

ACROPRINT®
Time for Business.™



BioTouch
User Manual

Disponible en français

Disponible en español

Important Claim

Thank you for purchasing the Acroprint *BioTouch* Time Clock. Before installing your clock, please read this manual carefully to understand its proper use and to avoid damaging it.

You may not distribute or change any content of this manual in part or in full without written consent from Acroprint Time Recorder Company.

FCC Warning:

Note: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his or her own expense.

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

Lithium Battery Caution:

The circuit board on this clock is populated with a lithium battery to protect data or programs stored in the Random Access Memory (RAM). Do not, under any circumstances, attempt to replace the lithium battery in the clock. Failure to comply may void your warranty. Battery replacement should be done by qualified personnel wearing the proper eye protection.

CAUTION: Danger of explosion if the battery is incorrectly replaced. Replace only with the same or equivalent type recommended by the manufacturer. Discard used batteries according to the manufacturer's instruction.

<p>This product utilizes a battery that contains Perchlorate Material. Perchlorate Material – special handling may apply, See www.dtsc.ca.gov/hazardouswaste/perchlorate</p>
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Before You Start!

What's In the Box?

- Acroprint *BioTouch* Time Clock
 - 5 Volts DC, 1A output Power Supply
 - (1) Sample Proximity Badge
 - Wall Mount Bracket w/screw
 - Ziploc Bag: (3) Mounting Screws & (3) Plastic Wall Anchors
 - (1) Table Stand
 - (1) USB Stick (Flash Drive) with Setup Files and User Manuals
 - Documents: Hardware/Software Warranty Insert, User Manual Notification
- 1) Unpack time clock. Inspect for any damage that may have occurred during shipment. Check box contents for any missing items.
 - 2) If any damage is found or any parts are missing, please contact Acroprint Customer Service at (800) 334-7190.
 - 3) Connect the *BioTouch* power supply and plug it into a 120V/240V A/C power source to turn the clock on.

Precautionary Information

- Do not attempt to service the *BioTouch* Time Clock yourself. Disassembling the clock will void the warranty.
- Always follow the instructions in the User Guide.
- Do not place the clock in direct sunlight. Bright light may significantly affect finger readings or cause finger verification to fail.
- The clock is designed for indoor use in a temperature range of 32-104° F (0-40° C). The clock is not waterproof or shockproof. Keep the clock away from heat sources such as radiators. Avoid dusty environments or exposure to chemicals.
- The clock may be placed upright on a solid surface or mounted to a wall with the included wall bracket & mounting screws. Avoid locations where the device will be susceptible to vibrations and shock, such as a slamming door.
- The clock warranty does not cover defects or damages arising from improper installation, improper storage, abuse, or unauthorized service.

Menu Navigation

Bracketed words indicate clock buttons such as [MENU], [ESC] or [OK].

Words in bold italics indicate menu selections on the clock display such as ***Shift, User Mgt, Report***, etc.

When instructed to select a menu item it requires that you highlight the item then press [OK] to select it.

The up arrow button [▲] or down arrow button [▼] are used to navigate through the clock menus in order to select the menu item you wish to edit. Note that the arrows move right/left through the main menu.

Accessing the Menus

For brevity throughout this manual, instructions will indicate only pressing [MENU] to enter the menu. However, if you have a user on the clock designated as a manager, you will need to follow the instructions listed under “Manager Access to the Menus” in the Managers section.



Advanced Time & Attendance Software for BioTouch


The BioTouch is a clock that records when employees punch in and out. Fingerprint security prevents “buddy punching”. The Time Card report is capable of totaling the hours the employees work each day. If you need a more robust time and attendance system with more features, flexibility and computing power we suggest that you consider purchasing Acroprint’s *timeQplus* software. The timeQplus software can import the raw punch data from the BioTouch and allow you much more power and flexibility to handle all your time and attendance reporting needs such as rounding, overtime and shift and lunch rules. See the section “Downloading Transactions to timeQplus Software” for more info on how to use timeQplus with the BioTouch.

Setting up the System

Always: Download the (3) files (shown below) from the clock together before editing any information at a PC. You should download all the files since they are interdependent.

Tip: Do all of your editing on the PC where possible instead of making manual edits at the clock. It’s much easier and the feature set is more robust.

Powering the Clock On/Off

To power the clock on press the power button  .

To power the clock off press and hold the Power button until the clock beeps four times and the display changes to a blank blue screen. Release the power button and the clock will power down.

Setting the Date and Time

To set the time and date at the clock:

1. Press [Menu], select **Setup** and press [OK], select **System** and press [OK], select **Time** and press [OK].
2. Use the arrow keys or keypad to change a setting. Press [OK] to move to the next setting.
3. When finished, press [ESC] once.
4. The clock will prompt you with “Save?” Press [OK].
5. When finished, press [ESC] repeatedly to exit the menus or simply allow the menus to time out.

Overview and Steps to Complete the Setup

The *BioTouch* clock is configured using the ease of Microsoft Excel®. Setting the clock rules involves:

- Downloading the setup files from the *BioTouch* Clock to a USB jump drive
- Setting up your shifts, punch parameters, holidays, and entering your employees through Excel on your PC;
- Uploading the setup files back to the clock
- Adding finger templates

Step 1: Download the Setup Files from the Clock

Note: for your convenience these files are already loaded on the USB stick that came with your BioTouch. These files are empty (set at factory default values).

Download the following (3) Files to the USB stick (download them all at the same time):

- 1) Shift_Setup_01.XML (referred to as the Shift file)
- 2) User_Setup_01.XML (referred to as the User file)
- 3) Global_Setup_01.XML (referred to as the Global file)

Follow the instructions below to download the files to a USB stick:

- 1) Plug the USB stick into the side of the clock.
- 2) Press [Menu], select **Shift** and press [OK], then select **Download Shift** and press [OK].
- 3) Select **Download Setup** and press [OK].
- 4) Press [ESC], select **User Mgt** and press [OK], then select **Download User** and press [OK].
- 5) When finished, press [ESC] repeatedly to exit or simply allow the menus to time out.
- 6) Remove the USB stick from the clock.

Step 2: Open the Setup Files in Excel

- 1) Plug the USB stick into your computer.
- 2) If a directory does not automatically open, use Windows Explorer to navigate to the USB directory.
- 3) Double click on the 'Shift' file. Excel should launch and open the file. If not, run Excel and open the shift file from the USB stick's directory.
- 4) Now double click to open the 'Global' file also.
- 5) Finally, double click to open the 'User' file.

Step 3: Shifts Setup

Shifts are used to determine the time of day that employees are due to start work, leave and return from lunch, and leave for the day. These times are used along with the Punch Early/Late Setup settings to mark unusual punches in red on the timecard. An example would be when an employee punches in earlier than their Shift Start time and the Early Shift Start setting; the punch will be in red on the time card. This allows the supervisor to quickly isolate punches that are outside of the company policies and procedures.

If you do not want irregular punches highlighted, or you have more than 5 shifts, you can simply assign an employee to shift "0" by setting the Shift on the BioTouch to "No". Note: setting an Employee's shift to "No" will disable punch highlighting on their time card (for punches outside of their normal acceptable range), ie, all punches for Employees assigned to Shift "0" will print in black.

With the Shifts file open in Excel, enter your company's rules as follows

- 1) Read the information at the top of the "Shifts_Setup" spreadsheet and then, starting with Shift one, enter the employees' Start time, Lunch start, Lunch end, and End time. Enter this information for each day worked. Leave the scheduled days off blank.
- 2) Leave the "Cutoff" time at midnight unless your employees work across midnight. See the section on "Cutoff Time" for more information.
- 3) When finished, Save the file back to the USB stick.

Step 4: Punch and Holiday Setup

The Global file controls the punch settings and the holidays. These rules are used to mark unusual punches in red. With the Global file open in Excel, perform the following steps:

- 1) There are two tabs: Holidays and Punch. Click on Punch.
- 2) Read the information at the top of the Punch Early/Late Setup spreadsheet and then set the six settings according to your company's policies.
- 3) Next, click on the Holidays Setup tab.
- 4) Enter your company's holiday's names and dates.
- 5) Save the file back to the USB stick.

Step 5: Employee Setup

Adding or modifying employee information involves entering the employee names, their department, and possibly a password or a proximity badge number. Finger templates and setting an employee to Manager should always be done at the clock, not in Excel on the PC.

With the User file open in Excel, enter your employee data as follows:

- 1) Follow the instructions at the top of the spreadsheet and add your employee(s) or modify existing data as necessary.
Note: a finger template can only be entered at the clock.
Important: all new employees should be entered with "User" status. Managers should be set up at the clock. See the Managers Section of this manual after the setup is complete.
- 2) Save the file back to the USB stick.

Step 6: Upload the Setup files back to the clock

- 1) Eject and remove the USB stick from the PC.
- 2) Plug the USB stick into the side of the clock.
- 3) Press [Menu], select **Shift**, press [OK], and then select **Upload Shift** and press [OK].
- 4) When complete, select **Upload Setup** and press [OK].
- 5) When complete, press [ESC] once, select **User Mgt** and press [OK], then select **Upload User** and press [OK].
- 6) When finished, press 'ESC' repeatedly to exit the menus or simply allow the menus to time out.
- 7) Remove the USB stick from the clock.

Step 7: Register Employee Finger Templates

Employee fingerprints are registered at the clock.

- 1) Press [Menu], select **User Mgt** and press [OK], select **UserView** and press [OK], select the specific employee and press [OK], select **Edit** and [OK], and then select **Finger** and press [OK].
- 2) The clock will request the user to press a finger (press and release quickly for best results) at least twice to insure a good read. When completed, the clock will return to the previous screen.
- 3) If you wish to record more than one finger for an employee, simply select **Finger** and press [OK] again and repeat 2 above.
- 4) When finished, press [ESC] once and then press [OK] to save the finger template(s).
- 5) Now press [ESC] repeatedly to exit the menus or simply allow the menus to time out.

Note Employee card/badge numbers and passwords can be entered at the clock by following Step 7 above; just select **Card** or **Password** instead of **Finger** on the menu.

However, these types of entry are more easily done on the PC through the Excel spreadsheet.

Reducing Duplicate Punching – Re-verify

The re-verify feature helps reduce duplicate punching. It prohibits an employee from punching a second time within a number of minutes. The default value is 5 minutes. To change:

1. Press [Menu], select **Setup** and press [OK], select **System** and press [OK], select **Re-Verify** and press [OK].
2. Use the arrow keys or keypad to change a setting. Press [OK].
3. When finished, press [ESC] once.
4. The clock will prompt you with "Save?" Press [OK].
5. When finished, press [ESC] repeatedly to exit the menus or simply allow the menus to time out.

Managers

The clock settings can be secured by designating one or more users as Managers. Special care must be taken to insure that a Manager has a finger template, a badge number, or a password registered on the clock. **If there is a Manager(s) on the clock, the menus can only be accessed by a Manager with their finger image, badge or ID & password.**

Granting Manager Privilege

To change a User to a Manager, perform the following steps at the clock:

1. Note: A manager must have either a finger template, proximity badge, or password registered in order to be enrolled as a Manager on the clock.
Note: store the password in a safe place. If the password is ever lost and you don't have access with a fingerprint or proximity badge you will need to contact Acroprint to unlock your clock.
2. Press [Menu], select **User Mgt** and press [OK], select **UserView** and press [OK], select the specific employee and press [OK], select **Edit** and press [OK], then select **Privilege** and press [OK].
3. Select **Manager** and press [OK].
4. The clock will prompt you to "Save?" Select [OK].
5. When finished, press [ESC] repeatedly to exit the menus or simply allow the menus to time out.

Editing a Manager's Profile

If you add finger image(s), badge or password to an existing manager, the added punch methods will not be set at Manager status, i.e., you can't access the menu via those added punch methods even though you can punch in/out using those methods.

To enable the added punch methods to gain Manager access to the menus simply change the manager to a user and save the setting. Then edit the employee's profile and change their Privilege level back to Manager and save the setting. Now they will be able to access the clock menus via any of the registered punch methods in their profile.

Manager Access to the Menu

IMPORTANT: Only employees with a Manager status can access the clock menu when a Manager (one or more) is enrolled on the clock. Any one of the following three processes allows a Manager to access the menu:

1. Press [Menu]
2. Clock displays 'Manager?'
3. Within 8 sec. do one of the following:
 - a. Touch finger to the sensor (if a fingerprint is registered)
or
 - b. Enter the Manager's ID number and press [OK], then enter the Manager's Password (if registered) and press [OK].
or
 - c. Swipe Proximity Badge (if a badge is registered)

Removing Manager Privilege

To change a Manager to a User privilege, perform the following steps at the clock:

1. Press [Menu], select **User Mgt** and press [OK], select **UserView** and press [OK], select the specific employee and press [OK], select **Edit** and press [OK], then select **Privilege** and press [OK].
2. Select **User** and press [OK].
3. The clock will prompt you to "Save?" Select [OK].
4. When finished, press [ESC] repeatedly to exit the menus or simply allow the menus to time out.

Clock Operations

Employee punching

Finger:

1. Touch an enrolled finger on the sensor.
Alternately, the employee can enter their employee ID first, press [OK], and then press their finger.

Badge:

1. Hold the proximity badge close to the clock immediately below the finger reader.

ID and Password:

1. The employee will enter their User ID and press [OK].
2. The clock will prompt the user to enter their password.
3. The employee will enter their password and press [OK].

Clock Response

The clock will respond by displaying the employee's name and ID number and saying "Thank You!"

Note: employees may review their punches at the clock by pressing [OK] and then identifying themselves by using their fingerprint, badge or pin/password.

Reporting

Two transaction reports can be generated: Punch Report and Timecards. The Punch Report is simply a print out of all punches for each employee by date. The Timecard Report prints a time card for each employee for the date range selected. The BioTouch can be set to calculate the daily totals on the Timecard Report

Setup> System> Totals. Available choices for "Totals" are **No** (do not calculate daily totals), **Min** (totals displayed in Hrs : Min), **Hrs** (totals displayed in Hrs . 100ths of Hr).

Note: These calculations simply total the time on the clock. For more robust calculations including rounding, overtime and shift and lunch rules see the section "Downloading Transactions to timeQplus Software".

To generate reports:

Step 1: Create the report

1. Plug the USB stick into the side of the clock.
2. Press [Menu], select **Report**, and then select either the **Punch Report** (Raw Data) or **Timecards** report (Formatted with each employee printed on a single page).
3. Set the Starting and Ending dates for the report data. Use the arrows and the key pad to change the values. Press [OK] to move to the next date segment.
Note: you can't directly edit the year field. In order to change the year you will need to roll the month forward/backward with the arrow keys until the year changes.
4. When done press [ESC] once.
5. The clock will prompt you to "Start report". Select [OK]
6. Once complete, follow the same process to create the other report if desired.
7. When finished press [ESC] repeatedly to exit the menus or simply allow the menus to time out
8. Remove the USB stick from the clock.

Step 2: View the report in Excel

1. Plug the USB stick into your computer.
2. If a directory does not automatically open, use Windows Explorer to navigate to the USB directory
3. Double click the report file you want.
4. Excel should launch and open the file. If not, run Excel and open the report file from the USB directory.

Clock Data**Adding a Missed Transaction**

An employee's missed punch can be added at the clock

1. Press [Menu], select **User Mgt** then **User View**. Select the specific employee, and then select **Retroactive**.
2. Set the date and time for the missed transaction. Use the arrows and the keypad to change the values. Press [OK] to move to the next setting. When done press [ESC] once.
3. The clock will prompt you to "Save". Press [OK] to save the transaction or [ESC] to discard.
4. When finished, press [ESC] repeatedly to exit the menus or simply allow the menus to time out.

Downloading Raw Transactions

The GLog is similar to Reports except that the file that is created will contain just the raw transactions. This can be ideal for importing your data into an application.

The data download has two options: 1) collect new transactions since the last download, and 2) collect all transactions on the clock.

To get the raw transaction file:

1. Plug the USB stick into the side of the clock
2. Press [Menu], then select **Data Man**
3. Select **Down GLog** to download only transactions since the last download, or **Down All GLog** to download all the transactions on the clock.
4. When finished, press [ESC] repeatedly to exit the menus or simply allow the menus to time out.
5. Remove the USB stick from the clock.

You can now insert the USB stick into your PC to upload your clock data file(s) for further processing as desired.

Downloading Transactions to timeQplus Software

BioTouch clocks with Firmware ver. 3.9 or higher can export punch data formatted for use by Acroprint's timeQplus software for users that need a more robust Time and Attendance system with more options/flexibility/control to calculate employee time cards.

To download raw transactions (for TQ+) from the BioTouch to the flash drive:

1. Plug the USB stick into the side of the clock
2. Press [Menu], then select **Data Man**
3. Select **Down TQ+** to download only transactions since the last download, or **Down All TQ+** to download all the transactions on the clock.
4. When finished, press [ESC] repeatedly to exit the menus or simply allow the menus to time out.
5. Remove the USB stick from the clock.

The name of the downloaded file will be "1_attlog.dat" where the first character of the file name is the Clock ID. The only link between timeQplus and the BioTouch clock is the Employee ID. It is recommended that "No" be selected for the Shift value for all employees on the BioTouch since the timeQplus software should control all shift settings.

Note: if uploading the User file from Excel to BioTouch all Users should be set to Shift "0" since the timeQplus software should control all shift settings. Do not leave the Shift fields blank since BioTouch will import employees assigned to Shift to "1" by default.

Go to: <http://www.acroprintstore.com/info-tqplus.php> for more info on timeQplus line of Time and Attendance products.

Deleting All Transactions

This function is rarely used. Use with caution as you will lose all transaction data on the clock. To remove all transactions from the clock:

1. Press [Menu], select **Data Man**, and then select **Delete all Glog**. Press [OK] when clock prompts 'Delete?' or press [ESC] to go back.
2. When finished, press [ESC] repeatedly to exit the menus or simply allow the menus to time out.

Deleting a Single User

1. Press [Menu], select **User Mgt**, and then select **User View**.
2. Select Employee to delete. Press [OK].
3. Select **Delete**. When clock prompts 'Delete?', press [OK].
4. When clock prompts 'Delete user log?', press [OK].
5. When finished, press [ESC] repeatedly to exit the menus or simply allow the menus to time out.

Deleting All Enrolled Employees

This function is rarely used. Use with caution as you will remove all employees from the clock. To remove all enrolled employees:

1. Press [Menu]. Select **Data Man, Clear all Enroll** and then press [OK] when clock shows "Continue?" or press [ESC] to go back.
2. When finished, press [ESC] repeatedly to exit the menus or simply allow the menus to time out.

Initializing to Factory Defaults

This function is only used when you want to clear all information from the clock and return all settings to their factory defaults. Use with caution as you will lose all employees and transactions on the clock. To reinitialize the clock:

1. Press [Menu], select **Setup, InitSys**, and then press [OK].
2. When finished, press [ESC] repeatedly to exit the menus or simply allow the menus to time out.

Cutoff Time

A normal day by default begins at exactly 12:00 AM. Some companies, however, may have employees who work shifts that end at 12AM or even into the next day. Also, there may be shifts that begin at 12AM or earlier and end the next day.

The **Cutoff** time *is* used to 'move' such employees workday change time backward or forward from 12AM so their hours are credited to the proper workday.

The Cutoff time can be change by shift. See the Shift Setup section of the manual and read the instructions at the top of the Excel spreadsheet concerning Cutoff Time.

Editing Setup Data at the Clock

In general, we recommend editing data at the PC. The resources on a PC and in the Excel program provide a robust, familiar environment for adding and editing information. This is the approach used throughout this manual.

However, there are times when you may wish to perform these tasks at the clock. The example below shows how to enter an employee name:

1. Press [Menu], select **User Mgt, Add User, User Name**
2. Press the key containing the first letter of the employee name and then press [OK].
3. Press the number that is over the letter you wish to enter.
4. Press the key containing the next letter of the employee's name and press [OK].
5. Again, press the number that is over the letter you wish to enter.
6. Repeat steps 4 and 5 until complete
7. Press [ESC] to return to the **Add User** menu.
8. Press [ESC] to exit the **Add User** menu.
9. Press [OK] to save the data.
10. Press [ESC] repeatedly to exit the menus or simply allow the menus to time out.

Appendix

Cleaning the Clock

Do not use cleaning products that contain alcohol or other strong chemicals as they could discolor or crack the clock housing. Use a soft damp cloth to remove dirt. Wipe dry.

Wall Mounting Instructions

The *BioTouch* clock can be placed on a table or desk and it can also be mounted to a wall using the included wall bracket.

Use the bracket to mark (3) screw holes on the wall. Use the included screws and wall anchors (if necessary) to securely attach the bracket to the wall.

Attach the clock to the bracket using the included machine screw.

- Do not place the clock in direct sunlight. Bright light may significantly affect finger readings or cause finger verification to fail.
- The clock is designed for indoor use in a temperature range of 32-104° F (0-40° C). The clock is not waterproof or shockproof. Keep the clock away from heat sources such as radiators. Avoid dusty environments or exposure to chemicals.
- Avoid locations where the device will be susceptible to vibrations and shock, such as a slamming door.
- The clock warranty does not cover defects or damages arising from improper installation.

Clock Menus

Shift	User Mgt	Report	Data Man	Setup	SysInfo
Edit Shift	Add User	Punch Report	Down GLog	System	Users
View Shift	UserView	Timecards	Down All GLog	COMM Set	Manager
Download Shift	Dpmt-Man		Down TQ+	InitSys	Finger
Upload Shift	Download User		Down All TQ+		Card
Download Setup	Upload User		Clear all Enroll		Password
Upload Setup			Delete all Glog		G_Log
Global Setup					
Holidays					

Note: G_Log has the in/out transactions (the punch data or attendance logs)
G_Log / Glog stands for "General Log"

Note: Some menus are displayed graphically but may be displayed as a list by turning the Menu Graphics off: **Setup> System> Graphics> "No"**



Menu Graphics On



Menu Graphics Off

Description of Menu Items:

Shift:

Edit Shift: Access to edit Shifts 1 thru 5. Select "No" to not assign an employee to any shift. (Select "No" if you are exporting punch data to timeQplus software)

View Shift: Displays the Start, Lunch Start, Lunch End & End of Selected Shift, Monday thru Sunday

Download Shift: Download Shift Settings to USB Stick
(Shift_Setup_01.XML where "01" is the Clock ID)

Upload Shift: Upload Shift Settings from USB Stick

Download Setup: Download "Punch Early/Late" & "Holidays" from Clock to USB Stick (Global_Setup_01.XML where "01" is the Clock ID)

Upload Setup: Upload "Punch Early/Late" & "Holidays" from USB Stick to Clock

Global Setup: Early Start, Late Start, Early Lunch, Late Lunch, Early End, Late End

Holidays: Set company holidays (up to 30).

The factory defaults are: New Year: 01/01 to 01/01 and Christmas: 12/25 to 12/25
Note that these holidays may be edited or deleted.

Tips for setting up holidays:

- 1) it is much easier to enter the holidays on a PC and upload them to the clock since T9 (Text on 9 keys) keyboard entry is quite painstaking and time consuming.
- 2) A holiday can be a range of dates, ie, 2 day holiday for Thanksgiving & Christmas.
- 3) To avoid confusion you should try enter holidays in chronological order...the Clock will display the holidays in the order you entered them.
- 4) Holidays remain active on the same dates for the next year. If the holidays fall on different dates the next year they must be edited prior to the holiday.

User Mgt:

Add User: Add a User to the clock

UserView: Select User from list of all users

Edit: Name, Finger(print), Card, Dpmt, Shift, Privilege, Password

Glog View: View all punches for a User

Retroactive: Insert a missed punch

Delete: Delete a User ID and corresponding punches

Dpmt-Man: Shows all Departments. Add new departments or delete departments. The Factory Default is "Office".

Download User: Download all Users on clock to the USB Stick

Note: this will overwrite the existing file on the USB Stick. It will not append the data.

Downloaded Files: "User_Setup_01.XML" where "01" is the clock ID.
"AFP_001.DAT" where "001" is the clock ID.

Upload User: Upload all Users on the USB Stick to the clock

Note: this will overwrite any existing Pin#'s on the clock with corresponding pin#'s on the USB Stick....Pin#'s on the clock but not on the USB stick will not be overwritten.

The upload requires the following files:

AFP_001.DAT

User_Setup_01.XML

Report:

Punch Report: summary Excel report of all punches by day for each employee.

Report Name: "Punch Report_01_0406114730.XML" where "01" is the clock ID, "04" is the month, "06" is the date, "11" is the hour, "47" is the Min's, "30" is the seconds when the report was generated.

Timecards: generates formatted Excel time cards with one employee per sheet.

Report Name: "Time Card Report_01_0406115132.XML" where "01" is the clock ID, "04" is the month, "06" is the date, "11" is the hour, "51" is the Min's, "32" is the seconds when the report was generated.

Data Man: (Data Management)

Down Glog: Download all punch data since the last download

Report Name: GLG_001.TXT” where “001” is the Clock ID.

Note: this is a text file that can be opened by Notepad, Word, etc.

Down All Glog: Download all punch data on the clock

Report Name: AGL_001.TXT” where “001” is the Clock ID.

Down TQ+: Download all punch since the last download, formatted for use by Acroprint’s timeQplus (TQ+) software.

Report Name: “1_attlog.dat” where “1” is the Clock ID.

Note: this file can be opened with a text editor like Notepad, Word, etc.

Down All TQ+: Download all punch data on the clock, formatted for use by TQ+ software.

Report Name: “1_attlog.dat” where “1” is the Clock ID.

Clear all Enroll: delete all Users on the clock.

Delete all Glog: delete all punch data from the clock.

How Users can Review Their Punches (GLog) at the Clock:

Press [OK], identify by fingerprint, badge or pin/password. Press [ESC] to exit Glog view. Note: no punch will be recorded when reviewing the GLog.

Setup:

System: configure system settings

Re-verify: (0-255 min). Sets the duration where multiple punches are within the duration are treated as duplicated punches and not recorded. If set to "0" ALL punches will be recorded regardless of when the previous punch was made, ie, punches within the same minute will be recorded and show as multiple punches within the same min on the Punch Report or Timecards Report. The Factory Default setting for Re-verify is 5 minutes.

Non-duplicate punches will display "**Verify OK!**" and the employee name and will audibly respond "**Thank You**".

Duplicate punches will only display the **employee name** and audibly respond "**Verified, Thank You**".

Note: the BioTouch calculates time duration based on seconds, ie, if Re-verify is set at 1 min the next punch will not be recorded until 60 seconds have elapsed (even if the clock has already rolled to the next minute).

Totals: Calculate Timecard Daily totals.

No = Do Not Calculate Totals (leave "Daily Totals" blank)

Min = Hrs : Min

Hrs = Hrs . 100ths of Hr

The Factory Default setting for Totals is "No"

BellSET: Set bells to signal shift/lunch start/end.

BellCount: (0 - 255) the # of times the bell will ring, this is a master setting for ALL bells. Note: when any bell schedules are set a bell icon will appear in the upper right hand corner of the display. Each bell "ring" lasts approx. 1 sec.

BellTimeSET: up to (7) daily alarms can be scheduled. These alarms will activate every day of the week including wkends. You can't set alarms to activate by day of week or date.

Examples: 2 min Shift Start warning, Shift Start, Lunch Start, 2 min Lunch End warning, Lunch End, Shift End

Graphics:

Yes = for Graphic format Menus

No = for List format Menus

The Factory Default Setting is "Yes"

Time: set current time & date (YYYY/MM/DD, 0-23 Hr : 0-60 Min)

Time Fmt: Changes the time format of the display

12 Hr: The display will display 0-12 Hrs: Min

24 Hr: The display will display 0-23 Hrs: Min, AM/PM

The Factory Default for Time Format is "12H"

Screensavers: the BioTouch has (4) screensaver screenshots. The screensaver will activate after the keyboard has been idle for 1 min.

The Factory Default for Screensavers is "No".

VoiceOut: sets the speaker volume. Range: 0 to 10 (0=off, 10=Max. Volume)
The Factory Default is “6”.

Update BMP: this setting is for Factory programming only

COMM Set: configure system communication settings

Device ID: Set a unique identity for each clock so that you can identify which clock download files came from/go to.
(Values: 1 to 255)

The device ID is required but it is only important when you have more than one clock. The Factory default Device ID is “1”. Reports generated will show the clock ID in the export file/timecard.

Note: If there are files on a USB Stick for multiple clocks, the clocks will automatically select the correct files based on Device ID.

InitSys: Initialize System – return all settings to Factory Defaults. Warning: this will remove all Users and all Punch Data from the clock.

SysInfo:

Users: Displays number of Users enrolled on clock. BioTouch can accommodate up to 500 employees.

Manager: Displays number of Users with Manager privilege

Finger: Displays number of Fingerprint Templates enrolled on clock
BioTouch can store up to 1000 total fingerplate templates.

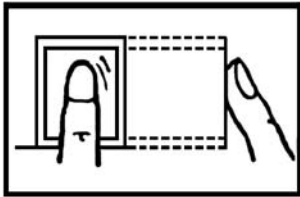
Card: Displays the number of proximity badges / key fobs enrolled on the clock

Password: Displays the number of passwords enrolled on the clock

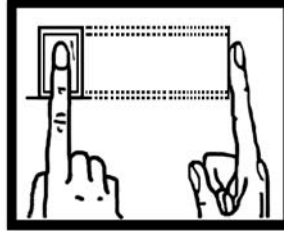
G_Log: Displays the total number of punch transactions for all users on the clock. BioTouch can store up to 200,000 transactions.

Fingerprint Verification Technique

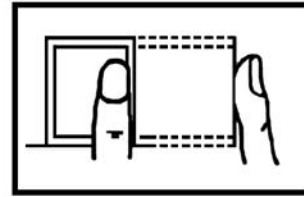
Your finger should be pressed firmly to the center of the sensor with your finger flat against the glass. Do not press your finger off center or contact the sensor with just the side or tip of your finger (see diagrams below).



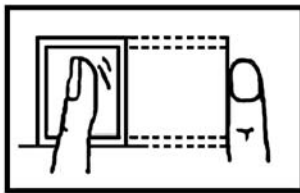
**Incorrect:
Finger Tip Only**



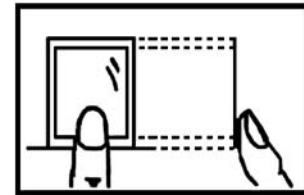
**Correct:
Finger Centered
& Flat Against
Sensor**



**Incorrect:
Finger Off-Center**



**Incorrect:
Side of Finger**



**Incorrect:
Finger Too Low**

Fingerprint Identification Methods

1: N Fingerprint Identification (“1 to Many”)

Compare the fingerprint with all fingerprint templates stored in the BioTouch.

Step 1: press finger on the sensor.

Step 2: if device informs ‘Thank You’, the identification was successful.

If device informs ‘Press Again’, try the finger again.

1:1 Fingerprint Verification (“1 to 1”)

Verify the fingerprint with the fingerprint template of the User ID entered. In this method the BioTouch only has to compare the fingerprint to one template.

Step 1: input your user ID

Step 2: press finger on the sensor.

If device informs ‘Thank You’, the identification was successful.

If device informs “Press Again”, try the finger again.

FAQ's:

- 1) Uploading the User file from the PC will overwrite any existing users on the clock that have corresponding User ID.
- 2) Uploading the User file from the PC will not overwrite any existing users that are not in the user file but on the clock, ie, the user file doesn't have User# 10 but User# 10 was manually entered on the clock.
- 3) What is the max. length of the User Name: 16 Characters (including blank spaces)
- 4) What is the max. length of the Dept. Name: 10 Characters (including blank spaces)
- 5) How many shifts can the BioTouch handle: 6 - Shifts 1 thru 5 and "No" for Shift 0 or a "Null" value. Note: setting a User's shift to "no" will disable punch highlighting on their time card (for punches outside of their normal acceptable range).
- 6) Can I enter a shift name from the PC: Yes (using the Setup file)
- 7) What is the max. length of the Shift Name: 10 Characters (including blank spaces)
- 8) Can I have multiple BioTouch clocks? Yes. Make sure you give each clock a different Device ID (Setup> COMM Set> Device ID)
The Device ID allows the clocks to identify which files to use. The clocks will automatically choose the correct files based on the Device ID.
- 9) Can employees punch in on one clock and punch out on another clock?
If your company has multiple BioTouch clocks your employees must always punch on the same clock since the punch data is not shared between clocks.
If you need employees to be able to punch on different clocks you should buy the timeQplus software or you may even want to upgrade to a timeQplus system.
- 10) Can the BioTouch automatically adjust the time for DST? No, you must manually change the time on the clock. (see "Setting the Time")
- 11) What version of Microsoft Excel will BioTouch work on? Excel 2003 and newer.
- 12) How do I backup the data and settings of my BioTouch?
Simply download the files to your USB Stick. We recommend copying these files to a folder on your PC and name it something like "BioTouch Bkup Files".

Limited Warranty

Should you have any questions concerning your warranty information or supplies, please contact the dealer or store where you purchased the equipment.

This product is guaranteed to the original purchaser for a period of one (2) years from original purchase date against defective materials and workmanship when used under normal operating conditions. The repair or replacement of any defective component or part and any necessary adjustments will be made free of charge provided that the machine is shipped prepaid to the factory service center shown below, securely packaged and shipped in the original shipping container. This warranty applies to Acroprint products purchased and retained in the U.S.A. The guarantee is not applicable if the device has been subject to misuse, abuse, negligence, accidents, power surges and lightning. The guarantee is not applicable if the serial number has been altered, defaced or removed or if the device has been tampered with or taken apart by other than authorized service personnel.

Please return the warranty card on the following page to Acroprint to register your product. Or, if you would like to register online go to **www.acroprint.com**. For your reference, fill out the information below and keep it in a safe place.

Model Number _____

Serial Number _____

Date Purchased _____

Purchased From _____

Location _____

Telephone Number _____

Acroprint Time Recorder

5640 Departure Drive

Raleigh, NC 27616-1841

Web: www.acroprint.com

Phone: (800)334-7190 USA; (919)872-5800 International

Product Registration Card

Model No. _____ Serial No. _____

First Name _____ Last Name _____

Title _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Daytime Phone with Area Code _____

Purchased From _____ Purchase Date _____

Email Address _____

So that we may serve you better, please indicate your primary business activity.

- | | |
|---|---|
| <input type="checkbox"/> (01) Manufacturing | <input type="checkbox"/> (04) Government |
| <input type="checkbox"/> (02) Wholesale | <input type="checkbox"/> (05) University / School |
| <input type="checkbox"/> (03) Retail | <input type="checkbox"/> (06) Other _____ |

Number of Employees Using Product

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> (11) 1 – 10 | <input type="checkbox"/> (14) 50 - 75 |
| <input type="checkbox"/> (12) 11 - 25 | <input type="checkbox"/> (15) 76 - 100 |
| <input type="checkbox"/> (13) 26 - 49 | <input type="checkbox"/> (16) 100+ |

Annual Sales in Dollars

- | | |
|---|---|
| <input type="checkbox"/> (21) Under \$100,000 | <input type="checkbox"/> (24) \$500,000 - \$1,000,000 |
| <input type="checkbox"/> (22) \$100,000 - \$250,000 | <input type="checkbox"/> (25) \$1 million - \$5 million |
| <input type="checkbox"/> (23) \$250,000 - \$500,000 | <input type="checkbox"/> (26) \$5 million and over |

Do You Use Microsoft Windows

- | | |
|-----------------------------------|----------------------------------|
| <input type="checkbox"/> (31) Yes | <input type="checkbox"/> (32) No |
|-----------------------------------|----------------------------------|

If not, what operating system do you use? _____

Comments: _____
