



# BrioHR Timetec

## Device Integration First Time User Guide

Set Up and Configuration Guide for TC10 Device

Version: 2.0

Date: December 10, 2025

# DISCLAIMER

This user guide is intended solely for the integration of the Timetec TC10 device with the BrioHR Time and Attendance module. It should not be used for other purposes. If you experience any issues or errors, please contact the BrioHR Support Team. Support contact details are provided at the end of this document.

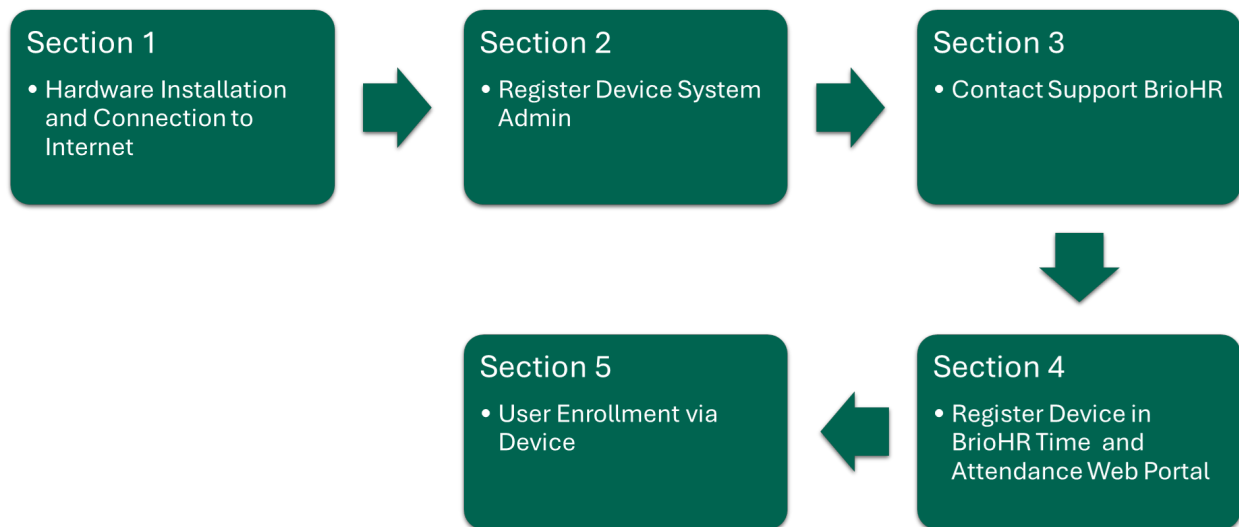
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This comprehensive guide walks you through the first-time setup process for integrating your BrioHR Time and Attendance Device (TC10) with the BrioHR platform.

It is a **one-time configuration** that ensures seamless communication between your physical attendance device and BrioHR's cloud system.



# SECTION 1 : HARDWARE INSTALLATION AND CONNECTION TO INTERNET

This section explains steps for hardware installation and connecting the device to the internet.

## Step 1 : Install the Hardware

Install your TC10 device at a suitable location such as the company's main entrance or exit.

👉 Learn More: [BrioHR - TC10 - Basic Installation Guide](#)

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## Step 2 : Connect Device to Internet

Proper network configuration is essential for your device to communicate successfully with BrioHR. This step explains how to.

### 2.1 : Supported Communication Methods

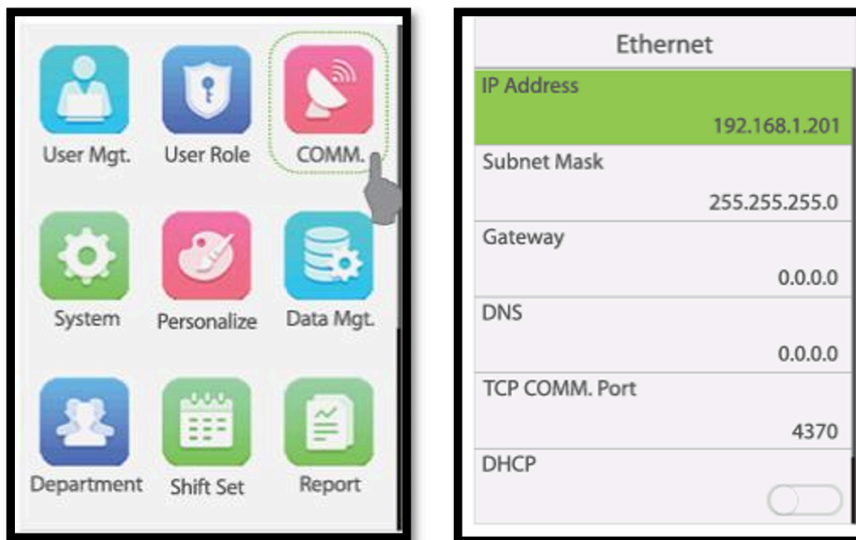
- LAN (Ethernet)
- Wifi

### 2.2 : Network Requirements

- Stable internet connection
- Integration enabled in BrioHR Time and Attendance Web Port

## 2.3 : Device Network Setup Steps

### Using LAN Cable (Ethernet)

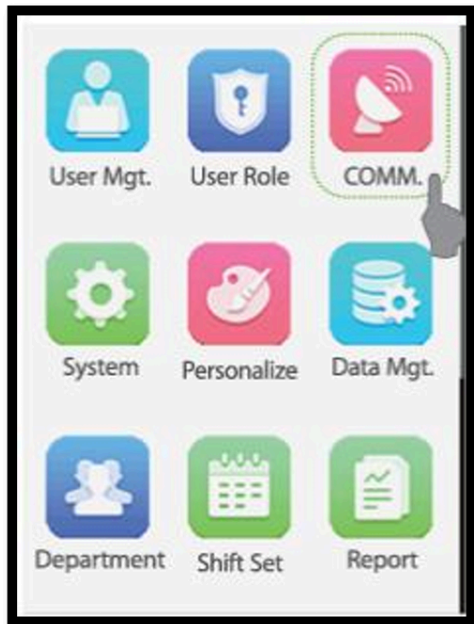


1. On the device, go to **Menu > Comm > Ethernet**
2. Configure the IP address, subnet mask, gateway, and DNS correctly.

👍 **Recommended:** Enable DHCP option so that the device can obtain IP configuration automatically from your network.

- Only use manual IP configuration if DHCP is not supported by your network.

## Using WiFi



1. On the device, go to **Menu > Comm > Wifi**
2. Connect to your WiFi access points and insert the correct password.
3. Confirm that the WiFi is connected successfully.

## SECTION 2 : REGISTER DEVICE SYSTEM ADMINISTRATOR

This section guides users on how to register a System Administrator for your device. It ensures only authorized users can access or modify the device settings.

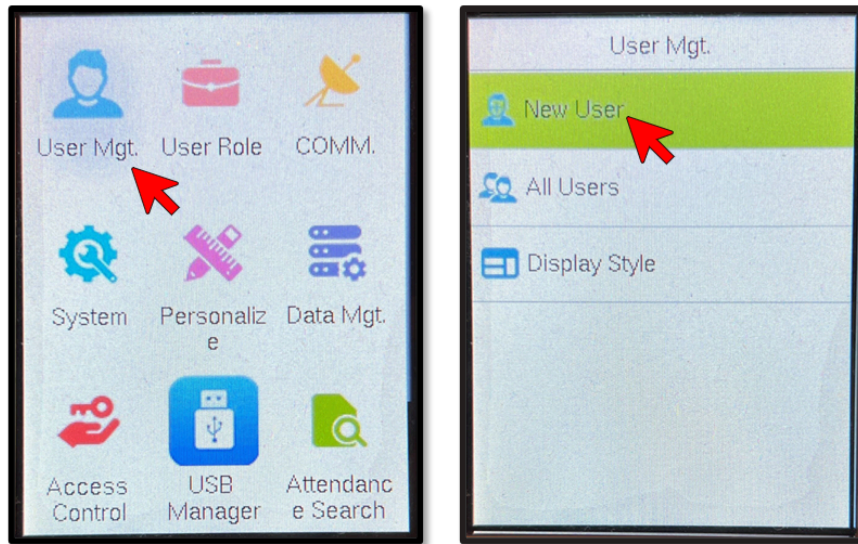
### **IMPORTANT:**

- Create **ONLY the System Administrator** within the device.
- Please **do NOT add employees directly on the device** (except the System Admin). Employees data will be sync automatically from BrioHR after integration is activated.

### Step-by-step instructions to register the System Administrator:

1. Within the TimeTec device, click on **Menu > User Management (User Mgt.)**
2. There will be 3 options available as below:
  - **New Users**
  - **All Users**
  - **Display Style**
3. Click on **New Users** > Fill in the details of the System Admin.
  - The details required consists of ID, Name, etc





Once completed, the System Admin can then perform biometric validation after registering themselves in the device.

## SECTION 3 : REQUEST FOR INTEGRATION ENABLEMENT

Once your device is online, please email BrioHR Support to activate your company's device integration. A sample email with the required information is shared below.

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### Email Template

**To:** [support@briohr.com](mailto:support@briohr.com)

**Subject:** {YourCompanyName} - BrioHR: Request for Timetec Initial Device Integration Request

### Email Body:


Dear BrioHR Support,

My name is {Your Name} from {Your Company Name}. I would like to request for the Timetec device integration for my BrioHR company account.

Please enable the integration on the backend and notify me once it has been completed.

Thank you.

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 **NOTE:** Wait for confirmation from the BrioHR Support team before proceeding to the next step.

## SECTION 4 : REGISTER DEVICE IN BRIOHR TIME AND ATTENDANCE WEB PORTAL

This section explains how to link your device with your BrioHR Time and Attendance Policy.

👉 **LEARN MORE:** [How to Link Timetec Device in BrioHR Time and Attendance Module](#)

### Step 1 : Enable Device Integration in Policy

1. Log in BrioHR and go to **HR Lounge > Time Attendance**.
2. Navigate to **Policy** > Select the relevant attendance policy.
3. Under **Other Configuration**, scroll to **Integration**.
4. Toggle ON to enable integration with external devices.


⚠ **CAUTION:** Enabling this feature will **disable geolocation** and **facial recognition** tracking via mobile app.


5. Click Proceed to save.
- 

### Step 2 : Link Device with Serial Number

1. Go to the Device Integration Log in the Time Attendance module.
2. Click Link Device and enter the following details:
  - a. **Name:** Device name
  - b. **Device:** Default to Timetec
  - c. **Serial Number:** Found at the back of the device, on the box, or in device settings.
  - d. **Description:** Optional, e.g., installation location

3. Click **Link Device** to complete.

A **green dot**  next to your device name indicates successful connection.

 **NOTE:** If you have multiple devices, repeat this step for each device to ensure proper data synchronization.

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## Step 3 : Sync Employees Information

Once the device has been successfully added and linked, the system will automatically synchronize all employee information including:

- Employee ID Number
- Employee First Name
- Employee Last Name


 **NOTE:**

- A. BrioHR will sync **all employees** including those who have resigned. However, resigned employees will **not** be able to clock in/out and will **not appear** in the attendance timesheet.
- B. The employee information sync may take a **few minutes** to complete.
  - a. Once the sync is done, the Device System Admin can review the list of employees in the device to confirm everything is updated correctly.
- C. To verify this, the Device System Admin can go to **User Management (User Mgt) > All Users** and check that all employee names appear in this section of the device.

## SECTION 5 : USER ENROLLMENT VIA DEVICE

This section provides steps to enroll user templates (Face or Fingerprint) directly on the device. User enrollment allows biometric verification for attendance tracking or access.

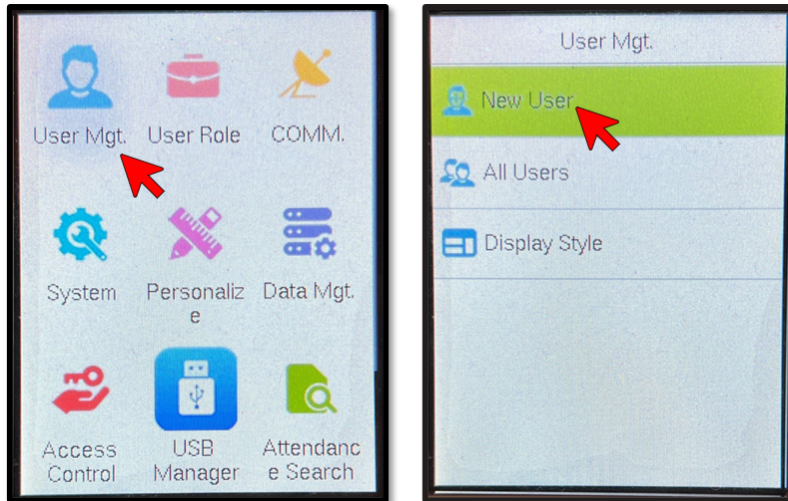
### Step 1 : Prerequisites

1. Ensure each user has an active BrioHR profile.
  2. If employees need to scan on multiple devices, ensure:
    - Upload the user to all relevant devices.
    -  **CAUTION:** Keep all devices **online** during the enrollment process.
      - This ensures that enrolled biometric templates (Face/Fingerprint) are automatically synced across devices that already have the same user ID.
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### Step 2 : Enroll Biometric Templates

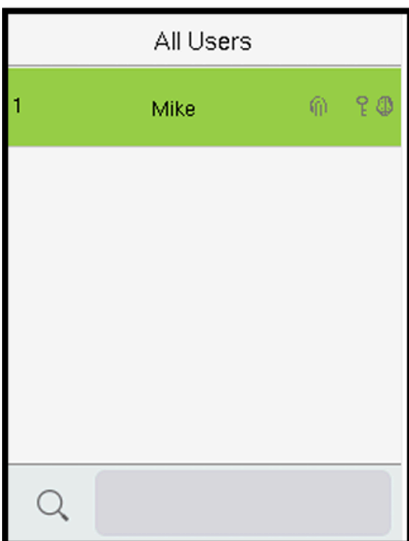
#### 2.1 : Access User Management

On the device, go to: **Menu > User Management (User Mgt.) > All Users**



## 2.2 : Find the User

Scroll through the list using the arrow buttons, or use the keypad to search the User ID that was synced from BrioHR.

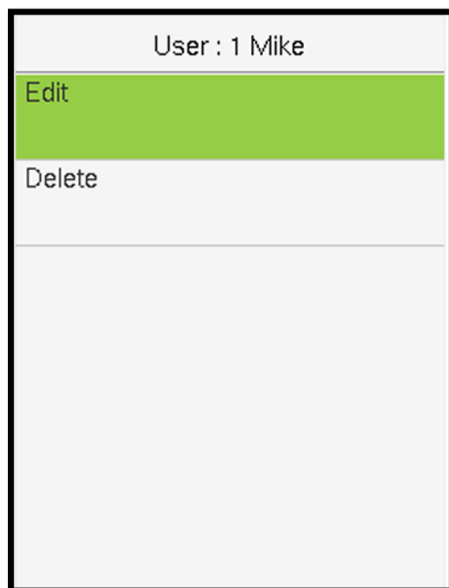


## 2.3 : Select User for Enrollment

Tap the desired user > **Edit**.

Choose:

- **Face** - to enroll facial recognition.
- **Fingerprint** - to enroll fingerprint scanning.



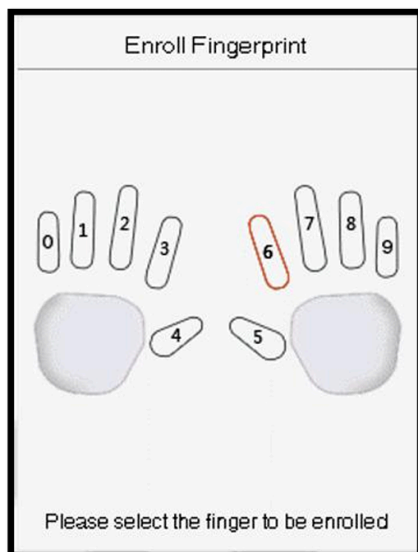
## 2.4 : Enroll Device Facial Recognition

1. The user should stand directly in front of the device camera.
2. Align the face within the on-screen guide.
3. Remain still while the camera automatically captures the face **three times**.
4. The face template will be saved upon completion.



## 2.5 : Enroll Device Fingerprint

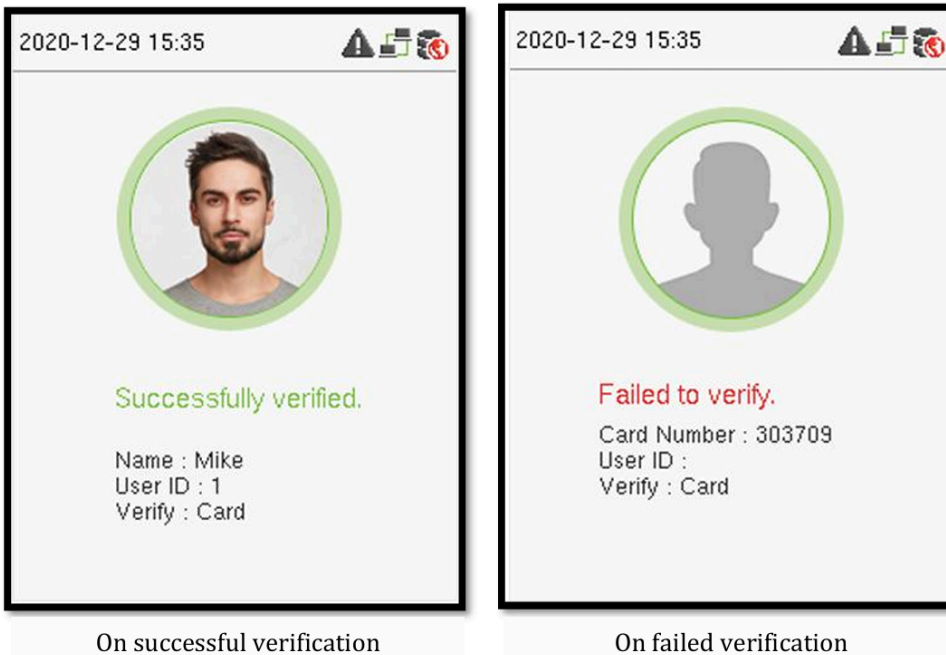
1. You may register up to 10 fingerprints per user.
2. Select the finger to enroll.
3. Place the finger on the scanner ➡ lift ➡ place again ➡ repeat **three times**.
4. The screen will guide the process, and the fingerprint template will be saved upon successful registration.





## 2.6 : Test the Enrollment

1. Return to the main screen.
2. Try scanning the face or fingerprint.
3. If the system displays correct **User ID** and **Name**, enrollment is successful.



Your attendance device (TC10) is now fully integrated and ready to use. This setup ensures seamless syncing of employee attendance data across all devices and the BrioHR cloud system.

## SUPPORT AND CONTACT INFORMATION

**Live Chat:** Click the dialog icon at the bottom right of your BrioHR account.

**Email:** [support@briohr.com](mailto:support@briohr.com)

**Operational Hours:** Monday to Friday, 9:00 AM - 6:00 PM (Malaysia Time, UTC+8.00)

*(including public holidays)*