

**Software Requirements**

Operating System & Single User installation  
RAM: 8GB or higher  
Processor: 1.7 GHz minimum  
TimeTrax™ Time & Attendance software should not be installed on server PC's, Pyramid Time Systems does not support the use of TimeTrax™ software on a server PC.

Windows 8 or above  
All Windows updates must be installed prior to software installation

Must be Primary Admin to install software.

English  
Regional settings & hardware input in English

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

Write your serial # here:

0PPDLAUBKN12236FFE

**What you will need.**

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

**Contents**

- TimeTrax™ Swipe Cards (50) Parts #41302 & #41303
- Power Supply
- RJ45 Cable
- Security Bracket & Key
- Mounting Hardware
- TTEZEK Quick Start Guide
- TTEZEK Terminal

**TIMETRAX™ EZ • ek**  
Swipe Card Time Clock System - Ethernet  
TTEZEK



9100  
Quick Start Guide  
SIMPLE • SMART®



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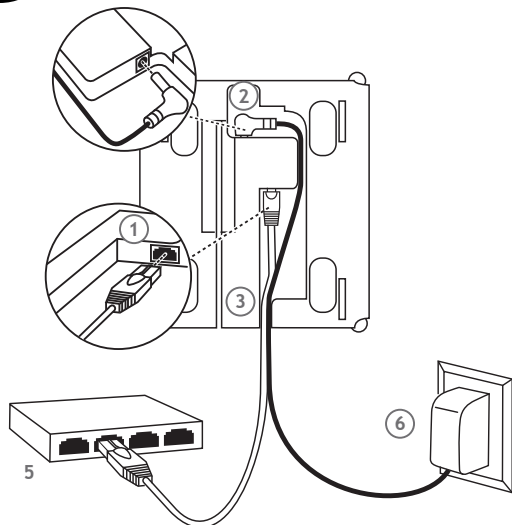
12207 Rev. 0

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





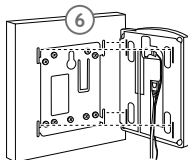
## Connect Terminal



- 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 supply into outlet.



## Mount Terminal



### To mount terminal.

- Install mounting bracket. Use mounting screws and drill template provided. "TOP" is engraved to ensure bracket is oriented correctly and the tabs face upwards.
- 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.



## Download TimeTrax™ Software

To download your Time and Attendance software follow the steps below.

- 1 In your web browser type in the following URL:  
[pyramidthimesystems.com/V5](http://pyramidthimesystems.com/V5)
- 2 Scroll down to the "DESCRIPTION" tab and follow the instructions.
- 3 Once your software is installed, use the default login info.  
Login ID:ADMIN Password:PTI
- 4 Once logged in to the software, navigate to CLOCK/HARDWARE MANAGER. Make sure your clock says ONLINE, under STATUS. Put a check mark in the ACTIVE box to claim your clock and allow for automatic punch downloads. If your device is OFFLINE, please check your connections.



## TimeTrax™ Instructional Videos

Follow the instructions below to view our setup videos.

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



## Using Time Clock

Swipe card in the swipe channel from top to bottom with magnetic strip on the right hand side. If employee card number is successfully read, the time clock terminal will beep and the card number will be displayed briefly on terminal screen.

