

# ANVIZ BIOMETRIC



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## **CHAPTER 1 ESTABLISHING A CONNECTION TO TIME CLOCK**

### ***1.1 Connecting the time clock to the PC.***

After the Bio-Office software has been installed a connection between the Bio-Office software and the time clock must be created in order to add employees, and download employee attendance records along with any other data saved on the OA280 time clock.

*The OA280 time clock can connect to the computer in two different ways, serial connection or TCP/IP Network. At any time these connections can be changed, also as an added download feature some versions of the OA280 time clock allows you to download information of the time clock using a USB memory stick.*

- Via serial connection- You can connect the OA280 time clock to the PC by using the serial cable you were provided with your purchase. The cord will connect one on the PC's serial port the other end to the time clock.
- Via TCP/IP Network Connection- You can connect the OA280 time clock to your network router or switch with an Ethernet cord (*not included* ). Please identify your network settings prior to configuring a TCP/IP network connection. ( *if you need help configuring the time clock connection via network, contact your network administrator or technical support as every network has different settings and configuration*)

To set up either connection type do the following :

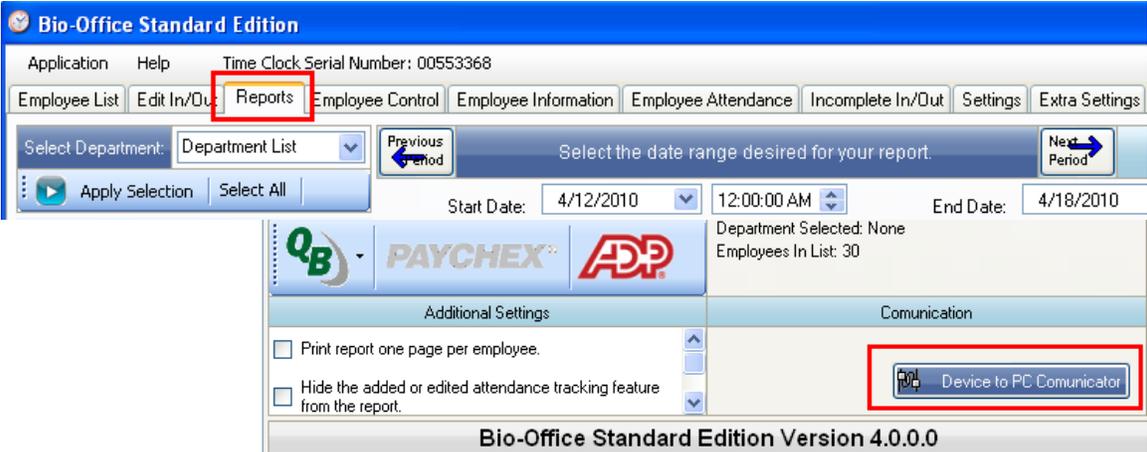
- a) Open the Bio-Office software. If the software was installed properly you should have the software's icon on the computer's desktop screen, double click on the icon to open the software, the icon should look like the picture below.



- b) Enter the **Password** and press accept. The software's default password is 12345 and can be changed on the extra settings tab after logging in.



- c) Once the Bio-Office software is opened, go to the reports tab and click on the **Device to PC communicator** button. ( see picture below )



- d) Once the Device to PC communicator is opened click on **Add Time Clock**. ( see picture below )



- e) The following window will display where you may enter the following connection information:

The screenshot shows a dialog box titled "Time Clock Connection Settings". It contains two main sections: "Clock's Information" and "Communication Method".

**Clock's Information:**

- Clock's Serial #: 16646912
- Device Number: 1
- Clock's Name: Warehouse
- Att. Status: Actual Status (dropdown)

**Communication Method:**

- Com: COM1 (dropdown), 115200 (dropdown)
- TCP/IP: (dropdown), ... (button)

Buttons: OK, Cancel

- **Clock Serial number:** Enter here the time clock serial number or just leave it as it is, the software will auto generate a number in sequence as you keep adding more connections.
- **Device Number:** Enter here the time clock device number. *Default from the factory the device number is 1 and can be changed on the time clock's menu under the configuration settings.*
  - If you are only connecting one clock to the software enter 1 on the device number field as every OA280's device number in 1 from factory.
  - If you have multiple time clocks connecting to the same software each should be a unique number per time clock.
  - **Note:** To identify or change the device number on the time clock do the following :
    1. Turn on the time clock by pressing any key.
    2. Press **Menu**.
    3. Enter the time clock password (default: 8888) and press **OK**.
    4. Using **← →** highlight **CONFIG** and press **OK**.
    5. Using **← →** highlight **DEVICE NUMBER** and press **OK**.
    6. Enter the device number here.
    7. Press **OK** to save your selection.
- **Clock's Name:** Enter here a name for your time clock connection (*Example: Main, Reception, Warehouse etc.*).

- **Communication Method.** Select **COM** and specify the com port number if you are connecting using the serial connection or select **TCP/IP** if you will be connecting through the Network.

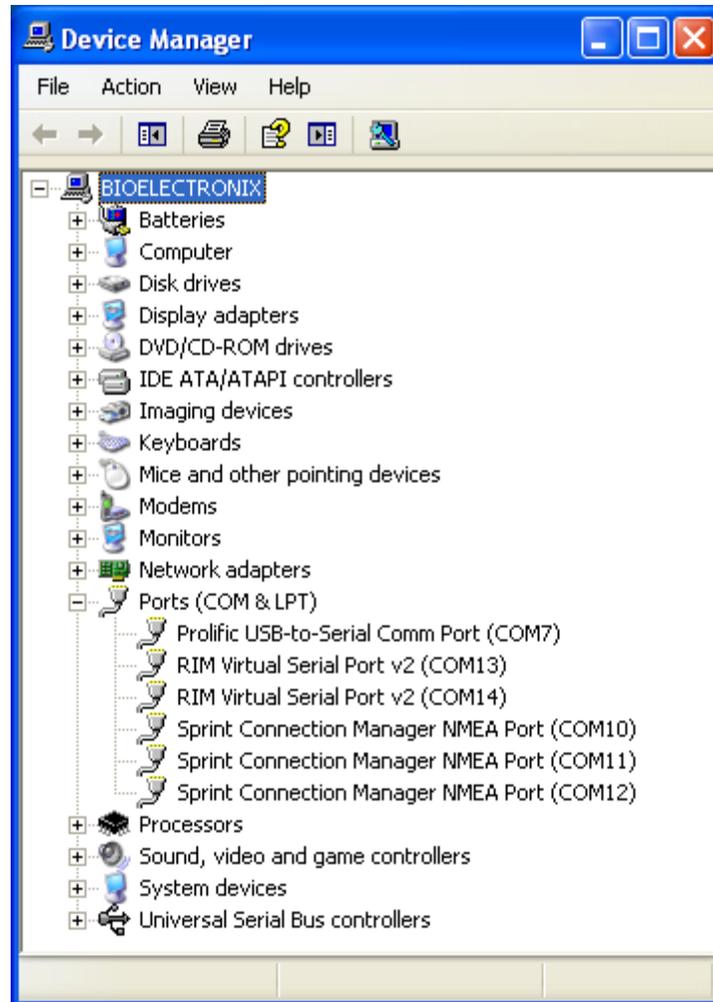
➤ **FOR SERIAL COM PORT CONNECTION ONLY:**

- Select Com for the communication method, also select the com port number as well as the baud rate ( Usually the default SERIAL com port number is COM # 1 = COM1).

To verify the com port settings on the PC go to the computer's **device manager** and look under **ports**. The Device Manager can be found by clicking on the **Start** button → **control panel** (choose from one of the following):

- For *Classic View* click on → **System** → **Hardware** Tab → **Device Manager**
- Or if you have *Category View* click on → **Performance and Maintenance** → **System** → **Hardware** tab → **Device Manager**.

Once you are in the Device Manager click on Ports to open the drop down menu and you will find the com port configuration. The Baud Rate can be left at 115200 which is the default for the time clock.



➤ **FOR TCP/IP ONLY**

- In order to establish a network connection the correct IP address must be configured on the time clock first as follows:

- 1) Turn the time clock on by pressing on any key.
- 2) Press **Menu** then enter password (default: 8888) and press **OK**.
- 3) Using the arrow keys **← →** select **Config** and press **OK**.
- 4) Using the arrow keys **← →** select **TCP/IP** and press **OK**.
- 5) Enter the correct IP configuration using the keys on the time clock.

**IP:** Enter here the IP address you wish to assign the time clock.

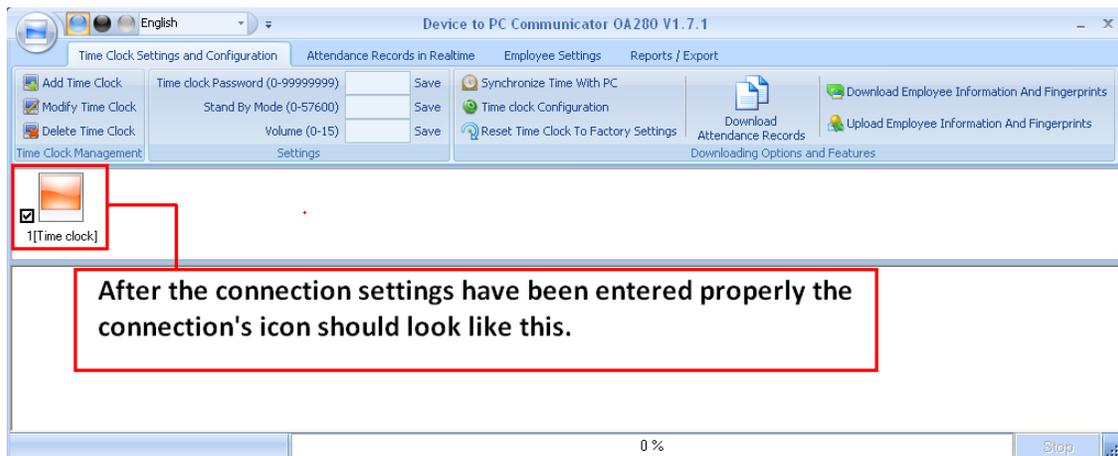
**MASK:** Enter the mask number of the network where the time clock will be connected to.

**GATE:** Enter here the gateway IP of the network where the time clock will be connected to.

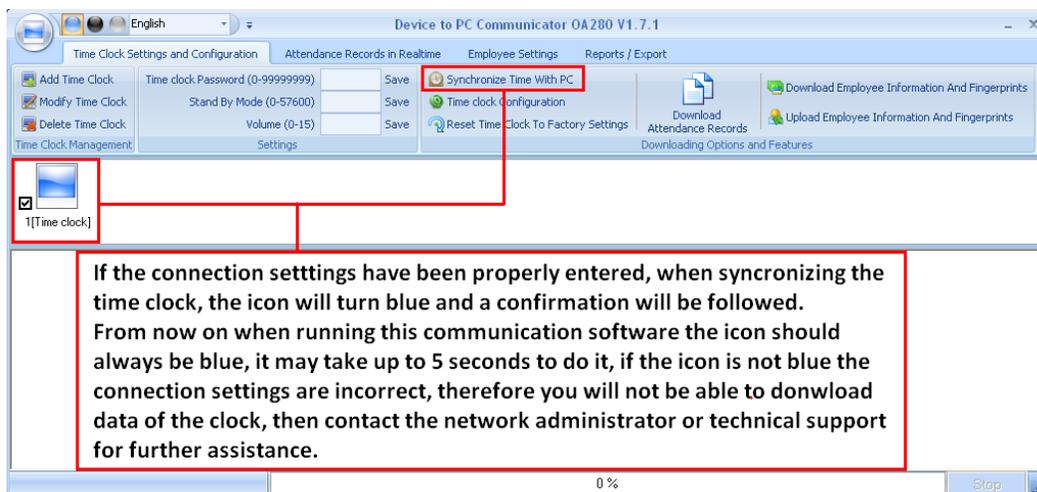
**H-IP (Host IP):** Enter here the IP address of the computer that will connect to the time clock to retrieve the attendance data. This computer should be the one that has the Bio-Office oftware installed (*only the computer's IP address specified on this setting is the only one that can connect to the time clock to retrieve attendance*).

**NOTE:** Every network is different and may have different restrictions and firewall settings. If you need help setting up the IP address we highly suggest requesting support from the network administrator or IT department in your company.

- f) Once the connection settings have been entered properly the icon for the time clock should appear red. See picture below.



- g) To test connection click on **Synchronize Time with PC.**

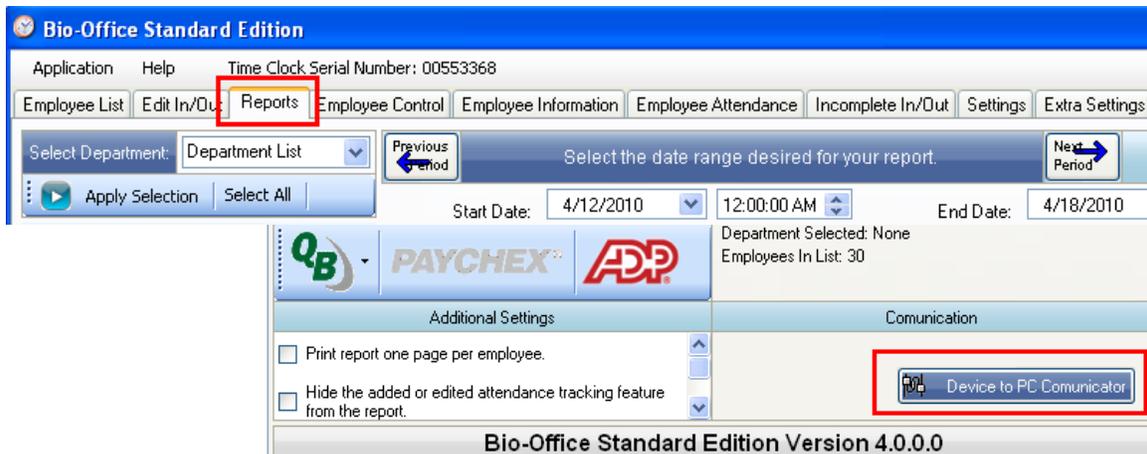


## CHAPTER 2 ADDING EMPLOYEE FINGERPRINTS

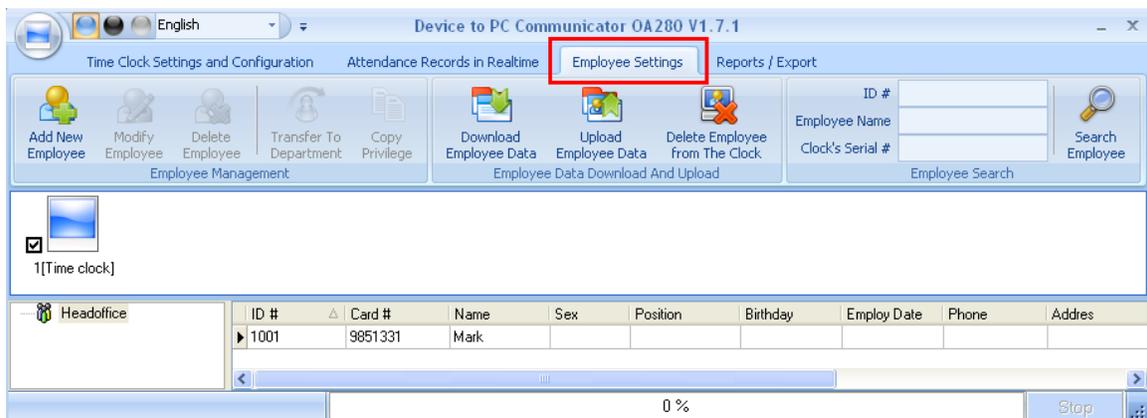
### TO TIME CLOCK

#### 2.1 Adding Employee Information

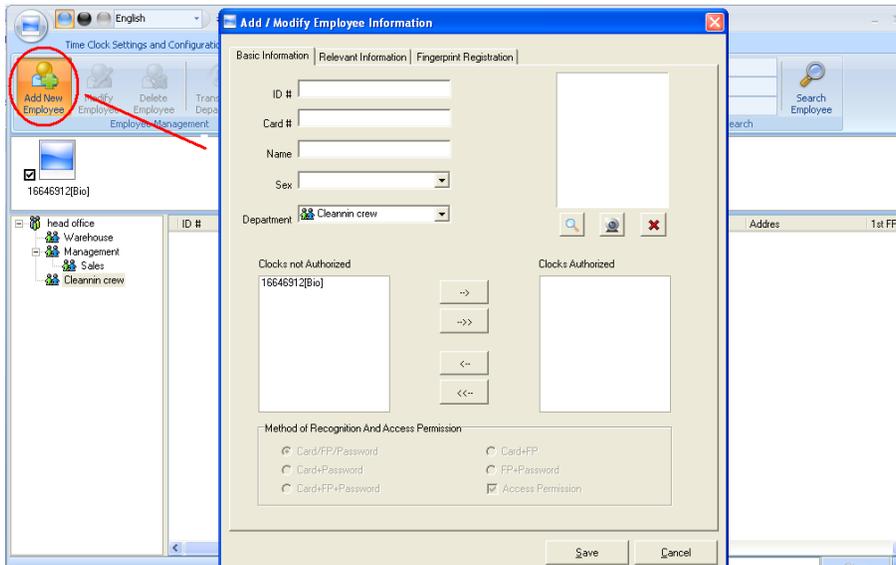
- a) Log on to the Bio-Office software.
- b) Once the Bio-Office software is opened, go to the **Reports** tab and click on the **Device to PC communicator** button to open the time clock connection software.



- c) Once the Device to PC communicator is opened click on the **Employee Settings** tab, as shown on the picture below.



- h) Click on **Add New Employee**. ( see picture below )



i) Fill in the following fields for the new employee :

**Basic Information Tab:**

**ID #:** Assign here a unique id number this number can be from 1 up to 8 maximum digits per ID number.

**Card #:** Re-enter the same ID # or enter the RFID card # if cards are given to the employees (If you will be issuing RFID cards it will be best to assign at the time of registering fingerprints which is section 2.2.).

**Name:** Enter the name for the employee as you want it to show on the reports. (Use only letters do not enter special characters such commas, hyphens, apostrophes etc )

**Sex:** Select from the options male or female

**Clocks Not Authorized/Authorized:** Select the clock(s) the employee will be using, and click the arrow key → to transfer them to the authorized list of clocks.

**Picture (optional):** A picture could be added by browsing through pictures currently saved on the computer or by a webcam. Please keep in

mind you may need to crop picture if too large, if the picture is too large in size it will slow down the performance of the software.

The screenshot shows a software window titled "Add / Modify Employee Information". It has three tabs: "Basic Information", "Relevant Information", and "Fingerprint Registration". The "Basic Information" tab is selected. It contains several input fields: "ID #", "Card #", "Name", "Sex" (a dropdown menu), and "Department" (a dropdown menu set to "Headoffice"). To the right of these fields is a "Picture Area" highlighted with a red border, containing a placeholder image and three icons (search, zoom, and delete). Below the input fields are two lists: "Clocks not Authorized" (containing "1[1]") and "Clocks Authorized" (empty). Between these lists are four arrow buttons: "-->", "-->>", "<--", and "<<--". At the bottom, there is a section titled "Method of Recognition And Access Permission" with radio buttons for "Card/FP/Password", "Card+FP", "Card+Password", and "Card+FP+Password", and a checked checkbox for "Access Permission".

**Method of Recognition and Access Permission:** After having added the time clock's numbers to the *List of clocks Authorized* you may select the method of recognition you wish your employee to use, select the clock from the list of authorized clocks and the options are as follows:

- **Card /FP/Password:** Means the employee can clock in or out by RFID card only, fingerprint (FP) only, or by password only. *This is the default option on the time clock for every employee.*
- **Card + FP:** Means the employee can only clock in or out by using their RFID card in combination with their fingerprint.
- **Card + Password:** Means the employee can only clock in or out by using their RFID card in combination with their password assigned.
- **FP + Password:** Means the employee can only clock in or out by using their fingerprint in combination with their password.

- **Card + FP + Password:** Means the employee can clock in or out with combining their RFID card + fingerprint + password all together.

**Relevant Information Tab:** Under this tab you may fill in the areas or select from the drop down menu for Employee #, Nationality, Position, Education, Phone, Native Place, Address, Birthday, Employ Date, Political Feature, Specialty, and Mobile #.

The screenshot shows a software window titled "Add / Modify Employee Information". It has three tabs: "Basic Information", "Relevant Information" (which is highlighted with a red box), and "Fingerprint Registration". The "Relevant Information" tab contains the following fields:

- Employee # (text input)
- Nationality (dropdown menu)
- Position (dropdown menu)
- Education (dropdown menu)
- Phone (text input)
- Native Place (text input)
- Address (text input)
- Birthday (calendar dropdown, showing 1/ 1/80)
- Employ Date (calendar dropdown, showing 2/19/10)
- Political Feature (dropdown menu)
- Specialty (dropdown menu)
- Mobile # (text input)

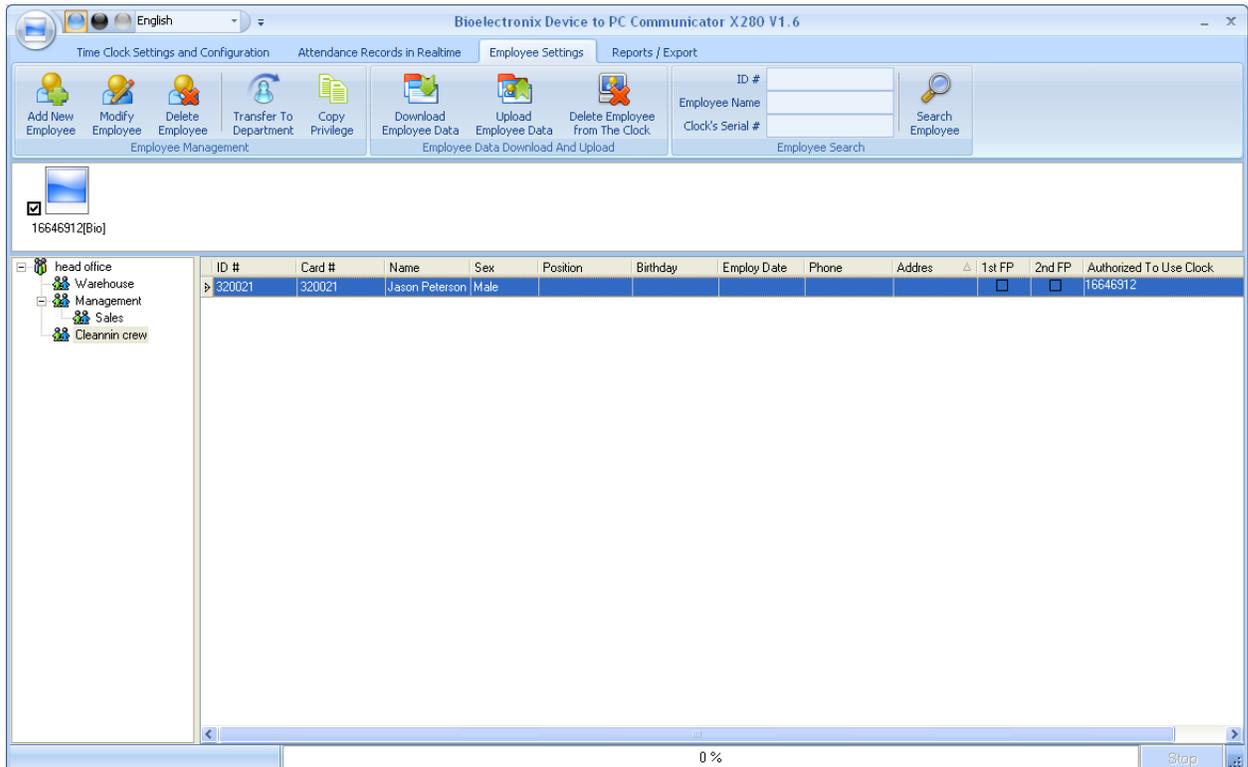
**Fingerprint registration tab.** This feature on the software allows you to capture the user's fingerprint with a special hardware not included with the time clock, the hardware model is OA99 and can be purchased from our company separately. Allows you capture the user's fingerprint file then this file can be sent to the OA280 time clock thru the network connection, this way the user enrollment can be done on the PC and not at the OA280 timeclock. ( See picture below )



The screenshot shows the "Fingerprint Registration" tab of the software window. It contains the following elements:

- Fingerprint Enrollment:**
  - First Fingerprint (with an "Enroll" button next to it)
  - Second Fingerprint (with an "Enroll" button next to it)
- Enrollment successful:** Two small images showing captured fingerprints.

After entering all employee related information basic, relevant and fingerprint press the save button at any time to save your selections.  
 Once the employee is saved the employee name and information will display on the employee list. ( see picture below )



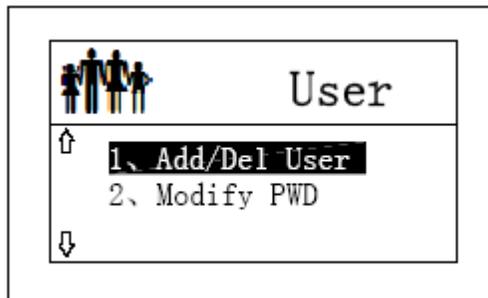
- j) Then this employee information needs to be sent to the time clock(s) that the employee will be using. To do this highlight the employee(s) from the list by clicking on the name. You may select multiple employees by pressing down on the Ctrl key and selecting the employees you wish to add from the list. Also check mark the clock(s) you wish to send this information to (**Each clock connection is identified by each blue icon and a check mark the checked boxes are the clocks you will send this data too**) then click on the button on top called **Upload Employee Data**, then click **OK** to confirm the upload. ( see picture below )



## 2.2 Adding Employee Fingerprint.

The next step is to record the employee fingerprint on the time clock, which is now ready to take fingerprint data for the employees that were previously uploaded to it.

- a) With the time clock blue light turned on press **Menu** (if the blue light is not on press any key to turn it on).
- b) Enter the time clock **password** (default: 8888) and press **Ok**.
- c) Select **User** on the Management Menu and press **OK**. The following will display:



- d) To **add** select the first option as shown on the picture above then press **OK**, and the following will display.

No 000001	
↑	ID: 8101
	Name: New User
	FP: 1. <input type="checkbox"/>
↓	2. <input type="checkbox"/>

- e) Enter the **ID number** for the employee to be enrolled and press Ok ( the ID # must be the one assigned initially on the Bio-Office software, for example our test employee on this guide we used was Jason ID # 320021). The employee name should then be displayed on the time clock screen under name.
- f) Press the → key once.
- g) After pressing →, the time clock will automatically take you to the (FP1) fingerprint registration option and will prompt you with a voice “place your finger” and the following will display.

No 000001		(New)
↑	FP: 1. <input type="checkbox"/>	<input type="checkbox"/>
	2. <input type="checkbox"/>	
	Password: -----	
↓	Card: -----	

- h) Now press your index finger (*recommended*) as shown on the picture below then remove it. It will then prompt you with a voice “press your finger again” and place the same fingerprint once again on the same spot. See the illustration below:



No	000001	(New)
↑	FP: <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> <input type="checkbox"/>
	2. <input type="checkbox"/>	
	Password: -----	
↓	Card: -----	



No	000001	(New)
↑	FP: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	<input type="checkbox"/> <input type="checkbox"/>
	2. <input type="checkbox"/>	
	Password: -----	
↓	Card: -----	

Correct method:



Wrong method:



- i) Each employee profile on the time clock can hold up to two fingerprints. If you record a second fingerprint for the employee, they can use either one of the fingerprints enrolled to clock in or out. It's not necessary but it is recommended to record the second fingerprint in case the first one doesn't work properly. Therefore to record a second fingerprint simply highlight FP 2 (see **picture below**) by pressing the → key, when FP 2 is highlighted the time clock will automatically prompt with a voice "place your finger" then follow the same procedure used to record the first fingerprint just that this time you will use a different finger. It can be your middle finger or the index from the other hand.

No 000001		(New)
↑	<b>2</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Password:	-----
	Card:	-----
↓	T&A Opt:	-1-

- j) The next option under the employee profile is password. This option will allow you to enter a password for the employee. They may clock in or out by typing their ID number on the keypad, and then **OK**, then the password. To set up a password highlight **password** then type the ID # and press **Ok** to save the selection or go to the next option. (*It's not required to setup a password for the employee. This option is used as an alternative when the employee cannot use their fingerprint to clock in or out*).

No 000001		(New)
↑	Password:	██████████
	Card:	-----
	T&A Opt:	-1-
↓	DoorOpen:	Y

- k) The next option after password is **Card**, this option will allow you to save an RFID card under the employee profile. Then they can clock in or out using their RFID card instead of the fingerprint or a password. To save a card simply highlight **card** then wave the card in front of the RFID reader on the time clock and the card number will be displayed under card. You may then press **Ok** to save it or go to the next option. (*It's not required to setup a card for the employee. This option is used as an alternative when the employee cannot use their fingerprint to clock in or out*

No 000001		(New)
↑	Card:	<input type="text"/>
	T&A Opt:	-1-
	DoorOpen:	Y
↓		

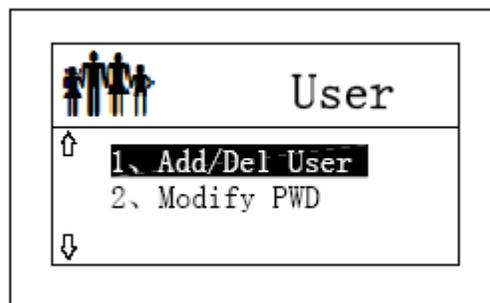
- l) The next option is **T&A opt**. This option will deal with the recognition method for each employee on the time clock and the method is identified by a number. You can choose the T&A option you wish to use for the employee by highlighting **T&A opt**, then press **menu** and scroll down to the option you wish to use, then press **Ok**. You may then press **Ok** to save it or go to the next option.
- **Card /FP/Password:** Means the employee can clock in or out by RFID card only, FP only, or by password only. *The number 1 is the default option on the time clock for every employee.*
  - **Card + FP:** Means the employee can only clock in or out by using their RFID card in combination with their fingerprint. ( *Option # 2* )
  - **Card + Password:** Means the employee can only clock in or out by using their RFID card in combination with their password assigned. ( *Option # 3* )
  - **FP + Password:** Means the employee can only clock in or out by using their fingerprint in combination with their password. ( *Option # 4* )
  - **Card + FP + Password:** Means the employee can clock in or out with combining their RFID card + fingerprint + password all together. ( *Option # 5* )
- m) The next option is called **Door Open**, the OA280 time clock can be connected to an access controller box then the user with door open privilege will be able to unlock the door at the moment he gets authenticated by the time clock.

- n) Once you have entered all the settings for that employee press **OK** and it will save all the information. You may then go to the next employee and follow the instruction listed above **a-l**.

### 2.3 **Adding Employees Via Time Clock First**

We recommend that you add employees as listed in sections 2.1 and 2.2 above. Although an employee may also be added first to the time clock if necessary., then his ID # number and fingerprint can be downloaded to the Bio-Office software and this number can then be replaced for the employee name.

- a) With the time clock blue light turned on press **Menu** (if the blue light is not on press any key to turn it on).
- b) Enter the time clock **password** (default: 8888) and press **Ok**.
- c) Select **User** on the Management Menu and press **OK**. The following will display:



- d) To **add** select the first option as shown on the picture above then press **OK**, and the following will display:

No 000001	
↑	ID: 8101
	Name: New User
	FP: 1. <input type="checkbox"/>
↓	2. <input type="checkbox"/>

- e) The Time Clock will automatically display the next ID number available (For example if you used ID #'s 1-20 previously the next number the time clock will display is 21)
- f) From this point on the same instructions listed above in sections 2.2g-2.2m can be followed to enter the additional information on the time clock.
- g) Once you have saved the information you will need to connect to the time clock to download Employee Information and fingerprints by doing the following steps:
1. Log on to the Bio-Office software.
  2. Once the Bio-Office software is opened, go to the **Reports** tab and click on the **Device to PC communicator** button to open the time clock connection software.
  3. On the **Time Clocks Settings and Configurations** tab of the communicator window you will click on the **Download Employee Information and Fingerprints** button. This will download the employees you have added to the time clock.
  4. Once you have successfully downloaded you may view the employees by going to the **Employee Settings** tab and click on **Search**.

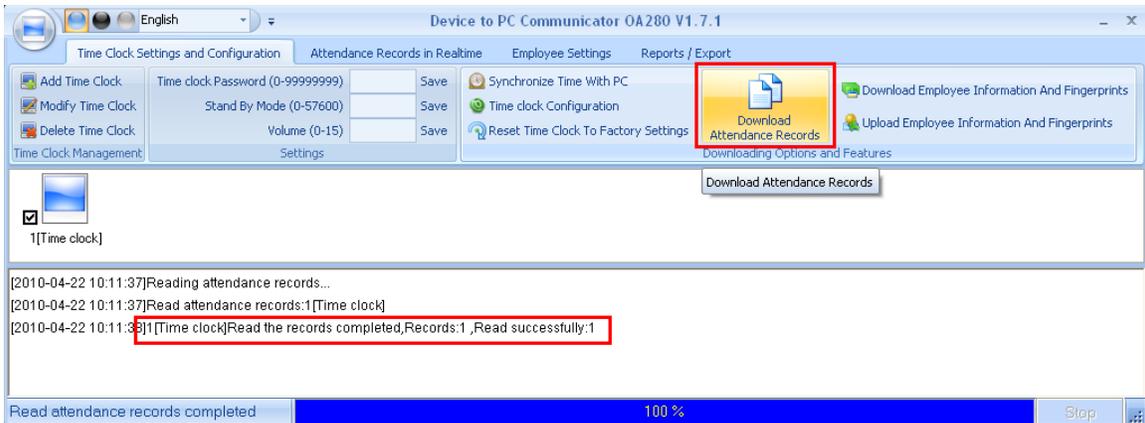
5. To enter the employee's information, such as *name, department etc.*, first click the search button within the employee settings tab then the list of id numbers assigned will display and you may double click on the new employee ID or select the new employee ID and click on **Modify Employee** button to be able to add names and all employee related information.

## **CHAPTER 3 DOWNLOAD ATTENDANCE RECORDS**

Once the connection has been setup and the users have been enrolled on the system, they can start using the system to record IN/OUT attendance records. When the employee successfully records an entry it will be saved and kept on the time clock's memory until these attendance records get downloaded to the Bio-Office software's database, therefore you will be able to create your attendance reports and timesheets. The download of the attendance records is a manual process and could be automated also.

### ***3.1 To download attendance records do the following***

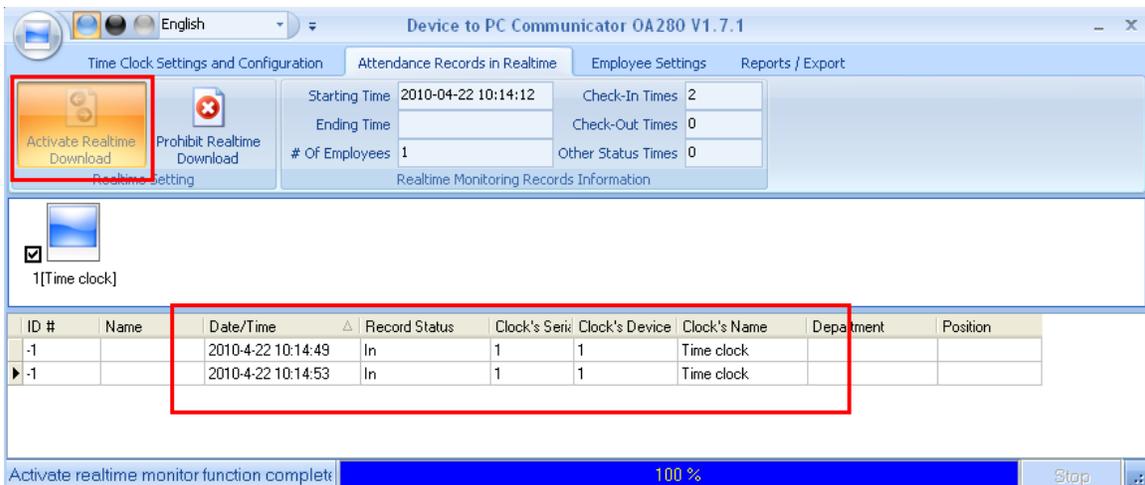
1. Open the Bio-Office software.
2. Go to the reports tab and click on the communication software, called **device to pc communicator**.
3. Once the communication software is opened make sure that the connection icon is blue, therefore meaning the connection settings to the time clock are set accordingly (**Note:** if the icon is not blue the connection settings are incorrect and the attendance data cannot be downloaded off the time clock. Troubleshooting will be required so please contact your network administrator or technical support for further assistance.)
4. Then click on **Download Attendance Records** and you will receive a confirmation. This process can be done as many times as you want, (*see picture below*) when downloading attendance records you should see the progress up to 100% and a confirmation of the number of records downloaded. (*see picture below*)



### 3.2 Download of attendance records in real-time.

This option allows you to download and track the attendance in records in real-time, rather than downloading these manually. To do this do the following:

1. Open the Bio-Office software.
2. Go to the reports tab and click on the communication software, called **device to pc communicator**.
3. Once the communication software is opened go to **Attendance Records Monitoring**.
4. Click **enable real-time download**. ( see picture below )



Once the real-time download is enabled and the employee scans their fingerprint to clock in or out it will be recorded into the software automatically and a confirmation will show on the attendance record. ( *see picture above* )

**Note:** In order for the real-time feature to work the connection has to be through a TCP/IP network connection. Also the communication software must remain opened at all times and the feature should also be enabled at all times.

## APPENDIX

### A. SOFTWARE COMMUNICATOR BUTTON DESCRIPTIONS

Below you will find a description of all the buttons on the Communicator window on Bio-Office Software:

#### a. TAB #1: Time Clock Settings and Configuration



- **Add Time clock:** This button is used to add time clock connection to the communication software.
- **Modify / delete time clock:** These buttons are used to either edit or delete existing time clock connections.
- **Time clock password:** Enter a new password on this section if you wish to change the time clock's admin password (the factory default password is 8888). Once changed click **Save**.
- **Standby mode:** Enter up 57600 minutes in which the time clock will wait in order to turn off the blue light, and click **Save** (*normally the time clock will turn off the blue light after 20 seconds if it's not being used*).
- **Volume:** Enter a number here from 1 – 15 to select the volume for the time clock speaker and click **Save** (*1 being the min and 15 being the max*).
- **Synchronize time with PC:** Use this button to sync the computer's date and time to the time clock.
- **Time clock Configuration:** Click here to review and change certain time clock settings such as date format, disabling scanner usage etc. and click **Ok** to save your selection.

- **Reset time clock to factory settings:** By pressing this button the time clock will return to factory settings and all data on its memory will be erased. This process cannot be undone and will erase all data such as names, fingerprints, attendance records, IP settings, etc.
- **Download attendance records:** This is the button used to transfer the attendance records from the time clock to the Bio-Office software database. Click on this button every time you wish to send the attendance records to the PC, after this you will be able to preview and print the attendance reports and time cards for the employees.
- **Download employee information and fingerprints:** Use this button to download the employee's information and fingerprints saved on the clock. NOTE: You will be able to send and distribute this data to other time clocks connected to the same software, or just to create a back up of the employee related information and fingerprints.
- **Upload employee information and fingerprints:** Use this button to upload the employee(s) information and fingerprint(s) to the clock(s) connected to the software.

## b. TAB #2: Attendance Records in Real-Time



- **Enable Real-Time:** This button is used to enable the real-time feature. When enabled the attendance records will display automatically on the white part of this section when the employees clock in or out. (NOTE: In order for the real-time feature to work the clock must be

connected through a TCP/IP connection and also the communication software has to be opened at all times).

- **Disable Real-Time:** This button allows you to disable to the real-time feature.

### c. TAB #3: Employee Settings



- 1) Add new employee:** Use this button to add new users into the software.
- 2) Edit / delete employee:** Use this button to add or delete existing users added to the software.
- 3) Transfer to department:** This option is used to add an employee or a batch of employees to a department. To do this select the employee(s) then click on transfer to department and select the department you wish to add the users to and click **OK** to save your selection.
- 4) Download employee data:** Use this button to download the employee data from the clock to the Bio-Office software.
- 5) Upload employee data:** Use this button to upload the employee data from the Bio-Office software to the Time clock(s) connected to the software.

**6) Delete employee from the time clock:** Select from the list the employee(s) that you want to delete and click on this button to remove these employees from the time clock(s) you selected from the Bio-Office software.

**7) Search employee:** If you want to search for a specific employee enter the information on the required field and click on this button to look for the employee in reference.

## C. TIME CLOCK MENU BUTTON DESCRIPTIONS

### Menu:

- **USER** (all options for user menu on the time clock are described under section 2.2)
  
- **CONFIG:**
  - **Date:** Use this option to properly set the date on the time clock
  - **Time:** Use this option to properly set the time on the time clock
  - **Baud rate:** Use this option to change the baud rate speed for the time clock connection when connecting via Serial comport.
  - **TCP/IP:** Use this option to properly set IP addresses on the time clock to establish a connection through TCP /IP network.
  - **Delay:** Use this option to properly set a time in seconds for the relay to lock the door when the time clock is used as an access controller to unlock doors.
  - **Sleep:** Use this option to properly setup a time in seconds for the time clock to go under sleep mode when it is not being used so the blue light doesn't turn off.
  - **Volume:** Use this option to setup the speaker volume on the time clock.
  - **Device number:** use this option to setup a number to identify multiple time clocks through your network.
  - **Initialize:** Use this option to erase the entire data on the time clock. This will erase all information on the memory and will leave the time clock with factory settings.

- **SYSTEM INFO:**
  - **FP Reg:** This is the # of fingerprints enrolled in the system, as well as the total # of fingerprint capacities allowed.
  - **User:** This is the # of registered users on the time clock, as well as the # of user capacities allowed.
  - **Records:** This is the amount of IN/OUT attendance records the time clock has in its memory, as well as the total # records capacities allowed.
  - **Communication:** This is a description of the communication methods to download attendance data off of the time clock, which are as follows:
    - **RS232 serial comport**
    - **RS485**
    - **TCP/IP Network**
    - **USB**
  - **Firmware:** This setting has the firmware version on the time clock.
  
- **RECORDS:** This option allows you to search the attendance records on the time clock before these are downloaded to the Bio-Office software. After clicking on records on the time clocks menu also choose which search you wish to perform, it can be done by user by entering the user's id number or you can search by new records on the time clock's memory. **Note:** Only managers with the time clock password will be able to see these attendance records on the time clock and these are records that have not been downloaded to the Bio-Office software, once you download these records they will be deleted off of the time clock's memory

For steps by step instructions on how to use the Bio-Office software and its features you must click on the **Help** button on the Bio-Office Software (once logged in), then click **Software help** then **online help** and another window should display. To the left of that window select the **How Do I** option and all features for the Bio-Office software will display.