

AMANO Time Solutions

MTX-30P PUSH INSTALLATION & OPERATION GUIDE



Thank You....

For purchasing another fine product from Amano Cincinnati, Inc.

Proprietary Notice

This document contains proprietary information and such information may not be reproduced in whole or part without the written permission from Amano Cincinnati, Inc. 140 Harrison Ave., Roseland, New Jersey 07068.

Amano Cincinnati, Inc. reserves the right to make equipment changes and improvements, which may not be reflected in this document. Portions of this document may have been updated to include the latest hardware or firmware version, if applicable.

To ensure safe use of this terminal, be sure to thoroughly read this manual in its entirety before any attempt is made to operate the equipment. After you have finished reading this manual, be sure to store it in a safe place for further reference.

For more information about Amano's complete line of products, visit our web site at:

www.amano.com

For on line help please visit our Knowledge base link at:

<http://tkb.amano.com/phpkb/>

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.

CONTENTS

MTX-30P PUSH INTRODUCTION.....5
 What's In the Box

BASIC INSTALLATION FOR TIME GUARDIAN MTX-30P PUSH.....6 - 9
 Wall Mounting
 Installation
 Understanding the MTX-30P Push Front Panel

STARTUP.....10
 MTX-30P Push Startup Screen (Power On)

OPERATION.....11-12
 Daily MTX-30P Push Use
 Punching with a Proximity Card (Prox.)
 Punching with a Password (Pwd)
 View Previous Punch at the Terminal (F3)

ENROLLING USERS.....12

USER MANAGEMENT.....13 - 14
 How to Enroll a New User
 All Users
 Display Style

USER ROLE.....15

COMMUNICATION.....16
 Ethernet
 Wireless Network

PERSONALIZE	17
Voice	
DATA MANAGEMENT	18 - 19
Delete Data	
Backup Data	
Restore Data	
MORE OPTIONS	20
AUTOTEST	21 - 23
Test All	
Test LCD	
Test Voice	
Test Keyboard	
Test Clock RTC	
Test Relay	
SYSTEM INFORMATION	24 - 25
Device Capacity	
Device Info	
Firmware Info	
SPECIFICATIONS	26

MTX-30P Push Introduction

The MTX-30P Push is a sophisticated data collection terminal for use directly with Amano Time Guardian to provide a complete PC or cloud based time and attendance solution for small business.

The MTX-30P Push terminal with Amano Time Guardian provides a system that automatically calculates and accumulates hours worked based on the company's payroll policies. This system separates the hours worked into regular and overtime pay categories and displays them at the terminal (if enabled).


What's In the Box

Your MTX-30P Push terminal package should include the following:

- Proximity Card Data Collection Terminal
- 100-240 V AC Power Adapter
- 6 foot Cat 5 cable
- Mounting Bracket
- Plate and hardware
- One Prox ID card

Basic Installation for Time Guardian MTX-30P Push

Wall Mounting

 **Warning!** Before selecting a mounting location for your MTX-30P Push Terminal, you must consider the following:

- ✓ The mounting surface and hardware must be able to support the unit's weight, 1.35 lbs. (0.61kg).
- ✓ The area must be within the specified operating temperature & humidity range (see Specifications on page 27).
- ✓ The MTX-30P Push proximity card terminal should be mounted in an environment that avoids the following conditions:
 - X Heat Source – Direct Sunlight and Humidity
 - X Rain Water
 - X Strong Vibration and Shock
 - X Dust, Corrosive Gas, Steam and Salt Damage
- ✓ Close proximity to a wall outlet (6 ft.)
- ✓ If using Ethernet, close proximity to an Ethernet connection (6 ft.) or if connecting via WiFi check the location for a good signal.

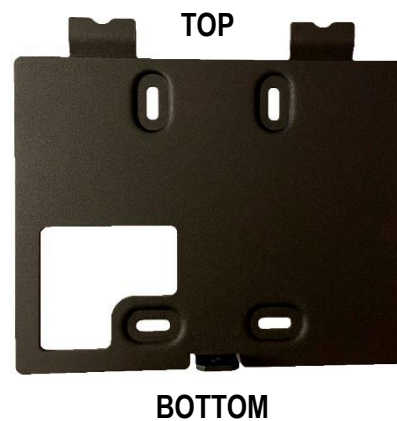
Amano recommends the following wall mounting procedure:

1. Set the MTX-30P Push terminal face up on a flat surface to avoid scratches on display.
2. Using the mounting bracket as a guide, 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 bottom of the bracket. *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 proximity card reader.



Back of Terminal



Mounting Bracket

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 and Ethernet cable (if using Ethernet) into the terminal. Also connect signal wiring if applicable.
7. Slide the terminal onto the two tabs located at the top of the back plate. 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.

Understanding the MTX-30P Push Terminal Front Panel

Front/Side Panel Features

The front panel of the MTX-30P Push terminal contains the following controls:

- **LED Indicator:** During normal standby operation (power on), the Green LED will flash once per second. When a user successfully verifies the Green LED will stay solid for three seconds. If a user fails to verify, the Red LED will stay on for three seconds.
Note: If the proximity card reader does not follow the standard LED operational parameters, please consult support.
- **Speaker:** Provides audible voice verification of operations, i.e., "Thank you", "Incorrect Password", "Access Denied", "Invalid Id", "Please try again", etc.
- **TFT Display Screen:** Displays time, date, day, and operational information.
- **Proximity Card Sensor:** Proximity card must be presented approximately 1 inch in front of the reader to punch.
- **Keypad:** Used to input User ID, password, and perform menu operations.
- **USB Port:** Insert USB to download software, copy over passwords, etc.
- **Reset Button:** Clear all current settings and go back to all factory default settings.



Keypad Functionality

M/↵ – Menu, OK

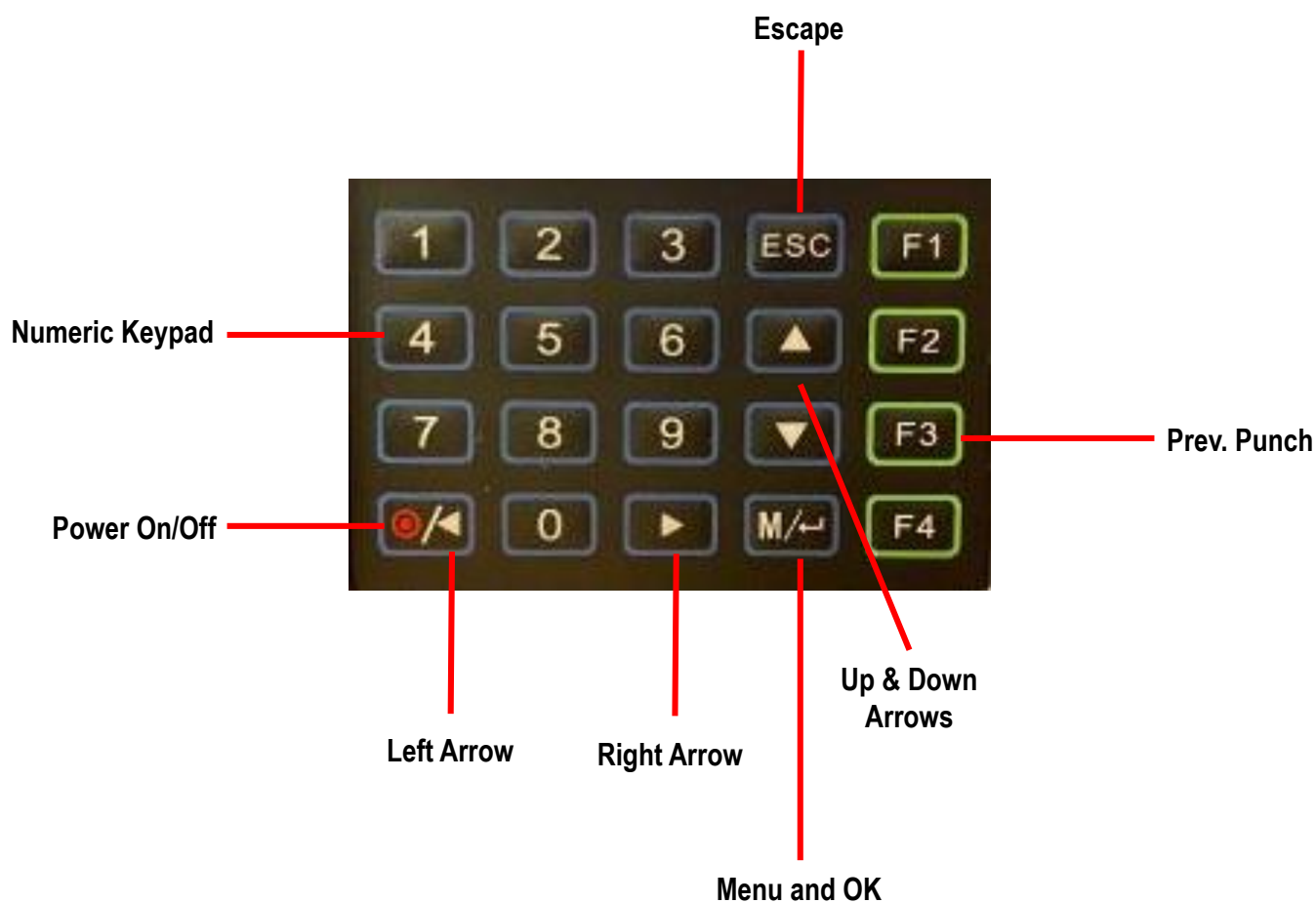
⏻/⏻ **Power ON/OFF** & space back.

▶ Modify current item value.

▼ or **▲** - to scroll down or up for menu operations.

F3 – View Previous Punch

ESC – to perform exit, cancel, ignore when using the Menus.



Startup

MTX-30P Push Startup AMANO Screen (Power On)


Once the terminal is wall mounted and the communication connections have been made, connect the terminal to AC power and proceed on to setup and enroll users.

To start-up, perform the following: Ensure the AC Power Adapter is connected to the MTX-30P Push terminal and plugged into an outlet. The MTX-30P Push terminal will display the splash screen, perform a diagnostic check, and then display the Welcome screen.

Note: *The time and date can be set with the terminal keypad, or downloaded to the terminal from the host PC or cloud utilizing Time Guardian software. The information such as date, time, daylight saving time (DST), proximity card templates, and hours worked sent from Time Guardian software will have precedence over existing similar information. That is to say Time Guardian software will act as the master/source.*

Upon power up, the Green LED indicator will blink once every second to signify the terminal is operating properly.

All normal time and attendance functions (validation for punch in/out) must be performed from the Welcome screen.

Press the power On/Off  button to shut down the MTX-30P Push proximity card terminal and display "halting system....Shutdown 2 secs, 1sec". The MTX-30P Push terminal will retain all templates and transactions while the power is off.

Operation

Daily MTX-30P Push Use

The following "Daily Use" section assumes the MTX-30P Push proximity card terminal has been set up with enrolled users and system options have been defined. *Please see [Enrolling Users](#) on page 12 and the other sections for enrollment details, etc.*

Punching with a Proximity Card

From the Welcome screen place your proximity card in front of the reader.

Upon verification, the **Green LED** will momentarily stay on and you will hear the voice prompt "Thank you".

Note: The name, assignments, and current pay period information can be downloaded from Time Guardian to the MTX-30P Push. An invalid proximity card entry will flash the error message, "Prox Verify fail ". The Red LED will momentarily stay on.



Punching with a Password (Pwd)

From the Welcome screen enter your User ID using the keypad and press **OK** to confirm.

Input your password and then press OK.

Note: An invalid password entry will flash the error message, "Invalid User ID/Failed to Verify.", and the voice prompt, "Incorrect Password". The Red LED will stay on until the correct password is entered or the password entry times out and the terminal returns to the Welcome screen.

If View Hours is enable: The display will momentarily show the "As of" date followed by the current pay period hours worked for the user that just punched in.

Note: When Recheck Min is set, if an employee punches more than once within the time setting [usually 1 – 2 mins.], the voice prompt will be "Punch accepted...thank you" and no pay period hours will be displayed.

View Previous Punch at the Terminal – F3

Press the F3 key to view Previous Punch. The terminal will ask for your User ID.

Use the keypad to enter your numeric ID and then press OK.

Then use the keypad to enter your password and press OK.

The display screen will show your previous punches.

Note: Previous punches are reset (cleared) every time the clock is polled.

Enrolling Users

Two Ways to Enroll

After installing the MTX-30P Push proximity card terminal and powering on, you may begin enrolling users. If this is the first enrollment in a new or empty clock system, everyone will be able to enroll. However, if there are any users with privileges already setup in the system, you will have to be enrolled by a user with privileges. The MTX-30P Push proximity card reader provides the following two methods for enrollment:

- Password
- Proximity Card

Note: Use care when enrolling users at the terminal as the ESC button can alter the entry functions during some operations.

There are three types of users:

- Normal User
- Registrar
- Super Admin

User Management

How to Enroll a User



1. Press the Menu button to display the Main Menu.
2. Using the arrows highlight the **User Mgt.** icon and then press **OK**.
3. Select **New User** and press **OK**.
4. Highlight badge number and hit ok.
5. Swipe badge.



Confirmation of Proximity Card Enrollment

To confirm that you have successfully enrolled your Proximity Card use the back arrow to revert back to the Welcome screen using the ESC button.

From the Welcome screen place your enrolled card on the proximity card scanner. Once the verification is complete you will hear the terminal say *"Thank You"*.

All Users

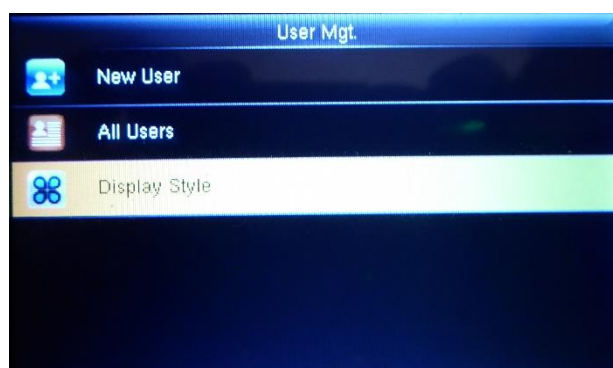


1. Select **All Users**.

2. Press to select "*All Users*" - Here you can Edit the user information.

If you would like to delete all users select "*Delete*" and the user will be deleted.

Display Style



Select your desired **Display Style** from the following:

- Single line
- Multiple line
- Mixed line

User Role

User Role



1. Press the Menu button to display the Main Menu.
2. Using the arrows highlight the **User Role** icon and then press **OK**.
3. Click on **Registrar** – From here you can select rights from the following options:
 - User Mgt.
 - Comm.
 - System
 - Personalize
 - Data Mgt.
 - USB Manager
 - Attendance Search
 - Short Message
 - Labor 1-6
 - Autotest
 - System Info



Communication



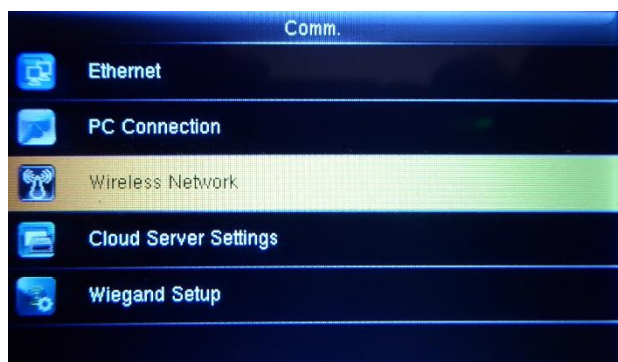
1. Press the Menu button to display the Main Menu.
2. Using the arrows highlight the **COMM.** icon and then press **OK**.
3. Highlight your preferred method of communication and then press **OK**.

Ethernet



You can modify the IP address. if necessary, however, it cannot be the same as that of the PC IP address.

Wireless Network



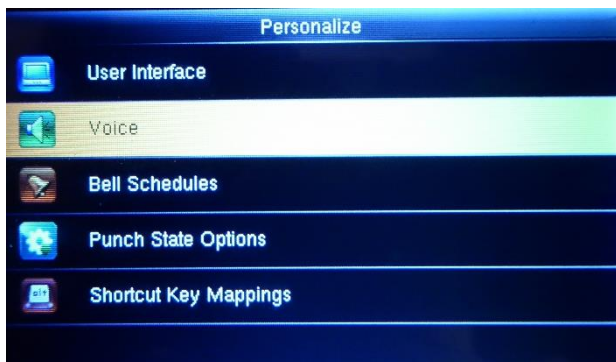
1. Click on **Wireless Network**
2. When you select the wireless network option the following window will appear in which as a default Wi-Fi would be ON.
3. After highlighting your WiFi network press **OK**.
4. Enter numeric password and then press OK to connect to WiFi or choose "Upload WiFi Password". (USB with password must be inserted prior to clicking on the Wireless Network option.

Personalize



1. Press the Menu button to display the Main Menu.
2. Using the arrows highlight the **Personalize** icon and then press **OK**.
3. Highlight User Interface and then press **OK**. Here you can Personalize settings such as Wallpaper, Language, Lock Power Key, Menu Screen Timeout(s), Idle Time to Slide Show(s), Slide Show Interval(s), Idle Time to Sleep(m), and Main Screen Style

Voice



Select **Voice**.

Voice prompt: This parameter defines whether to play voice prompts during the operation of the MTX-30P Push terminal or not. Select **ON** to enable the voice prompt, and select **OFF** to mute.

Keyboard prompt: This parameter defines whether to generate a beep sound in response to every keyboard touch or not. Select **ON** to enable the beep sound, and select **OFF** to mute.

NOTE: Use the OK button to toggle between **ON/OFF**.

Data Management



1. Press the Menu button to display the Main Menu.
2. Using the arrows highlight the **Data Mgt.** icon and then press **OK**.

Backup Data

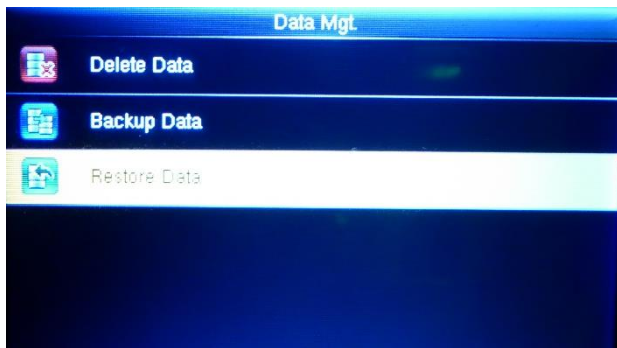


1. Highlight **Backup Data** and press **OK**.
2. Next click on (Option 1) **Backup to Device**
3. Select the content you want to backup.
(business data and/or system data)
4. Select **Backup Start**

(Option 2) **Backup to USB disk** -This will enable Backup to a USB Disk in a fashion similar to the operations performed to "Backup to Device".

If the USB is not properly inserted the screen will read "Error – Failed to Read USB Disk". If this happens change the USB or try to reinsert it properly.

Restore Data



1. Highlight **Restore Data** and press **OK**.
2. Click on **Restore from Device** and select the local configuration items to be restored, and then save the selected items. (You can select the content you want to restore.)
3. If you choose "**Restore from USB Disk**" the operations are similar to those performed to "Restore from Device".

If the USB is not properly inserted the screen will read "Error – Failed to Read USB Disk". If this happens change the USB or try to reinsert it properly.

More Options



1. Press the Menu button to display the Main Menu.
2. Using the arrows highlight the **USB Manager** icon and then press **OK**.

From this screen the following options are available:

Download

- Attendance Data
- User Data
- User Portrait
- Short Message

Download Options

- Encrypt Attendance Data **ON/OFF**
- Delete ATT Data **ON/OFF**

Autotest



1. Press the Menu button to display the Main Menu.
2. Using the arrows highlight the **Autotest** icon and then press **OK**.

Test All

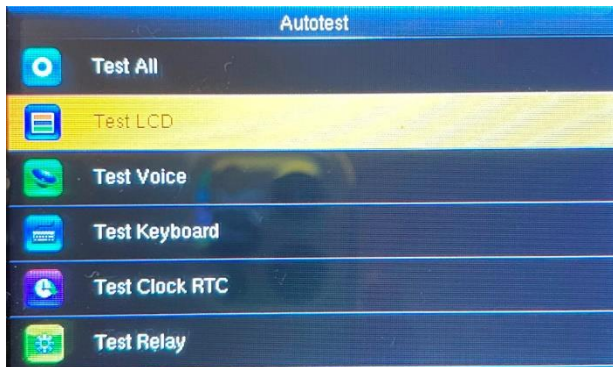


Highlight **Test All** and press **OK**.

The terminal automatically tests the LCD, voice, keyboard and clock.

Click OK to test each item in order or click ESC at any time to return to the Autotest main screen.

Test LCD

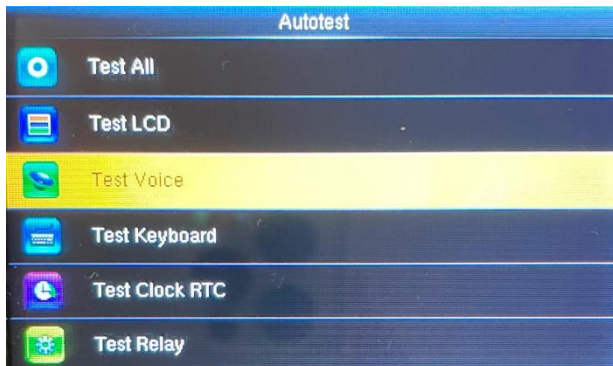


Highlight **Test LCD** and press **OK**.

The terminal automatically tests the display effect of the color TFT display by displaying full color, pure white, and pure black. It will also check to make sure the screen displays properly.

You can continue the test pressing OK or exit it by pressing ESC

Test Voice

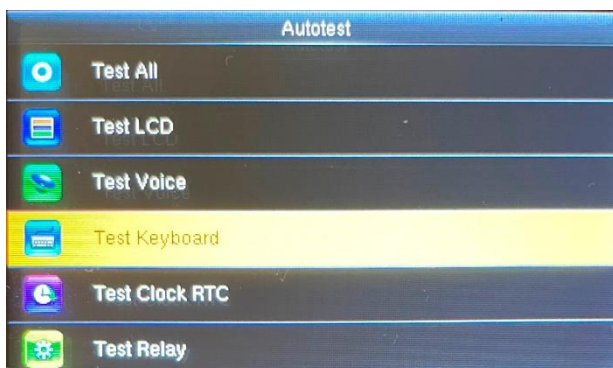


Highlight **Test Voice** and press **OK**.

Here you can test the ten different voice wav files.

Click OK to go through all ten sounds or press ESC at any time to return to the Autotest main screen.

Test Keyboard



Highlight **Test Keyboard** and press **OK**.

Test Clock RTC



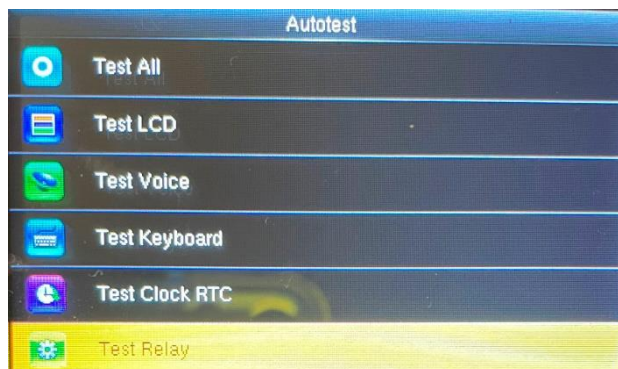
Highlight **Test Clock RTC** and press **OK**.

The terminal tests whether its clock works properly by checking the stopwatch of the clock.

Press OK to start the stopwatch counting, and press OK again to stop the clock and check whether the counting is accurate.

Press ESC to exit the test and return to the Autotest main screen.

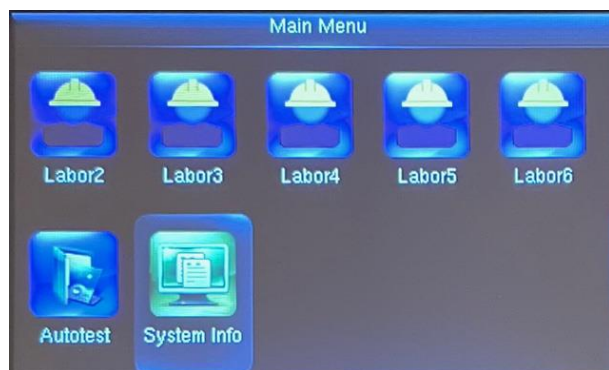
Test Relay



Highlight **Test Relay** and press **OK**.

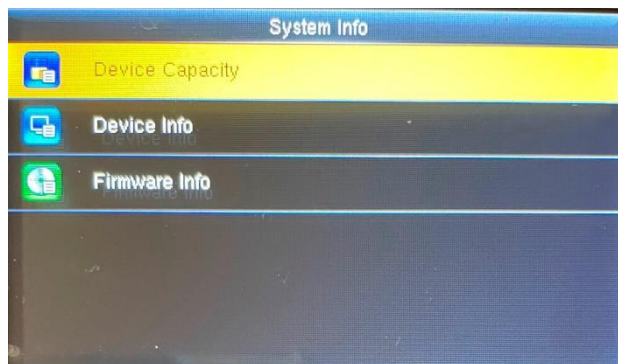
Use the OK button to toggle between Relay On/Off.

System Information



1. Press the Menu button to display the Main Menu.
2. Using the arrows scroll down until the **System Info** icon is highlighted and then press **OK**

Device Capacity



Highlight **Device Capacity** and press **OK**.

From this screen you can see the following information:

- Number of Users that are enrolled
- Number of Admin Users
- Number of Passwords
- Total proximity card storage capacity/occupied capacity (used/max)
- Number of Badges/ID cards (used/max)
- Attendance capacity (used/max)
- Number of User Photos (used/max)

Device Info



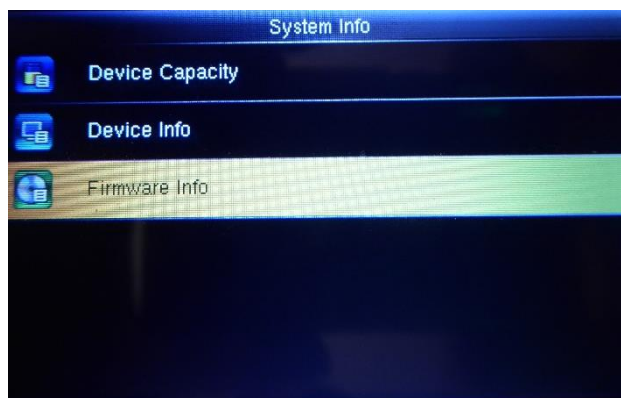
Highlight **Device Info** and press **OK**.

The Device name, serial number, MAC Address, platform information, and MCU version are displayed here along with the manufacturer name and manufacture date.

A screenshot of the 'Device Info' screen. It has a blue header with the text 'Device Info'. Below the header, there are six rows of information, each with a label on the left and a value on the right. The first row is highlighted with a yellow background.

Device Name	MTX-30P Push
Serial Number	BJJ6211260001
MAC Address	00:17:61:12:c0:b9
Platform Information	ZMM200_TFT
MCU Version	24
Manufacturer	AMANO

Firmware Info



Highlight **Firmware Info** and press **OK**.

Here the Firmware version, Push Service, Standalone Service, Dev Service and System Version are displayed.

A screenshot of the 'Firmware Info' screen. It has a blue header with the text 'Firmware Info'. Below the header, there are five rows of information, each with a label on the left and a value on the right. The first row is highlighted with a yellow background.

Firmware Version	Ver 8.0.4.2-6017-05
Push Service	Ver 2.0.28S-20160626
Standalone Service	Ver 2.1.6-20190606
Dev Service	Ver 2.0.1-20170210
System Version	Ver 17.8.9-20161214

MTX-30P Push Specifications

CAPACITY

User: 10,000

Badge: 10,000

Attendance Record: 100,000

User Photo: 2,000

TERMINAL DIMENSIONS

5.5" H x 6.5" W x 1.8" D (140mm x 165mm x 46mm)

OPERATING ENVIRONMENT

32°F to 105°F (0°C to 45°C), 20% to 80% relative humidity, non-condensing

WEIGHT

1.35 lbs. (0.61kg)

DISPLAY

3 in. TFT LCD Color Screen

POWER

INPUT: 100-240V AC, 50-60Hz

OUTPUT: Power Supply: 12V DC, 1.A

KEYPAD

3x2 keypad (0~9, M/J, ESC) + 4 function keys

INTEGRATION CAPABILITIES

Payroll system integration

MEMORY BACKUP

Up to 3 years continuous memory backup without AC power

UNIT SERIAL # _____

AMANO

Corporate Headquarters
140 Harrison Avenue, Roseland, NJ 07068-1239
(800) 526-2559

www.amano.com