

TIMETRAX™ EZ

Swipe Card Time Clock System - USB/Serial

TTEZ

Quick Start Guide

SIMPLE : SMART®

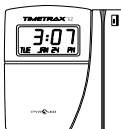


User Guide available at pyramidthetimesystems.com/resources/user-guides
Guía del usuario disponible en pyramidthetimesystems.com/resources/user-guides
Guide de l'utilisateur disponible à pyramidthetimesystems.com/resources/user-guides

PYRAMID®



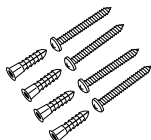
Contents



TTEZ Terminal



TTEZ Quick
Start Guide



Mounting
Hardware



TimeTrax™
Swipe Cards (25)
Part #41302



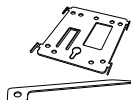
Power
Supply



RJ45 Cable

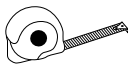


RJ45/USB
Connector



Security Bracket
& Key

What you will need.



Tape Measure



Pencil



Phillips Head
Screw Driver



Power Drill
(Optional)

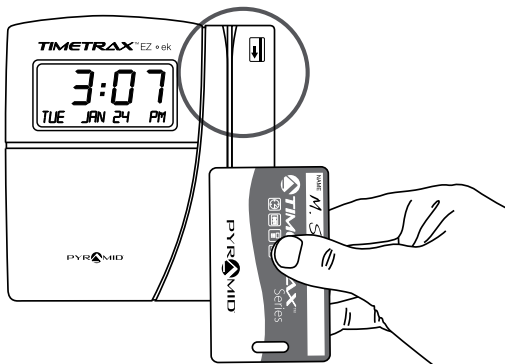


Using Time Clock

Swipe card in the swipe channel from top to bottom.

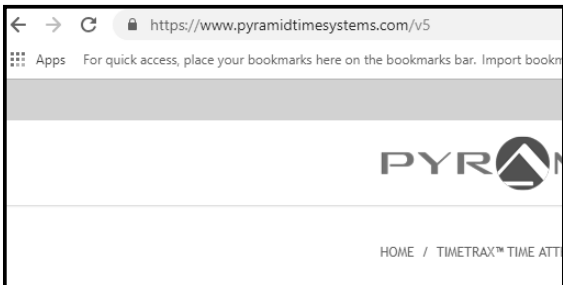
If employee card number is successfully read, the time clock terminal will beep and the card number will be displayed briefly on terminal screen.

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.



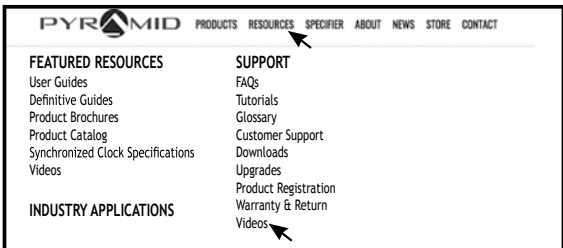


Download TimeTrax™ Software



- 1 Type [pyramidthimesystems.com/v5](https://www.pyramidthimesystems.com/v5) into your internet browser.
- 2 Print and follow instructions on the "DESCRIPTION" tab.

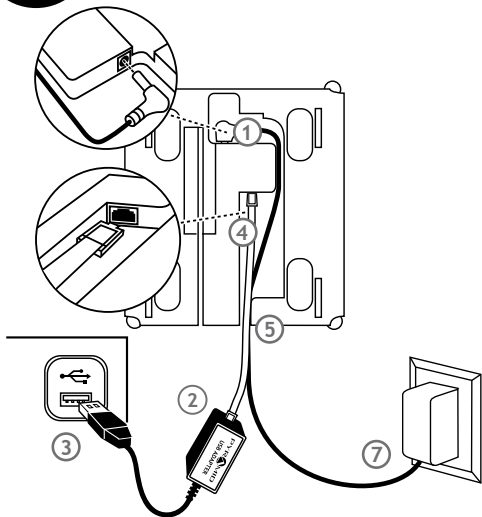
NOTE: Software installation may take 15 minutes or longer.



- 1 Go to [pyramidthimesystems.com/support/videos/timetrax](https://www.pyramidthimesystems.com/support/videos/timetrax).
- 2 Click on TimeTrax™ Time & Attendance V5 Software/Start-up video.
- 3 Follow set-up instructions.



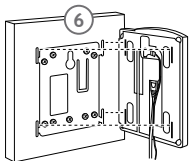
Connect Terminal



- 1 Connect either end of RJ45 cable into **"SERIAL USB"** port located on the back of time clock terminal.
- 2 Connect free end of RJ45 cable to the USB Adaptor.
- 3 Plug free end of USB Adaptor into UBS port on PC.
- 4 Connect power supply into **"POWER"** port located in compartment on back of terminal.
- 5 Route the cables through channel at base of terminal.
- 6 Mount terminal (see instructions below).
- 7 Plug power supply into outlet.



Mount Terminal



To mount terminal.

- Install mounting brackets with tabs. Using provided mounting screws and drill template. Be sure the four metal tabs are facing 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 ½ inch until some resistance from locking tab is felt.
- With key fully pushed into slot, slide the terminal up and off mounting bracket.



Software Requirements



Operating System & Single User installation

RAM: 8GB or higher

Processor: 1.7 GHz minimum

TimeTrax™ Time & Attendance software should not be installed 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.



Windows 8 or above

All Windows updates must be installed prior to software installation



Must be Primary Admin



Regional settings & hardware input in English

IMPORTANT:

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



0PPDLAUBKN12236FFE

Write your serial # here:

[illegible]



Call us
888.479.7264 EXT 1



Chat online
pyramidthimesystems.com



Send us an email
customersupport@ptitime.com



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