

# timeQplus BIOMETRIC

**BIOMETRIC FINGERPRINT TECHNOLOGY**



**TIME CLOCK WORLD**

**888-534-5994**

***Installation Guide***

# timeQplus Biometric™ Installation Guide

Thank you for purchasing the timeQplus Biometric Time and Attendance System. This installation guide will provide guidance and instructions for installing and configuring your new system.

Included in the timeQplus Biometric box you should find:

- timeQplus Biometric™ software
- TQ100 Biometric Terminal
- Fingerprint Identification Unit (FIU) Optical Overlay  
(**NOTE:** This is taped to the front page of the Installation Guide)
- Terminal Mounting Plate and screws
- Power Adapter
- 30 ft. (9m) RS232 Cable
- 6 ft. (2m) Ethernet (CAT5) Cable
- Hardware User Manual

# Attendance Rx Software Pre-Installation Preparation Document

It is recommended that you take a few minutes to record the answers to questions that the Attendance Rx Setup wizard will ask during installation. By thinking about how you run your company and having these answers ready **BEFORE** launching Attendance Rx you will insure a fast and smooth startup. If you need to change these answers you will be able to do so in the Administration module after Attendance Rx is completely installed and ready to accept employee transactions. Completing the following questionnaire prior to installing Attendance Rx is highly recommended.

**PAY PERIOD LENGTH:** How often do you pay your employees?

**Circle one:** Weekly    Bi-Weekly    Semi-Monthly    Monthly  
(Every 2 Weeks)

**CURRENT PAY PERIOD START DATE:**

This date should be either the current date or a date in the past.

**Write date here:** \_\_\_\_\_

**If** you are using a Semi-Monthly pay period, you must also select the starting date for the next Pay Period.

**Write date here:** \_\_\_\_\_

**CALCULATING OVERTIME:**

Specify the number of hours worked after which overtime begins; can set both daily and/or weekly; two levels are permissible.

	<b>Level 1</b>	<b>Level 2</b>
<b>Daily</b>	_____ Hours	_____ Hours
<b>Weekly</b>	_____ Hours	_____ Hours

**WEEKLY OVERTIME STARTS ON:**

This field will only appear when a Semi-monthly or Monthly Pay Period option is selected. You must specify on which day your work week begins (for weekly and bi-weekly cycles, the pay period and work week begin on the same day).

**Circle one:** Sun    Mon    Tue    Wed    Thu    Fri    Sat

**DO YOU WANT TO ENABLE 7th DAY OVERTIME:**

If an employee works all seven days of a workweek, this setting will force the seventh day to be calculated as overtime, regardless of total hours worked.

**Circle one:**    Yes    No

**PAY INTERVAL ROUNDING:**

Rounds all punches to the nearest selected interval.

**Circle one** (in minutes):    1    5    6    10    15

**MAXIMUM TIME ON CLOCK:**

The elapsed time after which the system assumes an employee missed an 'out' punch.

**Write value here:** \_\_\_\_\_ Hours

**AUTOMATIC HOLIDAYS:**

Enable automatic holiday payment and list the applicable holidays.

**Circle one:**    Yes    No

**If 'Yes'** specify the number of calendar days that must elapse after hire before an employee becomes eligible for automatic holiday pay.

**Write value here:** \_\_\_\_\_ days

List holiday name and date here:

Holiday Name	Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**SALARIED EMPLOYEES:**

Information required to pay salaried employees appropriately.

Time required to work per pay period.

**Write value here:** \_\_\_\_ Hours

Automatically pay salaried employees for Holidays.

**Circle one:** Yes No

If 'Yes' specify time paid for each holiday.

**Write value here:** \_\_\_\_ Hours

**TIME CARD APPROVALS:**

You may optionally choose to prevent exporting Salaried or Hourly Time Cards that have not been approved.

Export unapproved Hourly Employee's Time Cards.

**Circle one:** Yes No

Export unapproved Salaried Employee's Time Cards.

**Circle one:** Yes No

**DEFINE SHIFTS:**

Specify a set of rules for shift times and lunch schedules. Note that Lunch Rules may be enabled without enabling the corresponding Shift Rules.

*Note: If some terms are unfamiliar, please review the Glossary found in the TQ100 Terminal User Manual.*

**Write shift name here:** \_\_\_\_\_

**Shift Rules:**                      **Round** (min)    **Grace** (min)    **Dock** (min)

**Start** \_\_\_\_\_ AM PM \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

**Stop** \_\_\_\_\_ AM PM \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

If lunch is enabled for this shift, then:

**Lunch Rules:**

**Start** \_\_\_\_\_ AM PM    **Duration:** \_\_\_\_\_ minutes

**End** \_\_\_\_\_ AM PM    **Auto After:** \_\_\_\_\_ hours

Automatically pay Holidays for this shift?

**Circle one:** Yes No

If 'Yes' specify time to pay for each holiday.

**Write value here:** \_\_\_\_\_ hours:min

**Write shift name here:** \_\_\_\_\_

**Shift Rules:**                      **Round (min)**    **Grace (min)**    **Dock (min)**  
**Start** \_\_\_\_\_ AM PM \_\_\_\_\_                      \_\_\_\_\_  
**Stop** \_\_\_\_\_ AM PM \_\_\_\_\_                      \_\_\_\_\_

**If lunch is enabled for this shift, then:**

**Lunch Rules:**  
**Start** \_\_\_\_\_ AM PM    **Duration:** \_\_\_\_\_ minutes  
**End** \_\_\_\_\_ AM PM    **Auto After:** \_\_\_\_\_ hours

Automatically pay Holidays for this shift?                      **Circle one:**    Yes    No

**If 'Yes' specify time to pay for each holiday.**

**Write value here:** \_\_\_\_\_ hours:min

**Write shift name here:** \_\_\_\_\_

**Shift Rules:**                      **Round (min)**    **Grace (min)**    **Dock (min)**  
**Start** \_\_\_\_\_ AM PM \_\_\_\_\_                      \_\_\_\_\_  
**Stop** \_\_\_\_\_ AM PM \_\_\_\_\_                      \_\_\_\_\_

**If lunch is enabled for this shift, then:**

**Lunch Rules:**  
**Start** \_\_\_\_\_ AM PM                      **Duration:** \_\_\_\_\_ minutes  
**End** \_\_\_\_\_ AM PM                      **Auto After:** \_\_\_\_\_ hours

Automatically pay Holidays for this shift?                      **Circle one:**    Yes    No

**If 'Yes' specify time to pay for each holiday.**

**Write value here:** \_\_\_\_\_ hours:min

**Note:** *If more than three shifts, copy this page to allow for recording of additional shift information.*

**Password:** You must set a password for the default Supervisor. This password will be required to access the Attendance Rx Administrator following installation.

**Note:** *For password rules, please refer to the User Manual.*

You may write your password here or choose to record it in a more secure location: \_\_\_\_\_

## **Import Employee Information**

You may be able to import your employee information directly into Attendance Rx if you already use Acroprint HRx or Intuit QuickBooks Pro or above. If so, please refer to the User Manual for details on importing data to Attendance Rx. Otherwise use Attendance Rx to record employee information.

### **CONGRATULATIONS!**

With this completed pre-installation document, you are now ready to start the system installation and configuration. If any questions arise during the installation process, please refer to this guide, the hardware User Manual or contact Customer Support.

# Installation Overview

## Step One: TQ100 Terminal Installation

Installing the TQ100 Biometric terminal(s) includes: configuring the terminal through its built in keypad, mounting the terminal securely, connecting the terminal to the computer system.

## Step Two: Software Installation and Terminal Connection

Installing the software is as simple as inserting the timeQplus Biometric CD in your computer and answering some questions. The same timeQplus Biometric CD will be used to install either the Server or Client configuration. The Server computer will host the database and the Clients will access the Server data over your Ethernet network. If you plan to install the software on multiple computers you **must install the timeQplus Biometric server first**, after which the client software can be installed on any number of client computers on the network. After the install is complete you will be prompted to restart the computer. Then the Setup Wizard will prompt you to enter the rules your Time and Attendance system will use to accurately track your employees' time. The Setup Wizard will also assist connecting the terminal(s) to the software application.

## Step Three: Employee Enrollment

Enrolling the employees is a flexible process and can be adapted to your environment and your setup preferences. Each employee will be entered into the Attendance Rx application and assigned a **Personal Identification Number (PIN)**. The PIN is used for enrolling that employee on a TQ100 terminal. When you add additional terminals the Administrator can simply add enrolled employees to the new terminal.

# TQ100 Installation



## timeQplus Biometric - TQ100 Terminal

**NOTE:** It may be advantageous to consult a computer technical resource for some of this effort.

Your TQ100 Biometric Terminal can be configured for a network via an Ethernet or Communication Port (RS232 or RS485) connection. It is not likely you will use an RS485 connection therefore an RS232/RS485 Data Converter device is not included in the box. If you choose this option the converter can be purchased locally or directly from the manufacturer/dealer.

## Step 1: TQ100 Terminal Configuration and Setup

The Fingerprint Identification Unit (FIU) Optical Overlay which is taped to the front page enhances the ability of the FIU to read fingerprints where the skin is very dry or for employees with fingerprints that are marginal. Please note that the overlay is optional and not required. If you choose to use the overlay, remove it from the plastic bag. Remove the protective paper covers from the front and back side of the Overlay, and press the Overlay onto the glass cover of the fingerprint reader. Care should be taken to cover only the glass, and remove any air bubbles from underneath the Overlay.

**NOTE:** The overlay can be removed and cleaned with a wet wipe as necessary and reapplied to the glass. The sensitivity of the FIU can also be adjusted at the employee level if necessary.

**Connect the power cord to the TQ100 and to the electrical outlet.**

**DO NOT** connect the TQ100 terminal to the computer at this time.

### Ethernet TQ100 Terminal Configuration

**From your Network Administrator obtain an IP address to be used for the terminal.**

To use the **Ethernet** connection, follow these instructions:

Press the Power On button 

Press **'Menu'**

Using the "Down" scroll button, highlight **-Setup-**, then press **'OK'**

Scroll and highlight **-Communication-**, then press **'OK'**

Press **'OK'** again and using the 0 thru 9 buttons on the keypad, enter the **-Device ID-** number (must be a value from 1 to 10), then press **'OK'**.

**NOTE:** The factory default is set to 1. If you plan to use only one terminal, leave it at 1. If you will have more than one terminal, each will need a unique ID number.

Scroll and highlight **-Port No-**, press **'OK'** to change the number if required, then press **'OK'** again.

**NOTE:** The factory default is set to 5005 which is normally safe to use. It is best to confirm this setting with your network administrator who will provide you with another number if necessary.

Scroll and highlight **–IP Address** -, press **'OK'** and input the number provided by your network administrator, and then press **'OK'**. Press **'ESC'** to exit.

Scroll and highlight **–Default gateway-**, press **'OK'** and input the number provided by your network administrator, and then press **'OK'**. Press **'ESC'** to exit.

Scroll and highlight **–RS485-**. If it reads **'NO'**, no action is required. If it reads **'YES'**, press **'OK'**, then press a scroll button to change it to **'NO'**, then press **'OK'**.

Scroll and highlight **–Ethernet-**. If it reads **'YES'** no action is required. If it reads **'NO'**, press **'OK'**, then press a scroll button to change it to **'YES'**, then press **'OK'**.

Now press **'ESC'**. If the terminal displays the **'Save?'** message, press **'OK'**. Then press **'ESC'** several times until the terminal displays the **'Welcome'** message screen.

**NOTE:** It is a good idea to record the following values for use during step 2:

Device ID \_\_\_\_\_  
IP Address \_\_\_\_\_

## **Terminal Configuration for Communication Port (RS232 or RS485)**

**BEFORE** configuring the TQ100 terminal, it is important to know what the 'Baud Rate' is for the COM port that will be used to attach the TQ100 to your computer. You can determine this value by doing the following:

Right click on **'Start'** button, and then click on **'Explore'**

Locate the **'My Computer'** folder or icon, right click on it, and then click on **'Properties'**

Click on the **'Hardware'** tab, and then click on the **'Device Manager'** button.

Click on the **'+'** next to **'Ports (COM&LPT)'**

Double click on the Communications Port that the TQ100 is attached to (normally COM1... you can verify with your computer support person)

Click on **'Port Settings'** and write down the value in the **'Bits per second' field**. This is the 'Baud rate' number you will input into the TQ100 terminal during the following setup process. Close out all screens.

Proceed to the TQ100 terminal setup procedure below:

Press the 'Power On' button 

Press '**Menu**'

Using the '**Scroll Down**' button, highlight the **-Setup-**, and then press '**OK**'

Scroll and highlight **-Communication-**, then press '**OK**'

Press '**OK**' again and using the 0 thru 9 buttons on the keypad, enter the **-Device ID-** number (must be a value from 1 to 10), then press '**OK**'

**NOTE:** The factory default is set to 1. If you plan to use only one terminal, leave it at 1. If you will have more than one terminal, each will need a unique ID number.

Scroll and highlight **-Baud rate-**, press '**OK**' then use buttons to change the number if required, then press '**OK**' again.

**NOTE:** The factory default is set to 38400 which may not be correct for your computer. This number must be the same as the value you determined in the process you performed immediately above.

Scroll and highlight **-RS485-**

**If** you are configuring for **RS232** this value should be set to '**NO**'

**If** you are configuring for **RS485** this value should be set to '**YES**'  
Press '**OK**', then press a scroll button to change it to '**YES**', or '**NO**', based on your configuration, then press '**OK**'.

Scroll and highlight **-Ethernet-**. If it reads '**NO**', no action is required. If it reads '**YES**', press '**OK**', then press a scroll button to change it to '**NO**', then press '**OK**'.

Now press '**ESC**'. If the terminal displays the '**Save?**' message, press '**OK**'. Then press '**ESC**' several times until the terminal displays the '**Welcome**' message screen.

**NOTE:** It is a good idea to record the following values for use during step 2:

Device ID \_\_\_\_\_

Baud Rate \_\_\_\_\_

**Before proceeding** to the next step "Power-off" your PC.

Now **CONNECT the TQ100 Terminal to your PC based on the type of network connection you will be using. Now, "Power-on" your PC.**

## Step 2: Software Installation and Terminal Connection

- Insert the timeQplus Biometric CD into the CD-ROM drive and the Attendance Rx install program should automatically start. Input the appropriate information when requested. You will be asked to verify the directory [location] for storing the application files; it is highly recommended that you accept the default locations.
- After all the files are loaded onto your computer, choose to '**Restart**' your computer.

On restart, the Setup Wizard will automatically start and lead you through entering the setup parameters you recorded in the pre-install document. If you exit the Setup Wizard prior to completion, none of your data will be saved.

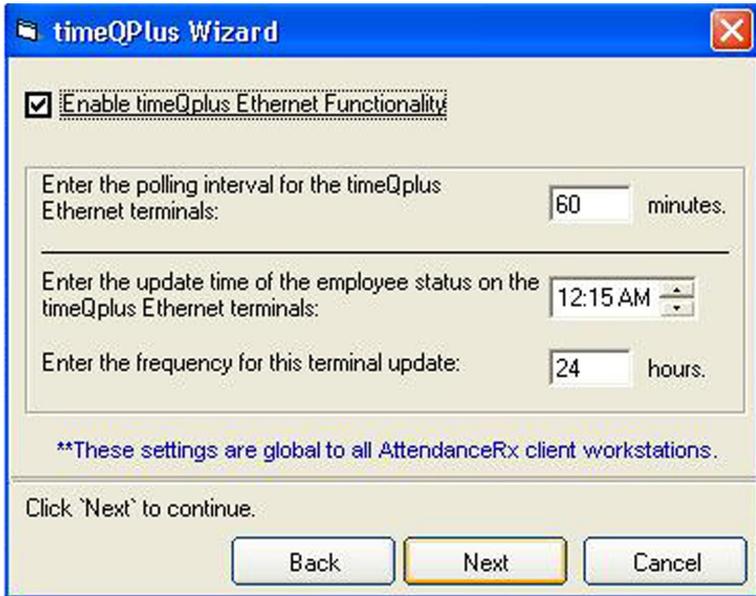
**NOTE:** You will have the option to change the setup parameters later if necessary. You also have the option to Initialize the Database which will reset all of the parameters to the default values and restart the Setup Wizard from the beginning. Instructions for this operation are in the online Help.

When you get to the **timeQplus Settings** screen, press timeQplus Settings button to get the screen below:

Then check the appropriate box (es) to enable timeQplus Biometric Ethernet, Comm Port or both types of communication (terminals) according to your network configuration on this computer. Then click **Next**.



If the Ethernet option is selected you will need to setup the parameters for the Polling and Update cycle:



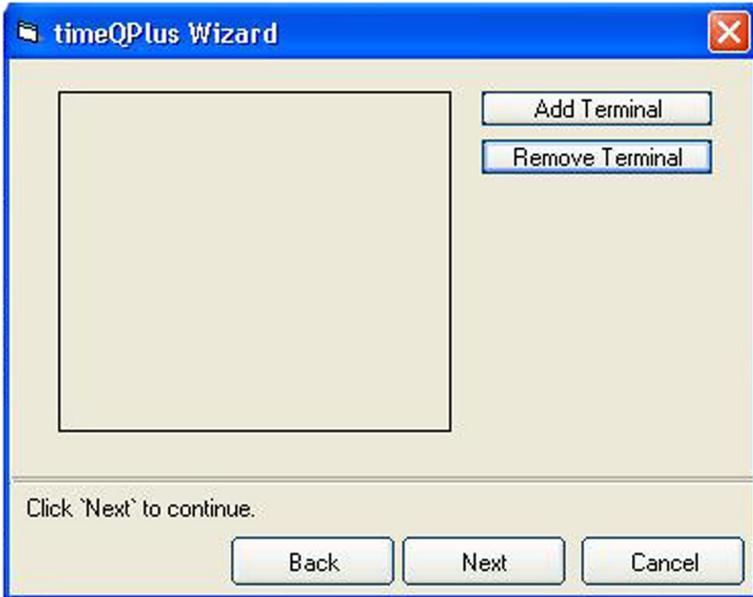
**Polling cycle:** The default value of 60 minutes will trigger the application to poll the terminals every 60 minutes. This value can be adjusted to meet your requirements. The polling cycle normally takes less than 30 seconds per terminal.

**Update cycle:** Attendance Rx will update each terminal with changes to employee names, employee In/Out status and total hours worked for the current pay period. You may adjust the time and frequency based on your specific needs.

**NOTE 1:** Because terminals are not available for punching In/Out during a Polling or Update cycle, select times that avoid being within +/- 15 minutes of a shift START or STOP time.

**NOTE 2:** For installations with both Comm Port and Ethernet port connections, specify different update times to avoid system communication conflicts. A difference of 15 to 30 minutes is normally sufficient.

When you are done click "Next" and select the option to "Add terminal". See picture below:

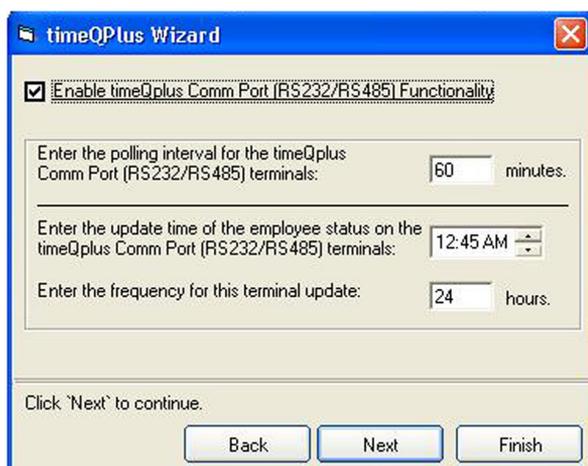


Enter the appropriate data to match the settings entered into the TQ100 terminal during step 1 above.



**NOTE: The leading zeroes can be left off.**

Click on the 'Comm Port' tab to activate this type of communication if needed.



Enter the appropriate data to match the settings entered into the TQ100 during step 1 above.



The wizard will step you through completing the installation.

timeQplus Biometric setup is now complete.

## Step 3: Employee Enrollment

### Overview of Employee Enrollment

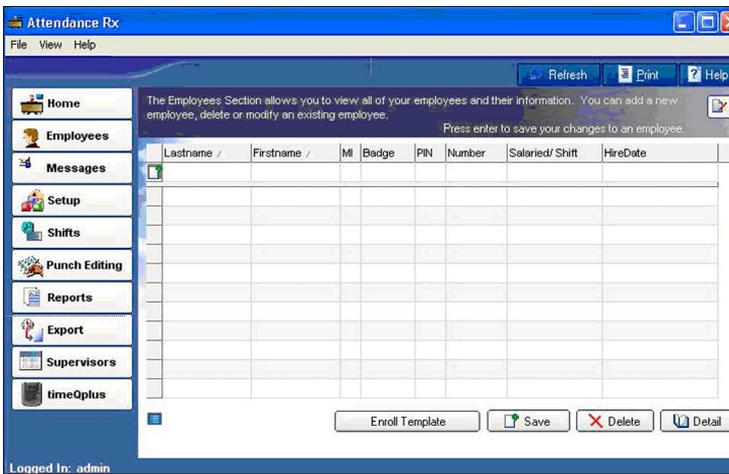
Employee data such as name, employee number, personal identification number (PIN) and date of hire will be entered into the Attendance Rx software. The employee PIN will be used in both the software and the TQ100 terminal to link each transaction entered at the terminal back to the specific employee in the Attendance Rx database.

The recommended process for enrolling employees is to first enter the employee data via the Attendance Rx software. The software can automatically generate the PINs or you may choose to input your own PINs. The 'Auto-Increment New Employee PIN' is defaulted to 'on' during installation. To turn off this function, click on '**File**' [upper left on the Attendance Rx main screen], then '**Employee Options**'...to display the screen below. Uncheck the box next to 'Auto-Increment New Employee PINs', and click '**OK**'.



### Enter Employee Data

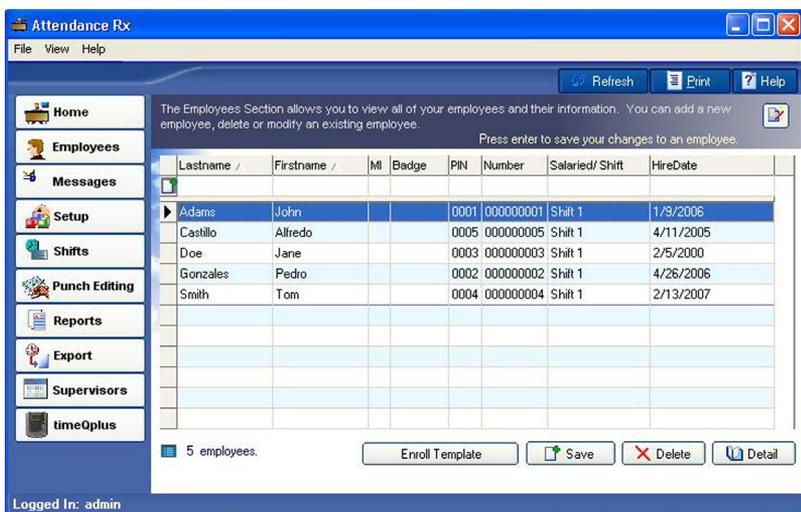
Log in to timeQplus BIOMETRIC Administrator, click on '**Employee**' button.



Enter your employee data. After the employee records are entered into the software, print the Employee Profile Report for all employees. Use the report to enroll the employees on the TQ100 terminal using the PIN numbers from the report as ID numbers in the TQ100.

Refer to the **TQ100 Terminal User Manual, Chapter Five: Fingerprint Registration/Enrollment** for details on enrolling on the TQ100 terminal.

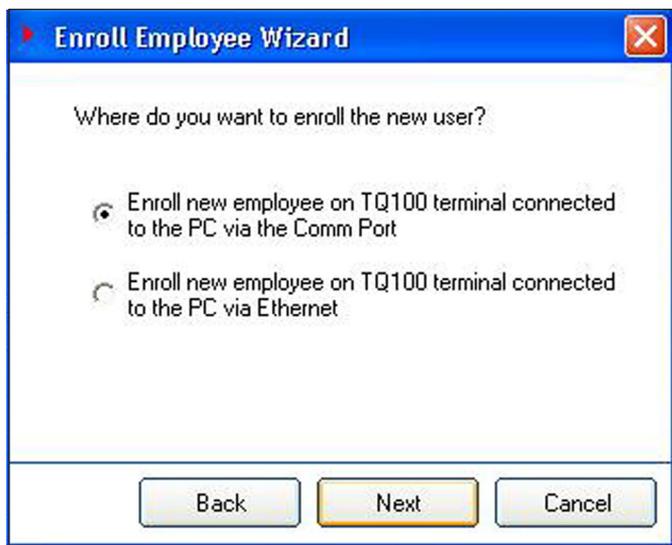
After an employee is enrolled on the TQ100 terminal, the employee's template must be linked to the employee using the Enroll Template function in the software.



Select the Employee you wish to Enroll and click the 'Enroll Template' button. Click 'Next' to continue the fingerprint enrollment process.



The following screen will appear. Select the appropriate option for the TQ100 terminal in use and click 'Next'.



When the following screen appears, select the terminal on which the employee was enrolled and click **'Next'**.

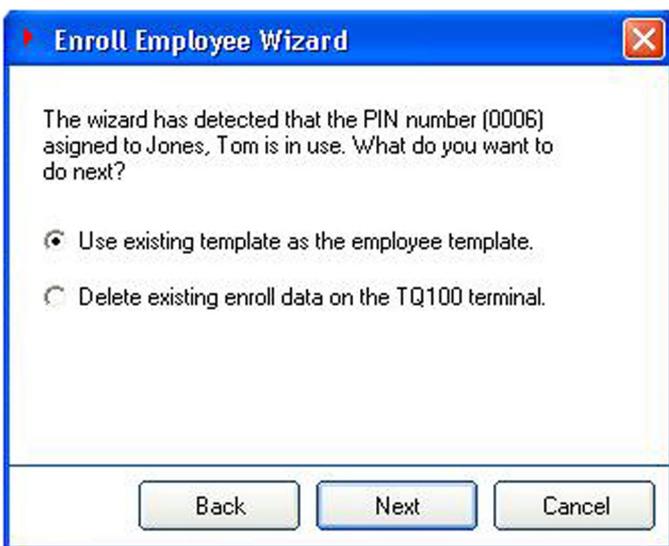


The following screen will appear and close automatically. No action is required by you.



The system will attempt to match the PIN you used to enroll this employee's fingerprint at the terminal with the same PIN in the Attendance Rx database.

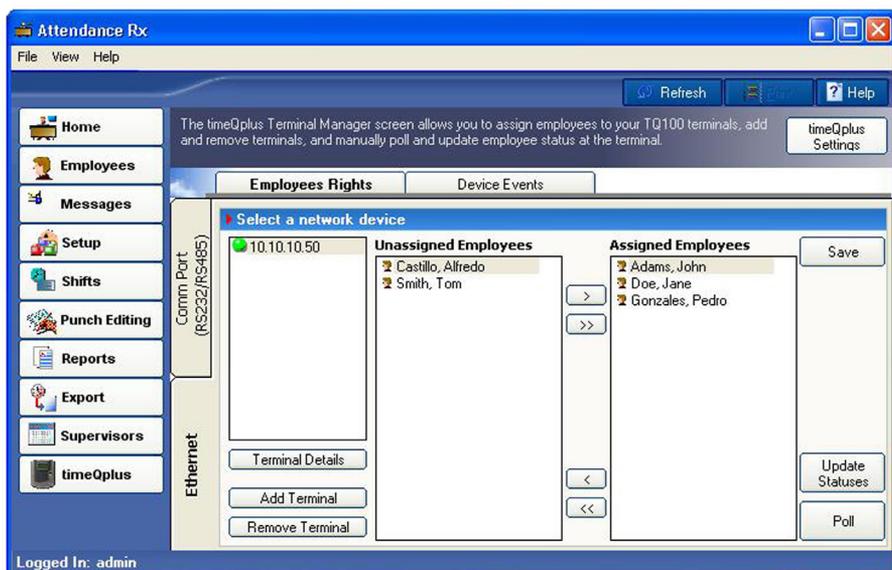
On the following screen, verify that the PIN identified by Attendance Rx is correct for this employee. If yes, select the 'Use existing template as the employee template' option, then click '**Next**'.



A confirmation screen will appear [below]. Click 'Finish' to return to the Employee screen and repeat the process to enroll all of your employees.



After completing the above enrollment process, click on the 'timeQplus' button on the Attendance Rx main screen [below]. Now you can assign employees to any or all TQ100 terminal devices. Highlight the employee name from the 'Unassigned Employees' area, then click the '>' button to assign that employee to the selected (highlighted) TQ100 terminal. Repeat this process for all those employees you want to assign to the selected TQ100 terminal.



To assign an employee to another TQ100 terminal, simply select (click to highlight) a different TQ100 terminal from the list, then repeat the employee assignment process as previously described.

Whenever an employee(s) has been assigned to a TQ100 terminal, it is highly recommended that the 'Update Statuses' button be clicked. This will ensure that all employees' names will be shown on the TQ100 display screen when punching IN/OUT on the assigned TQ100 terminals(s).

**Congratulations!** Your employees are now ready to begin using your new timeQplus Biometric system.

NOTE: 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.

PN: 06-0350-000 Rev. D