

Step 1

Plug the machine into a 230v AC socket and wait for the initial setup to complete. Using the key provided, remove the top cover and locate the program switch (SET) under the top of the clock.

Step 2

Slide the program switch (SET) to the right. The LCD will show '----'. Input the default code of '1234' by using the '+' button on top of the machine and pressing 'Enter' to move to each digit (see Fig 1).

Step 3

The LCD will show 'P001'. This is one of four setting modes. P001 for Global settings, P002 for Signal settings, P003 for In/Out settings and P004 for Colour settings. To select the different modes, press the 'Mode' button, then press 'Enter' to select.

Step 4 - [00]

With 'P001' on the display, press 'Enter' to select. Use the '+' and '-' buttons to enter the current year. Note the number in the bottom left of the LCD. This is the program location that indicates which part of the setup you're currently at (see Fig 2). Once you have the year set, press 'Enter' to move on.

Step 5 - [01] and [02]

The LCD will now show the Month and Date, with Month flashing (see Fig 3). Using the '+' and '-' buttons, set the month and press 'Enter'. The Date will now flash. Repeat the process to set the Date, pressing 'Enter' to move on.

Step 6 - [03], [04] and [05]

The display will now show the Time Format. Select 24 hours using the '+' button, then press 'Enter'. Now the Hours and Minutes will be displayed, with the Hours flashing. Set the Hours with the '+' and '-' buttons, then press 'Enter'. The Minutes will now flash. Repeat the process to set the Minutes, pressing 'Enter' to move on.

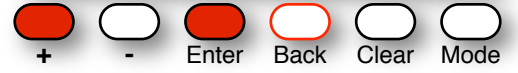
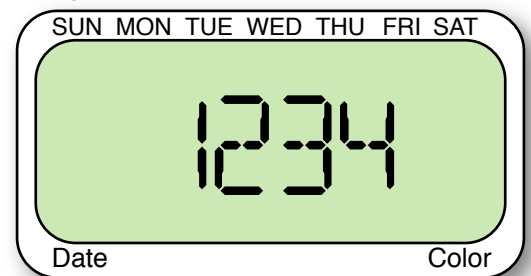
Step 7 - [06]

The display will now flash with the Day Change time. This is normally left at '00:00', so press 'Enter' twice to move to the next program location.

Step 8 - [07]

Enter '00' using the '+' button for Monthly card setting and press 'Enter'. The display will now flash at the Pay Period End Date (see Fig 4). This is best left at '00' to match the dates on the time card. Press 'Enter' to move on.

Fig 1



These represent the buttons on top of the clock. You can press the back button to return a stage.

Fig 2

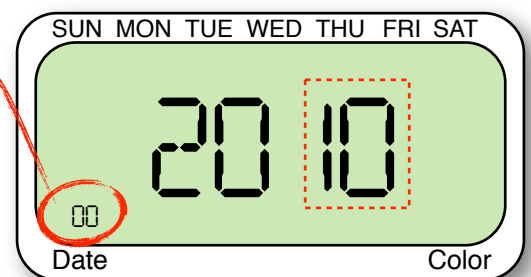


Fig 3

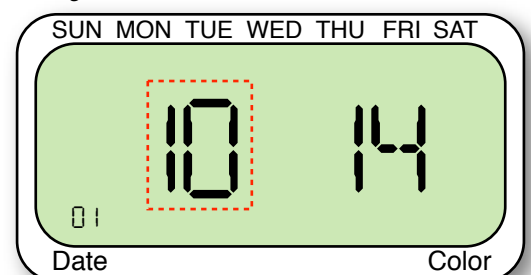
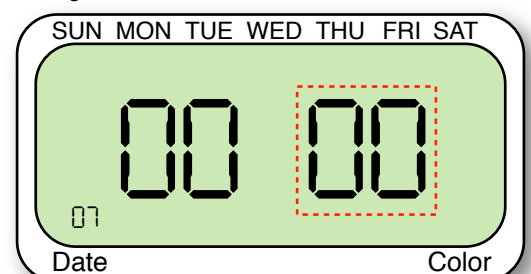


Fig 4

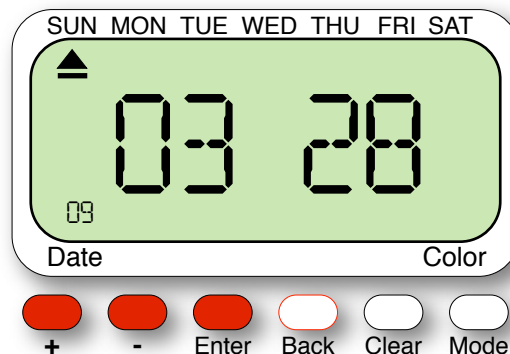


Step 9 - [08] and [09]

The next settings are for BST (British Summer Time). Using the '+' and '-' button, set the Month, which is flashing, to 03, and press 'Enter'. Now, using the same method, change the Date to the last Sunday in March for the current year. For example, in 2010, the last Sunday in March is the 28th (see Fig 5). Once this is set, press 'Enter' to move on.

The next section flashing is the Hour the clock should advance, set this as desired (usually 02), using the '+' and '-' buttons, then press 'Enter'.

Fig 5



Step 10 - [10] and [11]

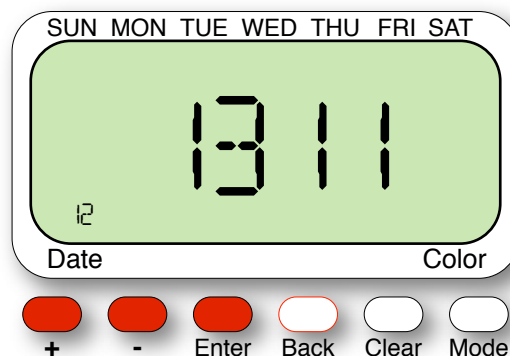
The display will now show the GMT (Greenwich Mean Time) settings. Repeat the procedure in Step 9, setting the month to '10' and the Date to the last Sunday in October. For example, in 2010, the last Sunday in October is the 31st.

Next, set the Hour that the clock should revert to the correct hour, then press 'Enter'.

Step 11 - [12]

The display now changes to the Imprint settings. Using the '+' and '-', change the four digits to read '1311', pressing 'Enter' after each digit to move to the next (see Fig 6). Press 'Enter' after the last digit to move onto the next program location.

Fig 6



Step 12 - [13]

The display will now show the next setting. Change this to '1' using the '+' and '-' buttons, then press 'Enter'.

Step 13 - [14]

The display now shows the *vertical* Print Position. Set this value to move the print up or down on the card (usually '3'), using '+' and '-', then press 'Enter'.

Step 14 - [15]

The *horizontal* Print Position will now be showing. Set this value to move the print left or right on the card (usually '3'), using '+' and '-', then press 'Enter'.

Step 15 - [16]

At this final stage of the Global settings, the display will show the 'Password'. To change this, use the '+' and '-' buttons to change each digit, pressing 'Enter' to move through each digit. *We recommend you leave this as the default '1234' to prevent accidentally locking yourself out of the clock.*

The last press of 'Enter' will take you to the main menu with 'P002' on the display. This is for Signal settings as mentioned earlier. For further instruction setting Signal, In/Out and Colour times, please refer to the manual.

To complete the setup, slide the program switch (SET) to the left and the clock will set itself up. Replace the lid and take a sample stamp on a card to check the settings are correct.