FPT-80 Terminal & Time Guardian®
Quick-Start Guide
www.amano.com/time
Customer Support (800)253-9836 tgsupport@amano.com

AMANO.®
Innovative Time Solutions

STOP **STOP**

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If you have any questions about your AMANO product, or you would like to return it, please contact us first. Our friendly support staff is here to help.
**Technical Support (800)253-9836 tgsupport@amano.com » M-F 8:15am to 5:00 pm EST**

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❶ Contents & Wall Mounting

First - *Remove the contents from the box:*

Next - *If desired, wall mount the FPT-80 Biometric Terminal with the supplied mounting hardware.*

Back Plate Retaining Screws — Smaller Retaining Tab — Wall Mounting Back Plate
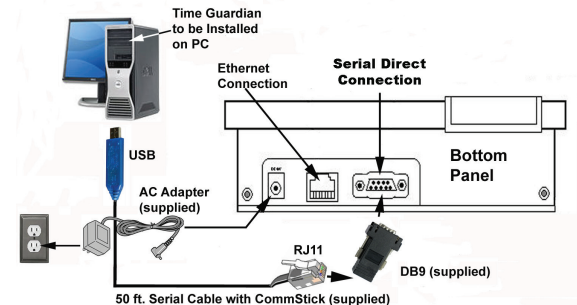
Note: The wall mount plate will only attach one way. Wall mount the unit within 6 feet of AC power and network connections (for Ethernet). For direct connection with the serial-to-USB, the unit should be wall mounted within 50 ft of the PC to use the supplied cable without extension.

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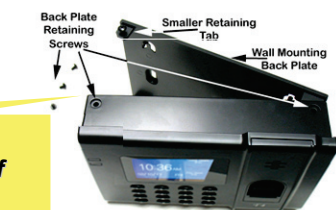
❷ FPT-80 Direct PC Connection

For direct PC connection, insert the RJ11 connector from the 50ft cable into the supplied DB9 connector and attach the DB9 to the serial port on the FPT-80. Connect the other end of the 50 ft supplied cable (USB CommStik serial adapter) to an available USB port on the PC.
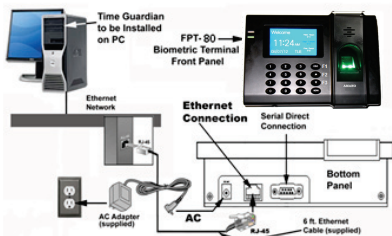
Next, plug-in the AC adapter to the FPT-80 and AC outlet (the terminal will start up).

Time Guardian to be Installed on PC — Ethernet Connection — Serial Direct Connection — USB — Bottom Panel — AC Adapter (supplied) — RJ11 — DB9 (supplied) — 50 ft. Serial Cable with CommStick (supplied)

! ***Skip to Step 3 ➔ for Ethernet connection.***
Skip to Step 4 ➔ for TG Installation.

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❸ FPT-80 Ethernet 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 FPT-80. Next, plug in the AC adapter to the FPT-80 and AC outlet (the terminal will start up).

Time Guardian to be Installed on PC — FPT-80 Biometric Terminal Front Panel — Ethernet Network — Ethernet Connection — Serial Direct Connection — Bottom Panel — AC Adapter (supplied) — AC — RJ45 — 6 ft. Ethernet Cable (supplied)

Note: After powering up the terminal, at the terminal press the M/OK button, then press the arrow key ► to select the Comm. Icon, then press the M/OK twice to enter into network configuration turn DHCP OFF by pressing the arrow key ► on keypad, (write down IP Address to be used later in step 14) then M/OK twice to save changes and ESC key twice to exit.

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❹ TG 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 – 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 database already installed on a server or on the PC that TG is installed on.

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 \Disk1\InstData\Windows\VM\install.exe

Note: See CD for detailed QuickBooks install instructions.

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❺ 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 Activation number supplied with TG 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 Wizards to configure TG.

Note: If the Activation fails and/or an error message appears ; the activation number is wrong; there is no Internet connection with the Amano authorization server; or the same serial number was previously installed. For Activation Help and to manually activate TG contact support @ 1-800-253-9836. If you fail Activation you have 14 days to complete Activation.

For optional TG module(s) Activation see the User Guide for additional instructions or contact support @ 1-800-253-9836.

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❻ 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 general company info and settings for hour 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.**

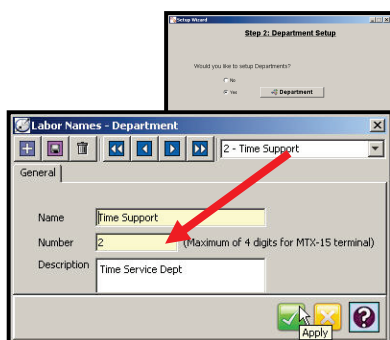***Click Next to proceed with the Department Setup.***

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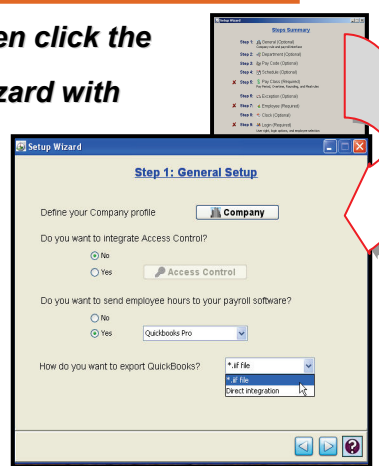
❼ Wizard – Department Setup

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 and button to add additional departments or the apply button to save and exit. All highlighted fields must be filled.

Click Next to proceed with the Pay Code Setup.

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❽ Wizard – Pay Code 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.
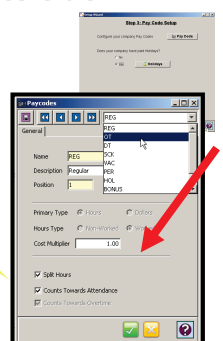
Also, select/define;
- ***Cost Multiplier***
- ***Split Hours***
- ***Counts Towards Overtime***

Note: Primary & Hours type fields are fixed.

Press [Holidays] button to create new holidays or edit pre-defined holidays.

Click Next to proceed to Schedule Setup.

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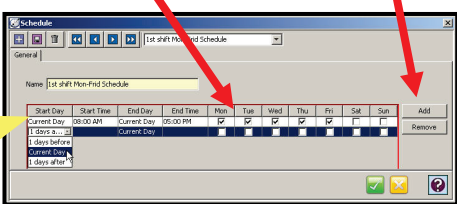
Wizard – Schedule Setup

⑨ 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.

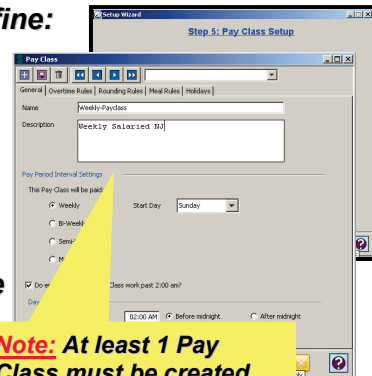Click *Next* to proceed with the *Pay Class Setup.*

Wizard – Pay Class Setup

⑩ 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 (end date 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.*

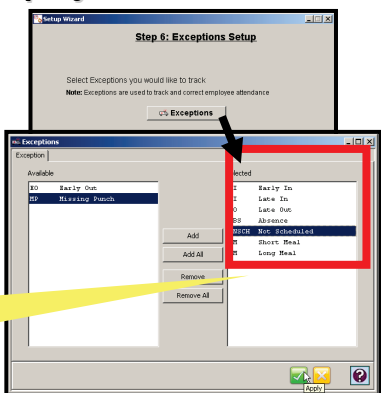## Wizard – Exceptions Setup

⑪ 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/or punches.

Note: By default all Exceptions are selected.
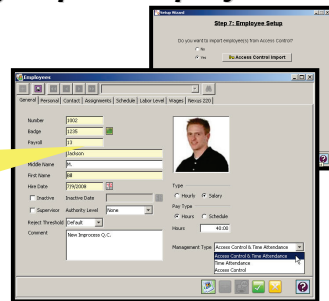
Click *Next* to proceed to *Employee Setup.*

Wizard – Employee Setup

⑫ *TG* allows the entry of employees with unique employee and badge numbers and/or Payroll ID. Employee Setup provides the ability to directly import employee information from a text file.

Also, personal & contact information can be entered.

Note: In Employee Setup you can assign Schedules, Departments and set Wages if needed.

The optional *Benefit Time Module* provides enhanced tracking of employees time off, limiting to hours earned, and reports.

Click *Next* to proceed with *Clock Setup.*

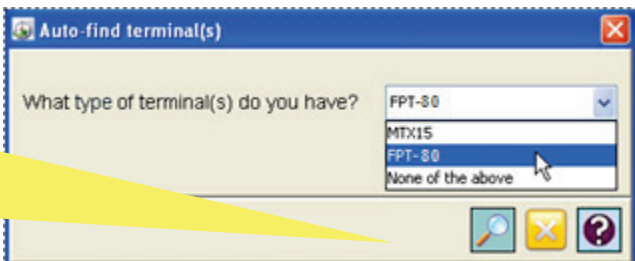## Wizard - Clock Setup Direct Connection

⑬ Clock Setup provides the ability to configure the FPT-80 terminal. A default Location will be created for the FPT-80.

For FPT-80 *Direct connection* first select Yes ➔ *Do you have terminal(s) other than Access Control terminal(s)?* then *Yes* ➔ *Do you want to configure terminal(s)?* By default the FPT-80 location is configured. Click the ✅ button.

Note: Upon initial startup after Login, the Auto Find will detect the connected terminal and request selection of terminal type.

Click *Next* to proceed to *Login Setup.*

Wizard - Clock Setup Ethernet Connection

⑭ For FPT-80 *Ethernet connection* first select *Yes* ➔ *Do you have terminal(s) other than Access Control terminal(s)?* then *Yes* ➔ *Do you want to configure terminal(s)?*
Click on the Location/Terminal button for *Ethernet connection:*

- Select *"FPT-80 Default"* on the *General tab.*
- Click on *Connection tab* to select *Ethernet* for Connection Type and enter your *IP Address.* The default FPT-80 Location automatically defines everything else for Ethernet. Click on ✅ button.

Note: Upon initial startup after Login, the Auto Find will detect the connected terminal and request selection of terminal type.
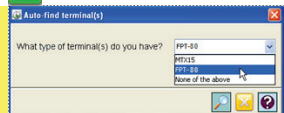
Note: When enrolling employees at the FPT-80 terminal, Amano recommends defining User privileges at the FPT-80 terminal by setting up at least one *"Admin"* level user. This assures future access to all menus to make any necessary changes, i.e., User deletion. After this is accomplished a user can be defined.

Click *Next* to proceed to *Login Setup.*

Wizard - Login Setup

⑮ 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 at 1(800)253-9836).

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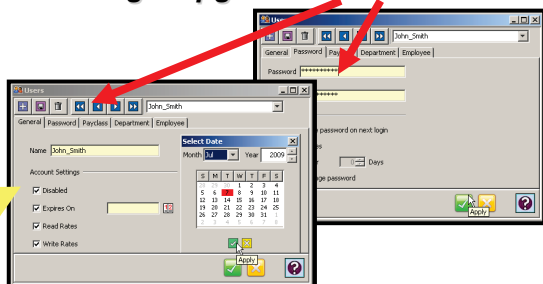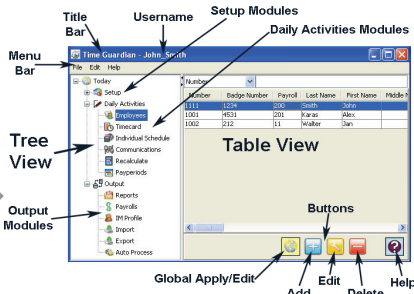
Click ✅ button to finish the Setup Wizard. The settings can be changed at any time using the Setup Wizard from the Edit menu.

Wizard – Finish & Login

⑯ 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 ✅ button.

Username =
Password =

Note: All employee ID numbers, names, and terminal setup will be downloaded to the FPT-80 from *TG.*

For more information see the Time & Attendance Software & FPT-80 User Guides included on the TG CD. You can also go to http://www.amano.com/time, e-mail tgsupport@amano.com, or call us at **1-800-253-9836**.