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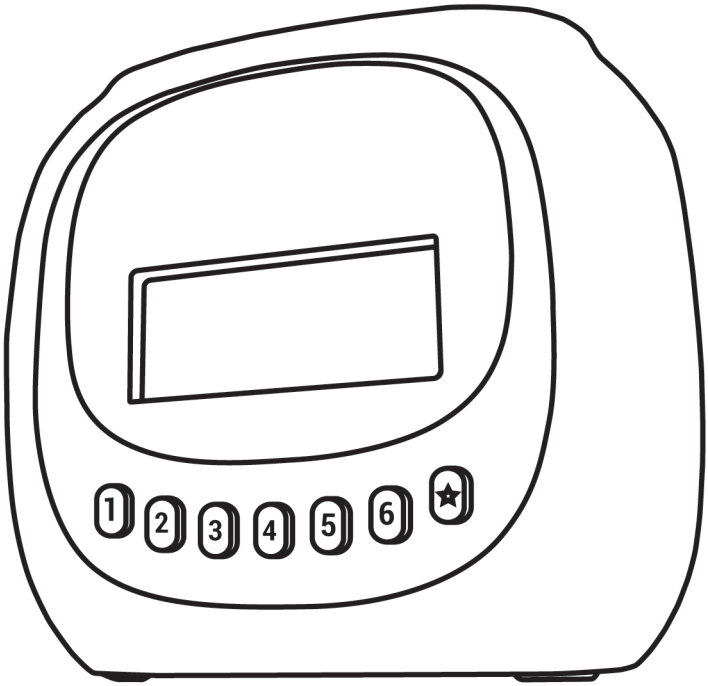
PUNCH CARD ATTENDANCE MACHINE

USER MANUAL



M880: 240V Plug

M880D: 240V Plug + Backup Battery

M880A: 240V Plug + App (Auto Salary Calculate)

M880D-A: 240V Plug + Backup Battery + App (Auto Salary Calculate)

M880T: 240V Plug + App (Auto Salary Calculate) + Bluetooth Connect (Setup)

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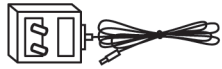
SAFETY PRECAUTIONS

1. Please place the machine in a suitable environment for use, it is recommended that it be hung indoors.
2. Please use special time card to ensure machine works effectively and normally.
3. Remove the tape securing the cover and ribbon before use.
   (make sure the ribbon is between the ribbon guide and the printhead)
4. Please use a power supply with stable voltage and continuous power supply, and do not share the same power supply with other devices.
5. Proper placement and good environment can keep the attendance machine well. Do not place it in direct sunlight or near heat sources, where there is a lot of dust, where there is strong vibration or impact, and where it is exposed to rain or water droplets.

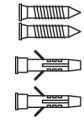
ACCESSORIES

Punch Card Attendance Machine



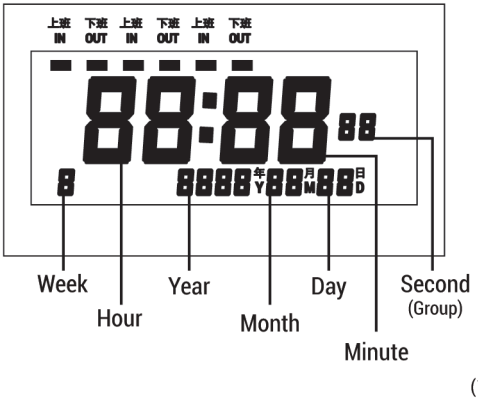
Power Cable

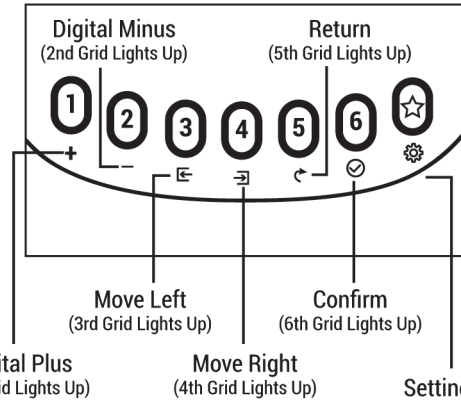
Punch Card



Suspension Screw

DISPLAY DESCRIPTION





Remarks: The brackets represent the print position selection keys in manual mode (group 03)

INSTRUCTIONS

1. **Punch operation**
   Gently insert the time card vertically into the card slot, the card will automatically sent in, and the card will automatically sent out after the punch card is completed.

2. **Number Changing**
   a) Press LEFT or RIGHT to change the position of flashing number.
   (Constantly flashing means can be changed)

   b) Press + or - to change the value of the flashing number.

   c) Press CONFIRM to complete the setting will enter the next interface.

3. **Function Setting**
   Long press the SETTING to enter the setting state

   a) *** -**Password Input** - Group **FF** : (***Default password: 0000***) ***

   Long press SETTING to enter Group FF interface. Set password by input the number. Press CONFIRM will complete the password input. Once complete setting will enter Group 00 interface. Long press the RETURN to return to Main interface.

   - **Password Changing**

   Long press SETTING to change Group FF to HH, password correct will enter 1st password confirmation (Group F1). Once password confirm will enter to 2nd password confirmation (Group F2). Once 2nd password input same as 1st password, password renew, otherwise retype.

   b) **Year, month, and day change interface** - Group **00**
   Press SETTING or RETURN to enter Group 00 to change. Input the number according to year, month and day. Once complete the change will enter Group 01 interface.

   c) **Time change** - Group **01**
   Press SETTING or RETURN to enter Group 01 to change. Input the number. Once complete the change will enter Group 02 interface.

   d) **Change in the number of groups IN and OUT** - Group **02**
   Press SETTING or RETURN to enter Group 02 to change. Input the number
   -00: The settings of the 3 groups of shift time in manual mode are invalid.
   -01: 1st group of shift time are valid.
   -02: 1st and 2nd group of shift time are valid.
   -03: 3 group of shift time are valid.
   Once complete the change will enter Group 03 interface.

e) -**Time change of in and out** - Group **03-08**
Press SETTING or RETURN to enter Group 03~08 to Change.
-03: 1st bell times (1st group of IN) -04: 2nd bell times (1st group of OUT)
-05: 3rd bell times (2nd group of IN) -06: 4th bell times (2nd group of OUT)
-07: 5th bell times (3rd group of IN) -08: 6th bell times (3rd group of OUT)
Input number. Once complete the change will enter next interface.

- **Abnormal attendance**

Abnormal attendance will automatic change colour font.
*Normal attendance-Black font
*Abnormal attendance-Red font

f) **Next day line time change** - Group **09**: (***Default next day line time: 00:00***)
Press SETTING or RETURN to enter Group 09 to change. Once complete the change will enter automatic grid change to 2nd grid time.

g) **Automatic grid change time setting** - Group **10-12**: (***Default --:-- is the middle time between IN and OUT***)
Press SETTING or RETURN to enter Group 09 to change.
-10: Automatically switch to the 2nd grid position time
-11: Automatically switch to the 4th grid position time
-12: Automatically switch to the 6th grid position time
Once complete the change will enter next interface.

g) **Up and down position trim change** - Group **13**: (***Default: 0***)
Press SETTING or RETURN to enter Group 13 to change.
The bigger the number, the higher the printing position.
Once complete the change and enter Group 14 interface.

h) **Ring duration change** - Group **14**
Press SETTING or RETURN to Group 14 to change.
Duration range: 00~59 (seconds), when set to 00, it means no ringing.
Once complete the change and enter Group 15 interface.

i) **Front and back detection changes for punched card** - Group **15**: (***Default 01 as open state***)
Press SETTING or RETURN to enter Group 15 to change.
-01 means that there is a front and back detection function for punched paper
-00 means that there is no front and back detection function for punched paper
Once complete the change and enter main interface.