



# Time Guardian®

*Complete  
Automated Time  
Clock System*



**AMANO®**

*Economical, Scalable, Flexible*

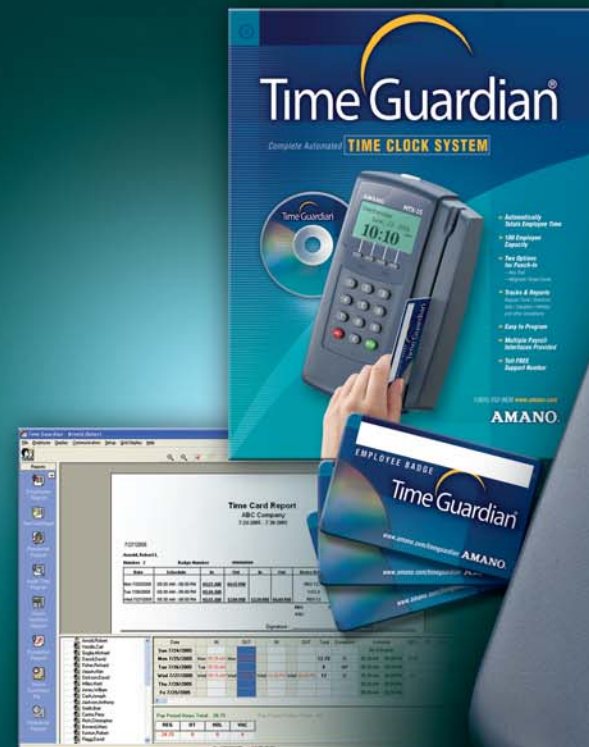
Time Guardian provides an easy and efficient way to manage your workforce by delivering the following features:

**Features**

- Automatically calculates employee hours
- 100 employee capacity
- Two punch options: Key pad or Magnetic swipe card
- Terminal displays employee name when punching
- Plug and play Installation Wizard®
- Audible alarm & lights
- Relay for door or bell operation
- Various report options
- Long distance kit available
- Fully operational 24-hour terminal power reserve (Requires 6 AA batteries)

**The system Includes:**

- MTX-15 Data Collection Terminal (magstripe & keypad options)
- Time Guardian software with Help Guide
- 50' Communications Cable
- Communications Adaptor
- AC Power Adaptor (12V)
- 25 Employee Badges
- Two Terminal Keys
- MTX-15 Installation Manual
- Quick Start Guide
- Toll Free Support



Shown:  
MTX-15 Time Clock  
with Mag Reader



## Main Screen Functions

- 1 Reports icon area
- 2 Simply click & drag the employee icon into the Report Area (#3) to generate the desired employee report
- 3 Report Area—Reports are displayed at the top of the main application screen (gray area).
- 4 Edited punches are color coded in red
- 5 Ability to authorize hours before or after schedule
- 6 Total hours worked for each employee during the given pay period
- 7 Customizable rounding settings—a feature on the Pay Policy Settings display, allows employees to enter multiple in & out data to show various time simulations
- 8 Time Simulation pop-up display shows the Punch Time & Rounded Time based on various unit and point data figures provided

**Time Card Report**  
ABC Company  
9/4/2005 - 9/10/2005

9/14/2005 11:15 AM  
Davis, Cliff  
Number 4 Badge Number 00000004

Date	Schedule	In	Out	In	Out	Hours:Dollars	Exceptions
Mon 9/5/2005	09:00 AM - 05:00 PM					HOL:8:00	
Tue 9/6/2005	09:00 AM - 05:00 PM	09:00 AM	05:05 PM			REG:8:00	LO()
Wed 9/7/2005	09:00 AM - 05:00 PM						ABS()
Thu 9/8/2005	09:00 AM - 05:00 PM	09:00 AM	05:10 PM			REG:8:15	LO()
Fri 9/9/2005	09:00 AM - 05:00 PM	09:02 AM	05:05 PM			REG:8:00	LI();LO()
Fri 9/9/2005						BONUS:\$50.000	

REG 24:15  
HOL 8:00  
BONUS \$50.000

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date	IN	OUT	IN	OUT	Total	Exceptions	Schedule	REG	OT	HOL	VAC	PER	TIPS	BONUS	OT Before	OT After
Sun 9/4/2005							No Schedule								No	No
Mon 9/5/2005					08:00		09:00 AM - 05:00 PM			08:00					No	No
Tue 9/6/2005	Tue 09:00 AM	Tue 05:05 PM			08:00	LO	09:00 AM - 05:00 PM	08:00							No	No
Wed 9/7/2005						ABS	09:00 AM - 05:00 PM								No	No
Thu 9/8/2005	Thu 09:00 AM	Thu 05:10 PM			08:15	LO	09:00 AM - 05:00 PM	08:15							No	Yes
Fri 9/9/2005	Fri 09:02 AM	Fri 05:05 PM			08:00	LI,LO	09:00 AM - 05:00 PM	08:00						\$50	No	No
Sat 9/10/2005							No Schedule								No	No

Pay Period Hours Total: 32:15 Pay Period Dollars Total: \$50

REG	OT	HOL	VAC	PER	TIPS	BONUS
24:15	00:00	08:00	00:00	00:00	\$0	\$50

Smith,John  
Jones,David  
Lopez,Jose  
Davis,Cliff  
Cook,Tim  
Crawford,Nancy  
Collins,Vicky  
Harris,George  
Hamilton,Kim  
Walker,Diane  
Ward,Bill  
Brown,Susan  
Baker,Chris  
Adams,Scott  
Allen,Harry  
Lee,Michelle  
King,Leo  
Kohler,Alexandra  
Reed,Sandra

Time Simulation

Unit: 15 Point: 3 Punch Time: 08:05 Round: 08:15

Punch Time: 08:05 Time Rounded: 08:15

Above: Pay Policy Settings screen

Left: Main Time Guardian screen

Bottom Left: Time Simulation screen

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## Payroll Application Integration

Export	Import
<ul style="list-style-type: none"> <li>• ADP®</li> <li>• CBS®</li> <li>• Gevity HR®</li> <li>• Pay Day of America®</li> <li>• PayChex®</li> <li>• Paychex Paylink®</li> <li>• Quick Books®</li> <li>• Peach Tree®</li> <li>• Power Pay®</li> </ul>	<ul style="list-style-type: none"> <li>• ADP</li> <li>• PayChex</li> <li>• Paychex Paylink</li> <li>• Quick Books</li> <li>• Peach Tree</li> <li>• Power Pay</li> </ul>

Time Guardian is able to interface with the above payroll systems

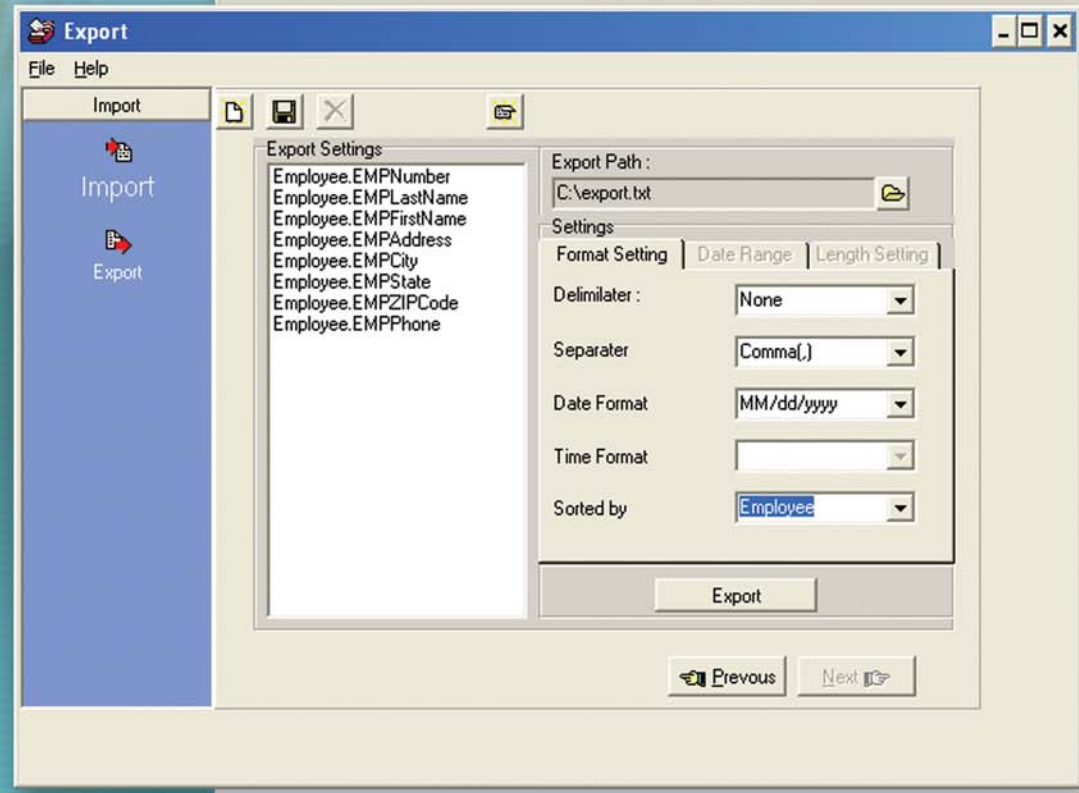
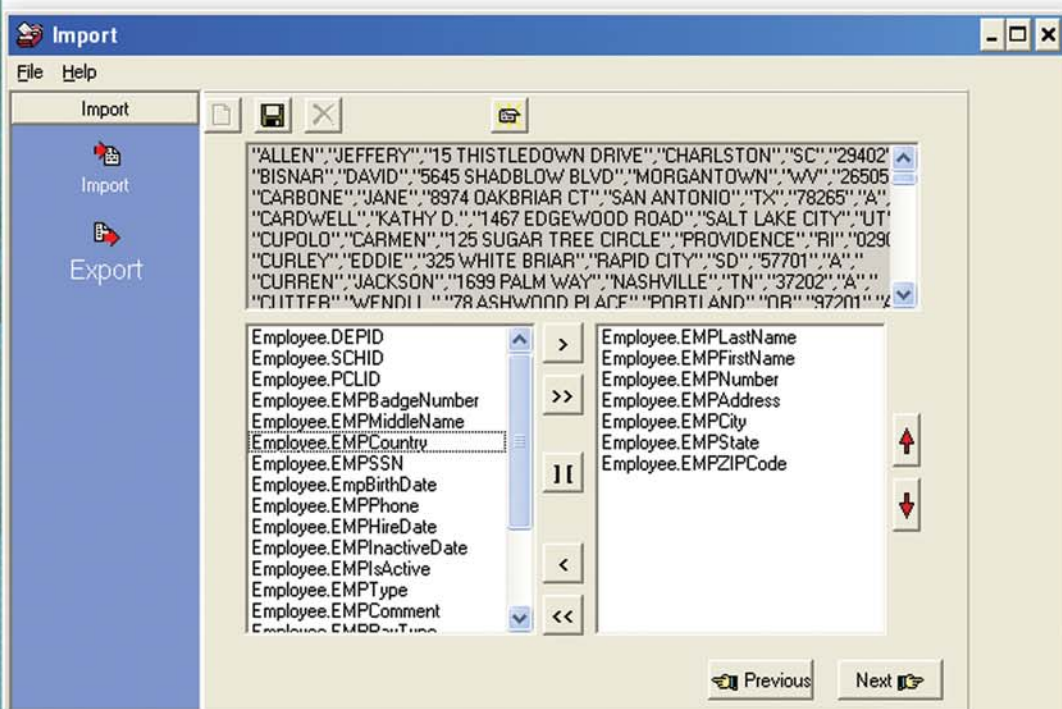
## Import / Export Utility

With the Time Guardian Import/Export utility program, customers have the ability to import and export employee data, punch information to or from any text or field-delimited file. This functionality is ideal for users that do not have the ability to utilize one of the above payroll applications that integrate with Time Guardian.



**Import:**  
Data Imported from payroll systems can be mapped field by field to a users' internal employee information

**Export:**  
Data for export can be specified on a field-by-field basis



Top: Import screen

Bottom: Export screen



## Time Guardian

### Leading Edge Functionality Sets Time Guardian Software Apart

Time Guardian's robust feature set delivers unparalleled capabilities to end-users at an economical price:

#### Scalable Employee Capacity

- 100 Employee Capacity Standard
- 250 Time Guardian Employee Upgrade Available
- Greater than 250 Employee Capacity possible with Time Guardian<sup>®</sup> PRO —an enterprise Time and Attendance Solution from Amano

#### Customizable Rounding

- Ability to round in and out punches separately

#### Multiple Clock Support

- Time Guardian software functions with the HP Series<sup>®</sup> of Hand Geometry Clocks (HP 50e, HP 1000, 2000, 3000 and 4000)
- Time Guardian also functions with many versions of the MTX-5, MTX-15, and MTX 20 Terminals

Punch rounding (Rounds each punch)

Rounding Rule

	In	Out
Define your unit	15	15
Define your point	3	10

Simulation

<b>Mon 9/5/2005</b>				
<b>Tue 9/6/2005</b>	Tue	09:00 AM	Tue	05:05 PM
<b>Wed 9/7/2005</b>				
<b>Thu 9/8/2005</b>	Thu	09:00 AM	Thu	05:10 PM
<b>Fri 9/9/2005</b>	Fri	09:02 AM	Fri	05:05 PM
<b>Sat 9/10/2005</b>				

**Payroll Interface**

- Baker, Susan
- Baker, Chris
- Adams, Scott
- Allen, Harry
- Lee, Michelle
- King, Leo
- Kohler, Alexandra
- Reed, Sandra

### Key Benefits

Time Guardian accommodates multiple schedules, departments, and pay policies and provides the ability to create many reports.

#### Additional benefits include:

- 100 Employee Capacity upgradeable to an unlimited capacity
- Separate setting for In and Out Punches
- Includes Import/Export wizard and Exception authorization reports
- Grace period for meals, Bonuses, Awards based on schedule and unpaid meals are all available
- Multiple payroll interfaces available
- Available in Spanish (multiple dialects) French, and English on a per-user basis (the language for the application is determined by each user)

### Multiple Terminal Options



Above:  
MTX-5 Terminal  
MTX-20 Terminal  
HP-50E Hand Punch Clock



# TIME GUARDIAN®

## Technical Specifications

<b>Employees</b>	Can grow up to 100 employees (upgradable to 250 employees with Time Guardian, or with an additional software upgrade of unlimited employees with Time Guardian PRO) <i>Employee Import from Payroll Applications:</i> <ul style="list-style-type: none"><li>- Import employees from Quick Books, Paychex (Preview and Paylink), Peachtree, PowerPay, and ADP</li><li>- Significant time savings</li></ul>
<b>Terminals</b>	Dimensions: 8.25" x 4.25" x 2.125" (210mm x 108mm x 54mm)
<b>Operating Environment</b>	32°F to 113°F (0°C to 45°C), 10 to 90% relative humidity, non-condensing
<b>Weight</b>	6 lbs. (2.7216 kg)
<b>Power Input</b>	AC Adaptor 120V AC, 50-60Hz
<b>Software</b>	Time Guardian Windows-based employee time tracking software
<b>Badge Type</b>	Amano-formatted mag stripe 3.375" x 2.215" x 0.03" (86mm x 54mm 0.76mm)
<b>Reports Generated</b>	Time card, hours worked, exceptions, and much more
<b>Integration Capabilities</b>	Payroll system integration
<b>Setting</b>	Programmable: Daylight saving time downloaded through Time Guardian software
<b>Memory Backup</b>	Up to 2 years continuous memory without power
<b>Options</b>	RS-232 to RS-485 Conversion, full power reserve, modem communications

## System Components

- MTX-15 Data Collection Terminal
- Time Guardian Software
- 50' Communications Cable (RS-232)
- 120V AC Power Adaptor
- 25 Employee Badges (mag stripe)
- 2 Terminal Keys
- Communications Adaptor
- Quick Install Reference Guide

## MTX-15 Data Terminal

- MTX-15 Terminal Memory: Stores a maximum of 20,000 swipes and 500 employees
- Displays employee name when punching



**MTX-15**



**CD Software**



**25 Employee Badges**



**Communications Adaptor**



**2 Terminal Keys**



**50' Communications Cable**

REPRESENTED BY:

# AMANO®

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