AMANO

MTX-30

DATA COLLECTION TERMINAL

OPERATION MANUAL - CARD SWIPE, PROXIMITY OR BIOMETRIC

BARCODE TERMINAL

BIOMETRIC TERMINAL

MAGNETIC STRIPE TERMINAL

PROXIMITY TERMINAL

Proprietary Notice

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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 8:15 am – 5pm EST
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 MTX-30

Contents and Wall Mounting

MTX-30 TERMINAL · Power Supply · Mounting Hardware · Operation Manual · CommStik Cable · Ethernet Cable · Installation CD

1. Loosen and remove the back plate retaining screw to remove the back plate as shown (Set the MTX-30 terminal face up on a flat surface.

2. Using the back plate as a template, mark the location of the upper mounting holes on the wall. Mark a vertical line on the wall as a guide to align the lower mounting holes.

3. Install a screw or anchor at the mark and hang the back plate from the top-mounting holes. Level the back plate by centering the vertical line in the bottom holes.

4. Mark the location of the bottom holes.

5. Install the screws or anchors for the bottom-mounting holes and secure the back plate to the wall.

6. Slide the MTX-30 onto the two latches located at the top of the mounting plate. Secure the reader to the mounting plate by inserting and tightening the screw located at the bottom of the unit.

7. Your MTX-30 is now mounted to the wall and ready to connect the data and power lines. Proceed to the next section, *Communication Connections*.

MTX-30 Direct PC Connection

For direct PC connection, insert the terminal block connector from the 50ft cable into the rs-485 connector located in the back of the MTX-30, and connect the other end of the 50 ft supplied cable (USB CommStik serial adapter) to an available USBport on the PC.

Next, plug-in the AC adapter to the MTX-30 and AC outlet (the terminal will start up).
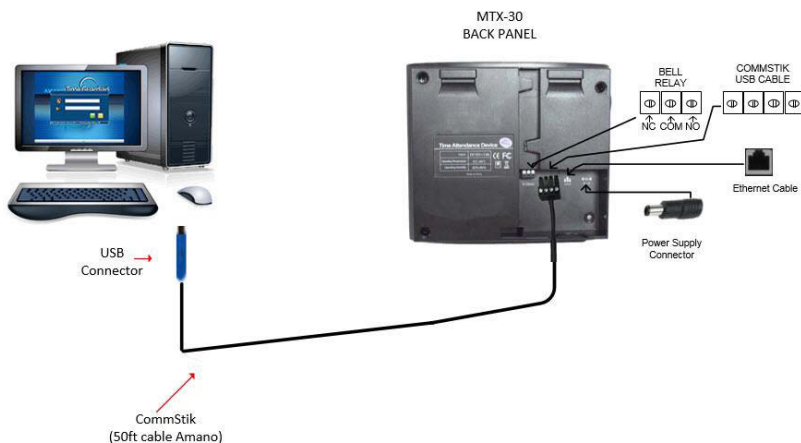
MTX-30 Ethernet PC Connection

For Ethernet PC connection, plug in one end of the 6ft supplied Ethernet cable to the network connection and the other end into the Ethernet port on the bottom panel of the MTX-30. Next, plug in the AC adapter to the MTX-30 and AC outlet (the terminal will start up).

Note: _After powering up the terminal, press M▞ , select Comm, Network and change DHCP to off then enter static IP address, Subnet and Gateway or take note of IP assigned by DHCP._

Time Guardian Software Install Options

Insert the Time Guardian® (TG) CD into your PC and follow the on screen prompts. Select Language and install TG using one of these 3 options;

Standalone – <u>Amano recommends using this default selection</u> 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 .

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

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

Note: See CD for detailed QuickBooks install instructions.

TG Software Activation

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 in the CD 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

From the Steps Summary screen click the Next ▷ button to start the Setup Wizard with General Setup to define:

- Press Company button to
  enter the general company info and settings for hour's format, time format, and auto poll on login.

- Click Yes for Payroll to select from one of the 13 supplied Payroll interfaces such as QuickBooks. This provides export file settings to transfer employee's hours.
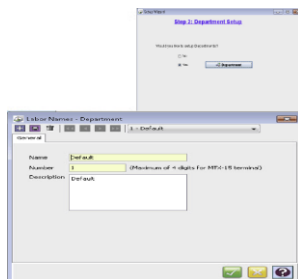 Click Next to proceed with the Department Setup.

Wizard – Department Setup

Department Setup is optional. However, all employees, by default, are

assigned to the 1st department. Select yes and click on the 🔧 **Department**

button. Press the ➕ *button to create a new department with a unique number and name. Departments can be used to filter employee lists and reports.*

Note: When creating a department, the number & name must be entered.

Use the Save 💾 *button or*

Apply ✅ *button to save entries (universal).*

All yellow fields must be filled (universal for all screens).

Click *Next* to proceed with the *Pay Code Setup*.

Wizard – PayCode Setup

Click on the Pay Code ![Pay Code] button to edit Pay Codes from 9 pre-defined Pay Codes. You must also decide whether hours assigned to a Pay Code will count towards attendance as this would be used to track absences or exceptions.
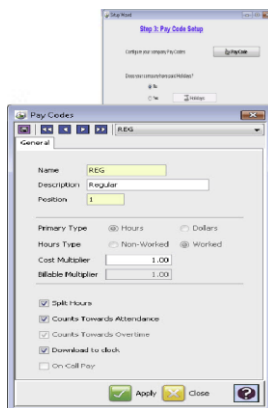
Also, select/define;

- Cost Multiplier
- Split Hours (if unsure, do not change)
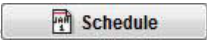- Counts Towards Overtime

Press button to create new holidays or edit pre-defined holidays.
Note: Primary & Hours type fields are fixed. If you are uncertain, do not change.

Click Next to proceed to Schedule Setup.

Wizard – Schedule Setup

The default for TG is No to schedule employees with no schedule assignment. To create a Schedule Click on the ![Schedule] button to enter a name; then click on the Add button to select the Days of the Week, & enter Start/End times.

Notes:
- All salary employees require a schedule for hour's calculation.
- No schedule overlaps allowed and only 1 schedule per day.
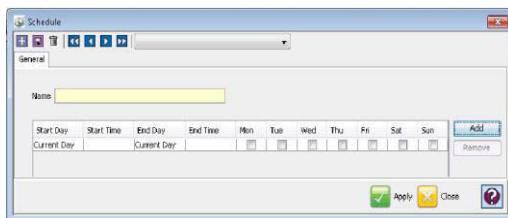
The optional Advanced Schedule Module provides enhanced scheduling such as auto scheduling, schedule rotation, and advanced schedule for vacation and other time off, edit schedules on the fly and create custom weekly/monthly/seasonal schedules.
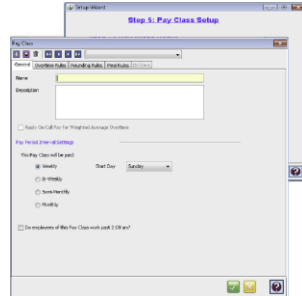
Click Next to proceed with the Pay Class Setup.

Wizard – Pay Class Setup

From the Pay Class screen define:
- Pay Period Interval
- Day Change Settings
- Overtime Authorization
- Hours Authorization
- Overtime, Rounding
  & Meal Rules

A pay period interval with start date
(two start dates for semi-monthly only)
must be set. Also, define overtime and
when it should be reset.

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.
Click Next to proceed with the Exceptions Setup.

Wizard – Exceptions Setup

Exceptions Setup provides the ability to track differences in the time that
an employee was scheduled and actual time worked.

TG has 10 exceptions such as
LI – Late In and EO – Early Out,
which are generated by
using meal rules, schedule,
and punches.

Note: The default is all Exceptions
are selected.
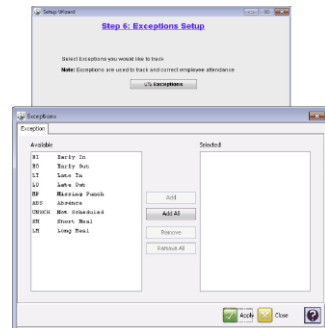
Click Next to proceed to Employee Setup.

Wizard – Employee Setup

Employee Setup provides the ability to directly import employee information from a text file. TG allows the entry of employees with unique employee and badge numbers and/or Payroll ID.

Also, personal & contact information can be entered.
Note: Set employee Schedules, make assignments, select Labor Levels and set Wages from the Employees module.

Employee badge must be identical to badge in clock.
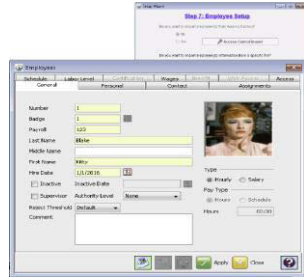
The optional Benefit Time Module provides enhanced tracking of employee's time off, limited to hours earned, and reports.

Click Next to proceed with Clock Setup.

Wizard – Clock Setup

Clock Setup provides the ability to configure the MTX-30 terminal. A default Location must be created for the MTX-30.

Select Yes and click on Location/Terminal
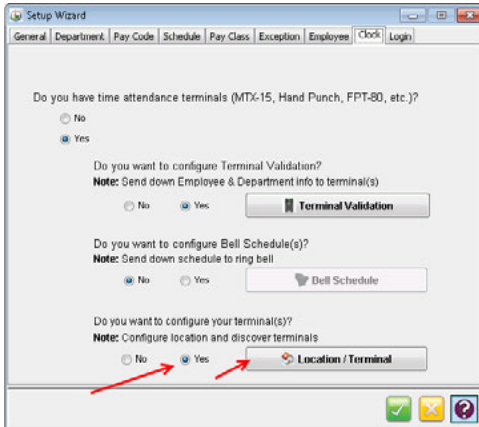
Enter Location Name and select Term Type (MTX-30x (x = terminal type)
Note: It's very important to select correct terminal type in the setup.
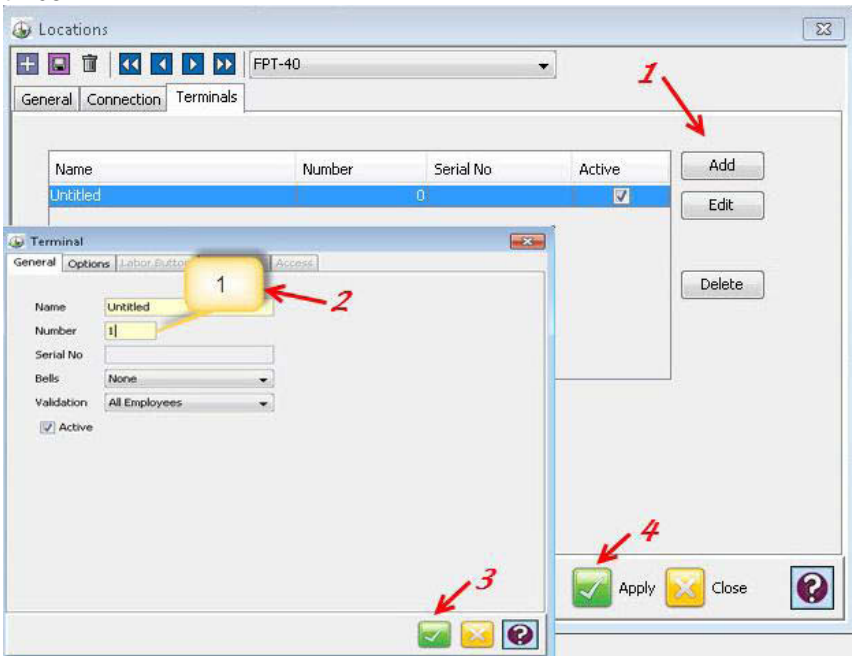

In the Connection Tab select connection type (Ethernet or Direct). For
Ethernet enter IP Address and for direct select Communication port.

Note: Do not change default Port.

In the Terminal Tab, click add, enter number 1 and click the green arrow twice.

Click Next to proceed to Login Setup.

Wizard – Login Setup

Login Setup provides the ability to decide who will have access to TG and assign 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 (800) 213- 4892

Note: At least 1 user profile must be created with Admin rights in TG. Please select "Administrator" as the group. Also, the Password needs to be 6 to 20 characters.
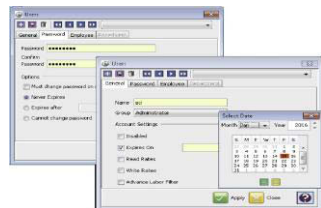
Note: No spaces or symbols in user name or password.

Click check button to finish the Setup Wizard. The settings can be changed at any time using the Setup Wizard from the Edit menu.

Wizard – Finish and Login

Congratulations! After the Setup Wizard is complete the TG login screen will appear. Enter a Username and Password created during the Login Setup step and click on the green check button.
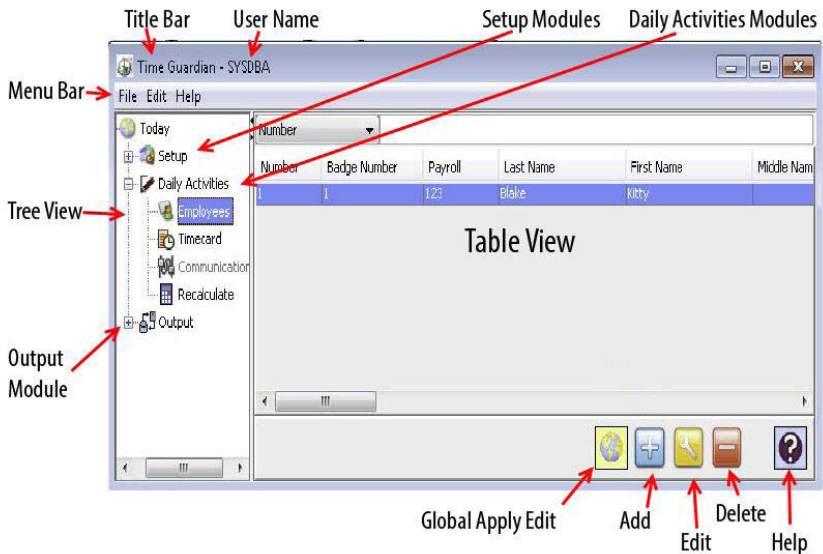
Username =
Password =

Specifications

Capacity:	10,000 Cards / 5,000 templates (depending on model / index) Transactions: 10,000 transactions
Communication:	RS485 (USB 50 ft. (15m) CommStik™),TCP/IP
Power:	INPUT: 100-240V AC, 50/60Hz OUTPUT: Power Supply: 12V DC, 1.5A
Environment:	Operating Temp: 32-105° F (0-45° C) Operating Humidity: 20% to 80%
Dimensions:	Height: 5.5" (140 mm) Width: 6.5" (165 mm) Depth: 1.8" (46 mm)
Packaging:	Dimension: 9.84" x 12" x 4.53" (250mm x 305mm x 115mm) • Weight: 3 lbs. (1.36kg)
Memory Backup:	Provides up to 3 years of continuous memory backup without AC power.
Display:	3 in. TFT LCD color screen
Keypad:	3x2 keypad (0~9, M/⌐ , ESC) + 4 function keys.
Clock:	Quartz oscillator, accuracy within ± 3 seconds per week at normal temperature.

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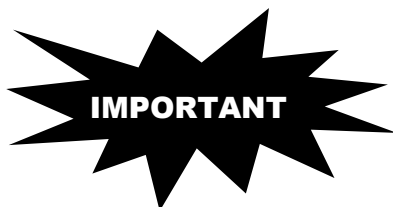
For further instructions, extended warranty, or for the authorized Amano Cincinnati, service, support or parts distributor near you, call (800) 253-9836 or visit www.amano.com

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

PRODUCT REGISTRATION

Protect Your Investment

Register your product for:

IMPORTANT

☑ 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
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 PRODUCT REGISTRATION ONLINE AT:
http://www.amano.com/registerclock

AMANO

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www.amano.com/time