TIME RECORDER

User Manual

Version:1.0

ZKTeco

www.zkteco.com

SETTING

Open the lid and move the setting button (under set up) to the left to enter setting mode.

LCD

1 SETTING YEAR

1. In 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 and turn to setting number 02
5. Continue the next setting or slide the setting button to the right to complete and exit setting

2 SETTING DATE

1. In setting mode, press button to choose setting number 02
2. Press ENTER button to enter date setting
3. Press to select the correct month
4. Press ENTER button to confirm setting
5. Press to select the correct date
6. Press ENTER button to confirm setting and turn to setting number 03
7. Continue the next setting or slide the setting button to the right to complete and exit setting

3 SETTING TIME

1. In 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 and turn to setting number 04
7. Continue the next setting or slide the setting button to the right to complete and exit setting

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 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 and turn to setting number 05
7. Continue the next setting or slide the setting button to the right to complete and exit setting

5 SETTING PRINTING POSITION

1. In setting mode, press button to choose setting number 05
2. Press ENTER button to enter setting
3. Press to select the desired vertical printing position setting

   *The number is between 00-15. As the number building up, the printing position will move to the upper
4. Press ENTER button to next setting and press to select the desired horizontal printing position setting

   *The number is between 00-15. As the number building up, the printing position will move to the right
5. Press ENTER button to next setting and press to select the desired printing size setting

   * The number is between 00-07. As the number building up, the printing size will become bigger
6. Press ENTER button to confirm setting and turn to setting number 06
7. Continue the next setting or slide the setting button to the right to complete and exit setting

6 SETTING ON/OFF FUNCTIONS FOR AUTO-DETECTING MONTHLY TIME CARD

1. In setting mode, press button to choose setting number 06
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 and turn to setting number 07
5. Continue the next setting or slide the setting button to the right to complete and exit setting

7 SETTING HOURS MODE

1. In setting mode, press button to choose setting number 07
2. Press ENTER button to enter hours mode setting
3. Press to select the desired hours 12/24

   *12-12hours mode (ex.1:00 PM=1:00)
   *24-24hours mode (ex.1:00 PM=13:00)
4. Press ENTER button to confirm setting and the setting number turns to 08
5. Continue next set of setting or slide the setup switch to the right to complete and exit setting

8 SETTING CARD FORMAT

1. In setting mode, press button to choose setting number 08
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 09
6. Continue next set of setting or slide the set up switch the right to complete and exit setting

9 SETTING DAYLIGHT SAVING TIME

1. In setting mode, press button to choose setting number 09
2. Press ENTER button to enter setting
3. Press to select beginning month for Daylight Saving Time
4. Press ENTER button to confirm setting
5. Press to select beginning date for Daylight Saving Time
6. Press ENTER button to confirm setting
7. Press to select the beginning hour for Daylight Saving Time
8. Now display turns to the setting of ending time for Daylight Saving Time
9. Press to select ending month for Daylight Saving Time
10. Press ENTER button to confirm setting
11. Press to select ending date for Daylight 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 set up switch to the right to complete and exit setting

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

To have no Daylight Saving Time, set the month to 00

10 SETTING PRINTING FORMAT

1. In setting mode. Press button to choose setting number 10
2. Press ENTER button to enter setting
3. Press to select the desired printing mode

   * 00-60Minutes printing mode(1/60hour)
   * 01-Centesimal printing mode(1/100hour)
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

11 SETTING TIME CARD & PAY PERIOD ENDING DATE

1. In setting mode, press button to choose setting number 11
2. Press ENTER button to enter setting
3. Press to select 00/01 for time card type

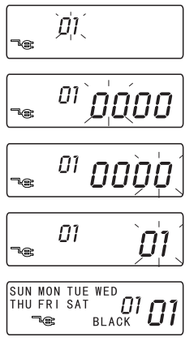
   01- the weekly pay time card. 00- the monthly pay time card

   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

4. Press ENTER button to confirm setting
5. Continue next set of setting or slide the set up switch to the right to complete and exit setting

SETTING PRINTING COLOR



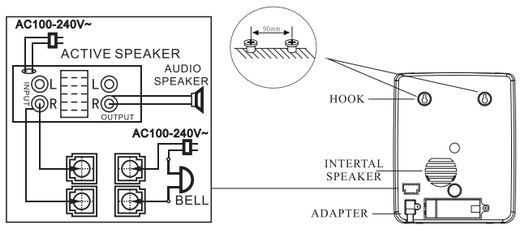
1. Enter the setting mode and press COLOR button to enter printing color setting
2. Press ⊞⊟ to select number of groups. If there is no any record, please turn to group number 01 to set
3. Press ENTER button to enter setting
4. Press ⊞⊟ to select the desired hour and press ENTER to confirm
5. Press ⊞⊟ to select the desired minute and press ENTER to cofirm
6. Press ⊞⊟ to select 01(BLACK)/02(RED) and press ENTER to confirm and turn to next group
7. Continue the next setting or slide the setting button to the right to complete and exit setting

SETTING MUSIC

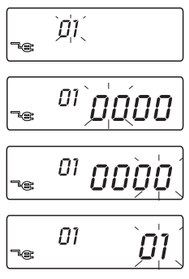
1. Enter the setting mode and press MUSIC button to enter music/output setting
2. Press ⊞⊟ to select number of groups. If there is no any record, please turn to group number 01 to set
3. Press ENTER button to enter setting
4. Press ⊞⊟ to select the desired hour and press ENTER to confirm
5. Press ⊞⊟ to select the desired minute and press ENTER to confirm and turn to next group
6. Continue next setting or slide the setting button to right to complete and exit setting

Port in the left side can only connect to active speaker. Port in the right side can only connect to bell. Passive speaker nor audio speaker is not allowed for use. Otherwise, problems may be caused hereby.

Note: Please turn to professional people if this machine need to connect to active speaker or bell.



SETTING COLUMN



1. Enter the setting mode and press COLUMN button to enter printing column setting
2. Press ⊞⊟ to select number of groups. If there is no any record, please turn to group number 01 to set
3. Press ENTER button to enter setting
4. Press ⊞⊟ to select the desired hour and Press ENTER to confirm
5. Press ⊞⊟ to select the desired minute and Press ENTER to confirm
6. Press ⊞⊟ to select the desired COLUMN
7. Continue the next setting or slide the setting button to the right to complete and exit setting

12-1 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 Check the socket of the power Check insertion of card
Clock stopped	Power stopped Bad connection with the power	Wait for the power Check the socket of the power
Time goes too fast or slow	Time setting is not correct Power stopped for a long time	Set the time correctly Reset
Printing color too light	The ribbon is not in correct place	Set the 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 insertion of card
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 insertion of card

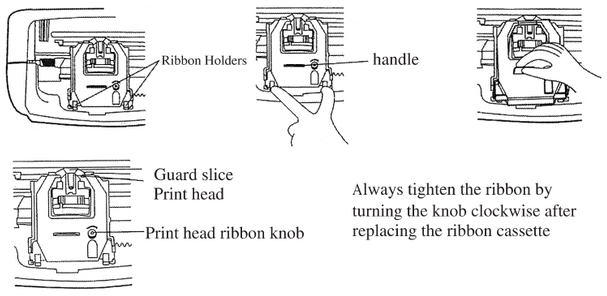
12-2 The problem display code:

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

13 MAINTENANCE

13.1 Replacing Ribbon Cassette

Bring the setup swith to the left. This will move the ribbon cassette in a better position to change ribbon, when finished, move setup switch back to the right



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

13.2 NOTES FOR DAILY USE.

1. No punching
2. Avoid exposure to water or excess dust
3. Keep away from heat and organic solution
4. Check the Button Battery which can last 1 year in normal condition

14 REQUESTS AND SPECIFICATIONS

Requests and Specifications

Working power source	☐ 100~240V 0.19A ☐ 14.0V ⎓ 2.0A
Working Temperature	0°C~ 40 °C
Working humidity	10% ~ 80%
Net Weight of Machine	1.6KG
Size of card	85-85.5MM X 186MM(W*L)

REMARK:

COLOR: Set RED or BLACK color, time for color change, Up to 24 groups

MUSIC: Set the time for music, Up to 24 groups

COLUMN: Set the time and day for each column change, Up to 12 groups

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