



# TimePilot Tap+ Quick Start Guide

## 1. Unpack the box. Here's what's inside:



Tap+ timeclock



Pack of 10 iButtons



USB Cable



Software CD and Instruction Manual

## 2. Install the software.

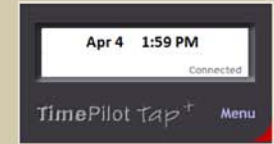
Place the CD into your computer's CD drive. When the opening screen appears, click "Install TimePilot Software."

You'll need your software's serial number; it's on a sticker on the inside front cover of your user manual.

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

## 3. Set up your company.

Start TimePilot Central by clicking the icon on your desktop. The first time you start TimePilot Central, you'll be taken through a step-by-step wizard that will guide you through the setup process, which includes setting your pay policies, entering your employees and assigning them iButtons.



Make it easy on yourself: When 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. (On the box that pops up, you'll see an image of the Tap+ clock. If the image is "grayed out," you'll need to start Tap Manager by clicking the button on the screen.) Touch the iButton to one 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.

If you touch your iButton to the probe and nothing happens, hold the iButton gently against the center of the probe and slide the iButton slightly to the side, so the iButton makes contact with the rim.

## 6. 'Unload' your Tap+.

To get your employees' clock-ins and clock-outs into TimePilot Central, start the Tap Data Manager (Start > All Programs > TimePilot IV > Tap Data Manager) then plug the USB cable into the Tap+ clock and into the PC. The data will be transferred into TimePilot Central automatically.



**Note:** This Quick Start Guide describes the setup of TimePilot Tap+ for a first-time TimePilot user. Other options—setting up the product with a server and/or setting it up with other TimePilot products you already use—are described in the manual.

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