AMANO

AFR-200

FACE & FINGERPRINT SCANNER TERMINAL

Thank You….

For purchasing another fine product from

Amano Cincinnati, Inc.

Important!

Do not return this clock to the retailer. If you have any questions or need assistance, please call us toll free at
1-800-896-7035 between 8:15am – 5pm EST or e-mail:
tgsupport@amano.com

Find Answers to frequently asked questions, and general product information such as a more detailed owner's manual for this product at www.amano.com/tkb and search for AFR-200
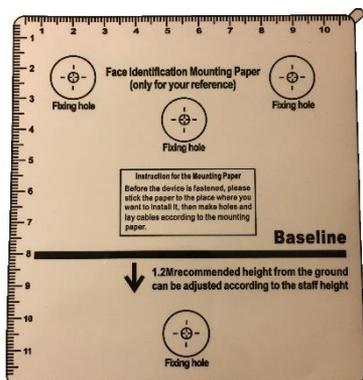
1. Set the AFR-200 terminal face up on a flat surface to avoid scratches on display.

2. Using the mounting guide as a template, mark the location of the upper and lower mounting holes on the wall. It is recommended to mount the terminal 49.2" from the floor to the baseline on the template. *Adjust for staff height as necessary.

   Note: Pay attention to the orientation. The back plate should only be mounted one-way as it is keyed to fit into the back of the face scan reader.

3. Install anchors at the marks and attach the mounting bracket to the wall.

4. Feed power and communication wires through the knockout in the bottom of the mounting bracket.

5. Install the four screws attaching the metal back plate to the mounting bracket. Make sure the two metal tabs are on top.

6. Plug in power connector.

7. Slide the terminal onto the two tabs located at the top of the back plate.

8. Secure the reader to the back plate by inserting and tightening the screw located at the bottom of the unit.

Your terminal is now mounted to the wall and ready to connect the power supply to the outlet.

AFR-200 WIFI CONNECTION

For WiFi connection plug-in the AC adapter to the AFR-200 and AC outlet (the terminal will start up).

After the terminal powers up press the 6 dots, then COMM, Wireless Network, and then choose your WiFi network.

Next enter your WiFi password. (USB drive password download is optional)

Click the back arrow to escape to the main display screen.

AFR-200 DISPLAY

AFR-200 ETHERNET PC CONNECTION

For Ethernet PC connection, plug in one end of the 6ft cat 5 cable to the network connection and the other end into the Ethernet port on the back panel of the AFR-200.

Next, plug in the AC adapter to the AFR-200 and AC outlet. Then press the power button on the left side of the terminal to start it up.

ETHERNET PORT   **AFR-200 BACK PANEL**

Note: After powering up the terminal press the 6 dots, COMM, Cloud Server Settings, and then enter the IP address of your PC in the server address area.

TIME GUARDIAN SOFTWARE INSTALL OPTIONS

Insert the Time Guardian® (TG) USB into your PC and
follow the on screen prompts.

Select Language and install TG using one of these 3 options:

Standalone – Amano recommends using this default
selection to install TG and the database on the same PC.

The following selections are recommended for network setup.
> **Server** – install TG database on a server.
> **Client** – install TG on a PC with connection to the database on a server.

Firebird – Use this default to install the Firebird database with TG.
Microsoft® SQL – Only select this option if you have Microsoft SQL Server.

Notes:
During software installation, you can choose from 2 database options, but Amano
recommends using the Firebird default.

The installation should start automatically, but if installation stalls, browse on USB
to TG-Series.exe

See USB for detailed QuickBooks install instructions.

TG SOFTWARE INSTALLATION

Click Next to finish the InstallShield Wizard at the end of the InstallShield. When the
Amano Software Activation screen appears enter the 9-digit serial number supplied
with TG (located on the USB and clock) and click the Activate button. Upon
successful activation the registration screen will appear to perform on-line
registration. Click SAVE to complete and the TG program will launch and display
the initial Setup Wizard. Proceed thru the Setup Wizard to configure TG for the site.

Note: If the Activation fails and/or an error message appears possibly; the serial
number is wrong; there is no Internet connection or the same serial number was
previously installed. For Activation Help and to manually activate TG, contact
support @ 1-800-896-7035. If for any reason you can't activate you have 14 days to
complete Activation.

For optional TG module(s) Activation see the User Guide for additional instructions
or contact support @ 1-800-896-7035.

WIZARD – GENERAL SETUP

Once the Setup Wizard launches make sure the **General** tab is highlighted.

- Click on the Company button and enter the general company info.
- Next click on the Global Settings tab, across the top of the Company screen and select your desired settings for the hours and time format.
- From the E-mail Settings tab, across the top of the Company screen, enter the Host Name/IP Address and authentication information, if required.
- Once all necessary information has been added to the three tabs (General, Global Settings, E-mail Settings) press the Apply ✅ button, or choose the ❌ button to close out of the box without saving
- This will close the pop-up box and bring you back to the Setup Wizard Main Screen.
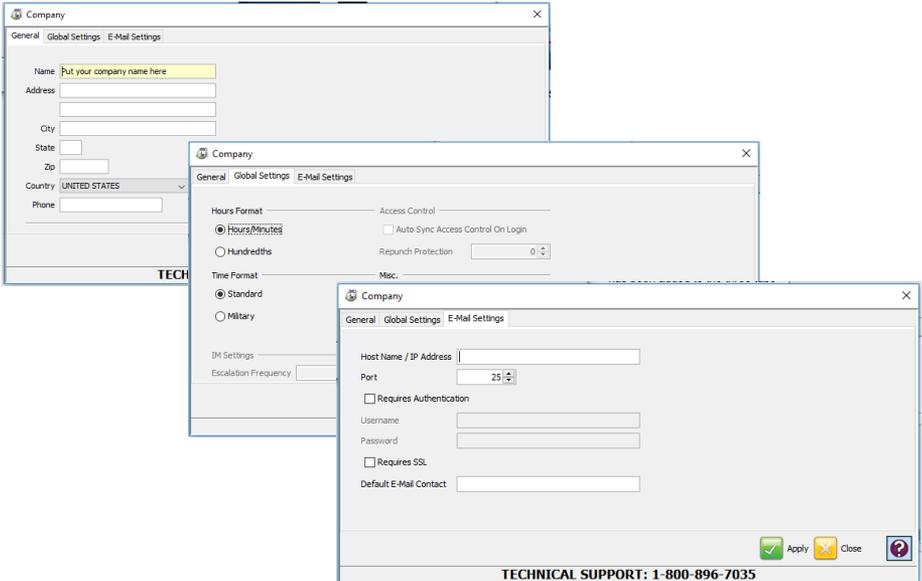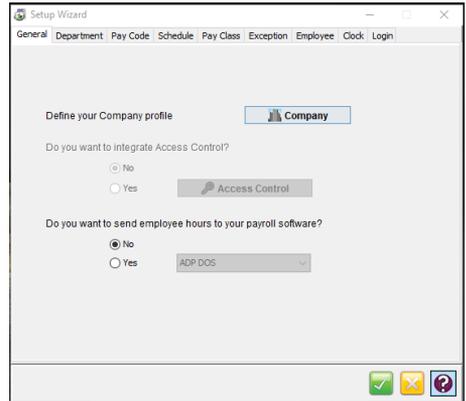
WIZARD – DEPARTMENT SETUP

Highlight the **Department** tab across the top the Setup Wizard Screen.

Select "Yes" and then click on the [🎯 **Department**] button.

This will bring up the Labor Names - Department screen. Here you will define the Name, Number, and Description of the department. *Departments can be used to filter employee lists and reports.*

Once all information has been entered click on the Apply ✅ button to save the entry or choose the ❎ button to close out of the box without saving. *(All fields highlighted in yellow MUST be completed.)*

The Labor Names – Department box will close and bring you back to the Wizard Setup screen..

Note: Department Setup is optional. By default, all employee are assigned to the 1st department.

Highlight the **Schedule** tab at the top of the Setup Wizard.

To create a Schedule Click on the [📰 Schedule] button.

Enter a name and then click on the **Add** button to select the Days of the Week. Next, enter the Start/End times.

- All salary employees require a schedule for hour's calculation.
- No schedule overlaps are allowed and only 1 schedule per day.
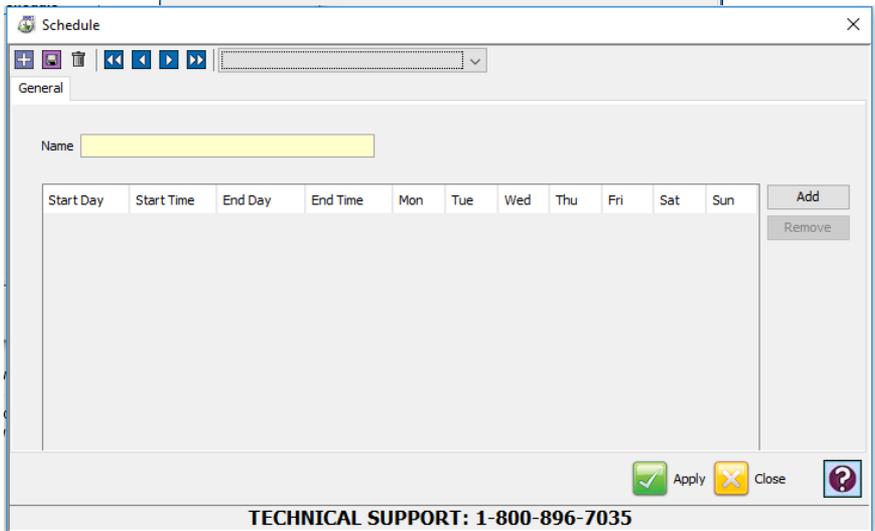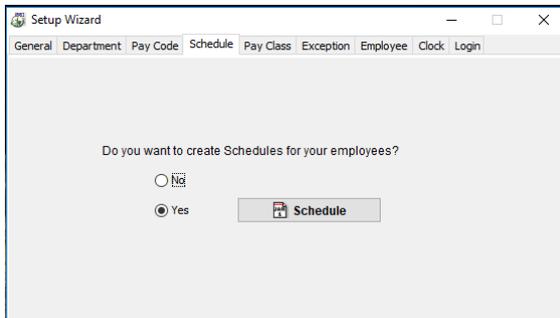
Note: *The default for TG is set to "No" to schedule employees with no schedule assignment.*

The optional Advanced Schedule Module provides enhanced scheduling such as auto scheduling, schedule rotation, and advanced schedule for vacation and other time off, edit schedules on the fly and create custom weekly/monthly/seasonal schedules.

WIZARD – PAY CLASS SETUP

Highlight the **Pay Class** tab at the top of the Setup Wizard.

If you would like to set up Pay Class Rules click on **$ Pay Class**

Here you will define the:
- General Info – Name required
- Overtime Rules
- Rounding Rules
- Meal Rules
- Holidays
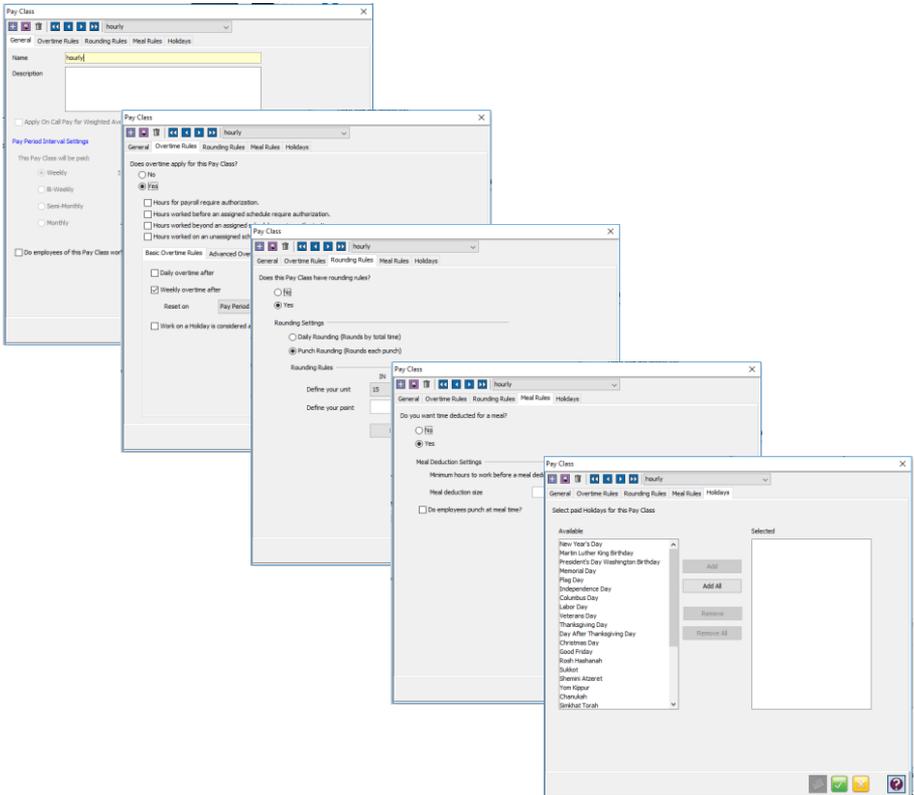
Note: At least 1 Pay Class must be created.

The optional Advanced Pay Class Module provides enhanced day change rules, custom pay period and holiday group setup.

WIZARD – EXCEPTIONS SETUP

Highlight the **Exceptions** tab at the top of the Setup Wizard.

If you would like to set up Exception Rules click on   🖙 **Exceptions**
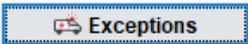
Exceptions are used to track and correct employee attendance.

TG has 9 standard exceptions such as LI – Late In and EO – Early Out, which are generated by using meal rules, schedule, and punches.
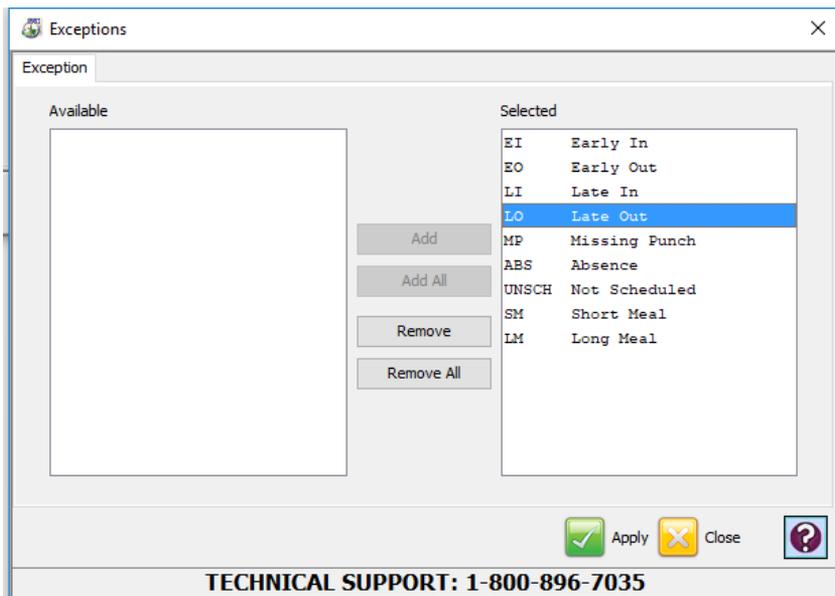
If you do not want to include a specific Exception, click on the Exception Name (LO – Late Out, for example) and then click the **Remove** button. This Exception will now be shown on the left side of the screen as "Available" but not selected.

Select **Remove All** if you do not want to include any Exceptions.

To add an "Available" Exception to the Selected column highlight the Exception Name and then click **Add**.

Note: The default setting has all Exceptions selected.

Highlight the **Employee** tab at the top of the Setup Wizard.

To create a new employee select "Yes".

Then click   **Employee**

From here you will input the new employee information on the corresponding tabs which includes:
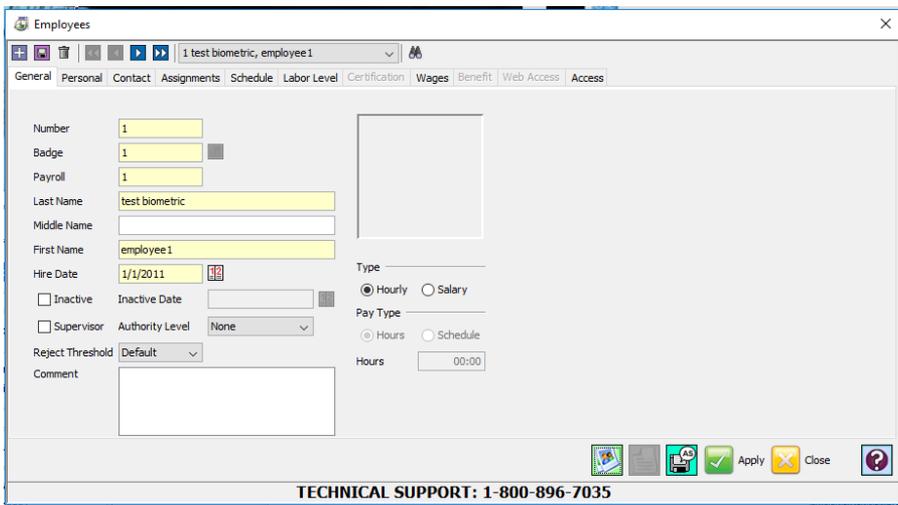
- General
- Assignments
- Schedule
- Labor Level
- Wages

Note: Employee badge must be identical to badge number in clock.

WIZARD – CLOCK SETUP

Highlight the **Clock** tab at the top of the Setup Wizard.

Clock Setup provides the ability to configure the AFR-200 terminal

A default Location **must** be created for the AFR-200. To do so, select Yes and click on [Location / Terminal]
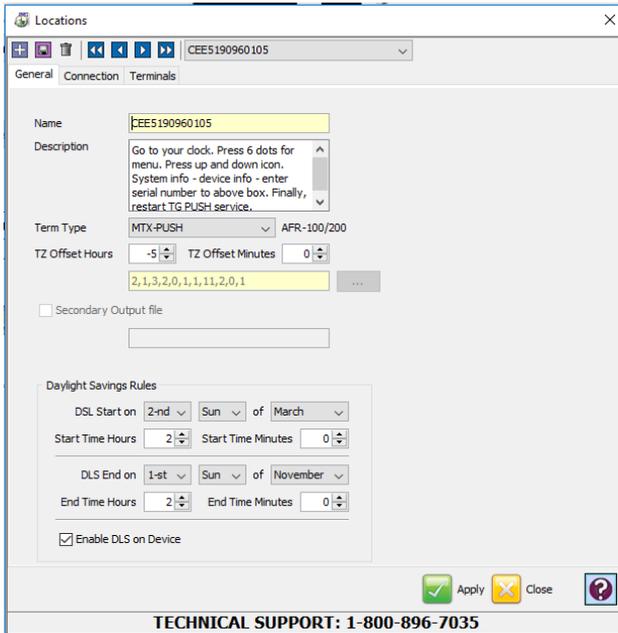
Enter location **Name** and select **Term Type** from the drop down menu:

*****It is very important to select the correct terminal type in the setup.*****

*Notes: **Name** must be the serial number of time clock (in all caps). This can be found by pressing/holding the **MORE OPTIONS** button in the clock display.*
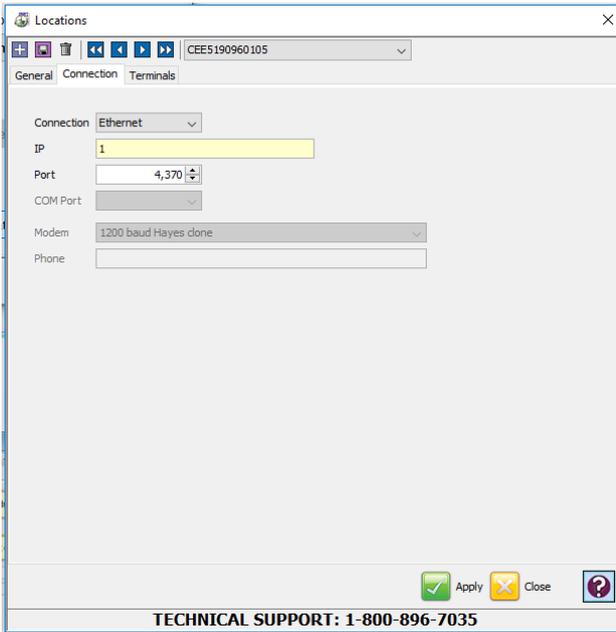
In the Connection Tab select connection type (Ethernet or WiFi).

For **Ethernet** enter IP Address.

Note: Do not change default Port. IP can be any number, for example 1.

WIZARD – LOGIN SETUP

Highlight the Login tab at the top of the Setup Wizard.

Login Setup provides the ability to decide who will have access to TG and assigns employees to a user. Unlimited Login users can be created with different privileges (Admin, Supervisor, or Payroll user) but only two users can concurrently login.
(Additional concurrent user login upgrades are available by calling 1-800-253-9836.)
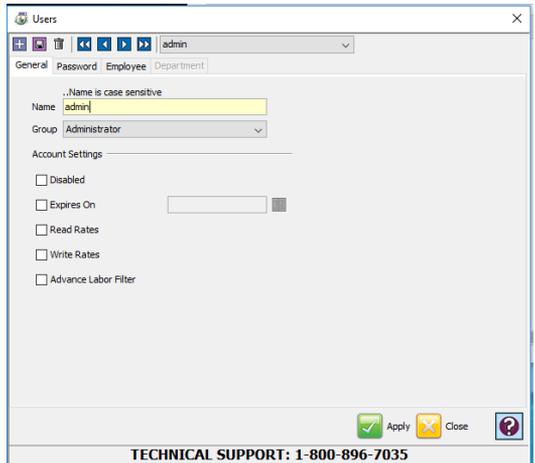
Note: At least one user profile must be created with Admin rights in TG. Please select "Administrator" as the group. ***The Password needs to be 6 to 20 characters and no spaces or symbols can be used in the user name or password.***

Congratulations!

After the Setup Wizard is complete the TG login screen will appear. Enter the Username and Password created during the Login Setup (page 14) and click on the ✅ button.
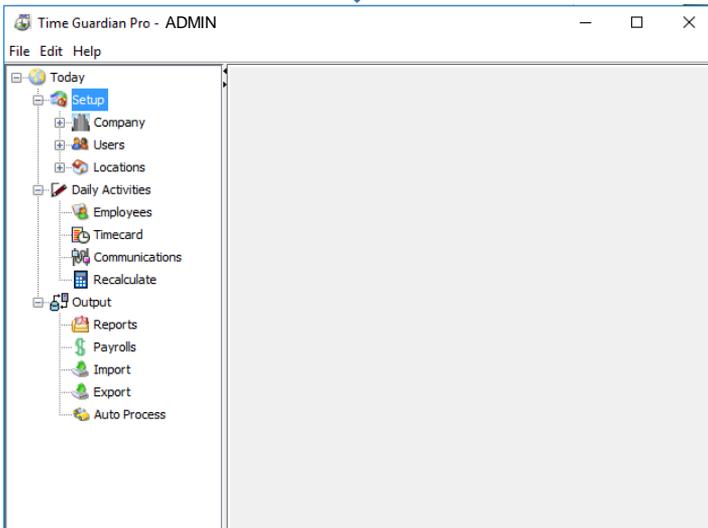
SPECIFICATIONS

CAPACITY Face: 1,200, Fingerprints: 2,000, ID Card: 10,000 (Optional), Transaction: 100,000

TERMINALS Dimensions: 7.6" x 6.7" x 3.75" (19.3cm x 16.5cm x 9.5cm)

OPERATING ENVIRONMENT 32°F to 113°F (0°C to 45°C), 20% to 80% relative humidity, non-condensing

WEIGHT 1.75 lbs. (794 g)

DISPLAY 800 x 480 Pixel, LCD Capacitive Touch Screen

FINGERPRINT SENSOR Optical

POWER INPUT AC Adapter 100-240V AC, 50-60Hz

SOFTWARE Time Guardian Windows-based employee time tracking software

REPORTS GENERATED* Time card, hours worked, exceptions, and much more

INTEGRATION CAPABILITIES Payroll system integration

SETTING Programmable**:** Daylight saving time downloaded through Time Guardian software

MEMORY BACKUP Up to 2 years continuous memory without power

*Specifications and/or operational characteristics are subject to change without notice.

Note: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

WARRANTY INFORMATION

Limited Warranty Statement: Amano Cincinnati, Inc. warrants this equipment to be free from defects in materials and workmanship for a period of one year from the date of purchase from an authorized distributor. If the equipment fails within the one year period, Amano Cincinnati, Inc will, at its sole option, replace or repair at no charge, the equipment which, in its sole discretion is determined to be defective.

There are no other warranties expressed or implied and Amano Cincinnati, Inc. disclaims any and all other warranties including, without limitations, implied warranties of merchantability and fitness or a particular purpose. Under no circumstances will Amano Cincinnati, Inc. be liable for consequential, incidental or similar damages, including lost savings, profits or other damages caused by use in connection with the product or the ability to use the product, even if the distributor or Amano Cincinnati, Inc. has been advised of such potential liability or other claims, repair or replacement constitutes your sole and exclusive remedy. Some states do not allow the limitation or exclusion of liability for incidental or consequential damages, so the above limitation or exclusion may not apply to you.

During the one year period of warranty, Amano Cincinnati, Inc., will, at its sole option, replace or repair the returned product at no charge if it is determined by Amano Cincinnati, Inc. that the product has failed due to defects in materials and workmanship. If the failure is for any other reason, Amano Cincinnati, Inc. shall repair or replace the returned product and will charge a fee to cover repair or replacement, handling and service based upon its current price schedule in effect at the time of repair of replacement. Amano Cincinnati, Inc. reserves the right, at its sole option, to replace the returned product with a current product having similar features and functionality as determined by Amano Cincinnati, Inc. You, the customer are responsible for properly packing the product for shipment and for the charges for shipment and insuring the product during shipment to Amano Cincinnati, Inc. Amano Cincinnati, Inc. is responsible for the charges of shipment the repaired or replaced product back to you if it is determined that the product failed due to defects in materials or workmanship. If it is determined that the failure of the product was for reason other than defects in materials or workmanship, the product will be return to you C.O.D. for all charges. If the returned product has been modified without Amano Cincinnati, Inc. written consent or if the failure is the result of misuse, abuse, or misapplication, Amano Cincinnati, Inc. has no obligation to repair or replace the defective product.

To obtain warranty service, this registration must be filled online at _**http://www.amano.com/registerclock**_ For warranty and non- warranty service, contact Amano support.

For further instructions, extended warranty, or for the authorized Amano Cincinnati, service, support or parts distributor near you, call (800) 253-9836 or visit www.amano.com

Any replacement or parts become the property of Amano Cincinnati, Inc.

Protect Your Investment

Register your product for:

Product Notifications
We contact our customers in case of product updates, special offers and promotions.

Owner Verification
Registration can serve as verification of your ownership in the event of product theft or loss.

Efficient Service
Registering your product will help you obtain more efficient warranty service in case there is a problem with your product.

Don't forget

Please take the time to register your product.
Registration takes 2 minutes.

COMPLETE YOUR REGISTRATION ONLINE:
While in the software go to help menu, time, register.

AMANO

Corporate Headquarters

140 Harrison Avenue

Roseland, NJ 07068-1239

800.253.9836

www.amano.com/time