TimeTac Time Clock
Introductory Guide

- RFID/NFC and 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 and position the time clock upon the back plate. Use the last remaining screw from underneath to affix the time clock to the backplate.

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.

By default, the time clock will ask for the user to scan their finger. The green LED will begin to flash on the fingerprint reader.

To switch between fingerprint scanning and RFID/NFC tag scanning, press the “ESC” button in the top right corner. The display will now read “Scan tag”.

Arrival, Absence and Departure buttons

RFID/NFC reader

Fingerprint reader

Fingerprint reader status LED
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.

To track time using the RFID/NFC tags, first ensure that the status bar reads “Scan tag”, then place the tag in front of the RFID/NFC reader on the front of the time clock.

**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 for using fingerprints and RFID/NFC tags is as per the arrival process.

**Absence**

To record breaks or any other form of authorised absence, simply press the “Absence” button on the screen. Select the desired task from the list and scan your fingerprint or present your RFID/NFC tag as per usual.

If you selected the wrong task, simply press the “Absence” button once more to return to the menu.
Registering user RFID/NFC tags (Administrators only)

To assign an RFID/NFC tag to a user, log into your TimeTac administrator account. Under the “Settings” menu on the left-hand side, navigate to “Assign Transponders”.

On the time clock, press “Departure” and then “ESC” to display “Scan tag”. Using a new, previously unused tag, make contact with the RFID/NFC reader on the time clock.

Return to the administrator account and press “Refresh” in the top right of the browser window. You will now see the scanned tag, with its unique “Terminal transponder ID” and no user assigned. Double click on the blank area under the “User” column to activate the dropdown menu, where you can then select the employee to be assigned to that tag.

If you wish to replace the tag of an existing user, simply select the new user from the corresponding dropdown menu beside the relevant transponder ID.

BioKey Config – Registering fingerprints (Administrators only)

Note: An RFID/NFC tag must be assigned to the user before a fingerprint can be registered. See the previous steps entitled “Registering user RFID/NFC tags”.

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 present the RFID/NFC tag of the user to the reader.
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.