

TIME IPS[®]

MAG-USB2 and MAG-USB6

Magnetic Swipe Reader



Installation Guide

FCC Declaration of Conformity (DoC)

Compliance Information (according to FCC 2.1077)

(1) Product: MAG-USB2/MAG-USB6

The above device complies with Part 15 of the FCC Rules.

Operation is subject to the following conditions: (1) these devices may not cause harmful interference, and (2) these devices must accept any interference received, including interference that may cause undesired operation.

(2) The responsible party is TimeIPS, Inc. 5445 E 85th St N, Valley Center KS, 67226. Phone 316.264.1600

Notice to Users

The components in this system have been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. The device generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet circuit other than the one to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

These devices have been tested to comply with the limits for a Class B computing device, pursuant to FCC rules. In order to maintain compliance with FCC regulations, shielded cables must be used with the equipment if not connected directly to the system. Operation with unshielded cables is likely to result in interference to radio and television reception.

CAUTION: Changes and modifications made to the device without the approval of the manufacturer could void the user's authority to operate this device.

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Overview

TimeIPS Badge Swipe Reader with attached cable.

- Compatible with all TimeIPS systems
- Reads TimeIPS employee identification badges
- Uses track 2 encoded employee identification numbers
- 2-foot cord terminates to a USB connector (MAG-USB2)
- 6-foot cord terminates to a USB connector (MAG-USB6)
- Plugs into the USB connectors on the back of the TimeIPS LCD display or TimeIPS system

Additional Required Equipment

- Magnetic Swipe Badges from TimeIPS
- OR, Magnetic Swipe Badges encoded on Track 2



Mount The Swipe Reader

Failure to mount and maintain the MAG-USB2 or MAG-USB6 unit with the following guidelines will void your warranty.

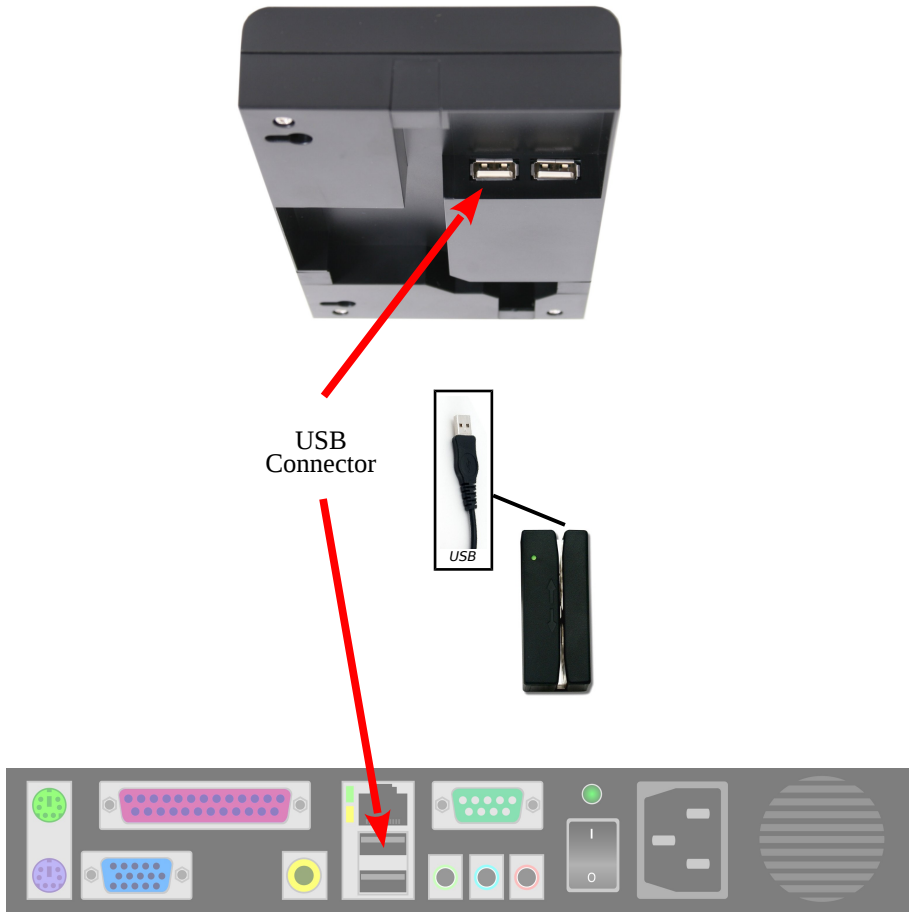
- Mount the unit in a dry, indoor location with controlled temperature and humidity. Do NOT use the unit in any location where rapid temperature changes may cause condensation.
- The rated operating temperature is between 5C and 35C (41F to 95F).
- Mount the device away from strong magnetic or electro-magnetic fields, such as those produced by microwave ovens, two-way radios, or industrial equipment.
- Attach the swipe reader with loop-and-hook fastener, such as Velcro brand adhesive.
- For permanent installations, secure the swipe reader with 4-40 screws into the rear thread mounts

Connect The Cable

Connect the USB cable to a free USB port on the back of an LCD display, or directly to a USB port on the back of a TimeIPS system.

If needed, a USB extension or USB hub can be used to extend the cable length. Never use an extension cable if the total cable length will exceed 10 feet. (USB HID devices are limited to 3M cable length.)

Note that it takes 10-15 seconds before the swipe reader will respond if plugged into a running TimeIPS system. There is no need to shutdown the system to attach or detach the swipe reader.



Configure Badge Numbers

Employees are assigned magnetic swipe badges by entering the badge number that is printed on the back side of the badge into the badge number field.



Badge
Number

The employee badge number field is set in “ID / Badge” by going to “Administration” > “Employee Management” > “Employees” and selecting the employee on the list by clicking the “+” next to their name.

You will see that the “ID / Badge” field is set to a default number (usually a sequence starting with 1000, or the number entered on the guided setup). This auto-assigned ID / Badge Number must be changed as to match the number on the card assigned to the employee. We suggest setting to the lowest number on your set of magnetic cards and assigning cards in sequence.

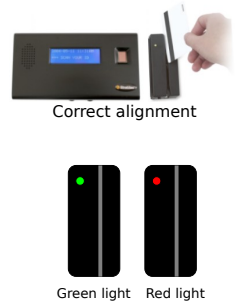
Train Employees

Using the Magnetic Swipe Badges

- Swipe the badge to clock in or out.
- If used with a keypad, enter clock notes, job numbers, or status code before swiping card.
- Swipe in either direction (up or down) with the card facing the indicator light.

Swiping a Magnetic Swipe Badge

When preparing to swipe a badge, be sure that the front of the badge is facing away from the indicator light and the badge's magnetic strip is facing toward the light. Insert the badge starting at either end of the reader slot and swipe completely through it, exiting the other side. If swiped correctly, the reader will beep to indicate success. If there is no beep, you may have the card backward. Turn the badge so that the magnetic strip is facing the indicator light and try again.



If the clock-in is successful, an audible tone will be heard for “In” or “Out” and the LCD display will indicate the current date and time, employee name and the time in or out.

Indicator	Event	Description
Green Light	Ready to swipe	The reader is ready to read or has successfully read your badge
Audible Beep	Successful swipe	The reader has successfully read your badge
Red Light	Incomplete Swipe	Swipe the badge again with a full swipe
Does not blink or beep	Badge is reversed	Reorient the badge so that the back (stripe side) is facing the indicator light and the magnetic strip is fully inserted into the reader.

Technical Support

Technical Support Resources:

1. Our support web site at <http://support.timeips.com> offers extensive resources including documentation and our knowledge-base. Please check our support web site first, as it provides complete answers and instructions on almost everything. In the "Knowledge Base Search:" box, enter a few words describing your question. For example, if you have a question on the badge functions, type "badge functions" and browse the articles listed.
2. If you have a question not answered on our support site, you can call or email us. A serial number or registration number is required for this service. Additional support can be purchased by calling TimeIPS, or by visiting our web site at <http://secure.timeips.com>.
3. If you have a simple question, or need direction on how to use our support resources, feel free to email us at support@timeips.com. If your question is quick, we'll be happy to help. If it's not, we'll let you know that you need to purchase additional support.

Support website
Support e-mail
Support phone number

<http://support.timeips.com>
support@timeips.com
316.264.1600

Specifications:



Approximate dimensions:
4in (100mm) x 1.6in (40mm) x 1in (25mm)

Approximate weight:
~0.3lb (~150g)

Power:
5VDC, 1W (typical)

Operating environment:
41° - 95°F (5° - 35°C) non-condensing

System Requirements:
TimeIPS IPS100, IPS200 or IPS300 class system

Card Compatibility:
Track 2, 75 bits per inch, 5 bits per character. Some versions may also read Track 1 at 210 bits per inch, 7 bits per character.

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Thank you for reading this manual carefully. If you noticed errors, have any suggestions or found typographical problems, we want to know! Please send an email with the version code below and your feedback to documentation@timeips.com. We appreciate your time.

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