



PROX-WEIG-HID

Hardened HID Proximity Badge Reader



Installation Guide

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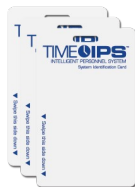
Overview

The TimeIPS Hardened HID Proximity Reader features:

- Environmentally sealed, wide temperature range reader, suitable for outdoor installation
- Reads 125KHz HID-type 26 bit proximity identification badges
- Included USB adapter box should be mounted indoors, near the TimeIPS system or network clock
- Compatible with all TimeIPS systems. Plugs into a USB connector on the back of the TimeIPS LCD display or TimeIPS system.

Additional Required Equipment

- Connecting wire from Proximity Reader to USB converter box
- TimeIPS system or Network Clock
- Proximity badges or tags
 - Available from TimeIPS
 - Provide your own compatible badges

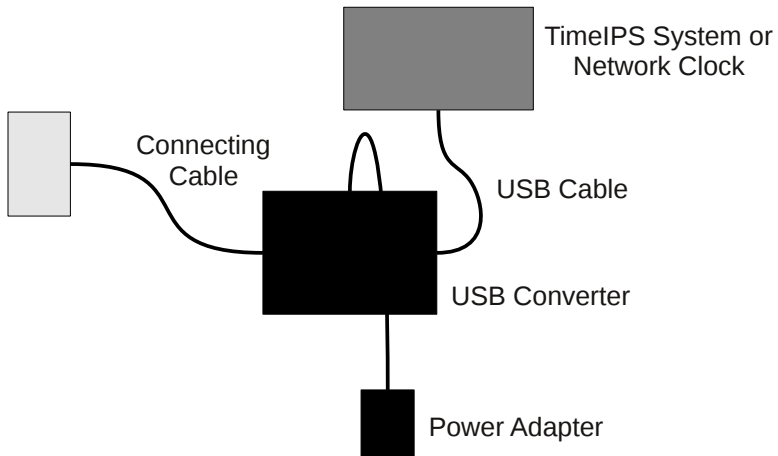


Installation Overview

The TimeIPS proximity system consists of the following components:

1. Hardened Prox Reader
2. Connecting Cable (Customer supplied)
3. USB Converter box
4. Power Adapter
5. USB Cable
6. TimeIPS system or Network Clock (Customer supplied)

In a typical installation, the Hardened Proximity Reader will be installed in an exposed area, such as outdoors or in an industrial setting. Wiring will be run from the mounting point to a protected indoor location where the USB converter box can be installed within a few feet of a TimeIPS system/Network Clock, and an AC power outlet for the Power Adapter.

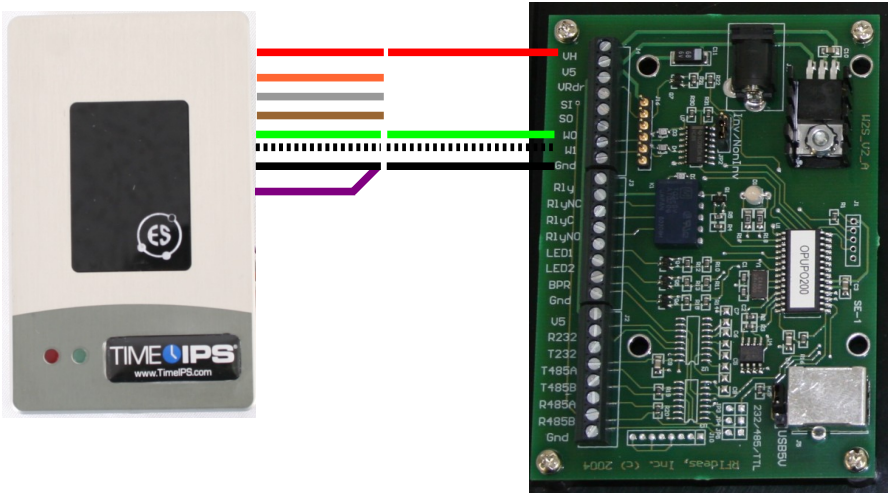


Mount and Connect the Proximity Reader

After selecting the installation location for the proximity reader and the USB converter box, run a wire between the two locations. Recommended wire is shielded AWG 22 four conductor low voltage wire, up to 100 feet. Longer lengths, up to 500 feet may be possible with thicker (AWG 18) wire.

Open the back of the proximity reader using a hex wrench to release the mounting plate from the back of the hardened prox reader. Attach this to a wall or other smooth surface and bring wiring through the center hole.

Use crimp connectors, wire nuts, or a terminal block to connect the Red, Green, White and Black/Purple wires on the prox reader to your own wires. Tuck the wires back in the wall and mount the prox reader to the plate.



Environmentally Sealed Proximity Reader **Wiegand to USB Converter**

Wiegand to USB Converter

Red	VH
Green	W0
White	W1
Black	GND
Purple	GND
Orange	No Connection
Grey	No Connection
Brown	No Connection

At the USB converter box, use a small flat screw driver to loosen the terminal blocks next to “VH” “W0” “W1” and “Gnd” and insert the wires as shown in the diagram below. (The white wire is shown as dashes.) Tighten the screws to ensure a good connection.

Connect Power and USB Cable

Connect the power adapter to the DC Power Jack on the USB Converter and plug into an AC outlet.

When power is connected, the proximity reader should beep to indicate it has received power. If the proximity reader does not beep when the power is connected, please check the wiring.

Connect the USB cable to the USB port on the USB converter. Connect the other end 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.

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.

Presenting a HID badge within about 1 inch of the surface of reader should result in a beep. If everything is connected correctly, TimeIPS will receive the badge number. Follow the instructions for configuring badge numbers in TimeIPS on the following pages.

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).

	Full Name	ID/Badge	Payroll Type	Department	Manager	Division
	Admin, Admin	00002390	Direct	Administration	Empty	TimeIPS
Required						
Personal	First Name:	Admin	Last Name:		Admin	
Employment	ID / Badge:	2390	Suggest ID/Badge Number			
Contact	Payroll Type:	Direct				
Emergency	Department:	Administration				
E-mail						

- 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.

Add a New ID/Badge Function	
Division:	TimeIPS
Original:	2390
Replacement:	1000
Field:	ID/Badge
Note:	

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 USB cable from the converter box 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 USB cable into your computer, click in the “ID/Badge” field for your employee within TimeIPS and present the badge.

- 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 USB connection and/or the power to the USB converter.

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

System Specifications

System Specs:



Approximate dimensions:
4.5in (115mm) x 2.75in (70mm) x .78in (20mm)

Approximate weight:
~0.75lb (~340g)

Power:
7.5 to 15 VDC, 150mA (Max)

Operating environment: (Reader Only)
-22° - 150°F (-30° - 65°C)

Operating environment: (USB Converter Box)
32° - 90°F (0° - 33°C) non-condensing

System Requirements:
TimeIPS IPS100, IPS200 or IPS300 class system

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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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