



MODEL 2400
4-Column Top Loading Time Recorder

**ELECTRONIC PAYROLL TIME
RECORDER INSTALLATION AND
OPERATION INSTRUCTIONS**

IMPORTANT!

**READ THESE INSTRUCTIONS BEFORE INSTALLING AND USING
THIS PRODUCT**

Keep these instructions for future reference

Contents

1. Introduction	1
2. Components	3
3. Before operation	3
4. Setting up your Model 2400	3
4.1 setting the year	3
4.2 setting date	4
4.3 setting time	4
4.4 setting day line change time	4
4.5 setting card format	5
4.6 print and display time format	5
4.7 setting printing position	6
4.8 setting on/off function for auto-detecting time card	6
4.9 setting daylight savings time	7
4.10 setting minute print format	8
5. Advanced options	8
5.1 setting symbol printing	8
5.2 setting the music alert	9
5.3 setting automatic column advancement	10
6. Changing already programmed features	11
7. Deleting a setting	11
8. Trouble shooting	12
9. Replacing the ribbon cartridge	13
10. Supplies and support	13
11. Specifications	13

1. INTRODUCTION

The Pyramid Model 2400 Series Time Recorder is an electronic time recorder designed to make payroll processing easier and more efficient. The Model 2400 will meet your business needs whether your pay periods are weekly, bi-weekly, semi-monthly or monthly. Features include the following:

- 1) Automatic daylight savings time adjustment
- 2) Battery back-up of setting should power fail
- 3) Standard or Military time plus hundredths of hour available
- 4) Automatic column change available

SETTING UP YOUR MODEL 2400 TIME RECORDER

The Pyramid Model 2400 comes with a preset factory program so no additional set-up may be required. The factory set-up is as follows:

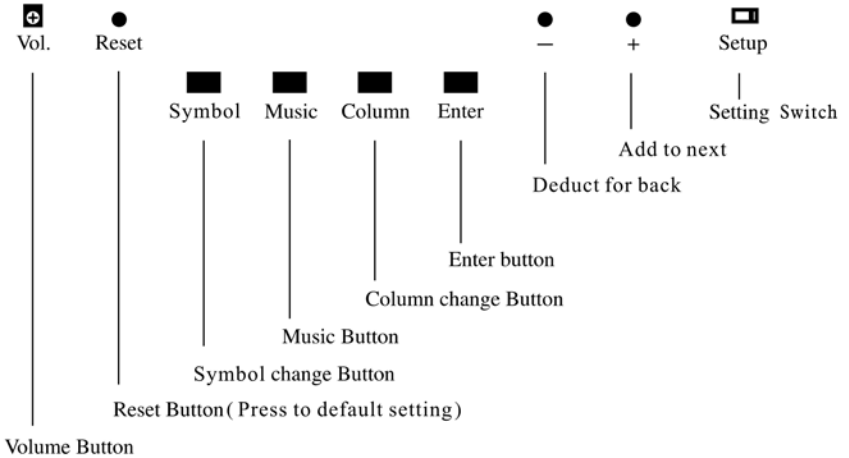
- 1) Current date, year and Eastern Standard Time (12 hour mode, 60 minute format)
- 2) Manual column selection (see section 5.3 for automatic column adjustment)
- 3) Prints time on corresponding date row of time card
- 4) Auto detection to assure time card is punched on correct side
- 5) Automatic daylight savings time, preset for current year

Button illustration

This time recorder has two modes. Normal print mode and setting mode.
 Normal print mode to right and setting mode to the left
 Normal mode. (The four buttons from left to right.)

Button Number	1	2	3	4
The function of the buttons	Printing location column 1	Printing location column 2	Printing location column 3	Printing location column 4

Setting mode (the four buttons from left to right)



Button Name	The function of the buttons
1. Symbol	In the setting mode, press the button to set the symbol change time
2. Music	In the setting mode, press the button to set the Music, Siren/Bell-ringing time
3. Column	In the setting mode, press the button to set the column change time
4. Enter	In the setting mode, press the button to save the current setup and begin the setup of the next function.
5. Deduct	In the setting mode, press the button to deduct a unit from the number or function group flashing on the screen.
6. Add	In the setting mode, press the button to add a unit to the number or function group flashing on the screen

2. COMPONENTS:

Time recorder



Operation manual



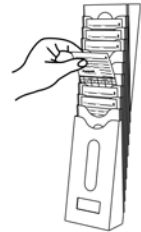
Time cards



Keys



Time card rack





3. BEFORE OPERATION

Remove the Model 2400 from its box and place it on a firm surface for set-up. Remove all packaging from the unit including the packaging on the card feed slot located on top of the unit. Once all packaging is removed, you can plug your Model 2400 into any 110 VAC outlet. Using the key provided with the unit, open the top cover to access the set-up buttons and to change the ribbon when necessary.

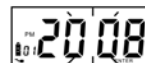
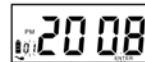
4. SETTING UP YOUR MODEL 2400

Use the key included with your Model 2400 to remove the top cover.

4.1 SETTING THE YEAR - 01

1. Move the SETUP switch to the left enter the setup mode, press  button to choose setting number 01.
2. Press 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 feature setup or move the SETUP slide to the right to complete and exit setting mode.

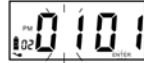
LCD



4.2 SETTING DATE - 02

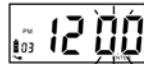
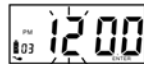
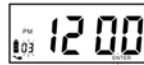
1. In SETUP mode, press \leftarrow \rightarrow button to choose setting number 02.
2. Press ENTER button to enter date setting.
3. Press \leftarrow \rightarrow to select the correct month.
4. Press ENTER button to confirm.
5. Press \leftarrow \rightarrow to select the correct date.
6. Press ENTER button to confirm setting.
The setting number now turns to 03
7. Continue to next feature set up or slide the setting button to the right to complete and exit setting.

LCD



4.3 SETTING TIME - 03

1. In the SETUP mode, press \leftarrow \rightarrow button to choose setting number 03.
2. Press ENTER button to enter time setting.
3. Press \leftarrow \rightarrow to select the correct hour set using a 24 hour clock.
4. Press ENTER button to confirm setting.
5. Press \leftarrow \rightarrow to select the correct minute.
6. Press ENTER button to confirm setting.
7. The setting number now turns to 04.
8. Continue to next feature set up or slide the setting button to the right to complete and exit setting.



4.4 SETTING DAY LINE CHANGE TIME - 04

This function will allow you to set the time of the day that the unit will switch to the next row or date line of the time card. For example, if your company has a second shift that ends at 1 a.m., you may want to set the line or row to change at 3 a.m. to assure that individual punching out for the second shift have the punch in/out time on the same line.

LCD

1. In the SETUP mode, press $\left[\rightarrow \leftarrow \right]$ button to choose setting number 04.
2. Press ENTER button to enter setting.
3. Press $\left[\rightarrow \leftarrow \right]$ to select the desired day line change hour (original setting is 00:00).
4. Press ENTER button to confirm setting.
5. Press $\left[\rightarrow \leftarrow \right]$ to select the desired day line change minute.
6. Press ENTER button to confirm setting.
7. The setting number now turns to 05.
8. Continue to next feature set up or slide the SETUP button to the right to complete and exit setting mode.



4.5 SETTING CARD FORMAT - 05

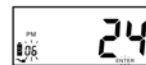
This function is factory set at "00" to correspond to the time card available for this unit. Press ENTER, ENTER to go to the next feature. Only buy Pyramid Part Number 42426 time cards.



4.6 PRINT AND DISPLAY TIME FORMAT - 06







This function sets the unit to display and print the time in either AM/PM (12 hour time) or Military time.

1. In setting mode, press $\left[\rightarrow \leftarrow \right]$ button to choose setting number 06.
2. Press ENTER button to enter setting.
3. Press $\left[\rightarrow \leftarrow \right]$ to select 12 for AM/PM or 24 for Military.
4. Press ENTER button to confirm setting.
5. The setting number now turns to 07.
6. Continue to next setting or slide the SETUP button to the right to complete and exit setting mode.

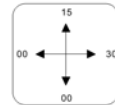
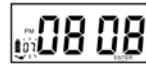


4.7 SETTING PRINTING POSITION - 07

This function is necessary only if adjustment is required to provide proper alignment of the print position on the time card within the box outline on the time card. With the recorder out of the SETUP mode (switch to the right), you will need to print a test card to determine if the unit is printing properly within the box. If the alignment is acceptable, please ignore the following instructions, otherwise proceed.





1. In setting mode, press   button to choose setting number 07.
2. Press ENTER button to enter setting.
3. Press   to select the desired vertical printing position setting.
* Increasing the number (00-15) will move the print up on the card.
4. Press ENTER button to confirm setting.
5. Press   to select the desired horizontal printing position setting.
* Increasing the number (00-30) will move the print to the right
6. Press ENTER button to confirm setting.
7. The setting number now turns to 08.
8. Continue to next feature set up or slide the SETUP button to the right complete and exit setting mode.

LCD



4.8 SETTING ON/OFF FUNCTION FOR AUTO-DETECTING TIME CARD - 08

Because the time card is double sided, this auto-detection feature assures that the time card is inserted on the correct side that corresponds to the date printed on the time card. If the time card is put in backwards, it will not print but be ejected until the opposite side is inserted. Auto-detection (00) is recommended.

1. In setting mode. Press   button to choose setting number 08 on left bottom of display.
2. Press ENTER button to enter setting.
3. Press   to select 00/01
00-with function for auto-detecting time card
01-without function for auto-detecting time card



4. Press ENTER button to confirm setting.

5. Continue setting numbers

01 to 11 by pressing $\left[\rightleftharpoons \right]$ or slide the SETUP

button to the right to complete and exit

setting. Note: If you are using time card without a small indented cut on the bottom, please set the function to "01"

4.9 SETTING DAY LIGHT SAVINGS TIME - 09

This feature allows the unit to automatically adjust the time for Daylight Savings Time.

The dates must be re-set once each year. If no Daylight Savings is required, select 00 for the month, in rest of section please use "Daylight Savings Time" (we have it 3 ways)

1. In setting mode, press $\left[\rightleftharpoons \right]$ button to choose setting number 09.

LCD

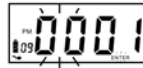
2. Press ENTER button to enter setting.

3. Press $\left[\rightleftharpoons \right]$ to select beginning month for day light Saving time.



4. Press ENTER button to confirm setting.

5. Press $\left[\rightleftharpoons \right]$ to select beginning date for day light saving time.



6. Press ENTER button to confirm setting.

7. Press $\left[\rightleftharpoons \right]$ to select the beginning hour for day light saving time.

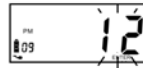


8. Now display turns to the ending time for Day Light Savings time.

9. Press $\left[\rightleftharpoons \right]$ to select ending month for Day Light Savings time.

10. Press ENTER button to confirm setting.

11. Press $\left[\rightleftharpoons \right]$ to select ending date for Day Light Savings time.



12. Press ENTER button to confirm setting.

13. Press $\left[\rightarrow \leftarrow \right]$ to select ending hours for day.
14. Press ENTER button to confirm setting.
15. The setting number now turns to 10.
16. Continue to next feature set up or slide the SETUP button to the right to complete and exit setting mode.

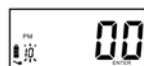
4.10 SETTING MINUTE PRINT FORMAT - 10

This function sets the format for how the minutes will be printed on the time card.

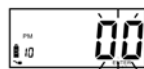
1. In setting mode, Press $\left[\rightarrow \leftarrow \right]$ button to choose setting number 10 on left bottom of display.

LCD

2. Press ENTER button to enter setting.
3. Press $\left[\rightarrow \leftarrow \right]$ to select the desired printing mode.
00-Standard minutes (60 minute format)
01-Minutes in Hundredths (ie 12:45 will print as 12:75)



4. Press ENTER button to confirm setting.
5. The setting number now turns to 11.
6. Continue to next feature set up or slide the SETUP button to the right to complete and exit setting.



5. ADVANCED OPTIONS

5.1 SETTING SYMBOL PRINTING

1. In the setting mode, Press symbol button to enter *sign printing setting.
2. Press ENTER to enter hours setting.
3. Press $\left[\rightarrow \leftarrow \right]$ to select desired hours for *sign printing setting.
4. Press ENTER button to confirm setting.



5. Press \leftarrow \rightarrow to select desired minute for *sign printing setting.

LCD

6. Press ENTER button to confirm setting.

7. Press \leftarrow \rightarrow to select 01/02 for *sign printing setting.

01: without * printing 02: with * printing



8. Press ENTER button to confirm setting.

9. Now display turns to day setting (indicator flashing under Sunday)

Press ENTER button and the entire week will be set and skip to step 14.

Note: Use steps 10-13 for any days that you want to delete the setting



10. Press \leftarrow \rightarrow to select the day.

11. Press Symbol button once to delete selected day for * sign print.



12. Press \leftarrow \rightarrow to move to next day and repeat step 11.

Note: If you want to undelete the day, press \leftarrow \rightarrow button to choose the day to undelete, and press the SYMBOL button to add the day back.

13. After completing deleted days setting, press ENTER button to confirm setting.

14. The setting number turns to 02. Repeat steps 2-13 (total of 24 settings allowed) to continue next setting or slide SETUP button to the right to complete and exit setting.

5.2 SETTING THE MUSIC ALERT

This feature is used to set the music bell to alert for shift change or breaks. The volume of the internal speaker can be changed by using a small screwdriver to turn the switch labeled Vol.

1. In setting mode, press MUSIC button to enter music setting.

2. Press ENTER to enter hours setting.

3. Press \leftarrow \rightarrow to select desired hour for music to begin.

4. Press ENTER button to confirm setting.

5. Press \leftarrow \rightarrow to select desired minute for music to begin.

6. Press ENTER button to confirm setting.

7. Press ENTER again to select 01 for music bell.



- Press $\left[\rightarrow \right]$ $\left[\leftarrow \right]$ to set music duration in seconds (default is 15 seconds)

The maximum duration allowed is 30 seconds.

- Now display turns to day setting (indicator flashing under Sunday)

Press ENTER button and the entire week will be set and skip to step 14

Note: Use steps 10-13 for any days that you want to delete the setting

- Press $\left[\rightarrow \right]$ $\left[\leftarrow \right]$ to select day.

- Press MUSIC button once to delete selected day for color print.

- Press $\left[\rightarrow \right]$ $\left[\leftarrow \right]$ to move to the next day and repeat step 11

Note: If you want to undelete the day, press $\left[\rightarrow \right]$ $\left[\leftarrow \right]$ button to choose the day to undelete, and press the MUSIC button to add the day back.

- After completing deleted days setting, press

ENTER button to confirm setting.

- The setting number turns to 02. Repeat steps 2-13 (total of 12 settings allowed)

to continue next setting or slide SETUP

button to the right to complete and exit setting.

LCD



5.3 SETTING AUTOMATIC COLUMN ADVANCEMENT

This function automatically advances the In/Out buttons to the next column on the time card at a preset time. The employee will not have to manually select the column for In/Out punches; however, a different column can be set manually by pressing the top In/Out button to the desired column.

- In setting mode, press COLUMN button

to enter column setting.

- Press ENTER button to enter hours setting.



- Press $\left[\rightarrow \right]$ $\left[\leftarrow \right]$ to select desired hours for

column auto shift.

- Press ENTER button to confirm setting.



- Press $\left[\rightarrow \right]$ $\left[\leftarrow \right]$ to select desired minute for

column shift.

- Press ENTER button to confirm setting.



- Press $\left[\rightarrow \right]$ $\left[\leftarrow \right]$ to select column 01-04 for print.

8. Press ENTER button to confirm setting.
9. Now display turns to day setting (indicator flashing under Sunday)
Press ENTER button and the entire week will be set and skip to step 14
Note: Use steps 10-13 for any days that you want to delete the setting
10. Press (+) (-) to select day.
11. Press COLUMN button once to delete selected day for column shift.
12. Press (+) (-) to move to the next day and repeat step 11.
Note: If you want to undelete the day, press (+) (-) button to choose the day to undelete, and press the COLUMN button to add the day back .
13. After completing deleted days setting, press ENTER button to confirm setting.
14. The setting number turns to 02. Repeat steps 2-13 (total of 12 settings allowed) to continue next setting or slide SETUP button to the right to complete and exit setting.

LCD



6. CHANGING ALREADY PROGRAMMED FEATURES

1. Slide the SETUP switch to the left.
2. Use the (+) (-) buttons to select the feature number to be changed or select SYMBOL, MUSIC or COLUMN.
3. Follow the instructions for the selected feature.
4. Slide the SETUP switch to the right when complete.

7. DELETING A SETTING

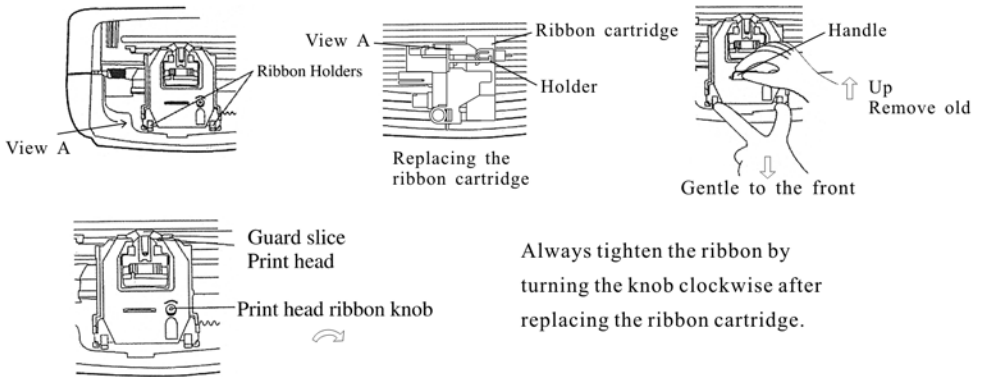
1. Slide the SETUP switch to the left.
2. Use the (+) (-) buttons to select the feature number to be deleted or select SYMBOL, MUSIC or COLUMN
3. Press (+) (-) and ENTER button at the same time for 3 seconds to delete that set of settings.
4. Slide the SETUP switch to the right when complete.

8. TROUBLE SHOOTING

CAUTION - Disconnect Power Before Servicing		
Problems	Reason	Solution
Fail to pull in the card automatically	Power stopped Bad connection with the power Pull out or insert the card forcefully	Waiting for the power supply retrieval Check the socket of the power Check the way of inserting and pulling out the cards
Clock stopped	Power stopped Bad connection with the power	Waiting for the power supply retrieval Check the socket of the power
Time goes too fast or slow	Time setting is not correct Long power stopped period	Set the time correctly Reset
Printing too light	The ribbon is not in correct place	Set the ribbon in its correct place
Printing position is wrong	The conclusion date setting is not correct The usage is not correct	Set the conclusion date correctly Check the way of inserting and pulling out the cards
No printout with long beep	Insert Monthly card with other side out The card is not inserted correctly	Insert it again correctly Insert the card with a little force
Date mistake	Date setting wrong	Reset the date
Printing untidy	The usage is not correct	Check the way of inserting and pulling out the cards

9. REPLACING THE RIBBON CARTRIDGE

Move SETUP Button to the left to center the ribbon cartridge .



10. SUPPLIES AND SUPPORT

Supplies and support for The Pyramid Model 2400 are available at most office supply stores or call Pyramid Technologies direct toll free at 888-479-7264 or visit our website at www.ptitime.com. The following accessories are available:

Item No.	Qty	Description
42427	1	Black Ribbon
42426	100	Time Cards
42475	1	10 Capacity Time Card Rack

11. SPECIFICATIONS

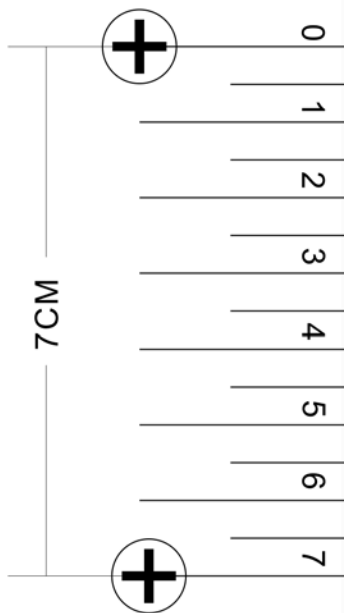
Required Power	110V~240V , 50/60Hz
Operating Temperature	0°C ~40°C

LIMITED HARDWARE WARRANTY

- Pyramid warrants our Pyramid equipment to the original user against defective material or workmanship for a period of 1-year from the date of purchase. Product Registration and/or Proof of date of purchase are required for warranty service on this product.
- Pyramid's responsibility under this warranty is limited to repair or replacement of the defective part(s). Repair or replacement is the sole discretion of Pyramid Technologies.
- For Return Shipments to Pyramid, the product must be shipped in its original carton or equivalent, fully insured with shipping charges prepaid. Pyramid will not assume any responsibility for loss or damage incurred in shipping.
- Pyramid reserves the right to determine whether the parts failed because of defective material, workmanship or other causes.
- Failure caused by accident, alteration, misuse or improper packaging of returned unit is not covered by this warranty.
- Any repair to the equipment other than by Pyramid voids the warranty.
- Users in countries other than the USA should contact the Dealer from whom the unit was purchased.
- The rights under this warranty are limited to the original user and may not be transferred to subsequent users.

Pyramid Technologies, LLC
45 Gracey Ave; Meriden, CT 06451
Toll Free: 888.479.7264 Fax: 203.634.1696
www.ptitime.com

Mounting Hole Alignment





45 Gracey Avenue, Meriden, CT 06451
www.ptitime.com