RALEIGH TIME RECORDER COMPANY

Acroprint TimeQplus BIOMETRIC

Used when changing from fingerprint use to password-only use.

HOW TO CHANGE TO PASSWORD ONLY

These instructions will remove only the employee's current template and/or password. The employee record and all transactions currently in the database will be left intact.

In the Administrator software, on the Employee page:
    1.1 Select the Employee to be redone.
    1.2 Click on Enroll Template.
    1.3 The wizard will remove the existing template.
    1.4 Cancel the Wizard when it asks how much time you will need at the terminal.

On the timeQplus page:
    1.5 Click on Update Statuses

At the TQ100 terminal:
    2.1 Enter the Menu.
    2.2 Select Data Management.
    2.3 Select User
    2.4 Select Password – New Enroll
    2.5 Enter Pin (using their pin number as their ID number) and Password and confirm the Password.

In the Administrator software, on the employee page:
    3.1 Select the employee whose Password was just entered.
    3.2 Click on Enroll Template and follow the wizard to its completion.
        If the wizard finishes satisfactorily (congratulations):
        3.2.1 Open the timeQplus screen.
        3.2.2 Verify that the employee name has been moved from the "Unassigned" to the "Assigned" list.
        If the wizard asks enter the time you will need to enroll new user to the terminal:
        3.2.3 Cancel the process - this means that a mistake was made when entering password. Most likely the Pin number and ID number do not match.
        3.2.4 Go to the timeQplus screen.
        3.2.5 Select Terminal Details then Advanced.
        3.2.6 Delete any entries labeled "unknown" from the list.
        3.2.7 Go back to step 2.1.

The employee can now punch in and out using the terminal.