



# TimePilot Tap+ Quick Start Guide

## 1. Unpack the box.

Here's what's inside:



Tap+ timeclock



10 iButtons



USB Cable



Software CD

## 2. Install the software.

Place the CD into your computer's CD drive. When the opening screen appears, click "Install TimePilot Software."

You'll need your software's serial number; it's on a sticker attached to the printed warranty information that came with your product. (Save that information! You'll need it if you ever need to re-install the software.)

Choose the "TimePilot Installation Wizard," then follow the instructions to install **TimePilot Central** and **TimePilot Tap Manager**.

## 3. Set up your company.

Start TimePilot Central and Tap Manager by clicking their icons on your desktop. The first time you start the TimePilot Central, you'll be guided step-by-step through the setup process, which includes setting your pay and overtime policies, entering your employees and assigning them iButtons.



Make it easy on yourself: When you start setting up employees, you can use the Tap+ clock to enter each worker's iButton serial number.

To do so, use the included USB cable to connect the Tap+ clock to your PC. Then click the blue "Get iButton Number" on the employee profile screen. Touch the iButton to either of the probes on the Tap+ clock and the number will be entered automatically.

## 4. Set up your clock.

It's already set up! When you connected to your PC, your computer's time and date were transferred into your clock. Remove the clock from the USB cable or leave it connected to your PC; either way, it's ready to use.

## 5. How to clock in.



To clock in and out, touch your iButton to the appropriate iButton probe. You'll hear two "beeps" and the light in the probe will flash.

The metal part of the iButton must touch both the inner flat surface of the probe as well as the inner rim of the collar.

## 6. 'Unload' your Tap+.

To get your employees' clock-ins and clock-outs into TimePilot Central, start the Tap Manager, then plug the USB cable into the Tap+ clock and into the PC. The data will be transferred into TimePilot Central automatically. In addition, the time and date will be updated on your Tap+ and the battery will recharge.



## 7. Next steps.

This guide gives you the basics about your new system and describes the setup of TimePilot Tap+ for a first-time TimePilot user. To learn about other options—setting up the product with a server and/or setting it up with other TimePilot products—visit the Help system in TimePilot Central. It also contains tips, suggestions, explanations and articles to help you get the most out of your system, as well as an extensive glossary of the terms used in the software.

*Having problems? Contact TimePilot tech support at 630-879-6400 or [Support@TimePilot.com](mailto:Support@TimePilot.com)*