compartment on back of terminal.

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 Ethernet cable into network jack, router or switch.

6. Plug free end of power supply into outlet.
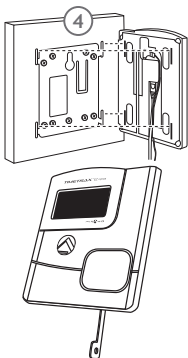
To mount terminal.
- Hold mounting bracket flush against wall with cable access cutout towards floor. Note: The bottom of bracket should be approximately 45 inches from floor. Allow for 6ft long cable.
- Level bracket & mark four screw holes close to corner tabs.
- Drill holes as marked and insert included anchors if needed.
- Screw mounting bracket to wall with included screws.
- Drill hole centered in rectangular opening of bracket for cables. The hole should be large enough to route cables through wall.
- 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 slid up and off bracket without using included wall bracket release key to disengage locking tab.

To detach terminal.
- Hold wall bracket release key with pointed end up & diagonally cut side away from you.
- Insert key 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 ½ inch until some resistance from locking tab is felt.
- With key fully pushed into slot, slide the terminal up and off mounting bracket.

Install TimeTrax™ Software
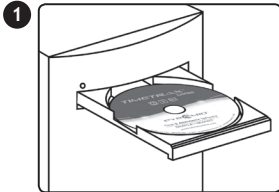
1

Insert **TimeTrax™ DVD** into CD-ROM drive. Run Install Wizard and click **"Finish"** when installation is complete. *Installation may take 15 minutes or longer to complete depending upon other installed applications.*

Password may be changed after Setup is complete by clicking Administration/User Accounts from tool bar.

2

PYRAMID

LOGIN

Please login with your Login ID and Password.

Login ID *

ADMIN

Password*

•••

* Required Fields

LOGIN

Enter Login ID **"ADMIN"**. Enter Password **"PTI"** (case sensitive). Click **"LOGIN"**.

Setup

1

Setup ▾   Administration

Profile

Refresh Employee List

ID # [▽] = [   ] [✗ Clear Search]

Last Name	First Name, MI	Employee Group	Pay Class	Department

Company   Department   Pay Class   Pay Type   Shift/Meal   Schedule   Rounding   Overtime   Employee Group   Employee Profile

Company: x

Save   ⊩Save & Close   ✗ Close

Information

* Company Name   [The Cupcake Factory]   x

Company Code   [   ]

Company Address

Address 1   [   ]

Address 2   [   ]

IMPORTANT: Click "Help" from the main toolbar to access index of help topics, or click "F1" for help on a specific screen. Click on **"Company"** from the **"Setup"** drop down menu. Complete required fields **(*)** then click **"Save & Close"**.

Required fields (*) must be completed during initial Setup. Optional fields can be completed at any time.

Setup Cont.

2

Click **"Pay Class"** from the **"Setup"** drop down menu. A default Pay Class has been set up. Click **"Edit"** to review all settings. Click **"Save & Close"**. If additional Pay Classes are needed, click **"Add Pay Class"** and complete required fields (*). Click **"Save & Close"**.

3

Click **"Employee Group"** from the **"Setup"** drop down menu. Click **"Add Employee Group"** and complete required fields (*). Click "Save & Close". Repeat if additional Employee Groups are needed.

Start time should be one hour after last Out punch of previous pay period and one hour before first In punch of current pay period.

Setup Cont.

④

Click **"Employee Profile"** from the **"Setup"** drop down menu. Click **"Add Employee"** and complete required fields (*). Click **"Add Card"** to enter swipe card number. Click **"Save"** then click **"Save & Close"**. Repeat to add employees.

# Using Time Clock

Swipe card in the swipe channel from top to bottom.

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

Employee punches generated from swipe card are stored within the terminal. The terminal stores the last 6,000 punches before download is required. Depending upon usage, punches can be retrieved on a more or less frequent basis.
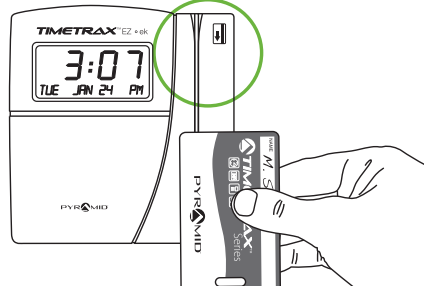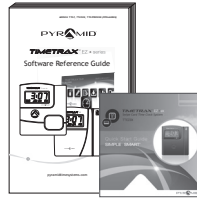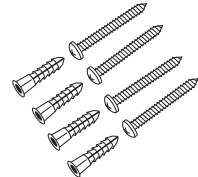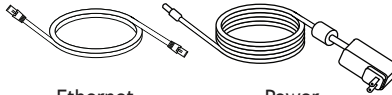
Contents
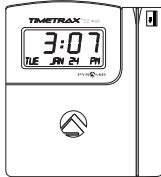
TTEZEK Terminal

TIMETRAX™ Software CD

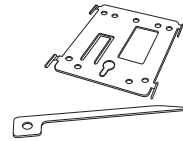**TTEZEK Quick Start Guide & TTEZ Series Software Reference Guide**

Mounting Hardware
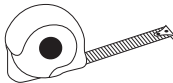
TimeTrax™ Swipe Cards (50) Part #41302 & #41303

Ethernet Cable (CAT5)

Power Supply

Security Bracket & Key

What you will need.
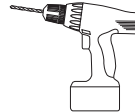
Tape Measure

Pencil

Phillips Head Screw Driver

Power Drill (Optional)

Software Requirements

Single User installation,
Local Area Ne work (LAN) only

TimeTrax™ Time & Attendance software does not operate on server PC's. Pyramid Time Systems does not support the use of TimeTrax™ software on a server PC.
For Multi User Upgrade, call 888.479.7264 Ext. 1.

DHCP

DHCP enabled network

Windows 7 or above

*All Windows updates must be installed
 prior to software installation*

User Profile with Admin rights

English

Regional settings & hardware
input in English

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

0PPDLAUBKN12236FFE

Write your serial # here: ▶

Call us
888.479.7264 EXT 1

Chat online
pyramidtimesystems.com

Send us an email
customersupport@ptitime.com

PYRAMID
TIME SYSTEMS

I2207 Rev. H