



# Adding a TimePilot Tap to Your System

## 1. Unpack the box.

Here's what's inside:



Tap timeclock



USB Cable

**Important Note:** This product is designed to be added to an existing TimePilot system. If you don't currently have a TimePilot timeclock system (Tap+, Vetro, Extreme or TimePilot PC), you'll need to purchase one and install it before using this clock.

## 2. Install Tap Manager.

### If you already have Tap clocks...

Skip this step; you already have Tap Manager installed.

### If this is your first Tap clock...

You'll need to install Tap Manager, a small program that allows your Tap clock to communicate with the TimePilot software.

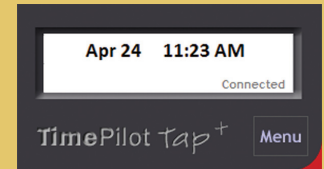
1. Insert the TimePilot software CD into your CD drive.
2. In the box that appears, click "Install TimePilot Software."
3. Now click "TimePilot Installation Menu."
4. Finally, click "TimePilot Tap Manager."
5. Tap Manager will install and its icon (shown at right) will appear on your desktop.



**Note:** You can also download Tap Manager from [www.TimePilot.com](http://www.TimePilot.com).

## 3. Run Tap Manager.

1. Click the Tap Manager icon on your desktop. Tap Manager (shown at right) will appear.
2. Plug the USB cable into your Tap clock and into a USB port on your computer. The message in Tap Manager's status panel will change from a red "Not Connected" to a gray "Connected."
3. As soon as you're connected, Tap Manager resets the clock in the Tap to match the time and date in the status panel. (You can set the time on the Tap manually, too; see the Tap Manager help files in the TimePilot Central software for details.)

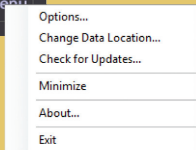
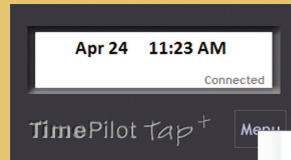


## 4. Set up your Tap clock

Your clock is ready to use right now. If you want, you can unplug it from the PC (and USB cable) and start having employees clock in and out.

However, there are other settings available and if you click the "Menu" button on Tap Manager, you can set them up.

Among other things, you can give each Tap clock a name that will appear in TimePilot Central with any clock-ins or clock-outs it collects. This is especially helpful when you have more than one TimePilot timeclock. See the Tap Manager help files in the TimePilot Central software for details.



## 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.



## 6. How to 'unload' your Tap clock.

To get your employees' clock-ins and clock-outs into TimePilot Central, start 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 clock and the battery will charge.



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