



Allied Time USA

AT 2700 Quick Start Guide

Congratulations on your purchase! Your AT-2700 time clock is already setup with the correct date and a default Weekly Pay Cycle ending on SUNDAY. A few minor setup steps below will get you started using your time clock in just a couple of minutes.

NAVIGATING SETUP MENU: Moving **SETUP** switch to the left activates **SETUP MENU**. Pressing **+/-** moves you through the menu options. Pressing **ENTER** activates select **MENU** option for editing, pressing **+/-** adjusts values, pressing **ENTER** again saves your changes.

- 1) **ACTIVATE SETUP MENU:** using the included key take the top silver cover off the clock and move the **SETUP** switch to the left.
- 2) **SET TIME:** Press **+** Button located on the top of the clock to advance to **SET HOUR =**. Press **ENTER**, then use **+/-** Button to select correct **HOUR**. Once you have correct hour selected, press **ENTER** again to confirm. **SET MINUTES =** will now be displayed. Follow same steps to correct minutes.
- 3) **SET PAY CYCLE:** If your Pay Cycle is not weekly, then press **+** to advance to **PAY=**, then press **ENTER** to activate edit. Use **+/-** Button to select a your Pay Cycle option (Weekly, Bi-Weekly, Semi-Monthly, or Monthly). After you make your selection, press **ENTER** again to confirm and to continue to the next **MENU** option **RESET DAY**.
- 4) **SET RESET DAY:** Default **RESET DAY** is **SUNDAY**. This tells your time clock to start recording on the new line (top of the time card) each Sunday (make sure to start with **new blank time cards** each Sunday morning). The AT-2700 will always print the ENTIRE DATE of your Beginning and Ending Pay Cycle on the top line when your new pay cycle begins. If your pay cycle does not start on Sunday, then you can go to **RESET DAY**, press **ENTER** and use **+** Button to select the appropriate day your Pay Cycle starts (for Weekly/Bi-weekly pay) or the day it ends (for Monthly/Semi-Monthly pay). Once selection is made, press **ENTER** again to confirm.
- 5) You can now move **SETUP** Switch to the right to exit **MENU**. Your clock is ready!



We are dedicated to serving in the best way possible. We strive for exclusively 5-Star Service. If for any reason you are not fully satisfied then please contact us by email sales@alliedtime.com or by phone 888-860-2535 (9am to 5pm EST) and we will resolve your issue as soon as possible. Please contact us prior to leaving negative feedback; we are standing by and eager to help. We answer EVERY email personally and are committed to your total satisfaction!

AT-2700 Time Cards

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 card number to the clock. IT IS VERY IMPORTANT that each employee uses a different numbered time card per each pay period.



Please visit www.alliedtime.com and click on Timecard Calculator icon to access **FREE CARD CALCULATOR TOOL** designed to help you total up **IN and OUT punch times** quickly for each card.