# ROYAL®

## Electronic
## Time Clock

### TimeMaster

### TC100

Instruction
Manual

Bob Jones

No. O113

| | | |
|---|---|---|
| | | WE 01 10:00 |
| | IN | WE 01 08:00 |
| | | WE 01 12:00 |
| | IN | WE 01 10:05 |
| | | WE 01 15:02 |

7:58 36
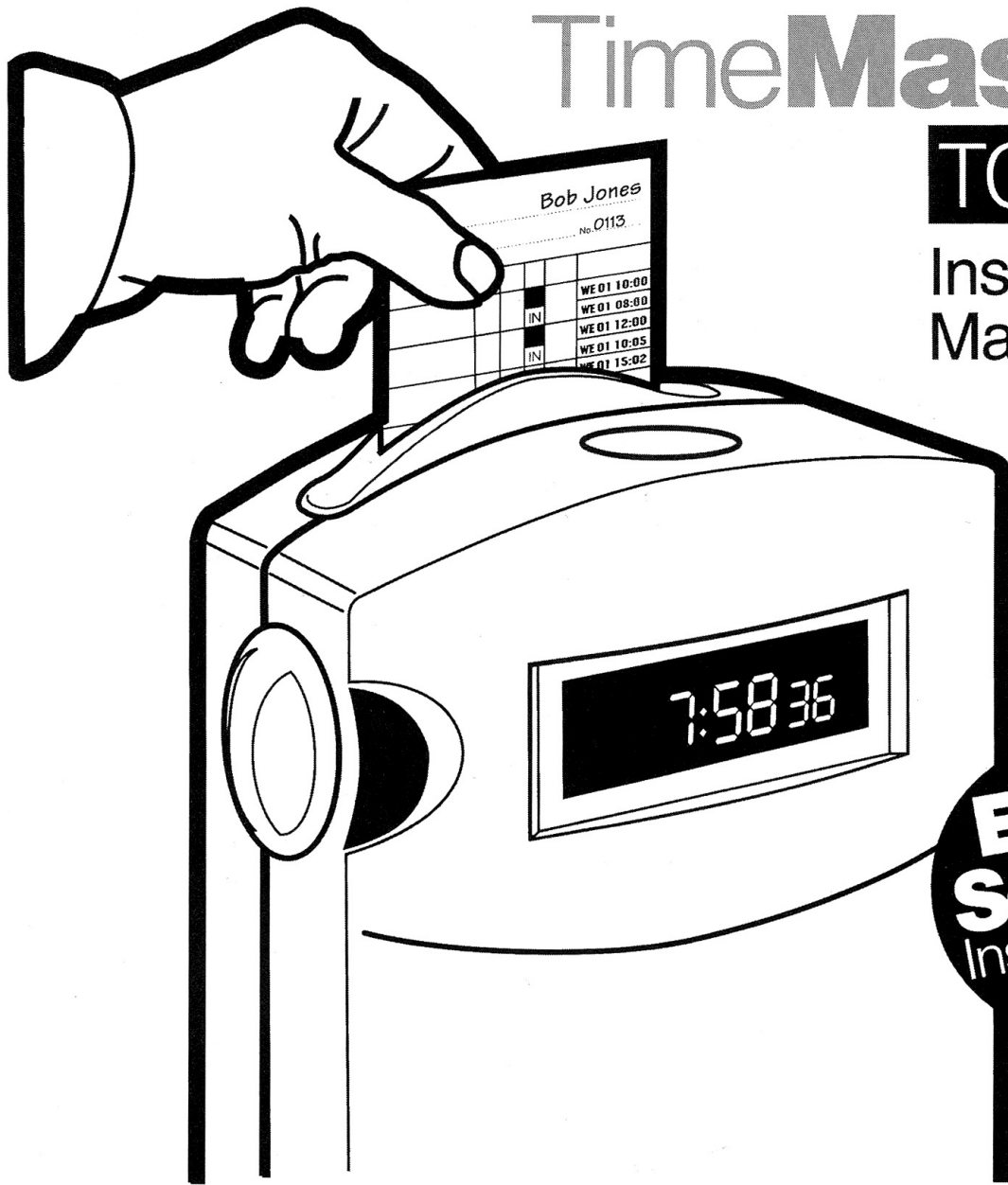
**Easy Set-up** Instructions Page 8
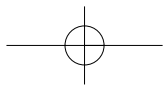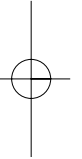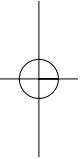
# TABLE OF CONTENTS

# INTRODUCTION

Congratulations on the purchase of your new Royal® TC100 Time Clock. The TC100 is a full-featured, electronic time clock and we recommend you read this manual carefully to become familiar with the operation of the product. The manual explains, in simple steps, how to program, operate, and maintain your new Time Clock. Please retain this guide for further reference.

The **ROYAL CONSUMER PRODUCT SUPPORT HOTLINE** *gives you the opportunity to call for operational assistance and problem resolution. Please call toll-free:*

*Customer Service:*
*1-800-272-6229 (USA)*
*1-888-266-9380 (in Canada)*
*01-800-849-4826 (in Mexico)*
*Ordering Supplies: 1-888-261-4555*

# PARTS CHECKLIST

Remember to save your sales receipt in case you need warranty service, and make sure your TC100 includes the items listed below:

• TC100 Time Clock

• 2 Keys (515)

• 50 Royal Standard Timecards

• Wall-Mounting Template

• Wall-Mounting Screws and Mounting Bracket

**Tools Required:**

• Standard Flathead Screw Driver

# BATTERY BACK UP

The TC100 is equipped with a battery back-up system that protects time, date and other program settings during a power outage.  The time clock must be plugged in for a minimum of 30 minutes before programming to charge the back-up battery. This back-up battery will retain memory for a maximum of 90 days.  The battery back-up is rechargeable; expected battery life is a maximum of 5 years. Replacement of the back-up battery must be done by an authorized service technician.

Make sure that you have an appropriate AC power source near the place you've chosen to install the time clock.

Royal offers a complete line of accessories for your clock - including replacement ink roll and timecards - to make replacement of parts quick, safe, and inexpensive.  To reorder supplies, please see the Accessories page at the end of this instruction manual or call the Royal Supply Center at 1-888-261-4555.

# SAFETY INSTRUCTIONS

Always follow basic safety precautions when using this product to reduce risk of injury, fire, or electric shock.

1.  Read and understand all instructions in the owner's manual.

2.  Do not install the TC100 in places subject to high humidity and excessive dust, in areas exposed to direct sunlight or in places subject to temperatures below 32°F (0°C) or above 104°F (40°C).

3.  Unplug this product from wall outlets before cleaning.

4.  Do not use this product near water or when you are wet.  If the product comes in contact with any liquids, unplug the line cord immediately.  Do not plug the product back in until it has been dried thoroughly.

5.  Install the product securely on a stable, level surface.

6.  If wall mounting the time clock, locate on a straight wall and please follow the mounting instructions to install securely.

7.  Install this product in a protected location where no one can step on or trip over the cord.  Do not place objects on the cord that may cause damage or abrasion.

8.  If this product does not operate normally, see the *Maintenance & Troubleshooting* section of this publication.  If you cannot resolve the problem, or if the product is damaged, refer to the *Warranty* section of this publication.

# SAVE THESE INSTRUCTIONS

# TOPVIEW
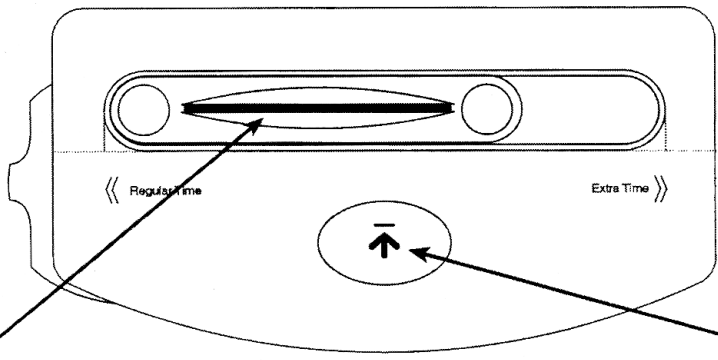
Card Pocket
Insert

Print Button

# FRONTVIEW
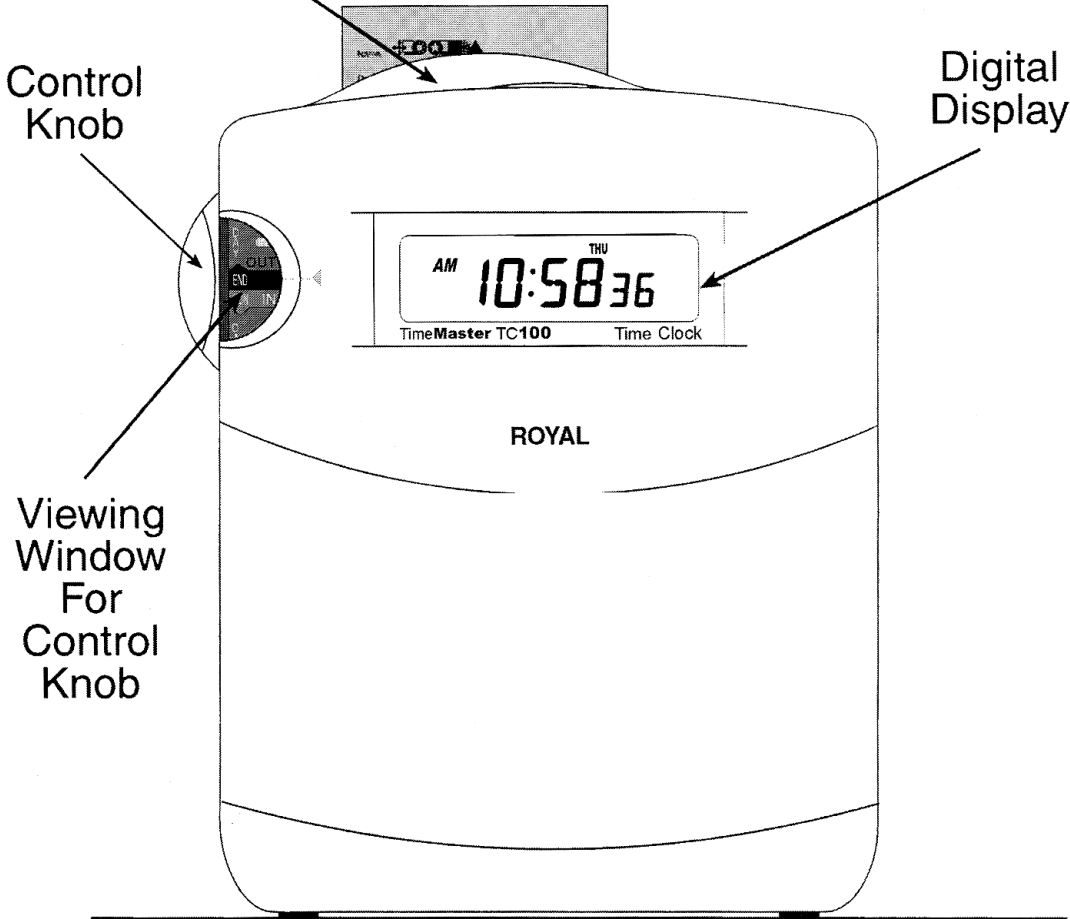
Control
Knob

Digital
Display

**ROYAL**

Viewing
Window
For
Control
Knob

4

# IMPORTANT!
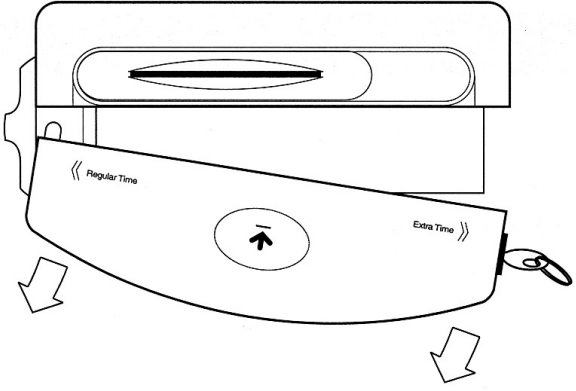
## 1

To open cover turn key counterclockwise
and open like a book.

Insérez la clé et tournez dans le sens
inverse des aiguilles d'une montre pour
ouvrir l'horodateur comme un livre.
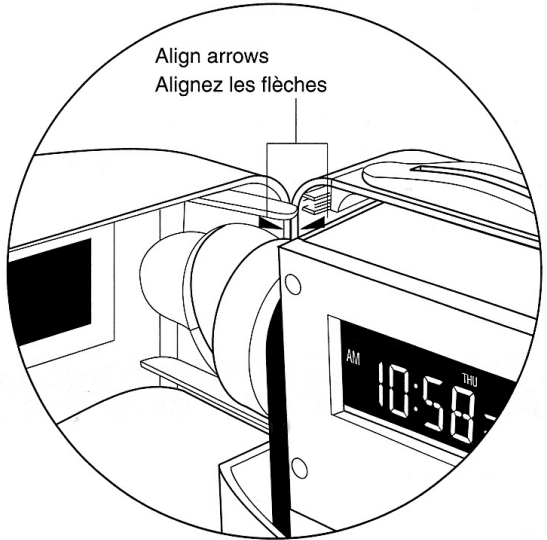
## 2

To close, align red arrow on cover
to red arrow on back...

Alignez les 2 flèches rouge (couvert
et apparell) pour fermer l'horodateur...

Align arrows
Alignez les flèches

## 3

Hold left side of cover firmly and close
like a book.

Tenez en place fermement le coté
gauche du couvert et fermez comme un livre.
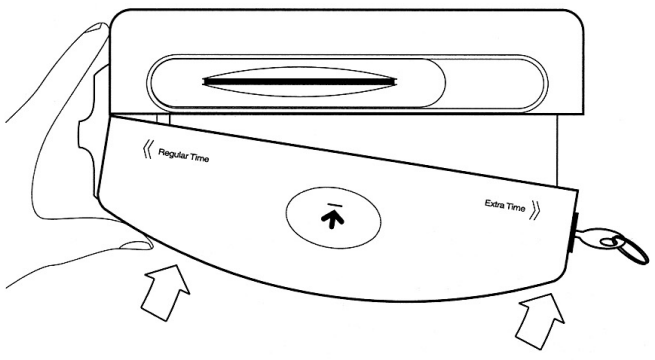
## 4

Turn key clockwise to lock.

Tournez la clé dans le sens des
aiguilles d'une montre pour fermer.

Regular Time

Extra Time

AM  THU  10:58

# PRINT POSITIONS

## REGULAR TIME & SETTING

| | Name | Bob Jones | | |
|---|---|---|---|---|
| | Date | 2/27-3/3 | | NO |

| | AMT | RATE | | TIME |
|---|---|---|---|---|
| | | | OUT | WE01 10:00 |
| | | | IN | WE01 08:00 |
| | | | OUT | WE01 12:00 |
| | | | IN | WE01 10:05 |
| | | | OUT | WE01 15:02 |
| | | | IN | WE01 13:02 |
| | | | OUT | WE01 17:03 |
| | | | IN | WE01 18:02 |
| | | | OUT | TH02 09:00 |
| | | | IN | TH02 09:00 |
| | | | OUT | TH02 10:01 |
| | | | IN | TH02 09:01 |
| | | | OUT | TH02 13:03 |
| | | | IN | TH02 10:02 |
| | | | O | TH02 17 |

Regular Time

Extra Time

**Regular Printing is on the Right Side of the Time Card.**

**For the Regular Printing Setting, Slide the Card Insert to the LEFT of the Clock.**

## EXTRA TIME / OVERTIME & SETTING

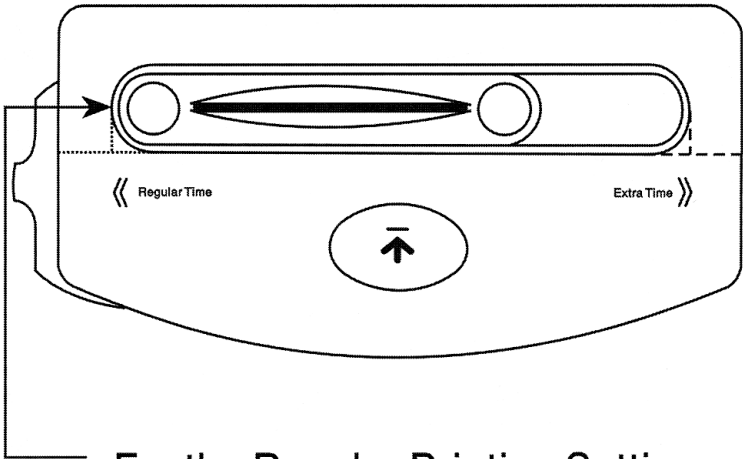| | Name | Bob Jones | | |
|---|---|---|---|---|
| | Date | 2/27-3/3 | | NO |

| | | AMT | RATE | | TIME |
|---|---|---|---|---|---|
| WE01 10:00 | | | | OUT | |
| WE01 08:00 | | | | IN | |
| WE01 12:00 | | | | OUT | |
| WE01 10:05 | | | | IN | |
| WE01 15:02 | | | | OUT | |
| WE01 13:02 | | | | IN | |
| WE01 17:03 | | | | OUT | |
| WE01 18:02 | | | | IN | |
| TH02 09:00 | | | | OUT | |
| TH02 09:00 | | | | IN | |
| TH02 10:01 | | | | OUT | |
| 02 09:01 | | | | IN | |
| 3 | | | | OUT | |
| | | | | IN | |
| | | | | O | |

Regular Time

Extra Time

**Extra Time Printing is on the Left Side of the Time Card.**

**For the Extra Time Printing Setting, Slide the Card Insert to the Right of the Clock.**

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# INK ROLL REPLACEMENT

## HOW TO CHANGE THE INK ROLL

The Royal TC100 comes equipped with the ink roll installed. The ink roll releases special ink to the printhead which produces printout on the time card. After a period of time, depending upon the amount of use, the ink in the roll will be used up. When printout becomes faint, the ink roll needs to be replaced.

### CAUTION:
The ink roll is NOT designed to be re-inked. Under no circumstances should this be done or permanent damage to your time clock printhead will result. Such damage WILL NOT be covered under Royals  warranty.

## REPLACE YOUR INK  ROLL FOLLOWING THE INSTRUCTIONS BELOW:

1. Unlock and remove the cover.

2. The ink roll is found in front of the printhead mounted in a plastic cartridge. To remove, grasp the small clip on the left of the ink roll and pull up. The ink roll will easily pull away from the printhead.

3. To replace a new ink roll, insert the ink roll by inserting first on the right side and then press down on the left side to lock it into position. Replace and lock the cover.  No tools are necessary. For best performance, store unopened ink roll package in a cool, dry place until installed.
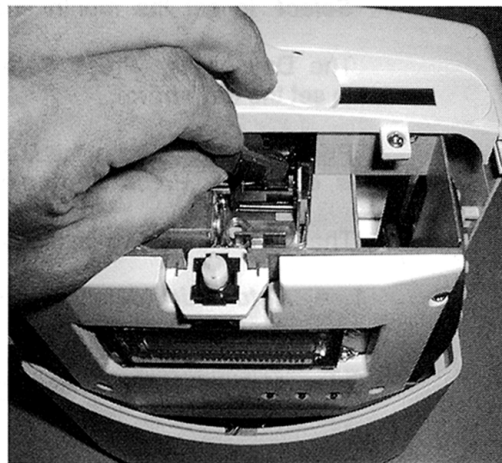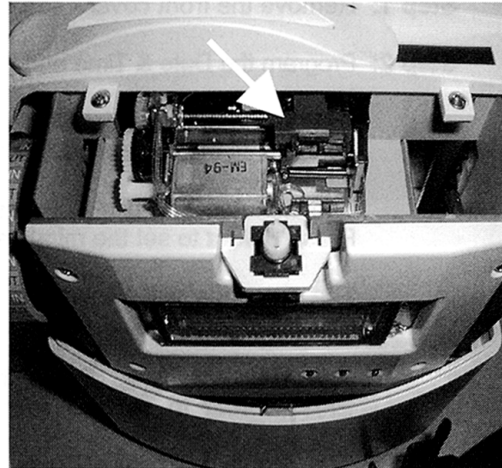
NOTE:   Replace with ROYAL IR-40T Ink Roll, Order #013110. To order, call the Royal Supply Center toll free at 1-888-261-4555.

# SET UP INSTRUCTIONS

## HOW TO USE YOUR TC100 TIME CLOCK

**Step 1:** Remove the front cover - see enclosed instruction sheet on page 5.

**Step 2:** Program the Date & Time and Print Method using the 3 buttons: **Mode, Select, Setting:**

**Date & Time**: Press the *Mode* button. The Hour will start blinking. Press the *Setting* button until the correct hour is displayed. Press *Select* to set the hour shown.

The Minutes will blink. Press *Setting* until the correct minutes are displayed. Press *Select* to set the minutes shown.

The Seconds will blink. To set the seconds at 00, press the *Setting* button. Press *Select*.

The Year will blink. Press the *Setting* button until the desired year is shown. Press *Select* to set the year shown.

The Month will blink. Press *Setting* until the correct month is shown. Press *Select* to set the month shown.

The Day blinks. Press *Setting* until the correct day is shown. Press *Select* to set the day shown.

**Print Method**: Press the *Mode* button until **P5** (Program Mode 5 for Print Format) is displayed. Press *Setting* to choose one of the following Print Methods.

The TC100 has two settings for print activation: **Manual** or **Automatic**

1 = *Automatic* (default setting) - The TC100 automatically prints when the time card is inserted.
2 = *Manual* - After inserting the time card, press the Print Button to activate printing.

Press *Select* to confirm the Print Method chosen. Press *Mode* to return to normal operational mode.

**Step 3:** The control knob corresponds to format of the time card. Turn the control knob to select the desired day and print row.

**Step 4:** Insert the time card. The time the time will automatically print in the selected row.



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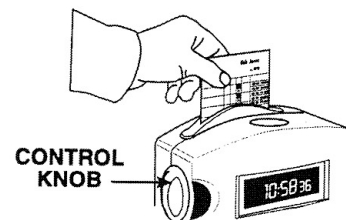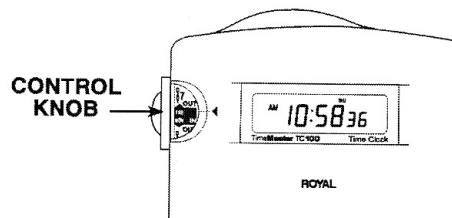
# PROGRAM MODE

To program the date, time, and other settings, you must access the control panel behind the front cover (see instructions on page 5 for removing the front cover, if needed).

The 3 buttons used for programming are:

**Mode** - Used to enter and select the desired program mode.

**Select** - Used to select / confirm the program setting shown in the display.

**Setting** - Used to access the desired setting.
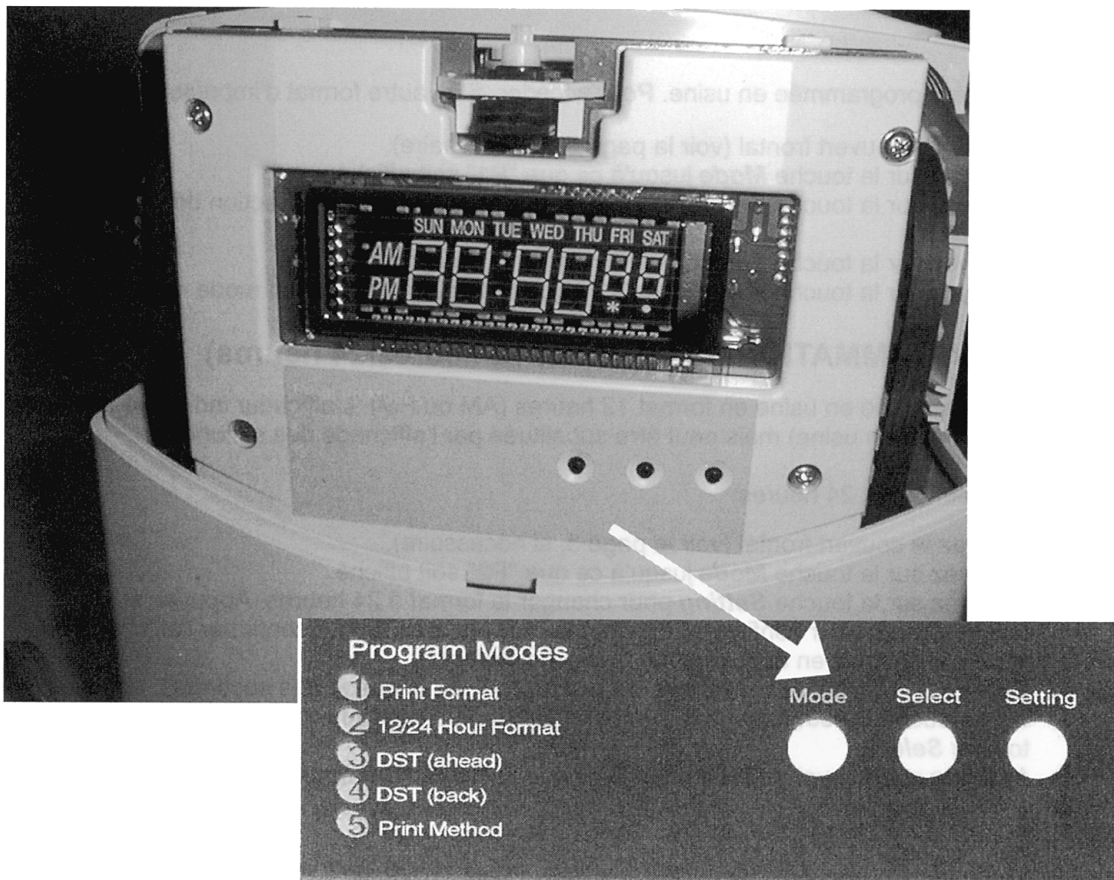


At any time while in the program mode, if no buttons are pressed, the display automatically returns to normal operational mode after 20 seconds.

# PRINT FORMAT

## PROGRAM MODE P1

There are six print formats available:

*Setting Number*

| | | |
|---|---|---|
| **1** | **=** | **Month, Date, Time, Week Day (Default Setting)** |
| 2 | = | Date, Time, Week Day |
| 3 | = | Time, Week Day |
| 4 | = | Month, Date, Time |
| 5 | = | Date, Time |
| 6 | = | Time |

The default print format is Setting #1. To select another print format:

1. Unlock and remove the cover (see page 5 if needed).
2. Press *Mode* until "P1" is displayed.
3. Press *Setting* until the number of the desired print format is displayed.
4. Press *Select* to confirm the setting.
5. Press *Mode* until the display returns to the normal operational mode.

## PROGRAM MODE P2 - 12 Hour/24 Hour Format

The default setting for the time is the 12 hour setting which also displays AM or PM. The display also shows the date (default) or if you prefer, the seconds can be displayed.

To select the 24 hour format:

1. Unlock and remove the cover.
2. Press *Mode* until "P2" is displayed.
3. Press *Setting* to change to the 24 hour format. Press *Select* to confirm. "dd" (for date display) will blink. To accept "dd", press *Select*.
4. To change the "dd" (display date) to seconds, press *Setting*. "ss" will be displayed. Press *Select* to confirm.
5. Press *Mode* until the display returns to the normal operational mode.

# DAYLIGHT SAVINGS TIME

The TC100 can be programmed to automatically adjust for Daylight Savings Time.

## PROGRAM MODE P3 - Daylight Savings Time (DST) - AHEAD

To program the TC100 to automatically turn the time ahead one hour. (For example, at 2:00 AM on the first Sunday in April.)

1. Press **Mode** until "P3" is displayed.
2. Press **Setting** until the desired month (i.e. 4 for April) is shown. Press **Select** to confirm.
3. Press **Setting** to choose the number **1**,2,3,4 or 5 (week of the month - i.e. 1 for the first weekend of the month). Press **Select** to confirm.
4. Press **Setting** until the desired day flashes - i.e. SUN for Sunday. Press **Select** to confirm.
5. Press **Mode** until the display returns to the normal operational mode.

To turn off the DST, reprogram to select "- -" .

## PROGRAM MODE P4 - Daylight Savings Time (DST) - BACK

Use the following steps to program the TC100 to automatically turn the time back one hour. (For example, at 2:00 AM on the last Sunday in October.)

1. Press **Mode** until "P4" is displayed.
2. Press **Setting** until the desired month (i.e. 10 for October) is shown. Press **Select** to confirm.
3. Press **Setting** to choose the number 1,2,3,4, or **5** (week of the month). For example, "5" for the last weekend of the month. Press **Select** to confirm.
4. Press **Setting** until the desired day flashes - i.e. SUN for Sunday. Press **Select** to confirm.
5. Press **Mode** until the display returns to normal operational mode.

To turn off the DST, reprogram to select "- -".

# WALL MOUNT INSTALLATION

**NOTE:** **Do not mount the TC100 directly to plasterboard, paneling, brick, or concrete block.  Rather, using appropriate fasteners, secure a board to the wall and then mount the TC100 to the board.**

1.  At a height convenient for all members of the work force and within 5 ft. of a power outlet, use the mounting template (enclosed) to mark the points where the mounting screws for the TimeMaster are to be installed.

2.  Leaving 1/4 in. of screw shank exposed, mount enclosed screws into place.

3.  Attach metal bracket to back center of clock (see photo).

4.  Hang the TimeMaster from the mounting screws and secure the bracket to the wall.
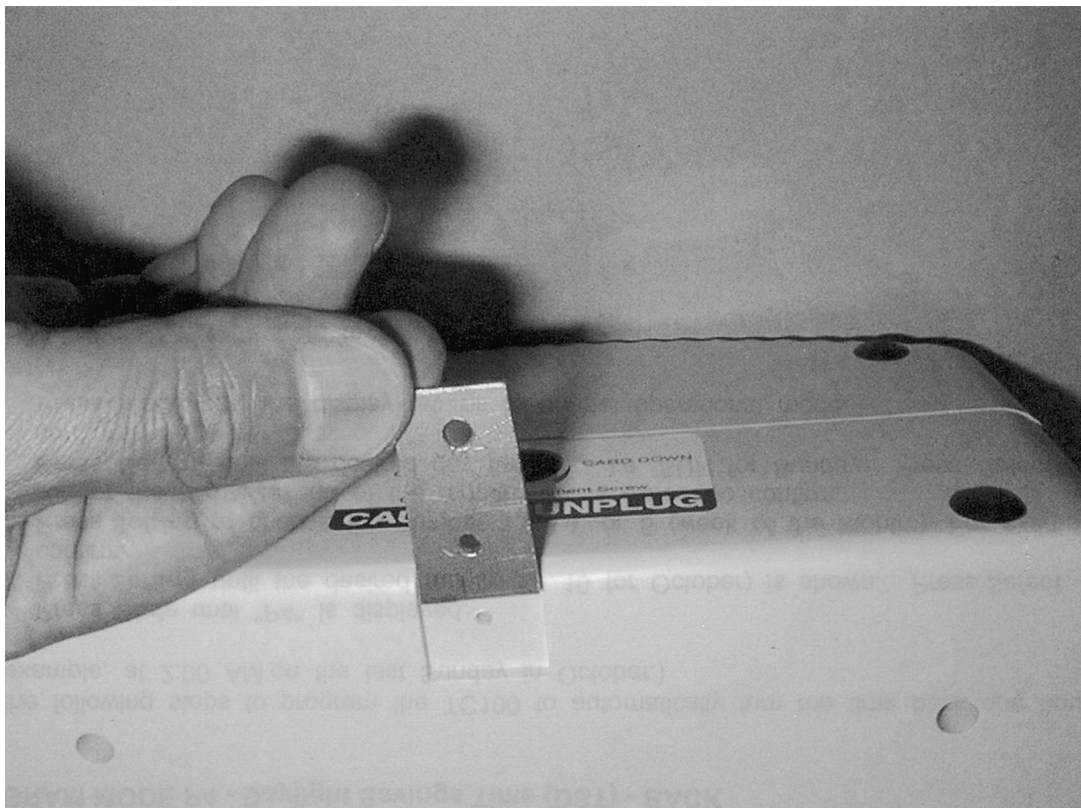
# TIME CARDS AND PRINT ALIGNMENT

The Royal Time Cards included with the TC100 are equivalent to many brands of standard weekly time cards commonly found in office supply and stationery stores.

The Part Number for the Royal brand time cards is 013702 (250 time cards per pack).

We have tested many brands of time cards and have found the following other brands and models to be compatible with the TC100:

| BRAND | MODEL | BRAND | MODEL |
|---|---|---|---|
| ADAMS | 9656-250 | SIMPLEX | 1950-9391 |
| | 9791-250 | TOPS | 1259250 |
| | 9659-250 | | |
| | 9657-250 | | |

Since there are a wide variety of sizes and designs of time cards, for some brands of cards other than Royal, it may be necessary to adjust the print alignment to print correctly on each row of the time cards when the control knob is turned.

## ADJUSTMENT SCREW FOR PRINT ALIGNMENT:
## TO ADJUST THE SCREW:

1. Unplug the time clock.
2. Turn the control knob to it's  starting position - i.e., Monday -  Day 1 - IN position (see photo).
3. Lay the clock on its back (see photo).
4. Using a standard flathead screwdriver,turn the screw either clockwise or counterclockwise as needed to move the card up or down (see label applied to bottom of clock - also illustrated below).
5. Repeat as needed until proper adjustment is made.

NOTE:  As a guide, turning the screw completely 4 times to the left will adjust printing approximately 1 row up. Turning the screw  4  times to the right will adjust the printing approximately 1 row down.

CARD UP          CARD DOWN

Card Height Adjustment Screw

**CAUTION:UNPLUG**
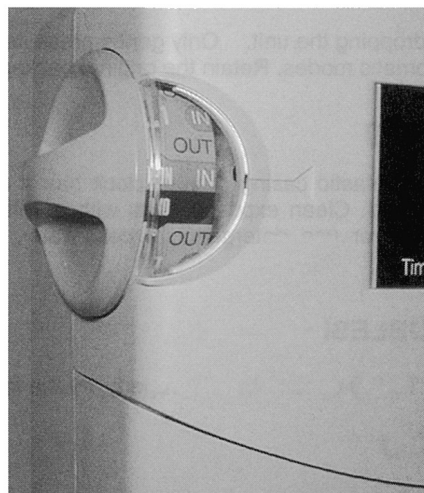
# MAINTENANCE and TROUBLESHOOTING

## MAINTENANCE

Although your time clock is designed to be maintenance-free, it contains sensitive electronic parts.  Treat it with care to ensure best performance.

**Avoid Rough Treatment**
Avoid dropping the unit.  Only gentle pressure is needed to activate the print action in either Manual or Automatic modes.  Retain the original packaging so you can use it if you must ship the time clock.

**Cleaning**
The hard plastic casing of your clock has a durable finish that should retain its original luster for many years.  Clean exposed parts with a soft, slightly damp cloth.  To remove stains, use a mild soap.  Never use detergents, excess water, treated cloths, harsh cleaning agents, or sprays.

## TROUBLESHOOTING

If your TC100 does not work properly, try the following suggestions before seeking repair assistance.

**Printing**
1.  If printing problem occurs, check the ink roll to make certain it is installed properly.  If needed, replace with a new ink roll.

2.  If printing is on the wrong side of the time card, check the position of the card insert slot and adjust for regular time / extra time as needed.

3.  If it is not printing in the correct row of the time card, check if the control knob was set for the desired day and IN or OUT setting.

4.  If printing is not aligning correctly in each row of the time card, or if printing is constantly on the line, see page 13 for the adjustment screw instructions.

**Other Questions / Problems**

Make sure you have followed all the instructions in this booklet.  If you have additional questions, please call Royal Customer Support in the U.S.A. at 1-800-272-6229 or in Canada at 1-888-266-9380.

**ROYAL TC100 Electronic Time Clock**
# ACCESSORIES ORDER FORM

| ITEM<br>DESCRIPTION | PART<br>NUMBER |
|---|---|
| 1.   Replacement Key Set (2 keys) | 10490022 |
| 2.   Ink Roll IR40T (2 per package) | 013110 |
| 3.   Time Cards (250 time cards per pack) | 013702 |
| 4.   12-Card Rack (metal construction)  (19-3/8"H x 4-1/8"W x 1-3/4"D) | 17044H |
| 5.   20-Card Rack (metal construction) | 17057B |
| 6.   Owner's Manual | RTC100-97 |

# For Prices and Availability

**CALL 1-888-261-4555**

**or visit our web site at**

## www.royal.com

*Prices and Availability Subject to Change Without Notice*
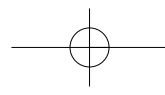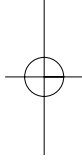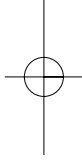
## ROYAL ELECTRONIC TIME CLOCK WARRANTY

Royal Consumer Information Products, Inc. ("Royal") at 379 Campus Drive, 2nd Floor, in Somerset, NJ 08875 USA warrants that your NEW Royal Electronic Cash Register or Time Clock ("Product") is free of defects of workmanship and materials. If there is a defect or malfunction of this Product, Royal will repair the Product free of charge as follows:

PARTS:   New or comparable rebuilt parts in exchange for defective parts for ONE YEAR from the date of purchase.

LABOR:   All labor charges incurred from a Royal Authorized Service Center or the Royal Corporate Service Center are covered for 90 DAYS from the date of purchase.   After 90 days there will be a labor charge for repair of the Product and/or assemblies such as the keyboard, display(s), logic board, power supply and printer(s) at the Royal Corporate Service Center's or the Royal Authorized Service Center's then prevailing rates. The Product must be brought to a Royal Authorized Service Center nearest to your location; or the Product must be shipped postage prepaid, insured and via a traceable shipping method to a Royal Authorized Service Center or to the Royal Corporate Service Center.  Royal will pay return postage from the Royal Corporate Service Center during the labor warranty period only.

This warranty does not apply to persons who purchased this Product second hand or used.

This warranty does not include the replacement of ink rolls, ribbons, time cards, paper rolls or any other consumables or supplies used in the cash register or time clock and consumed through the normal use of the Product.

This warranty does not include cleaning, adjustments, parts, or repairs required by circumstances beyond the control of Royal, including, but not limited to, fire or other casualty, accident, neglect, abuse, abnormal use, misuse or battery leakage damages.  THERE ARE NO OTHER EXPRESSED WARRANTIES EXCEPT AS STATED HEREIN.   AFTER THE PERIOD OF EXPRESSED WARRANTY SET FORTH HEREIN, THERE ARE NO EXPRESSED OR IMPLIED WARRANTIES AND THOSE EXCLUDED INCLUDE THOSE OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.  Royal shall NOT be liable for CONSEQUENTIAL DAMAGES resulting from any failure, defect, or malfunction of this Product.  Some states do not allow limitations on how long an implied warranty lasts and some states do

not allow the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to you.
TO OBTAIN SERVICE UNDER THE TERMS OF THIS WARRANTY:

- Pack your Product in the original carton or equivalent.
- Enclose a copy of the bill of sale or other documentation showing original purchase date.
- Enclose a card or note describing the difficulty you have had with the Product.
- Be sure to include your complete name, address and day-time telephone number.
- Bring or ship, prepaid and insured, via a traceable shipping method the above Product to the nearest Royal Authorized Service Center location or to the Royal Corporate Service Center.  The Royal and/or the Service Center cannot be held responsible for any loss or damage that occurs while in transit.

For Authorized Service Centers within your local area, please call 1-888-261-3888 or +1-732-563-9944. In Canada call 1-888-266-9380.  Or you may call the Royal Corporate Service Center directly at 1-708-615-8124 for shipping instructions and additional information.

Please retain the original proof of purchase for your records to establish date of original purchase.  Your warranty starts with the date of original purchase.  This warranty gives you specific legal rights, and you may also have other rights which vary from State to State.

- This warranty is valid only on cash registers and time clocks purchased, delivered and used in the United States and/or Canada.