

Time Vision

The complete Time Recording package for the smaller office.



Instruction Manual

Table of Contents

Welcome	3
Important Safety Information	4
Package Contents	5
Minimum Requirements	5
Additional Requirements	5
Step 1: Hardware Installation	6
Locating the Clocking Terminal	6
Installing the Clocking Terminal	6
Network Connection	7
Serial Connection	8
Back to Back connection	8
Step 2: Employee Enrolment	9
Enrolling a Supervisor	9
Enrolling an Employee	10
Method 1: This method takes one fingerprint impression only	10
Method 2: This method takes three separate impressions to ensure more positive match	11
Step 3: Software Installation	12
Installation Notes	12
Installing the Software	12
Registration Form	12
Step 4: User Setup	13
Step 5: System Setup	14
Step 6: Schedule Setup	15
Step 7: Group Setup	16
Step 8: Employee Setup	17
Step 9: Update TimeVision	18
Troubleshooting	19
Network connection is not established	19
Serial connection is not established	19
Frequently asked questions	20

Welcome

Dear Customer,

Thank you for purchasing TimeVision. Before use please read the instructions provided to ensure the correct usage of this product.

This manual will guide you through the basic steps needed to install the TimeVision Hardware and Software. Please contact your supplier if you require assistance.

Important Safety Information

This terminal has been designed to meet international safety standards, but like any electrical equipment, care must be taken if safety is to be assured. Retain this installation guide for future use.

DO ensure that all electrical connection, including power connections and interconnections between pieces of equipment, are properly made in accordance with the manufacturers instructions.

DO consult your dealer if you are in any doubt about installation, operation or safety of the equipment.

DO ensure that the PC is always switched off prior to connecting or disconnecting any cables.

DO NOT continue to operate the equipment if you are in any doubt about it working normally.

DO NOT remove any cover fastening unless you are qualified to do so. Even then, isolate from the power connection before you start.

DO NOT allow the equipment to be exposed to rain or moisture other than permitted by the equipment's specification.

DO NOT switch off the PC without exiting the TimeVision Application correctly.

Package Contents

- TimeVision Terminal.
- TimeVision CD-Rom.
- ID Badges.
- 1 metre RJ-45 Network cable.
- 1 AC Adapter.
- Instruction Manual.

Minimum Requirements.

To view TimeVision correctly you will need to make sure that the minimum screen resolution is set to 800 by 600 pixels. To set the resolution up you need to do the following:

- On the Desktop click the right mouse button.
- Then go down to Properties, use your left mouse to gain access.
- The Display Properties screen should now be viewable.
- Then Click on the settings tab, and where it says screen resolution move the slider bar, using the left mouse button to change the resolution.
- Then click the apply tab on the screen and just follow the onscreen instructions.

Additional Requirements.

- A PC with Windows 98, ME, 2000 or XP-Professional.
- A 3-pin 220-240v AC Mains Socket.
- For a network installation you need a network point.
- To connect the Terminal directly to the PC using the RJ-45 Network lead, you need a free network socket on the PC.
- To connect the Terminal directly to the PC using a RS-232 Serial lead, you need a free serial socket on the PC.

Step 1: Hardware Installation.

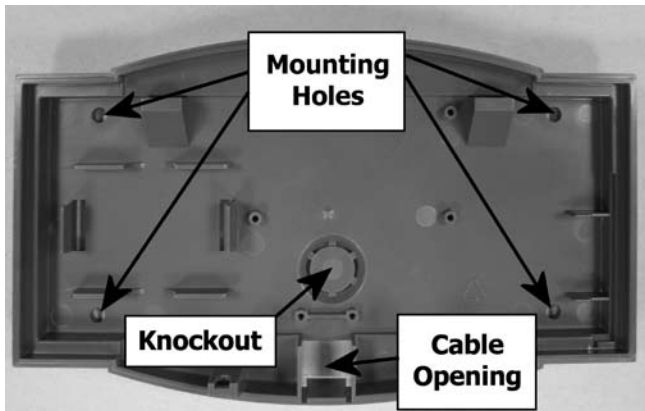
Locating the Clocking Terminal.

Site the terminal indoors and away from extremes of heat, dust, vibration and fumes. It should be protected from excessive condensation and direct sunlight. Choose a location that allows room for normal use and access for maintenance.

A 3-pin, mains socket is required for the terminals AC adapter. If you are connecting the terminal into an existing network, you will need a network point for the RJ-45 Network connection.

Installing the Clocking Terminal

- Before the TimeVision terminal can be installed it is necessary to open the case to gain access to the cable connectors and mounting screw holes. Remove the 2 M4 assembly screws located in the bottom of the terminal.
- Open the case by pulling the front cover outwards at the bottom and upwards to disengage the location clips.
- You will need to decide how to route the power cable and Network/RS232 cable into the case. There are two ways in which this can be done. Either through the cable opening knockout at the bottom of the terminal or through the knockout featured in the rear of the case. The opening underneath the terminal will accept standard 16mm wide electrician's conduit for a neat installation.



- Fix the rear casing to the wall using fixing screws, in each of the 4 corners. Note: If the wall is not completely flat, take care to avoid distorting the rear casing as you tighten the fixing screws. Use some packing pieces behind to take up the unevenness.

- Connect the AC Adapter as shown below.



Power Socket

Network Connection.

- If you are installing the terminal to an existing Network connect one end of the RJ-45 Network cable (provided) to the RJ-45 Network Socket as shown below.

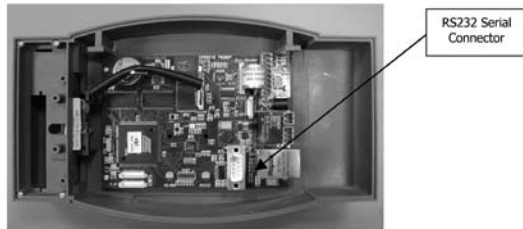


RJ-45
Network
Socket

- Set the IP address of the terminal.
 - o On the terminal's keypad enter **834** and then press the Up Arrow key. This will display the Master Mode Menu.
 - o Press **1** (To enter Setup)
 - o Press **8** (To enter IP Settings)
 - o Press **1** (To enter IP Address)
 - o Press **3** (To enter Edit Mode)
 - o Enter the new IP Address for the terminal by pressing the up key for each number entered, Example: 192 ^ 168 ^ 000 ^ 200
 - o Press **Select** once the IP address has been entered.
- Set the Subnet Mask of the terminal.
 - o From the previous menu press the down arrow key.
 - o Press **Select** and enter the Subnet mask in the same way as entering the TCP/IP address
 - o Press **Select** to save.
 - o Press **Exit** 3 times to re-start the terminal. This will take a few seconds after which the time and date is displayed.
- Plug the RJ-45 Network cable into the network point.

Serial Connection.

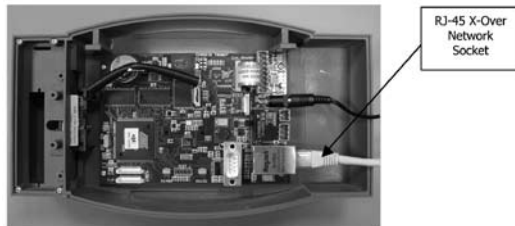
- If you are connecting the terminal via a serial connection, please contact your supplier for the appropriate lead and connect one end to the Serial Connector as shown below. This cable can be supplied ready made to a maximum length of 25 meters.



- Connect the other end of the Cable into a serial port on the PC.

Back to Back connection.

- If you are installing the terminal directly to the PC using a X-Over Network Cable (Not Provided), Connect one end of the cable into the RJ-45 Network socket as shown below.



- Connect the other end of the cable into the Network Card within the PC.
- Close the case by hooking the front section to the rear section, ensuring that both locating clips are engaged and snap into place.
- Refit the 2 M4 assembly screws.
- Plug the AC adapter into the mains socket and switch it on. The display on the terminal will show the time and date. This might take a few seconds.

If your system is supplied with a Magstripe or proximity reader, please go to Step 3: Software installation

If your system is supplied with a Fingerprint reader, please go to Step 2: Employee Enrolment

Step 2: Employee Enrolment

Before an employee can be enrolled, the designated supervisor who will be responsible for enrolling other employee's fingerprint to the clocking terminal need to be enrolled first. Please note that more than one supervisor can be enrolled to the system.

Enrolling a Supervisor.

At the Clocking Terminal press the **Menu** button and enter 00000000 being the default PIN. Then press Select. Now you have access to the supervisor menu.

- At the Supervisor Menu select option: **1. Enrol Menu.**
- When prompted enter your new supervisor PIN. eg. 1234, and press **Select.**
- At the Fingerprint Menu select option: **1. Enrol Fingerprint**
- When prompted, place your finger flat on the sensor ensuring that it covers as much as possible of the surface. To achieve a good impression place your finger up against the locating pin at the top with firm steady pressure. Do not press too hard. When you hear a beep remove your finger away from the sensor.
- If the fingerprint is accepted a message "**Fingerprint Enrolled**" will appear on the screen together with the image and template quality. This message will time out after 5 seconds.
- If the fingerprint is not accepted a message "**Problem Reading Finger**" will appear on the screen. After 5 seconds the message will time out and once again you are prompted to place your finger on the sensor. When you hear a beep remove your finger away from the sensor.
- At the Fingerprint Menu, use the up and down arrow to select option: **3.Verify Fingerprint**
- When prompted, place your finger on the sensor. When you hear a beep remove your finger away from the sensor.
- If the fingerprint is accepted a message will appear on the screen giving a score of the image quality with 0 being the lowest and 25 the highest. Ideally you should aim to get a score of good or excellent. This message will time out after 5 seconds.
- If the fingerprint is not accepted a message "**Problem Reading Finger**" will appear on the screen. After 5 seconds the message will time out and once again you are prompted to place your finger on the sensor. When you hear a beep remove your finger.
- At the fingerprint Menu press **Exit** once. This should take you back to the Supervisor Menu.
- At the Supervisor Menu, use the up and down arrow to Select option: **2. Employee Menu**
- Press **Select.**
- When prompted enter your supervisor PIN eg.1234, then press **Select.** This should take you to the Employee Status screen: **1. Supervisor.**
- Press **Select.**
- When presented with: "**1. Yes**" press **Select.** The screen changes to confirm that PIN e.g. 1234 is now set not only as an employee but also as supervisor. This message will time out after 5 seconds.
- Press **Exit** twice to take you back to main display.

YOU ARE NOW READY TO ENROL EMPLOYEES

Enrolling an Employee.

Method 1: This method takes one fingerprint impression only.

- At the Clocking Terminal press the Menu button, giving you access to the Supervisor LOGIN Option.
- When prompted place your finger on the sensor or enter your PIN.
- If you place your finger and the fingerprint is accepted you are given access to the Supervisor Menu. If you enter your PIN, then press SELECT, you are again prompted to place your finger on the sensor. If the fingerprint is accepted you are given access to the Supervisor Menu.
- Either way, if the fingerprint is not accepted, you will hear four beeps. You must then try again, this time making sure that your finger is placed correctly.
- At the Supervisor Menu select option: 1. Enrol Menu.
- When prompted enter the employee you wish to enrol, his/her PIN. eg. 1111, and press Select.
- At the Fingerprint Menu select option: 1. Enrol Fingerprint
- When prompted, the employee to be enrolled places his/her finger flat on the sensor ensuring that it covers as much as possible of the surface. To achieve a good impression the finger must be placed, up against the locating pin at the top with firm steady pressure. Do not press the finger too hard. When a beep is heard, remove finger away from the sensor.
- If the fingerprint is accepted a message " Fingerprint Enrolled " will appear on the screen together with the image and template quality. This message will time out after 5 seconds.
- If the fingerprint is not accepted a message " Problem Reading Finger " will appear on the screen. After 5 seconds the message will time out and once again the employee to be enrolled places his/her finger on the sensor. When a beep is heard, remove finger away from the sensor.
- At the Fingerprint Menu, use the up and down arrow to select option: 3.Verify Fingerprint
- When prompted, the employee to be enrolled places his/her finger on the sensor. When a beep is heard, remove finger away from the sensor.
- If the fingerprint is accepted a message will appear on the screen giving a score of the image quality with 0 being the lowest and 25 the highest. Ideally you should aim to get a score of good or excellent. This message will time out after 5 seconds
- If the fingerprint is not accepted a message " Problem Reading Finger " will appear on the screen. After 5 seconds the message will time out and once again the employee to be enrolled places his/her finger on the sensor. When a beep is heard, remove finger away from the sensor.
- At the fingerprint Menu press Exit twice to take you back to the main display.
- Employee PIN 1111 is now ready to use the clocking terminal.

REPEAT THE SAME PROCEDURE FOR ALL EMPLOYEES

Method 2: This method takes three separate impressions to ensure more positive match.

- At the Clocking Terminal press the **Menu** button, giving you access to the Supervisor LOGIN Option.
- When prompted place your finger on the sensor or enter your PIN.
- If you place your finger and the fingerprint is accepted you are given access to the Supervisor Menu. If you enter your PIN, then press SELECT, you are again prompted to place your finger on the sensor. If the fingerprint is accepted you are given access to the Supervisor Menu.
- Either way, if the fingerprint is not accepted, you will hear 4 beeps. You must then try again, this time making sure that your finger is placed correctly.
- At the Supervisor Menu select option: **1. Enrol Menu.**
- When prompted enter the employee you wish to enrol, his/her PIN. e.g. 1111, and press **Select.**
- At the Fingerprint Menu select option: **2. Multi Fingerprint.**
- When prompted, the employee to be enrolled places his/her finger flat on the sensor ensuring that it covers as much as possible of the surface. To achieve a good impression the finger must be placed, up against the locating pin at the top with firm steady pressure. Do not press the finger too hard. When a bleep is heard, remove the finger away from the sensor.
- If the fingerprint is accepted the image and template quality is displayed. This message will time out after 5 seconds.
- If the fingerprint is not accepted a message “ **Problem Reading Finger**” will appear on the screen. After 5 seconds the message will time out and once again the employee to be enrolled places his/her finger flat on the sensor. When a bleep is heard, remove finger from the sensor.
- You are prompted to repeat this procedure 3 times.
- At the third enrolment, a message “ **Fingerprint Enrolled**” will appear on the screen together with the image and template quality. This message will time out after 5 seconds.
- At the Fingerprint Menu, use the up and down arrow to select option: 3. Verify Fingerprint.
- When prompted, the employee to be enrolled places his/her finger on the sensor. When a bleep is heard, remove finger away from the sensor.
- If the fingerprint is accepted a message will appear on the screen giving a score of the image quality with 0 being the lowest and 25 the highest. Ideally you should aim to get a score of good or excellent. This message will time out after 5 seconds.
- If the fingerprint is not accepted a message “ **Problem Reading Finger**” will appear on the screen. After 5 seconds the message will time out and once again the employee to be enrolled places his/her finger on the sensor. When a bleep is heard, remove finger from the sensor.
- At the fingerprint Menu, press **Exit** twice to take you back to the main display.
- Employee PIN 1111 is now ready to use the clocking terminal.

REPEAT THE SAME PROCEDURE FOR ALL EMPLOYEES

Step 3: Software Installation

Installation Notes.

If you are installing TimeVision on Windows NT 4.0, 2000 or XP you must first logon to Windows with Administrative Rights. Once the software has been installed you can then logon to Windows using your usual User Name. (This does not apply to Windows 98).

Once installed you must register the software. This can be done online if you have an internet connection or via Fax.

Installing the Software

- Insert the TimeVision installation CD into your CD-Rom Drive.
- If the installation program does not start automatically, please do the following:
 - Click the Windows Start button.
 - Select Run.
 - In the box, type 'd:\setup' (where d: is the driver letter of your CD-Rom drive) and press OK.
- Follow the Installshield Wizard prompts. Once the software has been successfully installed, a TimeVision icon will appear on your desktop.
- Double click on the TimeVision icon to display the registration form.

Software Registration

In order to finish the installation and use the software you must complete the registration to obtain an activation key.

To register online then click on the "Email" button. If you are not connected to the internet click on the "Fax" button to print the registration form.

Name: _____

Company: _____

Address: _____

Name: _____

Country: _____

Postal Code: _____

Email: _____

Phone No.: _____

Fax No.: _____

Supplier: _____

Serial No.: _____

Close Help Email Fax OK

- Complete the form. To register online click on the 'Email' button. To print the registration form to be faxed, click on the 'Fax' button. Wait for your validation code to be sent to you either by email or fax. Once received enter the validation code into the registration form and click the 'OK' button. This will take you to the TimeVision Main Screen.



Step 4: User Setup

A user is the system administrator with the ability to view and edit data. This facility is password protected. A minimum of one user is required. To setup a user to the system:

- From TimeVision main screen, click on the **Setup** button
- From the setup screen, click on **User Setup**.
- From the User Setup screen, click on **New**.
- Enter the user's name.
- Enter the Password.
- Click on **Save**.

YOU ARE NOW REGISTERED AS A USER. EACH TIME YOU LOGON, YOU WILL BE PROMPTED TO ENTER YOUR USER NAME AND PASSWORD.

Step 5: System Setup

You now need to configure the connection to the Clocking Terminal . These settings depends on how the terminal was installed.

- From the Setup Men, click on **Settings**.
If you connected the Clocking Terminal to The PC using the RJ-45 cable (supplied),
- Select **TCP/IP** connection.
- Set the IP address. The default is 192.168.0.200.If you connected the Terminal directly to your PC, this address should be suitable. If you connected the Terminal into an existing network, you would have, already assigned a suitable IP address to the Terminal. This IP address should be entered here.
- If you connected the Clocking Terminal using a RS-232 cable (Not supplied),
- Select **Serial** connection.
- Enter the **Com Port** used for the connection.
The Terminal communication settings are now configured.
- Select **Fingerprint** if your system is supplied with a Fingerprint reader or **Prox** if you system is supplied with a Proximity reader.
- Click the **Save** button.
- Click **Close** to exit the Setup screen and return to the TimeVision main screen.

The screenshot shows a software window titled "Setup" with a blue title bar. The window has a green header with the word "Setup" in white. Below the header is a navigation bar with buttons for "User Setup", "Settings" (which is selected), "Backup", "Restore", "Bells", "System Info.", and "About".

The main content area is divided into three sections:

- Terminal Communication Setup:** This section has two radio buttons: "TCP/IP" (which is selected) and "Serial". Under "TCP/IP", there are fields for "IP Address" (containing "192.168.0.200") and "Port" (containing "5666"). Under "Serial", there is a "Comm Port" dropdown menu showing "COM1". There are also checkboxes for "Fingerprint" (checked) and "Prox" (unchecked), and a "Send" button with a green checkmark icon.
- Audit setup:** This section has a checked "Enable Audit" checkbox and a "Keep Audit for:" field containing "21" with "(Days)" next to it.
- Date and day config:** This section has a "Year Start Date:" dropdown menu showing "05/12/2005" and a "First Day of Week:" field showing "Monday".

At the bottom of the window, there are several buttons: "Display Audit", "Save" (with a green checkmark icon), "Cancel" (with a red X icon), "Help" (with a green question mark icon), and "Close" (with a red X icon).

Step 6: Schedule Setup

A Schedule defines the times and pay rates, an employee is expected to work each day.

- From the main screen, click on **Schedules** button.
- From the Schedules screen, click on **New**.
- Enter the name of the Schedule. e.g. Night Shift.
- Create your Schedules following the instructions provided within the **Help** screen.
- Up to 10 Schedules and 3 Pay rates can be defined.
- For each Schedule created click on the **OK** button to save the information.
- For each Schedule to be defined click on **New**.
- Click **Close** to exit the Schedule screen and return to the TimeVision main screen.

The screenshot shows the 'Schedules' configuration window. At the top, there is a 'Name' input field. Below it are seven buttons for days of the week: Mon, Tue, Wed, Thu, Fri, Sat, Sun. To the right of these is a 'Copy Day' button. The main area is divided into several sections:

- Start Time:** 00:00
- Latest Start:** 23:59
- Day Off (don't check for Absence)
- Each Start:** 00:00
- Each Length:** 00:00
- Each End:** 00:00
- Finish Time:** 23:59
- Latest Finish:** 23:59

Daily Rate Adjustments

Normal:	24.38
Overtime 1:	24.38
Overtime 2:	24.38

Grice

From	To	Amount
00:00	23:59	00.00
23:59	23:59	00.00
23:59	23:59	00.00

Rounding

From	To	Amount
00:00	23:59	00.15
23:59	23:59	00.00
23:59	23:59	00.00

At the bottom, there are six buttons: OK, Cancel, New, Delete, Help, and Close.

Step 7: Group Setup

A group defines the Schedules(s) associated with an employee or a group of employees. One or more Schedules can be attributed to a Group.

- From the main screen, click on **Groups** button.
- From the Groups screen, click on **New**.
- Enter the name of the Group. e.g. Administration.
- Create your Groups following the instructions provided within the **Help** screen.
- Up to 10 Groups can be defined.
- For each Group created click on the **OK** button to save the information.
- For each Group to be defined click on **New**.
- Click **Close** to exit the Group screen and return to the TimeVision main screen.

The screenshot shows the 'Groups' application window. At the top, there is a title bar with the text 'Groups' and a close button. Below the title bar is a green header area with the word 'Groups' in white and a bar chart icon. The main content area is yellow and contains two bar chart icons labeled 'Earlys' and 'Afternoons'. Below this area are two buttons: 'New' (with a green plus icon) and 'Delete' (with a red minus icon). The 'Name' field is set to 'Afternoons'. The 'Weekly Rate Adjustments' section includes a checkbox for 'Apply' (unchecked), and three time range fields: 'Normal Hours: 09:59', 'Overtime 1 Hours: 09:59', and 'Overtime 2 Hours: 09:59'. There is also an 'Include Weekends' checkbox (unchecked). The 'Schedules' table has two columns: 'Use' and 'Name'. The first row has '0725' in the 'Name' column. The second row has a green checkmark in the 'Use' column and '1400 - 2000' in the 'Name' column. At the bottom, there are four buttons: 'OK', 'Cancel', 'Help' (with a question mark icon), and 'Close' (with a red plus icon).

Use	Name
	0725
✓	1400 - 2000

Step 8: Employee Setup

- From the main screen, click on **Employees** button.
- From the Employee Setup screen, click on **New**.
- Enter the employee **Payroll Number**. This can be up to 10 alpha numeric digits number.
- Enter the employee **Surname**.
- Enter the employee **Initial**.
- Enter the employee **PIN**. This should correspond to the one entered at the Clocking Terminal.
- Set the **Start Date**. Ideally this date should be the day the System goes live.
- Assign a **Group** from the list already created. **Please note that it is important to assign a Group for each employee.** Failure to do so will corrupt the data.
- If the employee you are setting up is to act as a supervisor with the ability to enrol employees at the Clocking Terminal, select Supervisor.
- Set the **Verification Level**.
- The verification Level defines how sensitive the sensor is to the fingerprint. For practicality set the level to 3.
- Repeat the same procedure for each employee.
- Click on the **Save** button to save the employees details.
- Click **Close** to exit the Employee Setup screen.
- A popup box will appear on the screen with the following message:

**You have updated your employee information
Would you like to update the terminal now?**
Yes No

- Click **Yes**
- Another popup box will appear, displaying the update.
- Once the update is complete, click on **Close**.



Step 9: Update TimeVision

This option is only applicable to systems supplied with a fingerprint reader

- From The main menu click the **Download** button situated at the bottom screen. This will download the Clocking Terminal and retrieve all the fingerprint templates.
- A popup box will appear displaying the download.
- Once the download is complete, click on **Close**.

To check that a fingerprint template has been retrieved for an employee,

- From the main screen, click on the **Employees** button.
- From the Employee Setup screen, select an employee.
- A message "**Fingerprint Enrolled**" should appear above the Payroll Number.
- If a fingerprint is not enrolled or the software not updated, the message should read "**Fingerprint Not Enrolled**"

THE SYSTEM IS NOW READY TO BE USED

Troubleshooting

Network connection is not established

- Check that you selected TCP/IP in the Terminal Communication Setup.
- Check that you have entered the TCP/IP address correctly in both the software and the Terminal.

Sometimes connection cannot be established because the Terminal cannot negotiate the capabilities of the hub / switch correctly. If this occurs you will need to Force the Ethernet connection.

To Force the Ethernet connection

- At the Clocking Terminal, press **834**
- Press the **Up** arrow. This will take you to the **Master Menu**.
- From the Master Menu, select option: **1. Setup**
- From the Setup Menu, scroll down the menu using the down arrow until you reach option: **8. IP Settings**
- Press **Select**
- From the IP Setup Menu, scroll down the menu using the **Down** arrow, until you reach Option: **5. Force Link Mode**
- Press **Select**.
- Using the **UP** and **Down** arrow, select one of the following options.
 - o Auto negotiate (Default)
 - o 10 base T (10 meg Auto 10 Half/10 Full)
 - o 10 base T Half (10 meg Half Duplex)
 - o 10 base T Full (10 meg Full Duplex)
 - o 100 base T Half (100 meg Half Duplex)
 - o 100 base T Full (100 meg Full Duplex)
- Press **Select**.
- Press **Exit** 3 times to take you back to the main display.

Serial connection is not established

- Check that you selected Serial in the Terminal Communication Setup.
- Check that you have selected the correct Comm Port and that the cable is plugged in to the correct port on the PC.
- Check that the Host Baud Rate on the Terminal is set to 9600. To check this do the following
 - o At the Clocking Terminal, press **834**
 - o Press the **Up** arrow. This will take you to the **Master Menu**.
 - o From the Master Menu, select option: **1. Setup**
 - o From the Setup Menu, scroll down the menu using the **Down** arrow, until you reach option: **5. Host Baud Rate**
 - o Press **Select**.
 - o From the Setup Menu, scroll down the menu using the **Down** arrow, until you reach Baud Rate **9600**.
 - o Press **Select**.
 - o Press **Exit** twice to take you back to main display.

Frequently asked questions.

Q. How do I set the Time Zone?

- At the Clocking Terminal, press **834**
- Press the **Up** arrow. This will take you to the **Master Menu**.
- From the Master Menu, select: **1. Setup**
- Scroll down the menu using the **Down** arrow, until you reach option: **10. Time Zones**.
- Press **Select**.
- Scroll down the menu using the **Down** arrow, until you reach option: **2: Set Time Zones**.
- Press **select**. A message "**Please Wait**" will appear.
- Scroll down the list of Zones, using the **Down** arrow until you reach the zone required.
- If a Zone has more than one Time Zone, a message "**Please Wait**" will appear.
- Scroll down the list of Zones, using the **Down** arrow until you reach the zone required.
- **Select** the Time Zone required.
The screen will display **Time Zone Set** along with the location and time.
- Press **Exit** 6 times to take you back to main display.

Q. How do I set the time on the Clocking Terminal?

- At the Clocking Terminal, press **834**
- Press the **Up** arrow. This will take you to the **Master Menu**.
- From the Master Menu, select option: **1. Setup**
- From the Setup Menu select option: **1. Set Time**.
- Enter the Time in 24 hour format. eg.11:53
- Press **Select**.
- Press **Exit** 3 times to take you back to main display.

Q. How do I set the date on the Clocking Terminal?

- At the Clocking Terminal, press **834**
- Press the **Up** arrow. This will take you to the **Master Menu**.
- From the Master Menu, select: **1. Setup**
- Scroll down the menu using the **Down** arrow, until you reach option: **2. Set Date**
- Press **Select**.
- Enter the date. eg.12/01/06
- Press **Select**.
- Press **Exit** 3 times to take you back to main display.

Q. How do I change the TCP/IP address of the Clocking Terminal?

- At the Clocking Terminal, press **834**
- Press the **Up** arrow. This will take you to the **Master Menu**.
- From the Master Menu, select: **1. Setup**
- Scroll down the menu using the **Down** arrow, until you reach option: **8. IP Settings**
- Press **Select**.
- From The IP Setup Menu, select option: **1. IP Address**
- From The IP Address Menu, scroll down the menu using the Down arrow, until you reach option : **3. Edit**
- Press **Select**.
- Enter the new IP Address by pressing the **Up** arrow for each number entered.
- Press **Select**.
- Press **Exit** 4 times to take you back to main display.

Q. How do I change the subnet mask of the Clocking Terminal?

- At the Clocking Terminal, press **834**
- Press the **Up** arrow. This will take you to the **Master Menu**.
- From the Master Menu, select: **1. Setup**
- Scroll down the menu using the **Down** arrow, until you reach option: **8. IP Settings**
- Press **Select**
- From The IP Setup Menu, scroll down the menu using the **Down** arrow, until you reach option: **2. Subnet Mask**
- Press **Select**
- From The Subnet Mask Menu, scroll down the menu using the **Down** arrow, until you reach option : **2. Edit**
- Press **Select**.
- Enter the new Subnet Mask by pressing the **Up** arrow for each number entered.
- Press **Select**.
- Press **Exit** 4 times to take you back to main display.

Q. How do I change the speed of the Ethernet port on the Clocking Terminal?

- At the Clocking Terminal, press **834**
- Press the **Up** arrow. This will take you to the **Master Menu**.
- From the Master Menu, select: **1. Setup**
- From the Setup Menu, scroll down the menu using the **Down** arrow, until you reach option: **8. IP Settings**
- Press **Select**.
- From the IP Setup Menu, scroll down the menu using the **Down** arrow, until you reach Option: **5. Force Link Mode**
- Press **Select**.
- Using the **UP** and **Down** arrow, select one of the following options.
 - o Auto negotiate (Default)
 - o 10 base T (10 meg Auto 10 Half/10 Full)
 - o 10 base T Half (10 meg Half Duplex)
 - o 10 base T Full (10 meg Full Duplex)
 - o 100 base T Half (100 meg Half Duplex)
 - o 100 base T Full (100 meg Full Duplex)
- Press **Select**.
- Press **Exit** 3 times to take you back to the main display.

Q. An employee's fingerprint is reported as a mismatch and cannot clock in and out consistently On the Biometric Clocking Terminal?

There are 2 possible solutions and either one or both can be used. The first is to use the **Multi Fingerprint** enrolment method. The second is to reduce the **Verification Level** for the employee on the Employee Setup screen.

Q. I have used the Multi Fingerprint enrolment method and I am still having problems. What else can be done?

If the Multi Fingerprint enrolment method did not help, try decreasing the Verification Level for the employee on the Employee Setup Screen.

Q. How do I Set the TimeVision software to access via the serial port (RS232)?

- Start TimeVision Software.
- Log on as usual.
- From the main screen, click on Setup button.
- From the Setup screen, select Settings.
- Select **Serial** connection.
- Enter the Com Port used for the connection.
- Click the Save button.
- Click Close to exit the Setup screen and return to TimeVision main screen.
- Connect the RS232 cable (Not supplied) from the PC to the Clocking Terminal.
- At the Clocking Terminal, press **834**
- Press the **Up** arrow. This will take you to the **Master Menu**.
- From the Master Menu, select option: **1. Setup**
- From the Setup Menu, scroll down the menu using the **Down** arrow, until you reach option: **5. Host Baud Rate**
- Press **Select**.
- From the Setup Menu, scroll down the menu using the **Down** arrow, until you reach Baud Rate **9600**.
- Press **Select**.
- Press Exit twice to take you back to main display.

Q. Why am I getting NSS for an employee?

NSS stands for 'no shift selected'. There are 2 possible reasons why you are getting NSS's generated.

- You have set a new employee up and forgotten to set them to a group.
- You have more than one schedule in a group and they have clocked after the latest start time in the last schedule in the group; as a rule you should always set the latest start time of the last schedule to 23:59

Q. How do I change an Absence anomaly to Holiday or Sickness?

- On the **Edit Data** screen click the **ABS** and a drop down menu of the different Anomaly codes becomes visible.
- Select the code you wish to assign.
 - LAT**: - Lateness
 - NCO**: - Not Clocked Out
 - ABS**: - General Absence
 - HOL**: - Holiday
 - BKH**: - Bank Holiday
 - SIC**: - Sickness
- Click the **Save** button to save the changes.

Q. I have set up Schedules and Groups but the times do not appear to add up?

When setting a Group up you have to ensure you put a tick next to at least one Schedule in the use column.

Q. Why am I getting Absences for days employees are not supposed to work?

Ensure you have put a tick in the **Day Off** box for each day that you do not wish absences to be checked for. e.g. Saturday and Sunday.

Q. I have altered the rules of a Schedule. Can I recalculate an employees hours based on the new rules?

Yes you can re-calculate employees hours based on new rules. TimeVision will not alter any historical data if you alter the rules within a Schedule.

You can only re-calculate 1 day for 1 employee at a time.

- On the **Edit Data** screen select the date range in question.
- Select the employee and the day you wish to re-calculate and press the **Re-Calc** button.
- From the drop down list select the Schedule you wish to use to re-calculate the hours with; this can be the same Schedule or a different one.
- Press **OK**; the clocking will then be displayed in bold.
- Press the **Save** button to enter the new information into the database.

Q. Why are employees being reported as present on the Onsite List, when in fact I know they are not?

The reason why an employee is on the onsite list even though you know they are not onsite is because they forgot to clock off on a previous day. TimeVision will never automatically remove them from the onsite list as how can we be sure that they are not on site somewhere lying injured. The employee will be removed from the onsite list the next time they clock on and off successfully.

We are continuously adding to the frequently asked questions. Please visit www.computime.com and check the TimeVision FAQ in the support section.

