

**AMANO®**

**TCX-11**

***Time Partner***  
**Electronic Time Clock**

**User's Guide**



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*Thank you...*

for purchasing another fine product from AMANO CINCINNATI, INC.  
If you have any questions or need assistance setting up your clock,  
please don't hesitate to call us toll free at

**1-800-253-9836**

**IMPORTANT:**

Do not return this clock to the retailer.  
Call us at the number above for assistance.

For more information about Amano's complete product line  
visit our web site at  
<http://www.tcx11.com>

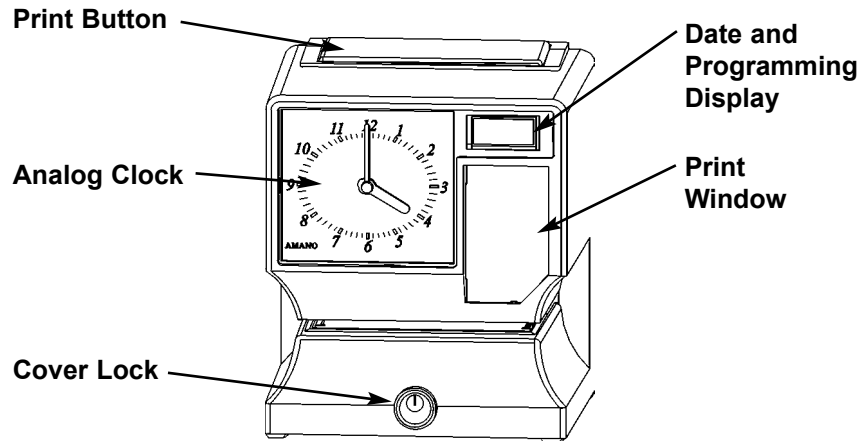
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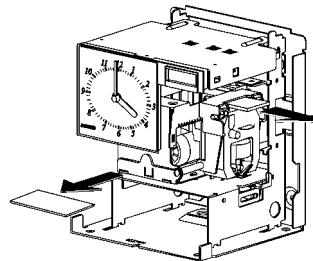
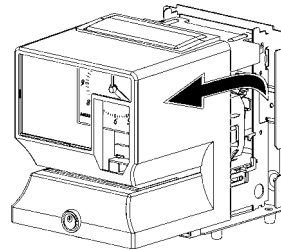
We recommend that this document be read in its entirety before any attempt is made to operate the equipment.

## Your TCX-11



## Removing Cover the Packing Materials

1. Turn the key clockwise to unlock the cover.
2. Lift the cover up, then pull it towards you to remove it.
3. Lift the printer block and remove the spacer.
4. Remove the spacer between the Ribbon Cartridge and the Printer Carriage.
5. Re-install the cover. Your TCX-11 is ready for use!



## Make a Test Print

1. Plug in the power cord.
2. The clock hands will reset to Pacific Standard Time.
3. Insert a time card into the TCX-11. The clock will automatically print YEAR, MONTH, DATE and TIME with AM or PM.

'98 MAR 9 PM 4:05

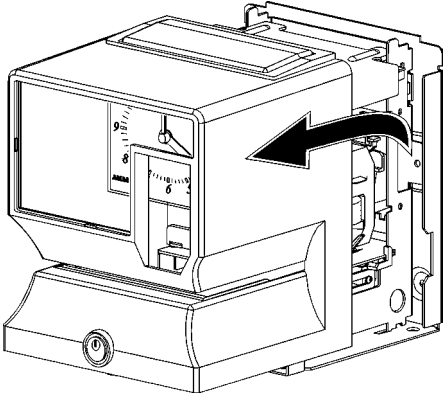
**Note:** The TCX-11 will automatically adjust for Daylight Saving Time.

- If the imprint is satisfactory and you are going to place the TCX-11 on a desk, table or shelf, the TCX-11 is ready to use.
- If you wish to **change the time** on the TCX-11, go to pages 4 and 5.
- If you **do not use Daylight Saving Time**, go to pages 4 and 6 for instructions on how to disable this feature.
- If you are going to **mount the clock on a wall**, go to page 8 for wall mounting instructions.
- If you wish to change what and how the TCX-11 prints, go to pages 4 and 6 for available options.

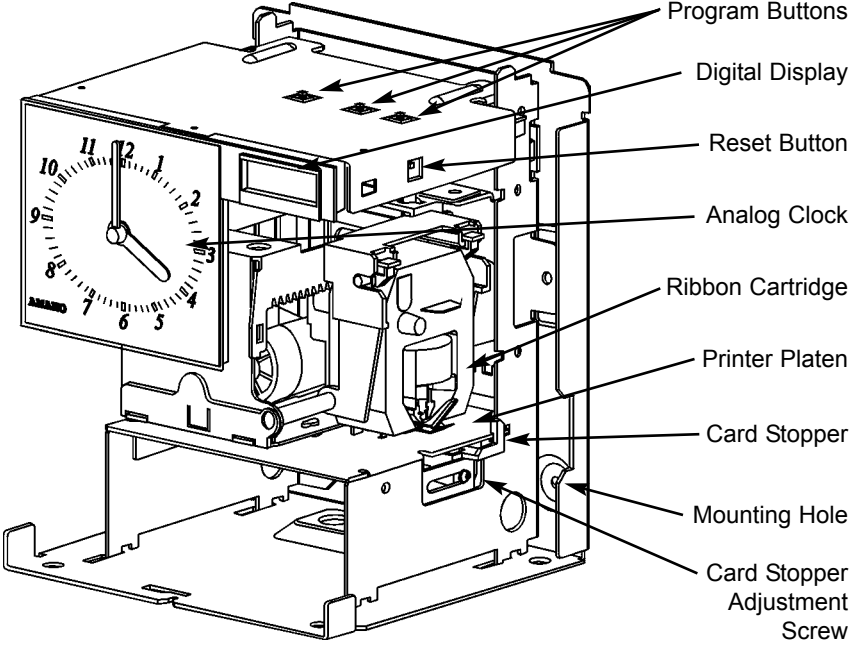
### Remove the Cover

Before you change any settings, you must remove the cover.

- 1. Turn the key clockwise to unlock the cover.
- 2. Lift the cover up, then pull it towards you to remove it.



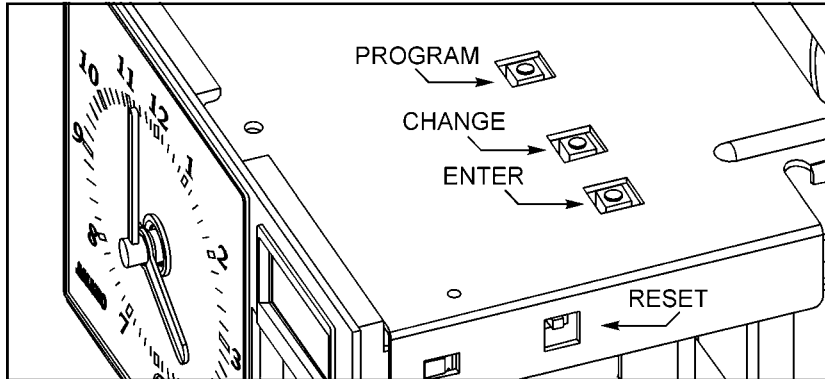
### Internal View



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## Program Mode Guide

Unlock and remove the cover. Locate the PROGRAM, CHANGE and ENTER buttons on top of the clock.



The **PROGRAM** button is used to start the Program Mode.

**Please note:** If you make a mistake, or if you are finished, you may press the PROGRAM button at any time to exit the Program Mode. If a program step is in the process of being changed when this button is pushed, the new information will not be saved.

The **CHANGE** button is used to change the information shown on the display.

The **ENTER** button is used to accept the information shown on the display and save it in memory.

The **RESET** button is located on the right side of the clock. Press this button in case of a card jam.




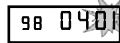


### Starting the Program Mode

1. To start the Program Mode, unlock and remove the cover.
2. Press and hold the PROGRAM button to access the Main Programming Menu.
3. When **PRG** flashes in the display, release the PROGRAM button.





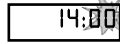


**Note:** Press the CHANGE button to cycle through each of the programming steps. When the display flashes the step you want, press the ENTER button.

### 1. Setting the Year, Month and Date

1. When the display flashes **PR DATE**, press the ENTER button. 
2. Press the CHANGE button until the correct year appears, then press the ENTER button. 
3. Press the CHANGE button until the correct month appears, then press the ENTER button. 
4. Press the CHANGE button until the correct date appears, then press the ENTER button. 
5. When the display flashes the correct year, month and date, press the ENTER button. 
6. When the display flashes **PR DATE**, press the CHANGE button to move to Setting the Clock Time, or press the PROGRAM button to exit the Program Mode. 





### 2. Setting the Clock Time

**Note:** Use a 24 hour and 60 minute format when setting the time. For example, 2:00 PM = 14:00.


1. When the display flashes **P2 CLC**, press the ENTER button. 
2. Press the CHANGE button until the correct hour appears, then press the ENTER button. 
3. Press the CHANGE button until the correct minute appears, then press the ENTER button. 
4. When the display flashes the correct time, press the ENTER button. 
5. When the display flashes **P2 CLC**, press the CHANGE button to move to the Daylight Saving Time On/Off Setting, or press the PROGRAM button to exit the Program Mode. 



### 3. Setting the Daylight Saving Time On/Off.

**Note:** When this step is set to ON, the clock's time will automatically change for Daylight Saving Time. When this step is set to OFF, the clock's time will not change for Daylight Saving Time.

1. When the display flashes **DL5**, press the ENTER button. 
2. Press the CHANGE button to alternate between On and Off. 
3. When the display flashes the correct setting, press the ENTER button. 
4. When the display flashes **DL5**, press the CHANGE button to move to the Print Style setting, or press the PROGRAM button to exit the Program Mode. 


### 4. Changing the Print Style


1. When the display flashes **Prn**, press the ENTER button. 
2. The display will flash the current setting. Press the CHANGE button to scroll through each of the five Print Style Settings:
 

Pr-1	Day, 24H, 100TH	FR10.07
Pr-2	Day, 12H, 60TH	FRAN10:05
Pr-3	Month, Date, 24H, 100TH	APR10 10.09
Pr-4	Month, Date, 12H, 60TH	APR10 AM10:05
Pr-5	Year, Month, Date, 12H, 60TH	'98 APR10 AM10:05
3. When the display flashes the correct setting, press the ENTER button. 
4. When the display flashes **Prn**, press the CHANGE button to move to the Other Options menu, or press the PROGRAM button to exit the Program Mode. 


## 5. Accessing the Other Options Menu

Do not access this menu unless you wish to switch between the automatic and manual print modes.


1. When the display flashes , press the ENTER button.


2. Press the CHANGE button three times to advance to .


## 6. Setting the Print Method

1. When the display flashes , press the ENTER button.

2. Press the CHANGE button until the correct printing mode appears, then press the ENTER button.

 (Auto Print) allows you to print automatically by activating the paper detect switch.

 (Manual Print) allows you to print whenever the PRINT button is pushed.

 (Precision Print) requires you to activate the paper detect switch and press the PRINT button.

3. The display will flash .

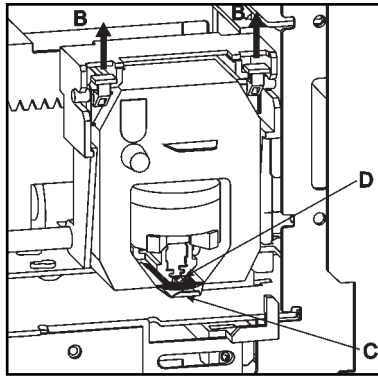
## 7. Exit Program Mode

1. Press and hold the PROGRAM button until the display shows the current date. The clock hands will reset to the current time.

## Replacing the Ribbon

### To Remove:

1. Pull the two white release tabs (B) upward. Remove the ribbon cassette.



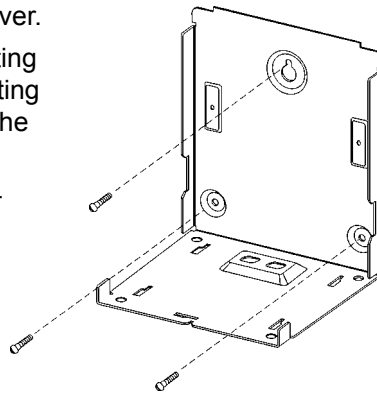
### To Insert

1. If the print mechanism is down and a piece of paper cannot be inserted, press the RESET button to move the carriage up. This will make the ribbon installation easier.
2. Insert a new ribbon between the ribbon guide (C) and the printer head (D).
3. Turn the knob on the cassette clockwise one turn to take up any slack in the ribbon.
4. Replace the cover.
5. Check the printing quality to confirm that you have installed the ribbon properly.

## Wall Mounting

**Note:** Screw locations should be marked on the wall. Do not insert a drill bit through the mounting holes of the clock when drilling holes.

1. Unlock and remove the cover.
2. Locate the teardrop mounting hole and the two 1/4" mounting holes in the back plate of the clock.
3. Approximate the final location of the clock. Insert one #10 wood screw or equivalent into the wall 1 1/2" (38mm) from the top center location of the clock.
4. Hang the clock on the screw using the teardrop mounting hole.
5. Secure the clock to the wall by inserting screws through the bottom two mounting holes.



## Specifications

Power Requirements:	For Clock Input: AC16.5V, 60Hz, 0.6A (Max.)
	For AC Adapter: AC100V ± 10%, 50/60Hz
	AC120V ± 10%, 50/60Hz
	AC220V ± 10%, 50/60Hz
	AC240V ± 10%, 50/60Hz
Ambient Temperature:	-10°C~45°C (14°F~113°F)
Ambient Humidity:	10%~90% (no condensation)
Dimensions:	6 <sup>3</sup> / <sub>4</sub> " (172 mm) wide x 8" (150 mm) high x 6 <sup>1</sup> / <sub>4</sub> " (165 mm) deep
Weight:	2.725 Kg (6 lbs.)
Environment:	Indoor use only; dust-free environment Keep out of direct sunlight

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