

Compumatic XL1000 Quick Setup Guide

Attention: Do not punch any cards prior to programming the time clock. If cards have been punched see last section titled **Resetting Factory Defaults**.

Key Definitions:

Function Scrolls through programming modes

+ Increases value flashing on display

- Decreases value flashing on screen

Enter Saves value selected.

Remove cover of clock using key provided. Clock is now in programming mode.

Program 1: Time

Three items showing:

(seconds) (hour) (minute)

Seconds will be counting, the first 2 large digits (Hour) will be flashing. Using + or – keys select correct hour, press **Enter** to save value. Minutes will now flash, select correct minute, press **Enter**, screen will go blank. Press **Function** key for next program.

Program 2: Date

Three items showing:

(year) (month) (date)

Year will be flashing, if correct press **Enter**, if not use + or – to select year, press **Enter**. Month will now flash, select correct month, press **Enter**. Repeat for date. Screen will go blank. Press **Function** for next program.

Program 3: Time System

01 = 12hr “am/pm” **02** = 24hr “military time” Example 2:00pm = 14:00

Display will show **01** or **02**. Select desired format using + or -, press **Enter**, screen will go blank. Press **Function** key for next program.

Program 4: Print Format

Three items showing:

(type) (pay period) (pay ending)

Employee Type: **SHOULD BE SET TO 01**

Employee Type will be flashing. Set to 01, press **Enter**, **Pay Period** will now be flashing.

Pay Period: **01** = Monthly **02** = Weekly **03** = Bi-weekly

Select desired **Pay Period**, press **Enter**, **Day Ending** will now be flashing. See instructions below to choose the correct day ending value.

Day Ending: Defines the last day of the pay period. If your pay period is monthly, set this to 31. If your pay period is weekly or bi-weekly, refer to the instructions below.

Determining the Weekly/Bi-Weekly Day Ending:

The day you are setting the clock is always **00**. To determine the correct value for “Day Ending”, count ahead to the last day of the pay period, starting with today as **00**.

Example: Weekly pay period, today is Wednesday, the pay period ends on Sunday

Today = **00**, Thursday = **01**, Friday = **02**, Saturday = **03**, Sunday = **04**

Set the day ending to 04

Note: If you were setting the “Day Ending” on Thursday in the example above the value would be **03**.

Use **+** or **-** to set the desired Day Ending, press enter, screen will go blank. Press **Function** key for next program.

Program 5: Day Change

Two items showing:

(hour) (minute)

Day Change: Defines the time the clock changes from one day to the next. If your employees start work after 5am, leave this setting default, otherwise select a time that is about 1 hour earlier than the normal time employees generally punch in for the beginning of the first shift.

Use **+** or **-** to set the Hour, press **Enter**. Minute will now be flashing, select minute, press **Enter**, screen will go blank.

Press Function Key 5 times: Curser will be pointing at **Daylight Savings Time**.

Program 10: Daylight Savings Time

Three items showing:

(year) (month) (date)

Daylight Savings Time: Program is used to set up rules for the clock to automatically change time in the spring and fall. Daylight savings time starts on the second Sunday in March and ends on the first Sunday in November. *2011 dates are 3/13 and 11/6.*

Always set the dates for the spring first

Spring dates: Year will be flashing, using **+** or **-** select correct year, press **Enter**. Month will flash, select month, press **Enter**. Date will flash, select date, press **Enter**.

The clock will automatically advance to the fall date setting

Fall Dates: Repeat procedure to enter fall dates.

After entering fall dates, screen will go blank.

Replace cover, your clock is now programmed.

Resetting Factory Defaults: If you have punched cards prior to programming the clock you will not be able to change certain programs. Reset procedure is as follows:

Remove cover. On the left-hand side of the display you will see **RESET**. Next to **RESET** is a small red button. Press and hold **Enter**, while holding the **Enter** button press and release the **RESET** button, then release the **Enter** button. If the clock was reset properly it will display the factory default time of 08:00 am