TIME⏰IPS®

PROX-USB

Proximity Badge Reader

PROX-USB-HID, PROX-USB-AW,
PROX-USB-CR, PROX-USB-IC,
PROX-USB-IM, PROX-USB-IO,
PROX-USB-KI, PROX-USB-PY,
PROX-USB-RFID, PROX-USB-MF

Installation Guide

FCC Declaration of Conformity (DoC)

Compliance Information (according to FCC 2.1077)

(1) Product: PROX-USB
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, 67147. 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.

Table of Contents

Overview

TimeIPS Proximity Reader with attached cable.

- Compatible with all TimeIPS systems

- Reads proximity identification badges

- Many formats supported.
  PROX-USB-HID uses HID-type 26-bit cards
  PROX-USB-RFID uses 4102-type cards or tags
  Other models use matching proprietary cards

- Cord terminates to a USB connector

- Plugs into a USB connector on the back of the TimeIPS LCD display or TimeIPS system

Additional Required Equipment

- Proximity badges or tags
  - Available from TimeIPS
  - Provide your own compatible badges

Mount The Proximity Reader

Failure to mount and maintain the PROX-USB 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 proximity reader with loop-and-hook fastener, such as Velcro brand adhesive.

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 cable or USB hub can be used to extend the cable length. Never use an extension cable if the total cable length from the PROX-USB device will exceed 10 feet.

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

USB
Connector

USB

PROX-USB
appearance
varies by
model
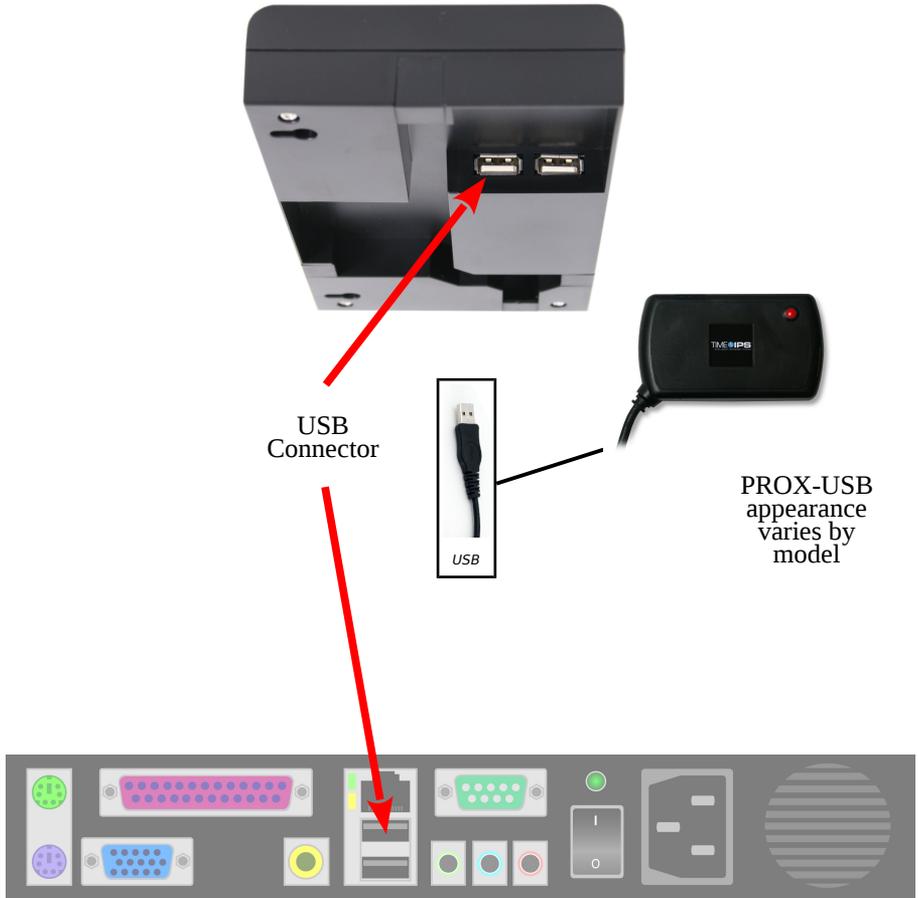
Configure Badge Numbers

Each proximity badge (card or tag) has a unique internal number. Some styles of badges may have a number printed on them that matches the internal number. However, many are blank or have a number that is NOT the same as the internal number.
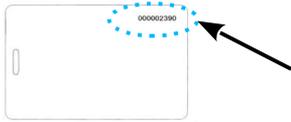
A Badge Number may be printed on some badges. This may or may not match the internal number.

There are two ways to connect a badge to an employee. Open TimeIPS and click on Administration. Then:

1) Open Employee Management → Employees. Select the employee on the list by clicking the "+" next to their name and then enter the badge number in the ID / Badge field. Do NOT enter any leading zero(s).

2) Open Clocking → ID/Badge Functions, add a function where the Original is the internal number of the card or tag and the Replacement is the employee's ID/Badge number.

If your badges have the internal number printed, option 1 is generally the easiest.

If your badges do not have a number printed on them, or if the number does not match the internal number, there are two options:

1) Determine the number of the badge as follows: Connect the PROX-USB device to a personal computer. Open a word processor or spreadsheet and present the badge to the reader. The internal number of the badge will appear as if you typed it. If you see an asterisk (*) at the beginning of the resulting number, it is NOT part of the badge number.

To speed the process of entering multiple badges, plug the PROX-USB reader into your computer, click in the "ID/Badge" field for your employee within TimeIPS and present the badge. After the number appears, remove the preceding asterisk (*), if present.

2) Give employees convenient badge numbers, such as 1000, 1001, etc., then connect the badge to the employee at the clock. To do this, a manager will need a list of employee ID/Badge numbers and the proximity badges to connect. At the clock:

   a) Press enter to access the system menu

   b) Enter a manager badge number and pin when prompted

   c) Select User Admin, then Enroll Badges.

   d) Enter the Employee's ID/Badge number, then present the badge to connect them.

   e) After enrolling badges, either select Update Settings from the System Admin menu, or wait about 5 minutes for the clock to update its settings automatically.

Train Employees

Using the badges

- Bring the badge within an inch of the reader to clock in or out
- If used with a keypad, enter clock notes, job numbers or status codes before presenting card.
- Present the card in any orientation that is flush to the reader

If the clock is successful, an audible alert 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.

Troubleshooting

- If badges do not read, try unplugging and reconnecting the proximity 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	**http://support.timeips.com**
Support e-mail	**support@timeips.com**
Support phone number	**316.264.1600**

System Specifications

System Specs:

Reader appearance varies by model.

Approximate dimensions:
4in (100mm) x 2in (50mm) x .75in (18mm)

Approximate weight:
~0.2lb (~100g)

Power:
5VDC, 1W (typical)

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

System Requirements:
TimeIPS IPS100, IPS200 or IPS300 class system

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.

Version: PROX-USB_1.0.4 150608