How to enroll employees on the timeQplus Biometric (TQ600B) Terminal

First, log into the software, choose Reports, then Print *Employee Profile Report*. You may reference this report while entering employees on the TQ600B.

- 1. In the Administrator software, on the Employee page:
 - a. Enter the employee information (one employee or all employees).
 - b. Make note of the PIN number assigned to the employee.
- 2. At the TQ600B Terminal
 - a. Select Menu
 - b. User Manage OK
 - c. Enroll User OK
 - d. Enroll FP OK
 - e. New Enroll? OK
 - f. USERID 00001 (enter 4 digit pin from Employee Profile Report) OK
 - g. Place same finger 3 times for finger 1, finger 2, and finger 3.
 - h. ESC or continue with next employee. (We recommend you set up no more than 4 employees at a time.)
 - i. ***ESC back to time and date***
- 3. Go to the Software Administrator Select Employee Section
- 4. Select the employee Then click Enroll Template

📫 timeQplus									_ 🗆 🗙
<u>File View D</u> ocumentati	on <u>H</u> elp								
							Befresh	Print	2 Help
Home	The Employees Sect employee, delete or	ion allows you to v modify an existing	view emp	all of your emplo loyee.	yees a	nd their infor	mation. You can a	idd a new	
🍠 Employees		Press enter to save your changes to an employee.							
	Lastname 🛆	Firstname 🛆	MI	Badge	PIN	Number	Salaried/ Shift	HireDate	
- Messages									
setup	ADELSPERGER	REED		0000000007	0007	000000007	Shift 1		
	BASS	DEVIN		800000008	0008	000000008	Shift 1		
🏪 Shifts	BLANKENSHIP	SHELBY		000000009	0009	000000009	Shift 1		
(Durah Edition	BOYLES	REBECCA		0000000010	0010	000000010	Shift 1		
Punch Earling	BRADY	MAYDE		0000000004	0004	000000004	Shift 1		
Reports	BROWN	JELESIA		0000000011	0011	000000011	Shift 1		
	CHEEKS	KEN		000000005	0005	000000005	Shift 1		
🎇 Export	COTTON	BETTY		000000012	0012	000000012	Shift 1		
	COURTNEY	DAVID		000000013	0013	000000013	Shift 1		
Supervisors	CROWDER	KAREN		0000000014	0014	000000014	Shift 1		
Terminal	DAVIS	NANCY		000000015	0015	000000015	Shift 1		
	🔳 47 employee(s)	. (Enroll Template	e) 📑 Sa	ve 🛛 🗙 Dela	ite [Detail
Logged In: admin			_						

5. Click ok on Enroll on Device

🛱 Enroll Employee	X
C Enroll using a finger print reader	
Enroll on device	
	Ok

6. Click Next

▶ Enroll Employee Wizard	×
This wizard will help you enroll a new user template to the system.	
Back Next Cancel	

7. Select the Highlighted box – Next

🕨 Enroll Employee Wizard 🛛 🔀				
Where do you want to enroll the new user?				
Enroll new employee on TQ100 terminal connected to the PC via the Comm Port				
Enroll new employee on TQ100 terminal connected to the PC via Ethernet				
Back Next Cancel				

8. Your device or IP address should display in select terminal field. Next

Enroll Employee Wizard	×				
Connection ok.					
Please select the TQ100 terminal where the enrollment process will take place.					
Select terminal : 169.254.132.101					
Back Next Cancel					

9. Select Next

▶ Enroll Employee Wizard	×
Checking next enroll number	
When you will be prompted to enter the user enroll number, please use this number:	
	_
Back Next Cancel	

10. Use default select – Use existing Template as employee template. Next **If you get a 15 minute message cancel and start over at terminal**

▶ Enroll Employee Wizard	X		
The wizard has detected that the PIN number (0009) asigned to BLANKENSHIP, SHELBY is in use. What do you want to do next?			
 Use existing template as the employee template. 			
C Delete existing enroll data on the TQ100 terminal.			
Back Next Cancel			

11. Congratulations – Finish. Employees can now begin to use the terminal to punch in/out. Note: All punches will come over to software at the next POLL (default is every 60 minutes).

▶ Enroll Employee Wizard	\mathbf{X}
Congratulations, the employee template was successfully added to the system. Now, you can give the user access to the rest of the terminals.	
Back Finish Cancel	

Select Terminal (or Time Clock) in your menu functions in the software

Below you will see Employees are now listed under Assigned Employee. These Employees can now start using the terminal to Punch In/Out.

Repeat the steps above to complete all unassigned employees.



Have questions? Call Acroprint's Technical Support at 800.334.7190. *Images are from timeQplus Version 3.X.X