

WIDMER TIME RECORDER CO.,INC.

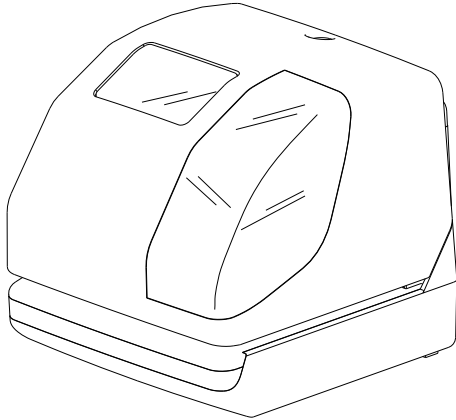


T-4U — USER ' S MANUAL

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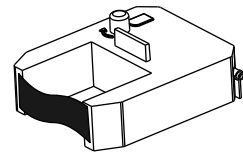
Congratulations on your purchase of this product. Now that you have opened the box and found this document, the User Manual, you should also find the following items:

TIME RECORDER



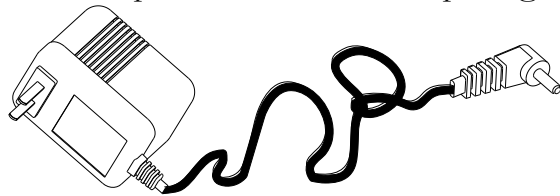
Included Accessories

Ribbon cassette
(Factory
installed on the
time recorder)



AC adapter: 1 pcs

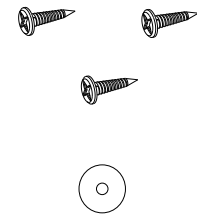
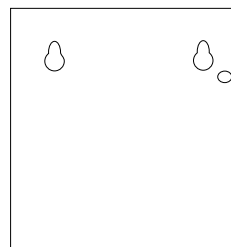
(AC power female plug)



Keys: 2 pcs



Wall-mount fittings:

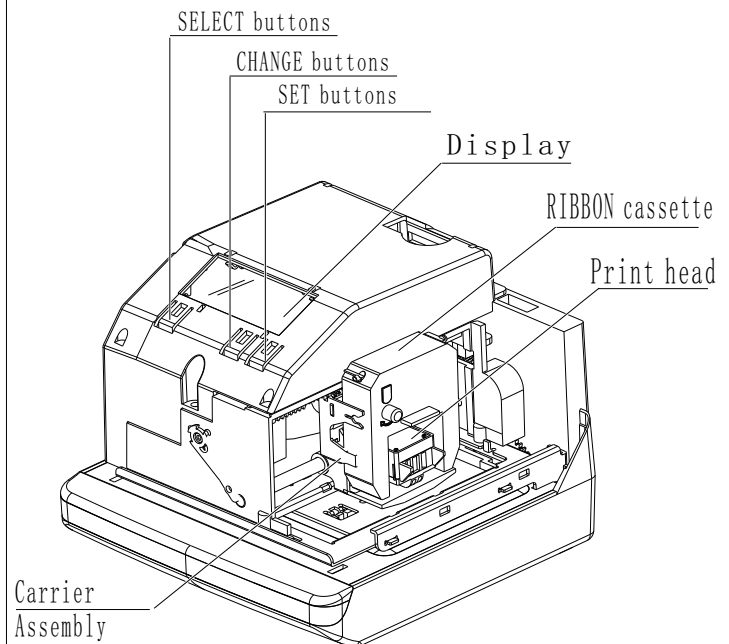
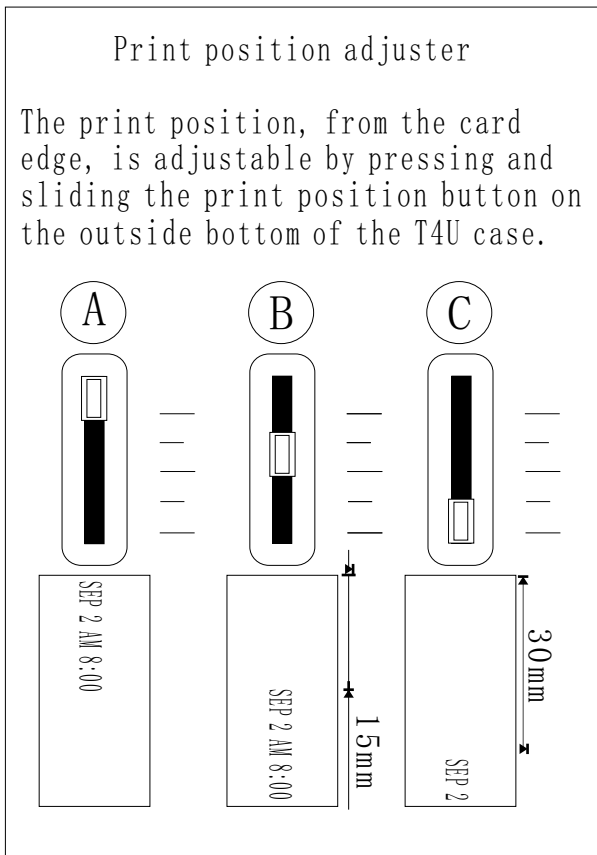
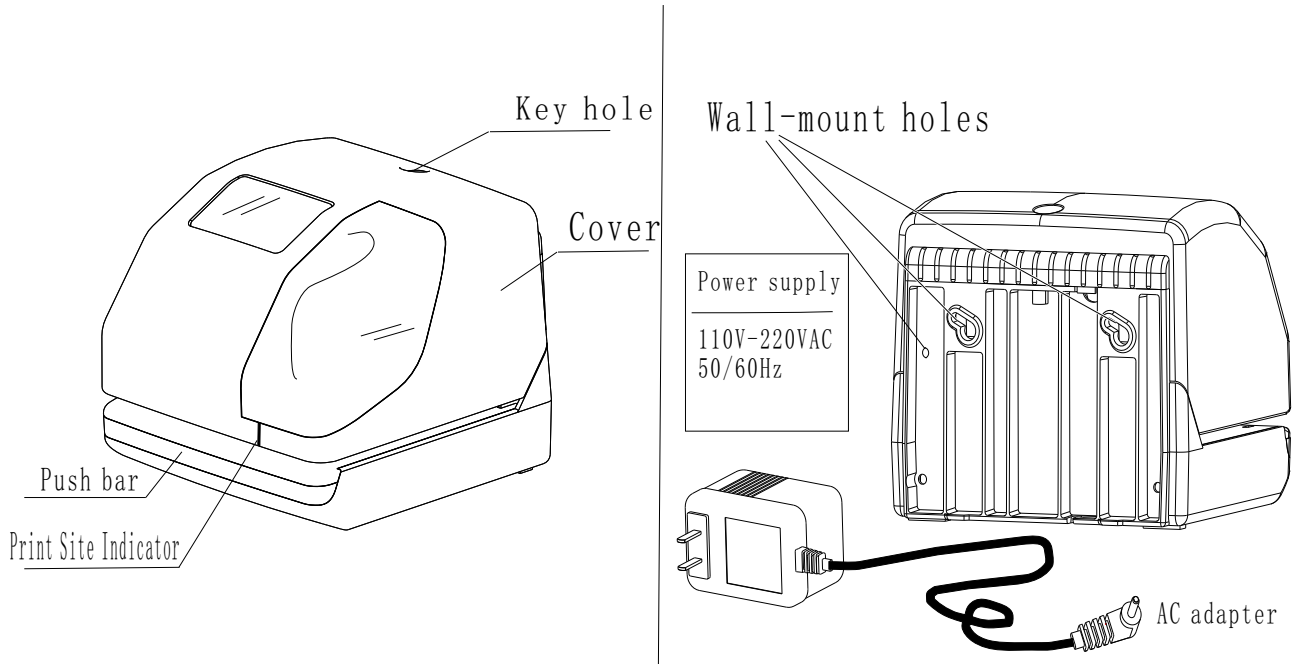


Template: 1 sheet

Screws: 3 pcs

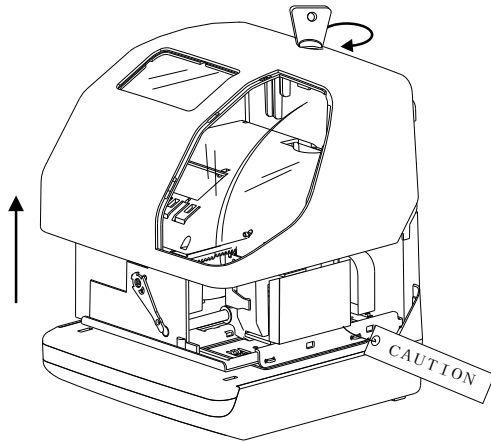
Washer: 1 pcs

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



1

Unlock the key and remove the top case.

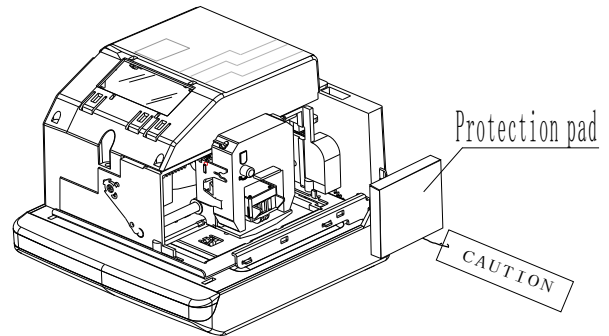


2

Remove the PROTECTION PAD.

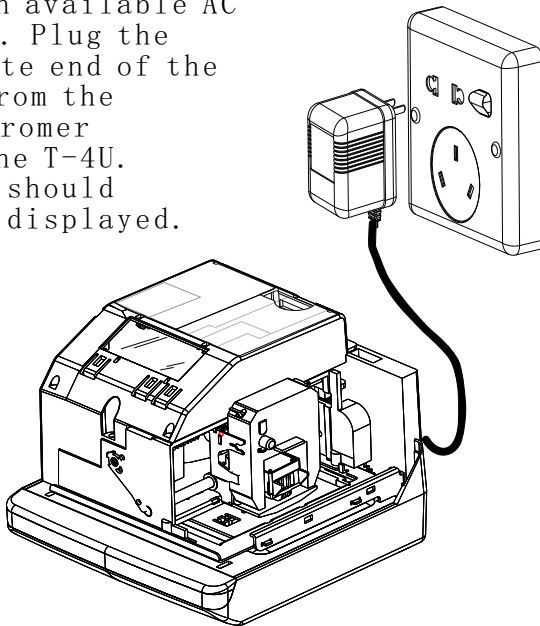


Remove the PROTECTION PAD before inserting AC power



3

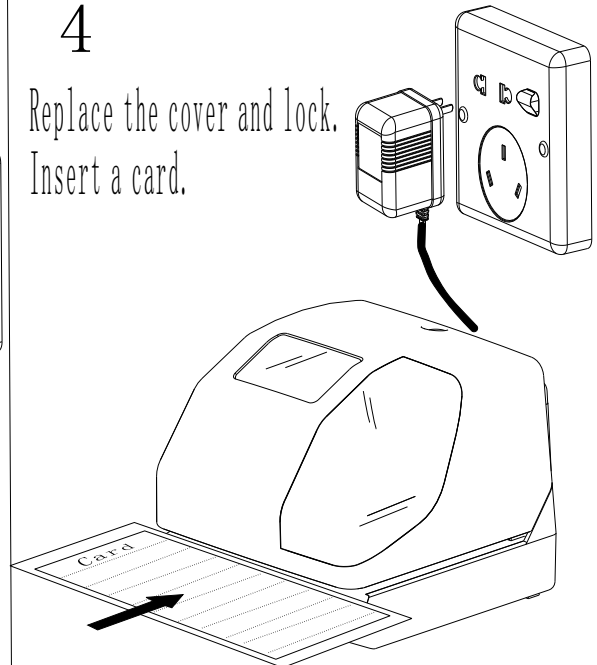
Plug the Transformer into an available AC Outlet. Plug the opposite end of the wire from the transformer into the T-4U. A time should now be displayed.



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

4

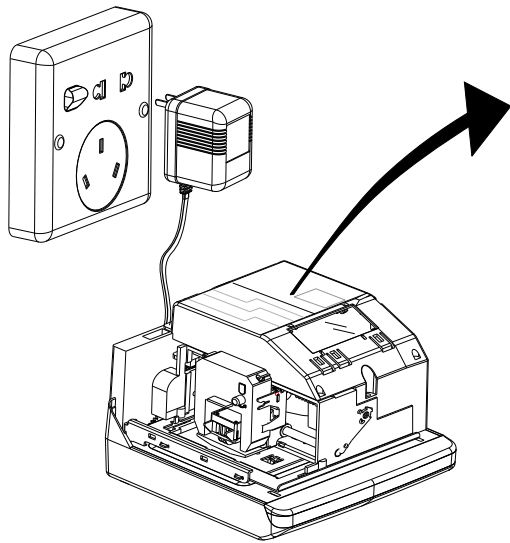
Replace the cover and lock. Insert a card.



2003AUG23AM12:00

(Print example)

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



PRINT ORDER				PRINT STYLE			
1. M. D. H. Min	10. M. D	Y=Year	1. 2Digits	<input type="checkbox"/> :Hour	<input type="checkbox"/> :Minute	1. RCVD	
2. D. M. H. Min	11. DOW. D. M. Y	M=Month	<input type="checkbox"/> :Hour	1. 12hour	1. 1/60	2. SENT	
3. M. D. Y. H. Min	12. C. M. D. Y	D=Date	2. 24hour	2. 24hour	2. 1/100	3. IN	
4. D. M. Y. H. Min	13. C. D. M. Y	DOW=Day of the week			3. 1/20	4. OUT	
5. Y. M. D. H. Min	14. C. Y. M. D				4. 1/10	5. CFWD	
6. Y. M. D. H. Min. S	15. M. D. Y. C	H=Hour				6. FILED	
7. D. H. Min	16. D. M. Y. C	Min=Minute				7. PAID	
8. DOW. D. H. Min	17. Y. M. D. C	S=Second				8. USED	
9. Y. M. D	18. C. D. H. Min	C=Comment				9. FAXED	

DISPLAY				LANGUAGE			
<input type="checkbox"/> :Sec	<input type="checkbox"/> :Year	1. 12hour		1. ENGLISH			
<input type="checkbox"/> :Hour	<input type="checkbox"/> :Month	2. 24hour		2. FRENCH			
<input type="checkbox"/> :Min	<input type="checkbox"/> :Date			3. SPANISH			
				4. PORTUGUESE			

TIME	DATE	HOURL	PRINT ORDER	YEAR DIGIT	HOURL MIN.	LEADING ZERO	COMMENT
	MO TU WE TH FR SA SU						

PASSWORD		PRINT DIRECTION		PRINT ACTIVATION	
<input type="checkbox"/> :Year	D. S. T. END	D. S. T. START	1. Automatic	<input type="checkbox"/> :Print Direction	1. Right 2. Left
<input type="checkbox"/> :Month			2. Semi-automatic	<input type="checkbox"/> :Print Activation	1. Automatic 2. Semi-automatic 3. Manual
<input type="checkbox"/> :Date			3. Manual		

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.

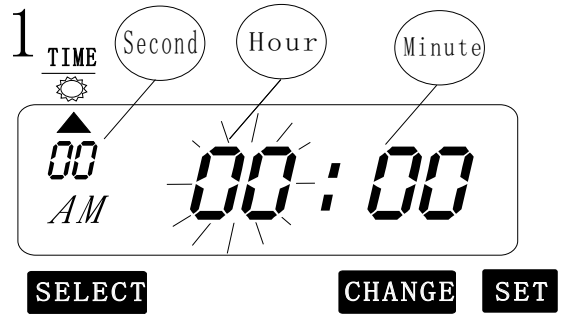
CHANGE : Pressing the **CHANGE** button allows you to cycle through the options in the programming mode you are in.

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

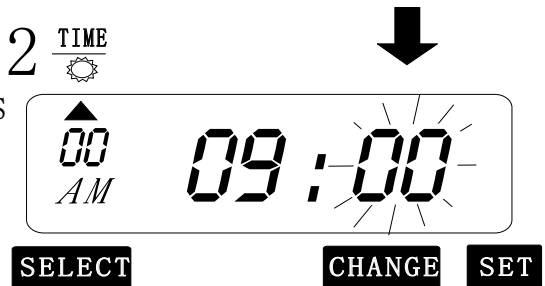
EX: To set the T-4U to 09:30 AM from some other arbitrary time.

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

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



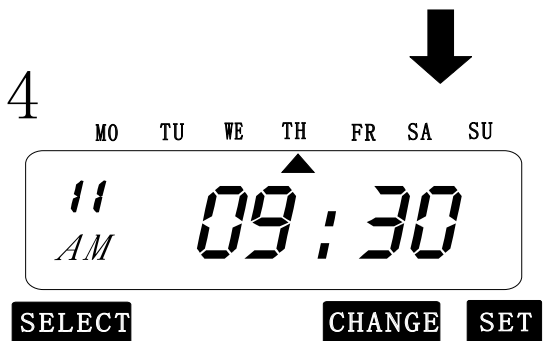
Press the **CHANGE** button to advance the hour to "09". Press the **SET** button to accept the displayed value. The "Minute" digits will now flash, indicating they may now be adjusted.



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" automatically.



The T-4U's time is now set, press the **SET** button once again to return the machine to normal operations and time display.

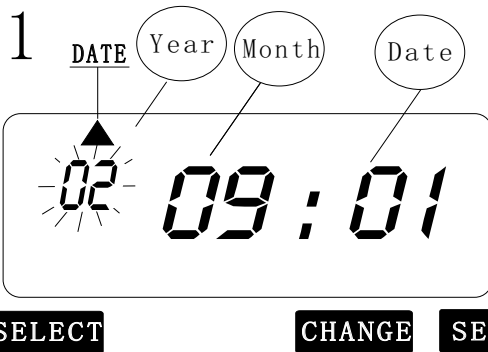


If other functions need to be set please press the **SELECT** button, or replace and lock the case cover.

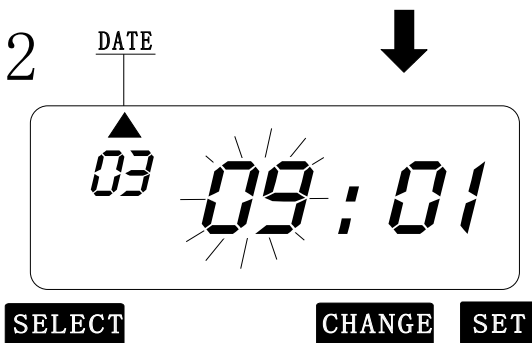
Note:

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

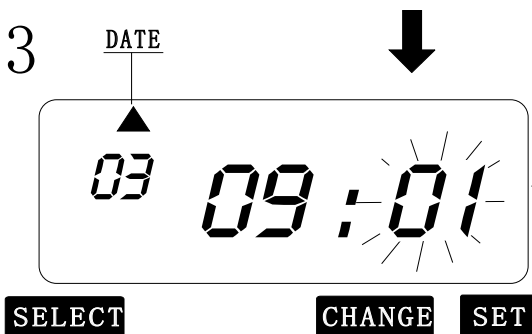
EX: Set the T-4U's date to September 2 of 2003



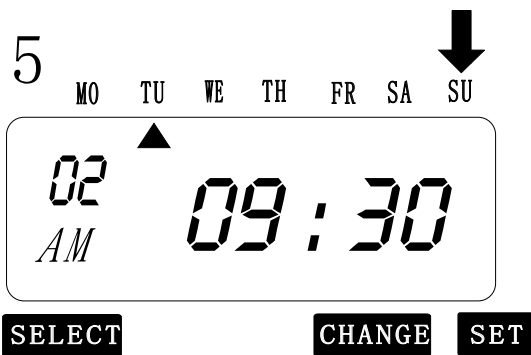
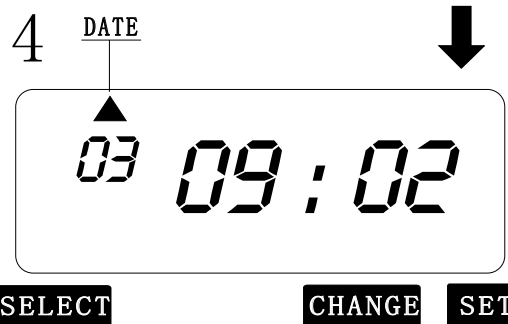
Press the **SELECT** button, and position the ▲ under the "DATE". The "YEAR" will flash.



Press the **CHANGE** button until "03" is displayed, then press the **SET** button. The "Month" should now flash.



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

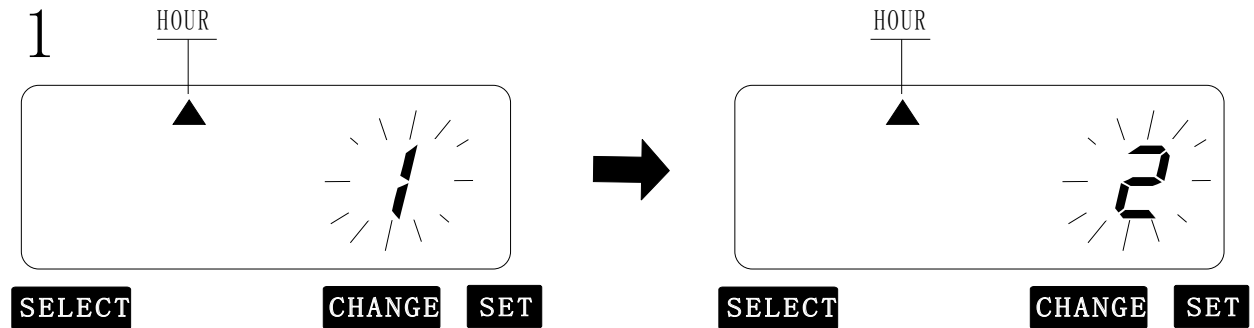


Press the **CHANGE** button until "02" is displayed, then press the **SET** button. The T-4U's date is now set, press the SET button once again to return the machine to normal operations and time display.

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

Note:
Failure to complete step 5, will result in the time stamp not printing.

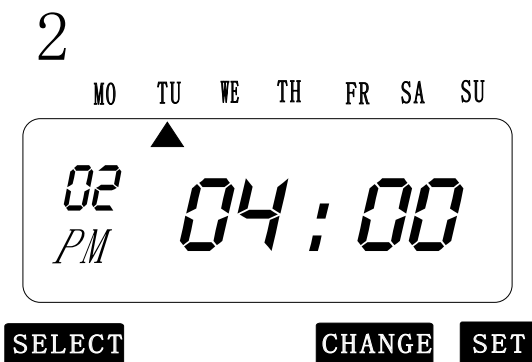
EX: Set the hour format to 24 hour



Press the **SELECT** button and position the ▲ under the "HOUR" mark. The flashing digit indicates the "hour display 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	<i>PM 04:00</i>
2	24hour	<i>16:00</i>



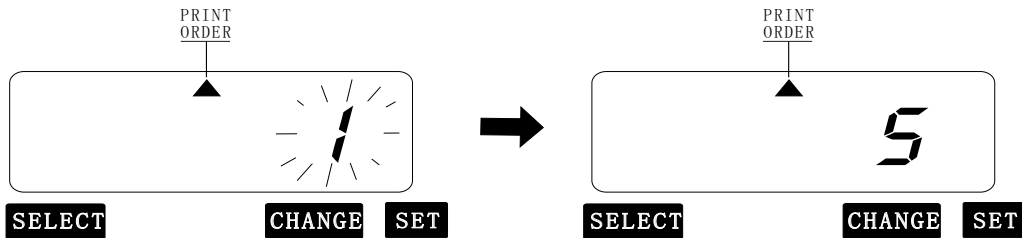
The T-4U's Hours Display Format is now set, press the **SET** button once again to return the machine to normal operations and time display.

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

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

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 "5" is displayed, then press the **SET** button.

	Print Order Options	Sample Imprint
1	M, D, H, Min	SEP 08 13:49
2	D, M, H, Min	08 SEP 13:49
3	M, D, Y, H, Min	SEP 08'2003 13:49
4	D, M, Y, H, Min	08 SEP'2003 13:49
5	Y, M, D, H, Min	'2003 SEP 08 13:49
6	Y, M, D, H, Min, S	'2003 SEP 08 13:49:30
7	D, H, Min	08 13:49
8	DOW, D, H, Min	MO 08 13:49
9	Y, M, D	'2003 SEP 08
10	M, D	SEP 08
11	DOW, D, M, Y	MO,08 SEP'2003
12	C, M, D, Y	RCVD SEP 08'2003
13	C, D, M, Y	RCVD 08 SEP'2003
14	C, Y, M, D	RCVD'2003 SEP 08
15	M, D, Y, C	SEP 08'2003 RCVD
16	D, M, Y, C	08 SEP'2003 RCVD
17	Y, M, D, C	'2003 SEP 08 RCVD
18	C, D, H, Min	RCVD 08 13:49

2



The T-4U's Print Order Options are now set, press the **SET** button once again 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:

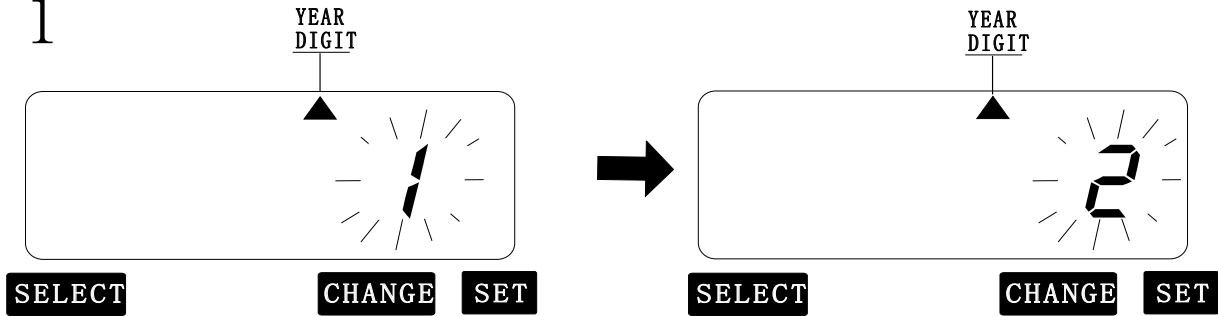
Failure to complete step 2, will result in the time stamp not printing.

Code Key:

Y	Year
M	Month
DOW	Day of the Week
D	Day of the Month (Date)
H	Hours
Min	Minutes
S	Seconds
C	Comment

EX:Set the T-4U to imprint a 4 digit year

1



Press the **SELECT** button and position the ▲ under the "YEAR DIGIT" mark, the flashing digit indicates the currently selected "Year Digit Options"

Press the **CHANGE** button to step through each selection. When "2" is displayed, press the **SET** button.

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

2



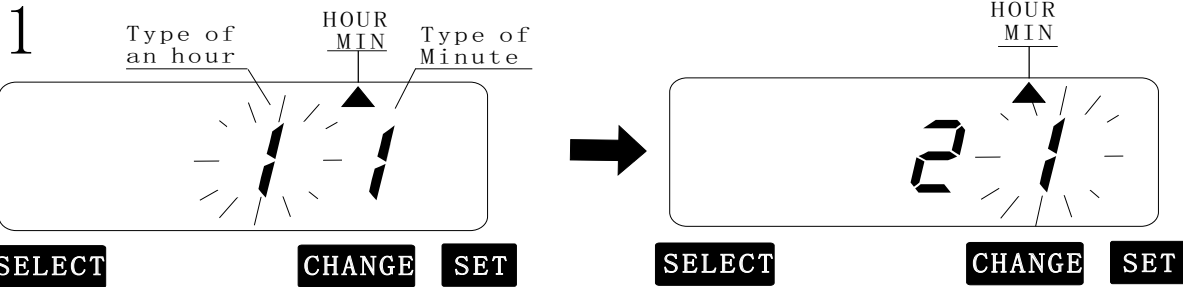
The T-4U's Print Order Options are now set, press the **SET** button once again to return the machine to normal operations and time display.

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

Note:

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

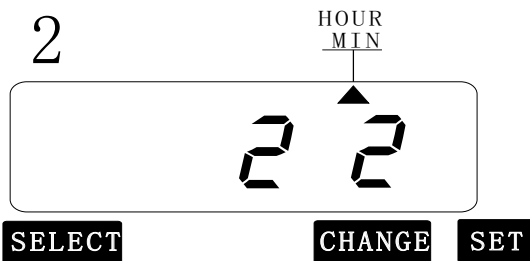
EX: Set the print format for "Hour" and "Minute" to 24 hour and 1/100hr



Press the **SELECT** button and position the **▲** under "HOUR MIN" mark. The flashing digit indicates the selected "Hour Options".

Press the **CHANGE** button until 2 is displayed. Press the **SET** button to save the displayed value. The flashing digit shifts from "Hour" to "Minute".

Hour Options		Print Example
1	12Hour	SEP 08PM04: 00
2	24Hour	SEP 08 16: 00



Press the **CHANGE** button until "2" is displayed. Press the **SET** button to accept the changes.

Order Options	Print Example	Order Options	Print Example
1	1/60	3	1/20 (5/100)
2	1/100	4	1/10

3



The T-4U's Hour and Minute Print Format Options are now set, press the **SET** button once again to return the machine to normal operations and time display.

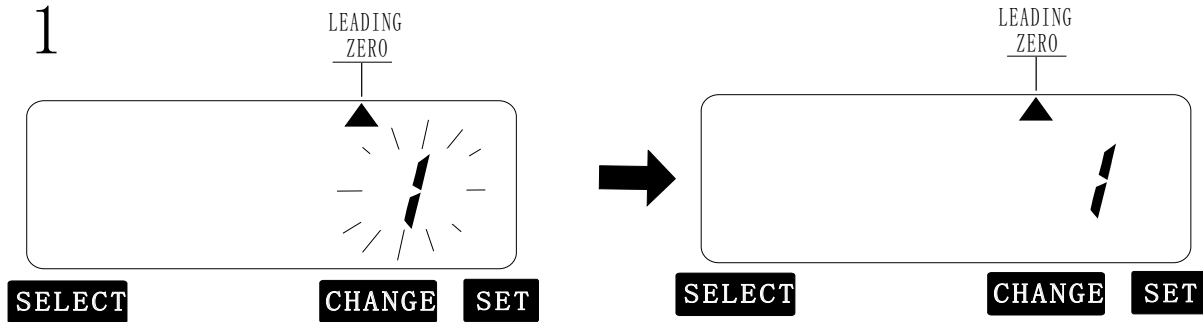
If other functions need to be set please press the **SELECT** button, or replace and lock the case cover.

Note:

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

EX:Disable the leading “0” in the Day of the Month (Date)

1

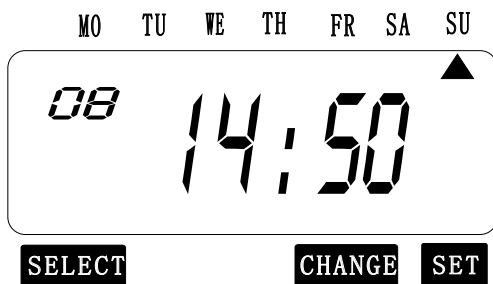


Press the **SELECT** button and position the ▲ under “**LEADING ZERO**” mark. The flashing digit indicates “Leading Zero Options”

Press the **CHANGE** button until “1” is displayed. Press the **SET** button to save the displayed value.

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

2



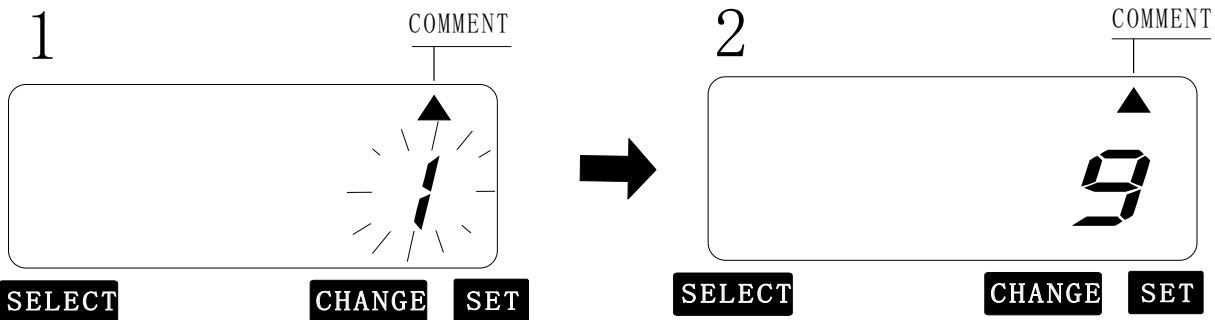
The T-4U’s Day Of The Month Print Format Option is now set, press the **SET** button once again to return the machine to normal operations and time display.

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

Note:

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

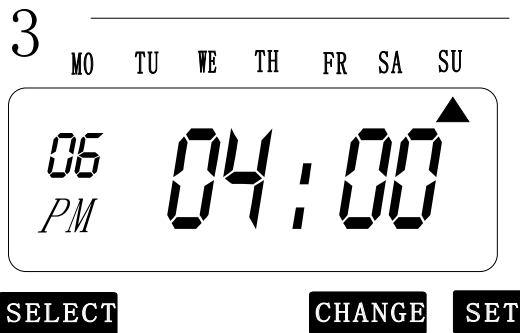
EX: Set the comment to "FAXED" (This setting is available if "Comment" is selected in the "PRINT ORDER".)



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.

	Comment Options	Print Example
1	RCVD (Received)	SEP 06'2003 RCVD
2	SENT	SEP 06'2003 SENT
3	IN	SEP 06'2003 IN
4	OUT	SEP 06'2003 OUT
5	CFMD (Confirmed)	SEP 06'2003 CFMD
6	FILED	SEP 06'2003 FILED
7	PAID	SEP 06'2003 PAID
8	USED	SEP 06'2003 USED
9	FAXED	SEP 06'2003 FAXED
10	VOID	SEP 06'2003 VOID
11	ORIGN (Original)	SEP 06'2003 ORIGN
12	APR'D (Approved)	SEP 06'2003 APR'D
13	CMPL'D (Completed)	SEP 06'2003 CMPL'D



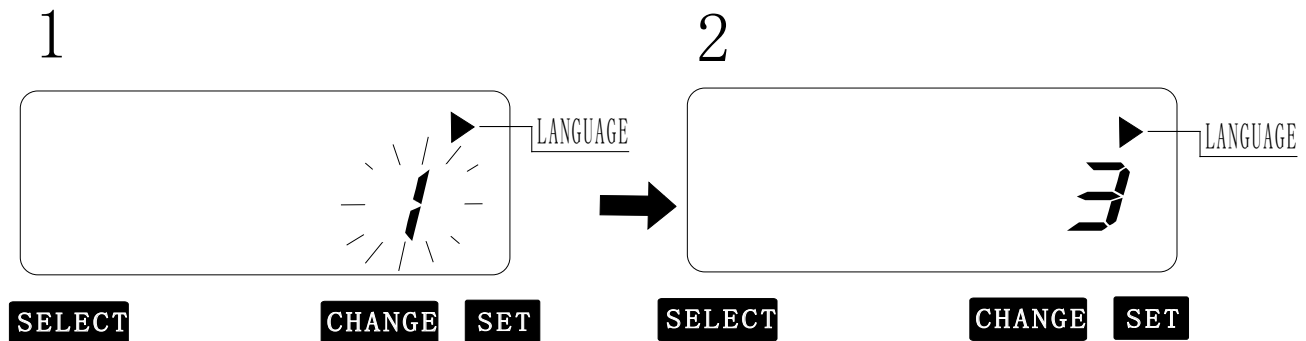
The T-4U's Comment Option is now set, press the SET button once again to return the machine to normal operations and time display.

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

Note:

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

EX: Print date and comment in Spanish. (This setting is available if "Comment" is selected in the "PRINT ORDER".)

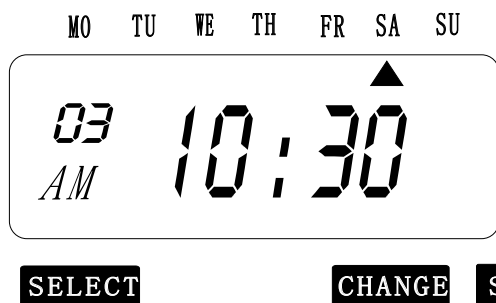


Press the **SELECT** button and position the ▲ along **LANGUAGE** mark. The flashing digit indicates "print language options"

Press the **CHANGE** button until "3" is displayed. Press the **SET** button.

Print Language Options		Print Example
1	ENGLISH	SU, 07 SEP' 2003 OUT 07 10: 30
2	FRENCH	DI, 07 SEP' 2003 SORT 07 10: 30
3	SPANISH	DO, 07 SEP' 2003 SAL 07 10: 30
4	PORTUGUESE	DO, 07 SEP' 2003 SAIDA 07 10: 30

3



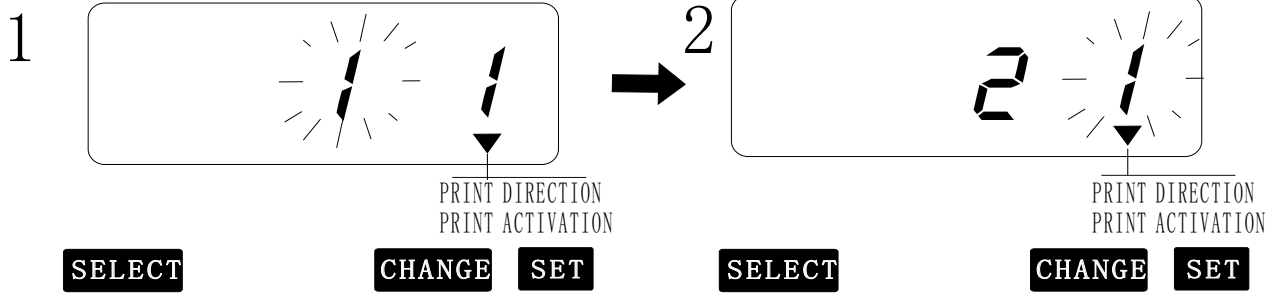
The T4U's Language Option is now set, press the **SET** button once again to return the machine to normal operations and time display.

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

Note:

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

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



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)

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)

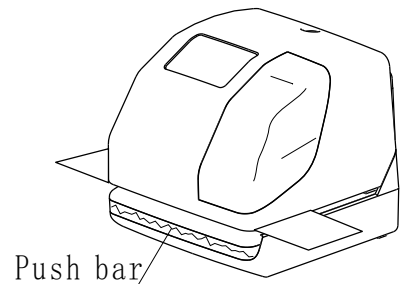
(Table 1) Print Direction	
1	Right
2	Left

(Table 2) Print Activation		Explanation
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 pressed



The T-4U's Print Method Option is now set, press the SET button once again 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.



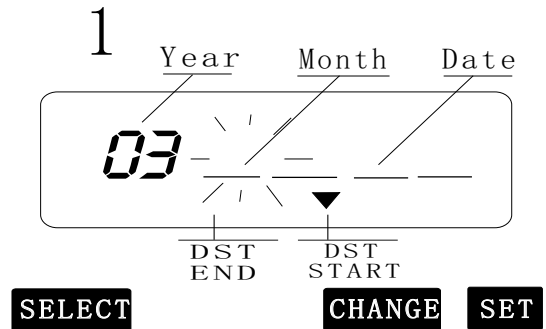
Note:

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

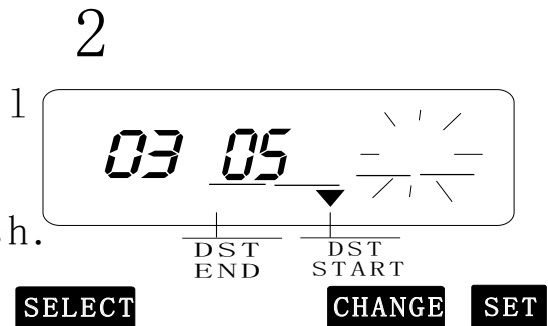
EX: Start, date Thursday, MAY 1, 2003. END date Wednesday October 1, 2003

Given the international example above, the time recorder remembers the starting date of DST as the first Thursday in MAY and the last Wednesday in October. If we set the DST start and stop dates for the current year, the T-4U will automatically update the DST dates each year.

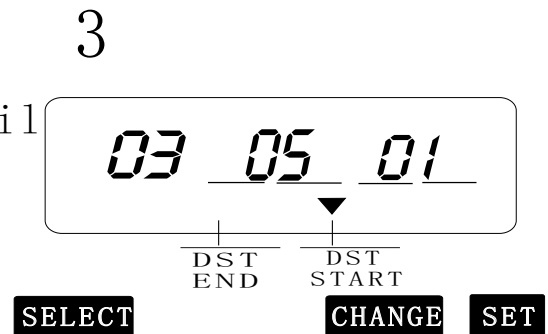
Press the **SELECT** button and position the ▲ under the **DST START** mark, the "Month" will flash. (The T-4U assumes the programming is for the current year)



Press the **CHANGE** button until "05" is displayed, then press the **SET** button to save the selection. "Date" will now flash.



Press the **CHANGE** button until "01" is displayed, then press the **SET** button to save the selection.



4

MO TU WE TH FR SA SU



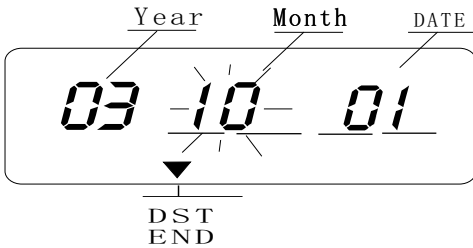
SELECT **CHANGE** **SET**

The starting date of D.S.T is now configured, press the **SET** button once again to return to the normal time display.

It is recommended that the "SETTING THE ENDING DATE OF DAYLIGHT SAVING TIME" is completed at this time.

EX -(continued): Daylight saving time ends on Wednesday October 1, 2003

1



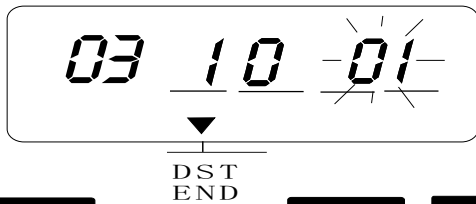
SELECT

CHANGE

SET

Press the **SELECT** button and position the **▲** under the "DST END" mark the "Month" will flash.

2



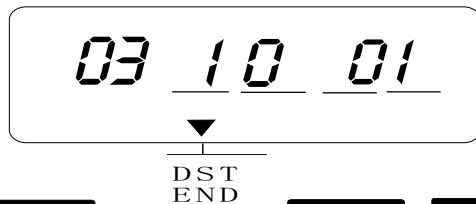
SELECT

CHANGE

SET

Press the **CHANGE** button until "10" is displayed. Press the **SET** button to save the selection. "Date" will begin to flash.

3



SELECT

CHANGE

SET

Press the **CHANGE** button until "01" is displayed. Press the **SET** button to save the selection.

The T-4U's Daylight Savings Mode Option is now set, press the **SET** button once again to return the machine to normal operations and time display.

4



SELECT

CHANGE

SET

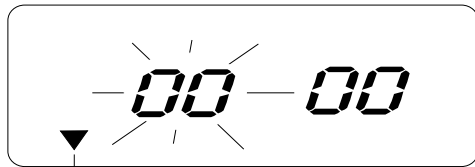
If other functions need to be set please press the **SELECT** button, or replace and lock the case cover.

To clear either the Month or Date field select "--". Setting both the Month and Date fields as "--" will disable the Daylight Savings function. Please remember to set both DST Start and DST End Modes appropriately.

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

EX: Set the password to "1234" (The password can be set from "0000" to "9999")

1



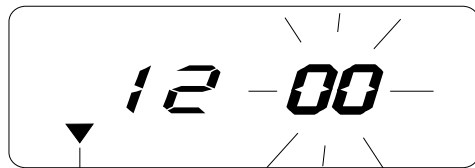
PASSWORD

SELECT

CHANGE

SET

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



PASSWORD

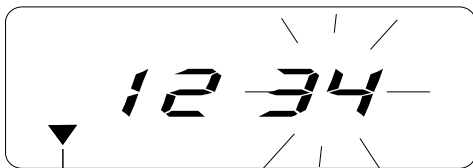
SELECT

CHANGE

SET

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

2



PASSWORD

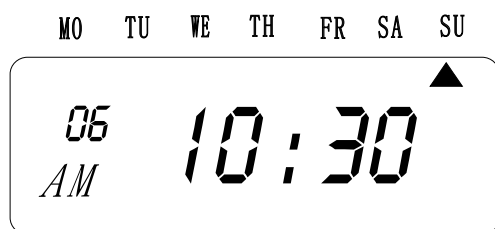
SELECT

CHANGE

SET

Press the **CHANGE** button to scroll to "34", and press the **SET** button to save the selection.

3



SELECT

CHANGE

SET

The T-4U's Password Option is now set, press the **SET** button once again 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 3, will result in the time stamp not printing.

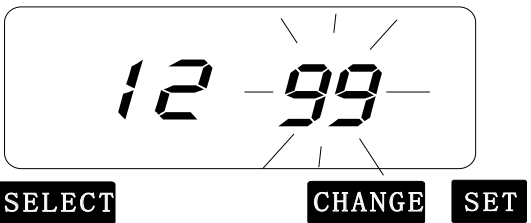
If a password has been set in the T-4U, programming changes may not be made until the proper password has been entered. "9999" will be displayed when the **SELECT** button is first pressed.

1



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

SELECT **CHANGE** **SET**



Press the **CHANGE** button to advance the displayed digits to "12". Press the **SET** button to save the displayed value. The last two digits will now flash.

SELECT **CHANGE** **SET**

2



Press the **CHANGE** button to advance the displayed digits to "34". Press the **SET** button to save the displayed value.

SELECT **CHANGE** **SET**

3



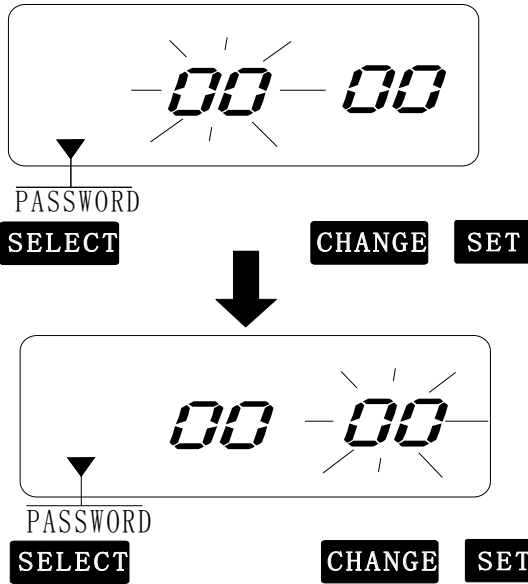
Press the **SET** button to verify the password. If the correct password has been entered the ▲ cursor will indicate **TIME**. Select the desired setting mode by pressing the **SELECT** button.

SELECT **CHANGE** **SET**

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

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 T-4U 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. 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



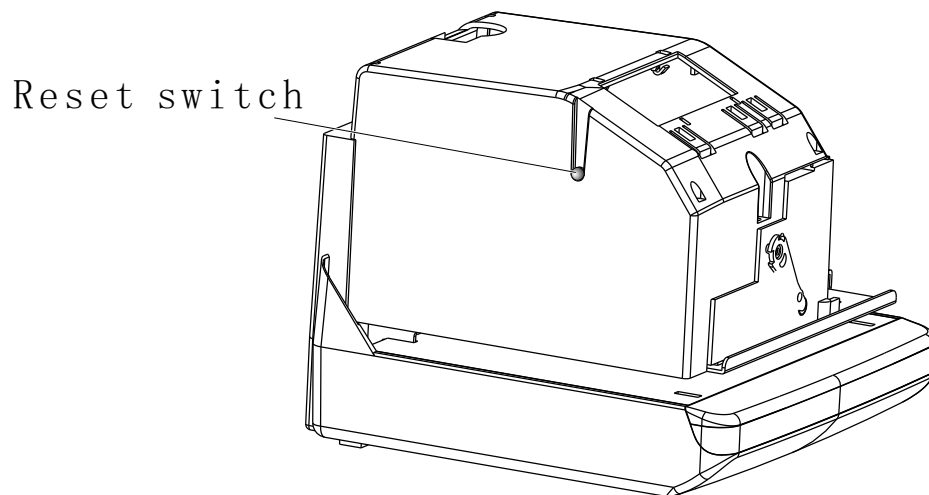
The T-4U's password has is now cancelled. Press the **SET** button once again to return to the normal time display.

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

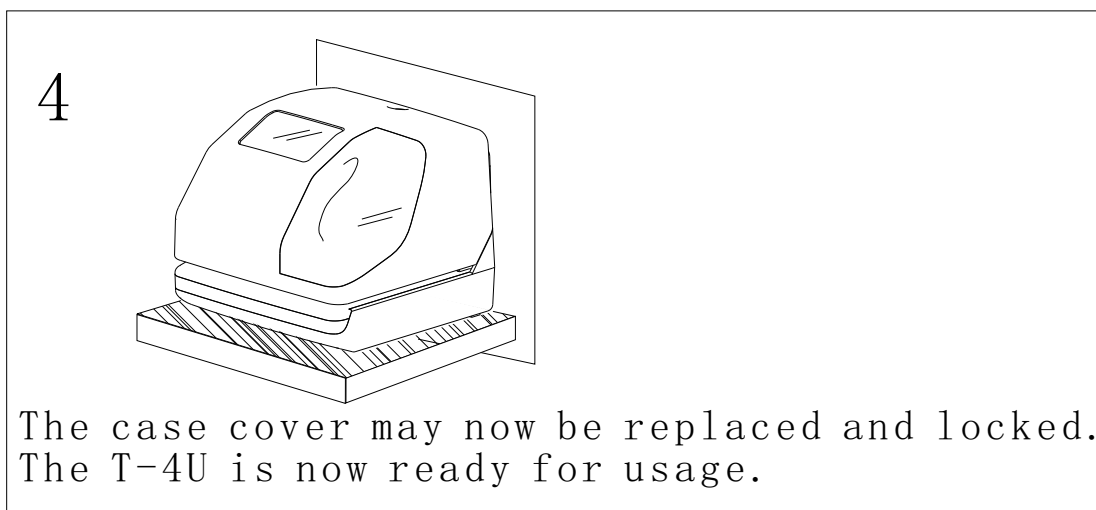
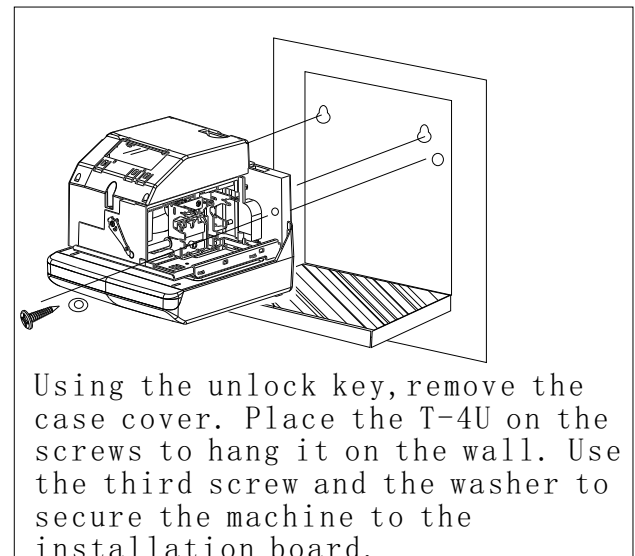
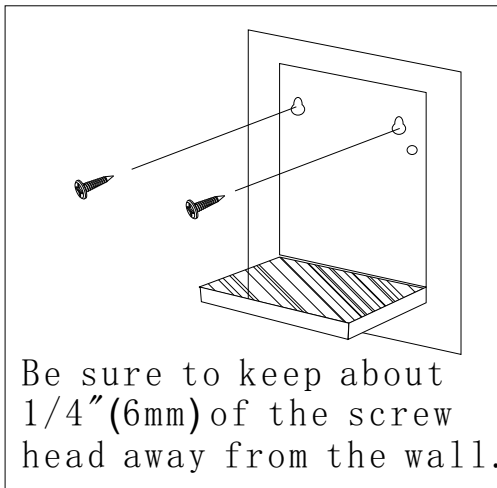
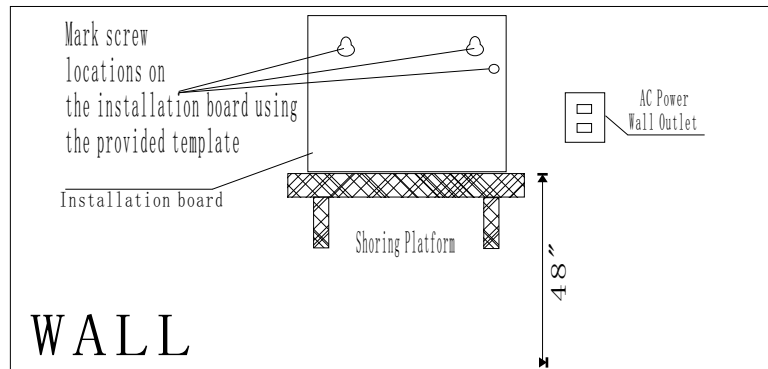
Note:
Failure to complete step 3, will result in the time stamp not printing.

The T-4U may be re-initialized to its factory settings by pressing the recessed Reset Switch. After the Reset Switch is pressed the T-4U may need to be re-programmed for a given job assignment.

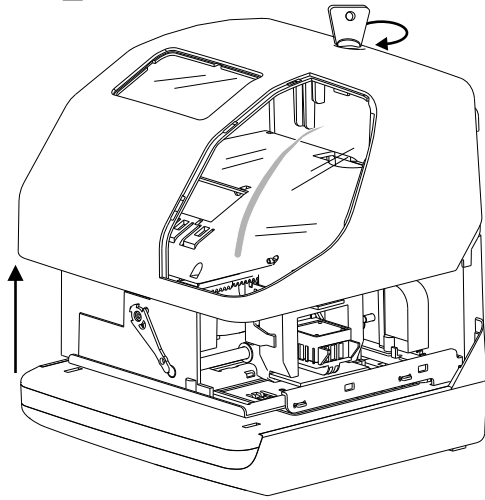
Please note: All functions and settings including passwords will be cleared when the Reset Switch is pressed.



- 1, Select a suitable location to mount the T-4U that is reasonably close to an AC wall outlet (within 6ft/2m of wire cord length), a wooden installation (backing) board should be used to mount the T-4U to the surface of the wall.
- 2, The T-4U should be mounted 48 inches (122 CM) above the floor.

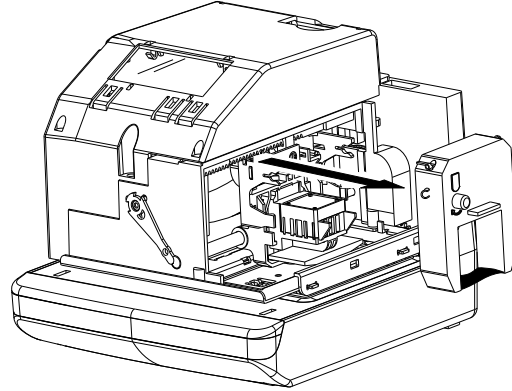


1



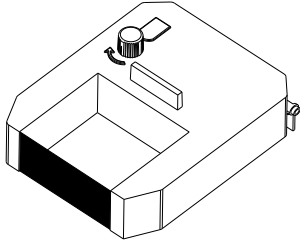
Unlock the key remove the cover.

2



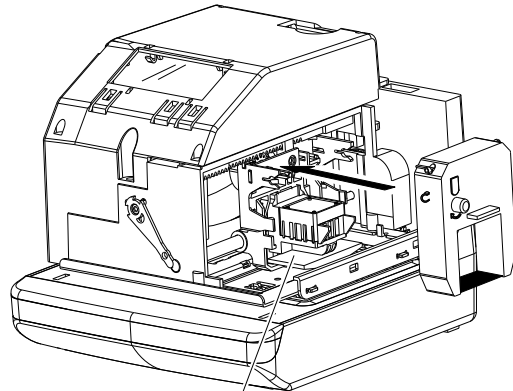
Hold the ribbon cassette by its tab and pull straight out to remove it.

3



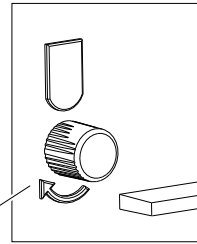
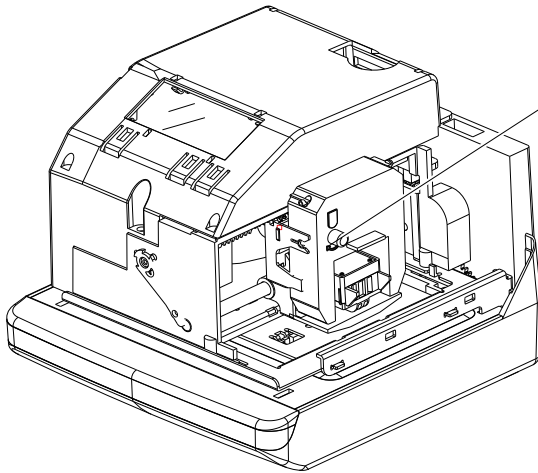
Turn the knob of the new cassette in the direction of the arrow to tighten the ribbon.

4



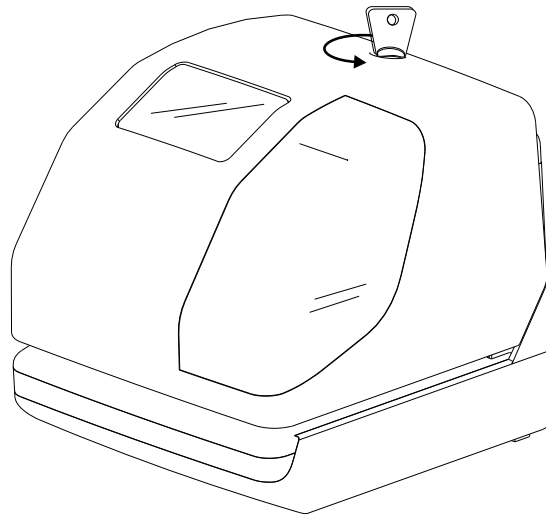
Place the cassette inside the time recorder as shown in the figure. Push the ribbon until it snaps into position. Turning the knob on the ribbon cassette may make installation easier.

5



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

6



Replace the cover and lock.
The T-4U may now be used to imprint documents.

Code	Problem	Solution
P—01	CPU error	Call the servicing dealer from whom you purchased your T-4U or Call Widmer at (800) 424-4459.
P—02	The lithium battery back-up used for memory is expiring.	
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. Press the push bar.
P—05	Cannot print. The print head motor or the sensor is not functioning properly.	
P—06	Incorrect password.	Enter the correct password.
P—07	Daylight Savings Time setting mistake.	Verify the correct starting and ending date of dayling saving time and re-enter again.
P—08	Date entered is invalid.	Refer to your owner's manual on the page related to the item.

Other Trouble Issues

1、 The T-4U does not operate -
Ensure the AC adapter is properly plugged into the AC outlet and the T4U.
Verify AC Power is available in the outlet.

2、 The T-4U does not print -
Ensure the ribbon is installed correctly and the proper print method is set.

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

Technical informationT-4U Physical Dimensions:

- Depth: 6.75 inches (171.45 mm)
- Width: 6.45 inches (163.83 mm)
- Height: 5.7 inches (144.78 mm)


T-4U 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:

110 VAC 60Hz or optionally 110VAC 50HZ,
220VAC 60Hz and 220VAC 50HZ

Safety information:

 To avoid fire or electric shock, please do not expose this machine to rain or excessive condensed moisture

NOTE: The T-4U 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 product may be used on a desk or wall mounted with-in six (6) foot of a standard wall outlet.

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Email: widmer@widmertime.com

For product support please contact the Widmer Dealer that sold this product or contact Widmer Time Recorder Co., Inc. at (800)424-4459. We also maintain a web site at <http://www.widmertime.com>