

# QC-200N

TIME RECORDER  
OPERATION MANUAL

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Open the lid and move the 'Setup' button to the left to enter the setting mode.

### 1. SETTING THE YEAR

- (1) Move the setting button to the left to enter the setting mode. Press the **+/-** buttons to choose setting number **01**.
- (2) Press the **ENTER** button to enter the year setting.
- (3) Press the **+/-** buttons to select the correct year.
- (4) Press the **ENTER** button to confirm the setting and the setting number will change to setting **02**.
- (5) Slide the setting button to the right to complete the setting.



### 2. SETTING THE DATE

- (1) Move the setting button to the left to enter the setting mode. Press the **+/-** buttons to choose setting number **02**.
- (2) Press the **ENTER** button to enter the date setting.
- (3) Press the **+/-** buttons to select the correct month.
- (4) Press the **ENTER** button to confirm the setting.
- (5) Press the **+/-** buttons to select the correct day.
- (6) Press the **ENTER** button to confirm the setting and the setting number will change to setting **03**.
- (7) Slide the setting button to the right to complete the setting.



### 3. SETTING THE TIME

- (1) Move the setting button to the left to enter the setting mode. Press the **+/-** buttons to choose setting number **03**.
- (2) Press the **ENTER** button to enter the time setting.
- (3) Press the **+/-** buttons to select the correct hour.
- (4) Press the **ENTER** button to confirm the setting.
- (5) Press the **+/-** buttons to select the correct minute.
- (6) Press the **ENTER** button to confirm the setting and the setting number will change to setting **04**.
- (7) Slide the setting button to the right to complete the setting.



#### 4. SETTING THE DAY CHANGE TIME

\*This is the time the clock will change to the next day and hence print on the next line of the card.

- (1) Move the setting button to the left to enter the setting mode. Press the **+/-** buttons to choose setting number **04**.
- (2) Press the **ENTER** button to enter the setting.
- (3) Press the **+/-** buttons to select the correct hour.
- (4) Press the **ENTER** button to confirm the setting.
- (5) Press the **+/-** buttons to select the correct minute.
- (6) Press the **ENTER** button to confirm the setting and the setting number will change to setting **05**.
- (7) Slide the setting button to the right to complete the setting.



#### 5. SETTING THE PRINT POSITION

- (1) Move the setting button to the left to enter the setting mode. Press the **+/-** buttons to choose setting number **05**.
- (2) Press the **ENTER** button to enter the setting.
- (3) Press the **+/-** buttons to select the desired vertical print position. The number range is between **00** and **15**.

**NOTE:** **00** will print at the highest position.  
**15** will print at the lowest position.

- (4) Press the **ENTER** button to confirm the setting.
- (5) Press the **+/-** buttons to select the desired horizontal print position. The number range is between **00** and **30**.

**NOTE:** **00** will print at the leftmost position.  
**30** will print at the rightmost position.

- (6) Press the **ENTER** button to enter the setting.
- (7) Press the **+/-** buttons to select the desired print size. The number range is between **00** and **07**. The default setting is **03**.

**NOTE:** **00** will print at the smallest size.  
**07** will print at the largest size.

- (8) Press the **ENTER** button to confirm the setting and the setting number will change to setting **06**.
- (9) Slide the setting button to the right to complete the setting.



## 6. SETTING THE AUTO DETECT FEATURE FOR MONTHLY TIME CARDS

- (1) Move the setting button to the left to enter the setting mode. Press the +/- buttons to choose setting number **06**.
- (2) Press the **ENTER** button to enter the setting.
- (3) Press the +/- buttons to select **00** or **01**.

**NOTE:** **00** sets the machine to auto-detect the card side.  
**01** turns auto card side detection off.

- (4) Press the **ENTER** button to confirm the setting and the setting number will change to setting **07**.
- (5) Slide the setting button to the right to complete the setting.



## 7. SETTING THE HOUR MODE (12/24HR)

- (1) Move the setting button to the left to enter the setting mode. Press the +/- buttons to choose setting number **07**.
- (2) Press the **ENTER** button to enter the setting.
- (3) Press the +/- buttons to select either the **12** or **24** hour time format.

**NOTE:** **12** hour would display 3.30pm as 3.30.  
**24** hour would display 3.30pm as 15.30.

- (4) Press the **ENTER** button to confirm the setting and the setting number will change to setting **08**.
- (5) Slide the setting button to the right to complete the setting.



## 8. SETTING THE CARD FORMAT

- (1) Move the setting button to the left to enter the setting mode. Press the +/- buttons to choose setting number **08**.
- (2) Press the **ENTER** button to enter the setting.
- (3) Press the +/- buttons to select **00** or **01**.

**HINT:** **00** is when the 1<sup>st</sup> row is blank/empty on the time card (standard).  
**01** is when the 16<sup>th</sup> row is blank/empty on the time card.

- (4) Press the **ENTER** button to confirm the setting and the setting number will change to setting **09**.
- (5) Slide the setting button to the right to complete the setting.



## 9. SETTING THE DAYLIGHT SAVING TIME

- (1) Move the setting button to the left to enter the setting mode. Press the **+/-** buttons to choose setting number **09**.
- (2) Press the **ENTER** button to enter the setting.
- (3) Press the **+/-** buttons to select the beginning month followed by the **ENTER** button to confirm the setting.
- (4) Press the **+/-** buttons to select the beginning day followed by the **ENTER** button to confirm the setting.
- (5) Press the **+/-** buttons to select the beginning hour followed by the **ENTER** button to confirm the setting.
- (6) Now the machine will switch to the second daylight change of the year.
- (7) Press the **+/-** buttons to select the ending month followed by the **ENTER** button to confirm the setting.
- (8) Press the **+/-** buttons to select the ending day followed by the **ENTER** button to confirm the setting.
- (9) Press the **+/-** buttons to select the ending hour followed by the **ENTER** button to confirm the setting.
- (10) Once you have confirmed the setting the setting number will change to **10**.
- (11) Slide the setting button to the right to complete the setting.



## 10. SETTING THE PRINT FORMAT

- (1) Move the setting button to the left to enter the setting mode. Press the **+/-** buttons to choose setting number **10**.
- (2) Press the **ENTER** button to enter the setting.
- (3) Choose either **00** for 1/60<sup>th</sup> (normal minutes) or **01** for 1/100<sup>th</sup> of an hour printing.

**NOTE:** **00** will print 08:30am as 08:30  
**01** will print 08:30am as 08:50 (i.e. 8.5 or 8 and a half hours)

- (4) Press the **ENTER** button to enter the setting.
- (5) Once you have confirmed the setting the setting number will change to **11**.
- (6) Slide the setting button to the right to complete the setting.



### 11. SETTING THE PAY PERIOD END DATE

- (1) Move the setting button to the left to enter the setting mode. Press the **+/-** buttons to choose setting number **11**.
- (2) Press the **ENTER** button to enter the setting.
- (3) Press the **+/-** buttons to select either **00** (monthly) or **01** (weekly) pay.
- (4) Press the **ENTER** button to enter the setting.
- (5) If **01** (weekly pay) is chosen you will need to select the **last** day of your working week and press **ENTER**. If you choose Wednesday for example, it will take Thursday to be the start of your working week.
- (6) Slide the setting button to the right to complete the setting.



### 12. SETTING THE PRINT COLOUR

- (1) Move the setting button to the left to enter the setting mode.
- (2) Press the **COLOUR** button and then press the **ENTER** button.
- (3) Press the **+/-** keys to select the desired hour for the first colour change.
- (4) Press the **ENTER** button to confirm the setting.
- (5) Press the **+/-** keys to select the desired minute.
- (6) Press the **ENTER** button to confirm the setting.
- (7) Use the **+/-** buttons to select either **01** for black colour printing or **02** for printing in red.
- (8) Now you will see the individual days of the week being highlighted. This allows you to select each day in turn and select whether you want the colour change to apply on that day or not. Using the **+/-** buttons you can change the day of the week that is highlighted and then pressing the **COLOUR** button will change that day to on or off. If you turn off the colour change for a particular day by mistake - you can just press the **COLOUR** button again and it will enable it.
- (9) Press the **ENTER** button when you are happy with the settings you've chosen.
- (10) The setting number should now turn to **02**. This is the setting for the next colour change and you can follow the instructions above to set it. ***There are a maximum of eight colour changes available***
- (11) Slide the setting button to the right to complete the setting(s).



### 13. SETTING THE MUSIC OUTPUT

- (1) Move the setting button to the left to enter the setting mode.
- (2) Press the **MUSIC** button and then press the **ENTER** button.
- (3) Press the **+/-** keys to select the desired hour for the music output.
- (4) Press the **ENTER** button to confirm the setting.
- (5) Press the **+/-** keys to select the desired minute.
- (6) Press the **ENTER** button to confirm the setting.
- (7) Press the **+/-** buttons to select the required duration of the



Music output up to a maximum of 30 seconds. The initial setting is 30 seconds.

(8) Press the **ENTER** button to confirm the setting.

(9) Now you will see the individual days of the week being highlighted. This allows you to select each day in turn and select whether you want the music output to apply on that day or not. Using the **+/-** buttons you can change the day of the week that is highlighted and then pressing the **MUSIC** button will change that day to on or off. If you turn off the music output for a particular day by mistake - you can just press the **MUSIC** button again and it will enable it.



(10) The setting number should now turn to 02. This is the setting for the next musical output (if required) and you can follow the instructions above to set it.

***The maximum number of musical output settings is eight.***

(11) Slide the setting button to the right to complete the setting(s).

#### 14. SETTING THE AUTO COLUMN SHIFT

(1) Move the setting button to the left to enter the setting mode.

(2) Press the **COLUMN** button and then press the **ENTER** button.

(3) Press the **+/-** keys to select the desired hour for the column change.

(4) Press the **ENTER** button to confirm the setting.

(5) Press the **+/-** keys to select the desired minute.

(6) Press the **ENTER** button to confirm the setting.

(7) Press the **+/-** buttons to select the desired column. There are six columns available so you can choose between **01** and **06**. Column 2 would be setting **02**.

(8) Press the **ENTER** button to confirm the setting.

(9) Now you will see the individual days of the week being highlighted. This allows you to select each day in turn and select whether you want the column shift to apply on that day or not. Using the **+/-** buttons you can change the day of the week that is highlighted and then pressing the **COLUMN** button will change that day to on or off. If you turn off the column shift for a particular day by mistake - you can just press the **COLUMN** button again and it will enable it.

(10) The setting number should now turn to **02**. This is the setting for the next column shift (if required) and you can follow the instructions above to set it. ***The maximum number of column shifts is eight.***

(11) Slide the setting button to the right to complete the setting(s).





## IMPORTANT INFORMATION

**Deleting settings:** Press the +/- buttons to select the setting number, then press the + and ENTER buttons at the same time for three seconds to delete that set of settings.

## SPECIFICATION

Working power source	14V
Working ampere	1.0 Amps
Dimensions	18.5 x 11.5 x 21.5cm (L x W x H)
Net Weight	1.2Kg
Working temperature	0°C ~ 40°C
Working humidity	10% ~ 80% RH
Card size	85.4 x 186mm (W x L)