WWW

TIME CLOCK WORLD

888 534-5994

icon
TIME SYSTEMS

TL-300
USER MANUAL

Contents

INTRODUCTION

Thank you for purchasing an Icon Time Systems® time and attendance solution. The TL-300 combines modern design and traditional functionality, and is ready to use in minutes. It also:
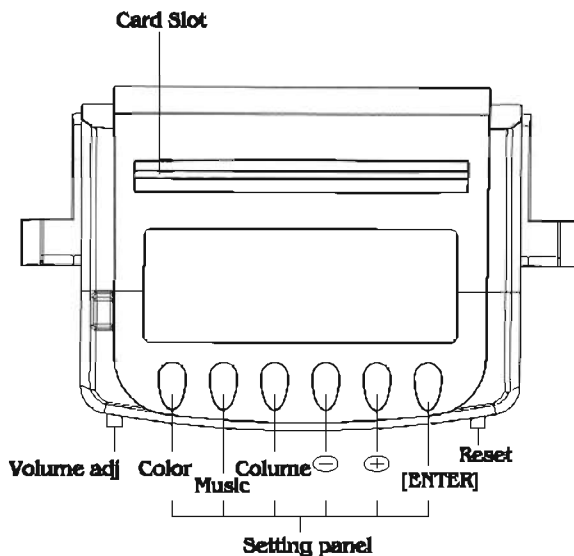
. Eliminates operator error
. Features automatic top card feed (does not require card alignment)
. Functions with standard six-column time cards, in auto shift or manual
. Quickens processing with two-color prints to highlight tardiness and early departures
. Adjusts automatically for short months, leap year and Daylight Savings Time

This guide will teach you more about these features, and help you customize settings and learn important safety tips. Please read it carefully and keep it for future maintenance or reference.

MODEL NUMBER	TL-100
One-color printing	✕
Two-color printing	✕
Music/output	✕
Backup battery	Optional

THE BASICS

■ Setting Keys ■

Card Slot

Volume adj   Color   Colume⊖   ⊕   Reset [ENTER]
Music
Setting panel

■ Liquid Crystal Display ■

Daylight Savings Indicator

Weekdays

Hours / Setting Value   Minute / Setting Value

SUN   MON   TUE   WED   THU   FRI   SAT

AM PM

POWER OUTPUT   ◁◈   BLACK   RED   COLOR PRINTING

Backup   Power   Music
Battery   Output

Color Printing

Date / Setting Number
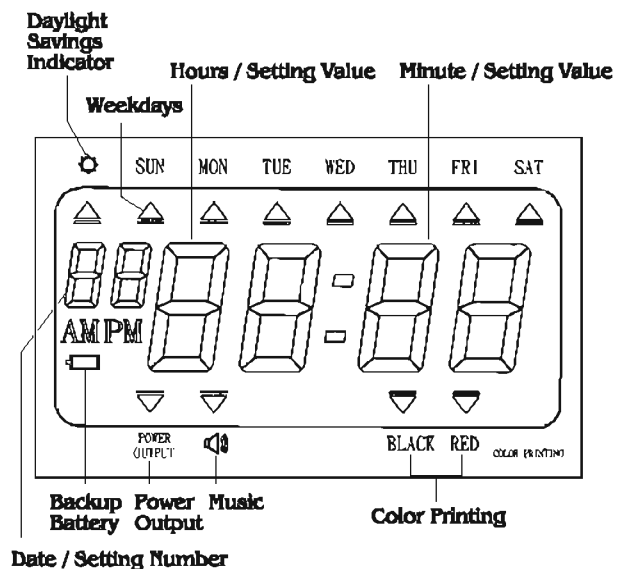
HOW TO INSERT A TIMECARD

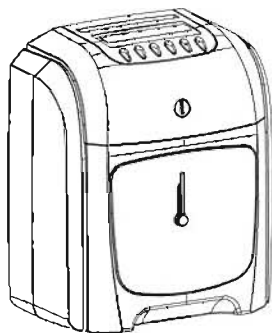Carefully insert the timecard into the card slot, with the correct side facing you. If you insert the wrong side, it will reject the card from the unit without printing and display an error code.
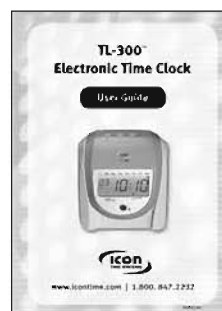
The timecard automatically feeds and prints on the column position that corresponds to the lit button on the top. Once printed, it will automatically eject from the card slot.

WHAT'S IN THE BOX?
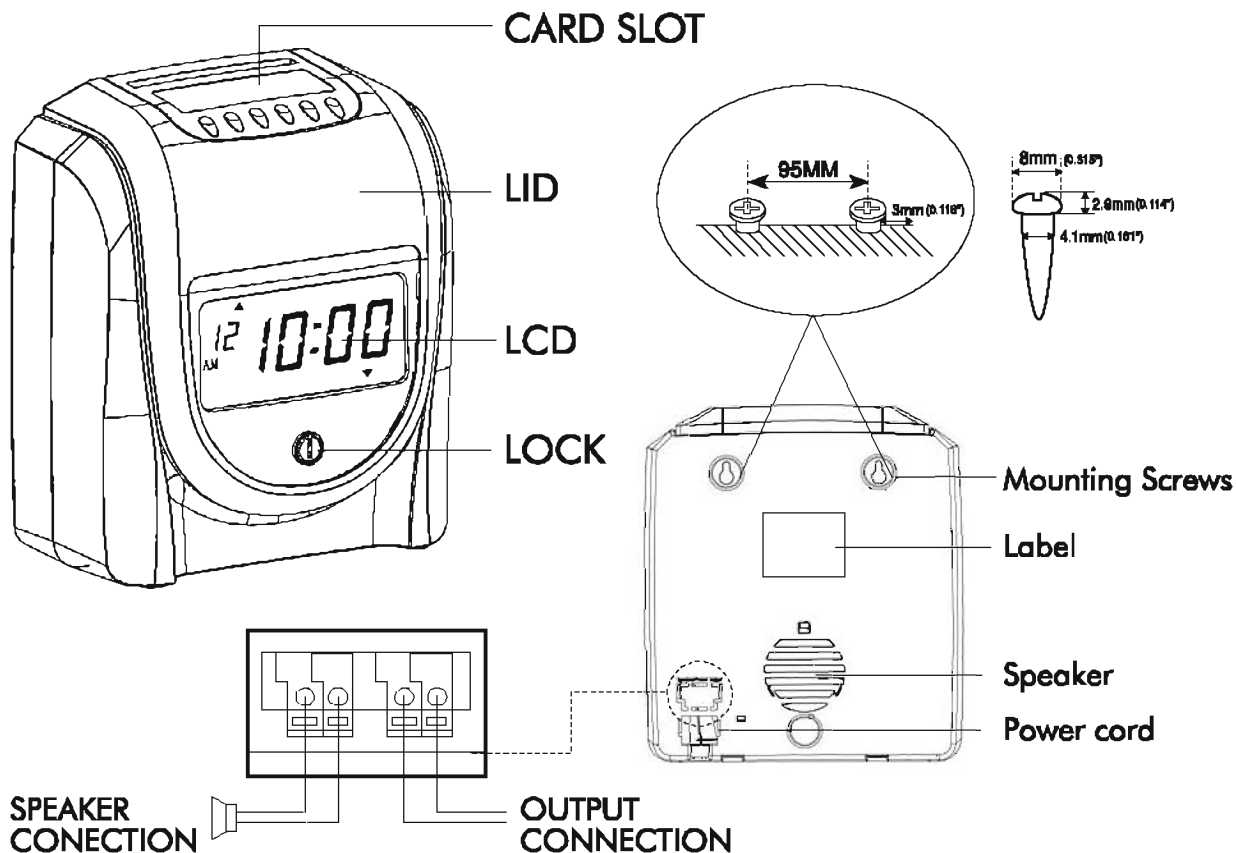
TL-300 Electronic Time Clock

User Guide

Two keys

TL-300 at a Glance

CARD SLOT

LID

LCD

LOCK

95MM

8mm (0.315")
2.9mm(0.114")
4.1mm(0.161")
3mm (0.118")

Mounting Screws

Label

Speaker

Power cord

SPEAKER
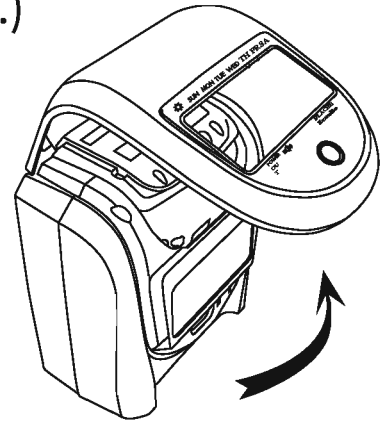CONECTION

OUTPUT
CONNECTION

GET READY

3.1 POWER SOURCE

Plug the unit into the power source. (See machine label for voltage information.)

3.2 OPEN THE LID

Insert the key in the cover lock. Unlock and remove the cover.

SETTINGS

Now that the lid is open, you are ready to customize the settings.

4.1 SET THE YEAR

1. In the setting mode, press the ⊕⊖ buttons to select the number "01" (left of display).
2. Press the [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 setting. If you're finished, close and lock the lid.
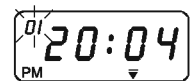
4.2 SET THE DATE

1. In the setting mode, use the ⊕⊖ buttons to choose the number "02" (left of display).
2. Press the [ENTER] button to enter date setting.
3. Press ⊕⊖ to select the correct month.
4. Press [ENTER] to confirm setting.
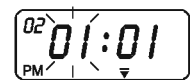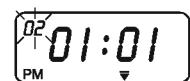
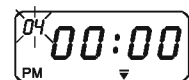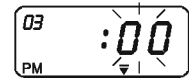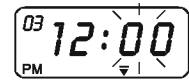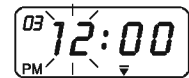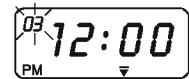5.Press ⊕⊝ to select the correct date.
6.Press [ENTER] to confirm setting.
7.The setting number now turns to "03."
8.Continue to next setting. If you're finished, close and lock the lid.

4.3 SET THE TIME

1.In the setting mode, use the ⊕⊝ buttons to choose setting number "03" (left of display).
2.Press the [ENTER] to set time.
3.Press ⊕⊝ to select the correct hour.
4.Press [ENTER] to confirm setting.
5.Press ⊕⊝ to select the correct minute.
6.Press [ENTER] to confirm setting.
7.Press ⊝ to zero the seconds.
8.Press [ENTER] button to confirm setting.
9.The setting number now turns to "04."
10.Continue to next setting. If you're finished, close and lock the lid.

4.4 SET THE DAY LINE CHANGE TIME

1.In the setting mode, press the ⊕⊝ buttons to choose setting number "04" (left of display).
2.Press the [ENTER] button to select.
3.Press ⊕⊝ to select the desired Day Line Change Hour. (Default is 00:00)
4.Press [ENTER] to confirm setting.
5.Press ⊕⊝ to select the desired Day Line Change miunte.
6.Press [ENTER] to confirm setting.
7.The setting number now turns to "05."
8.Continue to next setting. If you're finished, close and lock the lid.

4.5 SET THE CARD FORMAT

1. In the setting mode, use the ⊕⊝ buttons to choose setting number "05" (left of display).
2. Press [ENTER] button to setting.
3. Press ⊕⊝ to select the desired time card format.
   a. 00-the 1st row blank (standard time card)
   b. 01-the 16th row blank
4. Press [ENTER] to confirm setting.
5. The Setting number now turns to "06."
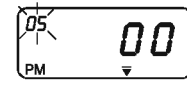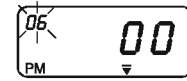6. Continue to next setting. If you're finished, close and lock the lid.
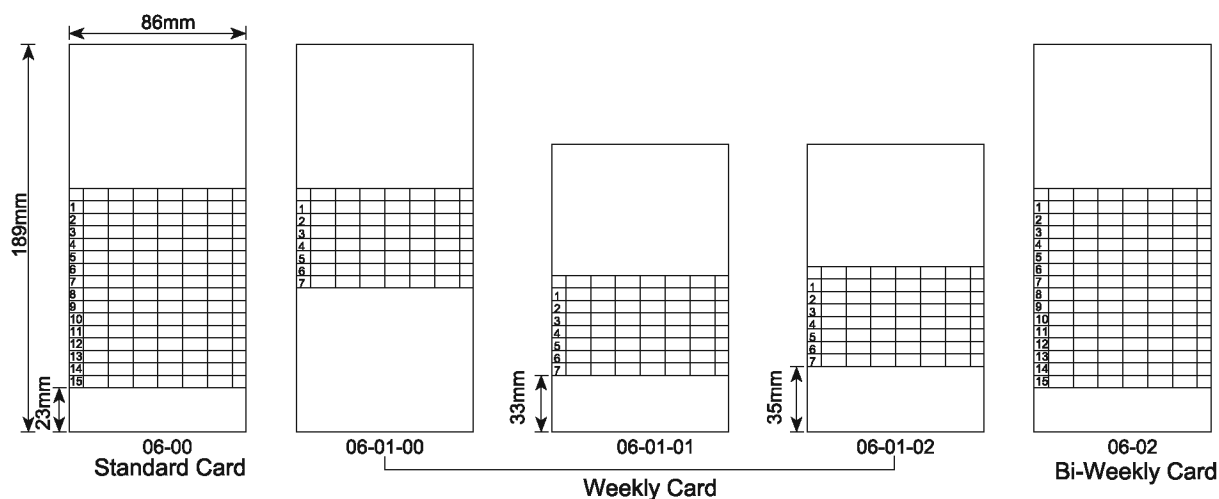
4.6 SET THE TIME CARD AND PAY PERIOD

1. In the setting mode, press the ⊕⊝ buttons to choose setting number "06" (left of display).
2. Press [ENTER].
3. Press ⊕⊝ to select time card type:
   a. 00 = Monthly pay period
   b. 01 = Weekly pay period
   c. 02 = Bi-weekly pay period

Once you have chosen your card type, apply the corresponding setting. (See samples below chart.)

Card Type	Display	Next Steps
01 Weekly pay period	Will turn to weekday setting.	1. Press [+][-] to select the pay period ending day. 2. There are three types of weekly time card settings: (00, 01 or 02). 3. Select the printing day of the week - 00 = Date - 01 = Day number - 02 = Day of the week 4. Press [ENTER] to confirm settings 5. The setting number now turns to "07." 6. Continue to next setting. If you're finished, close and lock the lid.

Card Type	Display	Next Steps
02 Bi-weekly pay period	Will turn to weekday setting.	1. Press [+][-] to select the pay period ending day. 2. For bi-weekly time cards, the current week settings are: - First (01) - Second (02) 4. Press [ENTER] to confirm settings. 3. The setting number now turns to "07." 4. Continue to next setting. If you're finished, close and lock the lid.

06-00
Standard Card

06-01-00   06-01-01   06-01-02

Weekly Card

06-02
Bi-Weekly Card

4.7 SET THE HOURS MODE

1. In the setting mode, use the ⊕ ⊖ buttons to choose setting number "07" (left of display).
2. Press the [ENTER].
3. Press ⊕ ⊖ to select the desired hours mode:
   a. 12 = 12-hour mode (Ex: 1:00 p.m.)
   b. 24 = 24-hour mode (Ex: 13:00)
4. Press [ENTER] to confirm settings.
5. The setting number now turns to "08."
6. Continue to next setting. If you're finished, close and lock the lid.
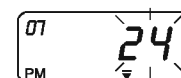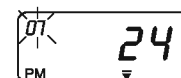
4.8 SET THE PRINTING POSITION

1. In the setting mode, use the ⊕⊝ buttons to choose "08" (left of display).
2. Press [ENTER] to select.
3. Press the ⊕⊝ buttons to select the desired vertical printing position setting:
   - Choose between 00 and 15
   - The number you select will be the first printing row
4. Press [ENTER] to confirm setting.
5. Press ⊕⊝ to select the desired horizontal printing position setting:
   - Choose between 00 and 30
   - The number you select will move the column to the right
6. Press [ENTER] to confirm setting.
7. The setting number now turns to "09."
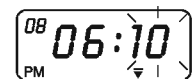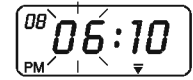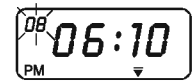8. Continue to next setting. If you're finished, close and lock the lid.

4.9 SET THE DAYLIGHT SAVINGS TIME (D.S.T)

1. In the setting mode, use the ⊕⊝ buttons to choose "09" (left of display).
2. Press the [ENTER] to select.
3. Press the ⊕⊝ buttons to select the current year.
4. Press [ENTER] to confirm setting.
5. Press ⊕⊝ to select beginning month for Daylight Savings Time.
6. Press [ENTER] to confirm setting.
7. Press ⊕⊝ to select the beginning date for D.S.T.
8. Press [ENTER] to confirm setting.
9. Press ⊕⊝ to select the beginning hour for D.S.T. The display now turns to the ending date for D.S.T.
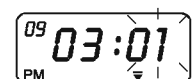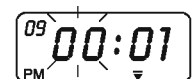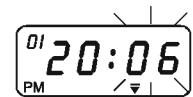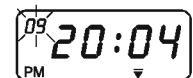
NOTE:
At the beginning of Daylight Savings Time, the clock will automatically advance one hour. It will go back one hour when Daylight-Savings Time is over. To cancel this function, set the month to "00."

10. Press ⊕⊖to select ending month for D.S.T.
11. Press [ENTER] to confirm setting.
12. Press ⊕⊖ to select the ending date for D.S.T.
13. Press [ENTER] to confirm setting.
14. Press ⊕⊖ to select ending hour for D.S.T.
15. Press [ENTER] to confirm setting.
16. The setting number now turns to"10."
17. Continue to next setting. If you're finished, close and lock the lid.
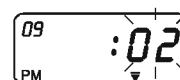
4.10 SET THE PRINTING FORMAT

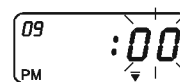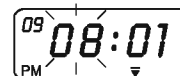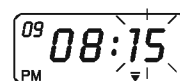1. In the setting mode, use the ⊕⊖ buttons to choose setting number "10" (left of display).
2. Press the [ENTER] button to select.
3. Press the ⊕⊖ buttons to select the desired printing mode:
    a. 00 = 24 hour printing mode (1/60 hour,for example 13:30)
    b. 01 = Centennial printing mode (1/100 hour, for example13.50)
    c. 02 =12 hour printing mode (for example 01:30)
4. Press [ENTER] to confirm setting.
5. The setting number now turns to "11."
6. Continue to next setting. If you're finished, close and lock the lid.
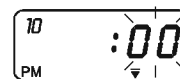
4.11 SET TIME CARD AUTO DETECTION

1. In the setting mode, press the ⊕⊖ buttons to choose setting "11" (left of display).
2. Press [ENTER].
3. Press ⊕⊖ to select 00 or 01:
   a. 00 = Enable auto-detecting time card function
   b. 01 = Do NOT enable auto-detecting time card function
4. Press [ENTER] to confirm setting.
5. Continue to next setting. If you're finished, close and lock the lid.

4.12 SET THE PRINTING COLOR

1. In th setting mode, press the COLOR button to [ENTER] printing color setting.
2. Press [ENTER] to select hours setting.
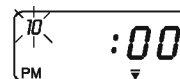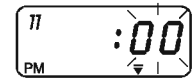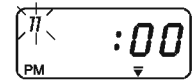3. Press the ⊕⊖ buttons to select hour for color change.
4. Press [ENTER] to confirm.
5. Press the ⊕⊖ buttons to select desired minute for color change.
6. Press [ENTER] to confirm setting.
7. Press ⊕⊖ to select 01 or 02 for color print:
   a. 01 = black print
   b. 02 = red print
8. Press [ENTER] to confirm setting. The display now changes to weekday setting.
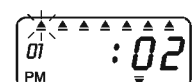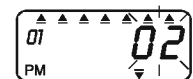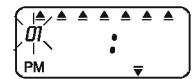
NOTE:
If you do not wish to set the weekday, press [ENTER] and skip steps 10-13.

9. Use the ⊕⊝buttons to select weekdays. Once you choose the weekday, the ▲ symbol will flash on the top of the display.
10. Press the [COLOR] button once to delete selected weekday for color print. (Press it again to show the ▲ sign.)
11. Use the ⊕⊝buttons to move the ▲ sign, and [COLOR] button to register weekdays for color print.
12. When you are done entering weekday settings, press [ENTER] to confirm.
13. The setting number will turn to "02."
14. Repeat steps 2-13 to enter more settings, or slide the setting button left to exit settings.

4.13 SET MUSIC OUTPUT

1. In the setting mode, press the [MUSIC] button to enter music/output settings.
2. Press [ENTER] to select hour settings.
3. Use the ⊕⊝ buttons to select desired hours for music/output.
4. Press [ENTER] to confirm setting.
5. Press ⊕⊝to select desired minute for music/output.
6. Press [ENTER] to confirm setting.
7. Press ⊕⊝ to select 01, 02 or 03:
   a. 01 = Internal music bell
   b. 02 = External bell alarm
   c. 03 = Music bell and external bell alarm
8. Press [ENTER] to confirm setting.
9. Press ⊕⊝ to select duration for signal output:
   a. Default setting is 00:22 (22 seconds).
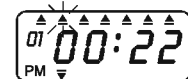   b. Maximum duration is 59 seconds.
10. Press [ENTER] to confirm setting.
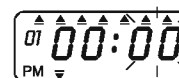
11. The display will now turn to weekday setting.

> **NOTE:**
> If you do not wish to set the weekday, press[ENTER] and skip steps 12-15.

12. Use the ⊕⊖ buttons to select weekdays. When the weekday is chosen, the ▲ sign will flash on the top of the display.
13. Press the [MUSIC] button once to delete selected weekday music/output. (Press it again to show the ▲ sign).
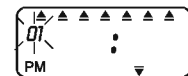14. Press ⊕⊖ to movethe ▲ sign, and the [MUSIC] button to register weekdays for music/output.
15. After completing the weekday settings, press [ENTER] to confirm setting.
16. The setting number now turns to "02." Repeat steps 2-16 to continue next settings, or slide the setting button left to exit settings.

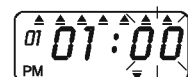## 4.14 SET THE COLUMN FOR PRINTING POSITION

1. In the setting mode, press the [COLUMN] button.
2. Press [ENTER] to select hour setting.
3. Use the ⊕⊖ buttons to select desired hours for column print.
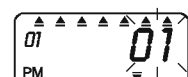4. Press [ENTER] to confirm setting.
5. Press ⊕⊖ to select desired minute for column print.
6. Press [ENTER] to confirm setting.
7. Press ⊕⊖ to select column 01-06 for print.
8. Press [ENTER] to confirm setting.

9. Display now turns to weekday setting.

> **NOTE:**
> If you do not wish to set the weekday, press [ENTER] and skip steps 10-13.

10. Use the ⊕⊖ buttons to select weekdays. If the weekday is chosen, the ▲ sign will flash on the top of the display.
11. Press the [COLUMN] button once to delete selected weekday for column print. (Press it again to show the ▲ sign.)
12. Use the ⊕⊖ buttons to move the ▲ sign, and the [COLUMN] button to register weekdays for column print.
13. After completing the weekday setting, press [ENTER] to confirm setting.
14. Now the setting number turns to "02." Repeat steps 2-13 to continue settings, or slide the setting button left to exit.
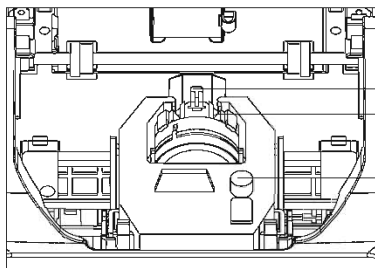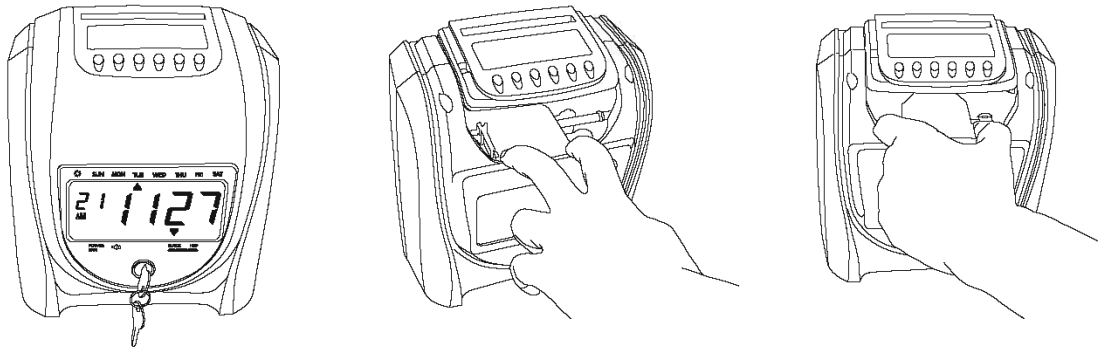
DELETIONS

5.1 HOW TO DELETE A SETTING

> Use the ⊕⊖ buttons to select the setting number on the left of the display, and then press ⊕ and [ENTER] simultaneously for 3 seconds to delete that setting.
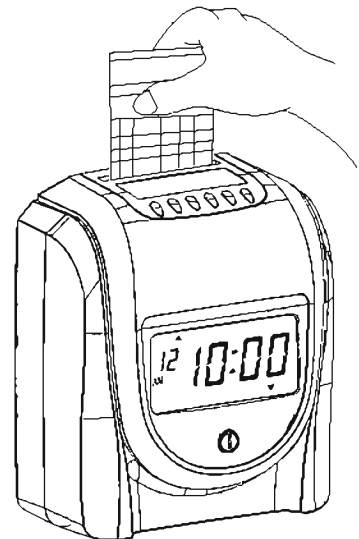
MAINTENANCE

6.1 REPLACE THE RIBBON CASSETTE

Ribbon guide
Printer
Knob

NOTE:
After you replace the cassette, always turn the knob to tighten the ribbon.

6.2 REPLACE THE LITHIUM BATTERY

With the built-in lithium battery on a PC board, the Time Recorder will keep the correct time and programming for three years. Always plug the unit to the correct outlet and replace the battery after a malfunction.

CAUTION

Replacing the battery incorrectly may cause risk of explosion. Replace only with the same or equivalent battery type recommended by Icon Time Systems. Dispose of used batteries according to the manufacturer's instructions.

TROUBLESHOOTING

01	Insert wrong side of timecard
02	Check printer head motor
03	Motor for card inserting
04	Key button

CAUTIONS

· This machine is for indoor use only. Do not install outdoors, or where it may be exposed to rain.
· Keep away from heat radiators, air ducts, moisture, and mechanical shock vibration.
· Always plug the machine into the correct power source.
· Do not allow any liquid or solid objects to fall onto/into the machine.
· If the machine malfunctions, is damaged in any way, or has a damaged cord or plug, do not operate: Return to an authorized service facility or examination, repair, or adjustment.
· If machine malfunctions, unplug it immediately. Do not operate until checked by authorized service facility.
· Place the Electronic Time Clock easily accessible outlet for plug-in.

SPECIFICATIONS

POWER RATING	110-120V~ (refer to the label of each machine)
AMPS	0.22Amps
DIMENSION	10.5 X 19 X 22.5 cm^3 (D x W x H)
	4.2 X 7.5 X 8.9 cm^3 (D x W x H)
WEIGHT	5 lbs (2.0kg)
Appropriate Temperature Range	32°F–104°F (0°C–40°C)
CONDITION	10-80% RH
STANDARD TIME CARD	86mmx189mm(WxL)

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