**Manuals+** — User Manuals Simplified.



# PYRAMID TTEZEK TimeTrax EZ Swipe Time Clock Terminal User Guide

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**PYRAMID TTEZEK TimeTrax EZ Swipe Time Clock Terminal**

## Contents



TTEZEK Terminal

TTEZEK Quick Start Guide

Mounting Hardware

TimeTrax™ Swipe Cards (50) Parts #41302 & #41303

Power Supply

RJ45 Cable

Security Bracket & Key

## What you will need



Tape Measure

Pencil

Phillips Head Screw Driver
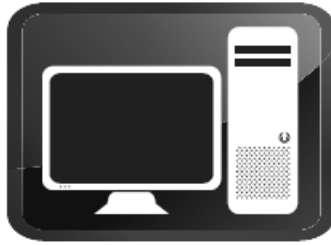
Power Drill (Optional)
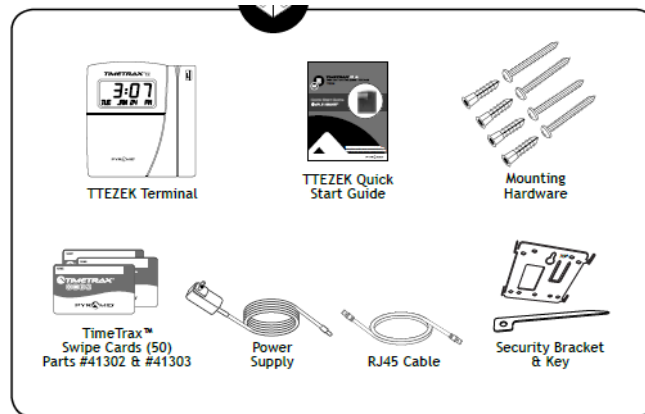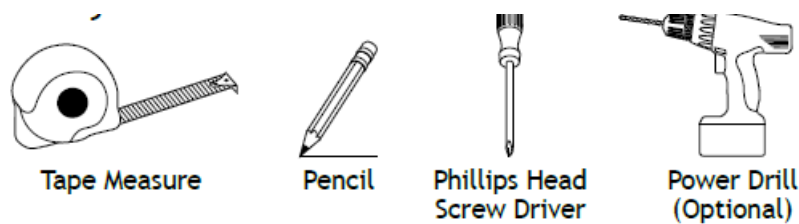
## Software Requirements

- Operating System & Single User installation

  RAM: 8GB or higher

  Processor: 1.7 GHz minimum

  Time Trax™ 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.

- **Windows 8 or above**

  All Windows updates must be installed prior to software installation



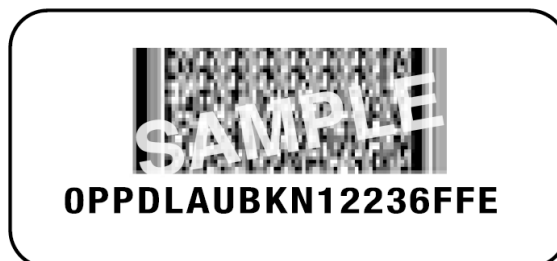- Must be Primary Admin to install software.
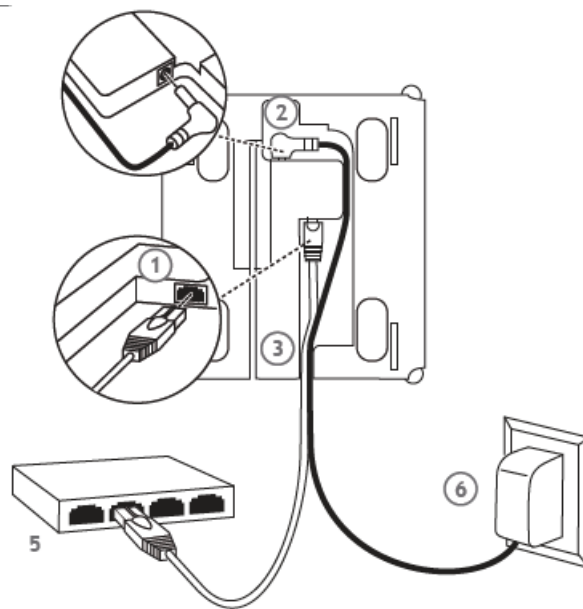


- Regional settings & hardware input in English



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



0PPDLAUBKN12236FFE

**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 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: pyramidtimesystems.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.
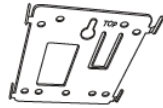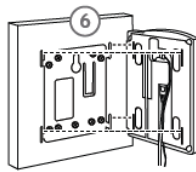
### TimeTrax™ Instructional Videos

Follow the instructions below to view our setup videos.

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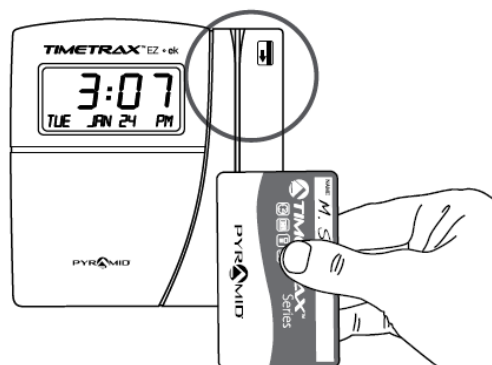
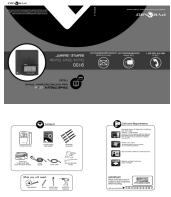## Mount Terminal

### 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 upwards.
- 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 rooted through channel at bas e of terminal or by drilling a hole in the recta n gular 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.

## Using Time Clock

Swipe card in the swipe channel from top to bottom with magnetic strip on the right hand side. If employee card number is successfully read, the time clock terminal will beep and the card number will be displayed briefly on terminal screen.



Technical Support and Warranty info at **pyramidtimesystems.com/support/warranty-and-return/**

## Documents / Resources



**PYRAMID TTEZEK TimeTrax EZ Swipe Time Clock Terminal** [pdf] User Guide
TTEZEK, TimeTrax EZ Swipe Time Clock Terminal, TTEZEK TimeTrax EZ Swipe Time Clock Terminal, EZ Swipe Time Clock Terminal, Time Clock Terminal, Clock Terminal, Terminal

## References

- ⬆ **Home - Pyramid Time Systems**
- ⬆ **Warranty & Return - Pyramid Time Systems**