

ACROPRINT®
Time for Business.™



BioTouch
User Manual

Important Claim

Thank you for purchasing the Acroprint *BioTouch* Time Clock. Before installing your clock, please read this manual carefully to understand its proper use and to avoid damaging it.

You may not distribute or change any content of this manual in part or in full without written consent from Acroprint Time Recorder Company.

FCC Warning:

Note: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his or her own expense.

Caution: Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Lithium Battery Caution:

The circuit board on this terminal is populated with a lithium battery to protect data or programs stored in the Random Access Memory (RAM). Do not, under any circumstances, attempt to replace the lithium battery in the terminal. Failure to comply may void your warranty. Battery replacement should be done by qualified personnel wearing the proper eye protection.

CAUTION: Danger of explosion if the battery is incorrectly replaced. Replace only with the same or equivalent type recommended by the manufacturer. Discard used batteries according to the manufacturer's instruction.

<p>This product utilizes a battery that contains Perchlorate Material. Perchlorate Material – special handling may apply, See www.dtsc.ca.gov/hazardouswaste/perchlorate</p>
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Before You Start!

What's In the Box?

- Acroprint *BioTouch* Time Clock
- 5 Volts DC, 1A output Power Supply
- User Manual
- (1) Sample Proximity Badge
- Wall Mount Bracket w/screw
- Ziploc Bag: (3) Mounting Screws & (3) Plastic Wall Anchors
- (1) Table Stand
- (1) USB Flash Drive

- 1) Unpack time clock. Inspect for any damage that may have occurred during shipment. Check box contents for any missing items.
- 2) If any damage is found or any parts are missing, please contact Acroprint Customer Service at (800) 334-7190.
- 3) Connect the *BioTouch* power supply and plug it into a 120V/240V A/C power source to turn the clock on.

Precautionary Information

- Do not attempt to service the *BioTouch* Time Clock yourself. Disassembling the clock will void the warranty.
- Always follow the instructions in the User Guide.
- Do not place the clock in direct sunlight. Bright light may significantly affect finger readings or cause finger verification to fail.
- The clock is designed for indoor use in a temperature range of 32-104° F (0-40° C). The clock is not waterproof or shockproof. Keep the clock away from heat sources such as radiators. Avoid dusty environments or exposure to chemicals.
- The clock may be placed upright on a solid surface or mounted to a wall with the included wall bracket & mounting screws. Avoid locations where the device will be susceptible to vibrations and shock, such as a slamming door.
- The clock warranty does not cover defects or damages arising from improper installation, improper storage, abuse, or unauthorized service.

Menu Navigation

Bracketed words indicate clock buttons such as [MENU], [ESC] or [OK].

Words in bold italics indicate menu selections on the clock display such as ***Shift***, ***User Mgt***, ***Report***, etc.

When instructed to select a menu item it requires that you highlight the item then press [OK] to select it.

The up arrow button [▲] or down arrow button [▼] are used to navigate through the clock menus in order to select the menu item you wish to edit. Note that the arrows move right/left through the main menu.

Accessing the Menus

For brevity throughout this manual, instructions will indicate only pressing [MENU] to enter the menu. However, if you have a user on the clock designated as a manager, you will need to follow the instructions listed under “Manager Access to the Menus” in the Managers section.

Setting up the System

Always: Download the (3) files (shown below) from the clock together before editing any information at a PC. You should download all the files since they are interdependent.

Tip: Do all of your editing on the PC where possible instead of making manual edits at the clock. It's much easier and the feature set is more robust.

Powering the Clock On/Off

To power the clock on press and hold the power button until the display comes on.



To power the clock off press and hold the power button until the clock beeps two times and the display changes to a blank blue screen.



Setting the Date and Time

To set the time and date at the clock:

1. Press [Menu], select **Setup** and press [OK], select **System** and press [OK], select **Time** and press [OK].
2. Use the arrow keys or keypad to change a setting. Press [OK] to move to the next setting.
3. When finished, press [ESC] once.
4. The clock will prompt you with "Save?" Press [OK].
5. When finished, press [ESC] repeatedly to exit the menus or simply allow the menus to time out.

Overview and Steps to Complete the Setup

The *BioTouch* clock is setup using the ease of Microsoft's Excel© Setting the clock rules involves:

- Downloading the setup files from the *BioTouch* Clock to a USB jump drive
- Setting up your shifts, punch parameters, holidays, and entering your employees through Excel on your PC;
- Uploading the setup files back to the Clock
- Adding finger templates

Step 1: Download the Setup Files from the Clock

Download the following (3) Files to the USB stick (download them all at the same time):

- 1) Shift_Setup_01.XML (referred to as the Shift file)
- 2) User_Setup_01.XML (referred to as the User file)
- 3) Global_Setup_01.XML (referred to as the Global file)

Follow the instructions below to download the files to a USB stick:

- 1) Plug the USB stick into the side of the clock.
- 2) Press [Menu], select **Shift** and press [OK], then select **Download Shift** and press [OK].
- 3) Select **Download Setup** and press [OK].
- 4) Press [ESC], select **User Mgt** and press [OK], then select **Download User** and press [OK].
- 5) When finished, press [ESC] repeatedly to exit or simply allow the menus to time out.
- 6) Remove the USB stick from the clock.

Step 2: Open the Setup Files in Excel

- 1) Plug the USB stick into your computer.
- 2) If a directory does not automatically open, use Windows Explorer to navigate to the USB directory.
- 3) Double click on the 'Shift' file. Excel should launch and open the file. If not, run Excel and open the shift file from the USB stick's directory.
- 4) Now double click to open the 'Global' file also.
- 5) Finally, double click to open the 'User' file.

Step 3: Shifts Setup

Shifts are used to determine the time of day that employees are due to start work, leave and return from lunch, and leave for the day. These times are used along with the Punch Early/Late Setup settings to mark unusual punches in red on the timecard. An example would be when an employee punches in earlier than their Shift Start time and the Early Shift Start setting; the punch will be in red on the time card. This allows the supervisor to quickly isolate punches that are outside of the company policies and procedures.

If you do not want irregular punches highlighted, or you have more than 5 shifts, you can simply assign an employee to shift zero. Shift zero will print all of the employee's punches in black.

With the Shifts file open in Excel, enter your company's rules as follows

- 1) Read the information at the top of the 'Shifts_Setup' spreadsheet and then, starting with Shift one, enter the employees' Start time, Lunch start, Lunch end, and End time. Enter this information for each day worked. Leave the scheduled days off blank.
- 2) Leave the 'Cutoff' time at midnight unless your employees work across midnight. If so, see 'Cutoff' Time' in the back of the manual.
- 3) When finished, Save the file back to the USB stick.

Step 4: Punch and Holiday Setup

The Global file controls the punch settings and the holidays. These rules are used to mark unusual punches in red. With the Global file open in Excel, perform the following steps:

- 1) There are two tabs: Holidays and Punch. Click on Punch.
- 2) Read the information at the top of the Punch Early/Late Setup spreadsheet and then set the six settings according to your company's policies.
- 3) Next, click on the Holidays Setup tab.
- 4) Enter your company's holiday's names and dates.
- 5) Save the file back to the USB stick.

Step 5: Employee Setup

Adding or modifying employee information involves entering the employee names, their department, and possibly a password or a proximity badge number. Finger templates and setting an employee to Manager should always be done at the clock, not in Excel on the PC.

With the User file open in Excel, enter your employee data as follows:

- 1) Follow the instructions at the top of the spreadsheet and add your employee(s) or modify existing data as necessary.
Note: a finger template can only be entered at the clock.
Important: all new employees should be entered with "User" status. Managers should be set up at the clock. See the Managers Section of this manual after the setup is complete.
- 2) Save the file back to the USB stick.

Step 6: Upload the Setup files back to the clock

- 1) Eject and remove the USB stick from the PC.
- 2) Plug the USB stick into the side of the clock.
- 3) Press [Menu], select **Shift**, press [OK], and then select **Upload Shift** and press [OK].
- 4) When complete, select **Upload Setup** and press [OK].
- 5) When complete, press [ESC] once, select **User Mgt** and press [OK], then select **Upload User** and press [OK].
- 6) When finished, press 'ESC' repeatedly to exit the menus or simply allow the menus to time out.
- 7) Remove the USB stick from the clock.

Step 7: Register Employee Finger Templates

Employee fingerprints are registered at the clock.

- 1) Press [Menu], select **User Mgt** and press [OK], select **UserView** and press [OK], select the specific employee and press [OK], select **Edit** and [OK], and then select **Finger** and press [OK].
- 2) The clock will request the user to press a finger (press and release quickly for best results) at least twice to insure a good read. When completed, the clock will return to the previous screen.
- 3) If you wish to record more than one finger for an employee, simply select **Finger** and press [OK] again and repeat 2 above.
- 4) When finished, press [ESC] once and then press [OK] to save the finger template(s).
- 5) Now press [ESC] repeatedly to exit the menus or simply allow the menus to time out.

Note Employee card/badge numbers and passwords can be entered at the clock by following Step 7 above; just select **Card** or **Password** instead of **Finger** on the menu.

However, these types of entry are more easily done on the PC through the Excel spreadsheet.

Reducing Duplicate Punching – Re-verify

The re-verify feature helps reduce duplicate punching. It prohibits an employee from punching a second time within a number of minutes. The default value is 5 minutes. To change:

1. Press [Menu], select **Setup** and press [OK], select **System** and press [OK], select **Re-Verify** and press [OK].
2. Use the arrow keys or keypad to change a setting. Press [OK].
3. When finished, press [ESC] once.
4. The clock will prompt you with “Save?” Press [OK].
5. When finished, press [ESC] repeatedly to exit the menus or simply allow the menus to time out.

Managers

The clock settings can be secured by designating one or more users as Managers. Special care must be taken to insure that a Manager has a finger template, a badge number, or a password registered on the clock. **If there is a Manager(s) on the clock, the menus can only be accessed by a Manager with their finger image, badge or ID & password.**

Setting up a Manager

To change a User to a Manager, perform the following steps at the clock:

1. Press [Menu], select **User Mgt** and press [OK], select **UserView** and press [OK], select the specific employee and press [OK], select **Edit** and press [OK], then select **Privilege** and press [OK].

2. Select **Manager** and press [OK].
3. Make absolutely sure that the new manager has either a finger template, proximity badge, or password registered and that this information is in a secure spot, then press [ESC] once.
4. The clock will prompt you to “Save?” Select [OK].
5. When finished, press [ESC] repeatedly to exit the menus or simply allow the menus to time out.

Editing a Manager’s Profile

If you add finger image(s), badge or password to an existing manager, the added punch methods will not be set at Manager status, i.e., you can’t access the menu via those added punch methods even though you can punch in/out using those methods.

To enable the added punch methods to gain Manager access to the menus simply change the manager to a user and save the setting. Then edit the employee’s profile and change their Privilege level back to Manager and save the setting. Now they will be able to access the clock menus via any of the registered punch methods in their profile.

Manager Access to the Menu

IMPORTANT: Only employees with a Manager status can access the clock menu when a Manager (one or more) is enrolled on the clock. Any one of the following three processes allows a Manager to access the menu:

1. Press [Menu] (clock responds with ‘Manager?’)
2. Now do one of the following:
 - a. Touch finger on the sensor
or
 - b. Swipe Proximity Badge
or
 - c. Enter the Manager’s ID number and press [OK], then enter the Manager’s Password and press [OK].

Clock Operations

Employee punching

Finger:

1. Touch an enrolled finger on the sensor.
Alternately, the employee can enter their employee ID first, press [OK], and then press their finger.

Badge:

1. Hold the proximity badge close to the clock immediately below the finger reader.

ID and Password:

1. The employee will enter their User ID and press [OK].
2. The clock will prompt the user to enter their password.
3. The employee will enter their password and press [OK].

Clock Response

The clock will respond by displaying the employee's name and ID number and saying "Thank You!"

Reporting

Two transaction reports can be generated: Punch Report and Time cards. To generate either or both reports:

Step 1: Create the report

1. Plug the USB stick into the side of the clock.
2. Press [Menu], select **Report**, and then select either the **Punch Report** or **Timecards** report.
3. Set the Starting and Ending dates for the report data. Use the arrows and the key pad to change the values. Press [OK] to move to the next setting. When done press [ESC] once.
4. The clock will prompt you to "Start report". Select [OK]
5. Once complete, follow the same process to create the other report if desired.
6. When finished press [ESC] repeatedly to exit the menus or simply allow the menus to time out
7. Remove the USB stick from the clock.

Step 2: View the report in Excel

1. Plug the USB stick into your computer.
2. If a directory does not automatically open, use Windows Explorer to navigate to the USB directory
3. Double click the report file you want.
4. Excel should launch and open the file. If not, run Excel and open the report file from the USB directory.

Using the power of Excel, you can implement your company's rules and policies to calculate and total your time cards. To see a sample of how this can be done, visit our Web site at:

<http://support.acroprint.com/kbase/entry/250/>

Clock Data

Adding a Missed Transaction

An employee's missed punch can be added at the clock

1. Press [Menu], select **User Mgt** then **User View**. Select the specific employee, and then select **Retroactive**.
2. Set the date and time for the missed transaction. Use the arrows and the keypad to change the values. Press [OK] to move to the next setting. When done press [ESC] once.
3. The clock will prompt you to "Save". Press [OK] to save the transaction or [ESC] to discard.
4. When finished, press [ESC] repeatedly to exit the menus or simply allow the menus to time out.

Downloading Raw Transactions

The GLog is similar to Reports except that the file that is created will contain just the raw transactions. This can be ideal for importing your data into an application.

The data download has two options: 1) collect new transactions since the last download, and 2) collect all transactions on the clock.

To get the raw transaction file:

1. Plug the USB stick into the side of the clock
2. Press [Menu], then select **Data Man**
3. Select **Down GLog** to download only transactions since the last download, or **Down All GLog** to download all the transactions on the clock.
4. When finished, press [ESC] repeatedly to exit the menus or simply allow the menus to time out.
5. Remove the USB stick from the clock.

You can now insert the USB stick into your PC to upload your clock data file(s) for further processing as desired.

Deleting All Transactions

This function is rarely used. Use with caution as you will lose all transaction data on the clock. To remove all transaction from the clock:

1. Press [Menu], select **Data Man**, and then select **Delete all Glog**. Press [OK] when clock prompts 'Delete?' or press [ESC] to go back.
2. When finished, press [ESC] repeatedly to exit the menus or simply allow the menus to time out.

Deleting All Enrolled Employees

This function is rarely used. Use with caution as you will remove all employees from the clock. To remove all enrolled employees:

1. Press [Menu]. Select **Data Man, Clear all Enroll** and then press [OK] when clock shows "Continue?" or press [ESC] to go back.
2. When finished, press [ESC] repeatedly to exit the menus or simply allow the menus to time out.

Initializing to Factory Defaults

This function is only used when you want to clear all information from the clock and return all settings to their factory defaults. Use with caution as you will lose all employees and transactions on the clock. To reinitialize the clock:

1. Press [Menu], select **Setup, InitSys**, and then press [OK].
2. When finished, press [ESC] repeatedly to exit the menus or simply allow the menus to time out.

Cutoff Time

A normal day by default begins at exactly 12:00 AM. Some companies, however, may have employees who work shifts that end at 12AM or even into the next day. Also, there may be shifts that begin at 12AM or earlier and end the next day.

The **Cutoff** time is used to 'move' such employees workday change time backward or forward from 12AM so their hours are credited to the proper workday.

The Cutoff time can be change by shift. See the Shift Setup section of the manual and read the instructions at the top of the Excel spreadsheet concerning Cutoff Time.

Editing Setup Data at the clock

In general, we recommend editing data at the PC. The resources on a PC and in the Excel program provide a robust, familiar environment for adding and editing information. This is the approach used throughout this manual.

However, there are times when you may wish to perform these tasks at the clock. The example below shows how to enter an employee name:

1. Press [Menu], select **User Mgt, Add User, User Name**
2. Press the key containing the first letter of the employee name and then press [OK].
3. Press the number that is over the letter you wish to enter.
4. Press the key containing the next letter of the employee's name and press [OK].
5. Again, press the number that is over the letter you wish to enter.
6. Repeat steps 4 and 5 until complete
7. Press [ESC] to return to the **Add User** menu.
8. Press [ESC] to exit the **Add User** menu.
9. Press [OK] to save the data.
10. Press [ESC] repeatedly to exit the menus or simply allow the menus to time out.

Appendix

Cleaning the clock

Do not use cleaning products that contain alcohol or other strong chemicals as they could discolor or crack the clock housing. Use a soft damp cloth to remove dirt. Wipe dry.

Wall Mounting Instructions

The *BioTouch* clock can be placed on a table or desk and it can also be mounted to a wall using the included wall bracket.

Use the bracket to mark (3) screw holes on the wall. Use the included screws and wall anchors (if necessary) to securely attach the bracket to the wall.

Attach the clock to the bracket using the included machine screw.

- Do not place the clock in direct sunlight. Bright light may significantly affect finger readings or cause finger verification to fail.
- The clock is designed for indoor use in a temperature range of 32-104° F (0-40° C). The clock is not waterproof or shockproof. Keep the clock away from heat sources such as radiators. Avoid dusty environments or exposure to chemicals.
- Avoid locations where the device will be susceptible to vibrations and shock, such as a slamming door.
- The clock warranty does not cover defects or damages arising from improper installation.

Limited Warranty

Should you have any questions concerning your warranty information or supplies, please contact the dealer or store where you purchased the equipment.

This product is guaranteed to the original purchaser for a period of one (2) years from original purchase date against defective materials and workmanship when used under normal operating conditions. The repair or replacement of any defective component or part and any necessary adjustments will be made free of charge provided that the machine is shipped prepaid to the factory service center shown below, securely packaged and shipped in the original shipping container. This warranty applies to Acroprint products purchased and retained in the U.S.A. The guarantee is not applicable if the device has been subject to misuse, abuse, negligence, accidents, power surges and lightning. The guarantee is not applicable if the serial number has been altered, defaced or removed or if the device has been tampered with or taken apart by other than authorized service personnel.

Please return the warranty card on the following page to Acroprint to register your product. Or, if you would like to register online go to **www.acroprint.com**. For your reference, fill out the information below and keep it in a safe place.

Model Number _____

Serial Number _____

Date Purchased _____

Purchased From _____

Location _____

Telephone Number _____

Acroprint Time Recorder

5640 Departure Drive

Raleigh, NC 27616-1841

Web: www.acroprint.com

Phone: (800)334-7190 USA; (919)872-5800 International

Product Registration Card

Model No. _____ Serial No. _____

First Name _____ Last Name _____

Title _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Daytime Phone with Area Code _____

Purchased From _____ Purchase Date _____

Email Address _____

So that we may serve you better, please indicate your primary business activity.

- | | |
|---|---|
| <input type="checkbox"/> (01) Manufacturing | <input type="checkbox"/> (04) Government |
| <input type="checkbox"/> (02) Wholesale | <input type="checkbox"/> (05) University / School |
| <input type="checkbox"/> (03) Retail | <input type="checkbox"/> (06) Other _____ |

Number of Employees Using Product

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> (11) 1 – 10 | <input type="checkbox"/> (14) 50 - 75 |
| <input type="checkbox"/> (12) 11 - 25 | <input type="checkbox"/> (15) 76 - 100 |
| <input type="checkbox"/> (13) 26 - 49 | <input type="checkbox"/> (16) 100+ |

Annual Sales in Dollars

- | | |
|---|---|
| <input type="checkbox"/> (21) Under \$100,000 | <input type="checkbox"/> (24) \$500,000 - \$1,000,000 |
| <input type="checkbox"/> (22) \$100,000 - \$250,000 | <input type="checkbox"/> (25) \$1 million - \$5 million |
| <input type="checkbox"/> (23) \$250,000 - \$500,000 | <input type="checkbox"/> (26) \$5 million and over |

Do You Use Microsoft Windows

- | | |
|-----------------------------------|----------------------------------|
| <input type="checkbox"/> (31) Yes | <input type="checkbox"/> (32) No |
|-----------------------------------|----------------------------------|

If not, what operating system do you use? _____

Comments: _____
