Time Q +Plus Quick Start

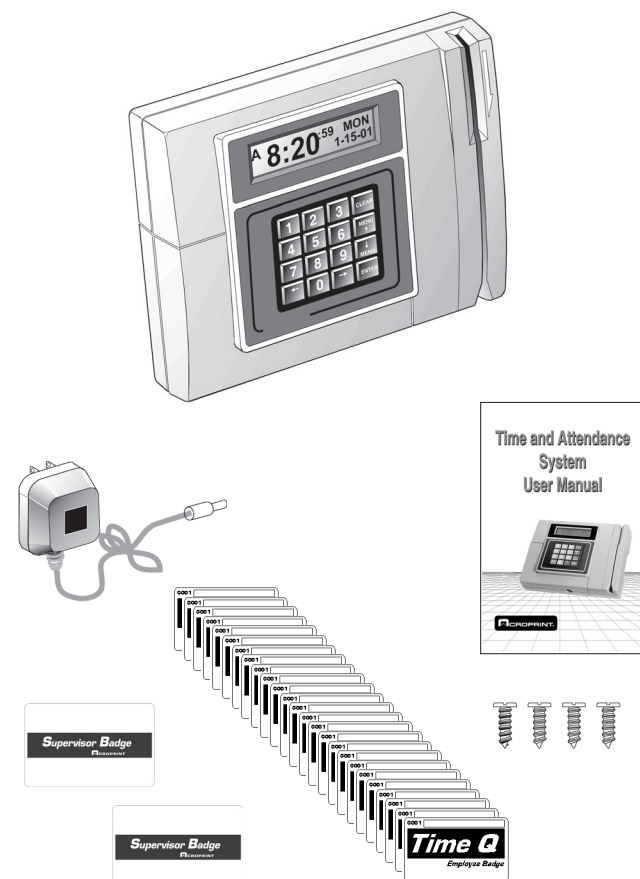**ACROPRINT**®
Time for Business.™

Before You Begin

You'll need the following:
• Time Q +Plus Terminal
• A slotted tip screwdriver

Follow the setup instructions on this Quick Start sheet.

1 Unpack your terminal


2 Install PC Software

1. Start Windows.
2. Choose Start > Settings > Control Panel.
3. Double-click the Add/Remove Programs Properties option.
4. At the dialog screen choose the Install/Uninstall tab.
5. Click Install. At the dialog screen "Install Program from Floppy Disk or CD-ROM" insert the 3½" Time and Attendance PC Software floppy disk into the drive and click Next. Follow the on-screen instructions.
6. Command line: A:\Setup.exe, Click "Finish."
7. Destination directory: C:\Time and Attendance, click "OK" if you don't want to change.
8. When setup has installed the software, click on "OK."
9. The "Read me" file may be printed, read at the monitor, or closed.

3 Remove the access door
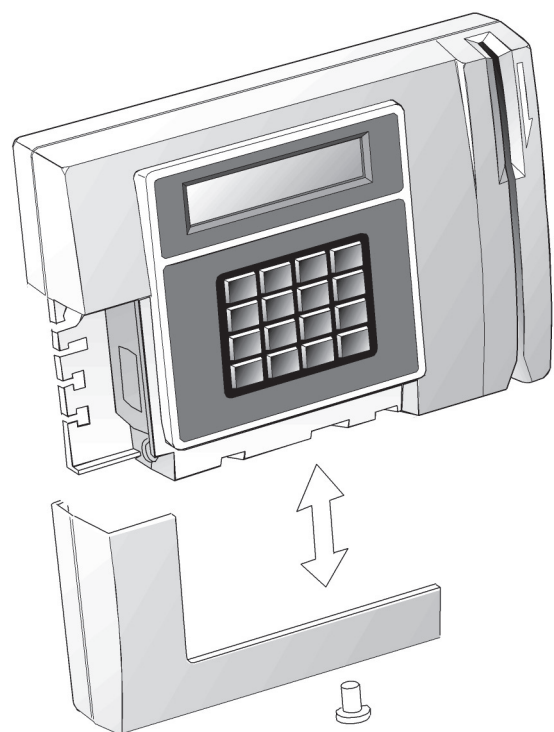
Using the slotted tip screwdriver, remove the access door.

4 Wall mounting
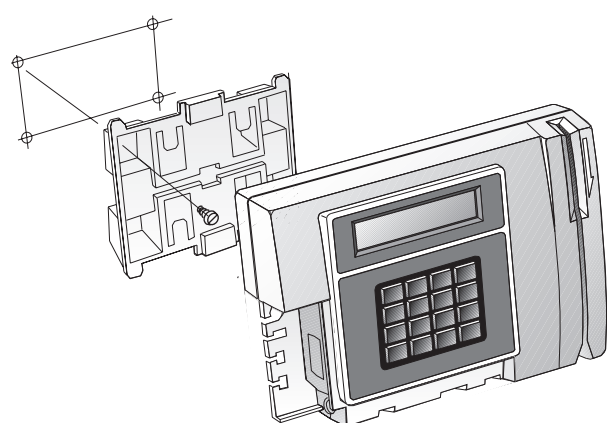
The bracket may be reversed for wall mounting. The terminal is shipped with the bracket in the desk mounting position. Secure the bracket to the wall with the four screws supplied. Mount the top of the bracket 54" from the floor. Slide the Time Q +Plus onto the bracket.

5 Connect Time Q +Plus to IBM compatible PC

1. Make sure power is off at both the time clock terminal and the PC, and the access door on the terminal is removed.
2. Using the cable supplied with the terminal (50') connect the RJ-11 modular connector to the RS-232 port on the lower left corner.
3. Connect the other end of the RJ-11 to the 9-pin adaptor supplied with the system. If your computer has a 25-pin serial port you will need a 9-pin to 25-pin adaptor available at most computer stores.
4. Connect the adaptor to the RS-232 (9-pin) serial port located on the back of your computer.

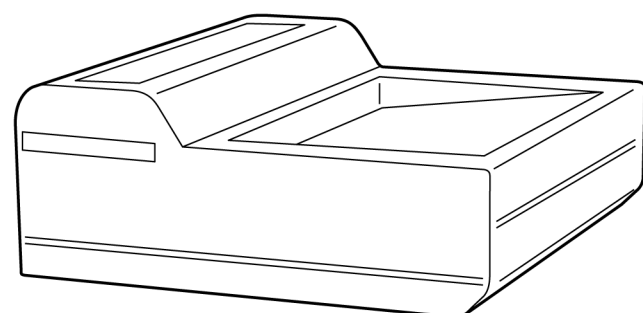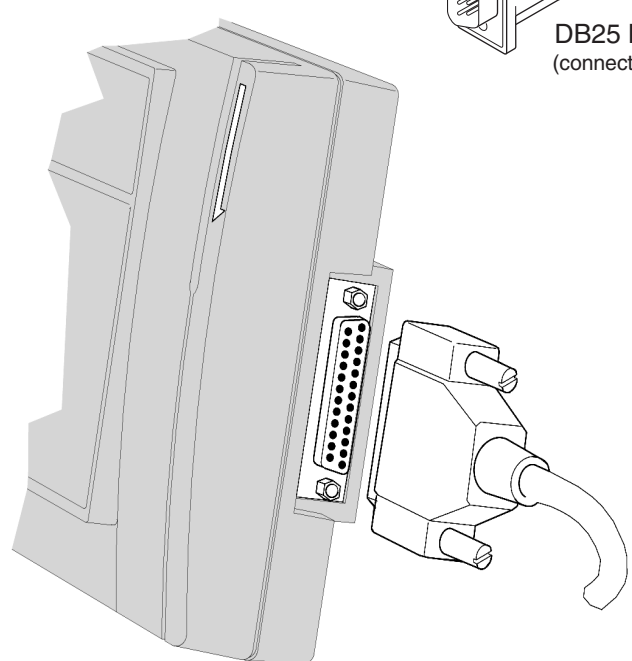25 pin serial port

9 pin serial port

9 pin adaptor
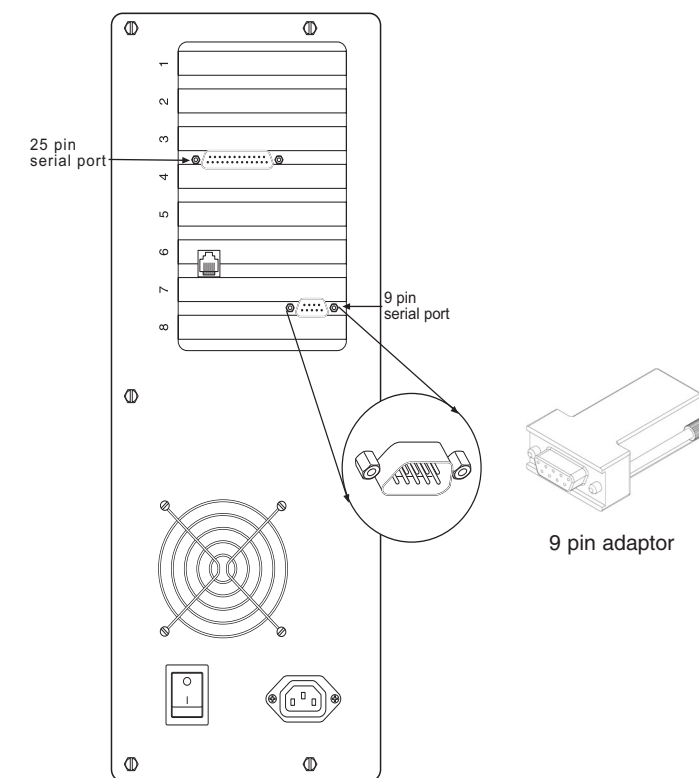
6 Parallel Printer Connection
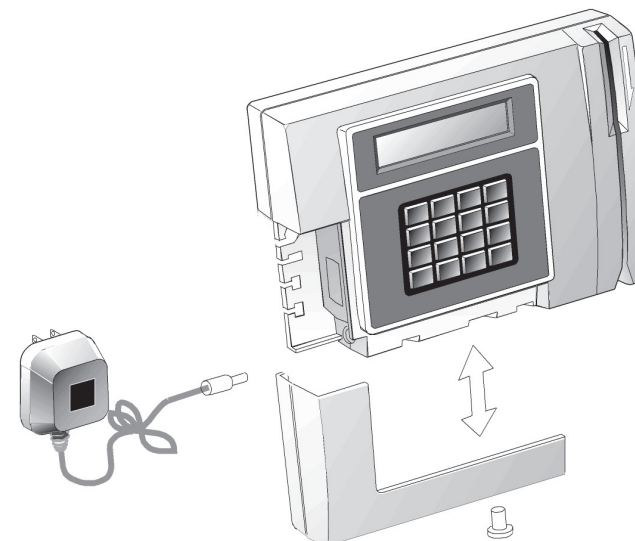
The Time Q +Plus terminal may be connected directly to an IBM® compatible printer. Reports can be printed without a PC.

DB25 Male Plug
(connect to terminal)

Centronics 36 Male Plug
(connect to printer)
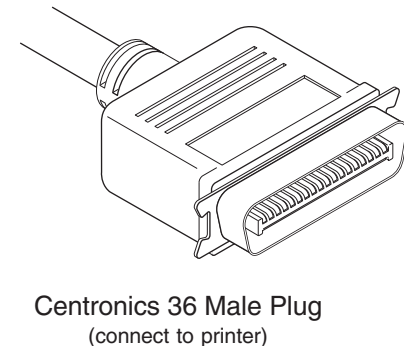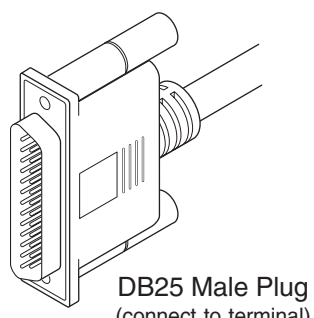
Plug the Centronics 36 male plug into the parallel port on the back of the printer.

7 Plug in power cord

Reattach access door.

8 Establish communications

1. In most cases the software will automatically locate the PC serial port. If the software does not locate the serial communications port:
   a. From the PC, start the Time and Attendance program.
   b. Select the communications icon, then select the correct communications port and baud rate.

Note: the baud rate on the PC must match the baud rate set on the Time Q +Plus. The default setting on the terminal is 9600. The baud rate may be changed at the terminal by using the Supervisor's badge.

9 Set Time and Date

1. Select the Time and DATE icon from the main menu.
2. To set the time you may scroll up/down or you may enter the time in the AM/PM format.
3. Set month, date, and year, and click on "OK."
4. With correct communications established, the time and date will be sent to the terminal.

NOTE: If you would like to edit punches prior to the date you set the clock up it is necessary to set the clock to a time and date earlier than the current time and date. Follow the instructions listed below.

1. Set the time and date on the clock to 2 months earlier for monthly pay periods, 1 month earlier for semi-monthly and bi-weekly pay periods, adn 2 weeks earlier for weekly pay periods.
2. Proceed with the setup instructions.
3. Print an Hour Summary for the previous pay period for all employees using Print Manager.
4. Set the clock to the current time and date.
5. You should now be able to insert punches for both the previous and current pay periods.

10 Setup

Setup is the set of instructions telling the Time Q +PLUS system how to calculate employee's hours. These "Clock Rules" along with the "Shift Rules" are used to calculate employee's time worked.

The Time and Attendance Software for Windows® provides on-line reference to assist you in setting up your Time and Attendance system to correctly calculate your employee hours worked. **Help** may be accessed from any screen by "clicking" on the **Help** Button or selecting **Help** at the main menu and then choosing **Contents**. Clicking on the **Search** button at top allows you to select a subject or search for help by a word.

The Clock Rules report initially contains the default factory setting on the Time Q +Plus terminal. It is recommended that you print this report.

The clock automatically sets up a previous pay period. Print an Hours Summary Report for the previous pay period upon completing the setup. Failure to do so will result in employees attempting to punch in on a third pay period being locked out of the clock.
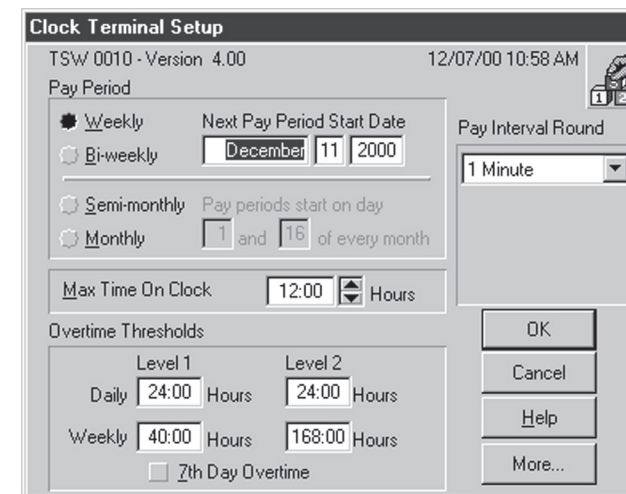
11 Add an employee

a) From the main menu select "Employee Profiles" icon To enter an employee, click on "Insert."
b) At the "Insert Employee" screen enter employee's name. Employee name field has 21 characters including spaces. Note: Enter employee's last name first if reports are to be sorted by last name.
c) Badge: Enter four digit badge number assigned to employee.
d) Shift (can be used as departments): Enter Shift number assigned. (Note: Employee time totals will be calculated based on these shift rules.) Hint: Shifts can also be used to define department numbers.

12 Supervisor badges

Supervisor badges are used to access setup information and reports at the Time Q +Plus terminal. The system includes two Supervisor's badges. Supervisor badges *will not* allow access to the "Punch Editing,", the "Bell" program, or "Data Export" features. These can only be accessed through the PC Interface software. An employee badge assigned as a supervisor badge *may not* be used as an employee badge.

13 Punch editing

Employee punches may be edited in the current or the previous pay periods. Punches may be added or deleted. Employees who missed "punching" times can be added so that the system will calculate total hours worked. Punches outside of the shift parameter will be noted with an exclamation mark (!). The "Punch Editor" screen also allows total in the "Regular" and "Overtime" categories to be edited. Click on the "Details" button in the punch editor to show the system calculations of hours worked.

1. Click on "Punch Editing."
2. In the "Punch Editor" screen select the employee to edit.
3. Click on the Pay Period (current or previous).
4. To add a punch, click on "Insert." Enter time in either AM/PM format (5:00 PM) or military format (17:00). Enter date as needed. The word "Inserted" will appear next to the punch.
5. To "delete" a punch, select the punch and click on delete. If the punch was an employee swiped punch, the word "Deleted" will appear next to the punch. If the punch was "Inserted," it may be deleted without a notation.
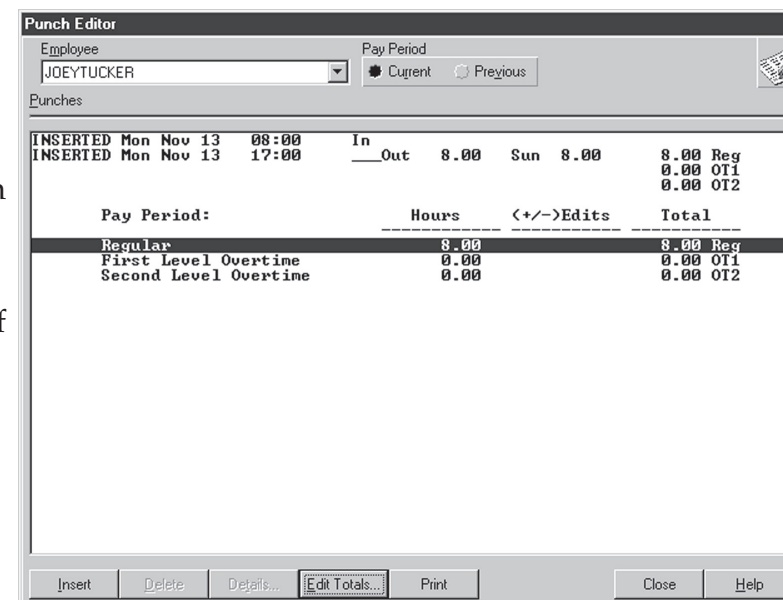
14 Reports

a) Select the "Report" icon from the main menu.
b) Select the report you wish to print or view at the PC Monitor. Five basic reports are available: Hours Summary, Time Cards, Who's In Who's Out, Employee Profiles, and Clock Rules.
c) Select Report Output
d) Select employees: All, Individual Employees, or Individual Shift (select shift number).
e) Select Pay Period: Current or Previous.
f) Sort by: Allows you to select reports sorted by Name, Badge Number, Employee Number or by Shift.
g) Click on the button in the upper right hand corner of the report screen to:

Report Output	Button
Time Clock Printer	"**Send**"
Print Manager	"**Print**"
PC Screen	"**View**"
ASCII file	"**Create**"

NOTE: The Time Q +Plus is designed to hold two pay periods of data. A previous Hours Summary Report for all employees must be printed using Print Manager prior to the end of the current pay period. (Do not view then print.) Failure to do so will result in employees attempting to punch in on a third pay period being locked out of the clock. This is a safety feature to avoid loss or tampering of unreported data.
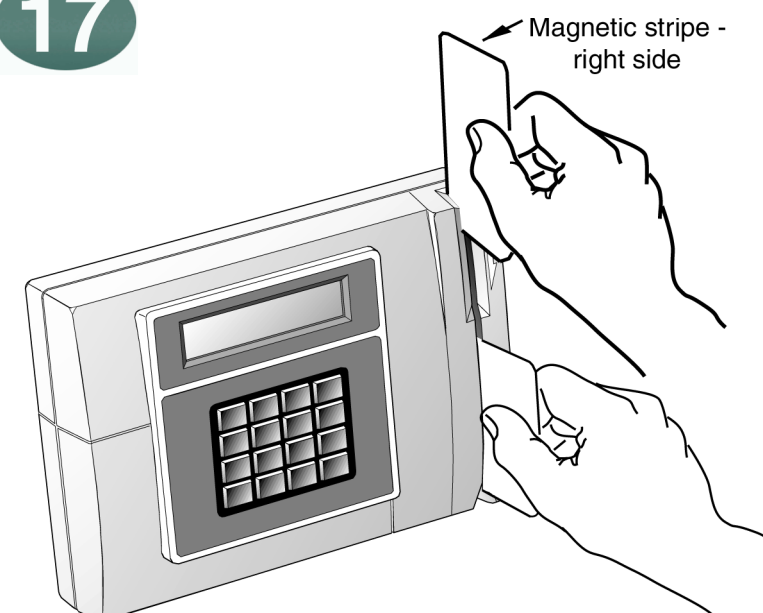
15 Save data to disk

To save payroll data on disk, select the "Reports" icon from the main menu. Select the *Report* you want to save. Under "Report Output" select *ASCII File*. Then select *Employees*, *Pay Period*, and *Sort By* preference. Click on "Create." At the "Save As" screen enter a *File Name* and select a drive. Click "OK."

16 Exporting data

To export data click on the "Export" icon at the main menu. At the "Data Export" screen select output format. Choosing one of the national payroll processors will put data in the format required by that processor. If you select the generic ASCII file you must determine the format needed at the import program. Next select the current or previous pay period. Click on the "Group Selection" required. Click on the "Export" button.

17 Punching in and out

Magnetic stripe - right side

a) First swipe punches an employee in.
   - Employee name is displayed along with the word IN and a single beep tone sounds.
b) Swipe the badge again to punch the employee out.
   - The employee's name, OUT, and time accumulated is displayed and a double beep tone sounds.

```
JONES, JAMES      OUT
DAY=08:00 TOT=032:00
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