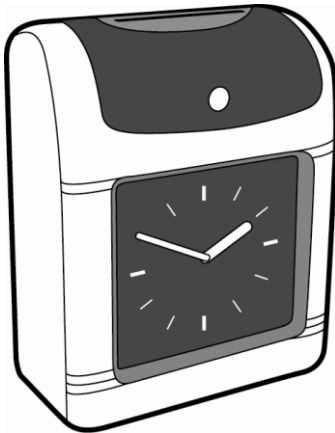




# QC500N Clocking in Machine



## **Operation Manual**

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## **1. Introduction**

Thank you for purchasing the QC500 Clocking in Machine. We hope that you will be pleased with your purchase. Your Clocking in Machine should already be set-up for immediate use however if you need to make some changes then this operation manual contains instructions on how to do this.

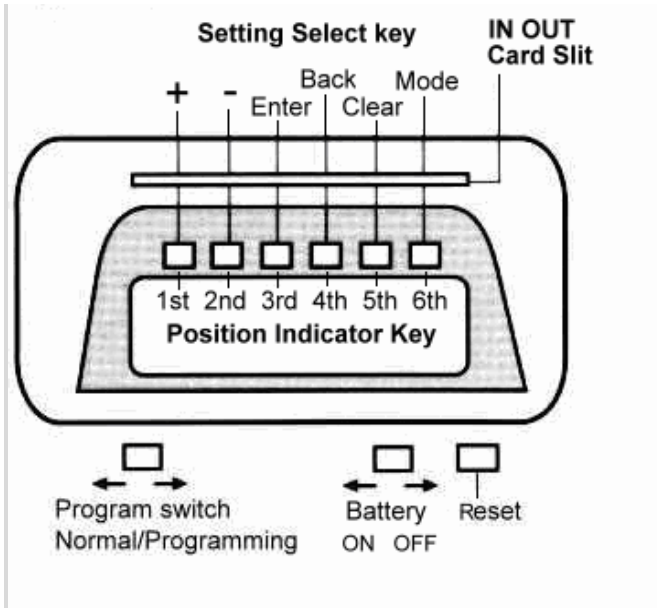
### **1.1 Package Contents**

First carefully unpack the clocking in machine and check the contents:

- **Clocking in Machine**
- **Power supply with plug**
- **Key**

## 1.2 Parts identification

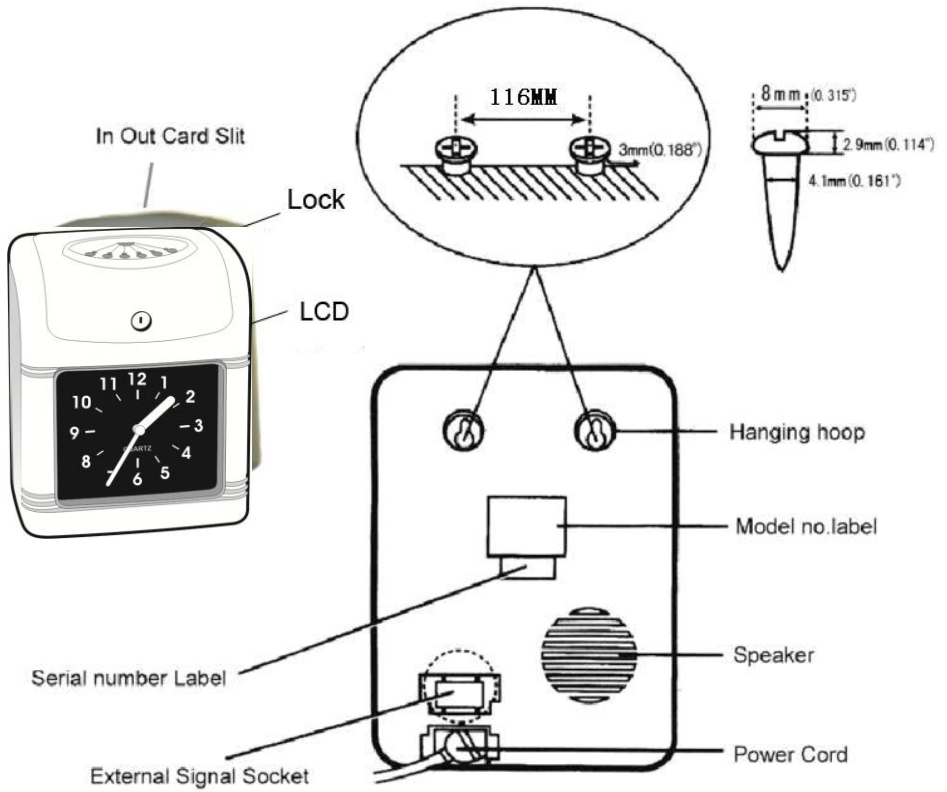
### (a) Keypad



### (b) LCD on the top



**(b) Case and Rear Fixings**



## 1.3 Settings Buttons

<b>+</b>	to increase the set value by 1
<b>-</b>	to decrease the set value by 1
<b>Enter</b>	to save the set value & enter the next step
<b>Back</b>	to go back
<b>Mode</b>	Function Programming
<b>Clear</b>	to cancel the set value
<b>Program switch</b>	Normal/ Programming
<b>Battery</b>	Battery On/Off
<b>Reset</b>	Reset

## 2. Function Options

### 2.1 Quick codes selection:

- b000**--- Setting the time (Year, Month, Date, Time System,Hour, Minute)
- b001**--- Setting the Optional Function
- b002**--- Setting the regular time signal
- b003**--- Setting the shifting time
- b004**--- Setting the 2-color printing

### 2.2 Detail codes' selection:

<b>b000</b>	
Code	Functions
<b>01</b>	Setting the Year
<b>02</b>	Setting the Month/ Date
<b>03</b>	Setting the Time System
<b>04</b>	Setting the Hour/Minute

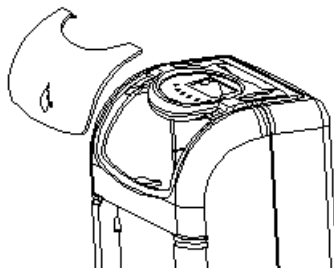
<b>b001</b>	
<b>Code</b>	<b>Functions</b>
<b>01</b>	Setting the date changing time
<b>02</b>	Setting the Monthly, Weekly, Bi-weekly pay period ending day
<b>03</b>	Setting the S/W BST/ EST start ( month and day )
<b>04</b>	Setting the S/W BST/ EST start ( hour and minute )
<b>05</b>	Setting the S/W BST/ EST end ( month and day )
<b>06</b>	Setting the S/W BST/ EST end ( hour and minute )
<b>07</b>	Setting Printing position ( up / down )
<b>08</b>	Setting Printing position ( left / right )
<b>09</b>	Detecting front/back of card
<b>10</b>	Setting the time signal(0~99 Seconds)
<b>b002</b>	
<b>Code</b>	<b>Functions</b>
<b>01~24</b>	Setting the time of ringing (01~24 group)
<b>b003</b>	
<b>Code</b>	<b>Functions</b>
<b>01~18</b>	Setting the time of shifting (01~18 column)
<b>b004</b>	
<b>Code</b>	<b>Functions</b>
<b>01</b>	Setting the time 1 <sup>st</sup> group of changing color (Red)
<b>02</b>	Setting the time 2 <sup>nd</sup> group of changing color (Black)
<b>03</b>	Setting the time 3 <sup>rd</sup> group of changing color (Red)
<b>04</b>	Setting the time 4 <sup>th</sup> group of changing color (Black)
<b>05</b>	Setting the time 5 <sup>th</sup> group of changing color (Red)
<b>06</b>	Setting the time 6 <sup>th</sup> group of changing color (Black)
<b>07</b>	Setting the time 7 <sup>th</sup> group of changing color (Red)
<b>08</b>	Setting the time 8 <sup>th</sup> group of changing color (Black)
<b>09</b>	Setting the time 9 <sup>th</sup> group of changing color (Red)
<b>10</b>	Setting the time 10 <sup>th</sup> group of changing color (Black)
<b>11</b>	Setting the time 11 <sup>th</sup> group of changing color (Red)
<b>12</b>	Setting the time 12 <sup>th</sup> group of changing color (Black)

<b>13</b>	Setting the time 13 <sup>th</sup> group of changing color (Red)
<b>14</b>	Setting the time 14 <sup>th</sup> group of changing color (Black)
<b>15</b>	Setting the time 15 <sup>th</sup> group of changing color (Red)
<b>16</b>	Setting the time 16 <sup>th</sup> group of changing color (Black)
<b>17</b>	Setting the time 17 <sup>th</sup> group of changing color (Red)
<b>18</b>	Setting the time 18 <sup>th</sup> group of changing color (Black)



### 3. Opening the case

Using the key provided open the top cover and remove.



### 4. Function Setting

The programming mode is entered by unlocking and removing the top cover from the time recorder with the program switch to the right hand side,

The LCD will shown **b000** press **Mode** key to select the program required **b000, b001, b002, b003, b004**

#### 4.1 Setting the Year

Press **Mode** key to select the program **b000**

Press **Enter** again to register the setting value.



Press **Enter** or **Back** to enter the program Code **01**,

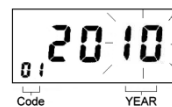
(01 display on the left corner indicates the program Code),

The digital display reads **2010** indicates year 2010, the year

"10" flashes on the right of the digital display, press the **+**

or **-** button to set the year. Press **Enter** to register the

setting.



#### 4.2 Setting the Month and Date

Press **Enter** or **Back** to enter the program Code **02**,



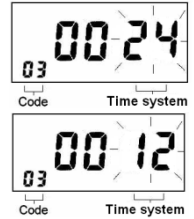
press **+** or **□** button to set the month.  
 Press **Enter** again to register the setting value.  
 press **+** or **□** button to set the day.  
 Press **Enter** again to register the setting value.



### 4.3 Setting the time system

Press **Enter** or **Back** to enter the program Code **03**,

Press **+** or **□** button to set the time system.  
 Press **Enter** again to register the setting value.



### 4.4 Setting the Hour and Minute

Press **Enter** or **Back** to enter the program Code **04**,

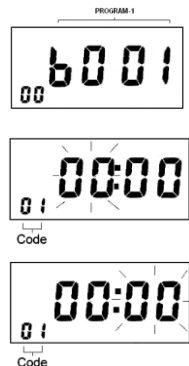
Press **+** or **□** button to set the Hour.  
 Press **Enter** again to register the setting value.  
 press **+** or **□** button to set the Minute.  
 Press **Enter** again to register the setting value.



### 4.5 Setting the date changing time

Press **Mode** key to select the program **b001**  
 Press **Enter** again to register the setting value.

Press **Enter** or **Back** to enter the program Code **01**,  
 press **+** or **□** button to set the the Hour.  
 Press **Enter** again to register the setting value.  
 press **+** or **□** button to set the set the Minute.  
 Press **Enter** again to register the setting value.



## 4.6 Setting the Monthly, Weekly, Bi-weekly pay period ending day

Press **Enter** or **Back** to enter the program Code **02**,  
 press **+** or **-** button to set the card type.  
 Press Enter again to register the setting value

Card Type	Functions
00	Month pay time card
01	Weekly pay time card
02	Bi-weekly pay time card



### 4.6a Change the Monthly pay period end day

When the pay period end day is set to 00, the first row on the 1~15 row card surface is automatically a blank row. The set value is from 00 to 31.



### 4.7 Setting the Weekly pay period ending day

Press **Enter** or **Back** to enter the program code **02**,  
 press **+** or **-** button to set the card type to 01  
 Press **Enter** again to register the setting value.  
 Press **Clear** button to select the required pay period ending day and then Press **Enter** again to register the setting value.

Weekly pay Card type	Functions	Bottom Space
01	Upper part weekly pay	23mm
02	Lower part weekly pay	23mm
03	Upper part weekly pay	35mm
04	Lower part weekly pay	35mm



press **+** or **-** button to set the weekly pay card type to 01

Press **Enter** again to register the setting value

#### 4.8 Setting the Bi-Weekly pay period ending day

Press **Enter** or **Back** to enter the program code **02**,  
 press **+** or **-** button to set the card type to 02  
 press **Enter** again to register the setting value  
 press **Clear** button to select the required pay  
 period ending day and then Press **Enter** again to register  
 the setting value.

Press **+** or **-** button to set the Bi-weekly pay  
 card type to 01. Press **Enter** again to register the  
 setting value



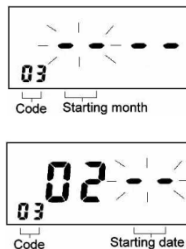
Bi-weekly pay Card type	Functions	Bottom Space
01	Bi-weekly pay current week	23mm
02	Bi-weekly pay second week	23mm
03	Bi-weekly pay current week	35mm
04	Bi-weekly pay second week	35mm



#### 4.9 Setting the S/W BST/ EST start (month and day)

Press **Enter** or **Back** to enter the program code **03**,

press **+** or **-** button to set the start month.  
 Press **Enter** again to register the setting value.  
 press **+** or **-** button to set the start date.  
 Press **Enter** again to register the setting value.



#### 4.10 Setting the S/W BST/ EST start (hour and minute)

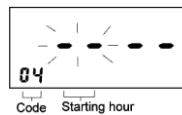
Press **Enter** or **Back** to enter the program code **04**,

press **+** or **-** button to set the start hour.

Press **Enter** again to register the setting value.

press **+** or **-** button to set the start minute.

Press **Enter** again to register the setting value.



#### 4.11 Setting the S/W BST/ EST end (month and day)

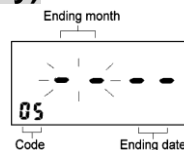
Press **Enter** or **Back** to enter the program code **05**,

press **+** or **-** button to set the end month.

Press **Enter** again to register the setting value.

press **+** or **-** button to set the end date.

Press **Enter** again to register the setting value.



#### 4.12 Setting the S/W BST/ EST end (hour and minute)

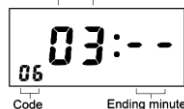
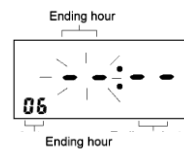
Press **Enter** or **Back** to enter the program code **06**,

press **+** or **-** button to set the end hour.

Press **Enter** again to register the setting value.

press **+** or **-** button to set the end minute.

Press **Enter** again to register the setting value.



#### 4.13 Setting printing position (Up/Down)

Press **Enter** or **Back** to enter the program code **07**,  
Press **+** or **-** button to set the printing position <0~9>  
Press **Enter** again to register the setting value.  
Higher value, printing moves upward, lower value,  
printing moves downward.



#### 4.14 Setting printing position (Left/Right)

Press **Enter** or **Back** to enter the program code **08**,  
press **+** or **-** button to set the printing position <0~9>  
Press **Enter** again to register the setting value.



#### 4.15 Setting the regular time signal (0-99Seconds)

Press **Enter** or **Back** to enter the program Code **10**,  
Press **Enter** again to register the setting value.

Press **+** or **-** button to set time signal duration and  
the initial value (10 seconds) will appear.  
The duration can be set from 0~99 seconds,  
Press **Enter** again to register the setting value



## 4.16 Setting the time signal

Press **Mode** key to select the program **b002**  
Press **Enter** again to register the setting value.



Press **Enter** or **Back** to enter the program Code **01**

Press **Enter** again to register the setting value.

Press **+** or **□** button to set the Hour.

Press **Enter** again to register the setting value.

Press **+** or **□** button to set the Minute.

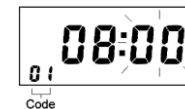
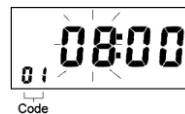
Press **Enter** again to register the setting value.

Press **+** button to set the week.

Press **-** button to cancel the week.

Press **Clear** button to set everyday,

Doing the same as above to enter code **02~24** and complete the setting of 2<sup>nd</sup>~24<sup>th</sup> ring times if necessary.



## 4.17 Setting the shifting time

Press **Mode** key to select the program **b003**  
Press **Enter** again to register the setting value.



Press **Enter** or **Back** to enter the program Code **01**,

Press **+** or **□** button to set the Hour.

Press **Enter** again to register the setting value.

Press **+** or **□** button to set the Minute.

Press **Enter** again to register the setting value.



Press **+** button to set the week.

Press **□** button to cancel the week.

Press **Clear** button to set everyday,

Doing the same as above to enter code **02~18** and complete the setting of 2<sup>nd</sup>~ 18<sup>th</sup> shifting times if necessary.



The format below is for reference:

	01	02	03	04	05	06
Print Column	07	08	09	10	11	12
	13	14	15	16	17	18
Function	A.M. IN	A.M. OUT	P.M. IN	P.M. OUT	O.T. IN	O.T. OUT

#### 4.18 Setting the 2-color printing

Press **Mode** key to select the program **b004**

Press **Enter** again to register the setting value.



Press **Enter** or **Back** to enter the program Code **01**,

Press **+** or **-** button to set the Hour.

Press **Enter** again to register the setting value.

Press **+** or **-** button to set the Minute.

Press **Enter** again to register the setting value.



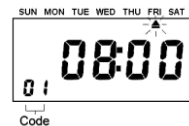
Press **+** button to set the week.

Press **-** button to cancel the week.

Press **Clear** button to set everyday,

Doing the same as above to enter code **02~18** and

complete the setting of 2<sup>nd</sup> 18<sup>th</sup> change color times if necessary.





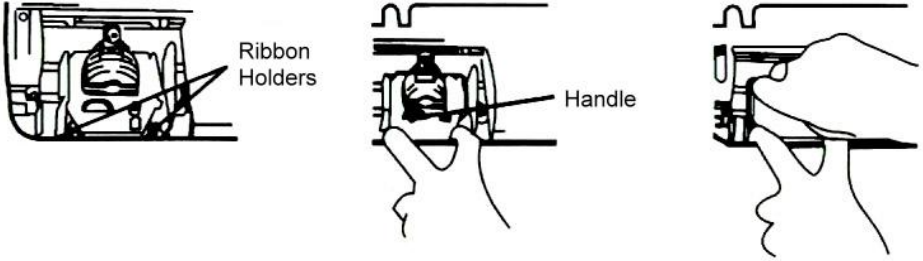
## 5. Trouble Shooting

© Press **RESET** button to re-start the program if it is not working properly.

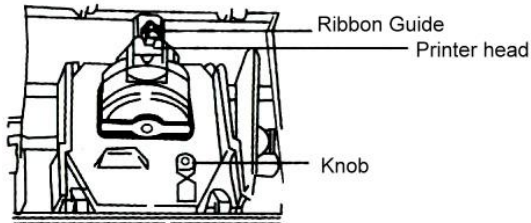
Trouble	Causes	Corrective Measures
The time recorder does not accept time card	<ol style="list-style-type: none"> <li>1. Power failure.</li> <li>2. The time card is damaged.</li> <li>3. The power cord is disconnected.</li> <li>4. Cards were inserted or pulled out by force.</li> </ol>	<ol style="list-style-type: none"> <li>1. Wait until power supply is restored.</li> <li>2. Change to a new time card.</li> <li>3. Insert the power plug firmly into the power outlet.</li> <li>4. Pull the power plug out of the power outlet, then insert again.</li> </ol>
The clock is slow (or fast)	<ol style="list-style-type: none"> <li>1. Error in setting the clock.</li> <li>2. Power failure.</li> </ol>	Set it correctly.
Light printing	<ol style="list-style-type: none"> <li>1. The ribbon cartridge is not set correctly.</li> <li>2. The cartridge has been used for a long time.</li> </ol>	<ol style="list-style-type: none"> <li>1. Set it correctly.</li> <li>2. Change the cartridge.</li> </ol>
The printing position is wrong	<ol style="list-style-type: none"> <li>1. Incorrect setting of day change.</li> <li>2. Improper use of the time recorder.</li> </ol>	<ol style="list-style-type: none"> <li>1. Set it correctly.</li> <li>2. Make sure to insert the card in the card slot and remove it properly.</li> </ol>
The date is incorrect	Error in setting the date.	Set it correctly.
Imperfect printing	Improper use of the time recorder	Make sure to insert card in the middle of the card slot and remove correctly.

## 6. Replacing The Ribbon Cartridge

1. Open the top cover, press Column 4 to move the ribbon cartridge to the center.
2. As shown in the figure below, pull the ribbon holders towards you and, holding them steady in the position, use the handle to remove the cartridge.



3. Correctly insert a new cartridge between the ribbon guide and the printer head. Push the cartridge head until it clicks into place. Then, turn the knob clockwise to secure the ribbon.



## 7. Precautions

1. To avoid fire or electric shock, please do not expose this machine to rain, liquids or excessive condensed moisture.
2. Do not expose to direct sunlight, strong heat source or dusty environment.

## 8. Specifications

Power Supply	DC13V 1000MA Input
Power Consumption	Standby:2W / Work:10W
Dimensions	Approx. 193 x 244 x 123 mm ( L x W x H )
Weight	2.4 Kgs
Usage Environment	-30°C-40°C
	10%RH~80%RH
Time Card Sizes	85 x 188 x 0.35 mm ( W x L x H )
Ribbon Cartridge	QC500 Print Ribbon

## 9. Error Code

**E2E2--Wrong position (left & right)**

**E3E3—Battery needs to charge**

***It is advisable to only use genuine QuickClocks time recorder ribbons and cards. Usage of non genuine or non compatible ribbons and cards may damage the printer and void your warranty.***