



MODEL 2400AT
4-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

I2211AT Rev. C

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1. INTRODUCTION

The Model 2400AT Series Time Recorder is an electronic time recorder designed to make payroll processing easier and more efficient. The Model 2400AT will meet your business needs whether your pay periods are weekly, bi-weekly, semi-monthly or monthly. Features include the following:

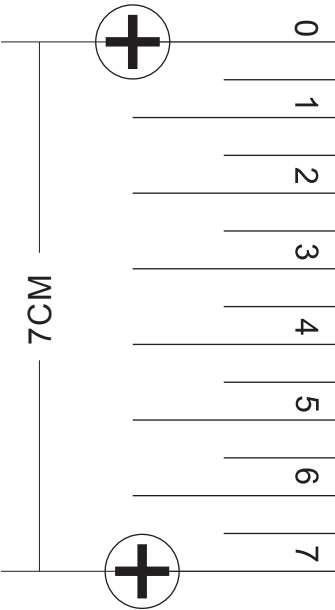
- 1) Automatic daylight savings time adjustment
- 2) Battery back-up of setting should power fail
- 3) Standard or Military time plus hundredths of hour available
- 4) Automatic column change available

SETTING UP YOUR MODEL 2400AT TIME RECORDER

The Model 2400AT comes with a preset factory program so no additional set-up may be required. The factory set-up is as follows:

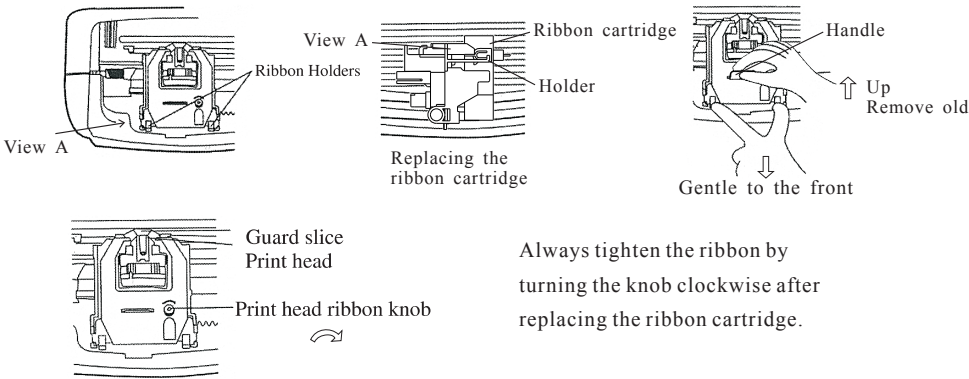
- 1) Current date, year and Eastern Standard Time (12 hour mode, 60 minute format)
- 2) Manual column selection (see section 5.3 for automatic column adjustment)
- 3) Prints time on corresponding date row of time card
- 4) Auto detection to assure time card is punched on correct side
- 5) Automatic daylight savings time, preset for current year

Mounting Hole Alignment



9. REPLACING THE RIBBON CARTRIDGE

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



10. SUPPLIES AND SUPPORT

For time cards, ribbons, time card racks or warranty questions please contact Allied Time at 888. 860.2535 or visit www.alliedtime.com.

Item No.	Qty	Description
42427	1	Black Ribbon
42426	100	Time Cards
42475	1	10 Capacity Time Card Rack

11. SPECIFICATIONS

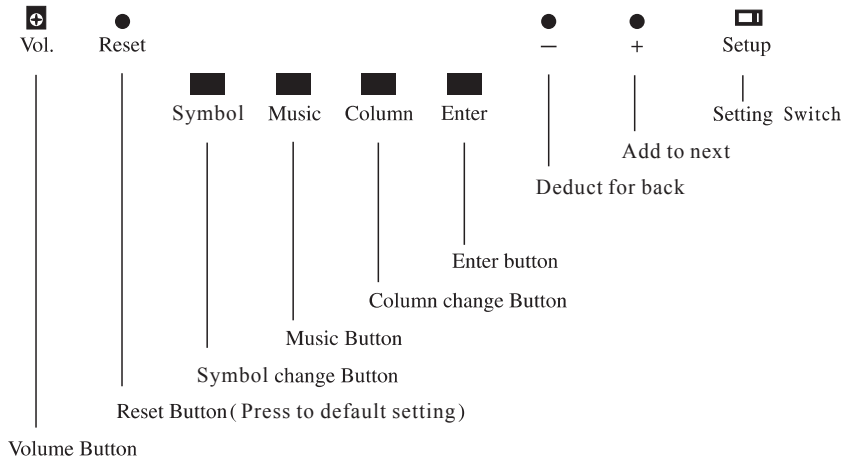
Required Power	110V~240V , 50/60Hz
Operating Temperature	0℃ ~40℃

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 four buttons from left to right.)

Button Number	1	2	3	4
The function of the buttons	Printing location column 1	Printing location column 2	Printing location column 3	Printing location column 4

Setting mode (the four buttons from left to right)



Button Name	The function of the buttons
1. Symbol	In the setting mode, press the button to set the symbol 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. Enter	In the setting mode, press the button to save the current setup and begin the setup of the next function.
5. Deduct	In the setting mode, press the button to deduct a unit from the number or function group flashing on the screen.
6. Add	In the setting mode, press the button to add a unit to the number or function group flashing on the screen

2. COMPONENTS:

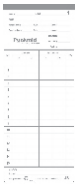
Time recorder



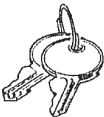
Operation manual



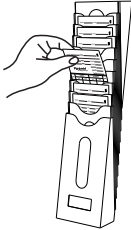
Time cards



Keys



Time card rack



3. BEFORE OPERATION

Remove the Model 2400AT 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 2400AT 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. SETTING UP YOUR MODEL 2400AT

Use the key included with your Model 2400AT 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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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 too light	The ribbon is not in correct place	Set the 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 untidy	The usage is not correct	Check the way of inserting and pulling out the cards

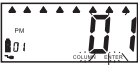
8. Press ENTER button to confirm setting.
9. Now display turns to day setting (indicator flashing under Sunday)
- Press ENTER button and the entire week will be set and skip to step 14
- Note: Use steps 10-13 for any days that you want to delete the setting

10. Press (+) (-) to select day.
11. Press COLUMN button once to delete selected day for column shift.

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 12 settings allowed) to continue next setting or slide SETUP button to the right to complete and exit setting.

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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 SYMBOL, 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 SYMBOL, 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.

4.2 SETTING DATE - 02

1. In SETUP mode, press (+) (-) button to choose setting number 02.
2. Press ENTER button to enter date setting.
3. Press (+) (-) to select the correct month.
4. Press ENTER button to confirm .
5. Press (+) (-) 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.

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4.3 SETTING TIME - 03

1. In the SETUP mode, press (+) (-) button to choose setting number 03.
2. Press ENTER button to enter time setting.
3. Press (+) (-) to select the correct hour using 24-hr format (ex. 13:00 for 1:00pm)
4. Press ENTER button to confirm setting.
5. Press (+) (-) to select the correct minute.
6. Press ENTER button to confirm setting.
7. The setting number now turns to 04 .
8. Continue to next feature set up or slide the setting button to the right to complete and exit setting.



REGULAR TIME	MILITARY TIME	REGULAR TIME	MILITARY TIME
Midnight	0000 or 0000 hours	Noon	1200 or 1200 hours
1:00 a.m.	0100 or 0100 hours	1:00 p.m.	1300 or 1300 hours
2:00 a.m.	0200 or 0200 hours	2:00 p.m.	1400 or 1400 hours
3:00 a.m.	0300 or 0300 hours	3:00 p.m.	1500 or 1500 hours
4:00 a.m.	0400 or 0400 hours	4:00 p.m.	1600 or 1600 hours
5:00 a.m.	0500 or 0500 hours	5:00 p.m.	1700 or 1700 hours
6:00 a.m.	0600 or 0600 hours	6:00 p.m.	1800 or 1800 hours
7:00 a.m.	0700 or 0700 hours	7:00 p.m.	1900 or 1900 hours
8:00 a.m.	0800 or 0800 hours	8:00 p.m.	2000 or 2000 hours
9:00 a.m.	0900 or 0900 hours	9:00 p.m.	2100 or 2100 hours
10:00 a.m.	1000 or 1000 hours	10:00 p.m.	2200 or 2200 hours
11:00 a.m.	1100 or 1100 hours	11:00 p.m.	2300 or 2300 hours

4.4 SETTING DAY LINE CHANGE TIME - 04

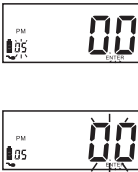
This function will allow you to set the time of the day that the unit will switch to the next row or date line of the time card. For example, if your company has a second shift that ends at 1 a.m., you may want to set the line or row to change at 3 a.m. to assure that individual punching out for the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

- 1. In the SETUP mode, press (+) (=) button to choose setting number 04.
- 2. Press ENTER button to enter setting.
- 3. Press (+) (=) to select the desired day line change hour (original setting is 00:00).
- 4. Press ENTER button to confirm setting.
- 5. Press (+) (=) 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 42426 time cards.



4.6 PRINT AND DISPLAY TIME FORMAT - 06

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

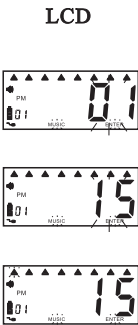
- 1. In setting mode, press (+) (=) button to choose setting number 06.
- 2. Press ENTER button to enter setting.
- 3. Press (+) (=) to select 12 for AM/PM or 24 for Military.
- 4. Press ENTER button to confirm setting.
- 5. The setting number now turns to 07.
- 6. Continue to next setting or slide the SETUP button to the right to complete and exit setting mode.



- 8. Press (+) (=) to set music duration in seconds (default is 15 seconds)
The maximum duration allowed is 30 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 (+) (=) 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 12 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 auto shift.
- 4. Press ENTER button to confirm setting.
- 5. Press (+) (=) to select desired minute for column shift.
- 6. Press ENTER button to confirm setting.
- 7. Press (+) (=) to select column 01-04 for print.





5. Press   to select desired minute for *sign printing setting.

6. Press ENTER button to confirm setting.





7. Press   to select 01/02 for *sign printing setting.
01: without * printing 02: with * printing

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.


11. Press Symbol button once to delete selected day for * sign print.


12. Press   to move to 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 SYMBOL 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.



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- 5.2 SETTING THE MUSIC ALERT
- 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.
1. In setting mode, press MUSIC button to enter music setting.

2. Press ENTER to enter hours setting.


3. Press   to select desired hour for music to begin.


4. Press ENTER button to confirm setting.




5. Press   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.








- 9 —
- 4.7 SETTING PRINTING POSITION - 07
- 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   button to choose setting number 07.

2. Press ENTER button to enter setting.

3. Press   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   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.

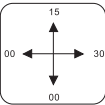


7. The setting number now turns to 08.

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












- 4.8 SETTING ON/OFF FUNCTION FOR AUTO-DETECTING TIME CARD - 08
- 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   button to choose setting number 08 on left bottom of display.

2. Press ENTER button to enter setting .

3. Press   to select 00/01
00-with function for auto-detecting time card
01-without function for auto-detecting time card
- 


- 6 —

- 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”

4.9 SETTING DAY LIGHT SAVINGS TIME - 09

This feature allows the unit to automatically adjust the time for Daylight Savings Time. The dates must be re-set once each year. If no Daylight Savings is required, select 00 for the month, in rest of section please use “Daylight Savings Time” (we have it 3 ways)

- 1. In setting mode, press (+) (=) button to choose setting number 09.
- 2. Press ENTER button to enter setting.
- 3. Press (+) (=) to select beginning month for day light Saving time.
- 4. Press ENTER button to confirm setting.
- 5. Press (+) (=) to select beginning date for day light saving time.
- 6. Press ENTER button to confirm setting.
- 7. Press (+) (=) 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 (+) (=) to select ending month for Day Light Savings time.
- 10. Press ENTER button to confirm setting.
- 11. Press (+) (=) to select ending date for Day Light Savings time.
- 12. Press ENTER button to confirm setting.

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- 13. Press (+) (=) 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 (+) (=) button to choose setting number 10 on left bottom of display.
- 2. Press ENTER button to enter setting.
- 3. Press (+) (=) 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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5. ADVANCED OPTIONS

5.1 SETTING SYMBOL PRINTING

- 1. In the setting mode, Press symbol button to enter *sign printing setting.
- 2. Press ENTER to enter hours setting.
- 3. Press (+) (=) to select desired hours for *sign printing setting.
- 4. Press ENTER button to confirm setting.

