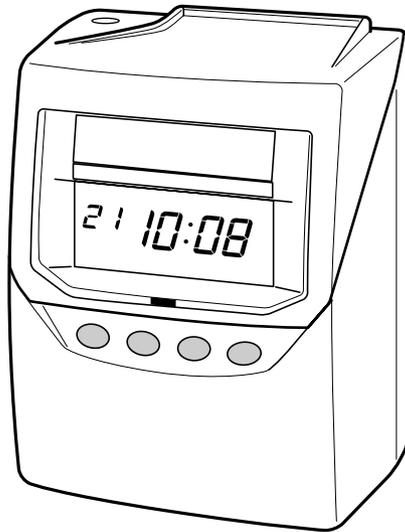


QUARTZ TIME RECORDER

# QR-350

OPERATION MANUAL



SEIKO Precision

# INTRODUCTION

Thank you for purchasing our Quartz Time Recorder. For safe and proper operation, please carefully read this manual before using it and save it for reference.

Bescheinigung des Herstellers/Importeurs

Dieses Gerät entspricht den Bedingungen der Niederspannungs-Vorschrift 73/23/EEC und dem EMVG nach 89/336/EEC.

This unit complies with the Low Voltage Directive 73/23/EEC and the EMC Directive 89/336/EEC.

Maschinenlärminformationsverordnung 3. GSGV, 18.01.991: Der arbeitsplatzbezogene Schalldruckpegel beträgt 70 dB (A) oder weniger gemäß ISO 7779.

Die zugehörige Steckdose muß nahe beim Gerät angebracht und leicht zugänglich sein.

1. The details of this Operation Manual are subject to change without previous notification.
2. This Operation Manual has been prepared with the utmost care to cover all aspects of the time recorder's use.  
If you feel, however, that some explanations are inadequate, unclear, or difficult to understand, please do not hesitate to contact the dealer or the shop from which you have purchased your Time Recorder.
3. Be sure to use your Time Recorder after you have fully understood the hardware and software specifications and limits.
4. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, mechanical, photocopying, recording or otherwise.
  - Replace battery with TOSHIBA, part no. CR 2450 TVB only.  
Use of another battery may present a risk of fire or explosion.
  - Place the time recorder at the position close to the wall outlet so that it is easily accessible to disconnect.

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# 1. PRECAUTIONS

This operation manual is prepared for safe and proper use of the unit. Please follow all the instructions to avoid possible danger to yourself or others and damage to the unit.

## Signs

Various warnings and cautions are provided throughout this manual along with signs. Remember each sign and its explanation listed below for your safety and proper operation of the unit.

	<b>Warning</b>	Improper handling may cause bodily accidents including death and serious injury.
	<b>Caution</b>	Improper handling may harm the human body or material.

	Improper handling may cause electric shock DANGER.		"Must-Do" sign.
	DO NOT disassemble the unit.		Be sure to remove the line cord plug from the outlet.
	"Don't" sign.		

 <b>Warning</b>	
	Do not disassemble the unit. There is a high voltage present inside, possibly leading to an electric shock.
	Do not modify the unit. Modifications may cause a fire and/or electric shock.
	If any anomaly occurs, for example, heat or smoke is generated or an odor is emitted, unplug the unit immediately and contact your dealer for servicing. There is a danger that further use may cause a fire or electric shock.
	Do not use any voltage of the power source other than designated. Do not share a single outlet with another plug. These may lead to fire or shock hazards.
	Do not damage, break, or modify the power cord. Do not put a heavy object on, pull, or forcefully bend the cord, either. These may damage the cord, possibly resulting in a fire or electric shock.



If foreign matter should get in the unit (including a piece of metal, water, or liquid), disconnect the plug from the outlet immediately and contact your dealer for servicing. There is a danger that further use may cause a fire or electric shock.



Do not plug or unplug the unit with a wet hand. You may get an electric shock.



## Caution



Do not place the unit on an uneven or tilted surface. This may result in injuries due to the unit dropping or falling off.



Do not put a water-filled container or a metal object on top of the unit. If water is spilled or the metallic object slips inside, a fire or shock hazard may occur.



Do not install the unit in a humid or dusty environment. It may cause a fire or electric shock.



Do not place the unit near kitchen counter or humidifier. Oil, smoke, or steam generating from them may cause fire or shock hazards.



Do not yank the power cord to disconnect from the outlet. Hold the plug with your hand to do so, or the cord may be damaged, possibly leading to a fire or electric shock.



Remove the line cord plug from the outlet before transferring the unit, or it may damage the cord, possibly leading to a fire or electric shock.



Be careful not to contact the print head, as you may get hurt or burned.



Make sure to insert the power plug as far as it will go. Improper insertion of the plug may develop fire or shock hazards.



Do not insert or drop any other time card than specified into the slot. Such misuse may cause a fire or electric shock.



If the unit should be dropped or the case be broken, unplug the unit and contact your dealer for servicing. Further use may lead to a fire or shock hazard.

### Daily Care

For cleaning, turn the power off and wipe the case clean of dust and dirt with a dry cloth, etc.

## 2. FEATURES

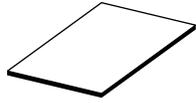
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The time table program provides the following functions:

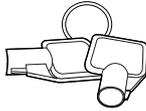
- Automatic switching among four print columns (Columns 1-4).  
The auto-switching function of a column to print records in prevents punching failure or error.
- A special mark (\*) can be set to print. This function makes it easy to detect when an employee is tardy, leaves early, or the like.
- It is possible to select one of three pay periods: weekly, bi-weekly or monthly.
- The SEIKO S Card automatically senses the front or back of the card, thereby ensuring that the time is printed on the correct side of a monthly card.
- If the closing date for payroll processing does not fall on the end of a month, the unit can be set to any desired closing date.
- The day advance time function makes it possible to print out on the same line of a time card for the previous working day even when leaving the office after midnight.
- An easy-to-see digital clock is provided on its front for users' convenience.
- User-friendly operation and easy setting enhance user comfort.
- The unit resumes operation when the power returns after a power outage, without any need for re-setting the date or time.

# 3. BEFORE USING THE TIME RECORDER

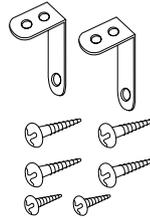
## Accessories



Operation Manual



Keys

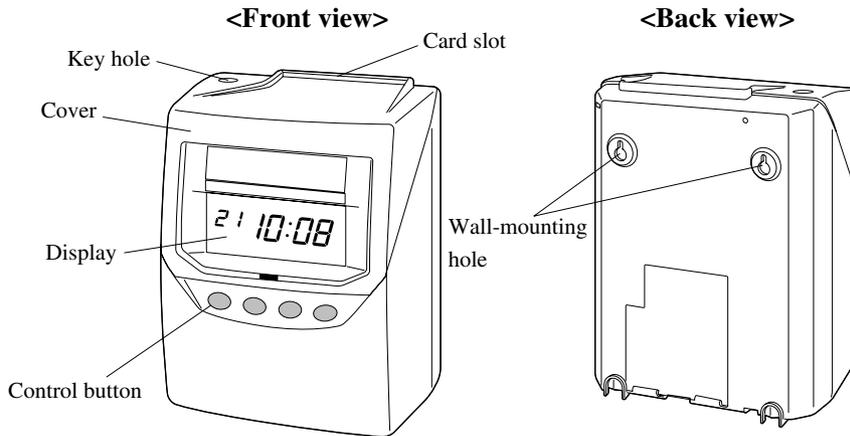


Wall Mount Screws

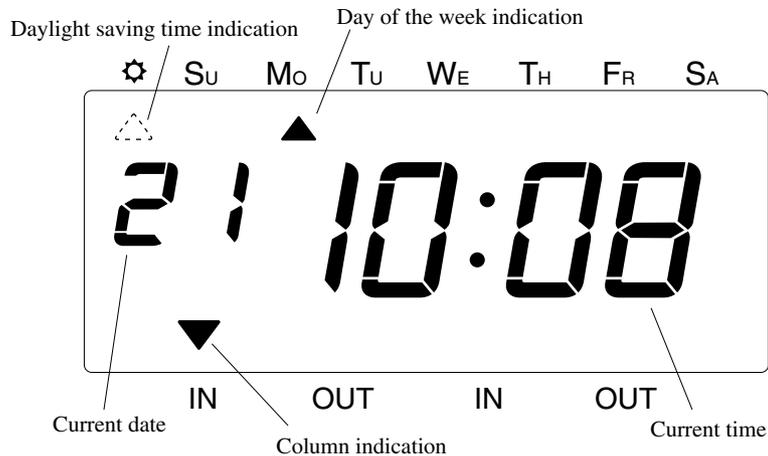


Ribbon Cassette

## Features



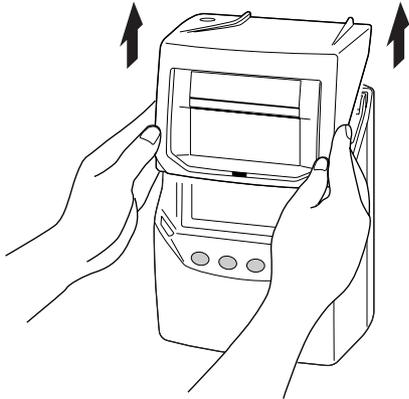
### < Display >



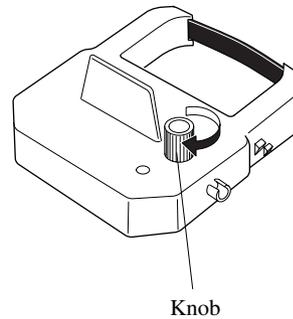
## Installing the Ribbon Cassette

**!** Make sure the power is on before setting.

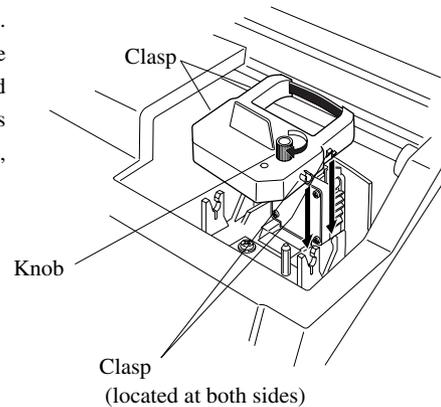
**1** Hold the left and right sides of the cover and lift up.



**2** Turn the knob of the new ribbon cassette in the same direction as the arrow to tighten the ribbon.



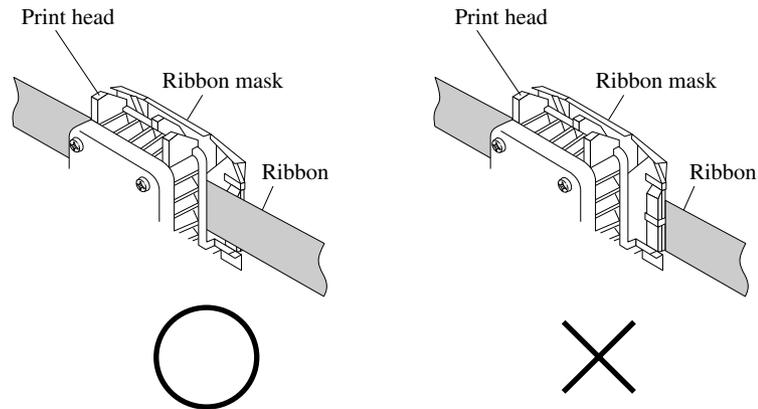
**3** Place the ribbon cassette inside the time recorder as shown in the figure. Keep on pushing in the ribbon cassette until the clasps at both sides catch and you hear a "pop" sound. If it is difficult to insert the ribbon cassette, try it while turning the knob.



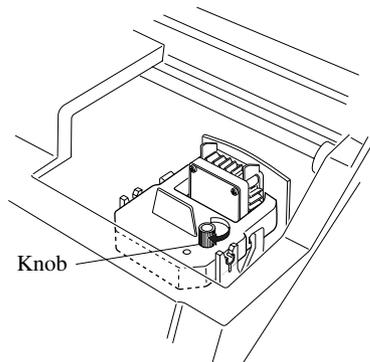
## 4 Precautions to take when replacing the ribbon

Take the following precautions when inserting a new ribbon cassette.

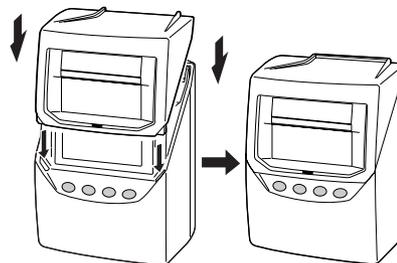
**Install the ribbon cassette so that the ribbon is between the print head and the ribbon mask (see the figure on the left). Printing will not come out properly if the ribbon is placed behind the ribbon mask (see the figure on the right).**



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



- 6** Replace the cover by fitting the plugs at both sides of the cover into the holes located on the unit of the body, and while pulling the cover toward yourself, push down.



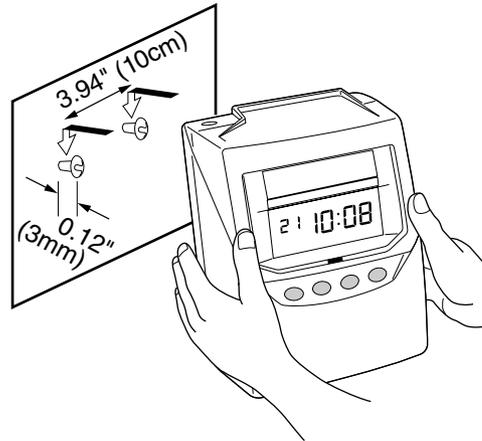
## Wall Mounting

The unit can be mounted on a wall using the wall mount screws supplied. To mount the unit on a wall, take the following steps:

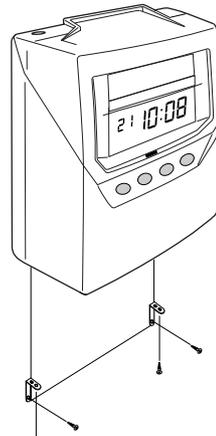
- 1 Install wall mount screws (supplied) into a wall 3.94 inches (10 cm) apart. Be sure to keep about 0.12 inch (3 mm) of the screw head out of the wall.



The supplied screws are intended for use on a thick wooden wall or wooden column. Do not use them on any other materials. There is a danger that the unit may come off if used on other materials.



- 2 Mount the wall mount fittings as shown on the right.



## Environmental Conditions

Avoid placing the unit in environments that are:

- humid or dusty
- exposed to direct sunshine
- subject to frequent or continuous vibrations
- outside the temperature range between  $-5^{\circ}$  and  $45^{\circ}$  C
- affected by chemicals or ozone

## 4. DAILY OPERATIONS

Once the AC line cord is plugged into the outlet, the unit can be used immediately. Basic operations, including the time and closing dates, are preset.



See "3. BEFORE USING THE TIME RECORDER"

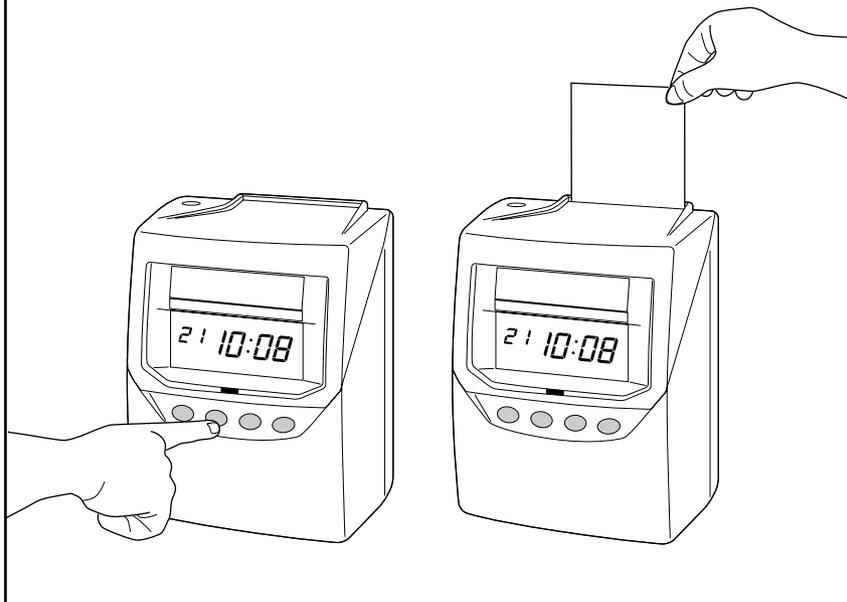
It is easy to operate the unit. Just insert a time card. The card is then automatically pulled in, printed and then ejected.



Do not let any metallic object get into the slot, including paper clips. Do not forcefully push in a card, either. These may cause the unit to malfunction.

If any setting needs to be changed, such as for a closing date or other items, See "5. SETTING".

The unit is designed to print on the first column when no time table program is set. Usually it is necessary to set the time table program in order to automatically change columns to print records in. For a temporary change of a column, however, manual operation is also available: Just push the button for any desired column before inserting a time card.



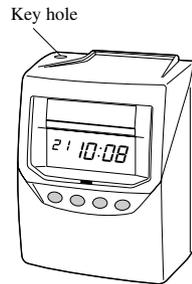
# 5. SETTING

## Preparation for setting

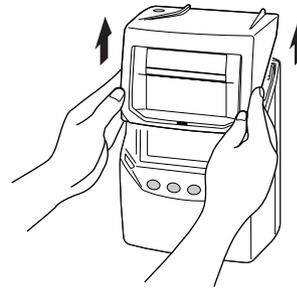
To prepare for setting:

**!** Make sure the power is on before making setting.

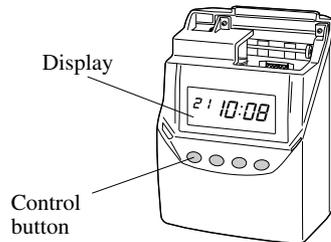
- 1** Unlock the cover.



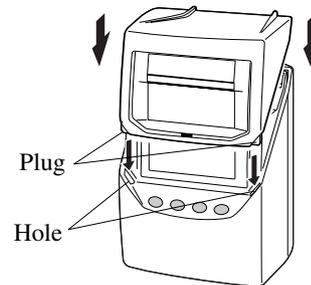
- 2** Hold the sides of the cover with both hands, and lift it.



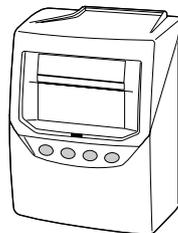
- 3** Make settings using the control button while watching the display. Please refer to the following page for the details of each setting.



- 4** After the setting has been completed, fit the plugs at the lower sides of the cover into the holes of the unit.



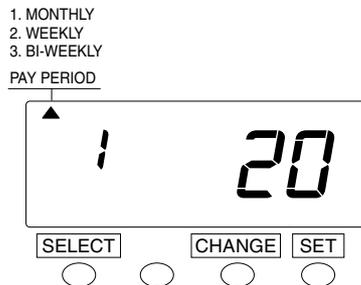
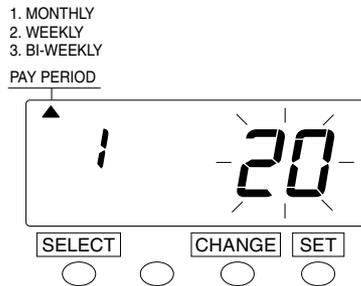
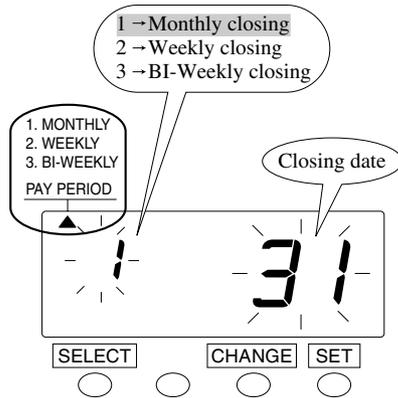
- 5** Pull back the cover while returning it from your side to the opposite side to install it.



## Setting the Pay Period

The closing date is factory-set at the end of a month (31st).

### Monthly Closing

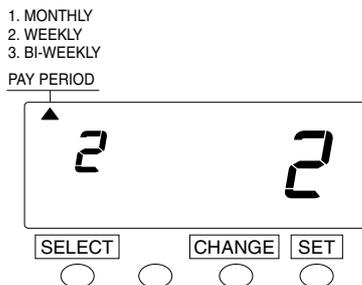
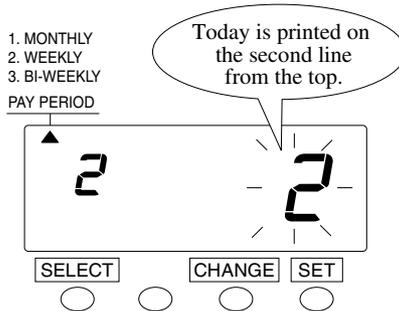
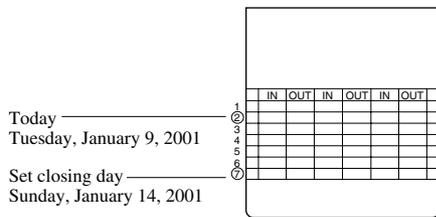
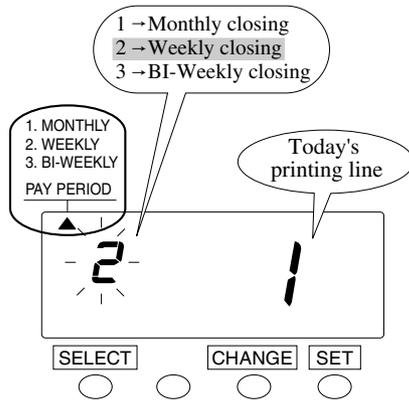


- 1 Push the **SELECT** button and position the "▲" mark at the upper side of the display next to the first item from the left, "PAY PERIOD".  
If the case is monthly closing, push the **SET** button. At that moment, the flashing of the display will change to the closing date.

- 2 Push the **CHANGE** button to position it next to the desired closing date.  
For example, if the closing date is the 20th, set the closing date at 20.

- 3 Push the **SET** button to finish the setting. At that moment, the display will change from flashing to steady, and the setting is now completed.

# Weekly Closing



- 1 Push the **SELECT** button to position the "▲" mark at the upper side of the display next to the first item from the left, "PAY PERIOD".

In the case of weekly closing, push the **CHANGE** button to set the left-side number at "2" and then push the **SET** button. At that moment, the flashing of the display will change to the right-side number.

- 2 Next, today's printing line can be set at any line from above on the weekly card, by referring to the example below.

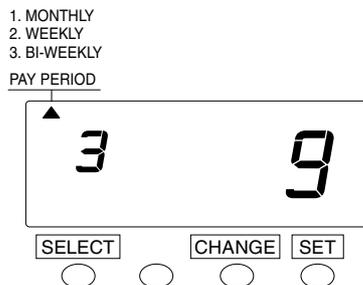
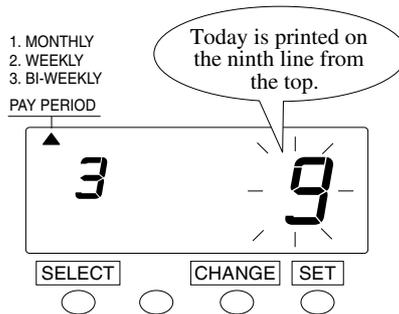
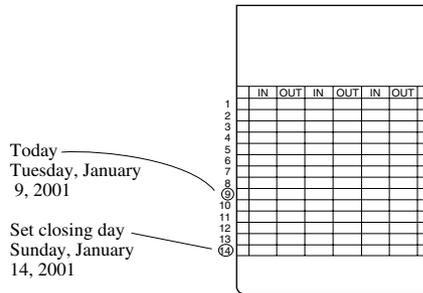
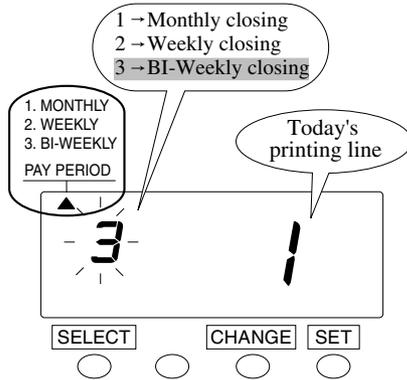
Example: Assume that today is Tuesday, January 9, 2001 and the closing date is Sunday.

As illustrated in the figure on the left, today's printing line is set at the second line from the top since Sunday becomes the closing date if Sunday, January 14, 2001 is set at the bottom line.

Push the **CHANGE** button to set the right-side number of the display at "2".

- 3 Push the **SET** button to finish the setting. At that moment, the display will change from flashing to steady, and the setting is now completed.

# Bi-Weekly Closing



**1** Push the **SELECT** button to position the "▲" mark at the upper side of the display next to the first item from left, "PAY PERIOD".

In the case of bi-weekly closing, push the **CHANGE** button to set the left-hand number of the display at "3" and then push the **SET** button. At that moment, the flashing of the display will change to the right-hand number.

**2** Next, today's printing line can be set at any line from above on the bi-weekly card, by referring to the example below.

Example: Assume that today is Tuesday, January 9, 2001 and the closing date is this Sunday, January 14, 2001. Therefore, today corresponds to the second Tuesday of this pay period.

As illustrated in the left figure, today's printing line is set at the ninth line from the top if Sunday, January 14, 2001 is set at the bottom line.

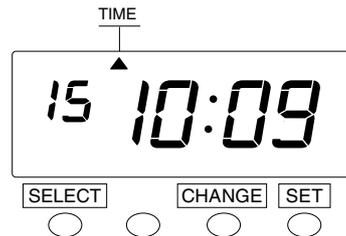
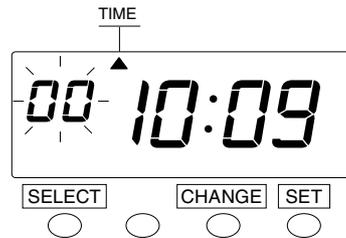
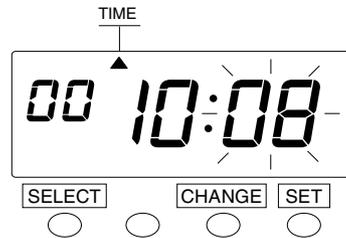
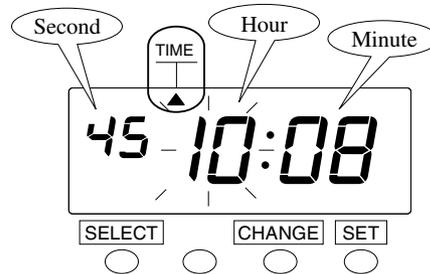
Push the **CHANGE** button to set the right number of the display at "9".

**3** Push the **SET** button to finish the setting. At that moment, the display will change from flashing to steady, and the setting is now completed.

## Setting the Time

To change the time

**Example** To change the time from 10:08:45 to 10:09:15.



- 1 Push the **SELECT** button to position the "▲" mark at the upper side of the display next to the second item from left.

The flashing number can be changed.

- 2 In the example, push the **SET** button because the hour is not to be changed; now the hour of 10 o'clock has been set.

At that moment, the flashing of the display changes from "Hour" to "Minute".

- 3 Changing the "Minute" (for example, from 8 minutes to 9 minutes).

Push the **CHANGE** button to set "Minute" at "09" and then push the **SET** button. Now the minutes of 9 have been set.

At that moment, the flashing of the display will change from "Minute" to "Second".

- 4 Changing the "Second" (for example, to 15 seconds).

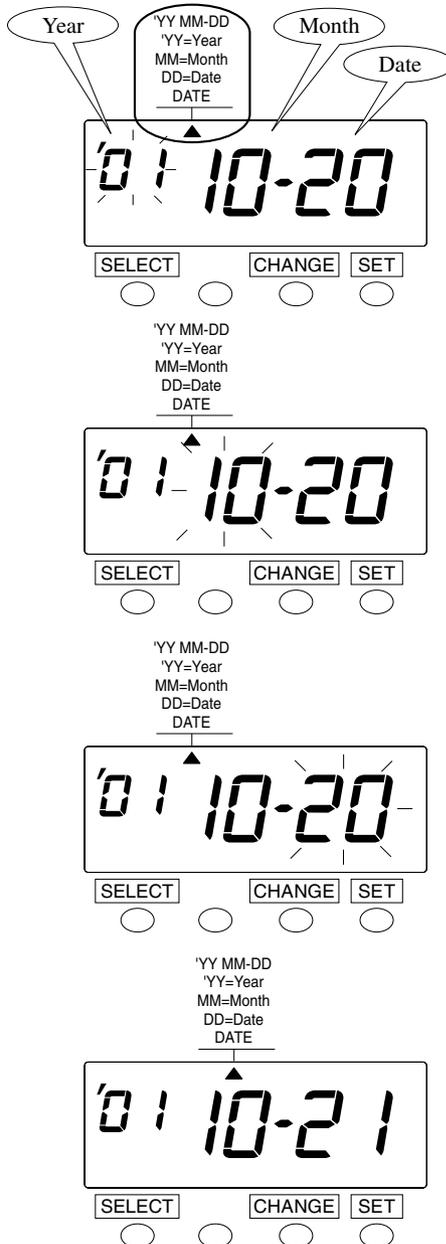
Push the **CHANGE** button to set "Second" at "15" and then push the **SET** button. Now the Seconds of 15 have been set.

At that moment, "Second" on the display will change from flashing to steady, indicating that you have exited the Setting mode.

## Setting the Date

To change the date

**Example** Change the date from October 20, 2001 to October 21, 2001.



- 1 Push the **SELECT** button to position the "▲" mark at the upper side of the display next to the third item from left, "Date". The "Year" is displayed only with the last two digits.

A flashing number means that it can be changed.

- 2 In the example, push the **SET** button because the year 2001 is not to be changed. Now the year of 2001 has been set. At that moment, the flashing of the display will change from "Year" to "Month".

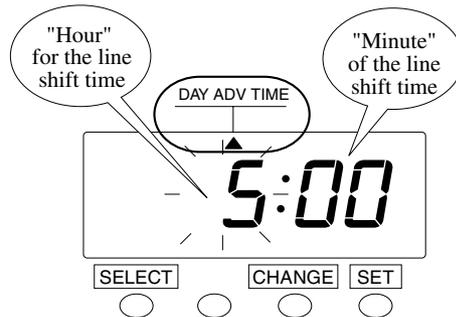
- 3 In the example, push the **SET** button because the month of October is not to be changed. Now October has been set. At that moment, the flashing of the display will change from "Month" to "Date".

- 4 Change "Date" (for example, from 20 to 21)  
Push the **CHANGE** button to set "Date" at "21" and then push the **SET** button, and now the date of 21 has been set. At that moment, "Date" on the display will change from flashing to steady, and the date change setting is now completed.

## Setting the Day Advance Time

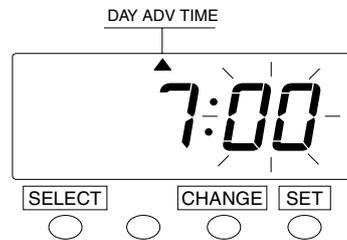
The day advance time refers to the time when printing shifts to the next line on a time card for the next day. This function enables the punch out time record to print on the same line of the previous working day even if leaving time is after midnight.

**Example** Change the line shift time space from 5:00 a.m. to 7:00 a.m.



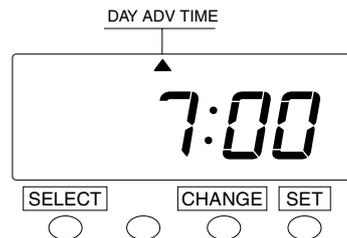
- 1 Push the **SELECT** button to position the "▲" mark at the upper side of the display to the fourth item from the left, "DAY ADV TIME".

The flashing number can be changed.



- 2 Change "Hour" of the line shift time (for example, from 5:00 to 7:00). Push the **CHANGE** button to set "Hour" at "7", and then push the **SET** button.

At that moment, the flashing of the display will change from "Hour" to "Minute".



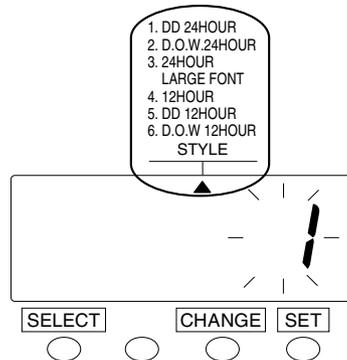
- 3 Push the **SET** button once more because "Minute" is not to be changed. Now "00" minute has been set.

At that moment, "Minute" on the display will change from flashing to steady, and the setting of the day advance time is now completed.

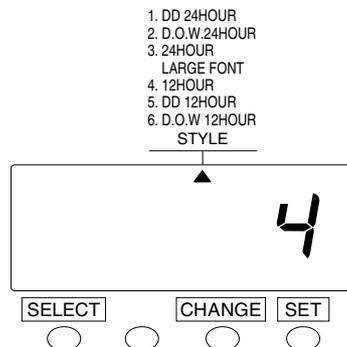
# Setting the Print Style

The print style can be selected from the following six styles.

Order Options	Line Format	Print Example: Monday, 21, 3:30 p.m.
1. DD 24HOUR	date, 24hour, minutes	☐ 15 : 30
2. D.O.W. 24HOUR	day of the week, 24hour, minutes	Mo 15 : 30
3. 24HOUR LARGE FONT	24hour, minutes	15 : 30
4. 12HOUR	12hour, minutes	PM 3 : 30
5. DD 12HOUR	date, 12hour, minutes	☐ 3 : 30P
6. D.O.W. 12HOUR	day of the week, 12hour, minutes	Mo 3 :30P



- 1 Push the **SELECT** button to position the "▲" mark at the upper side of the display next to "STYLE". Push the **CHANGE** button to set "STYLE" at the desired print style. For example, set 4 if 12 HOUR is desired.



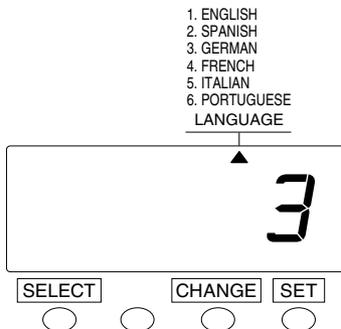
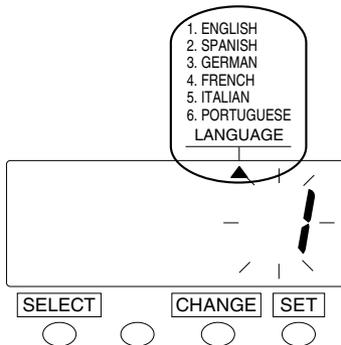
- 2 Push the **SET** button to end the setting. At that moment, the display will change from flashing to steady, and the setting is now completed.

## Setting the Print Language

This setting is available only if "D.O.W. 24 HOUR" has been selected in the previous print style.

The print language can be selected from the following six types.

Order Options	Print Example: Thursday 3:30 p.m.
1. ENGLISH	TH 15 : 30
2. SPANISH	JU 15 : 30
3. GERMAN	Do 15 : 30
4. FRENCH	JE 15 : 30
5. ITALIAN	GI 15 : 30
6. PORTUGUESE	QI 15 : 30

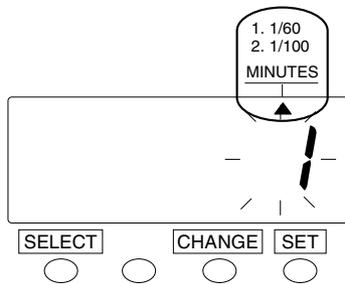


**1** Push the **SELECT** button to position the "▲" mark at the upper side of the display next to "LANGUAGE". Push the **CHANGE** button to set the number at the desired print language. For example, set 3 if GERMAN is desired.

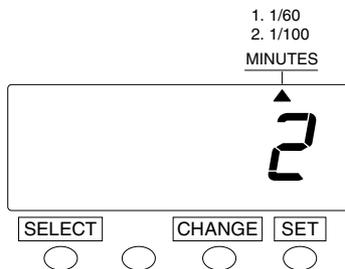
**2** Push the **SET** button to finish setting. At that moment, the display will change from flashing to steady, and the setting is now completed.

## Setting the Minutes Printing —1/60 or 1/100 printing

Order Options	Print Example: 21, 2:58 p.m.
1. 1/60	21 14 : 58
2. 1/100	21 14 . 96



- 1 Push the **SELECT** button to position the "▲" mark at the upper side of the display next to "MINUTES". Push the **CHANGE** button to select either "1/60 printing" or "1/100 printing". For example, set 2 if 1/100 printing is desired.

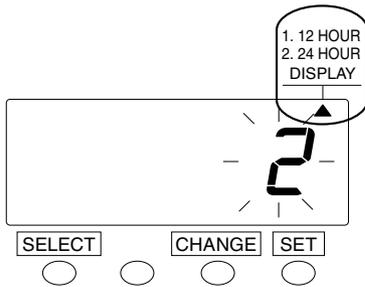


- 2 Push the **SET** button to finish the setting. At that moment, the display will change from flashing to steady, and the setting is now completed.

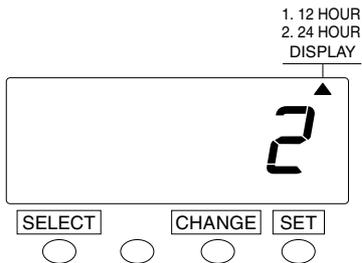
## Setting the 12/24 HOUR format

The 12/24 hour changes the display only.

Order Options	Display
1. 12 HOUR	PM 3 : 30
2. 24 HOUR	15 : 30



- 1 Push the **SELECT** button to position the "▲" mark at the upper side of the display next to "DISPLAY". Push the **CHANGE** button to select either "12 HOUR" or "24 HOUR". For example, set 2 if "24 HOUR" is desired.



- 2 Push the **SET** button to end the setting. At that moment, the display will change from flashing to steady, and the setting is now completed.

## Setting the Daylight Saving Time (D.S.T.)

### Daylight saving time function

#### 1 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. comes on the last day of the summer time period, it loses one hour and returns to 1:00 a.m.

#### 2 Setting D.S.T.

##### Example:

Start date Sunday, March 25, 2001

End date Sunday, October 28, 2001

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.

### Daylight saving time is not pre-set at the factory.

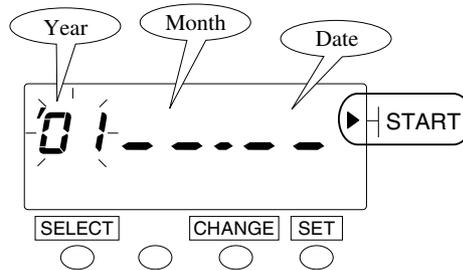
The setting for daylight saving time will be described using the following example.

#### Example

Today (present day)	Monday, January 29, 2001	
Starting date of daylight saving time	Sunday, March 25, 2001	The last Sunday of March
Ending date of daylight saving time	Sunday, October 28, 2001	The last Sunday of October

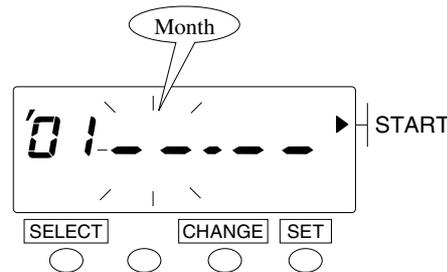
## Setting the starting date of daylight saving time

**Example** If daylight saving time starts on Sunday, March 25, 2001

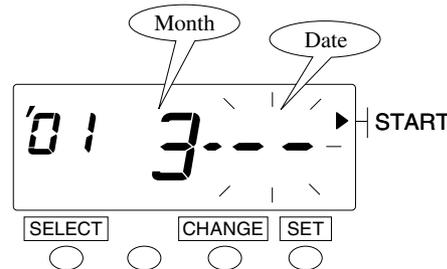


- 1 Push the **SELECT** button to position the "▲" mark at the right side of the display next to "START".

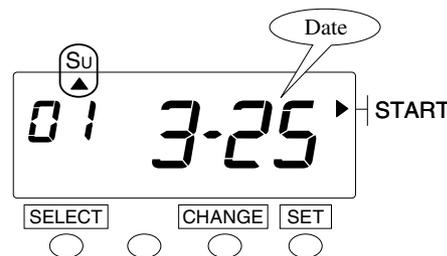
The flashing number can be changed.



- 2 In the example, push the **SET** button because "Year" 2001 is not to be changed. At that moment, the flashing of the display will change from "Year" to "Month".



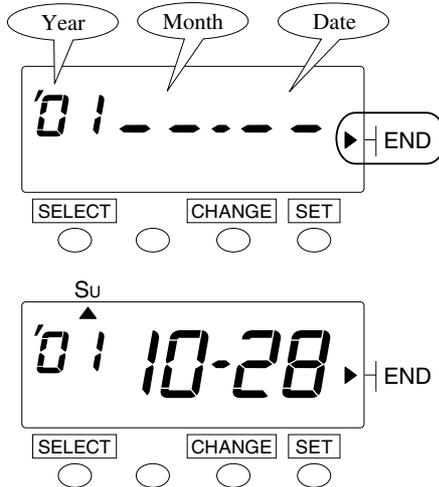
- 3 Set the month when the daylight saving time starts. Push the **CHANGE** button to set the month at 3 and then push the **SET** button, and now the setting of the month is completed. At that moment, the flashing of the display will change from "Month" to "Date".



- 4 Set the date when the daylight saving time starts. Push the **CHANGE** button to set the date at 25 and then push the **SET** button, and now the setting of 25 day is complete. At that moment, "Date" of the display will change from flashing to steady and the "▲" mark is displayed under "Su." The setting for the starting date of the daylight saving time is now complete.

## Setting the ending date of daylight saving time

**Example** If daylight saving time ends on Sunday, October 28, 2001



The setting procedure is the same as that for the starting date of daylight saving time.

- 1 Push the **SELECT** button to position the "▲" mark at the right side of the display next to "END".

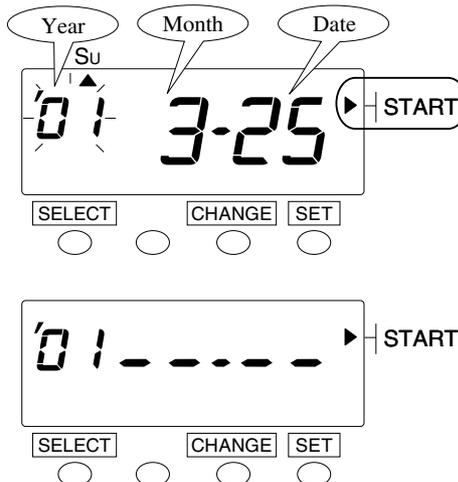
The flashing number can be changed.

- 2 Set the ending year, month, and date of daylight saving time in the same way as for the starting date of daylight saving time.

## Deleting the daylight saving time settings

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

**Example** To change March 25, 2001 of "START" and delete daylight saving time settings.



- 1 Push the **SELECT** button to position the "▲" mark to "START" on the right.

- 2 Change "Month" to "--" and push the **SET** button twice to change the display as shown in the left figure. This cancels the daylight saving time settings.

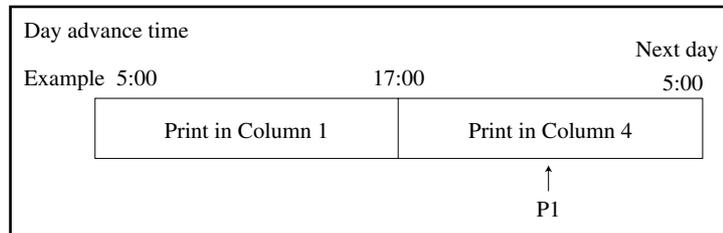
## Setting the Time Table Program

By setting the Time Table Program, automatic column shift and special mark "\*" printing can be set. This function is useful when columns need to be changed to print in/out time without pushing a button or when a clear distinction for late in and early out is needed.

**"Automatic column shift" and "Special mark printing" cannot be set simultaneously.**

**Example 1** <Automatic column shift>  
 To print the in time in Column 1 and the out time in Column 4 automatically.  
 (Work day ends at 17:00)

The time table program is explained using the following example.

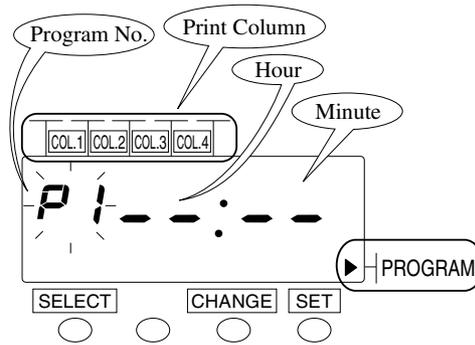


The following is the time table based on the case above.

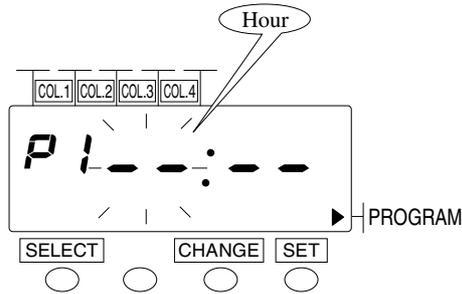
Program No.	Time	Print column
P1	1 7:00	COL. 4

- Times are always printed in Column 1 for the time period without program setting.
- One programmed day begins at the day advance time. See "Setting the Day Advance Time" in this section for details.
- Up to 9 programs can be set (P1 through P9).

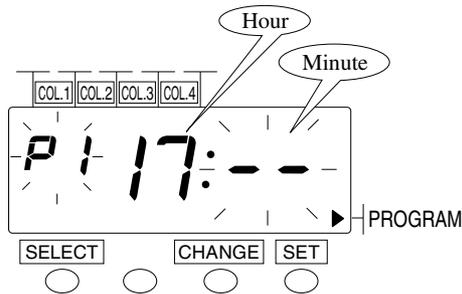
Follow the steps to set time table programs.



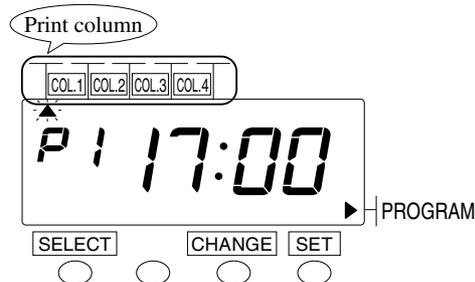
- 1 Push the **SELECT** button to position the "▲" mark at the right side of the display next to "PROGRAM".



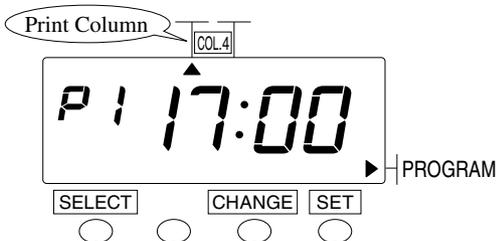
- 2 Push the **SET** button. At that moment, the flashing of the display will change from "PROGRAM No" to "Hour".



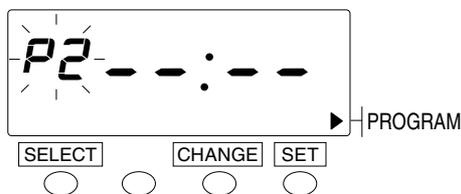
- 3 Push the **CHANGE** button to move the "Hour" to "17". Then push the **SET** button. The flashing will change from "Hour" to "Minute".



- 4 Push the **CHANGE** button to move the "Minutes" to "00". Then push the **SET** button. The flashing will change from "Minute" to the "▲" of Column 1.



5 Push the **CHANGE** button to position the "▲" to Column 4. Then push the **SET** button. This completes the setting of automatic printing in Column 4.



To add another program, push the **SET** button once and then the **CHANGE** button once. After the display program can be set with the same procedure as "P1". Up to 9 programs (P9) can be set.

**Example 2** <Special mark printing "\*">  
To print a special mark next to the in or out times, that is, late in or early out based on working hours from 9:00 to 17:00.

The time table program and the print example are explained as below.

Example : Monday, 21st of the Month

Print style	Day advance time			
	5:00	9:00	12:00	17:00
			P1 ↓	P2 ↓
			Next day 5:00	
	Standard printing	Special mark printing (*)		Standard printing
1. DD 24HOUR	☯ 8 : 30	☯ 10 : 30*	☯ 15 : 30*	☯ 19 : 00
2. D.O.W. 24HOUR	Mo 8 : 30	Mo 10 : 30*	Mo 15 : 30*	Mo 19 : 00
3. 24HOUR LARGE FONT	8 : 30	10 : 30*	15 : 30*	19 : 00
4. 12HOUR	AM 8 : 30	AM 10 : 30*	PM 3 : 30*	PM 7 : 00
5. DD 12HOUR	☯ 8 : 30 A	☯ 10 : 30*	☯ 3 : 30*	☯ 7 : 00 P
6. D.O.W. 12HOUR	Mo 8 : 30 A	Mo 10 : 30*	Mo 3 : 30*	Mo 7 : 00 P

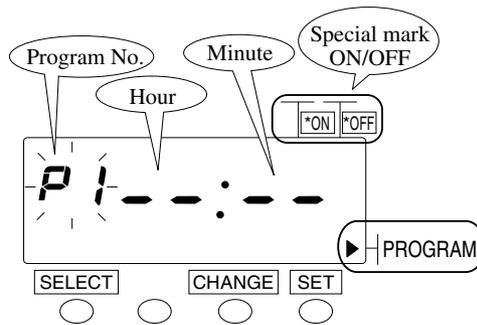
The "-" indicates "PM".

The following is the time table based on above case.

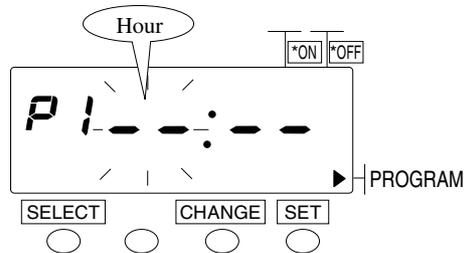
Program No.	Time	Special mark (*) Example: *10:00
P1	9:00	✓
P2	17:00	

- One programmed day begins at the day advance time.  
See "Setting the Day Advance Time" in this section for details.
- Up to 9 programs can be set (P1 through P9).

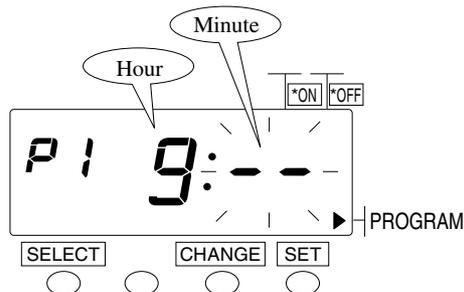
Follow the steps to set time table programs.



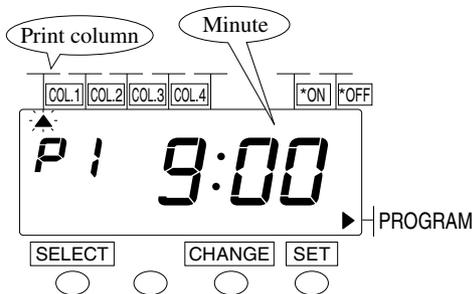
- 1 Push the **SELECT** button to position the "▲" mark at the right side of the display next to "PROGRAM".



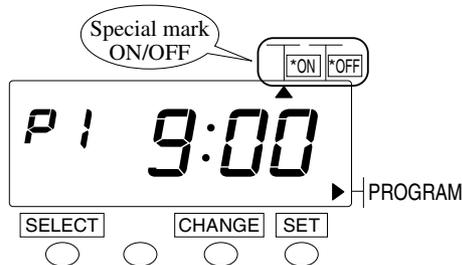
- 2 Push the **SET** button. At that moment, the flashing of the display will change from "Program No." to "Hour".



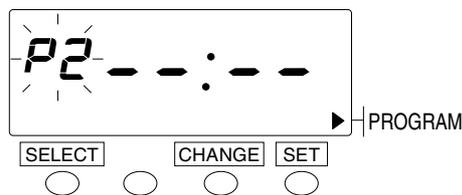
- 3 Push the **CHANGE** button to move the "Hour" to "9". Then push the **SET** button. The flashing will change from "Hour" to "Minute".



- 4 Push the **CHANGE** button to move the "Minute" to "00". Then push the **SET** button. The flashing will change from the "Minute" to the "▲" of Column 1.



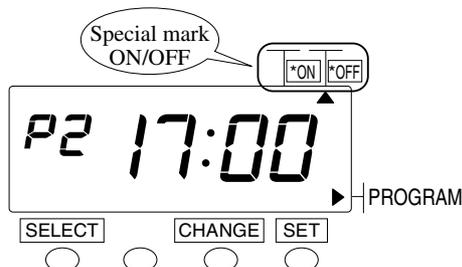
- 5 Push the **CHANGE** button to position the "▲" under "\*ON" of "Special mark ON/OFF." The special mark will now be automatically printed with the time after 9:00.



- 6 To set P2. Push the **SET** button to flash "P1". Then push the **CHANGE** button to flash "P2".



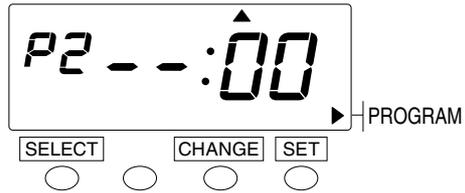
- 7 Follow the same procedure from 2 to 4 to set "17:00".



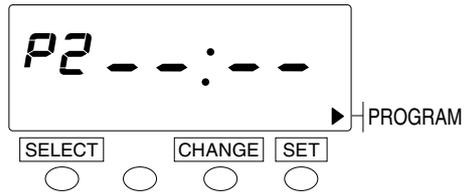
- 8 Push the **CHANGE** button to position the "▲" under "\*OFF" of "Special mark ON/OFF". The printing is now changed to the standard mode after 17:00.

To confirm the programs that have been set, flash "Program No." and push the **CHANGE** button.

To delete a program, flash "Hour", and push the **CHANGE** button. Change the display of the Hour to "--".



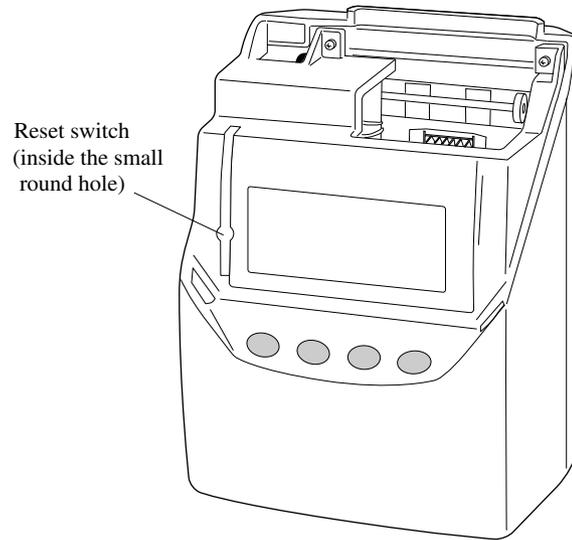
Then, push the **SET** button three times to complete deletion of the program.



(The figure to the left is an example of the display when the P2 program is deleted.)

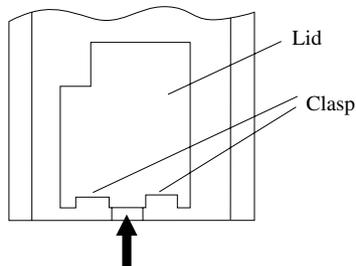
## Resetting

To return all settings to their factory defaults, push the reset switch with a pointed implement.

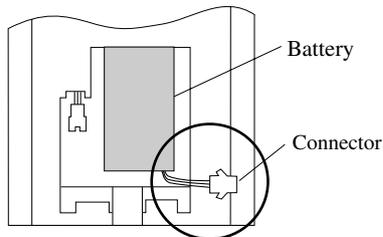


Please note that all your custom settings will be deleted and will revert to the factory defaults when the reset switch is pushed. To make new settings, please refer to "SETTING".

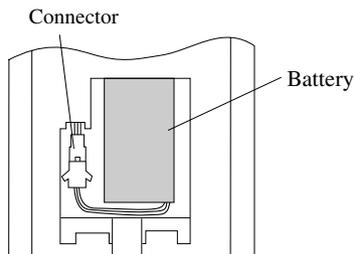
## 6. INSTALLING THE Ni-Cd BATTERY (OPTIONAL)



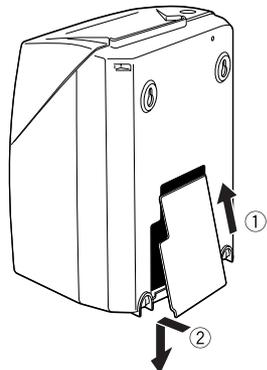
- 1** Remove the lid of the battery compartment on the back of the unit by pushing up the center of the lid, and then release it from the two clasps.



- 2** Position the battery as shown in the figure to the left .  
\* The connector cord should be on the right side, as shown in the figure.



- 3** Connect the connector. Tuck away the connector cord into the open space in the compartment.



- 4** Insert the lid into the slot as shown on the left. Keep pressing it down until it hooks to the clasp.  
\* Make sure the cord is not caught when closing the lid.

# 7. TROUBLESHOOTING

## Error No. appears

Refer to the following list for proper operation.

No.	Error contents	Action
E-01	The remaining life of lithium battery for memory back-up is short.	Contact the store from whom you bought the unit.
E-03	The front and back of the time card inserted is wrong.	Correctly insert the time card.
E-05	The card is not pulled in properly.	Make sure that another time card is not jamming the time recorder. Try inserting the time card again.
E-15	The card is not pulled in properly. (Card sensor error)	Make sure that another time card is not jamming the time recorder. Make sure that the ribbon cassette is correctly inserted in place.
E-30	Cannot print. The printer motor or home position sensor is not normal.	After making sure of the above, close the cover. If the error number is still displayed, contact the store from whom you bought the unit.
E-37	The card is not pulled in properly. The card forwarding motor or sensor does not operate properly.	
E-38	Cannot print. The print head motor or the sensor for the printer head cannot operate properly.	

## Other failures

### The unit does not operate.

Ensure the power cord is properly plugged into an AC outlet.

### The unit does not print.

Ensure the ribbon is installed correctly.

### Print is not produced in the right place.

Ensure the closing date setting is correct.

Ensure the day advance time is set correctly.

Make sure that no part of the time card is folded, and that the time card is inserted straight into the unit.

# 8. SPECIFICATIONS

Clock accuracy	Monthly accuracy $\pm 15s$ (at ordinary temperature)
Calendar	Year up to 2098. Automatically adjusted to leap years, 31-day months and months with thirty or fewer days, and the days of the week.
Printing system	Dot matrix
Power failure compensation	Five years of cumulative power failure hours after the date of shipment
Print at power failure	Optional Ni-Cd battery, 100-time printing or 24 hours
Time program	Automatic column shift. Special mark (*) printing can be set.
Operating environment	Temperature: $-5^{\circ}$ to $+45^{\circ}C$ : $+25^{\circ}$ to $+113^{\circ}F$ Humidity: 20 to 80%RH, no condensation The unit operates normally at temperatures of $5^{\circ}C$ or below, but the print density, reaction of the liquid crystal display, and the number of prints at power failure are inferior to those at normal temperature operation.
Dimensions	6.3" (w) x 8.07" (h) x 5.04" (d) 160 (w) x 205 (h) x 128 (d) mm
Weight	Approx. 3.3lbs. (1.5kg)
Power consumption	Approx. 13W 0.17A 120V $\pm 10\%$ , 50/60Hz or 220-240V $\pm 10\%$ 50/60Hz

# 9. TIME CARD SPECIFICATIONS

Note : Recommended Paper Thickness :  $0.45 \pm 0.05\text{mm}$

## Monthly Card

S Card (double-sided)

### Front Side

### Reverse Side



**MEMO**



recycled paper

**SEIKO Precision Inc.**

Printed in Japan

Q0100-6120-3  
0107-70A01