



The enterprise solution for
time tracking.

Getting started with the

Evo Basic Time Clock



Information
www.timetac.com

Knowledge Base
support.timetac.com

Welcome to the Evo Basic Time Clock!

Index

Initial activation	4
Assembly and installation	6
Network settings	6
Connection to LAN/Wi-Fi/mobile radio	8
Time clock with RFID transponder	16
Configuration of transponders	18
Tracking time with your time clock	20
Deleting and reconfiguring transponders	22
Time clock with RFID transponder and fingerprint	24
Configuration of transponders	26
Enroll fingerprints	28
Tracking time with your time clock	30
Deleting fingerprints	32
Deleting and reconfiguring transponders	34
Time clock settings and system settings	36
Network settings	38
Adjusting display backlight and signal volume	40
Proximity and light sensors	42
Error diagnosis	44
Error diagnosis with system settings	46

Initial activation

We are happy to introduce you to the Evo Basic Time Clock and wish you a successful start!

You have received your time clock. Follow these instructions in order to mount and connect your time clock correctly.

More detailed settings can be found in the **system menu**. Open this menu by touching the TimeTac logo ① for 3 seconds. Then, you will be asked to enter a key. Your personal key is: _____

There are different kinds of time clocks that enable you to track time in various ways. You have decided for a time clock in the following variant:

- Transponder (RFID)
- Transponder (RFID) & Fingerprint

The buttons that you can see on the start display depend on the presets that have been set for you as well as on the time clock variant. In most cases, the following buttons appear ②: Arrival, Departure, Other, Info and Break. The button BioKey Config is only available when using a fingerprint time clock.

The functions of these buttons are explained in more detail within the single chapters.

The time clock has been configured according to your requirements and therefore, should be compatible with your internal company network. Further information on the configuration and on how to adjust it can be found in the chapter **Network settings** (see p. 38).



Assembly and installation

The mounting **1** for the wall is already affixed to the time clock. With the aid of the **installation points 2** on the mounting, you can mount the time clock to the wall. Then, connect the **power cable 3** to a socket. If you wish to establish an internet connection via LAN, you must also connect the **LAN cable** to the time clock. More details on a connection via LAN can be found in the following chapter. Then, hang the time clock on the wall and fix it on the lower part by using the included **screw 4**.

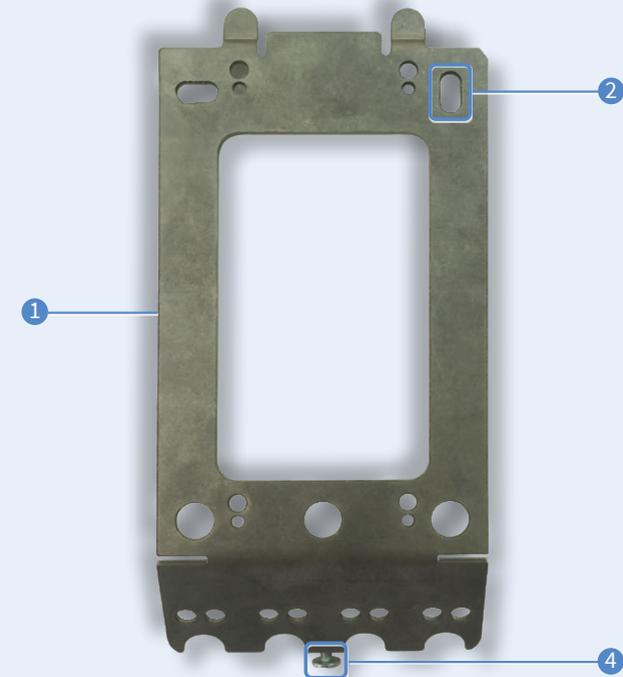
Network settings

Your company internal network requires the following settings:

- As DNS, 8.8.8.8 must be accessible so that the connection with the account is possible.
- The following PORTs must be enabled in the network:
 - 80 (HTTP Yes)
 - 443 (HTTPS or Secure)
 - 8000
- In the network, a DHCP server usually must be used for the allocation of the IP and the default gateway must be present.
- To store a fixed IP address, please check page 38.



For the default settings in the BIOS please check the information on page 38.



Connection to LAN/Wi-Fi/mobile radio

Depending on the chosen time clock variant, you have different possibilities to connect your time clock to the internet and the network. The standard time clock uses **LAN** only. If you have ordered a time clock with **Wi-Fi connection** or **mobile radio**, you can also establish an internet connection via these options.

Connection to LAN

Please connect the **LAN cable** ① to the device and the device's power cable ② to a socket.

Connection to mobile radio

In order to establish an internet connection via mobile radio, a **SIM card** must be inserted. Turn your time clock around as it is shown in the picture on the right-hand side. Then, insert the SIM card into the **slim slot** ③. Please ensure, that the **contact area** of the card is on the **bottom side**. Connect the **power cable** ② to a socket.

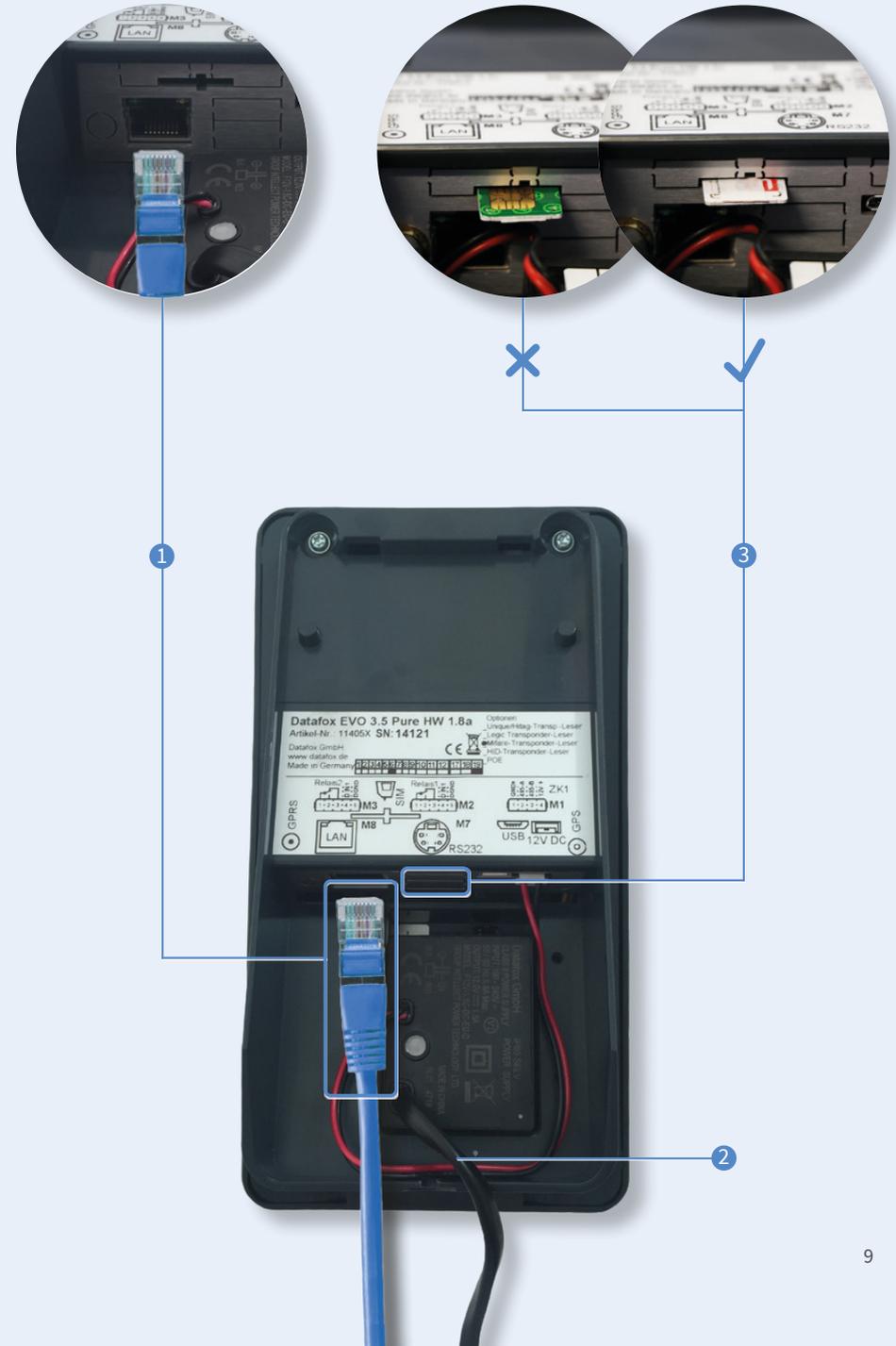
Further on, you must open the communication settings of your time clock. Open the menu by touching the TimeTac logo for 3 seconds. Then, tap on **System settings > Communication > Interrupt communication > Interface**. Choose the option **MOBILE** (whether you choose "GSM or "GPRS" depends on your mobile service provider). Tap then on **Mobile parameters > Enter PIN** and enter the PIN of your mobile network.



Information on your **mobile service provider** and **APN-data** is stored for you. Please contact our support team, if any of these data changes.



You can only connect your time clock to a mobile radio if you have ordered a time clock in the respective variant.



Connection to Wi-Fi

Tap on the TimeTac logo for 3 seconds in order to open the **menu**. Then, tap on **system settings** ① and enter your key (see page 4). Select the menu item **communication** ② and tap then on **Interrupt communication** ③. The menu item **Interface** ④ allows you to change the internet settings from LAN to **Wi-Fi**. The HTTP mode ⑤ must be set to Secure. Now follow the instructions on the next page.



You can only connect your time clock to Wi-Fi, if you have ordered a time clock in the respective variant.



Open **Wi-Fi Parameters** ①. Here, the first row shows you the name of the Wi-Fi that you are connected with, provided that you are connected. Tap on **New Connection** ②.

All available **Wi-Fi sources** ③ are now displayed. Select one of these. In the case of your preferred Wi-Fi not being displayed, swipe up and tap on **Add Network**. Enter the name of the network in order to search for it directly. Select your preferred network and enter the password to access it. Confirm by tapping the enter button ④. Move on to the instructions on the next page.



Optionally, you can now **save this configuration**. Select a free storage location ①. Then, you will be asked if you wanted to use this configuration by default. Confirm by tapping on **Yes**, as this makes sense in most cases.

The menu item **Edit Config.** allows you to adapt further settings, e.g. DHCP server, IP address and gateways ②. Prior to conducting any changes, ensure that DHCP is set to **No**.

The menu item **Switch Config.** displays a list of configurations that you have already saved. Choose one of these in order to switch to that configuration ③. Additionally, you can set the **Auto-Configuration-Choice** ④ on **Yes**. This way, the device connects automatically with the configuration that shows the best connection.

Tap on **Extended** ⑤ in order to view further details to the Wi-Fi configuration that you are connected with. You can delete this configuration by swiping up and tapping on **Delete Wi-Fi Configurations**. Consequently, you are no longer connected to this Wi-Fi source.

 The menu items Edit Config. and Switch Config. can be found in the Wi-Fi Parameters.



Time clock with RFID transponder

If you have ordered a time clock with **RFID reader unit**, timestamps can **only** be registered per transponder. On the start display **1**, you can view the buttons Arrival, Departure, Other, Break and Info.

The transponder reader unit can be found in the lower part of the device **2**.

Timestamps are immediately transferred to our **server** and can therefore be viewed in the web browser as well as in the smartphone app. Within the web browser you can identify a timestamp, that has been registered via time clock, by the **time clock symbol**  that appears in the Timestamp List.

In the case of your time clock being **offline**, e.g. because of internal network adjustments, timestamps are saved directly on the time clock. As soon as the device is connected to the internet again, the data is transferred to the server.

If you use transponders by TimeTac, you can order further ones directly at Time-Tac. Contact support@timetac.com.



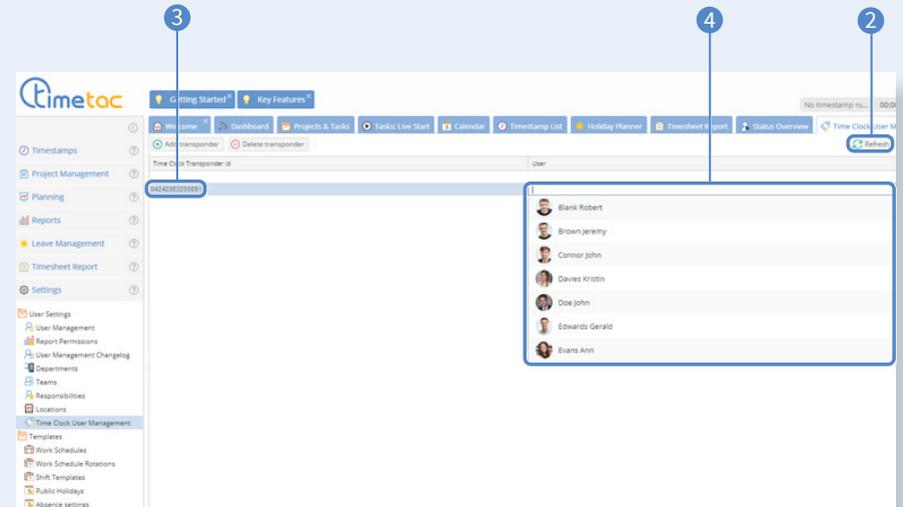
Configuration of transponders

In order to enable your employees to track time via time clock, you must assign them a personal transponder.

To read a transponder, select **Departure** on the display - the information "**Scan transponder**" appears on the screen. Then, bring the unused transponder to the reader unit. You receive the response "**Data saved**" ①.

Open your TimeTac account within the web browser to assign the newly stored transponder to a user. Be aware of the fact that only a **manager with Full Employee Access** can assign transponders. Click on **Settings > User Settings > Time Clock User Management** in the left side bar.

Click on the **refresh button** ② in the top right corner. The previously stored transponder now appears with a unique **transponder ID** ③. Double click in the column **User** of the row of the respective transponder ID. A **dropdown menu** ④ opens. Here, you can select the employee that the transponder shall be assigned to.



Tracking time with your time clock

Arrival

Tap on Arrival. Bring your transponder to the reader unit. It is then being identified and a timestamp is started.

Departure

Tap on Departure. Bring the transponder to the reader unit. It is then being identified and the running timestamp is stopped.

Break

Tap on Break. Bring the transponder to the reader unit. After taking a break, re-start the time tracking by tapping on **Arrival** and bringing the transponder as usual to the reader unit.

Other

Tap on Other to record other absences. The respective absence can be selected in the menu that appears right after. Then bring the transponder to the reader unit. Create individual absences by contacting our customer support.

Info

Here, users can acquire information according to their TimeTac modules. Tap on Info and bring the transponder to the reader unit. Then, information will appear on your display. Depending on the TimeTac module that you use, your **working time balance**, your **daily balance** or your **residual leave** is displayed. In general, you can view the currently running task and when this timestamp was started.



If you have defined a timing control, actions (e.g. Arrival, Departure) are preset at specific times of the day. Of course, any other action can be selected.



Deleting and reconfiguring transponders

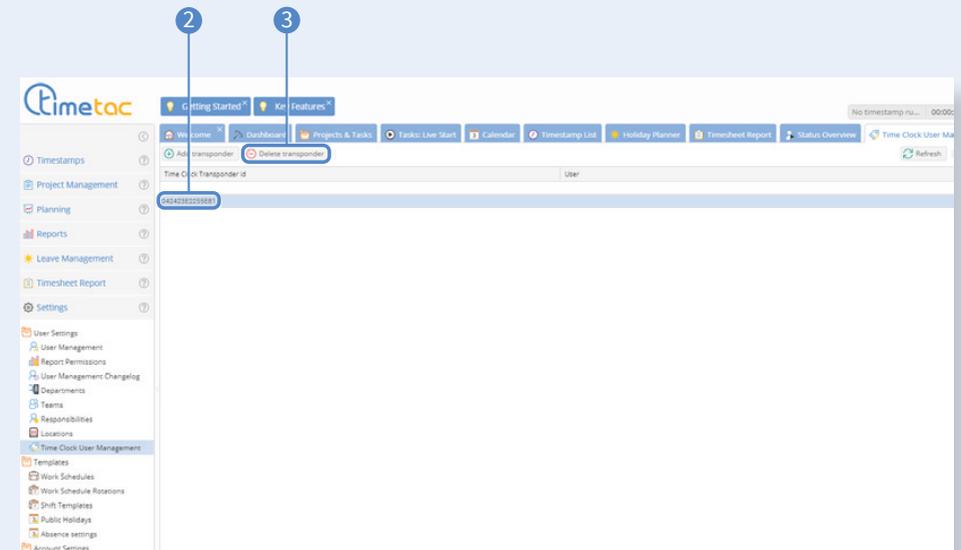
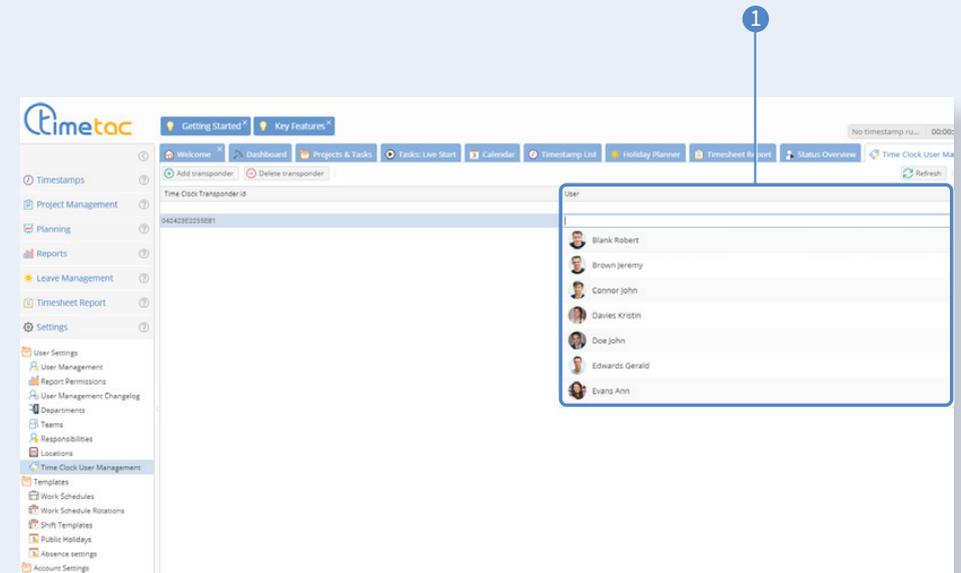
Reconfiguring transponders

If you wish to assign a transponder to another user, you must open TimeTac within the web browser. Be aware of the fact that you must have **Full Employee Access** in order to reassign transponders. Click on **Settings > User Settings > Time Clock User Management** in the left side bar.

Double click in the column **User** ① to open the dropdown menu and select the user the transponder shall be assigned to.

Deleting transponders

In the case of an employee leaving the company, you can delete the transponder and reuse it when needed. Click on the respective transponder ID ② in the **Time Clock User Management** menu in the web browser. When the row with the leaving employee is highlighted in blue, click on the button **Delete transponder** ③.



Time clock with RFID transponder and fingerprint

If you have ordered a time clock with **transponder and fingerprint reader unit**, the users can record timestamps per transponder **as well as** per fingerprint. On the start display you can see the buttons Arrival, Departure, Other, Break, Info and BioKey Config **1**.

The **transponder reader unit** **2** and the **fingerprint reader unit** **3** are located at the lower part of the time clock.

Timestamps are transferred to our **server** and can therefore be viewed in the web browser as well as in the smartphone app. Within the web browser you can identify a timestamp, that has been registered via time clock, by the **time clock symbol**  that appears in the Timestamp List.

In the case of your time clock being **offline**, e.g. because of internal network adjustments, timestamps are saved directly on the time clock. As soon as the device is connected to the internet again, the data is transferred to the server.

If you use transponders by TimeTac, you can order further ones directly at Time-Tac. Contact support@timetac.com.

How does the fingerprint reader unit work?

The fingerprint reader unit compares the scanned fingerprint with the previously saved one. This is how a timestamp can be allocated to the right employee account. However, **no actual image of the fingerprint is saved** but only **compressed, mathematical data**. This way, the fingerprint is recognisable but **not reconstructable** and the time clock fulfills all **standards concerning data protection** (ISO-19794-4 and ANSI-378).



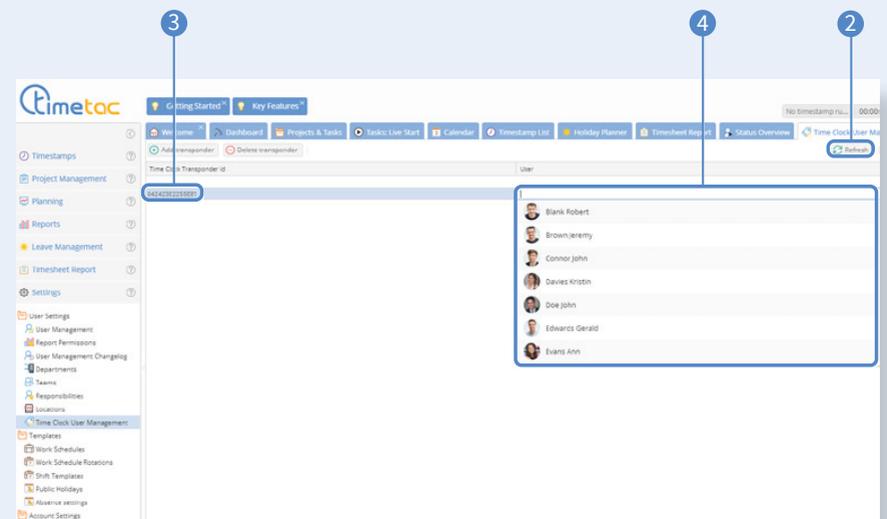
Configuration of transponders

In order to enable your employees to track time via time clock, you must assign them a personal transponder.

To read a transponder, select **Departure** on the display and then tap on **ESC** - the information "**Scan transponder**" appears on the screen. Then, bring the unused transponder to the reader unit. You receive the response "**Data saved**" ①.

Open your TimeTac account within the web browser to assign the newly stored transponder to a user. Be aware of the fact that only a **manager with Full Employee Access** can assign transponders. Click on **Settings > User Settings > Time Clock User Management** in the left side bar.

Click on the **refresh button** ② in the top right corner. The previously stored transponder now appears with a unique **transponder ID** ③. Double click in the column **User** of the row of the respective transponder ID. A **dropdown menu** ④ opens. Here, you can select the employee that the transponder shall be assigned to.



Enroll fingerprints

In order to register fingerprints, the **configuration of transponders** must have already taken place. Select **BioKey Config** ① on the display, enter your pin and tap then on **Learn finger** ②. Now bring the transponder of the user, whose fingerprint you wish to register, to the reader unit.

Within the menu **Enroll** you can select your preferred finger by touching it. Then tap on **Enroll selected finger** ③. Follow the instructions on the display and place your chosen finger on the reader unit until you hear a signal tone. Repeat this process two more times. Then, you will see the notification **'Successfully enrolled, Quality: X. Please press key'** ④. Tap on the green field. Tap on the green field.

What to consider when enrolling a fingerprint:

- Hold your finger vertically and make sure you apply a little pressure.
- Don't move your finger while enrolling.
- Damp fingers or a damp sensor can worsen the result.
- Cold or dry fingers can be the reason for problems.
- Some fingers might not be suitable. Try another finger to achieve better results.



Consider that your fingerprint should reach a quality score of 80% at the minimum.

You can register more fingerprints or leave the menu by tapping on the **arrow** ⑤ in the top right corner. Then, tap on **Enter: Leave this menu** in order to return to the main menu.



Tracking time with your time clock

Arrival

Tap on Arrival. Bring your finger to the reader unit until you hear a signal. If your fingerprint cannot be identified, the **LED light 1** turns red and you can see an error message on the display. Tap on **Arrival** to try again. The time clock always expects to read a fingerprint. Therefore, if you would like to use your transponder, you have to tap on **ESC** before you bring the transponder to the reader unit.

Departure

Tap on Departure. Stopping a timestamp per fingerprint or transponder works in the same way as starting one.

Break

Tap on Break and use either your fingerprint or your transponder to start the break. Restart the time tracking after taking a break by tapping on **Arrival** and bringing the transponder or fingerprint as usual to the reader unit.

Other

Tap on Other to record other absences. The respective absence can be selected in the menu that appears right after. Then bring the transponder or your finger to the reader unit. In order to change an absence that has been entered mistakenly, tap again on **Other**.

Info

Here, users can acquire information according to their TimeTac modules. Tap on Info and bring transponder or finger to the reader unit. Then, information will appear on your display. Depending on the TimeTac module that you use, your **working time balance**, your **daily balance** or your **residual leave** is displayed. In general, you can view the **currently running task** and when this timestamp was started.



If you have defined a timing control, actions (e.g. Arrival, Departure) are preset at specific times of the day. Of course, any other action can be selected.



Deleting fingerprints

Already registered fingerprints can be deleted within the **BioKey Config** ① menu. Here, tap on **Delete finger** ②. Select the finger you wish to delete by touching it on the display ③. The user, whose fingerprints are about to be deleted, must identify him- or herself at the time clock.



Deleting and reconfiguring transponders

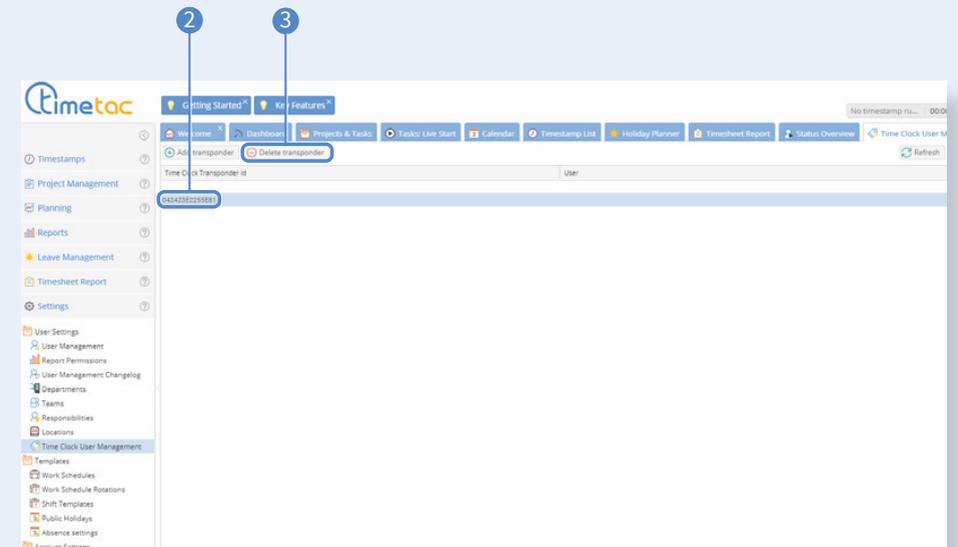
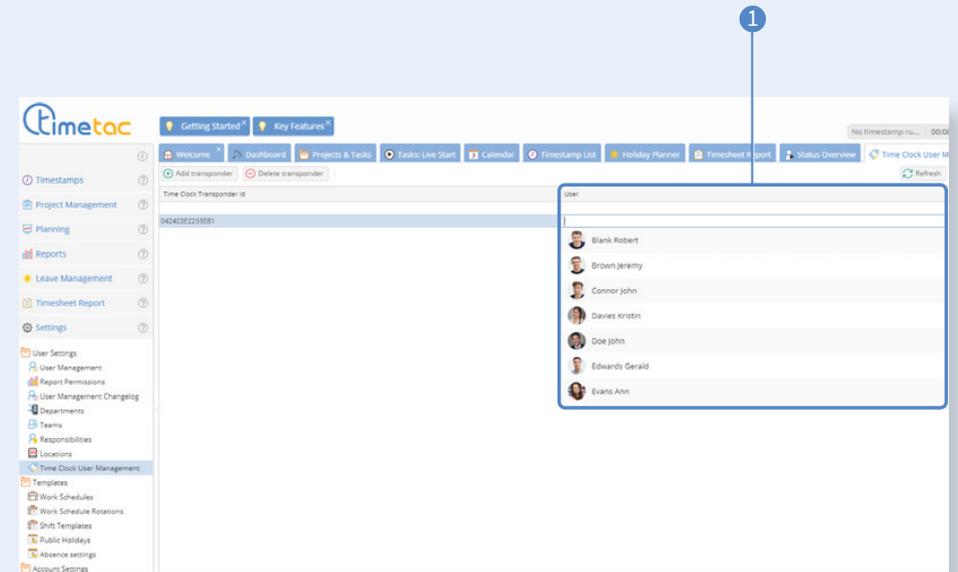
Reconfiguring transponders

If you wish to assign a transponder to another user, you must open TimeTac within the web browser. Be aware of the fact that you must have **Full Employee Access** in order to reassign transponders. Click on **Settings > User Settings > Time Clock User Management** in the left side bar.

Double click in the column **User** ① to open the dropdown menu and select the user the transponder shall be assigned to.

Deleting transponders

In the case of an employee leaving the company, you can delete the transponder and reuse it when needed. Click on the respective transponder ID ② in the **Time Clock User Management** menu in the web browser. When the row with the leaving employee is highlighted in blue, click on the button **Delete transponder** ③.



Time clock settings and system settings

Further settings can be adjusted within the **system menu**. Tap on the **TimeTac logo** ① for 3 seconds in order to open the menu. Select the **system settings** ② and enter your key (see page 4).

The menu items called **firmware information** and **system info** do not contain information that you require for the usage of your time clock. The menu item **communication** ③ allows you to adjust and check your time clock's network settings. Further information can be found in the following chapter **Network settings**. Display backlight and signal volume can be adjusted in the respective menu ④.



Network settings

Navigate to the system settings menu and tap on **Communication** ① followed by **Interrupt communication** ②. Within this menu ③ please make the following settings:

- the interface should be defined as **LAN**
- the Active Mode should be set to **No**
- the HTTP Mode to **Yes** or **secure**

Tap on **LAN Parameters** ④. Here you define the following settings:

- DHCP is should be set on **Yes**

In order to enable the time clock to establish a functioning internet connection, the following **PORTS** must be activated within your internal network.

- 80(HTTP Yes)
- 443(HTTPS or Secure)
- 8000



If there is a permanent IP address, open the menu item **LAN Parameters** ④, set **DHCP to No** and correct the entries IP and Gateway.

By default, 8.8.8.8 is used as DNS.



Adjusting display backlight and signal volume

You can adjust the display backlight and signal volume of your time clock. To do so, tap on the **TimeTac logo** ① for 3 seconds and select then the menu item **system settings** ②. Enter your key and confirm by tapping on enter.

Tap on **display / signals** and choose either the menu item **backlight** ③ or **signal volume** ④, depending on which parameter you would like to adjust. Use the horizontal regulator ⑤ to set the backlight/volume according to your preferences. Confirm your changes by tapping on enter. Return to the main menu with the aid of the **ESC button**.



Proximity and light sensors

These two sensors help to protect your time clock's display. Tap on the **TimeTac logo** ① for 3 seconds and select then the menu item **system settings** ②. Enter your key and confirm by tapping on enter.

You can access these functions in the same menu as you accessed backlight or signal volume, the menu called **display/signals**. Tap here on **proximity and light sensor** ③ in order to define individual settings. Within this menu, you can switch the sensors on an off by tapping on the name of the respective sensor.

The **proximity sensor** initiates your time clock to switch off the display, if it is not used. If then an employee approaches the time clock, the display is switched on again since the proximity sensor detects motion. The time clock can be used immediately. The respective menu allows you to define the **sensitivity** of the sensor ④ as well as the **time** that should pass before the display is switched to **stand-by mode** ⑤.

The **light sensor** ⑥ automatically adjusts the display backlight. Bright light conditions initiate the sensor to brighten the display backlight. At darker light conditions, the time clock reacts with a reduction in backlight.



Error diagnosis

In the infrequent case of a failing data synchronisation although timestamps have been added correctly, consult this compilation of frequent error sources. If you can exclude these possible causes, please check your system settings. The following chapter provides you with further information.



Is the time clock connected correctly to power and network?



Is the time clock switched on **1** and does it respond to your transponder/fingerprint?



Does the symbol bar on the top of the display (firstly, tap on the TimeTac logo) include a **data set symbol** **2**? If yes, the time clock is not connected to the server.



Does the symbol bar at the top of the display include a **TCP symbol** **3**? Are there **synch arrows** **4** that symbolise a synchronisation?



Error Diagnosis with system settings

Open the **system settings** ①.

In the first place, check if the time clock has derived the correct IP address. Tap on the menu item **communication** ② and then on **LAN Parameters** ③. If DHCP is activated, the IP address within the menu item **IP** must be right. Check then, if the LAN cable is connected correctly. The LAN port at the time clock should exhibit a steady light flash.

If the IP address was derived correctly, you must check if all other settings on your time clock are defined according to your company network.

By default, the DNS is defined as 8.8.8.8. If this is not accessible within your company network, we have to install a new configuration via remote session.

If you have ordered a **time clock with Wi-Fi configuration**, please check the configuration data on your time clock. In the case of the data not being correct, connect the time clock to an existing LAN connection. This way, we can establish a Wi-Fi configuration on your time clock.



Have a great start with TimeTac!



The logo features a stylized 't' inside a circle, followed by the word 'imetac' in a lowercase, sans-serif font. The 't' and 'i' are white, while 'm', 'e', 't', 'a', and 'c' are yellow.

www.timetac.com