QuickClocks

QC595
Calculating Clocking in Machine

Operation Manual

CONTENTS

1. Introduction

Thank you for purchasing the QC595 Calculating 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.

This machine has an employee capacity of 50 no more than 50 cards can be used in any one week/ period. Please don't use the same numbered card for more than one employee in the same weekly period.
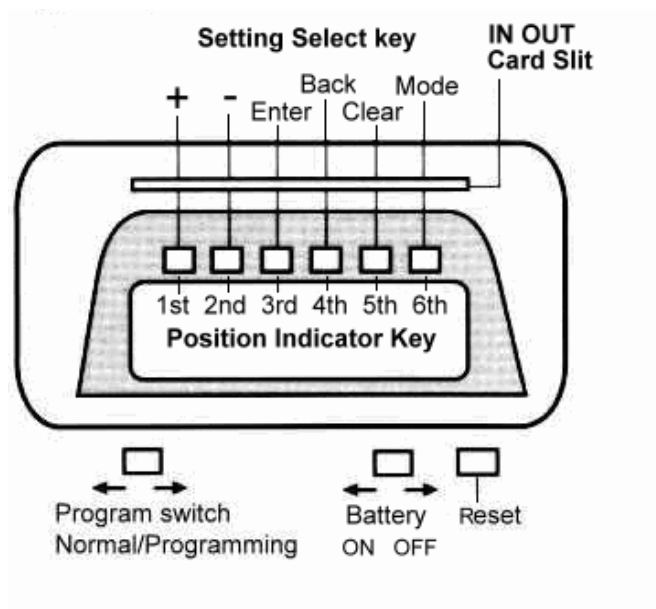
Package Contents

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

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

Important: always ensure you purchase and use the correct calculating cards for this machine many other cards may look similar but will not be correct. Correct cards will be labeled as suitable for use with QC595 calculating time recorder or similar please contact QuickClocks for the correct cards. (Correct card will have holes and a printed card number along the base of the cards from 001-050).
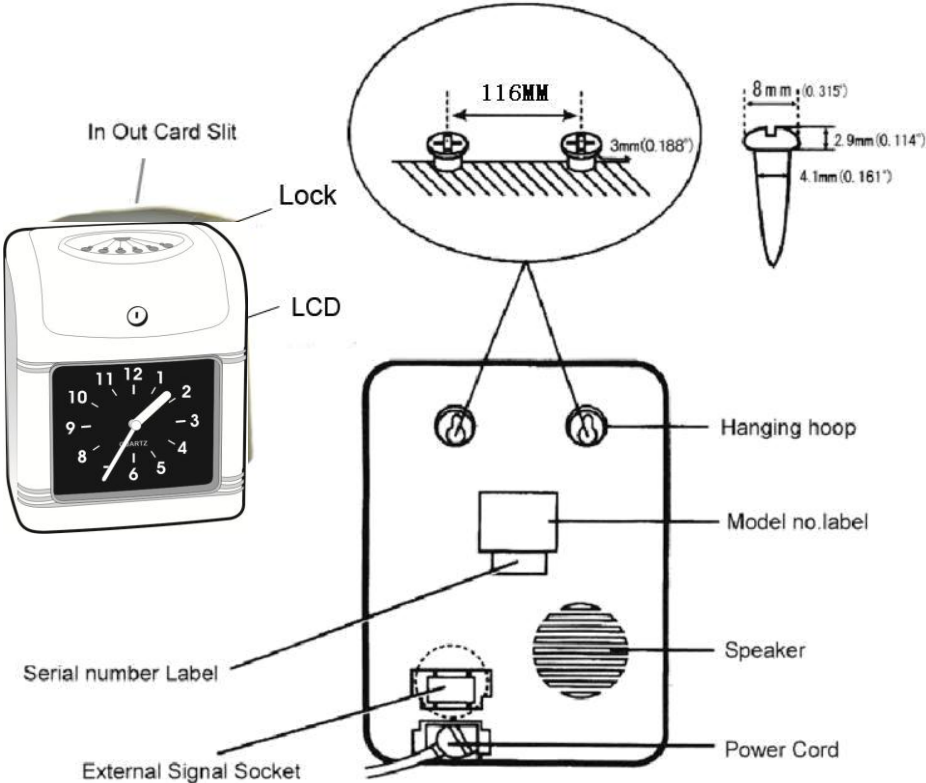
Parts identification

(a) Keypad

Setting Select key

IN OUT
Card Slit

+ -
Enter | Clear

Back | Mode

1st 2nd 3rd 4th 5th 6th
Position Indicator Key

Program switch
Normal/Programming

Battery
ON OFF

Reset

(b) LCD display

Color Day   Hour   Minute

1 2 3 A
4 5 6 M
7 R B

8 8 P
      M

Date / Code

(b) Case and Rear Fixings

In Out Card Slit

Lock

LCD

116MM

3mm(0.188")

8mm (0.315")

2.9mm(0.114")

4.1mm(0.161")

Hanging hoop

Model no.label

Speaker

Serial number Label

Power Cord

External Signal Socket

Setting Buttons

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

2. Function Options

mode selection: Step through with selection of "Mode" button

Overview of code sections

C001-Basic setup--Time, Date, Daylight saving, Print format, Shift length

C002-Advanced setup-- Set Calculation Rules, day change, Roundings & breaks

C003-Bell events-- Set when the Bell / Sounder rings

C004--- Not used

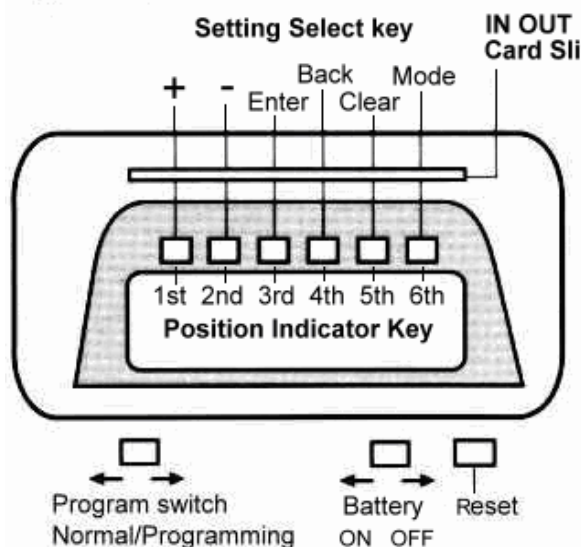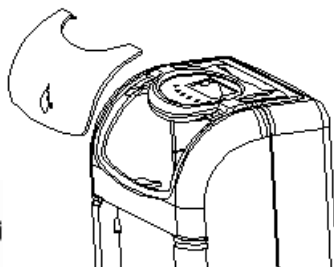**C005**-Print colour-- Set when to print Red or Black

Detail for program setting codes and functions :

C000	
Code	Functions
00	Leave as 01

C001 = Basic setup	
Code	Functions
00	Set Year
01	Set Month and Date
02	Set Hour and Minute
03	Set 12/24hr clock display & print (12hr Mins print is underlined)
04	Daylight saving start Month/Date (eg 03/30)
05	Daylight saving start Time HH/MM (01:00 is normal)
06	Daylight saving end Month/Date (eg 10/27)
07	Daylight saving end Time HH/MM (02:00 is normal)
08	Print position offset (vertical) Leave at 05
09	Print position offset (Horizontal) leave at 05
10	Max shift length normal =14:00hrs
11	Calculating mode leave at 03 other modes not supported

C002 = Advanced setup	
00	Set the date changing time (00:00 is normal)
01	Set the pay period leave at 02
02	Set roundings are set to minute by minute if set to 00 or 15 minutes for 01 set both In and Out Roundings in same combined setting Setting 00:00 = In and out rounding are off unit will calculate from clock in minute to clock out minute. Setting 01:01= in and out roundings are on Time will be calculated from the next 15-minute point-up to the last completed 15-minute.
03	Start time of break 1

04	End time of break 1
05	Start time of break 2
06	End time of break 2
07	Not in use
08	Print format 00=HHMM, 01(default)=Day HHMM, 02= Date HHMM
C003 = Bell events when to ring the bell/sounder	
00	Set Bell duration Typical = 5 seconds
01~12	Setting times for bell ringing (01~12) Setting for HHMM & Internal/External only (Bell will ring same time each day).
C004 = Not in use	
C005 = setting of print colour when to print in Red or Black	
01	Setting the time 1st changing of color to (Red)
02	Setting the time 2nd changing of color to (Black)
03~24	Setting the remaining of the 24 change times

3. Opening the case

Using the key provided open the top cover and remove.

Setting Select key

IN OUT Card Sli

\+ \- Back Mode
Enter | Clear

1st 2nd 3rd 4th 5th 6th
Position Indicator Key

Program switch
Normal/Programming

Battery Reset
ON OFF

4. Common Function Setting

The programming mode is entered by unlocking and removing the top cover and moving program switch to the right hand side,

The LCD will show **C000** press **Mode** key to select the program required, **C001**, **C002**, **C003**, **C005 see table of codes for reference**

Setting the Year

Press Mode key to select the program **C001**
Press Enter to cycle through the codes available.
Press Enter to enter the program Code **00**,
(00 display on the left corner indicates the program Code)，
The digital display reads 2025 indicates year 2025，the year
"25" flashes on the right of the digital display, press the + or – button to set the
year. Press Enter to register the setting.

Setting the Month and Date
Press Mode key to select the program **C001**
Press Enter to cycle through the codes available.
Press Enter to enter the program Code **0**1
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.

Setting the Hour and Minute
Press Mode key to select the program **C001**
Press Enter to cycle through the codes available.
Press Enter to enter the program Code **0**2
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.

Setting the time 12 or 24hr display
Press Mode key to select the program **C001**
Press Enter to cycle through the codes available.
Press Enter to enter the program Code **0**3
Press + or – button to set the time system.
Press Enter again to register the setting value.

Setting the start of Daylight saving date

Press Mode key to select the program **C001**

Press Enter to cycle through the codes available.

Press Enter to enter the program Code **0**4

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.

Setting the Start of daylight saving time

Press Mode key to select the program **C001**

Press Enter to cycle through the codes available.

Press Enter to enter the program Code **0**5

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.

Setting the End of Daylight saving date

Press Mode key to select the program **C001**

Press Enter to cycle through the codes available.

Press Enter to enter the program Code **0**6

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.

Setting the End of daylight saving time

Press Mode key to select the program **C001**

Press Enter to cycle through the codes available.

Press Enter to enter the program Code **07**

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.

Setting printing position (Up/Down)

Press Mode key to select the program **C001**

Press Enter to cycle through the codes available.

Press Enter to enter the program Code **08**

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.

Setting printing position (Left/Right)

Press Mode key to select the program **C001**

Press Enter to cycle through the codes available.

Press Enter to enter the program Code **08**,

press **+** or **–** button to set the printing position <0~9>

Press Enter again to register the setting value.

Advanced settings

Setting the day change time (normally 00:00)

Press Mode key to select the program **C002**

Press Enter to cycle through the codes available.

Press Enter on the program Code **00**,

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

## Setting the pay period

Press Mode key to select the program **C002**

Press Enter to cycle through the codes available.

Press Enter on the program Code **01**

press **+** or – button to set the 1st 2 digits to 02.

Press Enter again to register the setting value.

press **+** or – button to set the 2nd pair of digits to the day that ends your week, 00=Sun,01=Mon,02=Tue,03=Wed,04=Thu,05=Fri,06=Sat.

Press Enter again to register the setting value

Setting the roundings for calculation

Press Mode key to select the program **C002**

Press Enter to cycle through the codes available.

Press Enter on the program Code **02**

press **+** or – button to set the in roundings on or off.

Press Enter again to register the setting value.

press **+** or – button to set the out roundings on or off.

Press Enter again to register the setting value

Bell / Sounder Events

Setting the bell/sounder duration (0-60Seconds)

Press Mode key to select the program **C003**

Press Enter to access the menu.

Press **+** or – button to set the duration seconds.

Press Enter again to register the setting value.

Setting the time signal

Press Mode key to select the program **C003**

Press Enter twice to access the menu.

Press + or – button to set the Hour.

Press Enter to register the Hour.

Press + or – button to set the Minute.

Press Clear to enter the days setting(these cannot be changed).

Press + or – button to set the output music option 01,02,03

Press Enter to register the setting.

Unit will step to event 02 so you can set next event.

Doing the same as above to enter code **02~12** and

complete the setting of ring times if necessary.

Colour change events

Setting the 2-color printing

Press Mode key to select the program **C005**

Press Enter to access the menu.

Press + or – button to set the Hour.

Press Enter to register the Hour.

Press + or – button to set the Minute.

Press Clear to enter the days setting(these cannot be changed).

Press + or – button to set the colour option 01=RED,02=Black

Press Enter to register the setting.

Unit will step to event 02 so you can set next event.

Doing the same as above to enter code **02~24** and
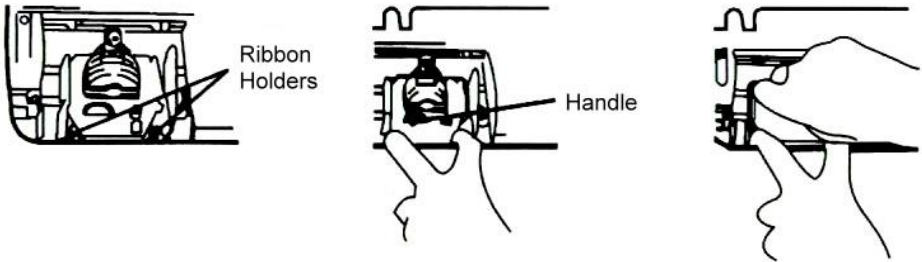
complete the setting of colour change times if necessary.

5. Trouble Shooting

◎ Press RESET button to re-start the program if it is not working properly.
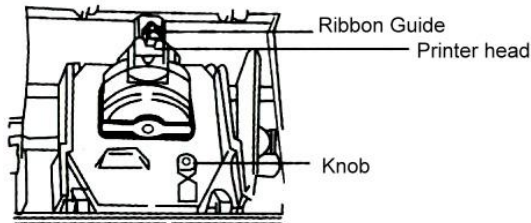
Trouble	Causes	Corrective Measures
The time recorder does not accept time card	1. Power failure. 2. The time card is damaged. 3. The power cord is disconnected. 4. Cards were inserted or pulled out by force.	1. Wait until power supply is restored. 2. Change to a new time card. 3. Insert the power plug firmly into the power outlet. 4. Pull the power plug out of the power outlet, then insert again.
The clock is slow (or fast)	1. Error in setting the clock. 2. Power failure.	Set it correctly.
Light printing	1. The ribbon cartridge is not set correctly. 2. The cartridge has been used for a long time.	1. Set it correctly. 2. Change the cartridge.
The printing position is wrong	1. Incorrect setting of day change. 2. Improper use of the time recorder.	1. Set it correctly. 2. Make sure to insert the card in the card slot and remove it properly.
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.

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6. Replacing The Ribbon Cartridge

1.   Open the top cover and press the 4th button from the left to move the ribbon cartridge to the center. If there is a strip of tape holding the ribbon in place you will need to remove this.
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 and remove any slack.

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℃~40℃
	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

Important Note:

This machine uses numbered cards to calculate the employee hours. It is essential that the same card number is not used by two employees in the same week. If two cards with the same number are used the times and totals will be split across both cards leading to confusion.

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.