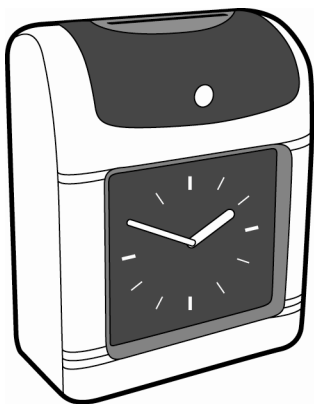


Electronic Time Recorder



ANALOGUE



LCD

Instruction Manual

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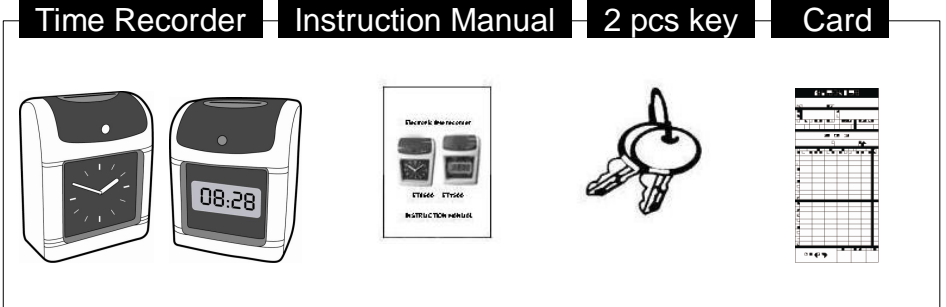
1. Introduction

In order to operate your time recorder accurately and efficiently with a longer product life, please read this manual thoroughly.

Models Functions	LCD	Analogue
LCD Display	*	
Clock Face		*
Two color printing	*	*
Time Signal	*	*
Perpetual calendar	*	*
Back up battery	*	*
Auto In-Out adjustment	*	*
External Signal Unit	*	*
Data memory backup during power failure	*	*
Check time card's front or back automatically. If insert the wrong side, will quit by the machine.	*	*

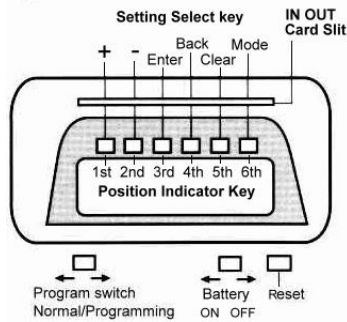
1.1 Package Contents

Unpack the time recorder and check its contents to ensure that the time recorder unit and all accessories as shown below are included.

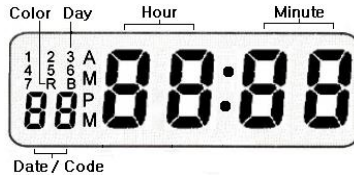


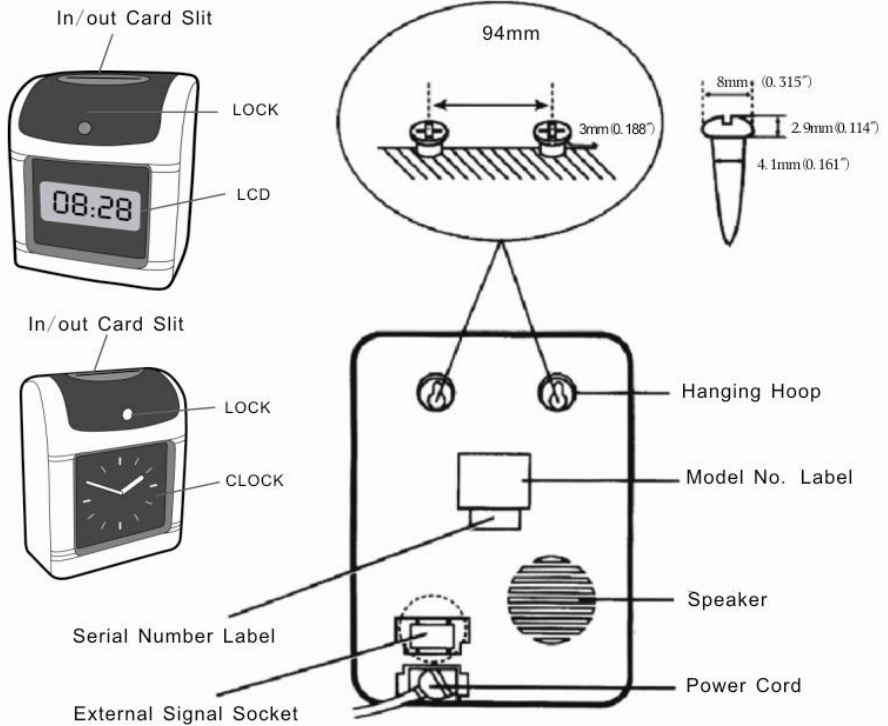
1.2 Parts identification

(a) Keypad



(b) LCD on the top





1.3 Setting select key

+	to increase the set value by 1
-	to decrease the set value by 1
Enter	to save the set value & enter the next step
Back	to backspace the set value
Clear	to cancel the set value
Mode	to select function codes
Program switch	Normal/ Programming
Battery	Battery On/Off
Reset	Reset

2. Function options

The function options will be started by unlocking and removing the lid from the time recorder with the program switch to right side. Here are a total of 73 function codes, which are from 00, 01, 02 to 73+; different codes are for different settings. In the case, press **Enter** to select the codes forward or press **Back** to select backward for functions setting expected, or press **Mode** to select function codes, then press **+** to increase the value as well as press **-** to decrease the value, and press **Enter** to select the codes forward, press **+** to increase the value as well as press **-** to decrease the value.

2.1 Quick codes' selection:

00-01---Setting the time (Year, Month, Date)

02-----Setting the time system

03-----Setting the time (Hour, Minute)

04-----Setting the day changing time

05-----Setting the Monthly, Weekly, Bi-weekly pay period ending day

06-----Setting the DST start (month and day)

07-----Setting the DST start (hour and minute)

08-----Setting the DST end (month and day)

09-----Setting the DST end (hour and minute)

10-----Printing position adjustment (up/down)

11-----Printing position adjustment (left/right)

12-----Detecting front/back of card

13-----Setting the regular time signal

14-37---Setting the time signal (01~24 times)

38-55---Setting the shifting time (01~18 times)

56-73---Setting the 2-color printing (01~18 times)

2.2 Detail codes' selection:

Code	Functions
00	Setting the Year
01	Setting the Month and Date
02	Setting the time system
03	Setting the Hour and Minute
04	Setting the day changing time
05	Setting the Monthly, Weekly, Bi-weekly pay period ending day
06	Setting the DST start (month and day)
07	Setting the DST start (hour and minute)
08	Setting the DST end (month and day)
09	Setting the DST end (hour and minute)
10	Printing position adjustment (up/down)
11	Printing position adjustment (left/right)
12	Detecting front/back of card
13	Setting the Duration of time signal(Seconds)
14	Setting the time of 1 st group of ringing
15	Setting the time of 2 nd group of ringing
16	Setting the time of 3 rd group of ringing
17	Setting the time of 4 th group of ringing
18	Setting the time of 5 th group of ringing
19	Setting the time of 6 th group of ringing
20	Setting the time of 7 th group of ringing
21	Setting the time of 8 th group of ringing
22	Setting the time of 9 th group of ringing
23	Setting the time of 10 th group of ringing
24	Setting the time of 11 th group of ringing
25	Setting the time of 12 th group of ringing
26	Setting the time of 13 th group of ringing
27	Setting the time of 14 th group of ringing
28	Setting the time of 15 th group of ringing
29	Setting the time of 16 th group of ringing
30	Setting the time of 17 th group of ringing

31	Setting the time of 18 th group of ringing
32	Setting the time of 19 th group of ringing
33	Setting the time of 20 th group of ringing
34	Setting the time of 21 st group of ringing
35	Setting the time of 22 nd group of ringing
36	Setting the time of 23 rd group of ringing
37	Setting the time of 24 th group of ringing
38	Setting the time of shifting to 1 st column
39	Setting the time of shifting to 2 nd column
40	Setting the time of shifting to 3 rd column
41	Setting the time of shifting to 4 th column
42	Setting the time of shifting to 5 th column
43	Setting the time of shifting to 6 th column
44	Setting the time of shifting to 1 st column
45	Setting the time of shifting to 2 nd column
46	Setting the time of shifting to 3 rd column
47	Setting the time of shifting to 4 th column
48	Setting the time of shifting to 5 th column
49	Setting the time of shifting to 6 th column
50	Setting the time of shifting to 1 st column
51	Setting the time of shifting to 2 nd column
52	Setting the time of shifting to 3 rd column
53	Setting the time of shifting to 4 th column
54	Setting the time of shifting to 5 th column
55	Setting the time of shifting to 6 th column
56	Setting the time of 1 st group of changing color(Red)
57	Setting the time of 2 nd group of changing color(Black)
58	Setting the time of 3 rd group of changing color(Red)
59	Setting the time of 4 th group of changing color(Black)
60	Setting the time of 5 th group of changing color(Red)
61	Setting the time of 6 th group of changing color(Black)
62	Setting the time of 7 th group of changing color(Red)

63	Setting the time of 8 th group of changing color(Black)
64	Setting the time of 9 th group of changing color(Red)
65	Setting the time of 10 th group of changing color(Black)
66	Setting the time of 11 th group of changing color(Red)
67	Setting the time of 12 th group of changing color(Black)
68	Setting the time of 13 th group of changing color(Red)
69	Setting the time of 14 th group of changing color(Black)
70	Setting the time of 15 th group of changing color(Red)
71	Setting the time of 16 th group of changing color(Black)
72	Setting the time of 17 th group of changing color(Red)
73	Setting the time of 18 th group of changing color(Black)

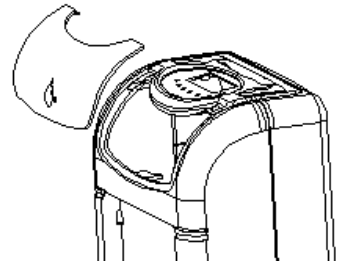
3. Initial setup

1. Power Supply

- (1) Stable power source are highly recommended.
- (2) Please check the correct voltage & power cord before uses.

2. Top Cover

Remove the top cover prior to set program or change the ribbon case
 Open the Top Cover by using the key provided and remove the top cover.

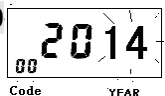


4. Function Setting

After removing the lid from the time recorder, turn the program switch to right side to enter setting condition. Press **%Enter+** to select the codes forward or press **%Back+** to select backward for functions setting expected and, or press **%Mode+** to select function codes, then press **%+** to increase the value as well as press **%-** to decrease the value, and press **%Enter+** to select the codes forward, press **%+** to increase the value or press **%-** to decrease the value and, press **%Enter+** to save the set value and start the next setting.

4.1 Setting the Year

Turn the program switch to right side, the Codes will begin from **%00**



(00 display on the left corner indicates the program Code).

The digital display reads 2014 indicates year 2014. The year

01 flashes on the right of the digital display, press the **+** or **-** button to set the year. Press **Enter** to register the setting.

(The default setting is current year.)

4.2 Setting the Month and Date

Press **Enter** or **Back** to enter the program Code **01**,

or press **+Mode+** to select function codes, then press **%0+** to

increase the value as well as press **%00+** to decrease the

value to enter the program Code **01**, and press **%Enter+** to select the codes

forward **(the next Codes(02-73) Perform the same operation)**

press **+** or **-** button to set the month. Press **Enter** again to register the setting value.

press **+** or **-** button to set the data. Press **Enter** again to register the setting value.

(The default setting is current Month & Date.)

4.3 Setting the time system

Press **Enter** or **Back** to enter the program Code **02**,

press **+** or **-** button to set the time system. Press **Enter**

again to register the setting value.

(The default value is 00:24 which means 24hours system.)

4.4 Setting the Hour and Minute

Press **Enter** or **Back** to enter the program Code **03**,

Press **+** or **-** button to set the Hour. Press **Enter** again to register the setting value.

Press **+** or **-** button to set the Minute. Press **Enter** again to register the setting value.

(The default setting is UK time.)

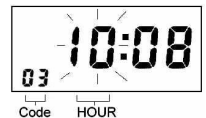
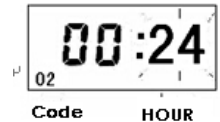
4.5 Setting the day changing time

Press **Enter** or **Back** to enter the program Code **04**,

press **+** or **-** button to set the day changing time.

Press **Enter** again to register the setting value.

(The default setting is 00:00.)



4.6 Setting the Monthly, Weekly, Bi-weekly pay period ending day

Press **Enter** or **Back** to enter the program Code **05**,

press **+** or **-** button to set the card type.

Press Enter again to register the setting value

(The default setting is card type 01, and weekly pay card type 04, and the pay period ending day is Sunday.)



Card Type	Functions
00	Month pay time card
01	Weekly pay time card
02	Bi-weekly pay time card



4.6a Change the Monthly pay period end day

When the pay period end day is set to 00, the first row on the 1~15 row card surface is automatically as blank row.



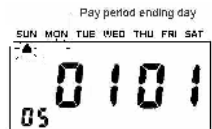
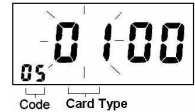
4.7 Setting the Weekly pay period ending day

Press **Enter** or **Back** to enter the program code 05,

press **+** or **-** button to set the card type to 01

Press **Enter** again to register the setting value.

Press **Clear** button to select the required pay period ending day and then Press **Enter** again to register the setting value. (The default setting is pay ending Sunday.)



Weekly pay Card type	Functions	Bottom Space
01	Upper part weekly pay	23mm
02	Lower part weekly pay	23mm
03	Upper part weekly pay	35mm
04	Lower part weekly pay	35mm



press **+** or **-** button to set the weekly pay card type to 01

Press **Enter** again to register the setting value.

4.8 Setting the Bi-Weekly pay period ending day

Press **Enter** or **Back** to enter the program code 05, press **+** or **-** button to set the card type to 02 press **Enter** again to register the setting value press **Clear** button to select the required pay period ending day and then Press **Enter** again to register the setting value.

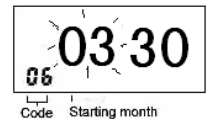
Press **+** or **-** button to set the Bi-weekly pay card type to 01. Press **Enter** again to register the setting value



Bi-weekly pay Card type	Functions	Bottom Space
01	Bi-weekly pay current week	23mm
02	Bi-weekly pay second week	23mm
03	Bi-weekly pay current week	35mm
04	Bi-weekly pay second week	35mm

4.9 Setting the DST start (month and day)

Press **Enter** or **Back** to enter the program code 06, Press **+** or **-** button to set the start month. Press **Enter** again to register the setting value. Press **+** or **-** button to set the start date. Press **Enter** again to register the setting value. (The default setting is last Sunday in March every year.)



4.10 Setting the DST start (hour and minute)

Press **Enter** or **Back** to enter the program code 07, press **+** or **-** button to set the start hour. Press **Enter** again to register the setting value.



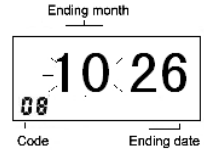
press **+** or **Back** button to set the start minute.
Press **Enter** again to register the setting value.

(The default setting is 01:00.)

4.11 Setting the DST end (month and day)

Press **Enter** or **Back** to enter the program code 08,
press **+** or **Back** button to set the end month.
Press **Enter** again to register the setting value.
press **+** or **Back** button to set the end date.
Press **Enter** again to register the setting value.

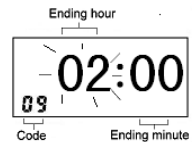
(The default setting is last Sunday in October every year.)



4.12 Setting the DST end (hour and minute)

Press **Enter** or **Back** to enter the program code 09,
press **+** or **Back** button to set the end hour.
Press **Enter** again to register the setting value.
press **+** or **Back** button to set the end minute.
Press **Enter** again to register the setting value.

(The default setting is 02:00.)



4.13 Set printing position (Up/Down)

Press **Enter** or **Back** to enter the program code 10,
press **+** or **Back** button to set the printing position <0~9>
Press **Enter** again to register the setting value.
Higher value, printing moves upward, lower value,
printing moves downward.

(The default setting is 0004.)



4.14 Set printing position (Left/Right)

Press **Enter** or **Back** to enter the program code 11,



press **+** or **□** button to set the printing position <0~9>

Press **Enter** again to register the setting value.

(The default setting is 0005.)

4.15 Detecting front/back of cards

Press **Enter** or **Back** to enter the program code **12**.

Press **+** or **□** button to select the flashing value %0000+

or %0001+ %0000+is for closing this function, %0001+is for starting this function. Press **Enter** again to register the setting value.

(The default setting is 0000.)

***The detection function operates only when you use specific time cards (monthly pay cards) with front/back detection cut-out.**



4.16 Setting the regular time signal (0-99Seconds)

Press **Enter** or **Back** to enter the program Code **13**,

Press **+** or **□** button to set time signal duration and the initial value (10 seconds) will appear.

The duration can be set from 0~99 seconds.

(The default setting is 0005.)

Press **Enter** again to register the setting value and enter code **14** so as to setting the time of 1st ringing

Press **+** or **□** button to set the Hour.

Press **Enter** again to register the setting value.

Press **+** or **□** button to set the Minute.

Press **Enter** again to register the setting value.

Press **+** button to set the week.

Press **□** button to cancel the week.

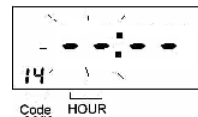
Press **Clear** button to set everyday.

Doing the same as above to enter code 15~37 and complete the setting of 2nd~24th ring times if necessary.

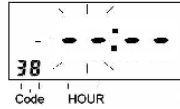
(The default setting is - - :- -)

4.17 Setting the shifting time

Press **Enter** or **Back** to enter the program Code **38**,



Press **+** or **⏪** button to set the Hour.
 Press **Enter** again to register the setting value.
 Press **+** or **⏪** button to set the Minute.
 Press **Enter** again to register the setting value.
 Press **+** button to set the week.
 Press **⏪** button to cancel the week.
 Press **Clear** button to set everyday,



Doing the same as above to enter code 39~55 and complete the setting of 2nd~18th shifting times if necessary.

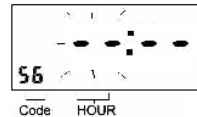
(The default setting is - - :- -)

The format below is for reference:

	38	39	40	41	42	43
Print Column	44	45	46	47	48	49
	50	51	52	53	54	55
Function	A.M. IN	A.M. OUT	P.M. IN	P.M. OUT	O.T. IN	O.T. OUT

4.18 Setting the 2-color printing

Press **Enter** or **Back** to enter the program Code **56**,
 Press **+** or **⏪** button to set the Hour.
 Press **Enter** again to register the setting value.
 Press **+** or **⏪** button to set the Minute.
 Press **Enter** again to register the setting value.
 Press **+** button to set the week.
 Press **⏪** button to cancel the week.
 Press **Clear** button to set everyday,



Doing the same as above to enter code 57~73 and complete the setting of 2nd~18th change color times if necessary.

(The default setting is - - :- -)

5. All Reset

Press **%Reset+key** to re-start the whole machine.

Press **[+]** & **[Clear]** & **[Mode]** (Key **1, 5, 6**) all together to restore the default value, including Date, Time, Time Signal, Color Change, Printing Position.

6. Trouble Shooting

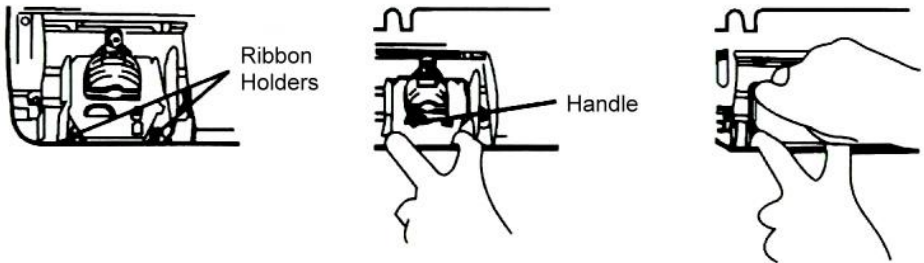
◎ Press **[RESET]** button to re-start the program when it is not work properly.

Trouble	Causes	Corrective Measures
The time recorder does not accept time card	<ol style="list-style-type: none"> 1. Power failure 2. The time card is damaged 3. The power cord is disconnected. 4. Cards were inserted or pulled out by force. 	<ol style="list-style-type: none"> 1. Wait until power supply is restored 2. Change a new time card 3. Insert the power plug firmly into the power outlet. 4. Pull the power plug out of the power outlet, then insert again.
The clock is slow (or fast)	<ol style="list-style-type: none"> 1. Mistakes in setting the clock. 2. Power failure 	Set it correctly.
Light printing	<ol style="list-style-type: none"> 1. The ribbon cartridge is not set correctly. 2. The cartridge has been used for long time. 	<ol style="list-style-type: none"> 1. Set it correctly. 2. Change a new cartridge.
The printing position is wrong	<ol style="list-style-type: none"> 1. Incorrect setting of day change. 2. Improper use of the time recorder. 	<ol style="list-style-type: none"> 1. Set it correctly. 2. Make sure to insert the card in the card slot and remove it properly.
The date is incorrect	Mistakes in setting the date	Set it correctly.
Imperfect printing	Improper use of the time recorder	Make sure to insert card in the middle of card slot and remove then properly.

7. Replacing Ribbon Cartridge

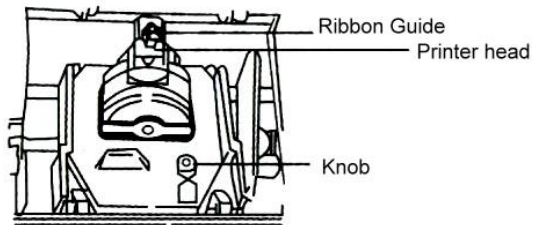
1. Open the top cover, press Column 4 to move the ribbon cartridge to center.

- As shown in the figure below, pull the ribbon holders towards you and, holding them steady in the position, use the handle to take out the cartridge.



- Correctly insert a new cartridge between the ribbon guide and the printer head.

Push the cartridge head until it clicks into place. Turn the knob clockwise to fasten the ribbon.



8. Cautions

- To avoid fire or electric shock, please do not expose this machine to rain or excessive condensed moisture.
- Do not expose to direct sunlight, strong heat source or dusty area.

9. Specifications

Power Supply	AC230v Input (Refer to the indication on the label of each machine)
Power Consumption	Standby:2W / Work:10W
Dimensions	Approx. 193 x 244 x 123 mm (L x W x H)
Weight	2.4 Kgs
Usage Environment	-30 ~40
	10%RH~80%RH
Time Card Sizes	85 x 188 x 0.35 mm (W x L x H)
Ribbon Cartridge	

10. Error Code

Once the E1E1, E2E2, shown on LCD display, please contact your dealer from whom you purchased the time recorder.

E1E1--Wrong position of Up & Down

E2E2--Wrong position of left & right

It is recommended to use genuine manufacturer time recorder ribbons. Usage of non genuine or compatible ribbons may damage your printer and void your warranty.