TimeMoto®

TERMINAL USER MANUAL

13/12/2017

TABLE OF CONTENTS

1 DESCRIPTION AND LAYOUT

1.1 TimeMoto Terminal 5
1.1.1 Front 5
1.1.2 Display 6
1.1.3 Keys 7
1.1.4 User menu 7

2 HOW TO CLOCK YOUR PRESENCE

2.1 Clocking sequences 9
2.2 Clocking sequence on a TimeMoto Terminal 9
2.3 Identification with a TimeMoto Terminal 9
2.4 Clock in/out with a TimeMoto Terminal 11

1 DESCRIPTION AND LAYOUT

In the following the layout and menu items of your TimeMoto component(s) are described:

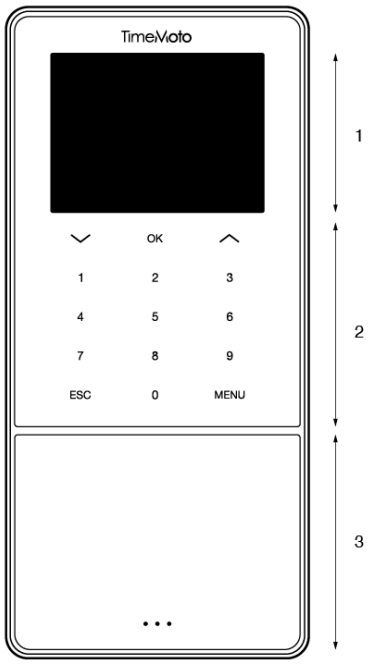
- "TimeMoto Terminal" below

1.1 TIMEMOTO TERMINAL

In the following the layout and menu items of your TimeMoto Terminal are described:

- "Front" below
- "Display" on the next page
- "Keys" on page 7
- "User menu" on page 7

1.1.1 FRONT



The front of the TimeMoto Terminal consists of:

1. Display
2. Keys
3. Identification area

The keys are tactile or touch sense. This depends on the terminal series. The possible identification method depends on the terminal type. For more information on the terminal series and types, see "Terminal series" on page 1.

1.1.2 DISPLAY

When powered and idle the TimeMoto Terminal always shows the date, time and status on the display. The top of the display is where you will find the following status icons when active:

Status icon	Meaning
	Not connected to LAN network
	Not connected to cloud
	USB flash drive found
	Not connected to Wi-Fi network

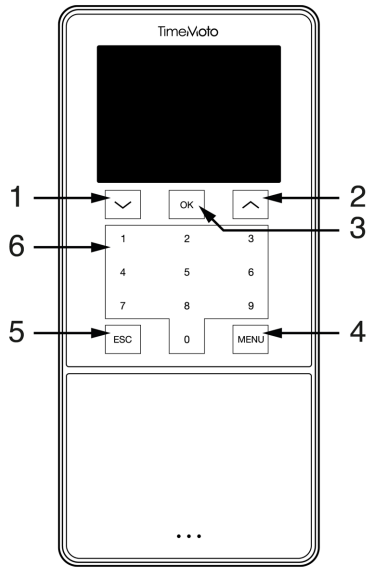
During identification the display shows you:

- when the device is verifying your identification input (e.g. your fingerprint);
- when additional identification is needed;
- when you are not recognised;
- when an error occurs.

After successful identification the terminal will allow you to clock in or out (or start or end your break).

If you tap the MENU key first and then successfully identify yourself, you will enter the User menu. For more details, see "User menu" on the facing page.

1.1.3 KEYS



The TimeMoto terminal is equipped with the following keys (see figure):

1. Navigate down
2. Navigate up
3. Confirm action
4. Enter menu
5. Back
6. Numeric keys

1.1.4 USER MENU

Access the User menu by tapping the MENU key and subsequently identifying yourself successfully. With the User menu of the TimeMoto Terminal you can check your recent presence history. In the main screen, you can select to view your presence for the following time frames:

- today
- this week
- last week
- this month

In the main screen the summed presence is displayed behind each time frame. After selecting a time frame your presence is shown per day in the selected time frame.

2 HOW TO CLOCK YOUR PRESENCE

This section describes how you can clock your presence with TimeMoto.

2.1 CLOCKING SEQUENCES

The following sequences of clock times are considered as valid by the software:

- In → Out
- In → Break → Return → Out
- In project → In project 2 → Out

If a sequence is invalid or incomplete your hours will not be counted for that day or shift. Contact your Supervisor to resolve any issues.

⚠ Please note that your clock times cannot be deleted from the database. However Supervisors are able to ignore the entry and add a different entry.

⚠ Please note that you can make your data anonymous when leaving the company.

2.2 CLOCKING SEQUENCE ON A TIMEMOTO TERMINAL

After successful identification your TimeMoto Terminal will always propose a state for your clock time. Depending on its settings, the proposed state by the terminal always follows:

- Check-In → Check-Out or;
- Check-In → Break-In → Break-Out → Check-Out.

When desired you can enter another state than proposed (e.g. to clock in on a Project).

- "Identification with a TimeMoto Terminal" below
- "Clock in/out with a TimeMoto Terminal" on page 11

2.3 IDENTIFICATION WITH A TIMEMOTO TERMINAL

Before you can clock in or out with a TimeMoto Terminal you must always identify yourself through one of the following identification methods or a combination of these methods:

User ID

When you are asked to verify your User ID or if you want to start the identification with your User ID, do the following:

1. Enter your User ID number with the numeric keys on the terminal.
2. Press OK.

User ID identification is always followed by at least one other type of identification.

PIN code

When you are asked to verify your Password, do the following:

1. Enter your PIN code (numeric password of max. 8 digits).
2. Press OK.

PIN code identification is always preceded by User ID identification.

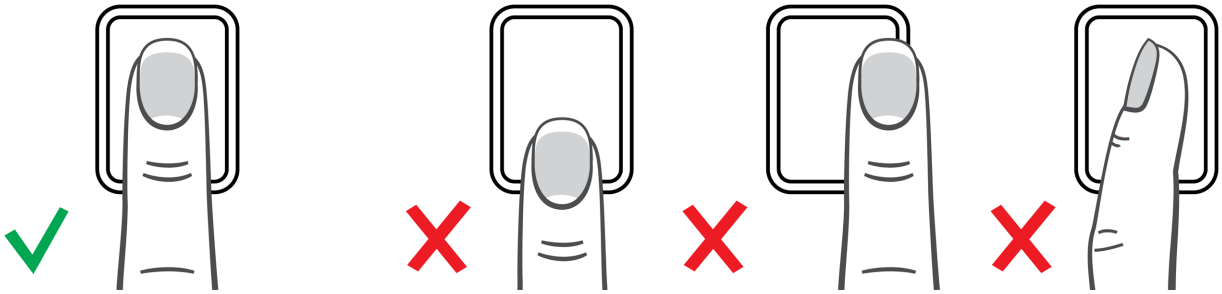
RFID badge

When you are asked to verify your Badge or if you want to start the identification with your RFID badge: Swipe your badge over the Identification area, see "TimeMoto Terminal" on page 5.

Fingerprint identification

Fingerprint identification is only possible if the terminal is equipped with a fingerprint sensor.

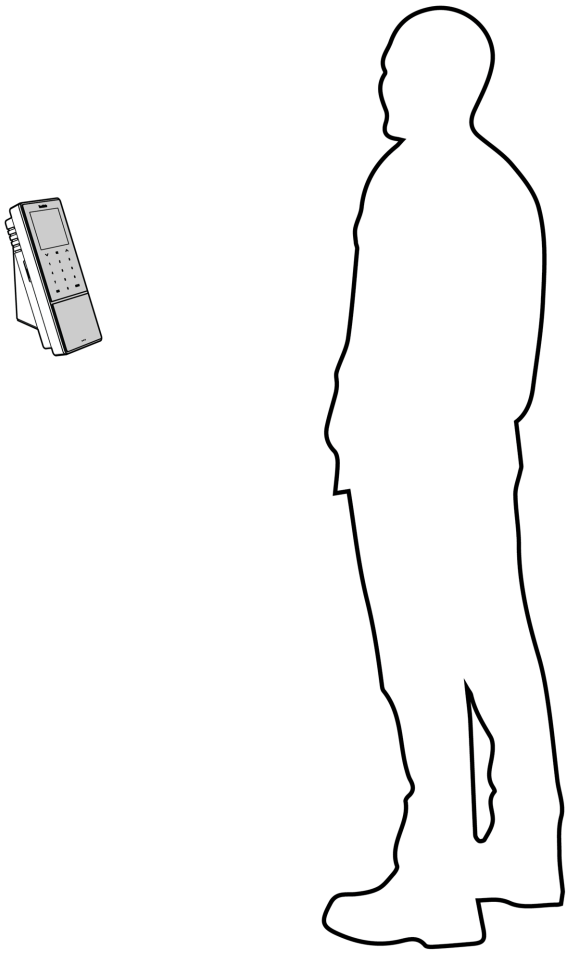
When you are asked to verify your Fingerprint or if you want to start the identification with your fingerprint: Place your fingertip on the sensor, with the nail facing in opposite direction.



Face identification

Face identification is only possible with the terminal where you have registered your face profile.

When you are asked to verify your Face or if you want to start the identification with face recognition: Stand in front of the terminal and face the identification area.



2.4 CLOCK IN/OUT WITH A TIMEMOTO TERMINAL

After successful identification, the device proposes a state (In, Break, Return or Out) for your clock time.

To confirm the proposed state:

- Press OK, or;
- Do nothing (the terminal will automatically register the clock time with the proposed state after a few seconds).

If you need another state for your clock time (e.g. clock in on a Project):

1. Quickly tap the Up or Down key on the terminal. The State selection menu is displayed.
2. Select the desired State.
3. When you have selected Project you will be asked to enter the project code. Make sure to enter a valid project code.

TimeMoto® by Safescan®

TimeMoto® and Safescan® are registered trademarks of Solid Control Holding B.V. No information may be reproduced in any form, by print, copy or in any other way without prior written permission of Solid Control Holding B.V. Solid Control Holding B.V. reserves all intellectual and industrial property rights such as any and all of their patent, trademark, design, manufacturing, reproduction, use and sales rights. Safescan - PO Box 7067 2701 AB Zoetermeer - NL. © 2017 Safescan ®. All rights reserved.

www.safescan.com

www.timemoto.com

FCC compliance

WARNING: Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

NOTE: This equipment has 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. This equipment 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, the user is encouraged to 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 on a circuit different from that to which the receiver is connected;

- Consult the dealer or an experienced radio/TV technician for help;

This equipment complies with FCC RF radiation exposure limits set forth for an uncontrolled environment;

This equipment should be installed and operated with a minimum distance of 20 centimetres between the radiator and your body.