ANVIZ BIOMETRIC

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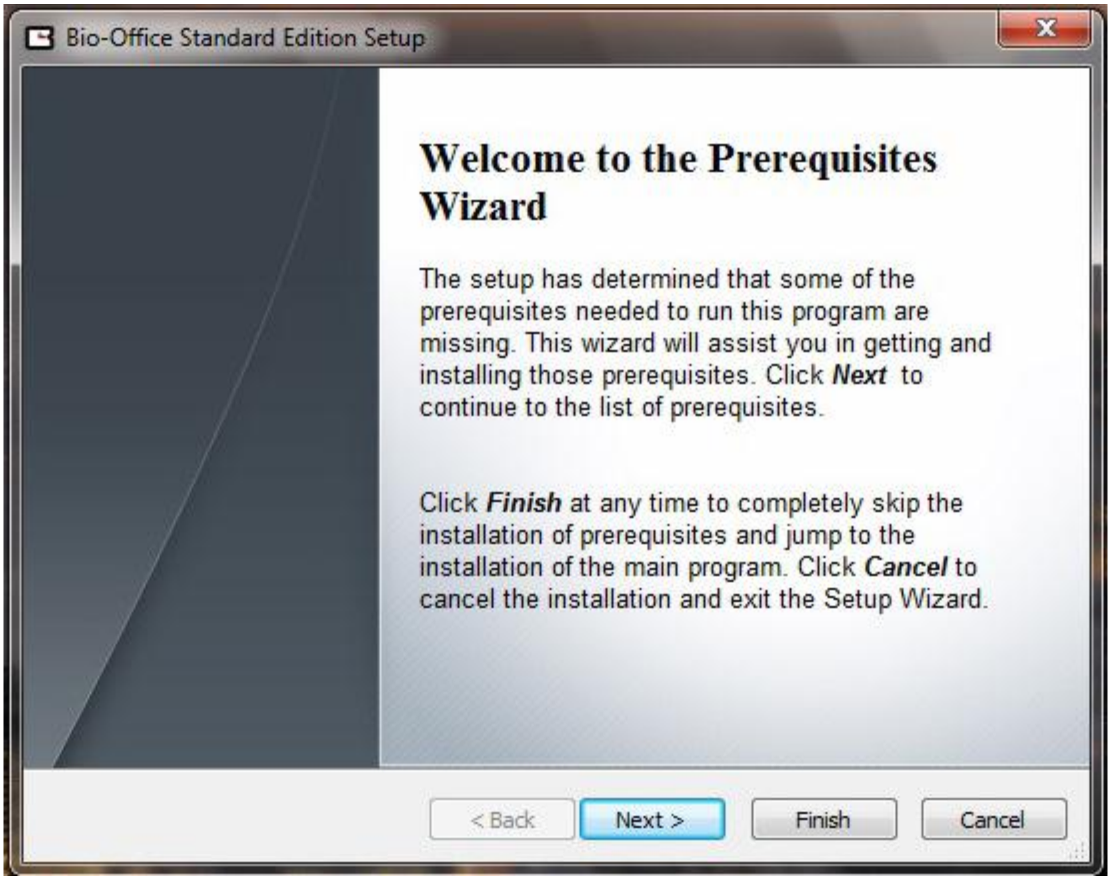
## INTRODUCTION

Welcome to Anviz Biometric. We would like to thank you for the purchase of your new Time Clock. We would like to start by giving you an overview of what your new Time Clock and software can do for you. With Anviz Biometric Time Clocks not only do you have a High tech Employee Attendance clock, but a secure and no doubt safer way in managing and keeping track of your employees. With our Time Clocks you can edit, manage and even keep track of your employee vacation, sick time, even PTO (personal time off). As well as other features that will allow you to better manage your payroll. Our software allows you to export to excel spreadsheets, Quickbooks, ADP, Paycheck & even Microsoft Word. With such an effective tool and cost effective investment for any company large or small, this will be one of your best purchases yet. We offer the best Technical support if needed. Our representatives will help you with any questions or guide through in how to use your new Time Clock. This manual will help you and guide you from beginning to end in installing your Time Clock and software.

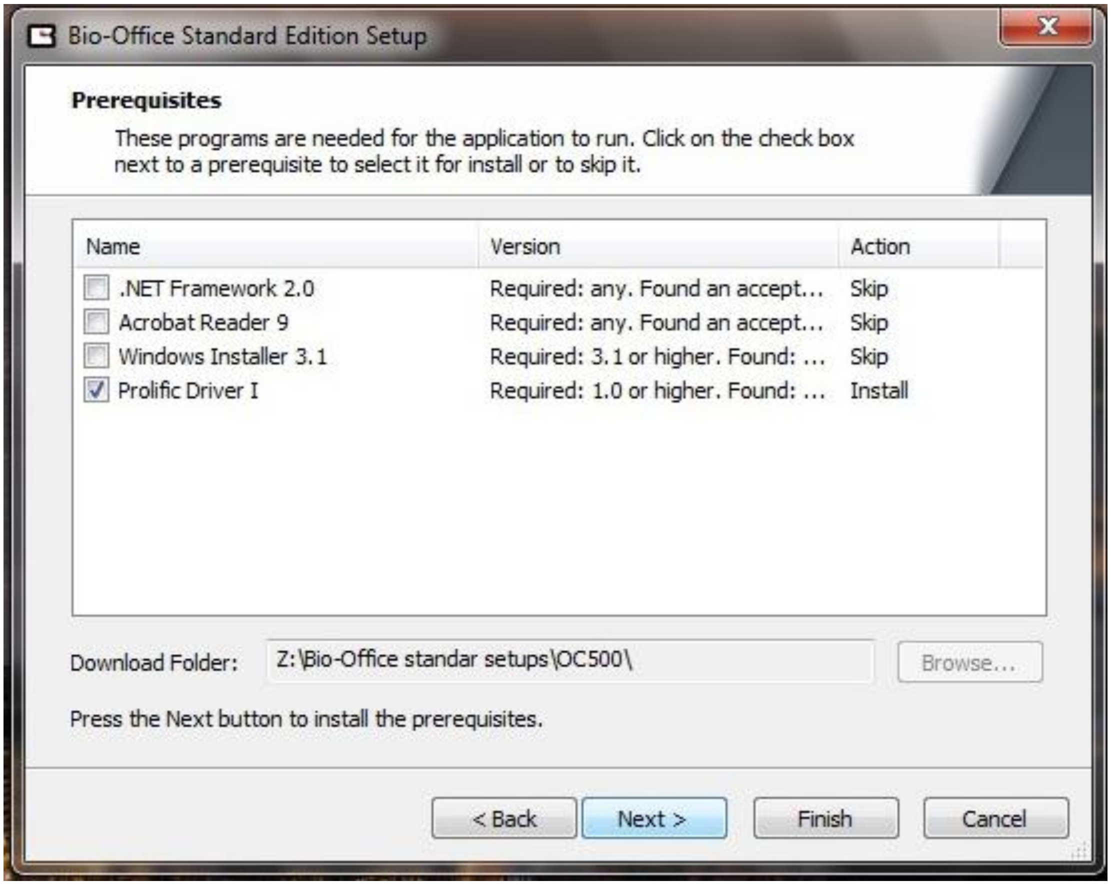
## CHAPTER 1 ESTABLISHING A CONNECTION TO TIME CLOCK

### *1.1 Installation of Software*

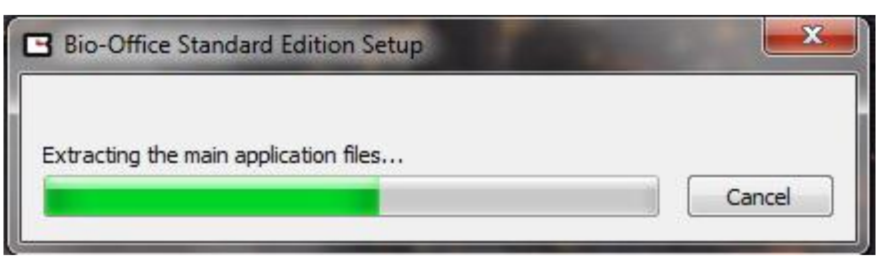
I. Insert the CD into the CD drive of your PC or Laptop.



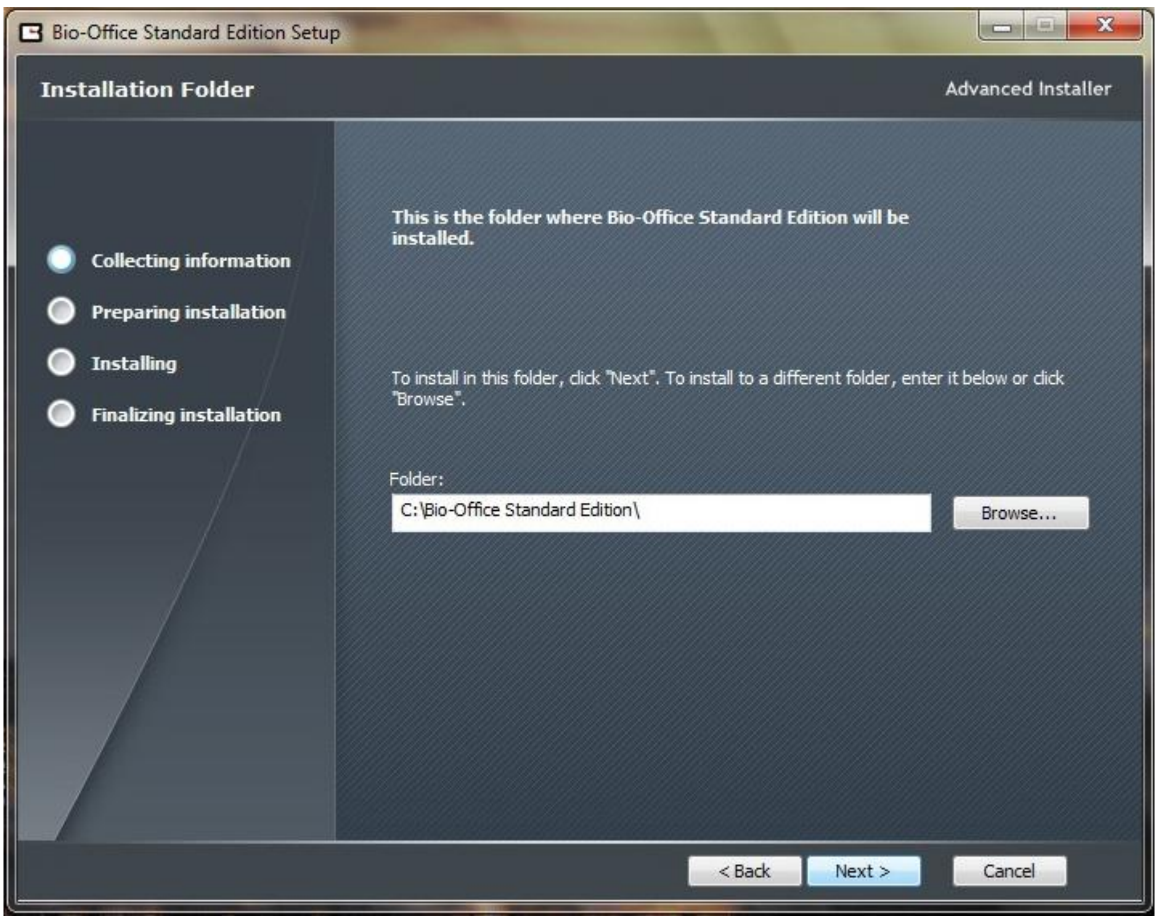

II. Follow all instructions on the menu screen. The Installer will start by scanning the prerequisites that are needed to install on your pc. (Installs all that are needed). You will be able to see which ones by the action tab on top. If it says skip you can go ahead and skip that installation. Those will be unchecked. But the ones needed to install you will just click on **next** to do so. (See picture below)



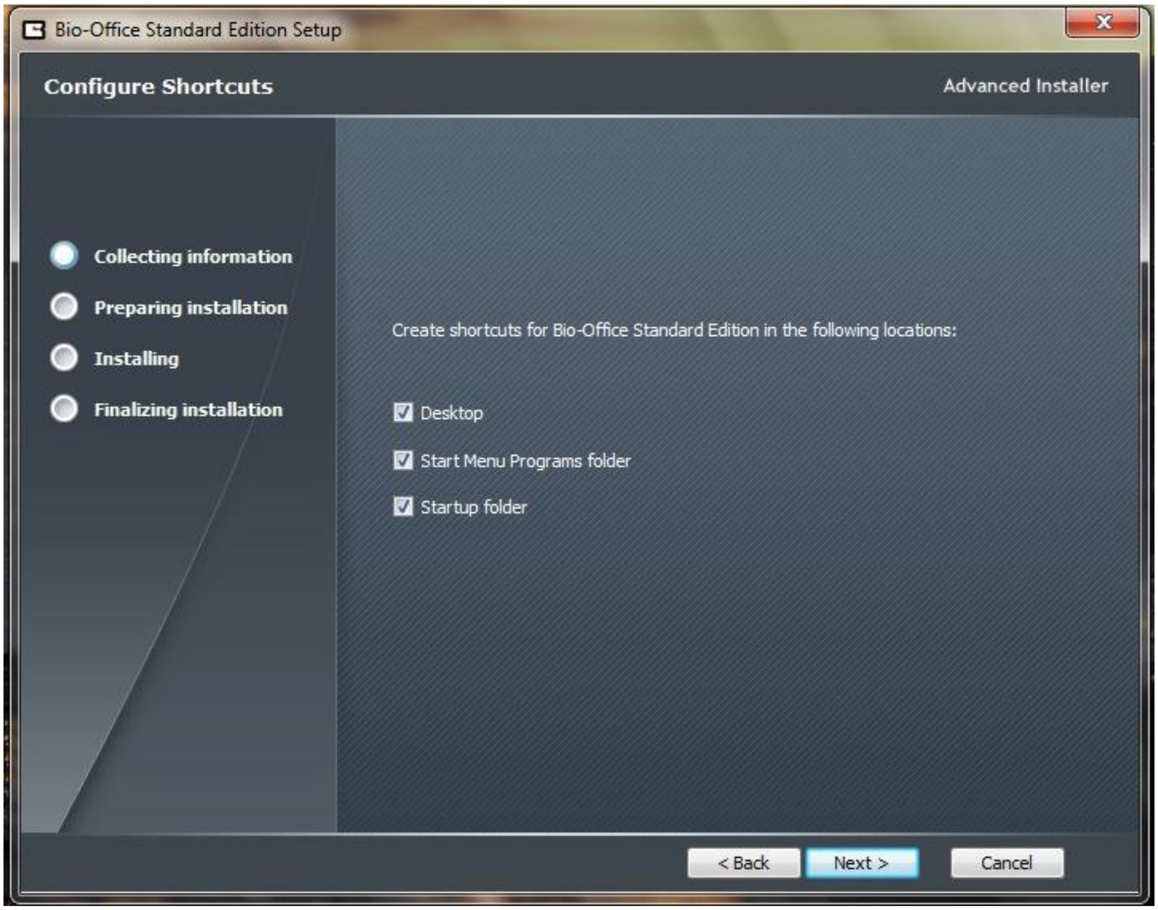

III. When the installation finishes, you will then hit the finish button to begin the extraction of the software itself.



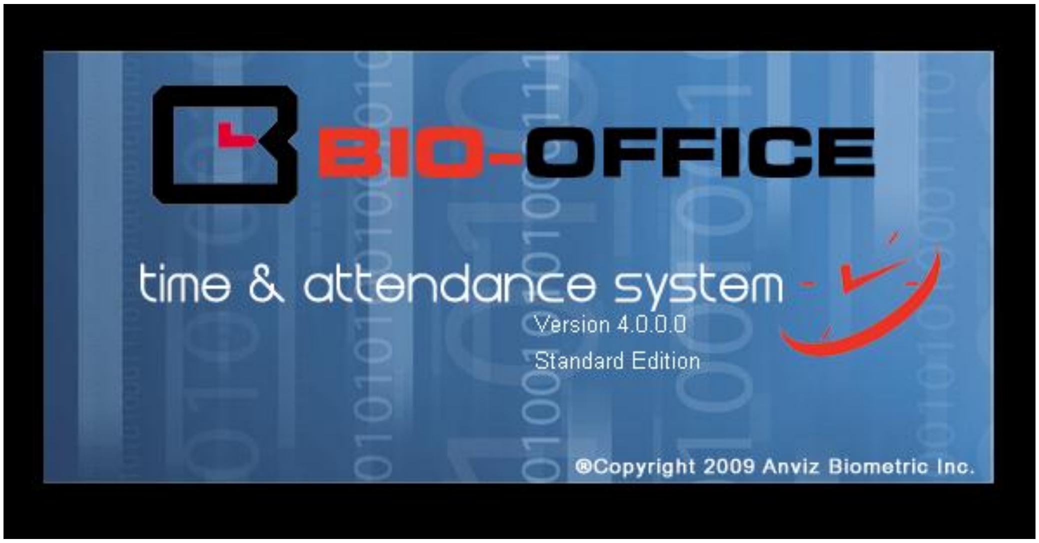
IV. Then the ***Bio-Office Standard*** software installation will begin. The installer will automatically choose the folder in which the software will be install. If you would like to choose a different folder, you can do so by either entering it in the text box or by clicking on browse. Then we will click on **next** to continue the installation.



V. The installer will give you 3 different locations were you can create a shortcut of the bio-office software. The installer will then configure what shortcut you would like to create. Choose the ones that you would like to create. Recommended would be to create one in your Desktop, Start Menu Programs folder & Startup folder. Then click. You will then click on **next** after selecting your shortcuts that you would like to create. (See picture below).




VI. The installer will then be finalizing the finishing steps in the your installation of the ***Bio-Office Standard*** software. We recommend checking off to check on the **View read me file** and **Launch *Bio-Office Standard*** edition boxes. Then click. You will then click on **Finish** to proceed to opening the software(See picture below).




### *1.2 Connecting the time clock to the PC.*

After the ***Bio-Office Standard*** software has been installed a connection between the ***Bio-Office Standard*** software and the **A300** time clock must be created in order to add employees, and download employee attendance data along with any other data saved on the **A300** time clock.

The **A300** time clock can connect to the computer in two different ways, USB connection or TCP/IP Network. At any time these connections can be changed.

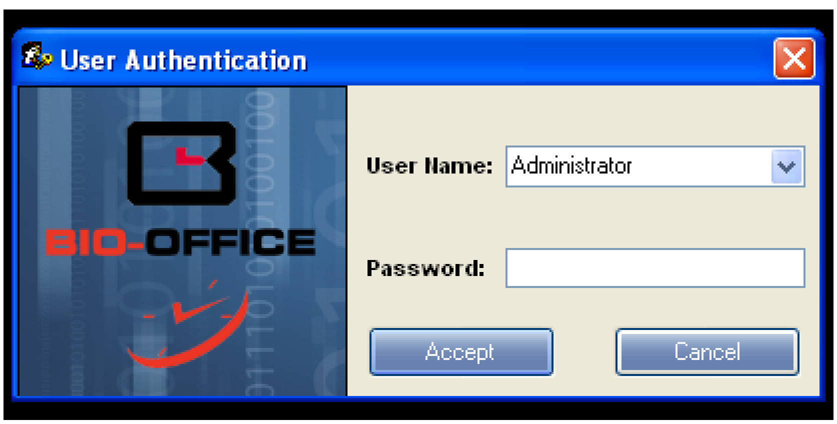
- <u>Via USB Cable connection</u>- The **A300** time clock can be connected to the PC using the USB cable that was provided with your purchase.

- <u>Via TCP/IP Network Connection</u>- The **A300** can also connect to your network router or switch with an Ethernet cord (*not included*). Please identify your network settings prior to configuring a TCP/IP network connection. (*if you need help configuring the time clock connection via network, contact your network administrator or technical support as every network has different settings and configuration*)

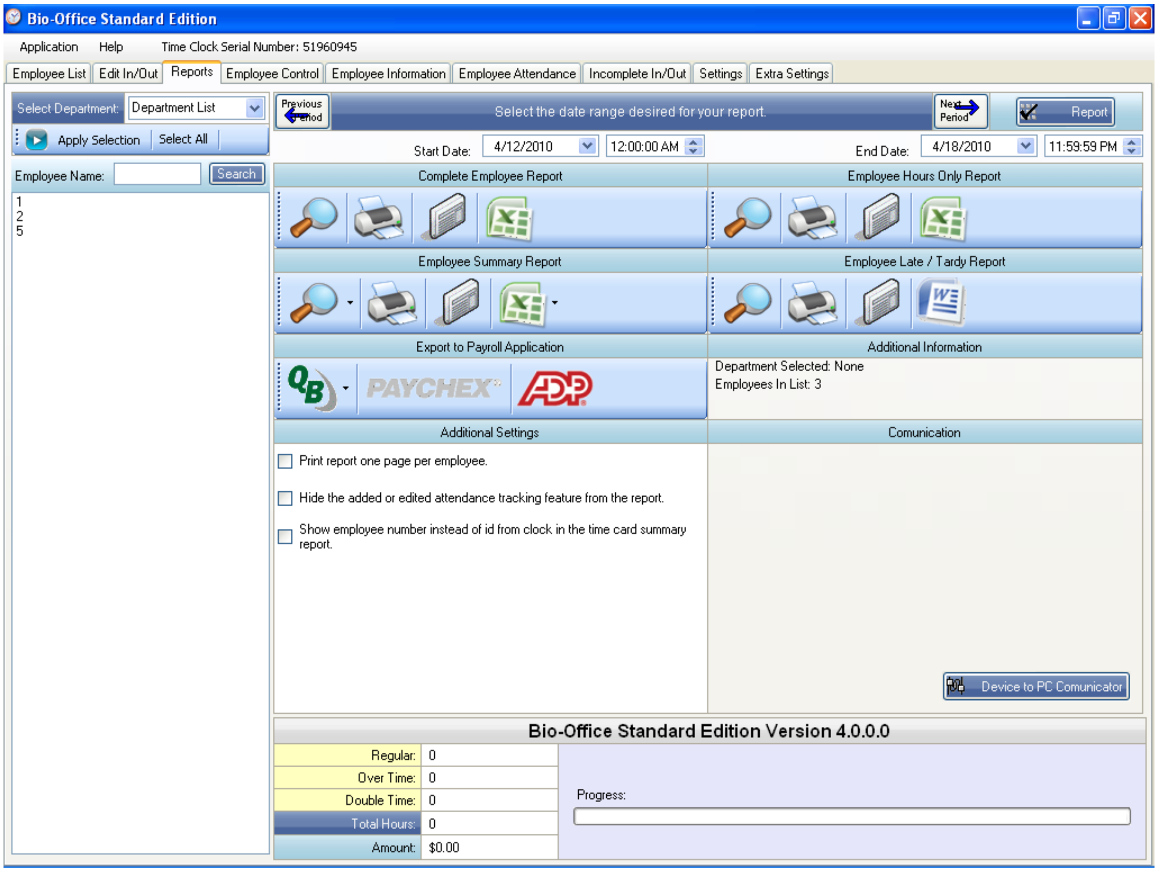
To set up either connection do the following:

I. Open the ***Bio-Office Standard*** software. If the software was installed properly, the software icon should be located on the computer's desktop screen, double click on the icon to open the software, the icon should look like the picture below.

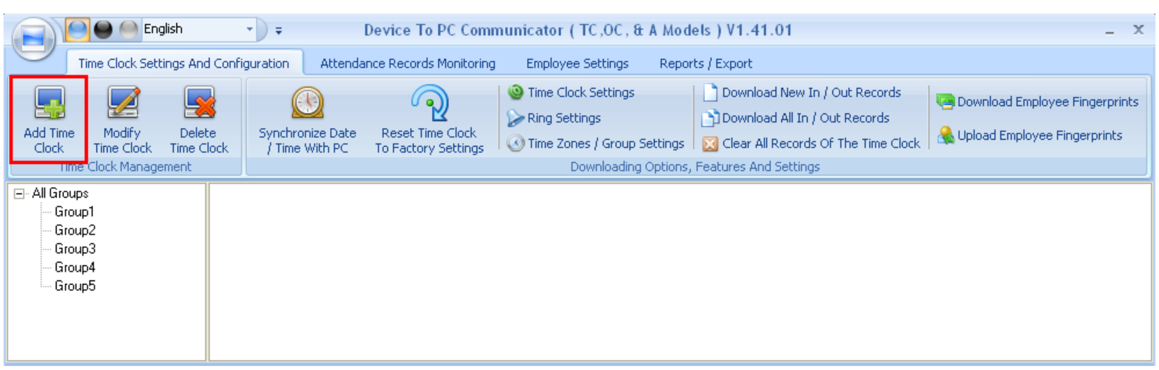

II. Enter the ***Password***. The software's default password is 12345 and can be changed on the settings tab after logging in.



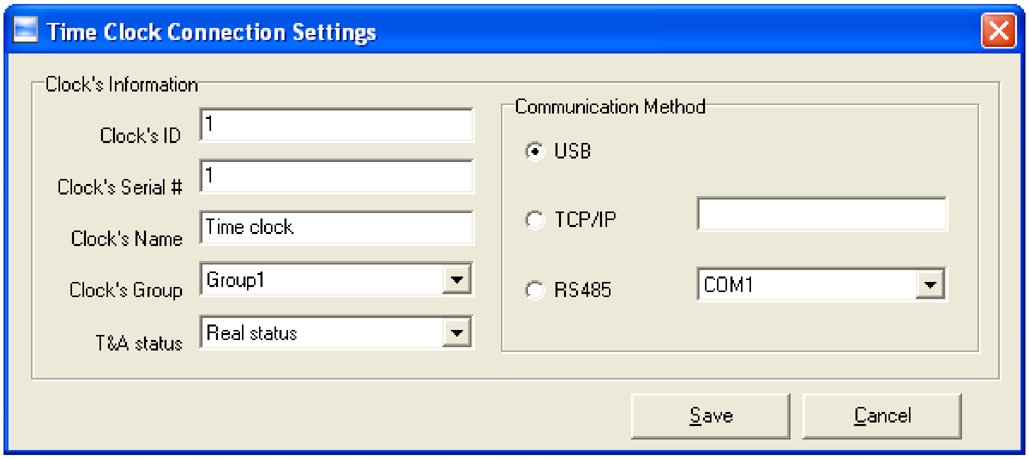

III. Once the ***Bio-Office Standard*** software is opened, go to the reports tab and click on the ***Device to PC communicator*** button. (*see picture below*)




IV. Once the ***Device to PC communicator*** is opened click on ***Add Time Clock***. (*see picture below* )

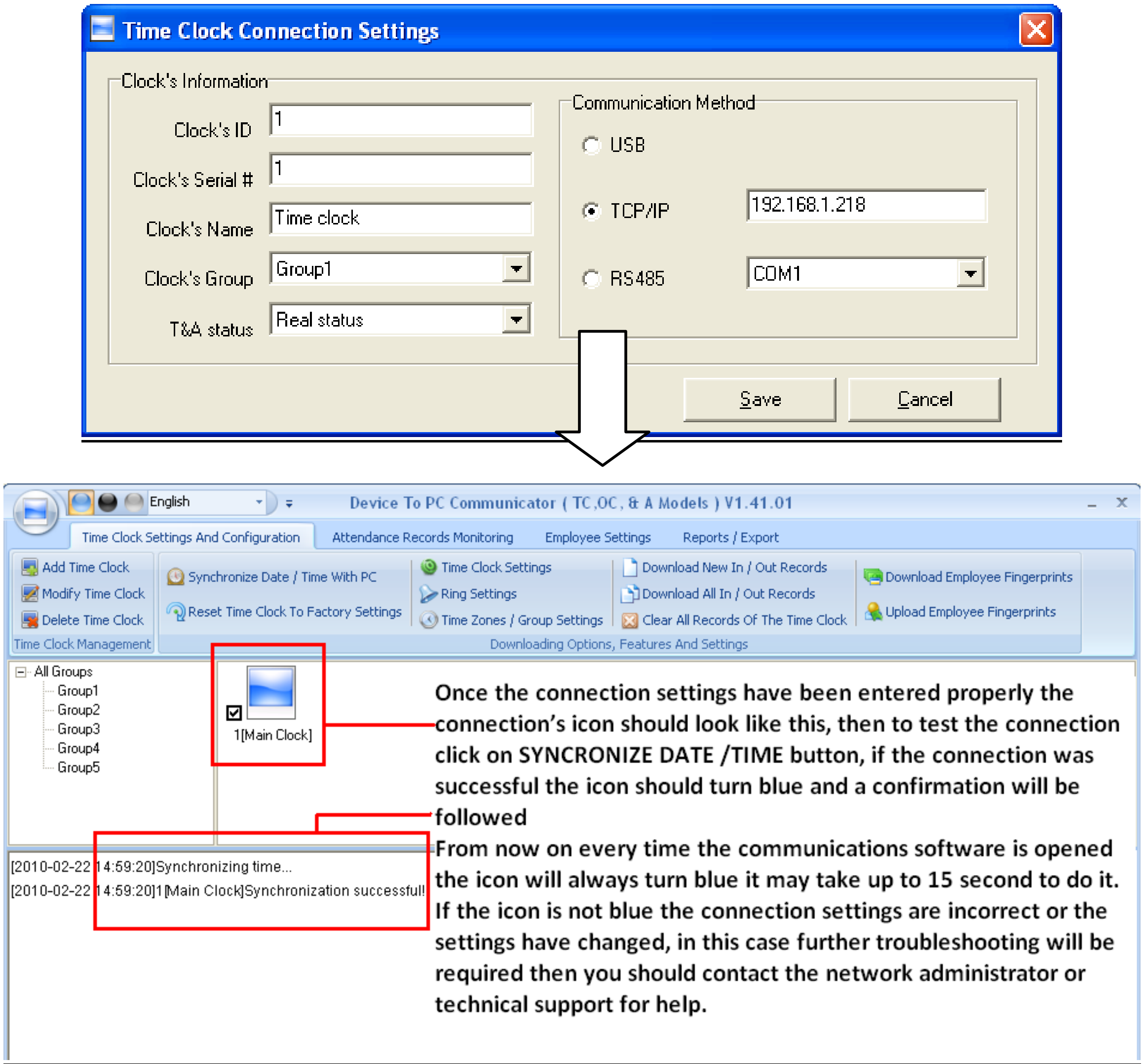



V. The following window will display where you may enter the following connection settings:




- **<u>Clock's ID #:</u>** The software will auto start at number one and it will go in sequence as you add more time clock connections.
- **<u>Clock's serial number:</u>** Enter here your time clock serial number, this number can be found on the back of the time clock below the bar code. This number is usually 8 digits long.
- **<u>Clock's Name:</u>** Enter here a name for your time clock connection (*Example: Time clock, Main, Reception, Warehouse etc.).*
- **<u>Clock's Group:</u>** You can assign a time clock to a specific group when there is more than one time clock connection. Select group 1.
- **<u>Select the communication method:</u>** Select USB if you are going to connect the clock via USB cable or select TCP/IP or RS485. If you select TCP/IP also enter the IP address assigned to the time clock.
  The next page will show you how to assign an IP address to the time clock.

Once the connection settings have been entered properly press save to save your connection. (Look at the pictures below)




- **FOR TCP/IP CONNECTIONS ONLY**

- In order to establish a network connection, the correct IP address must be configured on the time clock as follows:

1) ***Turn the time clock on by pressing on any key.***
2) ***Press the M key. Pressing the M key will take you to the menu options the menu since the time clock is brand new it comes unlocked from factory, once you record new users with cards any of these users can be added as an administrator, once an administrator is added to the system, he will be the only user able to unlock the menu in the future. (YOU CAN HAVE MORE THAN ONE ADMINISTRATOR ON THE CLOCK)***

3) ***Using the arrow keys 🡐 🡒 select SETUP and press OK.***
4) ***Using the arrow keys 🡐 🡒 select SYSTEM and press OK.***
5) ***Using the arrow keys 🡐 🡒 select NET (network) and press OK.***
6) ***Enter the correct IP configuration using the keypad on the time clock. To be able to configure each one of the following IP settings simply highlight it and press ok then enter the correct setting and press ok, once you entered your selection of IP addresses press the C key then OK to save and a confirmation will be followed.***

   ***IP ADDRESS: Enter here the IP address you wish to assign the time clock.***

   ***SUBNET MASK: Enter the mask number of the network where the time clock will be connected to.***

   ***MAC ADDRESS: Do not make changes on this field as this is the unique network identifier for the network adapter in the A300 time clock.***

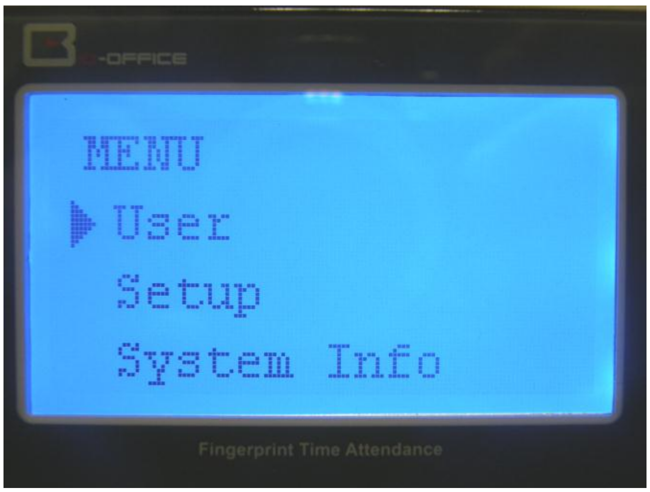
   ***GATE: Enter here the gateway IP of the network where the time clock will be connected to.***

***<u>NOTE</u>: Every network is different and may have different security restrictions and firewall settings. If you need help setting up the IP addresses we highly suggest requesting support from the network administrator or IT department in your company.***

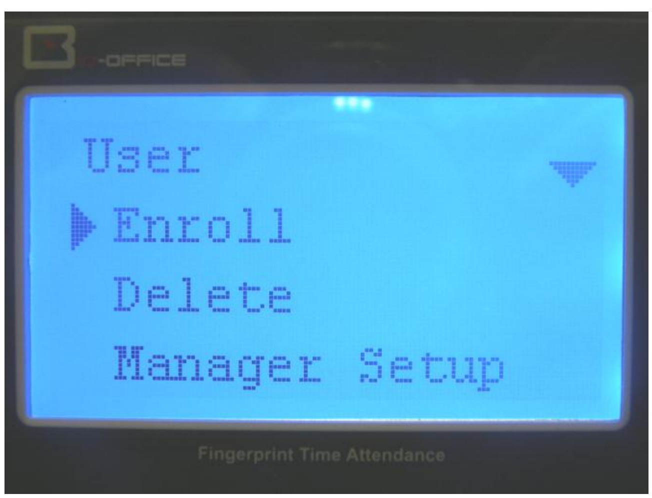
# CHAPTER 2 ADDING EMPLOYEE INFORMATION

## *2.1 Adding Employee Information via Time Clock.*

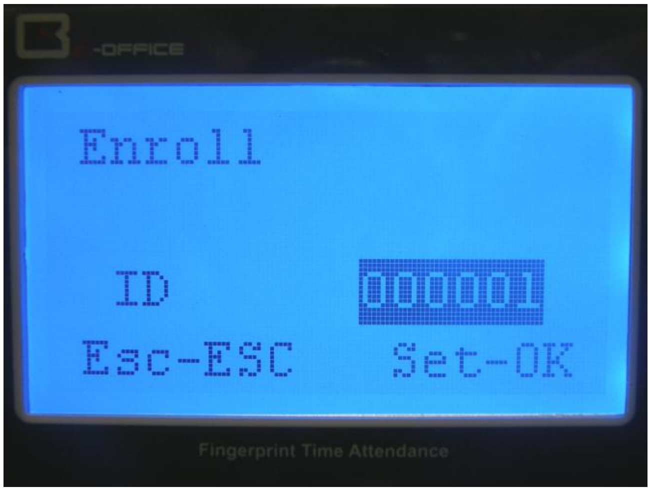
I. Turn the time clock on and press **M**.



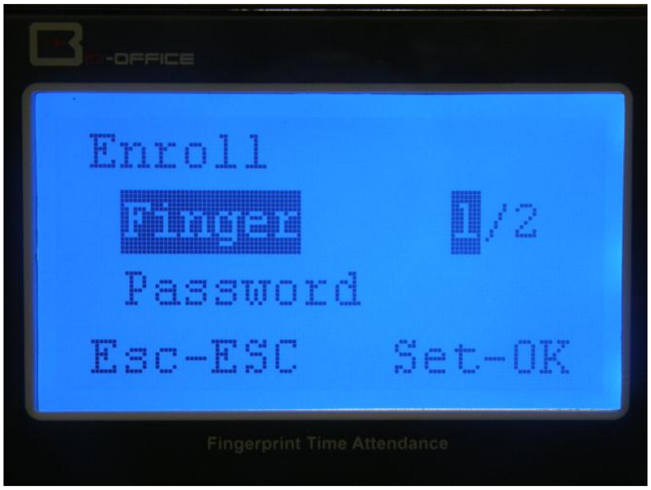

II. Select **User** from the Menu and press **OK**.



III. Press **OK** on **ENROLL**




The time clock will auto start the employee ID number at 000001 the first time you enroll an employee. Each employee must be assigned a unique 1-6 digit ID number. If you wish to change the employee's ID number please do so in this step and press **OK. (*If you would like to continue with the ID number assigned by the time clock you can press OK)*** (See picture below)



IV. To enroll your employee first fingerprints, make sure that ***Finger 1*** is highlighted on the time clock and press **OK.** The time clock will now display ***Press Finger #1*** on the screen. Place the employee's finger to be enrolled directly in the center of the scanner *(See picture below).* Once the screen of the time clock displays ***Take Off!*** And you hear "Press your finger again" remove the finger form the scanner and place the same finger one more time directly in the center of the scanner. Then press **OK** to save the employee fingerprint.

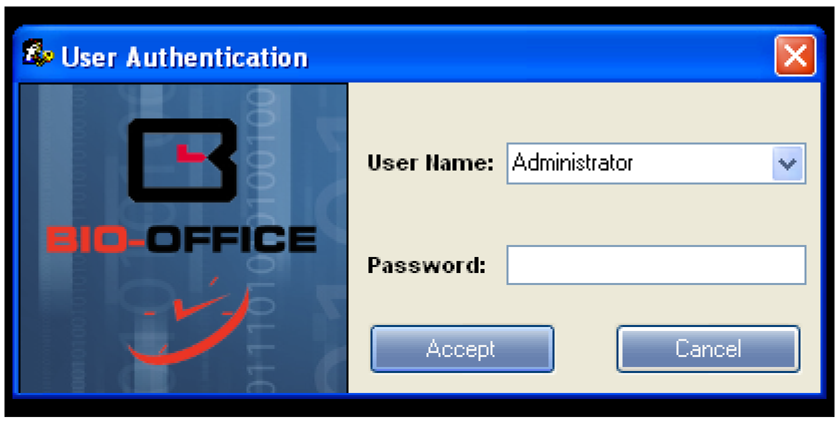
V. The **A300** has the option of enrolling 2 fingerprints per employee. To enroll a second fingerprints to an existed employee follow the instructions above. Once you are in step IV. Highlight ***Finger 2*** and continues with the enrollment of the fingerprints

Note: We recommend keeping record of each employee's ID number you've assigned, later you will be need this information to match the ID numbers with the employee's personal information in the Employee Control Tab on your Bio-Office Standard Program.

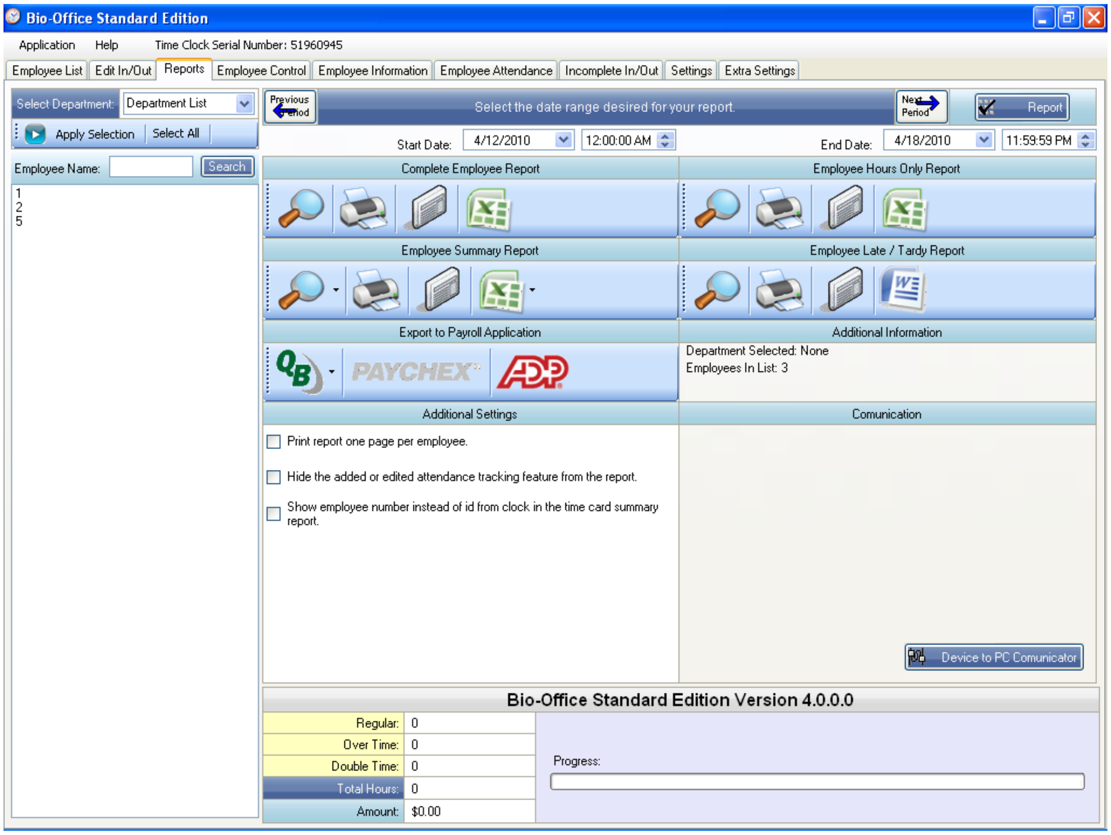
*__2.2 Adding Employee Information via Software__*

I. Log on to the ***Bio-Office Standard*** software.

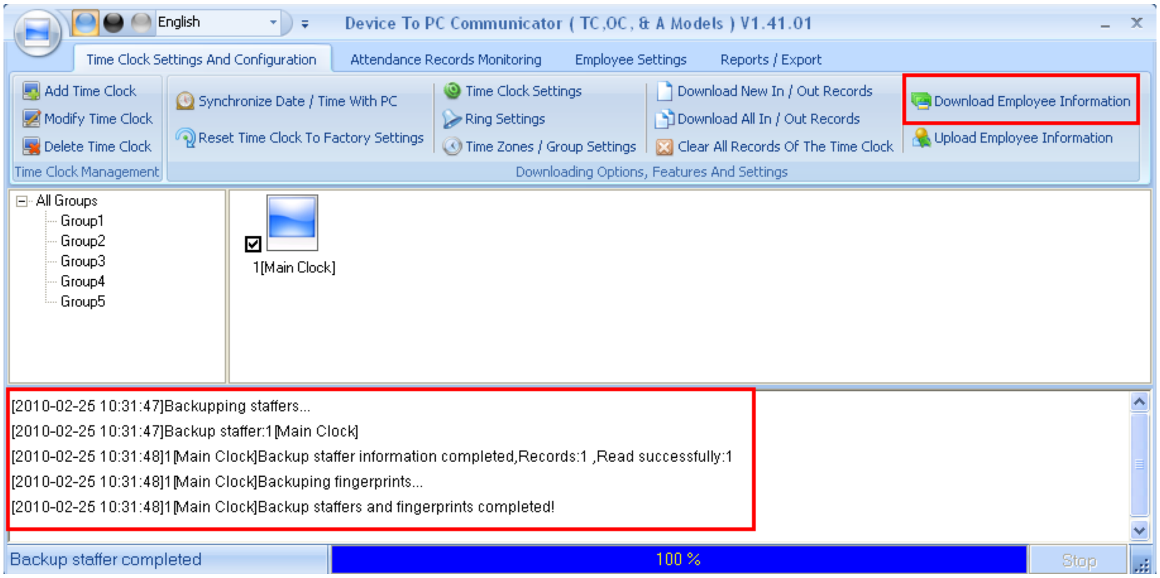
II. Type in the password (**default: 12345**) and press **Accept** as shown on the picture below.




III. Once the ***Bio-Office Standard*** is opened, go to the **Reports** tab and click on the **Device to PC communicator** button to open the time clock connection software.

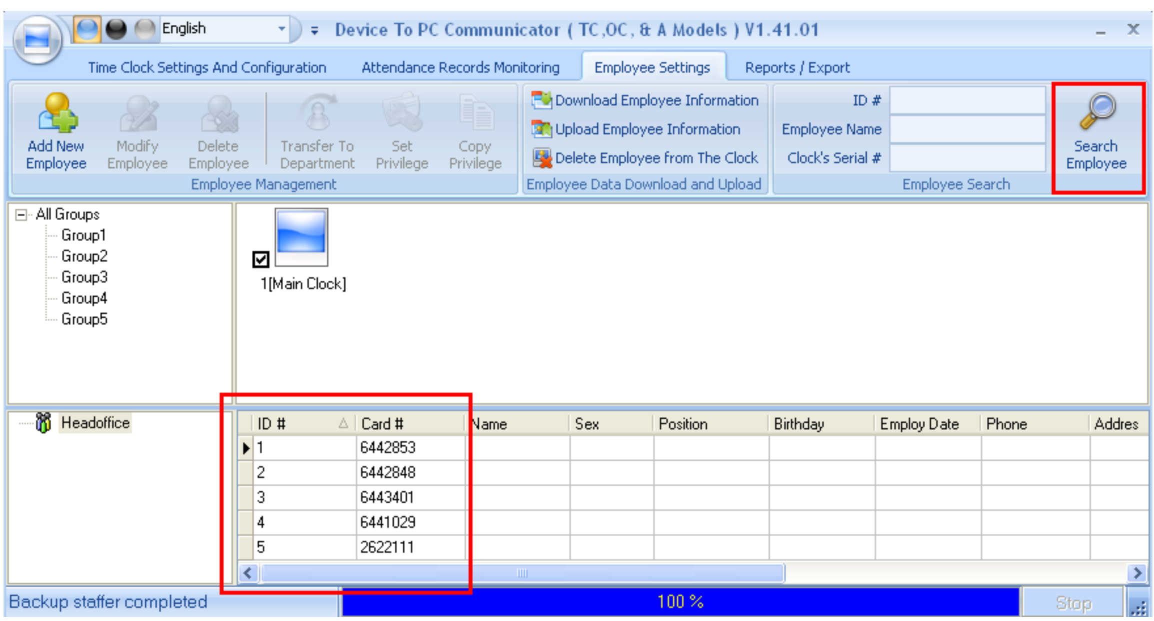



IV. Once the **Device to PC communicator** is opened, make sure that the connection's icon is blue, if the icon is orange you will not able to transfer any information from or to the time clock. Then click on ***Download Employee Information***.
(*See picture below)*

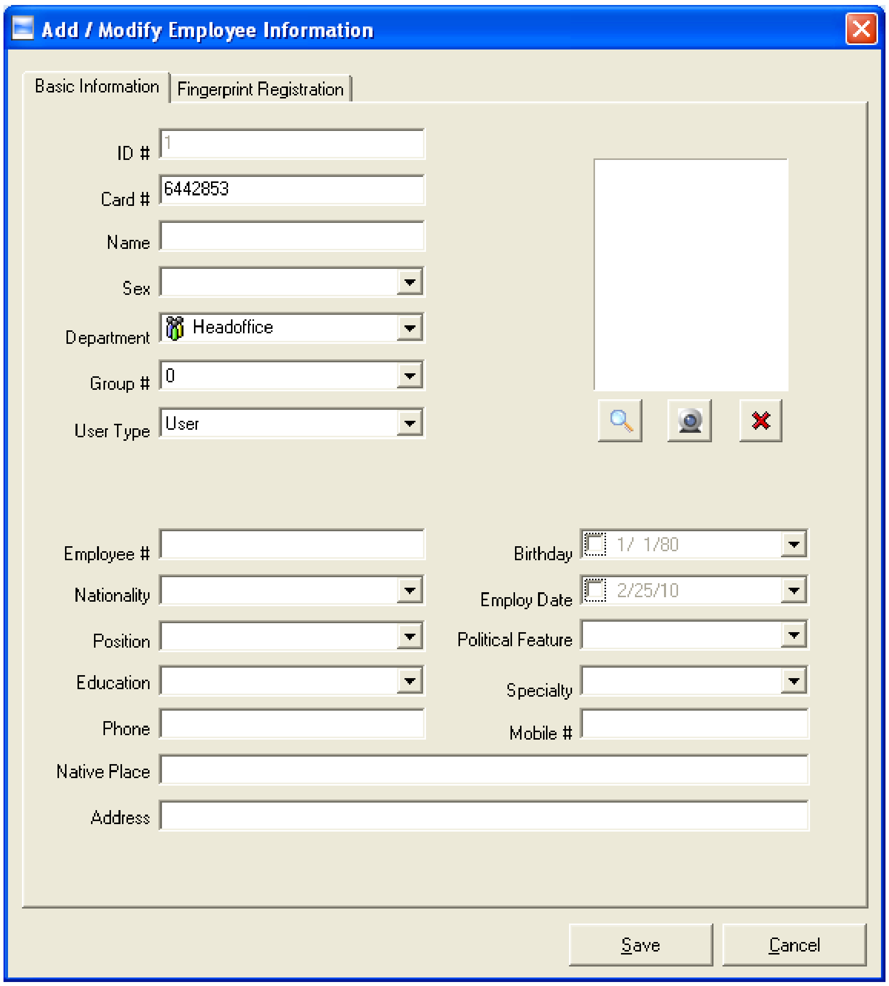



V. Once the employee information has been downloaded go to the ***Employee Settings*** tab, then click ***Search Employee*** (*see next picture*). The list of ID and card numbers enrolled on the time clock will display on the software. (*see next picture*)

This is a wrong picture, with out the card numbers



VI. Then double click on the ID number which you would like to enter the information for and fill in the following employee information fields (*See picture below)*




***Basic Information Tab:***

- For purposes in not causing any confusion in your employees, we advice to always keep your ID card #, Employee #, & ID # from the time clock the same.

**ID #**: This number can't be edited as this is the employee identification number.

**Card #**: This is the number to track the card the employee will use to clock in or out.

**Name**: Enter the name for the employee as you would like to see on the reports. (Use only letters do not enter special characters such as commas, hyphens apostrophes etc).

- The rest of the fields are not required but they can still be entered, then press ***Save*** to save your selection.

## 2.3 *Assigning an Administrator via Software*

The **A300** has the option to assign any user as a Manager/Administrator on the time clock. When the time clock is new and with factory settings, it allows any user to access the Main Menu by pressing the **M** key. Once a Manager/Administrator is assigned on the clock this person will be the only user that will unlock the main menu and to be able to enroll more employees or to make any changes on the **A300** time clock.

To assign one or more users/employees as an administrator it can be done either through the software or on the clock

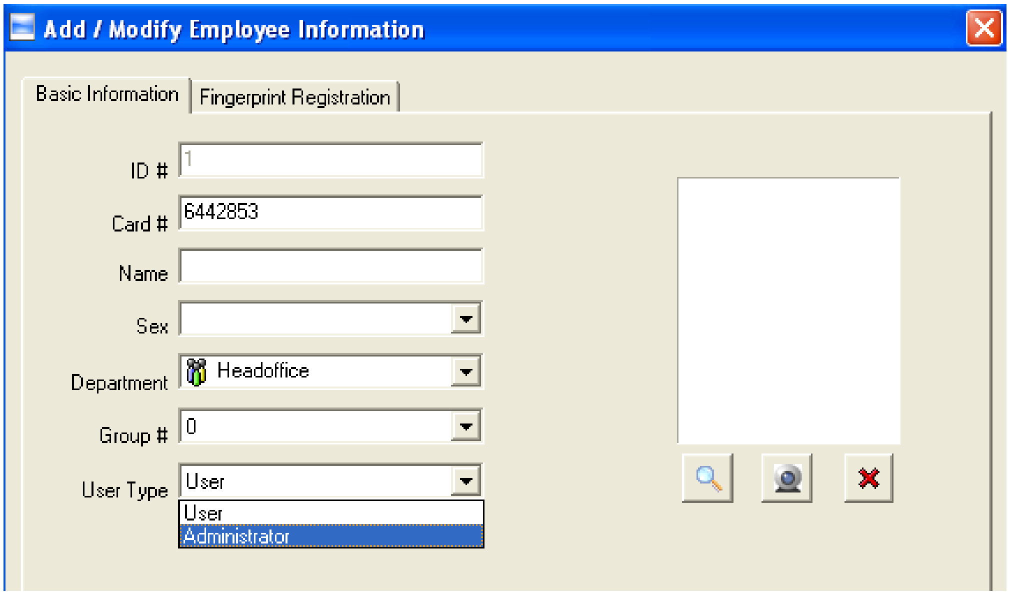
To assign an administrator through the software do the following:

I. Open the communications software. (**Device to PC Communicator**)

II. Go to the ***Employee Settings*** tab.

III. From the list of your employees ID numbers double click on the employee name that you would like to assign as an administrator.

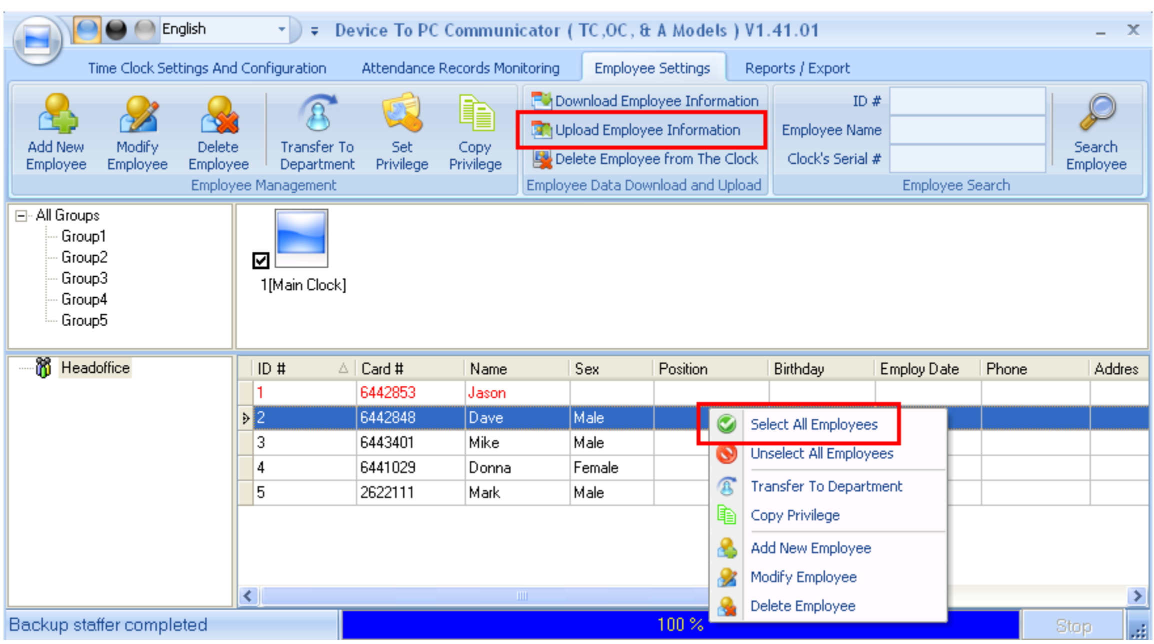
IV. Once the ***Add/Modify Employee Information*** windows is opened. Click the drop down under ***User Type*** and select *Administrator.* After making the selection click ***Save.*** *(See picture below)*




- In order for the changes to take effect, the employee information needs to be uploaded to the **A300** time clock.

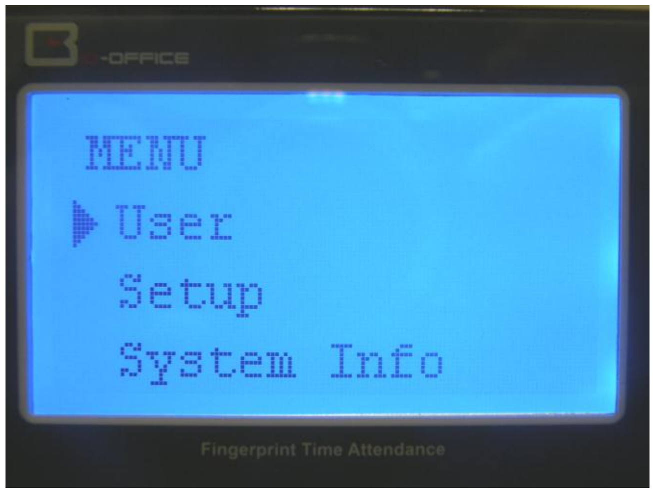
V. Highlight the employee you assigned as an *Administrator* and click on ***Upload Employee Data.*** *(See picture below)*

Wrong picture, just highlight one employee

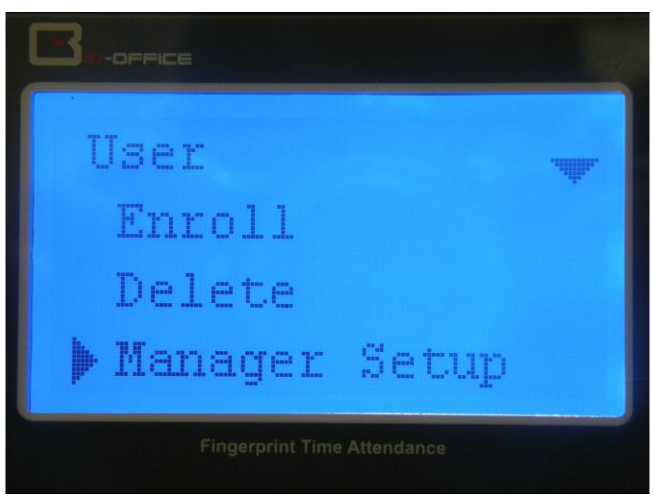


***2.4 Assigning an Administrator via the Time Clock.***

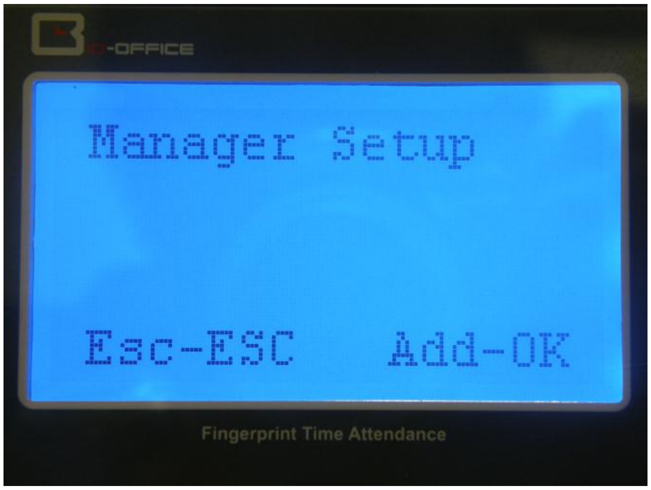
I. Turn the time clock on and press **M**.




II. Press **OK** on **User**



III. Scroll down to **Manager Setup** and press **OK**.




IV. Press **OK** to add the ID number for the employee you wish to assign a Manager/Administrator, and then press **OK** to save your selection.

## CHAPTER 3 DOWNLOADING ATTENDANCE RECORDS

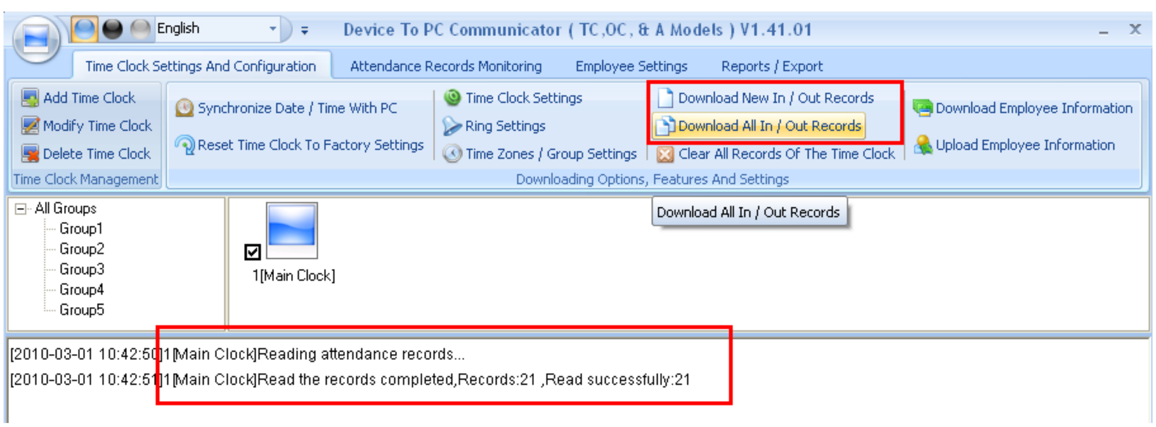
Once the connection has been setup and the users have been enrolled on the system, they can start using their fingerprints to record IN/OUT attendance records. When employees successfully record IN/OUT attendance records, this information will be saved and kept on the time clock's memory until they are downloaded to the ***Bio-Office Standard*** software's database. Once you have downloaded the information, you will be able to create your attendance reports and timesheets. The download of the attendance records is a manual process, which could be automated also.

### *3.1 Manual Attendance Records Download*

I. Open the ***Bio-Office Standard*** software.

II. Go to the ***Reports*** tab and click on the communication software, **Device to PC Communicator**.

III. Once the communication software is open make sure the connection icon is blue, therefore meaning the connection settings to the time clock are set accordingly. Then click on ***Download New*** or ***All IN/OUT Records*** and you will receive a confirmation. This process can be done as many times as you want.
(See *picture below)*



(**Note**: if the icon is not blue the connection settings are incorrect and the attendance data cannot be downloaded off the time clock. Troubleshooting will be required. Please contact your network administrator or technical support for further assistance).

### *3.2 Real-Time Attendance Records Download*.

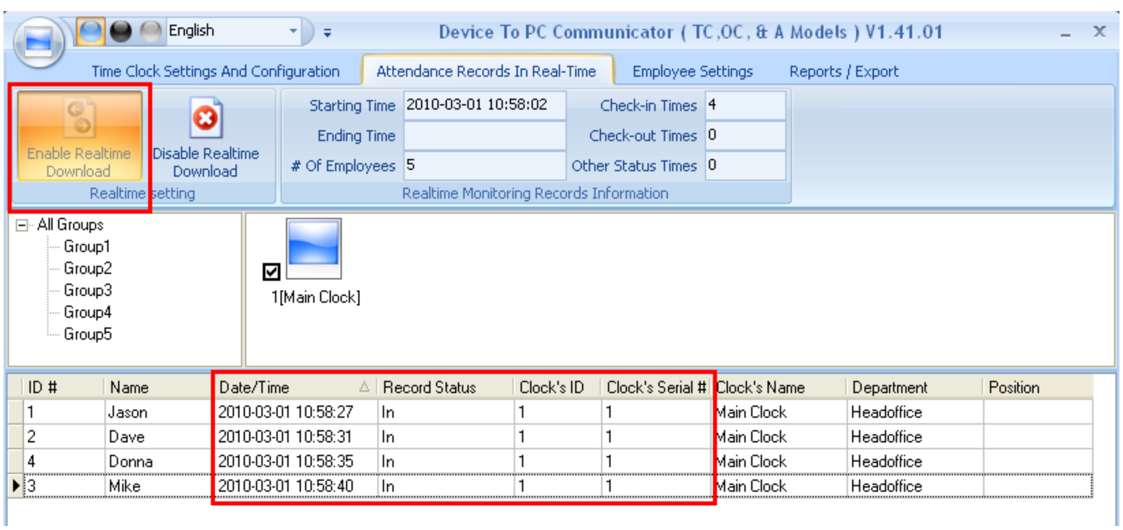
This option allows you to download and track the attendance in records in real-time, rather than downloading these manually. To do this, do the following:

I. Close the ***Bio-Office Standard*** software.

II. Open the Communications software from the desktop icon.

III. Once the communication software is opened go to **Attendance Records In Real-Time**.

IV. Click ***enable real-time download***. Once the real-time download is enabled, your employees will be able to record attendance records scans their fingerprint to clock in or out it will be downloaded into the software automatically and a confirmation will show on the attendance record. ( See next picture )



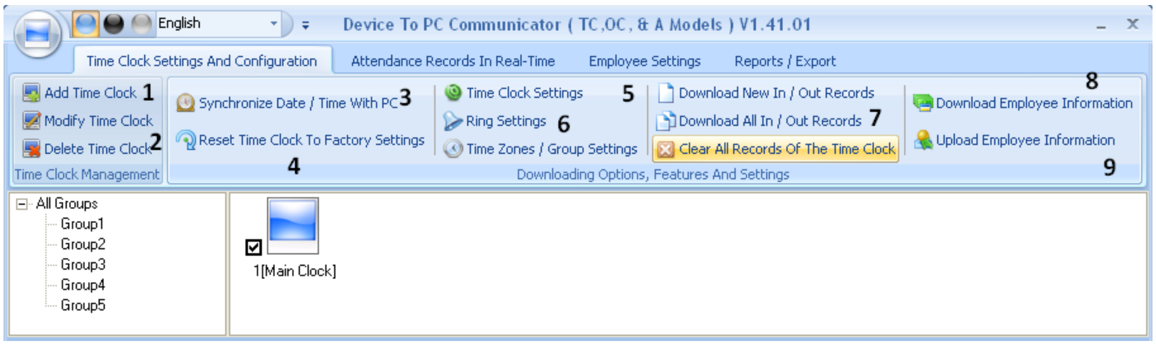
**Note**: In order for the real-time feature to work the connection has to be through a TCP/IP network connection. Also the communication software must remain opened at all times and the feature should also be enabled at all times.

# APPENDIX

## SOFTWARE COMMUNICATOR BUTTON DESCRIPTIONS

Below you will find a description of all the buttons on the Connections window on the ***Bio-Office Standard*** Software:

A. **TAB #1: Time Clock Settings and Configuration**




1) **Add Time clock:** This button is used to add time clock connections to the communication software.

2) **Modify / delete time clock:** These buttons are used to either edit or delete existing time clock connections.

3) **Synchronize Date / Time With PC:** Use this button to sync the computer's date and time to the time clock.

4) **Reset time clock to factory settings:** By pressing this button the time clock will return to factory settings and all data on its memory will be erased. This process cannot be undone and will erase all data such as names, fingerprints, cards, attendance records, IP settings, etc.

5) **Time clock Settings:** Click here to review and change certain time clock settings such as date format, disabling scanner usage etc. and click **Ok** to save your selection.

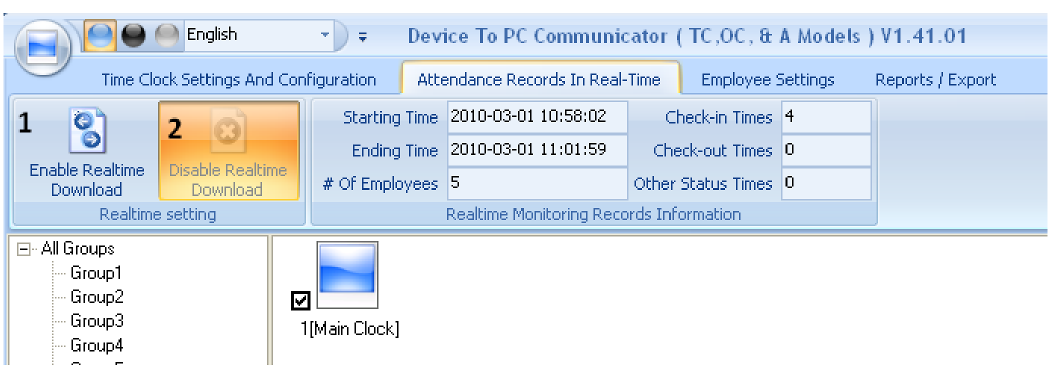
6) **Ring Settings**: The **A300** time clock does not support this feature.

7) **Download All or New IN / OUT Records:** This is the button used to transfer the attendance records from the time clock to the ***Bio-Office Standard*** software database. Click on this button every time you wish to send the attendance records to the PC, after this you will be able to preview and print the attendance reports and time cards for the employees.

8) **Download employee information:** Use this button to download the employee's information and card numbers saved on the clock. NOTE: You will be able to send and distribute this data to other time clocks connected to the same software, or just to create a back up of the employee related information and fingerprints.

9) **Upload employee information:** Use this button to upload the employee(s) information and fingerprint(s) to the clock(s) connected to the software.

B. **TAB #2: Attendance Records in Real-Time**

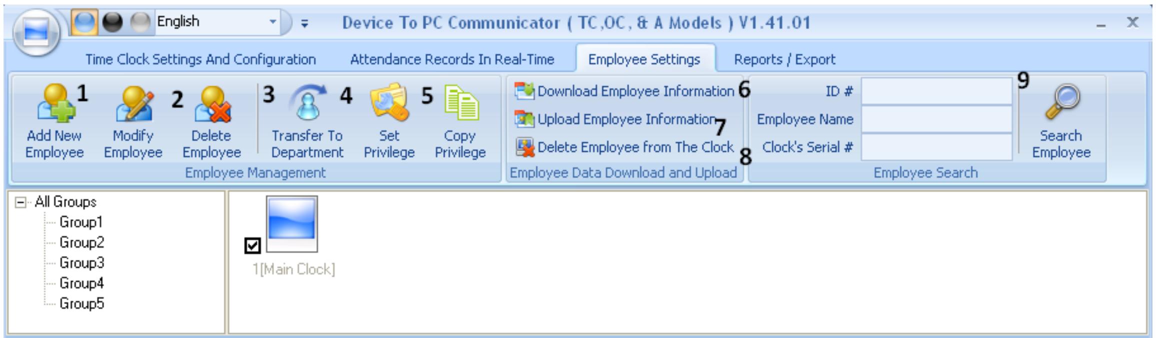



1) **Enable Real-Time:** This button is used to enable the real-time feature. When enabled the attendance records will display automatically on the white part of this section when the employees clock in or out. *(NOTE: In order for the real-time feature to work the clock must be connected through a TCP/IP*

*connection and also the communication software has to be opened at all times*).

2) **Disable Real-Time:** This button allows you to disable to the real-time feature.

### C. TAB #3: Employee Settings.




1) **Add new employee:** Use this button to add new users into the software.

2) **Modify / Delete employee:** Use this button to add or delete existing users added to the software.

3) **Transfer to department:** This option is used to add an employee or a batch of employees to a department. To do this select the employee(s) then click on transfer to department and select the department you wish to add the users to and click **OK** to save your selection.

4) **Set Privilege:** Use this feature allows you to assign which time clock/s the employee will use.

5) **Copy Privilege:** This feature allows you to copy the settings from a specific employee to the rest of employees or to other employees.

6) **Download employee Information:** Use this button to download the employee data from the clock to the ***Bio-Office Standard*** software.

7) **Upload employee Information:** Use this button to upload the employee data from the ***Bio-Office Standard*** software to the Time clock(s) connected to the software.

8) **Delete employee from the time clock:** Select from the list the employee(s) that you want to delete and click on this button to remove these employees from the time clock(s) you selected from the ***Bio-Office Standard*** software.

9) **Search employee:** If you want to search for a specific employee enter the information on the required file and click on this button to look for the employee in reference.

For steps by step instructions on how to use the ***Bio-Office Standard*** software and its features you must click on the **Help** button on the ***Bio-Office Standard*** Software (once logged in), then click **Software help** then **online help** and another window should display. To the left of that window select the **How Do I** option and all features for the ***Bio-Office Standard*** software will display.