www

TIME CLOCK WORLD

888 534-5994

Pyramid

6400
USER MANUAL

INTRODUCTION

The Pyramid 6000 Series Time Recorder is an electronic time recorder designed to make payroll processing easier and more efficient. The 6000 series will meet your business needs whether your pay periods are weekly, bi-weekly, semi-monthly or monthly.

SETTING UP YOUR 6000 SERIES TIME RECORDER

The Pyramid 6000 series can be run in two basic modes. In the manual mode, the employee must select which column he desires the print/punch to be in (the recorder automatically advances the rows). In the automatic mode, the print/punch column will automatically shift at a predetermined time. Also, the side of the time card facing the employee is the side that will be punched/printed.

STEP 1 – PREPARING FOR INITIALIZATION
1.   Remove the 6000 series recorder from its box and place it on a firm surface to set up. When set-up is complete, this unit can be located on a flat surface or wall mounted using the 2 mounting holes located on the back of the unit.
2.   Locate the keys packaged with the unit.
3.   Remove any packaging material located on the clock.
4.   Plug the unit into appropriate AC outlet.
5.   Insert the key in the cover lock, unlock and remove the cover.
6.   Slide the switch labeled *Setup* to the right to enter the Setup mode.

STEP 2 – INITIALIZING THE 6000 SERIES

Before starting this procedure, run a time card through the recorder to test the positioning of the punch on the card. Put the card aside until you reach the section of the book labeled **Setting the Printing Position.** In addition, make sure the *Setup* switch is in the setup position (slide to the right).

Feature Number
The feature number will be flashing when the Setup switch is put in the set-up mode (switch pushed to the right). If you are running the 6200 Time Recorder, the feature number will be located in the bottom left corner of the display screen. If you are running the 6400 Time Recorder, the feature number will be located in the center of the upper portion of the display screen, which is located at the top of the screen.

Setting the Year - *01*
1.   The feature number should be flashing the number 01. (If the correct level is not flashing, use the + or – button to change the number to the correct level.)
2.   Press the *Enter* button.
3.   Use the + or – button to increase or decrease the digits until the correct year is showing.
4.   Press the *Enter* button when the current year is selected.

Setting the Current Date - *02*
1.   The feature number should be flashing the number 02. (If the correct level is not flashing, use the + or – button to change the number to the correct level.)
2.   Press the *Enter* button.
3.   Use the + or – button to increase or decrease the digits until the correct month is showing.
4.   Press the *Enter* button.
5.   Use the + or – button to increase or decrease the digits until the correct date is displayed.
6.   Press the *Enter* button and continue to the next set-up stage.

Setting the Display Time - *03*
This function sets how the time will be displayed to employees on the front of the recorder.
*Note: Although you will be setting the clock using military time, the time formats to be displayed (ie: AM/PM) will be selected in a later setup step.
1.   The Function Code should be flashing the number 03. (If the correct level is not flashing, use the + or – button to change the number to the correct level.)
2.   Press the Enter button.
3.   Use the + or – button to increase or decrease the digits until the correct hour is displayed.
4.   Press the *Enter* button.
5.   Use the + or – button to increase or decrease the digits until the correct minutes are displayed.
6.   Press the *Enter* button and continue to the next setup stage.

Setting the Day/Line Change Time - *04*
Because the recorder shifts rows automatically each day, this function will allow you to set what time of the day the recorder will switch to the next date line (row) of the card. For example: If your company has a second shift that ends at midnight you may wish to set it to change to the next line on the time card at 4:00 AM so the employees hours from start of shift to end of shift will be on one line even if that employee works past midnight.
1.   The feature number should be flashing the number 04. (If the correct level is not flashing, use the + or – button to change the number to the correct level.)
2.   Press the *Enter* button.
3.   The first two-digits showing the hour will be flashing. Use the + or – button to increase or decrease the digits until the desired hour is displayed.
4.   Press the *Enter* button.
5.   The second two-digits showing the minutes will be flashing. Use the + or – button to increase or decrease the digits until the desired minutes are showing.
6.   Press the *Enter* button and continue to the next set-up stage.

Setting the Card Format - *05*
The options for this function are 00 or 01, it is recommended to <u>only</u> use the 00 option. This option matches the cards you will be using.
1. The Function Code should be flashing the number 05. (If the correct level is not flashing, use the + or – button to change the number to the correct level.)
2. Press the *Enter* button.
3. Verify 00 is flashing. If 01 is flashing, use the + or – button to change to the 00 setting.
4. Press the *Enter* button and continue to the next set-up stage.

Setting the Time Card/Pay Period End Date - *06*
This code needs to be set to let the recorder know when to start over with punches on the first (1) line of the card. Option 00 tells the recorder to restart the card at the beginning of each month. Option 01 tells the recorder to restart at the beginning of each week. **The recommended procedure is to use the 00 option. Even if you are running weekly, semi-weekly or bi-monthly payroll, this mode assures that the punch is on the line corresponding to the current date.**
1. The feature number should be flashing the number 06. (If the correct level is not flashing, use the + or – button to change the number to the correct level.)
2. Press the *Enter* button.
3. Verify 00 is flashing. If 01 is flashing, use the + or – button to change it to 00.
4. Press the *Enter* button and continue to the next set-up stage.

Display Time Format - *07*
This function will allow you to set the recorder to display time in either AM/PM or Military Time depending on your business needs.
1. The feature number should be flashing the number 07. (If the correct level is not flashing, use the + or – button to change the number to the correct level.)
2. Press the *Enter* button.
3. Choose 12 if you wish to display in 12-hour format (Standard AM/PM time).
4. Choose 24 if you wish to display in 24-hour format (Military time).
5. Press the *Enter* button and continue to the next set-up stage.

Setting the Printing Position - *08*
This function allows you to adjust the punch for proper alignment on the time card. You will need the test card that you recorded a punch on at the beginning of the process. If you did not perform this initial test, you will need to perform steps a-e.
   a) Push the Setup button to the left.
   b) Run card through time recorder.
   c) Push the Setup button back to the right.
   d) 01 should be flashing in the lower left corner of the display. Press the + or – button until the number flashing is back to 08.
   e) Continue with the steps listed below.

1. The feature number should be flashing the number 08. (If the correct level is not flashing, use the + or – button to change the number to the correct level.)
2. Press the *Enter* button.
3. The first two digits will be flashing. These digits represent the vertical positioning in the box on the time card (ie: up or down). Look at the sample time card. If the punch needs to be adjusted up or down in the box, use the + button to move the punch up or the – button to lower the punch. You can test this by running a - e in this section.
4. Press the *Enter* button when you are satisfied with the vertical alignment.
5. The second set of digits will be flashing. These digits represent the horizontal positioning in the box on the time card (ie: right and left). Look at the sample time card. If the punch needs to be adjusted to the right or left in the box, use the + button to move the punch to the right or use the – button to move the punch to the left. You can test this by running a - e in this section.
6. Press the *Enter* button when you are satisfied with the horizontal alignment and proceed to the next setup stage.

Setting Day Light Savings Time – *09*
This function will allow you to set the recorder to automatically adjust the time to daylight savings time on the preprogrammed dates (ie: in the United States, Daylight Savings Time begins on the first Sunday in April at 1:00 am and ends on the last Sunday in October at 2:00 am).
1. The feature number should be flashing the number 09. (If the correct level is not flashing, use the + or – button to change the number to the correct level.)
2. Press the *Enter* button.
3. When the first two digits are flashing, enter the beginning month for Day Light Savings time by using the + or – buttons.
4. Press the *Enter* button.
5. When the second two digits are flashing, enter the beginning day for Day Light Savings time by using the + or – buttons to change the two digits day code.
6. Press the *Enter* button.
7. The code 00 will be flashing. Use the + or – button to change the number to 01 which selects the beginning of Daylight Savings Time.
8. Press the *Enter* button.
9. When the first two digits are flashing, enter the ending month for Day Light Savings time by using the + or – buttons.
10. Press the *Enter* button.
11. When the second two digits are flashing, enter the ending day for Day Light Savings time by using the + or – buttons.
12. Press the *Enter* button.
13. The code 00 will be flashing. Use the + or – button to change the number to 02 which will select the ending of Daylight Savings Time.
14. Press the *Enter* button and continue to the next set-up stage.

Setting the Print Format - *10*
(AM/PM, Military, Hundredths)
This function sets the format for how the time will be printed on the timecard.
1.   The feature number should be flashing the number 10. (If the correct level is not flashing, use the + or – button to change the number to the correct level.)
2.   Press the *Enter* button.
3.   Use the + or – button to select one of the following codes:
     a.   00 Standard Military Time
     b.   01 Military Time with minutes in hundredths
     c.   02 Standard 12-hour time
4.   Press the *Enter* button and continue to the next set-up stage.

Setting the Automatic Detection of Timecard Function - *11*
This function allows the recorder to recognize if the employee is inserting the correct side of the timecard. If the auto detect function is turned on and the date is the 7th of the month and the card is inserted with the dates 16-31 facing toward the employee, the recorder will reject the card and give an E 1 error message. The employee will need to turn the card around and re-insert.
1.   The feature number should be flashing the number 11. (If the correct level is not flashing, use the + or – button to change the number to the correct level.)
2.   Press the *Enter* button.
3.   Use the + or – button to select one of the following codes:
     a.   00 auto function "on"
     b.   01 auto function "off"
4.   Press the *Enter* button to lock in those digits and continue with the next set-up stage.

Your Pyramid 6000 series recorder is now set-up and ready to use. You may now either slide the *Setup* switch to the left and begin using your recorder in the manual mode or else keep the *Setup* switch in the right position and move on to the following **ADVANCED FEATURES** section.

If you remain in the manual punch mode, the employee will need to select the appropriate punch column by pressing the appropriate button on top of the unit. It is recommended that the **Automatic Column Advancement** be set up (Refer to Advanced Features) to minimize employee error.

ADVANCED FEATURES

Step 1 - Setting the Automatic Column Advancement
This function automatically advances the punch to the next column on the timecard at a preset time. This feature allows the employee to not have to manually press the In/Out button for every punch, however, the manual override feature can be used if necessary. (See Manual Overriding Punches section).

1.   The *Setup* switch must be in the right hand position.
2.   Press the *Column* button.
3.   The feature number should be flashing the number 01. (If the correct level is not flashing, use the + or – button to change the number to the correct level.)
4.   Press the *Enter* button.
5.   Use the + or – buttons to set the hour that you would like the recorder to shift columns (Morning/In) on the timecard.
6.   Use the + or – buttons to set the minutes that you would like the recorder to shift columns (Morning/In) on the timecard.
7.   Press the *Enter* button.
8.   The time will close and a two-digit code will appear. Use the + or – buttons to set which column you want the time punch in that will correspond to the time you set above.
           01 MORNING / IN column
           02 MORNING / OUT column
           03 AFTERNOON / IN column
           04 AFTERNOON / OUT column
           05 OVERTIME / IN column
           06 OVERTIME / OUT column
9.   Press the *Enter* button.
10.   You have a choice to apply this rule daily or decide which days do not apply.
           a. If you wish to have this rule applied every day, press *Enter* button and go on to the next step, or
           b. Use the + or – buttons until the arrow on the top of the display points to the day that you do not want the rule applied.
           c. Push the *Column* button to remove the rule for that day.
           d. To remove any additional days, go back to b.
11.   To set up additional columns, press the *Enter* button and go back to Step 5 to set up additional times. If you wish to exit at this point, slide the *Setup* switch to the left.

Step 2 - Manually Overriding Punches
The print/punch column can be manually selected (even if you choose the automatic column change mode) by pressing the desired In/Out button on top of this unit. The red illuminated button indicates the correct punch column. If an employee selects a button and forgets to change the button back to the original position, the recorder will automatically reset to the prior position after approximately 1 minute.

An example of when you would need to use the manual override would be:
The recorder has been preset to have the columns advance as follows: In/Morning 7:00 am, Out/Morning 11:30 am, In/Afternoon 12:00 pm, Out/Afternoon 3:00 pm. An employee arrives at work at 11:45 am. At that time the Out/Morning button will be lit up and the time would be stamped in the second column but this needs to be his/her "In" punch. The employee can override the column the card will be stamped to force it to be the "In" punch.

Step 3 - Making changes to already programmed features
1.   Slide the *Setup* switch to the right (setup mode).
2.   Use the + or – buttons to select the feature number you wish to change. Reference the numbers next to each feature setup.
3.   Follow the instructions for the given feature setup.
4.   When complete, slide the setup switch to the left.

Step 4 - How to Delete a Setting
1.   Slide the *Setup* switch to the right (setup mode).
2.   Use the + or – buttons to select the feature number you wish to delete. Reference the numbers next to each feature setup.
3.   Press the + button and the enter button simultaneously for 3 seconds.
4.   When complete, slide the setup switch to the left.

Step 5 - Setting the Print Color and Associated Rules
This feature allows you to change the color of the punch to *Red or Black* at any given time. If you do not choose this option, the recorder will default to black print. This option is typically used if you have a standard work time and you wish to visually see if any employee punched in/out at a non standard time (ie: the unit can switch to a red punch for any employee that punches out 5 minutes past or before the posted work schedule). It can also be used to visually review tardiness.
1.   The *Setup* switch must be in the right hand position.
2.   Press the *Color* button.
3.   The feature number should be flashing the number 01. (If the correct level is not flashing, use the + or – button to change the number to the correct level.)
4.   Press the *Enter* button.
5.   Use the + or – button to set the hour that you would like the print color to change.
6.   Press the *Enter* button.
7.   Use the + or – button to set the minutes that you would like the print color to change.
8.   Press the *Enter* button.
9.   Use the + or – button to select the code that corresponds to the color you would like the punch to print.
                 01 black
                 02 red
10. Press the *Enter* button.
11. You now have a choice to apply this rule (color change) daily or decide which days do not apply.
         a. If you wish to have this rule (color change) applied every day, press *Enter* button and go on to the next step, or
         b. Use the + or – buttons until the arrow on the top of the display points to the day that you do <u>not</u> want the rule applied.
         c. Push the *Color* button to remove the rule for that day.
         d. To remove any additional days, go back to b.

12.   The number 02 should be flashing. To set up additional color time change, press the *Enter* button and go back to Step 4 to set up additional color time changes. If you wish to exit at this point, slide the *Setup* switch to the left.

Step 6 - Setting the alarm
This function allows an "alarm" to sound at a preprogrammed time (ie: shift change). The 6000 Series has an internal alarm or you can add an optional external alarm. (See Supplies and Optional Accessories Section)
1.   The *Setup* switch must be in the right hand position.
2.   Press the *Alarm* button.
3.   The feature number should be flashing the number 01. (If the correct level is not flashing, use the + or – button to change the number to the correct level.)
4.   Press the *Enter* button.
5.   Use the + or – buttons to set the hour that you would like the first alarm to ring.
6.   Press the *Enter* button.
7.   Use the + or – buttons to set the minutes that you would like the first alarm to ring.
8.   Press the *Enter* button.
9.   A two-digit code will appear.
10.   Use the + or – button to choose one of the following codes:
        01 Internal alarm only will ring. (This alarm can will only be heard by people in close vicinity of the recorder)
        02 External bell/alarm system to ring (These systems are sold separately. See Supplies and Optional Accessories Section)
        03 Sets both the internal and external alarms/bells to ring.
11.   Press the *Enter* button.
12.   Use the + or – buttons to select the number of minutes (0-59) you wish the alarm to ring. If you want to use seconds only, select 0 for this step.
13.   Press the *Enter* button.
14.   Use the + or – buttons to select the number of seconds (0-59) you wish the alarm to ring.
15.   Press the *Enter* button.
16.   You have a choice to apply this rule daily or decide which days do not apply.
        a. If you wish to have this rule applied every day, press *Enter* button and go on to the next step, or
        b. Use the + or – buttons until the arrow on the top of the display points to the day that you do <u>not</u> want the rule applied.
        c. Push the *Alarm* button to remove the rule for that day.
        d. To remove any additional days, go back to b.
17.   Press the *Enter* button.
18.   To set up additional alarms, press the *Enter* button and go back to Step 5 to set up additional times. If you wish to exit at this point, slide the *Setup* switch to the left.
*Note: The volume of the internal alarm can be changed by using a small screwdriver to turn the switch labeled Vol.

Changing the Print Ribbon
1.   Remove the cover from the recorder.
2.   Pull white hold tabs back, away from the cartridge.
3.   Lift the ribbon cartridge up and out of the recorder.
4.   Place the new cartridge in with the ribbon advance knob facing upward.
5.   Snap cartridge down until white hold tabs click over the cartridge.
6.   Turn ribbon advance knob clockwise to tighten the ribbon.
7.   Replace cover.

Troubleshooting
The 6000 series recorder is programmed with a number of error codes that will help troubleshoot the unit. The error codes will typically be displayed on the front display for several seconds. Error codes are as follows:

E 1 – The wrong side of the time card has been inserted.
E 2 – There is a problem with the motor for the printer head.
E 3 – There is a problem with the motor for card inserting.
E 4 – There is a problem with the Key button.

Supplies and Optional Accessories

Supplies and optional accessories for the Pyramid 6000 series are available at most office supply stores.

Item No.	Qty	Description
14173	100	Time Cards
6000R	1	2-Color Print Ribbon

Specifications

Operating Conditions
Temperature –10C to 40C, (14F to 104F)

Power Failure
Battery Back-up of data and time for 30 days
Battery life 3 years, Li-Cd Rechargeable (optional) 2 years

Calendar
Automatic Leap Year
Daylight Savings Time (Programmable in set-up process)
Year up to 2099

Clock Accuracy
Less than 10 seconds per month

Weight
5.6 lbs (2.3 kg)

Dimensions
7.2" wide x 8.8" high x 4.4" deep
182.88mm wide x 223.52mm high x 111.76mm deep

Certifications
UL and CUL

Mounting
Desktop or wall mountable