

ISGUS

TR-S1000

USER'S MANUAL



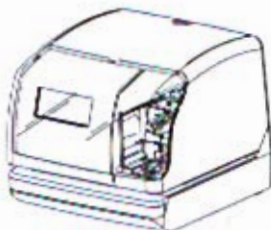
CONTENTS

1. Product Package Contents	2
2. About the time stamp	3
3. Quick Install	4
4. Programming the time stamp	5
5. Setting the Time	6
6. Setting the Date	7
7. Setting the 12/24 Hour Display Format	8
8. Setting the Print Order	9
9. Print 2 or 4 Digit Year	10
10. Hour/Minute Print Format	11
11. Day (Date) Print Format	12
12. Setting the Comment	13
13. Setting the Language	14
14. Setting the Print Method	15
15. Setting the Daylight Saving Time	16
16. Setting the Password	18
17. Using the Password	19
18. Canceling the Password	20
19. Resetting the the time stamp	21
20. Replacing the Ribbon Cassette	21
21. Installing the ni-cd battery (optional)	23
22. Wall Mounting	24
23. Error Codes	25
24. Other Information	26

1.PRODUCT PACKAGE CONTENTS

Congratualtions On your purchase of this product.Now that you have opened the box please inspects inside. you should have the following items:

TIME RECORDER



Included Accessories

Ribbon cassette
(Pre-fitted)



AC adapter: 1 pcs

(AC power plug)



Keys: 2pcs



Wall-mount fittings:



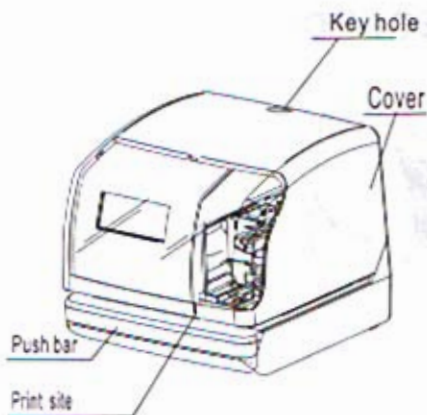
Template: 1sheet

Screws: 3pcs

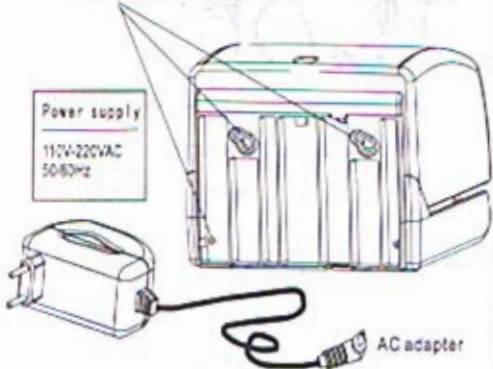
Washer: 1pcs

2.ABOUT THE TIME STAMP

It is important to become familiar with the time recorder before setting it up and using it.

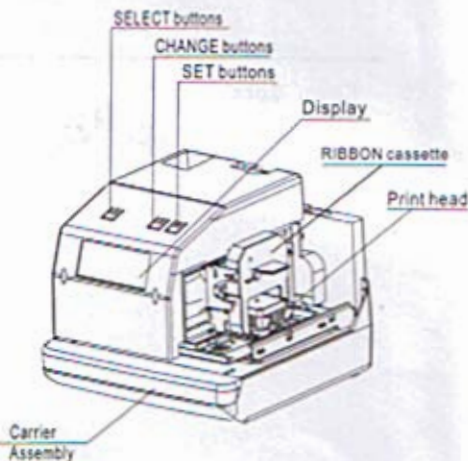
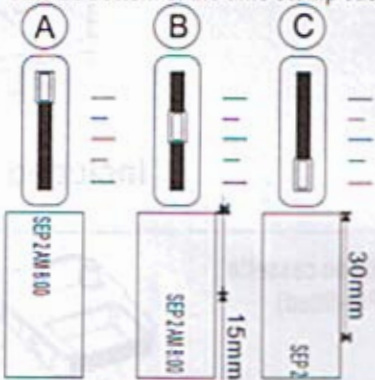


Wall-mount holes



Print position adjuster

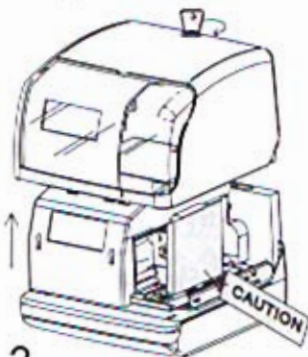
The print position from the card edge is adjustable by pressing and sliding the print position button located on outside bottom of the time stamp case.



3. QUICK INSTALL

1

Unlock the key and remove the top case.

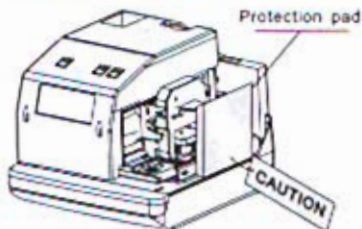


2

Remove the PROTECTION PAD.

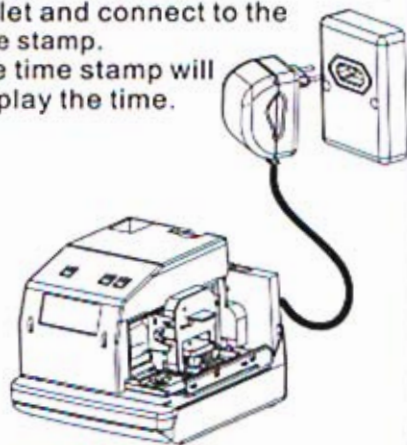


Remove the PROTECTION PAD before inserting AC power



3

Plug the adaptor into an available AC outlet and connect to the time stamp. The time stamp will display the time.



If the time or date is incorrect, please review the time setting instructions on pages 5-7.

4

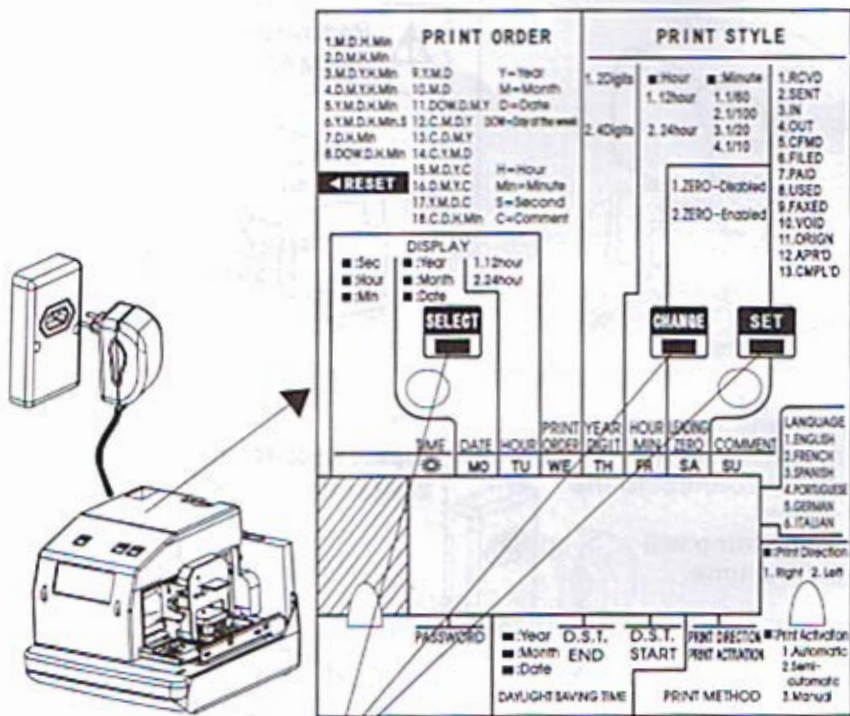
Replace the cover and lock. Insert a card.



2004 AUG 23AM12:00
(Print example)

4. PROGRAMMING THE TIME STAMP

To enter the program setting mode, remove the cover and plug the AC adapter into the power outlet. Then press the **SELECT** button once. The recorder will enter the program mode showing a **▲** on the display positioned at the "TIME" mark.



The Control Buttons

- SELECT** : Press the **SELECT** button to choose the program setting mode. The selected program mode is indicated by the **▲** mark on the display.
- CHANGE** : Pressing the **CHANGE** button allows you to cycle through the options in the programming mode you are in.
- SET** : Pressing the **SET** button allows you to set (enter/lock) the option shown on the display.

5. SETTING THE TIME

EX: To set the time stamp to 09:30 AM from some other arbitrary time.

Press the **SELECT** button and position the ▲ under the **TIME** mark. The "hour" digits will begin flashing.

(The flashing means that the number can be changed.)

Press the **CHANGE** button to advance the hour to "09". Then press the **SET** button to accept the displayed value. The "Minute" digits will now flash, indicating they may now be adjusted.

Press the **CHANGE** button to advance the minutes to "30". Press the **SET** button to accept the displayed value. The "Second" value will start counting from "00" automatically.

The time stamp's time is now set, press the **SET** button once again to return the machine to normal operations and time display.

If other functions need to be set please press the **SELECT** button, or replace and lock the case cover.

Note:

Failure to complete step 4, will result in the time stamp not printing.



6.SETTING THE DATE

EX:Set the time stamp date to September 2 of 2005.



SELECT **CHANGE** **SET**

Press the **SELECT** button, and position the ▲ under the "DATE". the "YEAR" will flash.



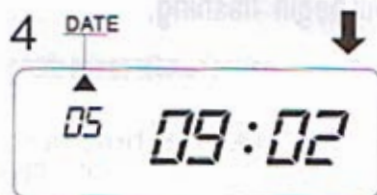
SELECT **CHANGE** **SET**

Press the **CHANGE** button until "05" is displayed, then press the **SET** button. The "Month" should now flash.

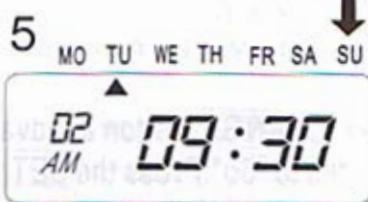


SELECT **CHANGE** **SET**

Press the **CHANGE** button until "09" is displayed, then press the **SET** button. The "Day" should now flash.



SELECT **CHANGE** **SET**



SELECT **CHANGE** **SET**

Press the **CHANGE** button until "02" is displayed then press the **SET** button. The time stamp's date is now set, press the **SET** button once again to return the clock to normal operations. If other functions need to be set please press the **SELECT** button or replace and lock the case cover.

Note:

Failure to complete step 5, will result in the time stamp not printing.

7.SETTING THE 12/24 HOUR DISPLAY FORMAT

EX:Set the hour format to 24 hour.



Press the **SELECT** button and position the ▲ under the "HOUR" mark. The flashing digit indicates the "hour display format options".

Press the **CHANGE** button to advance to mode "2", then press the **SET** button.

Hour Display Format Options		Display
		Ex:PM 4:00
1	12hour	PM 04:00
2	24hour	16:00



The time stamp's Hours Display Format is now set, press the **SET** button once again to return the clock to normal operations mode.

If other functions need to be set please press the **SELECT** button or replace and lock the case cover.

Note:

Failure to complete step 2, will result in the time stamp not printing.

8.SETTING THE PRINT ORDER

EX:Set the print order to "Month,Date,Year,Hour,Minute".

1



SELECT **CHANGE** **SET**

Press the **SELECT** button and position the ▲ under the "PRINT ORDER" mark. The flashing digit indicates the currently selected "Print Order Options".



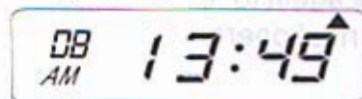
SELECT **CHANGE** **SET**

Press the **CHANGE** button until "5" is displayed, then press the **SET** button.

	Print Order Options	Sample Imprint
1	M, D, H, Min	SEP 08 13:49
2	D, M, H, Min	08 SEP 13:49
3	M, D, Y, H, Min	SEP 08 2004 13:49
4	D, M, Y, H, Min	08 SEP 2004 13:49
5	Y, M, D, H, Min	2004 SEP 08 13:49
6	Y, M, D, H, Min, S	2004 SEP 08 13:49:30
7	D, H, Min	08 13:49
8	DOW, D, H, Min	MO 08 13:49
9	Y, M, D	2004 SEP 08
10	M, D	SEP 08
11	DOW, D, M, Y	MO,08 SEP 2004
12	C, M, D, Y	RCVD SEP 08 2004
13	C, D, M, Y	RCVD 08 SEP 2004
14	C, Y, M, D	RCVD 2004 SEP 08
15	M, D, Y, C	SEP 08 2004 RCVD
16	D, M, Y, C	08 SEP 2004 RCVD
17	Y, M, D, C	2004 SEP 08 RCVD
18	C, D, H, Min	RCVD 08 13:49

2

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SELECT

CHANGE **SET**

The time stamp's Print Order Options are now set, press the **SET** button once again to return the clock to normal operations mode.

If other functions need to be set please press the **SELECT** button or replace and lock the case cover.

Code Key:

Y	Year
M	Month
DOW	Day of the Weeks
D	Day of the Month(Date)
H	Hours
MIN	Minutes
S	Seconds
C	Comment

Note: Failure to complete step 2, will result in the time stamp not printing.

9. PRINT 2 OR 4 DIGITS YEAR

EX: Set the time stamp to imprint a 4 digits year.

1



Press the **SELECT** button and position the ▲ under the "YEAR DIGIT" mark, the flashing digit indicates the currently selected "Year Digit Options".

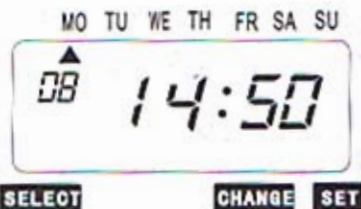


Press the **CHANGE** button to step through each selection. When "2" is displayed, press the **SET** button.

	Year Digit Options	Print Example
1	2 Digits	08 SEP 03 14: 50
2	4 Digits	08 SEP 2003 14: 50

2

The time stamp's Print Order Options are now set, press the **SET** button once again to return the clock to normal operations mode.



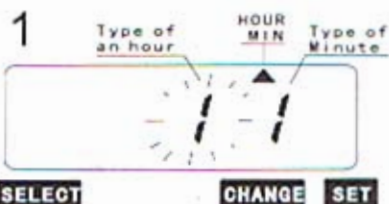
If other functions need to be set please press the **SELECT** button, or replace and lock the case cover.

Note:

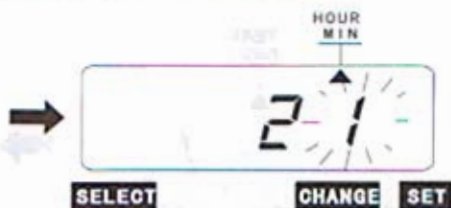
Failure to complete step 2, will result in the time stamp not printing.

10. HOUR / MINUTE PRINT FORMAT

EX: Set the print format for "Hour" and "Minute" to 24 hour and 1/100hr.



Press the **SELECT** button and position the ▲ under "HOUR MIN" mark. The flashing digit indicates the selected "Hour Options".



Press the **CHANGE** button until 2 is displayed. Press the **SET** button to save the displayed value. The flashing digit shifts from "Hour" to "Minute".

Hour Options		Print Example
1	12Hour	SEP 08PM04: 00
2	24Hour	SEP 08 16: 00



Press the **CHANGE** button until "2" is displayed. Press the **SET** button to accept the changes.

Order Options	Print Example	Order Options	Print Example
1 1/60	SEP 08AM12:10	3 1/20(5/100)	SEP 08AM12.15
2 1/100	SEP 08AM12.17	4 1/10	SEP 08AM12.1



The time stamp's Hour and Minute Print Format Options are now set, press the **SET** button once again to return the time stamp to normal operations mode. If other functions need to be set please press the **SELECT** button, or replace and lock the case cover.

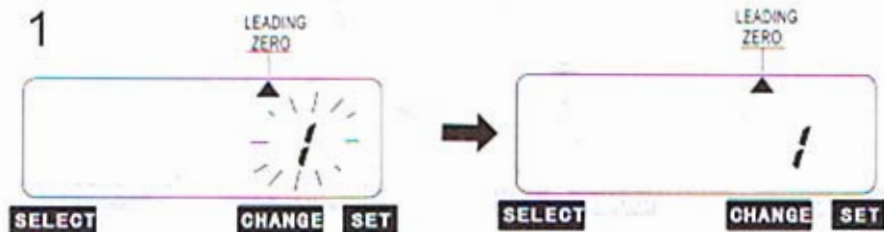
Note:

Failure to complete step 2, will result in the time stamp not printing.

11.DAY (DATE) PRINT FORMAT

EX:Disable the leading "0" in the Day of the Month(Date).

1

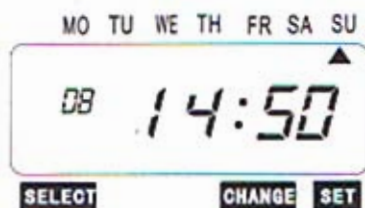


Press the **SELECT** button and position the ▲ under "LEADING ZERO" mark. The flashing digit indicates "Leading Zero Options"

Press the **CHANGE** button until "1" is displayed. Press the **SET** button to save the displayed value.

	Leading Zero Options	Print Example
1	ZERO Disabled	SEP 8 PM 4: 00
2	ZERO Enabled	SEP 08 PM 04: 00

2



The time stamp's Day of The Month Print Format Option is now set, press the **SET** button once again to return the clock to normal operation mode.

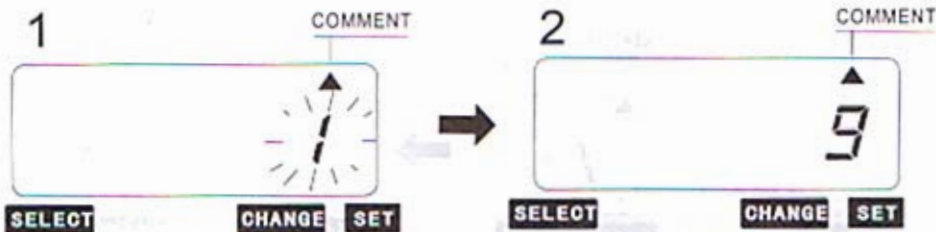
If other functions need to be set please press the **SELECT** button, or replace and lock the case cover.

Note:

Failure to complete step 2, will result in the time stamp not printing.

12. SETTING THE COMMENT

EX: Set the comment to "FAXED" (This setting is available if "Comment" is selected in the "PRINT ORDER".)

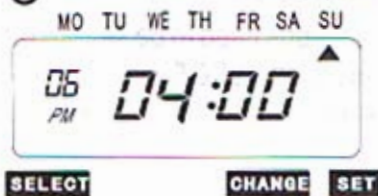


Press the **SELECT** button and position the ▲ under "COMMENT" mark. The flashing digit indicates the current "comment Options".

Press the **CHANGE** button to scroll, until "9" appears. Press the **SET** button to save the displayed value.

	Comment Options	Print Example
1	RCVD (Received)	SEP 06 2004 RCVD
2	SENT	SEP 06 2004 SENT
3	IN	SEP 06 2004 IN
4	OUT	SEP 06 2004 OUT
5	CFMD (Confirmed)	SEP 06 2004 CFMD
6	FILED	SEP 06 2004 FILED
7	PAID	SEP 06 2004 PAID
8	USED	SEP 06 2004 USED
9	FAXED	SEP 06 2004 FAXED
10	VOID	SEP 06 2004 VOID
11	ORIGN (Original)	SEP 06 2004 ORIGN
12	APR'D (Approved)	SEP 06 2004 APR'D
13	CMPL'D (Completed)	SEP 06 2004 CMPL'D

3 The time stamp's Comment Option is now set, press the **SET** button once again to return the clock to normal operation mode.



If other functions need to be set please press the **SELECT** button, or replace and lock the case cover.

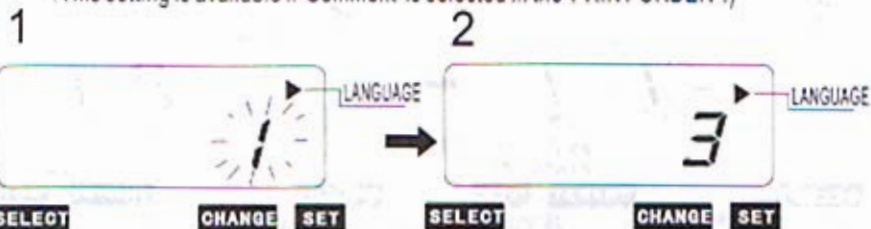
Note:

Failure to complete step 3, will result in the time stamp not printing.

13. SETTING THE LANGUAGE

EX: Print date and comment in Spanish.

(This setting is available if "Comment" is selected in the "PRINT ORDER".)



Press the **SELECT** button and position the ▲ along **LANGUAGE** mark. The flashing digit indicates "print language options"

Press the **CHANGE** button until "3" is displayed. Press the **SET** button.

	Print Language Options	Print Example
1	ENGLISH	SU.07 SEP 2004 OUT 07 10:30
2	FRENCH	DI.07 SEP 2004 SORT 07 10:30
3	SPANISH	DO.07 SEP 2004 SAL 07 10:30
4	PORTUGUESE	DO.07 SEP 2004 SAIDA 07 10:30
5	GERMAN	SO.07 SEP 2004 AUSG 07 10:30
6	ITALIAN	DO.07 SET 2004 USC 07 10:30

3

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The time stamp's Language Option is now set, press the **SET** button once again to return the clock to normal operation mode.

If other functions need to be set please press the **SELECT** button, or replace and lock the case cover.

Note:

Failure to complete step 3, will result in the time stamp not printing.

14.SETTING THE PRINTING METHODS

EX:Change the print direction to "Left" and the print activation to "Automatic".

1

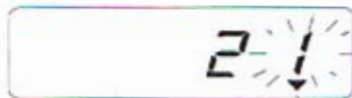


PRINT DIRECTION
PRINT ACTIVATION

SELECT

CHANGE SET

2



PRINT DIRECTION
PRINT ACTIVATION

SELECT

CHANGE SET

Press the **SELECT** button and position the ▲ above the **PRINT DIRECTION/PRINT ACTIVATION** mark. The flashing digit indicates "Print Direction Options". (See the table 1)

Press the **CHANGE** button until "2" is displayed and then press the **SET** button to save the selection. The flashing digit indicates the "PRINT ACTIVATION" method(s). Press the **SET** button, if "1" is displayed (See the table 2)

(Table 1)

Print Direction

1	Right	2	Left
---	-------	---	------

(Table 2)

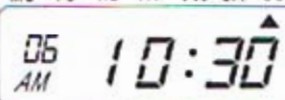
Print Activation

Explanation

1	Automatic	The clock will print when a card or form is inserted and sensed by the trigger
2	Semiautomatic	The clock will print when a card or form is inserted and sensed by the trigger and the Push Bar is also pressed.
3	Manual	The clock will print when a card or form is inserted and the push Bar is also pressed.

3

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SELECT

CHANGE SET

The time stamp's Print Method Option is now set, press the **SET** button once again to return the clock to normal operations mode. If other functions need to be set please press the **SELECT** button, or replace and lock the case cover.



Push bar

Note:

Failure to complete step 3, will result in the time stamp not printing

15. SETTING THE DAYLIGHT SAVING TIME (1)

EX: Start, date Thursday, MAY 1, 2003. END date Wednesday October 1, 2003.

Given the International example above, the time recorder remembers the starting date of DST as the last Sunday in March and the last Sunday in October.

If we set the DST start and stop dates for the current year, the time stamp will automatically update the DST dates each year.

Press the **SELECT** button and position the **▲** under the **DST START** mark, the "Month" will flash.

(The time stamp assumes the programming is for the current year)



Press the **CHANGE** button until "05" is displayed, then press the **SET** button to save the selection. "Date" will now flash.



Press the **CHANGE** button until "01" is displayed, then press the **SET** button to save the selection.



The starting date of D.S.T is now configured, press the **SET** button once again to return to normal operation mode.

It is recommended that the DST END is completed at this stage.



15. SETTING THE DAYLIGHT SAVING TIME (2)

EX- (continued): Daylight saving time ends on Wednesday October 1, 2003.

1



Press the **SELECT** button and position the \blacktriangle under the "DST END" mark the "Month" will flash.

2



Press the **CHANGE** button until "10" is displayed. Press the **SET** button to save the selection. "Date" will begin to flash.

3



Press the **CHANGE** button until "01" is displayed. Press the **SET** button to save the selection.

4



The time stamp's Daylight saving Mode Option is now set, please press the **SET** button once again to return the clock to normal operations mode.

If other functions need to be set please press the **SELECT** button, or replace and lock the case cover.

Note:

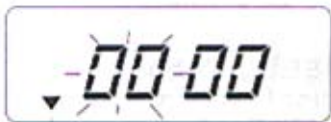
Failure to complete step 4, will result in the time stamp not printing.

To clear either the Month or Date field select "--". Setting both the Month and Date fields as "--" will disable the Daylight Savings function. Please remember to set both DST Start and DST End Modes appropriately.

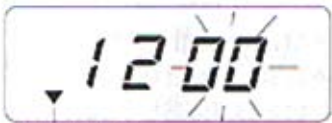
16.SETTING THE PASSWORD

EX: Set the password to "1234".
(The password can be set from "0000" to "9999")

1




Press the **SELECT** button and position the ▲ mark at the "PASSWORD", the first two digits will flash.



Press the **CHANGE** button to scroll to "12". Press the **SET** button to save the selection. The last two digits will now flash.

2



Press the **CHANGE** button to scroll to "34", and press the **SET** button to save the selection

The time stamp's password option is now set, press the **SET** button, once again to return the clock to normal operations mode.

3



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If other functions need to be set please press the **SELECT** button or replace and lock the case cover.

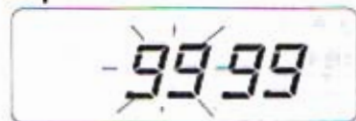
Note:

Failure to complete step 3, will result in the time stamp not printing.

17. USING THE PASSWORD

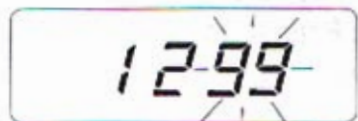
If a password has been set in the time stamp, programming changes may not be made until the proper password has been entered. "9999" will be displayed when the **SELECT** button is first pressed.

1



Press the **SELECT** button. "9999" is displayed and first two digits will flash.

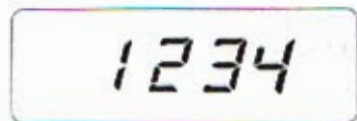
SELECT **CHANGE** **SET**



Press the **CHANGE** button to advance the displayed digits to "12". Then press the **SET** button to save the displayed value. The last two digits will now flash.

SELECT **CHANGE** **SET**

2



Press the **CHANGE** button to advance the displayed digits to "34". Then press the **SET** button to save the displayed value.

SELECT **CHANGE** **SET**

3



Press the **SET** button to verify the password. If the correct password has been entered the ▲ cursor will indicate **TIME**. Select the desired setting mode by pressing the **SELECT** button.

SELECT **CHANGE** **SET**

Note:
Failure to complete step 3, will result in the time stamp not printing.

18. CANCELING THE PASSWORD

Should the password no longer be necessary for a given application it may be cleared by entering a password of "0000".

1



Enter your current password to unlock the time stamp for programming (Please review the previous page for more information). Press the **SELECT** button and position the ▲ cursor at the **PASSWORD**. The first two digits will flash. Press the **CHANGE** button to selected "00". Press the **SET** button to save the selection.

2



Press the **SET** button to Save the new value "0000"

3



The time stamp's password has is now cancelled. Press the **SET** button once again to return to normal mode.

If other functions need to be set please press the **SELECT** button or replace and lock the case cover.

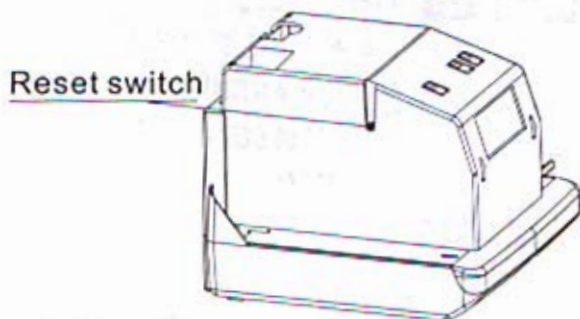
Note:

Failure to complete step 3, will result in the time stamp not printing.

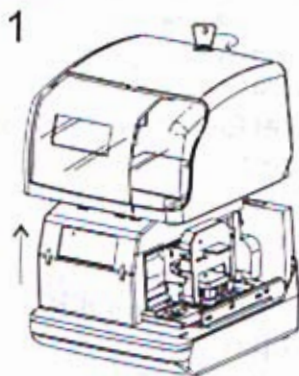
19. RESETTING THE TIME STAMP

The time stamp may be re-initialised to its factory settings by pressing the recessed reset switch. After the reset switch is pressed the time stamp will need to be re-programmed again.

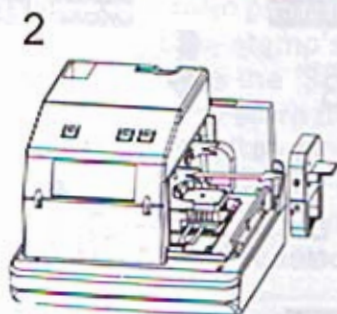
Please note: All functions and settings including passwords will be cleared when the reset switch is pressed.



20. REPLACING THE RIBBON CASSETTE



Unlock the key remove the cover.



Hold the ribbon cassette by its tab and pull straight out to remove it.

20. REPLACING THE RIBBON CASSETTE

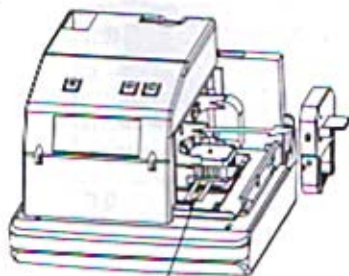
3



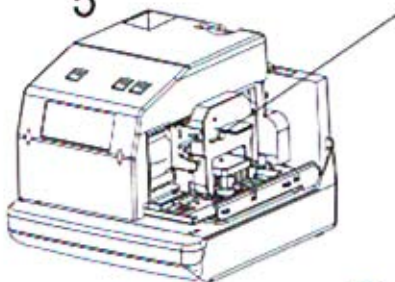
Turn the knob of the new cassette in the direction of the arrow to tighten the ribbon.

Place the cassette inside the time recorder as shown in the figure. Push the ribbon until it snaps into position. Turning the knob on the ribbon cassette may make installation easier.

4

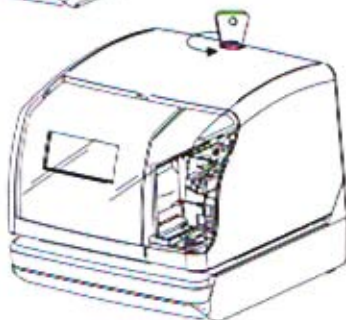


5



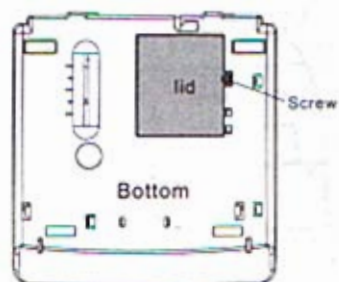
Turn the knob of the cassette in the direction of the arrow to tighten the ribbon.

6

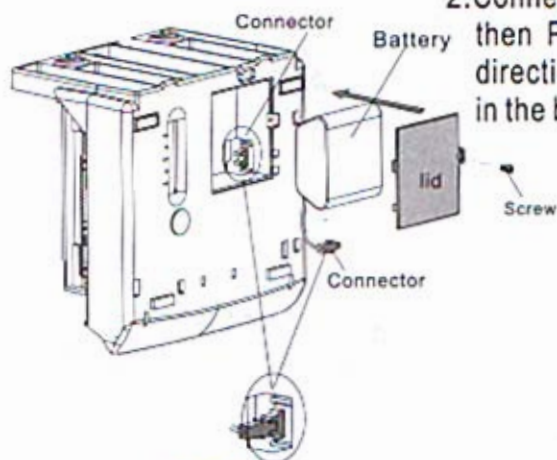


Replace the cover and lock. The time stamp is now ready for normal functions.

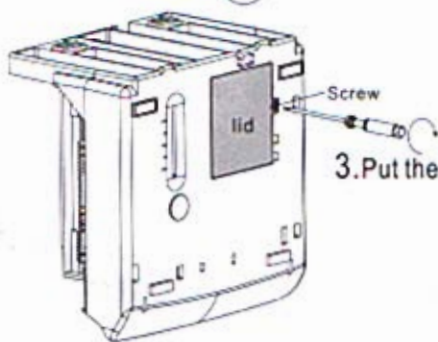
21.INSTALLING THE Ni-cD BATTERY(OPTIONAL)



1.Remove the screw and lid.



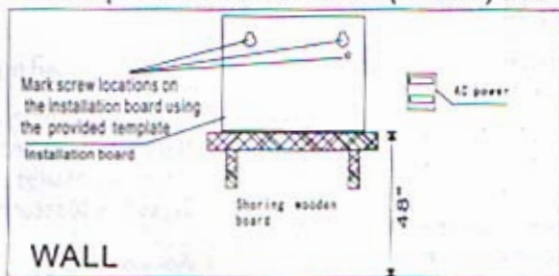
2.Connecter the connector.
then Press arrowhead
direction to put the battery
in the battery box.



3.Put the lid, wind down the screw.

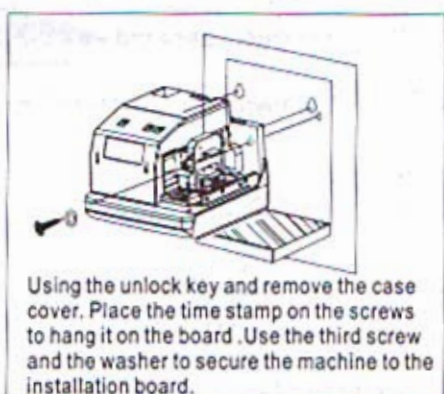
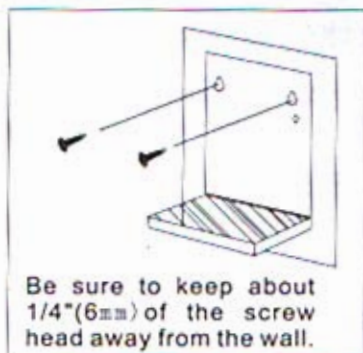
22. WALL MOUNTING

- A. Select a suitable location to mount the time stamp that is reasonably close to an AC wall outlet (within 6ft/2m of wire cord length), a wooden installation back board should be used to mount the time stamp to the surface of the wall.
B. The time stamp should be 48 inches (122cm) above the floor.

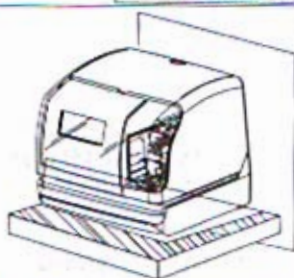


2

3



4



23.ERROR CODES

Code	Problem	Solution
P-01	CPU error	Call the servicing dealer from whom you purchased your time stamp
P-02	The lithium battery back-up used for memory back-up is short.	
P-03	The card is not inserted in the clock properly.	Correctly insert the card.
P-04	Cannot print.The print head motor or home position sensor is not being sensed correctly.	Make sure that the ribbon cassette is correctly inserted in place. Turn off for 10 seconds.
P-05	Cannot print.The print head motor or the sensor is not functioning properly.	Press the push bar.
P-06	Incorrect password.	Enter the correct password .
P-07	DST Begin/End is not functioning	Verify the correct start and end date of daylight saving time and enter again.
P-08	Date entered is invalid .	Refer to your owners manual

Other Trouble Issues

1. The time stamp dose not operate-Ensure the AC power supply adapter is properly plugged into the inlet of the time stamp and verify AC power is on Available In the outlet.
2. The time stamp does not print-Ensure the ribbon is installed correctly and the proper print method is set.
3. The time card is jammed- Press the push bar and try to pull out the time card at the same time.

24.OTHER INFORMATION

Technical information

Physical Dimensions:

- Depth: 6.75 inches (171.45 mm)
- Width: 6.45 inches (163.83 mm)
- Height: 5.7 inches (144.78 mm)
- Weight:3.021bs(1.37kg)

Shipping Information:

- Shipping Weight: 8 lbs (3.63 kg)
- Shipping Box Depth: 8.5 inches (215 mm)
- Shipping Box Width: 8.75 inches (214.63 mm)
- Shipping Box Height : 10.5 inches (266.7 mm)

Power Requirements:

110 V AC 60Hz or optionally 110V AC50Hz,
230V AC 60Hz and 230V AC 50Hz

Safety information:

- ⚠ To avoid fire or electric shock, please do not expose this time stamp to rain or excessive condensed moisture.**

NOTE:The time stamp is designed for use in normal commercial and office environments. This product should not be subjected to excessive heat , sunlight , dampness , cold or be subjected to electrical spikes . The time stamp may be desk mounted or wall mounted with-in six (6) feet of a standard wall outlet.

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TR-S1000 Mounting Template
This side face out

Bottom of TR-S1000 Outer Casing