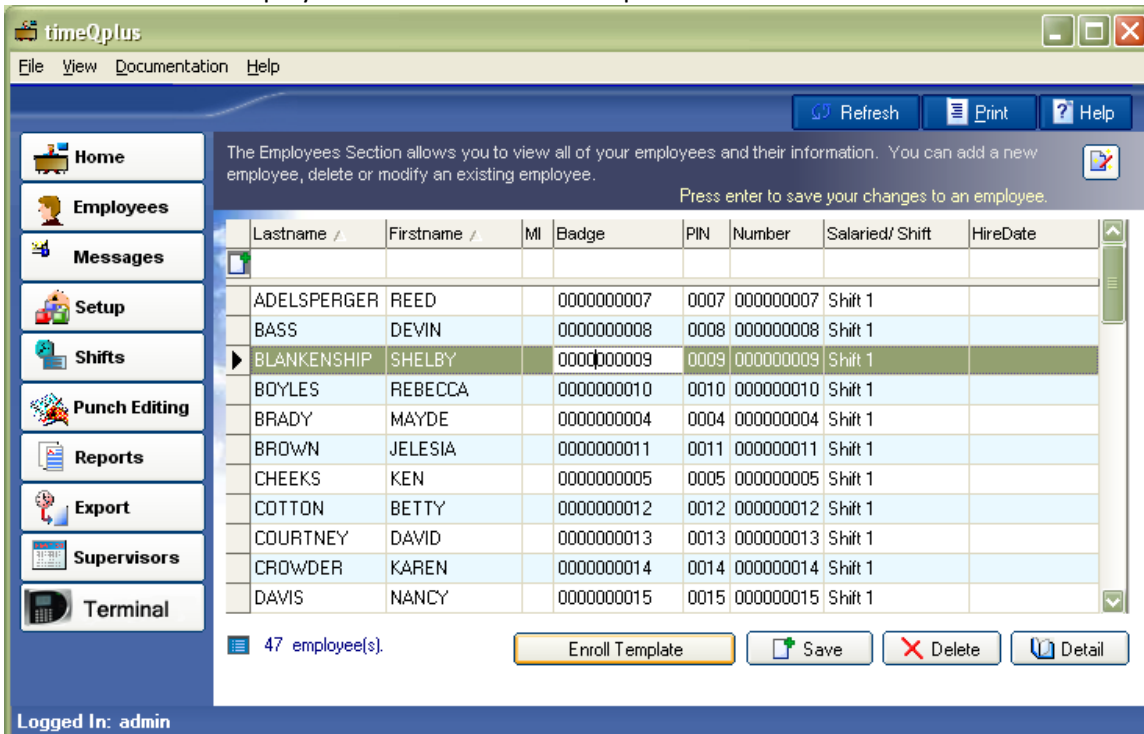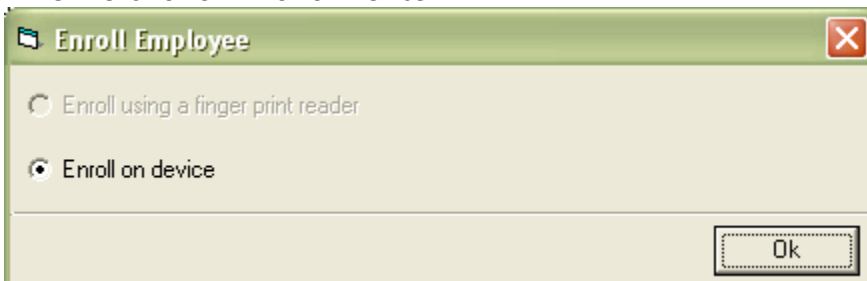# How to enroll employees on the timeQplus Biometric (TQ600B) Terminal

First, log into the software, choose Reports, then Print *Employee Profile Report*. You may reference this report while entering employees on the TQ600B.
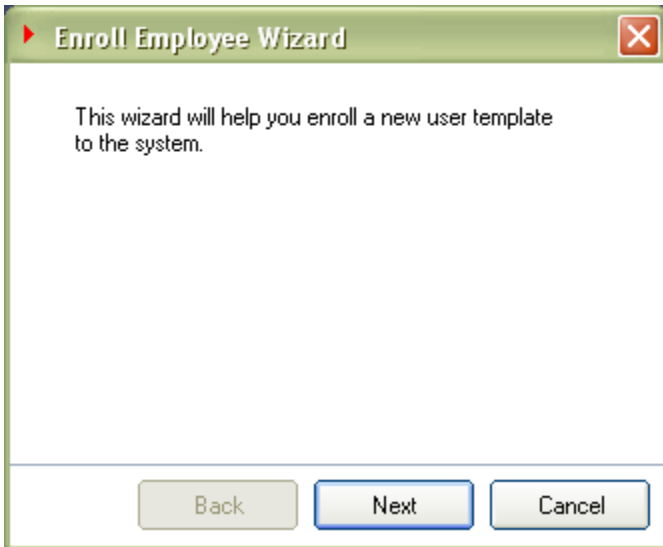
1. In the Administrator software, on the Employee page:
    a. Enter the employee information (one employee or all employees).
    b. Make note of the PIN number assigned to the employee.
2. At the TQ600B Terminal
    a. Select Menu
    b. User Manage – OK
    c. Enroll User – OK
    d. Enroll FP – OK
    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
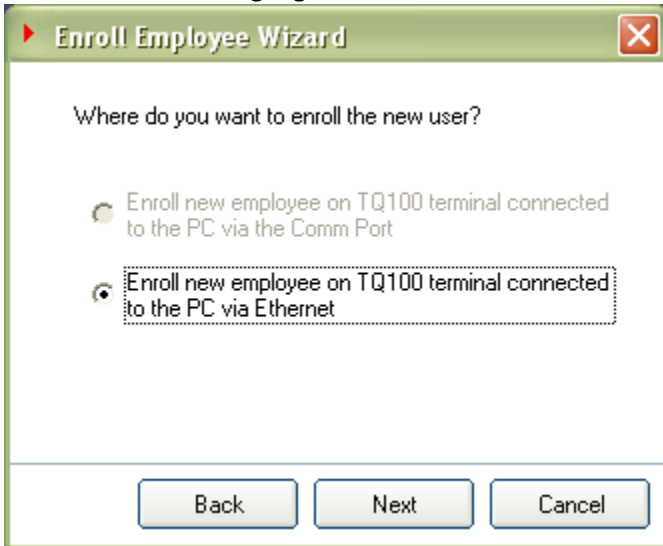4. Select the employee – Then click Enroll Template
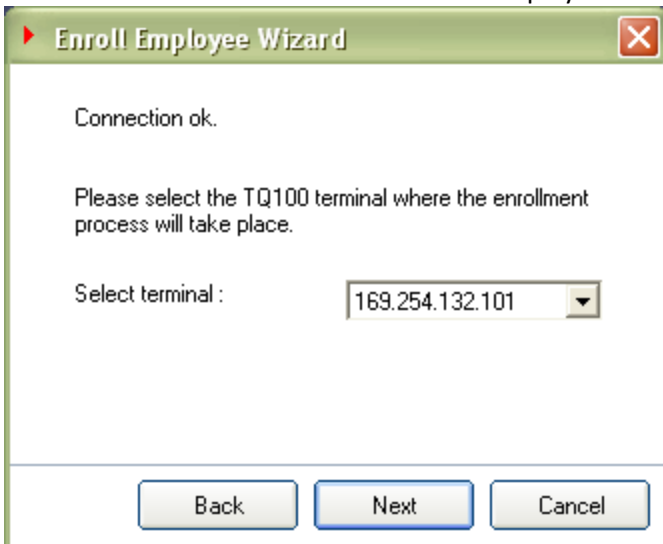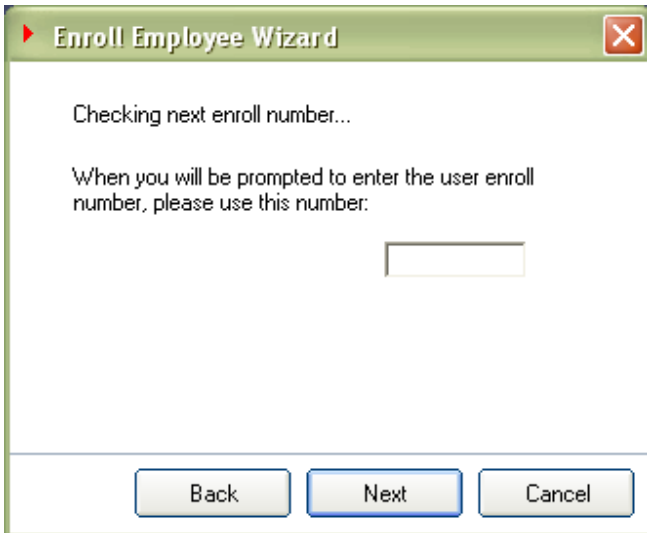

5. Click ok on Enroll on Device

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:
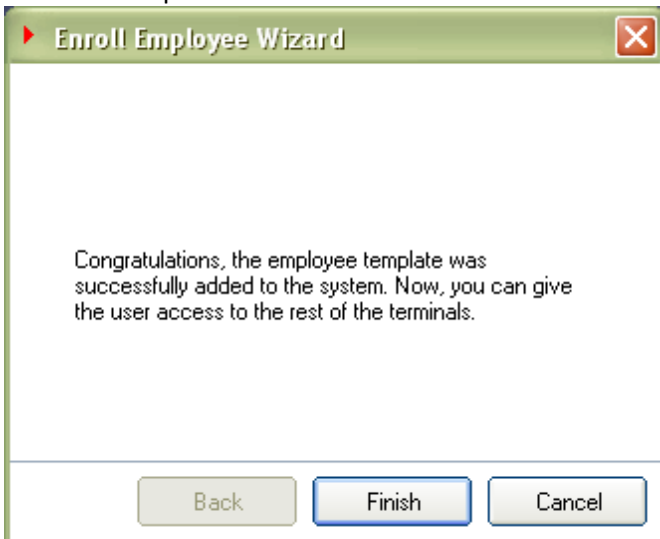
[   ]

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

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.

◯ Delete existing enroll data on the TQ100 terminal.

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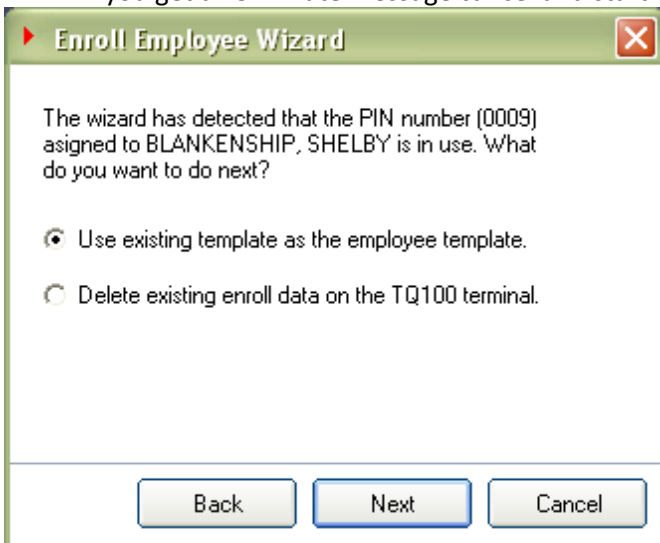
11. Congratulations – Finish. Employees can now begin to use the terminal to punch in/out.
    Note: All punches will come over to software at the next POLL (default is every 60 minutes).

Enroll Employee Wizard

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

3

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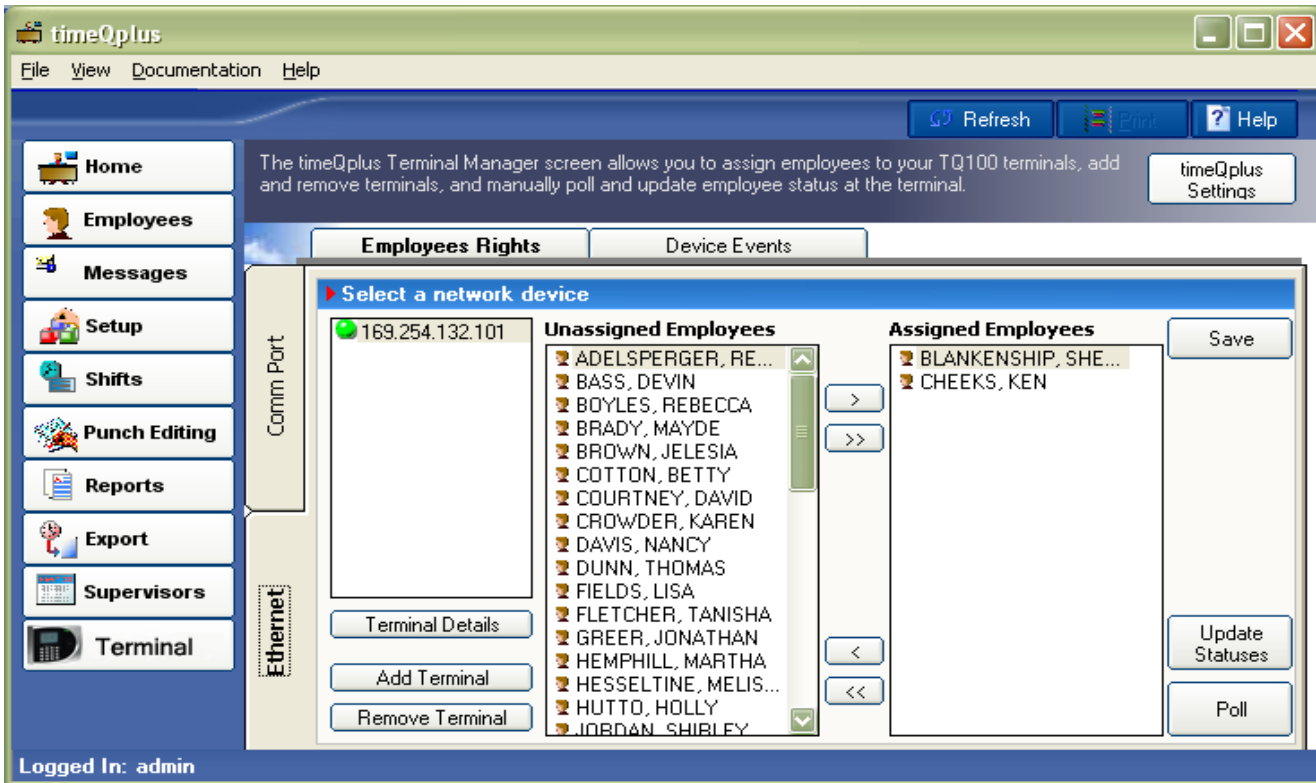
Have questions? Call Acroprint's Technical Support at 800.334.7190.
*Images are from timeQplus Version 3.X.X