


USING THE MODEL IQ 1000 INTELLICLOCK


The IQ 1000 is an advanced model of time clock with many features and benefits designed to offer you a wide range of options in how you collect your time and attendance data.

Creating an IQ 1000 Clock Profile

The IQ 1000 time clock allows your 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 the TimeForce program for each IQ 1000 clock.

Clock information is inserted into the TimeForce system from the Clock Controls section of the main “Admin” tab. If this section of the screen is not visible, this means that the “Clock Controls” system option has not been enabled.

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**  icon located to the right of the Clocks Setup header. The “Clock Info” screen opens to the right.
5. Enter the **Clock ID**. This is the ID that is assigned at the time clock itself. The default clock ID is “1.”
Note: See “How Do I Find the Clock ID and Password?” on page 10 for further instructions.
6. Select “IQ1000” from the **Model** drop-down menu.
7. Enter a **Description** for this clock as you would like it to appear in TimeForce and ClockLink.
8. If you would like to assign this clock to a group, make the desired selection from the **Group Name** drop-down menu.
9. Enter the clock **Password**. This is the password that is assigned at the time clock itself. The default clock password is “IQ1000.”
Note: See “How Do I Find the Clock ID and Password?” on page 10 for further instructions.
10. Select the **Connection Type** from the drop-down menu. The steps to completing the clock profile vary slightly depending on what connection type you are using.
 - **Ethernet Clock:** Enter the **IP Address** where the clock can be reached. Remember to use periods. If the clock can only be reached using a specific port number, enter the appropriate port into the **Port Number** field. Leave this field blank to use the default port.
Note: These settings are specific to your network setup. Qquest Software Systems cannot supply these settings.

- **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.
 - **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.
Example: A phone number of (800) 555-4855 would be entered as “18005554855.”
11. If you would like to assign this clock profile to a default department level, make the desired selection from the **Default Department** drop-down menu. Click on the  icon to select the department from a map. With a default department specified, all “regular” incoming punches at the clock will be assigned to the default level. Any other type of punch (such as department or job overrides and transfers) will use the department level assigned in the employee's profile, unless otherwise specified at the clock.
 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 time 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 specified in the Schedule Rule that they are assigned to.
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 Schedule Rules.
 15. If you would like to upload relay events to the time clock, put a check mark in the **Upload Relay Events** field. The “Relay Events” header appears at the bottom of the screen. See “Creating Relay Events” on page 3 for further instructions.
 16. 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 to be 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 section of the screen.

Customizing Time Clock Information

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

Default Allowed Period

This is the period of time during which the time clock will accept punches. Any employee punching outside of this time range will receive an error message stating that supervisor approval is required in order to complete this punch. The punch will only be recorded if a supervisor user enters their administrator password and “clears” the punch.

Note: Default Allowed Periods are only used when employee schedules are not uploaded to the clock. When schedules are being used, the time range specified in the Schedule Rule that the employee's schedule is assigned to is used as the employee's allowed period.

Default Allowed Periods are specified within each clock's time clock profile in the TimeForce system. 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 schedule start, stop or break times. Each time clock can handle up to 32 relay events.

Although all Qquest 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 time clock profiles 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 “Clock Settings.” The “IQ 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 assign relay events to. The “Clock Info” screen appears to the right.
7. In the “Clock Info” section of the screen, ensure that the **Upload Relay Events** option is selected. With this option enabled, the **Relay Events** section appears at the bottom of the screen.
8. Click on the  icon located to the right of the **Relay Events** header.
9. To create a new relay event, click on the [ADD] icon.
10. 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.
11. In the **Duration** column, enter the number of seconds that you want the bell or buzzer to sound for when the event is activated.
12. 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.
13. Put a check mark in the box for each day of the week on which you want this event to occur.
14. Click on the [ADD] icon to insert additional events. Click on the [SAVE] icon to save the changes that you have made.




The clock can handle up to 32 relay events. To remove a relay 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 this 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.

Note: There is an option in the “System Setup” section of the TimeForce program which allows you to assign your employees to a time clock based on the default department level that they are assigned to. This option is called “Assign Employees to Clocks by Department.” Significant changes are made to the **Employees at Clock** section of the “Clock Settings” screen with this option enabled. See documentation on “Assign Employees to Clocks by Department” for further details.

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



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 employees for. The “Clock Info” screen appears to the right. The **Employees at Clock** setup is located in the bottom 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 able 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.
12. 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 this time clock. If an employee attempts to punch into a department that is not assigned to this 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 in the bottom 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 this 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.
10. 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.
11. 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 this time clock. If an employee attempts to punch into a job that is not assigned to this 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.



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 jobs for. The “Clock Info” screen appears to the right. The **Jobs at Clock** setup is located in the bottom section of the screen.
7. Remove the check mark from the **Send All jobs to the clock** option. The “Unassigned Jobs” and “Assigned Jobs” boxes appear.
8. Highlight the jobs that you would like to assign to this clock (hold down the {CTRL} key on your keyboard to select multiple jobs).
9. Click on the  icon. The selected jobs are moved to the “Assigned Jobs” box.
10. 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.
11. 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 this time clock. If an employee attempts to punch into a task that is not assigned to this 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 in the bottom 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 this 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 Time 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.
7. Clock profiles are displayed under the **Clocks** section of the screen. 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.
 - **Type:** This column displays the type of clock (as in “IQ1000,” “IQ500,” 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:** This column displays whether the clock profile is currently set to active or inactive.
 - 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.

IQ 1000 Clock Messages

The IQ 1000 gives you the option of displaying a message on the face of the clock itself when your employees punch in or out. These messages can be displayed to the entire company, on a departmental basis, or individually to specific employees.

Only one message will be shown to an employee at the clock. The order of precedence is **employee > department > company**. This means that an employee message will take precedence over a department or company message, and a department message will take precedence over a company message.

Creating Clock Messages


Log into the TimeForce system as an administrator user and click on the main “Admin” navigation tab at the top of the screen.

Click on the “Clock Messages” link located under the Clock Controls header. The “IQ 1000 Messages” screen opens.



The left-hand side of the screen is broken up into three sections: **IQ 1000 Company Messages**, **IQ 1000 Department Messages** and **IQ 1000 Employee Messages**.

The right-hand section of the screen is labeled **IQ 1000 Messages**, and displays the settings of the selected message. This screen is also where new messages are created.



Company Messages

1. Click on the “Add Company Message” link located directly to the right of the **IQ 1000 Company Messages** header. The “Message Info” screen opens to the right.
2. Put a check mark in the **Default Message** field if you would like this message to be the default message that is displayed when all other messages have expired, or haven't activated yet. Note that with the default message option selected, the option to enter a date range for this message disappears.
3. Enter a start and end date into the **Date Range** fields if you would like this message to be displayed for a limited time only. Enter the dates manually by typing them into the appropriate fields, or click on the  icon to select the dates from a calendar.
4. Use the **Message** field to enter the desired message. The message may contain a maximum of 21 characters.
5. Click on the [ADD] icon to add the company message.

Department Messages


1. Click on the “Add Department Message” link located directly to the right of the **IQ 1000 Department Message** header. The “Message Info” screen opens to the right.
2. Put a check mark in the **Default Message** field if you would like this message to be the default message that is displayed when all other messages have expired or haven't activated yet.
3. Enter a start and end date into the **Date Range** fields if you would like this message to be displayed for a limited time only. Enter the dates either by manually typing them into the appropriate fields, or click on the  icon to select the dates from a calendar.
4. Select the desired department from the **Department** field. This message will appear when employees assigned to the selected department punch in or out at the time clock. Click on the  icon to select the department level from a map.
5. Use the **Message** field to enter the desired message. The message may contain a maximum of 21 characters.
6. Click on the [ADD] icon to add the department message.

Employee Messages

1. Click on the “Add Employee Messages” link located directly to the right of the **IQ 1000 Employee Messages** header. The “Message Info” screen opens to the right.
2. Put a check mark in the **Default Message** field if you would like this message to be the default message that is displayed when all other messages have expired, or not yet activated.
3. Enter a start and end date into the **Date Range** fields if you would like this message to be displayed for a limited time only. Enter the dates either by manually typing them into the appropriate fields, or click on the  icon to select the dates from a calendar.
4. The **Employees** field contains two boxes. The left-hand box contains each employee in the TimeForce database. To select which employees will be shown this message, highlight the desired employees in the list and click on the  icon. The selected employees are moved to the box on the right-hand side of the screen.
5. Use the **Message** field to enter the desired message. The message may contain a maximum of 21 characters.
6. Click on the [ADD] icon to add the employee message.

Editing and Deleting Existing Messages

Each existing message is listed under the Active Messages section beneath its corresponding header on the left-hand side of the screen.

- To edit a message, click on the message **ID**. Make the desired changes in the detail screen to the right and click on the [UPDATE] icon to save your changes.
- To delete a message, click on the  icon to the far right of the desired message in the list, or click on the message **ID** and then on the [DELETE] icon from the detail screen to the right.
- You can also deactivate a message. This removes the message from the **Active Messages** list, but retains the message settings for later re-activation. To deactivate a message, click on the desired message **ID** and then on the [DEACTIVATE] icon in the detail screen to the right.

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 the ClockLink program 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 clock ID is “1.” The default clock password is “IQ1000.”

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. The time clock displays the following:

```

SELECT MENU FUNCTION
ADMIN    PERSONAL
  
```

2. There are two grey buttons directly above the numeric keys on the clock keypad. Press the button located below “ADMIN” on the clock display.
3. 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.”
4. 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.”
5. The “Main Admin Menu” appears. Press 1 for “System Maint.”
6. Press 2 for “Memory.”
7. Press 3 for “Set Clock ID.”
8. 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. The time clock displays the following:

SELECT MENU FUNCTION
ADMIN PERSONAL

2. There are two grey buttons directly above the numeric keys on the clock keypad. Press the button located below “ADMIN” on the clock display.
3. 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.”
4. 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.”
5. The “Main Admin Menu” appears. Press 3 for “Clock Passcode.”
6. The current clock password is displayed in the field at the bottom of the screen. Enter a new password if desired (using the “Prev” and “Next” buttons for alpha-numeric entry) and press {ENTER}.

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

Using the IQ 1000 Clock

The IQ 1000 is one of our most advanced models 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 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.

Enrolling Finger Templates

Note: The Biometric unit on an IQ 1000 is optional. The following instructions only apply if you purchased a clock with a Biometric unit.

1. Press the <MENU> button on the time clock keypad. A screen appears which reads:

MAIN SYSTEM MENU
SELECT MENU FUNCTION
ADMIN PERSONAL

2. Click on the grey button directly below the “ADMIN” option (at the very top of the clock keypad). The following message appears:

ENTER YOUR CARD #

3. 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:

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

Note: The default administrator password is “1111.”

5. The main menu appears with several options. Press 1 for System Maintenance.
6. Press 4 for Finger ID.
7. The Finger ID menu appears with the following options:

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

Press 1 to enter finger templates for the first time.

8. 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>.
9. A prompt appears that reads:

READING FINGER ID
PUT FINGER
ON SENSOR

10. Have the employee whom you are enrolling place his or her finger in the IQ 1000 fingerprint 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.

11. Once the clock has read the fingerprint, the following message appears:

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

This message denotes the general quality of the fingerprint read. You want both the “QUALITY” and “CONTENT” numbers to be as high as possible. Press the grey button under “YES” to accept the fingerprint read. Press the button below “NO” to have the clock read the fingerprint again.

12. If the “QUALITY” and “CONTENT” reads are too low, the following message may appear:

QUALITY: [X]/100
 CONTENT: [X]/100
 QUAL. OR CONTENT 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 image of the fingerprint.

Check Existing Finger ID Records

To verify an existing finger ID record, from the Finger ID menu select #2, CHECK EXISTING. A prompt appears asking for the CARD number. Type in the CARD number and press <ENTER>. If the number is valid for a record that has already been created, the clock displays this message:

CARD #[X]
 IS A VALID CARD
 WITH [X] TEMPLATE(S)
 SECURITY VERIFY

Press the grey button below “VERIFY.” When prompted, place a finger in the fingerprint sensor. The clock will verify or reject the fingerprint.

Deleting Existing Finger ID Records

To delete a finger ID record, from the Finger ID menu select #3, DELETE EXISTING. 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 *ALL*
 TEMPLATES FOR CARD?
 YES NO

Press the grey button under the “YES” option to delete this employee’s stored finger templates.

Setting Finger ID Security Levels

Once you have enrolled your employees and they begin punching at the IQ 1000 clock, you may notice that the clock has difficulty verifying the identity of one or two employees. If this is the case, you may change the security level for that employee, making it easier for the clock to positively identify him or her.

1. At the clock, press the <MENU> button and log into the Administrator clock options.
2. Select #1 for SYSTEM MAINT.
3. Select # 4 for FINGER ID.
4. Select # 2 for CHECK EXISTING.
5. The clock asks you to enter a card number. Enter the card number at the keypad and press <ENTER>. The following message appears:

CARD #[X]
IS A VALID CARD
WITH [X] TEMPLATE(S)
SECURITY VERIFY

6. Press the grey button below the “SECURITY” option. The following message appears:

CURRENT SECURITY
LEVEL IS: 3
1=MINIMUM, 5=MAXIMUM
NEW SECURITY:

The default security level for all finger templates is 3. Type in the new security level for the employee and press any key to continue. It is recommended that you try lowering the security to level 2 first. If the employee still has difficulty clocking in you may choose to lower the security further to level 1.

Setting the Global Security Level

In addition to an individual security level that is set for each employee, the IQ 1000 also has a global security setting. By default, this is set to level 5, the highest level of security. When an employee is clocking in, the clock checks the global setting and the individual setting and uses the lower of the two. If you wish to, you may change the global security setting as well, though this is not recommended.

1. Press the <MENU> button on the keypad, select the “ADMIN” menu option, and enter your card number and password.
2. Press # 1 for SYSTEM MAINT.
3. Press # 4 for FINGER ID.
4. Press # 4 for GLOBAL SECURITY. The following message appears:

CURRENT SECURITY
LEVEL IS: 3
1=M INIMUM, 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 IQ 1000. Within the TimeForce software, each employee is assigned a “Card Number.” This number corresponds with either a magnetic swipe card, a proximity time card, a barcode card, or a number the employee enters at the clock’s keypad. If the IQ 1000 is ready to accept punches, the word “Ready” appears in the display panel.

Note: Employees may enter their card number using the keypad rather than swiping a card if the Direct Keypad Entry option is enabled on your IQ 1000.

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 is showing the logo screen with the time displayed at the bottom.
2. If you are using cards with magnetic strips, hold the card with the magnetic strip facing right. If you are using cards with barcodes, hold the card with the barcode facing left.
3. Quickly and evenly slide the card through the card reader slot from top to bottom. If you are using direct keypad entry, type the card number into the clock keypad and press <ENTER>. The display panel shows the card number and reads:

READING FINGERPRINT
PUT FINGER
ON SENSOR

Note: The Biometric unit on an IQ 1000 is optional. Finger template steps do not apply to a clock with no Biometric unit.

4. Place your finger on the IQ 1000 fingerprint reader. 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. Once your fingerprint has been verified, the following message is displayed:

CHOOSE:
DEPT
JOBS IN/OUT
TIPS LUNCH/BREAK
ENTER TO ACCEPT

Note: The available options on this screen depend on which features are enabled on your clock. For instance, if you do not have the “IN/OUT” keys enabled, then the option for IN/OUT will not appear on this screen.

5. Press the <ENTER> key to complete the punch entry.
Note: Unless you have enabled the clock’s Quick Punch feature, you should always press <ENTER> to complete a punch entry at the IQ 1000. See “System Options” on page 24 for more information.

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 is showing the logo screen with the time displayed at the bottom.
2. If you are using cards with magnetic strips, hold the card with the magnetic strip facing right. If you are using cards with barcodes, hold the card with the barcode facing left.
3. Quickly and evenly slide the card through the card reader slot from top to bottom. If you are using direct keypad entry, type the card number into the clock keypad and press <ENTER>. The display panel shows the card number and reads:

READING FINGERPRINT
PUT FINGER
ON SENSOR

Note: The Biometric unit on an IQ 1000 is optional. Finger template steps do not apply to a clock with no Biometric unit.

4. Place your finger on the IQ 1000 fingerprint reader. 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. Once your fingerprint has been verified, the following message is displayed:

CHOOSE:
DEPT
JOBS IN/OUT
TIPS LUNCH/BREAK
ENTER TO ACCEPT

Note: The available options on this screen depend on which features are enabled on your clock. For instance, if you do not have the “IN/OUT” keys enabled, then the option for IN/OUT will not appear on this screen.

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

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

6. 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, press either one of the grey buttons located above the number pad on the clock keypad. Use the up and down arrow buttons 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 software that you have uploaded to the IQ 1000 using the ClockLink utility.

7. The following message appears on the clock:

JOB, TASK OR QTY
ENTER = FINISHED

8. If you are finished entering punch information, press the <ENTER> key to save the punch entry. Press the <TASK> key to enter task information, or the <QTY> key to enter a quantity.
9. Press the <TASK> key 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 #:

10. 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, press either one of the grey buttons located above the number pad on the clock keypad. Use the up and down arrow buttons 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 IQ 1000 using the ClockLink utility.

11. The following message appears on the clock:

JOB, TASK OR QTY
ENTER = FINISHED

12. If you are finished entering punch information, press the <ENTER> key 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.

13. Enter the desired quantity (remember to use the period key), and press <ENTER> to save the punch.

Note: Time clock entry procedures can vary depending on the settings specified in the TimeForce software. Refer to the “Job Settings” section of the TimeForce Job Tracking guide for information on the available job tracking settings.

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.”

1. Check to see that the clock display is showing the logo screen with the time displayed at the bottom.
2. If you are using cards with magnetic strips, hold the card with the magnetic strip facing right. If you are using cards with barcodes, hold the card with the barcode facing left.
3. Quickly and evenly slide the card through the card reader slot from top to bottom. If you are using direct keypad entry, type the card number into the clock keypad and press <ENTER>. The display panel shows the card number and reads:

READING FINGERPRINT
PUT FINGER
ON SENSOR

- Note:** The Biometric unit on an IQ 1000 is optional. Finger template steps do not apply to a clock with no Biometric unit.
4. Place your finger on the IQ 1000 fingerprint reader. 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. Once your fingerprint has been verified, the following message is displayed:

CHOOSE:
DEPT
JOBS IN/OUT
TIPS LUNCH/BREAK
ENTER TO ACCEPT

- Note:** The available options on this screen depend on which features are enabled on your clock. For instance, if you do not have the “IN/OUT” keys enabled, then the option for IN/OUT will not appear on this screen.
5. Press the <DEPT> key. The following is displayed:

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

6. 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> key.
 - **Department List:** Press one of the grey buttons located above the number pad on the clock keypad to select the department from a list. Use the up and down arrow buttons to scroll through the list of departments. When the desired department in the list is highlighted, press the <ENTER> key.

Note: The department list contains the department levels from the TimeForce program that have been uploaded to the IQ 1000 using the ClockLink utility.

7. 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 card 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>, <LUNCH>, <BREAK>, or <OUT> buttons, then press <ENTER>. You can press the buttons in combination to specify a punch type; for example, <LUNCH> 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 IQ 1000. See “System Options” on page 24 for more information.

Additional Clock Features

The IQ 1000 includes many advanced features. The following is a brief description of the features offered by this line of clocks.

Press the <MENU> button to see the additional clock options. The clock includes two different methods of user interface, “ADMIN,” and “PERSONAL.”

- The **ADMIN** user interface allows administrator users unlimited access to the time clock and its options.
- The **PERSONAL** user interface allows employees to log into the time clock and view their individual personal settings.

A user’s level of access to the time clock and its functions is defined by the “Class” that the user is set up with in their TimeForce employee profile.

Admin Clock Interface

When you select “Admin,” and enter your card number and password, the Main Menu appears with the following options:

Note: The default clock administrator username is “8888.” The default admin password is “1111.”

1. SYSTEM MAINT
2. SYSTEM OPTIONS
3. CLOCK PASSCODE
4. CLOCK INFORMATION

Type in the number for the option you wish to access.

Note: Press the <CLR> button to return to the previous menu from any point in the clock Menu options.

System Maintenance

The System Maintenance menu has multiple options:

1. REPORTS
2. MEMORY
3. ETHERNET
4. FINGER ID
5. SET DATE/TIME
6. OUTBOUND OPTIONS
7. UPLOAD DATA

Type in the number for the option you wish to access.

Reports

The Reports menu has three options:

1. STORAGE USED
2. SYSTEM VER. & DATES
3. COMPANY INFORMATION
4. FINGER ID VERSION
5. DEFAULT SCHEDULES

Type in the number for the report you wish to view. The information you request appears in the display menu. After a few seconds, the screen clears and the display returns to the Reports menu.

Press the <MENU> button to return to the System Maintenance menu.

Memory

The Memory Menu contains the following options:

1. CLEAR DATA MEMORY
2. SET TO DEFAULTS
3. SET CLOCK ID
4. SCAN DATA MEMORY
5. CLEAR EMP, TIMES
6. SET GLOBAL TIMEOUT

Type in the number for the option you wish to access.

Clear Data Memory

This option deletes all data that is currently stored in the clock. When you select this option, you receive the following prompt:

```
THIS WILL DELETE
*ALL* DATA IN THE
CLOCK AND IS
** IRREVERSIBLE!**
ARE YOU SURE??
YES      NO
```

The <NO> and <YES> buttons are the two gray rectangular buttons above the numeric keypad on the clock face. The button on the left is the <NO> button and the one on the right is the <YES> button. Press the appropriate response. This option is restricted for security purposes. A menu will appear asking you to enter a passcode. To obtain this passcode, call Qqest Technical Support at 1-800-697-7010.

Set to Defaults

When you select this option, you receive the following prompt:

```
SET TO DEFAULTS
ARE YOU SURE?
YES      NO
```

Press the appropriate response. When you have made a selection, you will be returned to the Memory menu.

Set Clock ID

When you select this option, you receive the following prompt:

```
ENTER CLOCK ID
CURRENTLY: [X]
```

The Currently field shows the current clock ID. By default, this is 1. To change the clock ID, type in the new ID and press <ENTER>.

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 Emp, 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.

When you select this option, you receive the following prompt:

THIS WILL DELETE ALL
COMPANY AND EMPLOYEE
INFO AND IS
** IRREVERSABLE! **
CONFIG IS UNCHANGED
ARE YOU SURE??

The <NO> and <YES> buttons are the two gray rectangular buttons above the numeric keypad on the clock face. The button on the left is the <NO> button and the one on the right is the <YES> button. This option is restricted for security purposes. A menu will appear asking you to enter a passcode. To obtain this passcode, call Qquest Technical Support at 1-800-697-7010.

Set Global Timeout

This option allows you to configure the number of seconds for which menus are displayed on the face of the time clock before the clock times out and returns to the main “ready” screen.

When you select this option, you receive the following prompt:

ENTER GLOBAL TIMEOUT
(KEYPRESS WAIT TIME)
IN SECONDS:
NOW: 20
RANGE 20 - 60

The available range of seconds is 20 through 60. By default, the default timeout is set to 20 seconds. Enter the desired number of seconds at the clock keypad and press <ENTER>.

Ethernet

This menu contains the clock’s ethernet settings. This menu has four options:

1. SET IP ADDRESS
2. SET SUBNET MASK
3. SET GATEWAY
4. SET LIVE SERVER
5. SET PUSH SERVER
6. WIRELESS SETTINGS
9. SHOW SETTINGS

Set IP Address

When you select this option, you receive the following prompt:

SET NEW IP ADDRESS:
CURRENTLY:
ENTER NEW IP:

The Currently field shows the current IP Address. To change the clock IP address, type in the new address and press <ENTER>.

Set Subnet Mask

When you select this option, you receive the following prompt:

```
SET NEW SUBNET MASK:  
CURRENTLY:  
ENTER NEW MASK:
```

The Currently field shows the current Subnet Mask. To change the Subnet Mask, type in the new mask and press <ENTER>.

Set Gateway

When you select this option, you receive the following prompt:

```
SET NEW GATEWAY:  
CURRENTLY:  
ENTER NEW GATEWAY:
```

The Currently field shows the current Gateway. To change the Gateway, type in the new setting and press <ENTER>.

Set Live Server

This option allows you to set the IP address of the server that the time clock connects to when using the Live Lookup option. See page 29 for more instructions.

Set Push Server

When using the Cellular clock, this option allows you to set the IP address for the server that the clock connects to. See documentation on the cellular time clock for further instructions.

Wireless Settings

This menu allows you to configure various wireless options.

Enter SSID

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

1. From the Ethernet Menu, press 6 for “Wireless Settings.”
2. Press 1 for “Enter SSID.” The following prompt appears:

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

3. Use the grey buttons above the clock keypad to enter the ID of the wireless access point and press <ENTER>.

Connection Type

This option lets you configure whether your clock will connect to a wireless access point (infrastructure), or computer-to-clock (AD HOC).

Security Settings

This option allows you to configure network authentication options.

Show Settings

This menu displays the clock’s current wireless settings.

Finger ID

This menu contains the time clock's finger template settings. See "Enrolling Finger Templates" on page 12 for instructions on this menu.

Set Date/Time

This option allows you to set the date and time on the clock manually from the clock keypad.

When you select this option, you receive the following prompt:

CURR DATE: XX/XX/XXXX
MONTH:

- Enter a number between 1 and 12 to denote the desired month and press <ENTER>. "DAY" appears below the specified month setting.
- Enter the desired date and press <ENTER>. "YEAR" appears below the specified day setting.
- Enter the desired year and press <ENTER>.

The current time is displayed at the top of the screen. The following prompt appears:

ENTER TIME AS hhmmss

In 24-hour format, enter the desired time as "HH/MM/SS" and press <ENTER>. For example, a time of four o'clock p.m. would be entered as "160000."

The date and time setting is saved, and the clock returns to the main "System Maintenance" menu.

System Options

When you select this menu item, the following message appears:

SYSTEM OPTIONS
ENTER OPTION NUMBER
FOLLOWED BY *ENTER*

Type in the option number you wish to access. When you do so, you receive a prompt inviting you to change the current setting for this option by typing in 1 for Yes or 0 for No. Make changes as you wish. Press <ENTER> to save your change and <CLR> to return to the Main Menu.

Note: Some options are premium options and must be purchased separately from Qqest. A password is required to activate these options if you did not purchase them at the same time as your clock. Call the Qqest Sales Department at 1-800-733-8839 if you are interested in activating premium options on your clock.

The following table lists the system options that are available on the IQ 1000. Type in the option number then press <ENTER> to access the option.

Number	Function
1	This option enables keypad entry of employee numbers, so that swipe cards are not necessary. Type in 1 to enable keypad entry, and 0 to disable it. This is a premium option, and requires a special password. Press <CLR> to cancel, and <ENTER> to enter your password and access the option.
2	This option allows the use of barcode time cards. Barcodes can always be used for Job and Task numbers, but can only be used for employee card numbers when this option is enabled. Type in 1 to enable the option, and 0 to disable it.
3	Indicates whether or not there is a printer attached to the clock. Note: Setting this option to ON without a printer attached will result in excessive wait times while the clock attempts to send data to the non-existent printer.
4	This option enables key click. Enable this option if you want the clock to emit a short beep every time a key is pressed. Type in 1 to enable the option, and 0 to disable it.
5	This option enables relay events. Type 1 to enable relay events, and 0 to disable them.
6	This option enables the <JOB> and <TASK> keys. Type in 1 to enable the <JOB> and <TASK> keys, and 0 to disable them. This is a premium option, and requires a special password. Press <CLR> to cancel, and <ENTER> to enter your password and access the option.
7	This option enables the <DEPT> key. Type in 1 to enable the <DEPT> key, and 0 to disable it. This is a premium option, and requires a special password. Press <CLR> to cancel, and <ENTER> to enter your password and access the option.
8	This option enables the <TIPS> key. Type in 1 to enable the <TIPS> key, and 0 to disable it. This is a premium option, and requires a special password. Press <CLR> to cancel, and <ENTER> to enter your password and access the option.
9	This option enables the <IN> and <OUT> keys. Type in 1 to enable the <IN> and <OUT> keys, and 0 to disable them. This is a premium option, and requires a special password. Press <CLR> to cancel, and <ENTER> to enter your password and access the option.
10	This option allows you to select the displayed date format. Choose between a US and European date format.
11	This option allows you to turn fingerprint verification on or off for all employees. With this option de-selected no employees will be asked to put their finger on the sensor when clocking in or out.
13	This option allows you to enable the Door Security feature. The time clock relay can be connected to an external door switch. When an employee's punch at the time clock is accepted, the relay activates, and the door opens. This is a premium option, and requires a special password. Press <CLR> to cancel, and <ENTER> to enter your password and access the option.
14	This option is used to specify the Wiegand format that the clock outputs to an external Wiegand device such as a security system.

15	This option enables the Quick Punch feature. With this feature enabled, employees do not have to press the final <ENTER> when clocking in or out. With this feature enabled, only card numbers are accepted by the clock, the <JOB>, <TASK>, <TIPS>, and <DEPT> keys are disabled.
16	This option is used with the barcode and Proximity card readers. It specifies whether the first, middle or last 10 digits of the card number are to be used when more than 10 digits are entered.
18	This option configures the card reader to read either magstripe or barcode time cards. Select the appropriate setting and press the <ENTER> key.
19	This option is used with the Proximity card reader, and selects which type of data decoding to perform on HID proximity cards. Select the option that returns the number printed on the time card.
20	This option allows you to restrict jobs at the time clock. With this option enabled, the time clock will only accept job numbers that have been sent to the clock from TimeForce. All other job numbers will be rejected. Leave this option disabled to accept all job numbers.
21	This option allows you to restrict tasks at the time clock. With this option enabled, the time clock will only accept task numbers that have been set up within the time clock. All other task numbers will be rejected. Leave this option disabled to accept all task numbers.
22	This option allows you to restrict departments at the time clock. With this option enabled, the time clock will only accept department numbers that have been sent to the clock from TimeForce. All other department numbers will be rejected. Leave this option disabled to accept all department numbers.
23	When selected, this option disables relay events and door security and uses relay closure to synchronize electronic clocks to IQ time using 3-wire synchronization. Will synchronize the minutes each hour at 58 minutes past the hour, and the hours at 5:58 a.m. and p.m.
24	When selected, causes a receipt to be printed for each successful punch. DO NOT select this option if a receipt printer is not attached, as it will result in excessive delays waiting for the non-existent printer to become available. Note: When using this option, System Option #3 must also be enabled.
25	Enables decoding of magstripe data as track1 (7-bit) data instead of track 2 (5-bit) data. Note: This is an advanced option for use with Proximity time clocks only.
26	Enables retrieval of Binary Coded Decimal data (or Zonar Decoding) on a card (magstripe or Proximity). Note: This is an advanced option for use with Proximity time clocks only.
27	Enables decoding of CIC-encoded proximity cards (36-bit Wiegand). Note: This is an advanced option for use with Proximity time clocks only.

28	Selects internal (+/- 20 ppm) Real Time Clock, or external high accuracy (+/- 2 ppm) Real Time Clock. +/- 20 ppm gives an accuracy of +/-1.728 seconds / day, or 51.84 seconds in a 30-day month. +/- 2 ppm gives an accuracy of .1727 seconds / day, or 5.184 seconds in a 30-day month.
29	Allows selecting a number of digits so that when that number of digits has been entered the system acts as if <ENTER> had been pressed.
30	Selects whether an employee that is not in the clock uses (1) the default schedules or (0) requires a supervisor override.
31	When enabled, fingerprint verification is required for access to clock menus. Note: This option is only used when fingerprint verification is enabled.
32	Specifies whether the barcode will read numeric only (off) or numeric and alphabetic (on).
33	For use with a slow Local Area Network, this option selects 2 second retry time instead of 800 ms retry time for the LAN module.
34	This option enables the <LUNCH> and <BREAK> keys on the clock keypad. Type in 1 to enable the option, and 0 to disable it.
35	Enables barcode concatenation. This option enables the reading of multiple barcodes and combines them into one number (10 character limitation on entire read).
36	With this option enabled, the clock will recognize Wiegand input for card entry.
37	If door security is on and enabled for the employee, this option opens the door immediately after the ID entry instead of waiting for completion of the full entry (allows for external card reader and still be able to use Job Tracking features). Note: This option cannot be used in conjunction with option #31.
38	This option decodes HID 37-BIT binary cards, and is mutually exclusive with other decode formats.
39	This option decodes HID 37-BIT BCD cards, and is mutually exclusive with other decode formats.
40	When using a receipt printer, this option enables the printed of punch details such as job number, task number, quantity and disbursement amounts, etc.
41	This option causes the "Supervisor Required" message to not be displayed at the clock on schedule errors (for employees not in the clock, use option #30). This allows for logging out-of-schedule access without any delay for system with external readers. Generates a supervisor override punch with a supervisor ID of "9999999999."
42	This option allows for the decoding of external Wiegand cards as straight binary (no parity bits), and is mutually exclusive with other decode formats.
43	With this option enabled, a swipe generated from an external Weigand reader will generate door-only punches (no t&a data).

Clock Passcode

This is the clock password that the ClockLink uses to communicate with the IQ 1000. You must supply ClockLink with the correct password before you will be able to communicate with your time clock.

When you select this option the following message appears:

NEW CLOCK PASSCODE
ENTER NEW PASSCODE:

Enter the desired passcode and press the <ENTER> key. The default clock password is "IQ1000."

Note: When changing this setting, remember that it must also be changed in the Time Clock Profile. See "How Do I Find the Clock ID and Password?" on page 10 for instructions on entering the clock password.

Clock Information

This screen displays the various settings that you have selected for your time clock. Press any key to return to the main menu.

Personal Clock Interface

When you select "Personal," and enter your card number and password, the Main Menu appears with the following options:

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

Type in the number for the option you wish to access. Press the <CLR> button to return to the previous menu from any point in the clock menu options.

Note: The "Live Lookup" option is only available on IQ 1000 clocks with a communication type of "Ethernet" or "Wireless." See page 29 for more information on setting up and using Live Lookup.

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 user has set up restricted times within the IQ 1000. Press any key to return to the main menu.

Accruals

Select this option to view the number of "Sick" and "Vacation" hours that you currently have available. Press any key to return to the main menu.

Department and Personal

This menu option displays your default department level. For Administrators, Supervisors, and Team Leaders the "Class" setting that is assigned to the user in their employee profile is also shown. The Class setting defines your level of access rights to the time clock and its functions. 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 clock. Use the gray buttons located directly below the clock display to scroll to the “Previous” and “Next” 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.

Live Lookup

The Live Lookup option connects your IQ 1000 to the TimeForce database via the Live Lookup Server software. This allows your employees to access current hours information directly from the clock itself.

Note: Live Lookup is only available on IQ 1000 time clocks with a communication type of “Ethernet” or “Wireless.” “Serial” and “Modem” clocks do not support this feature.




Installing the Live Lookup Server

The installation for the Live Lookup Server is located on the main TimeForce installation disk.

1. Insert the TimeForce disk into your computer’s CD-ROM drive. The main Installation Menu appears.
2. From the main Installation Menu, click on the [UTILITIES] icon, and then on [IQ 1000 LIVE LOOKUP].
3. A message box appears which reads “This will install Live Lookup for TimeForce. Do you wish to continue?” Click on the [YES] icon. The InstallShield Wizard opens and guides you through the rest of the installation process.
4. The InstallShield Wizard opens with a “Welcome” screen. Click on the [NEXT] icon to continue.
5. The “Destination Directory” screen opens. The default installation directory for the Live Lookup Server is “C:\Program Files\Qqest Software Systems\TimeForce.” If you would like to select a custom install directory, click on the [BROWSE] icon. Click on the [NEXT] icon to continue.
Note: It is recommended that you allow the program to install to its default location.
6. The “Program Folders” screen opens. Select the folder in the Windows Start Menu where you would like the program icons to be created. The default folder is “TimeForce/Live Lookup.” Click on the [NEXT] icon to continue.
7. The selected installation settings are displayed. Review the specified settings and click on the [BACK] icon to make any necessary changes. Click on the [NEXT] icon to begin the program installation.
8. Once the installation has completed, click on the [FINISH] icon to exit the InstallShield Wizard.
9. From the TimeForce “Utilities” menu, click on the [RETURN TO MAIN MENU] icon, and then on [EXIT].

Configuring the Server

The following instructions walk you through configuring the Live Lookup Server to connect to the TimeForce database.

1. From the Windows Start Menu, go to Programs | TimeForce | Live Lookup and click on “Live Lookup.” The Live Lookup Server opens.
2. Click on the  icon in the top left-hand corner of the screen.
3. In the **TimeForce Server** field, enter the name of the machine or IIS webserver that hosts the TimeForce website. If the Live Lookup Server is installed on the same machine as the TimeForce system, enter “http://localhost
4. In the **Username** field, enter the login user name of an administrator-level TimeForce user.
5. In the **Password** field, enter the login password for the above specified user.
6. Enter the **Company Code** that *all* users must enter when logging into the TimeForce system.
7. Click on the  icon to save the changes that you have made. The server logs into the TimeForce database.
8. You can now click on the  icon to close the Live Lookup Server window. The program remains running in the Windows System Tray.

Note: In order to use Live Lookup functionality, the Live Lookup Server *must* be running.

Configuring the Time Clock

Before you can use Live Lookup options, you must first specify the IP address of the machine that is hosting the Live Lookup Server. The following procedures are performed at the time clock itself.

1. At the clock, press the <MENU> button and log into the Administrator clock options.
2. Select #1 for SYSTEM MAINT.
3. Select #3 for ETHERNET.
4. Select #4 for SET LIVE SERVER.
5. Enter the IP address of the machine that is hosting the Live Lookup Server. Remember to use the period [.] key.
6. Press the <ENTER> button to save the changes that you have made.

You should now be able to access Live Lookup options from the time clock.

Using Live Lookup Options

The following instructions walk you through using Live Lookup options at the time clock.

1. Press the <MENU> button on the clock keypad, and select the PERSONAL option.
2. Enter your Card # using the number keys on the clock keypad and press <ENTER>.
3. Enter your assigned PIN and press <ENTER>. The main “Personal Options” menu opens.

4. Press 5 for “Live Lookup.” The following message appears:

CONNECTING TO SERVER
--PLEASE WAIT--

5. Once communication with the Live Lookup Server has been established, the main “Live Lookup” menu opens.
6. Press 1 for “Hours” in order to view your current hours information.
7. The following options appear:
 - **Yesterday:** Select this option to view the number of total hours worked on the previous day.
 - **Week:** Select this option to view the total number of hours assigned to you for the current work week.
 - **Pay Period:** This option displays the total number of hours assigned to you for the current pay period.

View hours information as desired. Press the button located below the “BACK” option to return to the main Live Lookup screen. When you have finished viewing hours information, press the button located under the “DONE” option to disconnect from the Live Lookup Server.

Adjust Display Contrast

The IQ 1000 is equipped with a control which allows you to adjust the contrast of the main clock display screen.

1. Remove the time clock from the wall (if mounted). The contrast control is located on the back of the clock.
2. Turn the clock over and examine the back of the clock case. At the top of the case are two horizontal slots used to attach the clock to the mounting panel. Directly below the horizontal slot on the left is a cut-out hole. This is the contrast control.
3. Insert a small screwdriver (either phillips or flathead) into the hole, and adjust the display contrast as desired.

Reboot Sequence

If for some reason you need to reboot your IQ 1000, this action can be performed by pressing a sequence of keys at the clock keypad. This sequence is <MENU>, < 7 > and <ENTER>.

This option is useful when rebooting is necessary on a clock that is mounted with no access to the power adapter.

Enter Date and Time Screen

If for some reason your time clock loses the stored date and time, the “Enter Date and Time” screen appears.

The following prompt appears on the clock display:

CURR DATE: XX/XX/XXXX
MONTH:

- Enter a number between 1 and 12 to denote the desired month and press <ENTER>. “DAY” appears below the specified month setting.
- Enter the desired date and press <ENTER>. “YEAR” appears below the specified day setting.
- Enter the desired year and press <ENTER>.

The current time is displayed at the top of the screen. The following prompt appears:

ENTER TIME AS hhmmss

In 24-hour format, enter the desired time as “HH/MM/SS” and press <ENTER>. For example, a time of four o’clock p.m. would be entered as “160000.”

The date and time setting is saved, and the clock returns to its normal state.

IQ 1000 Battery Backup Pack

The IQ 1000 Battery Backup Pack allows you to connect an external power supply to your time clock so that in the event of a power outage, the clock will remain functional.

The backup pack will keep your clock running for a minimum of 2 hours. Once the clock’s main power is restored, the battery pack will automatically recharge. Once the battery pack is drained of power, it takes 16 hours to fully recharge.

Connecting the Battery Backup Pack

The battery backup pack plugs into the 6-prong plug located on the back of the IQ 1000, next to the “Phone/Computer/Daisy” port. The word “Battery” appears at the base of the plug on the clock board. Insert the battery backup connector into the battery port and press firmly until the connector snaps into place. The backup pack itself can then be placed behind the time clock in the IQ 1000 mounting bracket. The clock snaps into place over the backup pack.

LED Status Light

A red LED status light appears on the battery pack, located on the right-hand side of the backup pack board. This light will inform you of the status of your backup pack.

- When the battery pack is fully charged and not in use, the status light is off.
- When charging, the status light is on.
- When the battery backup is in use, the status light will be off.

IQ 1000 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 Push Clock options. All other ethernet setup steps are identical to the IQ 1000 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 select “ADMIN.”
2. Enter your card number and password. The Main Menu appears.
Note: The default administrator username is “8888.” The default admin password is “1111.”
3. Select 1 for “SYSTEM MAINT.”
4. Select 3 for “ETHERNET.”
5. Select 5 for “SET PUSH SERVER.”
6. 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.
7. 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.
8. 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 select “ADMIN.”
2. Enter your card number and password. The Main Menu appears.
Note: The default administrator username is “8888.” The default admin password is “1111.”
3. Select 1 for “SYSTEM MAINT.”
4. Select 6 for “OUTBOUND OPTIONS.”
5. 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 select “ADMIN.”
2. Enter your card number and password. The Main Menu appears.
Note: The default administrator username is “8888.” The default admin password is “1111.”
3. Select 1 for “SYSTEM MAINT.”
4. Select 7 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.