

XLS bio Quick Setup v1.1

Configuring Communication

Configuring for Communication: RS232

Note: RS232 serial communication does not require any setting changes at the clock.

In the software, Edit→Edit Clocks

To define a clock site, number the site 1 and hit enter. Select Pin/Prox/Fingerprint as the model and RS232 as the communication style. If you know the COM Port number, enter it. If not, double click where the COM Port number should be and select yes to have the software auto detect. Once the port has been found, you can test the communication by clicking “Test” in the Edit Clocks window.

Configuring for Communication: IP

Note: Connect the clock to the network/router, not directly to the computer’s Ethernet port.

In the software, Edit→Edit Clocks

To define a clock site, number the site 1 and hit enter. Select Pin/Prox/Fingerprint as the model and TCP/IP as the communication style. The default IP address is 192.168.1.201 and should be filled into the IP field. Once the IP has been entered, you can test the communication by clicking “Test” in the Edit Clocks window. If the IP needs to be changed at the clock:

Menu→Options→Comm Opt→(IP Addr)(NetMask)(Gateway)

Once the correct IP has been entered into the clock and the software, test the communication.

Setting The Time

At the Clock, Menu→Options→System Opt→Date Time

Use the up/down arrows to move through the fields. Click OK to save or ESC to exit

The time can also be set from the CompuTime101 software (Edit→Edit Clocks→Set Time)

Adding Employees to the Software

In the software, Edit→ Edit Employees

The fields Name, ID Number, Pin Clock Number, and Department must be filled in. Refer to the CT101 User’s Guide for more details (in the software, Help→CT101 User’s Guide).

Employee Upload From The Software

You can upload employees from the software if you have the clock connected to the computer by either RS232 or Ethernet. Once uploaded it is necessary to add the employees fingerprint at the clock.

File→Clock Utilities→Pin/Prox/Fingerprint Clocks→Manage Employees (XLS bio). To add a fingerprint for an employee, at the clock select Menu→User Manage→Enroll User→Enroll FP and when prompted for a new enroll, press ESC, enter the employee PIN number you want to add a fingerprint for, press OK, follow the standard procedures for enrolling the finger.

Adding an Administrator At The Clock

If no administrators are defined, any user can access the menu. Enrolling at least one admin as a **SUPERVISOR** with a secure id or badge card is recommended.

At the clock, Menu→User Manage→Enroll Admin

Enrollment options are:

Enroll FP - Associate a PIN number with a fingerprint. The employee will only be able to punch in/out with the finger that was enrolled.

Enroll Pwd - Enter a PIN number and password. The password can be up to 5 digits and is required. The employee will only be able to punch in/out with the PIN number & password combination.

FP & Pwd - Associate a PIN number with a fingerprint & password. The password can be up to 5 digits and is required. The employee will be able to punch in/out with the enrolled finger or the PIN number & password.

To add an additional fingerprint for an employee or to add a fingerprint to an employee that was assigned only a PIN & password, select Enroll FP and when prompted for a new enroll, press ESC, enter the employee PIN number you want to add a fingerprint for, press OK, follow the standard procedures for enrolling the finger.

There are 3 admin levels:

Enroller - Limited rights; *Admin* - Almost all rights; *Supervisor* - All rights

*In order to download to a USB Key, the Administrator must have Supervisor rights.

Adding Employees At The Clock

If no administrators are defined, any user can access the menu. Enrolling at least one admin as a **SUPERVISOR** with a secure id is recommended.

At the Clock, Menu→User Manage→Enroll User

Enrollment options are:

Enroll FP - Associate a PIN number with a fingerprint. The employee will only be able to punch in/out with the finger that was enrolled.

Enroll Pwd - Enter a PIN number and password. The password can be up to 5 digits and is required. The employee will only be able to punch in/out with the PIN number & password combination.

FP & Pwd - Associate a PIN number with a fingerprint & password. The password can be up to 5 digits and is required. The employee will be able to punch in/out with the enrolled finger or the PIN number & password.

To add an additional fingerprint for an employee or to add a fingerprint to an employee that was assigned only a PIN & password, select Enroll FP and when prompted for a new enroll, press ESC, enter the employee PIN number you want to add a fingerprint for, press OK, follow the standard procedures for enrolling the finger.

Using A USB Thumbdrive

Connect the thumbdrive to the clock using the adapter cable (supplied with the thumbdrive purchase).

Download Attendance Log - At the clock, Menu→PenDriveMng→DwnLoad AttLog, you should receive the message "Copy Data Suc"

Clear Attendance Logs - Attendance logs should be cleared after downloading them to the thumbdrive.

At the clock, Menu→Options→System Opt→Adv Option→Del AttLogs→OK

Import Attendance Log - In the Software File→Clock Utilities→Pin/Prox/Fingerprint Clocks→Process Punches From USB Key. Click the folder button to navigate to the USB drive and select the file to import.

Set Daylight Saving Time

At the Clock, Menu→Options→System Opt→DLST

Set DLST=Y to use DLST or N to turn off DLST

Enter DLST = Start Date/Time, Standard = End Date/Time

Start Date/Time is the second Sunday in March, 2:00am (2009 date is 3/8)

End Date/Time is the first Sunday in November, 2:00am (2009 date is 11/1)

The CompuTime101 Software User's Guide is available from the Help menu of the software and on the CD (in the Drivers_Manuals folder).