Allday Timekeeper Attendance Terminal with Timekeeper software
User Guide V10

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Introduction to your Timekeeper

KEY

Keypad 0 – 9	Input Number, Letter or select menu options, "0"= space
ESC	Exit / Back / Cancel
MENU	Press to Enter Menu
OK	Enter (Confirm)
▲	Cursor Up
▼	Cursor Down
⊙	Toggle between Letters or Numbers

Menu

Press "MENU" to enter the Timekeeper menu.

Use "▲""▼" to select and press "OK" to enter options.

Menu			
1. Enroll	2. Comm	3. Set Time	4. System
5. Rec Warn	6. Bell	7. SysInfo	8. Product

Important Notes

Your Timekeeper attendance software will automatically add an attendance terminal into your software and your attendance terminal is already factory set to be auto connected to the software. So all you should need to do is :-

1. Plug Terminal into power
2. Connect it by cable or WiFi to your network /router
3. Register new employees on the terminal & create some Attendance times by placing finger on the reader.
4. Install the software. Then collect any records to the software using the reports tab "Collect Times from Clock" button.
5. Optionally add names to your employee records
6. Run a report in the reports tab.

If you purchased more than one Terminal then simply open the software and on the Terminals tab select the + button at the top to add additional terminals. Each press will add a new terminal.(only leave this tab with the correct amount of terminals you have or the software will waste time looking for non existing terminals).

The first use of the "Collect Times from Clock" button in the reports section of the software will do an auto find of the terminal/s so may take a while when first used but subsequent uses of this feature should be much quicker unless you make changes to your network in which case the auto scan system will try to find your terminal/s again.

User Enrollment

Enroll	
1.	Enroll
2.	Browse
3.	Delete
4.	Down. Data
5.	Up. Data

Enroll		
1.	ID	1
2.	Name	Andy
3.	Finger	Unset
4.	Pwd	Unset
5.	Card	Unset
6.	Admin	User
7.	Delete	

Users register with Fingerprints, Password or an ID Card. To enroll a user, follow the process below;

1. Press 'Menu' to enter the menu, select the 'Enroll' option.
2. Select 'ID' to Input the users ID number. This ID needs numerical within 1 to 9 digits
3. Select "Name" to Input the staff name. (See Page 4 for further details names are not necessary for the unit to work)
4. Select "Finger" to Register Fingerprints. (You must press the same finger 3 times)
5. Select "Pwd" to Register a Password. (You must input the password number 2 times)
6. Select "Card" to Register an ID Card or key fob and when prompted show the card to the reader as indicated below;

User Enrollment (Continued …)

7. Select "Admin" if the user will be enrolling other users to allow

access to the menu.

Please Note: *The Timekeeper terminal is sent to you with no Admin set, this allows anyone to enter the menu and alter settings.*

As soon as you add a user as Admin, access to the Menu will require an Admin user to identify themselves by use of finger, pin or ID card. It is recommended you set yourself (and at least one other person) as an Admin user to prevent locking yourself out of the menu.

How to Enter / Edit a Users name

(only nessesay if you want to see names on the screen when employees clock IN/OUT)

1. Select the 'Name' option and press OK.
2. A small box will pop-up on screen for you to enter the name of the user.
3. Press the mode key '⊙' to toggle between Uppercase, Lowercase and numbers.
4. Identify which key has the required letter and press this key the appropriate amount of times till the letter appears on-screen. For example, if the letter 'K' is required press the '5' key 2 times.

Editing Users

Select the 'Enroll' option, Select 'Browse' and then highlight the user you would like to edit and press 'OK'. From this screen you will be able to change any of the user's enrolment details.

Enroll		
1.	ID	1
2.	Name	Andy
3.	Finger	Unset
4.	Pwd	Unset
5.	Card	Unset
6.	Admin	User
7.	Delete	

Deleting Users

Select the 'Enroll' option, Select 'Delete', Select 'ID' then type in the number of the enrolment you would like to delete. From this screen you will be able to delete the users enrolment.

Delete		
1.	ID	1
2.	Name	Andy
3.	Delete	

Do you want to delete really?	
OK	ESC

Downloading Clocking Data onto a USB

Data Download
1.   U-Down
2.   Network

USB Download
1.   Glog&Del
2.   AllGlog

To download the clocking data onto a USB, follow the process below;

1. Insert the USB into the left hand side of the Timekeeper.
2. Go into the Timekeeper Menu and select 'Comm'.
3. Select 'U-Down', you will then be presented with 2 different options;
4. Select one of the options, this will then download the files requested.
   - Glog&Del – This will download all clocking files made since the last download of data. (Use this option if transferring data to your online Primetime Web account).
   - AllGlog – This will download all clockings ever made.(Do not send this file to your online Primetime Web account or you will duplicate all previous data in the system).
5. Once the download has finished you will see a pop-up on screen saying 'Download Completed'.

Please note: When transferring data to a USB flash drive it is recommended that you use a well known quality branded drive to prevent possible data loss.

Connecting the Timekeeper to a Wired Network

1. Plug one end of a Network cable into the left hand side of the Timekeeper, plug the other end into your network socket or the back of your router.

2. Open your Timekeeper software and use the "Collect Times From Clock" button from within the Reports area.

3. Any Attendance records created at the Terminal will now be collected into the software and you should be able to see the data in the other tabs. (you will need to use this button each time you wish to collect any new records created at the terminal/s.

   items 4 - 10 Advanced setup for advanced users only. If for some reason you cannot use DHCP and need to specify a static ip address on your terminal please follow the instructions below to achieve this.

4. Go into the Timekeeper menu and select 'Comm'.

5. Select 'Network'

6. Ensure 'Mode' is set to 'Local'.

7. Select 'ETH Setting' and press OK.

8. Set 'Enable' to 'Yes'.

9. Set 'DHCP' as 'No' and then enter the corresponding IP details you need, if this ip is not in the same local subnet as the computer running the software remember to also add this new number to your Timekeeper software terminals setup. If you change your mind and would now like the Timekeeper to automatically pick up IP details from your server / router again, set 'DHCP' to 'Yes'. You will need to make a note of the ip address picked up so you can add this to the timekeeper software terminal setup. Turning DHCP off is not generally recommended unless you are familiar with ip networks

and servers. Incorrect setup of the ip address may prevent your Timekeeper software from collecting your attendance records)

10. Once the above steps have been followed, your Timekeeper will now be connected to your network.

Connecting the Timekeeper to a WiFi Network

1. Go into the Timekeeper menu and select 'Comm'
2. Select Network.
3. Ensure 'Mode' is set to 'Local'.
4. Select 'Wifi Setting' and press OK.
5. Set 'Enable' to 'Yes'.
6. Leave DHCP set as 'Yes' 'DHCP'. Turning off DHCP is not generally recommended unless you are familiar with ip networks and servers as this may prevent your Timekeeper software from collecting your attendance records)
7. Select 'Search' and then press 'OK'. This will then scan for available Wifi connections on your network.
8. Select the Wifi you would like to connect to then enter the password for that Wifi. (See next page for further details).
9. Once the above steps have been followed, your Timekeeper will now be connected to your network.

Entering a WiFi password into the Timekeeper

1. Select the password option and press OK.
2. A small box will pop-up on screen for you to enter the Wifi password.
3. Press the Mode '⊙' button to toggle between Uppercase, Lowercase and numbers.
4. Identify which key has the required letter and press this key the appropriate amount of times till the letter appears on-screen. For example, if the letter 'K' is required press the '5' key 2 times.

Setting the time on the Timekeeper

Set Time	
1.	Manual Set
2.	NTP Server
3.	Time Zone

Manual Set
2018-08-18
10:18:12
Sat

1. Select 'Set Time' in the Timekeeper menu.
2. Select 'Manual Set' then press OK.
3. From this screen, you can manually enter the date and time you want displayed on the Timekeeper.

Setting up bells on the Timekeeper

| Menu							
1.	Enroll	2.	Comm	3.	Set Time	4.	System
5.	Rec Warn	6.	Bell	7.	SysInfo	8.	Product

1. Select 'Bell' in the Timekeeper Menu.
2. Enter how long you would like to ring the bell for.
3. Enter the times you would like the bell to ring.

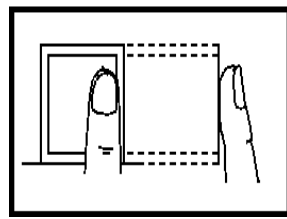# How to position your finger on the Timekeeper

Firmly press your finger onto the centre of the fingerprint reader, ensuring your fingertip is as flat as possible.
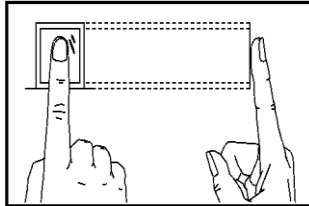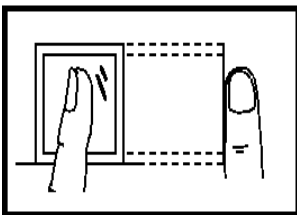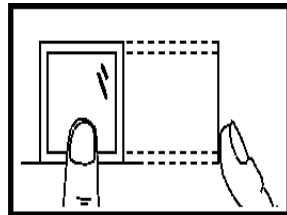

Correct
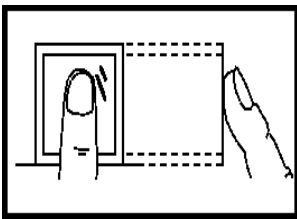
Not Flat

Not Centered

Sideways

Too Low

Still have Trouble using your finger ?

If your finger is **Clean** and **Undamaged** and you are **following the guide pictures above** but still having issues reading your finger. You may find that your finger is too clean and no skin oil is present on the skin. This can happen if you have just washed your hands or had a shower... try running the finger down the crease of your nose this will pick up some skin oil and allow the reader to read your finger better.