

North East Time Recorders Limited



NT8300 Setup Sheet (Monthly Open)

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Step 1

Plug the machine into a 230v AC socket and wait for the initial setup to complete. Using the key provided, remove the top cover and locate the program switch (SET) under the top of the clock.

Step 2

Slide the program switch (SET) to the right. The LCD will show '----'. Input the default code of '1234' by using the '+' button on top of the machine and pressing 'Enter' to move to each digit (see Fig 1). Finally press 'Enter' to accept the password.

Step 3

The LCD will show 'P001'. This is one of four setting modes. P001 for Global settings, P002 for Signal settings, P003 for In/Out settings and P004 for Colour settings. To select the different modes, press the 'Mode' button, then press 'Enter' to select.

Step 4 - [00]

With 'P001' on the display, press 'Enter' to select. Use the '+' and '-' buttons to enter the current year. Note the number in the bottom left of the LCD. This is the program location that indicates which part of the setup you're currently at (see Fig 2). Once you have the year set, press 'Enter' to move on.

Step 5 - [01]

The LCD will now show the Month and Date, with Month flashing (see Fig 3). Using the '+' and '-' buttons, set the month and press 'Enter'. The Date will now flash. Repeat the process to set the Date, pressing 'Enter' to move on.

Step 6 - [02]

The display will now show the Hours and Minutes, with the Hours flashing. Set the Hours with the '+' and '-' buttons, then press 'Enter'. The Minutes will now flash. Repeat the process to set the Minutes, pressing 'Enter' to move on.

Step 7 - [03]

The display will now flash with the Day Change time. This is normally left at '00:00', so press 'Enter' twice to move to the next program location.

Step 8 - [04]

Now the card type and monthly pay end date will show '00 00'. Enter the default of '00' for card type, this indicates a monthly card, then press 'Enter'. Set the monthly pay end date to '00' to recalculate at the last day of the month (see Fig 4), or if the clock is to start recalculating from a specific date, set the end date. *E.g. Set to the 24th and the clock will recalculate fresh values from 25th.* Once set, press 'Enter' to continue.

Fig 1



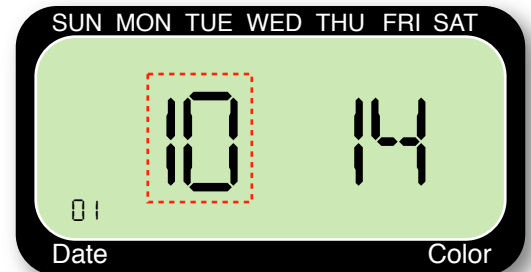
+ - Enter Back Clear Mode
These represent the buttons on top of the clock.
You can press the back button to return a stage.

Fig 2



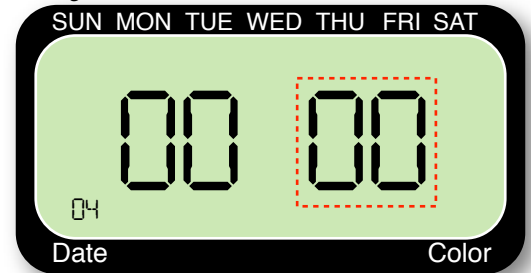
+ - Enter Back Clear Mode

Fig 3



+ - Enter Back Clear Mode

Fig 4



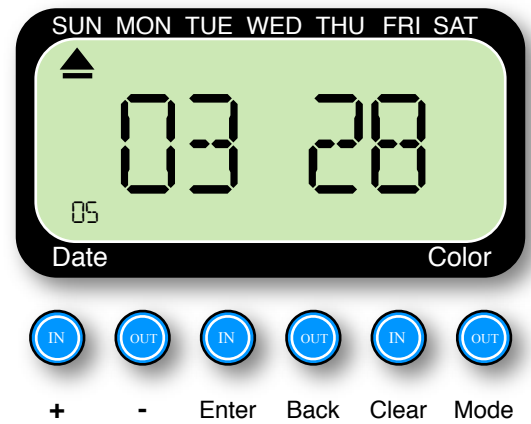
+ - Enter Back Clear Mode

Step 9 - [05] and [06]

The next settings are for BST (British Summer Time). Using the '+' and '-' button, set the Month, which is flashing, to 03, and press 'Enter'. Now, using the same method, change the Date to the last Sunday in March for the current year. For example, in 2010, the last Sunday in March is the 28th (see Fig 5). Once this is set, press 'Enter' to move on.

The next section flashing is the Hour the clock should advance, set this as desired (usually 00), using the '+' and '-' buttons, then press 'Enter'.

Fig 5



Step 10 - [07] and [08]

The display will now show the GMT (Greenwich Mean Time) settings. Repeat the procedure in Step 9, setting the month to '10' and the Date to the last Sunday in October. For example, in 2010, the last Sunday in October is the 31st.

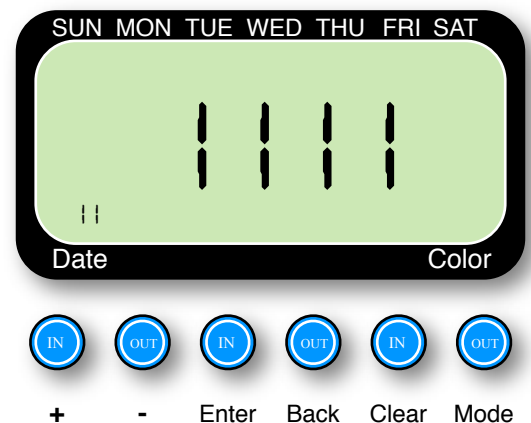
Next, set the Hour that the clock should revert to the correct time, then press 'Enter'.

Step 11 - [09] and [10]

Now the display will show the *vertical* print position. Leave this at the default setting (this can be adjusted if the print is not aligned properly on the card), and press 'Enter'.

It will now show the *horizontal* print position. Again, leave this at the default setting (this can also be adjusted if the print is not aligned correctly), and press 'Enter'.

Fig 6



Step 12 - [11] and [12]

Next the imprint settings are shown as '1110'. Use the 'Enter' key to move through each digit and using the '+' key, change the display to read '1111'.

The display now changes to show the time calculation value. Leave this as the default '0000' and press 'Enter'.

Step 13 - [13]

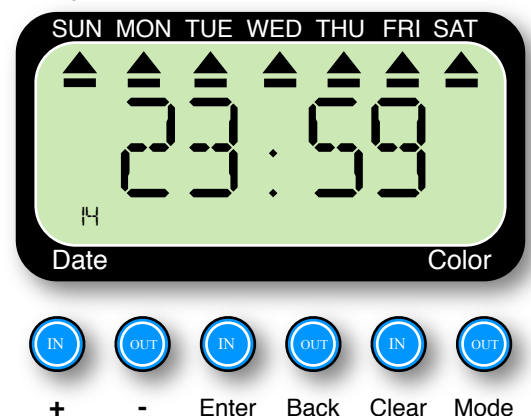
The display will now show '1-05', indicating the rounding option. Change this value to '1-00' and press the 'Enter' button. Display will show '2-05'. This is the punch rounding value. Use the '+' and '-' buttons to change the right hand figures, so the display should now read '2-01' and press 'Enter'.

The next setting is for the overtime hours. This shows as '3-30'. Using the '+' and '-', change the value to '3-00' and press 'Enter'.

Step 14 - [14]

The next values are the normal working hours. This is shown as 08:00. Using the '+' and '-', set the first value to '23', press 'Enter' and set the second value to '59', pressing 'Enter' to move on (see Fig 6). The 'MON' symbol will flash. Press '+' then 'Enter', then repeat '+' and 'Enter' until all days are highlighted. This will take you to the next setting.

Fig 6



Step 15 - [15]

The display now shows the auto/manual shift position. Set this value to '00 00' using the '+' and '-' keys and press 'Enter' to get to the next step.

Step 16 - [16]

Now you are at the settings for the attendance mode. Use the '+' and '-' keys to change this to read '00 02', then press 'Enter'.

Step 17 - [17], [18], [19] and [20]

These are the break start and finish times and are best left at '--:--'. Press 'Enter' twice to progress through each program location.

Step 18 - [21]

At this final stage of the Global settings, the display will show the 'Password'. To change this, use the '+' and '-' buttons to change each digit, pressing 'Enter' to move through each digit. *We recommend you leave this as the default '1234' to prevent accidentally locking yourself out of the clock.*

The last press of 'Enter' will take you to the main menu with 'P002' on the display. This is for Signal settings as mentioned earlier. For further instruction setting Signal, In/Out and Colour times, please refer to the manual.

To complete the setup, slide the program switch (SET) to the left and the clock will set itself up. Replace the lid and take a sample stamp on a card to check the settings are correct.