

Tera TIMECLOCK-JP

Tera Time Clock (Model TIMECLOCK-JP) Instruction Manual

1. INTRODUCTION

The Tera Time Clock (Model TIMECLOCK-JP) is an electronic time recorder designed for efficient employee attendance tracking. This device simplifies the process of recording employee clock-in and clock-out times, making payroll calculations more straightforward for businesses of all sizes. It features an intuitive design, automatic time card positioning, and clear display for ease of use.



Image 1.1: Tera Time Clock overview, highlighting key features.

2. PACKAGE CONTENTS

Please verify that all items listed below are included in your package:

- Tera Time Clock Unit (x1)
- Time Cards (x100)
- English Instruction Manual (x1)

3. PRODUCT FEATURES

The Tera Time Clock is equipped with several features to enhance attendance management:

- **Automatic Time Card Alignment:** The device automatically positions the time card for accurate punching.
- **Automatic Red Marking:** Late arrivals or early departures are automatically marked in red on the time card for easy identification.
- **LCD Screen Display:** A clear liquid crystal display shows the current time, date, and day of the week.
- **Multiple Shift Support:** Configure up to three shifts per day to accommodate various work schedules.
- **Dual Placement Options:** The time clock can be either wall-mounted or placed on a desktop.
- **Simple Setup:** No complex biometric settings or ink ribbon printing required. The device is plug-and-play.



Image 3.1: Labeled components of the Tera Time Clock.

4. SETUP

Setting up your Tera Time Clock is a straightforward process:

1. **Unpack:** Carefully remove the time clock and all accessories from the packaging.
2. **Placement:** Choose a suitable location for the time clock. It can be placed on a flat surface or wall-mounted (see Section 6 for wall mounting instructions).
3. **Power Connection:** Plug the power adapter into the time clock and then into a standard electrical outlet. The device will power on automatically.
4. **Initial Settings:** Refer to the included English Instruction Manual for detailed steps on setting the current date, time, and any specific shift configurations. This typically involves using the buttons on the device to navigate menus on the LCD screen.

5. OPERATING INSTRUCTIONS

To record attendance using the Tera Time Clock:

1. **Prepare Time Card:** Ensure the correct side of the time card is facing up for the current half of the month (see Section 5.1).
2. **Insert Time Card:** Gently insert the time card into the slot at the top of the time clock. The device will automatically detect and align the card.
3. **Automatic Recording:** The time clock will automatically stamp the current time onto the card.
4. **Retrieve Card:** Once stamped, the card will be released. Remove the card.

The time clock automatically marks late arrivals or early departures in red, providing a visual indicator for attendance management.

従業員の時間をより簡単に管理

遅刻と早退は自動的に赤色でマークされ



Image 5.1: Time clock in operation, showing automatic red marking for attendance exceptions.

5.1 Time Card Usage

The included time cards are double-sided and designed for monthly use:

- The **blue side** is used for the 1st to the 15th of the month.
- The **orange side** is used for the 16th to the 31st of the month.

Ensure employees use the correct side of the time card for the corresponding period to maintain accurate records.



Image 6.1: Wall-mounted and desktop placement options for the time clock.

7. SPECIFICATIONS

Feature	Specification
Brand	Tera
Model Number	TIMECLOCK-JP
Package Dimensions	28.8 x 26.9 x 17.5 cm
Product Dimensions	26.5 cm (Width) x 17 cm (Height)
Color	Snowy
Display Type	Digital (LCD)

Feature	Specification
Power Source	Battery Powered (Note: 'Battery used' and 'Battery included' are listed as 'No' in specifications, implying AC adapter use for primary power with potential internal backup for settings)
Item Weight	4.7 pounds (approx. 2.13 kg)
Room Type	Office
Indoor/Outdoor Use	Indoor

8. MAINTENANCE

To ensure the longevity and optimal performance of your Tera Time Clock, follow these maintenance guidelines:

- **Cleaning:** Regularly wipe the exterior of the device with a soft, dry cloth. Avoid using abrasive cleaners or solvents, which can damage the surface.
- **Dust Removal:** Keep the time card slot free from dust and debris. A soft brush or compressed air can be used carefully to clear the slot.
- **Power:** Ensure the device is connected to a stable power source. Unplug the device during electrical storms or if it will not be used for an extended period.
- **Time Cards:** Use only standard, compatible time cards to prevent jamming or damage to the internal mechanism.

9. TROUBLESHOOTING

If you encounter issues with your Tera Time Clock, refer to the following common problems and solutions:

- **Device Not Powering On:**
 - Check if the power adapter is securely plugged into both the device and the electrical outlet.
 - Verify that the electrical outlet is functional.
- **Time Card Not Stamping or Jamming:**
 - Ensure the time card is inserted correctly and is not bent or damaged.
 - Check the time card slot for any obstructions or debris.
 - Confirm you are using the correct type and size of time card.
- **Incorrect Time/Date Display:**
 - Refer to the 'Initial Settings' section in the full English Instruction Manual to reset the date and time.
- **Display Not Visible or Fading:**
 - This could indicate a power issue or a fault with the LCD screen. Ensure stable power. If the problem persists, contact customer support.

For issues not covered here, please consult the comprehensive English Instruction Manual or contact Tera customer support.

10. WARRANTY AND SUPPORT

For warranty information and customer support, please refer to the contact details provided in the full English Instruction Manual included with your product. You may also visit the official Tera website for support resources and contact options.

Tera Official Store: [Visit Tera Store on Amazon](#)