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1. ABOUT TIMEFLIP2

1.1. Product description

TimeFlip2 is an interactive time tracker, designed to make logging time an intuitive and enjoyable task. TimeFlip2 is powered by a mobile app (iOS and Android) and a web service to store, process and visualize time data.

Key product features

- Embedded LED for instant visual feedback on your time status.
- Pomodoro timer to split work in sprints for maximum efficiency.
- Web interface, supporting data export and integration.
- Tap-on function to pause/resume tracking.
- Network independent, works offline.
- Onboard memory to store up to 40 days of tracking.
- Powered by two replaceable AA batteries for extended lifetime.

Who is the product for?

TimeFlip2 is created for individuals and teams to help them manage workload, bill hours, track project time and analyze productivity. It has been designed as ultimately simple and user-friendly time tracking tool.

What is in the box?

Your box contains one TimeFlip2, a quick start guide, a sticker book and two AA batteries. Contact your place of purchase if any item is missing or damaged. Be sure to retain your proof of purchase and package material. They might be required for warranty service.

2. PRODUCT OVERVIEW

2.1. Specifications

The following image shows the location of battery holder (1), control module (2) and casing locks (3).
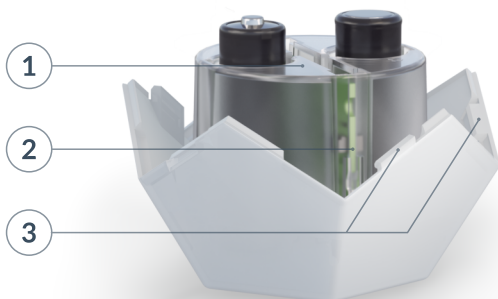
> **ATTENTION!** It is strictly prohibited to put the control module under water, on metal surface, or heat.
>
> Please, keep it out of reach of small children or pets to avoid the risk of being swallowed.

Battery

AA; 2500 mAh; 3V; Li-Ion battery

TimeFlip2 is powered by two AA batteries. To replace them, use any flat-tipped instrument (i.e. screwdriver) to open the locks (3), change the battery and close the casing back. When replacing batteries, always make sure they are inserted with correct polarity, as marked on the holder with "+" and "-" signs. The sign shall match the inserted side of a battery.

Operating and storage environment

15 °C to 40 °C (59 °F to 104 °F)

Condensation

Avoid sudden changes in temperature and humidity when using TimeFlip2 as rapid build-up of condensation can cause TimeFlip2 electronics to malfunction.

3. USING YOUR TIMEFLIP2

3.1. Getting started

To start using your TimeFlip2, you need to first insert the batteries inside the battery holder (1) and then close the casing by placing two halves of the shell together and slightly pressing them towards each other until they are locked, as shown on the picture. Please make sure the batteries are inserted with correct polarity, as marked on the holder with "+" and "-" signs.

Note, that there is only one correct position in which the two halves of the shell will lock together.

Please, check TimeFlip YouTube channel for instruction videos.
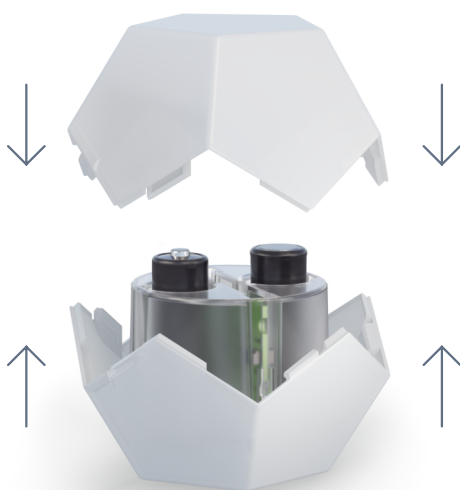
Case assembly

> **Note!** After TimeFlip2 switches on, it shall go through a quick (5 sec) self-test, blinking in the following color sequence: red-yellow-green-azure-blue-magenta. After this sequence is complete, TimeFlip2 stops blinking, which means it is ready for use. If the sequence is cut short on red or yellow color, the device is defective.
>
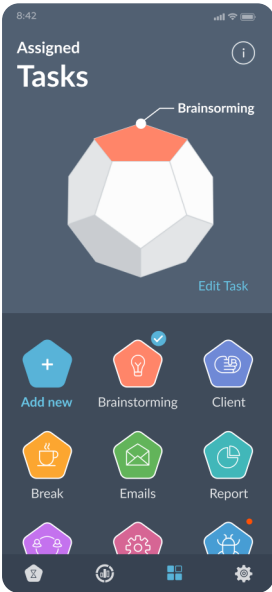> If TimeFlip2 did not blink at all, this means it has not been assembled properly, check for correct polarity of the batteries inserted.
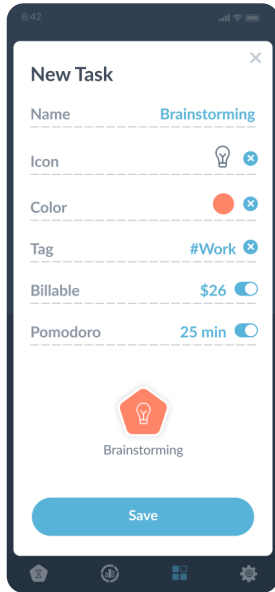
Marking facets

Mark the facets of your TimeFlip2, using the stickers provided. You may opt for stickers with predefined icons or use empty stickers for drawing your own mark.
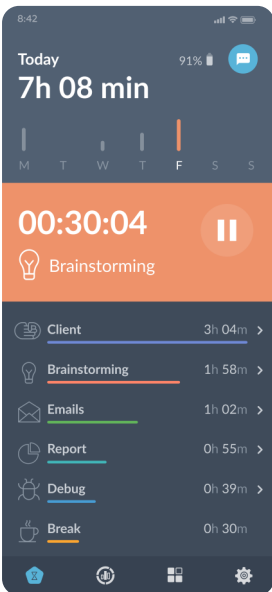
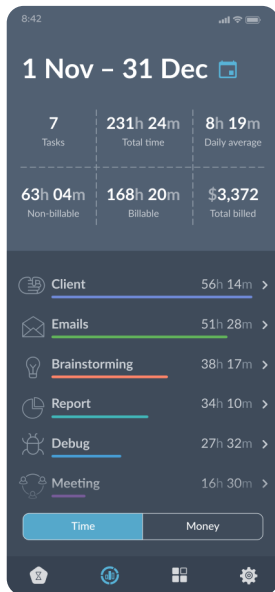# Screen examples

1 Assign Tasks

2 Edit Task

3 Tracking

4 Statistics

Using the App

Please, make sure you download "TIMEFLIP**2**: Time&Task tracker" app from App Store or Google Play, and not the older "TimeFlip app" which works with the 1st generation TimeFlip device. Use QR codes printed on the back of this guide/box for direct access to TimeFlip2 apps (iOS/Android).

When the app is launched for the first time you will be asked to register your user account, with either your email or your existing Facebook/Google account.

After the registration, you will see a quick tutorial on how to set up your TimeFlip2. The app will automatically switch to the device search screen.

Important! Please, avoid trying to connect the gadget outside the app to your phone's Bluetooth from your phone's menu. Instead, please complete pairing with Bluetooth **inside the app**, by tapping yes on a pairing request. This is essential to pair TimeFlip2 with your phone app, so they become bonded.

TimeFlip2 stores all recorded time logs in the on-board memory and serves as a primary source of your time data. Each time the app is opened, it will sync with the device to read the data. If not synched (i.e. connection to the device is lost), the app will show an estimated time log for the last tracked task, based on the last available info.

Use the following steps to set up your device.

Assigning a task. To assign a task, place TimeFlip2 so that the side with required task faces up. Tap on "add new" pictogram (screen 1) to set up a new task or on a pictogram of a previously created task.

Editing a task. In the "Edit task" menu (2) you can set the following attributes for your task: Name, Icon, Color (aligned with LED lighting), Tag (associates task with a given project, client, etc), Rate (for billable tasks), Pomodoro. Time for a task can be tracked in either direct or pomodoro (countdown) timer mode. Tap on "Pomodoro" to set a countdown timer for a task, with a desired range.

Tracking time. Use Tracking (3) menu to start/pause tracking time for a task. Long tap on pause/play button activates "lock task" mode, when flipping TimeFlip2 does not change a task (it becomes frozen). This can be useful, if you need to move TimeFlip2 around or carry it with you, while tracking in the same time. Short tap on a task opens a task statistics screen, where you can edit time log for a given period. Use long tap (Android) or swipe left (iOS) on a given task name to reset time log for it.

Statistics. Your time statistics is visualized in the Statistics menu (4). Tap on a task name to open selected task statistics and edit the logged time, if needed.

Settings. In the settings menu you may set the LED brightness level, blink interval and auto-pause delay. You can also update firmware and reset TimeFlip2 (erase all tasks).

> **NOTE!** After first connection, TimeFlip2 becomes associated with the initial user account. This is done to protect it from unauthorized connection of another user.
>
> Two-level protection includes a password-protected user account and a Bluetooth pairing PIN key. Should you need to move a TimeFlip2 from one user/phone to another, please go to the Settings menu, tap on "About TimeFlip" and then select "Remove TimeFlip" to unpair the device before connecting it to another phone. Alternatively, you can hard reset the device by pulling batteries out.
>
> Bluetooth PIN protection is deactivated after 3 pairing attempts from an unknown phone (not previously paired). After 3 rejected pairing requests TimeFlip2 is ready to be connected to a new phone.

> **NOTE!** When left untouched for long, TimeFlip2 goes to energy save mode, disconnecting from the app. Once the app is open, is shall reconnect to the device in an instant. If this does not happen, simply restart the app.

Web interface is available at **newapp.timeflip.io**. There you can monitor and analyze your time logs in a browser window and export them in csv/xls format. Web inteface usage video is available on TimeFlip YouTube channel.

4. FREQUENTLY ASKED QUESTIONS

— Where can I download the mobile app, and what mobile OS are supported?

— At the moment TimeFlip2 supports Android and iOS. You can find TimeFlip2 app in the App Store or Google Play.

— How do I mark tasks on my TimeFlip2?

— Use stickers provided, either empty or with predefined icons.

— How do I switch between tasks?

— Simply flip TimeFlip2 over, so your current tasks faces up. Note, that it may need 1-2 seconds to sync with the mobile app after a flip.

— How do I pause/resume tracking?

— Use pause/play icon "**II**" in the app tracking screen. Or use double tap on the device directly to set the device on pause or resume tracking.

— How do I freeze tracking if I need to carry TimeFlip2 somewhere and want it to hold on the actual task?

— Long tap on pause icon "**II**" in the tracking screen, right to the time counter. A "lock" icon shall appear. Now your TimeFlip2 can be moved without switching the task.

— Can I set TimeFlip2 to auto pause in case I forget to stop it?

— Yes, go to the settings menu and select needed auto pause range.

— Do I have to keep TimeFlip2 app constantly open for tracking?

— Not at all. TimeFlip2 has been designed to operate offline (without connection to the app) for an average of 40 days of tracking. It is enough to open the app for automatic sync to visualize and analyze accumulated data.

— How long do the batteries last?

— No less than half a year and then it is easy to replace.

— Do I need bluetooth 4.0 on my phone?

— Yes, make sure your smartphone supports Bluetooth 4.0 (LE) or higher.

— What if I forget to turn TimeFlip2 on another side?

— You can edit your time entries inside TimeFlip2 app task statistics screen, just tap on the task name to open it.

— How do I update TimeFlip2 firmware?

— Firmware updates are made via Bluetooth and available to download in the mobile app settings menu.

— My phone can't find TimeFlip2 at the initial setup, what should I do?

— A) please check you have downloaded the correct app (TimeFlip**2**). B) please check, if the gadget made the self-test after assembly blinking a sequence of colors as described in the present guide. C) consider the following sequence: remove TimeFlip2 from the list of Bluetooth devices (if it appears there) – delete and re-install the app – turn off and back on Bluetooth on your phone – open the app and go through initial steps again, making sure that the pairing happens **inside the app**. On some occasions more than 3 pairing requests might be needed to establish bonding.

— My tracking app shows unrealistic time, what should I do?

— This means it has not been synched with your device for some time or the last session was unsuccessful. Simply restart the app and it will do the job.

— My app does not respond to pause/tracking button, what should I do?

— All buttons responsible for tacking are active only when the app is connected to the device. Please, make sure you have your device within reach for Bluetooth and simply restart the app.

APPENDIX A. SERVICE AND SUPPORT

The following information describes the technical support that is available for your product, during the warranty period or throughout the life of your TIMEFLIP2. Refer to TimeFlip2 Limited Warranty for a full explanation of TimeFlip2's warranty terms.

Online technical support

Contact us at **support@timeflip.io** for any technical help.

Go to **www.timeflip.io** for more product information, hacks and FAQs.

Visit **TimeFlip YouTube channel** for demonstration videos.

APPENDIX B. TIMEFLIP2 LIMITED WARRANTY

TF Pte Ltd, any subsidiary thereof, or any affiliate of TimeFlip2 owning a controlling interest in, owned by, or under common ownership control with, TF Pte Ltd., including, without limitation, their respective subsidiaries   and affiliates (collectively: "TimeFlip2") warrants to the end user customer ("Customer" or "you") in respect of any TimeFlip2 product (main control board /casings) sold to you by TimeFlip2 or TimeFlip2's authorized reseller (the "Product"), when used in accordance with the documentation furnished by TimeFlip2 ("Documentation"), will be free in all material respects of defects in materials and workmanship ("Limited Warranty"), for a period of: (i) one (1) year after the date of purchase by Customer of the applicable Product from TimeFlip2 or TimeFlip2's authorized reseller for Products purchased in Europe; and (ii) one hundred and eighty (180) days after the date of purchase by Customer of the applicable Product from TimeFlip2 or TimeFlip2's authorized reseller for Products purchased in the rest of the world excluding Europe (alternatively, the "Warranty Period").

Replacements Products may be refurbished and/or different models, at TimeFlip2's sole discretion, but be functionally equivalent to the Product being replaced.

Any Product that has either been repaired or replaced under this Limited Warranty will have warranty coverage for longer of: (i) ninety (90) days as receipt of the repaired/replaced Product; or (2) the remaining Warranty Period. Retained Products for which a replacement has been provided shall become TimeFlip2's property.

The Limited Warranty is valid only for the original purchaser of the Product from TimeFlip2, or from a TimeFlip2 authorized reseller, and is not transferable.

If the Product (or any component or portion thereof) fails to conform to the Limited Warranty, TimeFlip2 will (at TimeFlip2's sole discretion) either (a) use commercially reasonable efforts to repair or replace any defective Product; or (b) accept the return of the Product and refund to Customer the fees actually paid by Customer to TimeFlip2 or TimeFlip2's authorized reseller for such Product; and the foregoing shall be Customer's sole and exclusive remedy for breach of this Limited Warranty.

APPENDIX C. CE AND FCC COMPLIANCE

RED Statement

The device complies with RF specifications when the device used at 0 mm form your body. Hereby, TF PTE LTD declares that this product is in compliance with essential requirements and other relevant provisions of Directive 2014/53/EU. This product is allowed to be used in all EU member states.

Frequency Bands and Max. Power, Bluetooth: 0dBm.

FCC Statement

15.19 Labeling requirements

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

15.21 Information to user

Any Changes or modifications not expressly approved
by the party responsible for compliance could void the user's
authority to operate the equipment.

15.105 Information to user

This equipment has been tested and found to comply with
the limits for a Class B digital device, pursuant to Part 15
of the FCC Rules. These limits are designed to provide
reasonable protection against harmful interference
in a residential installation. This equipment generates uses
and can radiate radio frequency energy and, if not installed
and used in accordance with the instructions, may cause
harmful interference to radio communications. However,
there is no guarantee that interference will not occur
in a particular installation. If this equipment does cause
harmful interference to radio or television reception,
which can be determined by turning the equipment off
and on, the user is encouraged to try to correct
the interference by one or more of the following measures:

— Reorient or relocate the receiving antenna.

— Increase the separation between the equipment
   and receiver.

— Connect the equipment into an outlet on a circuit different
   from that to which the receiver is connected.

— Consult the dealer or an experienced radio/TV technician
   for help.

This Transmitter must not be co-located or operating
in conjunction with any other antenna or transmitter.
This equipment complies with RF radiation exposure limits set
forth for an uncontrolled environment.

Declaration of conformity, CE, FCC and RoHS certificates
for TimeFlip2 are available at **timeflip.io/conformity**