



Lathem 2100HD Thermal Print Time Clock User's Guide

[Home](#) » [Lathem](#) » Lathem 2100HD Thermal Print Time Clock User's Guide 

Contents

- [1 Lathem 2100HD Thermal Print Time Clock](#)
- [2 2100HD Features](#)
- [3 Wall Mounting](#)
- [4 Program Settings](#)
- [5 Print Format Options](#)
- [6 Printing](#)
- [7 Thermal Time Cards](#)
- [8 Limited One Year Warranty](#)
- [9 FREQUENTLY ASKED QUESTIONS](#)
- [10 References](#)
- [11 Related Posts](#)



Lathem 2100HD Thermal Print Time Clock



IMPORTANT!

You may write on Lathem E8 Series thermal time cards with standard writing instruments but do NOT use correction fluid on the print area of the 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 shop.lathem.com

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

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 the receiver.
- Connect the equipment to 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. Lithium battery contains perchlorate material – special handling may apply. Visit: <http://www.dtsc.ca.gov/hazardouswaste/perchlorate> for information about

proper methods of disposal.

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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 the card
- SmartClock™ technology with a perpetual calendar retains time, date, and settings during power outages, and auto-adjusts for Daylight Saving Time and Leap Years
- EZSet™ technology uses an 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 the 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

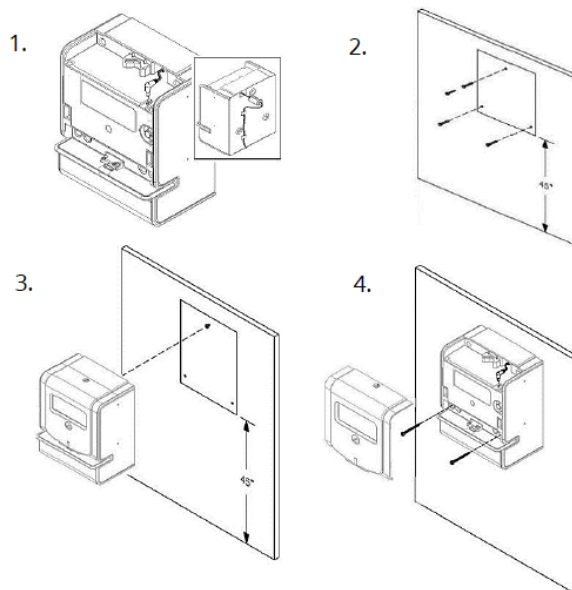
Quick Start Steps

1. Remove the top case with the supplied key
2. Plug the power adapter cord into the connector port on 2100HD
3. Plug the power adapter into the AC power wall outlet
4. Mount 2100HD to wall (optional)
5. Change Program Settings (optional)
6. Replace top case and lock using the 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 *US Eastern Time
Set Language		English, Spanish, French
Print Format (See table below for print details)		1 *sample WE 2:15P
		2 *sample WE 14:15
		3 *sample 20-WE 14.25
		4 *sample 20-JL 2:15P
		5 *sample 20-JL 14:15
		6 *sample 20-JL 14.25
More Choices		????
	Set Month & Date	MM DD *Current Date
	Set Year	YYYY * Current Year
	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 indicate 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 Lathem at <http://shop.lathem.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 150oF (65 oC).

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

FREQUENTLY ASKED QUESTIONS

What is the Lathem 2100HD Thermal Print Time Clock?

The Lathem 2100HD Thermal Print Time Clock is a time and attendance tracking device that uses thermal printing technology to record and manage employee work hours.

How does the Lathem 2100HD Time Clock work?

The Lathem 2100HD Time Clock uses thermal printing to imprint time and date information on time cards when employees clock in or out, providing a record of their work hours.

What type of time cards are compatible with the Lathem 2100HD Time Clock?

The Lathem 2100HD Time Clock is typically compatible with standard time cards, which are readily available and can be used for tracking employee work hours.

Is the Lathem 2100HD Time Clock suitable for small businesses?

Yes, the Lathem 2100HD Time Clock is suitable for small businesses, providing a cost-effective solution for tracking employee work hours and attendance.

Can the Lathem 2100HD Time Clock calculate overtime hours?

The Lathem 2100HD Time Clock typically does not have built-in overtime calculation features; overtime calculations are typically done manually based on the recorded hours.

Is the Lathem 2100HD Time Clock easy to set up?

The Lathem 2100HD Time Clock is designed to be relatively easy to set up, and it comes with a user manual to guide you through the installation process.

What is the printing technology used by the Lathem 2100HD Time Clock?

The Lathem 2100HD Time Clock uses thermal printing technology, which is reliable and cost-effective for imprinting time and date information on time cards.

Can the Lathem 2100HD Time Clock generate reports?

The Lathem 2100HD Time Clock does not typically generate reports; it primarily records time and date information on time cards for manual payroll calculations.

Is the time data stored securely on the Lathem 2100HD Time Clock?

The Lathem 2100HD Time Clock does not have data storage capabilities; it imprints time and date information directly on time cards.

What is the warranty for the Lathem 2100HD Time Clock?

The warranty typically range from 1 year to 2 years.

Is technical support available for the Lathem 2100HD Time Clock?

Many manufacturers and sellers offer technical support for the Lathem 2100HD Time Clock to assist with setup, troubleshooting, and usage questions.

Can the Lathem 2100HD Time Clock be integrated with payroll software?

The Lathem 2100HD Time Clock does not typically integrate with payroll software directly; it records time and date information on time cards for manual payroll processing.

Can the Lathem 2100HD Time Clock be used for mobile data collection?

The Lathem 2100HD Time Clock is a stationary time and attendance tracking device and is not designed for mobile data collection.

Is the Lathem 2100HD Time Clock suitable for industrial environments?

The Lathem 2100HD Time Clock may not be the most suitable choice for industrial environments with harsh conditions; it is designed for standard office and workplace settings.

Can the Lathem 2100HD Time Clock be used with time cards from other brands?

The compatibility of the Lathem 2100HD Time Clock with time cards from other brands may vary, so it's recommended to use compatible time cards for optimal performance.

Does the Lathem 2100HD Time Clock come with a backup power source?

The Lathem 2100HD Time Clock may come with a backup battery to maintain the time and date settings in case of power outages.

DOWNLOAD THE PDF LINK: [Lathem 2100HD Thermal Print Time Clock User's Guide](#)

References

- [User Manual](#)