USAGE
AND ILLUSTRATIONS

Contents

1. Introduction

The series of time recorder are designed with compact size and large display, using Hi-End technology to meet your expectations for superior performance, extended use and reliability. Before you operate this unit, please read this illustrated manual.

TYPE	ANALOG	DITITAL			
TWO COLOR RIBBON					
BELL					
PERPETUAL CALENDAR					
BACKUP BATTERY	OPTION	OPTION			
AUTOMATIC FEED & EJECT					
SIGN FOR LATE OR LEAVE EARLY					
TWO COLOR BACKLIGHT					

PLACE THIS MANUAL IN YOUR FILING SYSTEM UNDER TIME RECORDER.

2. NOMENCLATURE
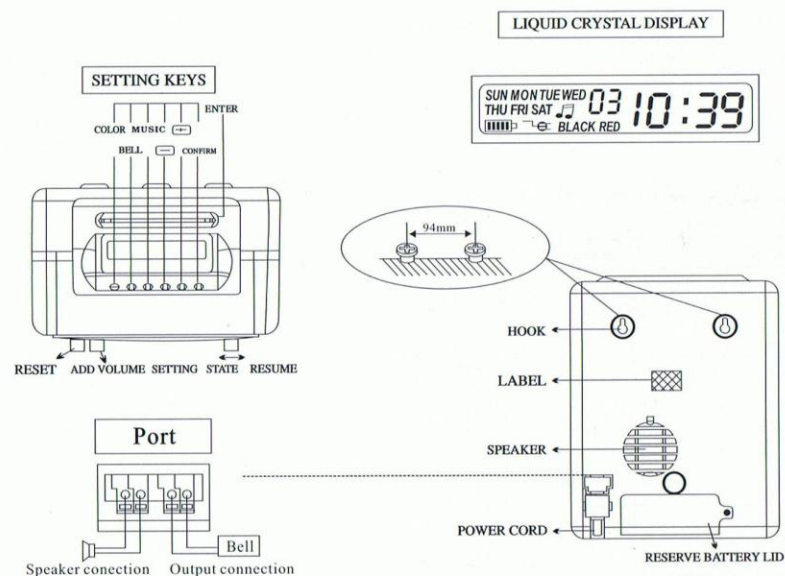
Button illustration

This time recorder has two modes. Normal print mode and setting mode.

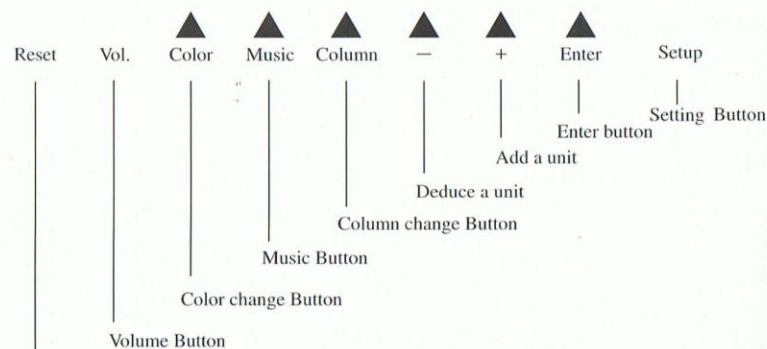Normal print mode to right and setting mode to the left

Normal mode. (The six buttons from left to right.)

| Button Number	1	2	3	4	5	6
The function of the buttons	Printing location column 1	Printing location column 2	Printing location column 3	Printing location column 4	Printing location column 5	Printing location column 6

Setting mode (the six buttons from left to right)

Reset   Vol.   Color   Music   Column   —   +   Enter   Setup

Setting Button

Enter button

Add a unit

Deduce a unit

Column change Button

Music Button

Color change Button

Volume Button

Reset Button (Press this button and the setups will be the default value again)

Button Name	The function of the buttons
1. Color-change	In the setting mode, press the button to set the color change time
2. Music	In the setting mode, press the button to set the Music, Siren/Bell-ringing time
3. Column	In the setting mode, press the button to set the column change time
4. Deduct	In the setting mode, press the button to deduct a unit from the number or function group flashing on the screen.
5. Add	In the setting mode, press the button to add a unit to the number or function group flashing on the screen
6. Enter	In the setting mode, press the button to save the current setup and begin the setup of the next function.

Components

operation manual   keys

Time recorder

TIME RECORDER

USAGE
AND ILLUSTRATIONS
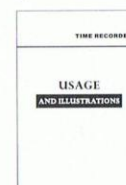
3. Before Operation

3.1 POWER SOURCE

Plug the unit to continuous and correct voltage of power source (refers to indication of Voltage on the label of each machine) lithium Battery [The time recorder has a lithium Battery on PC board to keep the correct time and programs when a power failure Occurs]. Always plug the unit to the correct outlet or replace the battery after its failure.

3.2 OPENING AND CLOSING THE LID

When you want to set programs or change Ribbon Cassette please open the lid, put the keys in the hole and do as the picture shows.
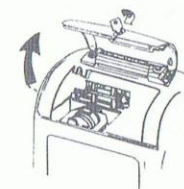
4. SETTING

Open the lid and move the setting button to the right to enter setting mode.

4.1 SETTING THE YEAR

1. Move the setting button (under SETUP) to the left,   enter the setting mode, press ⊕⊝ button to choose setting number 01
2. Press ENTER button to enter year setting
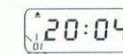3. Press ⊕⊝ to select the correct year.
4. Press ENTER button to confirm setting.
5. The setting number now turns to 02
6. To continue next set of setting or slide the setting Button to the right to complete and exit setting.

LCD   ANALOG

SUN 20:04   SUN 01 20:04

SUN 20:04   SUN 01 20:04

4.2 SETTING DATE

1. Move the setting button to the left to enter

   Setting mode, press ⊞ ⊟ button to choose

   Setting number 02.

2. Press ⊞ ⊟ to select the correct month

3. Press ENTER button to confirm setting

4. Press ⊞ ⊟ to select the correct date.

5. Press ENTER button to confirm setting
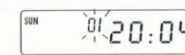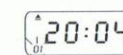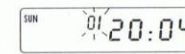
6. The setting number now turns to 03

7. To continue next set of setting or slide

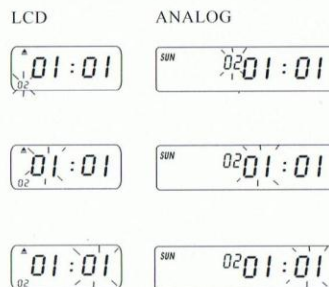   the setting button to the right to complete and exit setting.

LCD   ANALOG

`01:01`   `02 01:01`

`01:01`   `02 01:01`

`01:01`   `02 01:01`

4.3 SETTING TIME

1. In the setting mode, press ⊞ ⊟ button

   To choose setting number 03

2. Press ENTER button to enter time setting

3. Press ⊞ ⊟ to select the correct hour.

4. Press ENTER button to confirm setting

5. Press ⊞ ⊟ to select the correct minute.

6. Press ENTER button to confirm setting

7. The setting number now turns to 04

8. To continue next set of setting or slide the

   Setting button to the right to complete and exit setting.

`12:00`   `03 12:00`

`12:00`   `03 12:00`

`00:00`   `04 00:00`
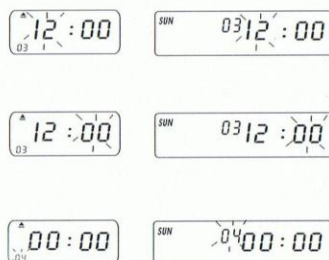
4.4 SETTING DAY LINE CHANGE TIME

1. In setting mode, press ⊞ ⊟

   Button to choose setting number 04

2. Press ENTER button to enter setting

3. Press ⊞ ⊟ to select the desired day

   Line change hour (original setting is 00:00)

4. Press ENTER button to confirm setting

5. Press ⊞ ⊟ to select the desired day

   Line change minute.

6. Press ENTER button to confirm setting

7. The setting number now turns to 05

8. To continue next set of setting or slide the setting button to the right to complete
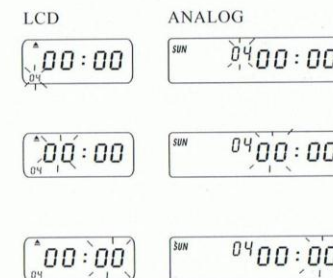
   And exit setting.

LCD   ANALOG

`00:00`   `04 00:00`

`00:00`   `04 00:00`

`00:00`   `04 00:00`

4.5 SETTING CARD FORMAT

1. In setting mode, press ⊞ ⊟

   Button to choose setting number 05

2. Press ENTER button to enter setting

3. Press ⊞ ⊟ to select the desired time card format.

   00 – the 1ˢᵗ row blank (standard time card)

   01 – the 16ᵗʰ row blank

4. Press ENTER button to confirm setting

5. The setting number now turns to 06

6. To continue next set of setting or slide the setting

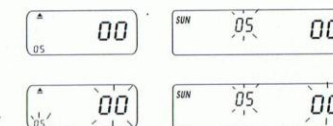   button to the right to complete and exit setting.

`00`   `05 00`

`00`   `05 00`

4.6 SETTING TIME CARD & PAY PERIOD ENDING DATE

1. In setting mode, press ⊞ ⊟

   Button to choose setting number 06
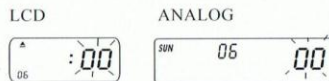
2. Press ENTER button to enter setting.

`00`   `05 00`

3. Press ⊕⊖ to select 00/01 for time card type.

01- the weekly pay time card. 00- without card surface detection for Bi-weekly

A. If 01-weekly pay is chosen.

    The display will turn to weekdays setting.

B. Press ⊕⊖ to select one of weekdays as pay ending date.

LCD   ANALOG

`:00`   SUN `06` `00`

4. Press ENTER button to confirm setting.

`06:01`   SUN `06 06:01`

5. The setting number now turns to 07

6. To continue next set of setting or slide the setting button to the right to complete and exit setting.

4.7 SETTING HOURS MODE

1. In setting mode, press ⊕⊖ Button to choose setting number 07

`24`

2. Press ENTER button to enter hours mode setting

3. Press ⊕⊖ to select the desired hours

   * 12   12 hours mode (Ex. PM 1:00=13:00)

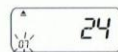   * 24- 24 hours mode

`24`

4. Press ENTER button to confirm setting The setting number now turns to 08

5. To continue next set of setting or slide the setting button to the right to complete and exit setting.

4.8 SETTING PRINTING POSITION

1. In setting mode, press ⊕⊖ Button to choose setting number 08

`08:08`   SUN `08 08:08`

2. Press ENTER button to enter setting

3. Press ⊕⊖ to select the desired vertical Printing position setting.

`08:08`   SUN `08 08:08`

   * The number between 00-15, the number building up, the printing position will move to upper of row.

`08:08`   SUN `08 08:08`

4. Press ENTER button to confirm setting.

5. Press ⊕⊖ to select the desired horizontal printing position setting

   * The number between 00-30, the number building up, The printing position will move to the right of column

```
           15
           ↑
00 ◄───────┼───────► 30
           ↓
           00
```
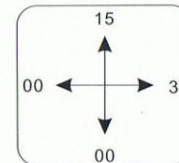
6. Press ENTER button to confirm setting
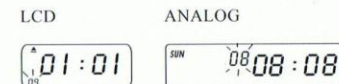
7. The setting number now turns to 09

8. To continue next set of setting or slide the Setting button to the right to complete and exit setting

4.9 SETTING DAY LIGHT SAVING TIME

1. In setting mode, press ⊕⊖ button to Choose setting number 09

LCD   ANALOG

`01:01`   SUN `08 08:08`

2. Press ENTER button to enter setting.

3. Press ⊕⊖ to select beginning month for Day light Saving time

`00:01`   SUN `09 00:01`

4. Press ENTER button to confirm setting.

5. Press ⊕⊖ to select beginning date for Day light saving time.

`00:01`   SUN `09 00:01`

6. Press ENTER button to confirm setting.

7. Press ⊕⊖ to select the beginning hour for Day light saving time.

`00`   SUN `09` `00`

8. Now display turns to the setting of ending time for Day Light Saving time.

9. Press ⊕⊖ to select ending month for Day Light Saving time.

10. Press ENTER button to confirm setting.

11. Press ⊕⊖ to select ending date for Day Light Saving time

12. Press ENTER button to confirm setting.

13. Press ⊕⊖ to select ending hours for day.

14. Press ENTER button to confirm setting.

15. The setting number now turns to 10

16. To continue next set of setting or slide the setting button to the right to complete and exit setting.

    PS. At the time of Day Light Saving that will be automatically advancing one hour and at ending time will go back to original time.

    To have no Day Light Saving Time, set the month to 00.

4.10 SETTING PRINTING FORMAT

1. In setting mode. Press ⊕⊖ button to choose setting number 10 on left bottom Of display.

2. Press ENTER button to enter setting.

3. Press ⊕⊖ to select the desired printing mode.
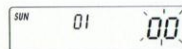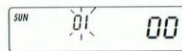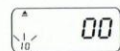
   *00-24 hours printing mode (1/60 hour)

   *01-centennial printing mode (1/100 hour)

   *02-12 hour printing mode

   Eg.* 01. 13:45=13:75. *02. 13:45=13:45PM
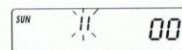
4. Press ENTER button to confirm setting.

5. The setting number now turns to 11.
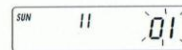
6. To continue next set of setting or slide the Setting button to the right to complete and exit setting.

LCD	ANALOG
00	SUN 01 00
00	SUN 01 00

4.11 SETTING ON/OFF FUNCTION FOR AUTO-DETECTING MONTHLY TIME CARD.

1. In setting mode. Press ⊕⊖ button to choose setting number 11 on left bottom of display.

2. Press ENTER button to enter setting.

3. Press ⊕⊖ to select 00/01

   *00-with function for auto-detecting time card
   *01-without function for auto-detecting time card

4. Press ENTER button to confirm setting.

5. To continue setting from setting number 01 to 11 by pressing ⊕⊖ or slide the setting Button to the right to complete and exit setting.

   PS. If you are using time card without small cut on the bottom, please set the function to "01".

00	SUN 11 00
01	SUN 11 01

5. SETTING PRINTING COLOR

1. In setting mode. Press COLOR button to Enter printing color setting.

2. Press ENTER to enter hours setting.

3. Press ⊕⊖ to select desired hours for color change.

4. Press ENTER button to confirm setting.

5. Press ⊕⊖ to select desired minute for color print.
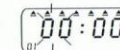
6. Press ENTER button to confirm setting

7. Press ⊕⊖ to select 01/02 for color print.

   *01-for black color print

   *02-for red color print

8. Press ENTER button to confirm setting.

9. Now display turns to weekdays setting.

   PS. If weekdays are not necessary to be set, Press ENTER button to skip steps 10-13.

10. Press ⊕⊖ to select weekdays. If the Weekday is chosen the sign will be flashing on the top of display.

11. Press COLOR button once to delete selected weekday for color print (press COLOR again to show the sign)

12. Press ⊕⊖ to move weekdays sign and COLOR button to register weekdays for COLOR print. If you want to reset again, please press ⊕⊖ button Again and choose weekdays, and press "COLOR button" the weekdays sign recovers.
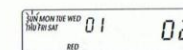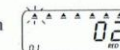
13. After completing weekdays setting, press ENTER button to confirm setting.

14. Now the setting number turns to 02. repeat steps 2-13 to continue next set of setting or slide setting button to the right to complete and exit setting.

LCD	ANALOG
:	SUN MON TUE WED THU FRI SAT 01 : RED
00:00	SUN MON TUE WED THU FRI SAT 01 00:00 RED
00:00	SUN MON TUE WED THU FRI SAT 01 00:00 RED
02	SUN MON TUE WED THU FRI SAT 01 02 RED
02	SUN MON TUE WED THU FRI SAT 01 02 RED

6. SETTING MUSIC/OUTPUT

LCD   ANALOG

1. In setting mode, press MUSIC button to
   enter music/output setting.

2. Press ENTER to enter hours setting.

3. Press ⊞⊟ to select desired hours for music
   /output.

4. Press ENTER button to confirm setting.

5. Press ⊞⊟ to select desired minute for music
   /output.

6. Press ENTER button to confirm setting.

7. Press ⊞⊟ to select 01/02 or 03 for music
   /output setting.

   *01-internal music bell.

   *02-external bell alarm output.

   *03-music bell & external bell alarm output.

8. Press ENTER button to confirm setting.

9. Press ⊞⊟ to set duration for signal output.

   *Origin setting-00:22(22 seconds)

   *Maximum duration –59 min. 59 sec.

10. Press ENTER button to confirm setting.

11. Now display turns to weekdays setting.

    PS.If weekdays are not necessary to be set.

    Press ENTER button to skip steps 12-15.

12. Press ⊞⊟ to select weekdays. If the
    weekday is chosen the sign will be flashing on the top of display.

13. Press MUSIC button once to delete selected
    weekday for music/output. (press. MUSIC again to show the sign)

14. Press ⊞⊟ to move weekdays sign and MUSIC
    button to register weekdays for music/output.

15. After completing weekdays setting press
    ENTER button to confirm setting.

16. Now the setting number turns to 02. Repeat
    steps 2-16 to continue next set of setting or slide
    setting button to the right to complete and exit setting.
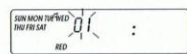
7. SETTING COLUMN FOR PRINTING POSITION

1. In setting mode, press COLUMN button
   to enter column setting.

2. Press ENTER button to enter hours setting.

3. Press ⊞⊟ to select desired hours for column print.

   LCD   ANALOG

4. Press ENTER button to confirm setting.

5. Press ⊞⊟ to select desired minute for column print.

6. Press ENTER button to confirm setting

7. Press ⊞⊟ to select column 01-06 for print.

8. Press ENTER button to confirm setting.

9. Now display turns to weekdays setting.

   PS. If weekdays are not necessary to be set,

   Press ENTER button to skip steps 10-13.
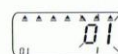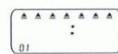
10. Press ⊞⊟ to select weekdays. If the weekday
    is chosen, the sign will be flashing on the top of display.

11. Press COLUMN button once to delete selected
    weekday for column print (press column
    again to show the sign)

12. Press ⊞⊟ to move weekdays sign. And
   COLUMN button to register weekdays for column print.

13. After completing weekdays setting, press ENTER button to confirm setting.
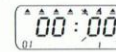
14. Now the setting number turns to 02. Repeat steps 2-13 to continue next
    set of setting or slide setting button to the right to complete and exit setting.

How to delete the setting

Press ⊞⊟ button to select the setting number.

Then press ⊞ and ENTER button at the same

time for 3 seconds to delete that set of setting.

8 - 1. Trouble shooting

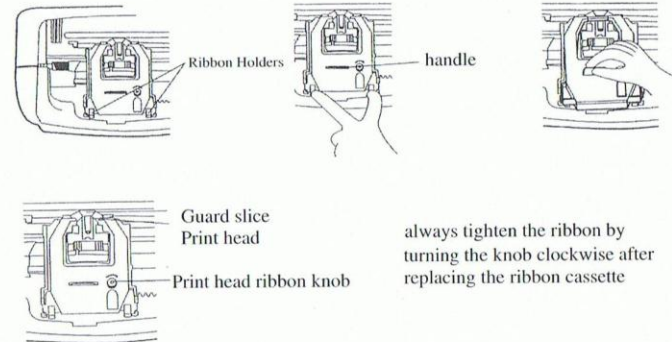| Problems	Reason	Solution
Fail to pull in the card automatically	Power stopped / Bad connection with the power / Pull out or insert the card forcefully	Wait for the power supply retrieval / Check the socket of the power / Check the way of inserting and pulling out the cards
Clock stopped	Power stopped / Bad connection With the power	Wait for the power supply retrieval / Check the socket of the power
Time goes too fast or slow	Time setting is not correct / Long power stopped period	Set the time correctly / Reset
Printing color too light	The color ribbon is not in correct place	Set the color ribbon in its correct place
Printing position is wrong	The conclusion date setting is not correct / The usage is not correct	Set the conclusion date correctly / Check the way of inserting and pulling out the cards
No printout with long beep	Insert Monthly card with other side out	Insert it again correctly
Date mistake	Date setting wrong	Reset the date
Printing untidy	The usage is not correct	Check the way of inserting and pulling out the cards

8-2. The problem display code:

① Mistake E2: the location of left and right mistake ② Mistake E5: the clock mistake

9. MAINTENANCE

9.1 Replacing Ribbon Cassette

Ribbon Holders   handle

Guard slice
Print head

Print head ribbon knob

always tighten the ribbon by turning the knob clockwise after replacing the ribbon cassette

9.2 NOTES FOR DAILY USE.

1. Escape it from punching

2. Keep it off dust or water

3. Keep it off heat and the organic solution.

4. Check the Panasonic Button Battery which can last 10 years in normal condition.

10. REQUESTS AND SPECIFICATIONS

Requests and Specifications

Working power source	110~125V/220V-240V
Working ampere	0.19 A
Working Temperature	-5 degree ~ 40 degree
Working humidity	10% ~ 80%
Size of card	85-85.2mm(Width)*189mm(length)

10. PS :

COLOR: Set the BLACK and RED color change times, 24 setting available.

SIGNAL: Set times for Siren/Bell to sound and the duration. Up to 24 settings.

COLUMNS: Set the times & days for each column change. Up to 24 settings.

ENTER: Input the information.

DELETE SETTINGS: Press ⊕ ⊖ button to select the setting number, then press ⊕ and ENTER

Button at the same time for 3 seconds to delete that set of settings.