

USING THE MODEL V850 VELOCITY CLOCK

Velocity Clocks are advanced clocks with many options and features. They can be used to restrict employee punching, allowing employees to punch at the clock during their scheduled shift times only. This model also allows your employees to view various information at the clock itself such as accrual totals, scheduled shift times and the date and time of their last clock entry.

How Do I Find the Clock ID and Password?

The clock ID and password are stored in the time clock itself. These settings can be changed from ClockLink once you have connected to the time clock, but you must specify the clock's current ID and password before a connection can be made.

Note: The default ID “1.” The default password is “V850.”

The following procedures are performed at the keypad of the clock itself.

Finding the Clock ID

1. On the clock keypad, press the <MENU> button. Select 1 for “ADMIN.”
2. The clock prompts you for your card number. Type in a card number with administrator-level access rights and press <ENTER>.
Note: The default admin card number is “8888.”
3. The clock prompts you for a PIN. Enter the appropriate password (based on the card number used) and press <ENTER>.
Note: The default admin password is “1111.”
4. The “Main Admin Menu” appears. Press 3 for “Clock Setup.”
5. Press 2 for “Clock ID/Pass.”
6. Press 1 for “Clock ID.”
7. The “Currently” field displays the clock's current ID. Enter a new ID if desired and press <ENTER>.

You can now exit the time clock menu by pressing <CLR> repeatedly until the time is shown on the clock display.

Finding the Clock Password

1. On the clock keypad, press the <MENU> button. Select 1 for “ADMIN.”
2. The clock prompts you for your card number. Type in a card number with administrator-level access rights and press <ENTER>.
Note: The default admin card number is “8888.”
3. The clock prompts you for a PIN. Enter the appropriate password (based on the card number used) and press <ENTER>.
Note: The default admin password is “1111.”
4. The “Main Admin Menu” appears. Press 3 for “Clock Setup.”
5. Press 2 for “Clock ID/PASS.”
6. Press 2 for “Passcode.”

7. The “Currently” field displays the clock's current password. Enter a new password if desired and press <ENTER>.

You can now exit the time clock menu by pressing <CLR> repeatedly until the time is shown on the clock display.

Hardware Installation

Use the following instructions to place your time clock in the desired location and to install communications with the clock. Follow the instructions below that correspond with the type of communication that your clock uses.

Note: See page 6 for instructions on installing the V850 Cellular Modem Clock.

The clock should be placed in a convenient location where employees typically enter and exit the work area. It includes a mounting plate with four holes. Mounting screws are included. Once the mounting plate is attached to the wall and all cables are connected, the clock's face can be slid into place and secured to the mounting plate.

7. The clock is shipped with the mounting plate attached. Remove the mounting plate from the clock and attach it to the wall with the provided mounting screws. The flat side should face to the left, with the rounded side facing to the right.
Note: Removing the metal mounting plate from the back of the time clock *will not* void your hardware warranty.
7. Connect the power cord to the bottom of the clock and plug it into the closest available electrical (110-120 VAC) outlet.
Note: It is highly recommended that you place the time clock on a battery backup or surge protector. Power surges can permanently damage the clock.
7. Connect the clock's communications cable. Use the instructions below that correspond with your clock's communication type.

Ethernet Clocks

- The Ethernet port is located in the top center of the back of the clock. Plug one end of the Standard Category 5 (CAT5) cable into the Ethernet port.
- Connect the other end of the CAT5 cable to your network. The cable used to connect the clock must be a straight-through cable, not a crossover. To tell the difference between a straight-through and a crossover cable, hold the connectors side by side, with the same side of each connector facing you.

Look at the wires inside of the connector. If the colors of the wires run in identical order from left to right in both connectors, the cable is a straight-through. If the colors run in opposite order, the cable is a crossover.

Serial Clocks

- Connect the RJ-11 connector of the cable (the one that looks like a phone-jack) into the right side port on the bottom center of the time clock.
- Connect the RS-232 end of the cable (the 9-pin D-Connector) into an available serial port on your computer.

Note: Serial clocks can also be connected through a USB port using a Keyspan USB to serial adapter.

Modem Clocks

- Connect the RJ-11 connector of the cable (the one that looks like a phone-jack) into the right side port on the bottom center of the time clock.
 - Insert the other RJ-11 connector into an active analog telephone wall-jack.
7. The clock can now be attached to the mounting plate. Place the top of the clock on the lip at the top of the mounting plate. Slide the clock over the center tab on the bottom of the clock until the center screw hole at the bottom of the clock aligns with the screw hole in the tab. Secure the clock by placing a screw through the aligned hole.

Configuring the Ethernet Clock

The Ethernet clock uses Ethernet Settings, an ID and a Password for communication. The Ethernet Settings include an IP Address, Subnet Mask and Gateway. These settings are comparable to giving the clock an “address” at which it can be found over the network. Consult your Network Administrator about acquiring these settings.

Note: The clock must be given a static IP address.

2. From the clock keypad, press the <MENU> button and select 1 for “ADMIN.”
2. Enter an administrator ID (or Card #) and press the <ENTER> key.
Note: The default administrator ID is “8888.”
2. Enter the password (or PIN) for the specified administrator ID and press the <ENTER> key.
Note: The password for the default admin ID is “1111.”
2. Press 3 for “Clock Setup.”
2. Press 1 for “Communication.” The “Ethernet” menu opens.
2. This screen allows you access to each of the Ethernet settings that you must specify. Press 2 for “IP Address.” Press 3 for “Subnet Mask.” Press 4 for “Gateway.”
2. The current setting will be displayed, and the clock will prompt you to enter the new setting.
2. Enter the new setting at the keypad (remember to use the Period key), and press <ENTER>.

Important: The Ethernet Settings are specific to your Local Area Network. It is highly recommended that you change the default settings. Qqest Technical Support cannot supply these settings.

Set IP Address

From the “Ethernet” menu, press 2 for “IP Address.” The following prompt appears:

```
SET NEW IP ADDRESS:
NOW:
ENTER NEW IP:
```

The “NOW” field displays the current IP address. To change the clock IP address, type in the new address at the clock keypad (remember to use the period key) and press <ENTER>.

Set Subnet Mask

From the “Ethernet” menu, select 3 for “Subnet Mask.” The following prompt appears:

```
SET NEW SUBNET MASK:  
NOW:  
ENTER NEW MASK:
```

The “NOW” field shows the current Subnet Mask. To change the mask, type in the new setting at the clock keypad (remember to use the period key) and press <ENTER>.

Set Gateway

From the “Ethernet” menu, select 4 for “Set Gateway.” The following prompt appears:

```
SET NEW GATEWAY:  
NOW:  
ENTER NEW GATEWAY:
```

The “NOW” field shows the current Gateway. To change the Gateway, type in the new setting at the clock keypad (remember to use the period key) and press <ENTER>.

Configuring the Wireless Clock

The wireless time clock supports the following communication protocols: 802.11 a and b.

The optimum communication range for the wireless time clock is 50 - 100 feet from the wireless access point. Some wireless access points advertise communication up to 1000 feet. Regardless of this specification, Qqest Software Systems cannot guarantee communication at a distance of over 100 feet.

The following settings must be specified before your time clock will communicate:

- IP Address
- Subnet Mask
- Gateway
- SSID

These settings are specific to your network setup. Qqest Software Systems cannot supply these settings.

All wireless options are specified from the “Communications” clock menu.

1. From the clock keypad, press the <MENU> button and select 1 for “Admin.”
2. Enter an administrator ID (or Card #) and press the <ENTER> key.
Note: The default administrator ID is “8888.”
3. Enter the password (or PIN) for the entered administrator ID and press the <ENTER> key.
Note: The password for the default admin ID is “1111.”
4. From the Main Admin Menu, press 3 for “Clock Setup.”

5. Press 1 for “Communications.” The “Wi-Fi” menu opens. This menu contains the time clock’s communications options.

Set IP Address

From the “Wi-Fi” menu, select 5 for “IP Address.” The following prompt appears:

```
SET NEW IP ADDRESS:  
NOW:  
ENTER NEW IP:
```

The “NOW” field displays the current IP address. To change the clock IP address, type in the new address at the clock keypad (remember to use the period key) and press <ENTER>.

Set Subnet Mask

From the “Wi-Fi” menu, select then 6 for “Subnet Mask.” The following prompt appears:

```
SET NEW SUBNET MASK:  
NOW:  
ENTER NEW MASK:
```

The “NOW” field shows the current Subnet Mask. To change the mask, type in the new setting at the clock keypad (remember to use the period key) and press <ENTER>.

Set Gateway

From the “Wi-Fi” menu, select 7 for “Set Gateway.” The following prompt appears:

```
SET NEW GATEWAY:  
NOW:  
ENTER NEW GATEWAY:
```

The “NOW” field shows the current Gateway. To change the Gateway, type in the new setting at the clock keypad (remember to use the period key) and press <ENTER>.

Set SSID

The SSID is the ID of the wireless access point that the clock will connect to.

5. From the “Wi-Fi” menu, select 2 for “Set SSID.” The following prompt appears:

```
ENTER WIRELESS ID:  
      (SSID)  
(ALPHANUMERIC ENTRY)
```

5. Use the clock keypad to enter the ID of the wireless access point and press <ENTER>.

Alpha-Numeric Keypad Entry

To enter alphabetic characters at the clock keypad, press a number key repeatedly until the desired character appears.

The keys on the keypad contain the following letters/characters:

- [1]: Special characters (#@&?)
- [2]: A, B, C
- [3]: D, E, F
- [4]: G, H, I
- [5]: J, K, L
- [6]: M, N, O
- [7]: P, Q, R, S
- [8]: T, U, V
- [9]: W, X, Y, Z
- [CLR]: (backspace)
- [.]: (space)

Configuring the Cellular Modem Clock

The Cellular Modem Clock is used to collect time & attendance data in an environment where no Ethernet, serial or modem connection is available. The clock uses a cellular connection to a GSM network to communicate.

Note: The only mobile phone companies that currently support this type of communication are Cingular and T-Mobile.

The time clock is connected to a cellular modem device via a specially configured serial cable. A cellular service provider SIM card is installed in the cellular modem, allowing it to access the GSM network for time clock communications.

Once a connection has been established, the GSM network changes the communication method from a phone call to an Ethernet connection. The clock provides the GSM network with the IP address and the port to the Qqest hosted server. Once a connection to the server has been established, all further communication between the clock, GSM network and Qqest Server is TCP/IP.

Hardware Installation

The clock should be placed in a convenient location where employees typically enter and exit the work area. It includes a mounting plate with four holes. Mounting screws are included. A mounting clip is included to mount the cellular modem device. Once the mounting plate and clip are attached to the wall and all cables are connected, the clock's face can be slid into place and secured to the mounting plate.

1. Attach the clock mounting plate to the wall with the provided mounting screws.
2. Attach the cellular modem mounting clip to the wall using the provided mounting screws. The clip should be mounted horizontally.

3. Connect the power cords to the bottom of both the time clock and the cellular modem device and plug them into the closest electrical (110 - 120 VAC) outlet.
11. Connect the RJ-11 connector of the cable (the one that looks like a phone-jack) into the right side port on the bottom center of the clock.
11. Connect the 9-pin serial connector end of the communications cable to the "SERIAL" port on the back of the cellular modem device.
11. Insert a SIM card from your cellular phone company into the port on the cellular modem device labeled "SIM."
11. Attach the cellular modem device to the mounting clip.
11. The clock can now be attached to the mounting plate. Place the top of the clock on the lip at the top of the mounting plate. Slide the clock over the center tab on the bottom of the clock until the center screw hole at the bottom of the clock aligns with the screw hole in the tab. Secure the clock by placing a screw through the aligned hole.

Set Outbound Call Times

This option allows you to specify how often stored punches are uploaded to the TimeForce database.

8. From the clock keypad, press the <MENU> button and select 1 for "ADMIN."
8. Enter an administrator ID (or Card #) and press the <ENTER> key.
Note: The default administrator ID is "8888."
8. Enter the password (or PIN) for the entered administrator ID and press the <ENTER> key.
Note: The password for the default admin ID is "1111."
8. From the Main Admin Menu, press 3 for "Clock Setup."
8. Press 1 for "Communications." The "CELLULAR MODEM" menu appears.
8. Press 4 for "OUTBOUND OPTIONS."
8. Press 4 for "OUTBOUND CALL TIMES."
8. The "Outbound Call Times" menu opens. The following options are available:
 - **Every Midnight:** Select this option if you would like the clock to upload its stored punches every day at midnight.
 - **9, 1 & 6:00:** Select this option to have the clock upload its stored punches three times a day at 9 a.m., 1 p.m. and 6 p.m.
 - **Manual Only:** With this option selected, the clock will not automatically upload its stored punches. The punches will remain in the clock until a manual upload is initiated.
Note: See the section below for instructions on manually uploading your time clock.

You can now exit the clock menu by pressing [ENTER] repeatedly until you are brought back to the displayed time.

Initiating a Manual Upload

The stored data in the clock can be manually uploaded to the TimeForce database from the clock main menu.


0. At the clock keypad, press the <MENU> button.
0. Press 4 for “UPLOAD DATA.”

The clock initiates communication and uploads its stored data.

Uploading the Date and Time

Before you can begin using your time clock, you must first upload the date and time to the clock using the ClockLink utility.

Note: Before you will be able to upload the date and time, you must first create a time clock profile in TimeForce for each clock that you would like to connect to.

8. Open the ClockLink utility. From the Windows Start Menu go to Programs | TimeForce and click on “ClockLink.”
8. Each time clock that has been set up in the TimeForce software is listed in the left-hand section of the screen. Highlight the clock that you would like to upload the date and time to and click on the “Connect” link.
8. Once communication has been established with your time clock, the right-hand section of the screen opens. From the row of tabs at the top of the screen, ensure that [PARAMETERS] is selected.
8. From the **Actions** section of the screen, click on the  icon. The “Upload Date/Time” screen opens.
 - Enter the desired **Date**. By default this field is populated with the system date of the machine that ClockLink is installed on. Click on the down-arrow icon at the end of the field to select the date from a calendar. Select the **Use System Time** option to restore the system date/time.
 - Enter the **Time**. By default this field is populated with the system time of the machine that ClockLink is installed on. Click on the up and down arrow keys at the end of the field to select the time, or place your cursor in the field and manually type the desired time. Select the **Use System Time** option to restore the system date/time.
 - Click on the [OK] icon to send the date and time to the clock. You can now exit the ClockLink utility.

Note: The date and time can also be manually specified from the clock keypad. See “Set Date/Time” on page 23 for further instructions.

Clock Usage Instructions

V850 is our most advanced model of clock with many options and features. It can be used to restrict employee punching, allowing employees to punch at the clock during their scheduled shift times only. This model also allows you to track Jobs, Tasks, Departments, and Tips at the clock. Employees can also view various information at the clock itself such as accrual totals, scheduled shift times and the date and time of their last clock entry.


Creating a Clock Profile

The time clock allows employees to access their current punch, schedule, accrual, and departmental information directly from the clock. This information is uploaded to the time clock using the ClockLink utility. A time clock profile must be created in TimeForce for each time clock.

1. Open the TimeForce software and log in as a user with administrative rights.
2. Click on the main “Admin” navigation tab at the top of the screen.
3. From the **Clock Controls** section of the screen, click on “Clock Settings.” The “Clocks Setup” screen opens.
4. This screen is divided into two columns. In the left-hand section of the screen, click on the **Add Clock** link located to the right of the **Clocks Setup** header. The “Clock Info” screen opens to the right.
 1. Enter the **Clock ID**. This ID is assigned at the time clock itself. The default clock ID is “1.” If you do not know your clock ID, see “How Do I Find the Clock ID and Password?” on page 1.
 6. Select “V850” from the **Model** drop-down menu.
 7. Enter a **Description** for this clock as you would like it to appear in the TimeForce and ClockLink programs.
 8. If you would like to assign this clock to a group, make the desired selection from the **Group Name** drop-down menu.

Note: Clock groups are created from the “Edit Tables” section of the TimeForce program.
 2. Enter a clock **Password**. This password is assigned at the time clock itself. The default clock password is “V850.” See “How Do I Find the Clock ID and Password?” on page 1 for more information.
 2. From the **Connection Type** drop-down menu, select “Ethernet Clock,” “Serial Clock” or “Modem Clock.”
 - **Ethernet Clock:** Enter the **IP Address** where the clock can be reached. Remember to use periods. Not that this number is specific to your network setup. Qquest Software Systems cannot supply this setting. If the clock can only be reached using a specific port number, enter the appropriate setting into the **Port Number** field.
 - **Serial Clock:** Select the **Com Port** that the clock is connected to from the drop-down menu. Select “Auto Detect” to have the system automatically determine which port the clock is connected to.

Note: The clock will only communicate on com ports 1 - 4. Serial clocks can also be connected using a Keyspan USB adapter.
 - **Modem Clock:** In the **Phone Number** field, enter the phone number of the line that the clock is connected to. Enter the number exactly as you would dial it into a telephone, including any necessary area code or extension numbers. Do not use dashes or brackets. For example, a phone number of (800) 555-4855 would be entered as “18005554855.”

11. If you would like to assign this time clock to a department level, make the desired selection from the **Default Department** drop-down menu. Click on the  icon to select the department from a map. Any punch created at the clock *without* a department number specified will automatically be assigned to the default department level selected in this field.
12. The **Vacation Time** drop-down menu contains each accrual policy that you have inserted into the TimeForce system. Select the policy that employee vacation time is deducted from. This setting allows your employees to log into the clock and view their available vacation hours.
13. The **Sick Time** drop-down menu contains each accrual policy that you have inserted into the TimeForce system. Select the policy that employee sick time is deducted from. This setting allows your employees to log into the time clock and view their available sick time hours.
14. If you would like to upload individual employee schedules to the time clock, put a check mark in the **Upload Schedules** field. This setting makes it so that employees can only punch at the time clock during the range of time that they are scheduled to work.
Note: In order for this feature to function properly, employees must be assigned to a schedule in the TimeForce system. Also, employee schedules must be assigned to a Schedule Rule.
3. When using an external bell, buzzer or other signal device, the **Relay Events** section of the screen allows you to schedule the times at which the device will go off. See “Relay Events” on page 11 for more information.
3. Enter any desired **Notes** about this time clock in the provided text-entry field. There is a maximum of 250 characters.

Before you can customize the information sent to the clock from TimeForce, you must first add the clock profile to the system. Click on the [ADD] icon located in the lower left-hand corner of the screen.

Customizing Time Clock Information

Multiple levels of information can be uploaded to the time clock from the TimeForce database.

Default Allowed Periods

When using allowed periods, employees are only allowed to punch “in” or “out” at the time clock during the range of time specified. All punch attempts are logged, but employees must obtain a supervisor override in order to clock in outside of the specified period. In these cases, the supervisor ID is downloaded with the punch.

Note: This option is only used when employee schedules have not been uploaded to the time clock. When schedules have been uploaded this option acts as the default, and takes effect on days when employees are not scheduled.

Default Allowed Periods are specified within each clock's time clock profile in the TimeForce system. If you do not want to use this feature, you do not need to make any changes to the default settings. Use the following instructions to customize allowed periods.

1. Open the TimeForce software and log in as an administrator-level user.
2. Click on the main “Admin” navigation tab at the top of the screen.
3. From the **Clock Controls** section of the screen, click on “Clock Settings.” The “Clocks Setup” screen opens.
4. The right-hand section of the screen allows you to search for existing clock profiles based on the clock group that they are assigned to. Make the desired selection from the **Group Name** drop-down menu. Select “All” to bring up all time clock profiles.
5. Click on the [DISPLAY] icon. The found clock profiles are displayed.
6. In the **Clock ID** column, click on the ID of the time clock that you would like to specify allowed periods for. The “Clock Info” screen appears to the right. The **Default Allowed Periods** setup is located directly below the **Clock Info** section of the screen.
7. For each day of the week, enter the start time and end time of the range during which employees are allowed to punch at the clock. To leave a day unrestricted, set the start time to “00:00” and the end time to “23:59.”
8. Click on the [UPDATE] icon located in the lower right-hand corner of the screen to save the changes that you have made to the time clock profile.


Relay Events


Qquest time clocks come with an optional feature called “Relay Events.” This feature allows you to connect an external bell, buzzer or other signal device to the time clock and program specific times of the day for the signal to go off, usually indicating scheduled start, stop or break times. Each clock can handle up to 32 relay events.

Although all Qquest time clocks can have relay events uploaded to them, the physical time clock relay itself will only be installed if you have purchased the Relay Events premium option.

Relay Events are assigned to the clock in TimeForce. Use the following instructions to assign relay events to your time clock profiles.

1. Open the TimeForce software and log in as an administrator-level user.
2. Click on the main “Admin” navigation tab at the top of the screen.
3. From the **Clock Controls** section of the screen, click on the “Clock Settings” link. The “Clocks Setup” screen opens.
4. The left-hand section of the screen allows you to search for existing clock profiles based on the clock group that they are assigned to. Make the desired selection from the **Group Name** drop-down menu. Select “All” to bring up all time clock profiles.
5. Click on the [DISPLAY] icon. The found time clock profiles are displayed under the **Clocks** header.

6. In the **Clock ID** column, click on the ID of the time clock that you would like to assign relay events to. The “Clocks Info” screen opens to the right.
2. In the “Clock Info” section of the screen, ensure that the **Upload Relay Events** option is selected. With this option enabled, “Relay Events” appears below the “Employees at Clock” section of the screen.
2. Click on the  icon located to the right of the Relay Events header to show relay events.
2. To create a new relay event, click on the [ADD] icon.
2. In the **Time** column, enter the time of day that this event is to be activated. The time must be entered in 24-hour format.
2. In the **Duration** column, enter the number of seconds that you want the bell or buzzer to sound for when the event is activated.
2. When the relay event occurs, it can either pulse for its duration or it can sound continuously. With **Pulse** selected, the bell or buzzer sounds as a series of pulses (on... off... on... off... on... off) for the duration of the event. If not selected, the bell or buzzer sounds continuously for the duration of the event.
2. Put a check mark in the box for each day of the week on which you would like this event to occur.
2. Click on the [SAVE] icon to save the relay event.




The clock can handle up to 32 relay events. To remove an event from the clock profile, click on the  icon.

Employees at Clock

The time clock gives you the option of restricting the employees who are allowed to punch in and out. If an employee who is not assigned to the time clock attempts to punch, they will receive an error stating that they are not assigned to the clock and that a supervisor override is required. A supervisor can then enter their clock password and allow the punch, if desired.

By default, *all* employees are allowed to punch at the time clock. Use the following instructions to restrict employees.

4. Open the TimeForce software and log in as an administrator-level user.
4. Click on the main “Admin” navigation tab at the top of the screen.
4. From the **Clock Controls** section of the screen, click on “Clock Settings.” The “Clocks Setup” screen opens.
4. The left-hand section of the screen allows you to search for existing clock profiles based on the clock group that they are assigned to. Make the desired selection from the **Group Name** drop-down menu. Select “All” to bring up all time clock profiles.
4. Click on the [DISPLAY] icon. The found clock profiles are displayed under the **Clocks** header.
4. In the **Clock ID** column, click on the ID of the time clock that you would like to restrict employees for. The “Clock Info” screen appears to the right. The “Employees at Clock” setup is located below the **Clock ID** section of the screen.

7. Remove the check mark from the **Send All employees to the clock** option. The “Unassigned Employees” and “Assigned Employees” boxes appear.
8. All employees appear in the “Unassigned” box. To filter the list of displayed employees by the department that they are assigned to, make the desired selection from the drop-down menu at the top of the screen. Click on the  icon to select the department from a map.
9. Highlight the employees that you would like to be allowed to punch at this clock (hold down the {CTRL} key on your keyboard to select multiple employees).
10. Click on the  icon. The selected employees are moved to the “Assigned Employees” box.
11. To unassign employees, highlight the desired names in the “Assigned Employees” box and click on the  icon. The selected employees are moved to the “Unassigned Employees” box.



Click on the [UPDATE] icon located in the lower right-hand corner of the screen to save the changes that you have made.

Departments at Clock

This option allows you to define which department levels your employees will be able to punch into and out from at the time clock. If an employee attempts to punch into a department that is not assigned to the clock they will receive an error message stating that supervisor approval is required for this punch. A supervisor can then enter their clock password and accept the punch, if desired.

By default all departments are assigned to the clock. Use the following instructions to restrict departments.

1. Open the TimeForce software and log in as an administrator-level user.
2. Click on the main “Admin” navigation tab at the top of the screen.
3. From the **Clock Controls** section of the screen, click on “Clock Settings.” The “Clocks Setup” screen opens.
4. The right-hand section of the screen allows you to search for existing clock profiles based on the clock group that they are assigned to. Make the desired selection from the **Group Name** drop-down menu. Select “All” to bring up all time clock profiles.
5. Click on the [DISPLAY] icon. The found clock profiles are displayed.
6. In the **Clock ID** column, click on the ID of the time clock that you would like to restrict departments for. The “Clock Info” screen appears to the right. The **Departments at Clock** setup is located below the Clock ID section of the screen.
7. Remove the check mark from the **Send All departments to the clock** option. The “Unassigned Departments” and “Assigned Departments” boxes appear.
8. Highlight the departments that you would like to assign to the clock (hold down the {CTRL} key on your keyboard to select multiple departments).



9. Click on the  icon. The selected departments are moved to the “Assigned Departments” box.
0. To unassign departments, highlight the desired names in the “Assigned Departments” box and click on the  icon. The selected departments are moved to the “Unassigned Departments” box.
0. Click on the [UPDATE] icon located in the lower right-hand corner of the screen to save the changes that you have made.

Jobs at Clock

This section will only be available if you are using the “Job Tracking” module of the TimeForce system.

Use this option to define which jobs your employees will be allowed to punch into from the time clock. If an employee attempts to punch into a job that is not assigned to the clock, an error message will appear stating that a supervisor override is necessary to complete the punch. A supervisor can then enter their clock password and accept the punch, if desired.

By default all jobs are allowed at the clock. Use the following instructions to restrict jobs.



0. Open the TimeForce software and log in as an administrator-level user.
0. Click on the main “Admin” navigation tab at the top of the screen.
0. From the **Clock Controls** section of the screen, click on “Clock Settings.” The “Clocks Setup” screen opens.
0. The right-hand section of the screen allows you to search for existing clock profiles based on the clock group that they are assigned to. Make the desired selection from the **Group Name** drop-down menu. Select “All” to bring up all time clock profiles.
0. Click on the [DISPLAY] icon. The found clock profiles are displayed.
0. In the **Clock ID** column, click on the ID of the time clock that you would like to restrict jobs for. The “Clock Info” screen appears to the right. The **Jobs at Clock** setup is located below the Clock ID section of the screen.
0. Remove the check mark from the **Send All jobs to the clock** option. The “Unassigned Jobs” and “Assigned Jobs” boxes appear.
0. Highlight the jobs that you would like to assign to this clock (hold down the {CTRL} key on your keyboard to select multiple jobs).
0. Click on the  icon. The selected jobs are moved to the “Assigned Jobs” box.
0. To unassign jobs, highlight the desired names in the “Assigned Jobs” box and click on the  icon. The selected jobs are moved to the “Unassigned Jobs” box.
0. Click on the [UPDATE] icon located in the lower right-hand corner of the screen to save the changes that you have made.

Tasks at Clock

This section will only be available if you are using the Job Tracking module of the TimeForce system.

Use this option to define which Tasks your employees will be allowed to punch into from the time clock. If an employee attempts to punch into a task that is not assigned to the clock, an error message will appear stating that a supervisor override is necessary to complete this punch. A supervisor can then enter their clock password and accept the punch, if desired.

By default all tasks are allowed at the time clock. Use the following instructions to restrict tasks.

1. Open the TimeForce software and log in as an administrator-level user.
2. Click on the main “Admin” navigation tab at the top of the screen.
3. From the **Clock Controls** section of the screen, click on “Clock Settings.” The “Clocks Setup” screen opens.
4. The right-hand section of the screen allows you to search for existing clock profiles based on the clock group that they are assigned to. Make the desired selection from the **Group Name** drop-down menu. Select “All” to bring up all time clock profiles.
5. Click on the [DISPLAY] icon. The found clock profiles are displayed.
6. In the **Clock ID** column, click on the ID of the time clock that you would like to restrict tasks for. The “Clock Info” screen appears to the right. The **Tasks at Clock** setup is located below the Clock ID section of the screen.
7. Remove the check mark from the **Send All tasks to the clock** option. The “Unassigned Tasks” and “Assigned Tasks” boxes appear.
8. Highlight the tasks that you would like to assign to the clock (hold down the {CTRL} key on your keyboard to select multiple tasks).
9. Click on the  icon. The selected tasks are moved to the “Assigned Tasks” box.
10. To unassign tasks, highlight the desired names in the “Assigned Tasks” box and click on the  icon. The selected tasks are moved to the “Unassigned Tasks” box.
11. Click on the [UPDATE] icon located in the lower right-hand corner of the screen to save the changes that you have made.

Editing and Deleting Existing Clock Profiles

Time clock profiles are displayed in the “Clock Settings” section of the TimeForce program.

1. Open the TimeForce program and log in as an administrator-level user.
2. Click on the main “Admin” navigation tab at the top of the screen.
3. From the **Clock Controls** section of the screen, click on “Clock Settings.” The “Clocks Setup” screen opens. This screen is divided into two columns. The right-hand section of the screen allows you to manage existing time clock profiles.

4. If you would like to view clock profiles belonging to a specific clock group only, make the desired selection from the **Group Name** drop-down menu. Select “All” to display all time clock profiles.
5. The **Sort by** fields allow you to select how the displayed list of clock profiles are sorted.
6. Click on the [DISPLAY] icon to view time clock profiles. Clock profiles are displayed under the **Clocks** section of the screen.
7. The following information is displayed for each profile.
 - **Clock ID:** This is the ID of the displayed time clock. The setting in this field is a link. Click on the link to bring up the “Clock Info” for this profile in the right-hand section of the screen.
 - **Clock Type:** This column displays the type of clock (as in “V850,” “V850,” etc.).
 - **Description:** This is the description that was inserted when the clock profile was created.
 - **Group:** If the time clock is assigned to a clock group, this field displays the name of the group that the clock is assigned to.
 - **Active:** Shows whether or not the clock profile is set to a status of “active.”
 - Click on the **X** icon to remove a clock profile from the system.
8. To edit a time clock profile, click on the link for the appropriate clock located in the **Clock ID** section of the screen. The “Clock Info” screen opens to the right. Review and modify the data as desired.
 - Click on the [UPDATE] icon to save any changes that you have made to the time clock profile.
 - Click on the [DEACTIVATE] icon to deactivate a clock profile. The clock will not be accessible through the ClockLink utility, but the profile information will be retained in this section of the TimeForce program. Click on the [ACTIVATE] icon to re-activate an inactive clock profile.
 - To remove a clock profile from the system, click on the [DELETE] icon in the “Clock Info” section of the screen or on the **X** icon located next to the displayed profile in the search results section of the screen.
 - Click on the [COPY] icon to make a duplicate copy of the current clock profile.

Enrolling Finger ID Templates

Before your employees will be able to enter punches at the V850, their finger IDs must first be enrolled at the clock.

1. Press the <MENU> button on the time clock keypad. Select 1 for “Admin.” The following message appears:

ENTER YOUR CARD #

2. Enter the card number of a user that has access to the “Admin” clock features and press the <ENTER> key on the clock keypad.

Note: The default administrator username is “8888.” The following message appears:

ENTER PIN:

0. Enter the password for the given card number and press the <ENTER> key on the clock keypad.

Note: The default administrator password is “1111.”

0. The main menu appears with several options. Press 2 for “Manage Finger IDs.”
0. Press 1 for “New Finger ID.”
0. The prompt ENTER CARD NUMBER appears. Enter the card number or keypad entry number that you assigned to this employee in the TimeForce software and press <ENTER>.
0. A prompt appears that reads:

READING FINGER ID
PUT FINGER
ON SENSOR

0. Have the employee whom you are enrolling place his or her finger in the template reader. Usually the index finger is used, though the middle and ring fingers can also produce good results. To ensure correct placement, the employee should place the first joint of the finger against the raised ridge at the base of the reader screen, and place the fingertip firmly against the screen.
0. Once the clock has read the finger, the following message appears:

QUALITY: [X]/100
OK TO ACCEPT?
YES NO

This message denotes the general quality of the template read. You want the “QUALITY” to be as high as possible. Press the soft key under “YES” to accept the template read. Press the button below “NO” to have the clock read the template again.

0. If the “QUALITY” read is too low, the following message may appear:

QUALITY: [X]/100
QUALITY LOW
RETRY ACCEPT

If you get this message, you can have the employee moisten his or her finger slightly. Moisture helps the reader collect a high quality reading of the finger.

Deleting Existing Finger ID Records

To delete a finger ID record, from the “Manage Finger IDs” menu select 2 for “Delete.” The clock asks you to enter the card number of the employee whose templates are to be deleted. Type in the card number and press <ENTER>. The following message appears:

PLEASE CONFIRM – OK
TO DELETE TEMPLATES
FOR CARD [X]?
YES NO

Press the soft key under the “YES” option to delete this employee’s stored finger ID templates.

Setting the Global Security Level

Use the following instructions to change the global security level.

1. Press the <MENU> button on the keypad, select the “Admin” menu option, and enter your card number and password.
2. Press 2 for “Manage Finger IDs.”
3. Press 4 for “Global Security.” The following message appears:

```
GLOBAL SECURITY
NOW: 3
1=MINIMUM, 5=MAXIMUM
NEW SECURITY:
```

The default global security level is 5. Type in the new security level and press the <ENTER> key.

Collecting Data

Punching in and out is very simple with the V850. Within the TimeForce software, each employee is assigned a “Card Number.” This number corresponds with the number assigned to the employee’s finger template stored in the time clock itself. If the V850 is ready to accept punches, the word “Ready” appears in the display panel with the date and time.

Time & Attendance Punches

Use the following instructions to enter basic time and attendance punches at the clock (with no job, task or department information).

1. Check to see that the clock display reads “Ready” with the date and time displayed at the top of the screen.
2. Enter your card number at the clock keypad and press <ENTER>. The display panel shows the card number and reads:

```
CARD #[X]
READING FINGER ID
PUT FINGER
ON SENSOR
```

3. Place your finger on the template reader. To ensure correct placement, the finger should be placed with the first joint of the finger against the raised ridge at the base of the reader screen, and with the fingertip pressed firmly against the screen. Once your finger ID has been verified, the following message is displayed:

```
ID [X] CHOOSE
IN/OUT
ENTER = ACCEPT
```

4. Press the <ENTER> key to complete the time & attendance entry.
Note: The <ENTER> key should always be pressed when completing a punch at the time clock, unless the “Quick Punch” system option is enabled.

Job Tracking Entries

Use the following instructions to enter punches at the time clock which are assigned to job and task information in the TimeForce system.

1. Check to see that the clock display reads “Ready” with the date and time displayed at the top of the screen.
2. Enter your card number at the clock keypad and press <ENTER>. The display panel shows the card number and reads:

CARD #[X]
 READING FINGER ID
 PUT FINGER
 ON SENSOR

3. Place your finger on the template reader. To ensure correct placement, the finger should be placed with the first joint of the finger against the raised ridge at the base of the reader screen, and with the fingertip pressed firmly against the screen. Once your finger ID has been verified, the following message is displayed:

ID [X] CHOOSE
 IN/OUT
 ENTER = ACCEPT

4. Press the <JOB> key on the clock keypad. The following message is displayed:

ENTER JOB#:
 OR PRESS A KEY BELOW
 TO SELECT FROM A LIST
 JOB #:

5. There are two methods of specifying a job at the clock:
 - **Job Number:** Enter the number assigned to the job in the TimeForce system and press <ENTER>. If you are using an optional barcode wand or gun, you can also scan a job barcode.
 - **Job List:** To select the desired job from a list of jobs that have been uploaded to the time clock, use the up and down arrow buttons labeled “Scroll dn” and “Scroll up.” (also the <IN> and <OUT> keys) to scroll through the available jobs. Once the desired job in the list is highlighted, press <ENTER> on the clock keypad.
Note: The job list contains the job profiles from the TimeForce program that you have uploaded to the time clock using the ClockLink utility.
6. The following message appears on the clock:

JOB, TASK OR QTY
 ENTER = FINISHED

7. If you are finished entering punch information, press the <ENTER> key to save the punch entry. Press the <TASK> button to enter task information, or the <QTY> button to enter a quantity.
4. Press the <TASK> button to specify a task with the punch. The following message is displayed:

ENTER TASK #:
OR PRESS A KEY BELOW
TO SELECT FROM A LIST
TASK #:

4. There are two methods of specifying a task at the clock:
 - **Task Number:** Enter the number assigned to the task in the TimeForce system and press <ENTER>. If you are using an optional barcode wand or gun, you can also scan a task barcode.
 - **Task List:** To select the desired task from a list of tasks that have been uploaded to the time clock, use the buttons labeled “Scroll dn” and “Scroll up” (also the <IN> and <OUT> keys) to scroll through the available tasks. Once the desired task in the list is highlighted, press <ENTER> on the clock keypad.

Note: The task list contains the task profiles from the TimeForce software that you have uploaded to the time clock using the ClockLink utility.
4. The following message appears on the clock:

JOB, TASK OR QTY
ENTER = FINISHED

4. If you are finished entering punch information, press the <ENTER> button to save the punch entry. If you would like to specify a quantity with this punch, press the <QTY> button.

Note: The <QTY> button can be pressed at any point during the punch entry process.
4. Enter the desired quantity (remember to use the period key), and press <ENTER> to save the punch.

Department Entries

Use the following instructions to enter punches at the time clock that are assigned to a specific department level.

There are two different types of department entries, “Department Overrides” and “Department Transfers.”

0. Check to see that the clock display reads “Ready” with the date and time displayed at the top of the screen.

2. Enter your card number at the clock keypad and press <ENTER>. The display panel shows the card number and reads:

CARD #[X]
READING FINGER ID
PUT FINGER
ON SENSOR

0. Place your finger on the template reader. To ensure correct placement, the finger should be placed with the first joint of the finger against the raised ridge at the base of the reader screen, and with the fingertip pressed firmly against the screen. Once your finger ID has been verified, the following message is displayed:

ID [X] CHOOSE
IN/OUT
ENTER = ACCEPT

0. Press the <DEPT> button on the clock keypad. The following is displayed:

ENTER NEW DEPT NUMBER
OR PRESS KEY BELOW
TO SELECT FROM A LIST
DEPT #:

0. There are two different methods for selecting a department at the clock:
 - **Department Number:** Enter the number assigned to the department level in the TimeForce software, and press the <ENTER> button.
 - **Department List:** Use the “Scroll dn” and “Scroll up” keys (also the <IN> and <OUT> keys) to scroll through the list of departments. When the desired department in the list is highlighted, press the <ENTER> button.
Note: The department list contains the department levels from the TimeForce program that have been uploaded to the time clock using the ClockLink utility.
0. The clock prompts you to select whether you would like this punch to be a “TRANSFER” or an “OVERRIDE.”
 - **Department Transfer:** This type of punch is used when an employee is already clocked into a department level, but needs to switch to a new department at some point during the day. Two entries are generated with each department transfer, an “out” punch from the current department, and an “in” punch for the new.

- **Department Override:** Employees can be assigned to a default department level in the TimeForce software. When employees punch at the time clock *without* entering department information, their punches are assigned to their specified default department. When an employee needs to clock in at the beginning of the day with a department number other than their default department level, a “department override” punch is used.

Select the desired option using the grey buttons located directly above the numeric keypad. You do not need to press the <ENTER> key. Once a selection has been made, the punch is automatically saved.

Other Punch Options

After the ID number has been specified, press <ENTER> to enter the punch and have the software determine whether it is an in or out punch. If you wish to assign the punch a type, press the <IN>, <MEAL>, <BREAK>, or <OUT> buttons, then press <ENTER>. You can press the buttons in combination to specify a punch type; for example, <MEAL> plus <OUT>, or <BREAK> plus <IN>. If you make a mistake, such as accidentally pressing <IN> rather than <OUT>, simply press the correct button and the display shows the new punch type you’ve specified. When the punch type is correct, press <ENTER>. Unless you have enabled the clock’s Quick Punch feature, you should always press <ENTER> to complete a punch entry at the V800.

Note: The <MEAL> and <BREAK> keys on the clock keypad can be enabled and disabled from the clock menu. See “Keypad Behavior” on page 26 for more information.

Additional Clock Features

A V850 clock includes many advanced features. The following is a brief description of the features offered by this clock.

Press the <MENU> button to see additional options. When you do so, a prompt appears asking you to enter your password. Type in your password and press <ENTER>.

Note: When you purchase your clock, the default administrator password is set as “8888.” The default supervisor password is set as “1111.” Enter the default administrator password the first time that you use the clock. Once you have accessed the main menu, you can select the Passwords option and reset the defaults to the passwords of your choice.

Main Menu

When you enter your password, the Main Menu appears with the following options:

1. ADMIN
2. PERSONAL
3. RESTART CLOCK
4. UPLOAD DATA
5. PRODUCTION/TEST

Note: See “Personal Clock Interface” on page 29 for instructions on “Personal” clock options. The “Upload Data” option is only available with the Cellular Modem clock. The “Production/Test” option is for use by Qquest Software Systems, and is only accessible with a password.

Select 1 for “ADMIN.” The MAIN ADMIN MENU appears, with the following options:
Note: Menus are displayed using vertical scrolling. Three options are visible at a time. Use the “Scroll dn” and “Scroll up” keys (also the <IN> and <OUT> keys) to view additional menu options.

1. SET DATE/TIME
2. MANAGE FINGER IDS
3. CLOCK SETUP
4. REPORTS
5. MANAGE MEMORY

Set Date/Time

This option is used to manually set the date and time on your time clock. The date and time can also be uploaded from your computer’s system date and time using the ClockLink utility.

When this option is selected, the SET DATE/TIME screen appears.

Time

To set the time on the clock, select the “TIME” option either by pressing the number 1 on the clock keypad, or by using the scroll keys to highlight the appropriate option and pressing the <ENTER> key. In 24-hour format, enter the appropriate time in the following format: “HH:MM:SS” and press the <ENTER> key.

Date

To specify the date on the clock select the “DATE” option by either pressing the number 2 on the clock keypad, or by using the scroll keys to highlight the option and pressing the <ENTER> key. Using the clock keypad, enter the appropriate date in the following format: “MM/DD/YYYY” and press the <ENTER> key.

Manage Finger IDs

Select this option to manage your employees’ finger templates.

Note: See clock usage instructions for detailed instructions on managing finger templates.

The following options appear under this menu:

1. NEW FINGER ID
2. DELETE
3. CHECK FINGER
4. GLOBAL SECURITY

New Finger ID

Select this option to enroll an employee's finger template.

Delete

This option allows you to delete the templates that are being stored by the time clock.

Check Finger

This option allows you to check an employee's existing finger templates.

Global Security

By default the global security level for finger IDs is set to 5, the highest level of security. If you wish to, you may change the global security setting, though this is not recommended.

Clock Setup

This menu allows you to customize how your time clock functions by configuring various system options. See page 24 for a detailed breakdown of this menu and its options.

Reports

This option allows you to view reports about your clock hardware and firmware versions, as well as information about the data that is being stored by the clock.

There are six options on this screen:

1. CLOCK INFORMATION
2. STORAGE USED
3. SYSTEM VERSION
4. COMPANY INFORMATION
5. FINGER ID VERSION
6. DEFAULT SCHEDULES

Clock Information

This report shows the clock model, ID number and interface serial number.

Storage Used

This report allows you to view the amount of memory that your clock is currently using. It displays the number of blocks used, and the number of packets stored.

System Version

This report allows you to view the clock's boot code version, along with the version date/time.

Company Information

Use this report to view any company information that has been uploaded to your clock from the TimeForce system (such as, company name and company message).

Finger ID Version

Use this report to view model and version information on your clock's finger ID reader.

Default Schedules

Use this information to view the default schedule information that has been uploaded to your clock from TimeForce.

Manage Memory

This menu option gives you access to the memory of the time clock. From here, the following actions can be taken:

1. CLEAR DATA MEMORY
2. SET TO DEFAULTS
3. SCAN DATA MEMORY
4. CLEAR EMPLOYEE TIMES

Clear Data Memory

When this option is selected, the clock will erase all stored data. This includes any stored punches, as well as employee finger templates.

Note: This procedure is *irreversible*. Any data that is cleared from the clock can never be recovered.

Set to Defaults

This option restores the clock to its default Clock ID and Password.

Note: The ClockLink software uses the Clock ID and Password to communicate with your clock. The information specified in the Time Clock Profile must match the information set in the time clock itself.

Scan Data Memory

This option scans the data being stored by the time clock looking for data that is outside of its known pointers. If data is found, the pointers are reset to include the found data, making the information available for download. This option is intended for use by Qqest Technical Support.

Clear Employee Times

This option clears all information that has been uploaded to the clock from the TimeForce system (such as employees, departments, default schedules, etc.). This option is not reversible. Once deleted, data must be re-uploaded to the clock using the ClockLink program.

Clock Setup

This menu allows you to enable, disable and customize various time clock options. The main Clock Setup screen contains the following options:

1. COMMUNICATION
2. CLOCK ID/PASS
3. KEYPAD BEHAVIOR
4. FINGER ID DEVICES
5. EXTERNAL DEVICES
6. DISPLAY OPTIONS
7. PUNCH RESTRICTIONS

Communication

The communications menu allows you to specify the settings that your clock uses to communicate. This screen varies depending on the communications type of your clock. See “Hardware Installation” on page 2 for detailed instructions on each clock type.

Clock ID/Pass

This menu allows you to view and edit the ID and password that your clock uses to communicate. See “How Do I Find the Clock ID and Password?” on page 1 for detailed instructions on this menu.

Keypad Behavior

This menu allows you to specify how the clock keypad functions, and contains the following options:

1. KEY CLICK
2. IN/OUT KEYS
3. MEAL/BREAK KEYS
4. KEY TONES
5. AUTO-ENTER ID

Key Click

Enable this option if you want the clock to emit a short beep every time a key is pressed.

In/Out Keys

This option enables the <IN> and <OUT> keys on the clock keypad.

Enable this option if you would like your employees to be able to specify an “in” or “out” status with their punches.

Note: This option is not required. The TimeForce system automatically determines punch “in/out” order.

Meal/Break Keys

This option enables the <MEAL> and <BREAK> keys on the clock keypad. Enable this option if you would like to allow your employees to specify a punch as a “meal” or “break” punch.

Key Tones

This option allows you to enable or disable the tones that the clock emits when a punch is accepted.

Note: It is not possible to disable punch error tones.

Auto-Enter ID

This option allows you to set the maximum number of digits for an ID.

Example: The “Auto-Enter ID” setting is set to 3. As soon as the third digit in an ID is entered at the keypad, the punch is automatically entered (without pressing the <ENTER> key).

Finger ID Devices

This menu allows you to configure the finger ID reader on your clock, and contains the following options:

1. SHOW SETTINGS
2. ENABLE READER
3. REQ. FOR MENUS

Show Settings

This option displays the settings that your finger ID device is currently set to.

Enable Reader

This option allows you to turn finger template verification on or off for all employees. With this option disabled, no employees will be asked to place their finger on the sensor when clocking in or out.

When this option is selected, the following prompt appears:

```
FINGER ID ENABLED?
NOW: YES
*ENTER* WHEN DONE
YES     NO
```

Press the soft key under the “YES” or “NO” option, as desired.

Require for Menus

With this option enabled, finger template verification is required in order to access the clock’s menu options.

When this option is selected, the following prompt appears:

```
REQUIRE FP FOR ADMIN
NOW: NO
*ENTER* WHEN DONE
YES     NO
```

Press the soft key under the “YES” or “NO” option, as desired.

External Devices

Use this menu option to specify how your clock is to work with an external device (such as a bell/buzzer). The following options are available:

1. RELAY/DOOR CONTROL

Relay/Door Control

This option allows you to configure how your time clock relay functions with an external bell or buzzer, or the “Door Security” feature.

Disable Relay

Select this option to disable all functions performed by the time clock relay. No external device attached to the relay will operate with this option enabled.

Enable Break Bell

Select this option when you would like to use the clock relay in conjunction with an external bell, buzzer or other signal device.

Enable Door Control

Select this option when you would like to use the clock relay in conjunction with an external door locking mechanism, making it so that employees can gain access to a secured area upon the successful verification of the finger ID.

Display Options

This menu allows you to configure how your clock display and keypad functions, and contains the following options:

1. US/EURO DATE
2. QUICK PUNCH
3. GLOBAL TIMEOUT
4. LCD BACKLIGHT

US/Euro Date

This option allows you to select whether you would like the date shown on the face of your clock to be displayed in US or European format.

Note: US date format is “MM/DD/YYYY.” European date format is “DD/MM/YYYY.”

Quick Punch

With this feature enabled, employees do not have to press the final <ENTER> when clocking in or out.

Global Timeout

This option allows you to specify the amount of time in seconds after which the clock will “timeout” to the Ready screen due to inactivity. The default setting is 30 seconds.

LCD Backlight

This option allows you to enable “Power Save” mode on the clock. With this option enabled, the backlight on the clock will only be lit when the clock is in use.

Punch Restrictions

Use this option to restrict the information that your employees are able to specify with their punches. This menu has several options:

1. SUPERVISOR OVERRIDE
2. USE DEFAULT SCHEDULE

Supervisor Override

This option causes the “Supervisor Required” message to not be displayed at the clock on schedule errors (for employees not in the clock, use the “Use Default Schedule” option).

Use Default Schedule

This option allows you to specify whether an employee who is not in the time clock uses the default schedules stored in the clock memory, or requires a supervisor override in order to punch.

Personal Clock Interface

The “Personal” menu options allow your employees to log into the clock and view various kinds of information. This menu contains the following options:

1. VALID PUNCH TIMES
2. ACCRUALS
3. DEPT, PERS.
4. FIND PUNCHES

Valid Punch Times

Select this option to view the window of time during which you are allowed to punch at the time clock. This option is used when the administrator has uploaded schedules to the clock from the TimeForce database.

Accruals

Select this option to view the number of “Sick” and “Vacation” hours that you currently have available.

Note: This option is updated each time an upload from the TimeForce database is performed. The displayed hours totals will only be as current as the last upload.

Department and Personal

This menu option displays your default department level. Any “Employee Messages” are also displayed on this screen.

Find Punches

This option allows you to view your punches that are currently being stored by the time clock. Use the “Scroll dn” and “Scroll up” keys to scroll through punches.

Note: Only punches that are currently stored in the memory of the time clock itself can be displayed. Punches that have been uploaded to the TimeForce database, or punches stored on a separate clock *will not* be displayed.

V800 / V850 Real Time Ethernet Clock

The Real Time Ethernet Clock is used when you would like your clock to upload any stored data to the Clock Server automatically. This makes the process of manually connecting to your time clock for the purpose of downloading its stored punches unnecessary.

The clock automatically uploads any stored data to the Clock Server immediately upon its entry into the clock. Manual data upload can also be selected.

Note: The following setup instructions are specific to the Real Time options. All other ethernet setup steps are identical to the V850 Ethernet clock.

Setting the Push Server IP

Before your clock will be able to successfully transfer punches, you must first enter the Push Server ID.

1. From the keypad of the clock, press the <MENU> button and enter your password.
2. Select 1 for “ADMIN.”
3. Select 3 for “CLOCK SETUP.”
4. Select 1 for “COMMUNICATION.”
5. Select 6 for “OUTBOUND OPTIONS.”
6. Select 5 for “PUSH SERVER IP.”
7. From the keypad of the clock, enter the IP address of the Push Server. Remember to use the period [.] key. Once the IP has been entered, press <ENTER>. The “Port” screen appears.
8. If a specific port number is required, enter it at the clock keypad. Press the upper-right soft key to automatically populate this setting with the default of “5402.”
Note: In most cases, the default setting will be used.
9. Press the <ENTER> key to save the changes that you have made. You can now exit the clock menu.

Set Dial Times

The time clock allows you to specify how stored punches are uploaded to the database.

1. From the keypad of the clock, press the <MENU> button and enter your password.
2. Select 1 for “ADMIN.”
3. Select 3 for “CLOCK SETUP.”
4. Select 1 for “COMMUNICATION.”
5. Select 6 for “OUTBOUND OPTIONS.”

6. The “Set Dial Times” screen opens. The following options are available:
 - **Manual Only:** With this option selected, the clock *will not* automatically upload its stored punches. The punches will remain in the clock until a manual upload is initiated.
Note: See the section below for instructions on manually uploading your time clock.
 - **Real Time:** With this option enabled, any punches entered at the clock will be immediately uploaded to the Clock Server.

You can now exit the clock menu by pressing <ENTER> repeatedly until you are brought back to the displayed time.

Initiating a Manual Upload

The clock can be manually uploaded from the main “Outbound Options” menu.

1. From the keypad of the clock, press the <MENU> button and enter your password.
2. Select 1 for “ADMIN.”
3. Select 3 for “CLOCK SETUP.”
4. Select 1 for “COMMUNICATION.”
5. Select 6 for “OUTBOUND OPTIONS.”
6. Press 4 for “UPLOAD DATA.”

The time clock initiates communication with the Clock Server and uploads its time and attendance data.

Note: You can also manually upload data by pressing the following combination of keys at the clock keypad: <MENU>, < 9 > and then <ENTER>.

If you have any questions, please contact Qqest Technical Support at 800-697-7010, Monday through Friday from 7 am to 5 pm, MST.