ZK-TX628 timeclock setup

This guide is intended to provide you with a quick setup and operations guide for the ZKTeco TX628 stand-alone timeclock.

> This device is not suitable for multiple entry/exit points without expensive additional software, but can be used where staff are geographically separated (different branch, depot etc.)
>
> You *may* have a CD included with your timeclock, however the software and documentation it contains are barely usable and not required to use the TX628 with your payroll.

TX628 timeclock

This clock records the fingerprint characteristics (biometrics) of each user, and can also have an RFID card or key fob assigned if preferred (*the administrator should have a card assigned so that the system can be controlled using the card when the administrator is away*).

The TX628 can hold up to 3200 fingerprints and 80000 attendance transactions.

All setting operations are easily done using the [M/OK] button and by selecting actions displayed on the colour screen by using the arrow keys and the [M/OK] or [ESC] buttons.

Attendance data is exported via the USB port, then imported into SmoothPay for payroll processing.

BACKUPS!

PLEASE make sure you **backup** your clock after any setup operation to protect the contents in case of any device failure. We also recommend you backup your clock after collecting time entries (both operations are performed directly to a connected USB drive (data stick).

Setup checklist

The following KEY items need to be understood to make sense of the shortcut procedures that follow:

Key	Description
ADMIN	is the administrator fingerprint or Admin card (supplied) *If there is no administrator configured on your device then [M/OK] will go direct to menu options*
BADGE	is the badge number assigned to an employee and paired with a card/tag/fingerprint/ PIN. *This must match the badge # in your payroll (e.g. Contract..Badge)*
CARD	is the proximity card or tag or fingerprint or PIN number assigned to an employee

Quick set procedures

These are the typical processes required in setting up and extracting data from your timeclock:

Task	Steps	Notes
Set time	[M/OK], **ADMIN**, System, Date Time	Make sure Date Format=YYYY-MM-DD and 24-hour time is ON
Set IP Address	[M/OK], **ADMIN**, COMM, Ethernet…	Required if connecting to your network. Do not use DHCP, set fixed IP address. SmoothPay and/or the attendance software supplied with the clock may use this address to communicate with the timeclock.
Backup Clock to USB stick	[M/OK], **ADMIN**, Data Manager, Backup Data, Backup to USB Disk, Backup start	Backup Content should be set to both Business Data and System Data
Export clocking data to USB stick	[M/OK], **ADMIN**, USB Manager, Download, Attendance Data, All	The default is just the current day..we suggest using the **All** option or a smaller subset of data if required
Enroll employee	[M/OK], **ADMIN**, User mgt, New user, User ID set to **BADGE** [*press M/OK to edit user ID - use allocation list below*], Set name and user-role (user or admin). **CARD** settings: Enrol 1 (*or more*) fingerprints for the employee and/or an RFID Card (*they call this Badge Number - this is NOT the employee number*). Password is optional (*not recommended*)	Follow the prompts on the clock screen… Make sure that at least one employee is also set as an administrator by fingerprint and/or additional RFID card (*apart from the one supplied for Admin access*) Do not re-use the Admin RFID card for a live employee! It is supplied in case you need to access your timeclock when the real admin employee is absent. **If you cannot access your clock you will have to perform a factory reset and start setup again.**
Import into SmoothPay	**SmoothPay Gold** (desktop) use File..Import..Timeclock..ZKTeco **goPayroll** (online) use Payrun..Import..ZKTeco	Your attlog.dat file will be scanned for dates specified (or that apply to your pay period) and an audit report produced - full guide available on site

Example new employee screenshot

Select item to change using the arrow keys, press M/OK to change or record

Employee badge numbers

We suggest you print an employee listing and allocate the BADGE numbers on that. Alternatively, enter your employee list here and allocate numbers as needed.

BADGE	Employee name (or use a list printed from SmoothPay)
101	
102	