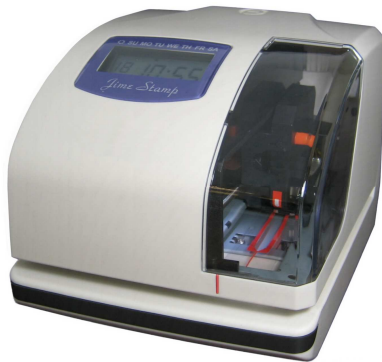


Time Stamp & Numbering Machine



NT-20A

Instruction Manual

Safety Information

This section contains detailed instructions on the operation and maintenance of this machine. To achieve optimum utility of this device, all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.



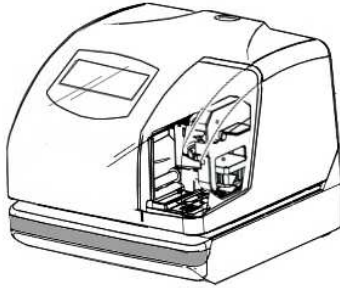
- Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness.
- Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part inside that could cause an electrical shock or blindness.
- Only use the power cord supplied in the package. Failure to use this cord could result in a fire or electrical shock.
- Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.
- Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.
- In principle, do not use an extension cord. Use of an extension cord could cause a fire or electrical shock. Contact your authorized service representative if an extension cord is required.
- The appliance must be connected to an earthed mains socket-outlet.
- The socket-outlet shall be installed near the appliance and shall be easily accessible.

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1. Package Contents

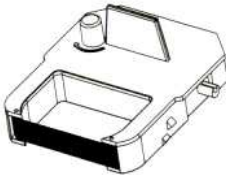
Unpack the time Stamp and check its contents to ensure the time stamp unit and all accessories as shown below are included.



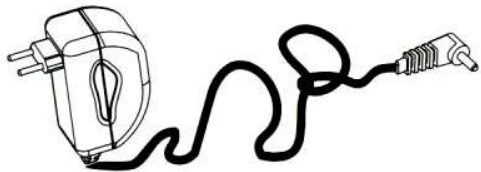
Time Stamp

Accessories

Ribbon Cartridge x 1 pc



AC Power Cord x 1 pc

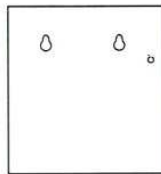


* The ribbon cartridge is installed at the factory

Key x 2 pcs



Wall Mount Accessories

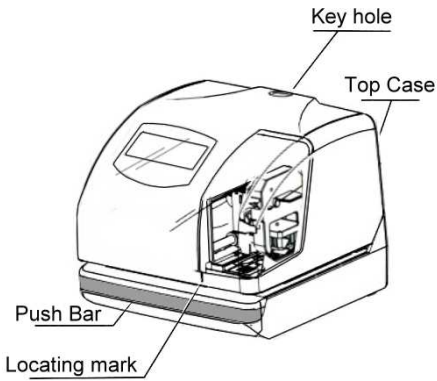


Template x 1 sheet

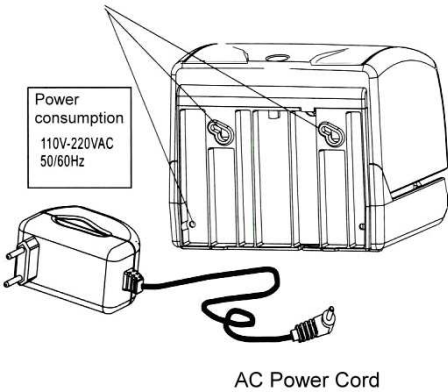


Screw x 2 pcs

2. Structure

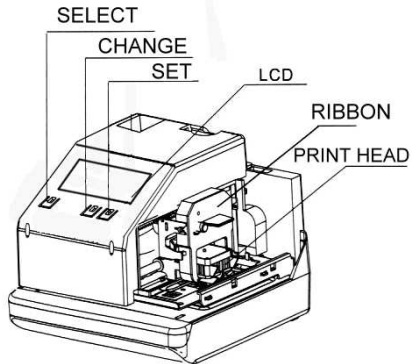
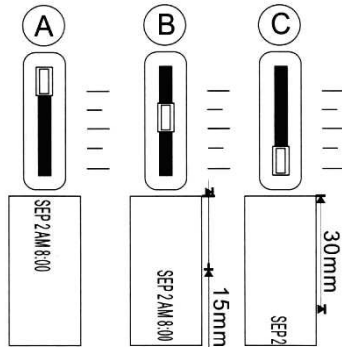


Wall-mount holes



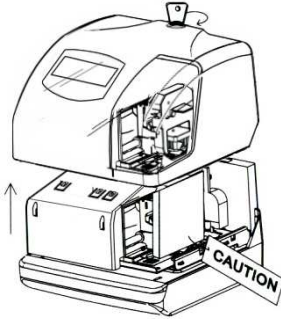
Print position adjuster

The printer position from the card edge is adjustable by pressing and sliding the print position button on the outside bottom.




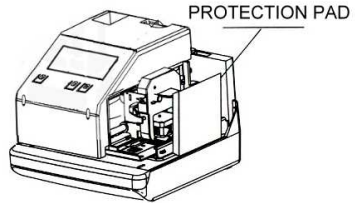
3. Quick Easy Setup

1. Unlock the key and remove the top case.

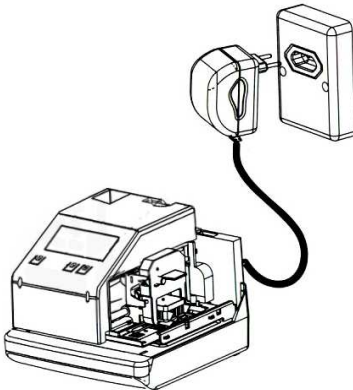


2. Remove the Protective Pad.

 Remove the PROTECTION PAD before you plug the AC cord into AC outlet.

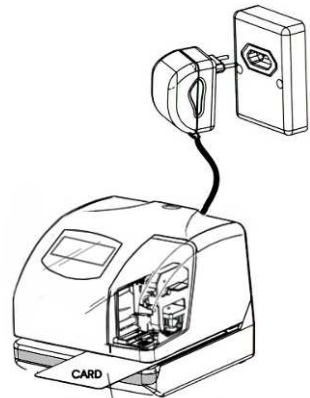


3. Plug the AC cord into the AC outlet. The current time will shown card. on LCD panel. It is now ready to be adjusted if necessary.



Please refer to NO. 5 Setting the time if the time and date are incorrect.

4. Install back the top cover, get it locked and try printing with a



2004 AUG 23AM12:00
SAMPLE

4. How To Program 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 a ▲ on the display positioned at the "TIME" mark.

PRINT ORDER

1.M.D.H.Min	15.M.D.Y.C	Y=Year
2.D.M.H.Min	16.D.M.Y.C	M=Month
3.M.D.Y.H.Min	17.Y.M.D.C	D=Date
4.D.M.Y.H.Min	18.C.D.H.Min	H=Hour
5.Y.M.D.H.Min	19.N.M.D.Y	Min=Minute
6.Y.M.D.H.Min.S	20.N.D.M.Y	S=Second
7.D.H.Min	21.N.Y.M.D	C=Comment
8.DOW.D.H.Min	22.M.D.Y.N	N=Number
9.Y.M.D	23.D.M.Y.N	DOW=Day of the week
10.M.D	24.Y.M.D.N	Print Arrangement
11.DOW.D.M.Y	25.N.D.H.Min	1.Left orientated
12.C.M.D.Y	26.N.M.D.H.Min	2.Center orientated
13.C.D.M.Y	27.N.Y.M.D.H.Min	3.Right orientated
14.C.Y.M.D	28.N.Y.M.D.H.Min.S	
	29.N	
	30.Customized Comments	

PRINT STYLE

■:YEAR DIGIT	1.RCVD	Customized Comments
1. 2Digits	2.SENT	■:Comment line
2. 4Digits	3.IN	■:Character Position
■:Minute	4.OUT	■:Character Code
1. 1/60	5.CFMD	
2. 1/100	6.FILED	
3. 1/20	7.PAID	
4. 1/10	8.USED	
■:LEADING ZERO	9.FAXED	
1.Disabled	10.VOID	
2.Enabled	11.ORIGIN	
	12.APP'D	
	13.CMPL'D	

DISPLAY

■:Sec	■:Year	1.12hour
■:Hour	■:Month	2.24hour
■:Min	■:Date	

TIME TABLE PROGRAM

▲ TIME ▲ DATE ▲ HOUR ▲ PRINT ORDER ▲ PRINT PATTERN ▲ COMMENT ▲ LANGUAGE ▲ PRINT METHOD

SU Mo TU WE TH FR SA

DAYLIGHT SAVING TIME (START / END)

■:Year
■:Month
■:Date

NUMBER

▲ NUMBER DIGIT ▲ REPEAT TIMES ▲ RESET

INITIAL NUMBER

RESET

CHANGE **CHANGE** **SET**

PASSWORD

*ON
■:Program No
■:Day of the week
■:Action

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.

5. Setting the Time

Example: Setting the time 9:30 a.m. (assume the time displayed is “00 00 00”)

Press the {Select} button and position the ▲ under the “TIME” mark. At that moment, the “Hour” flashes. (The flashing means it can be changed.)

Press the {Change} button to set at “09” And then press the {Set} button. At that moment, the flashing changes from “Hour” to “Minute”

Press the {Change} button to set at “30” And then press the {Set} button. At that moment, the “Second” starts to run from “00”.

After you finish setting the time, press the {Set} button once again. Now the time setting has been completed.

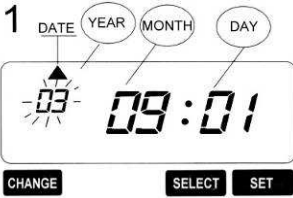
Replace the cover and lock.

*** Important: If you do not complete Step 4, the Time Stamp will not print.



6. Setting the Date

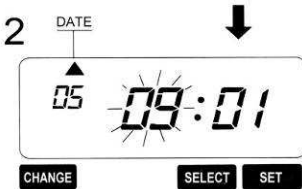
Example: Setting the date to September 2, 2005



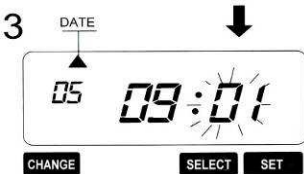
Press the {Select} button and position the ▲ under the “DATE” mark. At that moment, the “Year” flashes.

(The flashing means it can be changed)

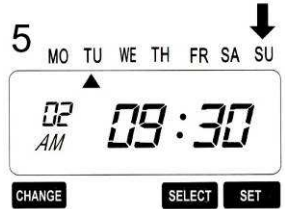
Press the {Change} button to set at “05” And then press the {Set} button. At that moment, the flashing changes from “Year” to “Month”



Press the {Change} button to set at “09” And then press the {Set} button. At that moment, the flashing changes from “Month” to “Date”



Press the {Change} button to set at “02” And then press the {Set} button.



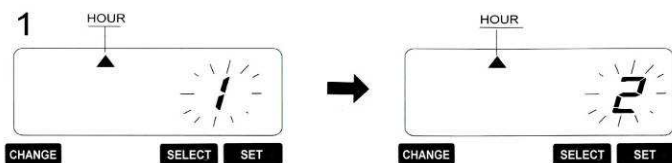
After you finish setting the date, press the {Set} button once again. Now the time setting has been completed.

Replace the cover and lock.

*** Important: If you do not complete Step 5, the Time Stamp will not print.

7. Setting the 12/24 Hour Format

Example: Change the hour format to 24 hour.



Press the {Select} button and position “2” the ▲ under the “HOUR” mark. At that moment, the flashing digit indicates “Hour Format Options” (The flashing means it can be changed)

Press the {Change} button to set at
And then press the {Set} button.

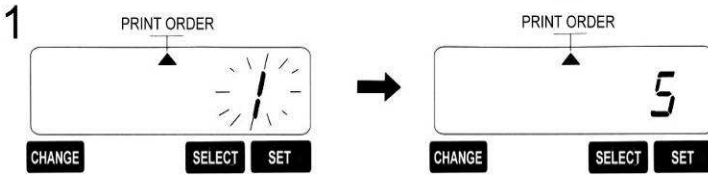
Hour Format Options		Display
		Ex: PM 4:00
1	12 Hour	PM 04:00
2	24 Hour	16:00



After you finish setting the 12/24 hour format, press the {Set} button once again. Now the 12/24 hour setting has been completed. Replace the cover and lock.
*** Important: If you do not complete Step 2, the Time Stamp will not print.

8. Setting the Print Order

Example: Set the print order to “Month, Date, Year, Hour, Minute”.



Press the {Select} button and position the ▲ under the “PRINT ORDER”
At that moment, the flashing digit indicates “Print Order Options”

Press the {Change} button to set at “5”
And then press the {Set} button.

(The flashing means it can be changed)

Y=Year, M=Month, D=Date, DOW=Day of the week, H=Hour, Min=Minute, S=Second, C=Comment

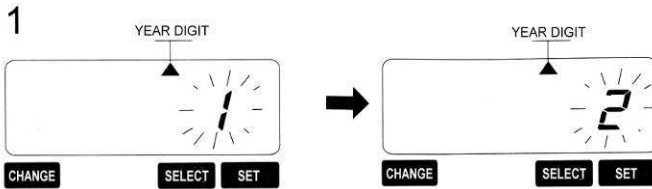
	PRINT ORDER OPTION	Print Example
1	M.D.H.Min	SEP 08 13:49
2	D.M.H.Min	08 SEP 13:49
3	M.D.Y.H.Min	SEP 08 2004 13:49
4	D.M.Y.H.Min	08 SEP 2004 13:49
5	Y.M.D.H.Min	2004 SEP 08 13:49
6	Y.M.D.H.Min.S	2004 SEP 08 13:49:30
7	D.H.Min	08 13:49
8	DOW.D.H.Min	MO 08 13:49
9	Y.M.D.	2004 SEP 08
10	M.D.	SEP 08
11	DOW.D.M.Y.	MO,08 SEP 2004
12	C.M.D.Y.	RCVD SEP 08 2004
13	C.D.M.Y.	RCVD 08 SEP 2004
14	C.Y.M.D.	RCVD 2004 SEP 08
15	M.D.Y.C	SEP 08 2004 RCVD
16	D.M.Y.C	08 SEP 2004 RCVD
17	Y.M.D.C	2004 SEP 08 RCVD
18	C.D.H.Min	RCVD 08 13:49



After you finish setting the print order, press the {Set} button once again. Now the print order setting has been completed. Replace the cover and lock.
*** Important: If you do not complete Step 2, the Time Stamp will not print.

9. Setting the 2 or 4 Year Digit

Example: Set the Year imprint to 4 digits.



Press the {Select} button and position “2”

the▲ under the “YEAR DIGIT” mark.

At that moment, the flashing digit indicates “Year Digit Options”

(The flashing means it can be changed)

Press the {Change} button to set at

And then press the {Set} button.

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

2



After you finish setting the year digit, press the {Set} button once again.

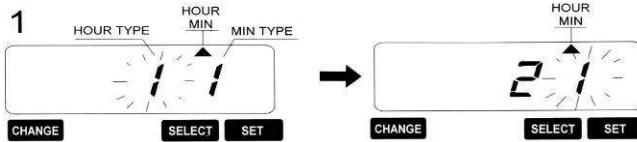
Now the year digit setting has been completed.

Replace the cover and lock.

*** Important: If you do not complete Step 2, the Time Stamp will not print.

10. Setting the Type of Minute

Example: Change the hour format to 24 and the Minutes to 1/100 min.



Press the {Select} button and position “2” the ▲ under the “HOUR MIN” mark. At that moment, the flashing digit indicates “12/24 Hour Format Options” (The flashing means it can be changed)

Press the {Change} button to set at “2” And then press the {Set} button. At that moment, the flashing changes from Hour to Minute.

Hour Format		Print example
1	12 hour format	SEP 08 PM 4:00
2	24 hour format	SEP 08 16:00



Press the {Change} button to set at “2” And then press the {Set} button.

Type of Minute		Print Example	Type of Minute	Print Example
1	1/60	SEP 08 AM12:10	3	1/20(5/100) SEP 08 AM12:15
2	1/100	SEP 08 AM12:17	4	1/10 SEP 08 AM12:1

3

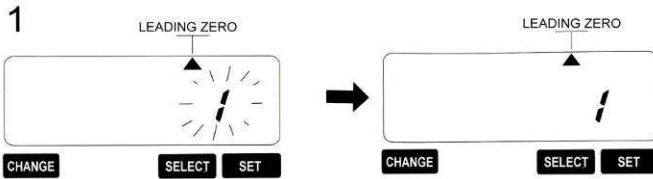


After you finish setting the Hour Min, press the {Set} button once again. Now the hour format & type of minute have been completed. Replace the cover and lock.

*** Important: If you do not complete Step 3, the Time Stamp will not print.

11. Change the “Leading Zero”

Example: Change the Leading Zero to disabled.



Press the {Select} button and position the ▲ under the “LEADING ZERO” mark. At that moment, the flashing digit indicates “Leading Zero Options” (The flashing means it can be changed)

Press the {Change} button to set at “1” And then press the {Set} button.

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

2

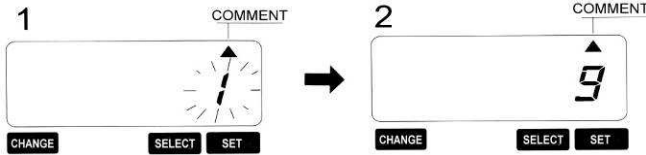


After you finish setting the Leading Zero, press the {Set} button once again. Now the leading zero has been completed. Replace the cover and lock.

*** Important: If you do not complete Step 2, the Time Stamp will not print.

12. Setting the Preprogrammed Comments

Example: Change the comment to “FAXED”



Press the {Select} button and position the▲under the “COMMENT” mark.

At that moment, the flashing digit indicates “Comment Options”

(The flashing means it can be changed)

Press the {Change} button to set at “9”
And then press the {Set} button.

COMMENT OPTION		PRINT EXAMPLE
1	RCVD(Received)	SEP 06 2004 RCVD
2	SENT	SEP 06 2004 SENT
3	IN	SEP 06 2004 IN
4	OUT	SEP 06 2004 OUT
5	CFMD (Confirmed)	SEP 06 2004 CFMD
6	FILED	SEP 06 2004 FILED
7	PAID	SEP 06 2004 PAID
8	USED	SEP 06 2004 USED
9	FAXED	SEP 06 2004 FAXED
10	VOID	SEP 06 2004 VOID
11	ORIGN (Original)	SEP 06 2004 ORIGN
12	APR'D (Approved)	SEP 06 2004 APR'D
13	CMPL'D(Completed)	SEP 06 2004 CMPL'D

3



After you finish setting the Comment, press the {Set} button once again.

Now the comment has been completed. Replace the cover and lock.

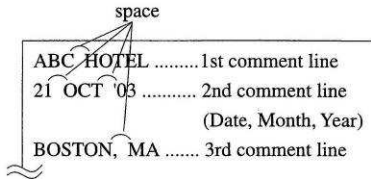
*** Important: If you do not complete Step 3, the Time Stamp will not print.

13. Setting the Customized Comments

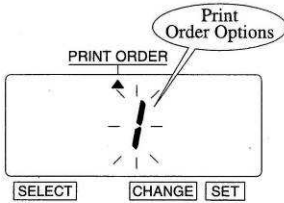
* Maximum 3 lines comment can be set to print.

* Note : This Time Stamp can print ____ characters at maximum, however number of characters depends on font size. Refer to the “24. Character code for alphanumeric”.

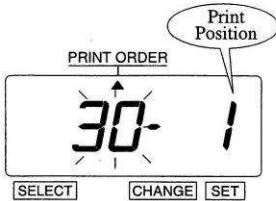
Example:



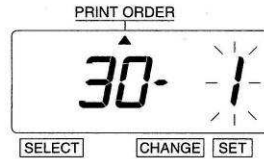
1 Press the [SELECT] button and position the "▲" under the "PRINT ORDER" mark.
 At that moment, the flashing digit indicates "Print Order Options".
 (The flashing means it can be changed.)



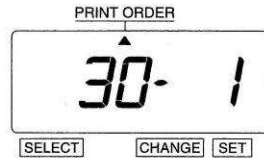
Press the [CHANGE] button to set at the "30" (Customized Comments). At that moment, a digit for "Print Position" appears next to "Print Order Options".



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



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

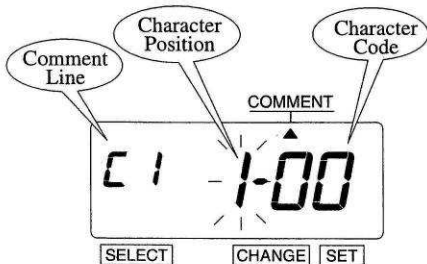


	Print Position
1.	Left Orientated
2.	Center Orientated
3.	Right Orientated

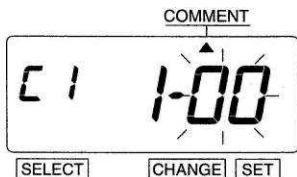
- 3 Press the [SELECT] button and position the "▲" under the "COMMENT" mark.

Setting the 1st comment line.

At the moment, the flashing digit indicates "Character Position". And then press the [SET] button.



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

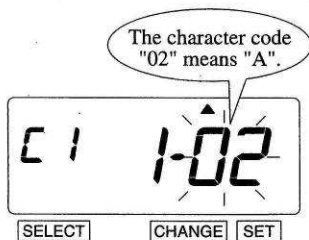


- 4 Set the "Character Code".

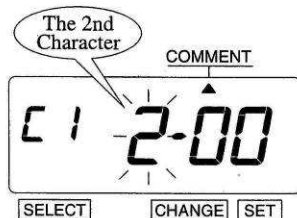
In case of example, the 1st character is "A", then enter the character code "02".

Refer to the "25. CHARACTER CODE FOR ALPHANUMERIC"

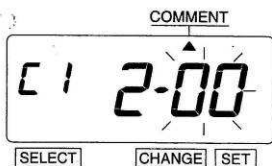
Press the [CHANGE] button until the correct character code appears. And then press the [SET] button.



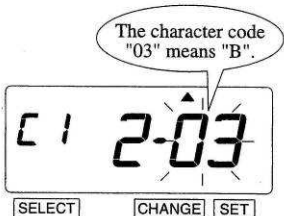
At that moment, the "Character Position" changes from the 1st character to the 2nd character.



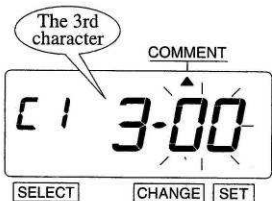
- 5 The 2nd character is "B", then enter the character code "03".



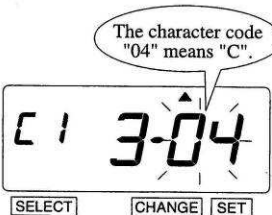
Press the [CHANGE] button until the correct character code appears. And then press the [SET] button.



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

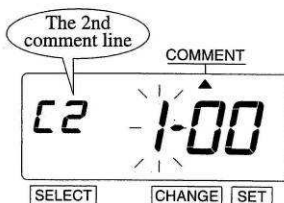


Press the [CHANGE] button until the correct character code appears. And then press the [SET] button.



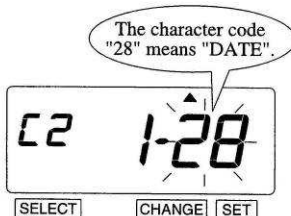
- 7 Follow the same procedure for further characters settings.

- 8 **Setting the 2nd comment line**
Press the [SET] button to change the comment line number to "C2".

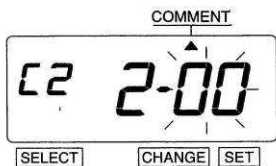


In case of example, the 1st character is "DATE", then enter the character code "28".

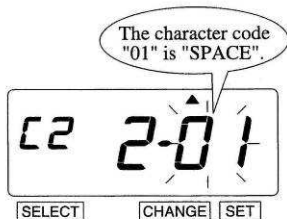
Press the [CHANGE] button until the correct character code appears. And then press the [SET] button.



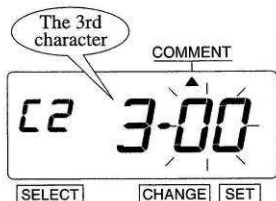
- 9 The 2nd character is "SPACE", then enter the character code "01".



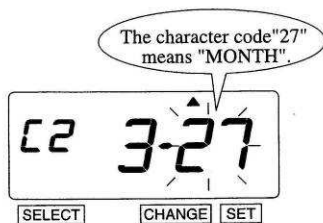
Press the [CHANGE] button until the correct character code appears. And then press the [SET] button.



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



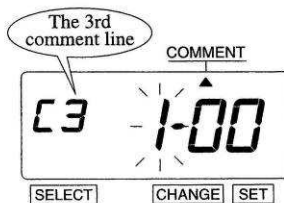
Press the [CHANGE] button until the correct character code appears. And then press the [SET] button.



- 11 Follow the same procedure for further characters settings.

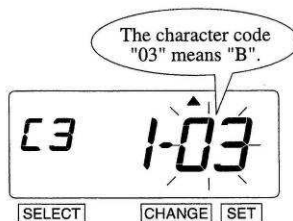
- 12 **Setting the 3rd comment line**

Press the [SET] button to change the comment line number to "C3".

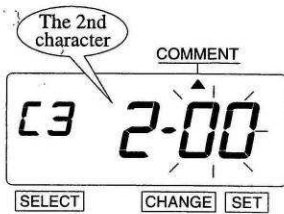


In case of example, the 1st character is "B", then enter the character code "03".

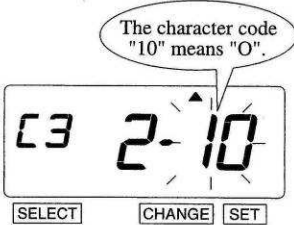
Press the [CHANGE] button until the correct character code appears. And then press the [SET] button.



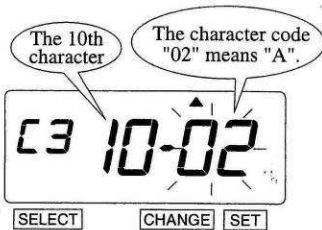
- 13 The 2nd character is "O", then enter the character code "10".



Press the [CHANGE] button until the correct character code appears. And then press the [SET] button.



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



- 15 After you finish setting the customized comments, press the [SET] button three times.

Now the customized comments setting has been completed. Replace the cover and lock.

Important: If you do not completed Step 15, 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

```

| ABC HOTEL
| 21 OCT '03
| BOSTON, MA
    
```

Center orientated

```

| ABC HOTEL
| 21 OCT '03
| BOSTON, MA
    
```

Right orientated

```

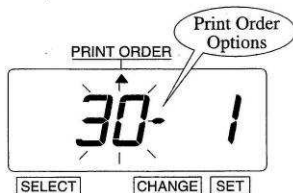
| ABC HOTEL
| 21 OCT '03
| BOSTON, MA
    
```

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

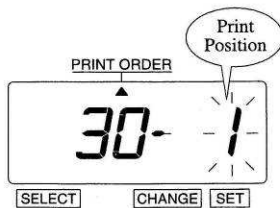
- 1 Press the [SELECT] button and position the "▲" under the "PRINT ORDER" mark.

At that moment, the flashing digit indicates "Print Order Options".

(The flashing digit means it can be changed.)



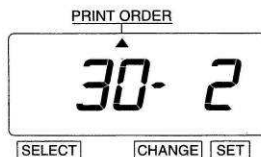
In case of the example, press the [SET] button because the "Print Order Options" not to be changed. At that moment, the flashing digit indicates "Print position".



	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.

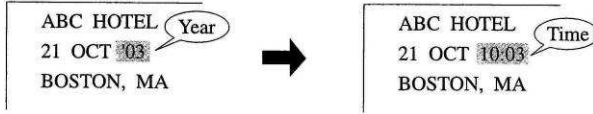
Important: If you do not complete Step 3, the Time Stamp will not print.

Confirming and Changing the Customized Comments

Example: 1st comment line: No change.

2nd comment line: Change from "Year" to time "HH:MM".

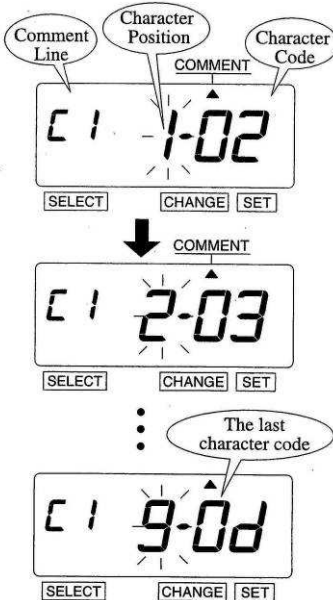
3rd comment line: No change.



1 Confirming the 1st comment line

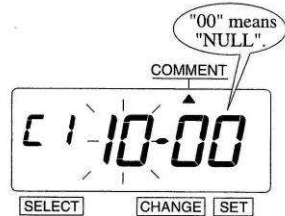
To confirm the customized comments that have been set, press the [SELECT] button and position the "▲" under the "COMMENT" mark. At that moment, the "Character Position" flashes, and press the [CHANGE] button.

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

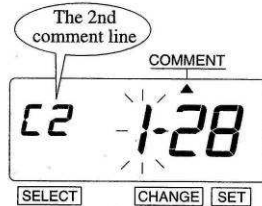


After confirming the last character code of the 1st comment line, press the [CHANGE] button once again.

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



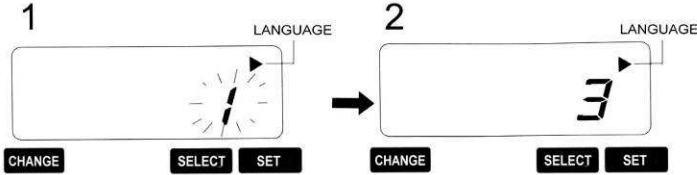
At this time, press the [SET] button twice, and the 2nd comment line is displayed.



14. Setting the Language

This setting is available if you select “month”, “Day of the week” or “Comment” in previous “Print Order”.

Example: Change the print language into Spanish.



Press the {Select} button and position “3”

the▲under the “LANGUAGE” mark.

At that moment, the flashing digit indicates “Language Options”

(The flashing means it can be changed)

Press the {Change} button to set at

And then press the {Set} button.

Print Language Options		Print Example
1	ENGLISH	SU,07 SEP 2004 OUT 07 10:30
2	FRENCH	DI,07 SEP 2004 SORT 07 10:30
3	SPANISH	DO,07 SEP 2004 SAL 07 10:30
4	PORTUGUESE	DO,07 SET 2004 SAIDA 07 10:30
5	GERMAN	SO,07 SEP 2004 AUSG 07 10:30
6	ITALIAN	DO,07 SET 2004 USC 07 10:30

3

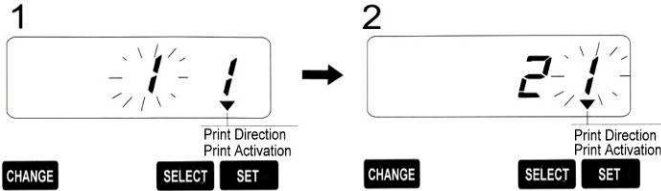


After you finish setting the Language, press the {Set} button once again. Now the language has been completed. Replace the cover and lock.

*** Important: If you do not complete Step 3, the Time Stamp will not print.

15. Setting the Print Method

Example: Change the print direction to “Left” and the print activation to “Manual”



Press the {Select} button and position “2” the ▲ under the “PRINT DIRECTION” mark. At that moment, The flashing digit indicates “Print Direction Options” (The flashing means it can be changed)

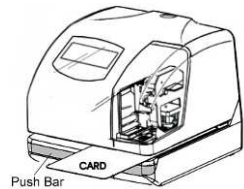
Press the {Change} button to set at “2” And then press the {Set} button. At that moment, the flashing changes from the “Print Direction” to the “Print Activation”

Print Direction Options			
1	Right	2	Left

Print Activation Options		Remarks
1	Automatic	Allow the Time Stamp to print by simply inserting a card or piece of paper.
2	Semi-automatic	Allow the Time Stamp to print by pressing the push bar only when a card or piece of paper is inserted.
3	Manual	Allow the Time Stamp to print by pressing the push bar.



After you finish setting the Print direction & Print Activation, press the {Set} button once again. Now the setting has been completed. Replace the cover and lock. *** Important: If you do not complete Step 3, the Time Stamp will not print



16. Setting the Daylight Saving Time (1)

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

2. Setting the daylight saving time

Example: Start date Thursday, May 1, 2003

End date Wednesday, October 1, 2003

If set as the above, the unit remembers the start date as the first Thursday of May and the end date as the first Wednesday of October. Once set, the unit automatically updated the settings every year thereafter. Display will shown “----” if no daylight saving time is required.

Set the starting date:

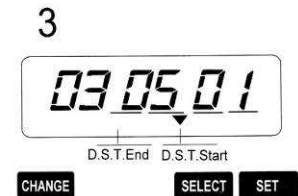
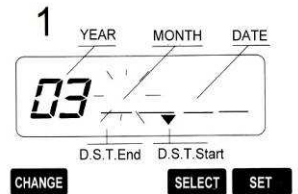
Press the {Select} button and position the ▲ under the “D.S.T. START” mark. At that moment, the “Month” flashes. (The flashing means it can be changed.)

Press the {Change} button to set at “05” And then press the {Set} button. At that moment, the flashing changes from “Month” to “Date”

Press the {Change} button to set at “01” And then press the {Set} button.

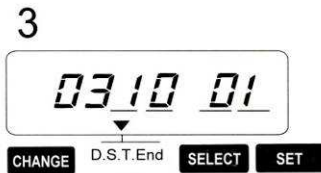
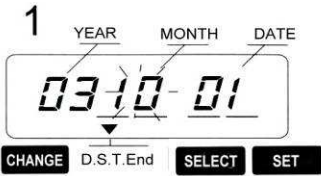
After you finish setting the start date, press the {Set} button once again.

Now set the ending date.



16. Setting the Day Light Saving (2)

Example: End date Wednesday, October 1, 2003



Set the starting date:

press the {Select} button and position the ▲ under the “D.S.T. END” mark. At that moment, the “Month” flashes. (The flashing means it can be changed.)

Press the {Change} button to set at “10” And then press {Set} button. At that moment, the flashing changes from “Month” to “Date”

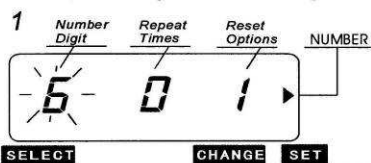
Press the {Change} button to set at “01” And then press the {Set} button.

After you finish setting the date end, press the {Set} button once again. Now the setting has been completed. Replace the cover and lock.

*** Important: If you do not complete Step 4, the Time Stamp will not print.

17. Setting the Number

Example: Change the Number Digit to 4 digits and the Repeat Time to 2 times, and the Reser to 0.



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.

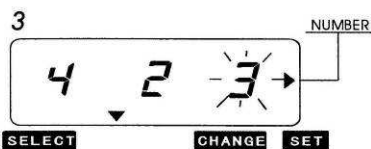
Print Example : 6digit of Number → 123456 JAN 30 06
4 digit of Number → 1234 JAN 30 06



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 the "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 time 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



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 the date
3	Return to 0	Change of date

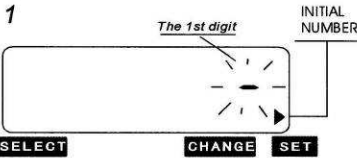


After you finish setting the number, press the **SET** button once again.

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

18. Setting the Initial Number

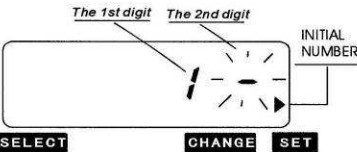
Example : Setting the initial number to "123". Refer to "17. Setting The Number".



Press the **SELECT** button and position the ▲ under the "INITIAL UNMBER" mark, the " - " will flash.
(The flashing means it can be changed)



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 to "1" (the 1st digit)



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).



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

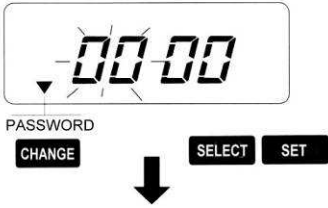
Note:
Failure to complete step 4, will result in the time stamp not printing

19. Setting the Password

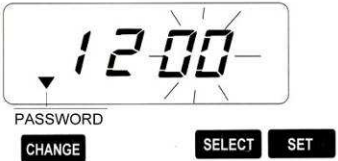
Example: Set the password “1234”

(You may set a password by any 4-digit number from 0001 to 9998)

1

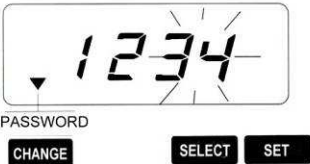


Press the {Select} button and position the ▲ under the “PASSWORD” mark. At that moment, the first two digits flash. (The flashing means it can be changed.)



Press the {Change} button to set at “12” And then press {Set} button. At that moment, the flashing changes to the last two digits

2



Press the {Change} button to set at “34” And then press {Set} button.

3

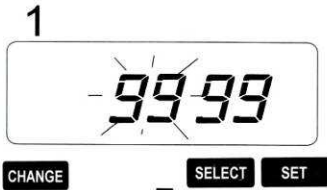


After you finish setting the password, press the {Set} button once again. Now the setting has been completed. Replace the cover and lock.

*** Important: If you do not complete Step 3, the Time Stamp will not print.

20. How to change settings when the Password is set

Once the password is set, you have to enter the password for changing any setting. “9999” will be displayed when you press the {Select} button.



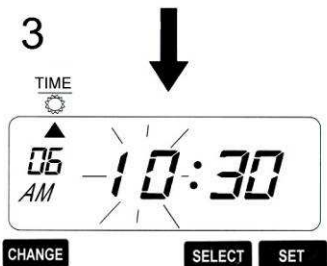
Press the {Select} button, at that moment “9999” is Displayed and the first two digits flash.
(The flashing means it can be changed.)



Press the {Change} button to set at “12” And then press {Set} button. At that moment, the flashing changes to the last two digits.



Press the {Change} button to set at “34” And then press {Set} button.

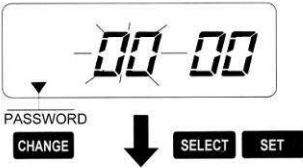


At that moment, the ▲ marks indicates the “TIME”
Select desired setting mode by pressing the {Select} button.

21. Canceling the Password

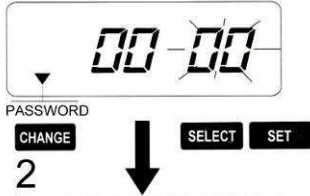
The code “0000” must be entered to cancel the password.

1



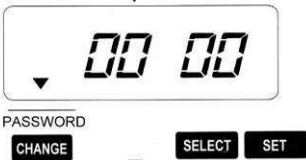
Input the correct password and entered to the program.

Press the {Select} button and position the ▲ under the “PASSWORD” mark. At that moment, the first two digits flash.



Press the {Change} button to set at “00” And then press the {Set} button. At that moment, the flashing changes to the last two digits.

2



Press the {Change} button to set at “00” And then press the {Set} button.

3



After you finish canceling the password, press the {Set} button once again.

Now the canceling has been completed.

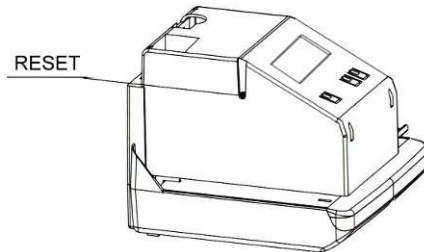
Replace the cover and lock.

*** Important: If you do not complete Step 3, the Time Stamp will not print

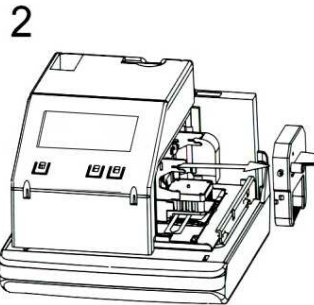
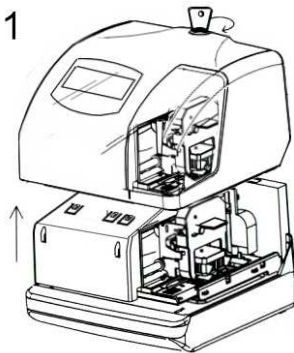
22. Resetting

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

Notice: 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.....”



23. Replacing the Ribbon Cartridge



Hold the ribbon cartridge by its tab

and

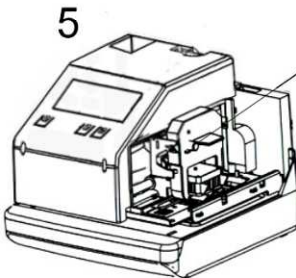
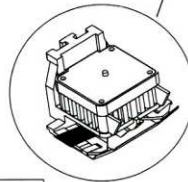
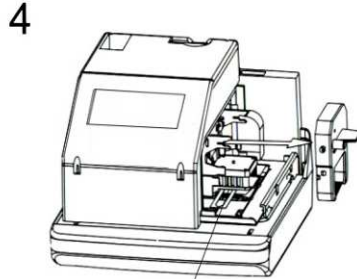
Unlock the key and remove the cover

pull straight out to remove it.

23. Replacing The Ribbon Cartridge (cont'd)



Turn the knob of the new cassette in the direction of the arrow (clockwise) to tighten the ribbon. NOTICE: Install the cartridge so that the ribbon is between the print head and the ribbon mask. Printing will not come out properly if the ribbon is placed behind the ribbon mask.



Place the cassette inside the Time Stamp as shown in the figure. Push the ribbon until it snaps into position. Turning the knob on the ribbon cartridge may make installation easier. Turn the knob of the cartridge in the direction of the arrow to tighten the ribbon



Replace the cover and lock

24. 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	F9	Exchange Line 1 to 2
F9	Delete Character	Fd	Exchange Line 2 to 3
Fa	Insert Line	Ff	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	8	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
4b	A	7	64	Z	7	7d	※4	-
4c	B	7	65	0	7	7e	※5	-
4d	C	7	66	1	7	7f	※6	-
4e	D	7	67	2	7	80	※7	-
4f	E	7	68	3	7	81	※8	-
50	F	7	69	4	7	82	※9	-
51	G	7	6a	5	7	83	※10	-
52	H	7	6b	6	7	84	※11	-
53	I	4	6c	7	7	85	※12	-
54	J	7	6d	8	7	86	※13	-
55	K	7	6e	9	7	87	※14	-
56	L	7	6f	Year	28(18)	88	※15	-
57	M	8	70	Month	22	89		3
58	N	7	71	Date	14	8a	*	6
59	O	7	72	DOW	15	8b	+	6
5a	P	7	73	HH:MM	32(44)	8c	,	4
5b	Q	7	74	HH:MM:SS	50(62)	8d	-	6
5c	R	7	75	Number	7x(n)	8e	.	4
5d	S	7	76	Number	7x(n)	8f	/	6
5e	T	6	77	Number	7x(n)	90	:	4
5f	U	7	78	Number	7x(n)	91	;	4
60	V	7	79	Number	7x(n)	92	_	5
61	W	8	7a	※1	-	93	&	9
62	X	7	7b	※2	-			
63	Y	6	7c	※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	EO	※4	-
9F	L	6	CO	i	2	E1	※5	-
AO	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	-
AB	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	FO	-	5
AF	1	6	dO	y	5	F1	.	4
bO	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	\$	@	i	Ñ	¿	^	`	¨	ñ	}	~	EURO		
Dots	Bold	11	9	9	5	8	7	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	5	7	7	7	8	8		
	Large	7	6	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	°	ç	§	^	`	é	ù	è	¨	EURO		É
Dots	Bold	9	9	7	4	7	8	8	5	7	7	7	9	8	8
	Large	7	6	7	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	^	`	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	

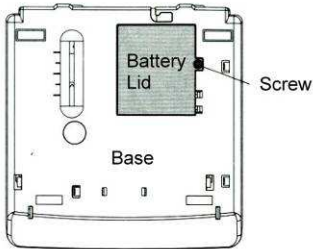
Portuguese

	※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	

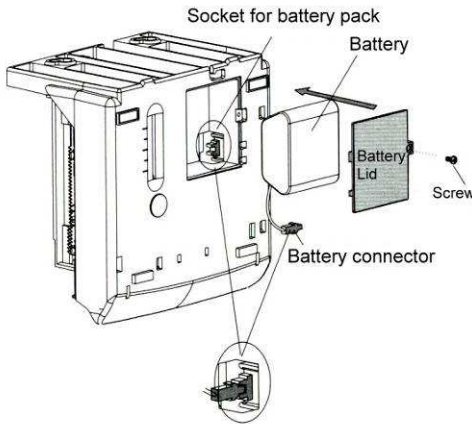
Numeric

	※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	

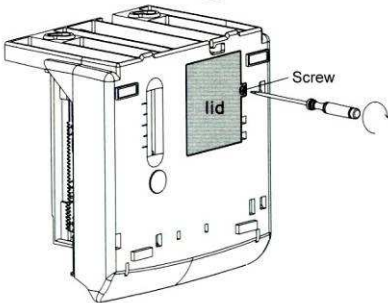
25. Installing the Battery (Optional)



1. Remove the screw.



2. Insert the battery connector into the compartment connector and follow the direction to install the battery.



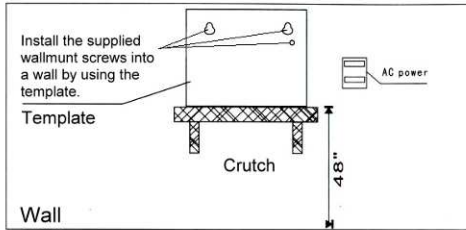
3. Replace the battery lid and tighten by screw.

26. Wall Mounting

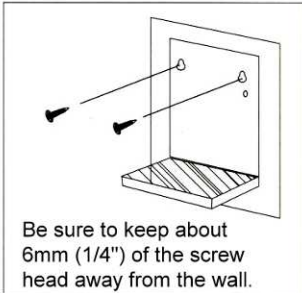
Caution : The supplied screws are intended for use on a thick wooden wall or wooden column. Do not use any other materials. The Time Stamp may come off if used on other materials.

1

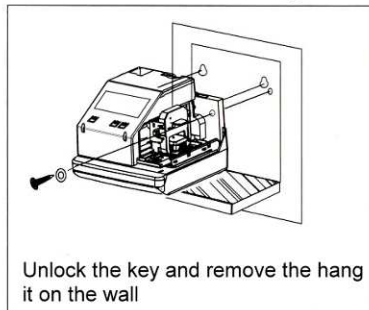
- 1) Install the supplied wall-mount screws into a wall by using the Template.
- 2) A crutch must be accompanied to support the Time Stamp



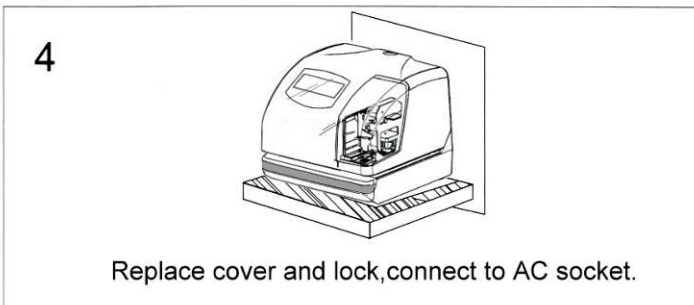
2



3



4



27. Trouble shooting

No.	Error contents	Action
P-01	CPU error	Contact the store from whom you bought the unit.
P-02	The remaining life of lithium battery for memory back-up is short.	
P-03	The card is not inserted in the Time Stamp properly.	Correctly insert the card.
P-04	Cannot print. The printer motor or home position sensor is not normal.	Make sure that the ribbon cartridge is correctly inserted in place. Press the push bar.
P-05	Cannot print. The printer motor or home position sensor is not normal.	
P-06	Incorrect password.	Enter the correct password again.
P-07	D.S.T. setting mistake.	Make sure the correct starting and ending date of daylight saving time and enter again.
P-08	Setting data you entered is not usable.	Refer to your user's manual on the page related to the item you want to set and enter correct setting data.

Other Failures

1. The Time Stamp does not operate.
(Ensure the power cord is properly plugged into the AC outlet.)
2. The Time Stamp does not operate.
(Ensure the ribbon is installed correctly.)
3. The card is jammed.
(Press the push bar and try to pull out the card at the same time.)

28. Other information

Dimensions:

- Deep : 171.45 mm
- Width : 163.83 mm
- Height : 144.78 mm
- Weight : 1.37 kg

Power Supply:

Inputs: AC110V ~ 240V 50 / 60 Hz

Outputs: DC20V 1.3A

Operating environment :

Temperature : -5°C to +45°C,

Humidity : 20% to 80%

Caution:

1. Avoid getting fire or shock.
2. Do not use in places:
 - (a) Exposed to direct sunlight;
 - (b) Getting rain or under high humidity;