

*** You must READ AND FOLLOW all these steps one by one, in order to set up your new system correctly and to understand how it works**

Step 1 - Software & Driver Installation - Insert CD in the computer you wish to install the Timekeeper 2000 program in, and follow the installation wizard. (Read the Software Installation Guide for Step by Step Instructions)

Step 2 - USB to Comport settings - In this step you will configure the comport settings. (Read the Software Installation Guide Pages 6-7 for Step by Step Instructions)

After properly installing the Timekeeper 2000 software and the driver for the USB connection, you will need to find out what comport number your computer assigned your new Bioelectronix X100 Time Clock. **Note:** The comport number will only show on your computer's DEVICE MANAGER when your Bioelectronix X100 device is plugged to the PC and the driver has been properly installed.

Step 3 - Bioelectronix X100 to PC communication. (Read the Software Installation Guide Pages 8-13 for Step by Step Instructions)

In this step you will create a connection between your Bioelectronix X100 device and your Timekeeper 2000 program, so you can download employees time & attendance records from the Bioelectronix X100 time clock to your Timekeeper 2000 program in order to view and create time & attendance reports.

Step 4 - X100 Time Clock Operation. (Read the X100 Time Clock Operating Instructions)

Enrolling New Employees. In this section you will learn the operation of your Bioelectronix X100 device. Follow the step by step instructions, the most important part is the enrollment of the employee's fingerprint into the time clock. Every time you enroll a user into your X100 time clock, this user will be assigned an ID #, you will need to keep a record of the employee's name with the ID # assigned, once you have finished scanning all the employee's fingerprints, you will need to enter this information into the TimeKeeper 2000 program (Step 5), you must have same amount of employees on the Timekeeper 2000 program and also on your X100 device. **Note:** Before downloading records to the program from the X100 time clock, make sure you have entered all the employee's information (ID's ,names ETC.)into the Timekeeper 2000 program first, if you download punches to the program and the employee's information has not been entered properly, you will have missing fields in your database, causing errors when creating reports, also when trying to print the employee's list, or when trying to look for incomplete punches.

Step 5 - Entering employee information into the program. All employe information is entered in the Timekeeper 2000 program under the Employee Control Tab. (For step by step instructions click Help / Software Help / Employee Control under the Help menu of the Timekeeper 2000 program)

Step 6 - Download records, view records, making reports ETC. Step by Step Instructions on how to use your Timekeeper 2000 program is located in **Software Help** under the Help Tab of the TimeKeeper 2000 program.