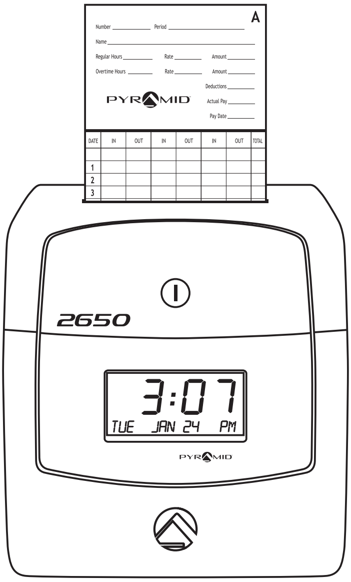
PYRAMID™

2650

Auto Aligning Time Clock

User Guide


A
Number
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IN
OUT
TOTAL
1
2
3
2650
3:07
TUE JAN 24 PM
PYRAMID

pyramidtimesystems.com

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PRODUCT OVERVIEW

Thank you for choosing the **2650 Auto Aligning Time Clock!** The 2650 stays on top of employee arrival time, breaks & departure time. The 6-column time card accommodates up to 3 In & Out punch intervals for lunch & overtime hours. 2-color ink indicates early/late punches in red. Simple set-up, simple operation & a compact design makes this time clock the perfect fit for small workplaces!

Please read through this User Guide for simple set-up & operation.

AUTO ALIGNING TIME CLOCK : FEATURES

Employee Capacity	Unlimited
Card Alignment	Top
Ribbon Ink	2 Color (black & red)
Audio Signal	Buzzer
Program Display Language	English, Spanish & French
Display	Time, Date & Day of Week, backlit LCD screen
Printing Format	Hour & minutes
Printing	Dot matrix
Automatic Time Reset	Short months, Leap Year & Daylight Savings Time
Battery Back-Up	Safeguards data & settings for up to 30 days without power
Tamper-Proof	Security lock protects against costly time theft
Warranty	1-Year manufacturer's limited warranty

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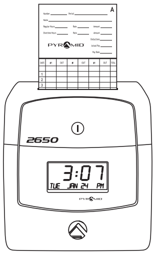
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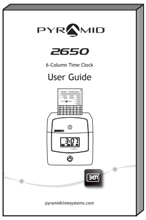
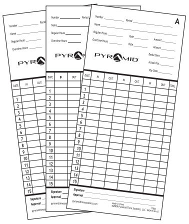
TUE JAN 24 PM
PYRAMID

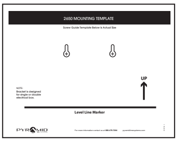
2650
Auto Aligning Time Clock


PYRAMID
2650
6-Column Time Clock
User Guide
pyramidtimesystems.com

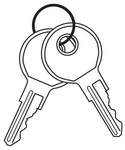
2650 User Guide



42415
Time Card (25)

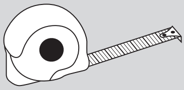

2650 MOUNTING TEMPLATE
UP
Level Line Marker
PYRAMID

Mounting
Template

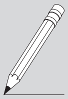


Security
Keys (2)

WHAT YOU WILL NEED

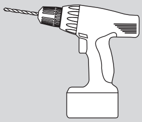


Tape Measure



Pencil

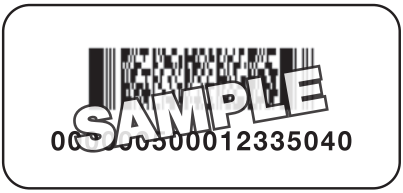
Phillips Head
Screw Driver



Power Drill
(Optional)

KNOW YOUR SERIAL

IMPORTANT:
Please write down serial # located on back of time clock before mounting.



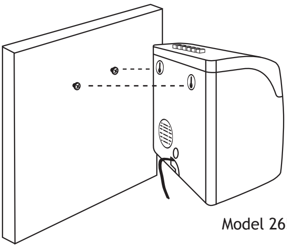
Write your serial # here: ▶

DESKTOP SET UP

① Remove time clock from carton & place on a flat, level surface.

② Plug unit into AC wall outlet.

WALL MOUNTING



Model 2650

① Select a location convenient to employees clocking IN & OUT. Be sure power outlet is within 5 feet of mounting location.

② Use masking tape to hold mounting template on wall, making certain template is positioned so bottom of time clock is approximately 45 inches from floor.

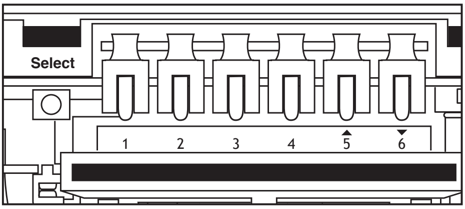
③ Drill holes using template as a guide.

④ Remove template from wall & install #10 screws, leaving approximately 3/16 inch of screws exposed. For sheetrock walls, use plastic anchors.

⑤ Hang time clock on wall, aligning keyholes on the rear with screw heads. Press downward on time clock until it lowers onto screws.

⑥ Plug unit into AC wall outlet.

PROGRAMMING



① Use key to unlock & remove top/front cover. Locate programming buttons labeled **SELECT**, **▲(UP)** & **▼(DOWN)**.

② Press **SELECT** until desired feature is displayed (see chart below).

③ Press **▲(UP)** or **▼(DOWN)** to scroll through feature options.

④ Press **SELECT** to save option setting & move to next feature.

AUTO ALIGNING TIME CLOCK : FEATURES SET UP

FEATURE (SELECT)	DISPLAY	OPTIONS (SCROLL ▲▼)
Set Language	LANG = ENGLISH	**ENGLISH**, Spanish **(ESPANOL),** French **(FRANCAIS)**
Set Year	SET YEAR = 2013	DISPLAYED YEAR +/- 1 Year
Set Month	SET MONTH = JAN	DISPLAYED MONTH +/- 1 Month
Set Date	SET DAY = 1	DISPLAYED DATE +/- 1 Day
Set Daylight Savings Time (DST) Rule	DAYL'T SAV = USA	**USA:** USA DST: Begins 2nd SUN of MAR, Ends 1st SUN of NOV **EURO:** European DST: Begins Last SUN of MAR, Ends Last Sun of OCT **OTHER:** Set a custom DST Rule.[1] **OFF:** No adjustment for DST.
Set Format	DSPLY FMT = AM/PM	**AM/PM:** 12 Hour, **MIL:** Military, 24 Hour
Set Printed Time Format	PRINT FMT = AM/PM	**AM/PM:** 12 Hour (e.g. 3:30PM) **MIL:** Military, 24 Hour (e.g. 15:30) **ATAAP:** Military, 24 Hour, Minutes expressed in hundredths of one hour (e.g. 15.50) **24H.1:** Military, 24 Hour, Minutes expressed in tenths of one hour (e.g. 15.5)
Advanced Menu	ADVANCED MENU = N	**NO:** No advanced settings. **YES:** Set Column Shift, Warnings, Events, Buzzer Volume or Print Adjustments (see page 6-9)
Set Hour	SET HOUR = 12AM	DISPLAYED HOUR +/- 1 Hour
Set Minutes	SET MINUTES = 0	DISPLAYED MINUTE +/- 1 Minute

---

[1] SELECT DAYL'T SAV=OTHER. SCROLL & SELECT START & END SUNDAY (Available options are the 1st, 2nd, 3rd, 4th and LST Sunday of each month). You will have to reprogram your custom DST if either the START or END date falls on the last day of the month.

ADVANCED MENU

Pyramid's Auto Aligning Time Clock enables you to set column shifts, warnings (early or late punches will print in red), buzzer schedule & volume, as well as adjust printing alignment. Use the ADVANCED MENU to select & set desired features.

AUTO ALIGNING TIME CLOCK : ADVANCED MENU

FEATURE (SELECT)	DISPLAY	OPTIONS (SCROLL ▲▼)
Set Advanced Menu	ADVANCED MENU = N	**NO:** No Advanced Menu settings configured. **YES:** Press ▲**(UP)** & select **YES** to set up column shifts, warnings, buzzer schedule, buzzer volume or print alignment adjustments.
Set Column Shift	COL SHIFT = MAN	**MANUAL:** Select **MAN** to accommodate multiple shifts. **AUTO:** Press ▲**(UP)** & select **AUTO** to accommodate one shift. (see SET UP AUTO OR A/MAN COLUMN SHIFT on page 7) **AUTO MANUAL:** Press ▲**(UP)** & select **A/MAN** to override auto settings & manually shift columns.
Set Warnings	SET WARNING # NO	**NO:** No Warnings configured. **YES:** Press ▲**(UP)** & select **YES** to set up parameters for early or late punches. (see SET UP WARNINGS on page 8)
Set Events	SET EVENT # NO	**NO:** No event(s) scheduled. **YES:** Press ▲**(UP)** & select **YES** to schedule buzzer event(s) **SET EVENT** #1-50 (see page 9)
Set Buzzer Volume	VOLUME = OFF	**OFF:** No volume adjustment. **ON:** Press ▲**(UP)** to scroll through volume settings (e.g. 1,2,3…11). Select desired volume.
Adjust Print	PRINT ADJUST = N	**NO:** No print adjustment configured. **YES:** Setup print adjustment. Press ▲**(UP)** & select **YES** if you need to adjust printing left, right, up or down (see page 13).

SET UP AUTO OR AUTO/MANUAL COLUMN SHIFT

The 2650 is pre-programmed in the MANUAL punch setting (default setting). In this setting, the user manually chooses which column to punch by selecting the corresponding button (1-6). Alternatively, the 2650 allows you to program the clock to automatically "shift" to a specific column at a pre-set time (AUTO), or if preferred, the user may override the automatic setting, and switch back to a manual setting at any time (AUTO/MANUAL).

① In the ADVANCED MENU = N menu, press ▲**(UP)** to choose **"YES".**

② Use **SELECT** button to scroll through Advanced Menu options until COL SHIFT = MAN menu is displayed.

③ In the COL SHIFT = MAN menu, press ▲**(UP)** to choose **"AUTO/MANUAL"** or **"MANUAL"**.

④ Press **SELECT**.

⑤ In the COL SHIFT SET = N menu, press ▲**(UP)** to choose **"YES".**

⑥ Press **SELECT**.

⑦ In the COL 1 SETUP = N menu, press **SELECT** if no time setting is desired for column 1, or to assign a time to begin punches in column 1, press ▲**(UP)** to choose **"YES"**.

⑧ Press **SELECT**.

⑨ In the COL 1 HOUR = OFF menu, press ▲**(UP)** to select **"HOUR"**. Press ▲**(UP)** or ▼**(DOWN)** to scroll to desired hour.

⑩ Press **SELECT**.

⑪ In the COL 1 MINUTE = 0 menu, press ▲**(UP)** or ▼**(DOWN)** to scroll to desired minute.

⑫ Press **SELECT**.

⑬ Repeat steps 7-12 for columns 2-6.

Column time must be assigned when using **"AUTO SET"**.

SET UP WARNINGS

The 2650 allows you to program the clock to print early or late punches in red ink.
Up to 12 “warning” time periods may be programmed.

Example: If start time is 7:00AM & you want to know if an employee is punching in more than 10 minutes early (indicated by red ink), than:

AM/PM FORMAT	**MILITARY FORMAT**
Warning #1 Start Hour = 6AM	Warning #1 Start Hour = 6
Warning #1 Start Minute = 0	Warning #1 Start Minute = 0
Warning #1 End Hour= 6AM	Warning #1 End Hour = 6
Warning #1 End Minute= 50	Warning #1 End Minute = 50

Early punches occurring between 6:00AM & 6:50AM will print in red ink.

Example: If start time is 7:00AM & you want to know if an employee is punching in more than three minutes late (indicated by red ink), than:

AM/PM FORMAT	**MILITARY FORMAT**
Warning #2 Start Hour = 7AM	Warning #2 Start Hour = 7
Warning #2 Start Minute = 3	Warning #2 Start Minute = 3
Warning #2 End Hour = 11AM	Warning #2 End Hour = 11
Warning #2 Start Minute = 0	Warning #2 End Minute = 0

Late punches occurring between 7:03AM & 11:00AM will print in red ink.

MENU : SET WARNINGS ▲▼ Set Parameters for Early or Late Punches

① In the ADVANCED MENU = N menu, press ▲**(UP)** to choose **“YES”**.

② Use **SELECT** button to scroll through Advanced Menu options until SET WARNING # NO menu is displayed.

③ In SET WARNING # NO menu, press ▲**(UP)** to set up warning #1-12.

④ In SET WARNING # 1 menu, press **SELECT** to set up warning time.

⑤ In START HR = OFF menu, press ▲**(UP)** or ▼**(DOWN)** to set warning time period, then press **SELECT** (In START HR = 12AM (AM/PM) or START HR = 0 (Military) menu.

⑥ In START MIN = 0 menu, press ▲**(UP)** or ▼**(DOWN)** to scroll to desired minute, then press **SELECT**.

⑦ In END HR = 12AM (AM/PM) or END HR = 0 (Military) menu, press ▲**(UP)** or ▼**(DOWN)** to scroll to desired hour, then press **SELECT**.

⑧ In END MIN = 0 menu, press ▲**(UP)** or ▼**(DOWN)** to scroll to desired minutes, then press **SELECT**.

⑨ In SET WARNING # NO menu, press **SELECT** if no additional warnings are desired, or press ▲**(UP)** & **SELECT “YES”** to set up additional warning time periods.

⑩ Follow steps 4-9.

SCHEDULE EVENTS (BUZZER)

The time clock has an internal buzzer to alert workers of schedule events, such as start time, breaks, lunch & dismissal times.

MENU : SET EVENT ▲▼ SCHEDULE AN EVENT (e.g. Sound Internal Buzzer)

① In the ADVANCED MENU = N menu, press **▲(UP)** to choose **“YES”**.

② Use **SELECT** button to scroll through Advanced Menu options until SET EVENT # NO menu is displayed.

③ In SET EVENT # NO menu, press **▲(UP)** to schedule event.

④ In SET EVENT #1 menu, set event number (e.g. 1,2,3...50). If prior events have been programmed, time clock will advance to next available event #. To edit previously programmed events, press **▲(UP)** or **▼(DOWN)** to scroll, then press **SELECT**.

⑤ In EVENT 1 = OFF menu, press **▲(UP)** to scroll to desired duration (e.g. .5,1...15 sec) (determines length of time buzzer sounds), then press **SELECT**.

⑥ In EVENT HR = 12AM (AM/PM) or EVENT HR = 0 (Military) menu, press **▲(UP)** or **▼(DOWN)** to scroll to desired hour, then press **SELECT**.

⑦ In EVENT MIN=0 menu, press **▲(UP)** or **▼(DOWN)** to scroll to desired minute, then press **SELECT**.

⑧ In EVENT DAY = ALL menu, press **▲(UP)** or **▼(DOWN)** to scroll to desired option (see below) & press **SELECT:**

All week event: ALL (Sun-Sat)

Monday thru Friday event: M-F

One day event: SUN, MON, TUE, WED, THU, FRI or SAT

MENU : VOLUME ▲▼ ADJUST BUZZER VOLUME

① In the ADVANCED MENU = N menu, press **▲(UP)** to choose **“YES”**.

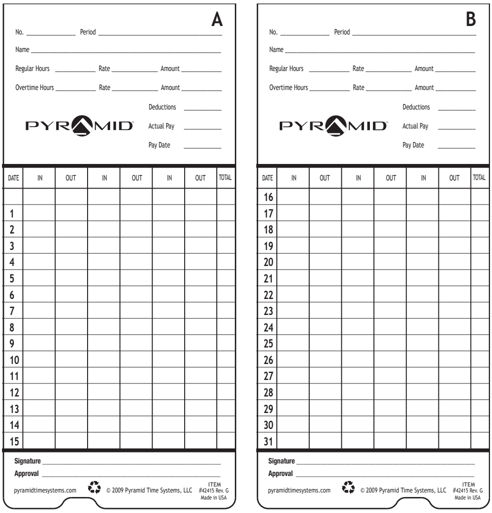
② Use **SELECT** button to scroll through Advanced Menu options until VOLUME = OFF menu is displayed.

③ In VOLUME = OFF menu, press **▲(UP)** to adjust buzzer volume level (e.g. 1,2, . . . 11). Press **SELECT** for desired volume level.

MENU : PRINT ADJUSTMENT ▲▼ ADJUST PRINTING LEFT/RIGHT UP/DOWN

FEATURE (SELECT)	DISPLAY	OPTIONS (SCROLL ▲▼)
Adjust Printing	PRINT ADJUST = N	Use this feature if needed. See page 13 for instructions.

TIME CARDS



A

No. ________ Period ____________________

Name ______________________________

Regular Hours ________ Rate ________ Amount ________

Overtime Hours ________ Rate ________ Amount ________

Deductions ________

Actual Pay ________

Pay Date ________

DATE	IN	OUT	IN	OUT	IN	OUT	TOTAL
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Signature ______________________________

Approval ______________________________

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FRONT

B

No. ________ Period ____________________

Name ______________________________

Regular Hours ________ Rate ________ Amount ________

Overtime Hours ________ Rate ________ Amount ________

Deductions ________

Actual Pay ________

Pay Date ________

DATE	IN	OUT	IN	OUT	IN	OUT	TOTAL
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

Signature ______________________________

Approval ______________________________

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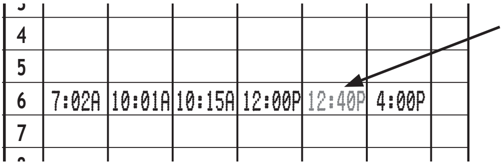
BACK

Time Card #42415

Use only time card #42415 which includes official Pyramid Time Systems Trademark. Using time cards other than Pyramid item #42415 voids the warranty.

TIME CARD PRINT FORMAT



4							
5							
6	7:02A	10:01A	10:15A	12:00P	12:40P	4:00P	
7							

Indicates early or late punches in red ink.

Prints Hour, Minute, AM/PM up to 6 columns.

USING TIME CLOCK

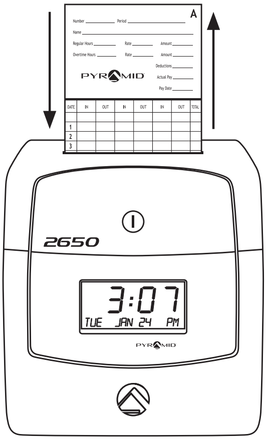
AUTO or AUTO/MANUAL PUNCH

① To Punch IN or OUT, gently feed time card (#42415) into time card slot located at the top of the time clock, making sure correct side of time card is facing towards user.

② Quickly release the card, as it will automatically be pulled.

③ Do not force or jam the time card.

④ Card will release back to user once punch is printed.



MANUAL or AUTO/MANUAL PUNCH

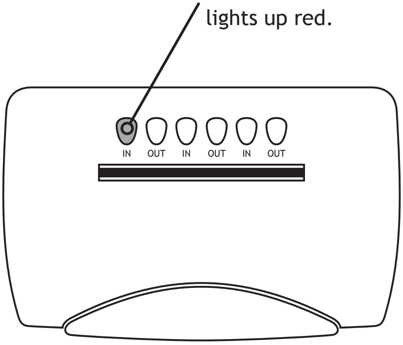
① Press corresponding button to activate the desired column. Button will light up red when activated.

② To Punch IN or OUT, gently feed time card (#42415) into time card slot located at the top of the time clock, making sure correct side of time card is facing towards user.

③ Quickly release the card, as it will automatically be pulled.

④ Do not force or jam the time card.

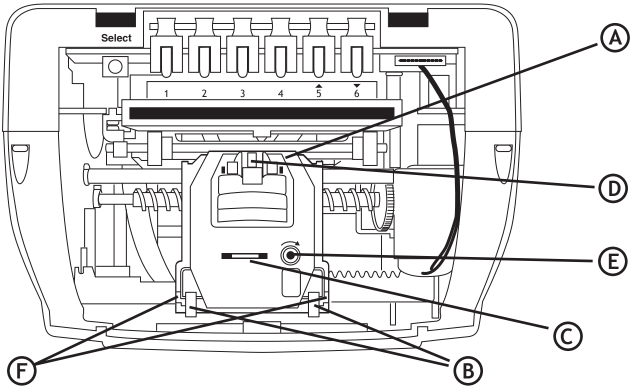
⑤ Card will release back to user once punch is printed.


Activated column lights up red.

Auto Manual punch format allows user to toggle between Auto & Manual punch mode if necessary. Please see Column Shift instructions on page 7 for setting up Auto Manual punch mode.

REPLACING RIBBON CARTRIDGE

For optimum performance, the ribbon cartridge should be replaced every 6 months.



A – Ribbon Cartridge

B – Clips

C – Tab

D – Ribbon Guide

E - Manual Advance Knob

F – Retaining Pins

① Prior to removing old ribbon, press button 4 & hold for approximately 6 seconds to park ribbon in center position.

② Unplug time clock.

③ To remove old ribbon, pull two white clips Ⓑ towards you & simultaneously lift ribbon cartridge, pull straight up using tab Ⓒ located on top of cartridge.

④ Remove new ribbon cartridge from packaging & turn the manual ribbon advance knob Ⓔ clockwise to straighten ribbon.

⑤ Holding tab Ⓒ install ribbon cartridge into print carriage, making certain to lower the ribbon in front of the ribbon guide Ⓓ first, then make certain retaining pins Ⓕ are within clips Ⓑ (see diagram).

⑥ Gently push down cartridge until it snaps into carriage while turning the manual ribbon advance knob clockwise.

⑦ Turn manual ribbon advance knob clockwise a few rotations to ensure ribbon is positioned correctly in front of print head.

⑧ Replace the cover & lock unit.

⑨ Feed a time card through unit to test print quality.

If time clock prints incomplete characters, the ribbon is not fully installed over print head. If time clock prints lines that become increasingly light, the cartridge is not fully snapped into the holder. Reinstall ribbon cartridge, following steps 1-7 until a complete & consistent time card prints.

For assistance, please contact customer support at 888.479.7264 ext 1.

TROUBLESHOOTING

TIME CARD MISFEED
In the event the time card will not feed, re-feed the time card. If issue persists, please check list for possible causes:

2650 : TIME CARD MISFEED

POSSIBLE CAUSES	ACTION
Time card inserted too hard into time clock	Re-Feed Card
Time card held too long	Re-Feed Card
Time card inserted into time clock on an angle	Re-Feed Card
Time card is wet or damaged	Use new time card

2650 : WRONG SIDE PRINTING

PROBABLE CAUSE	ACTION
Time card is facing wrong way	Make sure “active” time card side is facing user

IMPAIRED PRINTING
In the event the time clock printing is impaired, please check list for possible causes:

2650 : IMPAIRED PRINTING

SYMPTOM	PROBABLE CAUSE	ACTION
Time card feeds with no printing	Ribbon not installed properly	Check that ribbon cartridge is properly installed. See page 12.
Punches print outside of date box		Follow Print Adjustment instructions below

PRINT ADJUSTMENT

① In the ADVANCED MENU = N menu, press ▲**(UP)** to choose **“YES”**.
② Press **SELECT** button to scroll through Advanced Menu options until PRINT ADJUST = N menu is displayed
③ Press **SELECT** button.
④ In the LEFT/RIGHT = 0 menu, press ▲**(UP)** to adjust printing to left (e.g. 1,2,3 . . . 9), or press ▼**(DOWN)** to adjust printing to right (e.g. 1,2,3 . . . 9).
⑤ Press **SELECT** for desired left/right adjustment.
⑥ In the UP/DOWN = 0 menu press ▲**(UP)** to move printing up or ▼**(DOWN)** to move printing down.
⑦ Press **SELECT** for desired up/down adjustment.
⑧ Feed time card through time clock to test print adjustment.
⑨ Repeat steps 1-7 if additional adjustments are necessary.

MASTER RESET

Erases time clock’s memory & restores default factory settings:

① Unplug time clock.
② Press the ▲**(UP)** button and hold while plugging unit back in. Continue to hold ▲**(UP)** button for a few seconds & release.
③ 88:88 TIME NOT SET flashes on display screen.
④ Re-program time clock.

FAQS

Q: **What does ATAAP mean?**
A: ATAAP is the acronym used by the U.S. government that describes how time is accounted for using hundredths of hour (i.e. one and a quarter hours equals 1.25 hours).

ACCESSORIES

2650 : ACCESSORIES

ITEM #	DESCRIPTION
42416	Replacement Ink Ribbon Cartridge
42415	Time Cards (100pk)
400-3	25 Capacity Adjustable Time Card Rack
300-1	Heavy Duty Metal Time Card Rack
400-X	25 Capacity Expanding Time Card Rack

To order accessories visit pyramidtimesystems.com, call 888.479.7264, or visit an authorized Pyramid dealer.

SPECIFICATIONS

2650 : SPECIFICATIONS

OPERATING CONDITIONS	
Temperature	0°C - 50°C, 32°F - 122°F
Humidity	10-95% RH, non condensing
POWER FAILURE	
Battery Back-Up	30 Days, Data & Time
Battery Life	10 Years
CALENDAR	Automatic Leap Year & Daylight Savings Time
CLOCK ACCURACY	Less than 30 seconds/year
POWER	100-240 V AC, 50/60 Hz
CERTIFICATIONS	UL & CUL, Power Supply
WEIGHT	3.7lbs (1.67kg)
DIMENSIONS	6.5inW x 8inH x 4.75inD (16.5cm x 20.3cm x 12cm)
MOUNTING	Desktop or Wall

LIMITED HARDWARE WARRANTY

- Pyramid Time System warrants its equipment to original user against defective material or workmanship for a period of 1-year from date of purchase. Proof of purchase & purchase date are required for warranty service on this product. Please remember to register your product at pyramidtimesystems.com/ProductRegistration/.
- Pyramid Time Systems' responsibility under this warranty is limited to replacement of defective part(s). Replacement is the sole discretion of Pyramid Time Systems.
- For Return Shipments to Pyramid Time Systems, product must be shipped in its original carton or equivalent. The return freight method and cost for warranteed product is the sole responsibility of the customer. Pyramid Time Systems will not assume any responsibility for loss or damage incurred in shipping.
- Pyramid Time Systems reserves the right to determine whether 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 done by the customer without the consent from Pyramid Time Systems will automatically void the warranty.
- Users in countries other than Canada and 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.

MONEY BACK GUARANTEE

Pyramid Time Systems offers a 30-day money back guarantee. If an RMA is issued for an unwanted product before 30 days, Pyramid Time Systems will refund the entire purchase price less shipping if purchased from Pyramid Time Systems. Pyramid Time Systems will assess a 15% restocking fee on any returns received between 31 and 60 days from the date of purchase. No returns will be accepted after 60 days. Pyramid Time Systems will not issue a call tag for pickup of products. Customers are responsible for shipping the product back including the cost of shipping. Pyramid Time Systems will assume the cost of ground shipping for the replacement product to the customer. Pyramid Time Systems will also assess a 15% fee if any item(s) are missing in an open box return. Shipping back to Pyramid Time Systems from a Pyramid Time Systems Partner is the responsibility of the Pyramid Time Systems Partner. No call tags will be issued. Items returned to Pyramid Time Systems without an RMA will not be credited. No returns will be accepted for opened TimeTrax™ PC products.

EXTENDED WARRANTY PLANS

Protect your investment with a Pyramid **TimeKeeper Warranty Plan.** Please contact Pyramid Time Systems or visit pyramidtimesystems.com for more information.

TIME CLOCK COVERAGE

① **TimeKeeper** begins with a complimentary 1 year warranty on your time clock.

② **TimeKeeper** continues by activating an annual warranty plan available for the life of your time clock. Call us to activate a plan.

③ **Pyramid Customer Care** is here to help. Call us Monday-Friday, 8am-5pmEST at 888.479.7264 or visit pyramidtimesystems.com for support information.

ANNUAL TIME CLOCK WARRANTY ACTIVATION

① Call **Pyramid Customer Care** at **888.479.7264** prior to expiration date of complimentary 1 year warranty plan.

② Enroll in **TimeKeeper** annual warranty plan.

③ Enjoy peace of mind. In the event a replacement time clock is needed, we will ship it to you no later than the next business day.

CONTACT US:
For more information, visit pyramidtimesystems.com or call customer care at **888.479.7264** during regular business hours: **8:00am-5:00pm EST, M-F.**