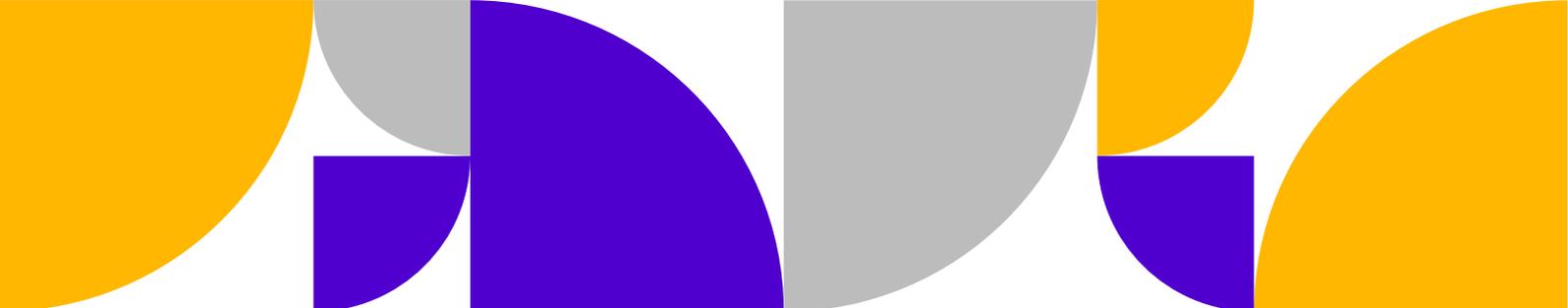


ezattend

Time Clock

Basic Settings





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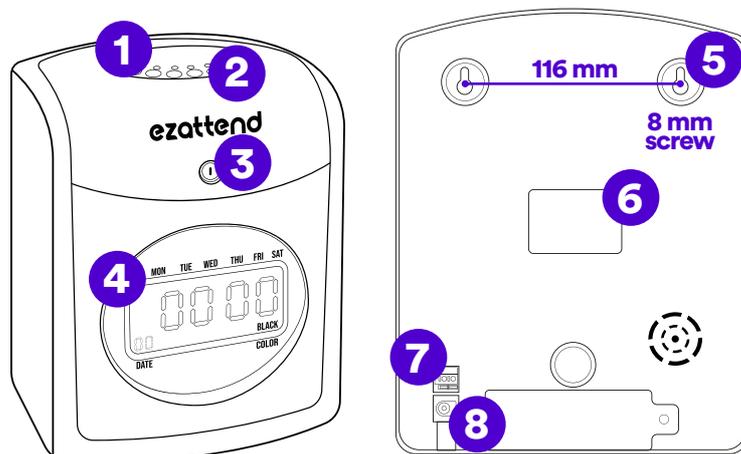
Box Content

1. EzAttend Clock
2. Automatic Dual Voltage Power Supply (110-240V AC)
3. Ribbon Cartridge
4. 50 universal Attendance Cards
5. Two keys for cover opening
6. Mounting kit



Clock parts

1. Card entry;
2. Configuration keypad;
3. Lock;
4. LCD Display (hour, weekday, minute, function symbol and ribbon color);
5. Mounting holes; 8mm screw
6. Device Serial Number
7. Speaker output (relay) for external siren / external siren wire input
8. Power cable input



Control Keys

1. **Set:** enters and exits configuration mode (- / 0);
2. **+**: increases field value;
3. **-**: decreases field value;
4. **Enter:** value confirmation/Enter function;
5. **Back:** goes back to the previous variable;
6. **Clear:** clears variable;
7. **Mode:** allows function code selection.
8. **Reset:** repositions the printer motors;
9. **Battery:** turns battery On/Off (left/right);



Operation care

1. Never use chemical products or liquids to clean the equipment;
2. Disconnect the device from the power supply before cleaning;
3. Do not keep equipment in high humidity locations;
4. Avoid drops and mechanical impacts.

Installation

1. Choose a firm location and secure the device to the wall. It can be used on a desk or table;
2. Recommended height is 90 to 100cm from floor to equipment base;
3. Ensure equipment is at least 1 meter away from electrical interference sources;
4. Correctly connect power supply.

Signaling

The EzAttend clock has internal signaling and can be connected to external sirens.

Configuring your EzAttend

Basic settings

To access your time clock configuration options, remove the cover using the included key and push the “Set” button located on the left to the “0” position (to the right). Function codes are numbered from “00” to “73” and are displayed in smaller size on the lower left of the display.

Programming quick guide

Basic Functions Table		
Code	Function	Value
00	Year	YYYY
01	Month and day	mm-dd
02	Time format 12h/24h	24
03	Hour and minute	hh:mm
04	Day change time (day turnover)	00:00
05	Card format (0=Monthly/1=Weekly); White line position (0-31)	00-00
06	Month/day of daylight savings start	10-17
07	Hour and minute of daylight savings start	00:00
08	Month and day of daylight savings end	02-20
09	Hour and minute of daylight savings end	00:00
10	Footer height (0-9)	00-xx
11	Left margin (0-9)	00-xx
12	Bi-weekly identification (0=Inactive 1=Active)	00-01
13	Siren ring duration (0-59s)	00-xx
14-37	Siren activation times	hh:mm



Automatic Column Time Table

Code	Value
38, 44 and 50	1 - Entry
39, 45 and 51	2 - Exit
40, 46 and 52	3 - Entry
41, 47 and 53	4 - Exit
42, 48 and 54	5 - Entry
43, 49 and 55	6 - Exit

Ribbon Color Change Table

Code	Color
56, 58, 60-72 (even)	Red
57, 59, 61-73 (odd)	Black

How to change the ribbon

1. Remove clock cover and press the button 4 (4th key from left to right) key to position the printer head at center;
2. Pull ribbon latch and remove it by pulling upward;
3. Place new ribbon in same position, pushing down until carriage engages;
4. Verify whether the ribbon is correctly positioned. Turn ribbon collector to properly fit print head and remove any impurities.

Note: Non-approved products may damage equipment voiding warranty. Use only original supplies like ribbon and time cards.

Troubleshooting

1. **Equipment won't turn on:** test outlet (100-240V). Check cable and connections.
2. **Siren doesn't ring:** review time settings and connections.
3. **Wrong print position:** reconfigure codes "10" and "11" (footer and margin).
4. **Wrong/inverted ribbon color:** review settings (codes "56" to "73").
5. **Clock runs fast or slow:** may have electrical/magnetic interference. Consider using stabilizer or UPS (electrical interference) or ground equipment (magnetic interference).
6. **Won't accept card:** turn off/on. Check card humidity or sun exposure.
7. **Weak markings:** reinstall or replace ribbon.
8. **Incorrect date:** reconfigure data.
9. **Error "Err1":** incorrect insertion mode (header or footer).
10. **Error "Err2":** wrong card position (left or right).
11. **Error "Err3":** memory error. Turn off and on again.



Clock reset

Press “reset” to reposition motors. To reset all configurations (like date, time, siren times, ribbon color and automatic column) to original factory values, press “+”, “clear” and “mode” keys simultaneously.

Programming sheet

This sheet is for technicians and clients to record main configurations made on the EzAttend.

General Settings	
Function	Description
2	Time Format 12/24
4	Day change time
5	Card <0=Month; 1=Weekly; White Line <0-31>>
10	Footer height <0-9>
11	Left margin <0-9>
12	Bi-weekly <0=Inactive; 1=Active>
13	Siren ring duration
74	Print type <0=Hour/minute; 1=Centesimal>

Common configurations

Print Line Adjustment

The print adjustment in the cell is done by row or by column, affecting all cells in the row or column (on both sides of the card).

Before manual adjustment, you can reset the print position:

1. Leave the clock in normal operating mode (configuration key in left position);
2. Press and release the “reset” button;
3. The clock will auto-adjust;
4. If problem persists, proceed with manual adjustment.



Manual Adjustment:

1. Enter configuration mode;
2. Use codes:
 - Code 10: Printing height (vertical) adjustment (0-9);
 - Code 11: Print line (horizontal) adjustment (0-9).
3. The higher the value, the higher the printing will be in the cell;
4. Test with a card after adjustment.

Siren Configuration

To configure siren times:

1. Enter configuration mode and navigate to code 14
2. Adjust hour and minutes using “+” and “-” buttons
3. Activate working days
4. Press “ENTER”

Additional siren codes:

- **Code 15:** Lunch break exit
- **Code 16:** Return from lunch break
- **Code 17:** Break exit or end of workday
- **Code 18:** Break return (if applicable)
- **Code 19:** End of workday (if using break)

Note: External siren sold separately.

Payment Period

The time card system supports three payment periods:

1. Weekly Payment (Default)
 - Card is ready to use in weekly format
 - To configure weekly format:
 - Enter code 05
 - Press “+” to change value from 00 to 01
 - First two letters of day name will be printed
 - Fortnight identification mark will be disabled
2. Bi-weekly Payment
 - Configure through code 12 (fortnight identification)
 - Set value to 01 to activate bi-weekly mode
3. Monthly Payment
 - Default setting when code 05 is set to 00
 - Uses full month format for tracking

The universal time card included with the clock supports all three payment periods without need for different card types.