

CALCULATING TIME RECORDER

With TFT Color Touch Panel

NO. NAME 001

DEPT. _____

IN	OUT	IN HOURS WORKED	OUT ACCUM. HOURS	HOURS WORKED	ACCUM. HOURS	COMMENTS

Signature _____

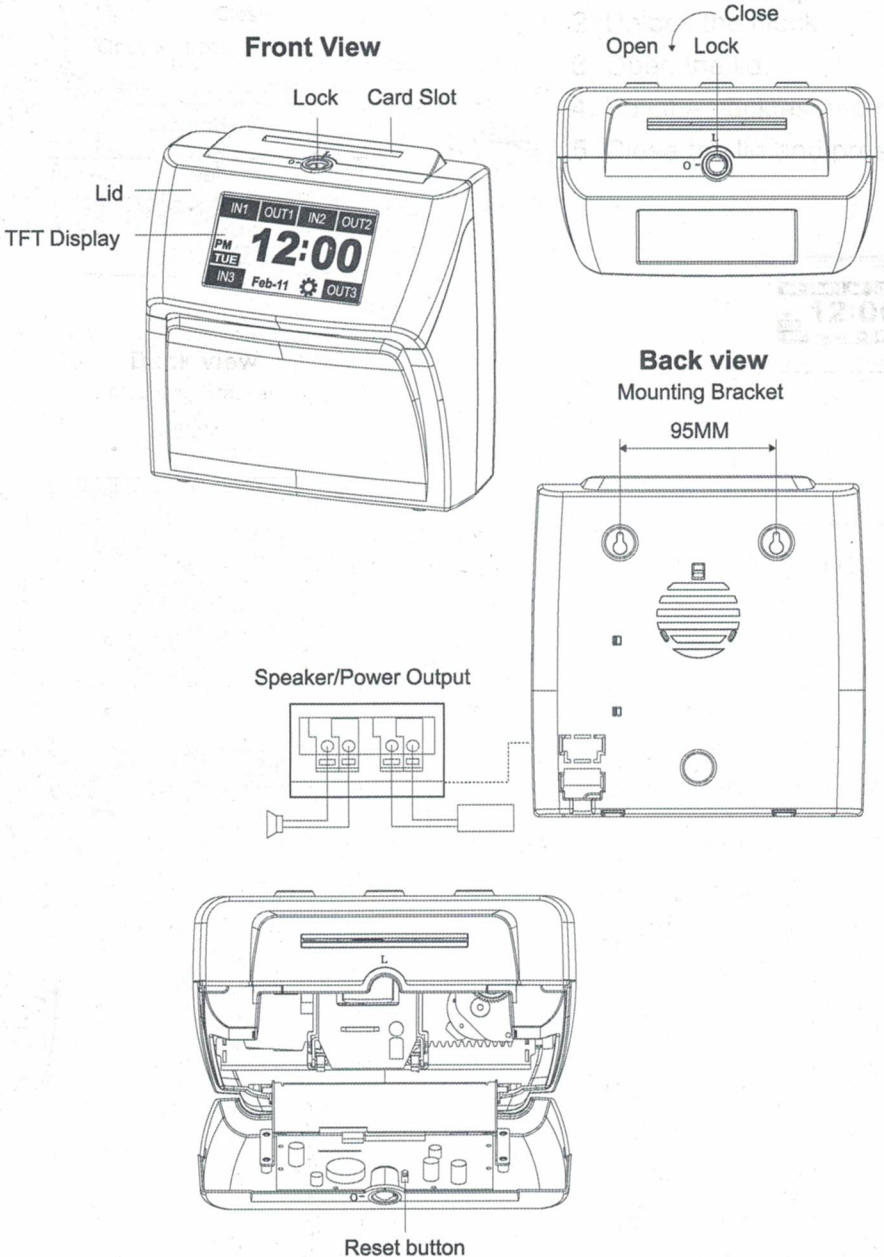


Calculating / Auto columns

High visibility / Natural instinct of the human-Easy for setting

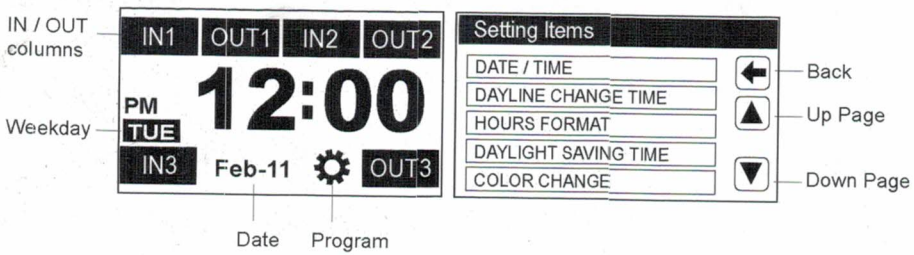
A. OVERVIEW:

External View



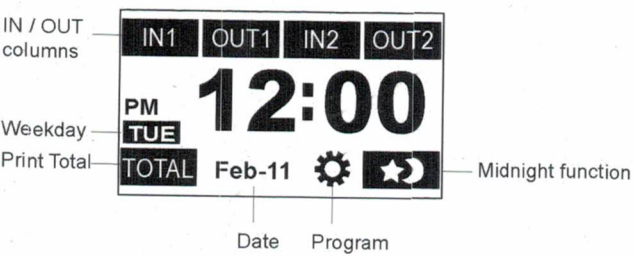
Non-Calculating / Auto columns

TFT setting panel





Calculating

TFT setting panel




B. PROGRAMMING MODE

Press  for 3 seconds to get into program mode and press  to exit the programming mode. (The clock will resume the operation mode if there is no further setting within one minute)

1. DATE / TIME setting
2. DAYLINE CHANGE TIME - setting time when should switch to next calendar day.
3. HOURS FORMAT - setting 12/24 hours on display.
4. DAYLIGHT SAVING TIME setting.
5. COLOR CHANGE - color change (red/black) to highlight late attendance or early leave.
6. MELODY / OUTPUT - setting time and duration for melody / output function.

7. PRINTING COLUMNS - setting auto shift IN / OUT printing column.
8. PRINTING FORMAT - setting print 1/60, 1/100 hour or 12 hours am/pm.
9. TIME CARD TYPE - setting one of time card types for non-calculating (standard 6 columns card) or auto columns/calculating (barcode card); also setting pay period and payend day.
10. PRINTING POSITION - Vertical (gain value the printing position is going up)
Horizontal (gain value the printing position is going right).
11. CARD FORMAT - 1st or 16th row blank (for monthly card).
12. CARD AUTO DETECTION - setting auto detect the right side of time card for printing.
13. MELODY VOLUME - setting volume for inner melody.
14. BRIGHTNESS - setting brightness of LCD display.
15. PIN SETTING - optional 4 numbers of password for menu access.
16. TIME ACCURACY - setting to gain or lose seconds / daily to ensure time accuracy.
17. LANGUAGE setting - setting language (English / Chinese).

C. ADVANCED PROGRAM SETTING

- AUTO COLUMN - If the function is chosen, the time recorder will automatically switch the correct IN/OUT column when you punch your attendance card. The time card can be recorded up to 6 prints a day maximum. The recorder would determine the first IN column every card every day correctly and print IN/OUT columns in sequence automatically. It's needless to press the IN/OUT button before you printing in order to avoid making any over stamping.
 1. In setting of TIME CARD TYPES please choose AUTO COLUMN.
 2. To select one of pay period.
 3. To select pay end day.
 4. Press  to exit the programing mode.
- CALCULATING – The time card can be recorded up to 2 pairs of IN/OUT (morning & afternoon) a day including daily, grand totaling maximum 6 prints.

Time recorder will automatically track a running total for the day, pay period and allow you to customize additional setting.

1. In function of TIME CARD TYPES please choose CALCULATING.
2. To select one of pay period.
3. To select pay end day and AUTO 2 PRINTS/DAILY or AUTO 4 PRINTS/DAILY
 AUTO 2 PRINTS/DAILY – if 2 prints is chosen the clock would switch IN1→OUT4 automatically when print a card, then calculation.
 AUTO 4 PRINTS/DAILY – if 4 prints is chosen the clock would switch IN1→ OUT1→IN2 →OUT2 automatically when print a card, then calculation.
4. Press SCHEDULE to set

EFFECTIVE TIME – To set calculation effective time zone as start / end for working hours.

BREAK TIME – To set break deduction feature, the calculation will be automatically deducted a set or 3 sets maximum break times. Employees are not required to punch IN/OUT for a deduction to occur.

PUNCH ROUNDING – to set rounding unit and simplify day / period calculations easier to read.

Rounding unit 1, 3, 5, 6, 10, 12, 15, 20, 30, 60 min.

There are two type of rounding

Exp. Rounding unit 15 min. IN 9:05 OUT 16:55

1)HOURS

16:55 - 9:05 = 7 : 50 → round 7:45

2)PUNCH TIME

9:05→round 9:15 16:50→round 16:45 16:45-9:15=7:30

IN	OUT	IN	OUT	HOURS	ACCM.
		HOURS	ACCM.	WORKED	HOURS
				COMMENTS	
⊖ 7:55		⊖ 17:05	⊖ 9:10	9:10	
⊖ 8:05		⊖ 17:05	9:00	18:10	
⊖ 7:00	⊖ 12:00	⊖ 13:00	⊖ 18:00	10:00	28:10
⊖ 8:06		⊖ 16:03	7:57	36:07	
		⊖ 11:03	⊖ 20:05	9:02	45:09
⊖ 8:05					
⊖ 10:02		⊖ 18:00	8:00	53:09S	
⊖ 9:03		⊖ 12:03	3:00	56:09	

Daily

Grand totaling

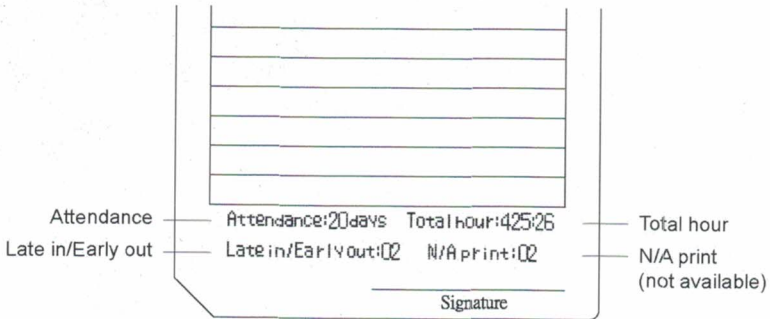
"S" Shows abnormal print on previous date

Sample printing

D. FUNCTION KEYS

1) TOTAL :

1. Press "TOTAL" for 3 seconds.
2. To choose one of the card which you are going to print.
3. To insert the card, then the machine will automatically print all the essential data you need.

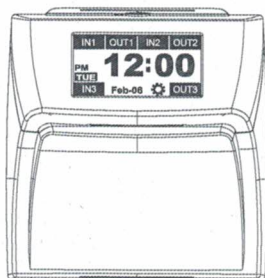


- 2) **★** (MIDNIGHT) : Press "**★**" " to enable the punch out time records to the same line of previous working day even if exit punch time crosses the " DAYLINE CHANGE TIME".

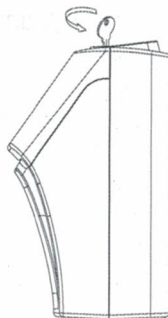
DIAGNOSIS OF ERROR CODE	
Description	Solution
OVER REGISTER	The number of prints exceeds the limit.
WRONG SIDE OF TIME CARD	To reverse to another side of card for print.
CARD INSERT MOTOR MALFUNCTION	Service is requested
TIME RECORDED	To wait another min. or next print.
BARCODE IS FAINT OR DAMAGED	To clean the card or to replace with a new card.

ette Replacement of ribbon cassette

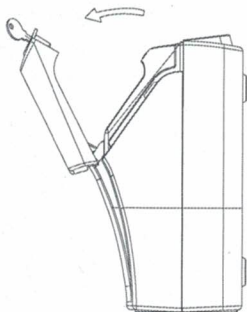
1. Press **⚙️** sign for 3 seconds to get into the setting mode.
2. Unlock the clock.
3. Open the lid.
4. Pull the buckles and replace a new ribbon cassette.
5. Close the lid and press **←** return to the operation.



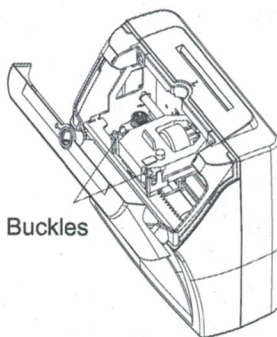
(1)



(2)



(3)



Buckles

(4)

SPECIFICATION

Power rating:	110V-120V \sim (or 220V-240V \sim) Please refer to the label plate on the back of each machine
Amp:	0.22 Amp
Dimension:	D 12 X W 19.8 X H 21 CM ³
Weight:	2.0 KGS
Ambient:	0-40° C
Condition:	10%- 80 % RH
Standard time card:	W 86 mm X L 189mm