

## USING THE MODEL IQ 300 INTELLICLOCK

IntelliClocks are feature-rich, sophisticated time & attendance systems which, when used in conjunction with TimeForce, automate the process of collecting hours worked from all employees, apply pay rules consistently and correctly, and track company accruals.

### Collecting Data

The following instructions walk you through entering data at a model IQ 300 IntelliClock. The IQ 300 tracks basic time & attendance information, as well as departmental and disbursement (tips) tracking.

### 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 if the display panel on the clock reads “READY.” If the word “READY” is not visible, refer to documentation on “Clock Communication Troubleshooting.”
2. If you are using magnetic time cards, 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. **Note:** Proximity time card users need only hold their time card up to the target located on the right of the face of the clock.
4. The display panel shows the card number of the card just swiped, and reads

MAKE SELECTIONS  
THEN PRESS “ENTER”

Press the <ENTER> key on the clock keypad to complete the punch entry.

**Note:** The <ENTER> key should always be pressed when completing a punch at the clock, unless the “Quick Punch” system option is enabled. See “System Options” on page 5 for a description of clock options.

### 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.”

- **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.

- **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.
  1. Check to see if the display panel on the clock reads “READY.” If the word “READY” is not visible, refer to documentation on “Clock Communication Troubleshooting.”
  2. If you are using magnetic time cards, 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. **Note:** Proximity time card users need only hold their time card up to the target located on the right of the face of the clock.
  4. The display panel shows the card number of the card just swiped, and reads:
 

```
MAKE SELECTIONS
          THEN PRESS “ENTER”
```
  5. Press the <DEPT> key. The following is displayed:
 

```
CARD: X   OVERRIDE
          DEPT:
```
  6. A punch type of “override” is selected by default. Note that the <DEPT> key is a toggle. Press it again to switch to a punch type of “transfer.”

Once you have specified the punch type, enter the desired department number and press <ENTER>.

## Other Punch Options

After the card number has been specified, press <ENTER> to complete the punch and have the software determine whether it is an in or out punch. If you wish to assign the punch 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 that you’ve specified. When the punch type is correct, press <ENTER>. Unless you have the Quick Punch option enabled, you should always press <ENTER> to complete any entry at the IntelliClock.

If the punch is accepted, the clock displays an “ACCEPTED” message. If the clock does not accept the punch, three error beeps sound and the display does not show the card number. Wait until the clock stops beeping, then swipe the card again.

## Additional Features

An IntelliClock 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 “1111.” The default supervisor password is set as “2222.” 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 three options:

1. SYSTEM MAINT
2. SYSTEM OPTIONS
3. PASSWORDS

Type in the number of the option that 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 three options:

1. REPORTS
2. MEMORY
3. ETHERNET

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

### Reports

The Reports menu has three options:

1. BLOCKS USED
2. PACKETS STORED
3. SYSTEM VER, DATES

Type in the number for the report that 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 has three options:

1. CLEAR DATA MEMORY
2. SET TO DEFAULTS
3. SET CLOCK ID

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

#### Clear Data Memory

**Warning:** This option deletes all data that is currently being stored in the clock. There is no way to recover data that has been deleted from the clock.

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

PLEASE CONFIRM:  
DELETE ALL DATA?  
NO YES

The <NO> and <YES> buttons are two gray rectangular buttons located 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. When you have made a selection, you will be returned to the Memory menu.

### **Set to Defaults**

This option resets the clock ID, Password and all custom-definable ranges to the default settings. When you select this option, you receive the following prompt:

PLEASE CONFIRM:  
SETTING DEFAULTS  
NO YES

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:

SET NEW CLOCK ID  
CURRENTLY: [XXXXXX]  
CLOCK ID:

The Currently field shows the current clock ID. By default, this is "00001." To change the clock ID, type in the new ID 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. 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>.

**Show Settings**

This option displays the clock's current IP Address, Subnet Mask and Gateway settings.

**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 1 for Yes or 0 for No. Make changes as you wish. Press <ENTER> to save your change(s), and <CLEAR> to return to the Main Menu.

**Note:** Some options are premium options and must be purchased separately. A password is required to activate these options if you did not purchase them at the same time as your clock.

The following table lists the system options that are available on the IntelliClocks. 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. Type in 1 to enable the option, and 0 to disable it.
3	This number is currently undefined. An option may be added here at a future date.

4	This option enables the key click. Enable this option if you want the clock to 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 in 1 to enable relay events, 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. <b>Note:</b> Option #5 and option #13 are mutually exclusive. It is not possible to enable both options.
6	This option enables the <JOB> key. Type in 1 to enable the <JOB> 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.
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 that allow you to manually determine whether a punch is an In or an Out punch.
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.
12	This option allows you to select the baud rate at which the clock communicates. The available selections are 9600 and 38400 bps. This option is only used when the clock is communicating with additional Daisy time clocks. When using ETC Daisy clocks, a baud rate of 9600 bps is used. Use a baud rate of 38400 bps for IQ 500 Daisy clocks.
13	This option allows you to enable the Door Security feature. The time clock relay is 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. <b>Note:</b> Option #5 and option #13 are mutually exclusive. It is not possible to enable both options.
14	This option is currently undefined. An option may be added here at a future date.
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.
16	This option is used with the barcode and Proximity card readers. It specifies whether the first or last 5 digits of the card number are to be used.

## Passwords

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

```
PASSWORD ENTER  
1. ADMINISTRATOR  
2. SUPERVISOR  
3. CLOCK MODEM
```

- The **Administrator** password gives the user full access rights to the clock menu options.
- The **Supervisor** password gives the user access to the System Maintenance section of the main menu, but not to System Options.
- The **Clock Modem** password is the password that is used when the software connects to the time clock.

Type in the number for the option you want to access. When you do so, you receive a prompt asking you to type in the new password. Type in the password and press <ENTER>. The clock asks you to re-enter the password. Type in the password and press <ENTER> again. The new password is now entered into the clock.

See documentation on “Downloading Your Time Clock” for instructions on downloading the punches from your time clock.

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