



Model 2100HD

User's Guide



ENGLISH

www.lathem.com



IMPORTANT!

You may write on Lathem E8 Series thermal time cards with standard writing instruments, but **do NOT use correction fluid on print area of time card**. Correction fluid will fuse to the 2100HD thermal print head during printing and cause damage.

Product Technical Support
www.lathem.com

Register Your Product
www.lathem.com/register

Purchase Additional Time Cards
www.parkingzone.com

Note: E8 Series time cards are typically available from the same place you purchased your 2100HD time clock.

Protected by US Patent 7880755

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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■ 2100HD Features

- Patented direct thermal print technology eliminates ribbons for maintenance-free operation
- Tru-Align™ printing system with LED alignment indicator ensures perfect punch position on card
- SmartClock™ technology with perpetual calendar retains time, date and settings during power outages, and auto-adjusts for Daylight Saving Time and Leap Years
- EZSet™ technology using innovative rotary knob for simple setup in less than 5 minutes
- Automatic print activation for simple one-hand operation
- Prints Day of Week or Month and Date
- Print time in 1-12 AM/PM hours or 24 Hour format
- Print regular minutes (0-59) or hundredths of an hours (.00-.98)
- Print day of week or month in English, Spanish or French
- Heavy duty steel and ABS construction to withstand harsh environments and high volume use
- Large high-contrast black LCD display with Time and Date

■ Caution

Avoid placing the 2100HD in environments that are:

- humid
- dusty
- exposed to direct sunlight
- subject to frequent or continuous vibrations
- affected by chemicals or ozone
- colder than 25°F and/or warmer than 113°F

■ Contents

- 2100HD Time Clock
- (25) E8 Weekly Time Cards
- AC Power Adapter
- Keys and Keychain
- (3) #8 Philips head screws
- (3) #8 wall anchors
- User's Guide
- Wall Mounting Template

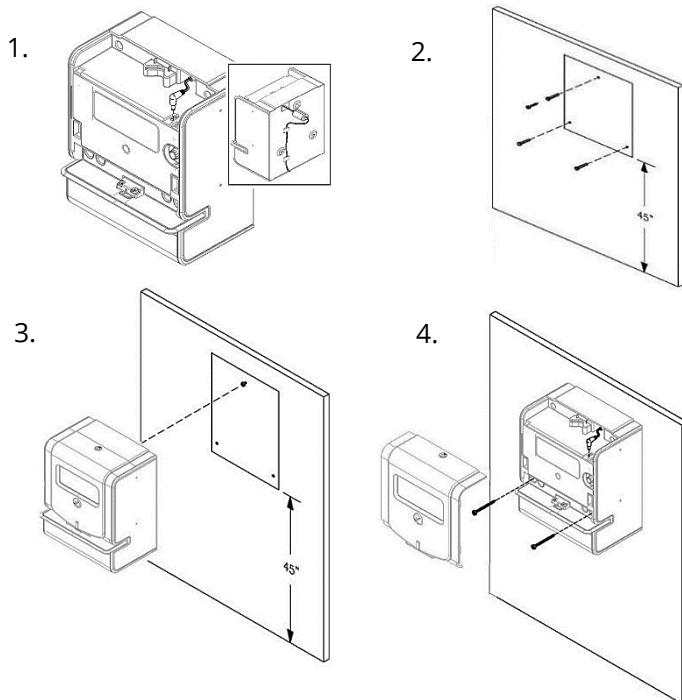
■ Quick Start Steps

1. Remove top case with supplied key
2. Plug power adapter cord to connector port on 2100HD
3. Plug power adapter into AC power wall outlet
4. Mount 2100HD to wall (optional)
5. Change Program Settings (optional)
6. Replace top case and lock using supplied key

■ Register Your Product

It is important that you register your product with Lathem shortly after purchase to activate your product's warranty. To register online visit: **www.lathem.com/register**

■ Wall Mounting



1. Remove the front cover using the supplied key. Route the power cord as shown and connect to port on 2100HD. Plug adapter into AC power outlet.
2. Use the provided template provide to mark 3 mounting holes on the wall about 45" from the ground. Install 3 wall anchors, and then install top hanging screw as indicated.
3. Hang the clock on the wall from the top hanging screw using the keyhole slot on the back of the case.
4. Secure the clock to the wall by passing retaining screws through the two holes on front of case as shown. Replace the front cover and lock using supplied key.

■ Program Settings

The 2100HD is preset at the factory to current US Eastern Time and Date, and configured to print Day of Week and Time in 1-12 AM/PM hours and regular minute format. You only need to program the unit if you need to change these settings.

Enter Program Mode

1. Press and release setting knob

Change Program Settings

1. Select menu item by rotating knob
2. Enter item change mode by pressing and releasing knob
3. Change item value by rotating knob to desired value
4. Save item value change by pressing and releasing knob

Exit Program Mode

1. Rotate setting knob to **End Save Changes** menu item
2. Press and release setting knob

Menu Item		Setting (Default in bold)
Set Time		HH:MM * <i>US Eastern Time</i>
Set Language		English , Spanish, French
Print Format (See table below for print details)		1 * <i>sample</i> WE 2:15P
		2 * <i>sample</i> WE 14:15
		3 * <i>sample</i> 20-WE 14.25
		4 * <i>sample</i> 20-JL 2:15P
		5 * <i>sample</i> 20-JL 14:15
		6 * <i>sample</i> 20-JL 14.25
More Choices		???
	Set Month & Date	MM DD * <i>Current Date</i>
	Set Year	YYYY * <i>Current Year</i>
	Display Date	On , Off
	Daylight Saving Time	On , Special, Off
	Clock Display	12Hr , 24Hr
	Enable Beep	On, Off
End Save Changes		End

■ Print Format Options

Number	Print Format		
1	-	Day	12 Hr. Time and Minutes
2	-	Day	24 Hr. Time and Minutes
3	Date	Day	24 Hr. Time and Hundredths
4	Date	Month	12 Hr. Time and Minutes
5	Date	Month	24 Hr. Time and Minutes
6	Date	Month	24 Hr. Time and Hundredths

■ Printing

The 2100HD uses patented direct thermal print technology which eliminates ribbons or ink. You must use Lathem E8 series thermal time cards with the 2100HD. Use of any other time card or form will result in no printing and may damage the time clock.

To Print on Time Card

1. Insert E8 thermal time card into card receiver
2. Adjust position of time card so blue LED alignment indicator is in desired print position
3. When properly aligned, the blue LED will turn green and printing will occur automatically
4. Remove time card

Note: When punching at time card, the LCD will flash "----" momentarily to indicated device is completing a print cycle.

■ Thermal Time Cards

The 2100HD will only print using Lathem E8 Series thermal time cards. Use of any other time card will result in no printing, may cause damage to the unit and void the 2100HD product warranty. There are three (3) different Lathem E8 cards available to support your company's pay period.

E8 – Weekly period time cards (25 included)

E8B – Biweekly period time cards

E8S – Semimonthly period time cards

Purchasing Additional Time Cards

Lathem E8 Series time cards are typically available where you originally purchased your 2100HD time clock, or directly from ParkingZone at <http://parkingzone.com>



Marking Up Time Cards

You may write on Lathem E8 cards with standard writing instruments, but **do NOT use correction fluid on print area of time card**. Correction fluid will fuse to the 2100HD thermal print head during printing and cause damage.

Storing Time Cards

E8 Series thermal time cards are sensitive to temperature and should always be stored in a cool dry location preferably out of exposure to direct sun light. Storage temperature should **not** exceed **150°F** (65 °C).

■ 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**