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## Lathem 1600E

# Lathem 1600e Time Clock Punch Machine & Document Stamp

USER MANUAL

## Introduction

This manual provides comprehensive instructions for the setup, operation, maintenance, and troubleshooting of your Lathem 1600e Time Clock Punch Machine and Document Stamp. Please read this manual thoroughly before using the device to ensure proper functionality and to maximize its benefits for accurate timekeeping and document management.

## Product Overview

The Lathem 1600e is a versatile device designed for both employee time tracking and document stamping. It features a compact design suitable for various office environments.

## Key Features

- **Multifunctional Time Clock:** Records in and out times for payroll and tracks project time for billing and job costing.
- **Document Stamping:** Capable of printing date, time, and 13 preset messages (e.g., SENT, PAID, FILED, VOID) on business documents.
- **Tru-Align System:** Ensures quick printing and perfect punch alignment on time cards.
- **Continuous Calendar:** Automatically updates year, month, and date until 2099, maintains time during power outages, and adjusts for Daylight Saving Time.
- **Easy-to-Read LCD Display:** Provides clear visibility of time and settings.

## Package Contents

- Lathem 1600e Electronic Time Clock
- Power Adapter
- Ink Ribbon Cartridge
- 25 Tru-Align Time Cards
- Instruction Manual (this document)



Image: The Lathem 1600e Time Clock unit shown with its power adapter, ink ribbon, and a set of keys, illustrating the complete package contents.

## Setup

### 1. Unpacking

Carefully remove all components from the packaging. Verify that all items listed in the 'Package Contents' section are present.

### 2. Power Connection

1. Locate the power adapter.
2. Insert the small end of the power adapter cable into the power input port on the back of the Lathem 1600e unit.
3. Plug the power adapter into a standard electrical outlet. The unit will power on and display the current time.



Image: The rear of the Lathem 1600e Time Clock, highlighting the power input port for connecting the power adapter.

### 3. Ribbon Installation

The ink ribbon cartridge is typically pre-installed. If replacement is needed, refer to the 'Maintenance' section.

### 4. Mounting (Optional)

The Lathem 1600e can be wall-mounted for convenience. Use appropriate hardware (not included) for your wall type. Ensure the unit is securely fastened and accessible for operation and maintenance.

## Operation

### 1. Basic Time Clock Function

The 1600e can operate in either automatic or manual punch mode. The default setting is typically automatic.

- 1. Insert Time Card:** Gently slide a Tru-Align time card into the card slot. The Tru-Align system will guide the card into the correct position.
- 2. Automatic Punch:** If set to automatic, the device will detect the card and print the time and date automatically once properly aligned.

3. **Manual Punch:** If manual activation is preferred, press the designated button (refer to the programming diagram in section 4 for button location) once the card is aligned.



Image: Front view of the Lathem 1600e, indicating its capability for both automatic and manual time card punching.

## 2. Tru-Align System

The Tru-Align feature ensures that time entries are always printed in the correct location on the time card, preventing misaligned punches.

- When a Tru-Align time card is inserted, the system detects its position.
- An LED light may indicate proper alignment. The device will only print when the card is correctly aligned.

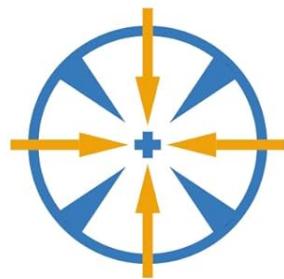
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Name \_\_\_\_\_

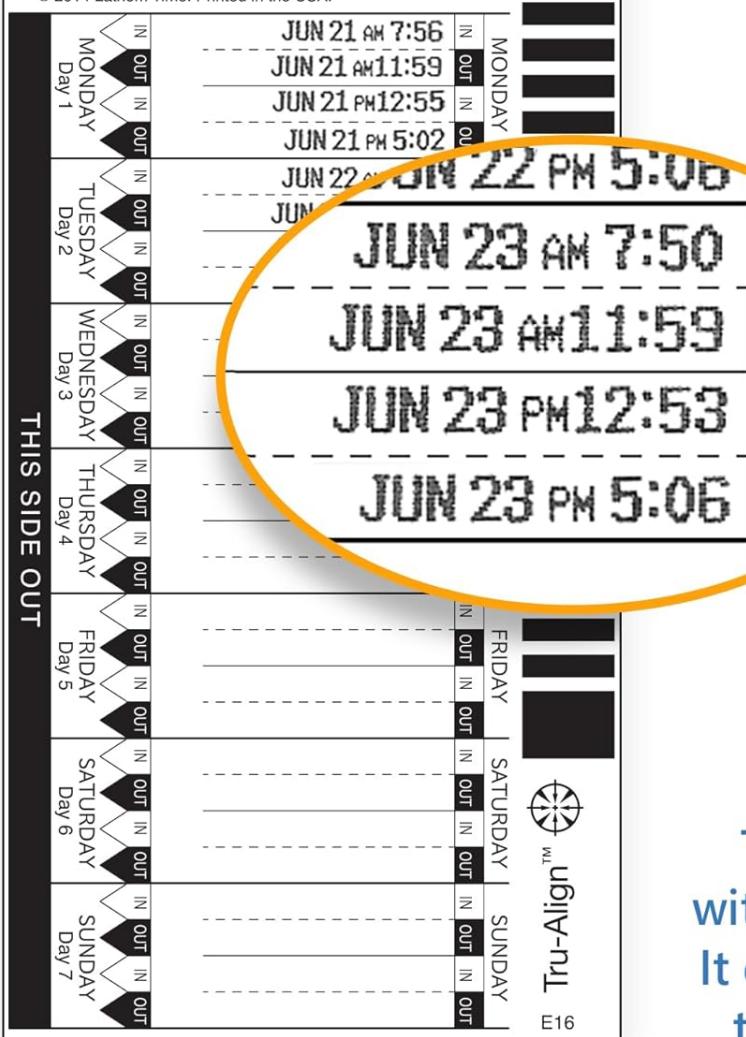
Pay Period Ending \_\_\_\_\_

Signature \_\_\_\_\_

© 2014 Lathem Time. Printed in the USA.



# Tru-Align™



Take advantage  
of the 1600E's  
Tru-Align™ feature  
with the E16 time card.  
It only punches when  
the card is aligned.

Image: A close-up view of the Lathem 1600e's card slot, demonstrating the Tru-Align feature that ensures precise time card positioning before printing.

# Sample Imprints

- Print 2 or 4 digit years, AM/PM or 24HR format & seconds.
- 13 preset messages include: RCVD, SENT, IN, OUT, CFMD, FILED, PAID, USED, FAXED, VOID, ORIGN, APR'D, CMPL'D
- Choose regular minutes, 1/10, 1/100, or 5/100 of an hour
- Selectable English, French, Spanish or Portuguese language for printing

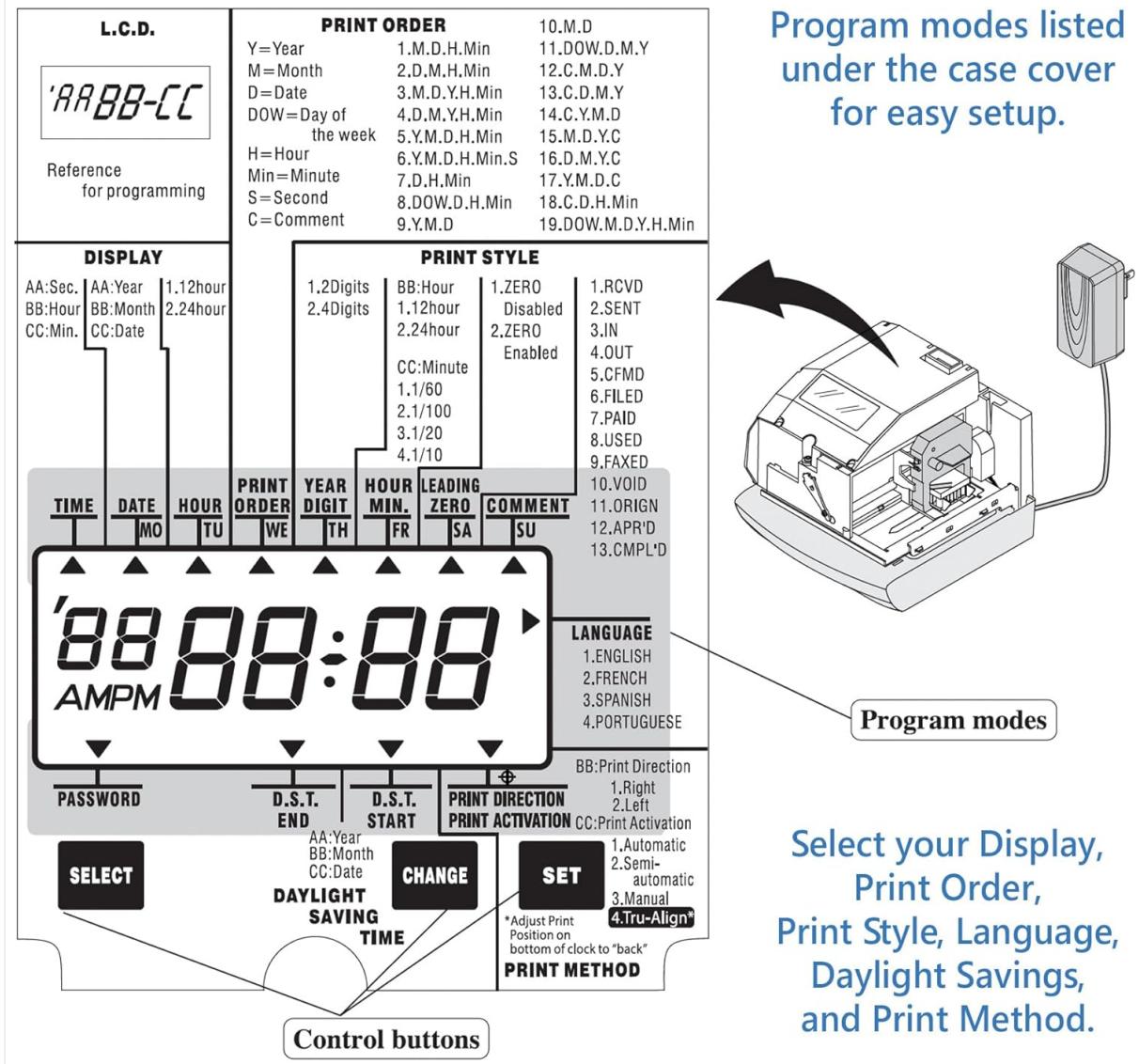
PAID 3 13:35  
JUN 3 '09 13:35  
'09 JUN 3 13:36  
3 13:36  
'09 JUN 3  
WE, 3 JUN '09  
PAID 3 JUN '16  
JUN 3 '09 PAID  
3 JUN '09 PAID  
JUN 3 12:00PM

Image: A sample time card illustrating how the Tru-Align feature ensures accurate placement of time punches, preventing errors.

## 3. Document Stamping

Beyond time cards, the 1600e can stamp various documents with time, date, and preset messages.

1. **Select Message:** Use the control buttons to cycle through the 13 preset messages (e.g., SENT, PAID, FILED, VOID).
2. **Insert Document:** Place the document into the stamping area.
3. **Activate Stamp:** Press the manual print activation button to stamp the document.



## Automatic Daylight Savings



## Easy to Read LCD Display



## Button for Manual Print Activation

## Card Alignment Indicator with LED Light and Tru-Align



Image: A side view of the Lathem 1600e, showing the easy-to-read LCD display, the button for manual print activation, and indicators for automatic Daylight Saving adjustments and card alignment.

## Maintenance

### 1. Ribbon Replacement

When print quality diminishes, it is time to replace the ink ribbon cartridge.

1. Ensure the unit is powered off.
2. Open the cover of the ribbon compartment (usually located on the side or top).
3. Carefully remove the old ribbon cartridge.
4. Insert the new ribbon cartridge, ensuring it clicks into place.
5. Close the cover.

### 2. Cleaning

Regular cleaning helps maintain optimal performance.

- Wipe the exterior with a soft, damp cloth. Avoid abrasive cleaners.

- Periodically clean the card slot area with a soft brush to remove dust or paper debris.

## Troubleshooting

Problem	Possible Cause	Solution
No power	Power adapter unplugged or faulty outlet	Check power connections; try a different outlet.
Faint or unclear print	Ink ribbon needs replacement	Replace the ink ribbon cartridge (refer to Maintenance).
Card not punching	Card not inserted correctly; Tru-Align not engaged; manual mode selected	Ensure card is fully inserted; check for debris in slot; verify operation mode.
Incorrect time/date	Manual adjustment needed after extended power loss	Refer to 'Setting Time and Date' in the Operation section for manual adjustment.

## Specifications

Feature	Detail
Model Number	1600E
Brand	Lathem
Color	Charcoal Gray
Display Type	Digital
Product Dimensions (W x H x D)	7.2" x 5.7" x 6.3"
Item Weight	7 ounces (0.44 lbs)
Power Source	Corded Electric
Material	ABS Plastic
Mounting Type	Wall Mount (optional)
Calendar	Perpetual until 2099, auto Daylight Saving Time adjustment
Ink Color	Black
Preset Messages	13 (e.g., SENT, PAID, FILED, VOID)
Operation Mode	Automatic / Manual



**The 1600E Tru-Align™ feature only activates a punch when the E16 time card is properly aligned.**

Image: A diagram illustrating the physical dimensions of the Lathem 1600e Time Clock: 5.7 inches high, 7.2 inches wide, and 6.3 inches deep.

## **Warranty and Support**

### **Warranty Information**

The Lathem 1600e Time Clock Punch Machine & Document Stamp comes with a limited warranty. Please refer to the warranty card included with your product for specific terms and conditions, or visit the official Lathem website for details.

### **Customer Support**

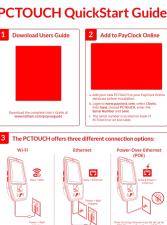
Lathem offers US-based technical support to assist you with any questions or issues regarding your device. Support is available via phone or online resources.

- For assistance, please contact Lathem customer service. Contact details can be found on the official Lathem website or on your product packaging.



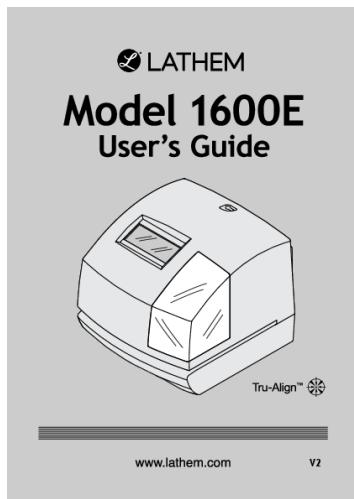
Image: A customer support representative, symbolizing Lathem's commitment to providing US-based technical assistance for their products.

#### Related Documents - 1600E

<p>TruAlign Time Recorder Model 800P Installation &amp; User's Guide</p>  	<p><a href="#"><u>Lathem 800P TruAlign Time Recorder: Installation and User's Guide</u></a> Comprehensive guide for installing, setting up, and operating the Lathem 800P TruAlign Time Recorder. Covers features, programming, troubleshooting, and specifications for efficient timekeeping.</p>
 <p>LATHEM Model 700E User's Guide www.lathem.com</p>	<p><a href="#"><u>Lathem 700E User's Guide: Setup, Operation, and Features</u></a> This comprehensive user's guide provides detailed instructions for the Lathem 700E time clock, covering setup, daily operation, configuration of modes, date/time settings, functions, troubleshooting, and specifications.</p>
 <p>LATHEM Model PC700 User's Guide www.lathem.com</p>	<p><a href="#"><u>Lathem PC700 User's Guide: Time Clock Setup and Operation</u></a> Comprehensive user's guide for the Lathem PC700 time clock, covering installation, network setup (Wi-Fi/Wired), PayClock Online integration, employee transactions, supervisor functions, and troubleshooting.</p>
 <p>AIRTIME ATDDC4 Installation &amp; User's Guide www.lathem.com</p>	<p><a href="#"><u>AirTime ATDDC4 Wireless Digital Wall Clock Installation and User Guide</u></a> Comprehensive installation and user guide for the AirTime ATDDC4 Wireless Digital Wall Clock by Lathem. Learn about setup, operation, specifications, and mounting options.</p>
 <p>PCTOUCH QuickStart Guide 1 Download Users Guide 2 Add to PayClock Online 3 The PCTOUCH offers three different connection options: Wi-Fi, Ethernet, Power-Over-Ethernet (POE)</p>	<p><a href="#"><u>PCTOUCH QuickStart Guide - Lathem Time Clock Installation and Setup</u></a> A comprehensive quick start guide for the Lathem PCTOUCH time clock system, covering installation, network connection options (Wi-Fi, Ethernet, POE), PayClock Online setup, and home screen functions. Includes setup steps and contact information.</p>

 <b>AirTime</b> Wireless Sync Device Model AT-MSX Installation & User's Guide	<p><a href="#">AirTime Wireless Sync Device AT-MSX Installation and User Guide</a></p> <p>Comprehensive guide for installing and using the AirTime Wireless Sync Device Model AT-MSX. Includes setup instructions, operation details, specifications, and warranty information from Lathem.</p>
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Documents - Lathem – 1600E

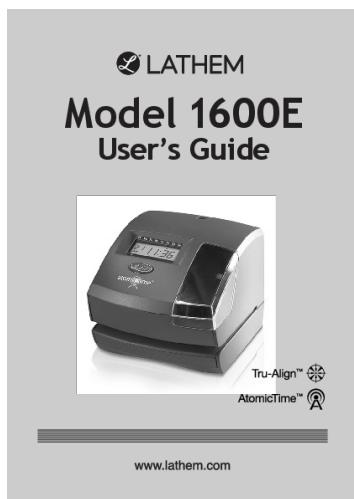


[\[pdf\] Guide](#)

1600e users guide lathem Portals 0 docs manuals |||

V2 Lathem Time 210 The Bluffs, Ste. 107, Austell, GA 30168 404-691-0400 ...

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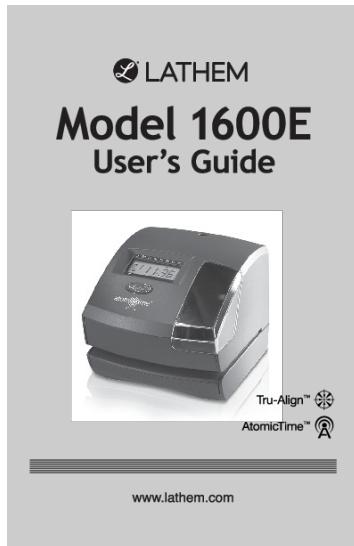


[\[pdf\] User Manual Guide](#)

Model 1600E Raleigh Time Manual Tru Align Prints in 4 languages 12 or 24 hour format Regular minute 1 10 100 5 of an 2 digit year imprint 13 preprogrammed comments Digital LCD display Date Hour Minute Day the week indication Adjustable print position seconds manual raleightime lathem

**Model 1600E User's Guide ENGLISH** WARNING This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a c...

lang:en **score:39** filesize: 4.71 M page\_count: 40 document date: 2014-11-25



### [\[pdf\] User Manual Troubleshooting Guide](#)

Untitled 1600e lathem Portals 0 docs manuals LATHEM Model 1600E User s Guide Tru Align AtomicTime About Your Atomic Clock In addition to a regular quartz time clock the contains an antenna and microchip The receives official signal from US Government National Institute of Standards Technology translates user manual timeclocks au Manual Download Lathem Time Manuals Guides for Troubleshooting ||| Q7169-61201-US ...

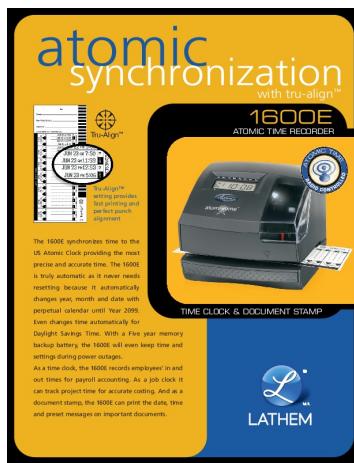
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### [Lathem Model 1600E Electronic Time Clock & Document Stamp](#)

Explore the features and specifications of the Lathem Model 1600E, a versatile electronic time clock and document stamp designed for efficient business operations. This device offers multiple print formats, multilingual support, and reliable timekeeping.

lang:en score:35 filesize: 455.45 K page\_count: 2 document date: 2023-07-28



### [\[pdf\] User Manual Brochure](#)

atomic synchronization Raleigh Time Atomic time recorder Manual activation for accurate print positioning or Combination Automatic and ensures proper registration Choose from 18 preset formats 13 messages RCVD SENT IN OUT CFMD FILED PAID USED FAXED VOID ORIGN APR D CMPL Print 2 4 digit years in AM PM 24HR format Selectable simple one hand printing 1600E brochure 1600e raleightime lathem Portals 0 docs brochures

atsyonmchriocnization with tru-alignTM **1600E** ATOMIC TIME RECORDER Tru-AlignTM setting provides fast printing and perfect punch alignment The **1600E** synchronizes time to the US Atomic Clock providing the most precise and accurate time. The **1600E** is truly automatic as it never needs resetting because it automatically changes year, month and date with perpetual calendar until Year 2099. Even during time changes for Daylight Saving Time, with a five year memory backup battery the 1600E will even keep time and settings during power outages.

As a time clock, the 1600E records employees' in and out times for payroll processing. As a job time clock, the 1600E can track time worked on specific jobs. And as a document stamp, the 1600E can print the date, time and preset messages on important documents.

lang:en score:35 filesize: 510.3 K page\_count: 2 document date: 2014-11-25



### [\[pdf\] Brochure Catalog](#)

Time Attendance Solutions for Business Lathem D Model PCEXPRESS Touch Screen Cloud Based System Built in WiFi connecting to online employee time attendance software Employees use proximity badges or full color touch screen PIN entry 2024 Catalog Web 100dpi lathem Portals 0 docs brochures ||| Product Catalog Time Attendance Solutions for Business TIME ATTENDANCE SOFTWARE PayClock. Clo ... cument stamps to fit any business need. 700E Page 9 400E Page 10 2100HD Page 11 LT5000 Page 12 **1600E** Page 13 Payroll Attendance Payroll Attendance Payroll Attendance Payroll Attendance Payroll Attendant...

lang:en score:27 filesize: 4.43 M page\_count: 15 document date: 2024-08-26



### [\[pdf\] Borchure Catalog](#)

Time Attendance Solutions for Business Lathem D Model PCEXPRESS Touch Screen Cloud Based System Built in WiFi connecting to online employee time attendance software Employees use proximity badges or full color touch screen PIN entry 2023 lathem catalog Portals 0 docs brochures ||| Product Catalog Time Attendance Solutions for Business TIME ATTENDANCE SOFTWARE PayClock. Clo ... gnal Relay Numbering Comment Printing Time Card Time Card Rack Replacement Ribbon 8 www.lathem.com **1600E** Electronic Payroll Attendance Job Costing Document Stamping -- 10 Unlimited Manual w/ Tru-... lang:en **score:26** filesize: 6.87 M page\_count: 17 document date: 2023-05-25



### [\[pdf\] Borchure Catalog](#)

Time Attendance Solutions for Business A Moel PC700 Touch Screen Cloud Based System Built in WiFi connecting to online employee time attendance software Employees use proximity badges or full color touch screen PIN entry 2019 Lathem Catalog Web lathem Portals 0 docs brochures ||| Product Catalog Time Attendance Solutions for Business TIME ATTENDANCE SOFTWARE Online Softwar ... ual Dot Matrix Automatic -- -- 1-Color Plastic Case Digital Yes -- -- Preset Any 25-9EX VIS6008 **1600E** Electronic Payroll Attendance Job Costing Document Stamping WWVB Radio 10 Unlimited Manual... lang:en **score:26** filesize: 7.09 M page\_count: 16 document date: 2019-03-27



### [\[pdf\] Borchure Catalog](#)

Time Attendance Solutions for Business 2018 Lathem Catalog lathem Portals 0 docs brochures LATHEM LOGOS FOR 2017 A odel 400E Top F eed Electronic Cl ock r ints month date day of week and time with each punch Auto top feed alinment print ac tivation easy one hand operation ||| Time Attendance Solutions for Business TIME ATTENDANCE SOFTWARE Online Software PayClock Onli ... 12-9EX, 25-9EX 12-9EX, 25-9EX Replacement Ribbon No Ribbon Required VIS6008 8 www.lathem.com **1600E** Electronic Payroll Attendance Job Costing Document Stamping 2100HD Thermal Payroll Attend... lang:en **score:26** filesize: 7.33 M page\_count: 16 document date: 2017-12-01



Product Catalog

## Time & Attendance Solutions for Business

### [pdf] Borchure Catalog

Time Attendance Solutions for Business Lathem Uses Ethernet POE Power over ethernet or WiFi communication with encryption PCFACE has two infrared cameras and three dimensional face recognitionlathem catalog 2024lathem Portals docs brochures lathem 2024 |||

Product Catalog Time Attendance Solutions for Business TIME ATTENDANCE SOFTWARE PayClock. Clo ... gnal Relay Numbering Comment Printing Time Card Time Card Rack Replacement Ribbon 8 www.lathem.com **1600E** Electronic Payroll Attendance Job Costing Document Stamping -- 10 Unlimited Manual w/ Tru-... lang:en score:25 filesize: 7.19 M page\_count: 17 document date: 2024-05-17



Product Catalog

## Time & Attendance Solutions for Business

### [pdf] Borchure Catalog

Time Attendance Solutions for Business lathem PayClock Online Cloud Base Clock Software Now you can manage employee time and attendance from anytime anywhere All need is a web browser an internet connection to capture edit seamlessly integrate 21 catalog Portals 0 docs brochures |||

Product Catalog Time Attendance Solutions for Business TIME ATTENDANCE SOFTWARE Online Softwar ... ual Dot Matrix Automatic -- -- 1-Color Plastic Case Digital Yes -- -- Preset Any 25-9EX VIS6008 **1600E** Electronic Payroll Attendance Job Costing Document Stamping WWVB Radio 10 Unlimited Manual...

lang:en score:24 filesize: 6.63 M page\_count: 15 document date: 2021-05-20



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synchronisation atomiqueAvec tru-alignTM **1600E** Horloge enregistreuse lectronique Tru-AlignTM limine les problmes de surimpression qui peuvent rendre illisible les cartes de temps Le **1600E** synchronise l heure l horloge atomique du National Institute of Standards and Technology s NIST fournissant ...

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CR Battery	Jan 2016 Maxell		
PRODUCT SAFETY DATA SHEET			
<p>The batteries are exempt articles and are not subject to the OSHA Hazard Communication Standard Requirement. This sheet is provided as technical information only. The information and recommendations set forth are made in good faith and are believed to be accurate as of the date of preparation. However, Maxell makes no warranty expressed or implied.</p>			
<b>Section 1 - Product and Company Identification</b>			
Product Name	Size:	Date of preparation:	
CR Type Lithium Manganese Dioxide Battery (CR)	All	Jan. 1, 2016	
Company:	Telephone number:		
Hitachi Maxell, Ltd., Energy Division	81-(0)794-63-8054		
Address (Number, Street, City, State, and ZIP Code):	Fax Numbers:		
5, Takumida, Otsu-shi, Shiga 425-1322, Japan	81-(0)794-63-8445		
<b>Section 2 - Hazards Identification</b>			
<p>This contains lithium, organic solvent, and other combustible materials. For this reason, improper handling of the battery could lead to distortion, leaking*, overheating, explosion, or fire and cause human injury or equipment trouble. Please strictly observe safety instructions.</p> <p>(*Leakage is defined as an unintended escape of liquid from a battery.)</p>			
<b>Section 3 - Composition/Information on Ingredients</b>			
Ingredient	CA&R	Content (wt. %)	
Manganese Dioxide (MnO <sub>2</sub> )	1313-19-9	15 to 40	
Propylene Carbonate (C <sub>4</sub> H <sub>6</sub> O <sub>2</sub> )	108-32-7	2 to 6	
1,2-Dimethoxyethane (C <sub>4</sub> H <sub>10</sub> O <sub>2</sub> )	108-71-4	1 to 5	
Lithium Perchlorate (LiClO <sub>4</sub> )	7791-63-9	0.1 to 1.5	
Lithium Chloride (LiCl)	7647-14-5	0.1 to 1.5	
Carbon (C)	772-40-5	1 to 4	
Lithium content for each cell			
Model	Li content (g)	Model	Li content (g)
CR1616	0.008	CR2016	0.08
CR1205	0.011	CR2025	0.05
CR1616	0.02	CR2002	0.07
CR1620	0.025	CR2032H	0.07
CR1602	0.04		
NA=Not Applicable			
Page 1 of 6			

## [pdf] Instructions Datasheet Safety Datasheet Warranty

Maxell ER Battery PSDS 4 Hitachi Ltd MSDS BettyMills Lathem® Time 1600E Wireless Atomic Recorder with Tru Align™ Lathem EA LTH1600E bettymills product |||

CR Battery Jan 2016 Maxell Reference No. C160101-1 PRODUCT SAFETY DATA SHEET The batteries are exempt articles and are not subject to the OSHA Hazard Communication Standard Requirement. This sheet is provided as technical information only. The information and recommendations set forth are made in ... lang:en score:13 filesize: 129.83 K page\_count: 6 document date: 2017-08-24

CR Battery	Jan 2016 Maxell		
PRODUCT SAFETY DATA SHEET			
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Company:	Telephone number:		
Hitachi Maxell, Ltd., Energy Division	81-(0)794-63-8054		
Address (Number, Street, City, State, and ZIP Code):	Fax Numbers:		
5, Takumida, Otsu-shi, Shiga 425-1322, Japan	81-(0)794-63-8445		
<b>Section 2 - Hazards Identification</b>			
<p>This contains lithium, organic solvent, and other combustible materials. For this reason, improper handling of the battery could lead to distortion, leaking*, overheating, explosion, or fire and cause human injury or equipment trouble. Please strictly observe safety instructions.</p> <p>(*Leakage is defined as an unintended escape of liquid from a battery.)</p>			
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Manganese Dioxide (MnO <sub>2</sub> )	1313-19-9	15 to 40	
Propylene Carbonate (C <sub>4</sub> H <sub>6</sub> O <sub>2</sub> )	108-32-7	2 to 6	
1,2-Dimethoxyethane (C <sub>4</sub> H <sub>10</sub> O <sub>2</sub> )	108-71-4	1 to 5	
Lithium Perchlorate (LiClO <sub>4</sub> )	7791-63-9	0.1 to 1.5	
Lithium Chloride (LiCl)	7647-14-5	0.1 to 1.5	
Carbon (C)	772-40-5	1 to 4	
Lithium content for each cell			
Model	Li content (g)	Model	Li content (g)
CR1616	0.008	CR2016	0.08
CR1205	0.011	CR2025	0.05
CR1616	0.02	CR2002	0.07
CR1620	0.025	CR2032H	0.07
CR1602	0.04		
NA=Not Applicable			
Page 1 of 6			

## [pdf] Instructions Datasheet Safety Datasheet Warranty

Maxell ER Battery PSDS 4 Hitachi Ltd MSDS 0 13MB Lathem Time 1600E Wireless Atomic Recorder With Tru Align Digital Display Dark Gray master images files lth1600e sds officesupplysource product 4779294 |||

CR Battery Jan 2016 Maxell Reference No. C160101-1 PRODUCT SAFETY DATA SHEET The batteries are exempt articles and are not subject to the OSHA Hazard Communication Standard Requirement. This sheet is provided as technical information only. The information and recommendations set forth are made in ... lang:en score:10 filesize: 129.83 K page\_count: 6 document date: 2017-10-10