
Lathem 400E

Electronic Time Recorder Instruction Manual



NOTICE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio TV technician for help.

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Lithium battery contains perchlorate material – special handling may apply.

Visit: <http://www.dtsc.ca.gov/hazardouswaste/perchlorate>

for information about proper methods of disposal.

The information within this document has been carefully checked and is believed to be entirely reliable. However, no responsibility is assumed for inaccuracies. Lathem reserves the right to make changes to any products herein to improve reliability, function, or design.

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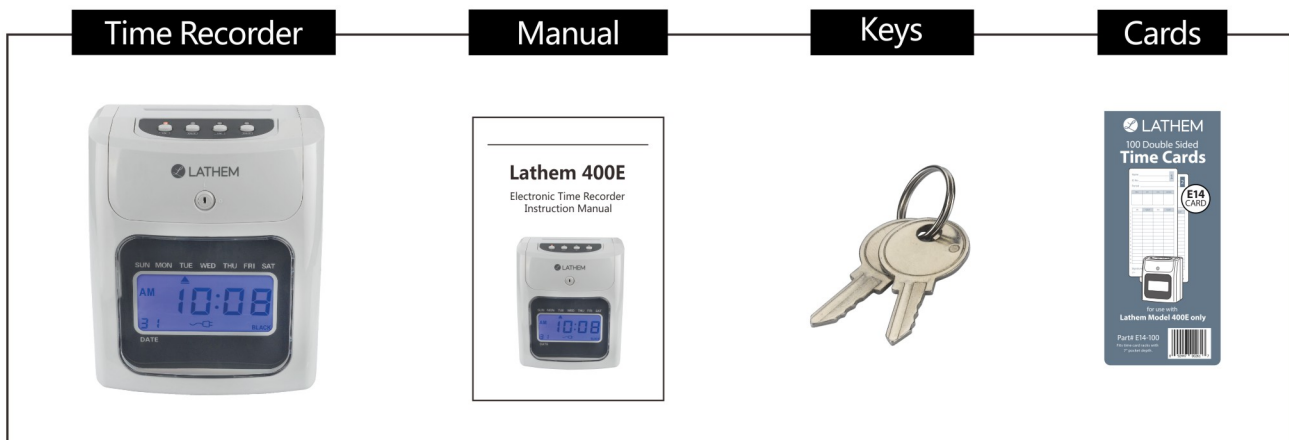
1. Introduction

In order to operate your time recorder accurately and efficiently with a longer product life, please read this manual thoroughly.

Models: 400E Functions	Features
LCD Display	*
Clock Face	
Two color printing	*
Time Signal	*
Perpetual calendar	*
Auto In-Out adjustment	*
External Signal Unit	*
Data memory backup during power failure	*
Check time card's front or back automatically. Inserting the card in incorrect side will not be accepted by the machine	*

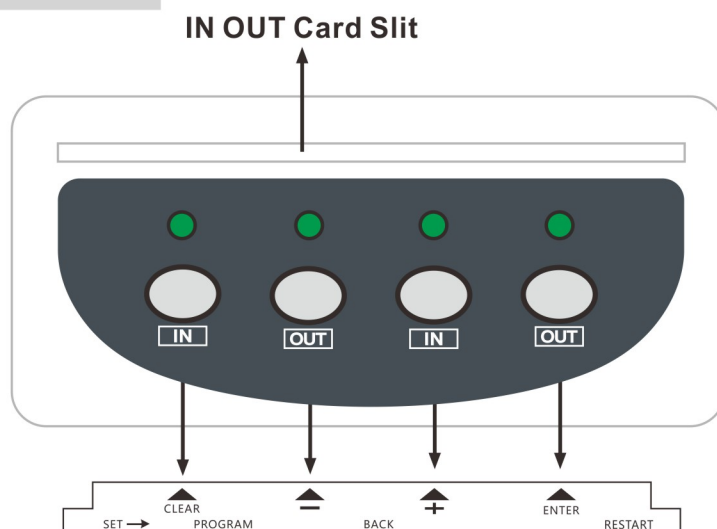
1.1 Package Contents

Unpack the time recorder and check its contents to ensure that the time recorder unit and all accessories as shown below are included.



1.2 Button Layout

(a) Key pad



Note: Some models do not come with a backup battery

CLEAR : Resets all settings on the currently selected menu

- Button: Decreases the value

+ Button: Increases the value

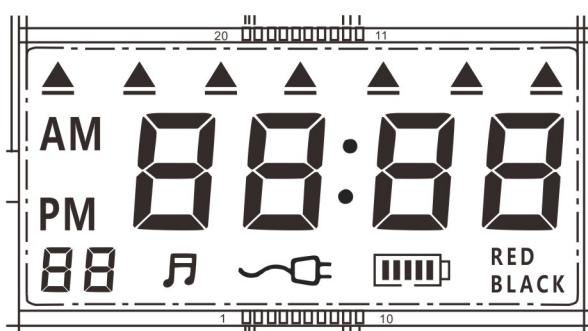
ENTER Button: Acts as a “confirm” button. Saves the current entry and moves on to the next setting

SET : Switches between program mode and normal mode; right for being program and left for normal.

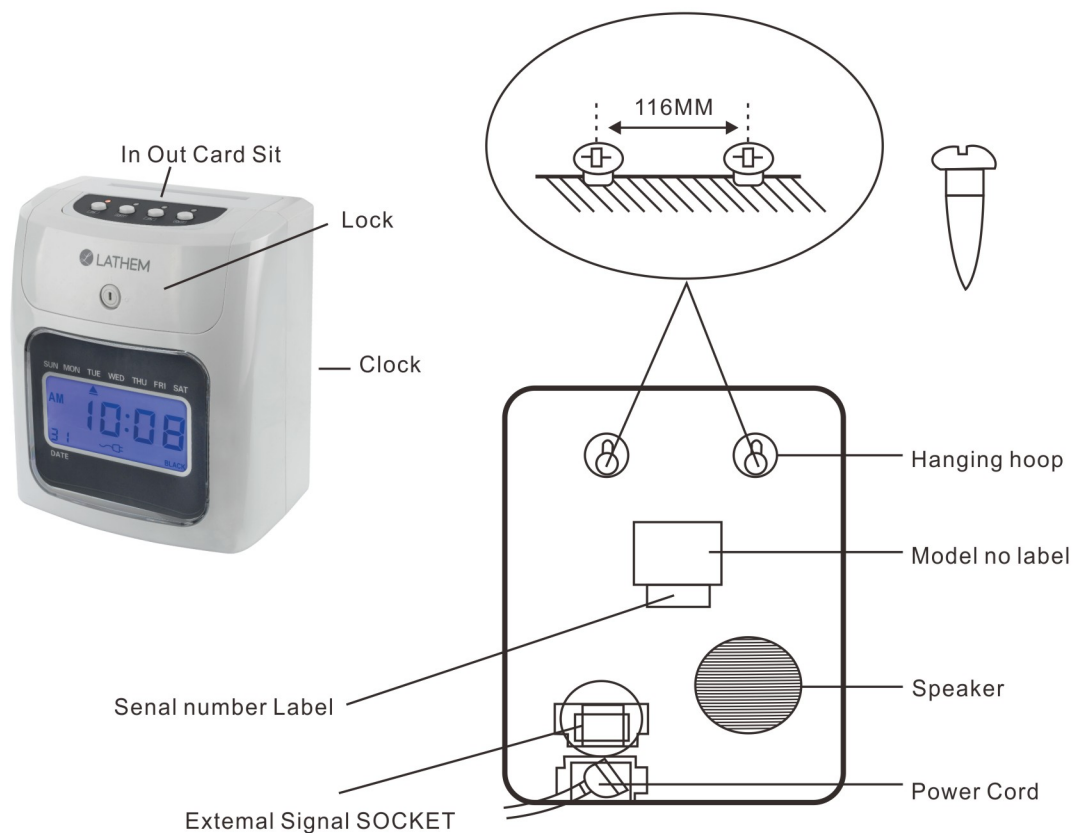
Program : Switches between the main menus. (P1, P2, P3, P4, and P5)

BACK : Cancels the current entry and returns to the last setting

RESTART : When encountering problems using the machine, press the button to restart the machine.



LCD Display



2. Menu Layout

	Code	Functions
P1	1	Set Hour Format (Display and Printing)
	2	Set Minute Printing Format
	3	Set Printing Language
	4	Set Pay Period
	5	Set Day Change Time
	6	Set Current Year
	7	Set Current Month & Date
	8	Set Current Time
P2	1	Enable Front / Back of Card Sensing
	2	Adjust Print Position Up/Down
	3	Adjust Print Position Left/Right
	4	Enable Automatic Daylight Saving Time (DST) Change
	5	Button Beep sound
	6	Daylight Saving Start date
	7	Daylight Saving Start time
	8	Daylight Saving End date
	9	Daylight Saving End time
P3	01~12	All Column Shift 01~12 On/OFF
		Set Time
		Enable/Disable Days of Week
		Set Color
P4	01~24	All Color Shift 01~24 On/OFF
		Set Time
		Enable/Disable Days of Week
		Set Color
P5	01-12	Each Bell Signals 01-12 On/OFF
		Set Time
		Enable/Disable Days of Week
		Set duration 3s/ 9s/18s
		Set Internal/External/Both

3. Before You Begin

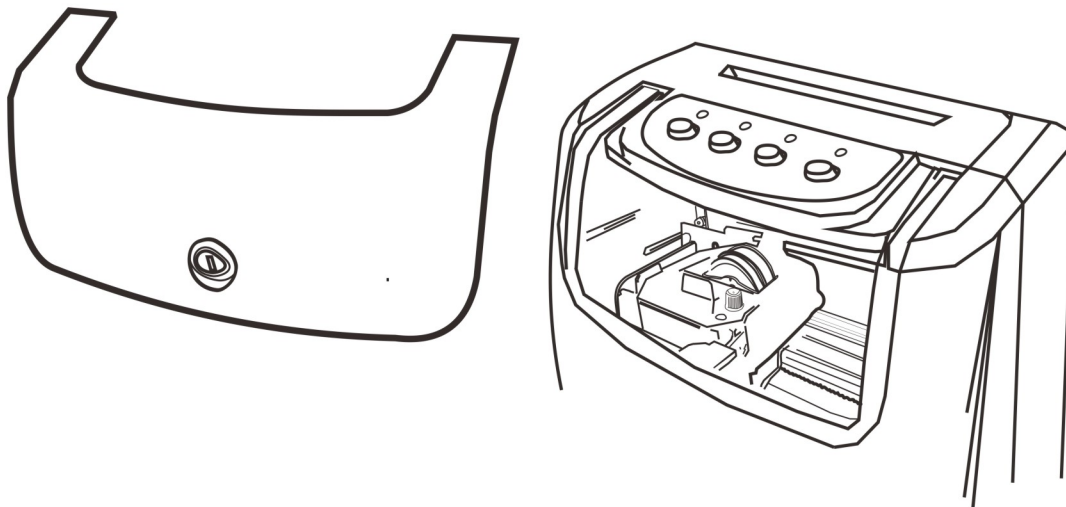
3.1. Power Supply

- (1) Stable power source is highly recommended.
- (2) Please check the correct voltage & power cord before uses.

3.2. Top Cover

Remove the top cover prior to set program or change the ribbon case.

Open the Top Cover by using the key provided and remove the top cover.



Function Settings

Programming mode is entered by accessing the top cover and flipping the switch on the left to “Programming Mode” (to the right). This brings you to the “mode select menu”

When the screen shows P1, press enter to access the settings for P1. If you wish to access the other menus, press MODE to move between them.

4. General Settings (P1)

In programming mode, access the General Settings menu by pressing ENTER when P1 is shown on the screen.

4.1 Hourly Format (Default: 12H)

Press ENTER or BACK until the number on the lower left shows 1

Press +, – to switch between the hourly formats.

It will be either 12 Hr or 24 Hr.

Press Enter to save changes made and proceed to the next setting.

4.2 Minutes Format (Default: 60 Second format)

Press ENTER or BACK until the number on the lower left shows **2**

Press +, – to select between minute formats.

60 = Sixty second format

100 = Hundredth format

Press Enter to save changes made and proceed to the next setting.

4.3 Printing Language(Default:English)

Press ENTER or BACK until the number on the lower left shows **3**

Press +, - to select between Printing Language

En = English

Fr = French

Sp = Spanish

Press Enter to save changes made and proceed to the next setting.

4.4 Pay Period Setting (Default: WEEKLY- Mon, Value: 01-02)

Press ENTER or BACK until the number on the lower left shows **4**

Press +, – to select a pay period setting.

Choices for the pay period are stated below:

1 = Weekly

After choosing Weekly, you will be brought to the middle flashing number. You will need to choose a starting day.

Starting printing first row when: (1: SUN, 2: MON, 3: TUE, 4: WED, 5: THU, 6: FRI, 7: SAT)

2 = Bi-Weekly

After choosing Bi-Weekly, you will be brought to the middle flashing number. You will need to choose a starting date of current pay period. It will then restart printing on first row every 14 days.

3 = Semi-Monthly

After choosing Semi-Monthly, you will be brought to the middle flashing numbers. You will need to assign two starting date of every month. Most businesses starting their period on 1st and 16th.

4 = Monthly

After choosing Monthly, you will be brought to the middle flashing numbers. You will need to assign starting date of every month.

Press Enter to save changes made and proceed to the next setting

4.5 Day Change Time (Default: 2:00 AM)

Press ENTER or BACK until the number on the lower left shows **5**

Press +, – to adjust the hour displayed on-screen.

Press Enter to save changes made and proceed to the minutes.

Press +, – to adjust the minute displayed on-screen.

Press Enter to save changes made and proceed to the next setting.

4.6 Set Year (Default: 2019)

Press ENTER or BACK until the number on the lower left shows **6**
Press +, – to adjust the year displayed on-screen.
Press Enter to save changes made and proceed to the next setting.

4.7 Set Month, Date (Default: 01/01)

Press ENTER or BACK until the number on the lower left shows **7**
Press +, – to adjust the month displayed on-screen.
Press Enter to save changes made and proceed to the next setting.
Press +, – to adjust the date displayed on-screen.
Press Enter to save changes made and proceed to the next setting.

4.8 Set Hour/ Minute (Default: 08:00 AM)

Press ENTER or BACK until the number on the lower left shows **8**
Press +, – to adjust the hour displayed On-screen.
Press Enter to save changes made and proceed to the next setting.
Press +, – to adjust the minute displayed on-screen.
Press Enter to save changes made and proceed to the next setting.

5. Advanced Setting (**P2**)

In programming mode, access the Advanced Settings menu by pressing ENTER when **P2** is shown on the screen.

5.1 Front/Rear Page Sensor (Default: On)

Press ENTER or BACK until the number on the lower left shows **1**
Press +, - to enable/disable Front page/Rear page sensor. While leaving this function on, the device will detect whether or not the card is facing the correct direction.
Press Enter to save changes made and proceed to the next setting.

5.2 Top/Down Adjustment Setting (Default: 5)

Press ENTER or BACK until the number on the lower left shows **2**
Press +, – to adjust the number on the screen.
Numbers above 5 will shift the rows upward.
Numbers below 5 will shift it downwards.
Press Enter to save changes made and proceed to the next setting.

5.3 Left/Right Adjustment Setting (Default: 5)

Press ENTER or BACK until the number on the lower left shows **3**
Press +, – to adjust the number on the screen.
Numbers above 5 will shift the columns to the right.
Numbers below 5 will shift it to the left.
Press Enter to save changes made and proceed to the next setting.

5.4 Enable Automatic Daylight Savings (Default: On)

Press ENTER or BACK until the number on the lower left shows **4**
Press +, – to enable or disable daylight savings.
Press Enter to save changes made and proceed to the next setting.
Functions 5.6-5.9 will not be shown if DST is set to off.

5.5 Button Beep Sound (Default: OFF)

Press ENTER or BACK until the number on the lower left shows **5**
Press +, – to enable or disable button beep sounds.
Press Enter to save changes made and proceed to the next setting.

5.6 Adjust DLST Start Date (Default: 03/10)

Press ENTER or BACK until the number on the lower left shows **6**
Press +, - to adjust DLST start date.
Press Enter to save changes made and proceed to the next setting.

5.7 Adjust DLST Start Time (Default: 02:00 AM)

Press ENTER or BACK until the number on the lower left shows **7**
Press +, - to adjust DLST start time. (Normally set to 2AM)
Press Enter to save changes made and proceed to the next setting.

5.8 Adjust DLST End Date (Default: 11/03)

Press ENTER or BACK until the number on the lower left shows **8**
Press +, - to adjust DLST end date.
Press Enter to save changes made and proceed to the next setting.

5.9 Adjust DLST End Time (Default: 02:00 AM)

Press ENTER or BACK until the number on the lower left shows **9**
Press +, - to adjust DLST end time. (Normally set to 2AM).
Press Enter to save changes made and proceed to the next setting.
Press Enter to save changes made and proceed to the next setting.

6. Automatically Shift Column Setting (P3)

The settings in this menu allow the clock to shift its printing column at the configured times automatically. You can configure up to 12 sets at this menu.

For every set, you will need to set a time of implementation and the days of the week for its implementation.

Configure the automatic shift of the columns by pressing ENTER when P3 is shown on the screen. Every set is represented by a number on the lower left side of the screen. The number moves in increments for every set that is completed.

You will need to choose between 1~12 under 12 sets.

The first setting to be configured for each set is the hour of the day.

Press Enter to save changes made and proceed to the next setting.

Press +, - to configure the minute of the time.

Press Enter to move on to next Days, Press +, - to leave the Days on or off. Once you are done with all days, you will proceed to set Column setting.

Press + and - to switch between the column you want between #1~#4 Column.

Press Enter to save the setting and move on to setting 2 or etc.

Press mode if you want to proceed to P4: Automatically Change Color Setting.

7. Automatically Change Color Setting (P4)

This setting allows the device to print assigned color at assigned time automatically. You can setup up to 24 sets at this setting.

For every set, you will need to set a time of implementation and the days of the week for its implementation.

Configure the automatically change color by pressing ENTER when P4 is shown on the program select menu.

Every set is represented by a number on the lower left side of the screen. The number moves in increments for every set that is completed.

You will need to choose between 1~24 under 24 sets.

The first setting to be configured for each set is the hour of the day.

Press Enter to save changes made and proceed to the next setting.

Press +, - to configure the minute of the time.

Press Enter to move on to next Days, Press +, - to leave the Days on or off. Once you are done with all days, you will proceed to Color setting.

Press + and - to switch between Black or Red printing.

1: Black

2: Red

Click Enter to save the setting and move on to setting 2 or etc.

Press mode if you want to proceed to P5: Bell Signal Setting.

8. Bell Signal Setting (P5)

This setting allows users to set up alarm at assigned time and alarm duration. (Optional)
You can setup up to 12 sets of Bell signal.

Click Mode button until device displays P5. Press enter will allow you configure alarm setting.
Click enter to save and move on to Bell #1~#12.

Every set is represented by a number on the lower left side of the screen. The number moves in increments for every set that is completed.

You will need to choose between 1~12 under 12 sets.

The first setting to be configured for each set is the hour of the day.

Press Enter to save changes made and proceed to the next setting.

Press +, - to configure the minute of the time.

Press Enter to move on to next Days, Press +, - to leave the Days on or off.

Once you are done with all days, you will proceed to set duration

03 = 3 seconds

09 = 9 seconds

18 = 18 seconds

Click enter to save and move on to bell type. Device will send the signal to assigned place

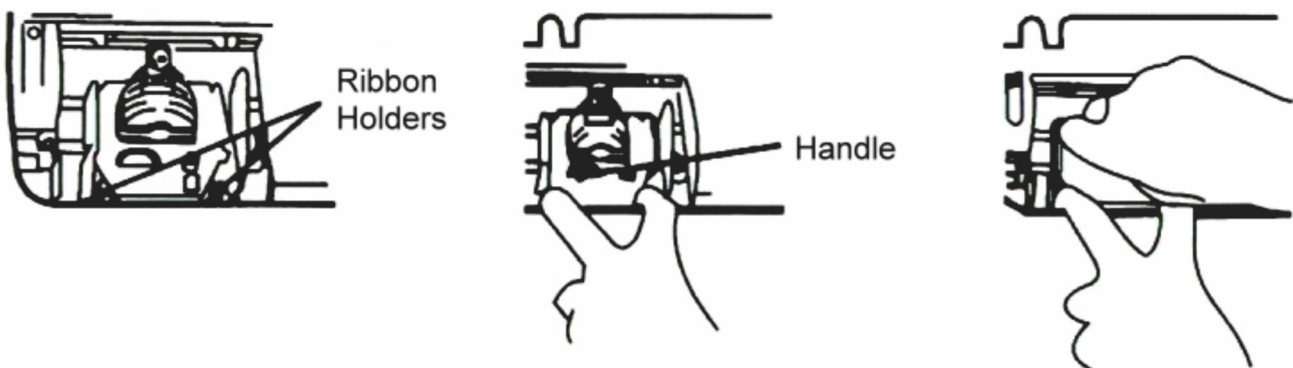
1 = Ring internally

2 = Ring externally

3 = Both

Click Mode if you would like proceed to other setting.

9. Replacing Ribbon Cartridge



1. As shown in the figure below, pull the ribbon holders towards you and hold them steady in the position. Then use the handle to take out the cartridge.
2. Correctly insert a new cartridge between the ribbon guide and the printer head.
3. Push the cartridge head until it clicks into place. Turn the knob clockwise to fasten the ribbon.

10. Cautions

1. To avoid fire or electric shock, please do not expose this machine to rain or excessive condensed moisture.
2. Do not expose to direct sunlight, strong heat source or dusty area.

11. Trouble Shooting

⊙ Press RESET button to re-start the program when it is not properly working.

Trouble	Causes	Corrective Measures
The time recorder does not accept time card	<ol style="list-style-type: none">1.Power failure2.The time card is damaged3.The power cord is disconnected4.Cards were inserted or pulled out by force	<ol style="list-style-type: none">1.Wait until power supply is restored2.Change a new time card3.Insert the power plug firmly into the power outlet4.Pull the power plug out of the power outlet, then insert again
The clock is slow (or fast)	<ol style="list-style-type: none">1.Mistakes in setting the clock.2.Power failure	Set the time correctly within the programming
Light printing	<ol style="list-style-type: none">1.The ribbon cartridge is not set correctly2.The cartridge has been used for long time	<ol style="list-style-type: none">1.Set the cartridge correctly2.Change a new cartridge
The printing position is wrong	<ol style="list-style-type: none">1.Incorrect setting of day change.2.Improper use of the time recorder.	<ol style="list-style-type: none">1.Adjust the programming correctly2.Make sure to insert the card in the card slot and remove it properly
The date is incorrect	Mistakes in setting the date	Adjust the date under programming
Imperfect printing	Improper use of the time recorder	Make sure to insert card in the middle of card slit and remove the card properly

12. Specifications

Power Supply	DC 13 V1.5A Input (Refer to the indication on the label of each machine)
Power consumption	Standby: 1W, Maximum Operation : 13W
Device Dimensions	Approx. 187.9 x 129.2 x 215 mm (L x W x H)
Weight	1.42 Kgs
Usage Environment	-30°C~40°C
	10%RH~80%RH
Time Card Sizes	86 x 188 x 0.35 mm(W x L x H)
Ribbon Cartridge	Red/Black

13. Special Functions

Under Program mode

Pressing #1, #3 and #4 buttons together will reset the machine completely.

Pressing #2, #3 and #4 buttons together will clear out Automatically change column.

Automatically change color setting, and Bell signal setting.

Limited One Year Warranty

Lathem warrants the hardware products described in this guide against defects in material and workmanship for a period of **one year** from date of original purchase from Lathem or from an authorized Lathem reseller. The conditions of this warranty and the extent of the responsibility of Lathem Time Corporation ("Lathem") under this warranty are listed below. This warranty will become void when service performed by anyone other than an approved Lathem warranty service dealer results in damage to the product.

1. This warranty does not apply to any product which has been subject to abuse, neglect, or accident, or which has had the serial number altered or removed, or which has been connected, installed, adjusted, or repaired other than in accordance with instructions furnished by Lathem.
2. This warranty does not cover dealer labor cost for removing and reinstalling the machine for repair, or any expendable parts that are readily replaced due to normal use.
3. The sole responsibility of Lathem under this warranty shall be limited to repair of this product, or replacement thereof, at the sole discretion of Lathem.
4. If it becomes necessary to send the product or any defective part to Lathem or any authorized service dealer, the product must be shipped in its original carton or equivalent, fully insured with shipping charges prepaid. Lathem will not assume any responsibility for any loss or damage incurred in shipping.
5. **WARRANTY DISCLAIMER AND LIMITATION OF LIABILITY:** Except only the limited express warranty set forth above, the products are sold with no expressed or implied warranties of any kind, and the implied warranties of merchantability and fitness for a particular purpose are hereby expressly disclaimed. No warranties are given with respect to products purchased other than from Lathem or an authorized Lathem reseller and any such products are purchased "as is, with all faults." In no event will Lathem be liable for any direct, indirect, special, incidental or consequential damages arising out of or in connection with the delivery, use or inability to use, or performance of this product. In the event any limited remedy given herein shall be deemed to have failed of its essential purpose, Lathem's maximum liability shall be to refund the purchase price upon return of the product.
6. Proof of date of purchase from Lathem or an authorized Lathem reseller is required for warranty service on this product.
7. This Warranty grants specific legal rights. Additional legal rights, which may vary by locale, may also apply.
8. Should any difficulties arise with the performance of this product during warranty contact Lathem at 404-691-0400 or www.lathem.com



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