Easy Time Clock

Reader Manual

Thank you for purchasing a reader for your Easy Time Clock account! Below is a list of what you have received with your purchase.

Reader Contents

Reader
Power Cord
Ethernet Cord
Back Plate
4 Large Screws
4 Anchors
1-5 Small Screws
3-5 External Relay Connectors
Angled Wall Mount (Face only)
Wall Mount Instructions (Face only)
Screwdriver (Face only)
Tape Measure (Face only)
1 Diode (Face only)
White Box
Packing Material
Reader Manual
USB Flash Drive
Lens Cleaning Wipe (FP only)

Remember: Keep all of these items… just in case!

What you should know about this reader:

☁ Operating temperature is between 32° to 113°.

☁ Humidity level is limited to 5-80%.

☁ Do not mount reader in direct sunlight.
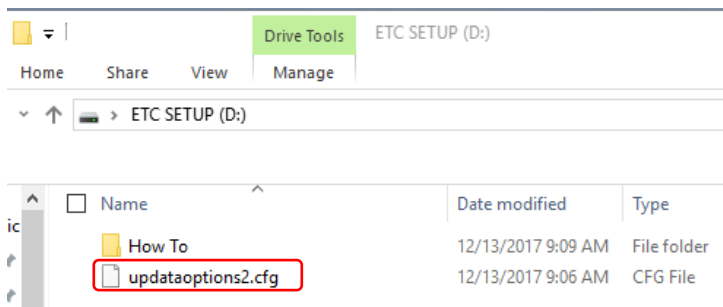
Wi-Fi Network Setup

Step One: USB Drive + Computer

1. Insert the "ETC SETUP" USB drive into your computer and open drive.

2. Double click on the **updataoptions2.cfg** file. The contents should be **WirelessKey=**.

Your computer may warn you about the file type .cfg because these file types are used to configure devices.
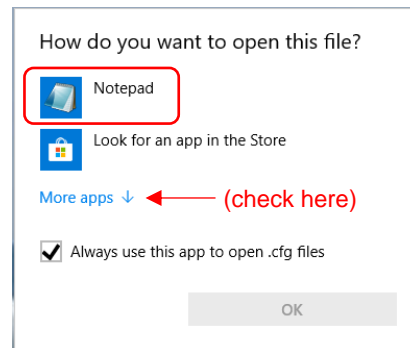
No need to worry! This file is set up to configure only the reader and will not be dangerous to use on your computer.

3. Choose a program

We recommend…

Notepad – PC

Text Edit – Mac

How do you want to open this file?

Notepad

Look for an app in the Store

More apps ↓   (check here)

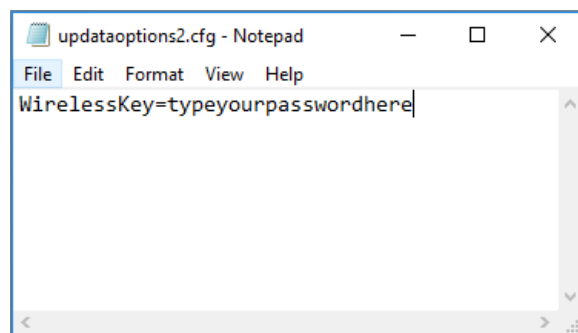✔ Always use this app to open .cfg files

OK

4. **Without adding a space**, enter your Wifi password directly after the "=".

5. File > Save

6. Make sure the file is saved as **updataoptions2**

   with contents: **WirelessKey=*YourPassword***.

   These must be exact!

updataoptions2.cfg - Notepad

File Edit Format View Help

WirelessKey=typeyourpasswordhere

7. Safely eject the USB from your computer.

Wi-Fi Setup

Step Two: ETC Setup USB + Reader

1. Insert USB into the reader.

2. Press the menu key to display the menu options.

fingerprint/badge   *face*
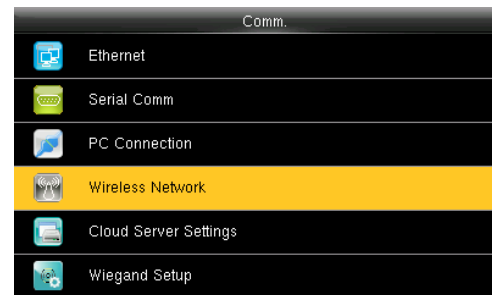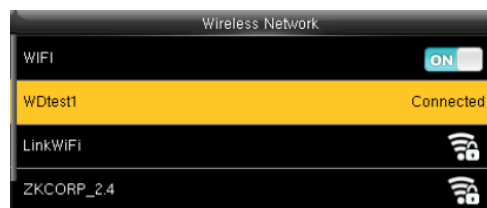

3. Arrow right to **Comm.** and press Enter.
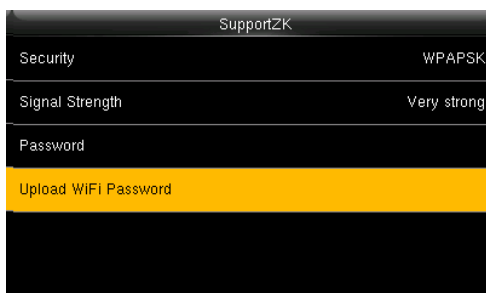

4. Arrow down to **Wireless Network** and press Enter.

5. Choose your network.

6. **Arrow down to Upload WiFi Password and press Enter.**

7. **As the reader is working on the connection, you can click Esc. until you return to the home screen.**

8. **Once connected, your reader screen should show**   **in the top right corner.**

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WiFi Troubleshooting

Home screen icons:

When you upload the password, what message does it show?

"Upload is done. Press [ESC] to return."

"Upload failed disk space is full"

"Error! Invalid data format."

Verify you are choosing the correct network.

File must be exactly:

updataoptions2.cfg

Contents of file must be exactly:

WirelessKey=

immediately followed by your network password

Verify you are entering the correct password in the .cfg file. Network passwords are case, character, and space sensitive.

Verify the file is **not** titled:
updataoptions2(2).cfg
updataoptions2 - Copy.cfg

Verify there is no space between the "=" and the password.

Verify the file has a **.cfg** extension

If using MAC address filtering, an exception will need to be made for the device.

WiFi Troubleshooting

Home screen icons:

Do you have a **firewall** or any **other security** on your network that could possibly block a connection?

If anything in your network could block a device from connecting to the internet, an exception will need to be made in the network.

Do you have a "**Terms and Conditions**" or other type of sign-on page for your WiFi network?

Were you using an Ethernet connection before?

In the reader menu, go to Comm, **Ethernet**. Verify **DHCP is On**.

In the reader menu, go to Comm, Cloud Server Settings.

Verify the Server Address is 108.163.216.14

In the reader menu, go to Comm, Wireless Network to check the **Signal Strength**.

If the signal is not strong, try these things:
- Reboot the reader.
- Move the reader closer to your router.
- Be aware of items in your office that may affect the signal such as water, microwaves, or concrete walls.
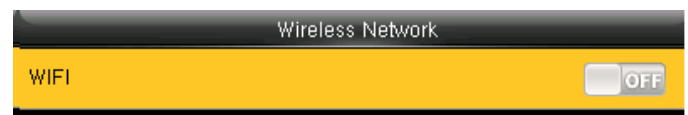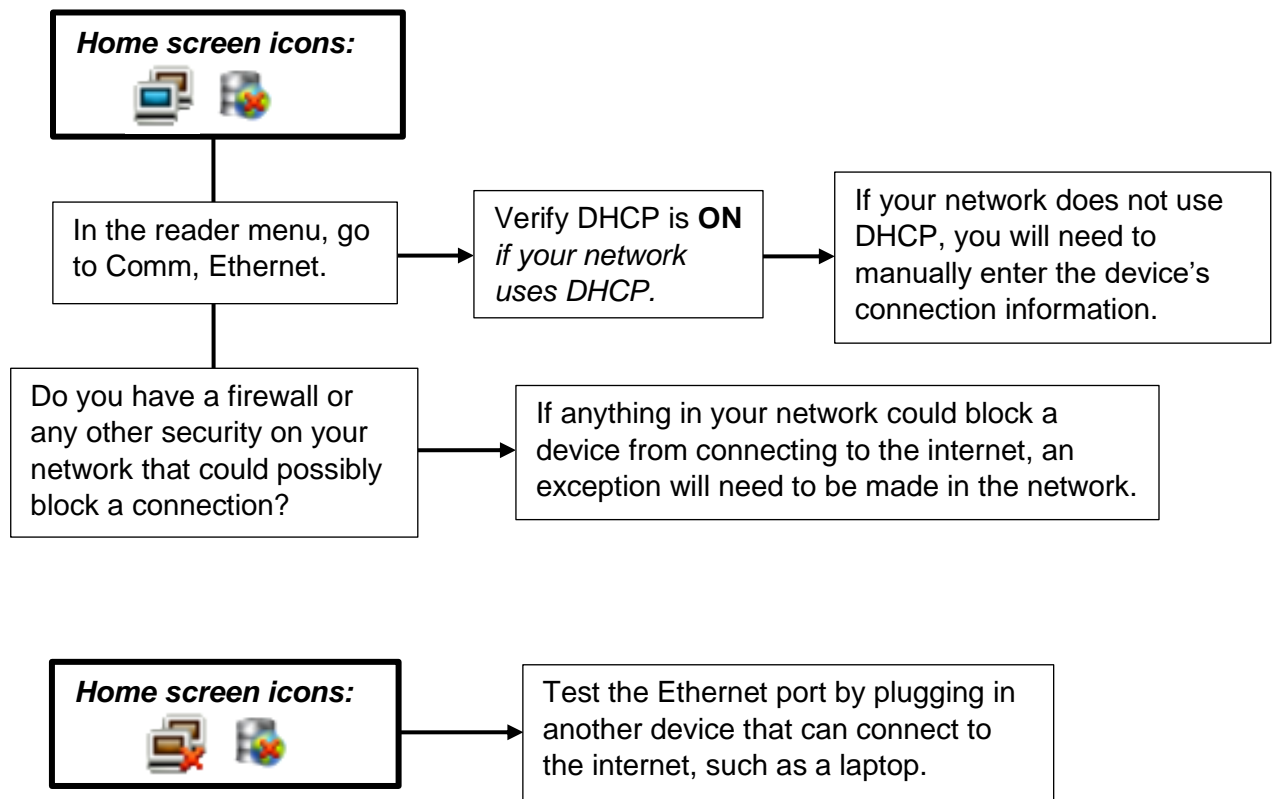
Ethernet Setup

1. Plug the Ethernet cable into the back of the reader and into an active internet port.

2. In the reader menu, go into **Comm** > **Ethernet**, and scroll down to "**Display in Status Bar**" and choose "**On**."

Display in Status Bar   ON

3. Go to **Comm** > **Wireless Network**, and switch to "**Off**."

Wireless Network
WIFI   OFF

Ethernet Troubleshooting

Home screen icons:

In the reader menu, go to Comm, Ethernet. → Verify DHCP is **ON** *if your network uses DHCP.* → If your network does not use DHCP, you will need to manually enter the device's connection information.

Do you have a firewall or any other security on your network that could possibly block a connection? → If anything in your network could block a device from connecting to the internet, an exception will need to be made in the network.

Home screen icons: → Test the Ethernet port by plugging in another device that can connect to the internet, such as a laptop.

EasyTimeClock.com
Cloud-Based Time & Attendance System

Step One: Adding Employees

(Computer)

✓ Assign a Username
✓ Assign an Employee #
✓ Add Employee

To send log in instructions (for viewing time card or clocking in and out online), enter the employee's email address and click "Send."

Add New Employee				
Username	**Employee #**	**Password (Optional)**	**Email (Optional)**	**Status**
Bathory, Elizabeth	13		ebathory@easytimeclock.cor ☐ Send[?]	⦿ Active ◯ Inactive ◯ Terminated
		Add Employee		

Assign a **Username** and **Employee #**

If employees will be logging in online to view their time cards, you can leave the passwords blank to allow them to set their own.

Step Two: Download Employees

(Computer)

✓ Click "Download" next to Employee
✓ Save Changes

Multiple Readers: Choose one or more readers at the top.

Select Reader:
☐ 6695143800010 - Joshua
☑ 6695163000001 - Sandra Dee

Filter by:
Reader Access [All] Department [All] Employee [All]

Employee	Employee #	ID Card	Download (Check All)	Disable Web Clock In (Check All)	Fingerprints Enrolled	Reader PIN [What's This?]	Reader Access [What's This?]	Last Download
Admin	99999		☐ Download		0	Set	User ▾	Aug 24 2017 9:57AM sending to 6695143800010 Aug 24 2017 9:58AM download complete Aug 24 2017 10:40AM sending to 6695143800010 Aug 24 2017 10:40AM sending to 6695163000001 Aug 24 2017 10:40AM download complete Aug 24 2017 10:40AM download complete
Bathory, Elizabeth	13	12001591	☑ Download	☐ Reader Only	7	Set	User ▾	Aug 24 2017 9:57AM sending to 6695143800010 Aug 24 2017 9:58AM download complete Aug 24 2017 10:40AM sending to 6695143800010 Aug 24 2017 10:40AM sending to 6695163000001 Aug 24 2017 10:40AM sending to 6695163000001 Aug 24 2017 10:40AM download complete Aug 24 2017 10:40AM download complete

Enter **ID Card** or **Key Fob** numbers here.
There is a number printed on each badge.

Download
This is what sends information to the reader. To send employee names to the reader (or to send updated usernames, employee numbers, badge numbers, or PINs), check "**Download**" and Save Changes.

Disable Web Clock In – Check to disable access to clock in and out of a computer or other devices, check "Reader Only" and Save Changes.

Bathory, Elizabeth	13	1672016	☑ Download	☑ Reader Only

Reader PIN – As an optional backup to fingerprint/badge, set a numeric PIN for the employee to use when clocking in on the reader. To clock in with a PIN, the employee will punch in the **Employee #** > **Enter** > **PIN** > **Enter** again.

Reader Access – See *"Security"*

Last Download – This will show the status of downloads to the reader. If blank, the employee's information has not been downloaded.

![EasyTimeClock.com Cloud-Based Time & Attendance System]

Name your Reader

To keep your readers straight, give them names based on location.

Setup tab > **Fingerprint and Badge Readers**

Reader Settings			
nt	Attendance Count	Local IP Address	Name or Location
	0	192.168.3.14	North Side
	1	192.168.24.36	South Side

Select Reader:
☐ 6695143800010 - North Side
☐ 6695163000001 - South Side

Change the Time Zone

Setup tab > **Fingerprint and Badge Readers**

Reader List			
ck In/Out	Time Synchronized	Command Check	Time Zone
7 3:14:00 PM	10/30/2017 2:49:16 PM	10/30/2017 4:38:56 PM	Central Time (UTC -06:00) ▼ ☑ DaylightSaving
7 2:47:33 PM	10/30/2017 2:21:00 PM	10/30/2017 4:38:24 PM	Eastern Time (UTC -05:00) ▼ ☑ DaylightSaving

Change the Reader Logo

Setup tab > **Fingerprint and Badge Readers**

If the reader is connected to the internet, a section will appear with file requirements and the ability to upload a new logo.

Update Logo - 400 x 210 less than 29k
Select Reader:
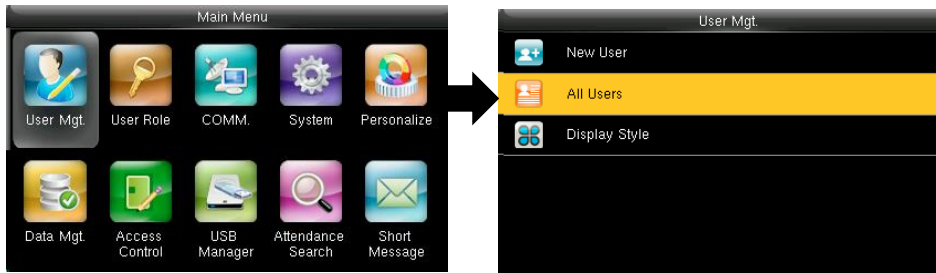☐ 6695143800010 - North Side
☐ 6695163000001 - South Side

Choose File | No file chosen   Upload
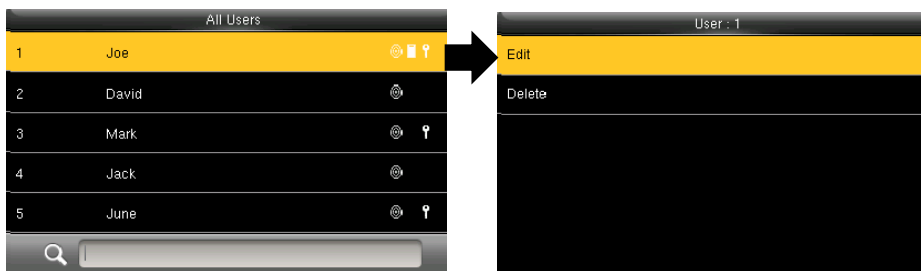
Step One: Enroll Fingerprints

(At the Reader)

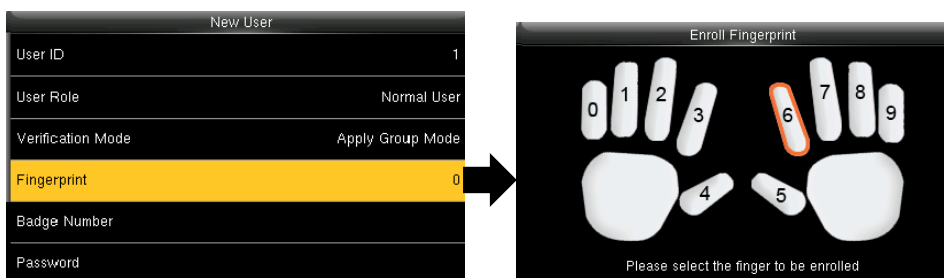Enter (M/↵) > **User Mng**. > **All Users**

Choose **employee's name**   Choose "**Edit**"

On the employee's Edit screen, choose "**Fingerprint**"

Choose the finger
that is being enrolled

Scan the same finger 3 times.

Make sure quality of read
is in the green.

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Step One: Enroll Face

> **User Mgt.** > **All Users**
>
> Choose **employee's name**
>
> Choose "**Edit**"
>
> Choose "**Face**"
>
> Follow prompts

Focus eyes inside the box

Step Two *(Multiple Readers)***: Transfer Fingerprints/Face**

If fingerprints have been enrolled on one reader, you can send them to another reader through the **Reader Download** page.

> If Kenneth already has fingerprints enrolled for North Side, check the box for South Side, click "Download" on Kenneth's line, and Save Changes.

Select Reader:
☐ 6695143800010 - North Side
☑ 6695163000001 - South Side

Filter by:
Reader Access **All** ▾ Department **Reps** ▾ Em

*To make changes to the **Reader Access** column, please

Employee	Employee #	Download Check All	Disable Web Clock In Check All	Fingerprints Enrolled	Reader PIN [What's This?]	Reade [Wha
Bianchi, Kenneth	7	☑ Download	☐ Reader Only	3	Set ___	Us

Save Changes

Optional: Set a restriction so that only designated individuals have access to the reader menu pages.
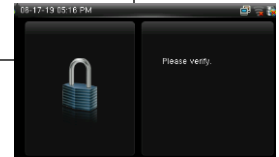
To Set Admin Lock

(Computer)

What is restricts:
- Adding or deleting usernames, PIN's, fingerprints, badges
- Reader display and time settings
- Network settings

Step One:

Usernames with Admin access must first have a numeric PIN.

| Bianchi, Kenneth | 7 | ☑ Download | ☐ Reader Only | 2 | Set 4567 | User ⌄ | Feb
Feb |

1. Choose designated username to allow Admin access to reader

2. Click Download

3. Set a numeric PIN

Save Changes ← 4. Save Changes

Step Two:

Now "Admin" is an option in the dropdown menu under Reader Access.

| Bianchi, Kenneth | 7 | ☑ Download | ☐ Reader Only | 2 | ☐ Clear | Admin ⌄ | Mar
Mar |

1. Click Download

2. Choose Admin

Save Changes ← 3. Save Changes

Optional: Enroll Fingerprint at the reader for designated Admin or Enroll username.
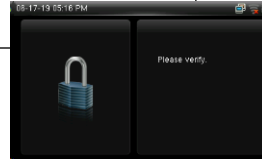
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To Set Enroll Lock

(Computer)

What it restricts:
- Reader display and time settings
- Network settings

08-17-19 05:16 PM

Please verify.

Step One:

To allow "Enroll" access, you must first set at least one username to Admin access.

| Bianchi, Kenneth | 7 | ☐ Download | ☐ Reader Only | 2 | ☐ Clear | Admin ∨ | Mar
Mar |

Step Two:

Now "Enroll" is an option in the dropdown menu under Reader Access.

| Bianchi, Kenneth | 7 | ☐ Download | ☐ Reader Only | 2 | ☐ Clear | Admin ∨ | Mar
Mar
Mar |
| Bittaker, Larry | 3 | ☑ Download | ☐ Reader Only | 1 | Set 9854 | Enroll ∨ | Dec
Dec |

1. Choose designated username to allow Enroll access

2. Click Download

3. Choose Enroll

Save Changes

4. Save Changes

What's the difference between User, Enroll, and Admin?
User access will only allow clocking in and out with no access to menu pages.
Enroll access allows limited access to the employee pages to enroll fingerprints, badges, and PIN's.
Admin access unlocks all menu pages.

Reader Represents Project

Track time spent at certain locations by assigning a Project or a Worksite (set up in Features tab) to each reader.

Assign a Project or Worksite to each reader and Save Changes.

Reader Settings					
nt Count	Attendance Count	Local IP Address	Name or Location	Worksite	Project
	27	192.168.43.96		Office ▾	Project 1 ▾
	2	192.168.43.67		Warehouse ▾	Project 2 ▾

Employees who clock in using this reader will be clocked directly into the corresponding Project or Worksite.

List of Projects

Track more than 4 Projects or Breaks with a Work Code list.

Key	Key Type	Status Key Project	Button Name
F1	Work Code ▾	Default ▾	
F2	Status Key ▾	Break ▾	Break
F3	Status Key ▾	Lunch ▾	Lunch
F4	None ▾	Default ▾	

Work Code List

Project / Break	Work Code	Add To List
Project 1	100	☑
Project 2	102	☑
Project 3	101	☑
Project 4	103	☑
Break		☐
Lunch		☐

Assign which Projects/Breaks will appear in the Work Code list.

Employees will use the FKey to open the Work Code list, arrow down to the Project, push the Enter key, then scan finger or badge.

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Employee Chooses Project at Reader

Use FKeys on the reader to allow employees to choose the Project they are clocking into.

Key	Key Type	Status Key Project	Button Name
F1	Status Key ▾	Project 1 ▾	Project 1
F2	Status Key ▾	Project 2 ▾	Project 2
F3	Status Key ▾	Project 3 ▾	Project 3
F4	Status Key ▾	Project 4 ▾	Project 4

If employees do not choose an FKey, it will clock them into "Work" or their Default Project.

Set Default Project:

Employee	Default for Reader, Quick Punch, and Edit [What's This?]	Buttons Displayed on Time Card
Bathory, Elizabeth	Project 2 ▾	☑ Break ☑ Lunch ☐ Project 1 ☑ Project 2 ☐ Project 3 ☐ Project 4

Employee Clocks into Break or Lunch

Employees can clock into a break or lunch at the reader.

When employee returns from Break or Lunch, he can clock back in without choosing an FKey.

Internet Connection

I was connected to the internet, and now there's a red "X" at the top of the screen.
Before doing anything else, **reboot the reader**. Hold the red button down until it counts down. Wait a few seconds, then press the red button again to power back on.
Has something happened to your internet recently? If the power went out or your network was shut off or worked on, it can disconnect your reader. Go back and follow the "Getting Connected to Wifi" steps again to connect to your new network requirements.

Punches aren't sending to the system.
Before doing anything else, **reboot the reader**. Hold the red button down until it counts down, or remove power cord. Wait a few seconds, then press the red button again or plug back in to power back on.
If you are seeing a red "X" anywhere on the home screen, the reader has lost connection. Go back and follow the "Getting Connected to Wifi" steps again.
If the reader appears to be online but is still not sending punches, contact Customer Support.

My reader fell offline and the system is missing punches!
Once the reader connects to the internet again, all punches will upload automatically to the system. If you need the punches uploaded before you can get the reader back online, you can manually upload them. From the Admin account, go to **Setup**, **Fingerprint and Badge Readers** and click "Upload Time Punches." Follow the directions listed.

Employees

I added an employee in the system, but I'm not seeing them on the reader.
Log in as Admin on the computer. Go to the **Setup** tab, **Reader Download**. Click "**Download**" next to the employee's name and Save Changes. You should see an alert that says the information has been sent to the reader. You should also see information about the download in the Last Download column.

My employee is not able to clock in with a PIN. What is he doing wrong?
Make sure the employee enters his **Employee Number** first, then **Enter** (M/↵). Choose "**Password**" and enter **PIN**, then **Enter** (M/↵).
The Employee Number cannot start with a "0."

Why is my employee having trouble with his fingerprint reading?
There are several possible causes to a fingerprint not reading, such as dirty or dry hands, a dirty sensor, or faint fingerprints.
1. Enroll more than one fingerprint. Go back and follow the "Enroll Fingerprints" steps. Each employee can have up to 10 fingerprints enrolled.
2. Make sure the employee is placing his finger firmly on the sensor to show a good, clear read.
3. Have employee wash and moisturize his hands.
4. If the problem persists, try setting a numeric PIN on the Reader Download page (don't forget to click "Download" before Save Changes!) or assigning a proximity card or key fob to that employee.

Access

When I try to access the menu, there's a picture of a lock.
Press the Enter (M/↵) key or menu key first. Once you see the lock on the screen, scan your finger, badge, or face.
If using a PIN: For **fp/badge readers**, press Enter to see the lock, punch in your Employee #, press Enter, choose "Password," punch in your numeric PIN, press Enter. For **face readers**, press the keyboard icon at the top of the screen. Enter the Employee #, press OK, enter numeric PIN, press OK.

*I'm trying to get into the menu as an Admin, but it just says "Punch Accepted."*
Make sure to press the **Enter** (M/↵) key or menu key before scanning finger, badge, or face.

If your reader falls offline, punches will be stored and automatically sent to the system once the reader is reconnected to the internet.

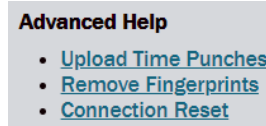However, time can be imported into the system manually, if necessary.

Step One: Download Attendance Data

1. Plug USB into side of reader

2. Enter the Menu

3. USB Manager

4. Download

5. Attendance Data
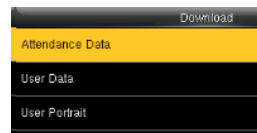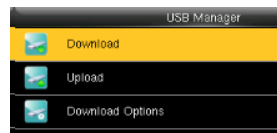
Step Two: Upload Attendance Data

1. Plug USB into computer
2. Log in as Admin
3. Setup tab, Fingerprint and Badge Readers
4. Click "Upload Time Punches" link
5. Follow Directions

Step Three: Delete Attendance Data

1. Plug USB into side of reader

2. Enter the Menu

3. Data Mgt.

4. Delete Data

5. Delete Attendance Data