



ALLIED TIME USA

AT-3000



USER'S MANUAL

1.0 GENERAL INFORMATION

1.1 Introduction

Thank you for purchasing AT-3000 time recorder. This time recorder is ready to use out of the box. However, depending on your time zone or desired print format, a few changes might be required. We recommend reading this manual before you start using the product.

1.2 Summary of Main Features

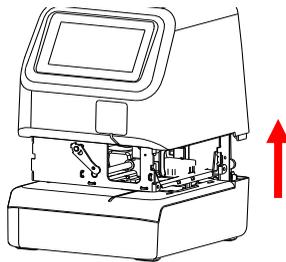
- This Multi-Purpose/Multi-Function Time Recorder can be used as Employee Time Clock or Time/Date Stamp
- Large LCD Display (Date, Hour, Minute, Day of the Week)
- 4 Print Activation Methods: Automatic, Semi-Automatic, Manual, and Combination
- Adjustable Print Position
- Left or Right print option
- Prints in 4 optional languages: English, Spanish, French, or Portuguese
- 20 Pre-set Quick Print Formats
- 13 Preset Message Comments
- 12 or 24-Hour Format
- Regular or 100's Minutes
- Password Protection
- Built-in Backup Battery(optional)

1.3 Opening and Closing the Unit

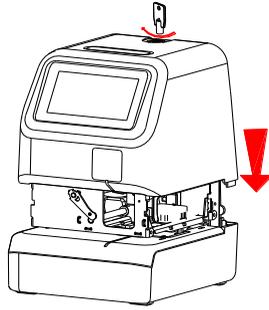
The cover needs to be removed in order to perform the setup. Insert the key into the top lock and turn the key in the counter-clockwise position to unlock the cover. Lift the cover toward you to remove. Refer to picture below:

User's manual

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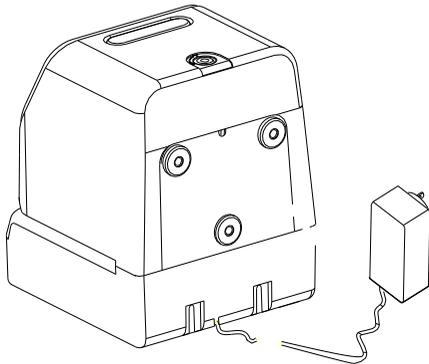


To close the unit, replace the cover and push it down. Insert the key into the top lock and turn it clockwise to lock the cover. Refer to picture below:

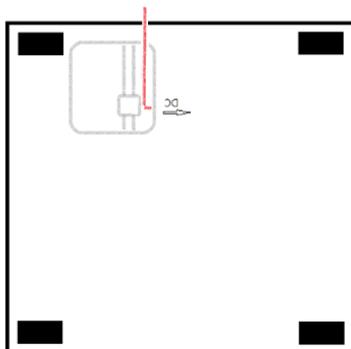


1.4 Power the Unit

Plug the transformer into the AC outlet. Insert a time card for a sample print.



1.5 Adjusting Printing Position



Print position from the card edge is adjustable by pressing and sliding the print position lever located on the right outside bottom of the recorder. Maximum distance from the edge of form to the print line is approximately 1-3/16" (30 mm).

2.0 PROGRAM SETTINGS

General Setting Instructions

Pressing SELECT button will activate programming mode. There are 14 total programming steps, starting with Date setup and ending with Password setup.

Triangle ▲ on top will point you to the type of program step/setting you are working on. Pressing CHANGE button moves you through available options. Pressing SET button saves the selected option. Pressing SET button again after all the changes are done for desired step exits you out of programming mode. Pressing SELECT button will move you on to the next step.

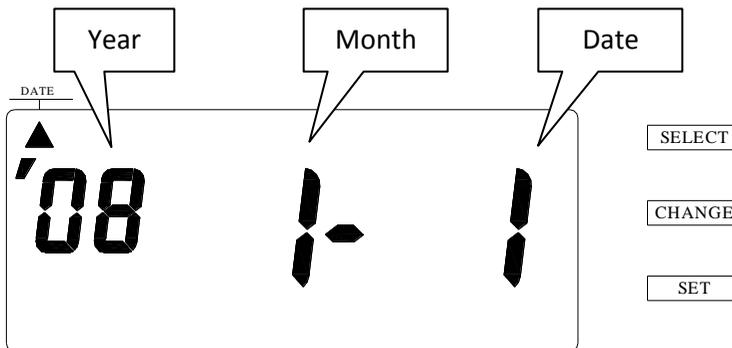
2.1 Set Date

Press SELECT until ▲ points at Date.

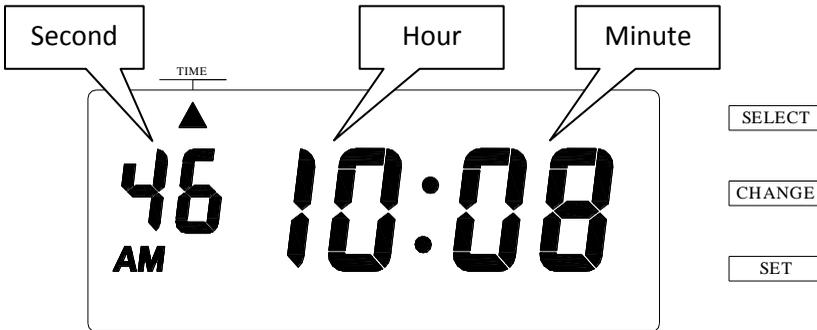
If YEAR is not correct, press CHANGE to change the year then press SET to save. If YEAR is correct, press SET.

Press CHANGE to change the month, press SET to save.

Press CHANGE to change the day, press SET to save.



2.2 Set Time



Press SELECT until ▲ points at TIME.

Press CHANGE to change the Hour, press SET to save, Press CHANGE to change the Minutes, press SET to save.

2.3 Change HOUR Display Format (AM/PM or 24:00)

Press SELECT until ▲ points at Hour. Press CHANGE to select 1 for 12 (AM/PM) hour format or 2 for 24 hour format.



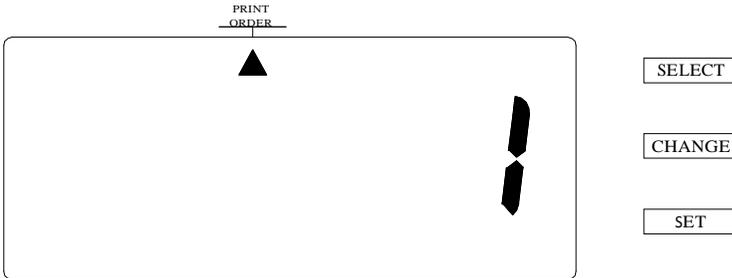
	Hour Display Format Options	Display
1	12Hour	PM 3:00
2	24Hour	15:00

2.4 Print Order Setting

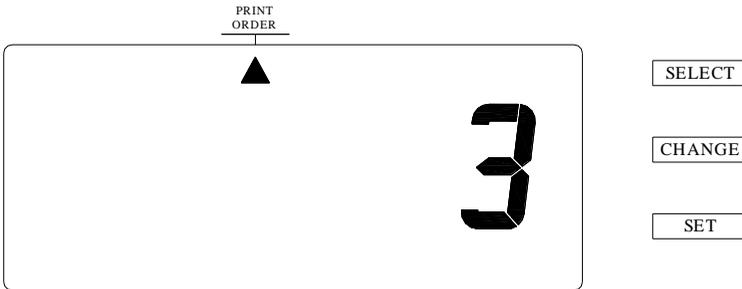
Please refer to the table below for the print order options:

Number	Format	Example
1	Y.M.D.H.Min.S	'09 DEC 31 AM08:00:00
2	M.D.Y.H.Min	DEC 31 '09 AM08:00
3	D.M.Y.H.Min	31 DEC '09 AM08:00
4	Y.M.D.H.Min	'09 DEC 31 AM08:00
5	M.D.H.Min	DEC 31 AM08:00
6	D.M.H.Min	31 DEC AM08:00
7	D.H.Min	31 AM 08:00
8	DOW.D.M.Y	TH, 31 DEC'09
9	DOW.M.D.Y	TH, DEC 31'09
10	DOW.D.H.Min	TH, 31 AM08:00
11	M.D.Y	DEC 31'09
12	Y.M.D.	'09 DEC31
13	M.D.	DEC31
14	M.D.Y.Msg	DEC 31 '09IN
15	D.M.Y.Msg	31 DEC '09IN
16	Y.M.D.Msg	'09 DEC 31IN
17	Msg.M.D.Y	IN DEC 31'09
18	Msg.D.M.Y	IN 31 DEC'09
19	Msg.Y.M.D	IN '09 DEC31
20	Msg.D.H.Min	IN 31 AM08:00

The default setting is #4: Y.M.D.H.Min. To change the print order, Press SELECT until ▲ points at PRINT ORDER

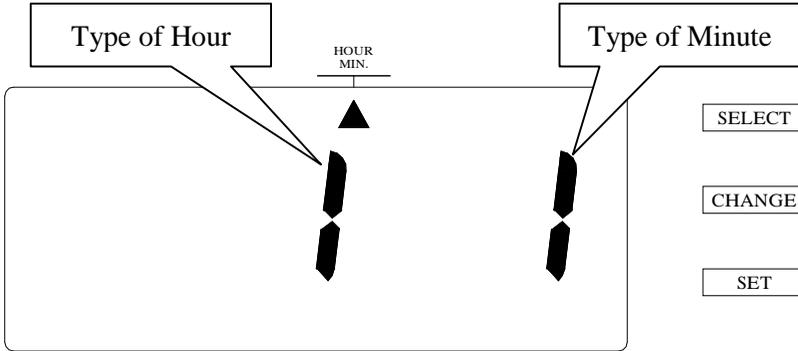


Press CHANGE to select print options from 1-20, Press SET to save.



2.5 Setting Hour/Minute Print Formats

The default setting is 12-hour and 1/60 minute formats. To change, Press SELECT until ▲ points at HOUR MIN.



Press CHANGE to select 1 (AM/PM format) or 2 (24 Hr Format)

1 => 12 hours (AM/PM) format 2 => 24 hours format

Hour Print Format	Print Example
12 Hour	JAN31 PM 3:00
24 Hour	JAN31 15:00

Press SET to save and at that moment, the flashing digit indicates “Type of Minute”. Press CHANGE to set minute print format.

1 => 1/60 minute; 2 => 1/100 minute; 3 => 1/20 minute; 4 => 1/10minute

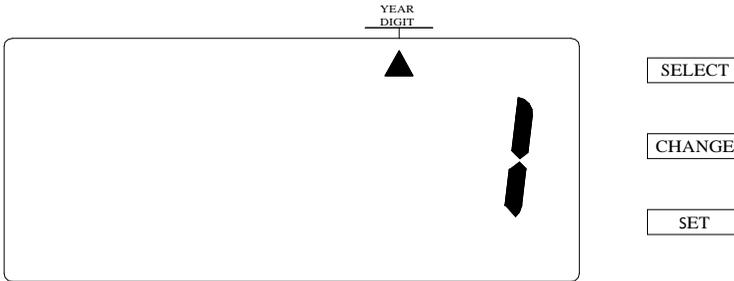
Please refer to the following table for examples of minute print format

Minute Print Format	Print Example
1/60 Minute	AM 08:20
1/100 Minute	AM 08.33
1/20 Minute	AM 08.30
1/10 Minute	AM 08.3

Press SET to save.

2.6 Set your YEAR Printing Format

The default setting is 2-digit year. To change, Press SELECT until ▲ points at YEAR DIGIT.



Press CHANGE to set year digit print format.

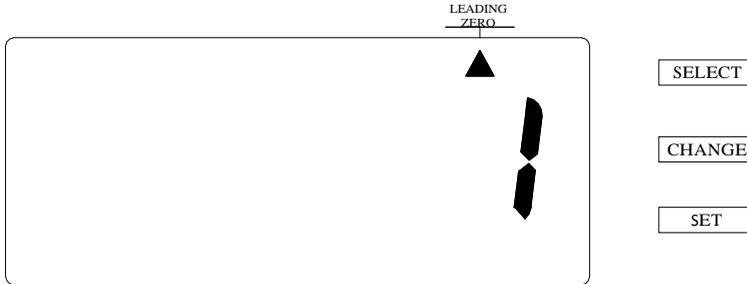
1 => Two-digit format; **2** => Four-digit format.

Press SET to save.

Year Digit Print Format	Print Example
2-digit	'09
4-digit	2009

2.7 Set Leading Zero Minute Print Format

The default setting disables the leading zero print format. To change, Press SELECT until ▲ points at LEADING ZERO.



Press CHANGE to set leading zero print format:
1 => Leading zero disabled; **2** => Leading zero enabled
 Press SET to save.

Leading Zero Print Format	Print Example
Disabled	AM 8:00
Enabled	AM 08:00

2.8 Set Print Font Size

Press SELECT until ▲ points at PRINT LENGTH



Press CHANGE to set print font size from 1 (smallest) to 6 (largest) (review examples below) then press SET to save.

- | | | | |
|---|---------------|---|---------------|
| 1 | JAN 11 PM4:13 | 4 | JAN 11 PM4:13 |
| 2 | JAN 11 PM4:14 | 5 | JAN 11 PM4:13 |
| 3 | JAN 11 PM4:14 | 6 | JAN 11 PM4:12 |

Print Length Examples (1~6)

2.9 Select Print Message

Press SELECT until ▲ points at MESSAGE



Press CHANGE to choose the desired message (1-13 different message options below). Press SET to save.

Option	Message	Option	Message
1	IN	8	FILED
2	OUT	9	VOID
3	SENT	10	APR 'D(Approved)
4	RCVD(Received)	11	CMPL 'D(Completed)
5	PAID	12	CFMD(Confirmed)
6	USED	13	ORIGN(Original)
7	FAXED		

*Note: you must have correct PRINT ORDER selected (step 2.4) in order for the message to print (select one of the options #14 through #20).

2.10 Setting Print Direction

The default setting is right print direction. To change, Press SELECT until ▲ points at PRINT DIRECTION.



Press CHANGE to set print direction.

1 =>Right Print; **2** =>Left Print. Press SET to save.

Option	Print Direction Options
1	Right-hand margin of form
2	Left-hand margin of form

2.11 Print Activation Methods

The default setting is automatic print activation: the recorder will auto-detect form and print automatically. To change, Press SELECT until ▲ points at PRINT ACTIVATION

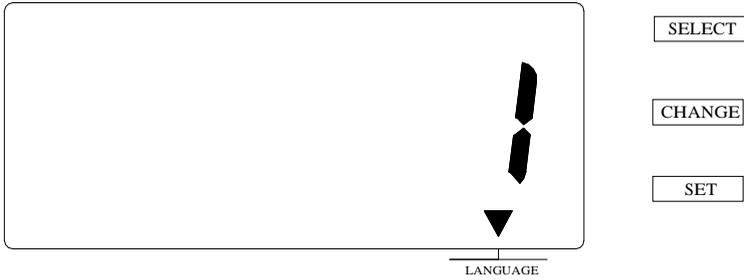


Press CHANGE to set print activation using options 1-4 (see below). Press SET to save.

Option	Print Method Option
1	Automatic – Allows recorder to print simply by inserting a card or a piece of paper.
2	Semi-Automatic – Allows recorder to print by <u>pressing the push bar only</u> when a card or a piece of paper is inserted <u>and reaches the sensor</u> .
3	Manual - Allows recorder to print anywhere on a card or a piece of paper <u>by pressing the push bar only</u> . The card or paper does not have to reach the sensor.
4	Combination – Allows recorder to print by either pressing the push bar or by inserting a card or a piece of paper.

2.12 Print Language

Press SELECT until ▲ points at LANGUAGE

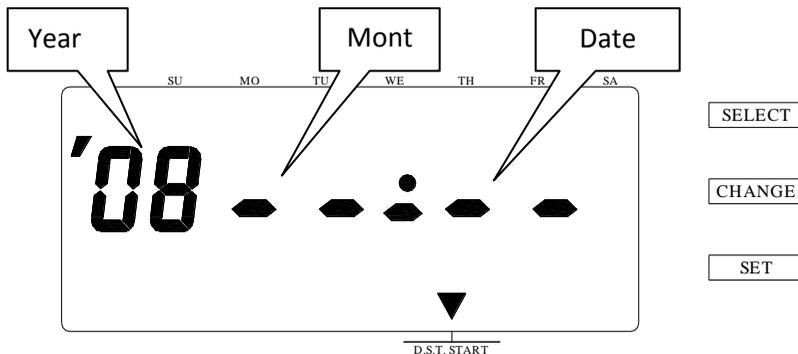


Press CHANGE to change print language (1-4). Press SET to save.

Option	Language
1	English
2	Spanish
3	French
4	Portuguese

2.13 Set Daylight Saving Time (DST) Method

Press SELECT until ▲ points at DST START

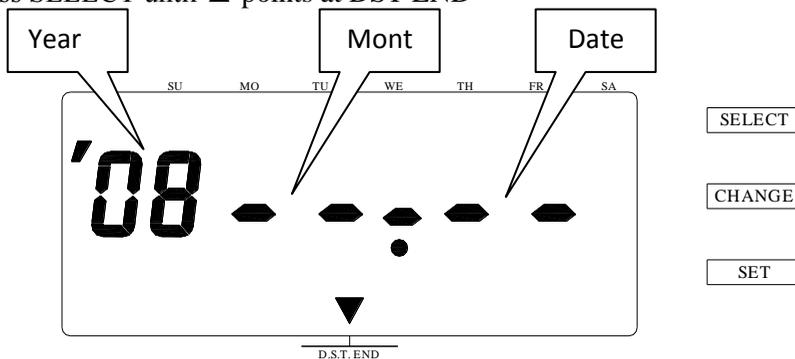


Press CHANGE and SET to change DST start date (Ex. 2010 March 14th).

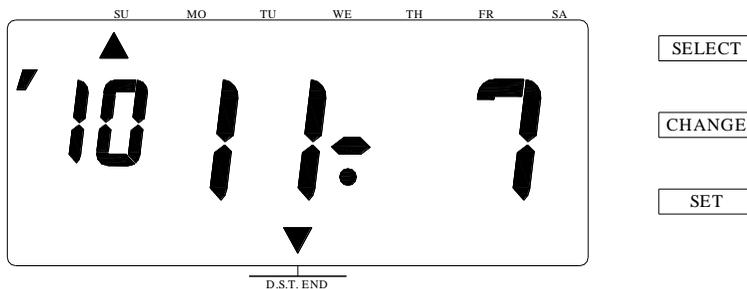


- AA: Change the year
- BB: Change the month
- CC: Change the date

Press SELECT until ▲ points at DST END



Press CHANGE and SET to Change DST end date (ex. 2010 November 7th)



AA: Change the year

BB: Change the month

CC: Change the date

The following table is provided to you as a reference of the daylight saving start/end dates for the most recent upcoming years:

YEAR	DST BEGINS 2 AM (2ND SUNDAY IN MARCH)	DST ENDS 2 AM (1ST SUNDAY IN NOVEMBER)
2017	12-Mar	05-Nov
2018	11-Mar	04-Nov
2019	10-Mar	03-Nov
2020	08-Mar	01-Nov
2021	14-Mar	07-Nov
2022	13-Mar	06-Nov
2023	12-Mar	05-Nov
2024	10-Mar	03-Nov

2.14 Set System Password

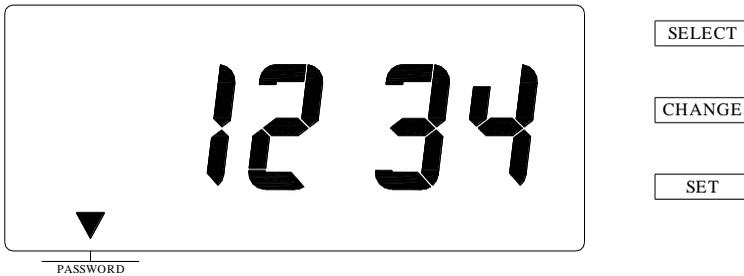
Press SELECT until ▲ points at PASSWORD



Press CHANGE to set the first 2 digits of the password combination.

Press SET then enter the last 2 digits of the password combination.

Press SET again to save.



Note: To turn off the password function, set the password to “0000”

3.0 Trouble shooting

3.1 Error Codes

Error No.	Description	Solution
E-00	CPU error	Please contact Allied Time at 888-860-2535
E-01	Back-up battery needs to Be replaced	
E-05	Card is not detected	Insert card correctly
E-30	Printer motor or home position sensor error	Make sure ribbon cassette is Correctly installed
E-38	Printer head motor or sensor error	Press the push bar
E-40	Incorrect Password	Enter the correct password
E-49	Incorrect setting entered	Refer to manual on the page related to the item you want to set and enter correct setting data

3.2 Q. &A.

Q: The display (or part of it) does not work.

A: Possible Causes:

- 1) Motherboard is defective.
- 2) The LCD display is defective.

Correction: Contact Allied Time at 888-860-2535.

Q: What is the standard warranty on time clocks?

A: The standard warranty on a time clock is a period of 1 year from date of original purchase. However, there are things that the warranty does not cover. Please refer to the last page for Warranty terms and conditions.

Q: Device cannot be turned on. Is it a defective product?

A: Please make sure the power adapter is plugged into the outlet and into the device. If the device still cannot be turned on after the power adapter is correctly plugged, please contact Allied Time Support Team at 888-860-2535.

Q: How do I get replacement parts such as ribbon cassette or back-up battery?

A: Please visit our website: www.alliedtime.com or contact us at 888-860-2535 to get information about ordering replacement parts.

WARRANTY

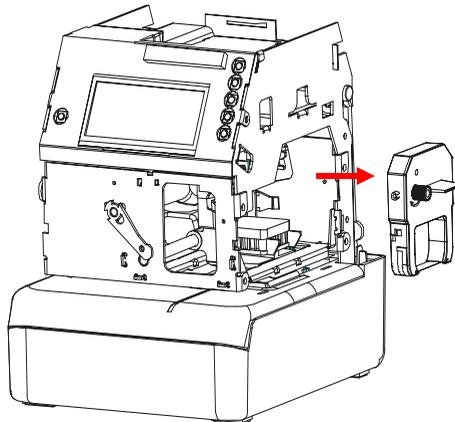
Terms and Conditions:

1. Allied Time offers 1-year limited warranty for any defects in material or workmanship. Please note that wear-and-tear items such as power adapters, batteries, ribbons, time cards, print heads, and motors are excluded from warranty.
2. This warranty is only valid when the product is purchased from Allied Time or from an authorized dealer or reseller.
3. Allied Time provides 90 days of technical support by phone, chat or email. After 90-days, support is only available by chat or email (sales@alliedtime.com).
4. The following is not covered by Allied Time warranty:
 - a. Any defect that is caused by accident, abuse, neglect, shock, fire, flood, excessive heat or humidity, electrostatic discharge, improper installation, operation, maintenance or modification, and commercial use.
 - b. Any defect that is caused by not following the instructions in the user's manual
 - c. Any defect that is caused by misuse of power source and improper accessories installation.
 - d. Data restore and/or backup
 - e. Any product whose seal and/or serial number is tampered with after purchase.
 - f. Shipping and handling fees.
5. Extended Warranty is available on selected models, please visit www.alliedtime.com or contact us 888-860-2535x1 for more information.

4.0 Ribbon Change/Battery Installation Instructions

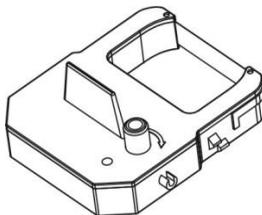
4.1 Replacing the Ribbon Cassette

1. Remove cover case (refer to instructions on page 2).
2. Hold the ribbon cassette by its tab and pull the ribbon cassette straight out to remove it as shown in the image below:



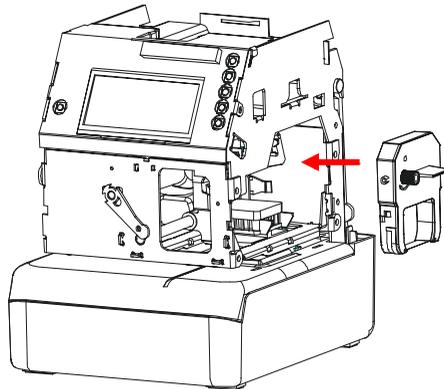
Removing Ribbon Cassette

3. Turn the knob of the new ribbon cassette in the direction of the arrow (clockwise) to tighten the ribbon as shown in the image below



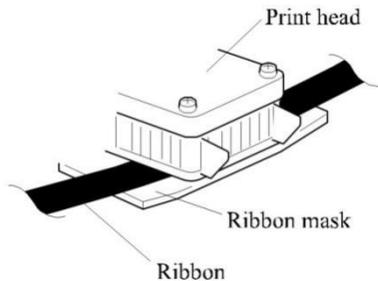
Tightening Ribbon Cassette Tape

4. Install the new ribbon cassette inside the unit as shown in the image below: push the ribbon cassette until it snaps into position. Turning the knob on the ribbon cassette may make installation easier.



Installing the New Ribbon Cassette

NOTE: Install the ribbon cassette so that the ribbon tape is between the print head and the ribbon mask, as shown in the image below. *Printing will not function properly if the ribbon is placed behind the ribbon mask.*

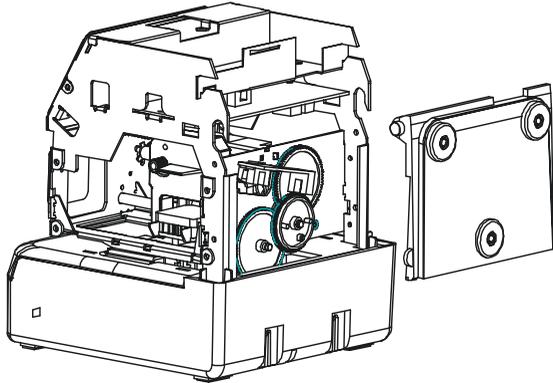


5. Turn the knob of the ribbon cassette in the direction of the arrow to tighten the ribbon.

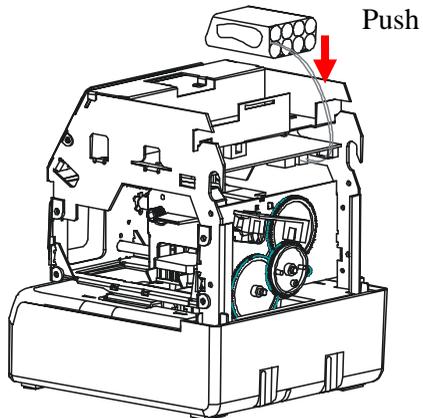
6. Close the unit (refer to instructions on page 3).

4.2 Installing Backup Battery Pack

1. Remove the Top Cover (refer to instructions on page 2).
2. Remove the Back Cover.



3. Connect battery female plug to male plug (CON8) and place battery on battery shelf.



4. Replace the Back Cover, and Close the unit.