



Easy Time Clock Reader Manual

For Models: US15CR / US15C-ID / F305

V.6




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.

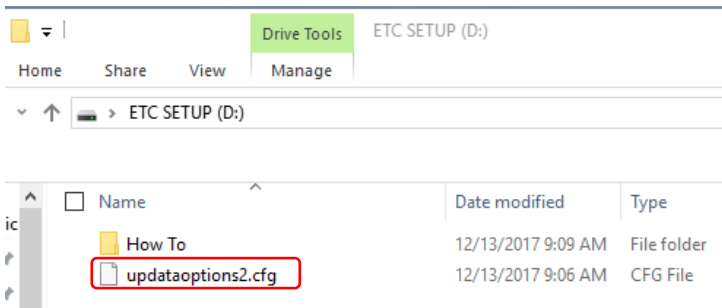
Wi-Fi Network Setup

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=**.

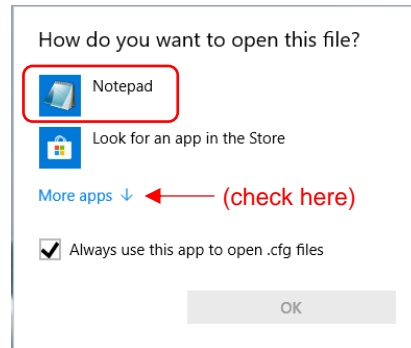


Your computer may warn you about the file type .cfg because these file types are used to configure devices.

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



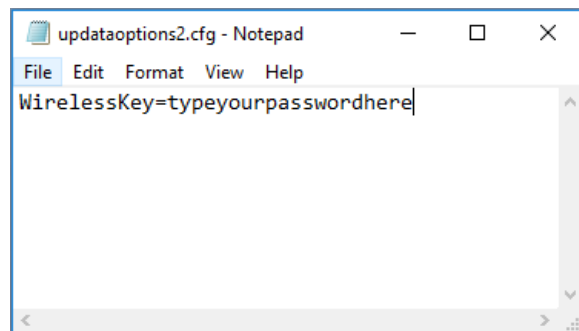
4. **Without adding a space**, enter your Wifi password directly after the “=”.

5. File > Save

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

with contents: **WirelessKey= YourPassword.**

These must be exact!



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

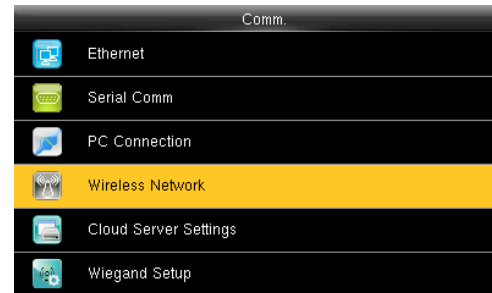
face



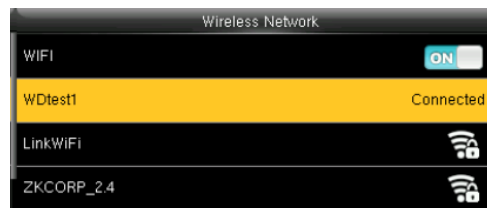
3. Arrow right to **Comm.** and press Enter.



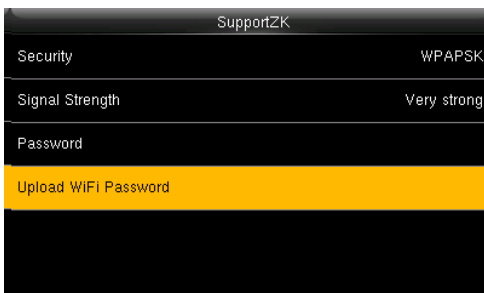
4. Arrow down to **Wireless Network** and press Enter.



5. Choose your network.



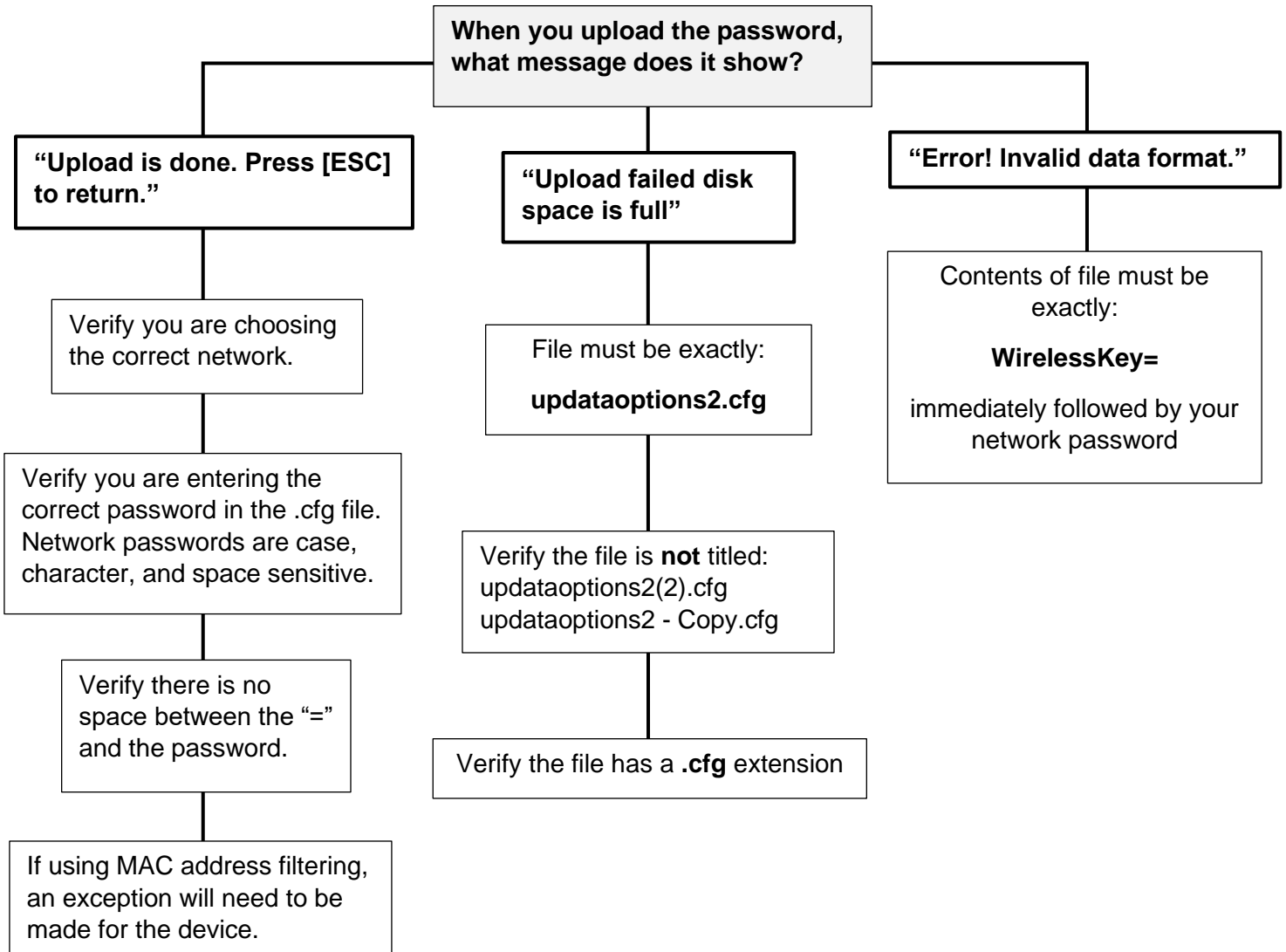
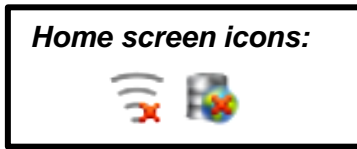
6. Arrow down to **Upload WiFi Password** and press Enter.



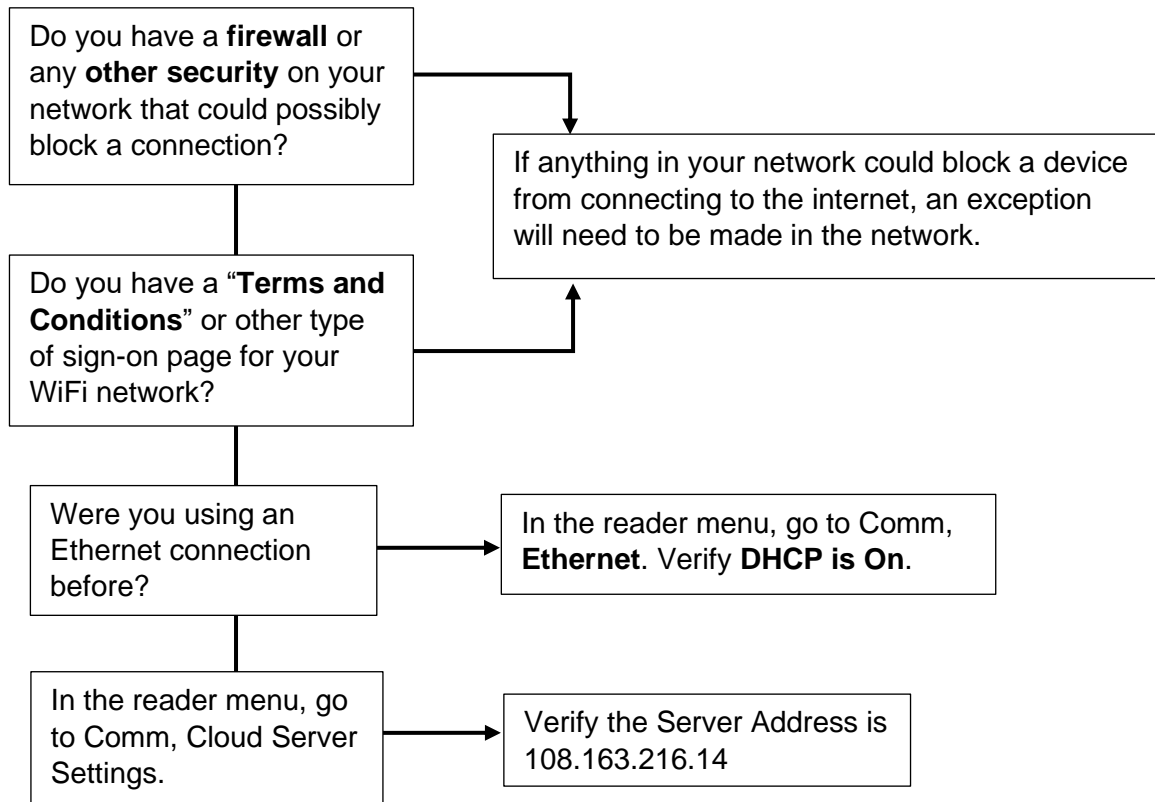
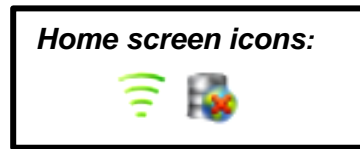
7. As the reader is working on the connection, you can click Esc. until you return to the home screen.

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

WiFi Troubleshooting



WiFi Troubleshooting



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



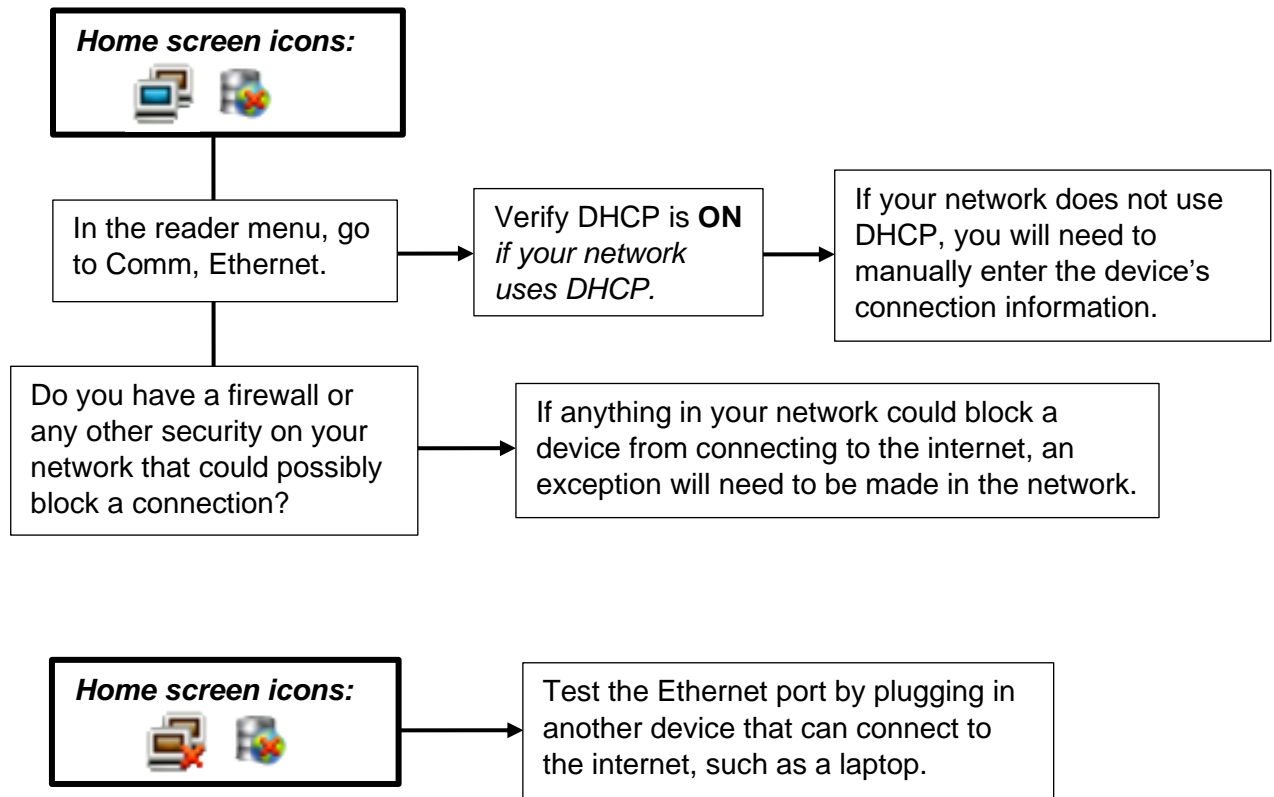
1. Plug the Ethernet cable into the back of the reader and into an active internet port.
2. In the reader menu, go into **Comm > Ethernet**, and scroll down to “**Display in Status Bar**” and choose “**On.**”



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



Ethernet Troubleshooting



Step One: Adding Employees

(Computer)

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

Setup tab > **Employee Setup**

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

Add New Employee

Username	Employee #	Password (Optional)	Email (Optional)	Status
Bathory, Elizabeth	13		ebathory@easytimeclock.com <input type="button" value="Send[?]"/>	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Terminated
<input type="button" value="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)

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

Setup tab > **Reader Download**

- ✓ Click "Download" next to Employee
- ✓ Save Changes

Select Reader:
 6695143800010 - Joshua
 6695163000001 - Sandra Dee

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

Employee	Employee #	ID Card	Download	Disable Web Clock In	Fingerprints Enrolled	Reader PIN	Reader Access	Last Download
Admin	99999		<input type="checkbox"/> Download	<input type="checkbox"/> Check All	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	<input checked="" type="checkbox"/> Download	<input type="checkbox"/> 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 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	<input checked="" type="checkbox"/> Download	<input checked="" type="checkbox"/> Reader Only
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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.

While you're still on the website...

Name your Reader

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

Setup tab > **Fingerprint and Badge Readers**

Reader Settings			
id	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			
Check 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) <input checked="" type="checkbox"/> 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) <input checked="" type="checkbox"/> DaylightSaving

Step One: Enroll Fingerprints

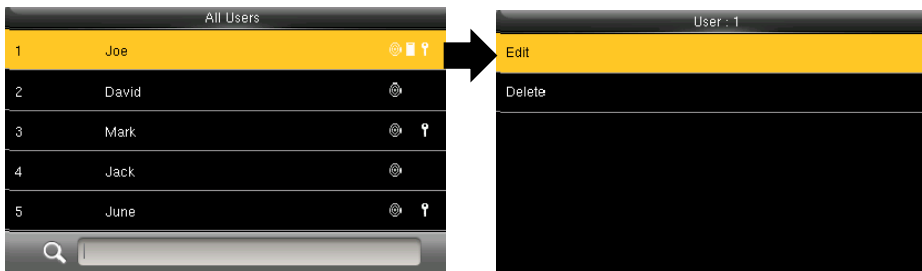
(At the Reader)

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

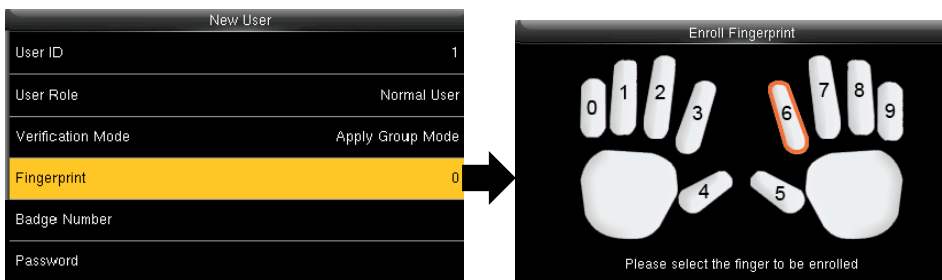


Choose **employee's name**

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.

Step One: Enroll Face

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



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 <small>Check All</small>	Disable Web Clock In <small>Check All</small>	Fingerprints Enrolled	Reader PIN <small>[What's This?]</small>	Reader <small>[What's This?]</small>
Bianchi, Kenneth	7	<input checked="" type="checkbox"/> Download	<input type="checkbox"/> Reader Only	3	Set <input type="text"/>	<input type="text"/>

Save Changes

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

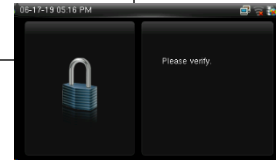
Setup tab > **Reader Download**

To Set Admin Lock

(Computer)

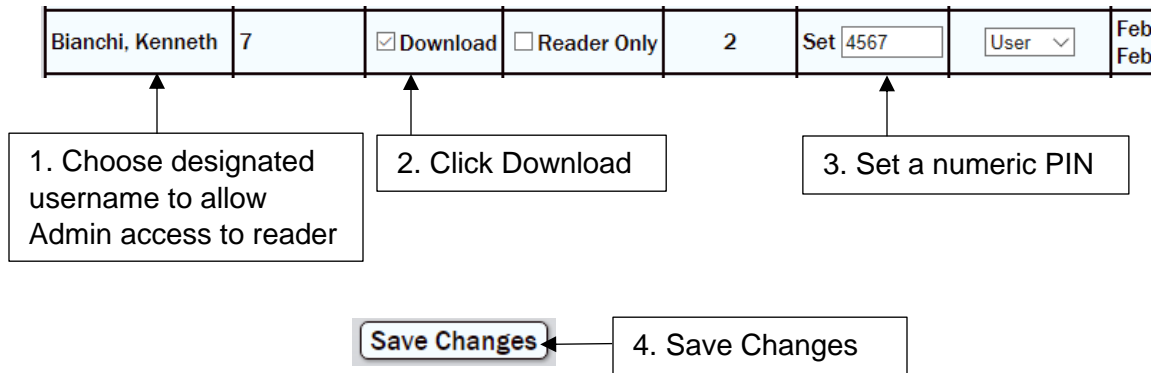
What is restricts:

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



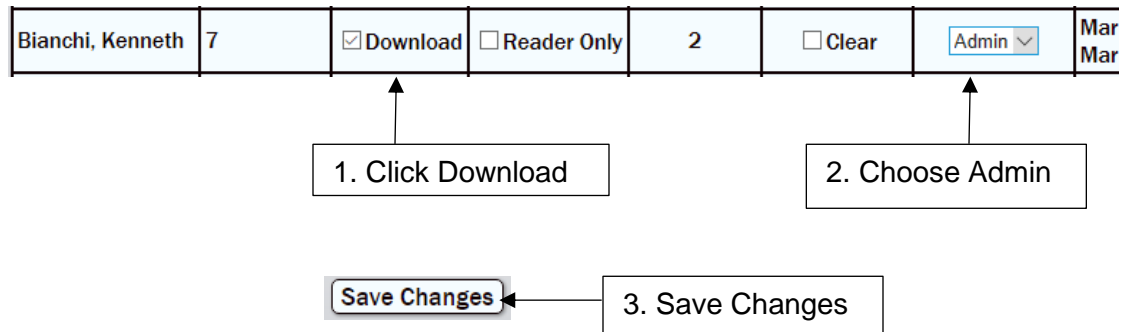
Step One:

Usernames with Admin access must first have a numeric PIN.



Step Two:

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



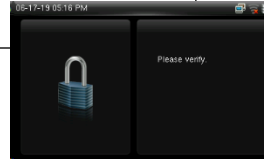
Optional: Enroll Fingerprint at the reader for designated Admin or Enroll username.

To Set Enroll Lock

(Computer)

What it restricts:

- Reader display and time settings
- Network settings



Step One:

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

Bianchi, Kenneth	7	<input type="checkbox"/> Download	<input type="checkbox"/> Reader Only	2	<input type="checkbox"/> Clear	Admin ▾	Mar Mar
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Step Two:

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

Bianchi, Kenneth	7	<input type="checkbox"/> Download	<input type="checkbox"/> Reader Only	2	<input type="checkbox"/> Clear	Admin ▾	Mar Mar Mar
Bittaker, Larry	3	<input checked="" type="checkbox"/> Download	<input type="checkbox"/> 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.

Setup tab > **Fingerprint and Badge Readers**
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					
Reader 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.

 Setup tab > **Function Keys**
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	<input checked="" type="checkbox"/>
Project 2	102	<input checked="" type="checkbox"/>
Project 3	101	<input checked="" type="checkbox"/>
Project 4	103	<input checked="" type="checkbox"/>
Break		<input type="checkbox"/>
Lunch		<input type="checkbox"/>

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.

Setup tab > **Function Keys**

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 <small>[What's This?]</small>	Buttons Displayed on Time Card
Bathory, Elizabeth	Project 2 ▾	<input checked="" type="checkbox"/> Break <input checked="" type="checkbox"/> Lunch <input type="checkbox"/> Project 1 <input checked="" type="checkbox"/> Project 2 <input type="checkbox"/> Project 3 <input type="checkbox"/> Project 4

Features tab > **Assign Projects or Breaks**

Features tab > **Breaks / Lunch**

Employee Clocks into Break or Lunch

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

Setup tab > **Function Keys**

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."

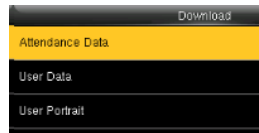
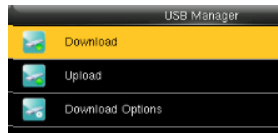
Make sure to press the **Enter** (**M/↵**) key or menu key before scanning finger, badge, or face.

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.

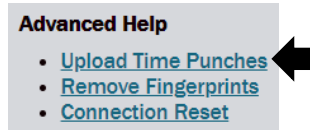
Step One: Download Attendance Data

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

