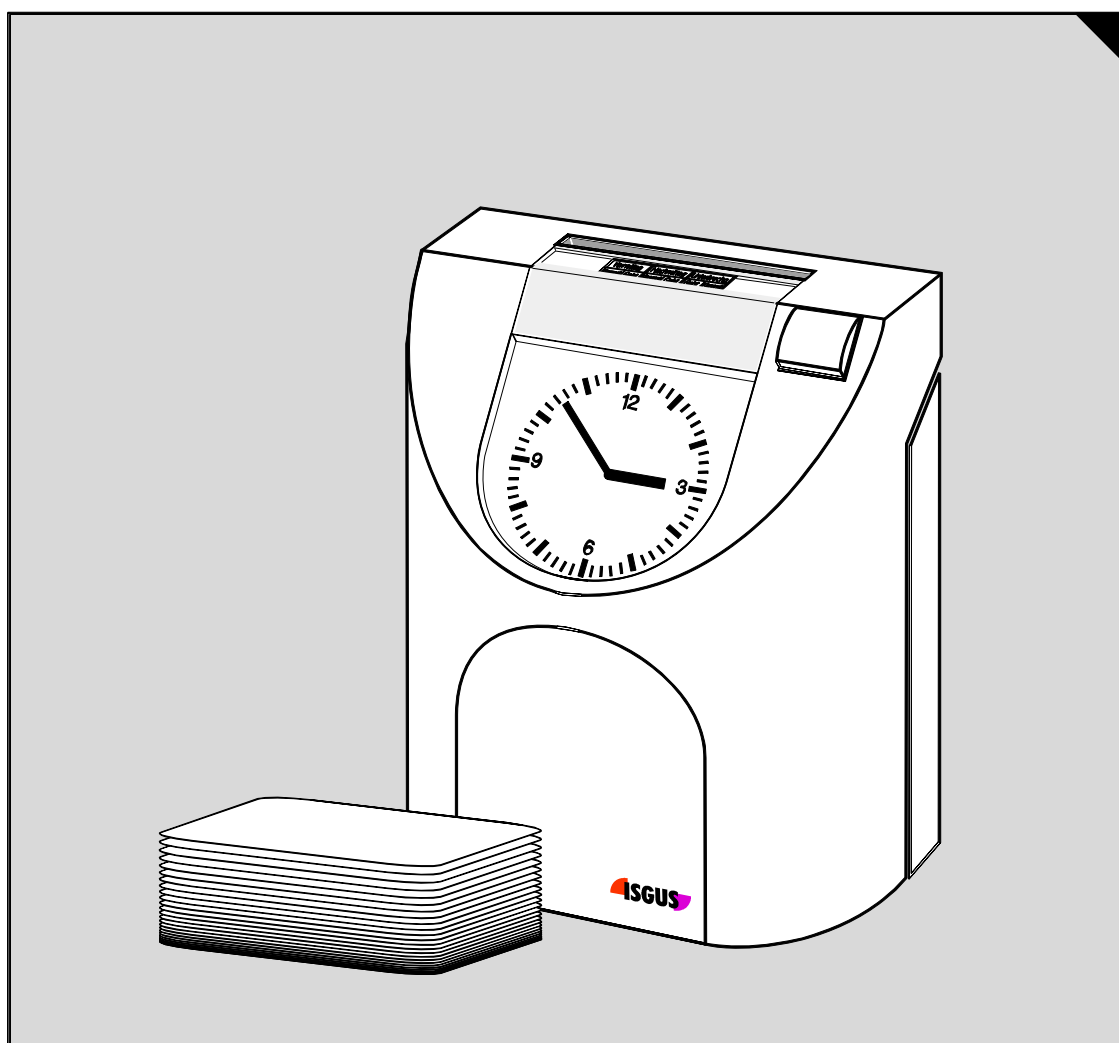




PERFECT 2005



Operating and Installation Manual

PERFECT 2005

Time recorder

Manual for the operation and installation of the time recorder.

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With the exception of component parts changes, ISGUS has made every effort to keep the contents of this manual current and correct at the time of publication. However, we cannot guarantee the documentation to be 100% accurate.

Should you find any errors in this document, please let us know.

We are always grateful for suggestions and comments from our customers.

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WARNING

This Equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules.

These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

Only peripherals certified to comply with the Class B limits may be attached to this equipment.

However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by tuning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Safety instructions

Designated use

- The PERFECT 2005 time recorder is exclusively designed for the printing of time and date information on manufacturer approved time cards, which is the only designated use of this machine, as described in this manual.
- Using the time recorder for purposes other than that described above is considered contrary to its designated use. The manufacturer cannot be held liable for any damage resulting from such use. The risk of misuse of the time recorder lies entirely with the user.
- The time recorder has no explosive environment protection. The use of the recorder in an explosive hazardous area is contrary to its designated use. The manufacturer and/or dealer cannot be held liable for any damage resulting from installation and use of the time recorder in such areas.
- Operating the time recorder within the limits of its designated use requires that you follow the instructions set out in the operating manual.
- All service work on the time recorder must be done by trained technicians who are familiar with the time recorder and have been instructed in safety precautions.
- All applicable local and national safety regulations must be observed in the installation, use, and maintenance of the time recorder.
- Modifications to the time recorder made without the authorization of the manufacturer will negate the manufacturer's responsibility and liability.

Hints for the user

- Before installing and programming the time recorder, the operator must read the operating instructions and safety notes.
- The time recorder should only be opened by competent and trained personnel.
- The external power supply must be unplugged during maintenance and repair. The person performing the service must also ensure that all wiring entering or leaving the time recorder is electrical current-free before beginning work.
- Improper changing of the lithium battery may result in explosion. Do not use batteries other than those specified by the manufacturer. Send the replaced batteries to the recycling process available in your area.
- Any additional changes or service to the electrical components of the unit must be carried out by a qualified electrical technician.
- In addition to reading the operating instructions, the user should be instructed in all other generally applicable legal and other mandatory regulations relevant to accident prevention and environment protection.

Hints for the recorder's safety

- The time recorder has been built to the highest standards and conforms to recognized safety rules. Nevertheless, its use may constitute a risk to the user or third parties, or cause damage to the unit and to other property.
- Operate the time recorder only with the power supply being part of the time recorder package.
- The time recorder must only be used in a suitable environment, in accordance with its designated use and the instructions set out in this operating manual. Any equipment or functional problems, especially those affecting the safety of the unit and users of the unit, should be repaired immediately.
- Replacement parts must comply with the technical requirements specified by the manufacturer. This is guaranteed only when you use the manufacturer's original replacement parts. Use of non-conforming parts voids your warranty.
- Unplug and switch the unit off immediately if a problem occurs in the electrical system.
- Installation and mounting of the unit must be done by trained personnel.
- Plug the time recorder power supply into a sufficiently grounded electrical outlet.
- Ensure that all consumables and replaced parts are disposed of safely and with minimum environmental impact.



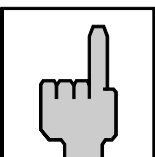
Warning!

This symbol focuses the user's attention to special procedures and in the handling of the time recorder that could cause serious injuries if the instructions are not followed carefully.



Attention

This symbol indicates that there may be danger to the time recorder if the text is not read or the procedure is not followed. Data may be lost or the recorder may be damaged.



Hint

This symbol indicates useful information and recommendations for the handling of the time recorder.

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Product Overview

The PERFECT 2005 is an electronic time recorder used for the printing of employee time and attendance records. The time recorder can be programmed by the user to suit many different work schedules.

Your ISGUS time recorder is equipped with the following features to simplify time recording in your company:

- Real time clock, quartz controlled with battery back-up
- Synchronized analogue display clock with power reserve
- Automatic changing of daylight-saving-time (when programmed)
- Automatic adjustment for leap year
- Large selection of pre-defined card formats
- Large selection of defined print formats

The PERFECT 2005 prints the time and day automatically when the employee inserts a time card into the card funnel. The horizontal day-of-the-week line position is done automatically by the time recorder.

However, the employee must use the large square position key on the top of the time recorder to position the time and date print in the appropriate In / Out column. Which column the employee selects is dependent on the individual employee work schedule.

A number of standard card formats are available and can be selected from the programming routine. The card format is generally determined by the pay period frequency of your company.

In order to guarantee the reliability of the time recorder, each unit has been tested thoroughly before leaving the factory. If there are any problems that cannot be resolved using this manual, please contact your local dealer or e-mail us at:

support@ca.isgus.com

or

techsupport@isgus.com

This manual provides step-by-step instructions for the handling of the time recorder. Before using the time recorder, please read the manual carefully and pay close attention to all safety instructions.

Time Recorder Specifications

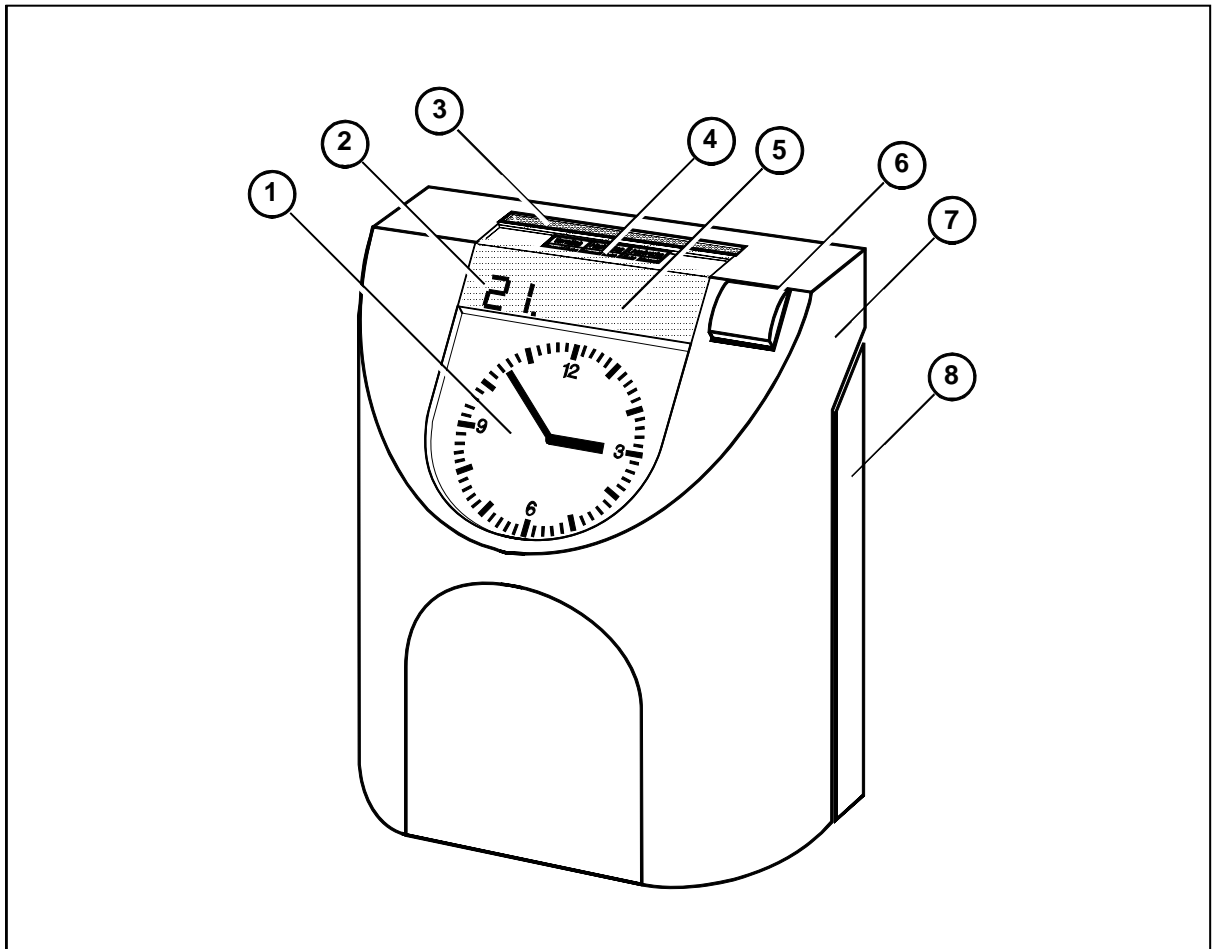


Fig. 1: Total view

- (1) Analogue clock
- (2) Digital display (only for programming of time and date)
- (3) Card funnel
- (4) Pointer field with card funnel shield and column pointer
- (5) Programming Panel, concealed by the front cover
→ see section "Getting Started"
- (6) IN / OUT punch position key
- (7) Front case cover
- (8) Rear case cover

The name-plate, containing the type of unit and electrical data is attached to the bottom of the cover. The serial-no. is located inside the unit on the bottom. The program release with the date and type of recorder is found on the label on the memory IC of the PC-board.

Contents

The following illustration shows the time recorder box contents without options.

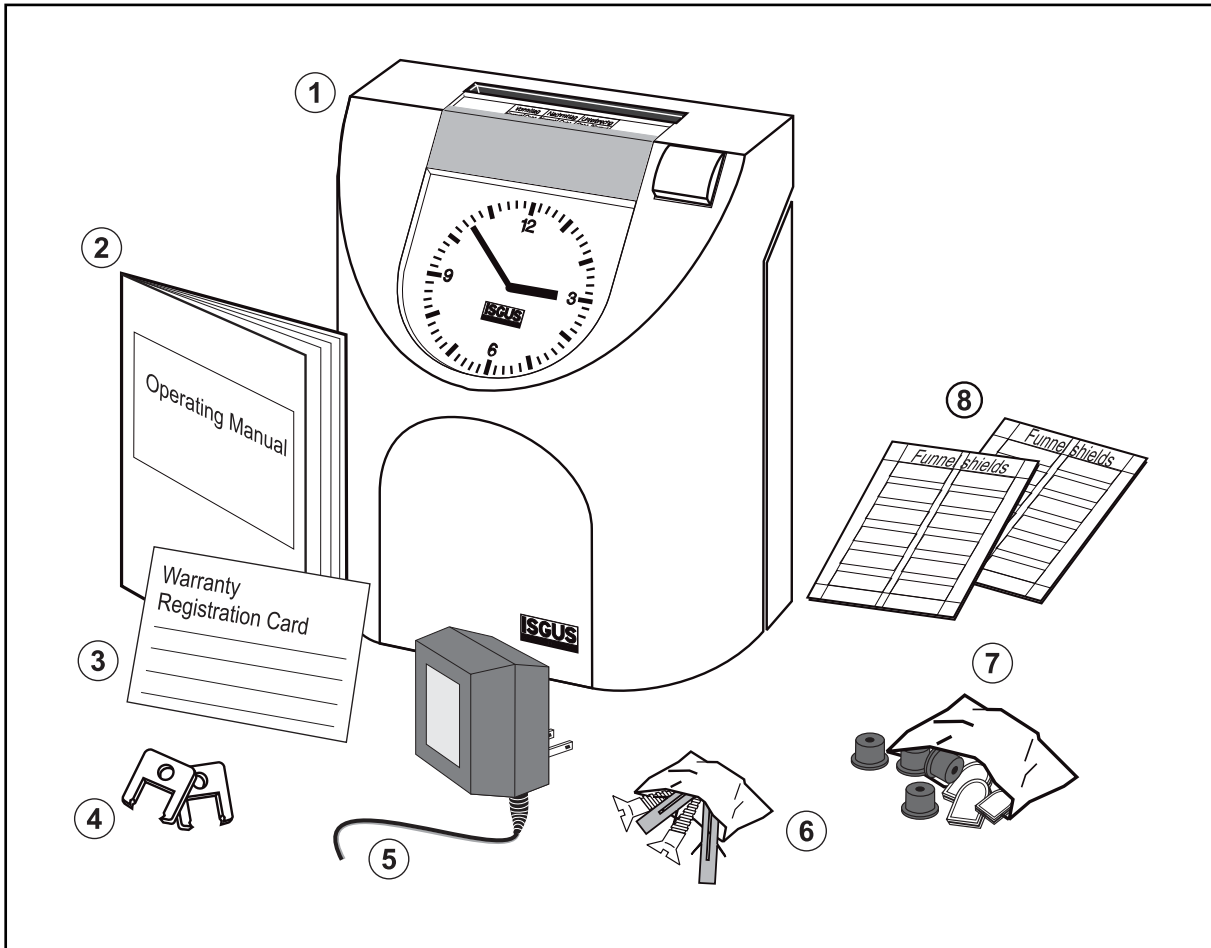
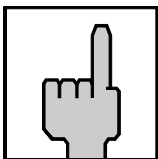


Fig. 2: Supply

- (1) Time recorder PERFECT 2005
- (2) Operating manual
- (3) Warranty Registration Card
- (4) 2 keys
- (5) Power supply unit
- (6) Fixing elements for wall mounting (2 screws, 2 plugs)
- (7) Set of accessories for table operation (4 rubber feet, 3 cover caps)
- (8) Set of funnel shields



Hint

Time cards are not included with your time recorder and must be ordered separately. Please contact your local dealer or e-mail us at:

sales@ca.isgus.com

or

sales@isgus.com

Selecting a Location



Warning!

Proper installation of the time recorder is the responsibility of the owner. All work must only be carried out by qualified personnel. The installation must comply with the requirements of the authorities having jurisdiction and all applicable safety codes and regulations that govern the installation of electrical appliances.

General Conditions

The installation location should have the following characteristics:

- the time recorder is not exposed to electrical frequency transmissions
- the time recorder is not exposed to direct sunlight.
- the location's environment is within the temperature and humidity limits published in this manual.
- the location is free of airborne particles such as dust, dirt and fine powders and there is no possibility of the time recorder being exposed to direct contact with any kind of liquid or steam.
- there are no dirty manufacturing processes that could contaminate the location.
- the location is isolated from electromagnetic noise sources such as motors, electromagnets, and series reactors.

Specific Conditions for the Time Recorder

- The time recorder is designed for continuous operation.
- The time recorder is designed for indoor mounting only. Outdoor mounting is not supported. Avoid direct sunlight and high humidity
- Connection only to the mains voltage specified on the name-plate.
- Cable connections must not be permanently installed.
- Only use the recorder with the supplied power supply unit, both in table and wall mount installations.
- In the power supply installation in the building a separator, e.g. fuse, switch, etc. must be integrated to allow a contact opening of at least 3 mm per pole.
- Installation must be according to NEC requirements.

Time Recorder Installation

Basically the PERFECT recorder is designed for table operation. No further settings are required for this type of application. Please see the instructions in the following section "Installation for table operation". If you have to connect the option standby operation please contact your local dealer or e-mail us at:

support@ca.isgus.com

or

techsupport@isgus.com

For wall mounting refer to the corresponding section "Wall mounting". When used as wall-mounted recorder you have to carry out a number of installation steps described in this chapter.

The connection of additional options and the programming of the time recorder are carried out with the time recorder's case open. Below the programming panel you will find a power switch and other electrical terminals and components. Please refer to the section "Programming panel".



Warning!

All work must only be carried out by qualified and authorized personal.

Installation for Table Operation

When using the time recorder as a table model, the installation effort is reduced to a minimum. Simply connect the power supply to the recorder and then plug it in to the closest receptacle. Switch on the black power switch located on the PC board. For instructions on how to switch the recorder on see section "Getting Started".

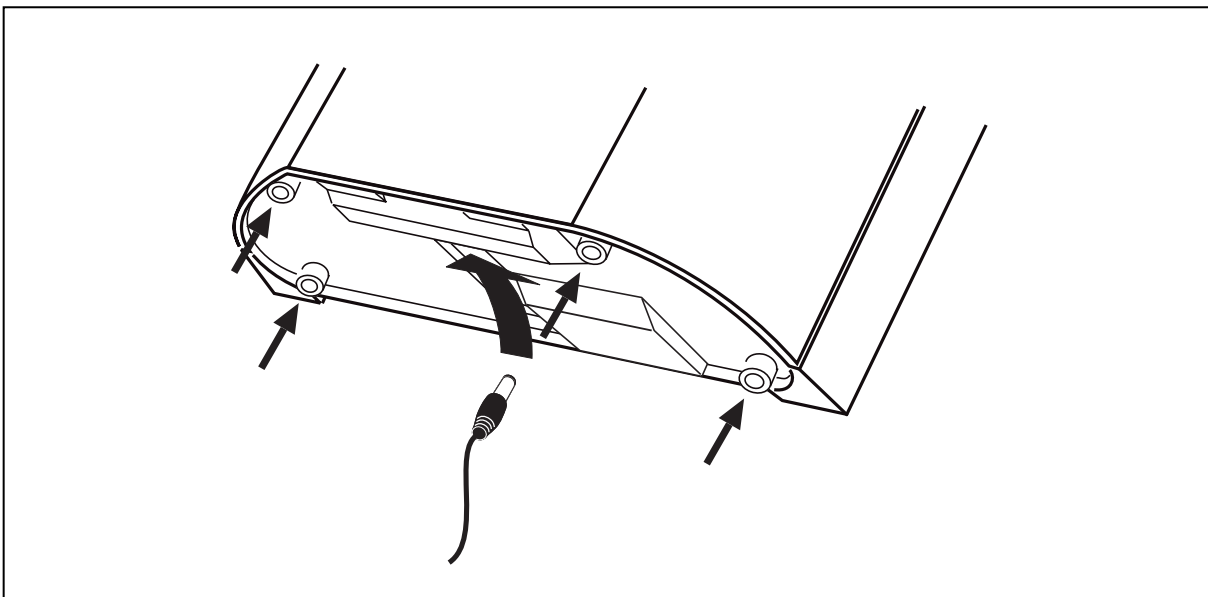


Fig. 3: Bottom side of the recorder with rubber feet and mains cable socket

Select an easily accessible and vibration-free place of installation. The recorder may only be placed on a stable, slip-resistant surface.

For the stability of the time recorder use the rubber feet included in the set of accessories. For this purpose clip them on by following the arrow-head indications.

Also use the 3 cover caps for the metal back plate in order to seal the cable leadings.

The power outlet has to be close to the recorder and easily accessible. Lay the power cable so that access is not obstructed and persons are not endangered.



Warning!

Only use the time recorder with the enclosed power supply both in case of table operation and of wall mounting. Do not use extension cords.

Wall Mounting

The PERFECT time recorder is designed for table mounting. However, power connection has been provided to meet the requirements of eventual wall mounting applications.

Installation steps:

- 1. Open the time recorder**
- 2. Remove the metal rear panel**
- 3. Mount the time recorder on the wall**
- 4. Connect the power supply**
- 5. Getting Started**

The location of the mounting holes can be traced from the metal back plate of the time recorder. The metal back plate can be plugged in with the plastic housing.

The installation dimensions shown in the figure on the right are recommendations which can be adjusted to the local conditions. The dimensions apply both for table operation and for wall mounting.

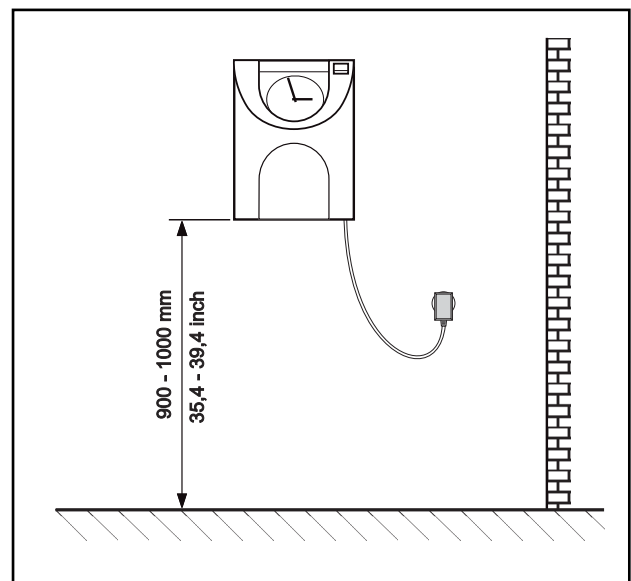


Fig. 4: Installation dimensions

Open the Recorder

1. Insert the key into the slot on the under side of the time recorder. Press the key into the slot until the locking latch releases the front case cover.

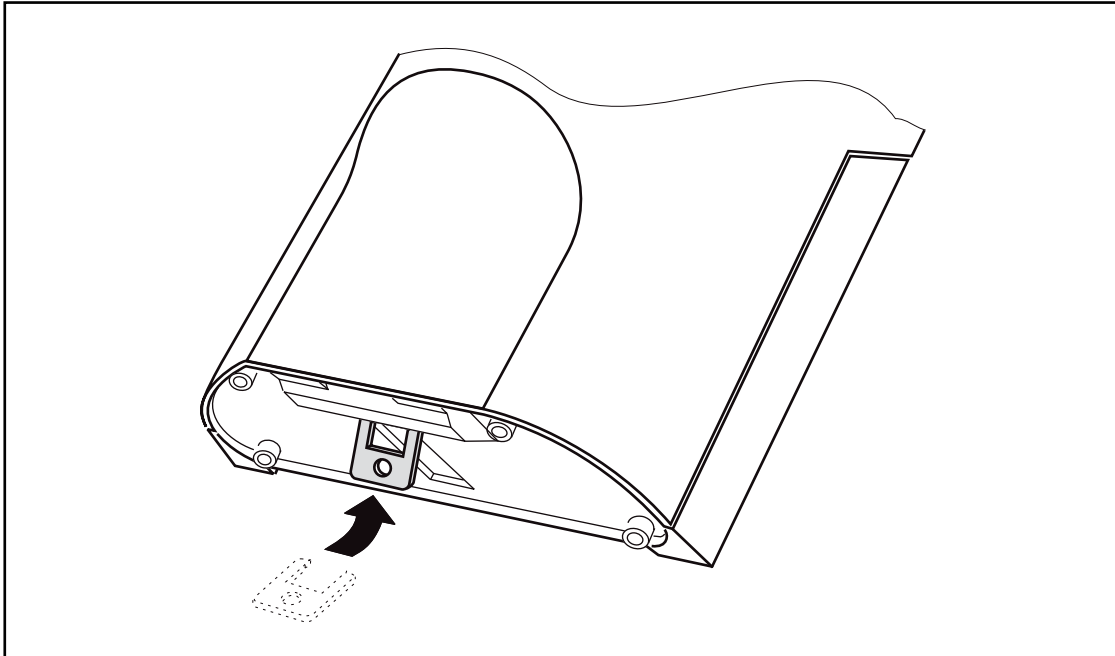


Fig. 5: Unlock the recorder

2. Swing out the front case cover with the time recorder tilted away from you (step 1) until it can be lifted up and off the time recorder (step 2).

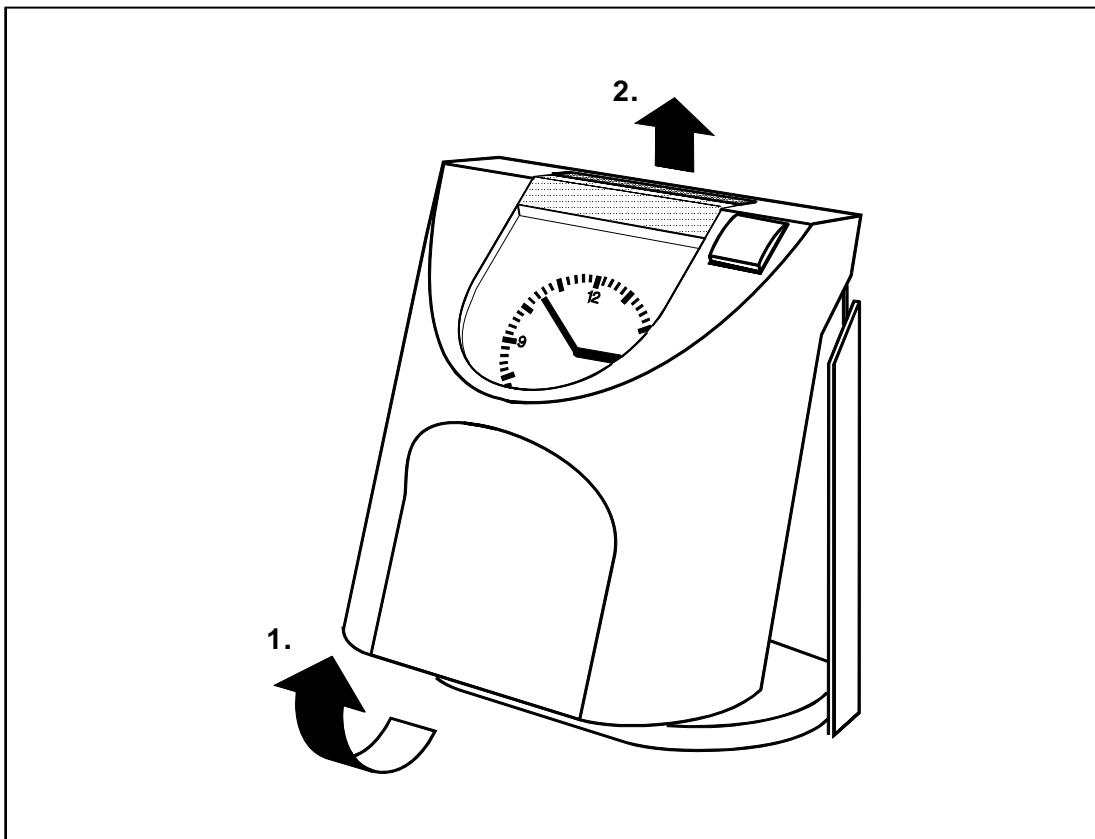
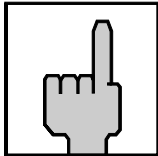


Fig. 6: Open the recorder

8 Time Recorder Installation

Close the Recorder

1. Align and insert on an angle the two tabs at the top of the rear case cover into the corresponding two slots at the top of the front case cover.
2. Swing the front case cover downwards until it meets the bottom of the rear case cover. Push the bottom of the front case cover until it engages the locking latch on the bottom of the rear case cover.



Hint

Do not close the time recorder until you have connected the power supply and switched on the unit.

Remove the Metal Back Plate

1. To begin removing the metal back plate, press the two locking tabs located on the top left and right hand sides of the rear case cover (step 1).
2. Keep the locking tabs pressed in and push the metal back plate back about ½ of an inch (step 2).
3. Pull the metal back plate away from the unit (step 3).

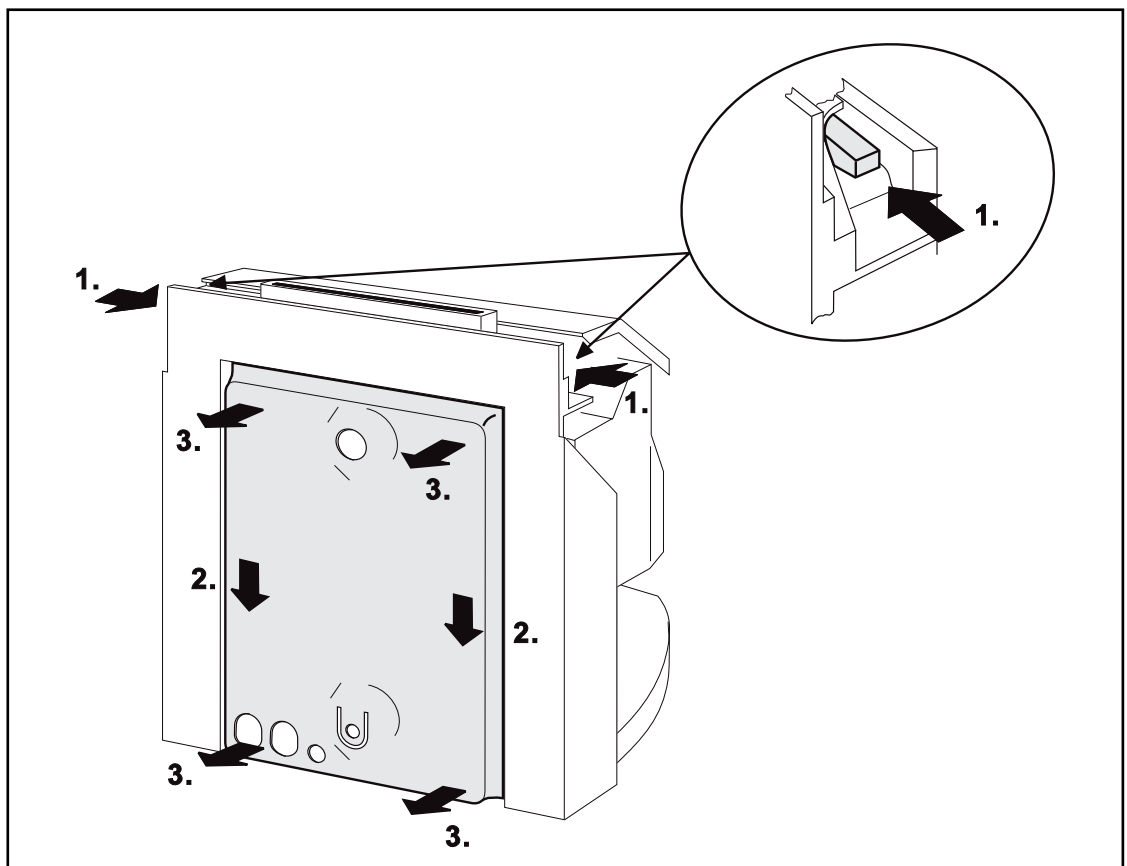


Fig. 7: Rear view of the recorder with metal back plate

Wall Mounting

The location of the mounting holes can be traced from the metal back plate of the time recorder. The metal back plate can be plugged in with the plastic housing. See previous section. The installation dimensions mentioned in this manual are recommendations which have to be adjusted for local conditions.

1. Position the metal back plate in the desired wall location. Make sure the back plate is level by using a carpenter's level
2. Using a pencil, trace the upper and lower mounting holes of the metal back plate on the wall. Drill corresponding holes with a 5/16" drill bit . Insert the wall plugs.
3. Mount the metal back plate starting first with the lower screw and then the top screw. Make sure you do not fully tighten.
4. Using a carpenters level, align the time recorder once more and then tighten both screws.
5. Hang the time recorder mechanism on the wall mounted metal back plate. The four metal tabs (one on each corner of the metal back plate) must be aligned and inserted into the corresponding slots of the rear case cover. When the cover has been inserted correctly on the metal tabs, pull time recorder slightly downwards until the locking mechanism engages.

Check your installation for good fits.

Connect the Power Supply

1. Make sure that the recorder has been switched off.

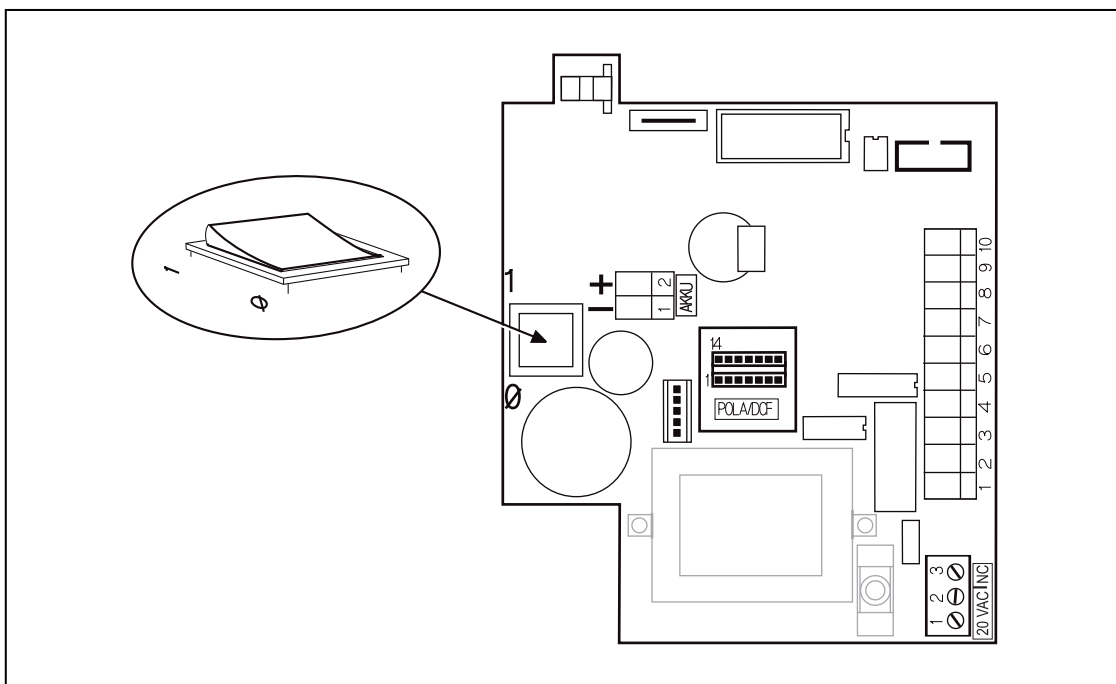
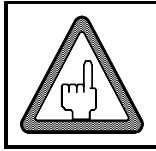
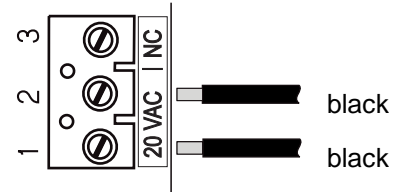


Fig. 8: PC-board with power switch

2. Check the connection of the power cord to the screw-type terminal strip of the CPU.



Attention

The power cord must be connected to the PC board terminals that are electrically compatible with the supply voltage of the electrical outlet that the power cord is plugged into. Incorrect connections can cause the destruction of the time recorder!

3. Connect the power cable of the power supply unit to the bottom side of your PERFECT.

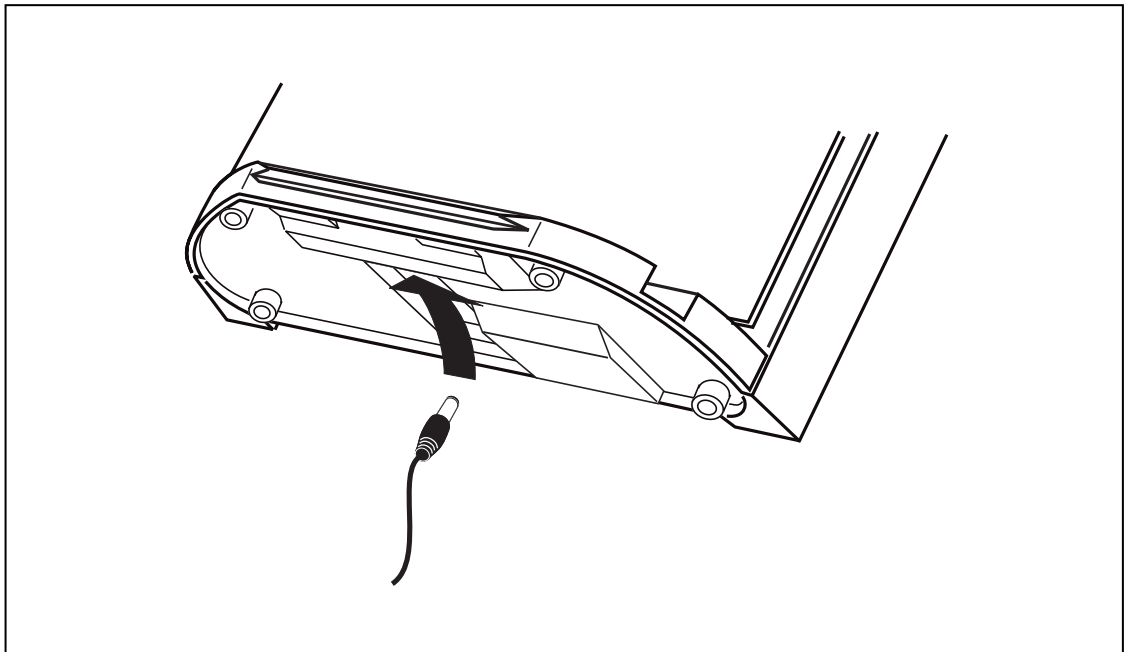


Fig. 9: Bottom side of the recorder with power cable socket

4. Insert the plug-in power supply unit into the provided socket.



Warning!

The power outlet must be close to the recorder and easily accessible. Make sure, that a loose power cable does not cause obstruction or risk to people.

Getting Started

The unit is programmed in the factory for bi-weekly payroll time cards. To set up the time recorder, only three steps are necessary.

1. Open the unit
2. Switch on the unit
3. Close the unit



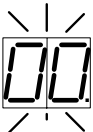
Attention

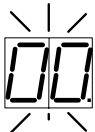
When you switch on the time recorder an internal adjustment routine begins. Please wait until this procedure, which may take a few minutes, is finished.

The time recorder is ready for operation when this start-up routine is complete and the automatic setting of the clock reached the correct time.

Switch on the unit

The recorder is provided with a separate power switch. This power switch is located inside the recorder, on the left hand side of the CPU-board.

Proceeding	
1.	Remove front cover If the recorder is not yet opened, remove the front cover as described in section "Open the recorder".
2.	Switch power switch to position "1". → Analogue clock is synchronized. Current time is displayed until clock synchronization has finished. Example: 
	All time recorders have been programmed in the factory with current date and Eastern Standard Time (EST). However, if the recorder was previously switched on, or if your time zone is not Eastern Standard Time, you have to re-set the time and date displayed.  For more details on setting date and time, see section "Setting the Time and Date".



3. Close the unit and locking it.
See section "Close the Recorder".
The recorder is now ready for operation. The current time is shown on the analogue clock.
In order to learn how to handle the recorder, you should do some sample punches with blank time cards. See also section "Punching at the Recorder".

Programming panel

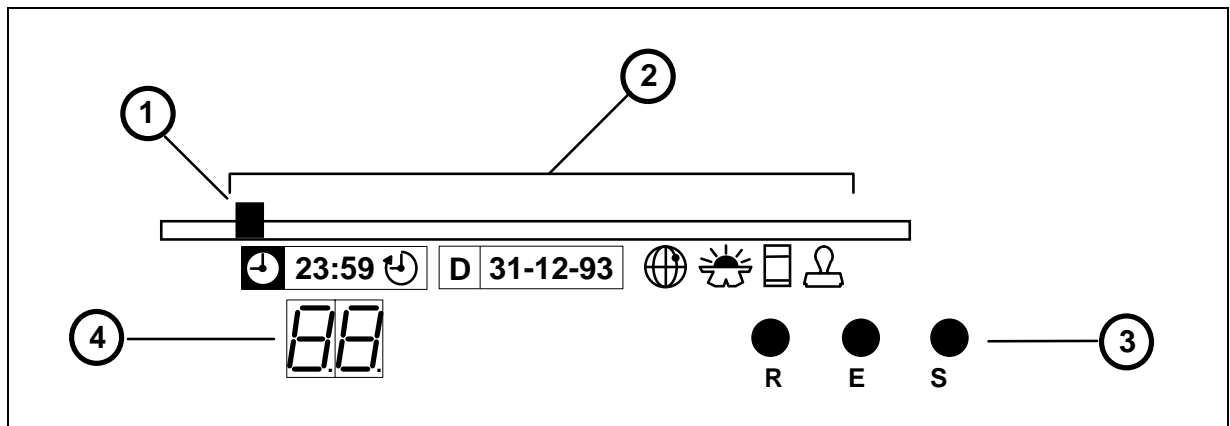


Fig. 10: Programming Panel

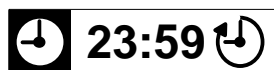
- | | |
|-----------------------------|---------------------------------|
| (1) IN / OUT Column pointer | (3) Programming keys R, E and S |
| (2) Programming panel | (4) 2-digits display |

Column pointer

Mechanic pointer, marks the current programming symbol and step in programming mode. In normal operation, the column pointer marks the current IN / OUT column in which the time punches will be placed on the time cards.

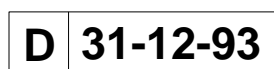
Symbols

Chronological order of the programming steps as menu general terms presented as symbols.



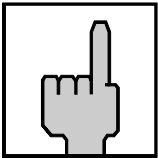
→ **Set time**

This symbol is not part of the programming routine and is activated by a separate key. See section "Setting Time and Date"



→ **Set date**

see section "Setting Time and Date"



Program symbols



Language identification



Daylight saving time change



Time card parameters



Time recorder print formats

The programming of individual customer requirements is carried out by your local dealer. For further information e-mail us at:

support@ca.isgus.com

OR

techsupport@isgus.com



R

→ Change the displayed value

A value can be changed when flashing in the display. If the key is pressed once, the value will be increased by one. If the key is pressed continuously the value increases in fast mode.



E

→ Confirm the values entered.

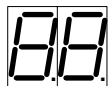
Use this key to switch to the next value or menu item.



S

→ In programming mode same function as "E"
e.g. skip to next parameter or menu item.

→ In normal operation this is the IN/OUT column selection key.



→ In normal operation, the decimal point is always flashing.

→ In programming mode the active digit which can be changed is indicated by a flashing LED.

Setting the Time and Date



Attention

To adjust the analogue clock and/or the internal quartz clock use always the following procedure. It is not sufficient to only set the hands of the analogue clock.





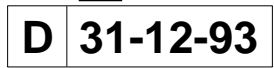
Proceeding


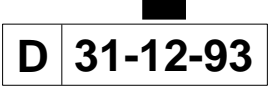

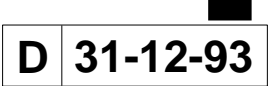
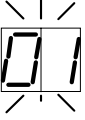
1.



Press "E" until column pointer marks the symbol for time.

Time is displayed.

2.	<p>Example:</p> 	<p>Enter current hour using "R".</p> <p>Value range: 00 - 23</p> <p>☞ If you do not want to change the value displayed, continue with step 3.</p>
3.		<p>Confirm the value using "E".</p> <p>The unit switches to minutes and the column pointer marks the minutes.</p>
4.	<p>Example:</p> 	<p>Enter minutes using "R".</p> <p>Value range: 00 - 59</p> <p>☞ The value entered should be set one minute before the desired reference time.</p>
5.		<p>Press "E" when reference time of an external clock corresponds to the time displayed on the unit.</p> <p>Now clock starts with 00 seconds.</p> <p>The unit switches to "Synchronize analogue clock". The column pointer switches to "Set hands".</p> <p>The current hour entered is still displayed again.</p>
6.	<p>Set minute hand on 12 o'clock and hour hand on the full hour entered and displayed. Set minute hand first and then the hour hand. Both hands can be moved forwards and backwards.</p> <p>→ In our example 9 o'clock</p>	
7.		<p>Confirm each setting with "E".</p> <p>The synchronization of the analogue clock does not start immediately. After date has been entered, the analogue clock is synchronized.</p>
8.		<p>The column pointer switches to day entry.</p> <p>Day is entered in the format DD-MM-YY.</p>

9.		Enter current date using "R". Value range: 01 to 31 Example: 31. May 2001
10.		Confirm selection using "E". Unit switches to month-entry. Column pointer switches to month display.
11.		Select current month using "R". Value range: 01 to 12 If the value 31 has been entered for day entry only the months with 31 days are available (January, March, May, ...)
12.		Confirm selection using "E". The unit switches to year-entry.
13.		Select year using "R" Value range: 00 - 99
14.		Confirm selection using "E" .

After the last date entry has been confirmed with "E", the analogue clock is synchronized. Once synchronization has finished the analogue clock works with the current time.

Showing or Setting the Time of the Internal Quartz Clock

If you want to check the time of the internal quartz clock, use the procedure "Set Time and Date". The time of the internal quartz clock may differ from the time of the analogue clock. Showing the setting of the internal quartz clock is no manual hand setting.

1. Keep "E" pressed until column pointer marks the symbol for the time. the current hour setting is displayed.
2. Is the hour setting correct? If yes, confirm setting using "E".

3. Is the minute setting correct? If yes, confirm setting using "**S**"
→ Date setting is called-up. The column pointer marks the symbol for date.
4. Confirm date display using "**E**"
→ The unit switches back to the display of the current day.

If you want to reset the time you can "**R**" and "**E**" instead of "**S**" (step 3).
Use the procedure "Set Time and Date".

After you have changed the internal quartz clock and have confirmed the settings by using "**E**", manually set the hands of the analogue clock and synchronize the internal quartz clock and the analogue clock.

Synchronizing the Analogue Clock

If the time printed on a time card differs from the time on the analogue clock, the analogue clock needs to be synchronized with the internal quartz clock.
Use the procedure "Set Time and Date".

Confirm hours and minutes using "**E**" and set hands of the analogue clock when display shows the symbol "Set hands". Confirm the following date setting using "**E**".

The synchronization starts and the time menu is left.
After synchronization has been executed, current date is displayed.

Re-check the analogue clock by punching a blank sample time card.

Setting the Date

Use the procedure "Showing or Setting the Time of the Internal Quartz Clock". Enter the current date values when the column pointer marks the first symbol of the date.

Re-check the clock by punching a blank sample time card.

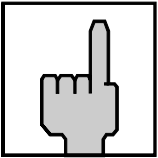
Punching at the Recorder

Time card handling

With all models of time recorder, the card side on which the clock punch is to be printed must be facing towards the user.

1. Insert the time card into the card funnel until the card comes to a stop. Wait for the time recorder to finish printing.
2. Remove card from the time recorder.

If your company uses both sides of the time card, the employees must ensure that they are punching on the correct side of the time card to prevent the over-printing of punches.



Hint

Do not pull the time card out of the time recorder while it is printing. This could cause the printing on the time card to be unreadable.

Requirements for Trouble Free Time Recording

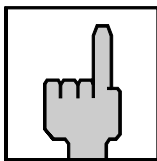
- Always store time cards in a dry place. Humidity can cause the time cards to expand so that they will not fit into the time recorder.
- Keep the time cards in good condition and avoid mishandling damage, such as corner bending, folding, and tearing.
- Protect time cards against contamination from such as dirt, dust, and oil.
- Do not expose time cards to direct sunlight.
- Keep new and used time cards in the card box in which they were supplied. .
- Due to tolerances in the printing of the time cards, the position of the print may be changed. Therefore check the printing on the time card from time to time, and if necessary, adjust the print position by means of the stored adjustment routine.
- Have your time recorder serviced once a year by your local dealer.

Punching with Standard Time Cards

Time cards are separated into vertical IN- and OUT columns.

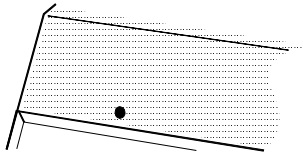

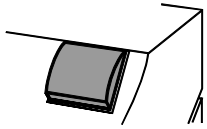
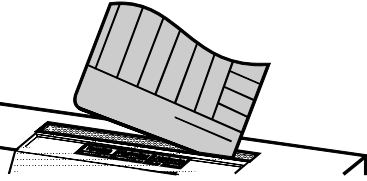
The days of the week are arranged in horizontal lines on the time card. The number of horizontal day lines on the time card is determined by the pay period that the time card is designed for.

The current punch column is marked by the column pointer in the pointer field. The printer head advances to the next punching column with each pressing of the position key. This is also for the punching of extra times, e.g. interruptions, overtime. The column pointer advances from left to right.



Hint

The position key is only for column selection and not for print activation. If the right punching column is already marked, you need not press the position key.

Proceeding		
1.		<p>If a point is displayed, the unit is ready for operation.</p> <ul style="list-style-type: none"> The current date must correspond with the punching line on the time card
2.		<p>Position of the column pointer.</p> <ul style="list-style-type: none"> Does the column pointer mark the correct IN/OUT column ?
3.		<p>If not, select the correct column with the position key.</p> <ul style="list-style-type: none"> Press position key until the column pointer marks the desired column.
4.		<p>Insert card into card funnel.</p> <p>Press card slightly down until clocking is released.</p>
5.		Remove card from unit.

Standby Operation (Option)

In order to maintain the normal operation during power failure the time recorder must be provided with a standby battery pack for the printer head.

With this option, the time recorder will print up to 300 registrations over a power outage period of 24 hours.

In case of power failure, the time recorder switches automatically to standby operation. Standby operation is indicated by a flashing line in the right segment of the digital display.

To save battery capacity all sub-functions, e.g. adjustment, programming, test runs etc. will be disabled. Ribbon changing can be done while the time recorder is in standby power mode.

Error Messages






Any error at the time recorder is indicated by a combination on the display. If the problem cannot be solved, please contact your local dealer or e-mail us at:

support@ca.isgus.com

or

techsupport@isgus.com

To avoid any confusion with the date, all error messages begin with the letter E.

Display	Reason	What can be done
	P-Module, Error in resident memory. → Punching at the recorder is no longer possible.	Switch unit off and on. If the error message is still displayed, the P-Module has to be changed. → Please contact service technician.
	RTC-module, error in real time clock component. → Punching at the recorder is no longer possible.	Switch recorder off and on. If the error message is still displayed, the RTC-module has to be changed. → Please contact service technician.
	Error in synchronization of the card lift, mechanical error. → Punching at the recorder is no longer possible.	Switch recorder off and on. If the error message is still displayed → Please contact service technician.
	Printer head is blocked or runs hard. → A piece of paper may be pinched in the card guide.	Switch off recorder. Remove metal rear cover, swing-out programming panel and check card guide, Switch on unit. If the error message is still displayed → Please contact service technician.
	Program error → can only happen when the recorder is switched on.	Switch recorder off and on. If the error messages is still displayed, the EPROM has to be changed. → Please contact service technician.

Adjustment Routine

The position of the punching on the time card is defined when programming the unit. Generally in the factory. But it may happen that the punching is not printed exactly in the right position due to manufacturing tolerance and especially card tolerances. With the adjustment routine the position of the punching on the time card can be adjusted in vertical and horizontal direction and adapted to new card dimensions. The clocking can be adjusted within -5.0 mm and +4.9 mm in both directions, from the left to the right and from top to bottom.

The adjustment is executed via the adjustment value which must be between 00 and 99. This adjustment value corresponds with the dimensions of the unit printed on this page. The adjustment value pre-programmed ex factory is 50 and this value means no change in print position. Changes are in steps of 0.1 mm.

Minimum dimensions of the card:

- left card edge 3.5 mm
- bottom line 16.5 mm


Line change


To check the position, the first punching of a payroll period is printed into the first column and the first line.

The position can be changed by pressing "R" (+) and "E" (-) in 0,1 mm steps.

Column change

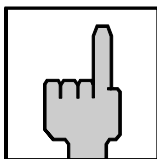
The adjustment of the column change resp. the horizontal position of the punching identical to the adjustment of the line change but the left card edge is used as reference line.

Proceeding	
1.	Unit is switched on.
2.	Press "E" first, then "S". Keep both keys pressed for about 2 seconds until display shows the adjustment value for card lift.
3	 Adjust line change Display = Adjustment value 50 = 0 mm, no correction Value range: 00 - 99

		<p>Shift punching upwards with "R" (+). ☞ The distance between bottom line and punching is increased.</p> <p>Shift punching downwards with "E" (-). ☞ The distance between bottom line and punching is decreased.</p>
4.		Insert time card and make a sample punching.
5.		<p>Repeat steps 3 and 4 until punching is printed in correct line.</p> <p>Press "S" to confirm and to continue with adjustment of the column change.</p>
6.		<p>Adjust column change</p> <p>Display = Adjustment value 50 = 0 mm, no correction</p> <p>Value range: 00 - 99</p> <p>Shift punching to the right with "R" (+). ☞ The distance between left card edge and punching is increased.</p> <p>Shift punching to the left with "E" (-). ☞ The distance between left card edge and punching is decreased.</p>
7.		<p>Repeat adjustment and sample punching until punching is printed in correct column.</p> <p>Press "S" to quit adjustment routine.</p>

Changing the Ribbon

To change the ribbon the programming panel has to be swung out. The column pointer has to be moved to the park position.



Hint

The ribbon used in the unit is a special ribbon. If you want to order further ribbons, please contact your local dealer or e-mail us at:

sales@ca.isqus.com

or

sales@isqus.com

Proceeding

1. The time recorder is switched on.
2. Press "R" and "E" simultaneously and keep these keys pressed for 1 second.
→ Column pointer moves to the park position right of the card funnel.
3. Press the locking straps on the left and right side of the card funnel slightly towards the recorder and swing out the programming panel.
4. Lift up and remove the ribbon cassette.



Warning!

Depending on use, the printer head may be very hot.
Touching the printer head could cause burns.

5. Insert new ribbon cassette and push slightly down.
Tighten the new ribbon by winding the red ribbon tightening knob in the direction indicated by the arrow on the cassette. Position the free guide of the ribbon in the direction of the printer head.
Make sure that the ribbon guide is inserted in front of the printer head and that the ribbon is not twisted or creased.
The ribbon cassette must engage into the left and right locking straps.
6. Check that the ribbon fits between the printer head and the ribbon guide.
Tighten the ribbon again.
7. Swing in the programming panel.
Press "R" and "E" once again, see step 2.
→ The column pointer moves back to initial position.
8. Close the time recorder.

Cleaning the Time Recorder

The main problem is dust on electronic components.

In order to maintain the physical appearance of the time recorder, the cover must be occasionally cleaned.

The cleaning intervals depend on the operating conditions and the location.

When cleaning the time recorder with cloths, please observe the following recommendations:

- Use only rags moistened with water or a soap-free detergent.
- Do not use any detergent spray or wet rags.
- Use only soft detergents without solvents of any kind.
- Make sure to thoroughly dry all components after cleaning.

Technical Specifications

Dimensions	Height: 280 mm Width: 220 mm Depth: 195 mm
Weight	3 kg
Supply voltage	20 V AC +/- 10 % 50 - 60 Hz
Current consumption	max. 800 mA
Power consumption	max. 45 VA
Protection type	IP 20
Protection class	I
Ambient temperature	5° C to 40° C (no direct sunlight)
Relative humidity	max. 80 %, non condensing
Connection	- Standby operation (Option)
Determination of time	Quartz
Printer	9 dot-matrix printer
Battery pack	Nominal voltage 12 V Nominal capacity 600 mAh Discharge temperature: -20 to + 60° C Storage temperature: -30 to + 50° C Weight: 300 g

Plug-in power supply unit

Supply voltage	120 V / 20 V AC +/-10 % 50 - 60 Hz
Rated output	permanent: 16 VA / max. 45 VA

Local Sales and Service Dealer

Dear Customer,

ISGUS would like to thank you for your business and to assure you that you have purchased the world's finest industrial time recorder.

If you have any questions or problems with your time recorder, please contact your local dealer or e-mail us at:

support@ca.isgus.com

or

techsupport@isgus.com

Our service advisors will contact you within 48 business hours and assist you in resolving any troubles you may encounter.

Should you wish to order further time recording systems, please contact your local dealer or e-mail us at

sales@ca.isgus.com

or

sales@isgus.com

Please record the following information and store this manual in a safe place. You will require it when contacting your dealer or communicating with ISGUS.

Time Recorder	Model Number	_____
	Serial Number	_____
	Date Purchased	_____

Description of Use	Number of Employees	_____
	Type of time cards	_____

Local Dealer

Company _____

Contact _____

Address _____

Telephone _____

Fax _____

e-mail _____

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