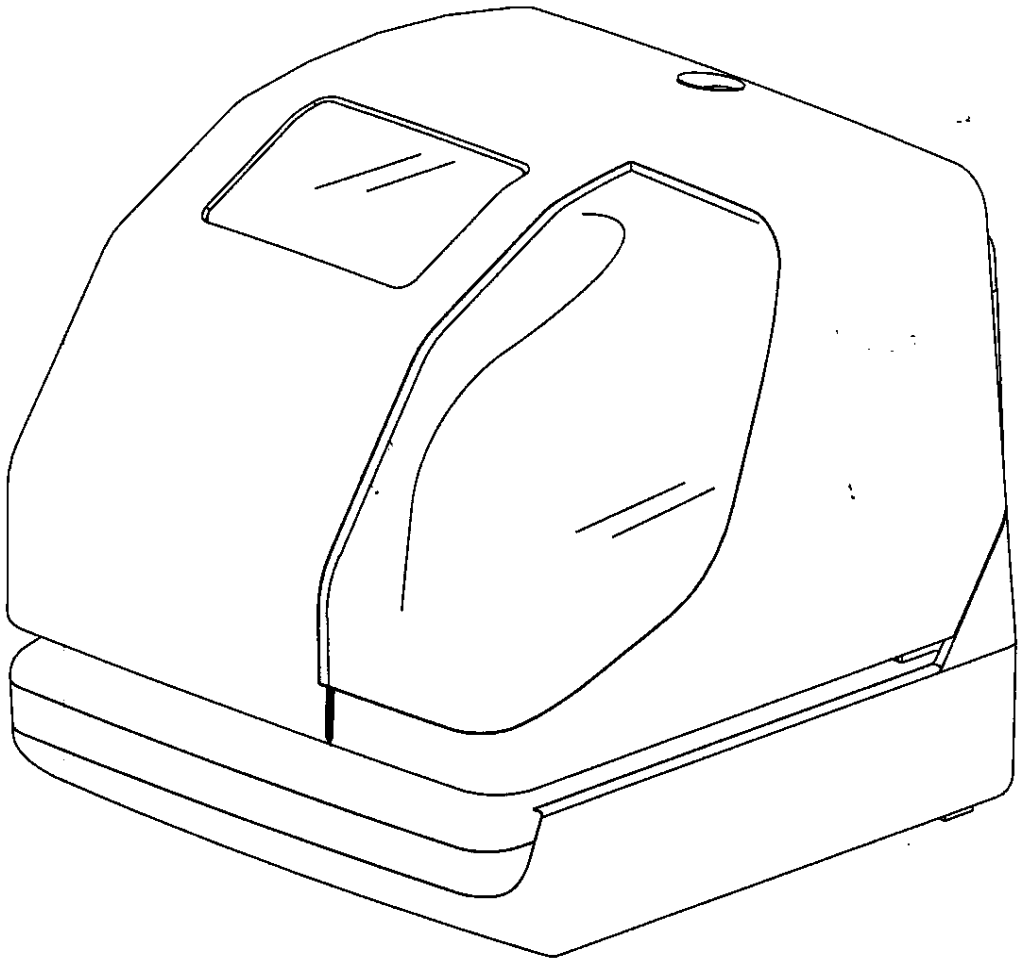
Time stamp



USER'S MANUAL

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3、QUICK INSTALL 4
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5、SETTING THE TIME 6
6、SETTING THE DATE 7
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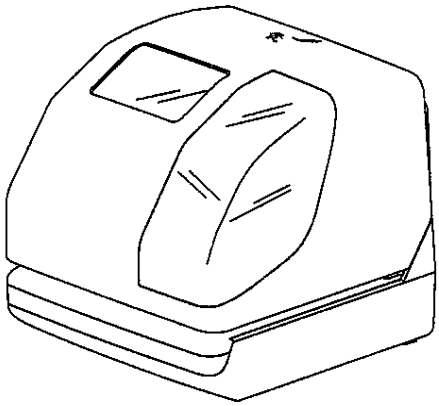
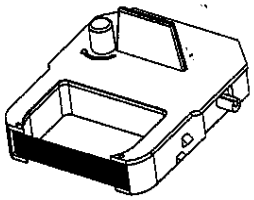
you have opened the box please inspects inside. you should have the following items:

TIME STAMP



Included Accessories

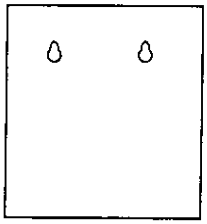
Ribbon cassette
(Pre-fitted)



AC adapter: 1 pcs
(AC power plug)

Keys: 2pcs

Wall-mount fittings:



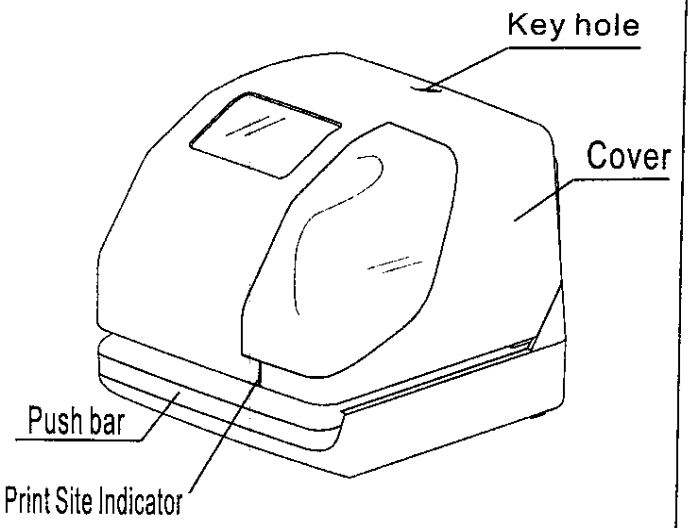
Template: 1sheet

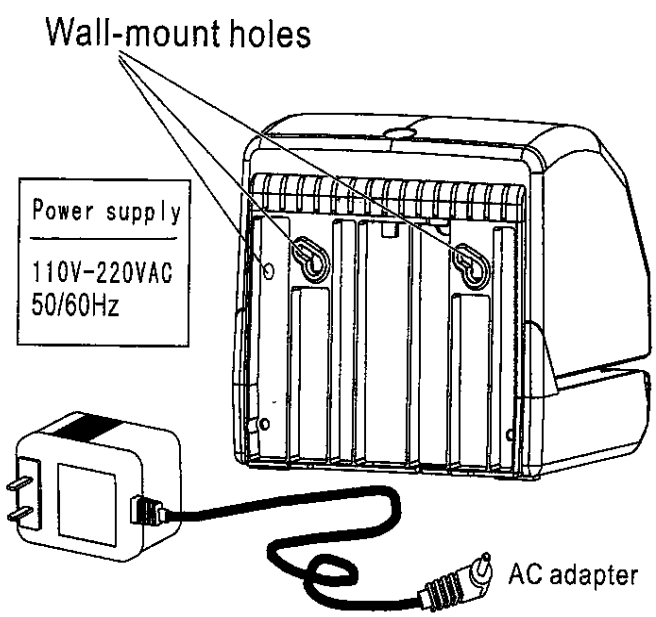
Screws: 2pcs

Washer: 1pcs

2.ABOUT THE TIME STAMP

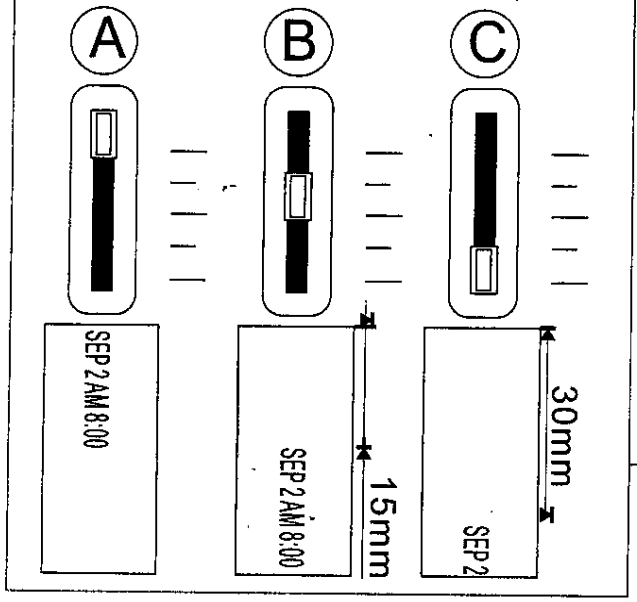
It is important to become familiar with the time stamp before setting it up and using it.

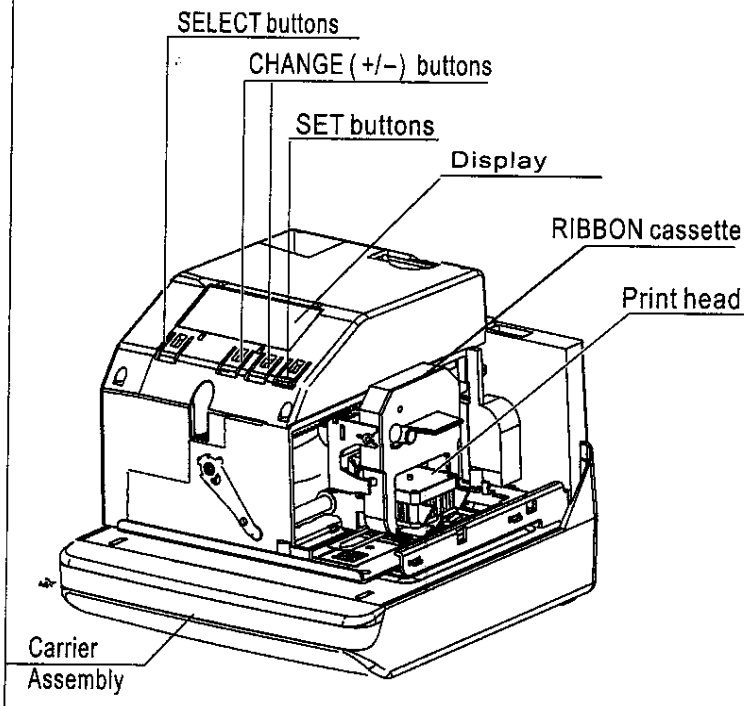




Print position adjuster

The print position,from the card edge, is adjustable by pressing and sliding the print position button on the outside bottom of the time stamp case.

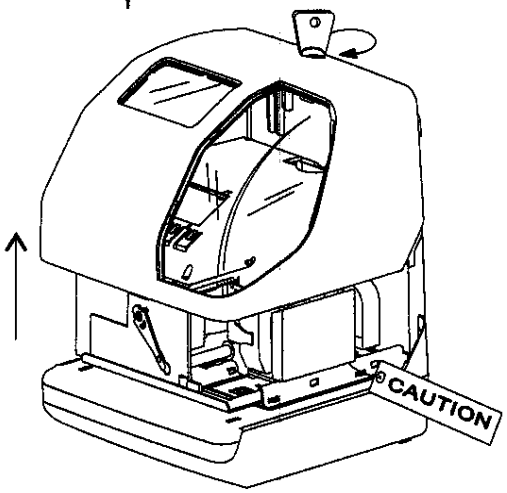




3.QUICK INSTALL

1

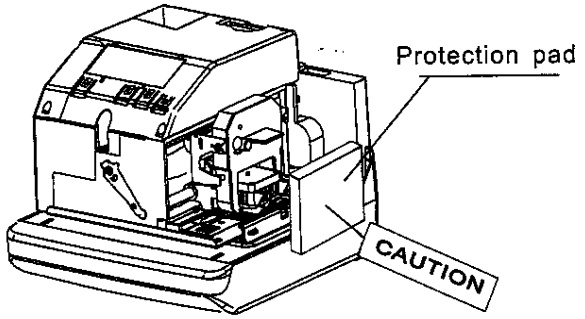
Unlock the key and remove the top case.



2

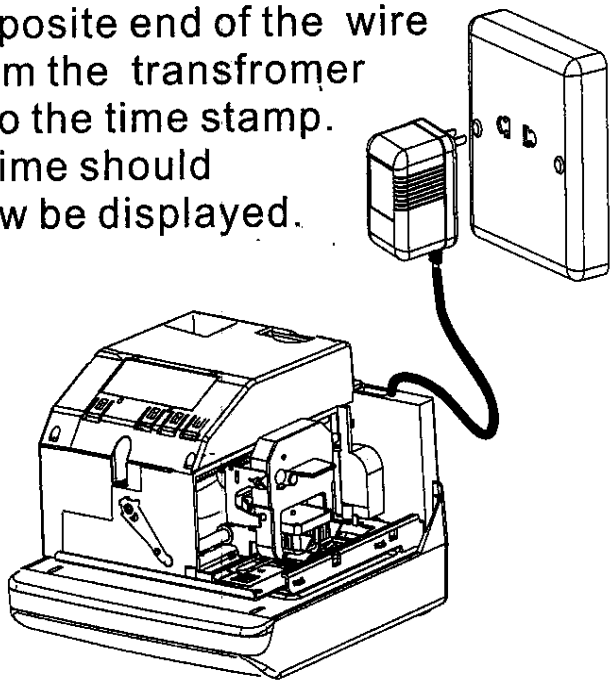
Remove the PROTECTION PAD.

⚠ Remove the PROTECTION PAD before inserting AC power



3

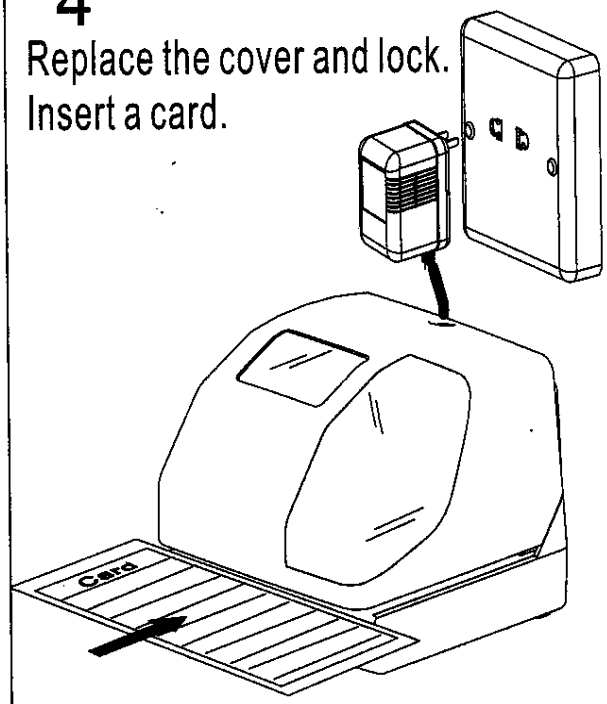
Plug the Transformer into an available AC Outlet.Plug the opposite end of the wire from the transfromer into the time stamp. A time should now be displayed.



If the time or date is not correct, please review the time setting instructions starting on pages 5,6and 7.

4

Replace the cover and lock. Insert a card.

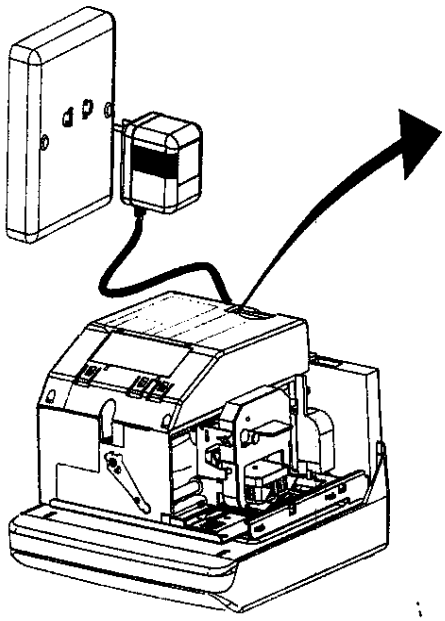


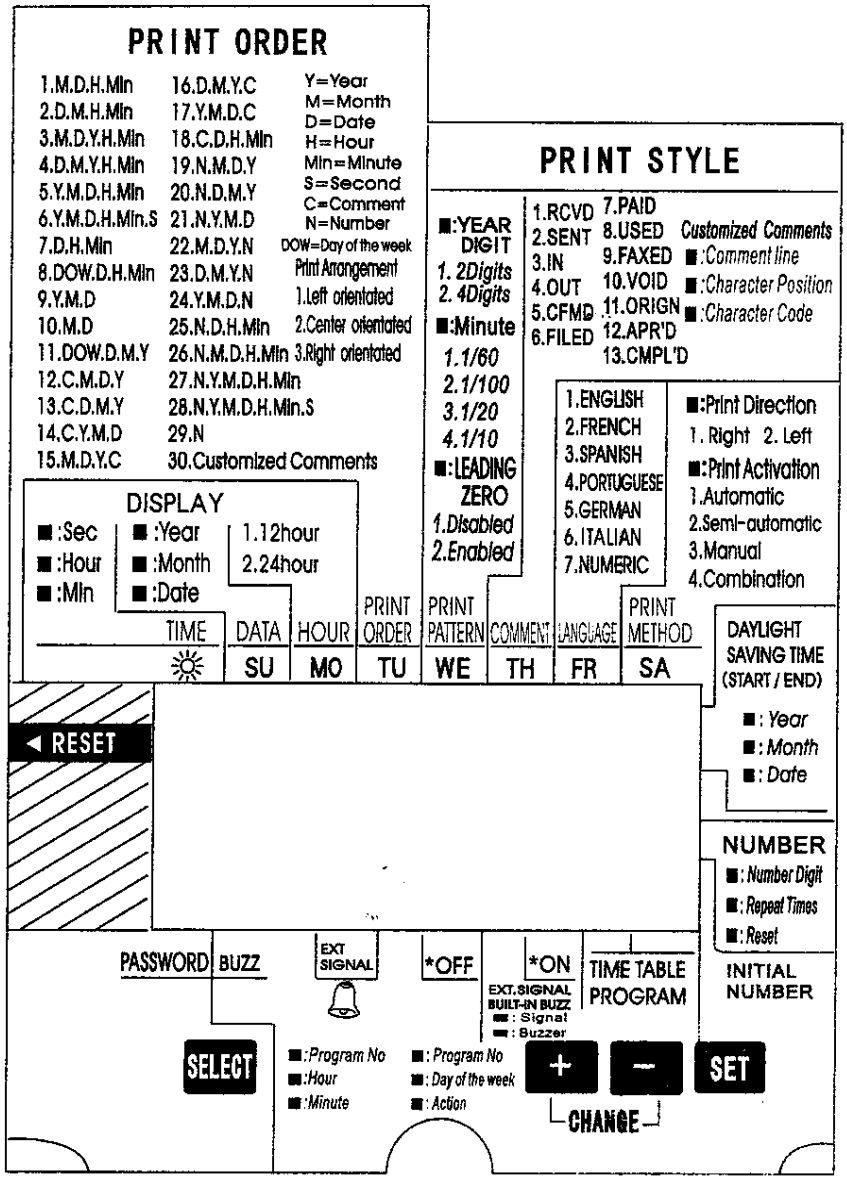
2005AUG23AM12:00

(Print example)

4.PROGRAMMING THE TIME STAMP

To enter the program setting mode, remove the cover and plug the AC adapter into the power outlet. Then press the SELECT button once. The recorder will enter the program mode showing the ▲ on the display positioned at the "TIME" mark.





The Control Buttons

SELECT :Press the SELECT button to choose the program setting mode.The selected program mode is indicated by the ▲ mark on the display.

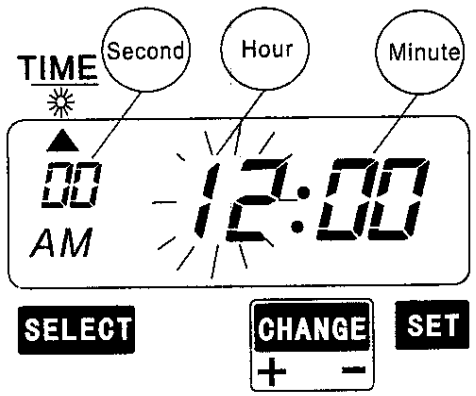
CHANGE **+ −** :Pressing the CHANGE button allows you to cycle through the options in the programming mode you are in.
("+" mean the number pass to increase.
"-" mean the number pass to reduce)

SET :Pressing the SET button allows you to set (enter/lock) the option shown on the display.

5. SETTING THE TIME

EX:To set the time stamp to 9:30 AM from some other arbitrary time .

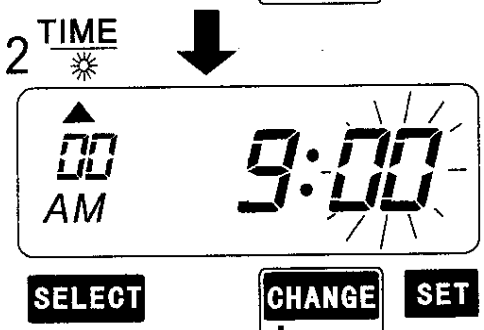
1



Press the SELECT button and position the▲under the"TIME"mark. The "hour" digits will begin flashing.

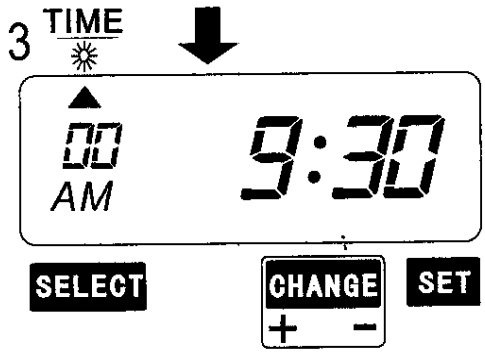
(The flashing means that the numder can be changed.)

2



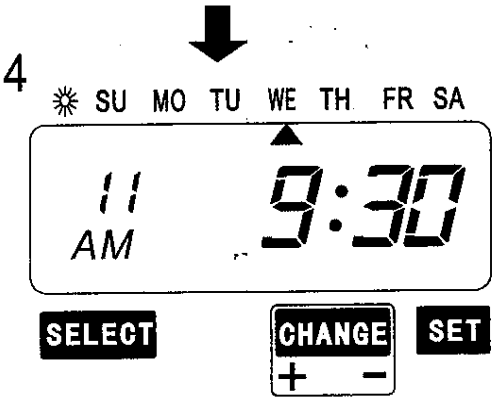
Press the CHANGE +/- button to advance the hour to"9". Then press the SET button to accept the displayed value.The "Minute" digits will now flash,indicating they may now be adjusted.

3



Press the CHANGE +/- button to advance the minutes to "30".Press the SET button to accept the displayed value . The "Second" value will start counting from "00"automaticlly.

4



The time stamp's time is now set, press the SET button onceagain to return the machine to normal operations and time display.

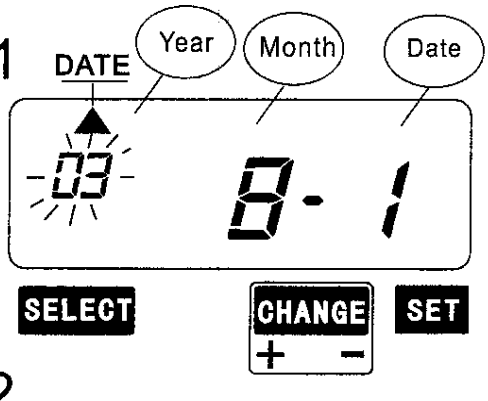
If other functions need to be set please press the SELECT button, or replace and lock the case cover.

Note:
Failure to complete step 4,will result in the time stamp not printing.

6.SETTING THE DATE

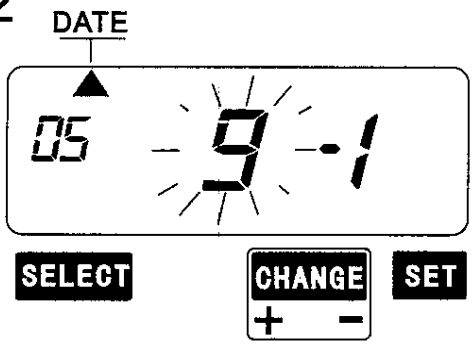
EX:Set the time stamp date to September 2 of 2005.

1



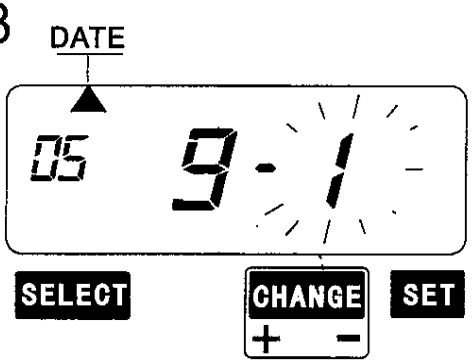
Press the SELECT button,and position the ▲ under the " DATE ". The "YEAR" will flash.

2



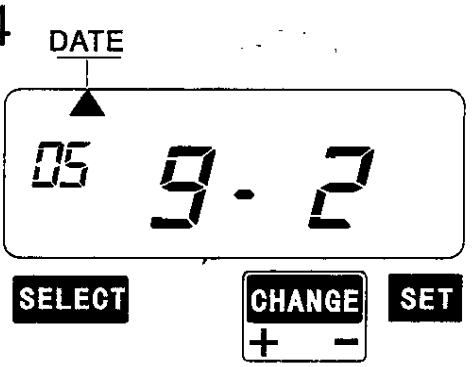
Press the CHANGE +/- button unti "05" is displayed,then press the SET button.The "Month" should now flash.

3

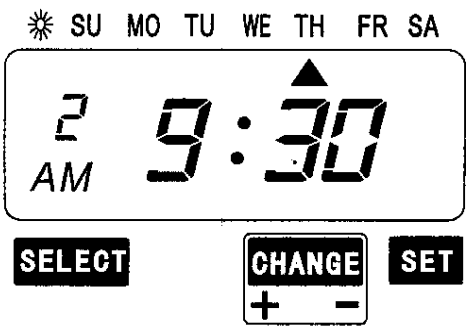


Press the CHANGE +/- button until "09" is displayed , then press the SET button.The"Day"should now flash.

4



Press the CHANGE +/- button until "02" is displayed then press the SET button. The time stamp's date is now set, press the SET button once again to return the clock to normal operations. If other functions need to be set please press the SELECT button or replace and lock the case cover.

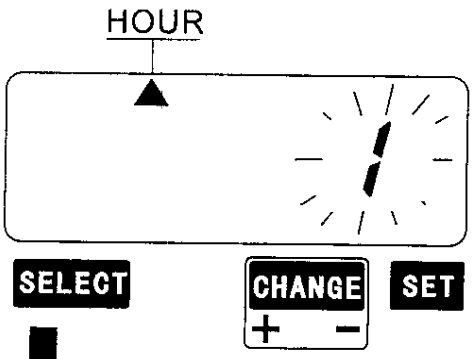


Note:
Failure to complete step 4,will result in the time stamp not printing.

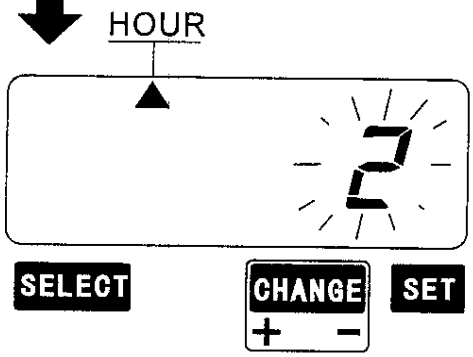
7.SETTING THE 12/24 HOURS FORMAT

EX:Set the hour format to 24 hour.

1



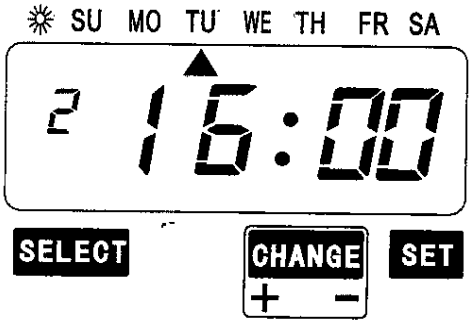
Press the SELECT button and position the ▲ under the " HOUR " mark.The flashing digit indicates the "hour format options ".



Press the CHANGE +/- button to advance to mode"2", then press the SET button.

Hour Display Format Options		Display Ex:PM 4:00
1	12hour	PM 4:00
2	24hour	16:00

2



The time stamp's Hours Format is now set,press the SET button once again to return the clock to normal operations mode.

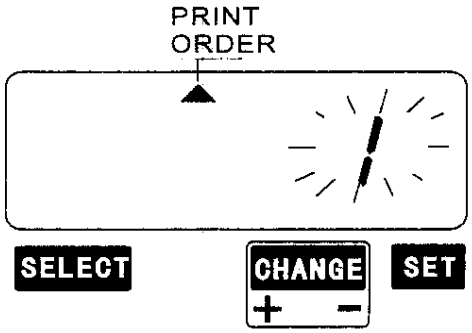
If other functions need to be set please press the SELECT button or replace and lock the case cover.

Note:
Failure to complete step 2,will result in the time stamp not printing.

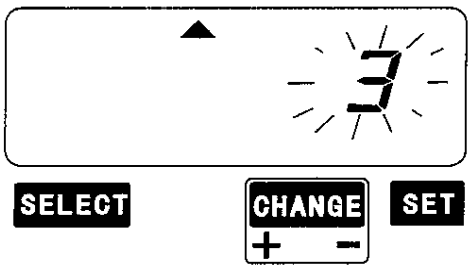
8.SETTING THE PRINT ORDER

EX:Set the print order to "Month,Date,Year,Hour,Minute".

1



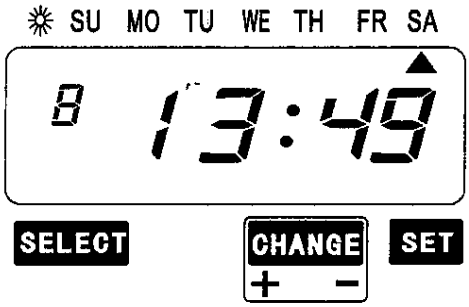
Press the SELECT button and position the▲under the " PRINT ORDER " mark. The flashing digit indicates the currently selected"Print Order Options".



Press the CHANGE +/- button until "3" is displayed,then press the SET button.

Print Order Options		Sample Imprint	Print Order Options		
1	M.D.H.Min	SEP 08 13:49	16	D.M.Y.C	08 SEP 2006 RCVD
2	D.M.H.Min	08 SEP 13:49	17	Y.M.D.C	2006 SEP 08 RCVD
3	M.D.Y.H.Min	SEP 08 2006 13:49	18	C.D.H.Min	RCVD 08 13:49
4	D.M.Y.H.Min	08 SEP 2006 13:49	19	N.M.D.Y	12345 SEP 08 2006
5	Y.M.D.H.Min	2006 SEP 08 13:49	20	N.D.M.Y	12345 08 SEP 2006
6	Y.M.D.H.Min.S	2006 SEP 08 13:49:30	21	N.Y.M.D	12345 2006 SEP 08
7	D.H.Min	08 13:49	22	M.D.Y.N	SEP 08 2006 12345
8	DOW.D.H.Min	MO 08 13:49	23	D.M.Y.N	08 SEP 2006 12345
9	Y.M.D	2006 SEP 08	24	Y.M.D.N	2006 SEP 08 12345
10	M.D	SEP 08	25	N.D.H.Min	12345 08 13:49
11	DOW.D.M.Y	MO 08 SEP 2006	26	N.M.D.H.Min	12345 SEP 08 13:49
12	C.M.D.Y	RCVD SEP 08 2006	27	N.Y.M.D.H.Min	12345 2006 SEP 08 13:49
13	C.D.M.Y	RCVD 08 SEP 2006	28	N.Y.M.D.H.Min.S	12345 2006 SEP 08 13:49:30
14	C.Y.M.D	RCVD 2006 SEP 08	29	N	12345
15	M.D.Y.C	SEP 08 2006 RCVD	30	Customized Comments	

2



Code Key	
Y	Year
M	Month
DOW	Day of the Week
D	Day of the Month(Date)
H	Hour
MIN	Minute
S	Second
C	Comment

The time stamp 's Print Order Options are now set,press the SET button once again to return the clock to normal operations mode.

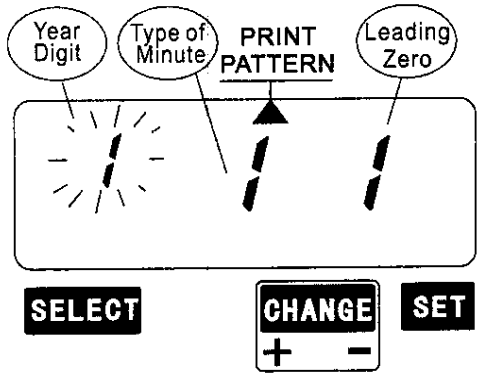
If other functions need to be set please press the SELECT button or replace and lock the case cover.

Note:
Failure to complete step 2, will result in the time stamp not printing.

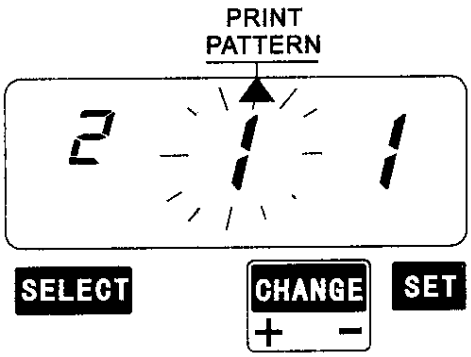
9. SETTING THE PRINT PATTERN

In this setup,the printing of Year digit,the printing type of Minutes, and change of Leading Zero can be set .
EX:Set the time stamp to imprint a 4 digits year and the Minute to 1/100 Min.and the Leading Zero to enabled.

1



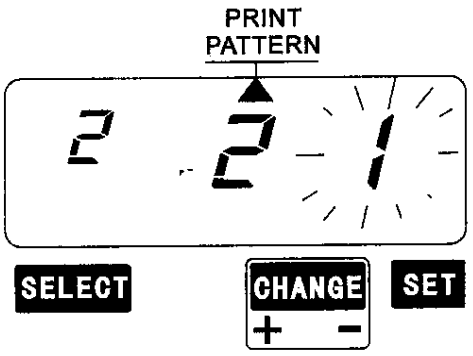
Press the SELECT button and position the▲under the" PRINT PATTERN " mark,the flashing digit indicates the currently selected "Year Digit Options".



Change the "Year Digit " .
Press the CHANGE +/- button to step through each selection. When "2" is displayed , press the SET button.The "Type of Minute " should now flash.

Year Digit Options		Print Example
1	2 Digits	08 SEP 03 14: 50
2	4 Digits	08 SEP 2003 14: 50

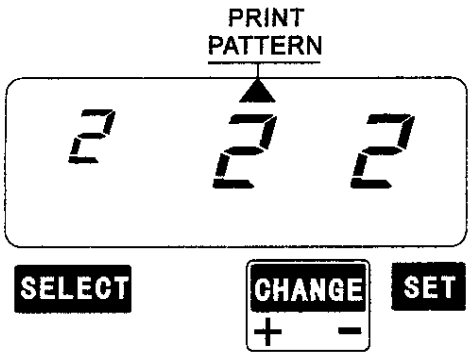
2



Change the " Type of Minute " .
Press the CHANGE +/- button to step through each selection. When "2" is displayed , press the SET button.The " Leading Zero " should now flash.

Order Options		Print Example	Order Options		Print Example
1	1/60	SEP 08AM12:10	3	1/20(5/100)	SEP 08AM12.15
2	1/100	SEP 08AM12.17	4	1/10	SEP 08AM12.1

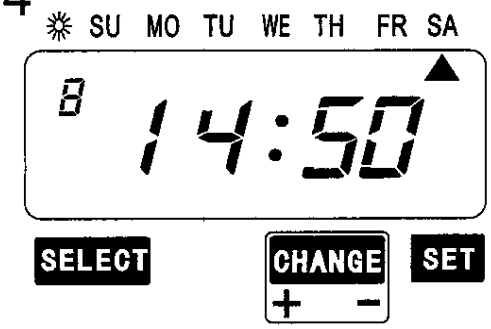
3



Change the " Leading Zero " .
Press the CHANGE +/- button to step through each selection. When "2" is displayed, press the SET button.

Leading Zero Options		Print Example
1	ZERO Disabled	SEP 8 PM 4: 00
2	ZERO Enabled	SEP 08 PM 04: 00

4



The time stamp's Print Pattern is now set,press the SET button once again to return the clock to normal operation Mode.

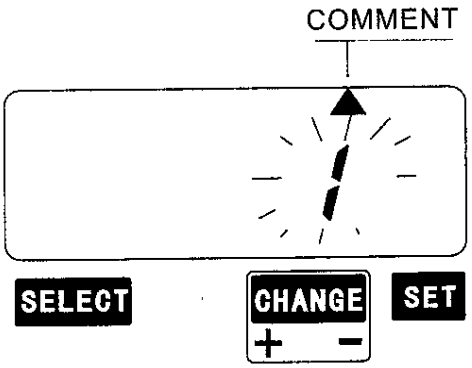
If other functions need to be set please press the SELECT button, or replace and lock the case cover.

Note:
Failure to complete step 4,will result in the time stamp not printing.

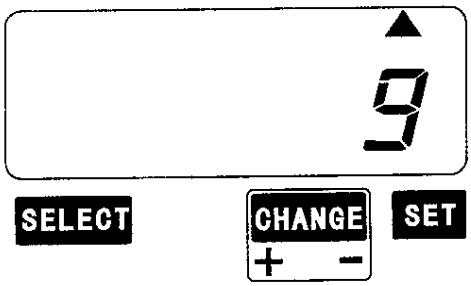
10. SETTING THE COMMENTS

EX:Set the comment to "FAXED"
(This setting is available if "Comment"is selected in the "PRINT ORDER".)

1



Press the SELECT button and position the ▲ under " COMMENT " mark. The flashing digit indicates the current ".comment Options".

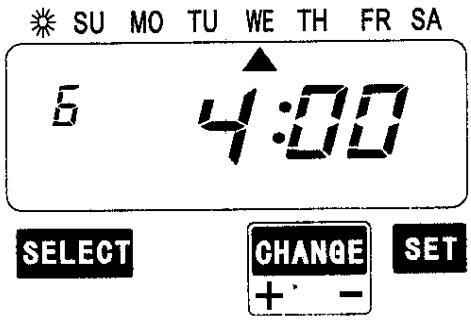


Press the CHANGE +/- button to scroll,until"9" appears.Press the SET button to save the displayed value.

2

	Comment Options	Print Example
1	RCVD(Received)	SEP 6 2006 RCVD
2	SENT	SEP 6 2006 SENT
3	IN	SEP 6 2006 IN
4	OUT	SEP 6 2006 OUT
5	CFMD (Confirmed)	SEP 6 2006 CFMD
6	FILED	SEP 6 2006 FILED
7	PAID	SEP 6 2006 PAID
8	USED	SEP 6 2006 USED
9	FAXED	SEP 6 2006 FAXED
10	VOID	SEP 6 2006 VOID
11	ORIGN (Original)	SEP 6 2006 ORIGN
12	APR'D (Approved)	SEP 6 2006 APR'D
13	CMPL'D(Completed)	SEP 6 2006 CMPL'D

3



The time stamp 's Comment Option is now set,press the SET button once again to return the clock to normal operation mode.

If other functions need to be set please press the SELECT button, or replace and lock the case cover.

Note:
Failure to complete step 3,will result in the time stamp not printing.

11. SETTING THE CUSTOMIZED COMMENTS

Maximum 3 lines comment can be set to pint.

Note: This Time Stamp can print 31 characters(161 font size) at maximum,however number of characters depends on font size. Refer to the "22.CHARACTER CODE FOR ALPHANUMERIC"

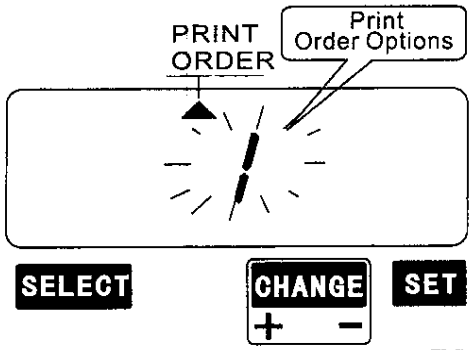
Example: Space

ABC HOTEL.....1st comment line

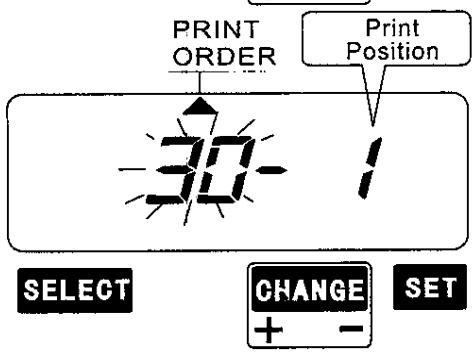
21 OCT 03.....2nd comment line (Date,Month,Year)

BOSTON,MA.....3rd comment line

1

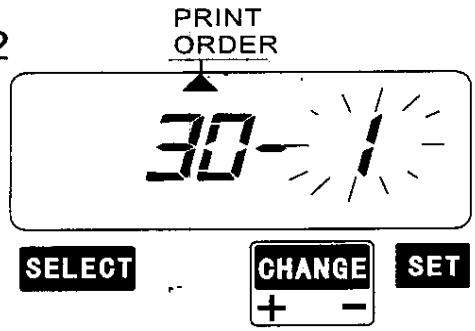


Press the SELECT button and position the ▲ under the " PRINT ORDER " mark.The flashing digit in dicates " Print Order Options". (The flashing means that the numder can be changed.)

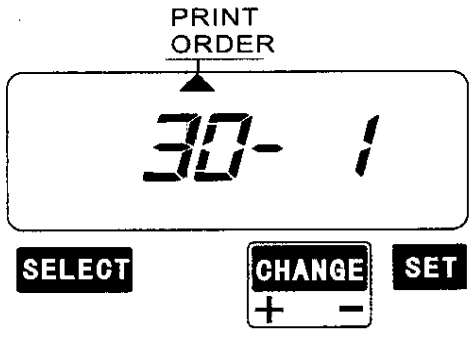


Press the CHANGE +/- button to set at the "30" (Customized Comments).At that moment , a digit for "Print Position " Appears next to"Print Order Options".

2

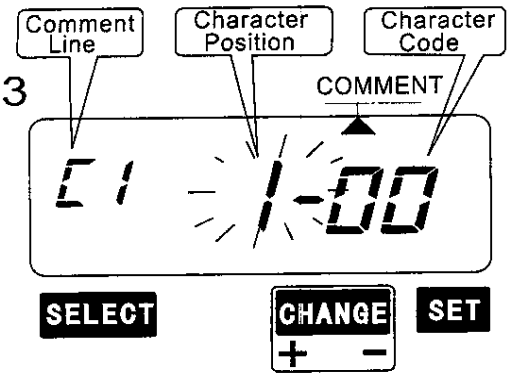


And then press the SET button. At that moment,the flashing digit changes from "Print Order Opsition" to "Print Position"

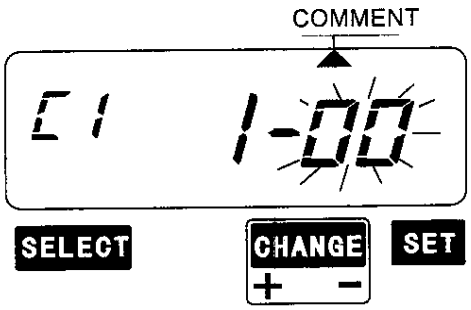


In case of example, press the SET button because the print position is not to be changed .

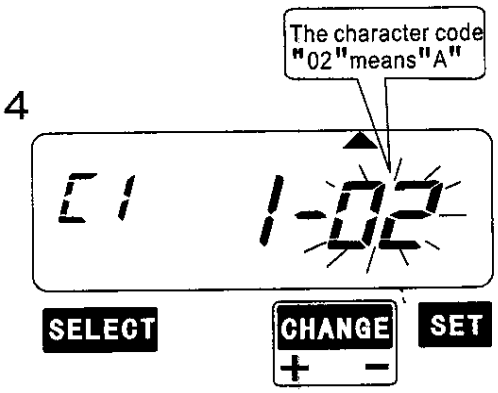
	Print Position
1.	Left Orientated
2.	Center Orientated
3.	Right Orientated



Press the SELECT button and position the ▲ under the " COMMENT " mark.
Setting the 1st comment line.
At the moment,the flashing digit indicates " Character Position" . And then press the SET button.
(The flashing means that the numder can be changed.)



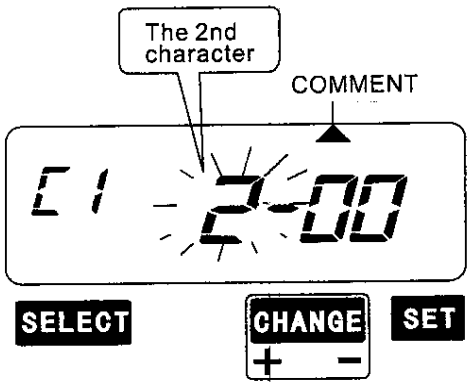
At the moment ,the flashing changes from "Character Position" to " Character Code"



Set the "Character Code"
In case of example, the 1st character is "A",then enter the character code "02".

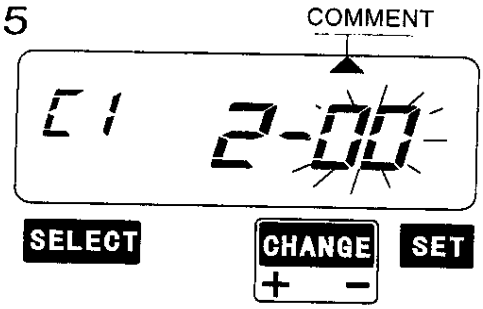
Refer to the "22.CHARACTER CODE FOR ALPHANUMERIC"

Press the CHANGE +/- button until the correct character code appears. And then press the SET button.

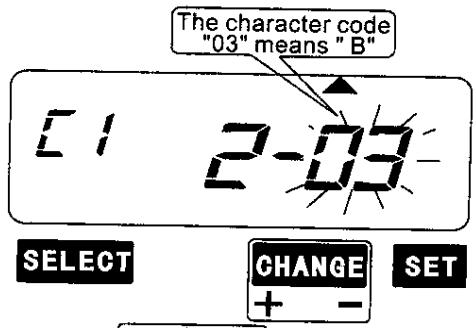


At that moment, the "Character Position" changes from the 1st character to the 2nd character.

5

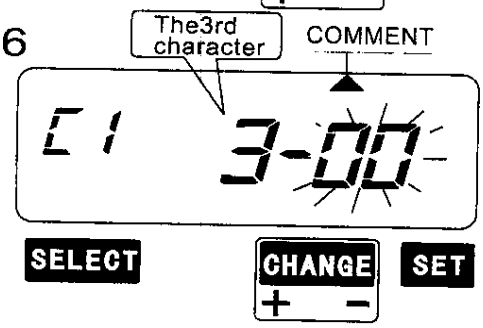


The 2nd character is "B",then enter the character code "03".

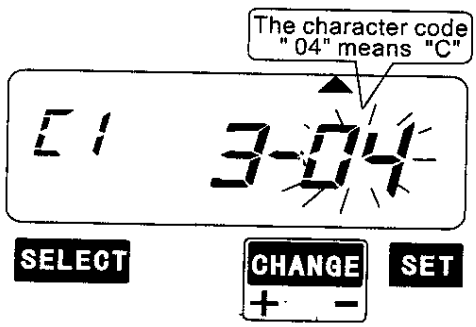


Press the CHANGE +/- button until the correct character code appears. And then press the SET button.

6



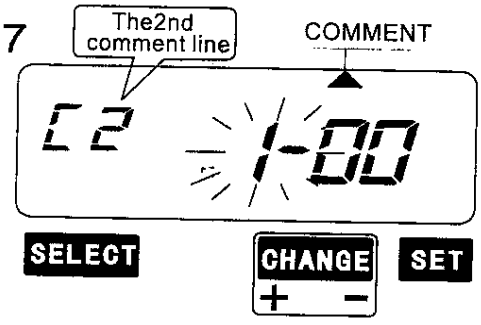
The 3rd character is "C",then enter the character code "04".



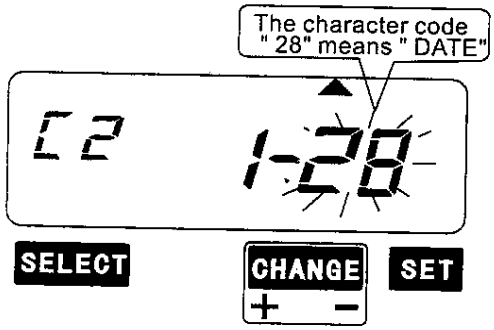
Press the CHANGE +/- button until the correct character code appears. And then press the SET button.

Follow the same procedure for further characters settings.

7



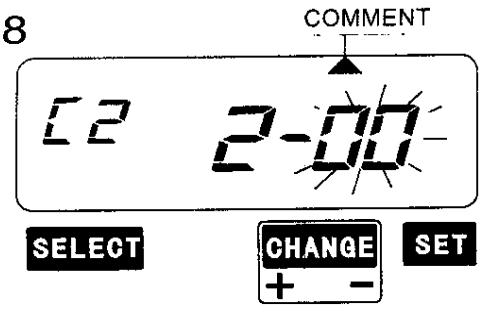
Setting the 2nd comment line
Press the SET button to change the comment line number to "C2".



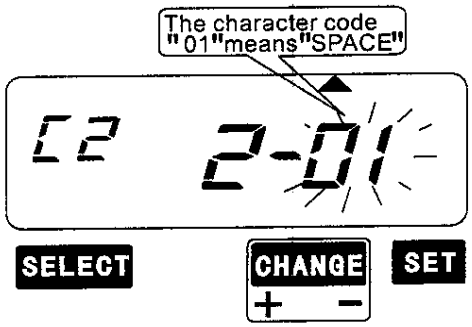
In case of example, the 1st character is "DATE",then enter the character code "28".

Press the CHANGE +/- button until the correct character code appears. And then press the SET button.

8

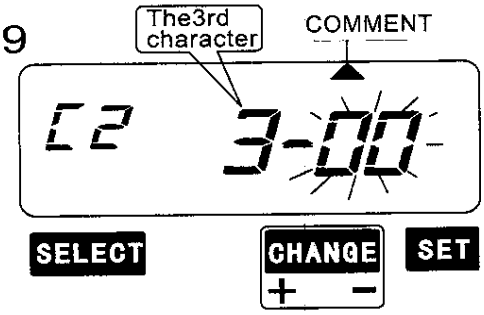


The 2nd character is "SPACE",then enter the character code "01".

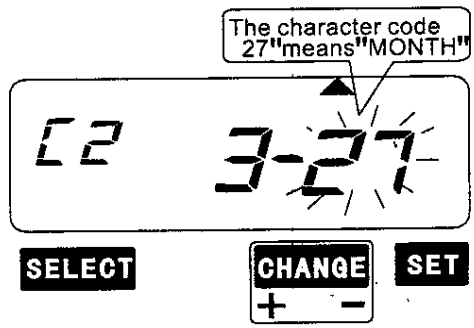


Press the CHANGE +/- button until the correct character code appears. And then press the SET button.

9



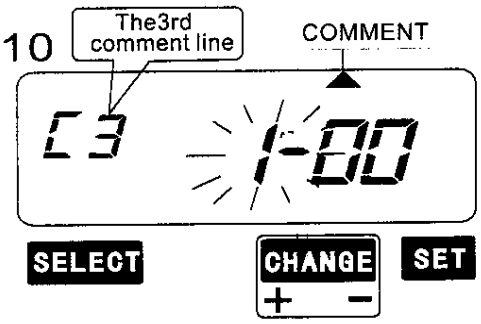
The 3rd character is "MONTH",then enter the character code "27".



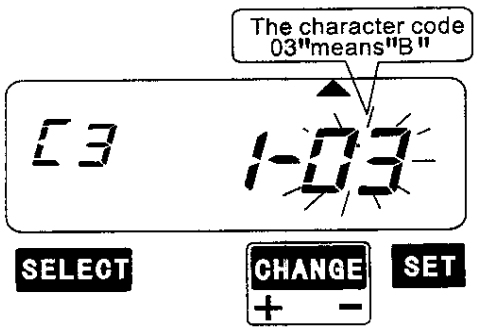
Press the CHANGE +/- button until the correct character code appears. And then press the SET button.

Follow the same procedure for further characters settings.

10



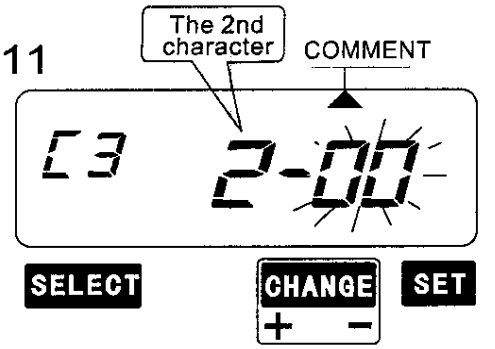
Setting the 3rd comment line
Press the SET button to change the comment line number to "C3".



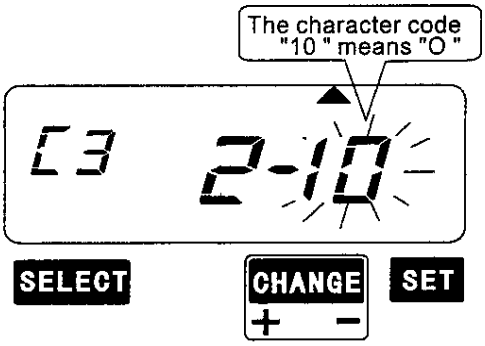
In case of example, the 1st character is "B",then enter the character code "03".

Press the CHANGE +/- button until the correct character code appears. And then press the SET button.

11

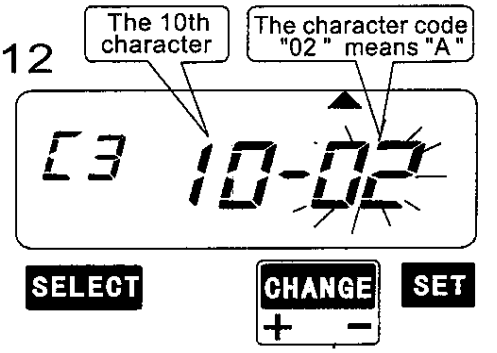


The 2nd character is "O",then enter the character code "10".



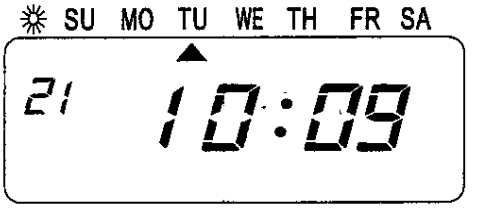
Press the CHANGE +/- button until the correct character code appears. And then press the SET button.

12



Set the last character "A" in the same manner as above.

13



After you finish setting the customized comments, press the SET button three times. Now the customized comments setting has been completed. Replace cover and lock.

Important: If you do not completed step 13, the Time Stamp will not print.

HOW TO CORRECT CUSTOMIZED COMMENTS

Use below code number correction.

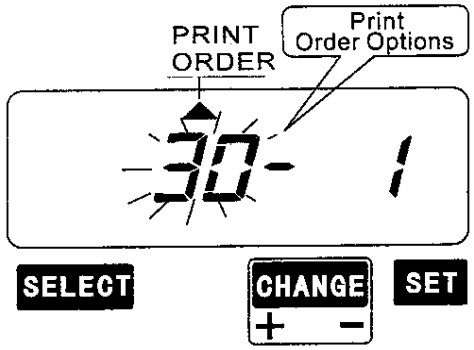
Code	Meaning
F8	Insert Character
F9	Delete Character
FA	Insert line
Fb	Delete line
FC	Exchange Line 1 to 2
Fd	Exchange line 2 to 3
FE	Exchange line 1 to 3
FF	Delete All

Setting the Print Position of Customized Comments

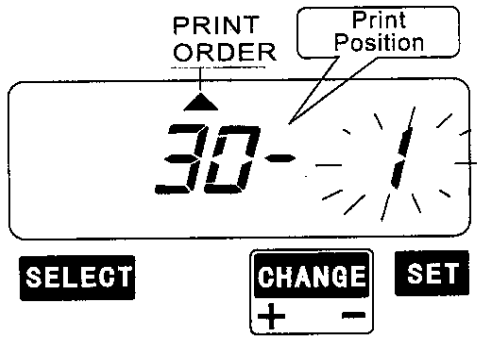
Left orientated	Center orientated	Right orientated
ABC HOTEL 21 OCT'03 BOSTON, MA	ABC HOTEL 21 OCT'03 BOSTON, MA	ABC HOTEL 21 OCT'03 BOSTON, MA

Example: Change the print position to "Center orientated".

1



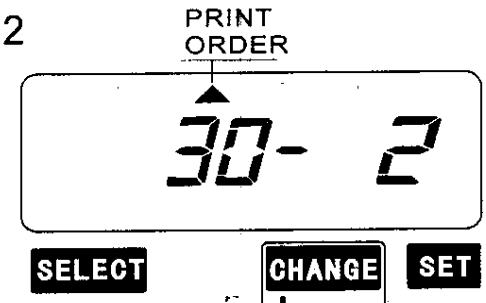
Press the SELECT button and position the ▲ under the " PRINT ORDER " mark.The flashing digit in dicates " Print OrderOptions".
(The flashing means that the numder can be changed.)



In case of the example, press the SET button because the"Print Order Options" not to be changed . At that moment, the flashing digit indicates "Print position".

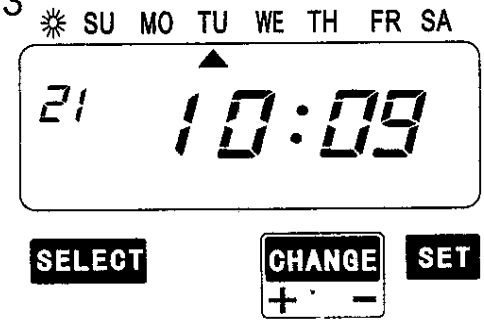
	Print Position
1	Left Orientated
2.	Center Orientated
3.	Right Orientated

2



Change the"Print Position"
In case of example, press the CHANGE +/- button to set at "2".And then press the SET button.

3



After you finish setting the print order and the print position, press the SET button once again.
Now the print order and the print position settings have been completed. Replace the cover and lock.

Important: If you do not complete Step3, the Time Stamp Will not print.

Confirming and Changing the Customized Comments

Example: 1st comment line : No change.
2nd comment line: Change from "Year" to time"HH:MM".
3rd comment line : No change.

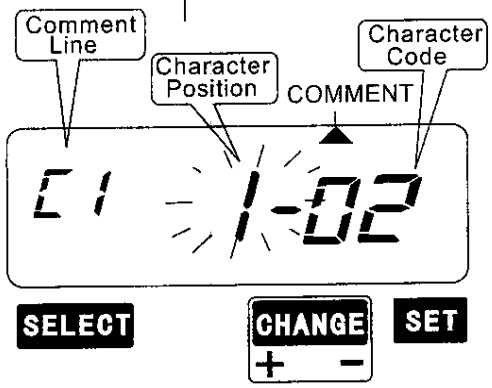
ABC HOTEL
21 OCT 03
BOSTON, MA

Year

ABC HOTEL
21 OCT 10:03
BOSTON, MA

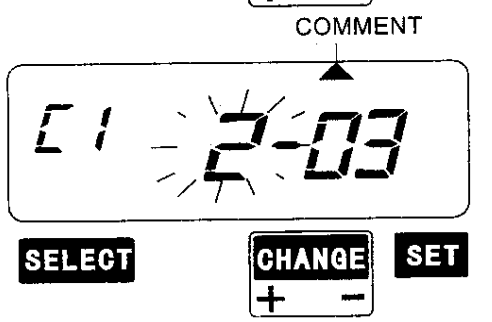
Time

1

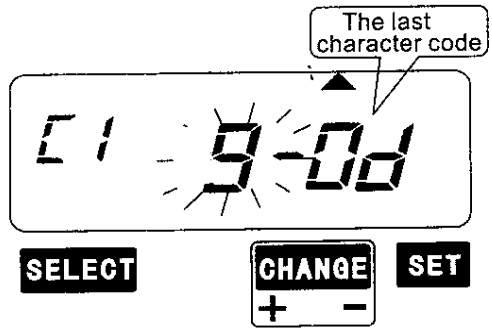


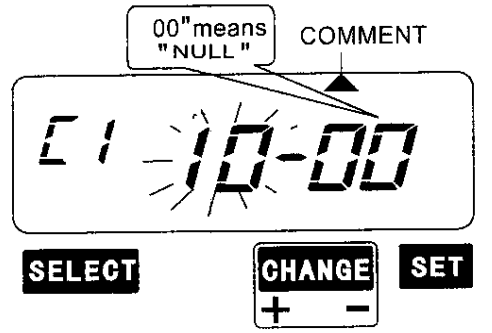
Confirming the 1st comment line

To confirm the customized comments that have been set, press the SELECT button and position the ▲ under the "PRINT ORDER " mark. At that moment, the "Character Position" flashes, and press the CHANGE +/- button.

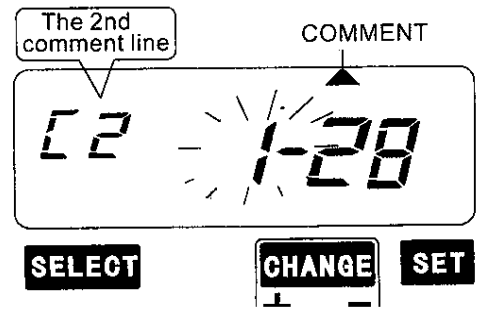


While the "Character Position" changes, the "Character Code" that has been set appears.



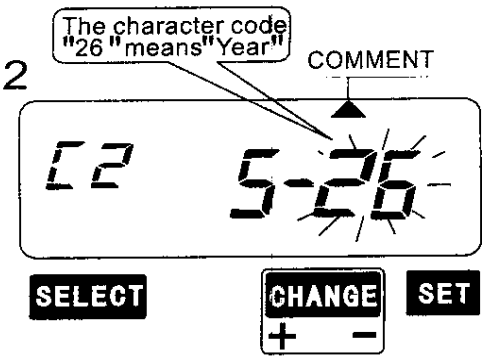


After confirming the last character code of the 1st comment line, press the CHANGE +/- button once again.
At that moment ,the display changes to the following figure.



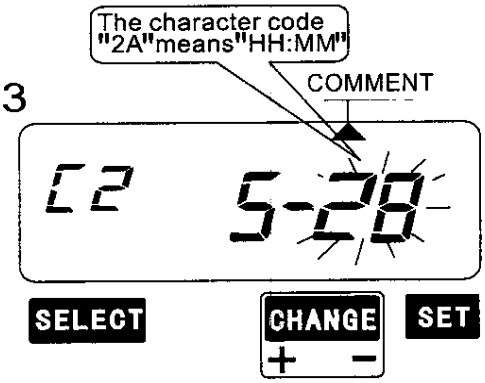
At this time, press the SET button twice, and the 2nd comment line is displayed.

2



Changing the Customized Comments
In case of example, press the CHANGE +/- button to set at "5". And then press the SET button. At that moment , flashing changes from the"Character Position" to the "Character Code".

3



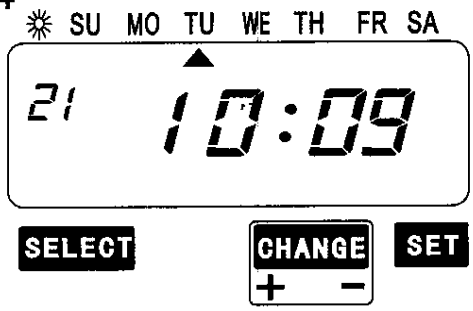
Press the CHANGE +/- button to set at "2A".

Confirming the 3rd comment line
Confirm the 3rd comment line in the same manner as Step 1.

Character Position	1	2	3	4	5
Code	28	01	27	01	26
Meaning	Date	SPACE	Month	SPACE	Year

Character Position	1	2	3	4	5
Code	28	01	27	01	2A
Meaning	Date	SPACE	Month	SPACE	HH:MM

4



After you finish confirming and changing the customized comments, press the SET button once again.

Now confirming and changing the customized comments have been completed. Replace the cover and lock.

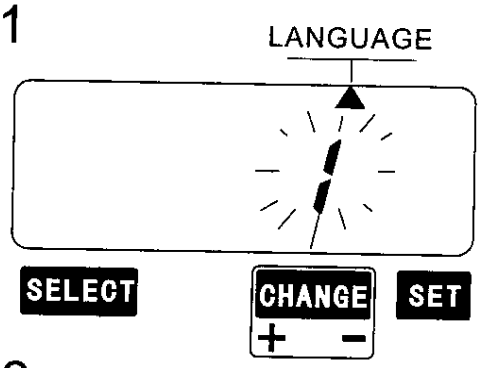
Important: If you do not complete Step4, the Time Step will not print.

12. SETTING THE LANGUAGE

EX: Print date and comment in German.

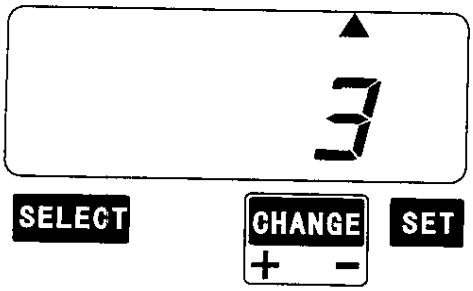
(This setting is available if"Comment"is selected in the"PRINT ORDER".)

1



Press the SELECT button and position the ▲ along"LANGUAGE"mark. The flashing digit indicates "print language options"

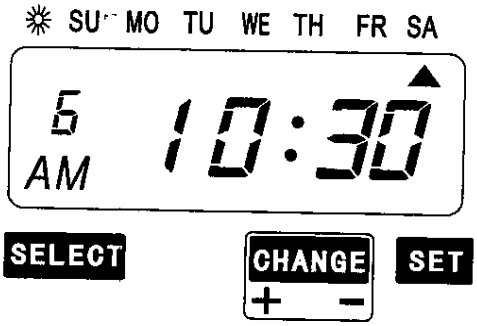
2



Press the CHANGE +/-button until "3"is displayed .Press the SET button.

Print Language Options		Print Example
1	ENGLISH	SU 07 SEP 2006 OUT 07 10:30
2	SPANISH	DO 07 SEP 2006 SAL 07 10:30
3	GERMAN	SO 07 SEP 2006 AUSG 07 10:30
4	FRENCH	DI 07 SEP 2006 SORT 07 10:30
5	ITALIAN	DO 07 SET 2006 USC 07 10:30
6	PORTUGUESE	DO 07 SEP 2006 SAIDA 07 10:30
7	NUMERIC	4, 25-12 03 OUT 31 10:00

3



The time stamp 's Language Option is now set, press the SET button once again to return the clock to normal operation mode.

If other functions need to be set please press the SELECT button, or replace and lock the case cover.

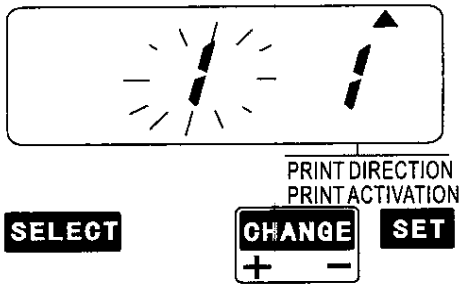
Note:

Failure to complete step 3,will result in the time stamp not printing.

13.SETTING THE PRINTING METHOD

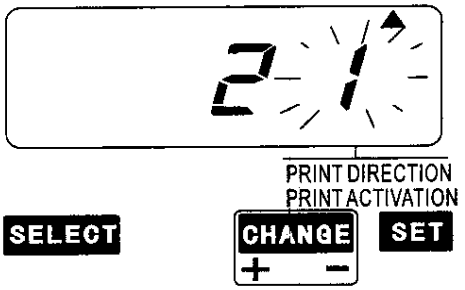
EX:Change the print direction to "Left" and the print activation to "Automatic".

1



Press the SELECT button and position the ▲ above the "PRINT DIRECTION / PRINT ACTIVATION" mark . The flashing digit indicates "Print Direction Options". (See the table 1)

2

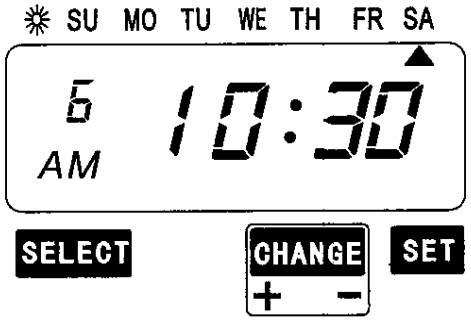


Press the CHANGE +/-button until"2"is displayed and then press the SET button to save the selection.The flashing digit indicates the "PRINT ACTIVATION" method(s).Press the SET button, if"1" Is displayed. (See the table 2)

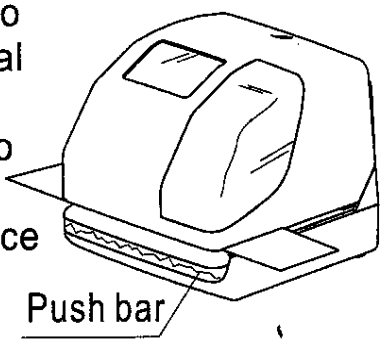
(Table 1)	Print Direction		
1	Right	2	Left

(Table 2)	Print Activation	Explaination
1	Automatic	The clock will print when a card or form is inserted and sensed by the trigger
2	Semiautomatic	The clock will print when a card or form is inserted and sensed by the trigger and the Push Bar is also pressed.
3	Manual	The clock will print when a card or form is inserted and the push Bar is also pressed.
4	Combination	The clock will print by pressing the push bar or inserting a card or piece of paper.

3



The time stamp 's Print Method Option is now set,press the SET button once again to return the clock to normal operations mode.
If other functions need to be set please press the SELECT button,or replace and lock the case cover.



Note:
Failure to complete step 3,will result in the time stamp not printing

14. SETTING THE DAYLIGHT SAVING TIME

Daylight Saving Time function

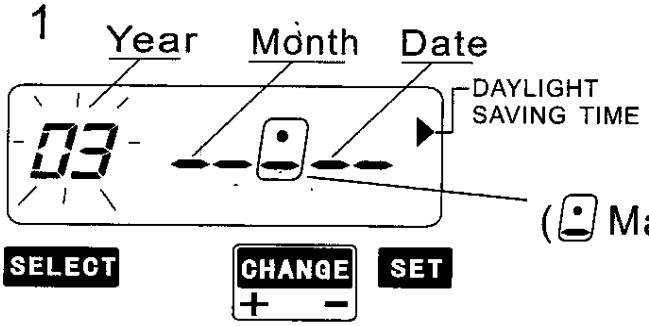
D.S.T.execution time
At 2:00 a.m on the first day of summer time , the clock automatically gains one hour to show 3:00 a.m.
When 2:00 a.m. come on the last day of the summer time period , it loses one hour and returns to 1:00 a.m.

Setting D.S.T.
Example:
start date Sunday,March 30,2003
End date Sunday,October 26,2003
If set as the above, the unit remembers the start date as the last Sunday of March and the end date as the last Sunday of October. Once set , the unit automatically updates the settings every year thereafter . No further manual setting is necessary.

Example:

Today (present day)	Wednesday,January 29,2003	
Starting date of daylight saving time	Sunday,March 30,2003	The last Sunday of March
Ending date of daylight saving time	Sunday,Octorber 30,2003	The last Sunday of October

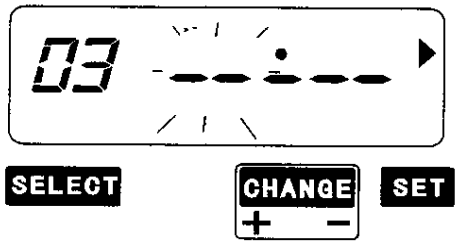
1



Press the SELECT button and position the ▲ under the " DAYLIGHT SAVING TIME " mark,the "Year " will flash.

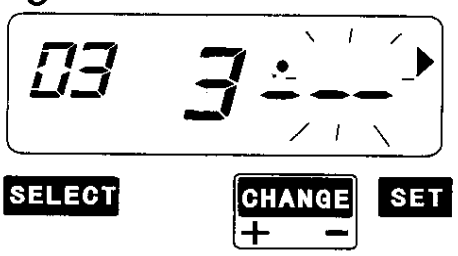
(Mark means " starting date " setting)

2



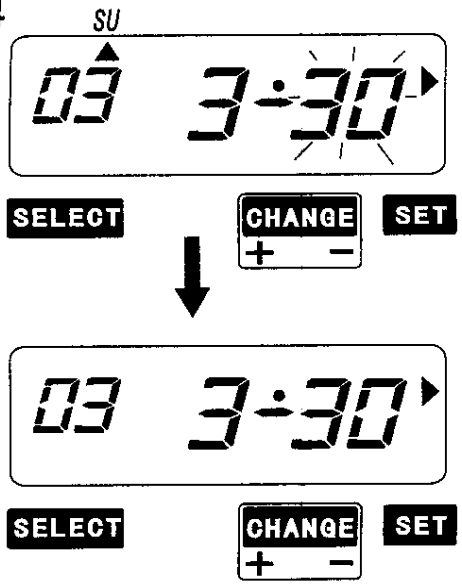
Set the starting date
Change the"Year"
(The time stamp assumes the programming is for the current Year, then Press the SET button .At the moment,the"Month"is flashing.)

3



Change the"Month"
Press the CHANGE +/- button until " 3 " is displayed, then press the SET button to save the selection."Date"willnow flash.

4



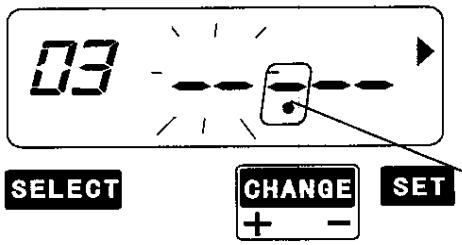
Change the" Date"

Press the CHANGE +/- button until " 30 " is displayed, then press the SET button to save the Selection.

At the moment , the starting date of the display changes from flashing to steady and the ▲mark is display under "SU".

After a few second ,go on the "set the ending date ".

5



Set the ending date

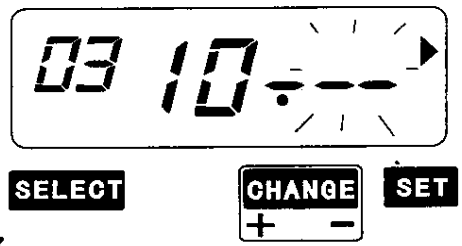
Change the"Year"

The time stamp assumes the programming is for the current year, then Press the SET button .

At the moment,the" Month" is flashing.

(Mark means " ending date " setting)

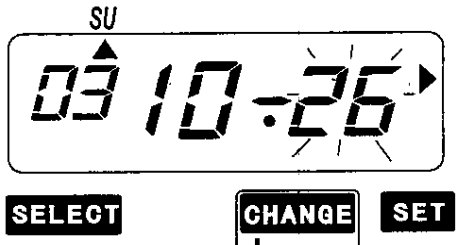
6



Change the" Month"

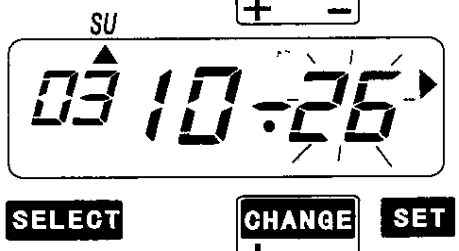
Press the CHANGE +/- buttonuntil " 10 " is displayed, then press the SET button to save the selection."Date"willnow flash.

7



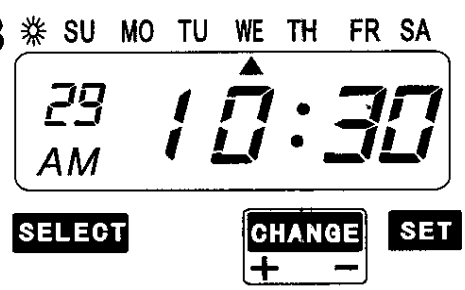
Change the"Date "

Press the CHANGE +/- button until " 26 " is displayed, then press the SET button to save the selection.



At the moment , the starting date of the display changes from flashing to steady and the ▲mark is display under "SU".

8



The daylight saving time is now configured , press the set button once again to return to normal operation mode.

Note:

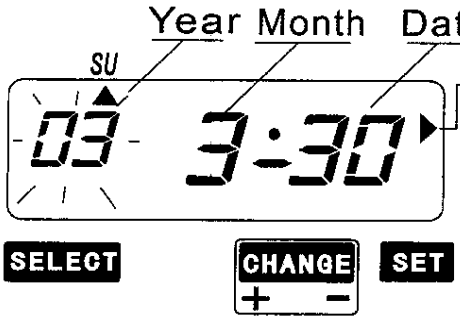
Failure to complete step 8,will result in the time stamp not printing.

DELETING THE DAYLIGHT SAVING TIME

To delete and cancel the daylight saving time setting, change the display of Month of the starting setting to " .. "

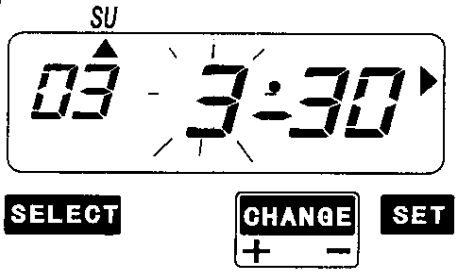
Example: To change march 30, 2003 of starting date and delete daylight saving time.

1



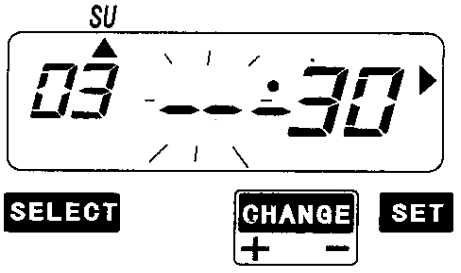
Press the SELECT button and position the ▲ under the "DAYLIGHT SAVING TIME" mark, the "Year " will flash.

2

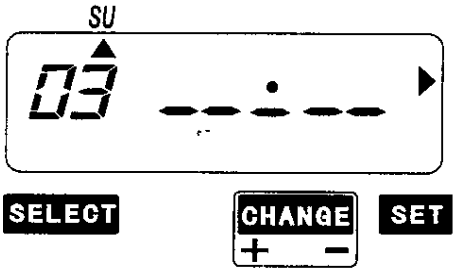


Press the SET button .At the moment, the Month is flashing.

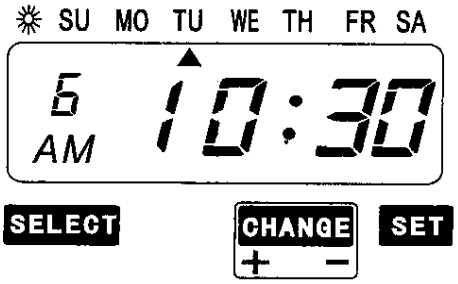
3



Press the CHANGE +/- button until " -- " is displayed, then press the SET button to save the selection.
This cancels the daylight saving time settings.



4



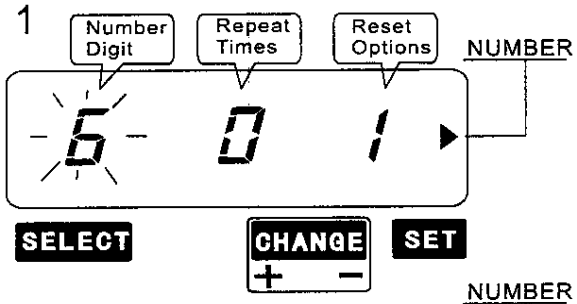
Deleting the daylight saving time is now configured , press the set button once again to return to normal operation mode.

Note:
Failure to complete step 4, will result in the time stamp not printing.

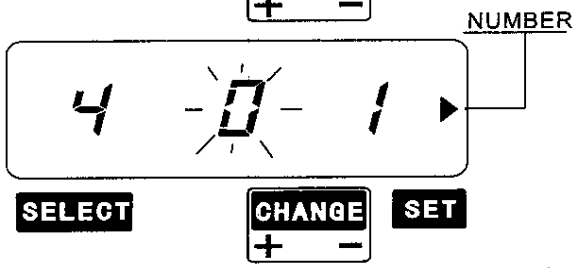
15. SETTING THE NUMBER

In this setup,you can select digits of printed number,the Repeat time of number , and type of number Reset.
Example:Change the Number Digit to 4 digits and the Repeat Time to 2 times,and the Reser to 0.

1

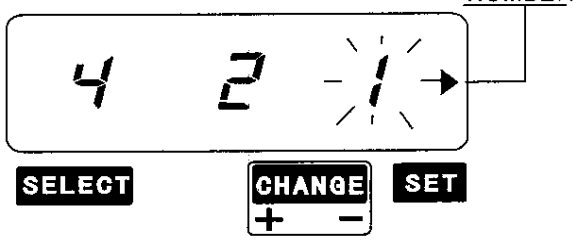


Press the SELECT button and position the ▲ under the " NUMBER " mark , The " Number Digit " will flash.
(The flashing means it can be changed)
Change the " Number Digit "
(The Number Digit can be set to 1 to 8)
Press the CHANGE +/- button to set at "4" .
And then press the SET button.Then The " Repeat Times " will flash.



Print Example : 6digit of Number → 123456 JAN 30 06
4digit of Number → 1234 JAN 30 06

2



Change the " Repeat Times "
(The Repeat Time can be set to 0 to 9)
Press the CHANGE +/-button to set at " 2 " .
And then press the SET button. Then " Reset Options "will flash.

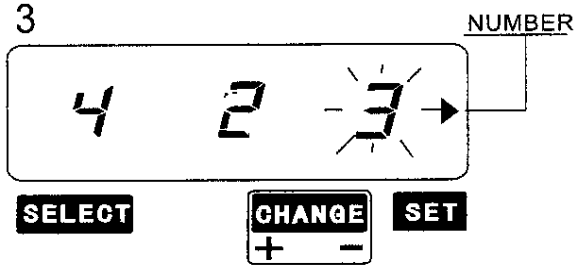
Print Example : 0 time repeat →

(1st	time)	123456 JAN 30 06
(2nd	time)	123456 JAN 30 06
(3rd	time)	123456 JAN 30 06
(4th	time)	123456 JAN 30 06
(5th	time)	123456 JAN 30 06

2 times repeat →

(1st	time)	123456 JAN 30 06
(2nd	time)	123456 JAN 30 06
(3rd	time)	123457 JAN 30 06
(4th	time)	123457 JAN 30 06
(5th	time)	123458 JAN 30 06

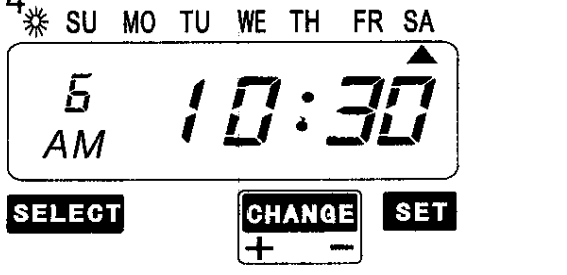
3



Change the "Reset Options"Press the CHANGE +/-button to set at "3".
And then press the SET button.

	Reset Options	Execution event of Reset
1	Disabled	———
2	Return to INITIAL NUMBER	Change of date
3	Return to 0	Change of date

4



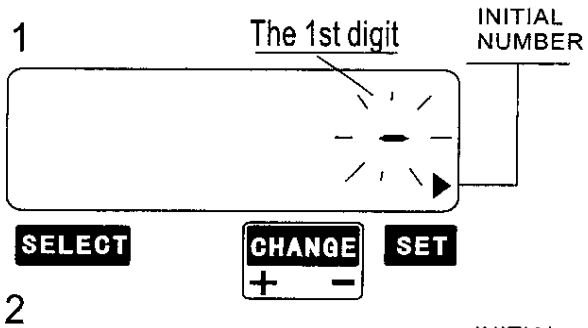
After you finish setting the number press the SET button once again.

Note:
Failure to complete step 4,will result in the time stamp not printing

16. SETTING THE INITIAL NUMBER

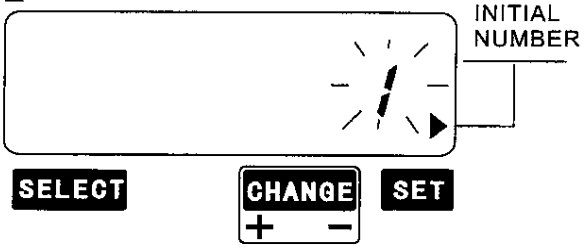
Example:Setting the initial number to " 123" , Refer to "15. SETTING THE NUMBER"

1

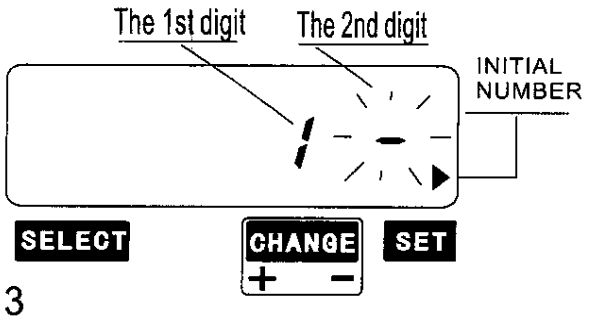


Press the SELECT button and position the ▲ under the " INITIAL NUMBER " mark the " − "will flash.
(The flashing means it can be changed)

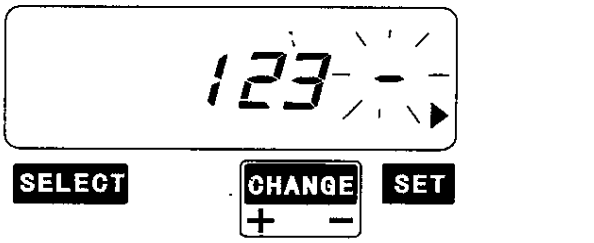
2



Set the "Initial Number"
Press the CHANGE +/-button to set at "1 ".
And then press the SET button. Then the 2nd digit of " Initial Number "appears nest to " 1 " . (the 1st digit)

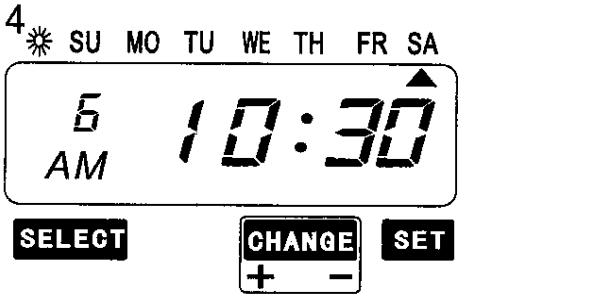


3



Set the correct number in the same manner as step 2.And then press the SET button.
Note:
(1)Up to 8 digits can be set ,however the number of digits for " Initial number"depends on now you set at the "number " .
(2)When the " Number Digit " has been set at "3" " − "doesn t appear next to "3" (the 3rd digit).

4



After you finish setting the initial number, press the SET button once again.

Note:
Failure to complete step 4,will result in the time stamp not printing

17. SETTING THE TIME TABLE PROGRAM (1)

The time table program function allows special mark "*" printing,an External Time signal and a Buillt-inBuzzer. There functions can be programmed for each day of the week and each time period.

Example1: The time table program is explained using the following example.

	0:00	9:00	17:30	0:00
Monday to Friday	Special mark"*" off	Special mark "*" on	Special mark "*" off	

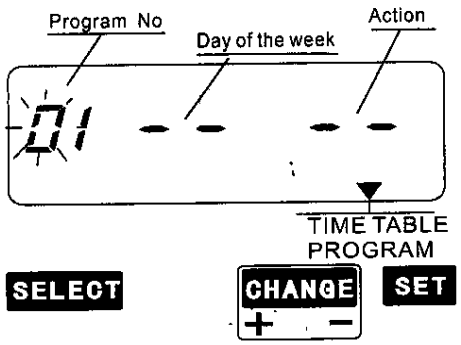
The following is time table based on the case above.

Program No	Day of the week	Time	Special mark "*"
01	Mon.-Fri.	9:00	on
02	Mon.-Fri.	17:00	off

Special mark "*" isn't printed for the time period with no program setting.
Up to 48 programs can be set(program NO.1 through No.48).

Print Example : JAN 30 8:30
JAN 30 10:30 (*) ← Special mark

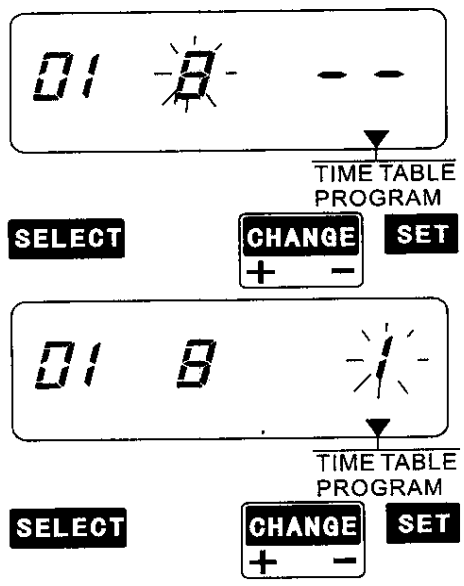
1



Press the SELECT button and position the ▲ under the " TIME TABLE PROGRAM " mark , the "Program No"will flash.
(The flashing means it can be changed)

	Day of the week		Day of the week
1	Monday only	6	Saturday only
2	Tuesday only	7	Sunday only
3	Wednesday only	8	Monday to Friday
4	Thursday only	9	Monday to Saturday
5	Friday only	10	Every day

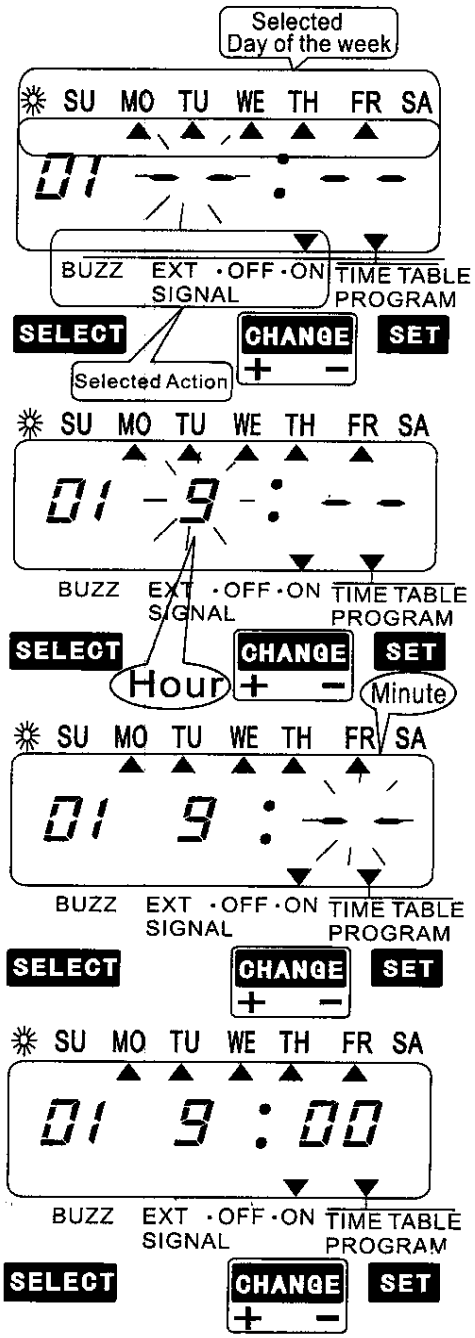
2



Setting program No .1
(1) Set the "Day of the week" .
Press the SET button .At that moment,the flashing change from the "Program No"to the "Day of the week" .
Press the CHANGE +/- button to set at "8"
And then press the SET button.The "Action" will flash.

(2) Set the "Action".
Press the CHANGE +/- button to set at "1"
And then press the SET button.

17. SETTING THE TIME TABLE PROGRAM (2)



At that moment,the display changes to the following figure.

	Action
1.	Special mark " * " on
2.	Special mark " * " off
3.	Ext . Signal ON
4.	Built-in Buzzer ON

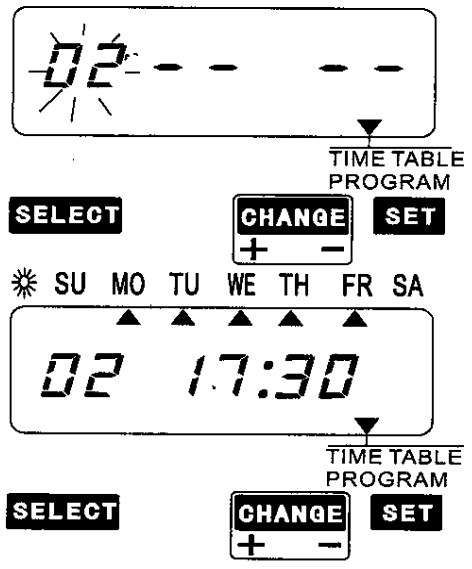
(3) Set the " Hour ".

Press the CHANGE +/- button to set at " 9 "And then press the SET button.

Then the " Minute " will flash.

(4) Set the " Minute ".

Press the CHANGE +/- button to set at " 00 " And then press the SET button.



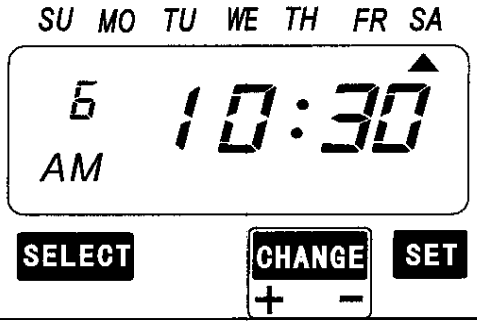
3.Setting program No.2

Press the CHANGE +/-button twice.At that moment,the display change to the left figure.

Make setting for program No.2 in the same manner as for program No.1, as illustrated in the following figure,and press the SET button.

17. SETTING THE TIME TABLE PROGRAM (3)

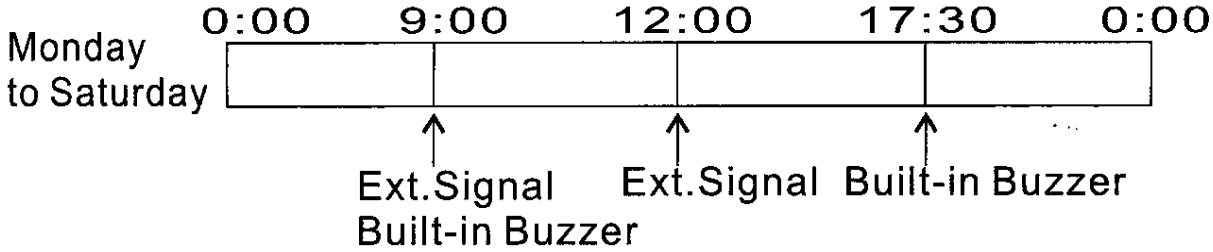
4



After you finish setting the time table program,press the SET button again.

Note:
Failure to complete step 4,will result in the time stamp not printing.

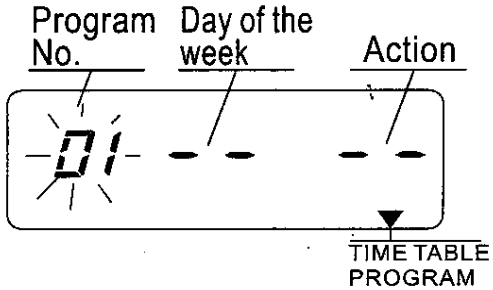
Example 2 : The time table program is explained using the following example.



Program No	Day of the week	Time	Ext.Signal on	Built-in Buzzer on
01	Mon.-Sat.	9:00	✓	
02	Mon.-Sat.	9:00		✓
03	Mon.-Sat.	12:00		✓
04	Mon.-Sat.	17:30	✓	

Up to 48 programs can be set (Program No.01-48).

1

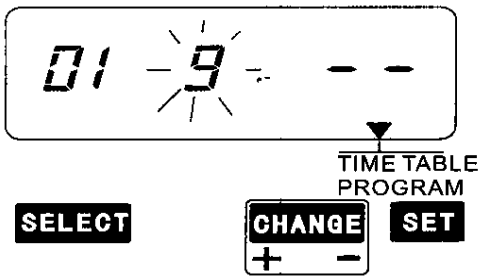


Press the SELECT button and position the ▲ under the " Time table program" mark , the "Program No"will flash.
(The flashing means it can be changed)

Setting program No.1

(1)Setting the "Day of the week "

2



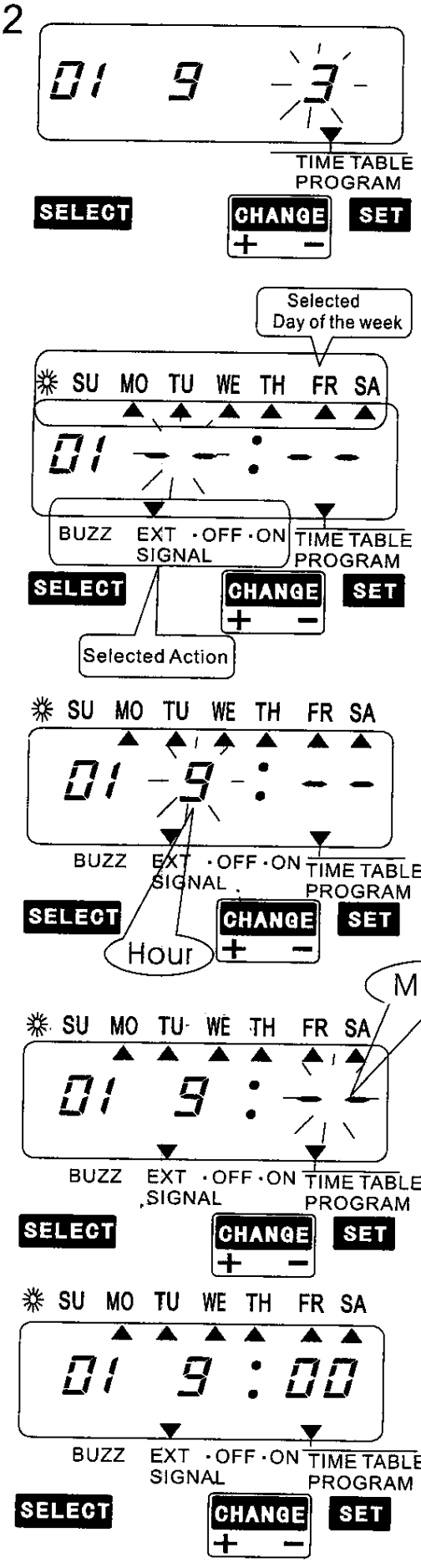
Press the SET button .At that moment,the "Day of the week " will flash.

Press the CHANGE +/- button to set at " 9 " and then press the SET button . Then the "Action " will flash.

	Day of the week		Day of the week
1	Monday only	6	Saturday only
2	Tuesday only	7	Sunday only
3	Wednesday only	8	Monday to Friday
4	Thursday only	9	Monday to Saturday
5	Friday only	10	Every day

17. SETTING THE TIME TABLE PROGRAM (4)

2



(2)Setting the "Action "

Press the CHANGE +/- button to set at " 3 "And then press the SET button. Then the display change to the left figure.

	Action
1.	Special mark " * " on
2.	Special mark " * " off
3.	Ext . Signal ON
4.	Built-in Buzzer ON

The "Ext.Signal"and "Built-Buzzer"are available only when"Optional Board" is connected to the time stamp.

(3) Set the " Hour ".

Press the CHANGE button to set at " 9 " And then press the SET button.

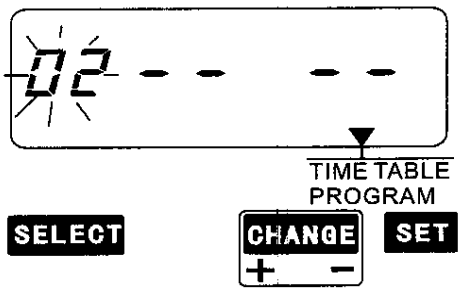
Then the " Minute " will flash.

(4) Set the " Minute ".

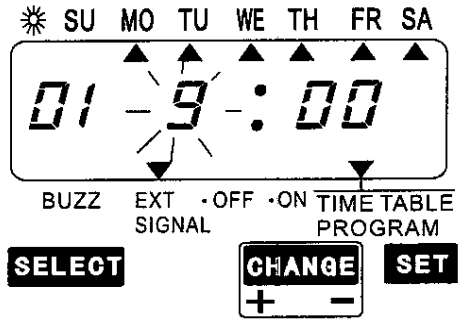
Press the CHANGE +/-button to set at " 00 " And then press the SET button.

17. SETTING THE TIME TABLE PROGRAM (5)

3

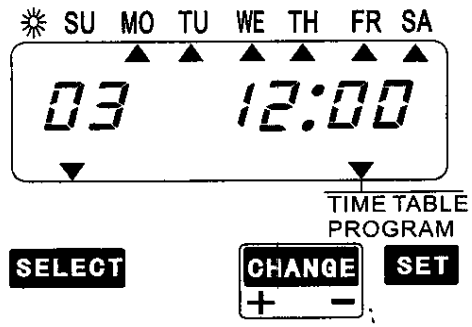


Setting program No.2
Press the CHANGE +/-button Twice.At that moment, the display change to the left figure.



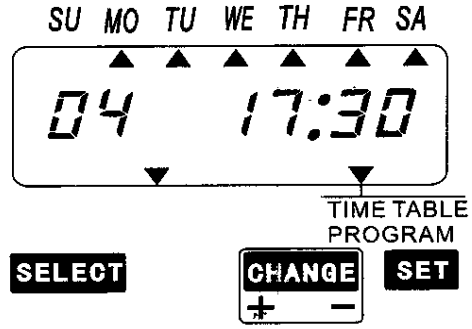
Make setting for program No.2 in the same manner as for program No.1, as illustrated in the following figure,and press the SET button.

4



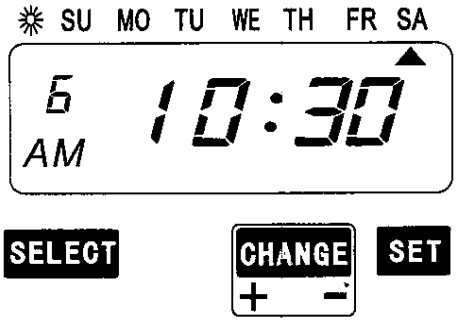
Setting program No.3
Press the CHANGE +/-button Twice. At that moment,the display change to the left figure.Make setting for program No.3 in the same manner as for program No.1, as illustrated in the following figure,and press the SET button.

5



5.Setting program No.4
Press the CHANGE +/-button Twice. At that moment,the display change to the left figure.Make setting for program No.4 in the same manner as for program No.1, as illustrated in the following figure and press the SET button.

6



After you finish setting the time table program, press the SET button once again.

Note:
Failure to complete step 4,will result in the time stamp not printing

Confirming the time table program setting

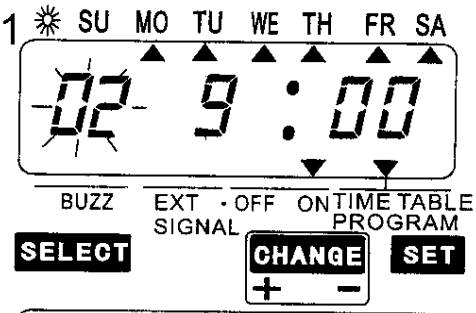
To confirming the program that have set,press the SELECT button and position the ▼ under the Time Table Program mark.at that moment,the "Program No." flashes. And then press the CHANGE +/- button. After you finish confirming the program, press the SET button 6 times. Now the time table program setting has been completed.Replace the cover and lock.

Important:if you do not complete confirming the setting,the time stamp will not print.

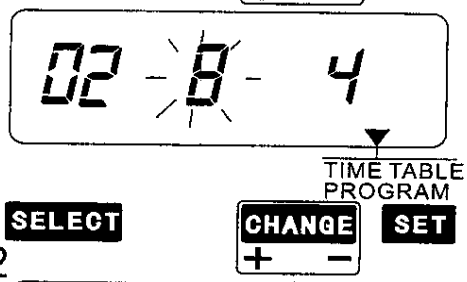
Deleting the time table program setting

Example : Deleting the Program No.2

1

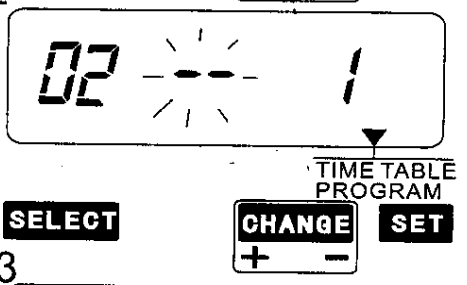


To delete a program, make the Program No flash , and press the CHANGE +/- button until the desired program No . is display.



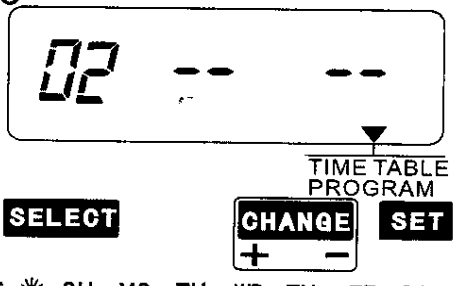
Press the SET button. At that moment, the display change to the left figure

2



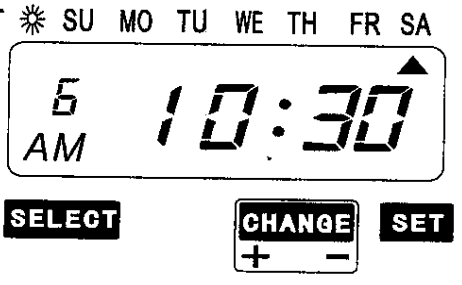
Press the CHANGE +/- button to set at "--".

3



Press the SET button. At that moment , the diaplay change to the left figure.

4



After you finish setting the time table program, press the SET button once again.

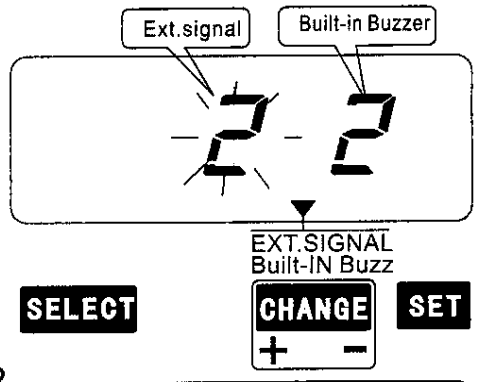
Note:
Failure to complete step 4,will result in the time stamp not printing

18.SETTING THE EXTERNALTIMESIGNAL/BUILT-INBUZZER

This function is to set the durations of seconds ,1 through 30 can be selected.Note:For this feature to be functional,the optional board must be installed in the time stamp.

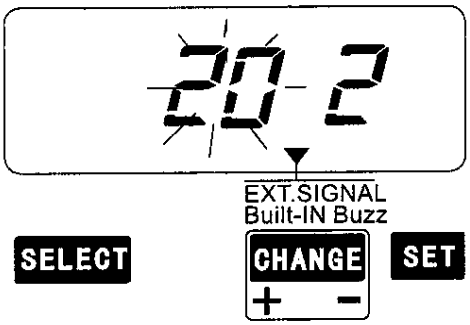
Example : Change the External Time Signal to 20 seconds and the built-in Buzzer to 10 seconds.

1



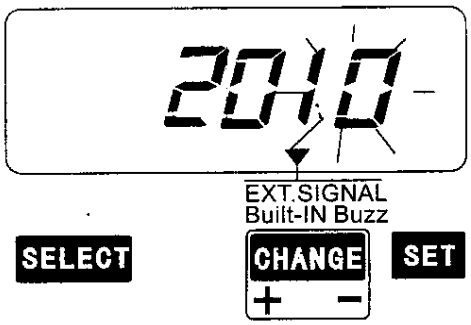
Press the SELECT button and position the ▲ under the " EXT.SIGNAL Built-IN Buzz " mark , the "Ext.Signal "will flash.
(The flashing means it can be changed)

2

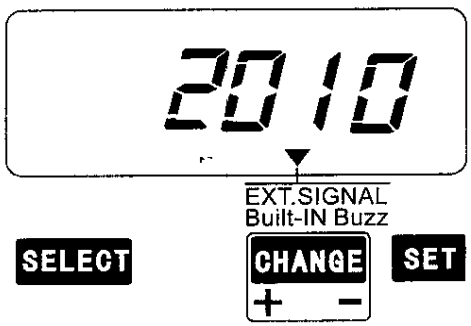


Change the Ext.Signal.
In case of the example,press the CHANGE +/- button to set at "20 " . And then press The SET button.

3

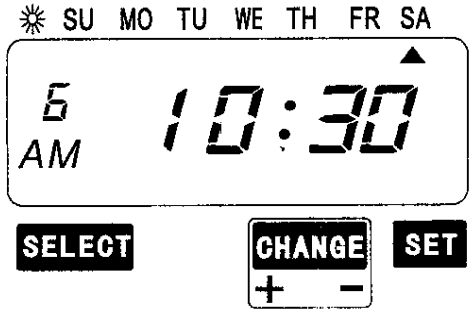


the "Built-in Buzzer "will flash.



Change the Built-in Buzzer
In case of the example,press the CHANGE +/- button to set at "10 " . And then press the SET button.

4



After you finish setting the time table program, press the SET button once again.

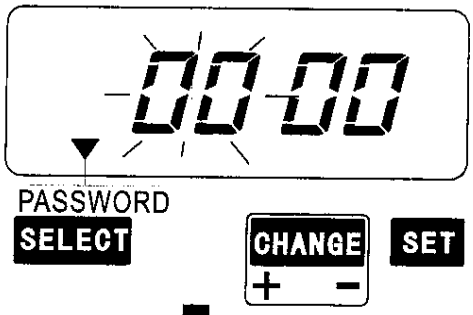
Note:
Failure to complete step 4,will result in the time stamp not printing.

19.SETTING THE PASSWORD

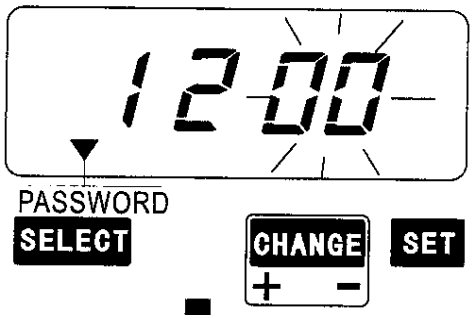
EX:Set the password to "1234" .

(The password can be set from"0000" to"9999")

1

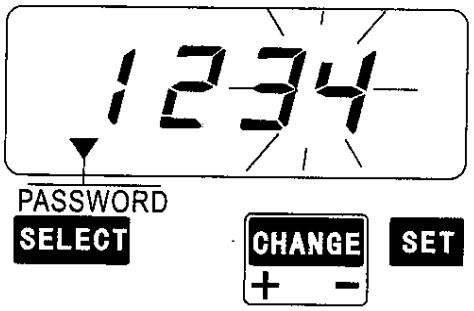


Press the SELECT button and position the ▲ mark at the "PASSWORD" , the first two digits will flash.



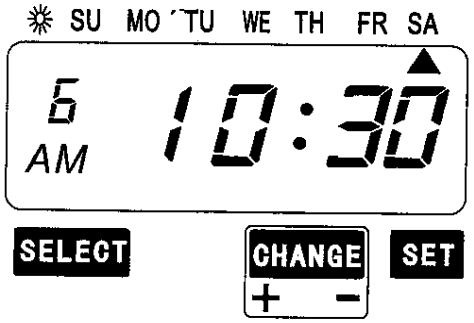
Press the CHANGE +/- button to scroll to"12". Press the SET button to save the selection.The last two digits will now flash.

2



Press the CHANGE +/- button to scroll to"34",and press the SET button to save the selection.

3



The time stamp's password option is now set,press the SET button, once again to return the clock to normal operations mode.

If other functions need to be set please press the SELECT button or replace and lock the case cover.

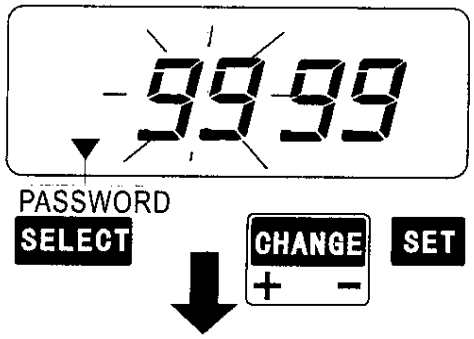
Note:

Failure to complete step 3,will result in the time stamp not printing.

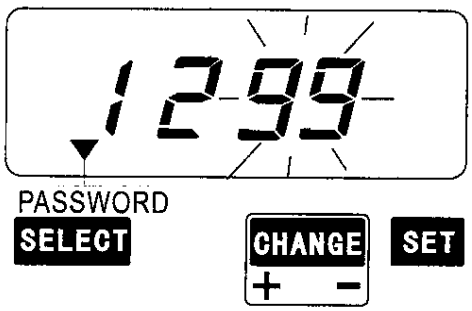
20. USING THE PASSWORD

If a password has been set in the time stamp ,programming changes may not be made until the proper password has been entered. "9999" will be displayed when the SELECT button is first pressed.

1

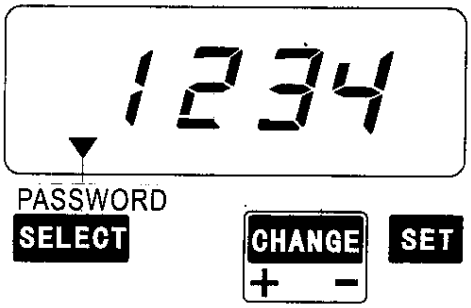


Press the SELECT button . "9999"is displayed and first two digits will flash.



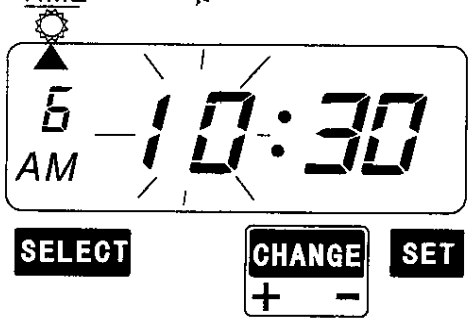
Press the CHANGE +/-button to advance the displayed digits to "12". Then press the SET button to save the displayed value.The last two digits will now flash.

2



Press the CHANGE +/- button to advance the displayed digits to "34". Then press the SET button to save the displayed Value.

3 TIME



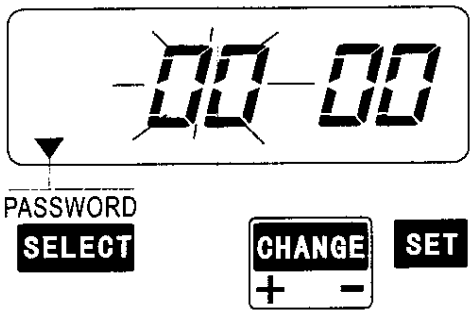
Press the SET button to verify the password,If the correct password has been entered the ▲ cursor will indicate TIME . Select the desired setting mode by pressing the SELECT button.

Note:
Failure to complete step 3,will result in the time stamp not printing.

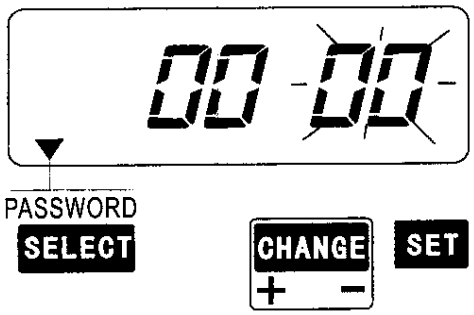
21. CANCELING THE PASSWORD

Should the password no longer be necessary for a given application it may be cleared by entering a password of "0000".

1

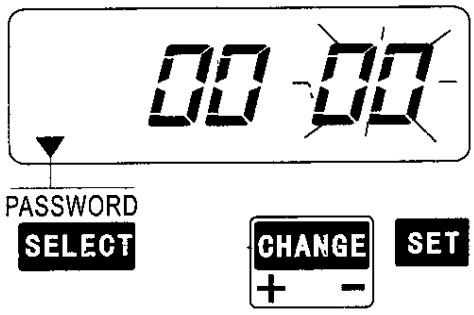


Enter your current password to unlock the time stamp for programming (Please review the previous page for more information).



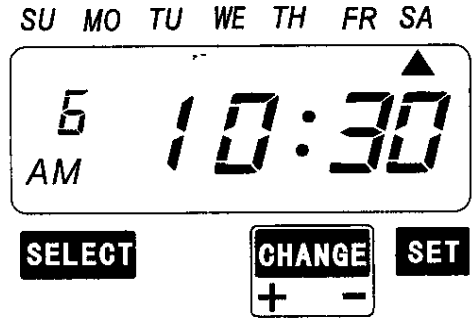
Press the SELECT button and position the ▲ cursor at the " PASSWORD " .The first two digits will flash.Press the CHANGE +/-button to selected "00".Press the SET button to save the selection.

2



Press the SET button to Save the new value"0000" .

3



The time stamp's password has is now cancelled. Press the SET button once again to return to normal mode.

If other functions need to be set please press the SELECT button or replace and lock the case cover.

Note:
Failure to complete step 3,will result in the time stamp not printing.

22.CHARACTER CODE FOR ALPHANUMERIC

Num:sequential number HH:hour MM:Minute SS:second DOW:Day of the week
※1~※15:Language-Specific Character

Code	Character	Max. Dots
00	NULL	-
01	SPACE	3

Code	Meaning	Code	Meaning
F8	Insert Character	FC	Exchange Line 1to2
F9	Delete Character	Fd	Exchange Line 2 to 3
FA	Insert Line	FE	Exchange Line 3 to 1
Fb	Delete Line	FF	Delete All

Large (BOLD) Character

Code	Character	Max. Dots	Code	Character	Max. Dots	Code	Character	Max. Dots
02	A	8	1b	Z	8	34	※4	-
03	B	8	1C	0	8	35	※5	-
04	C	8	1d	1	8	36	※6	-
05	D	8	1E	2	8	37	※7	-
06	E	8	1F	3	8	38	※8	-
07	F	8	20	4	8	39	※9	-
08	G	8	21	5	8	3A	※10	-
09	H	8	22	6	8	3b	※11	-
0A	I	5	23	7	5	3C	※12	-
0b	J	8	24	8	8	3d	※13	-
0C	K	8	25	9	8	3E	※14	-
0d	L	8	26	Year	32(19)	3F	※15	-
0E	M	8	27	Month	24	40	'	3
0F	N	8	28	Date	16	41	*	7
10	O	8	29	Dow	16	42	+	7
11	P	8	2A	HH:MM	37(49)	43	,	5
12	Q	8	2b	HH:MM:SS	58(70)	44	-	7
13	R	8	2C	Number	8x(n)	45	.	5
14	S	8	2d	Number	8x(n)	46	/	8
15	T	7	2E	Number	8x(n)	47	:	5
16	U	8	2F	Number	8x(n)	48	;	5
17	V	8	30	Number	8x(n)	49	—	6
18	W	8	31	※1	-	4A	&	10
19	X	8	32	※2	-			
1A	Y	7	33	※3	-			

Note:() is to indicate the following meanings.
Code=26:2 digits setting of YEAR , Code=2A and 2b:AM/PM setting of HOUR,
Code=2C to 30:Number digits depend on the setting.

Large Character

Code	Character	Max. Dots	Code	Character	Max. Dots	Code	Character	Max. Dots
41	A	7	54	Z	7	7D	※4	-
42	B	7	55	0	7	7E	※5	-
43	C	7	56	1	7	7F	※6	-
44	D	7	57	2	7	80	※7	-
45	E	7	58	3	7	81	※8	-
46	F	7	59	4	7	82	※9	-
47	G	7	5A	5	7	83	※10	-
48	H	7	5B	6	7	84	※11	-
49	I	4	5C	7	7	85	※12	-
4A	J	7	5D	8	7	86	※13	-
4B	K	7	5E	9	7	87	※14	-
4C	L	7	5F	Year	28(18)	88	※15	-
4D	M	8	60	Month	22	89	'	3
4E	N	7	61	Date	14	8A	*	6
4F	O	7	62	Dow	15	8B	+	6
50	P	7	63	HH:MM	32(44)	8C	,	4
51	Q	7	64	HH:MM:SS	50(62)	8D	-	6
52	R	7	65	Number	7x(n)	8E	.	4
53	S	7	66	Number	7x(n)	8F	/	6
54	T	6	67	Number	7x(n)	90	:	4
55	U	7	68	Number	7x(n)	91	;	4
56	V	7	69	Number	7x(n)	92	=	5
57	W	8	6A	※1	-	93	&	9
58	X	7	6B	※2	-			
59	Y	6	6C	※3	-			

Note: ( )is to indicate the following meanings.
Code=6F: 2 digits setting of YEAR, Code=73 and 74:AM/PM setting of HOUR,
Code=75 to 79: Number digits depend on the setting.

Small Character

Code	Character	Max. Dots	Code	Character	Max. Dots	Code	Character	Max. Dots
94	A	6	b5	7	6	d6	HH:MM	26(37)
95	B	6	b6	8	6	d7	HH:MM:SS	40(57)
96	C	6	b7	9	6	d8	Number	6x(n)
97	D	6	b8	a	5	d9	Number	6x(n)
98	E	6	b9	b	5	dA	Number	6x(n)
99	F	6	bA	c	5	db	Number	6x(n)
9A	G	6	bb	d	5	dC	Number	6x(n)
9b	H	6	bC	e	5	dd	※1	-
9C	I	4	bd	f	4	dE	※2	-
9d	J	6	bE	g	5	dF	※3	-
9E	K	6	bF	h	5	E0	※4	-
9F	L	6	C0	i	2	E1	※5	-
A0	M	6	C1	j	3	E2	※6	-
A1	N	6	C2	k	5	E3	※7	-
A2	O	6	C3	l	2	E4	※8	-
A3	P	6	C4	m	6	E5	※9	-
A4	Q	6	C5	n	5	E6	※10	-
A5	R	6	C6	o	5	E7	※11	-
A6	S	6	C7	p	5	E8	※12	-
A7	T	6	C8	q	5	E9	※13	-
A8	U	6	C9	r	5	EA	※14	-
A9	V	6	CA	s	5	Eb	※15	-
AA	W	6	Cb	t	4	EC	´	3
Ab	X	6	CC	u	5	Ed	*	6
AC	Y	6	Cd	v	5	EE	+	6
Ad	Z	6	CE	w	6	EF	,	4
AE	0	6	CF	x	6	F0	-	5
AF	1	6	d0	y	5	F1	.	4
b0	2	6	d1	z	6	F2	/	6
b1	3	6	d2	Year	24(15)	F3	:	4
b2	4	6	d3	Month	18	F4	;	4
b3	5	6	d4	Date	12	F5	=	4
b4	6	6	d5	Dow	12	F6	&	8

Note: ( )is to indicate the following meanings.
Code=d2: 2 digits setting of YEAR, Code=d6 and D7:AM/PM setting of HOUR,
Code=d8 to dc: Number digits depend on the setting.

Language-Specific Character

English

		※1	※2	※3	※4	※5	※6	※7	※8	※9	※10	※11	※12	※13	※14	※15
Character		#	$	@	[	\	]	^	`	{	|	}	~	EURO		
Dots	Bold	9	9	9	7	8	7	8	5	7	5	7	7	8		
	Large	7	6	7	6	6	6	6	4	6	4	6	6	7		
	Small	6	6	6	5	6	5	4	3	5	4	5	6	6		

Spanish

		※1	※2	※3	※4	※5	※6	※7	※8	※9	※10	※11	※12	※13	※14	※15
Character		Pt	$	@	¡	Ñ	¿	´	`	¨	ñ	}	~	EURO		
Dots	Bold	11	9	9	5	8	7	5	5	9	7	7	7	8		
	Large	8	6	7	4	7	6	4	4	7	7	6	6	7		
	Small	8	6	6	4	6	6	3	3	7	6	5	6	6		

German

		※1	※2	※3	※4	※5	※6	※7	※8	※9	※10	※11	※12	※13	※14	※15
Character		#	$	§	Ä	Ö	Ü	^	`	ä	ö	ü	ß	EURO		
Dots	Bold	9	9	8	8	8	8	8	5	7	7	7	8	8		
	Large	7	6	7	7	7	7	6	4	7	6	6	7	7		
	Small	6	6	6	6	6	6	4	3	5	5	5	6	6		

French

		※1	※2	※3	※4	※5	※6	※7	※8	※9	※10	※11	※12	※13	※14	※15
Character		#	$	à	"		§	^	`	é	ù	è	¨	EURO		É
Dots	Bold	9	9	7	4	7	8	8	5	7	7	7	9	8		8
	Large	7	6		4	6	7	6	4	6	6	6	7	7		7
	Small	6	6	5	4	5	6	4	3	5	5	5	7	6		6

Italian

		※1	※2	※3	※4	※5	※6	※7	※8	※9	※10	※11	※12	※13	※14	※15
Character		#	$	@	"	\	é	^	ù	à	ò	è	ì	EURO		
Dots	Bold	9	9	9	4	8	7	8	7	7	7	7	5	8		
	Large	7	6	7	4	6	6	6	6	7	6	6	4	7		
	Small	6	6	6	4	6	5	4	5	5	5	5	4	6		

Portuguese

		※1	※2	※3	※4	※5	※6	※7	※8	※9	※10	※11	※12	※13	※14	※15
Character		#	$	@	[	\	]	^	`	{	|	}	~	EURO		
Dots	Bold	9	9	9	7	8	7	8	5	7	5	7	7	8		
	Large	7	6	7	6	6	6	6	4	6	4	6	6	7		
	Small	6	6	6	5	6	5	4	3	5	4	5	6	6		

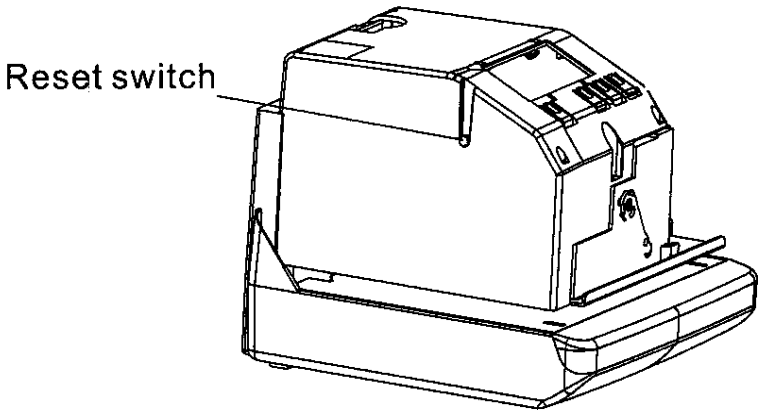
Numeric

		※1	※2	※3	※4	※5	※6	※7	※8	※9	※10	※11	※12	※13	※14	※15
Character		#	$	@	[	\	]	^	`	{	|	}	~	EURO		
Dots	Bold	9	9	9	7	8	7	8	5	7	5	7	7	8		
	Large	7	6	7	6	6	6	6	4	6	4	6	6	7		
	Small	6	6	6	5	6	5	4	3	5	4	5	6	6		

23.RESETTING THE TIME STAMP

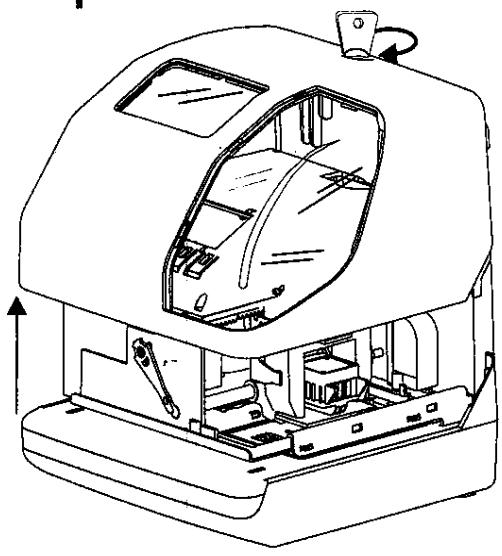
The time stamp may be re-initialised to its factory settings by pressing the recessed reset switch. After the reset switch is pressed the time stamp will need to be re-programmed again.

Please note: All functions and settings including passwords will be cleared when the reset switch is pressed.



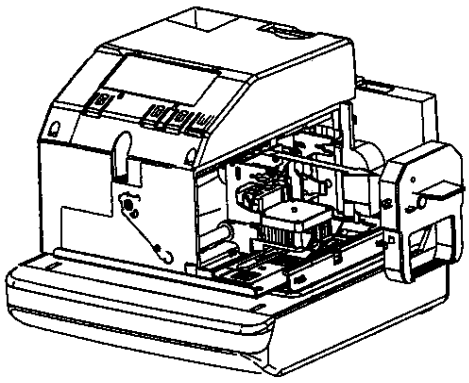
20.REPLACING THE RIBBON CASSETTE

1



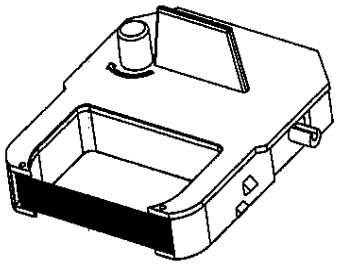
Unlock the key remove the cover.

2



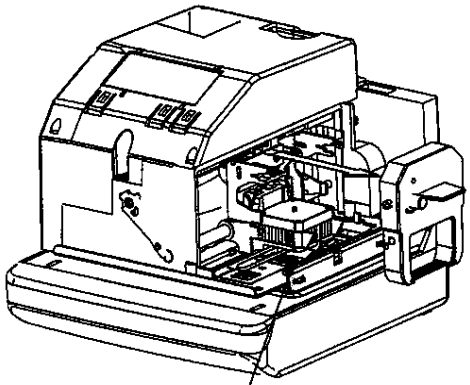
Hold the ribbon cassette by its tab and pull straight out to remove it.

3

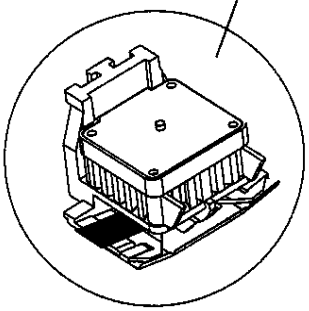


Turn the knob of the new cassette in the direction of the arrow to tighten the ribbon.

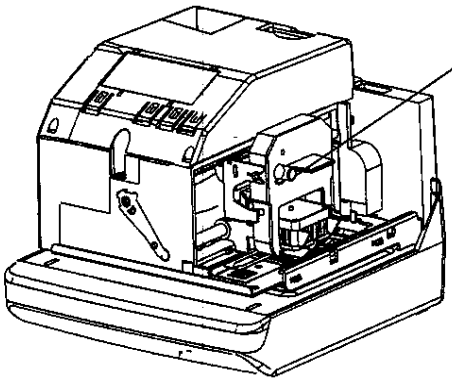
4

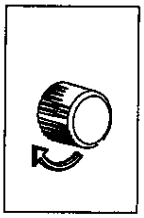


Place the cassette inside the time recorder as shown in the figure. Push the ribbon until it snaps into position, Turning the knob on the ribbon cassette may make installation easier.



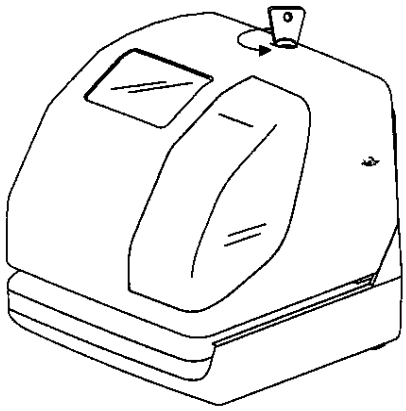
5





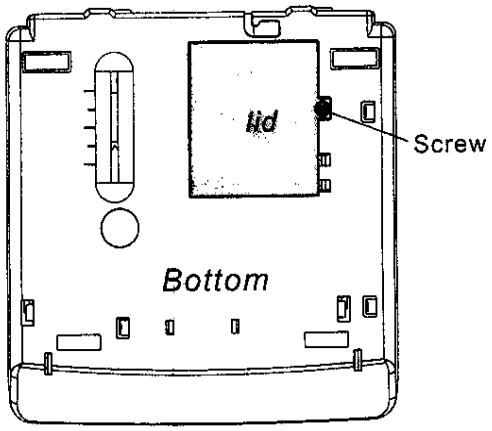
Turn the knob of the cassette in the direction of the arrow to tighten the ribbon.

6

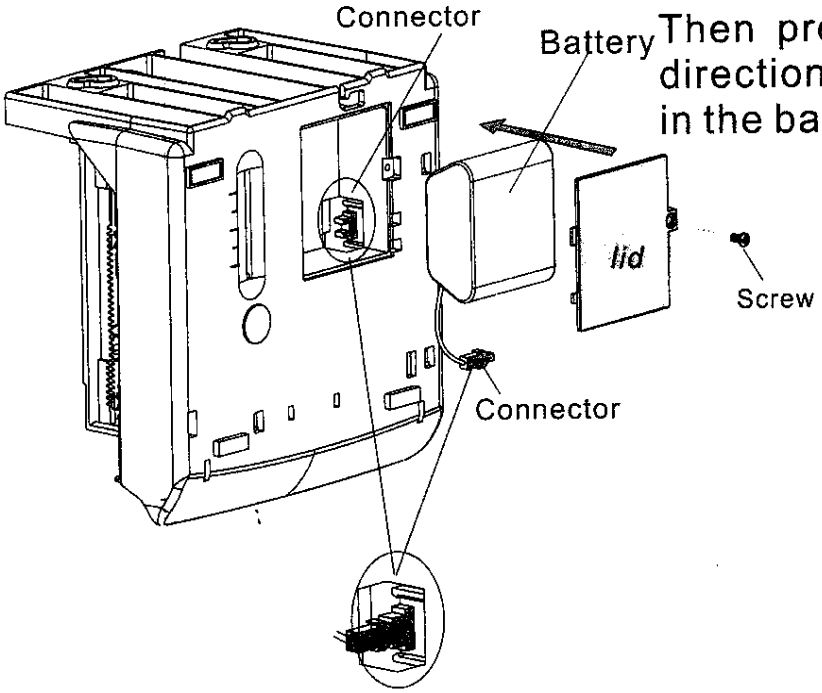


Replace the cover and lock. The time stamp is now ready for normal functions.

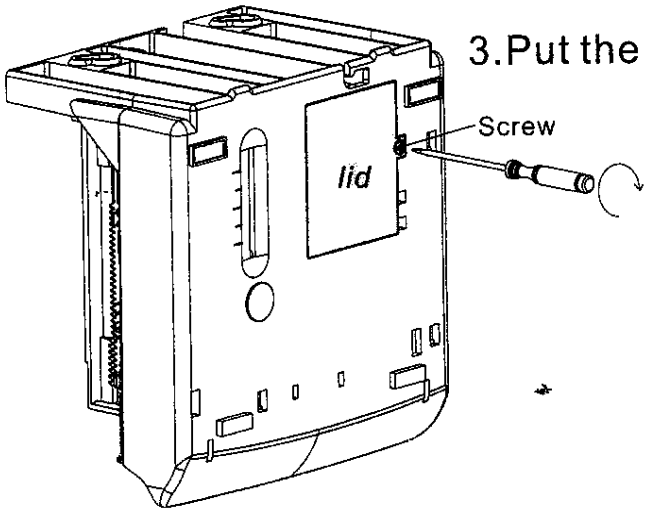
25.INSTALLING THE Ni-Cd BATTERY(OPTIONAL)



1.Remove the screw and lid.



2.Connect the connector. Then press arrowhead direction to put the battery in the battery box.

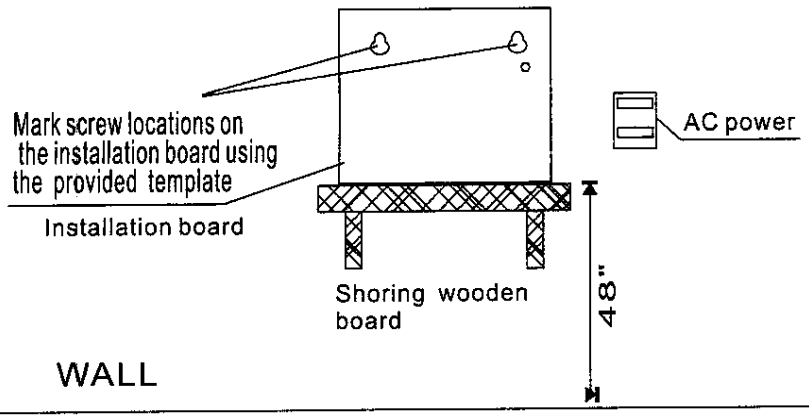


3.Put the lid, wind down the screw.

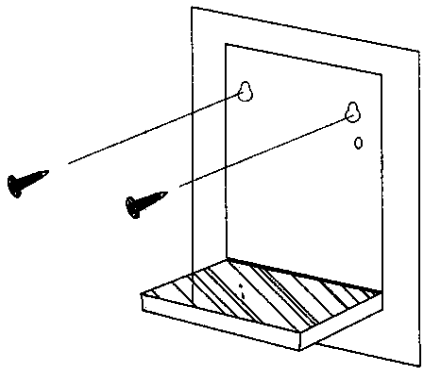
26. WALL MOUNTING

A). Select a suitable location to mount the time stamp that is reasonably close to an AC wall outlet (within 6ft/2m of wire cord length), a wooden installation back board should be used to mount the time stamp to the Surface of the wall.

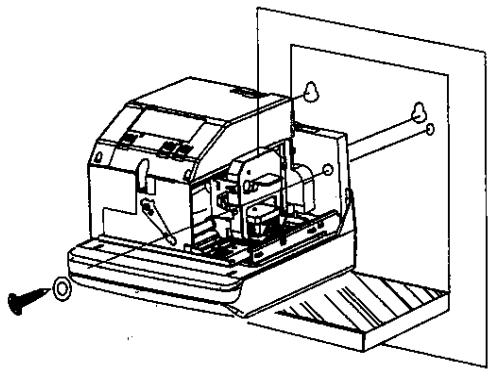
B). The time stamp should be 48 inches (122cm) above the floor.



1 WALL

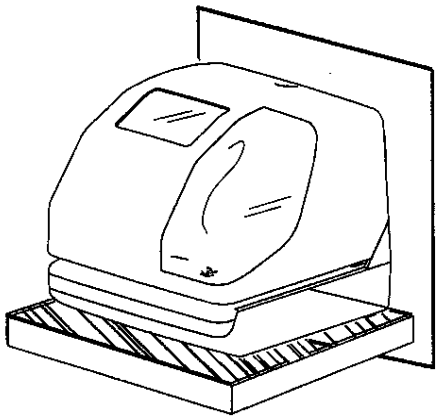


Be sure to keep about 1/4"(6mm) of the screw head away from the wall.



Using the Unlock key,remove the case cover. Place the time stamp on the screws to hang it on the wall .Use the third screw and the washer to secure the machine to the installation board.

4



The case cover may now be replaced and locked.
The time stamp is now ready for normal use.

27.ERROR CODES

Code	Problem	Solution
P—01	CPU error	Call the servicing dealer from whom you purchased your time stamp.
P—02	The lithium battery back-up used for memory back-up is short.	
P—03	The card is not inserted in the clock properly.	Correctly insert the card.
P—04	Cannot print . The print head motor or home position sensor is not being sensed correctly.	Make sure that the ribbon cassette is correctly inserted in place . Turn off for 10 seconds.
P—05	Cannot print . The print head motor or the sensor is not functioning properly.	Press the push bar.
P—06	Incorrect password.	Enter the correct password .
P—07	DST Begin/End is not functioning	Verify the correct start and end date of daylight saving time and enter again.
P—08	Data entered is invalid .	Refer to your user's manual

Other Trouble Issues

1、The time stamp dose not operate-Ensure the AC power supply adapter is properly plugged into the inlet of the time stamp and verify AC power is on Available In the outlet.

2、The time stamp does not print-Ensure the ribbon is installed correctly and the proper print method is set.

3、The time card is jammed- Press the push bar and try to pull out the time card at the same time.

OTHER INFORMATION

Technical information

Physical Dimensions:

- Depth: 6.75 inches (171.45 mm)
- Width: 6.45 inches (163.83 mm)
- Height: 5.7 inches (144.78 mm)
- Weight:3.021bs(1.37kg)

Shipping Information:

- Shipping Weight: 8 lbs (3.63 kg)
- Shipping Box Depth: 8.5 inches (215 mm)
- Shipping Box Width: 8.75 inches (214.63 mm)
- Shipping Box Height : 10.5 inches (266.7 mm)

Power Requirements:

110V AC 60Hz or optionally 110V AC 60Hz
230V AC 50Hz and 230V AC 50Hz

Safety information:

⚠ To avoid fire or electric shock,please do not expose this time stamp to rain or excessive condensed moisture.

NOTE:The time stamp is designed for use in normal commercial and office environments. This product should not be subjected to excessive heat , sunlight , dampness , cold or be subjected to electrical spikes . The time stamp may be desk mounted or wall mounted with-in six (6) feet of a standard wall outlet.