

Silver Pro User Manual

Fingerprint, badge and PIN time clock for Timedox Cloud.

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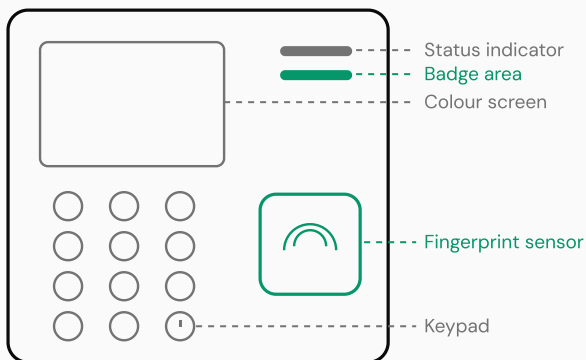
1 What's in the box

Check the carton against this list before you start.

- ✓ 1x Time-clock
- ✓ 1x Ethernet LAN cable
- ✓ 1x A/C Power Adapter 12V
- ✓ 1x Mounting Plate
- ✓ 1x Small Black Screw
- ✓ 4x Large Phillip Screws
- ✓ 4x Dry-wall Screw Anchors
- ✓ 1x Proximity Card (RFID)

2 Device overview

Front



Colour screen. Shows the clock, the result of each punch and the menus.

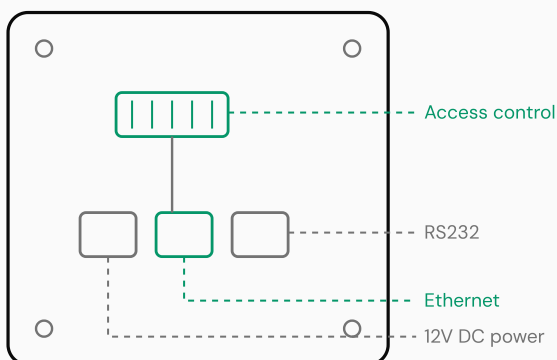
Status indicator. Lights on every punch, so you can see the result from a step away.

Keypad. Digits for IDs and PINs, arrows to move, M/OK to open the menu and confirm, ESC to go back.

Fingerprint sensor. Place the finger flat so it covers the whole surface.

Badge area. Hold an RFID card or fob over the top right of the clock, across the double line.

Back



12V DC power. Power socket. Use the adapter supplied in the box.

Ethernet. TCP/IP port, for a wired network connection.

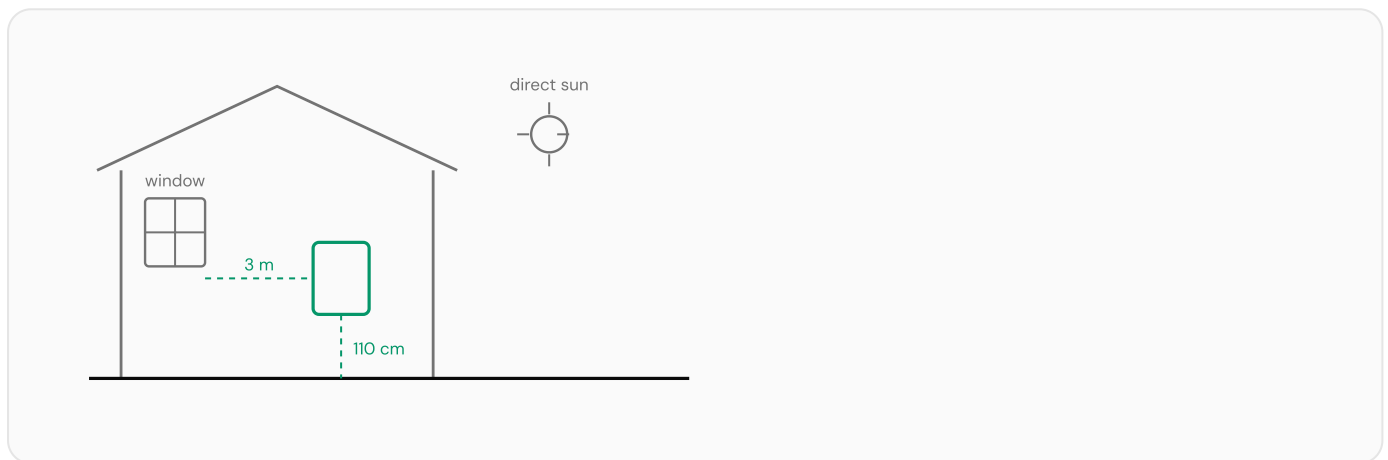
Access control. Socket for an optional door lock and exit button.

RS232. Socket for a serial receipt printer. Timedox does not use it.

3 Where to install it

The sensor reads a fingerprint optically, so daylight is what breaks it. Choose the spot with that in mind.

- ✓ Indoors only. The clock is not weatherproof.
- ✓ At least 3 m (10 ft) away from a window.
- ✓ At least 2 m (6.5 ft) away from a light source.
- ✓ Out of direct sunlight, including sunlight coming through a window.
- ✓ Within reach of a power outlet, and of an Ethernet port if you are wiring it.



Spots that cause trouble

Outdoors, in direct sun

Direct sun through a window

Indirect sun through a window

Directly under or beside a lamp

Mount the plate with its baseline $43\frac{1}{3}$ in (110 cm) off the floor, which suits people between 5'1" and 6'0". Raise it to $45\frac{1}{2}$ in (115 cm) where staff are mostly taller than 5'4".

4 Mounting it on the wall

- 1 Verify a location for your Time-clock near an electrical outlet and Ethernet LAN port (if applicable).
- 2 Place the mounting plate against the wall and mark the holes. The distance from baseline to the ground is $43\frac{1}{3}$ in (for heights 5'1" to 6'0"). If the distance is $45\frac{1}{5}$ in, the suitable height is beyond 5'4".
- 3 Drill the four (4) holes and insert the dry-wall screw anchors. Do not use anchors if installing on a wall stud.
- 4 Align the mounting plate with the holes. Ensure the prongs face away from the wall and upward, then secure with the included screw.
- 5 Connect the A/C power cord to the Time-clock and the Ethernet LAN port (if applicable).
- 6 Slide the Time-clock onto the mounting plate.
- 7 Plug the A/C power adapter into the wall socket.
- 8 Fasten the mounting plate to the Time-clock using the small black screw.
- 9 Remove the fingerprint protection sticker.

5 Connecting it to the internet

 Your Timedox Time-clock requires communication between your device and the Timedox Cloud Services. If you have not yet subscribed to the Timedox Cloud Services, you must do so prior to following the instructions below.

The Silver Pro requires an internet connection to sync with your Timedox Cloud account. Choose one of two ways to connect:

Option A — Wi-Fi

- 1 Verify the device is powered on.
- 2 Select COMM. and press M/OK, then select 'Wireless Network'.
- 3 Press M/OK to toggle Wi-Fi on, then use the arrows to choose your network and press M/OK to select.
- 4 Use the number pad to enter the Wi-Fi password (use arrow keys for letters and symbols), then select 'Connect to WiFi'.
- 5 Verify you see 'connected' next to your network name.

Option B — Ethernet

- 1 Verify the Ethernet cable is connected to the Time-clock and the wall port.
- 2 Select COMM. and press M/OK, then select 'Ethernet'.
- 3 Use the arrows to select the DHCP option and press M/OK to toggle it ON.
- 4 Press ESC to return to the 'Comm' menu, then select 'Ethernet' again.
- 5 Verify the device displays a valid IP address.
- 6 Press ESC 3x to return to the main screen and verify the connection.

 If your network uses static IP addresses, skip the DHCP step and enter valid network credentials instead.

 After confirming your device is connected, log in to your Cloud Account at us.timedox.com and find 'Connect Device' under the Departments tab.

6 Adding employees

Employees are created in your Timedox Cloud account, never on the clock. The clock pulls the names down, and you then enrol the fingerprint, PIN or badge against the name that is already there.

 Do not enroll employees at the device. Their names will be downloaded to your time-clock automatically after you add them in your Timedox cloud account.

 Wait 15 minutes after adding employees in the cloud before enrolling biometrics on the device — names need time to sync.

Enrolling at the clock

- 1 Press M/OK to display the main menu.
- 2 Select User Mgt. then All Users.
- 3 Highlight a user and select Edit.
- 4 Choose an enrollment method (see options below).
- 5 Press ESC until the main screen is displayed.
- 6 Test the settings by using the chosen method to clock in.
- 7 Repeat for each employee.

The three enrolment methods

FP — Fingerprint

Enrol Verify the protection sticker is removed. Place and lift the desired finger three times as instructed.

Test Place the registered finger on the sensor, covering the entire surface.

PWD — Password / PIN

Enrol Enter a 4–8 digit PIN.

Test Using the number keypad, enter your ID number and then your PIN.

Badge # — Proximity Card

Enrol Wave the card/fob over the top-right of the Time-clock across the double line.

Test Slowly wave the proximity card once over the fingerprint sensor surface.

7 Clocking in and out

Staff identify themselves in one of four ways. Timedox records the first punch of the shift as IN and the next one as OUT, so nobody has to choose.

- ✓ Fingerprint. Place the enrolled finger on the sensor. The clock searches every print it holds and shows the name on a match.
- ✓ ID then fingerprint. Type the user ID, press M/OK, then place the finger. Useful for a print that is hard to match on its own.
- ✓ ID then PIN. Type the user ID, press M/OK, then the PIN.
- ✓ Badge. Hold the card or fob over the badge area.

A tick and the employee's name mean the punch is recorded. A cross means it is not: try again, or use another method.

 Timedox automatically registers the first punch as IN and the following one as OUT.

8 Attendance records

 Your Timedox Cloud account is the record that counts. What follows is the copy the clock keeps locally, which is useful for settling a question on the spot.

On the clock

Main Menu > Attendance Search > Attendance Record. Enter a user ID, or leave it empty for everyone, then pick a range: today, yesterday, this week, last week, this month or last month.

Onto a USB stick

Main Menu > USB Manager > Download > Attendance data writes the punches to the stick as a file named after the device serial number, ending in .dat. Open it on a computer with a text editor or a spreadsheet.

9 Date and time

Main Menu > System > Date Time sets the date, the time, 24-hour display, the date format and daylight saving. The clock normally takes its time from Timedox Cloud, so only change this if the display is wrong.

10 Optional: door lock and exit button



The Silver Pro can release an electric door lock when someone is verified. It is optional, and it is wiring work: have an electrician do it with the power off.

A normally-closed lock can share the clock's 12V supply. Run +12V and GND from the access control socket to the lock, take the door line from COM and NC, and fit an FR107 diode across the lock terminals to absorb the coil's back-EMF.

An exit button wires to the GND and BUT terminals of the same socket, so people can leave without verifying.

The rules live in **Main Menu > Access Control**

Time schedules. Up to three periods a day, per person.

Holidays. Days the normal schedule does not apply.

Access groups. Manage people in groups instead of one by one.

Combined verification. Ask for more than one method on a high-security door.

Anti-passback. An 'in' record must exist before an 'out' is allowed.

Duress options. A finger that opens the door and raises an alarm.

11 Backing up the clock

Main Menu > Data Mgt > Backup Data writes a copy of the users and settings to the clock itself or to a USB stick, and Restore Data puts it back. Take a backup before you move a clock or change its network.

12 Other settings you may meet

- ✔ Work codes (Main Menu > Work Code) let staff tag a punch with the job they are on, when your account uses them.
- ✔ Short messages (Main Menu > Short Message) put a note on the clock's screen, for everyone or for one person, between the times you set.
- ✔ Autotest (Main Menu > Autotest) runs the clock through its own screen, voice, keypad, sensor and clock checks. Support may ask you to run it.

13 Troubleshooting

The sensor will not read a finger

Check the protection sticker was taken off at installation. Wipe the sensor and the finger, then place the finger flat so it covers the whole surface. If one finger keeps failing, enrol a different one.

An employee is not on the clock

Add them in your Timedox Cloud account first, then give the clock about 15 minutes to pull the name down before you enrol their fingerprint.

The clock is offline

Check the cable, or the network entry under COMM. Confirm the clock shows a valid IP address, and that DHCP is on unless your network uses fixed addresses.

Punches are not reaching the cloud

The clock stores punches while it is offline and sends them when it reconnects. Fix the connection and give it a few minutes.

The screen is blank

Check the 12V adapter is pushed fully into the clock and that the wall outlet has power.

14 Support

If something here does not match what you see on the clock, talk to us before you change wiring or settings.

1-800-818-2398 · support@timedox.us