Allied Time USA

Model AT-2700 Time Recorder

User Manual

Version 0.2

Time Card Assignment

The AT-2700 uses cards specifically designed for it to accurately record employees' IN and OUT times. The punched holes at the bottom of the card identify the different card numbers to the clock, **_as each employee will need a unique numbered time card per each pay period._** The card numbers # 1-50 are located at the top right hand side of the card. The clock's maximum capacity is 50 employees. The clock must be programmed ONCE for a specific pay period prior to use; it then resets for the following pay periods automatically.

At the beginning of a pay cycle, a new time card is inserted with the front side facing the user. The clock will print the beginning and ending pay cycle dates and will record the first punch in the "IN" column with the complete date, day, and time. The next punch prints the date and time in the "OUT" column. This same process is repeated down the card each day – multiple times per day - as the pay-cycle progresses. For bi-weekly, semi-monthly or monthly pay cycle, the front of the card often gets filled; once the front side of the card is completely filled the clock will allow you to print on the back side of the card. You can record up to 90 total punch times using a single time card during any given pay cycle. Always start with a new time card at the beginning of each pay cycle and remember: each employee must have a different numbered time card.
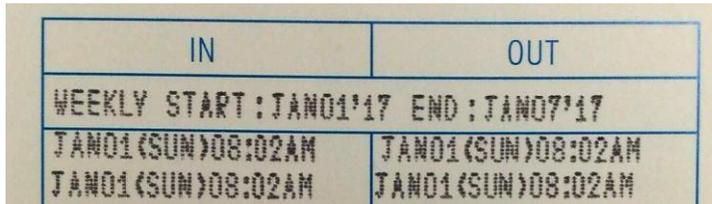
IN	OUT
WEEKLY START : JAN01'17 END : JAN07'17	
JAN01(SUN)08:02AM	JAN01(SUN)08:02AM
JAN01(SUN)08:02AM	JAN01(SUN)08:02AM

The time cards come in a pack of 50 each, pre-punched and numbered from 1-50. If you have less than 50 employees using the clock, issue the time cards in order starting with card number 1 through the number of employees you have. For example, if you have 10 employees issue cards numbered 1-10 for your first pay cycle. When your pay period resets, issue cards 11-20, when you reach card number 50, open a new pack of cards. Following this procedure will ensure no two employees will have the same numbered cards. If two employees are issued the same numbered time card, the time clock treats it as the same time card. For example, the first employee would punch IN and when the second employee attempts to punch in with the same numbered card, the time clock will be clocking them OUT, instead of IN.

By default, new time card should be used for each new pay cycle. However, if you prefer to record TWO ENTIRE pay cycles on a single time card (One Pay Cycle on side-1 and Next Pay Cycle on side-2), you can adjust this default setting by following the steps in Section 5.1 page 6 ("Hidden Menus").

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SETUP INSTRUCTIONS

To enter setup mode, please move SETUP Switch to the left. To change or set a desired feature, press Enter button first, then use + or – buttons to make your selection, then press Enter again to confirm your change. You can also use + or – buttons to navigate through the setup menu options. You can exit setup mode at any time by moving the SETUP Switch back to the right.

Clock Display Commands will guide you through each step (shown in parenthesis next to each step explanation).

1.1 **Setup Year (SET YEAR=2017):** use to enter adjust year. To make changes, press Enter, select desired year using +/ -, then press Enter again to confirm.

1.2 **Setup Month (SET MONTH==JAN)**: use to enter adjust month. To make changes, press Enter, select desired month using +/ -, then press Enter again to confirm.

1.3 **Setup Date (SET DAY=01)**: use to enter adjust date. To make changes, press Enter, select desired date (1 through 31) using +/ -, then press Enter again to confirm.

1.4 **Setup Time -Hour (SET HOUR=08AM):** use to enter adjust hour. To make changes, press Enter, select desired hour using +/ -, then press Enter again to confirm.

1.5 **Setup Time- Minutes (SET MINUTES=00)**: use to enter adjust minutes. To make changes, press Enter, select desired minutes using +/ -, then press Enter again to confirm.

1.6 **Display Hour Format (DSPLY HOUR=AM/PM)**: use to select AM/PM (12Hr) or Military (24) Hour Format on the Display. To make changes, press Enter, select   AM/PM or MIL using +/ -, then press Enter again to confirm.

1.7 **Printed Hour Format (PRINT HOUR=AM/PM):** use to select AM/PM (12Hr) or Military (24) Hour Format when it comes to printing on the time card. To make changes, press Enter, select AM/PM or MIL using +/ -, then press Enter again to confirm.

1.8 **Printed Minutes Format (PRINT MINS=STD):** use to select how minutes should be printed on the time card. Press Enter, then use +/- buttons to select either STD (standard minutes, ex. 8:30 will be printed 8:30) or HUN (decimal minutes as 100th of one hour, ex. 8: 30 will be printed 8.50). To make changes, press Enter, select desired format using +/ -, then press Enter again to confirm.

1.9 **Day Change Time (DEFAULT=00:00)**: use to select time of the day when the clock should switch to the next calendar day. **DEFAULT is set to midnight**. To make changes, press Enter, select desired Hour using $+/-$ buttons, then press Enter again to confirm.

1.10 **Daylight Savings Time (DAYL'T SAV=ON)**: use to turn ON or OFF Daylight Savings Time. If ON is selected, the clock will automatically adjust for Daylight Savings Time (begins 2nd Sunday 02:00 A.M in March and ends 1st Sunday 02:00 A.M in November). To make changes, press Enter, select desired option using $+/-$, then press Enter again to confirm

1.11 **Setup Pay Cycle(PAY=WEEKLY)**: press Enter and use $+/-$ to select one of the options below:

PAY=WEEKLY: select this option for weekly pay cycle. You will be able to specify Reset Day (the day your weekly pay begins) in the next step. Select the Beginning Day of Weekly Pay Cycle **(RDATE = MON)**: press Enter and use $+/-$ buttons to select SUN, MON, TUE, WED, THU, FRI, or SAT (the week day your pay period begins). Example: if your weekly pay cycle is Monday through Sunday, select MON and issue fresh time cards for each Monday of each week. Press Enter to confirm your selection.

PAY=BI-WEEKLY: select this option for bi-weekly pay cycle. Select the Beginning Date of your bi-weekly pay cycle **(RDATE = SUN JAN 1)**: press Enter and use $+/-$ buttons to enter Day of the week (Date and Month) of current month for your Bi-Weekly Pay Cycle beginning date. For example, your pay cycle started on Monday January 6th and will continue for two weeks ending on Saturday January 14th. The clock will reset every two weeks from the chosen day. You will need to issue fresh time cards every two weeks. Press Enter to confirm your day/date selection.

PAY=SEMI-MONTHLY: select this option for semi-monthly pay cycle that lasts half of the month.

Select the Ending Date for Semi-Monthly pay cycle **(EDATE=15th&LAST)**: press Enter and use $+/-$ buttons to select one of the following pay cycle options:
1) 16th & 1st: your pay cycle ends on the 16th and on the 1st of each month. Assign fresh time cards for the 2nd and for the 17th day of each month.
2) 15th & LAST: your pay cycle ends on the 15th and on the last day of the month. Assign fresh time cards for the 1st and for the 16th day of each month.
3) 14 & LAST-1: your pay cycle ends on the 14th and on 1-Day before the last day of the month
4) 13 & LAST-2: your pay cycle ends on the 13th and on 2-Days before the last day of the month
5) 12 & LAST-3: your pay cycle ends on the 12th and on 3-Days before the last day of the month
6) 11 & Last-4: your pay cycle ends on the 11th and on 4-Days before the last day of the month
7) 10 & Last-5: your pay cycle ends on the 10th and on 5-Days before the last day of the month
After you make your selection, press Enter to confirm and proceed to the next step.

PAY=MONTHLY: select this option for monthly pay cycle. Select the Ending Date for the Monthly pay cycle **(EDATE=LAST)**: press Enter and use +/- buttons to select one of the following pay cycle options:
1) LAST: your pay cycle ends on the last day of each month.
2) LAST-1: your pay cycle ends 1-Day prior to the end of each month.
3) LAST-2: your pay cycle ends 2-Days prior to the end of each month.
4) LAST-3: your pay cycle ends 3-Days prior to the end of each month.
5) LAST-4: your pay cycle ends 4-Days prior to the end of each month.
6) LAST-5: your pay cycle ends 5-Days prior to the end of each month.
7) 1ST: your pay cycle ends 1st day of each month.
After you make your selection, press Enter to confirm and proceed to the next step.

2. **Password**: Optional Password for Menu Access **(PWD=NO)**: use this feature to setup custom password to protect menu access. Press Enter, use +/- keys to select desired password number combination, and press Enter again to confirm. Once setup, Password entry will be required every time the settings menu is being accessed. NOTE: if you forgot your password, please contact Allied Time at 888-860-2535 for special reset instructions.

3. **Clear Data (CLEAR DATA?=NO)**: This function will allow you to clear out the clocking in sequence stored in the machine. Press Enter, use +/- keys to select YES and press Enter again to confirm.

4. **Factory Default**: Reset to Factory Defaults **(RESET?=NO)**: use this feature to clear ALL employee punch history and ALL of your custom settings. Press Enter, use +/- keys to select YES and press Enter again to confirm. The clock will beep several times indicating reset completed.

5. **Hidden Menus**: You will be able to access hidden menu if you press "+" "-" and "ENTER" under program mode. These settings will be available behind the setting "RESET"

5.1 Page Sensor: **(T.C.AUTO=ON)**: Use this feature to activate two-sided card printing option. Press Enter, then "+" to Change to TC.AUTO=OFF
Note: after this change, the clock will accept either side of the time card once the pay cycle RESETS. Ex. for weekly pay cycle, you can use FRONT side for week one and then use BACK side for week two. Do not flip the card to the back side until your pay cycle is completed.

5.2 UP Down Adjustment: **UPDOWN ADJUST=05** (00~09): This feature allows the printer to print slightly up or down.
5.3 Left Right Adjustment: **LEFTRIGHT ADJ=05** (00~09): This feature allows the printer to print slightly left or right.

Should you need any assistance with your AT-2700 time clock, please contact Allied Time Customer Support by phone 888-860-2535 or by email sales@alliedtime.com.
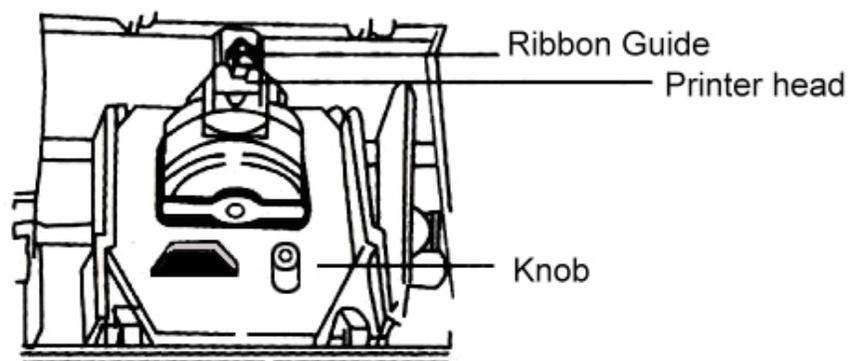
TROUBLESHOOTING/ERROR CODES

Error Code	Error Description	Resolution
0072	Duplicate Punch	This time card was already punched IN or OUT less than a minute ago. Please allow a few extra minutes prior to punching again.
0021	Low Power	Insufficient Power Voltage. Please connect the time clock to the proper Power Outlet.
0091	Motor Error	Check Motor Cable: call customer support at 888-860-2535
0092	Card Motor Error	Unable to load Time Cards: call customer support at 888-860-2535
0093	Internal Error	Memory IC issue: call customer support at 888-860-2535
0094	Sensor Issue	Card Number not supported or Sensor not responding: call customer support at 888-860-2535
0071	Wrong Side of Time Card	Insert the time card to correct side.

REPLACING RIBBON CARTRIDGE

- Unlock and Remove the Cover
- Locate the print ribbon mounted on the ribbon cartridge holder
- Secure ribbon in place with one hand by putting pressure on ribbon holders; grab ribbon handle with the other hand (as shown in figure below) and gently lift up the ribbon to remove from the holder.
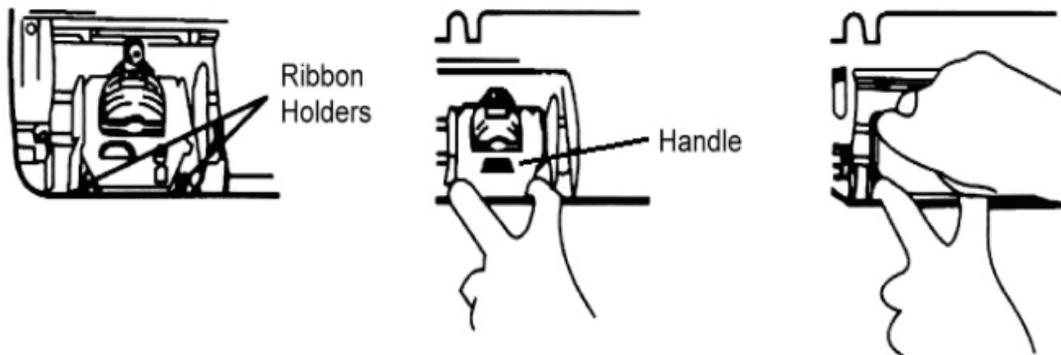
- Insert New Replacement ribbon by snapping it on the cartridge holder, making sure that the ribbon and print shield loop around the front of the print head. Turn the tape knob to remove any slack in the ribbon tape.

- Replace and Lock the cover.