

VEVOR[®]

Electronic Time Recorder



NEED HELP? CONTACT US!

Have product questions? Need technical support? Please feel free to contact us:



CustomerService@vevor.com

This is the original instruction, Please read all manual instructions carefully before operating. VEVOR reserves clear interpretation of our user manual. The appearance of the product shall be subject to the product you received. Please forgive us that we won't inform you again if there is any technology or software updates on our product.

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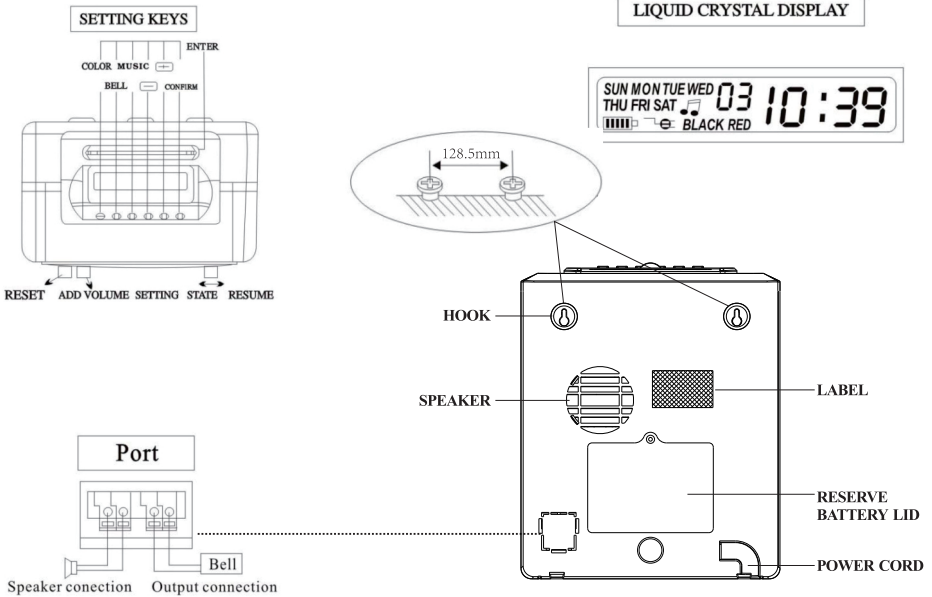
1.INTRODUCTION

The time recorder is designed with compact size and large display, using Hi-End technology to meet your expectation for superior performance, extended use and reliability. Before you operate this unit, please read this illustrated manual .

TYPE	ANALOG	DITITAL			
TWO COLOR RIBBON	✓	✓			
BELL	✓	✓			
PERPETUAL CALENDAR	✓	✓			
BACKUP BATTERY	OPTION	OPTION			
AUTOMATIC FEED & EJECT	✓	✓			
SIGN FOR LATE OR LEAVE EARLY	✓	✓			
TWO/ SINGLE COLOR BACKLIGHT		✓			

PLACE THIS MANUAL IN YOUR FILING SYSTEM UNDER TIME RECORDER .

2.NOMENCLATURE



Button illustration

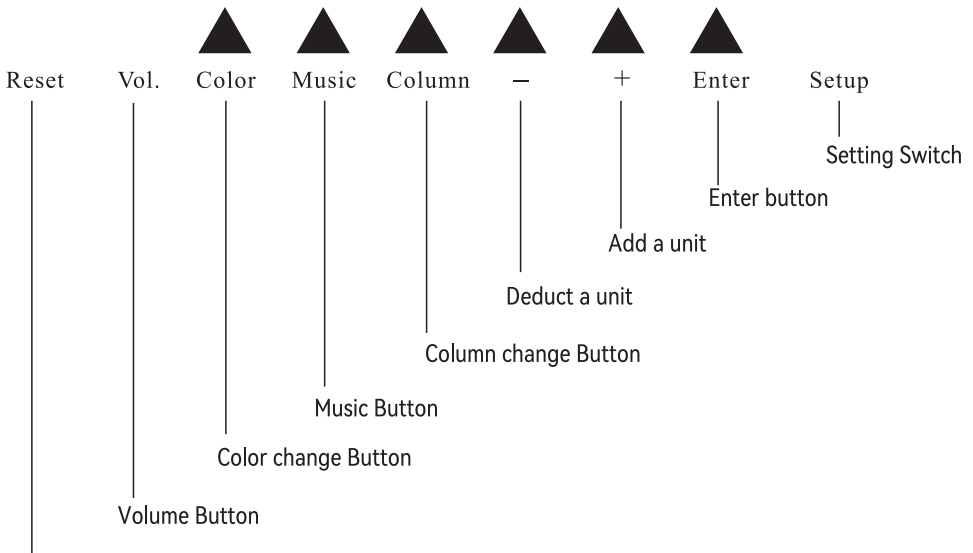
This time recorder has two modes . Normal print mode and setting mode .

Normal print mode to right and setting mode to the left

Normal mode .(The six buttons from left to right .)

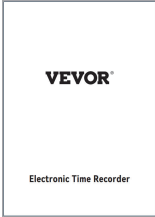


Button Number	1	2	3	4	5	6
The function of the buttons	Printing location column 1	Printing location column 2	Printing location column 3	Printing location column 4	Printing location column 5	Printing location column 6

Setting mode (the six buttons from left to right)



Reset Button (Press this button and the setups will be the default value again)

Button Name	The function of the buttons
1 .Color-change	In the setting mode , press the button to set the color 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 .Deduct	In the setting mode , press the button to deduct a unit from the number or function group flashing on the screen .
5 .Add	In the setting mode ,press the button to add a unit to the number or function group flashing on the screen .
6 .Enter	In the setting mode , press the button to save the current setup and begin the setup of the next function .

Components	Operation manual	Keys	External Power Supply
Time Recorder			

3.Before Operation

3.1 POWER SOURCE

Plug the unit to continuous and correct voltage of power source (refers to indication of Voltage on the label of the machine) [The time recorder has a Lithium Battery on PC board to keep the correct time and program when power failure occurs . Always plug the unit to the correct outlet or replace the battery after its failure .

3.2 OPENING AND CLOSING THE LID

When you want to set the program or change the Ribbon Cassette, please open the lid, put the key in the hole, turn the key and remove the cover.

4.Sitting

Open the lid and move the setting button to the right to enter setting mode .

4.1 SETTING THE YEAR

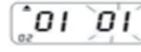
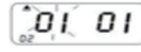
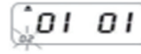
1. Move the setup switch (under SETUP) to the right, enter the setting mode, press $\oplus \ominus$ button to choose setting number 01
2. Press ENTER button to enter year setting
3. Press $\oplus \ominus$ to select the correct year.
4. Press ENTER button to confirm setting .
- 5 . The setting number now turns to 02
- 6 .Continue next set of setting or slide the setup switch to the left to complete and exit setting .



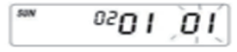
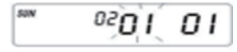
4.2 SETTING DATE

1. Move the setup switch to the left to enter setting mode , press $\oplus \ominus$ button to choose setting number 02 .
2. Press $\oplus \ominus$ to select the correct month
3. Press ENTER button to confirm setting
4. Press $\oplus \ominus$ to select the correct date .
5. Press ENTER button to confirm setting
6. The setting number now turns to 03
7. Continue next set of setting or slide the setup switch to the right to complete and exit setting .

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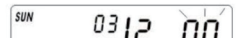
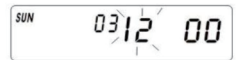
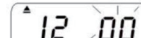
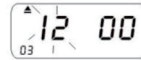


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4.3 SETTING TIME

1. In setting mode , press $\oplus \ominus$ button to choose setting number 03
2. Press ENTER button to enter time setting
3. Press $\oplus \ominus$ to select the correct hour.
4. Press ENTER button to confirm setting
5. press $\oplus \ominus$ to select the correct minute .
6. Press ENTER button confirm setting
7. The setting number now turns to 04
8. Continue next set of setting or slide the setup switch to the right to complete and exit setting .



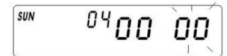
4.4 SETTING DAY LINE CHANGE TIME

1. In setting mode , press $\oplus \ominus$ button to choose setting number 04
2. Press ENTER button to enter setting
3. Press $\oplus \ominus$ to select the desired day line change hour (original setting is 00:00)
4. Press ENTER button to confirm setting
5. Press $\oplus \ominus$ 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 next set of setting or slide the setup switch to the right to complete and exit setting .

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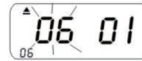
4.5 SETTING CARD FORMAT

1. In setting mode , press $\oplus \ominus$ button to choose setting number 05
2. Press ENTER button to enter setting
3. Press $\oplus \ominus$ to select the desired time card format .
00- the 1st row blank (standard time card)
01- the 16th row blank
4. Press ENTER button to confirm setting
5. The setting number now turns to 06
6. Continue next set of setting or slide the setup switch the right to complete and exit setting .



4.6 SETTING TIME CARD & PAY PERIOD ENDING DATE

1. In setting mode , press $\oplus \ominus$ button to choose setting number 06
2. Press ENTER button to enter setting .
3. Press $\oplus \ominus$ to select 00/01 for time card type .
01- the weekly pay time card . 00- without card surface detection for Bi-weekly
- A . If 01-weekly pay is chosen .
the display will turn to weekdays setting .
- B . Press $\oplus \ominus$ to select one of weekdays as pay ending date .
- 4 . Press ENTER button to confirm setting .
- 5 . The setting number now turns to 07



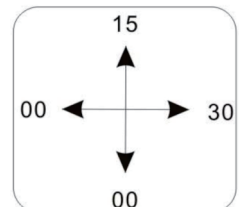
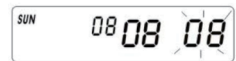
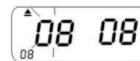
4.7 SETTING HOURS MODE

1. In setting mode , press $\oplus \ominus$ button to choose setting number 07
2. Press ENTER button to enter hours mode setting
3. Press $\oplus \ominus$ to select the desired hours 12/24
*12- 12hours mode (ex . 1:00 PM= 1:00)
*24-24hours mode (ex . 1:00 PM= 13:00)
4. Press ENTER button to confirm setting the setting number now turns to 08
5. Continue next set of setting or slide the setup switch to the right to complete and exit setting .
6. Continue next set of setting or slide the setup switch to the right to complete and exit setting .



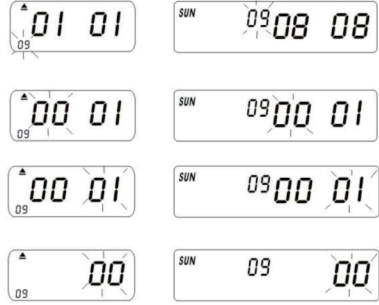
4.8 SETTING PRINTING POSITION

1. In setting mode , press $\oplus \ominus$ button to choose setting number 08
2. Press ENTER button to enter setting
3. Press $\oplus \ominus$ to select the desired vertical printing position setting .
*The number between 00- 15 ,the number building up , the printing position will move to upper of row.
4. Press ENTER button to confirm setting .
5. Press $\oplus \ominus$ to select the desired horizontal printing position setting
* The number between 00-30 , the number building up
* The printing position will move to the right of column
6. Press ENTER button to confirm setting .
7. The setting number now turns to 09
8. Continue next set of setting or slide the setup switch to the right to complete and exit setting .



4.9 SETTING DAYLIGHT SAVING TIME

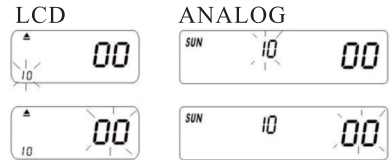
1. In setting mode , press $\oplus \ominus$ button to choose setting number 09
 2. Press ENTER button to enter setting
 3. Press $\oplus \ominus$ to select beginning month for Daylight Saving Time .
 4. Press ENTER button to confirm setting .
 5. Press $\oplus \ominus$ to select beginning date for Daylight Saving Time .
 6. Press ENTER button to confirm setting .
 7. Press $\oplus \ominus$ to select the beginning hour for Daylight Saving Time .
 8. Now display turns to the setting of ending time for Daylight Saving Time .
 9. Press $\oplus \ominus$ to select ending month for Daylight saving Time .
 10. Press ENTER button to confirm setting .
 11. Press $\oplus \ominus$ to select ending date for Daylight Saving Time .
 12. Press ENTER button to confirm setting .
 13. Press $\oplus \ominus$ to select ending hours for day.
 14. Press ENTER button to confirm setting .
 15. The setting number now turns to 10
 16. To continue next set of setting or slide the setup switch to the right to complete and exit setting .
- PS . At the time of Daylight saving that will be automatically advancing one hour and at ending time will go back to original time .



To have no Daylight Saving Time , set the month to 00 .

4.10 SETTING PRINTING FORMAT

1. In setting mode . Press $\oplus \ominus$ button to choose setting number 10 on left bottom of display.
2. Press ENTER button to enter setting .
3. Press $\oplus \ominus$ to select the desired printing mode .
*00-60 Minutes printing mode (1/60 hour)
*01-Centesimal printing mode (1/ 100 hour)
4. Press ENTER button to confirm setting .
5. The setting number now turns to 11 .
6. To continue next set of setting or slide the Setting button to the right to complete and exit setting .



4.11 SETTING ON/OFF FUNCTION FOR AUTO-DETECTING MONTHLY TIME CARD .

1. In setting mode . Press $\oplus \ominus$ button to choose setting number 11 on left bottom of display.
2. Press ENTER button to enter setting .
3. Press $\oplus \ominus$ 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 from setting number 01 to 11 by pressing $\oplus \ominus$ or slide the setup switch to the right to complete and exit setting .



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

5 . SETTING PRINTING COLOR

1. In setting mode . Press COLOR button to enter printing color setting .
2. Press ENTER to enter hours setting .
3. Press $\oplus \ominus$ to select desired hours for color change .
4. Press ENTER button to confirm setting .
5. Press $\oplus \ominus$ to select desired minute for color print .
6. Press ENTER button to confirm setting .
7. Press $\oplus \ominus$ to select 01/02 for color print .
 - *01-for black color print (Normal back light showing)
 - *02-for red color print (The other back light showing)
 PS . Only the machine with 02 back light has the function in the above bracket
8. Press ENTER button to confirm setting .
9. Now display turns to weekdays setting .
 - PS . If weekdays are not necessary to be set ,press ENTER button to skip steps 10- 13 .
10. Press $\oplus \ominus$ to select weekdays . If the weekday is chosen the sign will be flashing on the top of display .
11. Press COLOR button once to delete selected weekday for color print (press COLOR again to show the sign)
12. Press $\oplus \ominus$ to move weekdays sign and COLOR button to register weekdays for COLOR print .
 - If you want to reset again , please press $\oplus \ominus$ button again and choose weekdays , and press“COLOR button” the weekdays sign recovers .
13. After completing weekdays setting . Press ENTER button to confirm setting .
14. Now the setting number turns to 02 repeat steps 2- 13 .
15. Continue next set of setting or slide setup switch to the right to complete and exit setting .



6 . SETTING MUSIC/OUTPUT

1. In setting mode , press MUSIC button to enter music/output setting .
2. Press ENTER to enter hours setting .
3. Press $\oplus \ominus$ to select desired hours for music/output .
4. Press ENTER button to confirm setting .
5. Press $\oplus \ominus$ to select desired minute for music/output .
6. Press ENTER button to confirm setting .
7. Press $\oplus \ominus$ to select 01/02 or 03 for music/output setting .
 - *01-internal music bell .
 - *02-external bell alarm output .
 - *03-music bell & external bell alarm output .
8. Press ENTER button to confirm setting .



9. Press $\oplus \ominus$ to set duration for signal output .

*Origin setting-00:15(15 seconds)

*Maximum duration-30 sec .

10. Press ENTER button to confirm setting .

11. Now display turns to weekdays setting .

PS . If weekdays are not necessary to be set . Press ENTER button to skip steps 12- 15 .

12. Press $\oplus \ominus$ to select weekdays . If the weekday is chosen the sign will be flashing on the top of display.

13. Press MUSIC button once to delete selected weekday for music/output .(press . MUSIC again to show the sign)

14. Press $\oplus \ominus$ to move weekdays sign and MUSIC button to register weekdays for music/output .

15. After completing weekdays setting press ENTER button to confirm setting .

16. Now the setting number turns to 02 . Repeat steps 2- 16 .

17. Continue next set of setting or slide setup switch to the right to complete and exit setting .



7. SETTING COLUMN FOR PRINTING POSITION

1. In setting mode , press COLUMN button to enter column setting .

2. Press ENTER button to enter hours setting .

3. Press $\oplus \ominus$ to select desired hours for column print .

4. Press ENTER button to confirm setting .

5. Press $\oplus \ominus$ to select desired minute for column print .

6. Press ENTER button to confirm setting .

7. Press $\oplus \ominus$ to select column 01-06 for print .

8. Press ENTER button to confirm setting .

9. Now display turns to weekdays setting .

PS . If weekdays are not necessary to be set .

Press ENTER button to skip steps 10- 13 .

10. Press $\oplus \ominus$ to select weekdays . If the weekday is chosen , the sign will be flashing on the top of display.

11. Press COLUMN button once to delete selected weekday for column print (press column again to show the sign)

12. Press $\oplus \ominus$ to move weekdays sign . And COLUMN button to register weekdays for column print .

13. After completing weekdays setting , press ENTER button to confirm setting .

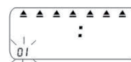
14. Now the setting number turns to 02 . Repeat steps 2- 13 .

15. Continue next set of setting or slide setup switch to the right to complete and exit setting .

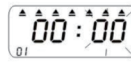
How to delete the setting Press $\oplus \ominus$ button to select the setting number. Then press $\oplus \ominus$ and ENTER

button at the same time for 3 seconds to delete that set of setting

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8 .TROUBLE SHOOTING

8- 1 . Trouble shooting

Problems	Reason	Solution
Fail to pull in the card automatically	Power Stopped Bad connection with the power Pull out or insert the card forcefully	Wait for the power Check the socket of the power Check insertion of card
Clock stopped	Power stopped Bad connection with the power	Wait for the power Check the socket of the power
Time goes too fast or slow	Time setting is not correct Power stopped for a long time	Set the time correctly Reset
Printing color 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 insertion of card
No printout with long beep	Insert Monthly card with other side out	Insert it again correctly
Date mistake	Power stopped Bad connection with the power	Reset the date
Printing untidy	Power stopped Bad connection with the power	Check insertion of card

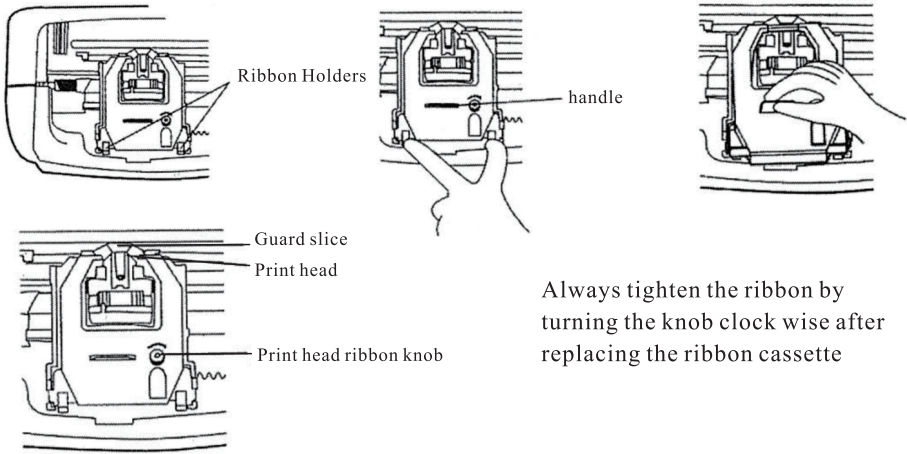
8-2 . The problem display code:

① Mistake E2: the location of left and right mistake , Mistake E5: the clock mistake

9 .MAINTENANCE

9 . 1 Replacing Ribbon Cassette

Bring the setup switch to the left . This will move the ribbon cassette in a better position to change ribbon , when finished , move setup switch back to the right .



Always tighten the ribbon by turning the knob clock wise after replacing the ribbon cassette

9.2 NOTES FOR DAILY USE .

- 1 . Escape it from punching .
- 2 . Avoid exposure to water or excess dust .
- 3 . Keep away from heat and organic solution .
- 4 . Check the Panasonic Button Battery which can last 1 year in normal condition .

10 . REQUESTS AND SPECIFICATIONS

Requests and Specifications

Model	LY-258	LY-268	LY-278
Input Vol	12VDC	12VDC	12VDC
Input Amp	2A	2A	2A
AdapterModel	S030A1202000U	EU:S030A1202000E UK:S030A1202000B	S030A1202000S
AdapteWorking Power Source	100-240V 50/60HZ	100-240V 50/60HZ	100-240V 50/60HZ
Working Ampere	0.19A		
Working Temperature	0°C ~ 40°C		
Working Humidity	10% ~ 80%		
Size Of Card	85.4mm(Width)*186mm(Length)		

11.P S

COLOR : Set the BLACK and RED color change times , Up to 24 settings






SIGNAL: Set times for Siren/ Bell to sound, UPto 24 settings

COLUMNS: Set the time s & days for each column change, Up to 24 settings.

ENTER : Input the information.

DELETE SETTINGS : Press button to select the setting number, then press and ENTER Button at the same time for 3 seconds to delete that set of settings

12.Accessories

Name	QTY	Diagram
ExternalPowerSupply	1	
Ribbon	1	
Time Card	52	
Key	2	
Screw (3.0*20mm)	2	

Manufacture:Guangdong Willing Technology Co., Ltd.

Address:Weilin Industrial Park, Shuikou Dongjiang Industrial Zone, Huicheng District, Huizhou City,Guangdong Province

This product is subject to the provision of european Directive 2012/19/EU. The symbol showing a wheelie bin crossed through indicates that the product requires separate refuse collection in the European Union. This applies to the product and all accessories marked with this symbol. Products marked as such may not be discarded with normal domestic waste, but must be taken to a collection point for recycling electrical and electronic devices.



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