



MODEL 2600

6-Column Top Loading Time Recorder

ELECTRONIC PAYROLL TIME RECORDER INSTALLATION AND OPERATION INSTRUCTIONS

IMPORTANT!

READ THESE INSTRUCTIONS BEFORE INSTALLING AND USING
THIS PRODUCT

Keep these instructions for future reference

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1. INTRODUCTION

The Pyramid Model 2600 Series Time Recorder is an electronic time recorder designed to make payroll processing easier and more efficient. The Model 2600 will meet your business needs whether your pay periods are weekly, bi-weekly, semi-monthly or monthly. Features include the following:

- 1) Automatic daylight savings time adjustment
- 2) Battery back-up of setting should power fail
- 3) Two-color printing to alert supervisor of non-standard punch times
- 4) Standard of military time plus hundredths of hour available
- 5) Automatic column change available

SETTING UP YOUR MODEL 2600 TIME RECORDER

The Pyramid Model 2600 comes with a preset factory program so no additional set-up may be required. The factory set-up is as follows:

- 1) Current date, year and Eastern Standard Time (12 hour mode, 60 minute format)
- 2) Manual column selection
- 3) Prints time on corresponding date row of time card
- 4) Auto detection to assure time card is punched on correct side
- 5) Automatic daylight savings time

Button illustration

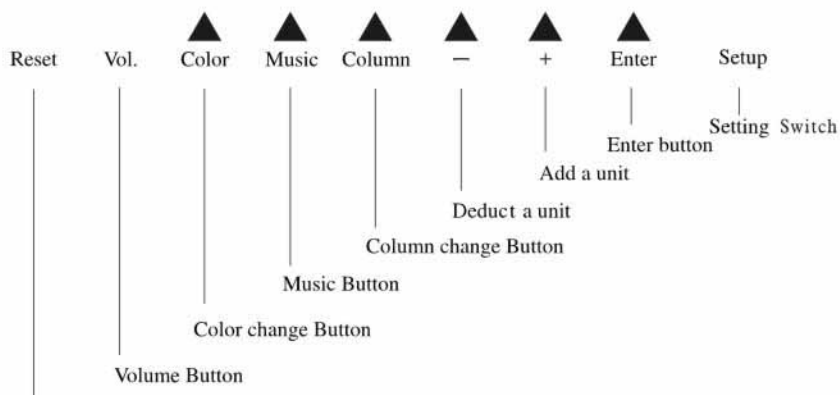
This time recorder has two modes. Normal print mode and setting mode.

Normal print mode to right and setting mode to the left

Normal mode. (The six buttons from left to right.)

| Button Number | 1 | 2 | 3 | 4 | 5 | 6 |
|-----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| The function of the buttons | Printing location column 1 | Printing location column 2 | Printing location column 3 | Printing location column 4 | Printing location column 5 | Printing location column 6 |

Setting mode (the six buttons from left to right)



Reset Button (Press this button and the setups will be the default value again)

| Button Name | The function of the buttons |
|-----------------|--|
| 1. Color-change | In the setting mode, press the button to set the color change time |
| 2. Music | In the setting mode, press the button to set the Music, Siren/Bell-ringing time |
| 3. Column | In the setting mode, press the button to set the column change time |
| 4. Deduct | In the setting mode, press the button to deduct a unit from the number or function group flashing on the screen. |
| 5. Add | In the setting mode, press the button to add a unit to the number or function group flashing on the screen |
| 6. Enter | In the setting mode, press the button to save the current setup and begin the setup of the next function. |

2. COMPONENTS:

Time recorder



operation manual



Time cards



keys





3. BEFORE OPERATION

Remove the Model 2600 from its box and place it on a firm surface for set-up. Remove all packaging from the unit including the packaging on the card feed slot located on top of the unit. Once all packaging is removed, you can plug your Model 2600 into any 110 VAC outlet. Using the key provided with the unit, open the top cover to access the set-up buttons and to change the ribbon when necessary.



4.0 SETTING UP YOUR MODEL 2600

Use the key included with your Model 2600 to remove the top cover.

4.1 SETTING THE YEAR - 01

1. Move the SETUP switch to the left enter the setup mode, press   button to choose setting number 01.

2. Press ENTER button to enter year setting.

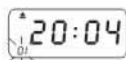
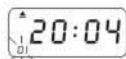
3. Press   to select the correct year.

4. Press ENTER button to confirm setting.

5. The setting number now turns to 02.

6. Continue to next feature setup or move the SETUP slide to the right to complete and exit setting mode.

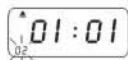
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4.2 SETTING DATE - 02

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1. In SETUP mode, press $\boxed{+}\boxed{=}$ button to choose setting number 02.



2. Press ENTER button to enter date setting.

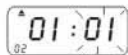
3. Press $\boxed{+}\boxed{=}$ to select the correct month.



4. Press ENTER button to confirm.

5. Press $\boxed{+}\boxed{=}$ to select the correct date.

6. Press ENTER button to confirm setting.

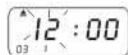


The setting number now turns to 03

7. Continue to next feature set up or slide the setting button to the right to complete and exit setting.

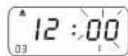
4.3 SETTING TIME - 03

1. In the SETUP mode, press $\boxed{+}\boxed{=}$ button to choose setting number 03.



2. Press ENTER button to enter time setting.

3. Press $\boxed{+}\boxed{=}$ to select the correct hour set using a 24 hour clock.



4. Press ENTER button to confirm setting.

5. Press $\boxed{+}\boxed{=}$ to select the correct minute.



6. Press ENTER button to confirm setting.

7. Clock now flashes seconds, clock will count up seconds on its own, press enter button once when it reaches desired seconds. To zero seconds press $\boxed{+}\boxed{=}$ button.

8. Press enter to confirm setting.

9. The setting number now turns to 04.

10. Continue to next feature set up or slide the setting button to the right to complete and exit setting.

4.4 SETTING DAY LINE CHANGE TIME - 04

This function will allow you to set the time of the day that the unit will switch to the next row or date line of the time card. For example, if your company has a second shift that ends at 1 a.m., you may want to set the line or row to change at 3 a.m. to assure that individual punching out for the second shift have the punch in/out time on the same line.

1. In the SETUP mode, press $\boxed{+}\boxed{=}$ button to choose setting number 04.

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2. Press ENTER button to enter setting.



3. Press $\boxed{+}\boxed{=}$ to select the desired day line change hour (original setting is 00:00).

4. Press ENTER button to confirm setting.



5. Press $\boxed{+}\boxed{=}$ to select the desired day line change minute.

6. Press ENTER button to confirm setting.



7. The setting number now turns to 05.

8. Continue to next feature set up or slide the SETUP button to the right to complete and exit setting mode.

4.5 SETTING CARD FORMAT - 05

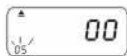
This function is factory set at "00" to correspond to the time card available for this unit.



Press ENTER, ENTER to go to the next feature. Only buy Pyramid Part Number 42415 time cards.





4.6 SETTING TIME CARD & PAY PERIOD ENDING DATE - 06

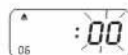
Option 00 tells the recorder to place the time punches next to the corresponding dates that are printed on the time Card. At the end of the month, the punches will automatically go back to the first of the month. It is recommended to use option 00 for weekly, bi-weekly or semi-monthly payrolls. Option 01 has the printing restart at the beginning of the time card each week.





1. In the SETUP mode, press   button to choose setting number 06.

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2. Press ENTER button to enter setting.
3. Press   to select 00/01 for time card type.
01-Printing reset to top of time card
00- Recorder prints next to date row on top of card



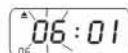
4. Press ENTER button to confirm setting.
5. If 00 is entered, the setting number will now turn to 07.

If 01 is entered, press   to select the day of the week to reset the printing to the top row of the clock. (01=Monday , 02= Tuesday...etc)

Press enter button to confirm settings





Note: Print change will take place at midnight of the selected day

6. Continue to next feature set up or slide the SETUP button to the right to complete and exit setting mode .



4.7 PRINT AND DISPLAY TIME FORMAT - 07

This function sets the unit to display and print the time in either AM/PM (12 hour time) or Military time.

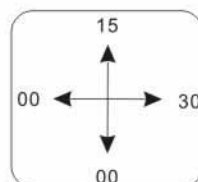
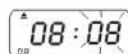
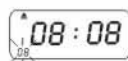
1. In setting mode, press   button to choose setting number 07.
2. Press ENTER button to enter setting.
3. Press   to select 12 for AM/PM or 24 for Military.
4. Press ENTER button to confirm setting.
5. The setting number now turns to 08.
6. Continue to next setting or slide the SETUP button to the right to complete and exit setting mode .

4.8 SETTING PRINTING POSITION - 08

This function is necessary only if adjustment is required to provide proper alignment of the print position on the time card within the box outline on the time card . With the recorder out of the SETUP mode (switch to the right), you will need to print a test card to determine if the unit is printing properly within the box. If the alignment is acceptable, please ignore the following instructions, otherwise proceed.

1. In setting mode, press $\boxed{+}\boxed{=}$ button to choose setting number 08.
2. Press ENTER button to enter setting.
3. Press $\boxed{+}\boxed{=}$ to select the desired vertical printing position setting.
* Increasing the number (00-15) will move the print up on the card.
4. Press ENTER button to confirm setting.
5. Press $\boxed{+}\boxed{=}$ to select the desired horizontal printing position setting.
* Increasing the number (00-30) will move the print to the right
6. Press ENTER button to confirm setting.
7. The setting number now turns to 09.
8. Continue to next feature set up or slide the SETUP button to the right complete and exit setting mode.

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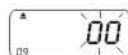


4.9 SETTING DAY LIGHT SAVINGS TIME - 09

This feature allows the unit to automatically adjust the time for Daylight Savings Time. If no Daylight Savings is required, select 00 for the month.

1. In setting mode, press $\boxed{+}\boxed{=}$ button to choose setting number 09.
2. Press ENTER button to enter setting.
3. Press $\boxed{+}\boxed{=}$ to select beginning month for day light Saving time.
4. Press ENTER button to confirm setting.
5. Press $\boxed{+}\boxed{=}$ to select beginning date for day light saving time.
6. Press ENTER button to confirm setting.
7. Press $\boxed{+}\boxed{=}$ to select the beginning hour for day light saving time.
8. Now display turns to the ending time for Day Light Savings time.
9. Press $\boxed{+}\boxed{=}$ to select ending month for Day Light Savings time.
10. Press ENTER button to confirm setting.
11. Press $\boxed{+}\boxed{=}$ to select ending date for Day Light Savings time.

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12. Press ENTER button to confirm setting.
13. Press $\boxed{+}\boxed{=}$ to select ending hours for day.
14. Press ENTER button to confirm setting.
15. The setting number now turns to 10.
16. Continue to next feature set up or slide the SETUP button to the right to complete and exit setting mode.

4.10 SETTING MINUTE PRINT FORMAT - 10

This function sets the format for how the minutes will be printed on the time card.

1. In setting mode, Press $\boxed{+}\boxed{=}$ button to choose setting number 10 on left bottom of display.
2. Press ENTER button to enter setting.
3. Press $\boxed{+}\boxed{=}$ to select the desired printing mode.
 - 00-Standard minutes (60 minute format)
 - 01-Minutes in Hundredths (ie 12:45 will print as 12:75)
4. Press ENTER button to confirm setting.
5. The setting number now turns to 11.
6. Continue to next feature set up or slide the SETUP button to the right to complete and exit setting.

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4.11 SETTING ON/OFF FUNCTION FOR AUTO-DETECTING MONTHLY TIME CARD - 11

Because the time card is double sided, this auto-detection feature assures that the time card is inserted on the correct side that corresponds to the date printed on the time card. If the time card is put in backwards, it will not print but be ejected until the opposite side is inserted. Auto-detection (00) is recommended.

1. In setting mode. Press $\boxed{+}\boxed{=}$ button to choose setting number 11 on left bottom of display.
2. Press ENTER button to enter setting.
3. Press $\boxed{+}\boxed{=}$ to select 00/01
 - 00-with function for auto-detecting time card
 - 01-without function for auto-detecting time card



4. Press ENTER button to confirm setting.
5. Continue setting numbers
01 to 11 by pressing (+) (=) or slide the SETUP
button to the right to complete and exit
setting. Note: If you are using time card without a small indented cut on
the bottom, please set the function to "01"

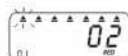
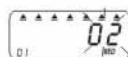
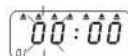
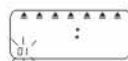
5.0 ADVANCED OPTIONS

5.1 SETTING PRINTING COLOR

This recorder can print in either black or red during a preset period. This feature is used to identify when an individual is punching in/out at a non-standard time period (ie visually review tardiness). The unit is factory set to print black at all times. Using the instructions below, the recorder can be set to print red during these selected non standard time periods. There are a total of 24 settings allowed. Note: The backlight color on the display will also change during the punch at the same time to indicate the non-standard time punch.

1. In setting mode, Press COLOR button to
enter printing color setting.
2. Press ENTER to enter hours setting.
3. Press (+) (=) to select desired hours for color change.
4. Press ENTER button to confirm setting.
5. Press (+) (=) to select desired minute for color print.
6. Press ENTER button to confirm setting.
7. Press (+) (=) to select 01/02 for color print.
01-for black color print (Blue back light showing)
02-for red color print (Red back light showing)
8. Press ENTER button to confirm setting.
9. Now display turns to day setting (indicator flashing under Sunday)
Press ENTER button and the entire week will be set and skip to step 14.
Note: Use steps 10-13 for any days that you want to delete the setting
10. Press (+) (=) to select the day.

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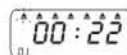
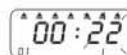
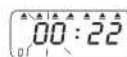
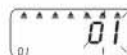
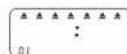
11. Press COLOR button once to delete selected day for color print.
12. Press $\boxed{+}\boxed{=}$ to move to the next day and repeat step 11.
 Note: If you want to undelete the day, press $\boxed{+}\boxed{=}$ button to choose the day to undelete, and press the COLOR button to add the day back.
13. After completing weekdays setting, press ENTER button to confirm setting.
14. The setting number turns to 02. Repeat steps 2-13 (total of 24 settings allowed) to continue next setting or slide SETUP button to the right to complete and exit setting.

5.2 SETTING THE MUSIC BELL

This feature is used to set the music bell to alert for shift change or breaks. The volume of the internal speaker can be changed by using a small screwdriver to turn the switch labeled Vol.

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1. In setting mode, press MUSIC button to enter music setting.
2. Press ENTER to enter hours setting.
3. Press $\boxed{+}\boxed{=}$ to select desired hour for music to begin.
4. Press ENTER button to confirm setting.
5. Press $\boxed{+}\boxed{=}$ to select desired minute for music to begin.
6. Press ENTER button to confirm setting.
7. Press ENTER again to select 01 for music bell.
 Note: Option 02/03 is not available
8. Press $\boxed{+}\boxed{=}$ to set music duration in seconds (default is 30 seconds)
 The maximum duration allowed is 59 seconds.
9. Now display turns to day setting (indicator flashing under Sunday)
 Press ENTER button and the entire week will be set and skip to step 14
 Note: Use steps 10-13 for any days that you want to delete the setting
10. Press $\boxed{+}\boxed{=}$ to select day.
11. Press MUSIC button once to delete selected day for color print.



12. Press **[+/-]** to move to the next day and repeat step 11

Note: If you want to undelete the day, press **[+/-]** button to choose the day to undelete, and press the MUSIC button to add the day back.

13. After completing deleted days setting, press ENTER button to confirm setting.
14. The setting number turns to 02. Repeat steps 2-13 (total of 24 settings allowed) to continue next setting or slide SETUP button to the right to complete and exit setting.

5.3 SETTING AUTOMATIC COLUMN ADVANCEMENT

This function automatically advances the In/Out buttons to the next column on the time card at a preset time. The employee will not have to manually select the column for In/Out punches; however, a different column can be set manually by pressing the top In/Out button to the desired column.

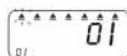
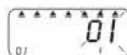
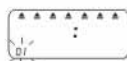
1. In setting mode, press COLUMN button to enter column setting.
2. Press ENTER button to enter hours setting.
3. Press **[+/-]** to select desired hours for column print.
4. Press ENTER button to confirm setting.
5. Press **[+/-]** to select desired minute for column print.
6. Press ENTER button to confirm setting.
7. Press **[+/-]** to select column 01-06 for print.
8. Press ENTER button to confirm setting.
9. Now display turns to day setting (indicator flashing under Sunday)

Press ENTER button and the entire week will be set and skip to step 14

Note: Use steps 10-13 for any days that you want to delete the setting

10. Press **[+/-]** to select day.
11. Press COLUMN button once to delete selected day for color print.

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12. Press **[+/-]** to move to the next day and repeat step 11.

Note: If you want to undelete the day, press **[+/-]** button to choose the day to undelete, and press the **COLUMN** button to add the day back.

13. After completing deleted days setting, press **ENTER** button to confirm setting.
14. The setting number turns to 02. Repeat steps 2-13 (total of 24 settings allowed) to continue next setting or slide **SETUP** button to the right to complete and exit setting.

6. CHANGING ALREADY PROGRAMMED FEATURES

1. Slide the **SETUP** switch to the left.
2. Use the **[+/-]** buttons to select the feature number to be changed or select **COLOR**, **MUSIC** or **COLUMN**.
3. Follow the instructions for the selected feature.
4. Slide the **SETUP** switch to the right when complete.

7. DELETING A SETTING

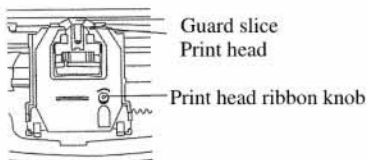
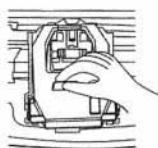
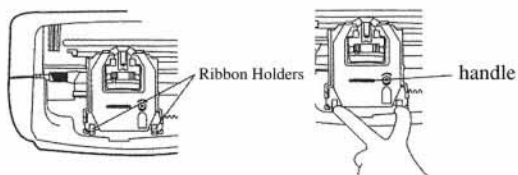
1. Slide the **SETUP** switch to the left.
2. Use the **[+/-]** buttons to select the feature number to be deleted or select **COLOR**, **MUSIC** or **COLUMN**.
3. Press **[+/-]** and **ENTER** button at the same time for 3 seconds to delete that set of settings.
4. Slide the **SETUP** switch to the right when complete.

8. TROUBLE SHOOTING

| CAUTION - Disconnect Power Before Servicing | | |
|---|--|---|
| Problems | Reason | Solution |
| Fail to pull in the card automatically | Power stopped Bad connection with the power Pull out or insert the card forcefully | Waiting for the power supply retrieval Check the socket of the power Check the way of inserting and pulling out the cards |
| Clock stopped | Power stopped Bad connection with the power | Waiting for the power supply retrieval Check the socket of the power |
| Time goes too fast or slow | Time setting is not correct Long power stopped period | Set the time correctly Reset |
| Printing color too light | The color ribbon is not in correct place | Set the color ribbon in its correct place |
| Printing position is wrong | The conclusion date setting is not correct The usage is not correct | Set the conclusion date correctly Check the way of inserting and pulling out the cards |
| No printout with long beep | Insert Monthly card with other side out The card is not inserted correctly | Insert it again correctly Insert the card with a little force |
| Date mistake | Date setting wrong | Reset the date |
| Printing unitly | The usage is not correct | Check the way of inserting and pulling out the cards |

9. REPLACING THE RIBBON CASSETTE

Move SETUP Button to the left to center the ribbon cartridge .



Always tighten the ribbon by turning the knob clockwise after replacing the ribbon cassette.

10. SUPPLIES AND SUPPORT

Supplies and support for The Pyramid Model 2600 are available at most office supply stores or call Pyramid Technologies direct toll free at 888-479-7264 or visit our website at www.ptitime.com. The following accessories are available:

| Item No. | Qty | Description |
|----------|-----|-----------------------------|
| 42416 | 1 | Black/Red Ribbon |
| 42415 | 100 | Time Cards |
| 400-3 | 1 | 25 Capacity Adjustable Rack |

11. SPECIFICATIONS

| | |
|-----------------------|-------------------------|
| Required Power | 110±10%VAC |
| Operating Temperature | 23 deg. F to 104 deg. F |

LIMITED HARDWARE WARRANTY

- Pyramid warrants our Pyramid equipment to the original user against defective material or workmanship for a period of 1-year from the date of purchase. Product Registration and/or Proof of date of purchase are required for warranty service on this product.
- Pyramid's responsibility under this warranty is limited to repair or replacement of the defective part(s). Repair or replacement is the sole discretion of Pyramid Technologies.
- For Return Shipments to Pyramid, the product must be shipped in its original carton or equivalent, fully insured with shipping charges prepaid. Pyramid will not assume any responsibility for loss or damage incurred in shipping.
- Pyramid reserves the right to determine whether the parts failed because of defective material, workmanship or other causes.
- Failure caused by accident, alteration, misuse or improper packaging of returned unit is not covered by this warranty.
- Any repair to the equipment other than by Pyramid voids the warranty.
- Users in countries other than the USA should contact the Dealer from whom the unit was purchased.
- The rights under this warranty are limited to the original user and may not be transferred to subsequent users.

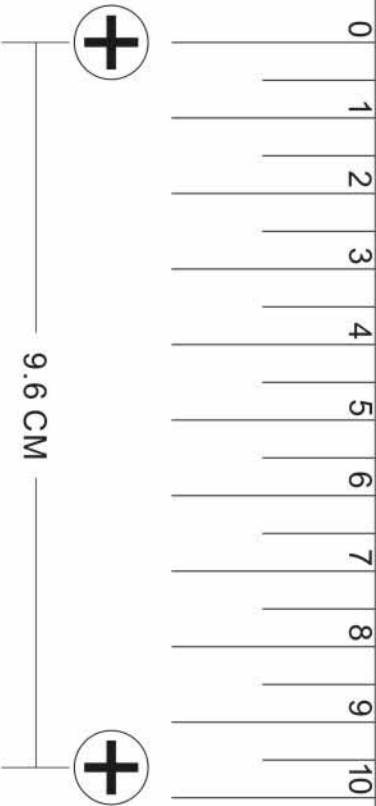
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Mounting Hole Alignment





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