Pyramid
Time Keeping Made Simple

Pyramid TimeTrax *ez*

Time and Attendance System

IMPORTANT
Software must be fully installed PRIOR to connecting any cables.
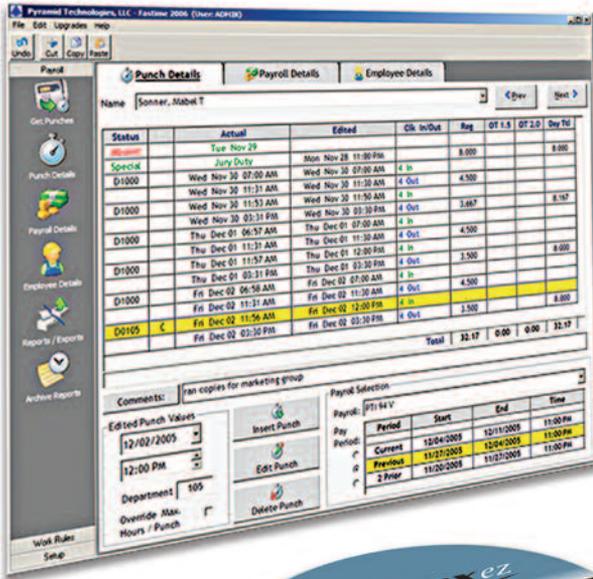
SERIAL / USB **QUICK START GUIDE**

QUICK START GUIDE
Pyramid TimeTrax EZ

SERIAL/USB MODEL

SOFTWARE MUST BE FULLY INSTALLED PRIOR TO CONNECTING ANY TERMINAL CABLES

WHAT'S IN THE BOX?

- Pyramid TimeTrax time recorder
- AC Power supply
- TimeTrax Software CD
- Quick Start Guide
- White communication cable with RJ45 connectors on both ends
- Diagnostic (loop-back) plug – DO NOT DISCARD – *Save for future use.*
- RJ45 to 9-pin (DB9) serial port adapter
- USB interface with standard RS232 adapter
- Employee Swipe Cards
- Mounting bracket, screws and release key

MINIMUM SYSTEM REQUIREMENTS

- PC with a Pentium® class or faster processor
- 128 megabytes of RAM
- Either: 9-pin (DB9) serial port or USB port
- 1 gigabyte of free space on the system's hard drive
- Windows® XP, 2000, NT or Vista
- Printer (if hard copy reports are desired)

CUSTOMER SERVICE PHONE NUMBER
(888) 479-7264

NEED TO PLACE AN ORDER?

For cable extensions and other supplies, call Pyramid Technologies, LLC at:

(888) 479-7264

INSTALLING THE SOFTWARE

NOTE: Prior to installing the software, it is recommended that you disable all anti-virus and firewall software so it does not interfere with the installation. It can be turned back on immediately after the installation.
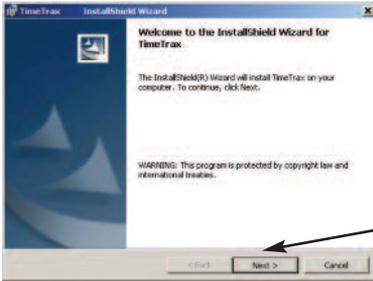
Place the Pyramid TimeTrax Software CD into your PC. The software will AUTORUN. You will then see the below setup screens. Follow the onscreen instructions.

Click NEXT to continue

Accept licensing agreement and click NEXT to continue

Click NEXT to continue
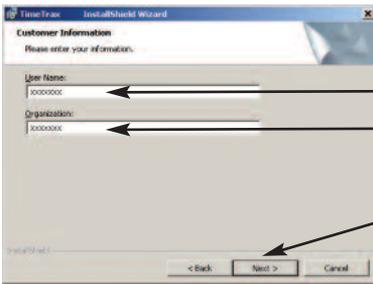
Enter a User Name and Organization (optional) and click NEXT to continue
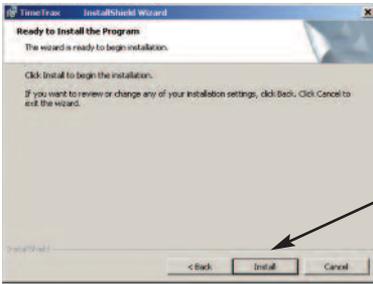
Click INSTALL to begin installation
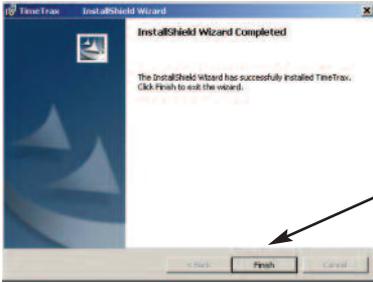
When installation is complete, click FINISH and Restart your computer.

You are now finished installing the Pyramid TimeTrax software onto your PC. We highly recommend restarting your computer before you proceed. *NOTE: Do not continue using the software until the terminal(s) is completely connected with all cables and power supply.*

CABLE INSTALLATION
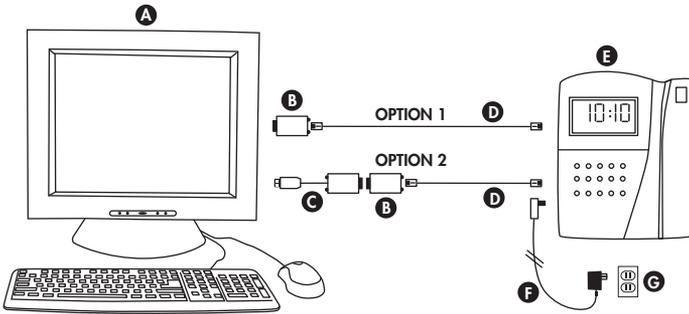
PARTS REFERENCE

A Central PC

B RJ45 to 9-pin (DB9) Adapter (included)

C USB to RS232 Adapter (included)

D White RJ45 Communication Cable (included)

E TimeTrax Terminal (included)

F AC Power Supply (included)

G Wall Power Outlet

TWO AVAILABLE OPTIONS FOR CONNECTING THE PYRAMID TIMETRAX SERIAL/USB TERMINAL TO YOUR CENTRAL PC

OPTION 1: *PC HAS an available open Serial 9-pin (COM) port.* Connect the AC power supply *(Fig. F)* to a standard wall power outlet *(Fig. G)* and to the TimeTrax terminal *(Fig. E)*. Connect the white RJ45 communication cable *(Fig. D)* to the RJ45/DB9 adapter *(Fig. B)*. This will then connect to the back of your PC. *(Fig. A)*

OPTION 2: *PC DOES NOT HAVE an available open Serial 9-pin (COM) port -or- only equipped with a USB port.* Connect the AC power supply *(Fig. F)* to a standard wall power outlet *(Fig. G)* and to the TimeTrax terminal *(Fig. E)*. Connect the white RJ45 communication cable *(Fig. D)* to the RJ45/DB9 adapter *(Fig. D)* and then connect the RS232/USB adapter (fig. C) to the back of your PC. *(Fig. A)*

Please restart/reboot your PC before continuing with the instructions.

TERMINAL MOUNTING

The TimeTrax time recorder can be mounted on a wall using the mounting bracket or set on a desk. The communication and power cables may be routed through the hole in the bottom of the time recorder or through the cutout in the mounting bracket and through the wall. The mounting bracket features a locking tab that prevents the time recorder from being removed once it is attached. A wall bracket release key is provided to disengage the lock tab for removing the unit. Do not misplace the release key.

INSTALLING THE MOUNTING BRACKET

Hold the mounting bracket flush against the wall with the cable access cut out to the left. The locking tab should be to the right and extended downward. The four mounting tabs on the corners should be extended upward. Level the bracket. Use a pencil to mark the four screw holes close to the corner tabs. Drill holes as marked for the four mounting screws and insert the included anchors. Drill a hole centered in the rectangular opening of the bracket so the cable can pass through. The hole should be large enough to allow you to conveniently route the cables through the wall. Screw the mounting bracket to the wall with the included screws.

ATTACHING THE TERMINAL
TO THE MOUNTING BRACKET

1. Push the time recorder onto the previously installed mounting bracket so that the four tabs on the bracket fit into the four matching slots on the back of the time recorder.

2. Slide the time recorder downward until the locking tab "clicks" into place. When properly mounted, the time recorder cannot be slid up and off the bracket without using the included wall bracket release key to disengage the locking tab.
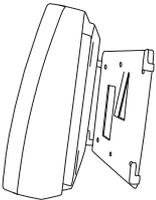
DETACHING THE TIME RECORDER
FROM THE MOUNTING BRACKET
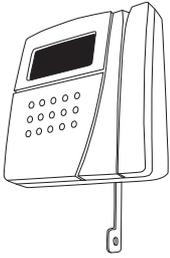
1. Hold the included wall bracket release key with the pointed end up and the diagonally cut side away from you.

2. Insert the key into the narrow slot on the bottom of the time recorder to the right of the cable access cutout.

3. Push the key all the way up into the slot. The key will slide easily until the last ½ inch when some resistance from the locking tab will be felt.

4. With key fully pushed into the slot, slide the time recorder up and off of the mounting bracket.

LOGGING INTO THE SOFTWARE FOR THE FIRST TIME

Double click the Pyramid TimeTrax ICON placed on your desktop to begin

When the program is launched, you are presented with the LOGIN screen shown.

The temporary User Name is "Admin"

The temporary Password is "PTI". PTI is case sensitive and must be entered as directed.

Enter this information and click the LOGIN button in the center of the screen.
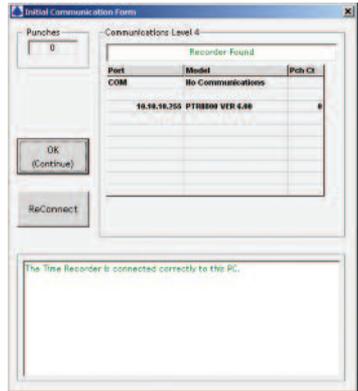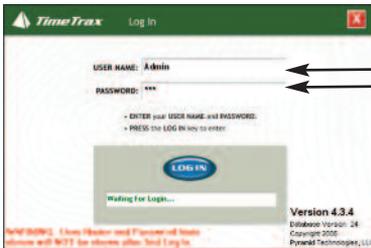
If the recorder is connected correctly, the Initial Communication Form will appear with the message "Recorder Found". If not, check your cable connections as per the installation diagram and click the ReConnect button.

At this point, the Reference Guide and online software wizards will walk you through steps to get you up and running. They will also teach you how to set the time and date on the terminal, create your employee database, print reports and manage your time and attendance.

USING THE SOFTWARE AND REFERENCE GUIDE

The **"Reference Guide"** can be accessed and printed from the Log In screen as well as the software toolbar by selecting the ICON below. You may also locate the Reference Guide from the software by selecting Help and Reference Guide or by accessing our website http://pyramidtechnologies.com/ProductManuals/default.asp.

Reference Guide

Click the **"Reference Guide"** ICON to open the electronic PDF file of the Software Users Guide. You will see complete steps and full directions on how to use the Pyramid TimeTrax Software. The guide is always available on the software screen toolbar. In addition, you can print this file out or save it to your PCs hard drive. *Note: Adobe PDF Reader is required to view the reference guide and can be downloaded from http://www.adobe.com.*

USING THE TIME RECORDER

Once the time recorder is installed, the employee records that are generated from swipe card punches are stored within the recorder even if those records are uploaded to the TimeTrax database. If power should fail or the terminal power supply is interrupted, the swipe card punch information and log will be stored in the terminals internal memory. The terminal is equipped with an internal battery backup for memory storing ONLY

The TimeTrax recorder automatically stores the last 4,000 punches. Depending on usage, the punches can be retrieved on a more or less frequent basis. However, it is recommended that punches should be retrieved on a regular basis for two reasons:

1. The larger the number of new punches retrieved, the longer it takes for downloading to the TimeTrax database.
2. In case of catastrophic equipment failure of the time recorder, such as lightning or violent impact, the punch record is stored in a second place (the PC).

USING EMPLOYEE SWIPE CARDS

1. Insert the employee swipe card at the top of the slot on the right side of the time recorder. The swipe card must be held with the magnetic stripe to the right and the card firmly in the slot.

2. With a steady motion, pull the swipe card down through the slot. If the employee number is successfully read, the time recorder will beep and the card number will be displayed briefly on the time recorder screen.

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