



# **Pyramid** **TimeTrax** *bio*

Time and Attendance System

**IMPORTANT**  
Software must be  
fully installed  
**PRIOR** to  
connecting any  
cables.



**ETHERNET**

**QUICK START GUIDE**

# QUICK START GUIDE

## Pyramid TimeTrax Bio

### ETHERNET MODEL

**SOFTWARE MUST BE FULLY INSTALLED PRIOR  
TO CONNECTING ANY TERMINAL CABLES**

#### WHAT'S IN THE BOX?

- Pyramid TimeTrax time recorder
- AC Power supply
- TimeTrax Software CD
- Quick Start Guide
- Ethernet Cable

#### MINIMUM SYSTEM REQUIREMENTS

- DHCP Server on the Network  
Ethernet Network Jack
- PC with a Pentium® class or faster  
processor
- 128 megabytes of RAM
- 1 gigabyte of free space on the  
system's hard drive
- Windows® XP, 2000, NT or Vista
- Printer (if hard copy reports  
are desired)

**CUSTOMER SERVICE PHONE NUMBER**  
**(888) 479-7264**

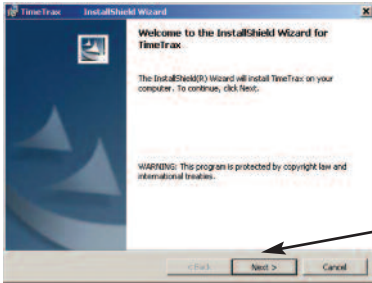
#### NEED TO PLACE AN ORDER?

*For cable extensions and other supplies,  
call Pyramid Technologies, LLC at:*

**(888) 479-7264**

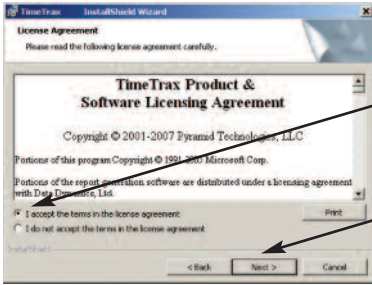
## INSTALLING THE SOFTWARE

**NOTE:** Prior to installing the software, it is recommended that you disable all anti-virus and firewall software so it does not interfere with the installation. It can be turned back on immediately after the installation.



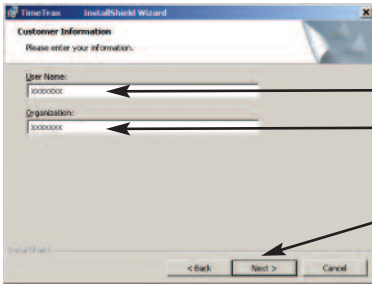
Place the Pyramid TimeTrax Software CD into your PC. The software will AUTORUN. You will then see the below setup screens. Follow the onscreen instructions.

Click NEXT to continue

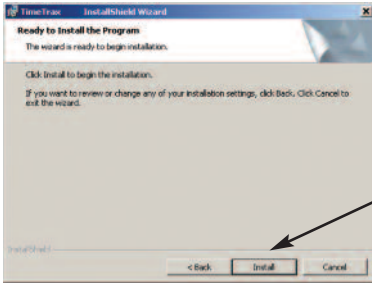


Accept licensing agreement and click NEXT to continue

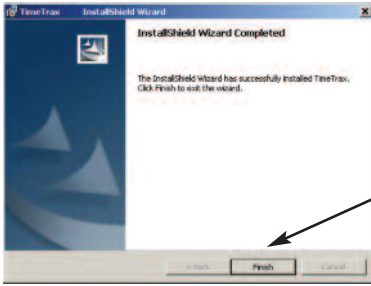
Click NEXT to continue



Enter a User Name and Organization (optional) and click NEXT to continue



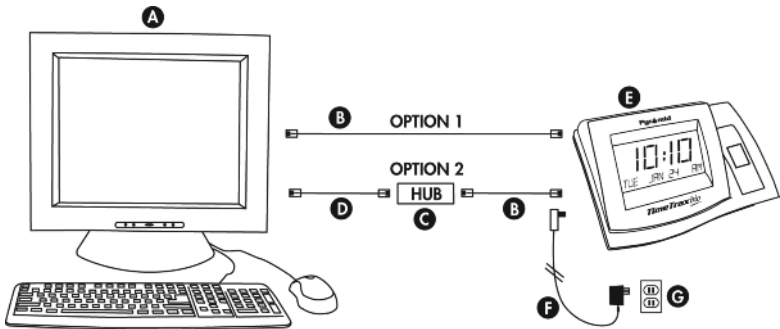
Click INSTALL to begin installation



When installation is complete, click FINISH and Restart your computer.

You are now finished installing the Pyramid TimeTrax software onto your PC. We highly recommend restarting your computer before you proceed. **NOTE: Do not continue using the software until the terminal(s) is completely connected with all cables and power supply.**

### CABLE INSTALLATION



### PARTS REFERENCE

- A** PC
- B** Cat5 Ethernet Cable (included)\*
- C** Ethernet Hub (not included)\*\*
- D** Cat5 Ethernet Cable (not included)\*
- E** TimeTrax Terminal (included)
- F** AC Power Supply (included)
- G** Wall Power Outlet

### TWO OPTIONS ARE AVAILABLE FOR CONNECTING THE PYRAMID TIMETRAX ETHERNET TERMINAL TO YOUR PC.

**OPTION 1: PC HAS an available open Ethernet port.**

Connect the AC power supply (Fig. F) to a standard wall power outlet (Fig. G) and to the TimeTrax terminal (Fig. E). Connect the Cat5 Ethernet cable (Fig. B) to the back of your PC (Fig. A) and to the back of the TimeTrax terminal. (Fig. E)

**OPTION 2: PC DOES NOT HAVE an available open Ethernet port -or- other TimeTrax terminal is being directly connected to your network.** Connect the AC power supply (Fig. F) to a standard wall power outlet (Fig. G) and to the TimeTrax terminal (Fig. E). Connect the Cat5 Ethernet cable (Fig. B) to the TimeTrax terminal (Fig. E). Connect the opposite end of the Cat5 cable to an Ethernet Hub (Fig. C). Then connect one end of the Cat5 Ethernet Cable (Fig. D) to the Ethernet Hub (Fig. C) and the opposite end to the back of your PC. (Fig. A)

*\*(1) 50' Cat5 cable is included. Any additional Cat5 cables necessary for installation are not included and must be purchased separately from any office supply reseller or computer store.*

*\*\*Ethernet Hub (Fig. C) is not included with TimeTrax kit.*

**Please restart/reboot your PC before continuing with the instructions.**

**TERMINAL MOUNTING**

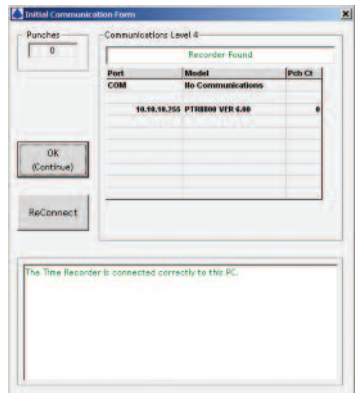
The Pyramid TimeTrax Bio is designed to sit on a desk, shelf or table. An optional terminal wall bracket (item # 42158) can be purchased from the supplier you bought the terminal from. You can also purchase the bracket from Pyramid direct at [www.ptitime.com](http://www.ptitime.com) or by calling (888) 479-7264.

**LOGGING INTO THE SOFTWARE FOR THE FIRST TIME**



Double click the Pyramid TimeTrax ICON placed on your desktop to begin

When the program is launched, you are presented with the LOGIN screen shown. The temporary User Name is "Admin" The temporary Password is "PTI". PTI is case sensitive and must be entered as directed. Enter this information and click the LOGIN button in the center of the screen.



If the recorder is connected correctly, the Initial Communication Form will appear with the message "Recorder Found". If not, check your cable connections as per the installation diagram and click the ReConnect button.

At this point, the Reference Guide and online software wizards will walk you through steps to get you up and running. They will also teach you how to set the time and date on the terminal, create your employee database, print reports and manage your time and attendance.

## USING THE SOFTWARE AND REFERENCE GUIDE

The “**Reference Guide**” can be accessed and printed from the Log In screen as well as the software toolbar by selecting the ICON below. You may also locate the Reference Guide from the software by selecting Help and Reference Guide or by accessing our website <http://pyramidtechnologies.com/ProductManuals/default.asp>.



Click the “**Reference Guide**” ICON to open the electronic PDF file of the Software Users Guide. You will see complete steps and full directions on how to use the Pyramid TimeTrax Software. The guide is always available on the software screen toolbar. In addition, you can print this file out or save it to your PC's hard drive. **Note: Adobe PDF Reader is required to view the reference guide and can be downloaded from <http://www.adobe.com>.**

## USING THE TIME RECORDER

Once the time recorder is installed, the employee records that are generated from finger scanning are stored within the recorder even if those records are uploaded to the TimeTrax database. If power should fail or the terminal power supply is interrupted, the finger scan information and log will be stored in the terminal's internal memory. The terminal is equipped with an internal battery backup for memory storing ONLY.

The TimeTrax recorder automatically stores the last 4,000 scans. Depending on usage, the scans can be retrieved on a more or less frequent basis. However, it is recommended that scans should be retrieved on a regular basis for two reasons:

1. The larger the number of new scans retrieved, the longer it takes for downloading to the TimeTrax database.
2. In case of catastrophic equipment failure of the time recorder, such as lightning or violent impact, the scan record is stored in a second place (the PC).

## USING THE FINGERPRINT SCANNER

The following fingerprint scanning procedure is used for both Fingerprint Registration and regular use.

It is recommended that you use the index finger or middle finger for enrollment and the same finger needs to be used for punching in and out. *It is very important that the fingerprint captured during enrollment is consistent with the fingerprint that will be scanned on a daily basis.*

For optimum fingerprint quality, before scanning, make sure the finger is:

- Clean and free of debris
- For employees with dry fingers, apply a light coating of moisturizer
- For employees with moist or oily fingers, wipe dry using a clean cloth

Place your fingertip on the top of the sensor module and wait for beep indicating punch is accepted.

When enrolling, the terminal will display “**SCAN 1 OF 2**”. At this prompt, scan the first time. Terminal will display “**SCAN 2 OF 2**”, asking the user to duplicate the scan just completed. During normal operation, the user will only need to scan one time to log a punch.

If an error should occur, the terminal may display “**START OVER**”. This indicates that the scan was not accepted and needs to be done again.

During normal punching in and out, the time recorder will beep and the Employees name and ID number will display briefly on the LCD screen.

## CARE FOR THE FINGERPRINT READER

The following actions could damage the fingerprint reader or cause it not to work properly:

- Scratching the surface of the reader with a hard, pointed object.
- Scraping the surface of the reader with your nail or anything hard.
- Using a dirty finger while touching the reader.

If you notice any of the following conditions, gently clean the surface of the reader with a dry, soft, lint-free cloth:

- The surface of the reader is dirty or stained.
- The surface of the reader is wet.
- The reader often fails to enroll or authenticate fingerprint.



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