



Contents



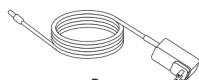
9600
Terminal



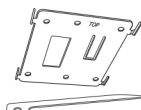
TTTEELITEEK Quick
Start Guide



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



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.



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



English
Regional settings & hardware input in English

Register your product online:

pyramidthetimesystems.com/support/product-registration-time-clocks

IMPORTANT:

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



OPPDLAUBKN1236FFE

Write your serial # here: ►



Call us
888.479.7264 EXT 1



Chat online
pyramidthetimesystems.com



Send us an email
customersupport@pttime.com



TIMETRAX™ Elite · Bio ek
Biometric Time Clock System
TTTEELITEEK

9600
Quick Start Guide
SIMPLE : SMART



Copyright © 2021 Pyramid Time Systems. All rights reserved.

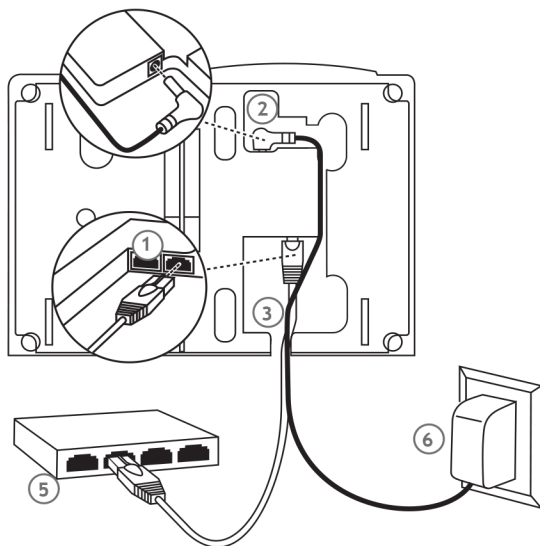
12213 Rev. N

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





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.



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
- 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.



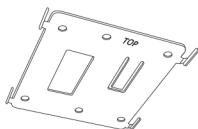
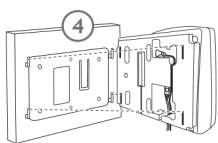
TimeTrax™ Instructional Videos

Follow the instructions below to view our setup videos

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



Mount Terminal



To mount terminal

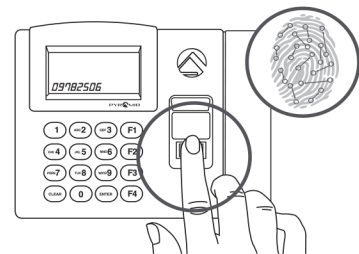
- Install mounting bracket. Use mounting screws and drill template provided. “TOP” is engraved to ensure bracket is oriented correctly and the tabs face upward.
- Additional holes are provided if mounting onto an electrical box.
- Push terminal onto mounting bracket aligning four tabs on bracket with 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.



Using Time Clock



IMPORTANT: Before using time clock, please register employee fingerprints 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 “Fingerprint 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/