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The manual may include some discrepancies depending on the Operating System and Internet Explorer versions of your use.
1. Install Authentication software

Install software for authentication devices in order to use Time Recorder. The installation procedure varies depending on the reading device. Please refer to the corresponding installation process for the appropriate device to be used.

⚠️ Installing software requires administrator rights with Windows User Account Control. Please note that security software may need to be disabled during software installation.

1.1 Install Fingerprint Authentication Software

💡 Do not connect the fingerprint reader yet.

1) Launch the internet browser and access the following URL.
http://kotsp.info/toolfiles/driver/fingerprint_software.exe

2) Click [Yes] for the message box below.

[InstallShield Wizard] screen will be displayed.
3) Click [Next] button

4) Click [I accept...], then [Next]

5) Click [Install] button

6) Click [Finish] button

7) Click [Next] button

8) Click [I accept...], then [Next]

9) Click [Next] button

10) Click [Next] button

11) Click [Install] button

12) Click [Finish] button

13) Click [Yes] button and restart the computer

14) After restarting the computer, connect the fingerprint reader and proceed to "2. Install Time Recorder Application."
1.2 Install Finger Vein Authentication Software

💡 Do not connect the finger vein reader yet.

1) Launch the internet browser and access to the following URL.
   http://kotsp.info/toolfiles/driver2/fingervein_software.exe

2) Click [Yes] for the message box below.
   ![User name: admin Password: kot]
   ![Warning: Do you want to install this software?]
   ![Yes No]
   ⚠️ It may take a few minutes for the screen to change.

3) Connect the finger vein reader. Installation is complete when the light on the reader turns on.

4) Proceed to “2. Install Time Recorder Application.”
1.3 Install Hybrid Authentication Software

💡 Do not connect the hybrid reader yet.

1) Launch the internet browser and open the following URL.
http://kotsp.info/toolfiles/driver2/hybrid_software.exe

2) Click [Next] button

3) Click [Finish] button

[Device Driver Installation Wizard] screen is displayed

[License Agreement] screen is displayed

4) Check [I accept…] and click [Install] button

5) Click [Finish] button

[Completed…Setup Wizard] screen is displayed

6) Connect the hybrid reader and proceed to “2. Install Time Recorder Application.”
1.4 Install Software for IC Authentication

💡 Do not connect NFC reader yet.

1) Launch the internet and access to the following URL.
http://kotsp.info/toolfiles/driver/ic_software.exe
2) Save the file on the computer (e.g. desktop) and launch the [ic_software.exe] file.

3) Click [Next] button

4) Click [I accept…] and click [Next] button

5) Click [Next] button

6) Click [Finish] button

7) Installation starts

8) Click [Finish] button

9) Connect the NFC Reader and proceed to “2. Install Time Recorder Application.”
2. Install Time Recorder Application

Install the Time Recorder application after the installation of authentication software is complete.

⚠️ Installing software requires administrator rights with Windows User Account Control. Please note that security software may need to be turned off for software installation.

2.1 Important Steps before Installation

1) Launch the Internet Explorer and select [Tools] > [Internet Options].

If the menu bar is not displayed on the top of the internet browser, press [Alt] key.

2) Click [Security] tab.

3) Type https://kingtime.jp for [Add this website to the zone:] and click [Add] button


5) Click [OK] button.

⚠️ Time recorder is not able to launch if the website address is typed incorrectly.
2.2 Install ActiveX Control

Install the Time Recorder application ActiveX Control.

The email notification “Time Recorder URL Information” needs to be sent through Time Recorder Settings > [Send Time Recorder URL] on the Administrator screen. Contact your company’s system administrator if you have not received the notification email.
* KING OF TIME support center is not able to support any inquiry on this regard.

For Windows XP and Vista

1) Navigate to the login URL which is found in the email “Time Recorder URL Information” sent by your company’s system administrator. Click the message [Install...] displayed on the top of the screen.

2) Click [Install] button for the following screen.
For Windows 7 or 8

1) Press and hold the [Ctrl] and [Shift] keys, then click the Internet Explorer icon. [User Account Control] screen will be displayed. Click [Yes].

![User Account Control Screen]

Hold [Shift] key and [Ctrl] key and click the IE icon.

2) Copy the Time Recorder URL from the email “Time Recorder URL information” and paste into the address bar of Internet Explorer. The security message will be displayed on the bottom of the screen. Click [Install] button.

![Security Message]

3) Click [Install] button in the screen below.

![Install Button]
3. Features of Time Recorder System

This section describes key features and functions of the time recorder system.

3.1 Control Names and Descriptions of Time Recorder System

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Switch to Work-IN mode to record work-in time</td>
</tr>
<tr>
<td>(2)</td>
<td>Switch to Work-OUT mode to record work-out time</td>
</tr>
<tr>
<td>(3)</td>
<td>Switch to Break-IN mode to record break-in time</td>
</tr>
<tr>
<td>(4)</td>
<td>Switch to Break-OUT mode to record break-out time</td>
</tr>
<tr>
<td>(5)</td>
<td>Display timecard</td>
</tr>
<tr>
<td>(6)</td>
<td>Register authentication information</td>
</tr>
<tr>
<td>(7)</td>
<td>Register visitor</td>
</tr>
<tr>
<td>(8)</td>
<td>Display section attendance status</td>
</tr>
<tr>
<td>(9)</td>
<td>Switch to password authentication mode</td>
</tr>
<tr>
<td>(10)</td>
<td>Display current time</td>
</tr>
<tr>
<td>(11)</td>
<td>Display status</td>
</tr>
<tr>
<td>(12)</td>
<td>Display record logs (cleared when logged out)</td>
</tr>
<tr>
<td>(13)</td>
<td>Display section and application version information</td>
</tr>
</tbody>
</table>

⚠️ It is recommended to add Time Recorder URL to [Favorites] or create a shortcut on Desktop.

3.2 Registering Authentication Information

1) Click [Register] button and choose section. Then click [Load Employee List] button.

2) Choose an employee to register, and click [Start Registration] button.

3) Refer to the guide on the next page, and follow the message on the screen to complete registration.

4) After completing registration, click [Close Window] button.
**Fingerprint Authentication**
Place the pad of your finger on the fingerprint reader (Middle finger is recommended). Finger must be clean in order to scan correctly.

Device Status Light for Reading: When the device is ready to read your fingerprint, LED light is blue.

How and Where to Place a Finger: Place the pad of your finger on the fingerprint reader (Middle finger is recommended). Finger must be clean in order to scan correctly.

**Finger Vein Authentication**
Place the pad of your finger at the finger vein reader (Middle finger is recommended). Finger must be clean in order to scan correctly.

Device Status Light for Reading: When the device is ready to read your finger vein, LED light is green.

How and Where to Place a Finger: Place your finger tip on the top Finger guide (1) indentation and place your finger flat along the bottom Finger guide (2).

**Hybrid Authentication**
Place the pad of your finger at the finger vein reader (Middle finger is recommended). Finger must be clean in order to scan correctly.

Device Status Light for Reading: When the device is ready to read your finger vein, LED light is blue.

How and Where to Place a Finger: Place your finger tip on the top Finger guide (A) and lay your finger flat along the bottom Finger guide (B).

**IC Card Authentication**
Register by holding IC card or Osaifu-Keitai to the NFC Reader.

*Osaifu-Keitai is not available in all countries.*
3.3 Record Work-IN (Work-OUT) Time

1) Click [Work-IN] button. “Work-In” will display in the status pane.
2) After authentication is complete, the log “=> HH:MM Employee Name Work-IN” is displayed in the log window and the time is sent to the server.

Work-OUT is the same procedure.

3.4 Record Break-IN (Break-OUT) Time

1) Click [Break-OUT] button. “Break-IN” is displayed in the status pane.
2) After authentication, “=> HH:MM Employee Name Break-IN” is displayed in the log window and the time is sent to the server.

Break-OUT is the same procedure.
3.5 Record Timecard Using Password

1) Click [Work-IN] button (or [Work-OUT], [Break-IN], [Break-OUT] button), then click [PW] button.
2) Select employee's name from the list and type the password. Then click [OK] button.

Administrator needs to authorize [Use Password to Record] in order to use this function.

3.6 Register Visitors

1) Click [Visitor] button and select section. Then click [Load Employee List] button.
2) Select employee's name from the list and click [Visitor Registration] button. After registration is completed, the message “HH:MM Employee Name's visitor registration has completed.” is displayed and it enables an employee to record times.

Visitor registration is automatically cleared after closing the Time Recorder screen.
3.7 View Time Card
Click [Time Card] button and type password. [Time Card] window is displayed.

[Time Card] window has functions such as changing password and exporting timecard data.

3.8 Display Attendance Status
Click [Attendance Status] button and [Attendance Status List] window is displayed.
4. How to Use Cloud Recorder (Web Click)

Cloud Recorder is a time recorder which enables to promptly enter times on the web browser by clicking and typing a password.

4.1 Features of Cloud Recorder

This section describes components of the Cloud Recorder screen and its functions.

<table>
<thead>
<tr>
<th>NO.</th>
<th>Control</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Time</td>
<td>Display current time</td>
</tr>
<tr>
<td>(2)</td>
<td>Section name</td>
<td>Display section name</td>
</tr>
<tr>
<td>(3)</td>
<td>Work-IN</td>
<td>Switch to Work-IN mode to record work-in time</td>
</tr>
<tr>
<td>(4)</td>
<td>Work-OUT</td>
<td>Switch to Work-OUT mode to record work-out time</td>
</tr>
<tr>
<td>(5)</td>
<td>Break-IN</td>
<td>Switch to Break-IN mode to record break-in time</td>
</tr>
<tr>
<td>(6)</td>
<td>Break-OUT</td>
<td>Switch to Break-OUT mode to record break-out time</td>
</tr>
<tr>
<td>(7)</td>
<td>Time Card</td>
<td>Switch to Authentication mode to display timecard</td>
</tr>
<tr>
<td>(8)</td>
<td>Visitor</td>
<td>Register visitor in order to allow time recording by employee from another office</td>
</tr>
<tr>
<td>(9)</td>
<td>Attendance Status</td>
<td>Display section attendance status</td>
</tr>
<tr>
<td>(10)</td>
<td>Employee Selection</td>
<td>Display employee names (Displayed only for Authentication Mode)</td>
</tr>
<tr>
<td>(11)</td>
<td>Employee Selection (Visitor)</td>
<td>Display visitor names</td>
</tr>
<tr>
<td>(12)</td>
<td>Log</td>
<td>Display record logs (500 maximum)</td>
</tr>
</tbody>
</table>

Cloud Recorder is not available when off-line.
4.2 Launch Cloud Recorder

In order to launch Cloud Recorder, click the time recorder URL link which is found in the notification email “Time Recorder URL information” sent to you. (It is recommended to bookmark the URL.)

⚠️ Each authentication requires a password which is set per employee. (The default password is an employee code.)

4.3 Record Time

1) Click [Work-IN], and click the button with your name.
2) Password window is displayed. Type your password and click [OK] button.

![Work-IN](image)

3) Work-IN complete window is displayed. Click [Close] to close the window.

⚠️ Recording [Work-OUT], [Break-IN] and [Break-OUT] is the same procedure.

4.4 View Time Card

1) Click [Time Card] and click the button with your name.
2) Password window is displayed. Type password and click [OK] button.
3) After authentication is succeeded, [Time Card] window is displayed as a new window.

4.5 Register Visitors

1) Click [Visitor], and [Visitor Registration] window is displayed.
2) Select the section, and click the button with employee’s name.
3) A button with employee’s name is added to employee list. Now time recording is available for the employee.

⚠️ Visitor registration is reset when the Time Recorder screen is closed. When Time Recorder is restarted, please complete visitor registration again.

4.6 Display Attendance Status

This feature is to display the list of employees within the section with their in/out times.
5. Frequently Asked Questions (FAQ’S)

Please refer to the following frequently asked questions before making an inquiry.

Q1 Error message “Failed to initialize authentication device.” is displayed after launching Time Recorder.
- Is an authentication device directly connected to the PC?
- Use self-powered USB hub, if an USB hub is necessary.

Q2 The layout of the Time Recorder is collapsed.
- Is the Internet Explorer screen setting is 100%?
- Is the DPI setting set to 100% ([Control Panel] > [Display])?

Q3 I recorded the time, but it does not show on my time card
- Is it handled as unsent data?

Q4 My registration has completed, but time recording fails.
- If you registered as a member of different section, synchronization of employee information is required.
- Press [F5] key to refresh the Internet Explorer, and retry.

Q5 My name is not displayed in the password list.
- The administrator for the Time Recorder needs to set the password authorization.
- If your name is not displayed after the authorization by the administrator, press [F5] key then check it again.

Q6 I registered as a visitor when I work-in, but I cannot work-out.
- Visitor data is cleared when the screen is closed. Please complete visitor registration again.

Q7 What are some tips for biometric authentication?
- Most cases for authentication failure are due to improper finger placement during registration or authentication.
  In order to solve the issue of improperly registered information, delete the biometric authentication data from [Employee Settings] > [Edit] screen in [Administrator] screen. Then, re-register the biometric authentication information.

  *Deleting authentication information requires administrator rights.

Q8 The clock in the Time Recorder is inaccurate.

  The Time Recorder automatically acquires the difference in time (DIT) between the local PC time (LT) and the server time (ST) when it launches and every 60 minutes through connecting the server.

  Therefore, the clock displayed on the right top of the Time Recorder and log time are calculated as

  Local PC Time (LT) + automatically acquired difference in time (DIT)

  The following events may create inaccuracies between the Time Recorder clock and the actual time; however, recorded time is always accurate.
In order to check the recorded time, press [F5] key to acquire the latest time.
If your computer’s time is frequently incorrect after powering on, you may need to replace the battery in the motherboard.

Q9 What are the computer requirements for software?

**Fingerprint Authentication**
- Operating System: Windows XP SP3, Vista SP2, Windows 7 SP1 (32bit/64bit), Windows 8 (32bit/64bit)
- Processor: Minimum Pentium4 1.5GHz (or equivalent)
- Memory: Minimum of 1.0GB
- HD Space: Minimum of 20MB free disk space
- USB Port: One port of USB 2.0
- Browser: Internet Explorer (8.0 or above recommended)

**Finger Vein Authentication**
- Operating System: Windows XP SP3, Vista SP2, Windows 7 SP1 (32bit/64bit), Windows 8 (32bit/64bit)
- Processor: Minimum Pentium III 600MHz (or equivalent)
- Memory: Minimum of 128MB
- HD Space: Minimum of 50MB free disk space
- USB Port: One port of USB 2.0
- Browser: Internet Explorer (8.0 or above recommended)

**Hybrid Finger Authentication**
- Operating System: Windows XP SP3, Vista SP2, Windows 7 SP1 (Windows 8 will be supported)
- Processor: Minimum 2GHz (Intel Core i series recommended)
- Memory: Minimum of 1.0GB
- HD Space: Minimum of 20MB free disk space
- USB Port: One port of USB 2.0
- Browser: Internet Explorer (8.0 or above recommended)

**IC Card Authentication**
- Operating System: Windows XP SP3, Vista SP2, Windows 7 SP1 (32bit/64bit), Windows 8 (32bit/64bit)
- Processor: Pentium4 1.5GHz
- Memory: Minimum of 1.0GB
- HD Space: Minimum of 20MB free disk space
- USB Port: One port of USB 2.0
- Browser: Internet Explorer (8.0 or above recommended)

Use 32-bit Internet Explore for 64-bit Operating System.
KING OF TIME –Time Recorder –

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2) Changes may be made to the information in this manual; these changes will be incorporated in new editions of the publication.

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