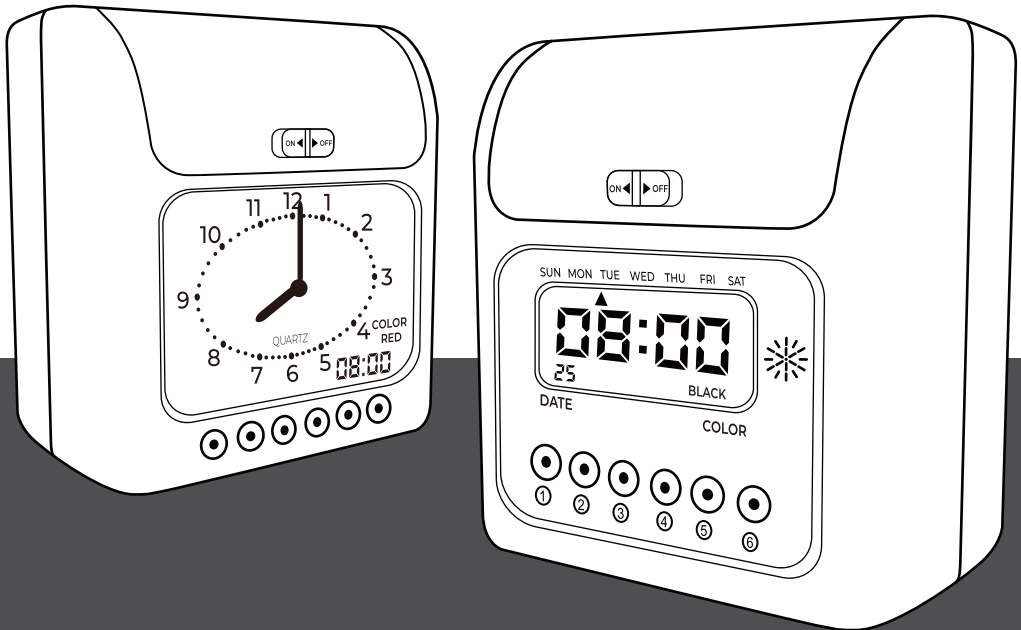


VOLCORA

# Time Clock

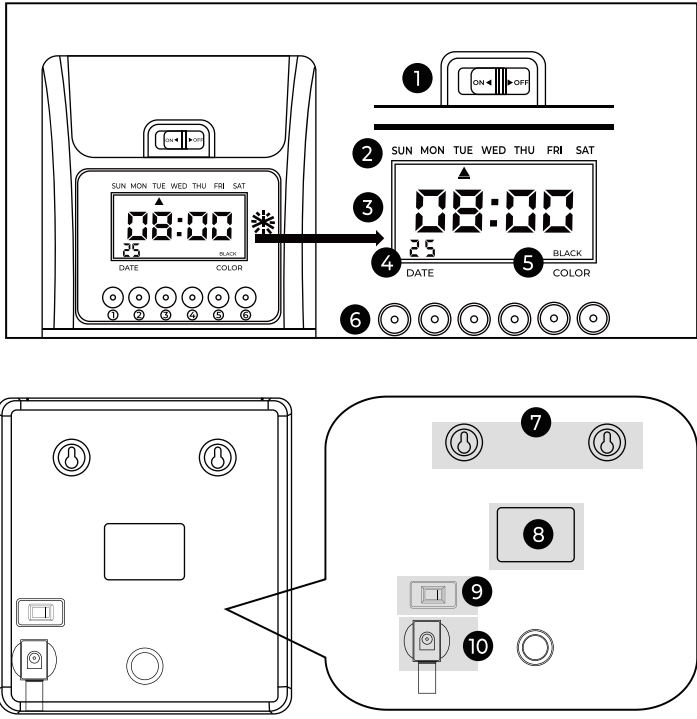
User's Manual



**Tips:** Product design and specifications are subject to change without prior notice.



# 1. Display Details



- ① Lock switch
- ② Week
- ③ Time display
- ④ Date
- ⑤ Current printing color
- ⑥ Current printing position, and buttons.
- ⑦ Wall hanging screw holes
- ⑧ Label sticker position
- ⑨ Backup battery switch, (optional).
- ⑩ Power port
- ⑪ Setting
- ⑫ Current setting group

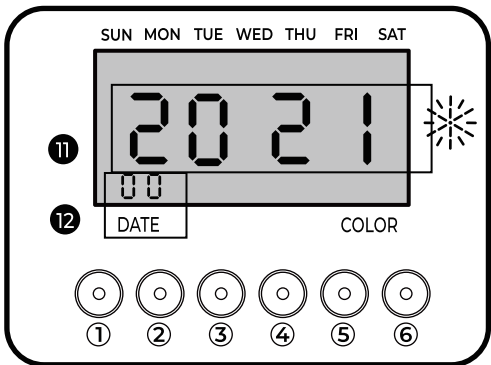
# 2. Function

Keep pressing button ⑥, and all the indicators will flash while beeping for 3 times. This means the machine has entered the setting mode.

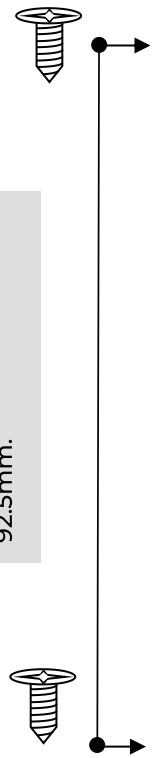
If you want to set a password, you will need to enter a 4-digit password. (You can use the super password **9813** if you forget the previously set password.)

Press button ①② to increase or decrease the value, and press button ③ to confirm the selection.

If you want to exit the setting mode, keep pressing button ⑥ for a while.



Wall hanging screw holes are spaced at a distance of 92.5mm.



If the digital numbers are flashing, it means you are currently modifying the position. Press button ① & ② to increase or decrease the value, and press button ③ & ④ to switch between groups.

After setting the value, press button ③ again to save the setting.

Group's Code	Group Function	Group's Code	Group Function
<b>00</b>	Year	<b>18</b>	Time of moving the card to the sixth column
<b>01</b>	Month	<b>19</b>	Begin to print red color(IN)
<b>02</b>	Date	<b>20</b>	Begin to print black color(OUT)
<b>03</b>	Hour	<b>21</b>	Begin to print red color(IN)
<b>04</b>	Minute	<b>22</b>	Begin to print black color(OUT)
<b>05</b>	Ring time (0-99 seconds)	<b>23</b>	Begin to print red color(IN)
<b>06</b>	The first group of ring time	<b>24</b>	Begin to print black color(OUT)
<b>07</b>	The second group of ring time	<b>25</b>	The seventh group of ring time
<b>08</b>	The third group of ring time	<b>26</b>	The eighth group of ring time
<b>09</b>	The fourth group of ring time	<b>27</b>	The ninth group of ring time
<b>10</b>	The fifth group of ring time	<b>28</b>	The tenth group of ring time
<b>11</b>	The sixth group of ring time	<b>29</b>	The eleventh group of ring time
<b>12</b>	Line shift time	<b>30</b>	The twelfth group of ring time
<b>13</b>	Time of moving the card to the first column	<b>31</b>	Printing position UP/DOWN adjustment
<b>14</b>	Time of moving the card to the second column	<b>32</b>	Detecting front/back of card
<b>15</b>	Time of moving the card to the third column	<b>33</b>	Normal & Three-shifts
<b>16</b>	Time of moving the card to the fourth column	<b>34</b>	Password setting
<b>17</b>	Time of moving the card to the fifth column		

## Remarks:

For Group **12**, the default line shift time is **00:00**. No adjustment is needed for normal shift, but for three-shift mode, the line shift time must be adjusted. (Three-shift mode is for 24 hours, and the line shift time should be set to the time between the last OUT time and the first IN time of the second day.)

For Group **31**, you can adjust the printing position UP/DOWN. The default value is **00 05**, and the value can be adjusted between **00 00-00 09**. The printed text will appear higher if the value is set to a higher number.

For Group **32**, you can detect the front/back of the card. The value can only be set to **00 00** (function off) or **00 01** (function on).

For Group **33**, you can choose between normal and three-shift modes. The value can only be set to **00 00** (normal mode) or **00 01** (three-shift mode).

## 3.Setting

- 1) The machine is powered on. Keep pressing button ⑥ until all the indicators flash and beep three times. This means the machine has entered the setting status.
- 2) The machine displays "00" in the bottom left corner, indicating that the year can be modified by pressing button ① & ②. Press button ③ to save and then proceed to the next group setting.
- 3) The machine displays "01" in the bottom left corner, indicating that the month can be modified by pressing button ① & ②. Press button ③ to save and then proceed to the next group setting.
- 4) The machine displays "02" in the bottom left corner, indicating that the date can be modified by pressing button ① & ②. Press button ③ to save and then proceed to the next group setting.
- 5) The machine displays "03" in the bottom left corner, indicating that the hour can be modified by pressing button ① & ②. Press button ③ to save and then proceed to the next group setting.
- 6) The machine displays "04" in the bottom left corner, indicating that the minute can be modified by pressing button ① & ②. Press button ③ to save and then proceed to the next group setting.
- 7) The machine displays "05" in the bottom left corner, indicating that the ring time (default value is 10 seconds) can be modified by pressing button ① & ②. Press button ③ to save and then proceed to the next group setting.
- 8) The machine displays "06" in the bottom left corner, indicating that the first group ring time can be modified (the hour flashes) by pressing button ① & ②. Press button ③ to save and then press button ① & ② again to modify the minute. Press button ③ to save and proceed to the next group setting. If you don't want the ring, press button ⑤. It will display "- :- -" to clear the ring. Press button ③ to save. Groups **6** to **11** have the same setting. If you want more rings, groups **25** to **30** can also be set.
- 9) The machine displays "12" in the bottom left corner, indicating the line shift time. It doesn't need to be changed as the default setting is sufficient. After making any changes, press button ③ to save and proceed to the next group setting.

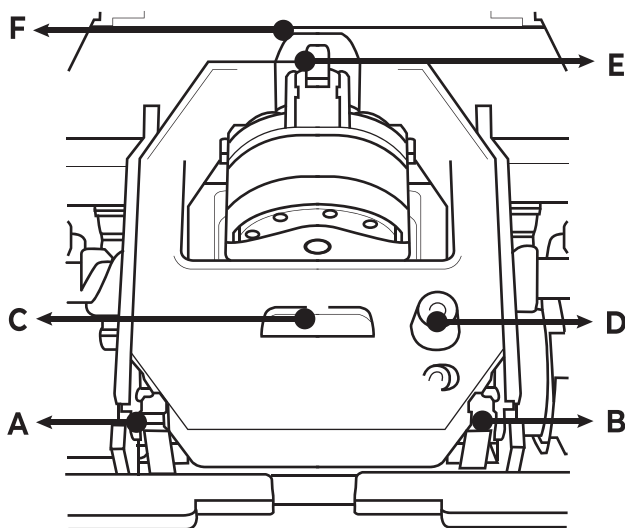
- 10) In the bottom left corner of the machine, group **13** is displayed, indicating that the card has moved to the first column. To modify the hour, press buttons ① and ②, and to save, press button ③. To modify the minute, press buttons ① and ②, then press button ③ to save and move to the next group setting. **Note that the card moving time must be earlier than the IN time.** (Groups **13** to **18** have the same settings as group **06**. Group **13** indicates printing moved to the first column, and group **18** indicates printing moved to the sixth column.)
- 11) The bottom left corner of the machine displays group **19**, which indicates the beginning of red color printing. To modify the hour, press buttons ① and ②, then press button ③ to save. To modify the minute, press buttons ① and ②, then press button ③ to save and move to the next group setting. If you do not want to change the printing color, press button ⑤ to show -:-, clear it, and press button ③ to save. (Groups **19** to **24** have the same settings as group **06**. Groups **19**, **21**, and **23** all print in red, while groups **20**, **22**, and **24** print in black.)
- 12) The bottom left corner of the machine displays group **25**, which sets the ring time. Groups **25** to **30** have the same settings as group **06**.
- 13) The bottom left corner of the machine displays group **31**, which adjusts the printing position UP/DOWN. The default value is **00 05**. Press button ③ to save and move to the next group setting.
- 14) The bottom left corner of the machine displays group **32**, which detects the front/back of the card. It is set to default **00 01 (ON)**. Press button ③ to save and move to the next group setting.
- 15) The bottom left corner of the machine displays group **33**, which sets the shift mode to normal & three-shifts. It is set to default **00 00 (Normal)**. Press button ③ to save and move to the next group setting.
- 16) The bottom left corner of the machine displays group **34**, which sets the password. The default value is -- -- (no password). To modify the value, press buttons ① and ②, then press button ③ to save. After setting the four-digit password, press button ③ to save and move to the next group setting. If you want to cancel the password, press button ⑤. (After all groups are well-set, the machine will automatically enter group **00**. To exit the setting mode, keep pressing button ⑥.)

## Special Function:

Under the setting mode, press buttons ①⑤⑥ simultaneously to initialize the machine. Under the setting mode, insert and keep the card in the card-entrance, and the machine will enter seconds-compensation. If the time loses 1 second every day, press button ① to add 1 second. If the time is 1 second faster, press button ② to subtract 1 second. After setting, press button ③ to save. The value can be adjusted between **00 00-00 09**.

## 4. Replacing the Ribbon

Firstly, press button ④ and open the cover. Peel off the protective masking tape and pull **A** and **B** back together. Then, pull up **C** and remove the ribbon. When installing the ribbon, it needs to be turned around **D** and flattened, making sure the ribbon is between **E** and **F**.



<b>Ring</b>	Built-in ring	<b>Printing method</b>	Nine pins
<b>Working power</b>	100V-240V/50-60Hz	<b>Printing color</b>	Black, red or both.
<b>Voltage</b>	13V/1A	<b>Installation</b>	Place the machine horizontally or hang it on the wall.
<b>Humidity</b>	10%RH-80%RH	<b>Backup battery</b>	Optional
<b>Working temperature</b>	-10°C~50°C	<b>Standby power</b>	≤ 2A
<b>Machine size</b>	110 x 180 x 220mm	<b>Machine weight</b>	1.2KG/1.35KG
<b>Packing size</b>	255 x 185 x 272mm	<b>Time card size</b>	188 x 86mm