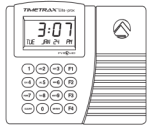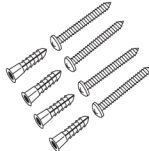## Contents

TTPROXEK Terminal

TTPROXEK Quick Start Guide
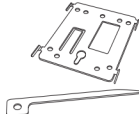
Mounting Hardware

TimeTrax™ Proximity Badges (15) Part #42454

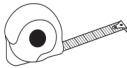**Ethernet Cable (CAT5)**

Power Supply

Security Bracket & Key

What you will need.

Tape Measure

Pencil

Phillips Head Screw Driver

Power Drill (Optional)

Software Requirements

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. For Multi User Upgrade, call 888.479.7264 Ext. 1.

Windows 8 or above
All Windows updates must be installed prior to software installation

Must be Primary Admin

English Regional settings & hardware input in English

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

Write your serial # here: S

TIMETRAX™ Elite · Prox ek
Proximity Time Clock System

TTPROXEK

Quick Start Guide
SIMPLE ° SMART®

Call us
888.479.7264 EXT 1

Chat online
pyramidtimesystems.com

Send us an email
customersupport@ptitime.com

I2214 Rev. J.

PYRAMID®
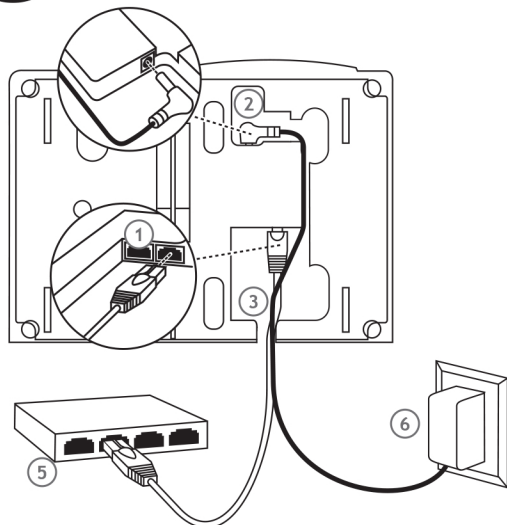
Connect Terminal

**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 power supply into outlet.
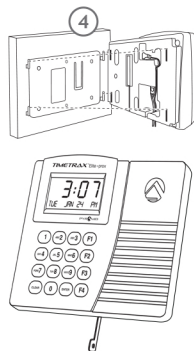
Download TimeTrax™ Software
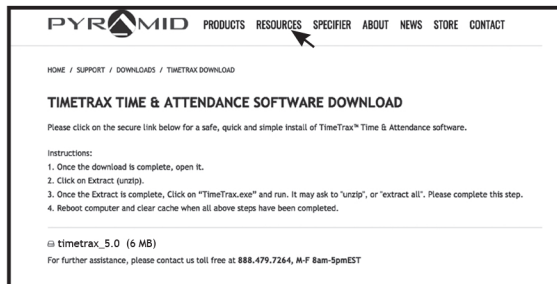
1 Go to pyramidtimesystems.com/support/downloads/timetrax.

2 Click on TimeTrax™ software download.

3 Run software install. *Installation may take 15 minutes or longer.*
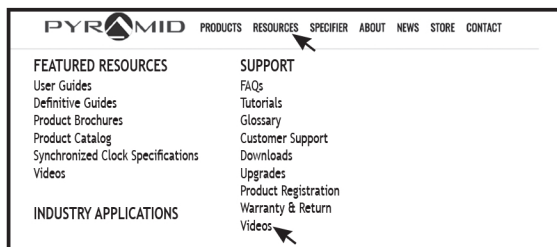
1 Go to pyramidtimesystems.com/support/videos/timetrax.

2 Click on TimeTrax™ Time & Attendance V5 Software/Start-up video.

3 Follow set-up instructions.

Mount Terminal

To mount terminal.

• Install mounting bracket using provided mounting screws and drill template. Be sure the four metal tabs are facing 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 rooted 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

Wave prox badge within two inches of target area.

If employee badge number is successfully read, the time clock terminal will beep and the badge number will be displayed briefly on terminal screen.

Employee records generated from prox badge punches 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 more or less frequent basis.