



Model 700E User's Guide



www.lathem.com

NOTICE:

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. 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 turning 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.

This Class B digital apparatus complies with Canadian ICES-003.
Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Lithium battery contains perchlorate material – special handling may apply.
Visit: <http://www.dtsc.ca.gov/hazardouswaste/perchlorate> for information about proper methods of disposal.

The information within this document has been carefully checked and is believed to be entirely reliable. However, no responsibility is assumed for inaccuracies. Lathem reserves the right to make changes to any products herein to improve reliability, function, or design.

Copyright © 2017 Lathem Time Corporation. All rights reserved.
Document Number: USG0115B - Revised: 06/11/2019



Lathem Time Corporation
210 The Bluffs, Suite 107
Austell, Georgia USA 30168
www.lathem.com
Tel. (404) 691-1064

TABLE OF CONTENTS

1. GETTING STARTED	4
- Packing Contents	4
- Display & Buttons	4
- Features	5
2. SETUP	7
- SETUP: AC Adapter	7
- SETUP: Remove/Attach the Cover	7
- Installing the Ribbon Cassette	8
- Mounting Unit on Wall	10
3. DAILY OPERATION	11
4. DEFAULT SETTINGS	12
5. SETTING: Date and Time	13
- Setting the Display Hours	13
- Setting the Time	13
- Setting the Date	14
6. SETTING: Function	15
- Setting the Mode-Pay Period	15
- Setting the Pay Period Starting Date/Days	16
- Setting the Print Format/Language	17
- Setting the Max In (Calculating Mode)	18
- Setting the Max In (Non-Calculating Mode)	19
- Setting the Auto Break Deduction	20
- Setting the Rounding	22
- Setting the Daylight Saving Time	24
7. OTHERS	26
- Setting/Changing the Passcode	26
- Inputting the Passcode	26
- Reset for Initialization	27
- Reset to All Clear	28
- Card Reassign	29
- Card Reset	30
8. INFORMATION	31
- Error No. Causes and Actions	31
- Other Failures	32
- Environmental Conditions	32
- Specifications	33
9. PRECAUTIONS	34

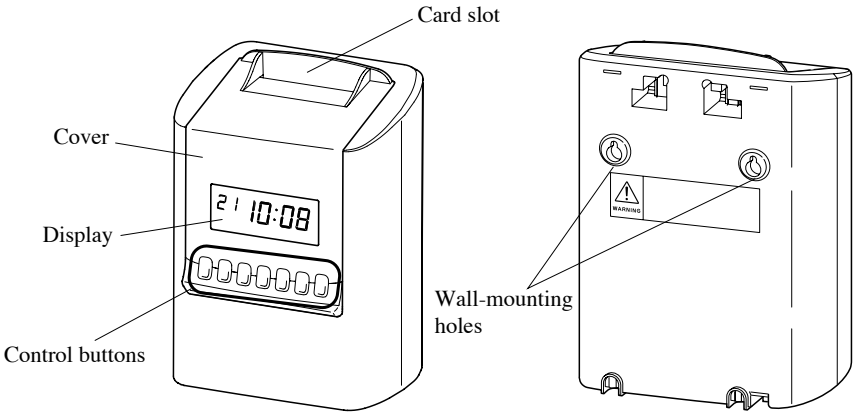
1. GETTING STARTED

Register Your Product

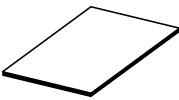
It is important that you register your product with Lathem shortly after purchase to activate your product's warranty.

To register online visit: www.lathem.com/register

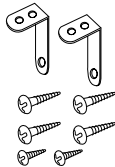
Overview



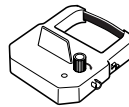
Packing Contents



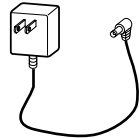
User's manual



Wall mount hardware

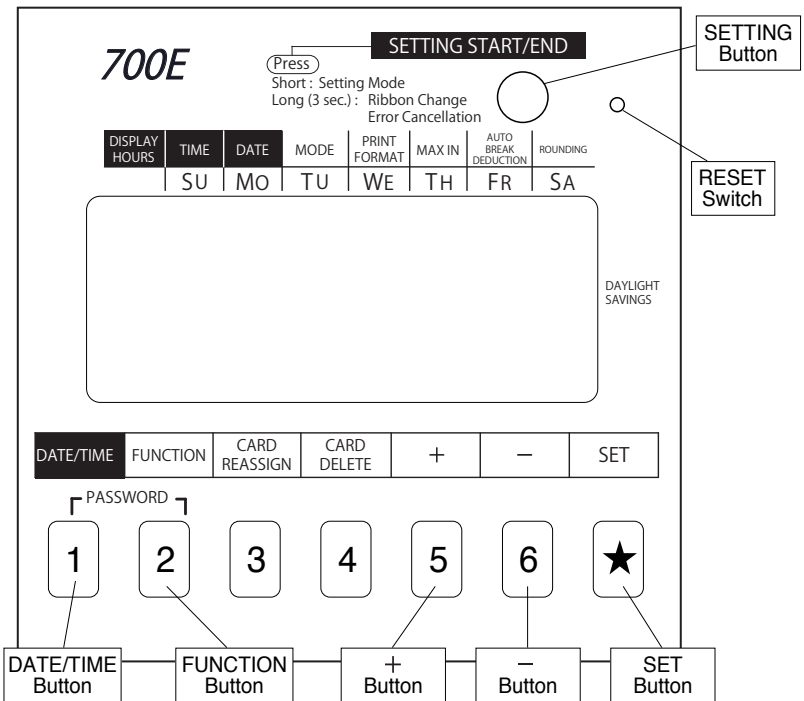
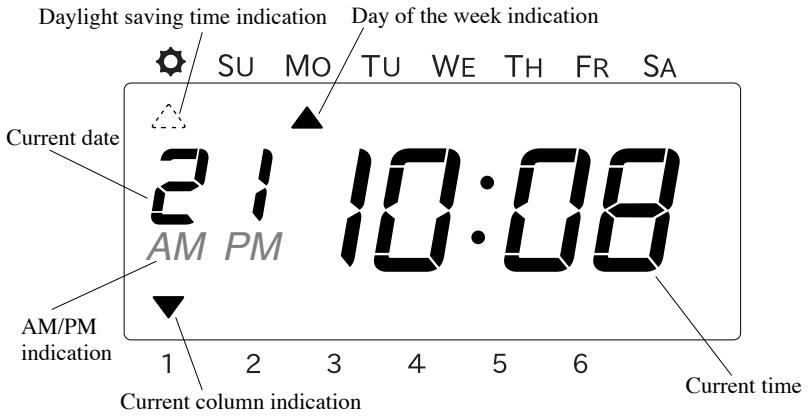


Ribbon cassette



AC adapter

Display and Buttons



Features

- Fully automatic time clock for up to 100 employees
- DualMode™ feature provides Calculating or Non-Calculating operation
- SumTime™ Calculating mode option calculates elapsed hours between punches and total accumulated hours for pay period in exact minute or rounded time format
- Supports weekly, bi-weekly, semi-monthly and monthly pay periods
- Employee identification using E17 bar coded time cards, provides automatic top card feed, punch alignment and print activation for simple one-hand operation
- SmartClock™ technology keeps time, date and settings during power outages, and auto-adjusts for Daylight Saving Time and Leap Years
- Display and print 1-12 AM/PM or 24 Hour format
- Print time in regular minutes (00-59) or hundredths of an hour (.00-.98)

**This clock requires the use of E17 Time Cards only.
E17 time cards are bar coded and support all pay periods.**

Calculating Mode (SumTime™)

- Print the Month, Year, Day of Week and Date, Hours between Punches, and Total Accumulated Hours for the pay period
- Unlimited punches per day, 64 total punches in the pay period

IN		OUT		IN		OUT		IN		OUT	
Date				Hours		Total					
Mar '17	Mon	7:29A	11:30A	4:01	4:01						
	Mon	12:30P	4:00P	3:30	7:31						

Date
IN
OUT
Accumulated hours

Hours between punches
for pay period

Non-Calculating Mode

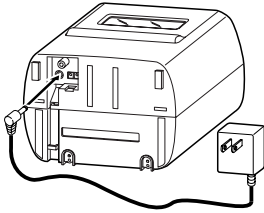
- Print Date or Day of Week and Time
- Up to six (6) punches per day. Each row of the time card is one day

IN		OUT		IN		OUT		IN		OUT	
Date				Hours		Total					
7:30A	9:15A	9:30A	11:30A	12:00P	4:00P						
7:30A	9:14A	9:29A	11:31A	12:00P	4:00P						

Date
Up to 6 punches per day

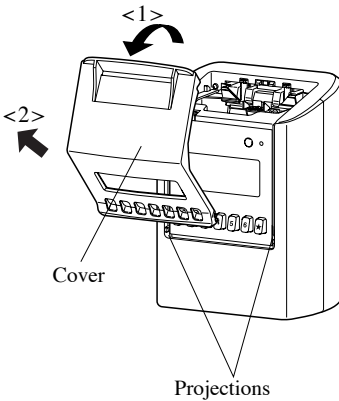
2. SETUP

SETUP: AC adapter



- 1 Put the bottom face of a time recorder toward you. Connect a plug of AC adapter into the time recorder, and run the cord into the groove on the bottom. Then, plug the AC adapter into AC outlet.

SETUP: Remove/Attach the Cover



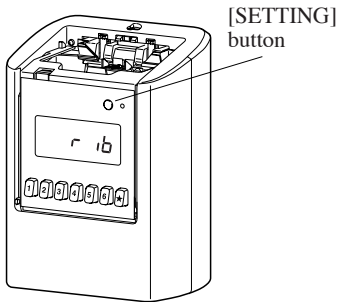
- 1 Remove the cover.
<1> Pull the top of the cover toward you supporting the bottom side of the cover.
<2> Pull it to front and upper direction. Then, remove the cover.
- 2 Attach the cover.
Fit the right and left sides on the bottom of the cover in projections of the unit. Then, attach the cover in the reverse order of <1> and <2> in step 2.

Installing the Ribbon Cassette

! Make sure the power is on before installing.

- 1** Remove the cover, and press [SETTING] button for three seconds. Then, display will change as follows and a ribbon cassette moves to the replacement position.

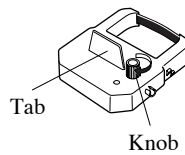
Note: Ribbon cassette is not factory installed.



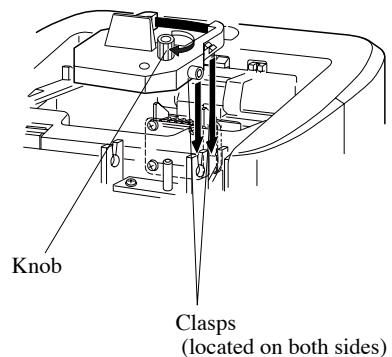
- 2** When you replace an installed ribbon cassette to a new one, pull up the ribbon cassette just above with the tab.

- 3** Turn the knob of the new ribbon cassette in the same direction as the arrow to tighten the ribbon.

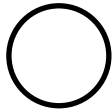
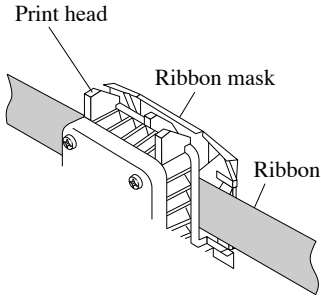
Note: Must not turn the knob in the opposite direction. Improper handling causes malfunction of a ribbon cassette.



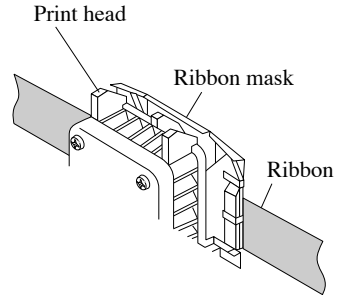
- 4** Place the ribbon cassette inside the time recorder as shown in the figure. Push the ribbon cassette until it snaps into the clasps on both sides. If it is difficult to insert the ribbon cassette, try it while turning the knob.



- 5** Install the ribbon cassette so that the ribbon is between the print head and the ribbon mask (see the figure on the left). Printing will not come out properly if the ribbon is placed behind the ribbon mask (see the figure on the right).

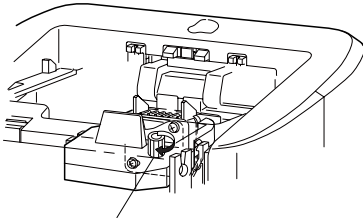


CORRECT



WRONG

- 6** Turn the knob of the ribbon cassette in the direction of the arrow to tighten the ribbon.



Knob

- 7** When you finish changing the ribbon cassette, press [SETTING] button for three seconds to be back to normal punching mode.

Mounting Unit on Wall

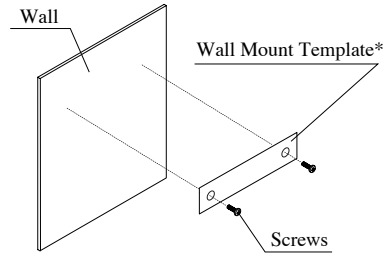
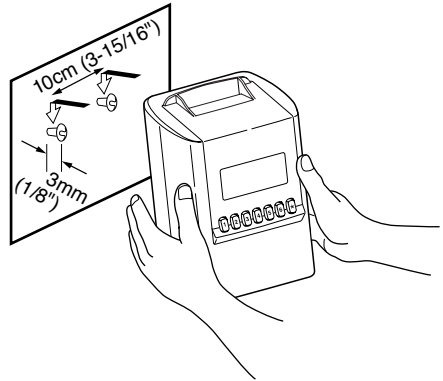
The unit can be mounted on a wall using the supplied mounting fittings.

! Make sure the power is off before mounting.

1 Install wall mount screws (supplied) into a wall 10 cm (3-15/16") apart. Be sure to keep about 3 mm (1/8") of the screw head out of the wall. Use template on the bottom of the back side of this manual if you prefer.

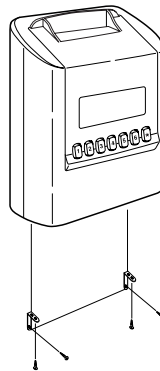
! The supplied screws are intended for use on a thick wooden wall or wooden column. Do not use them on any other materials. There is a danger that the unit may come off if used on the other materials.

* Wall mounting template is located on the back cover of this guide.



2 Mount the wall mount fittings as shown on the right.

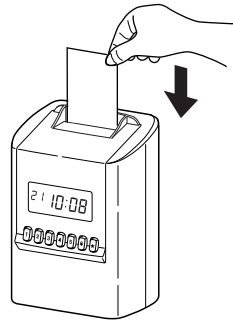
3 Plug the unit into power, and the unit is ready to use.



3. DAILY OPERATION



- Do not bend, fold, and cut time cards, and do not put any label and sticky note on time cards.
- Do not let any object except time cards get into the slot.
- Do not forcefully push in a card and pull out a card.



By default, the 700E is set to operate in Calculating mode for a Monthly Pay Period that begins the 1st of every month. It is very important that you set your company's pay period before employees punch the time clock to ensure total hours worked are correct. See Default Settings on page 12 to modify settings.

- Requires use of E17 time cards (#1-100)
- Each employee should use a unique card number during period
- Employee may use new card number every pay period
- Employee inserts card into top of time clock for each punch
- 700E will automatically pull in the card, print punch in proper position, print total hours if applicable, and eject card back to employee
- If an employee forgets to punch out, the 700E will print the next day's in punch on a new row without miscalculating time based on the Max Hours In setting (pg.18). Optionally, employees can work up to 48 continuous hours using the out-punch Button override option (pg.18)
- Time cards are reset each pay period automatically based on pay period settings. You can manually reset cards (pg.29)
- If a time card becomes damaged, or you have filled all available rows on time card, you can reassign card totals to new card number (pg.28) and continue using new available time card until end of pay period

4. DEFAULT SETTINGS

Below are a list of Default Settings of the time clock. If you choose to change any of these settings, go to the page noted next to that setting.

DATE/TIME Settings

Setting	Default Value	Page
Display Hours	AM/PM	13
Time	Current time (Eastern USA)	13
Date	Current time (Eastern USA)	14

FUNCTION Settings

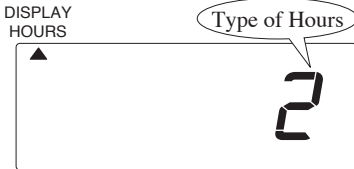
Setting	Default Value	Page
Modes (Pay Period)	Calculating mode with weekly pay period starting on Monday	15
Print Format	AM/PM hours, minutes, date, English	17
Max In	13 hours between punches (calculating) Midnight day change time (non-calculating)	18
Auto Break Deduction	Do not automatically deduct time	20
Rounding	No rounding, calculate to the exact minute	21
Daylight Savings Time	2nd Sunday of March and 1st Sunday of November	23

5. SETTING: Date and Time

Setting the Display Hours

"Display hours" is the format that the hours appear on the clock face. Once you select "AM/PM" for display hours, time in setting mode is also indicated in "AM/PM" format.

Below image shows an example that "24hours" is chosen.



Selectable numbers and Options

No.	Type of Hours	Example
1	AM/PM	PM 3:30
2	24 hour	15:30

- 1 Remove the cover, and press [SETTING] button to enter setting mode.

Note: When "9999" appears on display, input the password first.

- 2 Press [DATE/TIME] button, and position "▲" under "DISPLAY HOURS" mark.

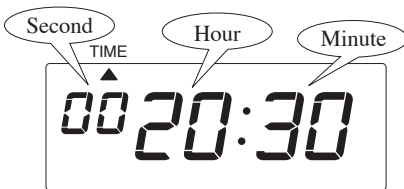
- 3 Press [+] or [-] button to select number 1 or 2, and press [SET] button to accept.

- 4 Press [SETTING] button to exit setting mode, and attach the cover.

Note: If you press [DATE/TIME] button before pressing [SETTING] button, you can continue setting for date and time.

Setting the Time

Below image shows an example set at 8:30 PM.



Selectable numbers and Options

No.	Hour	No.	Minute
0	12AM	00	00
23	11PM	59	59

- 1 Remove the cover, and press [SETTING] button to enter setting mode.

Note: When "9999" appears on display, input the password first.

- 2 Press [DATE/TIME] button and position "▲" under "TIME" mark.

- 3 Press [+] or [-] button to adjust number to current hour, and press [SET] button to accept.

Note: When you change time, second will be back to 0 second automatically.

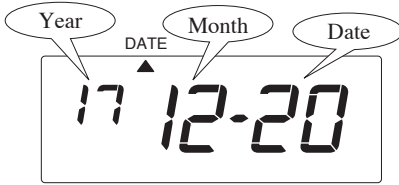
- 4 Set current minute in the same manner.

- 5 Press [SETTING] button to exit setting mode, and attach the cover.

Note: If you press [DATE/TIME] button before pressing [SETTING] button, you can continue setting for date and time.

Setting the Date

Below image shows an example of December 20, 2017.



Selectable numbers and Options

No.	Year	No.	Month	No.	Date
00	2000	1	January	1	1
99	2099	12	December	31	31

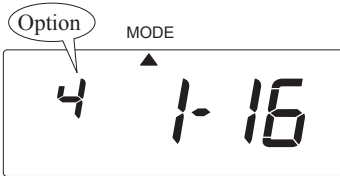
- 1 Remove the cover, and press [SETTING] button to enter setting mode.
Note: When "9999" appears on display, input the password first.
- 2 Press [DATE/TIME] button, and position "▲" under "DATE" mark.
- 3 Press [+] or [-] button to adjust number to the last two digits of current year, and press [SET] button to accept.
- 4 Set the current month and date in the same manner.
- 5 Press [SETTING] button to exit setting mode, and attach the cover.
Note: If you press [DATE/TIME] button before pressing [SETTING] button, you can continue setting for date and time.

6. SETTING: Functions

Setting the Mode-Pay Period

Select the desired mode option and pay period settings. Choose between Calculating and Non-Calculating operation modes.

Example below shows Calculating Semi-Monthly Pay Period.

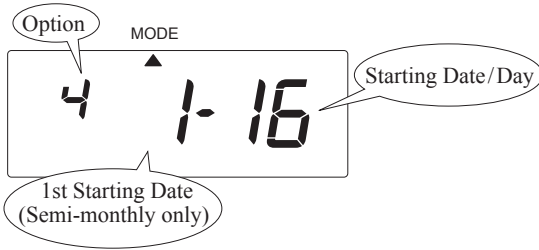


Option

No.	Mode	Pay Period
1	Calculating	Monthly (once per month)
2	Calculating	Weekly (ever 7 days)
3	Calculating	Bi-Weekly (every 14 days)
4	Calculating	Semi-Monthly (twice per month)
6	Non-Calculating	Monthly (once per month)
7	Non-Calculating	Weekly (ever 7 days)
8	Non-Calculating	Bi-Weekly (every 14 days)
9	Non-Calculating	Semi-Monthly (twice per month)

Setting the Pay Period Starting Dates / Days

Example below shows Calculating Semi-Monthly Pay Period that begins in the 1st and 16th of every month.



Set the Pay Period start date / day based on the pay period you selected in the Option setting. Note that 1st Starting Date setting is only available if you selected a Semi-Monthly period. (Options 4 or 9)

Monthly Pay Period

No.	Starting Date
1 .. 31	Date of month

Weekly Pay Period

No.	Starting Day
1	Sunday
2	Monday
3	Tuesday
4	Wednesday
5	Thursday
6	Friday
7	Saturday

Bi-Weekly Pay Period

No.	Starting Day
1 .. 31	Start date of current pay period (will determine day of week and maintain)

Semi-Monthly Pay Period

No.	Starting Date
1 .. 31	Start date of 2nd pay period in month

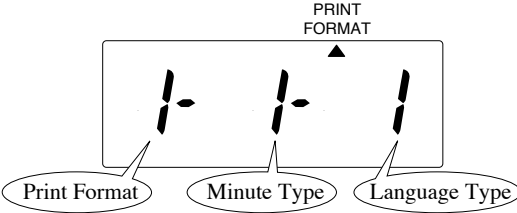
1st Starting Date

Semi-Monthly Pay Period (only)

No.	Starting Date
1 .. 31	Start date of 1st pay period in month

Setting the Print Format

Below image shows an example that "Date, 24hour", "Regular Minutes" and "English Language" are chosen.



Print Format: Selectable numbers and Options

No.	Print Format	Example:
1	Date, 24hour	☐ 15 : 30
2	Day of the week, 24hour	Mo 15 : 30
3	Date, 12hour	☐ 3 : 30 P
4	Day of the week, 12hour	Mo 3 : 30 P

Minute Type: Selectable numbers and Options

No.	Minute Type	Print Example:
1	Regular Minutes (1/60)	8 : 43
2	Hundredths (1/100)	8.71

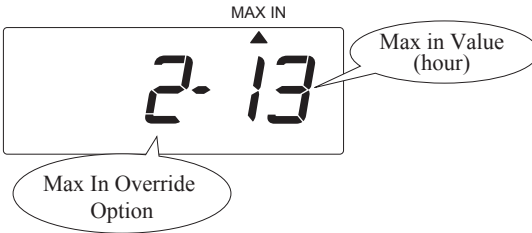
Language Type: Selectable numbers and Options

No.	Language	Example:Thursday
1	English	TH 15:30
2	Spanish	JU 15:30
3	French	JE 15:30

- ❶ Remove the cover, and press [SETTING] button to enter setting mode.
Note: When "9999" appears on display, input the password first.
- ❷ Press [FUNCTION] button, and position "▲" under "PRINT FORMAT" mark.
- ❸ Press [+] or [-] button to select number of Print Format, and press [SET] button to accept.
- ❹ Press [+] or [-] button to select number of Minute Type, and press [SET] button to accept.
- ❺ Press [+] or [-] button to select number of Language, and press [SET] button to accept.
- ❻ Press [SETTING] button to exit setting mode, and attach the cover.
Note: If you press [FUNCTION] button before pressing [SETTING] button, you can continue setting for function.

Setting the Max In (Calculating Mode)

Only available in Calculating Mode. This setting operates differently depending on your operating Mode, Calculating or Non-Calculating.



Max In Value

Set this to the maximum number of an hours an employee may work before punching out.

No.	Max In Value
1 .. 24	Hours

Max In Override Option

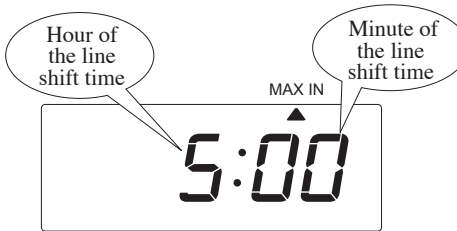
You can allow employees to override the Max in option using the Out buttons on the front of clock if they occasionally work shifts longer than the Max In setting. For example, if Max In is set at 13 hours, and an employee works 15 hours, they can press Button 2 on the front of the clock for Out, insert their time card, and the clock will calculate the time correctly.

No.	Max In Override
1	Disabled
2	Enabled

Setting the Max In (Non-Calculating Mode)

If Non-Calculating Mode is selected, Max-In changes to the Day Advance Time. The day advance time refers to the time when printing shifts to the next line on a time card for the next day. With this function, you can adjust from what time to what time of the day will be regarded as the same day on a time card.

Below image shows an example that Day Advance Time is set to 5:00AM.



Selectable numbers and Options

No.	Hour	No.	Minute
0	12AM	00	00
23	11PM	59	59

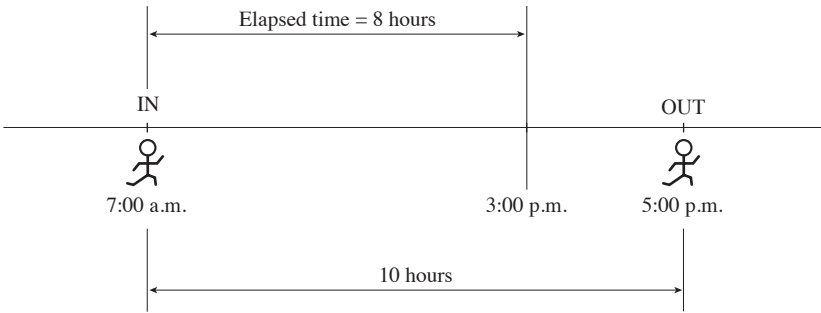
- ❶ Remove the cover, and press [SETTING] button to enter setting mode.
Note: When "9999" appears on display, input the password first.
- ❷ Press [FUNCTION] button and position "▲" under "MAX IN" mark.
- ❸ Press [+] or [-] button to select hour of the line shift time, and press [SET] button to accept.
- ❹ Set the minute of the line shift time in the same manner.
- ❺ Press [SETTING] button to exit setting mode, and attach the cover.
Note: If you press [FUNCTION] button before pressing [SETTING] button, you can continue setting for function.

Setting the Auto Break Deduction

Only available in Calculating Mode. The 700E will deduct the break amount after totaling the hours and if the total hours are equal to or greater than the "Elapsed Time" setting.

Break times can be automatically deducted from totals using the "Auto Break Deduction" feature. You must set a base working elapsed time and break duration. Once total working hours reaches to Elapsed Time, Break Duration will be deducted from the total working hours.

Example: Auto Break Deduction setting
 Elapsed time ... 8 hours Break duration ... 60 min.



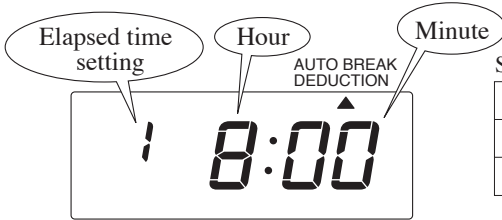
Auto Break Duration setting	Print example		
	IN	OUT	TOTAL
Yes	7:00 A	5:00 P	9:00 B
No	7:00 A	5:00 P	10:00

"B" is to indicate that Auto Break Deduction is valid.

For example, if you have a 30 minute lunch break that you want to deduct and the lunch break starts 4 hours into work day, set elapsed time to 4:30 and set Break duration to 30. Thus, 30 minutes would be deducted from any punch made 4 hours, 30 minutes in the work period.

Setting the Auto Break Deduction (continued)

The below image shows an example that “8 hours” and “00 minutes” is chosen for the “Elapsed time”.

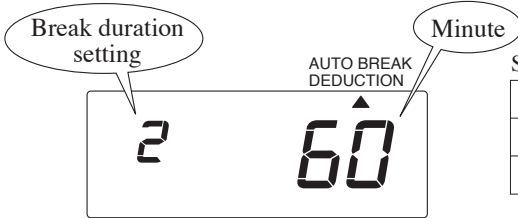


Selectable numbers and Options

No.	Option
1	Elapsed time
2	Break duration

- ❶ Remove the cover, and press [SETTING] button to enter setting mode.
Note: When "9999" appears on display, input the password first.
- ❷ Press [FUNCTION] button, and position "▲" under "AUTO BREAK DEDUCTION".
- ❸ Press [+] or [-] button to select number (e.g., 1), and press [SET] button to accept.
- ❹ Press [+] or [-] button to select the hour (e.g., 8), and press [SET] button to accept.
- ❺ Press [+] or [-] button to select the minutes (e.g., 00), and press [SET] button to accept.

The below image shows an example that “60 minutes” is chosen for the “Break duration”. The range value can be set to 1-90 minutes.



Selectable numbers and Options

No.	Option
1	Elapsed time
2	Break duration

- ❻ Press [+] or [-] button to select number (e.g., 2), and press [SET] button to accept.
- ❼ Press [+] or [-] button to select the minutes (e.g., 60), and press [SET] button to accept.
- ❽ Press [SETTING] button to exit setting mode, and attach the cover.

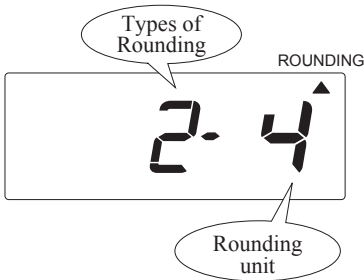
Setting the Rounding

Only available in Calculating Mode. For Rounding, there are two options: **Hourly Rounding and Punch Time Rounding.**

Using Hourly Rounding, the recorder calculates the hours from time IN punch and time OUT punch, and rounds that result with the "Rounding Unit". The fractions that occur after rounding will be omitted by breakpoint.

Using Punch Time Rounding, the recorder rounds both the time IN punch and the time OUT punch, and then it calculates the hours from the time IN punch and the time OUT punch. When rounding the time IN punch, it will raise the fractions that occur and, for the rounding of the time OUT punch, it will omit the fractions by breakpoint.

Below image shows an example that Type of Rounding is set to "Punch" and Rounding unit is set to 15 minutes 7 breakpoint.



Set the Types of Rounding

No.	Types of Rounding
1	Hours (Hourly rounding)
2	Punch (Punch time rounding)

Set the Rounding Unit

No.	Rounding Unit
1	None
2	6 minutes 3 breakpoint
3	15 minutes 3 breakpoint
4	15 minutes 7 breakpoint

Special Note Regarding "Punch Rounding"

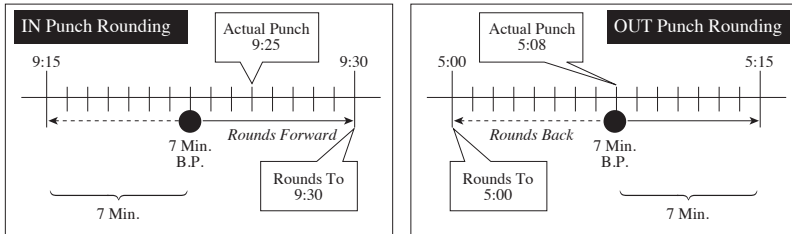
When calculating employee hours, it is a common business practice to round to the nearest quarter or tenth of an hour. The 700E supports both punch and totals rounding. However, it is important that you understand how punch rounding works before setting the 700E. Rounding only affects calculations, and actual punch times are always printed on the time card.

First you must determine the proper rounding unit. If you want to round to the **tenth of an hour**, then the interval is **6 minutes**. If you want to round punches to the quarter hour, then the interval is **15 minutes**.

The following Rounding Units are available within the 700E:

1. None (exact minute)
2. 6 minutes with a 3 minute breakpoint (tenth of an hour)
3. 15 minutes with a 3 minute breakpoint (quarter hour)
4. 15 minutes with a 7 minute breakpoint (quarter hour)

The following is an example of 15 minute rounding with a 7 minute breakpoint.



Setting the Daylight Saving Time

Daylight saving time function

1 D.S.T. execution time

At 2:00 a.m. on the first day of daylight saving time period, the clock automatically gains one hour to show 3:00 a.m. When 2:00 a.m. comes on the last day of the daylight saving period, it loses one hour and returns to 1:00 a.m.

2 Setting D.S.T.

Example:

Starts: Sunday, March 12, 2017

Ends: Sunday, November 5, 2017

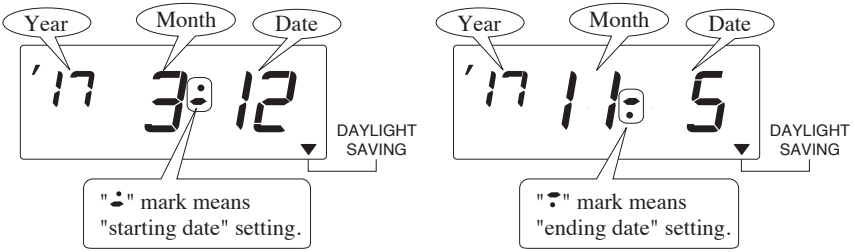
If set as the above, the unit remembers the starting date as the second Sunday of March and the ending date as the first Sunday of November. Once set, the unit automatically updates the settings every year thereafter. No further manual setting is necessary.

The setting for daylight saving time will be described using the following example.

Example

Today (present day)	Wednesday, February 22, 2017	
Starting date of daylight saving time	Sunday, March 12, 2017	The second Sunday of March
Ending date of daylight saving time	Sunday, November 5, 2017	The first Sunday of November

Below image shows examples that "March 12, 2017" and "November 5, 2017" are set as starting / ending date.



- 1 Remove the cover, and press [SETTING] button to enter setting mode.

Note: When "9999" appears on display, input the password first.

- 2 Press [FUNCTION] button and position "▲" above "DAYLIGHT SAVING" mark.
- 3 Set the starting date.

Press [+] or [-] button to select number of starting date (year, month, and date), and press [SET] button to accept. Then, move to next.

- 4 Set the ending date.

Press [+] or [-] button to select number of ending date in the same manner, and press [SET] button to accept.

- 5 Press [SETTING] button to exit setting mode, and attach the cover.

Note:

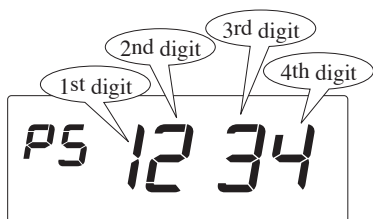
- If you press [FUNCTION] button before pressing [SETTING] button, you can continue setting for function.
- To cancel Daylight Saving Time, change month of starting date into "••".

7. OTHERS

Setting / Changing the Passcode

Once the passcode is set, you are requested to input the current passcode before changing any setting. If the passcode you entered does not coincide with the current passcode, you cannot change the setting values.

Below image shows an example that "1234" is set as passcode.



- 1 Remove the cover, and press [SETTING] button to enter setting mode.
- 2 Press the passcode buttons ([1] and [2]) at the same time for three seconds.
Note: In case that you've already set a passcode, "9999" appears on display. You need to input the current passcode first to change the passcode. (No passcode is set by default.)
- 3 Select a number for the first digit of your passcode using [+] or [-] button, and press [SET] button to accept.
Note:
 - "0000" and "9999" are not valid as your passcode.
 - When you set "0000", passcode will be cancelled.
- 4 Select the 2nd, the 3rd, and the 4th digits in the same manner.
- 5 Press [SETTING] button to exit setting mode, and attach the cover.

Inputting the Passcode

- 1 While display shows "9999", press [+] or [-] button to select a number for the first digit of your password, and press [SET] button to accept.
- 2 Select the 2nd, the 3rd, and the 4th digits in the same manner.
- 3 When correct password is input, you can enter setting mode and change settings.

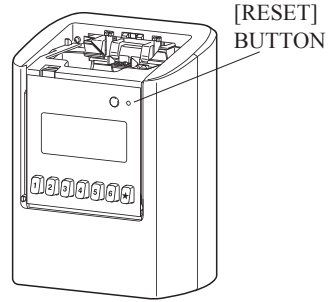
Reset for Initialization

All settings including weekly programs will be deleted when the reset is done. It's strongly recommended to print out setting list before reset.

- ❶ Remove the cover, and push [RESET] switch with a pointed implement.

Note: Any setting shall be kept.

After you press a RESET switch, date and time is shown on the display.



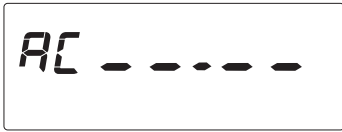
Reset to All Clear

To return all settings to their factory default. All settings will be deleted and will revert to the factory defaults when the reset switch is pressed. Stored cards are also deleted from memory. **It's strongly recommended to print out setting list before reset. Contact lathem for Printing Setting List.**

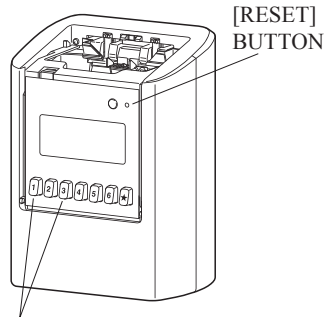
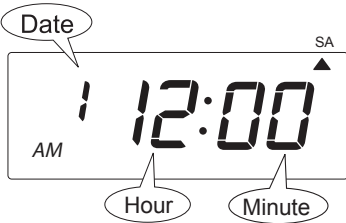
If you want to just reset all cards, refer to "All cards reset" on page 29.

- 1 Remove the cover, and push [RESET] switch with a pointed implement while pressing buttons 1 & 3 at the same time.

At first the display will change to the following.



After a few seconds the display will change to the date and time.



Press these 2 buttons at the same time.

Note: Make sure to set date and time at the current time.

Card Reassign

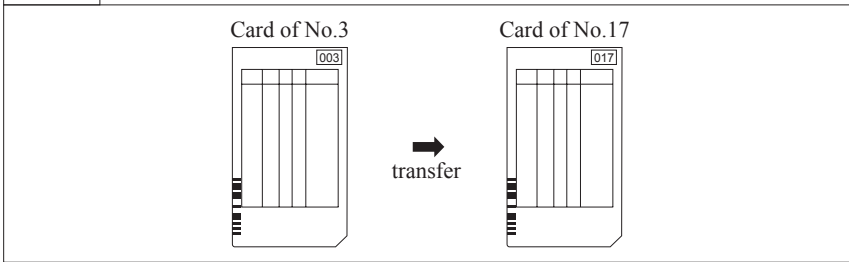
When the card that you are using becomes full (Max 62 punches), it will show “End” on the display and the buzzer will sound. When the “End” appears, you can use the “Card Reassign” mode to transfer the card and have a new card take over from the old one.

In this function, it will be useful:

- when the card has become full before reaching the “Pay Period.”
(In Payroll Mode)
- when the card is lost or damaged.

You can transfer the old card to a new one with the same number or the one which is not used in the current pay period. If you are already using all time cards from No. 1 to 100, you can transfer the card only to the new one with the same card number. If you prefer, you can use another time card with a different number, but you must reset the corresponding card first.

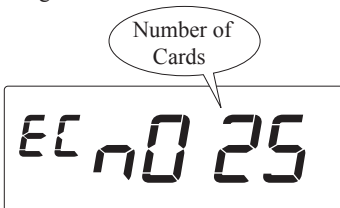
Example



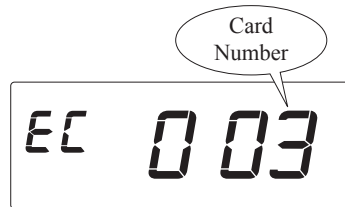
- 1 Remove the cover and using a pointed implement, press the [SETTING] button.

NOTE: If “9999” appears on the display, a password has been set. You’ll need to input the password first. See pg.23 for inputting the password.

- 2 Press the [CARD REASSIGN] button. The display will show how many cards are registered in the recorder. The example below shows 25 cards that are registered.



- 3 Use the [+] or [-] buttons to move through the registered card numbers. When you find the card number you want to reassign, press [SET].



- 4 Use the [+] or [-] buttons to find the card number you want to continue on. Press [SET] to confirm. Press [SETTING] and attach the cover.

Ex: Card No. 3 → Card No. 17

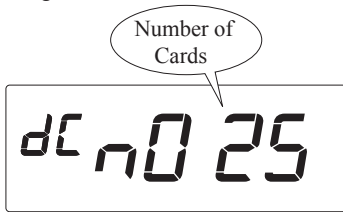
All Cards Reset

If you want to reset all cards manually,

- 1 Remove the cover and press the [SETTING] button to enter setting mode.

NOTE: If “9999” appears on the display, input the password first.

- 2 Press the [CARD DELETE] button. The display will show how many cards are registered in the recorder. The example below shows 25 cards that are registered.



- 3 Use the [+] or [-] buttons to move through the registered card numbers and select “ALL”. Press [SET].

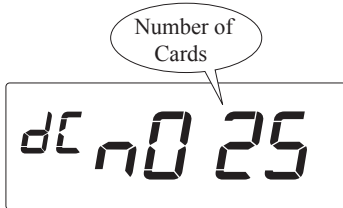


- 4 Press the [SETTING] button and attach the cover.

Card Reset

- 1 Remove the cover and press the [SETTING] button to enter setting mode.

NOTE: If “9999” appears on the display, input the password first.



- 3 Press the [SETTING] button and attach the cover.

- 2 Use the [+] or [-] buttons to find the card number you want to delete, or select “ALL” to delete all cards registered to the recorder. Press [SET] to confirm.

8. INFORMATION

Error No. Causes and Actions

No.	Error causes	Action
E-00	CPU Error	Contact the store from whom you bought the unit.
E-01	The remaining life of lithium battery for memory back-up is short.	
E-05	The card is not pulled in properly.	Make sure that another time card is not jamming in the time recorder and the ribbon cassette is correctly installed in place.
E-15	Card sensor error	After making sure of the above, attach the cover.
E-10	RAM error	Contact the store from whom you bought the unit.
E-12	Clock does not work.	
E-30	Printing cannot be performed. The printer motor or sensor is not normal.	Make sure that another time card is not jamming in the time recorder and the ribbon cassette is correctly installed in place.
E-38		After making sure of the above, attach the cover.
E-35	Inserted time card is wrong type. The time card is stuck in the time recorder.	In case the time card is completely stuck in the unit and does not come out, remove the cover. Then, using another time card, push the stuck time card downwards, and take it off from the bottom of the unit.
E-40	Password error	Input the correct password you set. (4-digit numbers)
E-41	The starting date and the ending date of the daylight saving time are the same date.	Correctly set the starting date and ending date of the daylight saving time.
E-49	Input the wrong settings.	Check the setting contents and input the correct figures.

Note:

- If the error number is still displayed after checking above points, contact the store from whom you bought the unit.
- When you finish instructed action, press [SETTING] button for three seconds to be back to normal punching mode.

Other failures

- **The unit does not operate.**

Check whether AC adapter is properly in an AC outlet.

- **The unit does not print.**

Check whether the ribbon cassette is installed in place.

- **Print is not located in the right place.**

Check whether setting of the pay period ending date is set correctly.

Check whether the day advance time is set correctly.

Make sure that no part of time card is folded, and that time card is inserted straight into the unit.

→ If improper printing still remains after checking above points, contact the store from whom you bought the unit.

- **"99 99" appears when you try to enter the setting mode.**

Password is required. Input the correct password you've set. (4-digit numbers)

→ Refer to "Setting / Changing Password" in this manual.

Environmental Conditions

Avoid placing the unit in environments that are:

- humid or dusty
- exposed to direct sunshine
- subject to frequent or continuous vibrations
- outside the temperature range between -5° and 45° C (+23°F and +113°F)
- affected by chemicals or ozone

Specifications

Clock accuracy	Monthly accuracy \pm 15 sec. (at ordinary temperature)
Calendar	Year up to 2099. Automatically adjusted to leap years, 31-day months and months with thirty or fewer days, and the days of the week.
Printing system	Dot matrix imprint
Power failure compensation	Three years of cumulative power failure hours after the date of shipment
Operating environment	Temperature: -5°C to $+45^{\circ}\text{C}$: $+23^{\circ}\text{F}$ to $+113^{\circ}\text{F}$ Humidity: 20% to 80%RH, no condensation The unit operates normally at temperatures of 5°C or below, but the print density, reaction of the liquid crystal display, and the number of prints at power failure are inferior to those at normal temperature operation.
Dimensions	6-7/8"(w) x 9-5/8"(h) x 5-3/16"(d) 175(w) x 244 (h) x 132 (d) mm
Weight	Approx. 3.5lbs. (1.6 kg) (with AC adapter)
Power Consumption	120V 3A
Rating of AC adapter	INPUT: 120VAC 50/60Hz 0.45A OUTPUT: DC12VDC 3A
Time Card	Single Side Card Size: 3-1/4" (w) x 8-7/8"(h)



NOTICE: Use only the supplied AC adapter.






9. PRECAUTIONS







This user's manual is prepared for safe and proper use of the unit. Please follow all the instructions to avoid possible danger to yourself or others and damage to the unit.

Signs

Various warnings and cautions are provided throughout this manual along with signs. Remember each sign and its explanation listed below for your safety and proper operation of the unit.

	Warning	Improper handling may cause bodily accidents including death and serious injury.
	Caution	Improper handling may harm the human body or material.

	Improper handling may cause electric shock DANGER.		"Must-Do" sign.
	DO NOT disassemble the unit.		Be sure to remove the line cord plug from the outlet.
	"Don't" sign.		

		Warning
	Do not disassemble the unit. There is a high voltage present inside, possibly leading to an electric shock.	
	Do not modify the unit. Modifications may cause a fire and/or electric shock.	
	If any anomaly occurs, for example, heat or smoke is generated or an odor is emitted, unplug the unit immediately and contact your dealer for servicing. There is a danger that further use may cause a fire or electric shock.	
	Do not use any voltage of the power source other than designated. Do not share a single outlet with another plug. These may lead to fire or shock hazards.	
	Do not damage, break, or modify the power cord. Do not put a heavy object on, pull, or forcefully bend the cord, either. These may damage the cord, possibly resulting in a fire or electric shock.	



If foreign matter should get in the unit (including a piece of metal, water, or liquid), disconnect the plug from the outlet immediately and contact your dealer for servicing. There is a danger that further use may cause a fire or electric shock.



Do not plug or unplug the unit with a wet hand. You may get an electric shock.



Caution



Do not place the unit on an uneven or tilted surface. This may result in injuries due to the unit dropping or falling off.



Do not put a water-filled container or a metal object on top of the unit. If water is spilled or the metallic object slips inside, a fire or shock hazard may occur.



Do not install the unit in a humid or dusty environment. It may cause a fire or electric shock.



Do not place the unit near kitchen counter or humidifier. Oil, smoke, or steam generating from them may cause fire or shock hazards.



Do not yank the power cord to disconnect from the outlet. Hold the plug with your hand to do so, or the cord may be damaged, possibly leading to a fire or electric shock.



Remove the line cord plug from the outlet before transferring the unit, or it may damage the cord, possibly leading to a fire or electric shock.



Be careful not to contact the print head, as you may get hurt or burned.



Make sure to insert the power plug as far as it will go. Improper insertion of the plug may develop fire or shock hazards.



Do not insert or drop any other time card than specified into the slot. Such misuse may cause a fire or electric shock.



If the unit should be dropped or the case be broken, unplug the unit and contact your dealer for servicing. Further use may lead to a fire or shock hazard.

Daily Care

For cleaning, turn the power off and wipe the case clean of dust and dirt with a dry cloth, etc.

Limited One-Year Warranty

Lathem warrants the hardware products described in this guide against defects in material and workmanship for a period of **one year** from date of original purchase from Lathem or from an authorized Lathem reseller. The conditions of this warranty and the extent of the responsibility of Lathem Time Corporation ("Lathem") under this warranty are listed below.

1. This warranty will become void when service performed by anyone other than an approved Lathem warranty service dealer results in damage to the product.
2. This warranty does not apply to any product which has been subject to abuse, neglect, or accident, or which has had the serial number altered or removed, or which has been connected, installed, adjusted, or repaired other than in accordance with instructions furnished by Lathem.
3. This warranty does not cover dealer labor cost for removing and reinstalling the machine for repair, or any expendable parts that are readily replaced due to normal use.
4. The sole responsibility of Lathem under this warranty shall be limited to repair of this product, or replacement thereof, at the sole discretion of Lathem.
5. If it becomes necessary to send the product or any defective part to Lathem or any authorized service dealer, the product must be shipped in its original carton or equivalent, fully insured with shipping charges prepaid. Lathem will not assume any responsibility for any loss or damage incurred in shipping.
6. **WARRANTY DISCLAIMER AND LIMITATION OF LIABILITY:** Except only the limited express warranty set forth above, the products are sold with no expressed or implied warranties of any kind, and the implied warranties of merchantability and fitness for a particular purpose are hereby expressly disclaimed. No warranties are given with respect to products purchased other than from Lathem or an authorized Lathem reseller and any such products are purchased "as is, with all faults." In no event will Lathem be liable for any direct, indirect, special, incidental or consequential damages arising out of or in connection with the delivery, use or inability to use, or performance of this product. In the event any limited remedy given herein shall be deemed to have failed of its essential purpose, Lathem's maximum liability shall be to refund the purchase price upon return of the product.
7. Proof of date of purchase from Lathem or an authorized Lathem reseller is required for warranty service on this product.
8. This Warranty grants specific legal rights. Additional legal rights, which may vary by locale, may also apply.
9. Should any difficulties arise with the performance of this product during warranty, or with any Lathem authorized service centers, contact Lathem Time at the address below.

Lathem Time Corporation
210 The Bluffs, Suite 107, Austell, Georgia USA 30168

404-691-0405

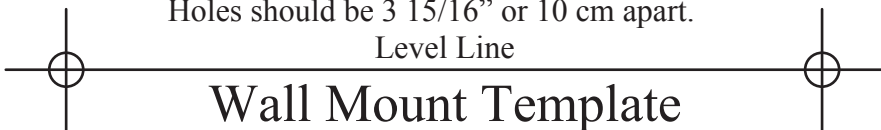
www.lathem.com

Copyright © 2017 Lathem Time Corporation. All rights reserved.

Leave about 1/8" gap between wall and screw head.

Holes should be 3 15/16" or 10 cm apart.

Level Line



Wall Mount Template