

Write your serial # here:



**IMPORTANT:**  
Please write down serial #  
located on back of terminal  
before mounting.

TimeTrax™ Time and Attendance Software should not be installed on any  
Server or Virtual Machine. Pyramid Time Systems does not support the use  
of TimeTrax™ software on a Server or Virtual Machine.

**English**  
English: Regional setting and hardware  
input in English

**ADMIN:**  
Must be the primary Admin to  
install software

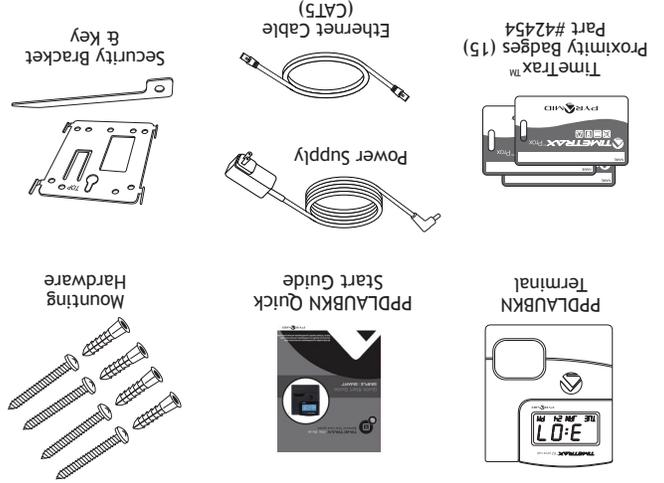
**Windows:**  
Windows 10 or greater  
All Windows updates must be installed prior  
to software installation

**Operating System & Single User Installation**  
Memory: 8GB RAM minimum, 16GB recommended  
PC: X64 Pentium IV 2.0 GHz or greater  
Free Space: 20GB or greater  
Browser: Updated Chrome or Firefox

## Software Requirements

**What you will need.**

- Tape Measure
- Pencil
- Phillips Head Screw Driver
- Power Drill (Optional)



## Contents



Call us  
888.479.7264



Send us an email  
customer\_support@ptitime.com



**TIMETRAX™ EZ • Prox ek**  
Proximity Time Clock System  
PPDLAUBKN

Quick Start Guide  
**SIMPLE : SMART®**



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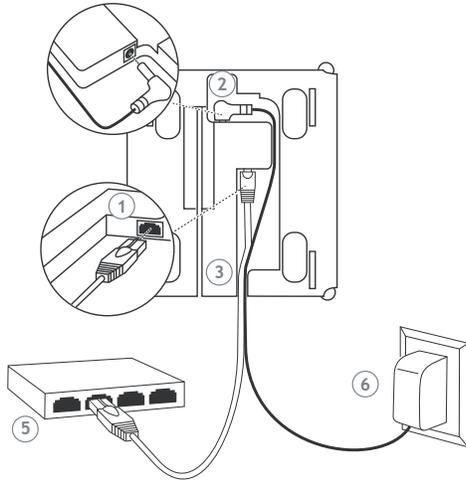
12231 Rev. Q

User Guide available at [pyramidtimesystems.com/resources/user-guides](http://pyramidtimesystems.com/resources/user-guides)  
Guía del usuario disponible en [pyramidtimesystems.com/resources/user-guides](http://pyramidtimesystems.com/resources/user-guides)  
Guide de l'utilisateur disponible à [pyramidtimesystems.com/resources/user-guides](http://pyramidtimesystems.com/resources/user-guides)





## Connect Terminal



- 1 Connect either end of RJ45 cable into "ETHERNET" port located on the back of time clock terminal.
- 2 Connect power supply into "POWER" port located in compartment on back of terminal.
- 3 Route the cables through channel at base of terminal.
- 4 Mount terminal (see instructions below).
- 5 Plug free end of RJ45 cable into a DHCP network jack, router or switch.
- 6 Plug power supply into outlet.



## Download TimeTrax™ Software

### TimeTrax™ Software Download Information

For TimeTrax™ Version 5 software information please call 888 479-7264, ext. 800 or send email to [customer\\_support@ptitime.com](mailto:customer_support@ptitime.com)



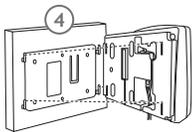
## TimeTrax™ Instructional Videos

Follow the instructions below to view our setup videos

- 1 In your web browser type in the following URL:  
[pyramidtimesystems.com/resources/videos](http://pyramidtimesystems.com/resources/videos)
- 2 Scroll down to *TimeTrax Time and Attendance Software* and start with the *HARDWARE MANAGER* video.



## Mount Terminal



### To mount terminal.

- Install mounting bracket using the mounting screws provided. "TOP" is engraved to ensure bracket is oriented correctly and the tabs face upward.
- Additional holes are provided if mounting onto an electrical box.
- Push terminal onto mounting bracket aligning four tabs on bracket with four matching slots on back of terminal. *Be sure to write down the terminal serial number before mounting.*
- Slide terminal downward until locking tab clicks into place. When properly mounted, terminal cannot be removed from the bracket without using the included wall bracket release key to disengage locking tab.
- Cables may be routed through channel at base of terminal or by drilling a hole in the rectangular section of the mounting bracket and through the wall for concealing cables.

### To detach terminal.

- Insert key (tab facing outward) into narrow slot located on bottom of terminal to right of cable access cutout.
- Push key all the way up into slot. Key will slide easily until last 1/2 inch until some resistance from locking tab is felt.
- With key fully pushed into slot, slide the terminal up and off mounting bracket.



## Using Time Clock

Wave prox badge within two inches of target area.

If employee badge number is successfully read, the time clock terminal will beep and the badge number will be displayed briefly on terminal screen.

