

ANVIZ BIOMETRIC



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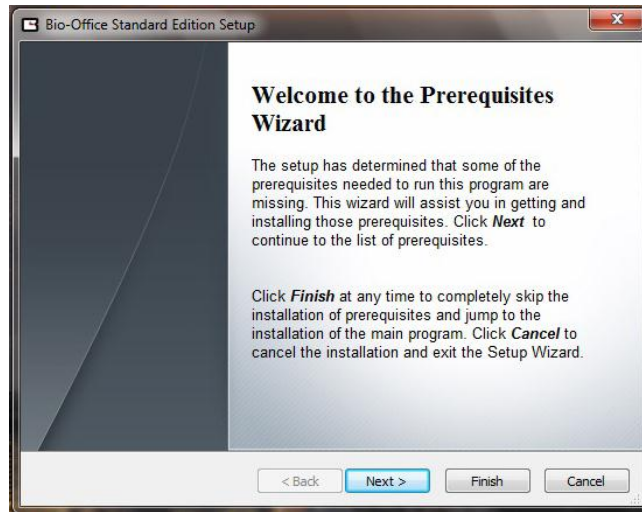
INTRODUCTION

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.

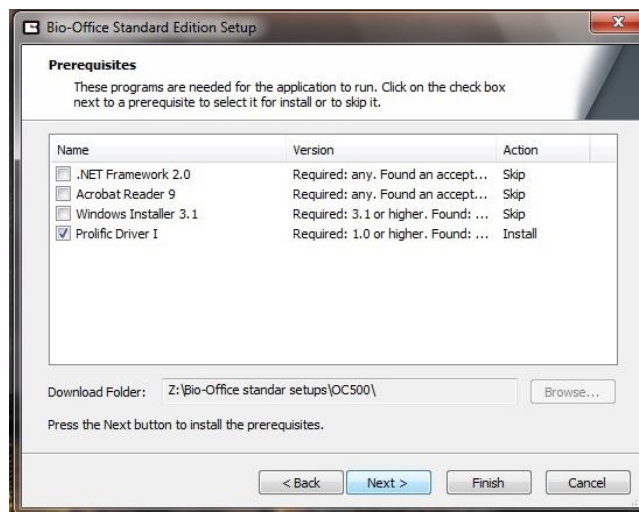
CHAPTER 1 ESTABLISHING A CONNECTION TO TIME CLOCK

1.1 Installation of software

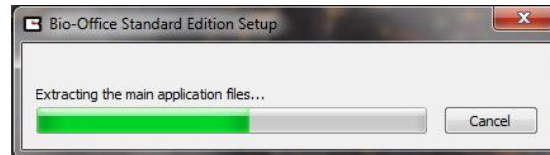
- I. Insert the CD into the CD drive of your PC or Laptop.



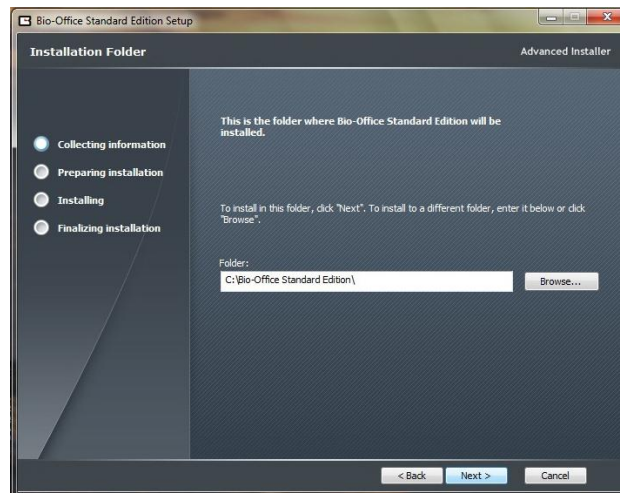
- II. Follow all instructions on the menu screen. The Installer will start by scanning the prerequisites that are needed to install on your pc. Install all that are needed. You will be able to see which ones by the action tab on top. If it says skip you can go ahead and skip that installation. Those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



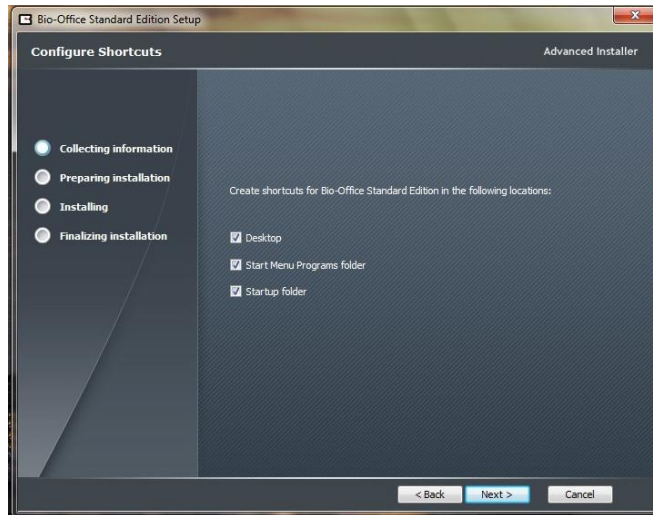
- III. When the installation finishes, you will then hit the finish button to begin the extraction of the software itself.



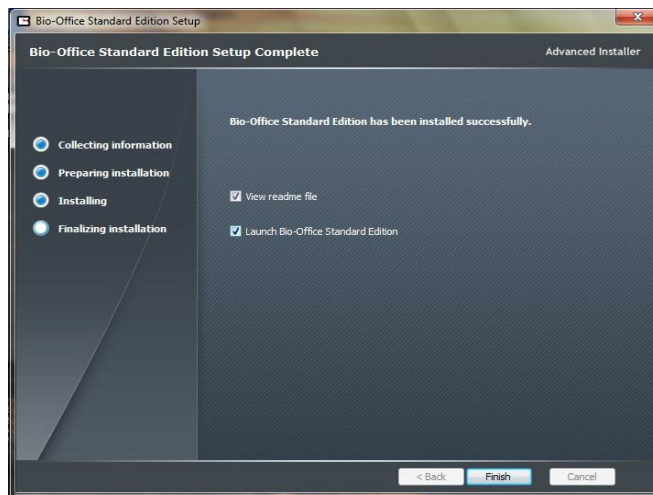
- IV. Then the installation of the **Bio-Office Standard** software will begin. The installer will automatically choose the folder in which the software will be installed in. If you would like to choose a different folder, you can do so by either entering it in the text box or by clicking on browse.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



- V. The installer will give you 3 different locations where you can create a shortcut of the **Bio-Office Standard** software. Choose the ones that you would like to create. We recommend one in your Desktop, Start Menu Programs folder & Startup folder. 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 installation of the **Bio-Office Standard** software. We recommend checking off the **View read me file** and **Launch Bio-Office Standard** edition boxes. 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 **TC200** time clock must be created in order to add employees, download employee attendance and any other data saved on the **TC200** time clock.

The **TC200** time clock can connect to the computer via a USB connection.

- Via USB Cable Connection- The time clock **TC200** can be connected to the PC by using the USB cable you were provided with your purchase.

To set up the connection do the following:

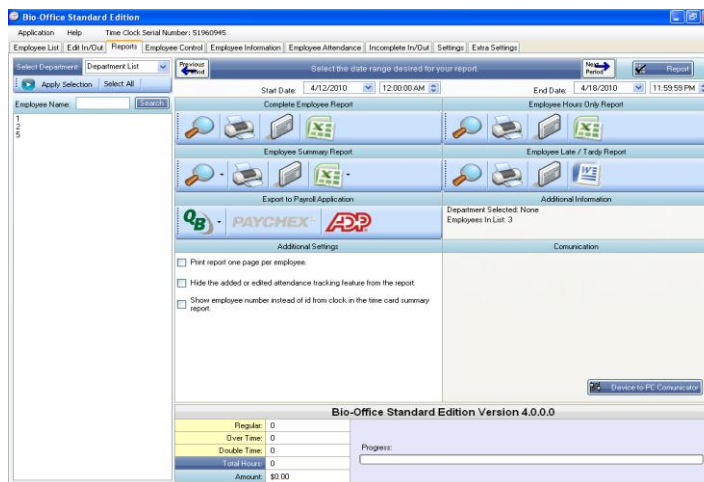
- I. Open the ***Bio-Office Standard*** software. If the software was installed properly, the software icon should be located on the computer's desktop screen. Double click on the icon to open the software, the icon should look like the picture below.



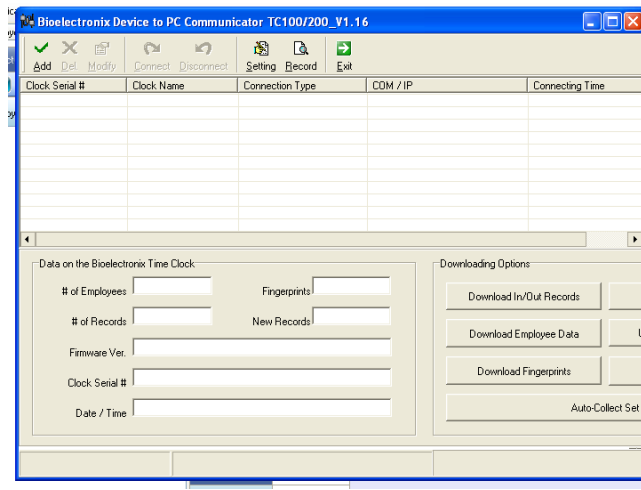
- II. Enter the **Password**. The software's default password is 12345 and can be changed on the settings tab after logging in.



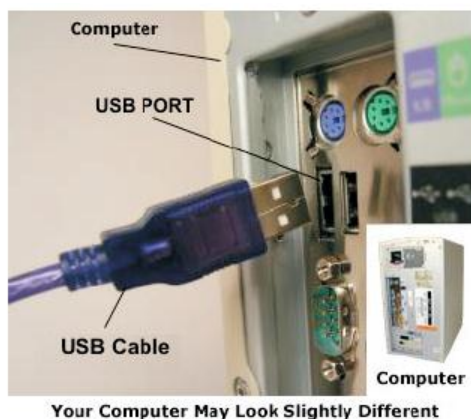
- III. Once the **Bio-Office Standard** software is opened, go to the **Reports** tab and click on the **Device to PC communicator** button. (see picture below)



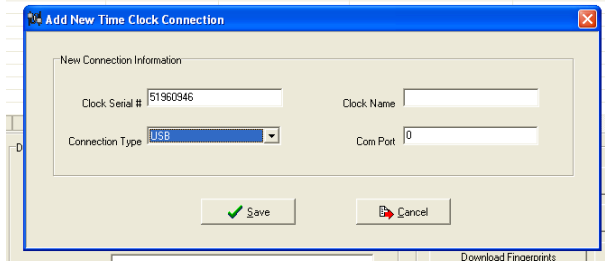
- IV. Once the Device to PC communicator is opened click on **Add**.
(See picture below)



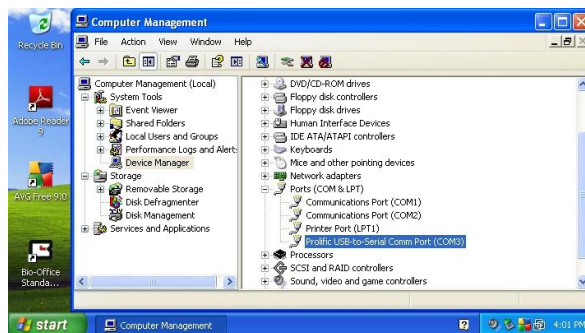
- I. The next step is to locate the Comport number assigned to the **TC100** time clock by the computer. Once you know the Comport number assigned, the next step is to create the connection on the **Bio-Office Standard** software using this Comport number. (Read next page to see how to find com port.)



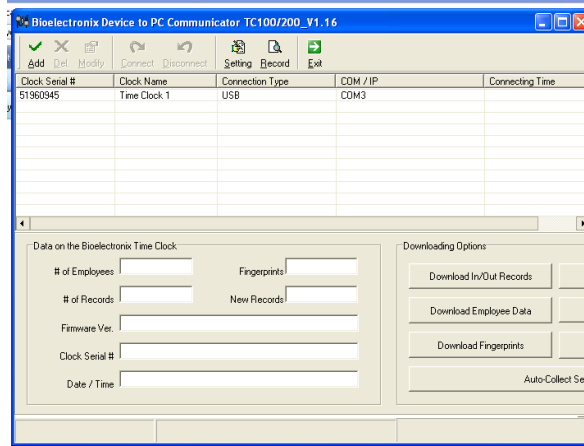
- II. The following window will display where you may enter the following connection settings:



- **Clock's Serial #:** Enter the time clock serial number here, 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.*).
- **Connection Type:** Select USB, if the clock is going to be connected via USB cable.
- **Com Port:** The com port can be found under the computer management in **MY DEVICE MANAGER** menu (**Right-click My Computer, click Manage, and then click Device Manager**) When the computer management window opens, you will select device manager as shown below. Then click on **PORTS** from the right hand side menu and look for the COM PORT that says Prolific USB to Serial (Com Port#). That will be the comport number that the computer assigned to the time clock. (*Look at the pictures below*) **Note:** In windows 7 or Vista you will not need to look for the comport. Once the driver is installed correctly it will show in the bottom right of the task bar.



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



CHAPTER 2 ADDING EMPLOYEE INFORMATION TO THE TIME CLOCK

2.1 Employee Fingerprint Enrolling.

- I. Press the **ESC** key until the blue light turns on and the LCD screen displays the time, then press the **“M”** key for the MENU.
- II. The screen on the time clock will now display: **INPUT PW**, Type **9999**, then press **OK**. (see picture below)

Note: “9999” is the default factory password, if you have changed the factory pre-set password then enter the new password in this step.



- I. The time clock **TC200** device will auto start the employee ID number at 0001 the first time you enroll an employee. Each employee must be assigned a unique 4 digit ID number. If you wish to change the employee’s ID number, enter it in this step, and then press **OK**. (If you would like to

continue with the id number that is assigned by the time clock just press ok.)

Note: We recommend to keep record of each employee's ID number you've assigned so that later you will be able to enter this ID number with the employee's personal information in the **Employee Control Tab** on your **Bio-Office Standard** Program.

- III. The time clock **TC200** device will now display "Place Finger" on the screen. Place the employee's finger to be enrolled directly in the center of the fingerprint scanner. (see picture below) Once you hear "Press your Finger again" you will remove the finger from the fingerprint scanner and place the same finger one more time directly in the center of the fingerprint scanner. You will now hear a beep sound once more and the green light will light up confirming the employee's fingerprint has been successfully enrolled.



- I. The time clock **TC200** device will then display the next ID number of the next employee you will like to be enrolled. Follow all the steps from above for each employee to be enrolled in the **TC200** time clock.

2.2 Enrolling A Second Fingerprint.

- I. The time clock has the option of enrolling 2 fingerprints per employee. We recommended that you enroll two fingerprints per employee to have a backup fingerprint just in case an employee's fingerprint will not read.
- II. To enroll a second fingerprint simply follow steps one and two under employee fingerprint enrollment, when you are at the step of selecting the employee ID number. After selecting the employee ID number press the **->** key to choose the option for a second fingerprint. The Time clock will then display **Finger 2** on the screen. (see picture below)
- III. Type the ID number assigned to the employee you wish to add a second fingerprint for and then press **OK**.



- I. You can repeat instructions from 2.1 IV.
(See instructions above)

2.3 Assigning a Pin Number Password to an Employee.

The time clock also has the option to assign a pin number password, so the employee can clock in or out using either fingerprint or entering their ID # with the pin number programmed.

- I. To assign a pin number password follow steps one and two under employee fingerprint enrollment, after selecting the employee id number press the -> key to choose the option for a numeric password. And press **OK** (see picture below)

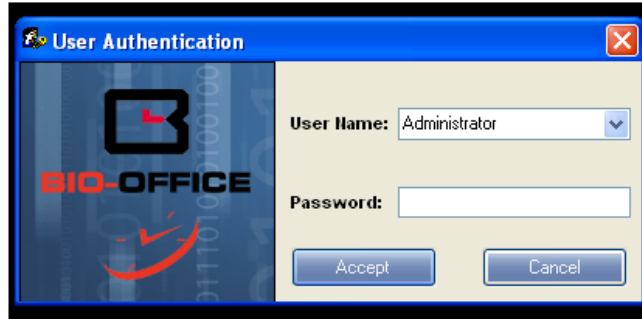


- II. Then type the ID number assigned to the employee you wish to add a numeric password for then press **OK**. The time clock **TC200** device will now prompt you to enter the employee password. Enter the desired employee password and press the **OK** button, then you will be prompted to confirm the password one more time, after entering the password, press **OK**. If the password was successfully entered you will hear a beep sound and the green light will blink.

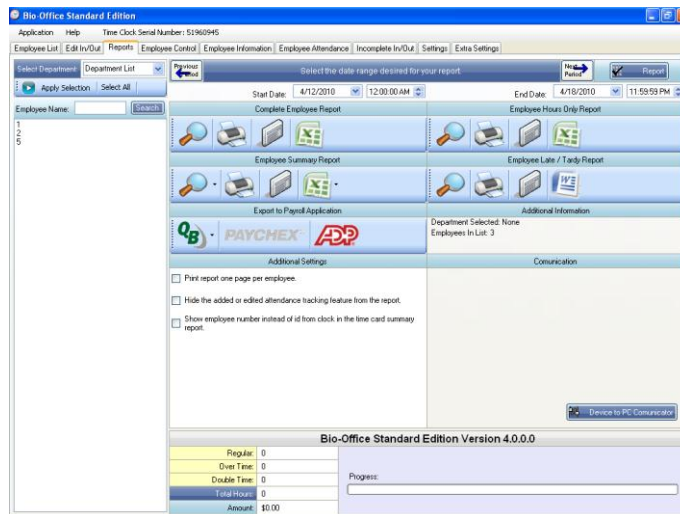
2.4 Downloading Fingerprints to Employee Info

- To complete the enrollment of a user or from an employee, the following steps will help you in getting this done. The instructions below will allow the synchronization of the data that you have on your time clock with your software.

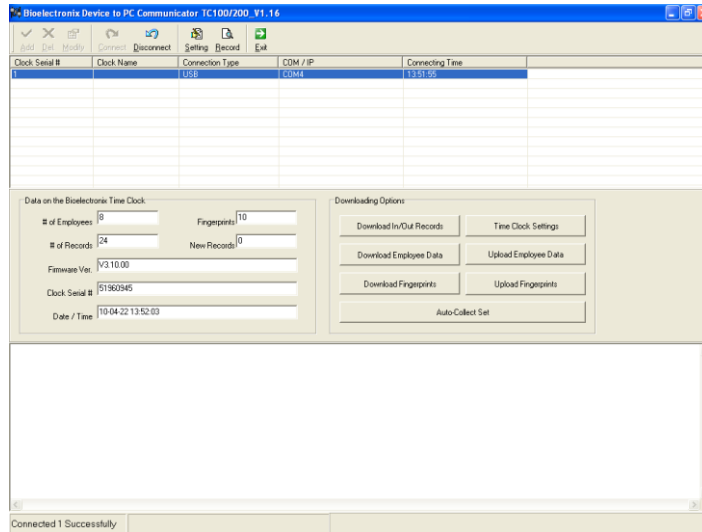
- I. Log on to the **Bio-Office Standard** software. Type in the password (default: 12345) and press **Accept** as shown on the picture below.



- II. 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)



- III. Once **Device to PC Communicator** is open we need to connect to our device as shown on previous instructions in our manual. Once connected we will have a connecting time as a confirmation. (see picture below)



2.5 Deleting an employee from the time clock.

- I. Press the **ESC** key until the blue light turns on and the LCD screen displays the time, then press the “**M**” key for the MENU.
- II. The screen on the time clock will now display: **INPUT PW**, Type **9999**, then press **OK**.

Note: “9999” is the defaulted password from factory, if you have changed the factory preset password then enter the new password in this step.

- III. Then press the **MENU** key. The screen on the **TC100** device will display **DELETE USER**. (See picture below)



- IV. Enter the ID number of the employee you would like to delete from the system, and press **OK** to save.

- V. The green light will blink letting you know it was successfully done.

CHAPTER 3 DOWNLOADING RECORDS

After scanning and saving all the employee's fingerprints properly on the time clock, you should have a list of the id numbers assigned to the device for each employee. Each employee can have their name added to their ID number in the **Bio-Office Standard** software. Once the connection has been setup and the users have been created on the system, they can start using their fingerprints 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 are downloaded to the **Bio-Office Standard** software's database. Once you have downloaded this information, you will be able to create your attendance reports and timesheets. The download of the attendance records is a manual process.

3.1 How to Download Employee Data

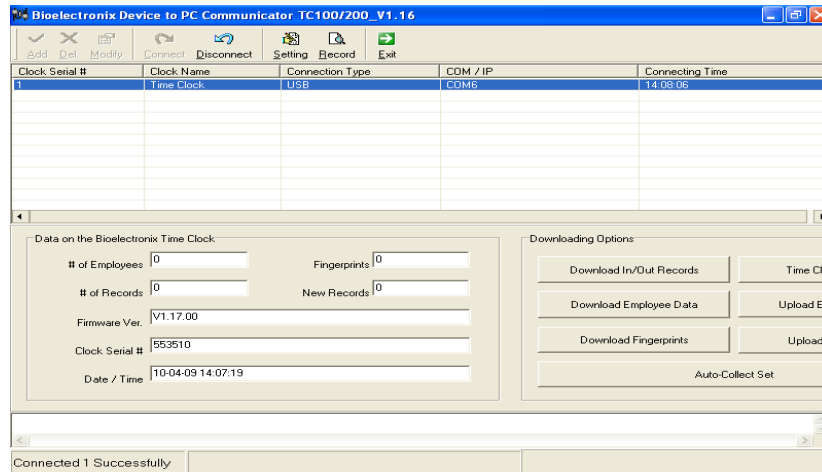
- I. Open the **Bio-Office Standard** software.
- II. Go to the **Reports** tab and click on the communication software, called **Device to PC Communicator**.
- III. Click on **Employee Data Download**. The time clock will ask you if you're sure that you want to download the data. You will click **OK**. The same thing can be repeated for downloading finger prints.

3.2 How to Download Attendance Records

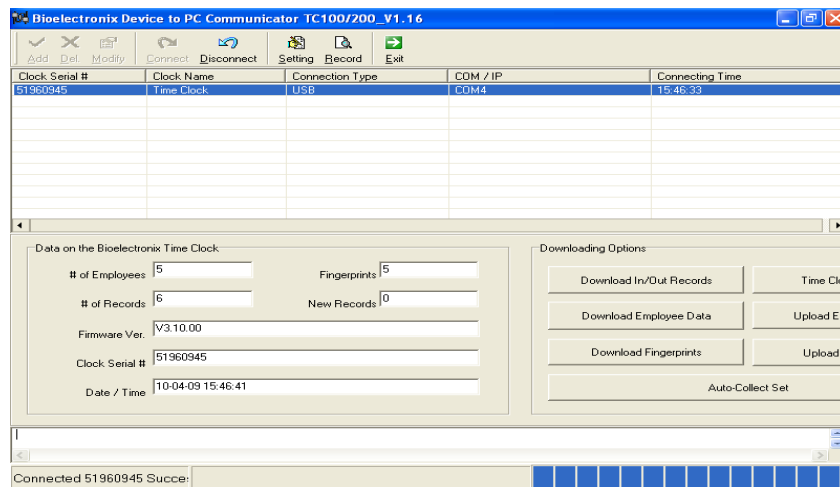
- I. Open the **Bio-Office Standard** software.
- II. Go to the **Reports** tab and click on the communication software, called **Device to PC Communicator**.
- III. Once the communication software is open highlight the connection you want to use. Once highlighted click **connect**. The software will ask you for the

time clock password. Once you have entered the correct password, it will display a connecting time.

If there is no connection time the settings are incorrect and the attendance data cannot be downloaded off the time clock. Troubleshooting will be required, please contact your network administrator or our technical support team for further assistance. (see picture below)



- IV. Then click on **Download New or All IN/OUT Records** and the program will ask you to please select Download New Records or Download All Records. After making the selection click **OK**. 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%.



**CHAPTER 4 SETTING DATE AND TIME & RESETTING TIME
THE CLOCK TO FACTORY SETTINGS**

4.1 Setting Date and Time.

- I. Press the **ESC** key until the blue light turns on and the LCD screen displays the time, then press the “**M**” key for the MENU.
- II. The screen on the time clock will now display: **INPUT PW**, Type **9999**, then press **OK**.

Note: “**9999**” is the default password from factory. If you have changed the factory pre-set password enter the new password in this step.

- III. After entering the password, press the **MENU** key two times, and the date will start blinking, the format for the DATE is MM/DD/YY and TIME is HH/MM/SS. Enter the correct date and press **OK**, then enter the correct time and press **OK**.
(See picture below)



- IV. The green light will blink letting you know the date and time was successfully entered.

4.2. Resetting the time clock to factory settings.

- I. Press the **ESC** key until the blue light turns on and the LCD screen displays the time, then press the “**M**” key for the MENU.
- II. The screen on the time clock will now display: **INPUT PW**, Type **9999**, then press **OK**.

Note: “**9999**” is the defaulted password from factory, if you have changed the factory preset password then enter the new password in this step.

- III. Enter the ID number “**0000**” and press **OK**.
- IV. Then enter password “**9999**” and press **OK**.
- V. The green light will blink letting you know it was successfully done.

Note: This process will delete all the data stored in the time clock, all employee attendance records, employee staff information and employee staff fingerprints. The **TC200** time clock will be re-set to factory settings.

CHAPTER 5 ADDING EMPLOYEE INFORMATION VIA SOFTWARE

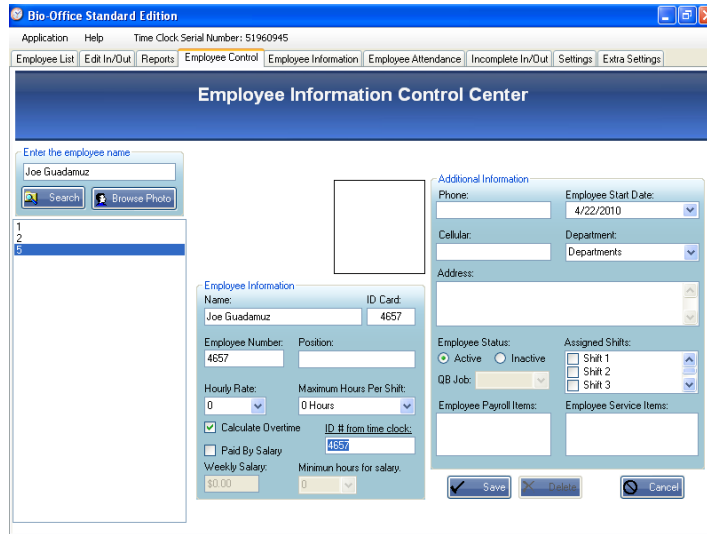
(NOTE: We first recommend to add your employees through the time clock first. Adding through software first might cause some confusion if not done properly.)

5.1 Adding employee information.

- 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 **Employee Control** tab and click on the **Enter Employee Name** selection entering box to enter an employee name.
- You will enter the name of the employees you would like to create in the selection box. Once you have entered the desired name you will then click on the **Search** button to enter their name. After you click search the name of the employee will be generated at the left hand side of the screen. (See picture below)



- You will click on the **save** button to save your employee information. (For further instructions in editing read below)

5.2 Editing employee information.

- When editing information for your employee you will start by choosing the employee that you want to edit. You will double click on the employee you wish to select. **(If you are continuing from the first steps above in 3.1 there is no need to select since you're already working on the employee.)**
- 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. *(See picture below)*

Basic Information Tab:

Name: Enter the name for the employee as you would like see it 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.

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

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

Position: This is where you can enter the position or title of your employee. (Optional)

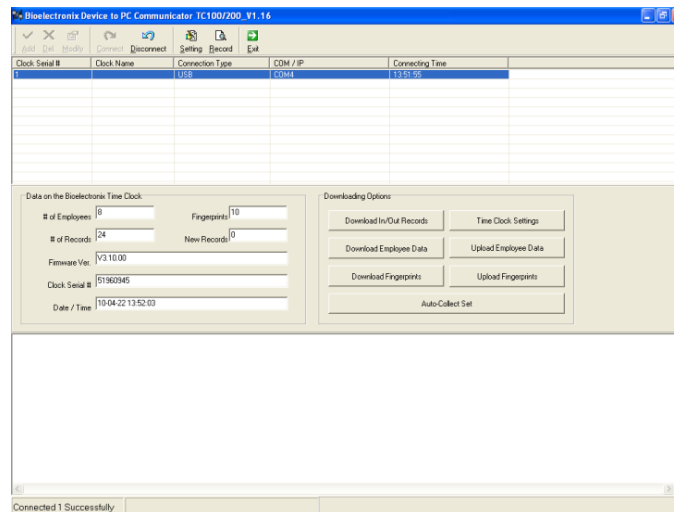
Hourly Rate: You can set your employee's hourly rates here.

Maximum Hours per Shift: You can select the maximum amount of hours your employees can work in a day.(Optional)

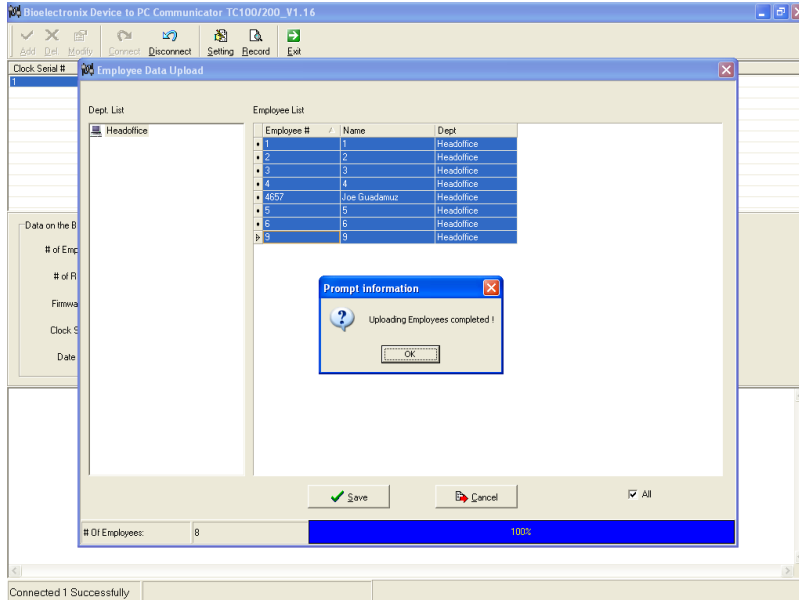
- The rest of the information that you will want to assign to your employee is optional. (If in doubt you can contact our Technical support)

5.3 Uploading Fingerprints and employee info Via-Software

- The option for uploading fingerprints can be used in case you have lost or reset your time clock. This is an option that can also be used in other models to also show the name of the employee.



- I. We will click on the **Upload Employee Data** button first, once the menu of the **Upload Employee Data** opens we will choose from what dept we want to select from. Once selected we will click on the **All** selection check box. Once checked off we will click on the **Save** button. Well will have a confirmation that all Employee data has been uploaded. (see picture below)



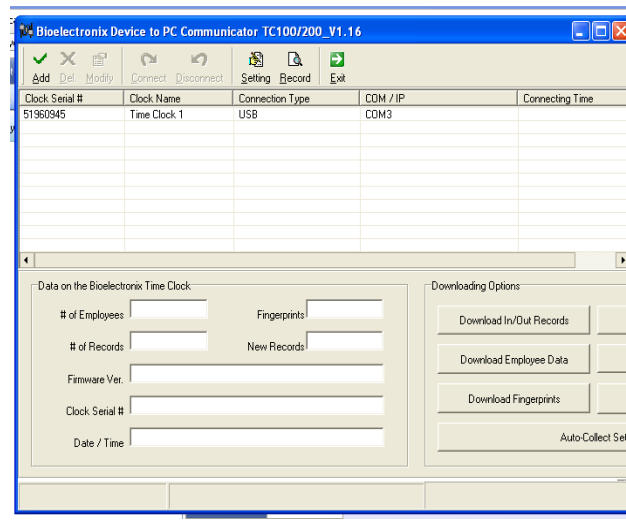
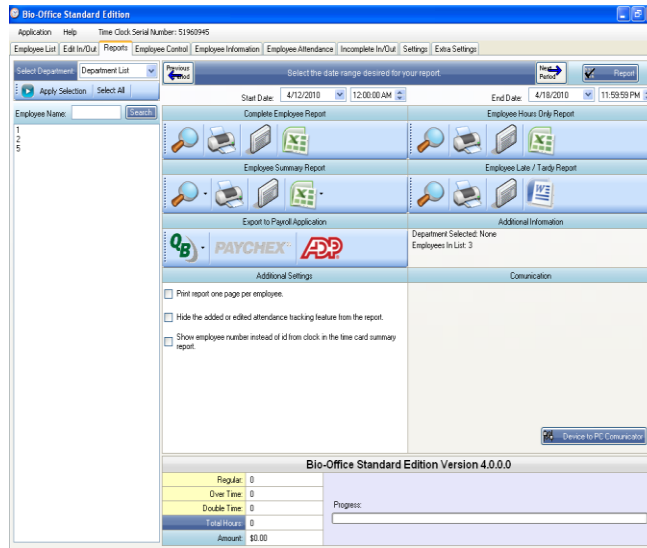
- II. We can repeat the same instructions above for uploading fingerprints. We will start by clicking on the **Upload Fingerprints** button. Once the menu of the **Upload Fingerprints** opens we will choose from what dept we want to select from. Once selected we will click on the **All** selection check box. Once checked off we will click on the **Save** button. Well will have a confirmation that all Employee data has been uploaded. (see *picture below*)

APPENDIX

SOFTWARE COMMUNICATOR BUTTON DESCRIPTIONS

Below you will find a description of all the buttons on the Device to PC Communicator connections window on the **Bio-Office Standard** Software:

A. TAB #1: Time Clock Settings and Configuration



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

- II. **Modify /Delete time clock:** These buttons are used to either edit or delete existing time clock connections.

- III. **Time clock Settings:** Click here to review and change certain time clock settings such as date format, disabling scanner usage etc. Click on save to update your selection.

- IV. **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.

- V. **Download employee data & finger prints:** Use this button to download the employee's information & finger prints 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.

- VI. **Upload employee data & finger prints:** Use this button to upload the employee(s) information and fingerprint(s) to the clock(s) connected to the software.

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**. A different window should pop up on your screen. On the left side of that window select the **How Do I** option and all features for the **Bio-Office Standard** software will display.