



The time tracking solution
for companies.

Getting started made easy! The manual for the

TimeTac Time clock Evo Smart



Information
www.timetac.com

Knowledge Base
support.timetac.com



Welcome to the Evo Smart clocking in machine!



Table of contents

Introduction.....	4
Assembly and installation.....	6
Network settings.....	6
Connection to LAN/WLAN/mobile.....	8
Time clock with RFID key fob.....	16
Configuration of the key fob.....	18
Time booking with your clocking in machine.....	20
Delete and reconfigure a key fob.....	22
Time clock with RFID key fob and fingerprint.....	24
Configuration of the key fob.....	26
Adding fingerprints.....	28
Time booking with your clocking in machine.....	30
Delete fingerprint.....	32
Delete and reconfigure a key fob.....	34
Clock in machine settings and system BIOS.....	36
Network settings.....	38
Set backlight and volume.....	40
Use proximity and ambient light sensors.....	42
Troubleshooting.....	44
Troubleshooting with system BIOS.....	46

Introduction

We thank you for your trust and wish you a successful start with TimeTac!

You have received your time clock for time recording. Follow these instructions to mount and connect your device correctly.

For more comprehensive configurations on your device, you must open the **system menu BIOS**, by pressing the **ESC button 1** and at the same time tapping the **Enter button 1** below it. Before you enter the system BIOS menu, a key will be requested.

Your personal system key is: _____

There are different clocking in machines with which you can book working hours. You have chosen the following device variant:

- Key fob (RFID)
- Key fob (RFID) & fingerprint

The buttons of your device depend on the preset which have been made specifically for you. In most cases you will see the following buttons **2**: Arrival, LwR (Leaving with a reason), Departure, Break and Info. The BioKey configuration button is only available if you are using a time clock with a fingerprint sensor.

The functions of the buttons will be discussed in more detail in the individual chapters.

The time clock is configured according to your preset requirements and should therefore be compatible with your company's internal network. For more information about the configuration or the possibility to change it, refer to the chapter **Network settings** (see p. 38)



Assembly and installation

The wall bracket ① of your time clock is already mounted on the device. For the montage use the **prefabricated holes**. ② Then connect the power cable ③ to the device and a power outlet. If you want to connect the device to the Internet via LAN, you must also connect the **network cable**. Details can be found in the following chapter. Then hang up the time clock and fix it at the bottom with the supplied **screw** ④.

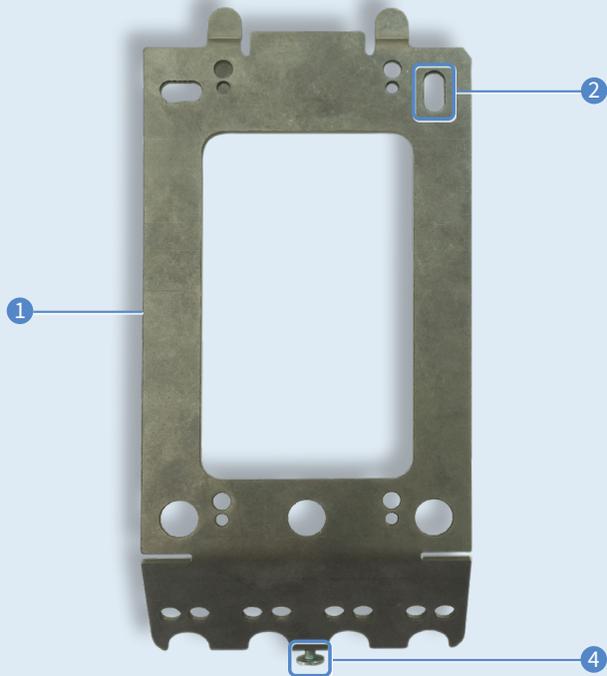
Network settings

Your internal company network requires the following settings:

- The DNS must be 8.8.8.8 in order to connect to the account.
- The following PORTs must be enabled in the network:
 - 80 (HTTP)
 - 443 (HTTPS)
 - 8000 (Maintenance link)
- Normally, a DHCP server must be present in the network for the assignment of the IP and the default gateway.
- To store a fixed IP address, please check p. 38.



For the default/standard settings in the BIOS, please check the information on p. 38.



Connection to LAN/WLAN/mobile

Depending on the selected device model, you have various options for establishing a network and Internet connection. The standard version of Evo Smart is delivered with **LAN function** only. If you have ordered a device with a **WLAN connection** or the possibility of a **mobile network connection**, these options are also available.

LAN connection

Please connect the **LAN cable** ① on the device and plug the power cable ② into a power connector.

Connection to a mobile network

To establish the network connection, a **SIM card** must be inserted into the device. To do this, turn your device so that the back is in front of you. The **narrow slot** is intended for your SIM card ③. Make sure you insert them with the **contact surface facing down**. Then connect the time clock to a power outlet using the supplied cable.

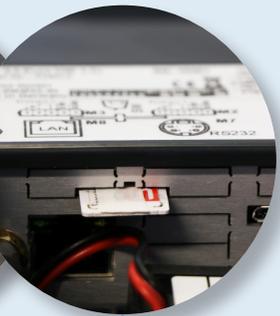
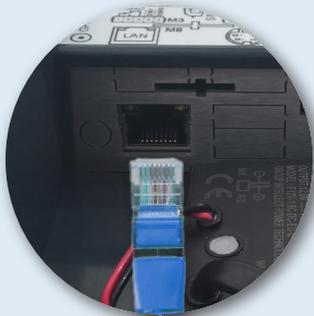
After that, you need to open the communication settings of your device. To do this, touch the TimeTac logo for three seconds, then tap on system menu BIOS on **System settings > Communication Info > Interrupt communication > Interface**. Select **Mobile** (Whether you select the "GSM" or "GPRS" setting depends on your mobile phone provider.). **Mobile parameters > enter PIN** add PIN code of your mobile network.



Information about your **network provider** and **APN data** is stored for you when you order the clocking in machine. If this data changes, please contact our support.



You can only connect your Evo Smart to a mobile network if you have ordered a device with this function.



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Configuration of the WLAN

Touch/hold the ESC key, and at the same time, briefly tap the Enter key below it to open the **BIOS system** menu ① and enter your key (see page 4). Tap **System settings**, then **Communication** ② and confirm the question **Interrupt communication?** ③ by tapping the **Enter** key. In this menu you can now choose various settings. In the **Interface** ④ change the settings from "LAN" to "WLAN". **Active mode** ⑤ must be set to "No" and **HTTP mode** ⑥ must be set to "Secure". Now follow the instructions on the next page.

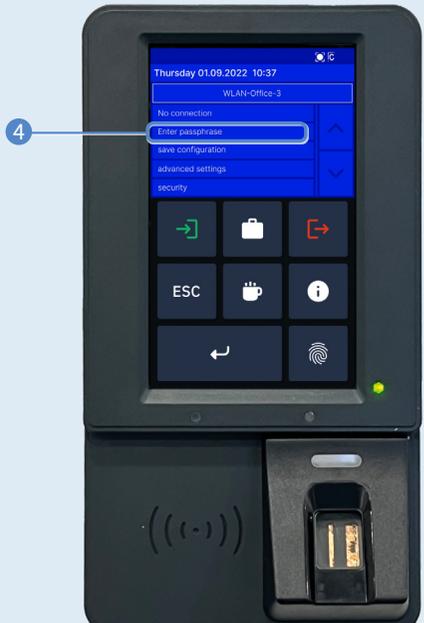


You can only connect your time clock via WLAN if you have ordered a time clock with WLAN function.



Now open the menu for the **WLAN Parameters** ①. Tap the option **Change Network** ②. Now existing **WLAN sources** ③ will be displayed. Select one of them.

Once you have selected a network, an overview of this connection is displayed. Tap on the **enter password** ④, to connect using the Wi-Fi network password. After you have entered the password, tap Enter. Follow the steps on the following pages.



A connection **is now established** in the overview of the relevant WLAN. Then tap **save configuration** ①. To do this, select a free memory space ②. In the overview that appears again, the same option is no longer selectable ③, which means that the save was successful.

The **advanced settings** menu item ④ provides you with information about the WLAN configuration to which you are currently connected. You can also manually adjust the stored IP address here.



Time clock with RFID key fob

If you have purchased a time clock with a key fob reader, the users' time bookings are only made with a key fob. You will see the different keys Arrival, LwR, Departure, Break and Info on the start display ①.

The key fob reader is located in the lower part of the device ②.

Time bookings are forwarded to our **server** and can then be viewed in both the web browser and the smartphone app. Time bookings that have been made via your time clock can be recognized by a symbol  in the timestamp list in the software.

If your time clock is **offline** for a short time, e.g. due to a company internal network change, the timestamps are temporarily stored on the clocking in machine. As soon as an Internet connection is available again, this data is forwarded.

If you purchase your key fobs from TimeTac, you can always order more if needed. Just write us an email to support@timetac.com



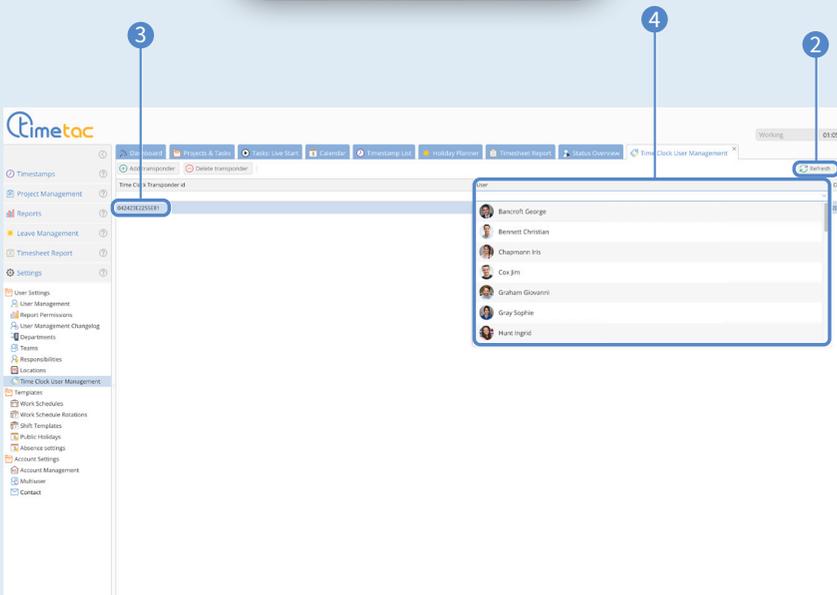
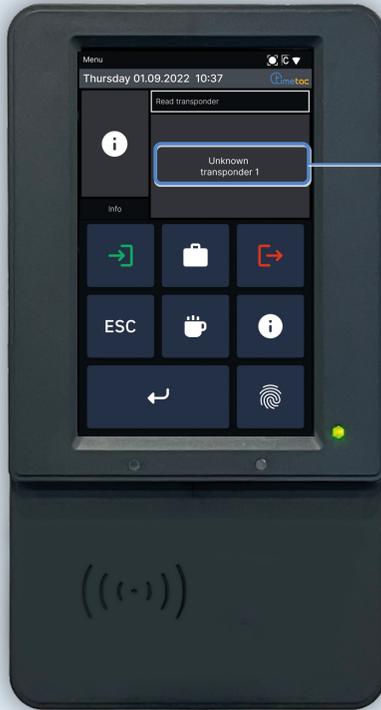
Configuration of the key fob

To enable your employees to book times correctly, each user must be assigned a key fob.

Fist scan of the key fob: select Info and then tap ESC. Now the message "Read transponder" is displayed. Now hold the new, unused key fob in front of the reader. You will now get the response "Unknown transponder 1" **1**.

To assign the key fob to a user, open your TimeTac account in the web browser. Note that **only managers with full access** can assign key fobs. In the left side menu, click **Settings > User settings > Terminal > Terminal transponder mapping**.

Now click **update** in the upper right corner **2**. The scanned key fob is displayed with a unique **ID**. **3** By double-clicking in the user column in the line of the corresponding key fob ID, the **drop-down menu** opens **4**, allowing the key fob to be assigned to a user.



Time booking with your clocking in machine

Clock in

Tap on **Arrival**. Now put your key fob on the reader. The data is read in and the time clock displays "**Good day, [name]**". Time recording has started.

Clock out

Tap on **Departure**. Now put your key fob on the reader. The data is read in and the time clock displays "**Goodbye, [name]**". The time recording has ended.

Break

To record breaks, tap **Break** and hold the key fob to the reader at the clocking in machine. To restart the working time after the break, select Arrival and hold the key fob to the reader as usual.

Leaving with a reason

To record other absences, tap Leave with a reason. The desired absence reason can then be selected in a menu. Hold the key fob onto the reader. Customize available absence reasons individually by contacting our customer support at support@timetac.com

Information

Here, each user can see information depending on the selected TimeTac modules. To do this, tap on Info and hold the key fob to the reader as usual. Now, depending on which TimeTac modules you are using, your working time balance, daily balance or remaining vacation, for example, will be displayed. In general, you can see the task that is currently running and when it was started.



In a time clock with time control, actions (e.g. arrival, departure) are automatically selected. Of course, another action can be selected at any time.



Delete and reconfigure a key fob

Reassignment of key fobs

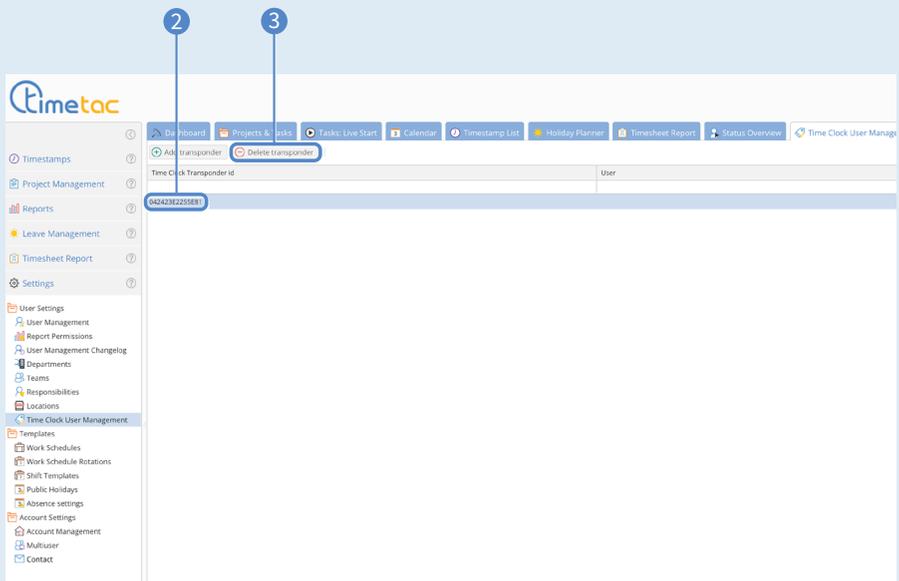
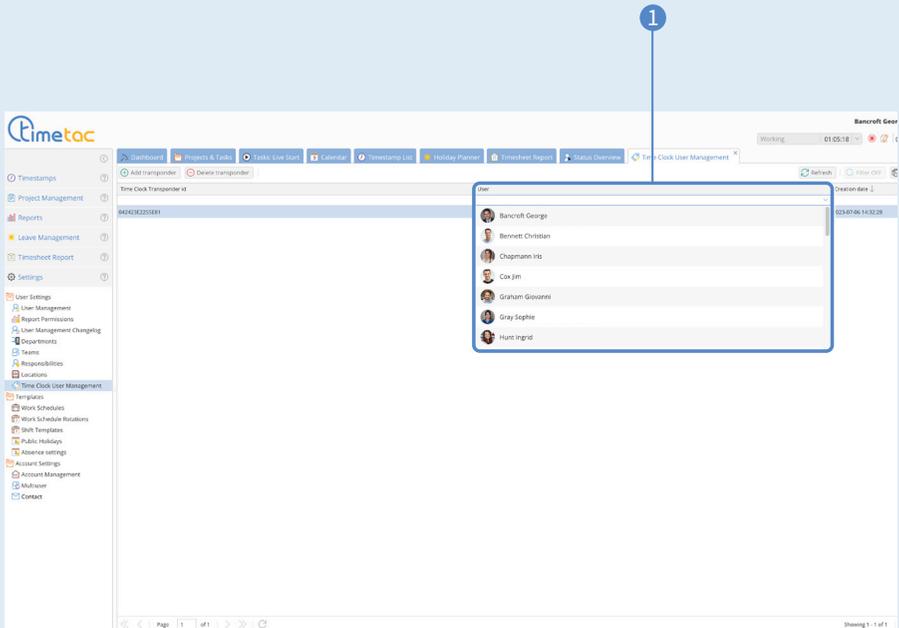
If you want to assign a key fob to a new user, open TimeTac as a **manager with full staff access** in the web browser. In the left side menu, click BIOS > User settings > Transponder menu.

By double-clicking in the User column **1** you can select to whom this key fob should be assigned.

Deleting key fobs

If a user no longer needs a key fob, you can delete or reassign it. Click on the time clock on the assignment menu in the line of the respective key fob. **2**

As soon as the line with the key fob ID and the name of the employee is highlighted in blue, click the **Delete transponder** button **3**.



Time clock with RFID key fob and fingerprint

If you have a time clock with a key fob and fingerprint reader, users can record time with both options. You will see the buttons Arrival, LwR, Departure, Break and Info and BioKey Config on the display ①.

In the lower part of the time clock you can see the **key fob reader** ② and to the right of it the **fingerprint reader** ③.

Time bookings are forwarded to our server and can then be viewed both in the web browser and in the smartphone app Zeitbuchungen. Time bookings that have been made via the clocking in machine can be recognized by a symbol  within the time booking list.

If your time clock is **offline** for a short time, e.g. due to a company internal network change, the timestamps are temporarily stored on the clocking in machine. As soon as an Internet connection is available again, this data is forwarded.

If you purchase your key fobs from TimeTac, you can always order more if needed. Just write us an email to support@timetac.com

This is how the fingerprint reader works:

The fingerprint reader compares the scanned fingerprint with the previously stored prints and can thus identify the correct employee. However, **no images of the fingerprint are stored**, only compressed mathematical data, which means that a fingerprint can be recognized but not reconstructed. The time clock therefore **complies with all data protection standards** (ISO-19794-4 and ANSI-378).



Configuration of the key fob

To enable your employees to book times correctly, each user must be assigned a key fob.

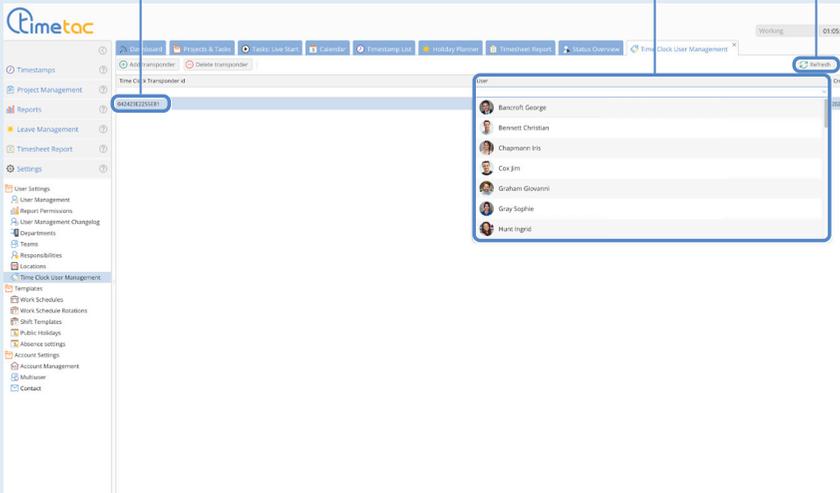
Fist scan of the key fob by a clocking in machine: select **Info** and then tap **ESC**. Now the message "Read transponder" is displayed. Now hold the new, unused key fob in front of the reader. You will now get the response "Unknown transponder 1" **1**.

To assign the key fob to a user, open your TimeTac account in the web browser. Note that **only managers with full personnel access** can assign key fobs. In the left side menu, click **Settings > User settings > Terminal transponder mapping**.

Now click **update** in the upper right corner **2**. The scanned key fob is displayed with a unique **transponder ID**. **3** By double-clicking in the user column in the line of the corresponding key fob ID, the **drop-down menu** opens **4**, allowing the key fob to be assigned to a user.



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Adding fingerprints

To register fingerprints, the key fob registration must already be completed. Press the **BioKey button** ①. After successful entry, select the **Learn finger** option ② and hold the key fob already assigned to an employee to the clocking in machine.

In the Learn menu, select any finger and tap it to highlight. Confirm the text **add selected fingerprint** ③ by tapping Enter. Now follow the instructions on the display and place the selected finger on the fingerprint reader until you hear a signal tone. Repeat this process two more times. At the end of the successful process, the message „Successfully added, Scan Quality: XXX.“ ④. Tap the Enter button again to confirm.

After this initial scan process, you can scan and save additional fingerprints or switch back to the main menu using the ESC key. ⑤

Keep the following in mind when adding your fingerprint:

- Place your finger straight on the reader with a little pressure.
- Do not move your finger during the scan process.
- Wet fingers or a wet sensor can worsen the resulting fingerprint.
- Cold and very dry fingers can be difficult to scan.
- Not every finger is suitable for scanning. Try adding another fingerprint for better results.



The quality value should be at least 80%. The greater this value is, the better you can be identified.



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Time booking with your clocking in machine

Clock in

Tap on **Arrival**. Place your finger on the fingerprint reader and wait for the audio signal. If the fingerprint is unknown, it will be signaled by the red **LED light**  above the fingerprint reader and an error message on the terminal display. Press the Arrival icon again. The terminal expects the fingerprint scan request first. If you want to use your key fob, tap **ESC** additionally.

Clock out

Tap on **Departure**. The tracking with the fingerprint or key fob works the same way.

Break

To track breaks, tap **Break** and use either the fingerprint or key fob to start the tracking. To restart the working time after the break, select **Arrival**.

Leaving with a reason

To enter other absences, tap **leave with a reason**. The desired absence reason can then be selected in a menu. The tracking can be started with the fingerprint or the key fob. Customize absence reasons individually by contacting our customer support.

Information

Here, each user can see information depending on the selected TimeTac modules. To do this, tap on **Info** and use the key fob or fingerprint. Now, depending on which TimeTac modules you are using, your working time balance, daily balance or remaining vacation, for example, will be displayed. In general, you can see the task that is currently running and when it was started.



In a time clock with time control, actions (e.g. arrival, departure) are automatically selected. Of course, another action can be selected at any time.

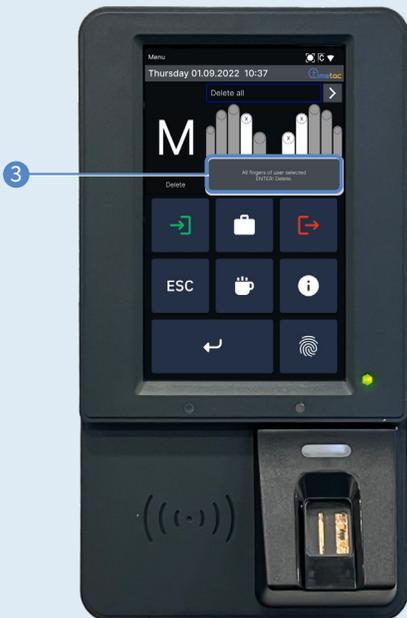


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Delete fingerprint

Fingerprints that have already been registered can be removed in the BioKey configuration. To do this, tap the **BioKey button** ①. In the next step, enter your system key. Now select the **Delete finger** ② and hold the corresponding key fob up to the scanner. After that, all stored fingerprints can be deleted on this clocking in machine. ③





Delete and reconfigure a key fob

Reassignment of key fobs

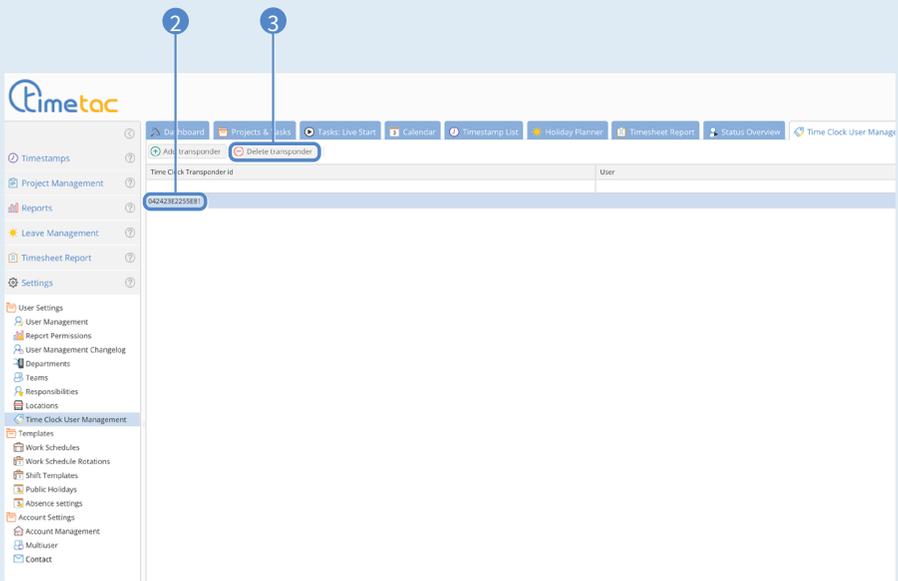
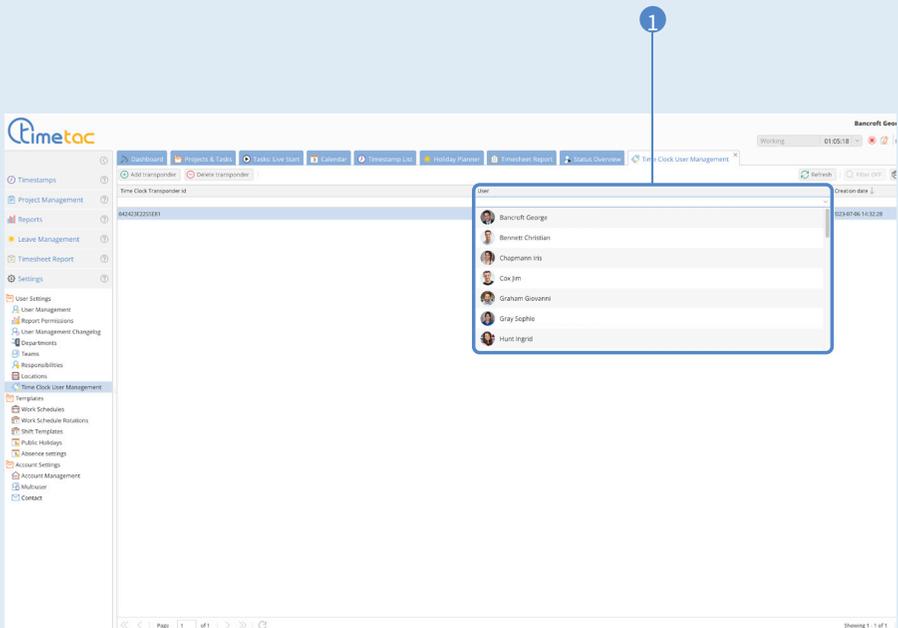
If you want to assign a key fob to a new user, open TimeTac as a **manager with full staff access** in the web browser. In the left side menu, click Settings - User settings - transponder assignment.

By double-clicking in the User column **1** you can select to whom this key fob is to be assigned.

Deleting key fobs

If a user no longer needs a key fob, you can delete or reassign it. Click on the time clock on the assignment menu in the line of the respective key fob. **2**

As soon as the line with the key fob ID and the name of the employee is highlighted in blue, click the **Delete transponder** button **3**.



Clock in machine settings and system BIOS

In the system menu BIOS you can change further settings. To open the menu, touch/hold the **ESC button** ① and at the same time briefly tap the **Enter button** ① below it. You will now be prompted to enter your system key (see page 4). Then select System menu BIOS on the display ②.

The Firmware and System Info items do not contain any information that you will need when using your clocking in machine. In the Communication menu ③ you can adjust and check the network setting of the clocking in machine. You can find out more about this in the **Network settings chapter**. If you want to adjust the display brightness or the system volume, you can do this in the menu **Display/Signal volume** ④ (see page 40).



Network settings

When in the BIOS system menu, tap the Communication button ① and confirm the question **Interrupt communication?** ② by tapping Enter. In this **menu**, ③ you can make the following settings:

- Schnittstelle als **LAN**
- Switch off active mode by setting it to **No**
- Set HTTP mode to **Secure**

Now tap on **LAN parameters** ④. In this menu you define the following:

- Set DHCP to **Yes**

In order for the time clock to establish a correct Internet connection, the following PORTs must be **enabled** in your company's internal network:

- 80 (HTTP)
- 443 (HTTPS)
- 8000 (Maintenance link)



For a **fixed IP address**, open the LAN parameters menu item ④, set **DHCP** to **No** and store the network settings manually.

By default, 8.8.8.8 is used as DNS.



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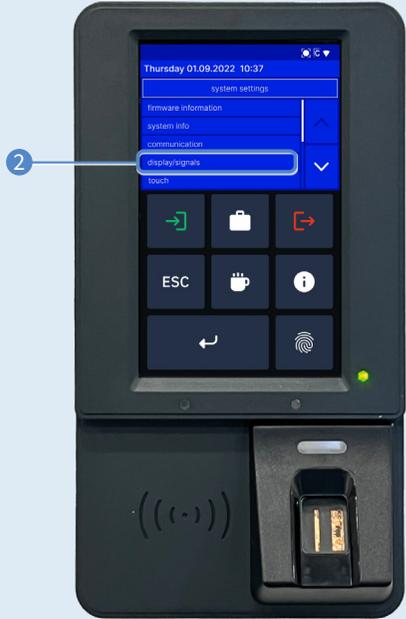
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Set display brightness and volume

You can adjust the display brightness and volume of your clocking in machine. To do this, switch to the system menu by touching/holding the ESC key and at the same time briefly tapping the Enter key below it. You will now be prompted to enter your system key (see page 4). After confirming the entry, select system menu **BIOS** on the display ① .

Here, tap the Display/Signal Volume ② and then select either the **Display brightness** ③ or **Signal Volume** ④ depending on which parameter you want to adjust. Use the horizontal slider ⑤ to adjust the brightness or volume of your clocking in device. Confirm the changes you have made by pressing Enter. Tapping the ESC button will take you back to the main menu.



Use proximity and ambient light sensors

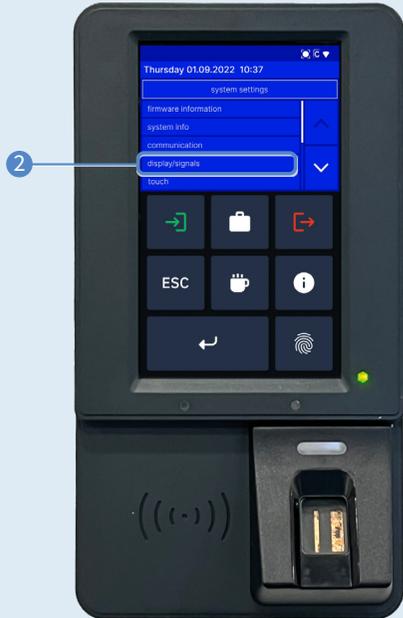
These two sensors make it easier for you to operate the time clock and also protect the screen. To do this, switch to the system menu by holding the ESC key and simultaneously tapping the Enter key. Then select the menu item **System menu BIOS** ① enter your key and confirm your entry with Enter (see page 4).

The functions are located in the same menu as the **backlight** and **signal** volume, ②. Tap here on **Proximity and ambient light sensor**, ③ to be able to define individual settings. In this menu, the sensors can be switched on and off by tapping on the respective sensor name.

The proximity sensor causes your Evo Smart to turn off the screen when it is not in use. If an employee approaches the a device, the screen is automatically reactivated because the proximity sensor detects the movement. The device can be used immediately without any additional actions.

In the corresponding menu, determine the **Sensitivity** of the sensor ④ as well as the time (in seconds) after which the display should switch to the **Display off after x seconds** ⑤.

The **ambient light sensor** ⑥ automatically adjusts the display brightness. In very bright lighting conditions, the screen is also set accordingly bright. Since this is not necessary for a darker environment, the ambient sensor reduces the display brightness.



Troubleshooting

In the rare cases that no data synchronization occurs despite correct time booking, you can use this list of the most common errors to check what the problem could be. If these are not the error sources, please check your system BIOS settings. You will learn more about this in the next chapter.



Is the time clock correctly connected to power and network?



Is the time clock booted **1** and responding to a key fob inputs?



Can you see a **record icon** **2** in the toolbar at the top of the display (you may have to tap on the TimeTac logo first)? If yes, the device is not connected to the server.



Can you see a **TCP icon** **3** in the toolbar at the top of the display? Are **synchronization arrows** **4** displayed, which mean a transfer?



Troubleshooting with system BIOS

If the previous checks were unsuccessful, it is necessary to open the **BIOS system menu** ① .

First, verify that the device has obtained a correct IP address through your server. To do this, open the item **Communication** ② in the system menu BIOS. In the LAN parameters ③ submenu a correct IP address should be entered in the IP line if DHCP is enabled. Also check that the LAN cable is connected correctly. There should be a regular flashing or lighting visible when the LAN is connected.

If an IP was obtained correctly and it is also entered, check if all settings are defined according to your company network.

If you have ordered a device with **WLAN configuration**, check the defined configuration data on the clocking in machine. If they are not correct, connect your Evo Smart to an existing LAN so that we can define your correct WLAN configuration.



For our clocking in machines 8.8.8.8 is defined as DNS by default. If it cannot be reached within your company network, you must specify a suitable DNS server via the system menu BIOS in the network settings.



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We wish you a
successful start with TimeTac!



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