

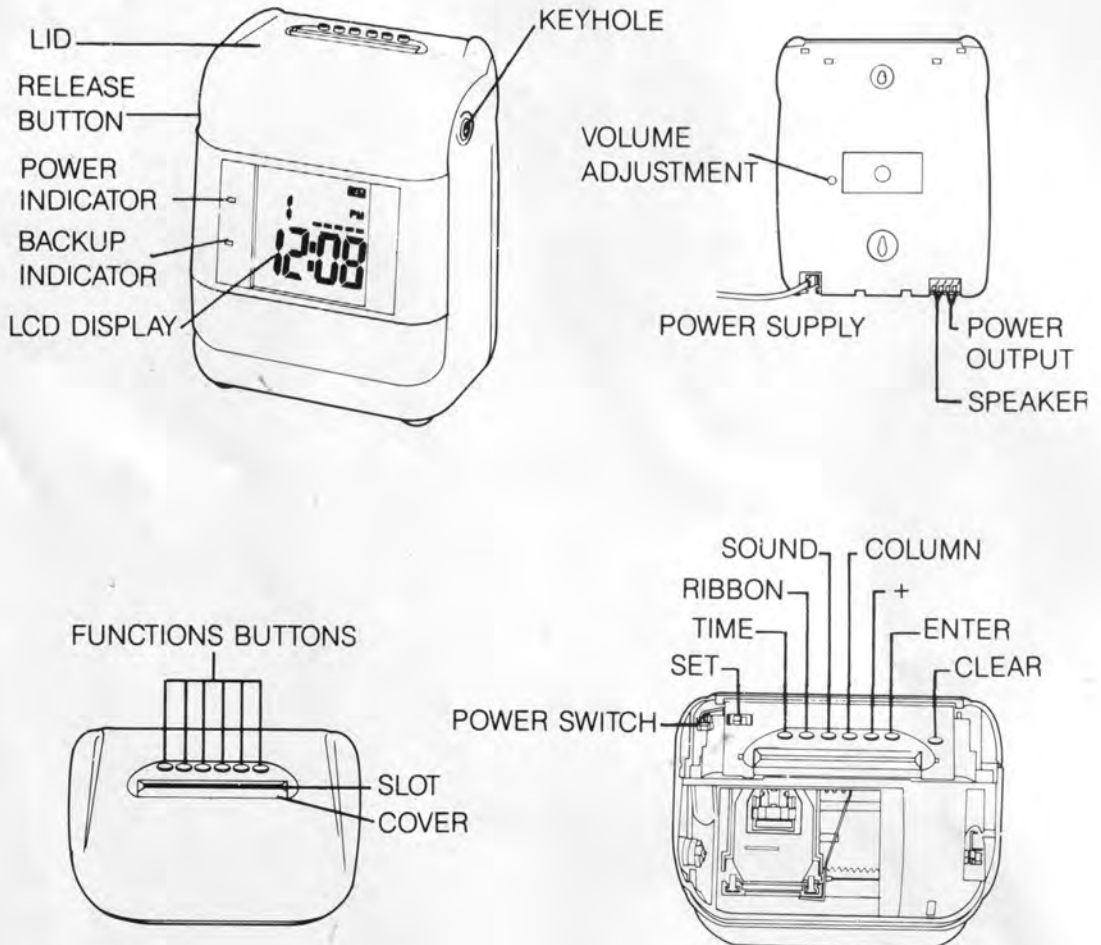
# TIME RECORDER

## TR-SERIES

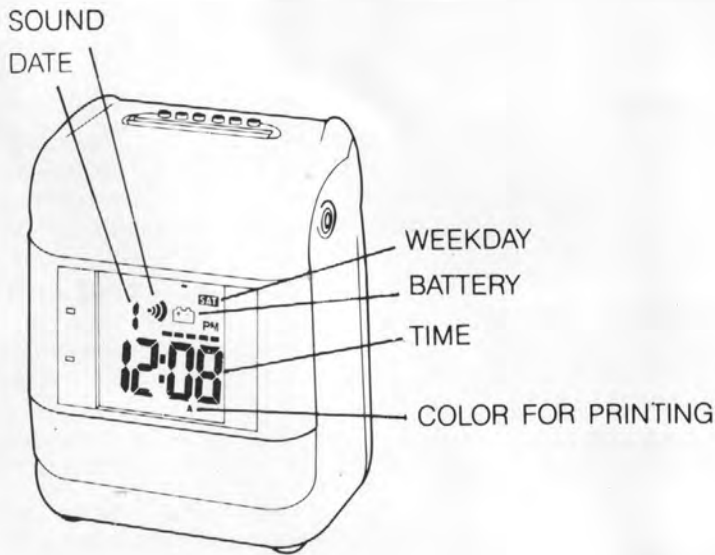


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**2. NOMENCLATURE**
**2.1 EXTERNAL VIEW**


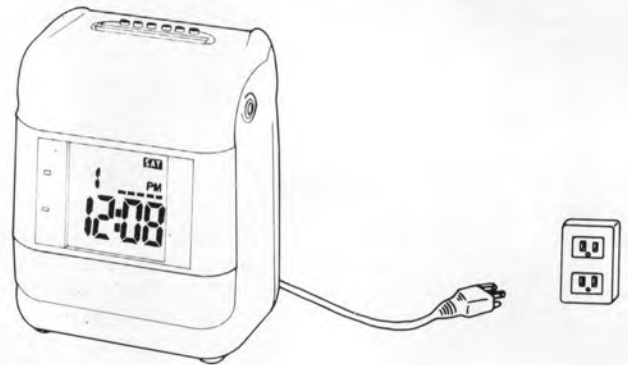
## 2.2 L.C.D. DISPLAY



## 3. SETTING THE TIME RECORDER

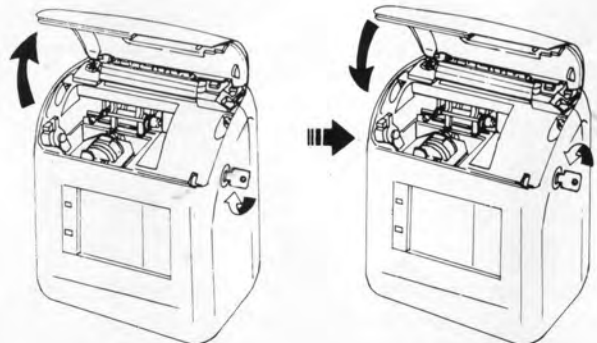
### 3.1 POWER CONNECTION

CONNECT THE PLUG TO CORRECT POWER SUPPLY THE POWER INDICATOR WILL BE LIT.



### 3.2 OPEN THE LID

INSERT THE KEY INTO THE KEYHOLE ON THE RIGHT SIDE OF THE UNIT AND TURN THE KEY 90 DEGREE CLOCKWISE, PRESS THE RELEASE BUTTON ON THE LEFT SIDE OF THE UNIT, PUSH THE LID UPWARD TO OPEN.  
(REVERSE ABOVE STEPS TO CLOSE THE LID)



OPEN THE LID

CLOSED THE LID

### 3.3 TURN ON THE SYSTEM

- STEP 1. OPEN THE LID. MAKE SURE THE "SET" SWITCH IS SLID TO THE LEFT.
2. SLIDE THE "POWER" SWITCH TO THE LEFT. THE TIME RECORDER WILL RUN A SELF-TEST PROCEDURE AND WILL BE READY IN 3 SECONDS.



#### Warning

It must wait about 30 seconds if need to re-turn on the POWER switch for PCB data system re-set up.

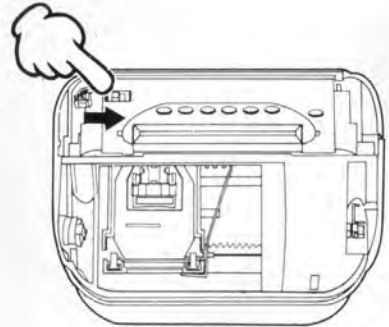
### 3.4 SYSTEM RESET

- STEP 1. MAKE SURE THE TIME RECORDER IS POWER ON.
2. OPEN THE LID.
3. SLIDE THE "POWER" SWITCH TO THE RIGHT FOR 3 SECONDS THEN SLIDE THE "POWER" SWITCH TO THE LEFT. AT THIS TIME ALL PREVIOUS SETTING WILL BE CLEARED AND RESET TO HOME SETTING.

**CAUTION: THIS PROCEDURE WILL ERASE ALL SETTING EXCEPT HOME SETTING.**

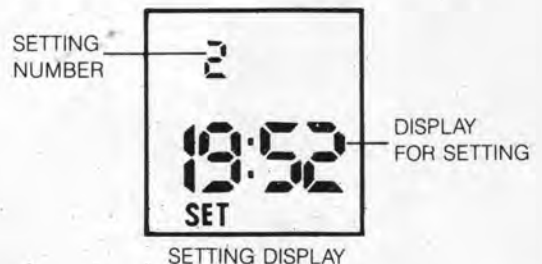
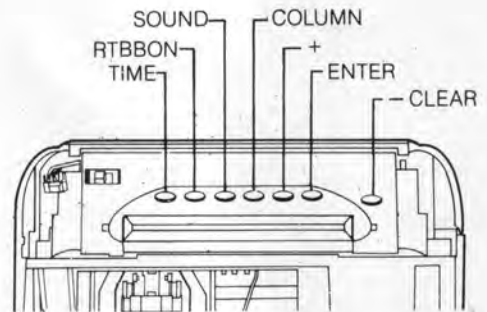
### 3.5 SETTING UP YOUR TIME RECORDER

- STEP 1. OPEN THE LID.
2. SLIDE THE "SET" SWITCH TO THE RIGHT TO ENTER THE PROGRAMMING MODE.



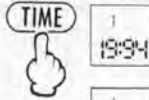
#### 3.5.1 SETTING KEYS AND L.C.D. DISPLAY

- "TIME" BUTTON: PRESS ONCE EACH TIME TO SELECT THE FOLLOWING CHOICE OF SETTING (A NUMBER THAT CORRESPONDS TO EACH SETTING WILL APPEAR AT UPPER LEFT CORNER OF THE DISPLAY)
- 1 SETTING YEARS
  - 2 SETTING DATE
  - 3 SETTING TIME
  - 4 SETTING LIFT CHANGE TIME
  - 5 SETTING TIME CARD FORMAT
  - 6 SETTING HOURS MODE
  - 7 SETTING TIME CARD TYPED
  - 8 SETTING PRINTING POSITION
- "RIBBON" BUTTON: SETTING TIME FOR PRINTING COLOR TO BE RED OR BLACK.
- "SOUND" BUTTON: SELECT MUSIC OR POWER OUTPUT.
- "COLUMN" BUTTON: SELECT DESIRED TIME FOR PRINTER TO SHIFT TO NEXT COLUMN.
- "+" BUTTON: SELECT BUTTON.
- "ENTER" BUTTON: PRESS "ENTER" BUTTON AFTER DATA ARE CONFIRMED.
- "CLEAR" BUTTON: CLEAR SETTING DATA.



### 3.5.2 SETTING YEAR

STEP 1. PRESS THE "TIME" BUTTON REPEATEDLY UNTIL THE SETTING NUMBER IS APPEARED "1".



2. PRESS "+" BUTTON TO SELECT CURRENT YEAR.



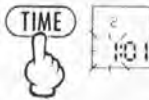
3. PRESS "ENTER" BUTTON AFTER SETTING IS CONFIRMED.



4. SLIDE THE "SET" SWITCH TO THE LEFT TO EXIT THE PROGRAMMING MODE, OR CONTINUE TO NEXT SETTING (EXAMPLE: SETTING THE YEAR TO 1995)

### 3.5.3 SETTING DATE

STEP 1. PRESS THE "TIME" BUTTON REPEATEDLY UNTIL THE SETTING NUMBER IS APPEARED "2".



2. PRESS "+" BUTTON TO SELECT DESIRED MONTH.



3. PRESS "ENTER" BUTTON AFTER THE SETTING IS CONFIRMED.



4. PRESS "+" BUTTON TO SELECT DESIRED DATE.



5. PRESS "ENTER" BUTTON AFTER THE SETTING IS CONFIRMED.



6. SLIDE THE "SET" BUTTON TO THE LEFT TO EXIT THE PROGRAMMING MODE, OR CONTINUE TO NEXT SETTING.

### 3.5.4 SETTING TIME

STEP 1. PRESS THE "TIME" BUTTON REPEATEDLY UNTIL THE SETTING NUMBER IS APPEARED "3".



2. PRESS "+" BUTTON TO SELECT DESIRED HOUR.



3. PRESS "ENTER" BUTTON AFTER THE SETTING IS CONFIRMED.



4. PRESS "+" BUTTON TO SELECT DESIRED MINUTE.



5. PRESS "ENTER" BUTTON AFTER THE SETTING IS CONFIRMED.



6. SLIDE THE "SET" BUTTON TO THE LEFT TO EXIT THE PROGRAMMING MODE, OR CONTINUE TO NEXT SETUP.

### 3.5.5 SETTING LIFT CHANGE TIME

STEP 1. PRESS THE "TIME" BUTTON REPEATEDLY UNTIL THE SETTING NUMBER IS APPEARED "4" (ORIGINAL SETTING IS 24:00)



2. PRESS "+" BUTTON TO SELECT DESIRED HOURS.



3. PRESS "ENTER" BUTTON AFTER THE SETTING IS CONFIRMED.



4. PRESS "+" BUTTON TO SELECT DESIRED MINUTE.



5. PRESS "ENTER" BUTTON AFTER THE SETTING IS CONFIRMED.



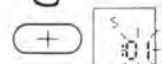
6. SLIDE THE "SET" BUTTON TO THE LEFT TO EXIT THE PROGRAMMING MODE, OR CONTINUE TO NEXT SETUP. (EXAMPLE: SETTING THE PAY DATE CHANGE TIME AT 1:00 AM)

### 3.5.6 SETTING TIME CARD FORMAT

STEP 1. PRESS THE "TIME" BUTTON REPEATEDLY UNTIL THE SETTING NUMBER IS APPEARED "5".



2. PRESS "+" BUTTON TO SELECT "00" OR "01" FOR THE CORRESPONDING CARD FORMAT.



3. PRESS "ENTER" BUTTON AFTER THE SETTING IS CONFIRMED.



4. SLIDE THE "SET" BUTTON TO THE LEFT TO EXIT THE PROGRAMMING MODE, OR CONTINUE TO NEXT SETUP.

### 3.5.7 SETTING HOURS MODE

STEP 1. PRESS THE "TIME" BUTTON REPEATEDLY UNTIL THE SETTING NUMBER IS APPEARED "6".



2. PRESS "+" BUTTON TO SELECT 24:00 OR 12:00 HOURS MODE.



3. PRESS "ENTER" BUTTON AFTER THE SETTING IS CONFIRMED.



4. SLIDE THE "SET" BUTTON TO THE LEFT TO EXIT THE PROGRAMMING MODE, OR CONTINUE TO NEXT SETUP. (EXAMPLE: SETTING THE 12:00 HOURS MODE)

### 3.5.8 SETTING TIME CARD TYPE

STEP 1. PRESS THE "TIME" BUTTON REPEATEDLY UNTIL THE SETTING NUMBER IS APPEARED "7".



2. PRESS "+" BUTTON TO SELECT "01" OR "02". (01-MONTHLY PAY 02-WEEKLY PAY)



3. PRESS "ENTER" BUTTON AFTER THE SETTING IS CONFIRMED.

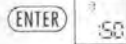


4. SLIDE THE "SET" BUTTON TO THE LEFT TO EXIT THE PROGRAMMING MODE, OR CONTINUE TO NEXT SETUP. (EXAMPLE: SETTING THE WEEKLY PAY TIME CARD MODE)



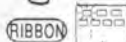
### 3.5.9 SETTING PRINTING POSITION

1. PRESS THE "TIME" BUTTON REPEATEDLY UNTIL THE SETTING NUMBER IS APPEARED "8".
2. THE NUMBER "48" WILL BE APPEARED ON L.C.D
3. PRESS "+" BUTTON TO SELECT NUMBER OF 0-59 (HOME SETTING IS "48").
4. PRESS "ENTER" BUTTON AFTER THE SETTING IS CONFORMED (IF THE NUMBER BUILD UP THE PRINTING POSITION WILL MOVE TO THE RIGHT OF COLUMN.)
5. SLIDE THE "SET" SWITCH TO THE LEFT TO EXIT PROGRAMMING MODE, OR CONTINUE TO NEXT SETUP



### 3.5.10 SETTING TIME PERIOD FOR CHANGE OF PRINTING COLORS.

1. PRESS THE "RIBBON" BUTTON TO ENTER INTO THE PRINTING COLORS CHANGE SETTING.
2. ONE OF WEEKDAYS WILL FLASH ON THE DISPLAYS FOR SETTING.
3. PRESS "+" BUTTON TO CHOOSE WEEKDAYS.
4. PRESS THE "ENTER" BUTTON AFTER THE SETTING IS CONFIRMED.
5. REPEAT STEP 3 TO 4 UNTIL TO FINISH WEEKDAYS SETTING (THE FLASHING NOW TURN TO DISPLAY HOUR).
6. PRESS "+" BUTTON TO SELECT DESIRED HOURS.
7. PRESS "ENTER" BUTTON AFTER THE SETTING IS CONFIRMED.
8. PRESS "+" BUTTON TO SELECT DESIRED MINUTE.
9. PRESS "ENTER" BUTTON AFTER THE SETTING IS CONFIRMED.
10. AFTER THE TIME SETTING THE FLASH WILL TURN TO "A" OR "B" ("A" FOR BLACK COLOR, "B" FOR RED COLOR) AT THE RIGHT CORNER ON DISPLAY.
11. PRESS "+" BUTTON TO SELECT "A" OR "B".
12. PRESS "ENTER" BUTTON TO CONFIRM THE COLOR OF CHANGE.
13. REPEAT STEP 1-12 TO INTO THE SECOND SET OF SETTING.
14. SLIDE THE "SET" SWITCH TO THE LEFT TO EXIT THE PROGRAMMING MODE

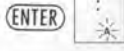


### 3.5.11 SETTING SOUND

- STEP 1. PRESS THE "SOUND" BUTTON TO ENTER INTO THE SOUND SETTING. (INCREMENT BY 1 WHEN THIS BUTTON IS PRESS ONCE. THERE ARE TWO MUSIC FOR SELECT AND 36 SETS OF TIME AND MUSIC FOR SETTING)
2. ONE OF WEEKDAYS WILL FLASH ON THE DISPLAYS FOR SETTING.
  3. PRESS "+" BUTTON TO CHOOSE THE MUSIC TO SOUND OR NOT FOR THAT DAY.
  4. PRESS THE "ENTER" BUTTON AFTER THE SETTING IS CONFIRMED.



5. REPEAT STEP 3 TO 4 UNTIL TO FINISH WEEKDAYS SETTING. THE FLASHING NOW TURN TO DISPLAY HOUR.
6. PRESS "+" BUTTON TO SELECT DESIRED HOURS.
7. PRESS "ENTER" BUTTON AFTER THE SETTING IS CONFIRMED.
8. PRESS "+" BUTTON TO SELECT DESIRED MINUTE.
9. PRESS "ENTER" BUTTON AFTER THE SETTING IS CONFIRMED.
10. AFTER THE TIME SETTING. THE FLASH WILL TURN TO "A" OR "B" OR "AB" (A FOR MUSIC ONE, B FOR MUSIC TWO, AB FOR THE POWER OUTPUT) AT THE RIGHT CORNER ON THE DISPLAY.
11. PRESS "+" BUTTON TO SELECT "A" OR "B" OR "AB".
12. PRESS "ENTER" BUTTON TO CONFIRM THE TYPE OF SOUND OUTPUT.

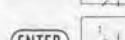


### SETTING DURATION TIME OF THE "AB" OUTPUT

- a. IF "AB" IS CHOSEN. THE DURATION TIME FOR THE POWER OUTPUT WILL DISPLAY FOR SETTING.
- b. PRESS "+" BUTTON TO SELECT DESIRED DURATION MINUTES AND PRESS "ENTER" BUTTON TO CONFIRMED.
- c. PRESS "+" BUTTON TO SELECT DESIRED DURATION SECONDS AND PRESS "ENTER" BUTTON TO CONFIRM. (THE MAXIMUM DURATION TIME SETTING CAN BE UP TO 59 MINUTES AND 59 SECONDS)
- d. REPEAT STEP 1 THROUGH 12 FOR NEXT SET OF SETTING.

### 3.5.12 SETTING TIME FOR AUTO SHIFT FOR COLUMN PRINTING

1. PRESS THE "COLUMN" BUTTON TO ENTER INTO THE COLUMN CHANGE SETTING.
2. ONE OF WEEKDAYS WILL FLASH ON THE DISPLAYS FOR SETTING.
3. PRESS "+" BUTTON TO CHOOSE THE WEEKDAYS.
4. PRESS THE "ENTER" BUTTON AFTER THE SETTING IS CONFIRMED.
5. REPEAT STEP 3 TO 4 UNTIL TO FINISH WEEKDAYS SETTING THE FLASHING NOW TURN TO DISPLAY HOUR.
6. PRESS "+" BUTTON TO SELECT DESIRED HOURS.
7. PRESS "ENTER" BUTTON AFTER THE SETTING IS CONFIRMED.
8. PRESS "+" BUTTON TO SELECT DESIRED MINUTE.
9. PRESS "ENTER" BUTTON AFTER THE SETTING IS CONFIRMED.
10. AFTER THE TIME SETTING. THE FLASH WILL TURN TO "00".
11. PRESS "+" BUTTON TO SELECT WHICH COLUMN TO BE PRINTED FOR WEEKDAYS (COLUMN 1 TO 6).
12. PRESS "ENTER" BUTTON TO CONFIRM THE NUMBER OF COLUMN.
13. REPEAT STEP 1-12 TO INTO THE SECOND SET OF SETTING.
14. SLIDE THE "SET" SWITCH TO THE LEFT TO EXIT THE PROGRAMMING MODE.



### 3.6 PRINTING THE TIME CARD

A. PRINTING WILL OCCUR AT THE COLUMN THAT CORRESPOND TO ONE LIT BUTTON ON THE TOP OF THOSE "IN" OR "OUT" BUTTON. IF THIS IS THE CORRECT COLUMN TO BE PRINTED. INSERT THE TIME CARD INTO THE SLOT. THE TIME CARD WILL THAN AUTOMATICALLY BE FED, PRINTED AND PUSH OUT TO COMPLETE THE PRINTING.

MANUAL SHIFT FOR PRINTING COLUMN

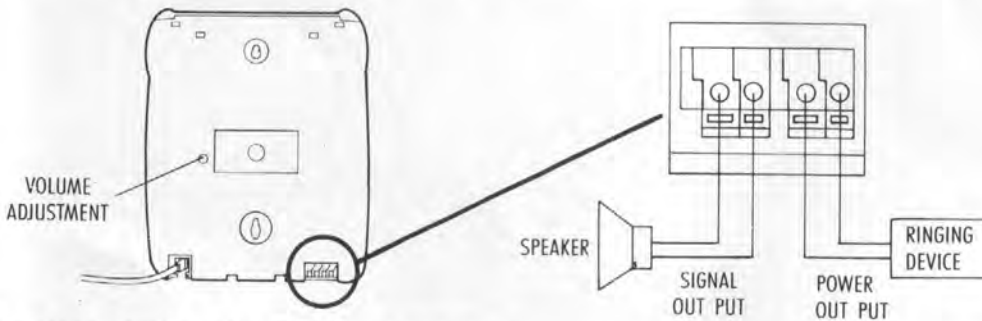


STANDARD TIME CARD



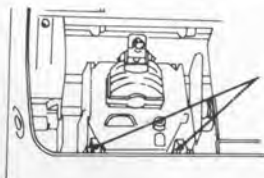
- B. MAKE SURE TO USE CORRECT TIME CARD. THE TIME RECORDER WILL IDENTIFY FRONT OR REVERSE SIDE OF THE TIME CARD. IF YOU INSERT YOUR TIME CARD WORNGSIDELY. YOUR TIME CARD WILL BE REJECTED WITHOUT BEING PRINTED AND A "BE-BE" WARNING NOTICE WILL SOUND.
- C. THE TIME CARD ALSO CAN BE PRINTED MANUALLY BY PRESSING THE DESIRED "IN" OR "OUT" BUTTON.
- D. AFTER SELECTING THE "IN" OR "OUT" BUTTON FOR DESIRED PRINTED COLUMN, INSERT THE TIME CARD FOR THE PRINTING. ONE MINUTE AFTER THAT PARTICULAR MANUAL PRINTING, THE TIME RECORDER WILL RETURN TO AUTOMATIC SETTING.

### 3.7 HOW TO CONNECT AN EXTERNAL SPEAKER AND POWER OUTPUT

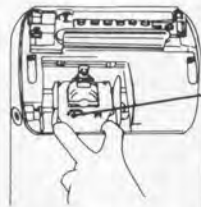


### 3.8 REPLACING THE RIBBON CASSETTE

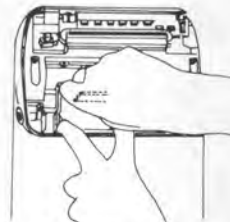
- STEP 1. OPEN THE LID AND REMOVE LID.
2. SLIDE THE "SET" SWITCH TO THE RIGHT TO ENTER INTO THE PROGRAMMING MODE.
3. PULL THE RIBBON HOLDER TOWARD YOU AND IN THE SAME TIME PULL OUT THE CASSETTE.



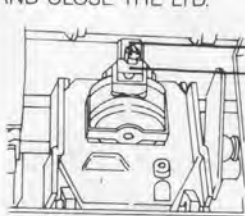
CLICKS



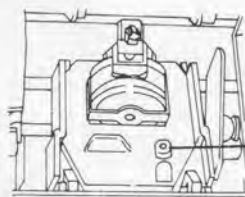
RIBBON HOLDER



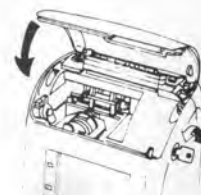
4. INSERT THE NEW CASSETTE BETWEEN THE RIBBON GUIDE AND THE PRINTER HEAD, PUSH THE CASSETTE UNTIL IT CLICKS TO THE CORRECT POSITION, TURN THE KNOB ON THE CASSETTE CLOCKWISE TO TIGHTEN IN THE RIBBON. SLIDE THE "SET" SWITCH TO THE LEFT AND CLOSE THE LTD.



RIBBON GUIDE  
PRINTER HEAD



KNOB



**4. PRE-CAUTION  
CAUTION**

- A. OPERATE THE TIME RECORDER WITH THE CORRECT POWER SOURCE.
- B. DO NOT INSTALL THE TIME RECORDER IN A LOCATION NEAR HEAT RADIATORS OR AIR DUSTS OUT LET, MOISTURE, RAIN, MECHANICAL SHOCK, VIBRATION.
- C. SHOULD ANY LIQUID OR SOLID OBJECT FALL INTO THE TIME RECORDER. UNPLUG THE UNIT AND HAVE IT CHECK BE QUALIFIED PERSONNEL BEFORE OPERATE THE UNIT ANY FURTHER.
- D. KEEP THE TIME RECORDER PLACED HORIZONTALLY.

**5. SPECIFICATION**

- |                                 |   |
|---------------------------------|---|
| <b>A. POWER REQUIREMENT</b>     | <b>110(220) VOLT. 50/60 HZ</b>                        |
| <b>B. POWER CONSUMPTION</b>     | <b>25W (MAX)</b>                                      |
| <b>C. OPERATING ENVIRONMENT</b> | <b>TEMPERATURE 0° ~ 40°C<br/>HUMIDITY 10° ~ 80°HR</b> |
| <b>D. PRINTING</b>              | <b>BY DOT-MATRIX 9 PIN PRINTING HEAD</b>              |
| <b>E. DISPLAY</b>               | <b>DIGITAL INDICATION BY LARGE LCD</b>                |
| <b>F. DIMENSION</b>             | <b>190×235×145 (W×H×D)</b>                            |
| <b>G. WEIGHT</b>                | <b>2.75 KGS</b>                                       |

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