

5.

Set up an employee schedule

You now need to allocate a schedule to each employee

1. In the employee list view, click on 'No current schedule' for the employee you are updating. This will open a separate window for that employee – click 'Add' in the top right corner

Total records: 50 Used records: 1

ID	Last Name	First Name	Department	Payroll Id	I/O Device	Pay Group	Schedule	Export Definition	Workplace	Select
1	Smith	John		12345		No current pay group	No current schedule	Not exported		<input type="checkbox"/>

2. Choose 'Open Shift' from the drop down list
3. Select Start Day as Day 1
4. Click 'Update'
5. Click 'Save'

Employee: Smith John

Shift Schedule	Start Date	End Date	Start Day	Select
Open Shift	24/11/2011		Day 1	Update Cancel

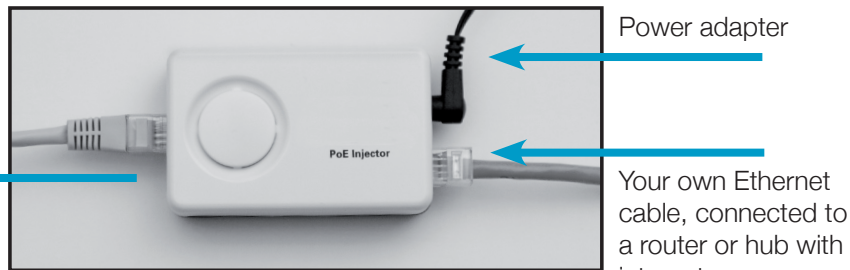
The schedule assignment determines which shift schedule will be used for a defined period.

6.

Test ID card with iTime terminal

Connect the terminal to the power adapter.

iTime Ethernet cable to iTime terminal



Remove rubber cover from the back of the terminal and connect the iTime network cable from the power adapter.



Turn the power on NOW - and the iTime terminal will go through the boot up process, which is completed when the screen is lit with the date and time shown.

Present a registered card to the iTime terminal. If the card is read the terminal will beep.

7.

Check clocking has worked

Choose 'Time Card' from the top navigation.

- Choose an employee by clicking the name in the left pane
- Check to see that the terminal has logged a clocking for that person (as highlighted below)

If a clocking is displayed, your terminal communication is set up correctly and you can continue to add employees and use the iTime system normally.

To delete the test clocking, click on the trash can and the clocking will automatically be removed

Employee	Day	1	2	3	4	Abs 1	Abs 2	BAL	Save
Garrity Simon	Sun 20	!	+						
Hardman John	Mon 21	!	+						
Isaac Chris	Tue 22	!	+						
Ludbrook Jeff	Wed 23	!	+						
Nikopoulos Ioannis	Thu 24	OP	09:36	+					
Nishisugi Harry	Fri 25	OP							
Noon Stephen	Sat 26	OP							
Oriordan Chris									
Smith John									

8.

Install the terminal

The iTime terminal can be used on a desk or wall mounted.

For wall mount operation: Use the wall mount to mark the holes for drilling.



Be sure not to set the terminal too high as everyone will need to reach it

Drill the two holes and screw the mount to the wall. (Sorry, screws not supplied)



Make sure the ethernet cable is inserted into the back of the terminal and click the terminal into the wall mount.

You have completed the installation and set up.

For more information on the iTime software go to:

www.amanodirect.com/downloads/iTimeManual.pdf and download the latest user guide.

General Info:

UK Technical Support:

Tel: 0844 879 3748

Email: support@amano-tcs.co.uk

iTime Terminal Spec:

Display	128 x 64 dot matrix LCD (blue with white LED backlight)
Clock	Battery-backed real-time clock
Memory	512KB program flash memory, 2MB serial flash memory, 64KB RAM
Interface	Standard 802.3 10/100BASE-T Ethernet with DHCP, HTTP and XML
Enclosure	High Strength PC/ABS rated to IP 54
Power	IEEE 802.3af-compliant power over Ethernet only
Environment	Operation Temperature: 0° to 50°C (32° to 122°F) Storage Temperature: -20° to 80°C (-4° to 176°F)
Reader	Integrated Mifare™ reader (reads S/N only)
Credentials	Mifare™, ISO 14443 A/B



iTime

Quick Start Guide

1.

First - please check the contents of this box

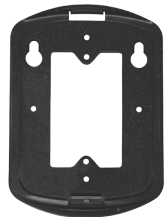
You should have the following items:



1 x iTime Terminal (IP 54 rated)



25 x Mifare ID Cards



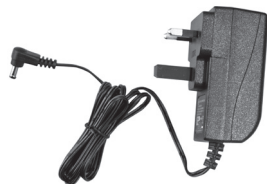
1 x iTime Wall plate



1 x Ethernet Cable



1 x Ethernet Power Module



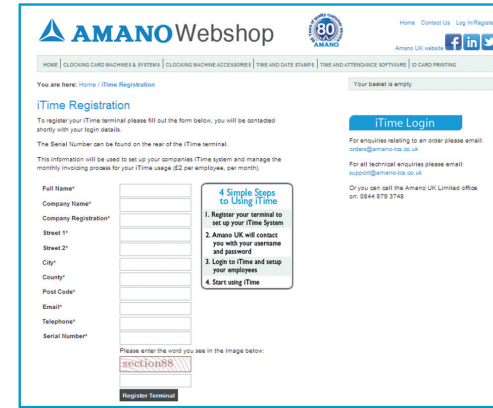
1 x Mains Adapter

2.

Register online

Go to www.amanodirect.com/itime

Complete the simple form to register your terminal for the iTime system.



You will need your company information to hand and the serial number of your iTime terminal, which can be found on the back of the terminal (pictured).

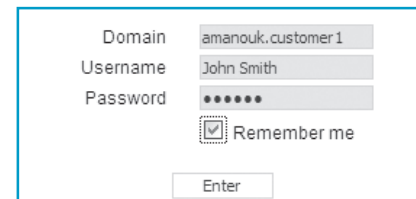


You will receive an email from Amano UK with your username and password to gain access to your live iTime system (within 48 hours)

3.

Login to iTime

Go to www.amanodirect.com/itime and click on the **LOGIN** button. This will open the iTime login page as a separate window. On this page you need to fill in your company name, username and password.

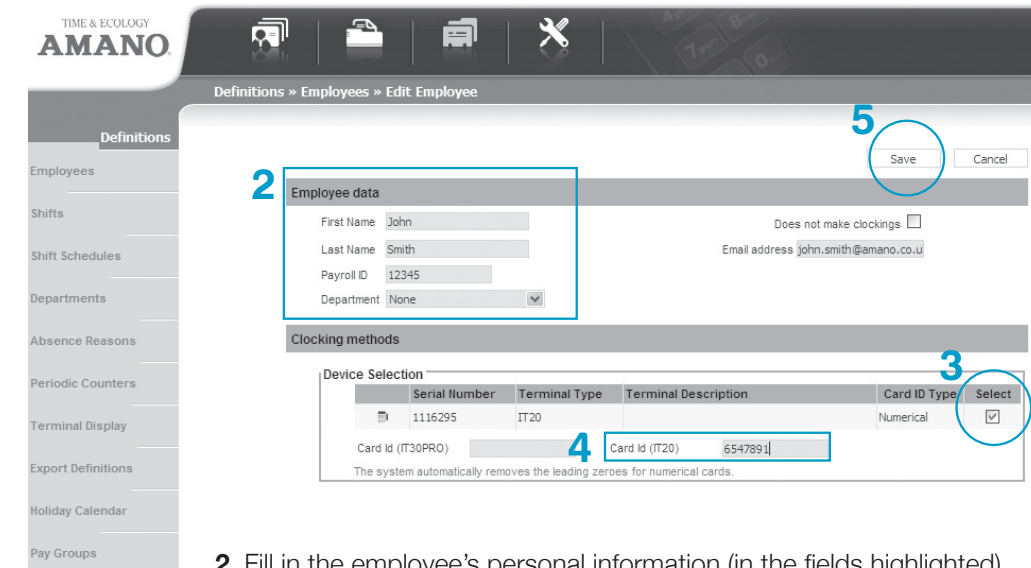
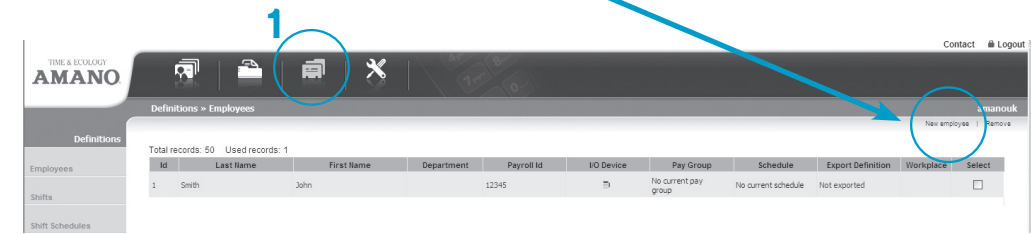


Tick the **'Remember Me'** box to avoid entering your company and user name in future.

4.

Set up an employee with iTime

1. Choose **'Definitions'** from the top navigation
 - a. This will open the employee list view
 - b. Click on **'New Employee'** in the top right of the screen



2. Fill in the employee's personal information (in the fields highlighted)
3. In the **'Device Selection'** box, tick the **'Select'** box
4. Take the first ID card and enter the serial number from the card in the IT20 box (highlighted) to allocate it to that employee
5. Click **'Save'** when finished
This will take you back to the employee list view