

**\* 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 Installation - Insert CD in the computer you wish to install the Timekeeper 2000 program in, and follow the installation wizard. (Refer to the Software Installation Guide for Help)

**Step 2** - Time Clock to PC Connection- In this step you will configure the Device to PC Communicator.

In this step you will create a connection between your Bioelectronix X200 Time Clock and your Timekeeper 2000 software program, so you can download the employee punches from the time clock to the Timekeeper 2000 program in order to view and create the time and attendance reports.(Refer to the Software Installation Guide for Help)

**Step 3** - X200 Time Clock Operation. (Refer to the X200 Time Clock Operating Instructions)

Enrolling New Employees. In this section you will learn the operation of your Bioelectronix X200 Time Clock. 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 X200 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 4), you must have same amount of employees on the Timekeeper 2000 program and also on your X200 Time Clock.

**Note:** Before downloading records to the program from the X200 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 4** - Entering employee information into the program. All employee information is entered in the Timekeeper 2000 program under the Employee Control Tab. (For Help click on the help tab on the TimeKeeper 2000 program)

**Step 5**- Download records, view records, making reports ETC. Everything on how to use your Bioelectronix Timekeeper 2000 program is located in **Software Help** in the help tab of the TimeKeeper 2000 program.

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