

## TimeMoto TM-626

# TimeMoto TM-626 Employee Time Clock User Manual

Model: TM-626 | Brand: TimeMoto

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## 1. INTRODUCTION

The TimeMoto TM-626 Employee Time Clock is designed for efficient and secure employee time management. This device supports up to 200 users and offers multiple identification methods including RFID badge/keyfob, advanced fingerprint sensor, and PIN. It calculates and manages total time worked, overtime, project time, and absence, ensuring compliance with labor laws. Its user-friendly design and robust features make it an ideal solution for modern workplaces.

## 2. WHAT'S IN THE BOX

Upon unboxing your TimeMoto TM-626, please verify that all the following items are included:

- TM-626 Time Clock Unit
- Power Adapter (with EU, UK, and US plugs)
- 5x RFID Badges
- Wall Mount Kit
- Quick Installation Guide



*Image: The TimeMoto TM-626 Time Clock unit shown with included RFID cards.*

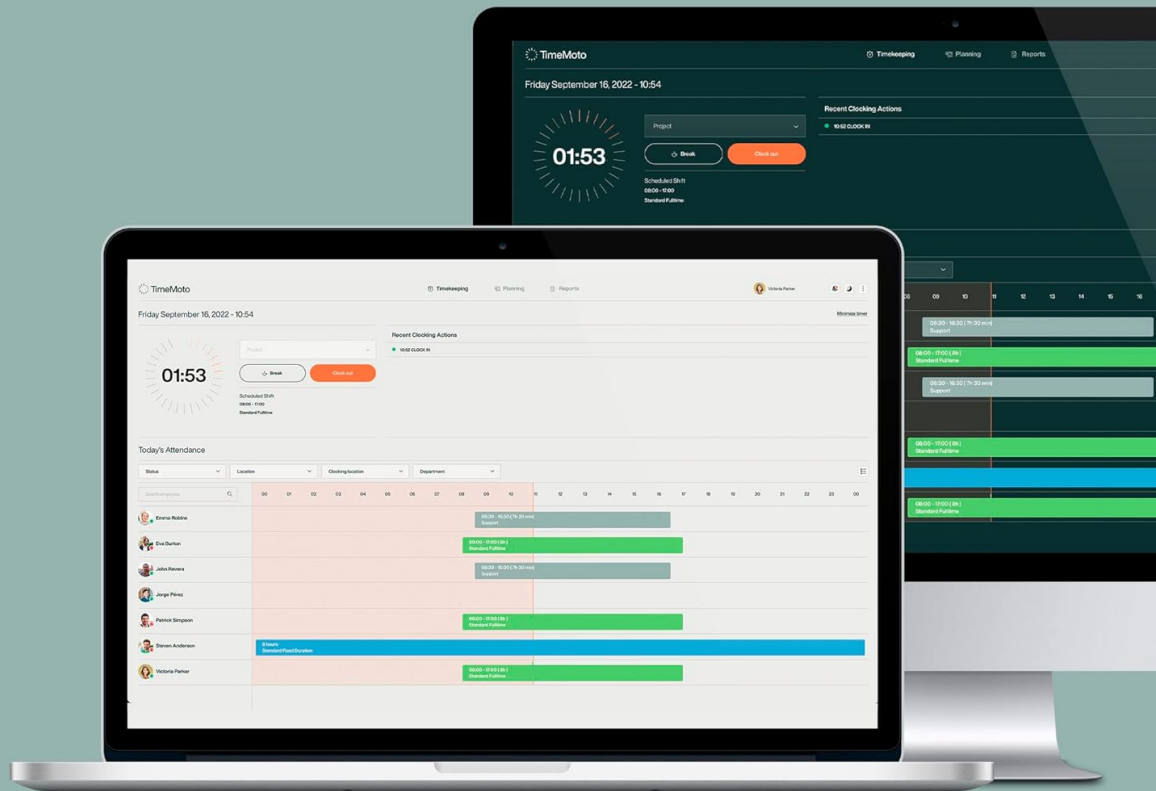
### 3. SETUP

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Follow these steps for initial setup of your TimeMoto TM-626:

1. **Mounting:** Use the provided wall mount kit to securely attach the time clock to a suitable wall surface. Ensure it is placed in an easily accessible location for all users.
2. **Power Connection:** Connect the power adapter to the time clock and plug it into a power outlet. The device will power on automatically.
3. **Network Connection:** Connect the device to your network using either Wi-Fi, Ethernet (LAN), or USB Host. The step-by-step setup wizard on the device's 2.8" TFT display will guide you through the process.
4. **Initial Configuration:** Follow the on-screen instructions to set the date, time, and other basic settings.

# Track up to 200 users



With detailed clocking history, scheduling, time sheets and reports

*Image: The TimeMoto TM-626 Time Clock unit securely mounted on a wall.*

## 4. OPERATING THE TIME CLOCK

### 4.1 Clocking In/Out Methods

The TM-626 offers multiple secure methods for employees to register their working hours:

- **Fingerprint Sensor:** Place a registered finger on the advanced dpi fingerprint sensor for quick and secure identification.
- **RFID Badge/Keyfob:** Tap your personal RFID badge card or keyfob against the designated area on the device.
- **PIN Identification:** Enter your unique Personal Identification Number (PIN) using the keypad on the device.

# 3 ways to clock in/out

**500 dpi Fingerprint**  
Easy &  
Extra Secure



**RFID**  
Tap & Go.  
Badge or Key Fob



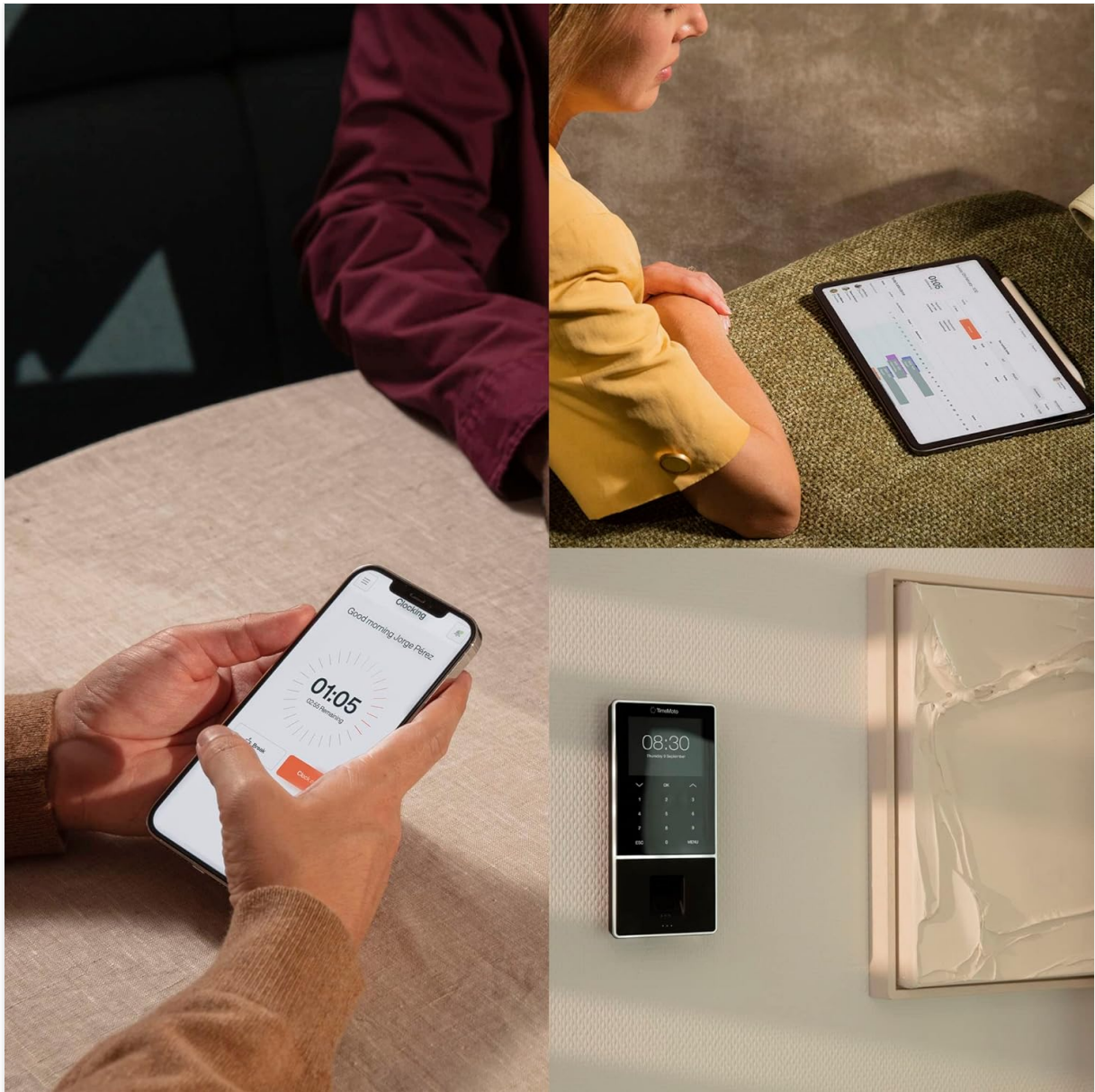
**PIN**  
Classic & Reliable.  
4-8 Digit Codes



*Image: Visual representation of the three available clocking methods: fingerprint, RFID, and PIN.*

## Fingerprint Clocking

To clock in or out using your fingerprint, simply place your registered finger firmly on the sensor. The device will confirm your entry or exit on the display.



*Image: A user clocking in using the fingerprint sensor on the TimeMoto TM-626.*

### **RFID Badge/Keyfob Clocking**

Hold your RFID badge or keyfob near the sensor area on the time clock. The device will register your clocking action.



# Pair with TimeMoto Cloud Software Plan

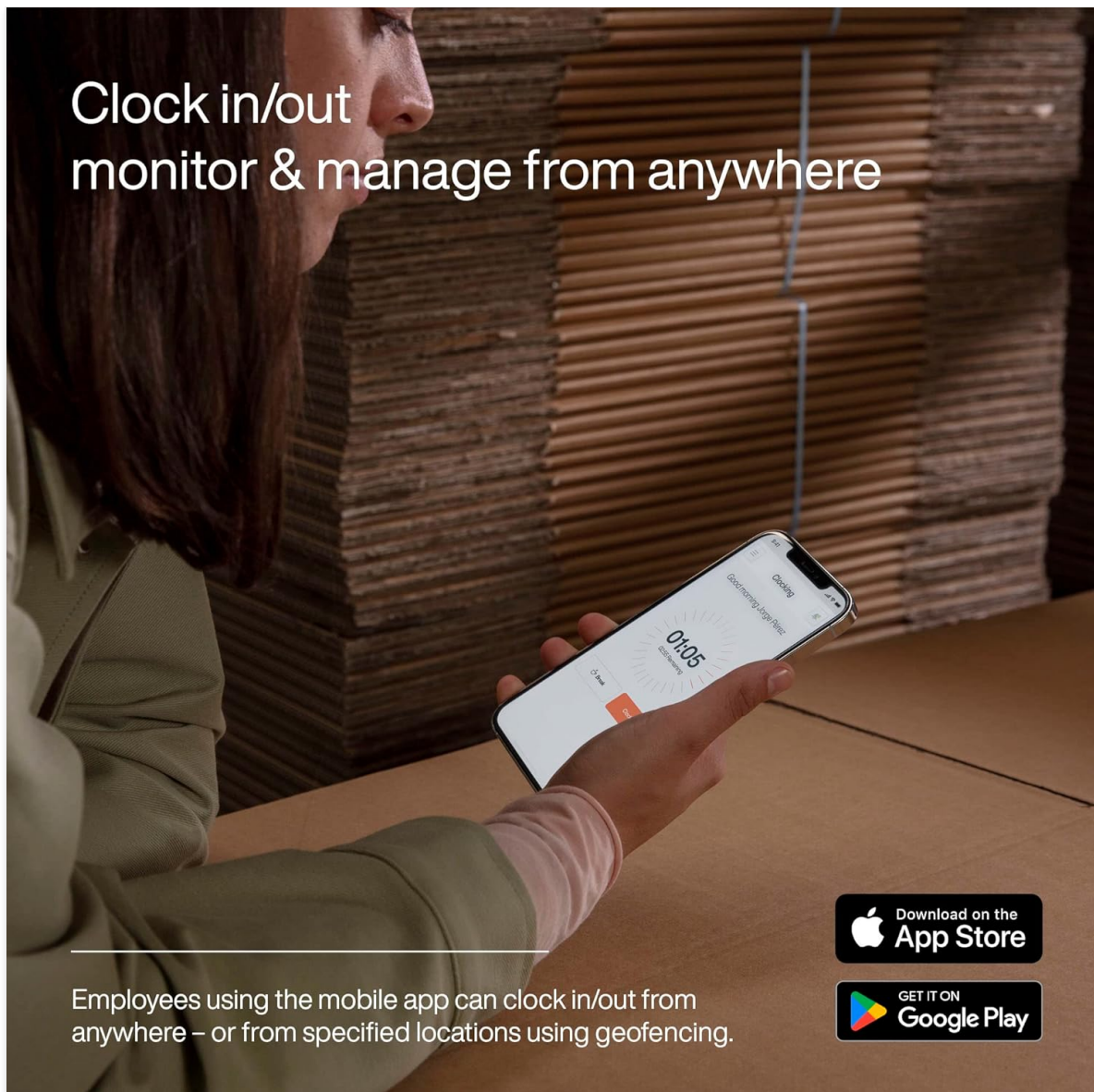


The image shows a person's hands typing on a MacBook Pro keyboard. The laptop screen displays the TimeMoto Cloud Software Plan interface. The interface features a clock showing '01:05' and '02:06 Remaining' for 'Thursday 9 September - 11:30'. There are buttons for 'Check out' and 'Break'. Below this, there's a section for 'Planned projects' with a table showing 'Support (6 hours)' and 'Training (6 hours)'. The main part of the screen is a calendar view for the month of September, with color-coded activity blocks for 'Support' (blue) and 'Training' (orange). The interface also includes a sidebar with employee names and a top navigation bar with 'Timekeeping', 'Planning', and 'Reports' tabs.

Select the perfect employee management software for your business  
Free hour of setup to get your system up and running

*Image: Clocking in with an RFID badge.*

# Clock in/out monitor & manage from anywhere



Employees using the mobile app can clock in/out from anywhere – or from specified locations using geofencing.

*Image: Clocking in with an RFID keyfob.*

## 4.2 Display and Navigation

The 2.8" TFT display shows all relevant employee time clock information. Use the navigation buttons (OK, ESC, MENU, and arrow keys) to access settings, view logs, and manage functions. The intuitive interface is designed for ease of use.

## 5. KEY FEATURES

- **User Capacity:** Supports up to 200 employees for comprehensive time management.
- **Data Storage:** Stores up to 10,000 time logs securely. In case of connection loss, data is stored locally until the network is restored.
- **Project-Based Clocking:** Employees can select specific projects or project codes and add comments when clocking in or out.
- **Cloud Software Integration:** Requires a TimeMoto Cloud software plan for complete insight and control. This allows monitoring, editing, and reporting of real-time insights from any location. Detailed schedules, overtime management, absences, and vacation requests can be managed through the cloud.
- **Mobile App:** The TimeMoto mobile app provides a solution for employees to clock in/out from anywhere, or from specified geofenced locations.

## Steady. Safe. Scalable.

Don't worry about a thing. Our Time Clocks cover everything you need.



### Reliable connectivity

No network? No worries. TimeMoto clocks store data securely until the connection is restored.



### Built-in security by design

Complete security is at the center of our design. No matter which identification method you use.



### Transparent clocking system

Employees can see their work time directly on the clock. So everyone stays informed.



### 3-year warranty

Time Clocks are covered by a three-year warranty. No need to worry.

*Image: The TimeMoto Cloud software interface displaying detailed clocking history, scheduling, and reports for up to 200 users.*

## Cloud Plans

Three smart Cloud Plans all in one secure place. TA Core Plan to cover the basics, an Essential Plan to fully focus on time, attendance and reporting, and a Plus Plan with extensive features for time tracking and planning.



*Image: Easy and intuitive interface for punching in.*



*Image: Mobile app for remote clocking.*

## 5.1 TimeMoto Cloud Software

The TimeMoto Cloud software is essential for unlocking the full potential of your TM-626. It provides a centralized platform for managing all timekeeping data, creating schedules, and generating reports. A free 30-day trial of the TimeMoto Cloud Plus Plan is included, allowing you to explore all features before selecting a plan that suits your business needs.





Image: Overview of TimeMoto Cloud Plans.

## 5.2 Reliability and Security

The TM-626 is built with reliable technology and security in mind:

- **Reliable Connectivity:** Data is stored securely on the device even if the network connection is temporarily lost, ensuring no data is missed.
- **Transparent Clocking:** Employees can view their work time directly on the clock, promoting transparency.
- **Built-in Security:** All identification methods are designed for secure and accurate time tracking.



Image: Features emphasizing the steady, safe, and scalable nature of TimeMoto solutions.

## 6. MAINTENANCE

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To ensure optimal performance and longevity of your TimeMoto TM-626, follow these maintenance guidelines:

- **Cleaning:** Regularly wipe the device's screen and exterior with a soft, dry, lint-free cloth. Avoid abrasive cleaners or solvents.
- **Sensor Care:** Keep the fingerprint sensor clean and free of dust or debris to ensure accurate readings.
- **Software Updates:** Periodically check for and install any available firmware or software updates to benefit from improved features and security enhancements.
- **Environmental Conditions:** Operate the device within recommended temperature and humidity ranges to prevent damage.

## 7. TROUBLESHOOTING

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If you encounter issues with your TimeMoto TM-626, refer to the following common problems and solutions:

- **Device Not Powering On:**
  - Ensure the power adapter is securely connected to both the device and a working power outlet.
  - Verify the power outlet is functional by plugging in another device.
- **Fingerprint Sensor Not Recognizing:**
  - Ensure your finger is clean and dry.
  - Place your finger firmly and completely on the sensor.
  - If issues persist, try re-registering your fingerprint in the device settings.
- **RFID Badge/Keyfob Not Working:**
  - Ensure the badge/keyfob is held close to the sensor area.
  - Verify the badge/keyfob is properly registered with the device.
- **Network Connection Issues:**
  - Check your Wi-Fi signal strength or Ethernet cable connection.
  - Restart your router/modem.
  - Re-run the network setup wizard on the device.
- **Data Synchronization Problems with Cloud:**
  - Ensure the device has a stable internet connection.
  - Verify your TimeMoto Cloud subscription is active.
  - Check the TimeMoto Cloud status page for any service interruptions.

## 8. SPECIFICATIONS

Feature	Detail
Model Number	125-0586
Brand	TimeMoto
User Capacity	Up to 200 users
Log Capacity	Up to 10,000 time logs
Identification Methods	Fingerprint, RFID Badge/Keyfob, PIN
Display Type	Digital, 2.8" TFT
Connectivity	Wi-Fi, Ethernet (LAN), USB Host
Product Dimensions	3.91"W x 8.46"H x 1.5"D
Weight	2.75 Pounds
Power Source	Corded Electric
Color	Black

## 9. WARRANTY & SUPPORT

The TimeMoto TM-626 Employee Time Clock is backed by a **3-year warranty**, providing peace of mind regarding its quality and durability. For any setup assistance, a free hour of setup support is included to help you get your system up and running smoothly. For further support or to learn more about TimeMoto Cloud software plans, please refer to the official TimeMoto website or contact customer service.

Your browser does not support the video tag.

*Video: An overview of TimeMoto solutions, demonstrating how they help manage work and save time. This video highlights the ease of use and comprehensive nature of TimeMoto products and software.*