

ANVIZ BIOMETRIC



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CHAPTER 1 ESTABLISHING A CONNECTION TO TIME CLOCK

1.1 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 **OC500** time clock must be created in order to add employees, and download employee attendance data along with any other data saved on the **OC500** time clock.

The **OC500** time clock can connect to the computer in two different ways, serial connection or TCP/IP Network. At any time these connections can be changed, you can also retrieve attendance data and employee information using a USB flash memory drive. To download via USB flash drive a connection to the PC is not required. (INSTRUCTIONS ON HOW TO RETRIEVE INFORMATION VIA USB MEMORY DRIVE ARE LOCATED IN PAGE 25 ON THIS GUIDE)

- Via USB Cable connection- You can connect the **OC500** time clock to the PC using the USB cable you were provided with your purchase.
- Via TCP/IP Network Connection- You can connect the **OC500** time clock 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)

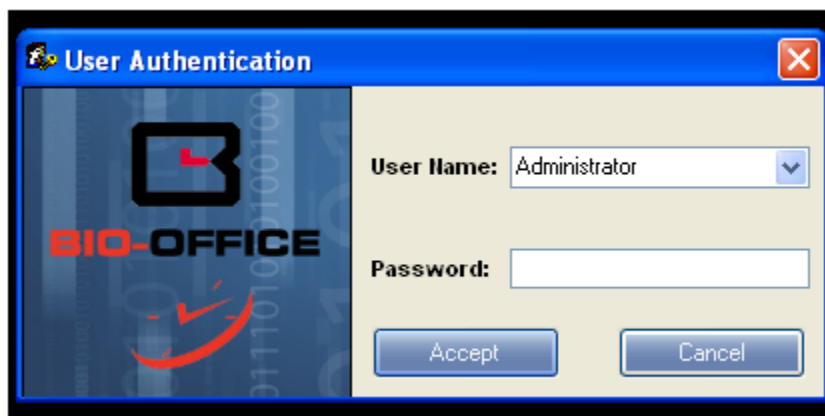
1.2 Via USB Cable Connection & TCP/IP.

To set up either connection do the following:

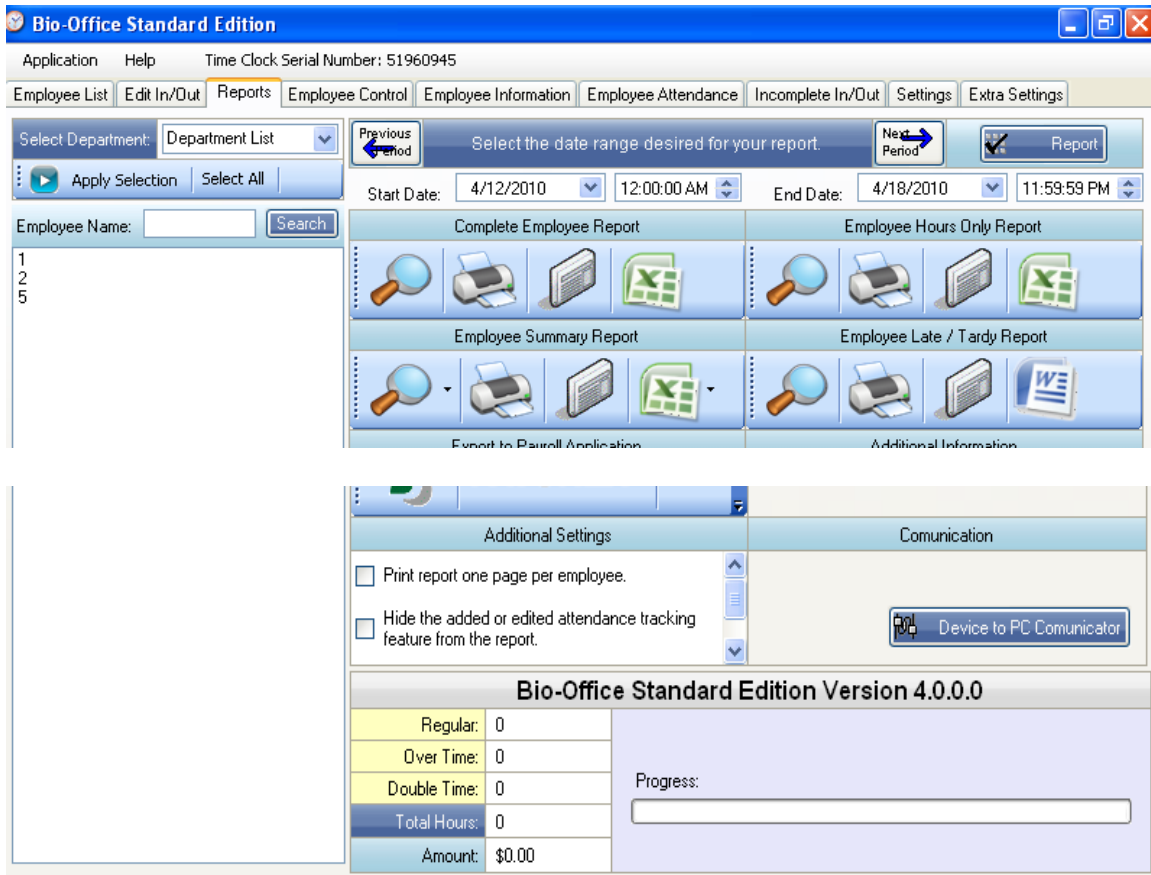
- a) Open the **Bio-Office Standard** software. If the software was installed properly you should have the software's icon on the computer's desktop screen, double click on the icon to open the software, the icon should look like the picture below.



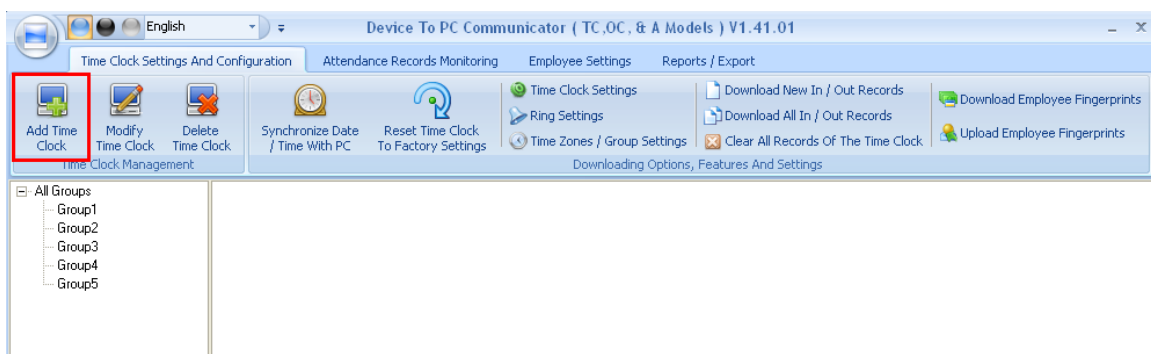
- b) Enter the **Password**. The software's default password is 12345 and can be changed on the extra settings tab after logging in.



- c) 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)



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



- e) The following window will display where you may enter the following connection settings:

The screenshot shows a dialog box titled "Time Clock Connection Settings". It is divided into two main sections: "Clock's Information" and "Communication Method".

Clock's Information:

- Clock's ID: 1
- Clock's Serial #: 1
- Clock's Name: Time clock
- Clock's Group: Group1
- T&A status: Real status

Communication Method:

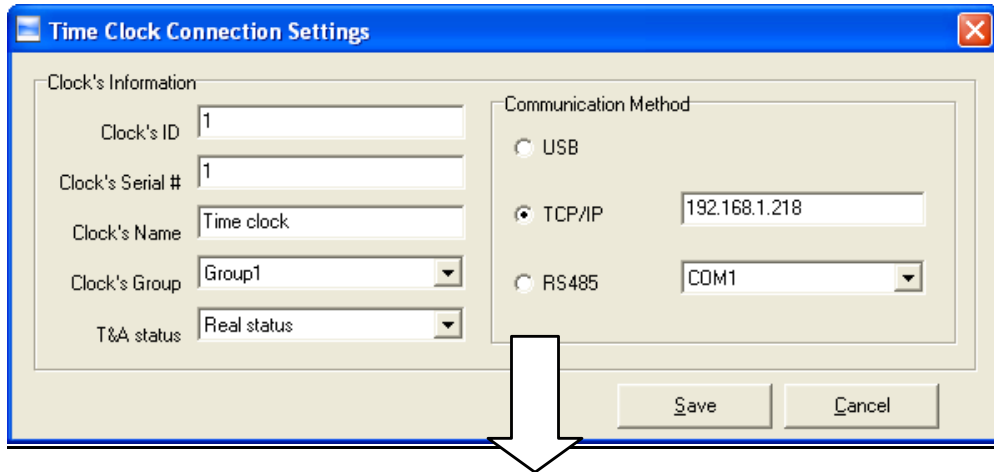
- USB
- TCP/IP (with an empty text box next to it)
- RS485 (with a dropdown menu showing COM1 next to it)

At the bottom right, there are "Save" and "Cancel" buttons.

- **Clock's ID #:** The software will auto start at number one and it will go in sequence as you add more time clock connections.
- **Clock's serial number:** 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.
- **Clock's Name:** Enter here a name for your time clock connection (*Example: Time clock, Main, Reception, Warehouse etc.*).
- **Clock's Group:** You can assign a time clock to a specific group when there is more than one time clock connection. Select group 1.
- **Select the communication method:** 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)



Once the connection settings have been entered properly the connection's icon should look like this, then to test the connection click on SYNCHRONIZE DATE /TIME button, if the connection was successful the icon should turn blue and a confirmation will be followed

From now on every time the communications software is opened the icon will always turn blue it may take up to 15 second to do it. If the icon is not blue the connection settings are incorrect or the settings have changed, in this case further troubleshooting will be required then you should contact the network administrator or technical support for help.

1.3 Via TCP/IP Network Connection On TimeClock.

➤ **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 OC500 time clock.

GATE: Enter here the gateway IP of the network where the time clock will be connected to. (see picture below)



NOTE: 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 AND CARD INFORMATION

2.1 Adding Employee and card information to the time clock.

Next step is to record the cards the employees will use and this will be done at the time clock, at this point every employee will be assigned a unique id number, this number can be from 1 up to 6 digits in length.

- a) Turn the time clock on and press on **M**.
- b) Select **User** from the Menu and press **OK**. The following will display:



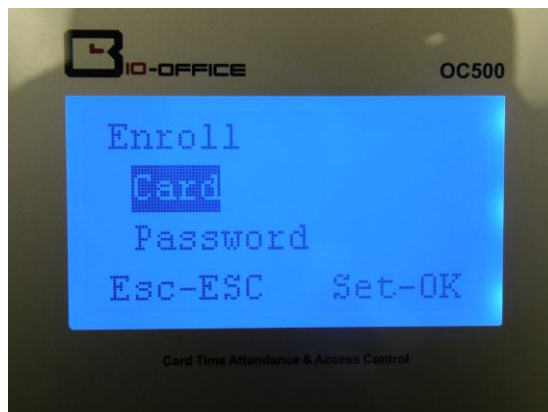
- c) To **add** cards for each employee profile select the first option USER then press **OK**, and the following will display.



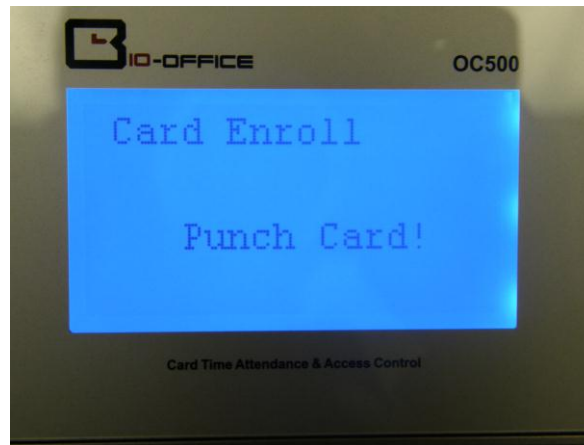
d) Press **OK** on **ENROLL**, the following will display.



e) After pressing **OK** on **enroll**, the time clock will auto start at 000001 at assigning ID numbers for the employees, if you wish to use this number for the employee press **OK** , if not enter the number you wish to assign and press **OK**, the following will display. (keep track of the numbers assigned to each employee)



- f) Select the first option **card** then press **ok**. You can also enroll a password for this user by selecting password, if you save a password for the employee profile this employee will be able to clock in or out entering his ID number plus his password using the time clock's keypad. After selecting card the following will display.



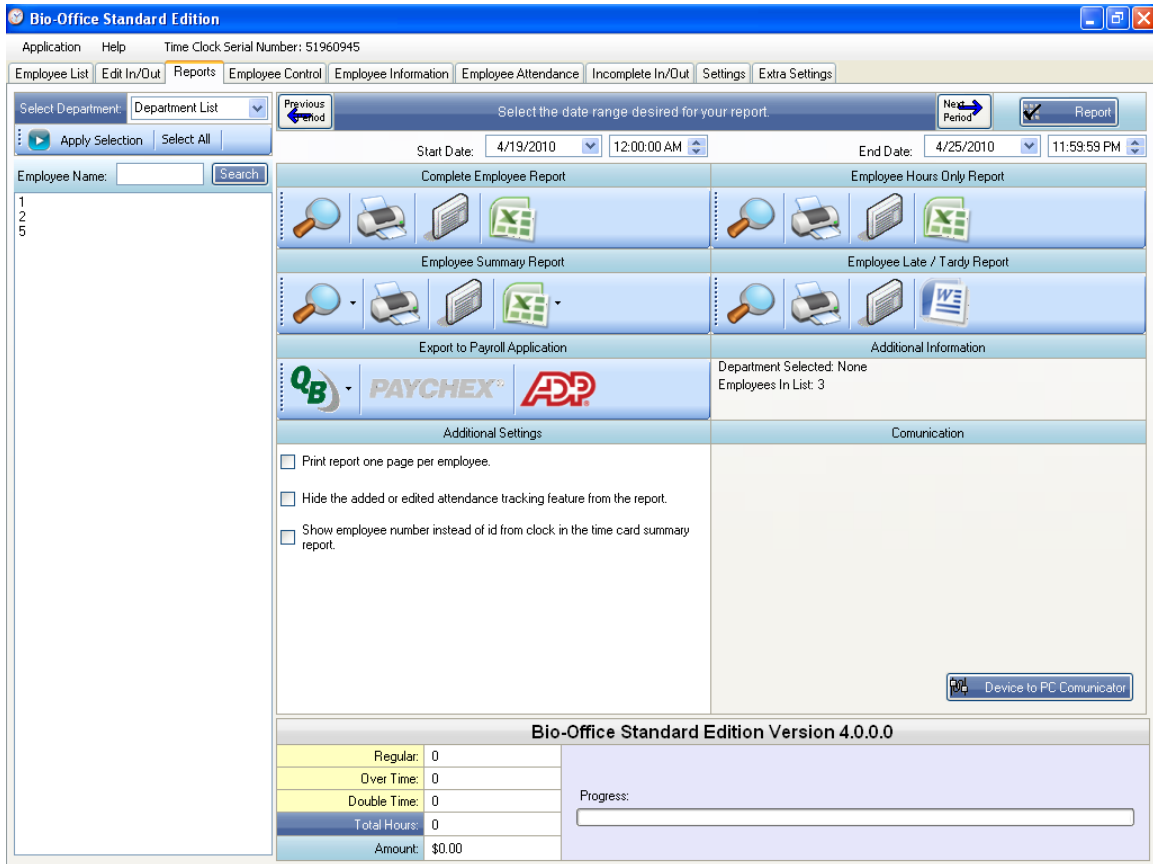
- g) At this point swipe the card you wish to assign the employee, swipe the card on the card reading area located on the front bottom right part of the time clock you should hear a beep then press **OK** to save the card information. After saving, the time clock will automatically go to the next employee ID. Repeat this procedure in order to enroll more employees, if you don't want to record any more employees just exit the enroll menu by pressing on **C** key multiple times. Note: **each card comes preprogrammed with a unique number to identify each card, this number will be downloaded later into the software for card # tracking purposes.**
- h) Once you have saved the card information to the time clock you will need to connect to it, in order to download employee and card information by doing the following steps:

2.2 *Adding Employee Information Via Software*

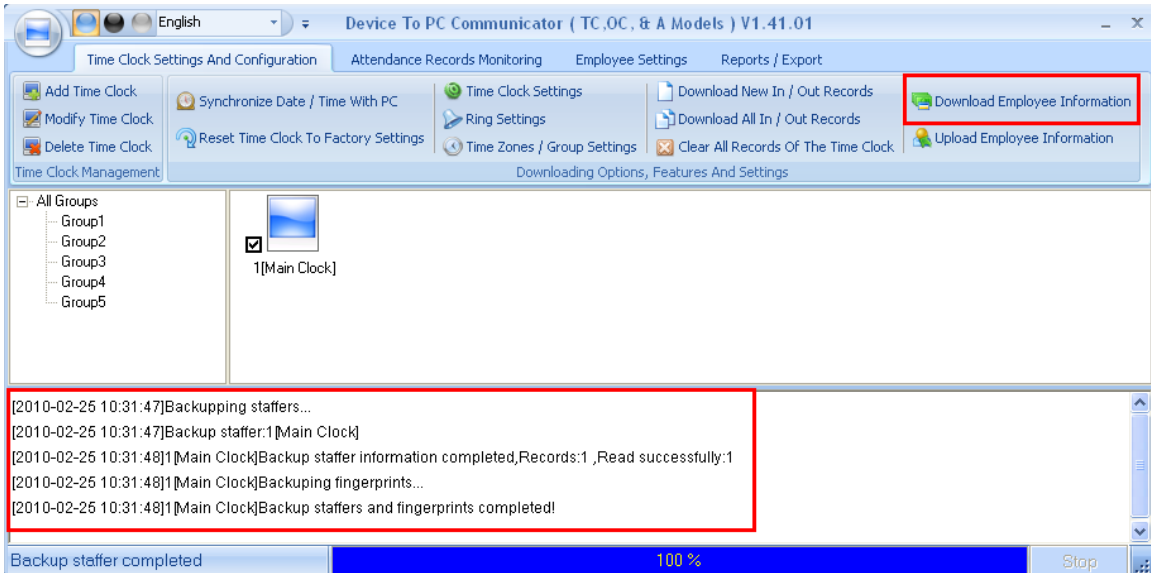
- Log on to the **Bio-Office Standard** software.
- Type in the password (default: 12345) and press **Accept** as shown on the picture below.



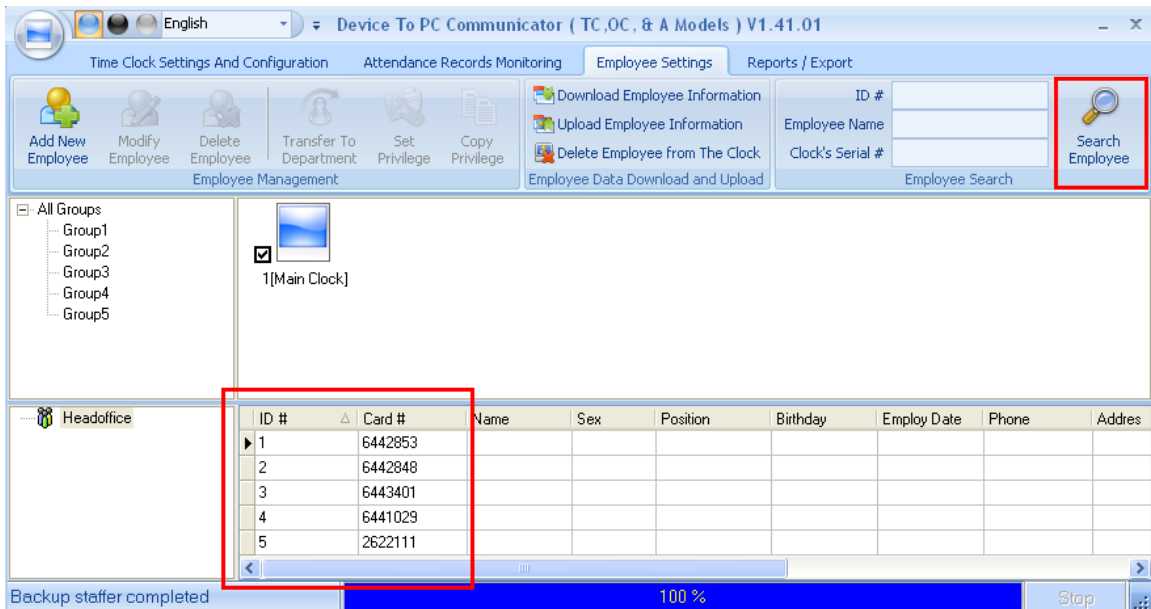
- Once the **Bio-Office Standard** software is opened, go to the **Reports** tab and click on the **Device to PC communicator** button to open the time clock connection software.



- Once the Device to PC communicator is opened click on **DOWNLOAD EMPLOYEE INFORMATION**, as shown on the next picture. Make sure the connection's icon is blue, if not you will not able to transfer any information from or to the time clock. Also you should see a confirmation of the downloaded information. (See next picture)



- f) 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)



- g) Then double click on any of the employee numbers from the list and fill in the following employee information fields :
- Note: Keep in mind to not enter any special characters in your employee information.

The screenshot shows a software window titled "Add / Modify Employee Information" with a "Basic Information" tab selected. The form contains the following fields and values:

- ID #: 1
- Card #: 6442853
- Name: (empty)
- Sex: (dropdown menu)
- Department: Headoffice
- Group #: 0
- User Type: User
- Employee #: (empty)
- Nationality: (dropdown menu)
- Position: (dropdown menu)
- Education: (dropdown menu)
- Phone: (empty)
- Native Place: (empty)
- Address: (empty)
- Birthday: 1/ 1/80
- Employ Date: 2/25/10
- Political Feature: (dropdown menu)
- Specialty: (dropdown menu)
- Mobile #: (empty)

At the bottom right of the form area, there are three icons: a magnifying glass (search), a fingerprint scanner, and a red 'X' (delete). At the bottom of the window, there are "Save" and "Cancel" buttons.

Basic Information Tab:

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 want it to show on the reports. (Use only letters do not enter special characters such as commas, hyphens apostrophes etc).

Other fields are not required but they can still be entered, Then press **Save** to save your selection.

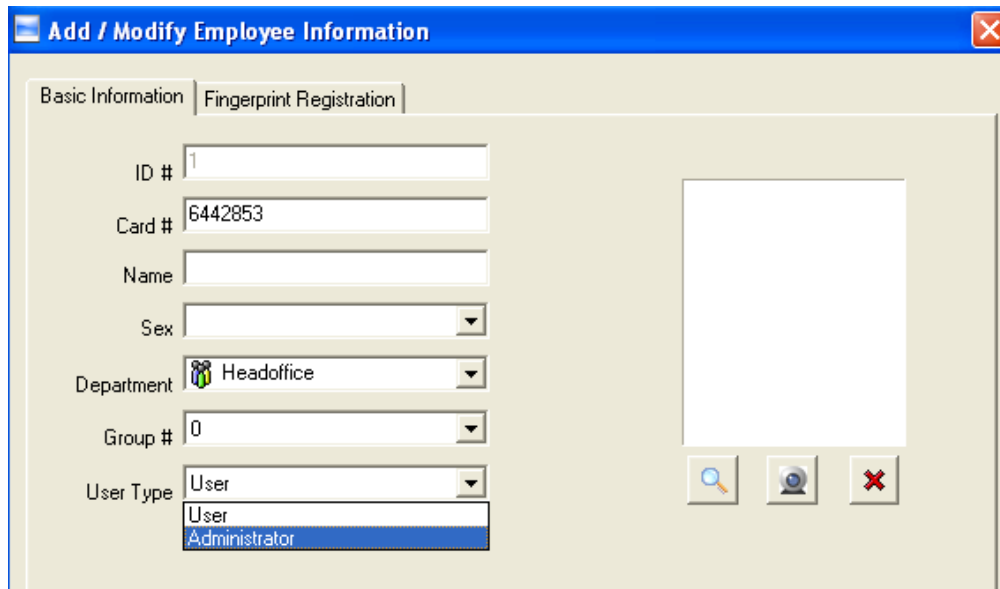
2.3 *Assigning an administrator to the time clock.*

You must assign one of the new users as an **ADMINISTRATOR / MANAGER** on the time clock. When the time clock is new with factory settings, it allows access to anyone to the enroll menu by pressing the **M** key, but once an administrator/manager is assigned on the clock this is the only user/card that will unlock the menu to be able to enroll more employees or to make any changes on the **OC500** time clock.

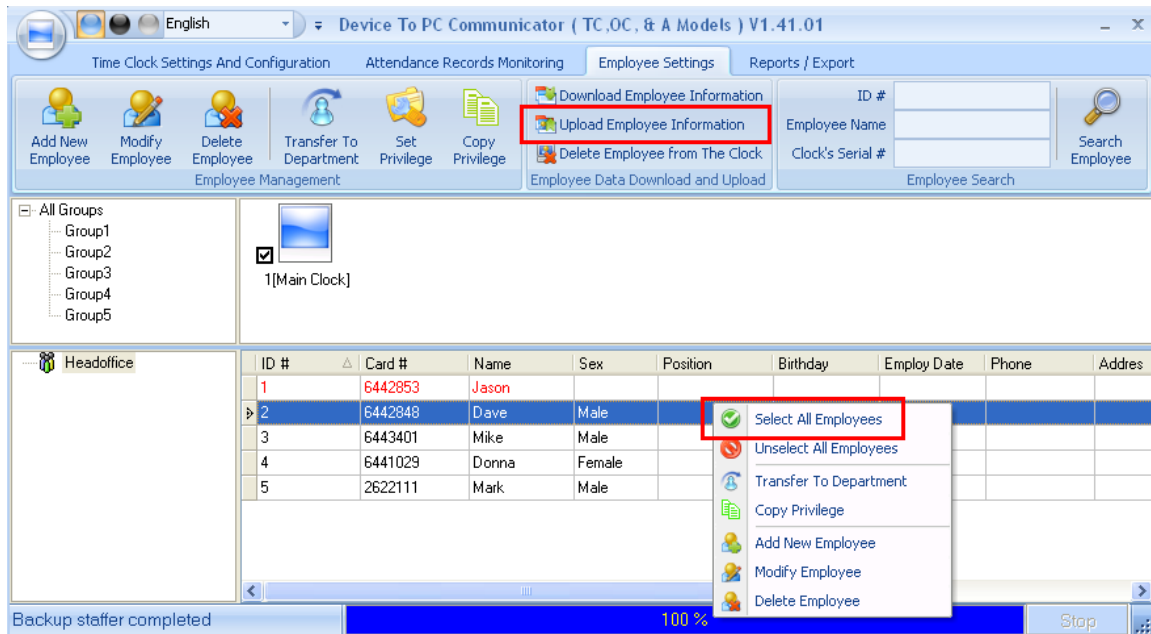
To assign one or more users/employees as an administrator it can be done either on the time clock or thru the software.

To assign an administrator thru the software do the following.

- Open the communications software. (**Device to PC Communicator**)
- Go to employee settings tab, then click, **SEARCH EMPLOYEE.**
- Double click on the employee name or id you wish to assign as an administrator.
- From the drop down on **USER TYPE** select administrator and press save to save your selection. (See next picture).



- Then in order for changes to take effect this information needs to be **UPLOADED** to the time clock, to do this select all employees from the list, by right clicking on any user and click select all. (See picture below). Once all employees are highlighted click on **UPLOAD EMPLOYEE INFORMATION.** (see picture below)



2.3 Assigning an administrator thru the time clock.

- Press **M**
- Press **OK** on **USER**
- Scroll down to **MANAGER SETUP** and press **OK**. The following will display on the time clock.



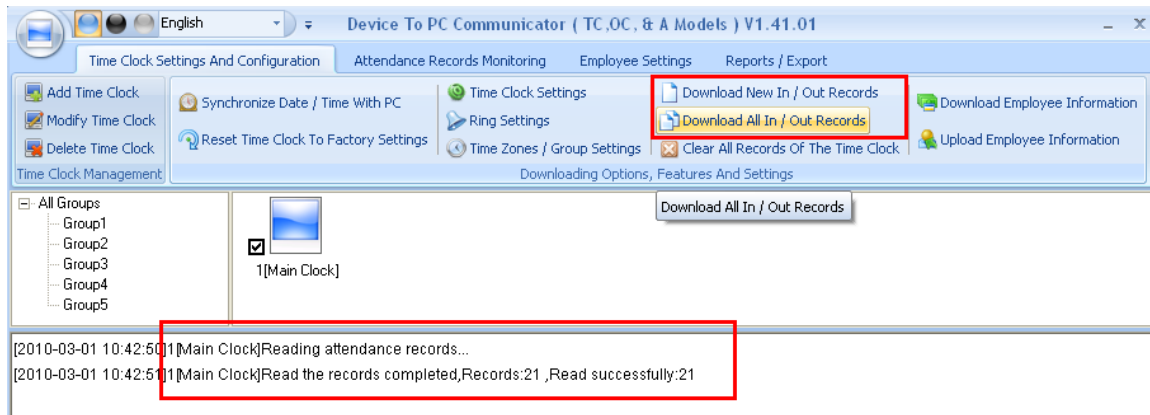
- Press **OK** then type the ID number for the employee you wish to assign as an administrator / Manager, then press **OK** to save your selection.

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 cards to record IN/OUT attendance records. When employees successfully record IN/OUT attendance records, these will be saved and kept on the time clock's memory until they get downloaded to the **Bio-Office Standard** software's database. Once you have downloaded these, 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 To download attendance records do the following

1. Open the **Bio-Office Standard** software.
2. Go to the reports tab and click on the communication software, called **device to pc communicator**.
3. 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 (**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.
4. 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 *next picture*) when downloading attendance records you should see the progress up to 100% and a confirmation of the number of records downloaded. (*see next picture*)



3.2 Download of attendance records in real-time.

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:

1. Close the **Bio-Office Standard** software.
2. Open the Communications software from the desktop icon.
3. Once the communication software is opened go to **Attendance Records In Real-Time**.
4. Click **enable real-time download**. Once the real-time download is enabled and the employee scans their fingerprint to clock in or out it will be recorded into the software automatically and a confirmation will show on the attendance record. (See next picture)

Device To PC Communicator (TC,OC, & A Models) V1.41.01

Time Clock Settings And Configuration | Attendance Records In Real-Time | Employee Settings | Reports / Export

Enable Realtime Download | Disable Realtime Download

Starting Time: 2010-03-01 10:58:02 | Check-in Times: 4
 Ending Time: | Check-out Times: 0
 # Of Employees: 5 | Other Status Times: 0

Realtime Monitoring Records Information

All Groups
 Group1
 Group2
 Group3
 Group4
 Group5

1(Main Clock)

ID #	Name	Date/Time	Record Status	Clock's ID	Clock's Serial #	Clock's Name	Department	Position
1	Jason	2010-03-01 10:58:27	In	1	1	Main Clock	Headoffice	
2	Dave	2010-03-01 10:58:31	In	1	1	Main Clock	Headoffice	
3	Mike	2010-03-01 10:58:40	In	1	1	Main Clock	Headoffice	

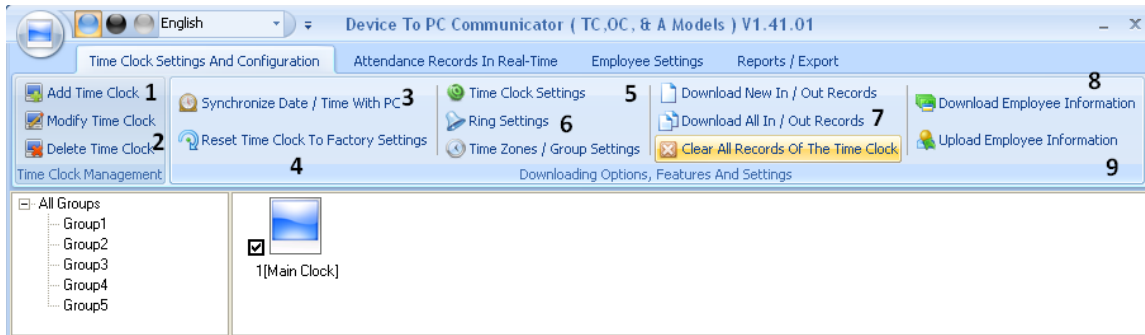
Note: In order for the real-time feature to work the connection has to be through a TCP/IP network connection. Also the communication software must remain opened at all times and the feature should also be enabled at all times.

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



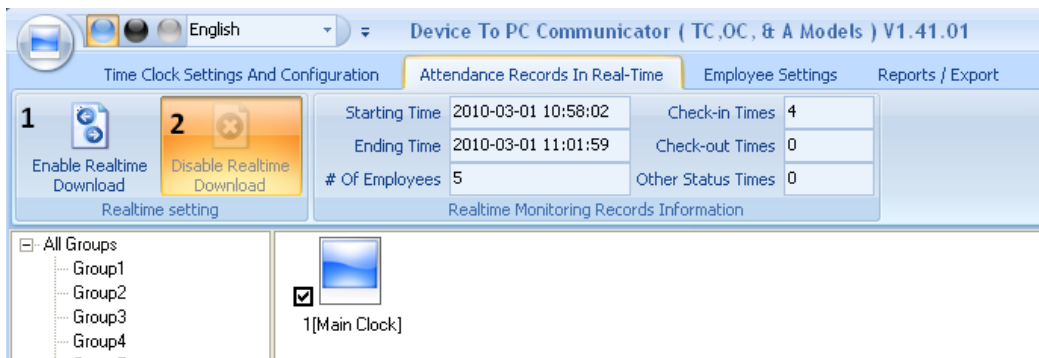
- 1) **Add Time clock:** This button is used to add time clock connections to the communication software.
- 2) **Modify / delete time clock:** These buttons are used to either edit or delete existing time clock connections.
- 3) **Synchronize Date / Time With PC:** Use this button to sync the computer's 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 **OC500** 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

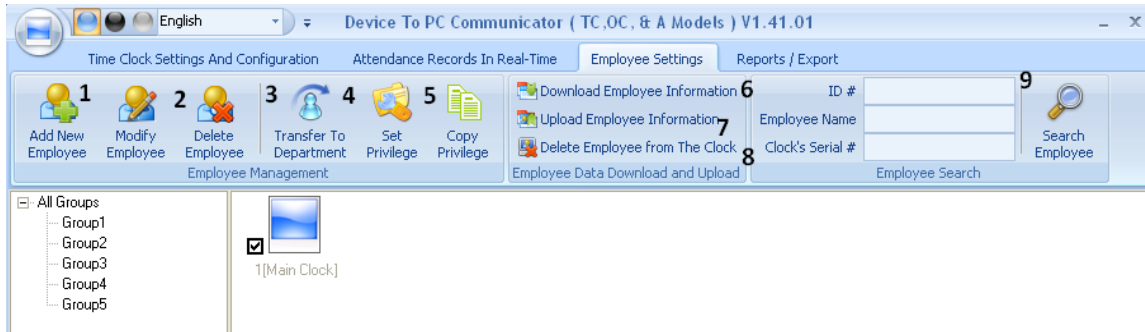


- 1) **Enable Real-Time:** This button is used to enable the real-time feature. When enabled the attendance records will display automatically on the white part of this section when the employees clock in or out. (NOTE: In order for the real-time feature to work the clock must be connected through a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

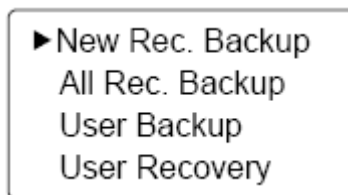
For step by step instructions on how to use the *Bio-Office Standard* software and its features you must click on the **Help** button on the *Bio-Office Standard* Software (once logged in), then click **Software help** then **online help** and another window should display. To the left of that window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

OC500 USB Download guide.

The Bioelectronix OC500 time clock features a USB download option that allows you to download all employee related information such as names, attendance records and card numbers to a USB flash drive and then these can be uploaded to the Timekeeper 2000 software database. After successfully downloading employee related information to the USB memory, the clock creates a folder in the USB flash drive with the clock serial number. Inside this folder it creates the files that contain the attendance records and user information.

USB Flash drive operating guide.

- Plug the USB flash drive to the USB port on the OC500 time clock located on its bottom side.
- If a Manager has been already set up on the time clock, it will display “manager”, and then swipe the manager’s card, to gain access to the usb download menu. (See next picture). If there is no manager set on the time clock it after plugging the usb memory it will take you to the usb download menu. **Note:** Only the users assigned as an administrator/manager will be able to access the download menu to retrieve data using the USB memory stick.
- After successfully authenticating the administrator/manager card, the following will display.



To download attendance records

- Press OK on either the first option (**New Rec. Backup**) or the second option (**All Rec. Backup**) to download the attendance records to the USB flash drive.
 - **New records backup.** It will download only new attendance records never downloaded; the time clock keeps track of the attendance records previously downloaded to the USB memory.
 - **All records backup.** It will download all attendance records stored on the time clock’s memory, regardless if they were downloaded before. **Note:** This will over write previous downloads.

If you want to make sure the attendance records were successfully downloaded to the USB drive, you can search for the files inside the USB, in the folder with the time clock serial number and there should be a file called BAK.KQ. This file is the one that contains the attendance data and for security purposes the file can’t be viewed or opened because it’s an encrypted file.

To download employee and card information.

- Select the third option **User Backup** and press OK.

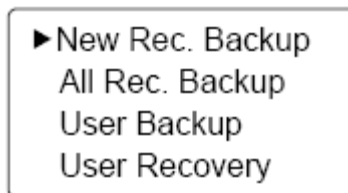
If you want to make sure the employee and card information were successfully downloaded to the USB drive, you can search for the files inside the USB, in the folder with the time clock serial number and there should be a file called BAK.YG2 This file is the one that contains the employee and card information and for security purposes the file can’t be viewed or opened because it’s an encrypted file.

User Recovery. (Loading employee information names and card information to the time clock)

This feature is used to transfer names and card information from the timekeeper 2000 database to the OC500 time clock. To do this, the correct files need to be loaded on the USB flash drive thru the OC500 USB uploading tool. (*Read how to create files to upload to the clock on later pages on this guide*)

Note: Keep in mind to not enter any special characters such as commas, hyphens ETC, in your employee information.

- After the correct files are loaded on the USB flash drive.
- Plug the flash drive to the OC500 time clock and the following will display.



- Using the arrow key select **User Recovery** and press OK.
- The time clock will then give a confirmation.

How to crate files to transfer employee related information from USB flash drive to the Timekeeper 2000 software.

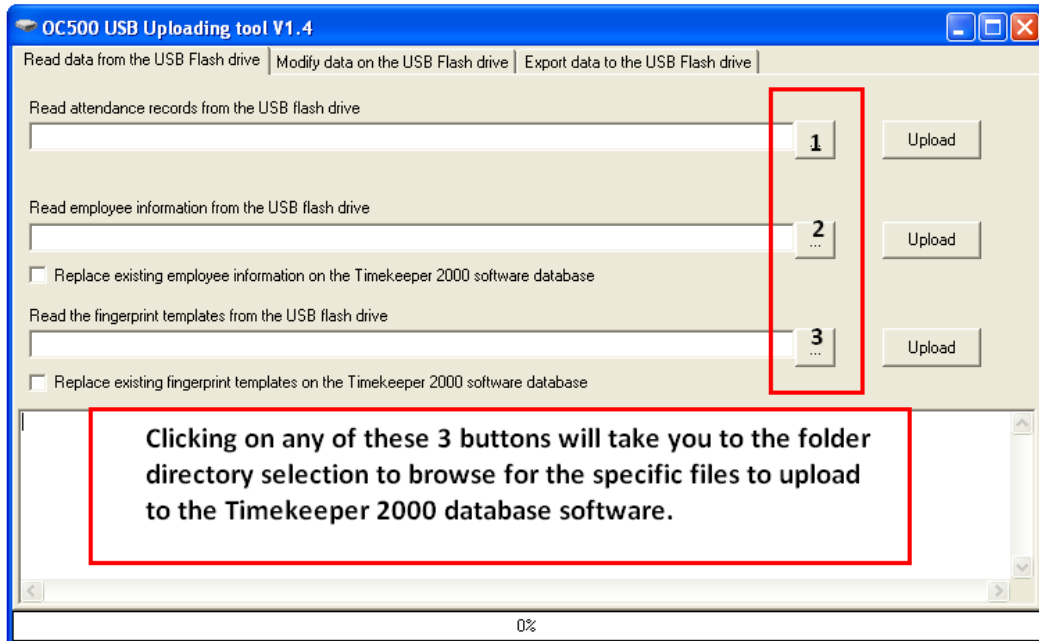
In order to upload files you must have downloaded the file to the USB memory drive first and do the following.

- Make sure the Timekeeper 2000 software is closed.
- Plug the USB flash drive to the computer.
- Run the Bioelectronix OC500 uploading tool software. (*the following icon should be on the computer's desktop, see next picture*)

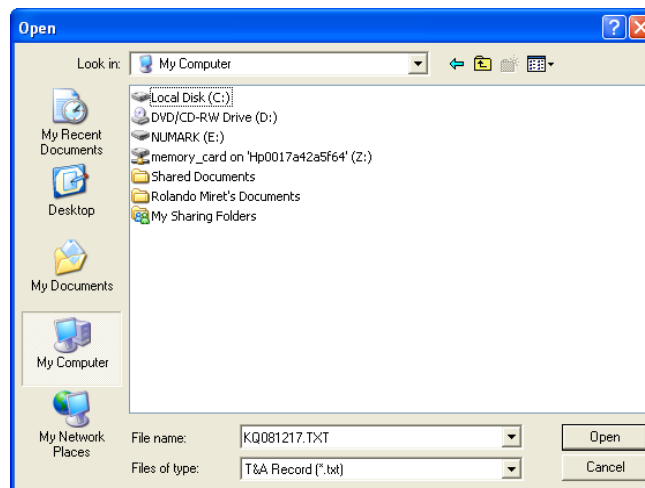


- Select the directories where the required downloaded files are located. See picture below
First selection is for attendance records.
Second selection is employee ID and employee information.

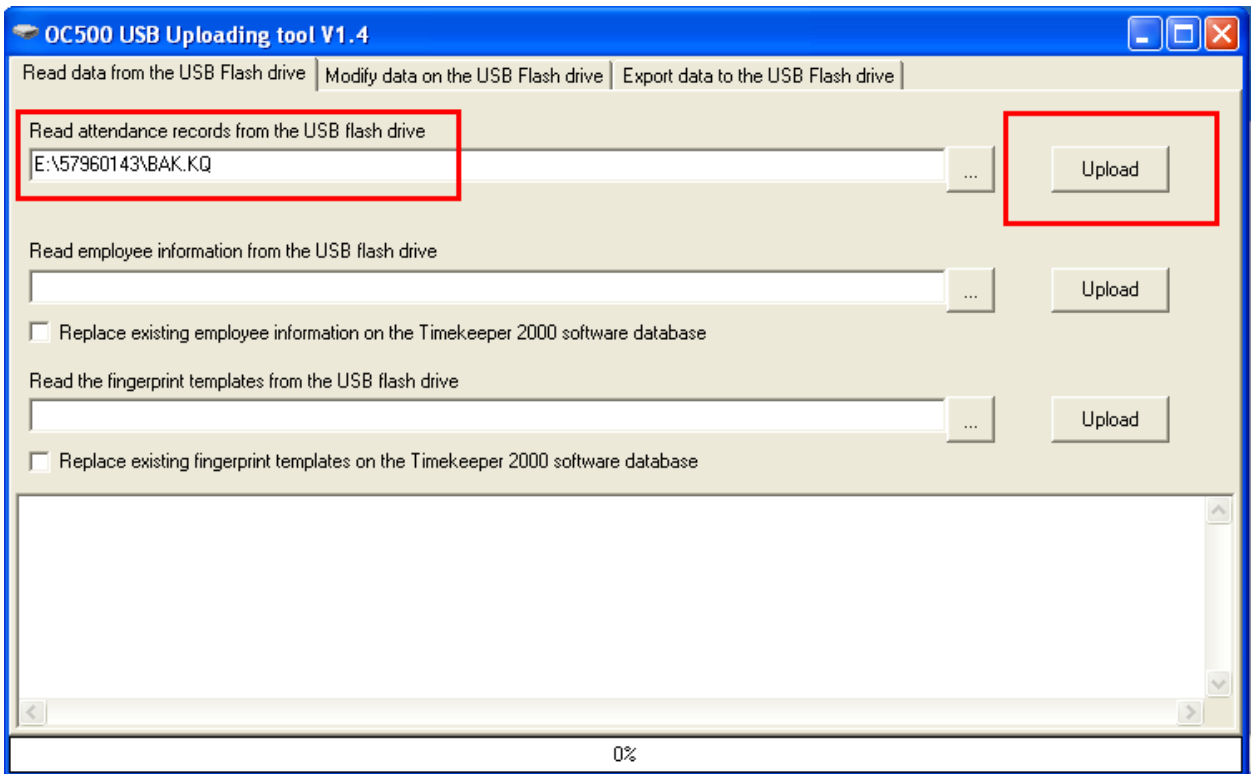
Third selection is for fingerprint templates. (OC500 models don't require using the 3 option as it does not support fingerprint authentication)



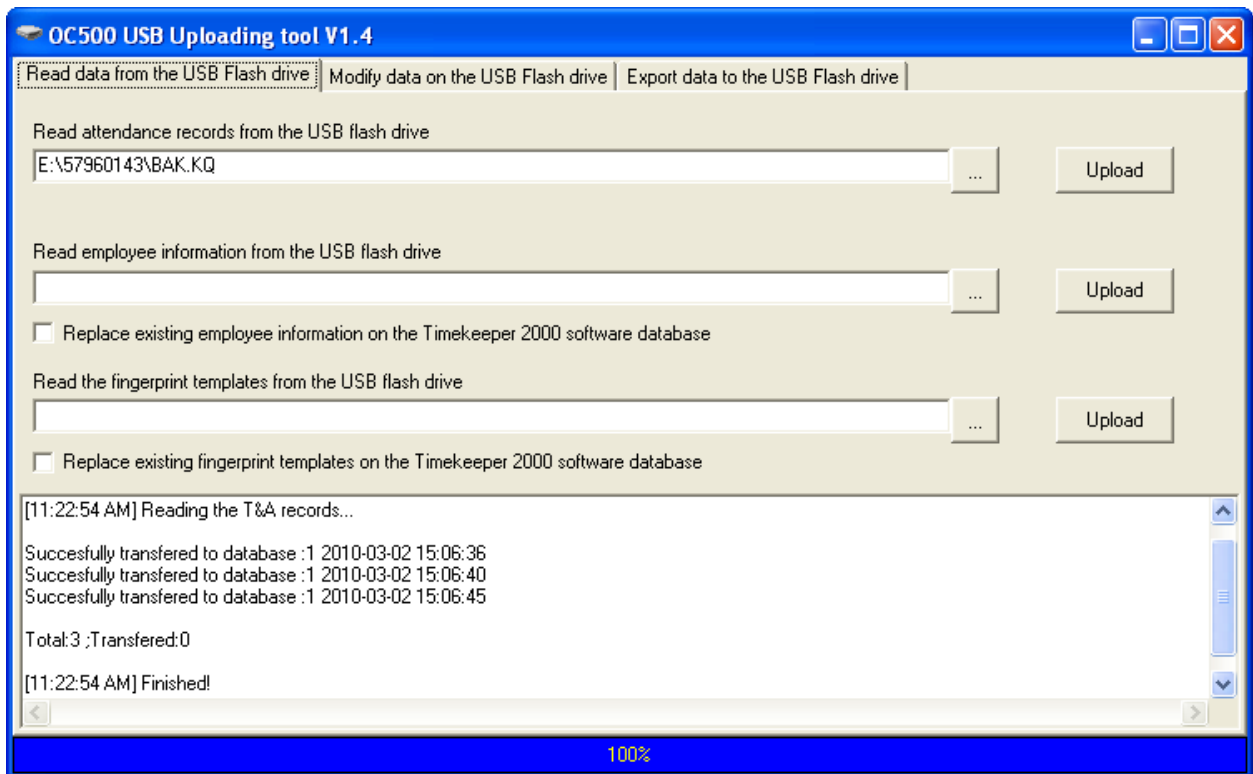
- Select the correct folder and files for desired selections



- After selecting the file click the upload button on any of your selections. See picture below

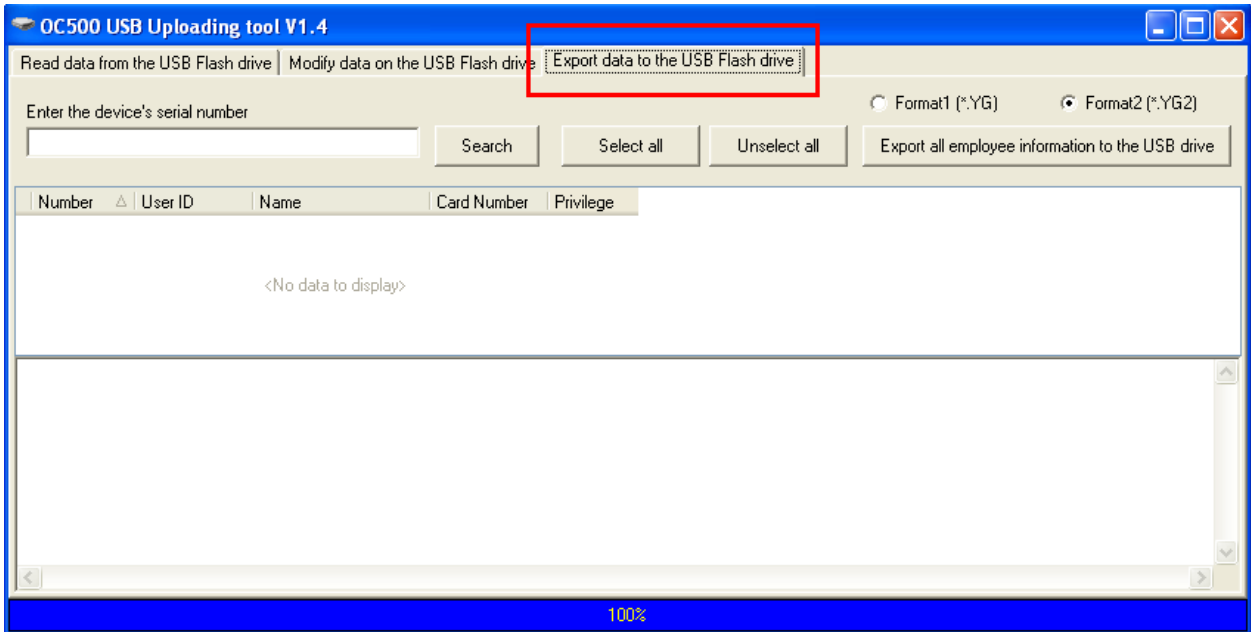


- A confirmation will be displayed on the software letting you know your selections were uploaded successfully. See picture below.

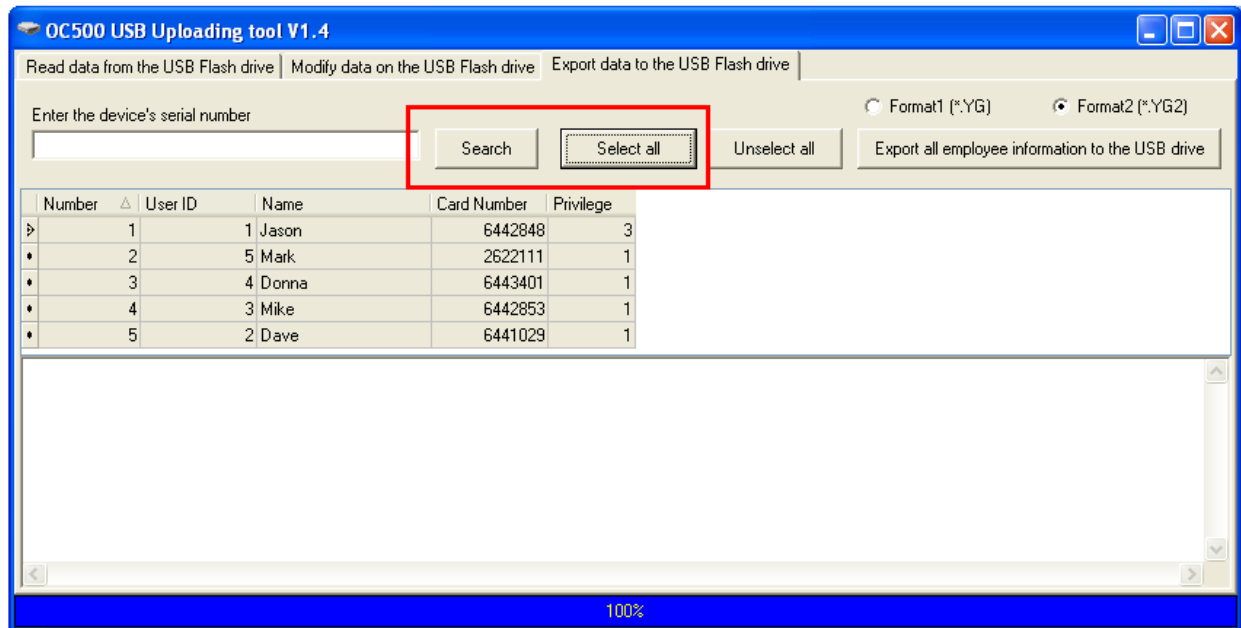


How to create files to upload to the time clock.

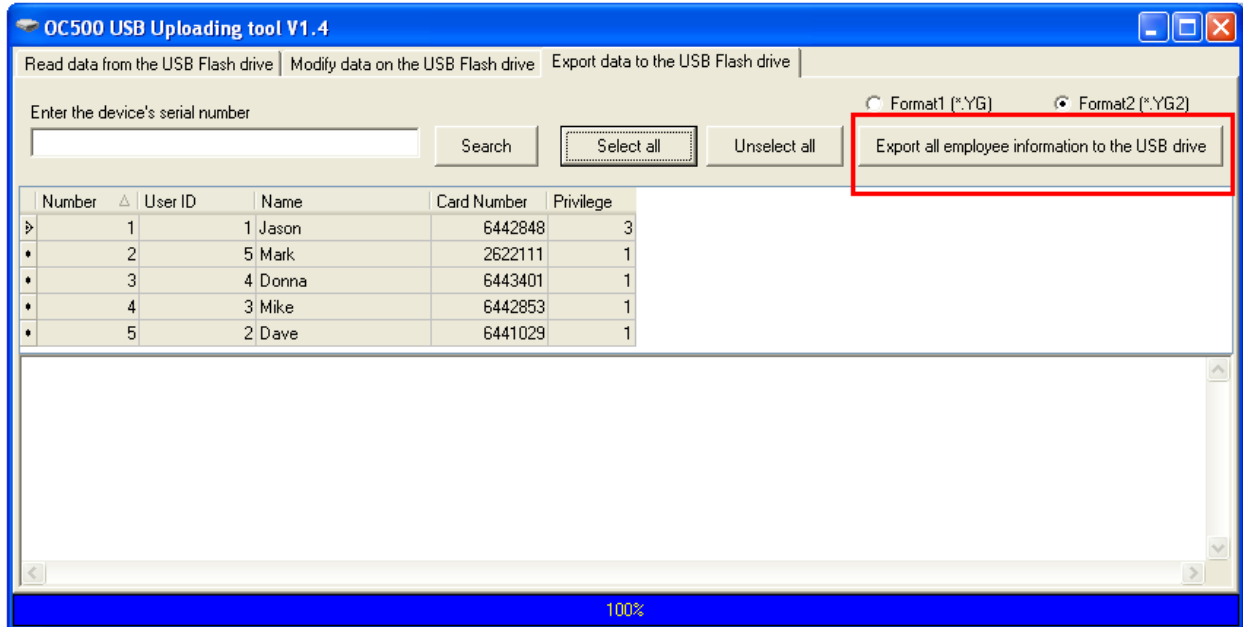
- Run OC500 USB uploading tool.
- Click on Export data to USB tab.



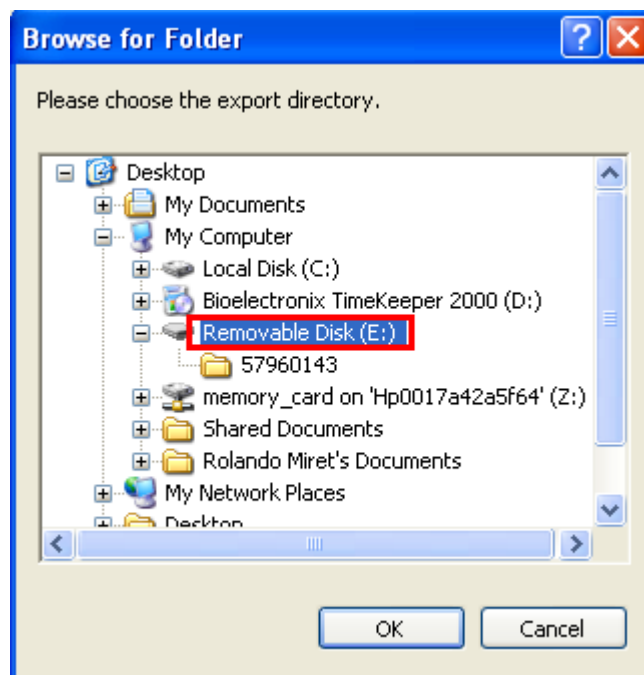
- Click search, the database information will display.



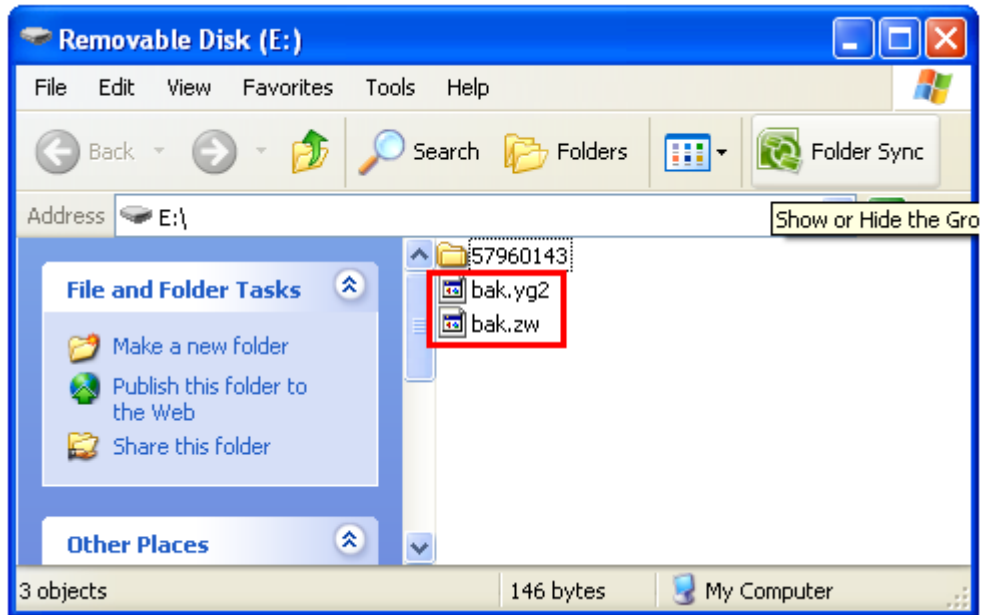
- Click the select all button to gather all employee information or just check on the user/users to be uploaded to the clock.
- Click export all employee information.



- Select the folder where you want to save the files; in this case we are using the same flash drive. **NOTE:** Make sure to save the files to the main root directory and not in the folder with the serial number. (see picture below)



- If you have successfully created the files, then you should see the following files inside the drive you have selected.



- Plug the USB flash drive into the time clock. Afterwards select User Recovery to upload the employee information. When the progress bar reaches 100% you're done and just press ok.