



# PYRAMID 9600 TimeTrax Elite Bio ek Biometric Time Clock System User Guide

[Home](#) » [PYRAMID](#) » PYRAMID 9600 TimeTrax Elite Bio ek Biometric Time Clock System User Guide 



9600 TimeTrax Elite Bio ek Biometric Time Clock System  
User Guide  
9600  
SIMPLE • SMART



## Contents

- 1 9600 TimeTrax Elite Bio ek Biometric Time Clock System
- 2 Software Requirements
- 3 Connect Terminal
- 4 Mount Terminal
- 5 Download TimeTrax™ Software
- 6 TimeTrax™ Instructional Videos
- 7 Using Time Clock
- 8 Documents / Resources
  - 8.1 References
- 9 Related Posts

## 9600 TimeTrax Elite Bio ek Biometric Time Clock System



### TIMETRAX™ Elite Bio ek

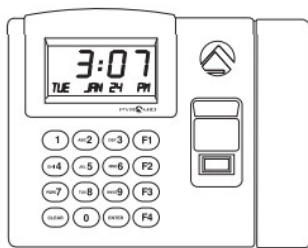
Biometric Time Clock System

TTELITEEK

User Guide available at [pyramiddtimesystems.com/resources/user-guides](http://pyramiddtimesystems.com/resources/user-guides)



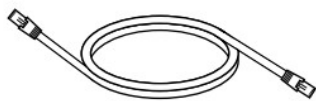
### Contents



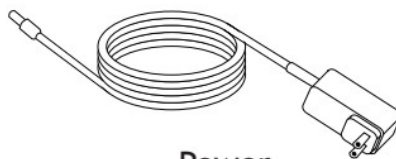
9600  
Terminal



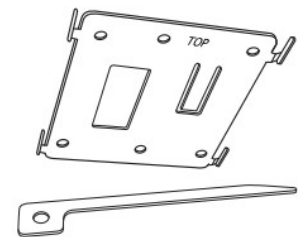
TTELITEEK Quick  
Start Guide



Ethernet  
Cable  
(CAT5)

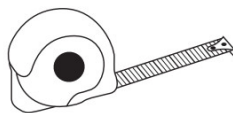


Power  
Supply



Security Bracket  
& Key

What you will need.



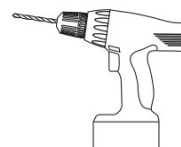
Tape Measure



Pencil



Phillips Head  
Screw Driver



Power Drill  
(Optional)



## Software Requirements

### Operating System & Single User installation



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.

RAM: 8GB or higher

Processor: 1.7 GHz minimum



#### Windows 8 or above

All Windows updates must be installed prior to software installation



Must be Primary Admin logged into the PC when installing software



Regional settings & hardware input in English

#### Register your product online:

[pyramidthimesystems.com/support/product-registration-time-clocks](http://pyramidthimesystems.com/support/product-registration-time-clocks)

#### IMPORTANT:

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



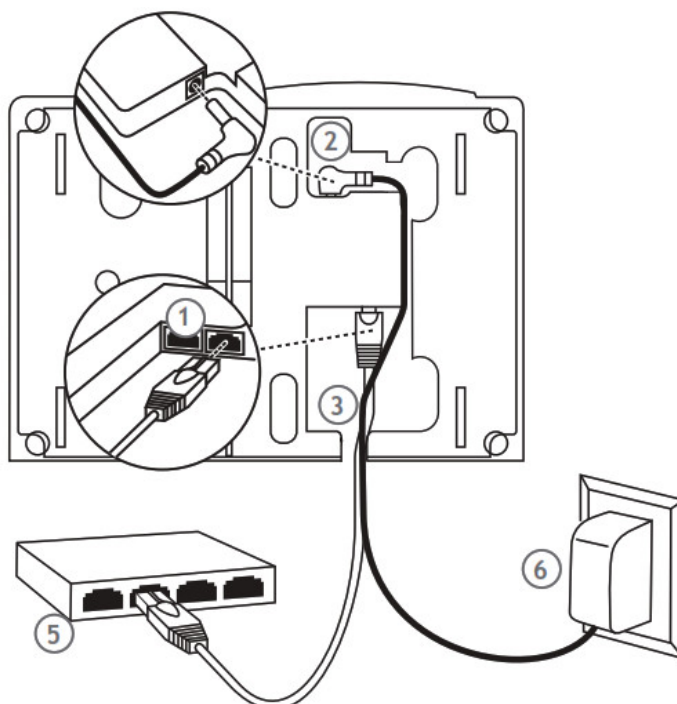
**OPPDLAUBKN12236FFE**

Write your serial # here:

►



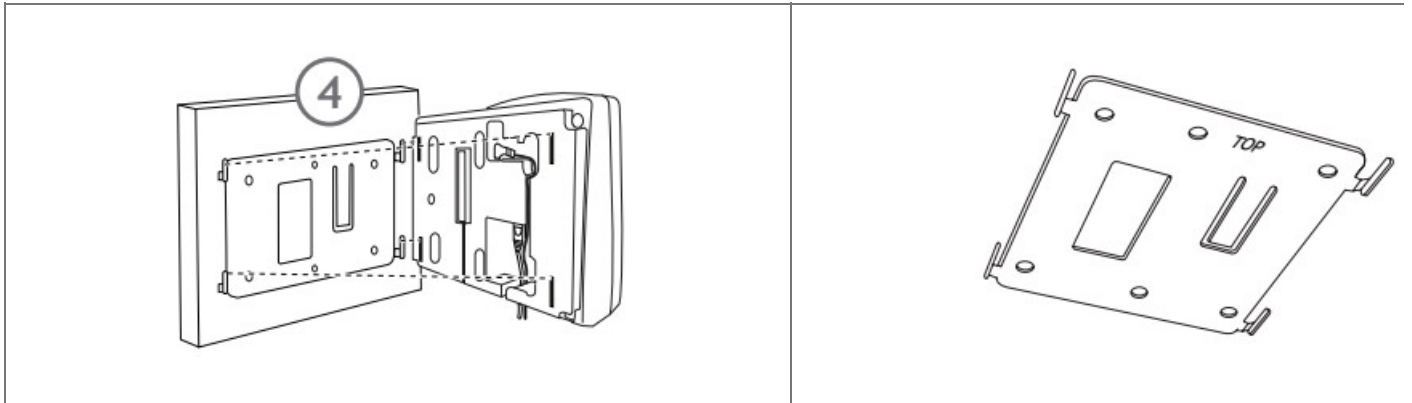
### Connect Terminal



1. Connect either end of Ethernet 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 Ethernet cable into a DHCP network jack, router or switch.
6. Plug power supply into outlet.



## 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 ½ inch until some resistance from locking tab is felt.
- With key fully pushed into slot, slide the terminal up and off mounting bracket.



## 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](http://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](http://pyramidthimesystems.com/resources/videos)
2. Scroll down to TimeTrax Time and Attendance Software and start with the HARDWARE MANAGER video.



## Using Time Clock



**IMPORTANT:** Before using time clock, please register employee fingerscans at the time clock terminal. Instructions may be accessed by clicking “HELP” from main toolbar, or click “F1” for help on a specific screen. Please reference “Fingerscan Registration (TTEliteEK)” section.

Place finger on lit finger pad.

If finger scan is successfully read, the scanner light will briefly go out, the time clock terminal will beep and the employee number will be displayed on terminal screen.

Employee punches generated from finger scans 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 frequent basis.

Technical Support and Warranty information: [pyramidthimesystems.com/support/warranty-and-return/](http://pyramidthimesystems.com/support/warranty-and-return/)



**Call us**

888.479.7264 EXT 1



**Chat online**

[pyramidthimesystems.com](http://pyramidthimesystems.com)



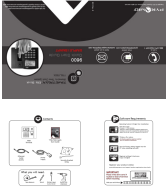
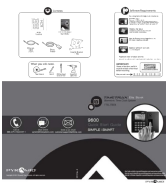
Send us an email

[customersupport@ptitime.com](mailto:customersupport@ptitime.com)



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## Documents / Resources

	<p><a href="#">PYRAMID 9600 TimeTrax Elite Bio ek Biometric Time Clock System</a> [pdf] User Guide 9600, TimeTrax Elite Bio ek, Biometric Time Clock System, TimeTrax Elite Bio ek Biometric Time Clock System, 9600 TimeTrax Elite Bio ek Biometric Time Clock System</p>
	<p><a href="#">PYRAMID 9600 TimeTrax Elite Bio ek Biometric Time Clock System</a> [pdf] User Guide 9600 TimeTrax, Elite Bio ek Biometric Time Clock System, Biometric Time Clock System, Elite Bio ek Time Clock System, Time Clock System, Time Clock, Clock System</p>

## References

- [Home - Pyramid Time Systems](#)
- [Time Clocks - Pyramid Time Systems](#)
- [Warranty & Return - Pyramid Time Systems](#)

Manuals+