TimeTac Time Clock Introductory Guide

- Fingerprint
Assembly and mounting

The back plate of the time clock has 3 clear holes which act as a template for positioning upon the wall. Please use the wall plugs and screws provided.

Connect the LAN cable, or insert the SIM card, and position the time clock upon the back plate. Use the last remaining screw to affix the time clock to the back plate from underneath.

Start up

In order to use your newly purchased time clock, simply attach the plug to the mains power and you are ready to begin using TimeTac.

Wait up to 30 seconds for the boot process to complete and the overview screen to be displayed.

Overview screen

Here you can see buttons labelled “Arrival”, “Absence” and “Departure” in the middle.

The current date and time are displayed in the top left corner.

Arrival

To begin tracking your working time, simply press the “Arrival” button.

The time clock will ask for the user to scan their finger. The green LED will begin to flash on the fingerprint reader.
To scan your fingerprint, place the entire finger over the flashing LED. Then with minimal pressure, drag the finger downwards, past the fingerprint reader. Scanning the finger should last no longer than 2 seconds.

After a successful read, the LED will stop flashing and the display will read “Data saved”. You are now logged in and are tracking your working time.

If the fingerprint was not recognised, the LED will turn red and the screen will display an error message. Simply press the “Arrival” button once more and try again.

**Departure**

To stop time tracking at the end of the working day, simply press the “Departure” button on the front of the time clock. The process is as per the arrival process.

**Absence**

To record breaks, simply press the “Break” button on the screen, then scan your fingerprint as per usual.
BioKey Config – Registering fingerprints (Administrators only)

To register fingerprints on the time clock, press the “BioKey Config” button on the screen, then enter the passcode which was provided to you by your TimeTac representative.

Select “Learn Finger” from the list. The time clock now needs to associate a user to this new fingerprint, so select the respective user from the list of employees displayed. The display will now ask for the user to scan their fingerprint. If only one finger is to be scanned, then we recommend the index finger. (Multiple fingers can be scanned for a single employee by repeating the process).

The LED will remain flashing until 3 successful scans of the same finger have been completed. The time clock announces that it has recognised each scan with a single beep.

After 3 scans of the finger, the message “Finger successfully learned” will be displayed. Fingerprints can be rejected at any time during this process if the quality of the scan was poor or the process was disrupted (i.e. poor contact with the fingerprint reader or poor positioning of the finger).

BioKey Config – Scan finger (Administrators only)

In the BioKey Config menu, you can determine whether a user has already scanned a particular finger.

Select “Scan finger” from the menu, and scan the fingerprint of the user. The time clock will then announce whether the fingerprint was recognised.

BioKey Config – Delete finger (Administrators only)

If you would like to delete the fingerprint records of a user, then select “Delete finger” from the menu. Proceed to select the appropriate user whose fingerprints should be deleted.

Cleaning

To clean the screen of the time clock, use a dry microfiber cloth with very little pressure to remove any surface oils and dirt. If there are still some visible marks remaining, use a slightly damp cloth to help removal.

Only use a dry microfiber cloth to clean the fingerprint reader.