K&K Systems, inc.
Traffic Safety Products Manufacturer

Model PTC-1

E-Z SETUP MANUAL

PTC-1
E-Z SETUP MANUAL

TERMINOLOGY and BASIC THEORY of OPERATION
TERMINOLOGY
The basic terminologies that you should be familiar with in this manual are the following three words.

1. "Step"- A Step is a time to tell the timeclock to turn on or off.
2. "Exception" - An Exception is a date or series of dates that you want the timeclock to run a 'Program' other than the normal operation.
3. "Program" - A Program is a series of steps that runs the timeclock through it's on and off operations. Typically, a timeclock will have 3 programs consisting of multiple steps; these are usually Program 01, 02 and 03.

BASIC THEORY of OPERATION
Programming a timeclock consists of 4 basic operations, they are as follows:

1. Setting the time and date of the timeclock.
2. Deciding what programs you will be running. (Ex: regular session - 01, vacation days – 02, ½ day – 03)
3. Setting the steps for each program.
4. Setting the exceptions from the regular session program (01).

PROGRAMMING YOUR TIMECLOCK
On initial power up or when downloading data from another unit, it is recommended that Function 61 be used to delete data and reset the unit to a known state. To program a function, the A key is pressed followed by the 2 digit function number. Follow the display for the remaining steps to complete the function or press C to cancel. After deleting all data, A52 must be used to input Daylight Savings Time (DST); start date is week 2, month 03 and end date is   week 1, month 11.

In the following exercises you will learn how to
- Set the time
- Set the date
- Set several steps linked to a program
- Set several exceptions linked to a program

SETTING THE TIME and DATE

The following list will detail how to set the time and date on the timeclock. All time settings are done in a 12 hour format (ex: 08:15) and the date will be in an mm/dd/yy format (ex: 07/22/09). If you should make a mistake when entering the time or date, press C for cancel and start the procedure over again.

1. Press A51 (set time/date)
2. Enter time in 12 hour format (ex: 08:15)
3. Press 1 for am or 2 for pm
4. Enter the date in the mm/dd/yy format (ex: 07/22/09)
5. Press B to set time and date or C to cancel

SETTING THE STEPS

The following list will detail how to set steps in the timeclock. If you make a mistake inputting the information you can press C to cancel and begin again, or you can continue and correct the data thru the edit/review steps Function (A22).

1. Press A21 (enter steps)
2. Enter your program number (The default program number is 01; use this for your regular session. We recommend using 02 for your vacation days and 03 for ½ day sessions if needed).
3. Press B
4. Enter 9 (This is a shortcut to set the timeclock to run this step on weekdays)
5. Press B
6. Enter the time you wish the relay to turn on in 12 hour format (ex:08:15)
7. Press 1 for am or 2 for pm
8. Enter 1 (This will turn on relay 1 at the set time. Your screen should appear as RELAYS 1
9. Press B to enter this step completely and advance to the next available step

Now you will enter the time to turn the relay off. You should be at the first screen of STEP 02, PRG: 01

1. Press B to accept the default program 01
2. Enter 9 to run this step only on weekdays
3. Press B
4. Set the time you wish the relay to turn off
5. Press 1 for am or 2 for pm
6. Leave this screen blank (This will turn off relay 1 at the set time. Your screen should appear as RELAYS _.
7. Press B to save this step and advance to the next available step

Continue to set steps in the above manner, turning the relay on and off to coincide with your schedule. The only change you would make will be the time or the program number (again, 01 for regular session, 02 for vacation days and 03 for ½ days). A typical schedule would be 06:30am 'on', 07:45am 'off', 02:15pm 'on' and 03:30pm 'off'.

SETTING THE EXCEPTIONS

The following list will detail how to set exceptions in the timeclock to run other than the normal session. If you make a mistake entering information you will be allowed to make changes before saving or afterwards via function A12 (edit/view exceptions).

1. Press A11(enter exceptions)
2. Enter the program number(In this case 02 for a vacation day)
3. Press B
4. Enter your start date (ex: 09/07/09)
5. Press B
6. Enter your end date (ex: 09/08/09)
7. Press B

The timeclock should now be displaying EXCP: 02 and asking you for a program number. Continue to use PROG: 02 for vacation days and 03 for any ½ day sessions. When you are through you can press C to return to the default screen displaying the present time and date, or after 10-15 seconds of no activity the clock will return on its own.

HOW TO CLEAR EXCEPTIONS and STEPS and ADD NEW ONES

CLEARING EXCEPTIONS

The following list will detail how to clear exceptions

1. Press A13 to delete a single exception
2. Enter the exception number you want to delete and Press B
3. Press B to delete the exception

OR

1. Press A 14 to delete all exceptions
2. Press B
3. Continue to A11 to add exceptions

CLEARING STEPS

The following list will detail how to clear steps

1. Press A23 to delete a single step
2. Enter the number of the step you want to delete and Press B
3. Press B to delete the step

OR

1. Press A24 to delete all steps
2. Press B
3. Continue to A21 to add steps