



INSTRUCTION GUIDE FOR ALL TIMECO TS SERIES CLOCK MODELS

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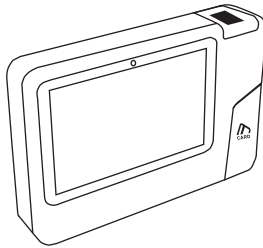
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This instruction guide covers the configuration  
for all TS series Timeco clocks

Manual Version 1.6

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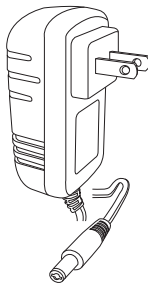
# What's in the box



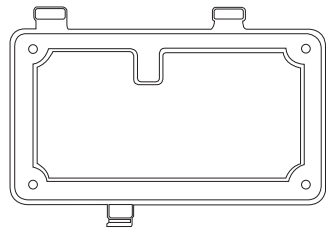
TS Model Clock



INSTRUCTION  
GUIDE

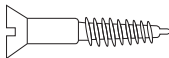


POWER ADAPTER



WALL MOUNT

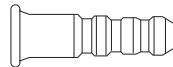
A)



4x

SCREWS

B)



4x

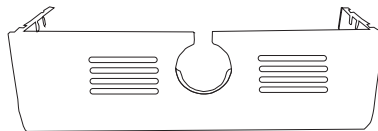
WALL  
ANCHORS

C)



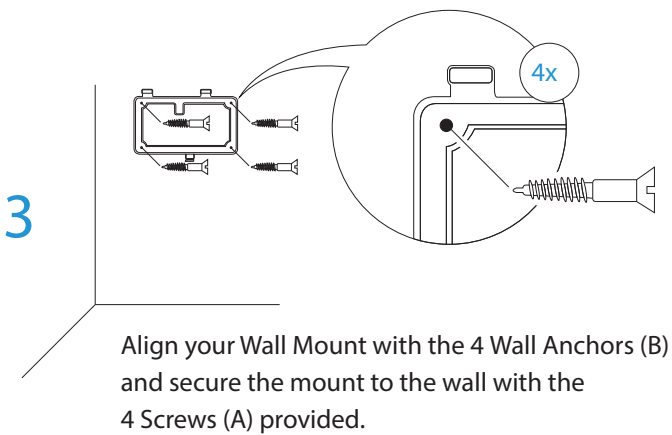
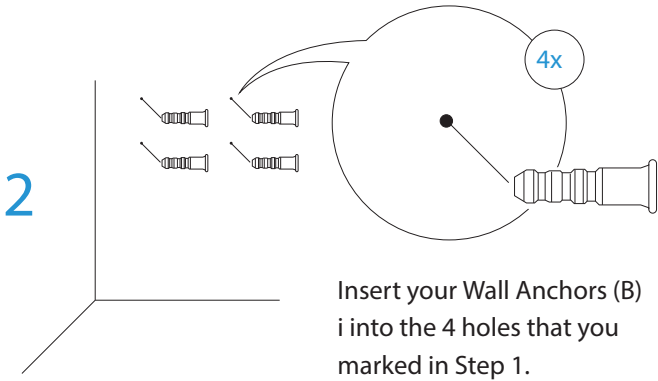
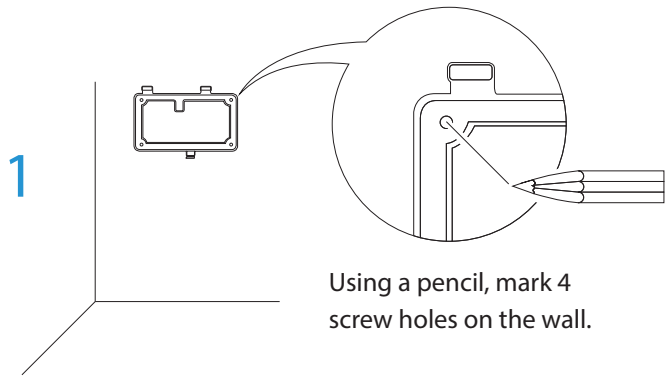
1x

WALL MOUNT  
SCREW

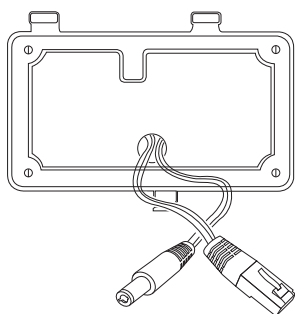


COVER PLATE

# Installation

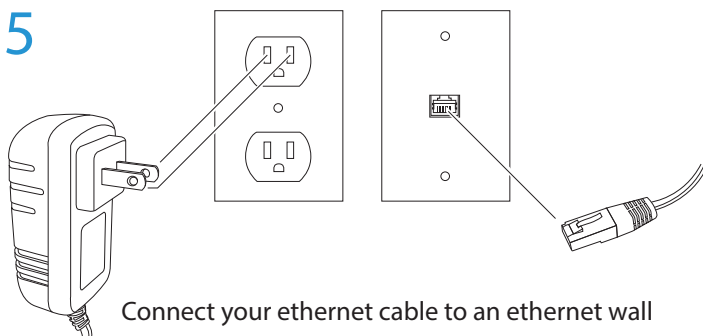


4



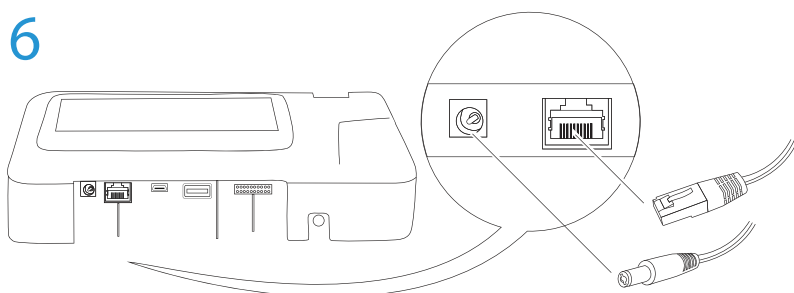
\*When connecting to your network via ethernet:  
Run the cables (ethernet cable not provided)  
inside or outside of the wall.

5



Connect your ethernet cable to an ethernet wall  
jack, router, or switch. Insert the Power Adapter  
to an electrical receptacle.

6

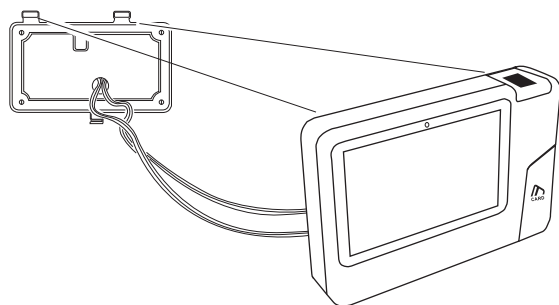


Attach the other end of the ethernet cable  
and the Power Adapter to the clock.

\*\* When connecting power to the clock via POE, DO NOT connect the provided power adapter.

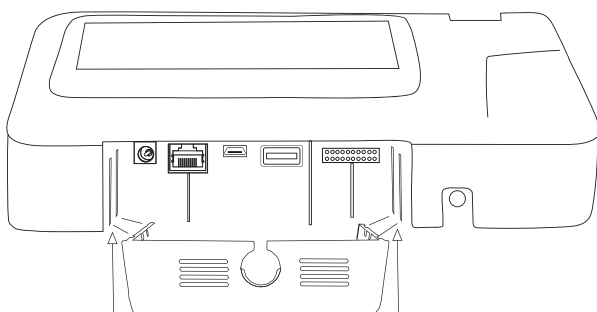
\*\* Network cable is not required when using WiFi

7



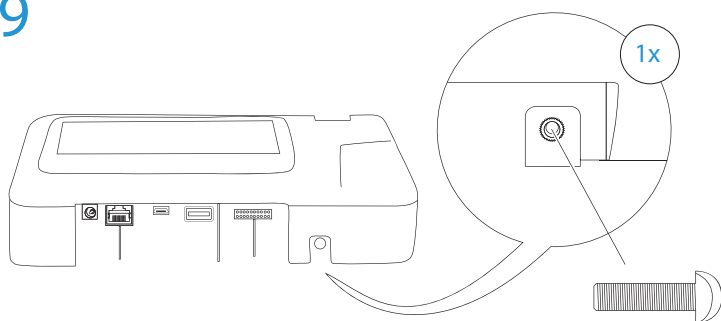
Attach the clock to the Wall Mount,

8



Attach optional Cover Plate  
Cover Plate slides up into grooves

9



Secure the clock to the Wall Mount by  
fastening the Wall Mount Screw (C),

7

## Configure Wifi Settings (do not enable both WIFI and Ethernet, only one or the other).

1. Open the TIMECO clock Time Clock Menu

Tap 

2. Select Wi-Fi

Tap 

3. Enable the Wi-Fi option on the Time Clock

- To enable Wi-Fi, switch the Wi-Fi option from OFF to ON located at the top of the screen.



4. Select your Wireless network from the list.

- If the network is secured, you will need to input your security key/password to successfully connect.
- If the network is secured, you will need to input your security key/password to successfully connect.



5. Tap on **CONNECT** located on the bottom right side of the screen to complete the process.



6. Once connected, the status will be displayed below the name of the Wireless network.



- To confirm the Status, Signal Strength, Security Type and IP address, simply select the network once again from the list. You will also be able to **FORGET** the network from this screen.

## Connect via Ethernet/Network Cable

\*\* When using this connection method make sure the WIFI is turned off

1. Open the TIMECO clock Time Clock Menu

Tap 

2. Select Ethernet

Tap 

3. The clock has been pre-configured to use DHCP.  
This will automatically assign an available IP Address  
on your network

- If you choose to configure the clock to use a Static IP, you will need to change the setting from DHCP to Static.
- Once you have specified Static you will be able to input your Static IP Address, Default Gateway and Subnet Mask (pre-configured to 255.255.255.0)

← Ethernet

IP Settings

DHCP

IP Address

XXXXXX

Default Gateway

Subnet Mask

255.255.255.0

SAVE

4. Select **SAVE** to complete to process

## Enrolling Employee Fingerprint Card or Pin Code

To enroll a User on the TIMECO clock, you must first create the User in the TIMECO software.

In your TIMECO **software (not the clock itself)**:

1. Click on the Maintenance tab then click Employees
2. Click on the Add New Employee link located to the right of the screen if employee is not in system.
3. Add the User with their corresponding settings.
4. Assign the Clocks to the users and select appropriate clock role.


Once the User has been successfully added within the software, this will send the employee to the clock, and from there, they can be enrolled.

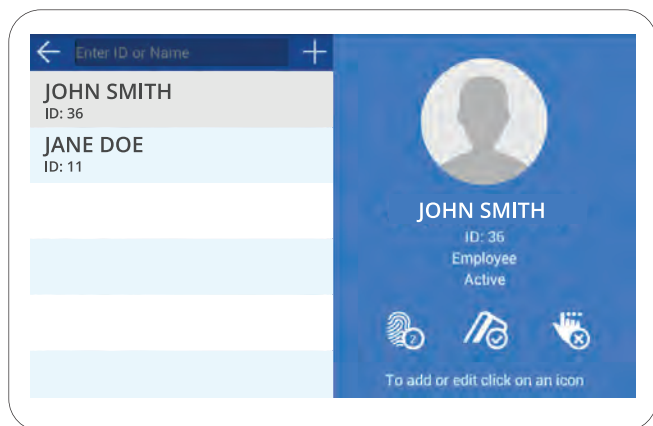
### Note:

The Time Clock(s) must be connected to a network in order to receive any commands from the software.

### To Enroll a User in the clock:

Enter the clock Time Clock's menu 

1. Select Users. 
2. Select the User from the list on the left. You may also search for a specific User by tapping on the Search Box at the top of the list.



### 3. User Authentication:

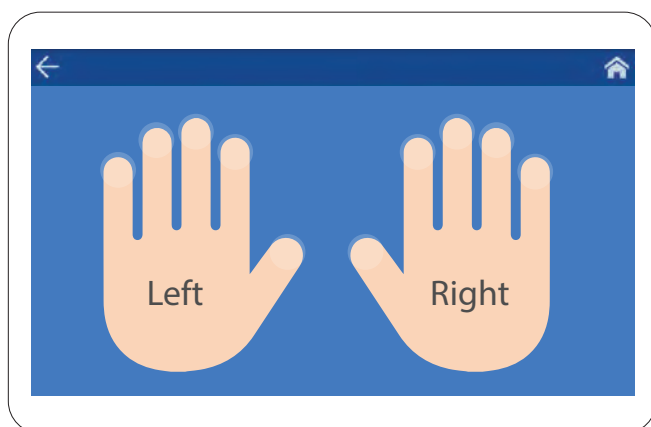
Select the method of authentication you wish to add for the user.

#### I. Fingerprint



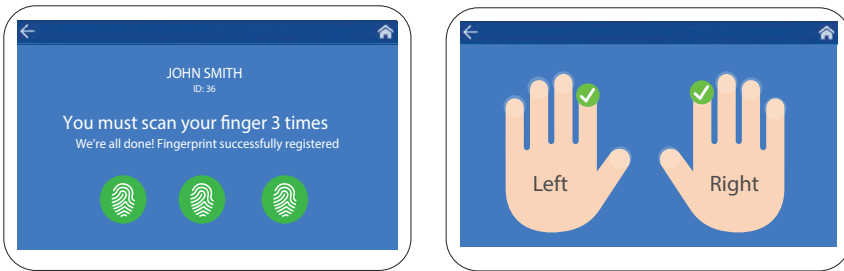
**Step 1** Select the fingerprint option.

**Step 2** Select the finger that you will be enrolling.



**Step 3** Scan the finger you are enrolling 3 individual times. Once the process is complete, the enrolled print will display on the specified hand.

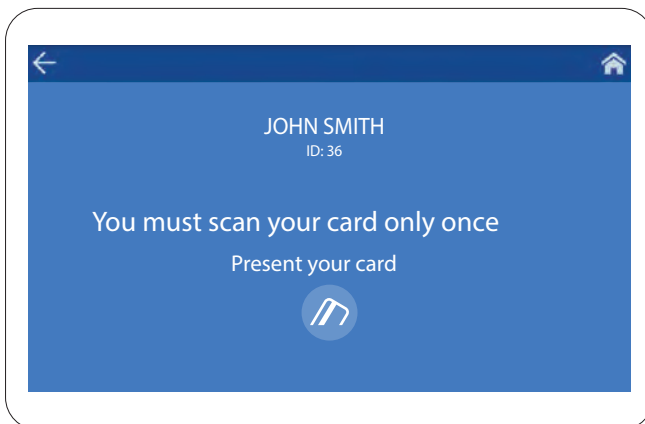
For detailed instructions and proper finger placement when scanning fingerprint, go to page 17



## II. Proximity

**Step 1** Select the Proximity card option

**Step 2** Scan your card by placing it near the  icon



# Enabling the Employee Options in the Device


First, we must ensure the proper options are enabled at the clock.

Whoever performs this task will have to be a clock admin, if the clock has had an admin assigned to it, whereby we require that user to access the menu of the clock (see page 15).


To ensure the proper users in the clock are setup as admins, this is found on their profile in Timeco and this must be set to admin:

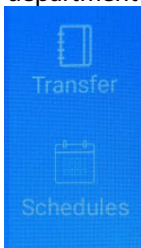


## To enable the specific User Options at the clock:

- 1) Tap the menu at the top left 
- 2) Settings -> User Options -> enable the options that you would like to allow and tap Apply at the bottom.

## To use the employee functions on the clock:

- 1) Tap the selection at the right side of the clock, or if there are additional options, from the icon at the bottom left of the screen: 
- 2) Select the option from the clock, for example **Transfer** to perform a department transfer, or Schedules to review your schedule.



- 3) Once the option is selected, you will be prompted to place your fingerprint or badge for verification. If you are performing a department transfer, you must enter the numeric ID of the department.

# Assigning Administrator/Manager Level

The clock default setting allows anyone open access into the Menu.

To restrict access, user levels can be specified as Administrator or Manager. Setting these permissions will solely give Menu access to the specified Administrator or Manager.

## Level Description

- Employee: Can only clock in or out, cannot access the settings menu.
- Manager: Can access the Menu to add employees, view employees Schedules, Time Records and Jobs as well as configuring the WIFI connection. Prevented from accessing the a few Network and Time Clock Settings
- Administrator: Has full access to the Menu and all settings

## How to Set the Admin/Manager Level

Enroll the employee as shown in the previous pages of this guide before following the steps below

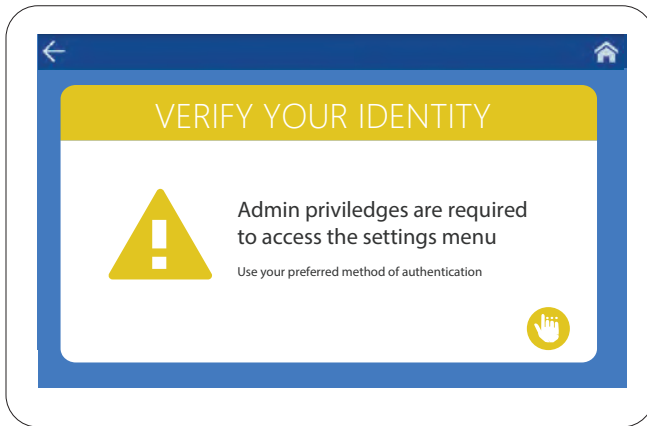
To create a Manager or Administrator on the Time Clock, log into your software and navigate to:

1. Maintenance - Employees
2. Clocking Permissions:
  - Select the clock role field.  
Select between Administrator and Manager to
  - apply the Menu restriction on the clock.
  - Click **SAVE** to apply the change.

## NOTE:

The clock must be online and connected to a Network in order to send this command.

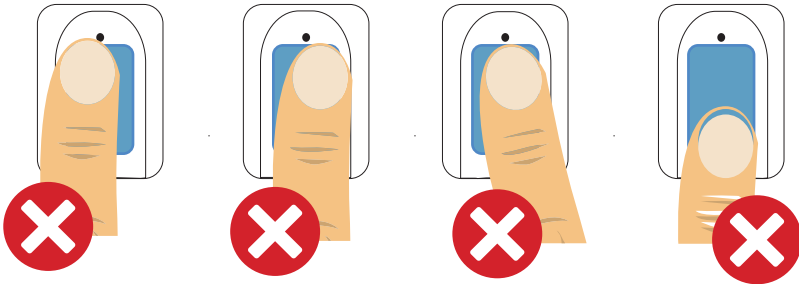
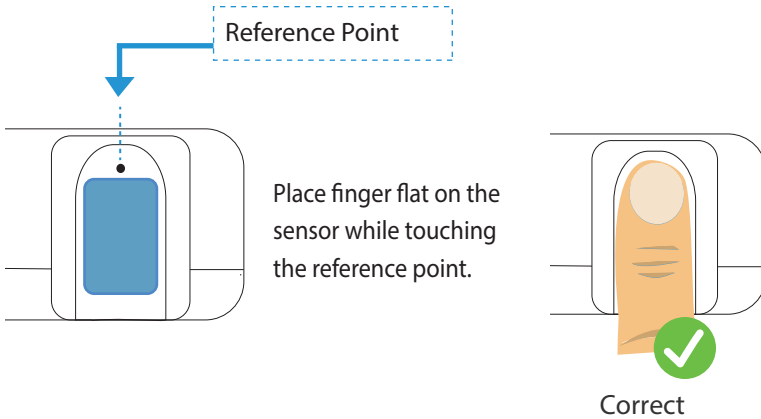
Once you specified the restriction level, when you attempt to access the Menu on the clock, the following message will appear:



Verify yourself as the Administrator or Manager by scanning your fingerprint or other method of verification. (I.e. Passcode or Proximity Card.)

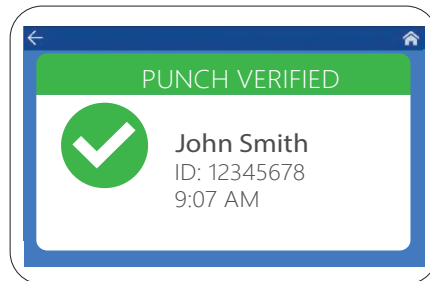


## How to Properly Clock In/Out with Fingerprints




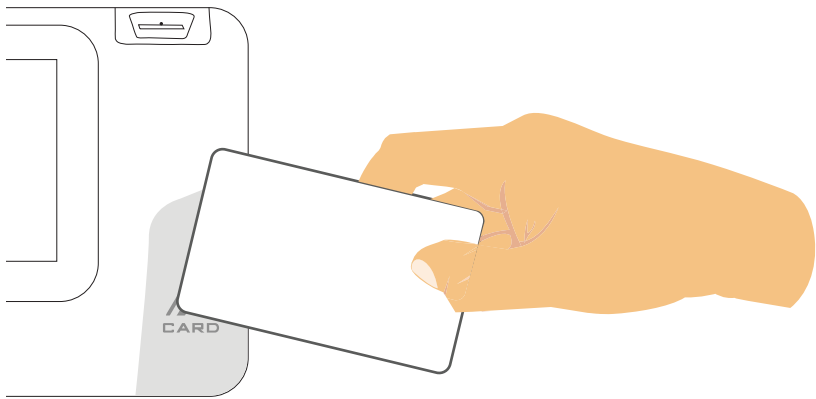
Incorrect

3. Once the employee successfully clocks in or out, a "Verified" prompt will appear displaying the employee ID number, name and entry time.

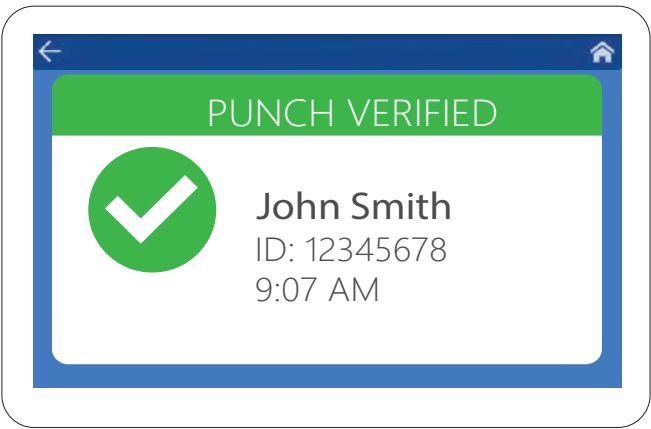


# How to Properly Clock In/Out with Smart Card

1. Place the card in front of the time clock's card reader  icon.



2. Once the employee successfully clocks in or out, a "Verified" prompt will appear displaying the employee ID number, name and entry time.



## How to Clock In/Out (Pin Number)

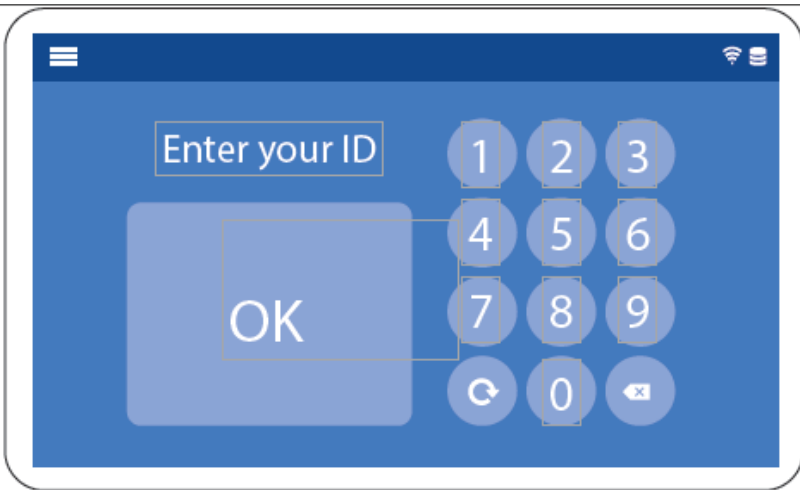
1. Log into the Timeco software and navigate to Maintenance --> Employees.  
On the employee profile, ensure the "Nonsecure for Biometric" setting is selected, then save.

Non-secure for Biometric clock(s)?: ☒

Once the option is verified/enabled, you will see the Pin Code icon on the main screen.

Click 

2. Enter your Personal Identification Number (PIN code) and press OK (perform this task twice)



# System Settings

## Updates

Menu > Settings > Updates

- To run updates, select the available updates and tap **RUN** on the bottom of the screen

## UI Theme

Menu > Settings > UI Theme

- Select the color theme for your clock Smart Clock.
- Click **SAVE** to apply any changes.

## Language

Menu > Settings > Language

- From the drop-down list, select the default Time Clock language.
- Click **SAVE** to apply any changes.

## Date and Time

Menu > Settings > Date and Time

- You may modify the Date format and the Time format.
- The Date and Time are changed directly from the Software, according to the selected Time Zone.
- The clock must be ONLINE (connected to an internet connection) in order to receive any command from the Software.
- Click **SAVE** to apply any changes.

## Display

Menu > Settings > Display

- Configure Sleep settings on the clock.

You can set the screen to time-out after the specified amount of time.

- Set the Brightness level.
- Click **SAVE** to apply any changes.

## Audio

Menu > Settings > Audio

- Control the Volume level
- Control Touch Sound setting.
- Click **SAVE** to apply any changes.

# Thank you for choosing TIMECO!

We value you greatly as a customer and hope to bring great value to your organization.

At TIMECO, we believe that our values make us. Below are the simple yet powerful values we strive for every-day.

Serving customers. A proud acknowledgement that their success is our success.

Intellectual honesty. A sincere attempt at all times to support the best idea and solution.

Team wins. A team attitude that extends trust, respect and support in all interactions and to work together on tasks in order to win.

Dedication to values. An unwavering commitment to quality, professionalism and ethics in everything we do.

Passion for results. A result oriented focus, to bring discussion and decisions to real and tangible results through action.

# TIMECO TECHNICAL SUPPORT

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Email: [support@timeco.com](mailto:support@timeco.com)

Hours: Monday thru Friday 8:30am to 5:30pm EST