



Pyramid 2500 Auto Aligning Time Clock User Guide

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Pyramid 2500 Auto Aligning Time Clock



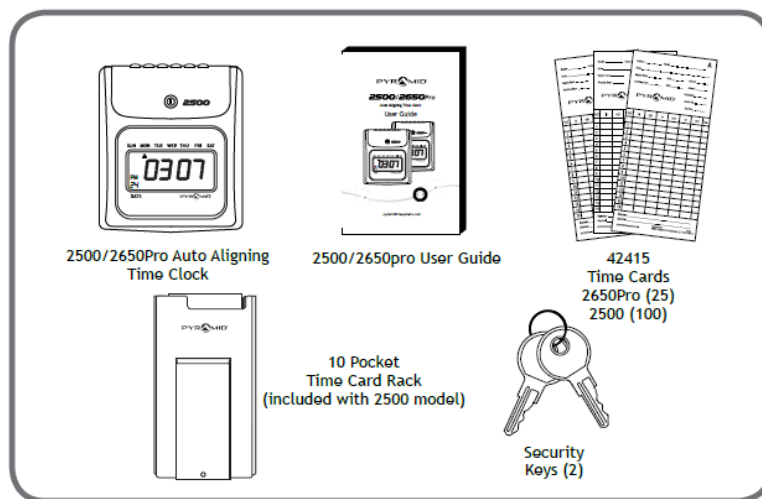
PRODUCT OVERVIEW

Thank you for choosing the 2500/2650Pro Auto Aligning Time Clock! The 2500/2650Pro stays on top of employee arrival time, breaks & departure time. The 6-column time card accommodates up to 3 In & Out punch intervals for lunch or breaks. Simple set-up, simple operation & a compact design make this time clock the perfect fit for small workplaces! Please read through this User Guide for simple set-up & operation.

AUTO ALIGNING TIME CLOCK: FEATURES

- **Employee Capacity:** Unlimited
- **Card Alignment:** Top
- **Ribbon Ink Color:** Black
- **Display:** Time backlit LCD screen
- **Printing Format:** Hour & Minutes
- **Printing:** Dot matrix
- **Automatic Time Reset:** Short months, Leap Year & USA Daylight Saving Time
- **Battery Back-Up:** Safeguards data & settings for up to 30 days without power
- **Tamper-Proof Security:** Lock protects against costly time theft
- **Warranty:** 1-Year manufacturer's limited warranty

CONTENTS





WHAT YOU WILL NEED



KNOW YOUR SERIAL

IMPORTANT:
Please write down serial # located on back of time clock before mounting.

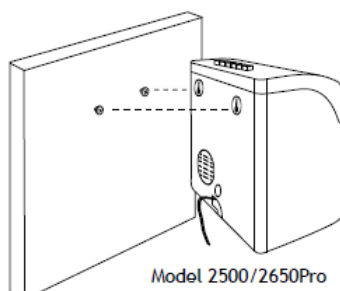
Write your serial # here:  **SAMPLE**
000000500012335040

Write your serial # here: 

DESKTOP SET UP

1. Remove the time clock from the carton & place it on a flat, level surface.
2. Plug the unit into the AC wall outlet.

WALL MOUNTING

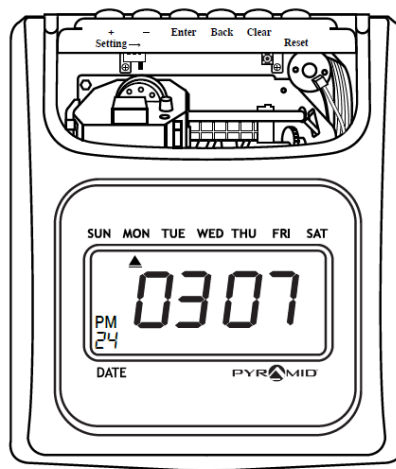


1. Select a location convenient to employees clocking IN and out. Be sure the power outlet is within 5 feet of the

mounting location.

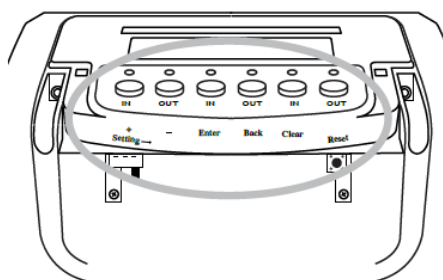
2. Use masking tape to hold the mounting template on the wall, making certain the template is positioned so the bottom of the time clock is approximately 45 inches from the floor.
3. Drill holes using the template as a guide.
4. Remove the template from the wall & install #10 screws, leaving approximately 3/16 inch of screws exposed. For sheetrock walls, use plastic anchors.
5. Hang the time clock on the wall, aligning keyholes on the rear with screw heads. Press downward on the time clock until it lowers onto the screws.
6. Plug the unit into an AC wall outlet.
7. It is recommended to remove the clock from the bracket to complete the programming set which begins on page 5.

PROGRAMMING



Use the key to unlock & remove the top/front cover.

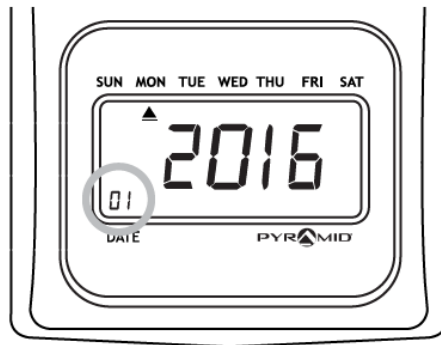
BUTTONS



- **SETTING:** Activates SETTING Mode (right) or Operation Mode (left)
- **“+”:** Next setting or adjust setting
- **“-”:** Previous setting or adjust setting
- **ENTER:** Save current or new settings and advance to the next function
- **BACK:** Previous setting or value
- **CLEAR:** Default setting or value
- **RESET:** Reset time clock hardware settings. Does not reset program settings.

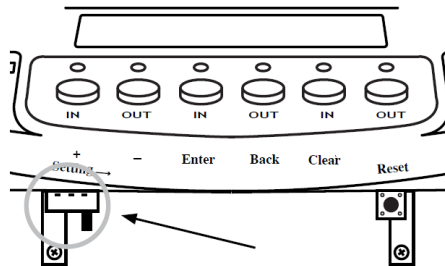
DISPLAY/BUTTONS

- “01”: Indicates active setting mode or function

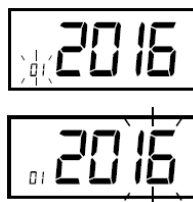


PROGRAMMING

To activate the setting mode, slide the black “SETTING” switch to the right.

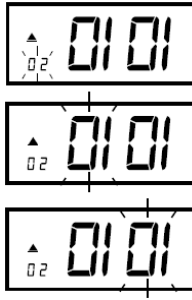


01-SET YEAR



- In SETTING mode, Press “ENTER” to begin the “01” setting mode. The default setting is 2016. Press “ENTER”
- To change the year, press “+” or “-” to advance to the current year. Press “ENTER” to confirm.
- The setting mode advances to “02”.
- Continue to the next steps or slide the SETTING switch to the
- left to exit the setting mode.

02-SET DATE

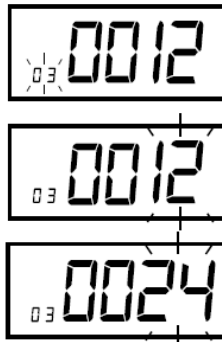


- In SETTING mode, Press “ENTER” to begin “02” setting mode. Press “+” or “-” to advance to the current month.
- Press “ENTER” to confirm.
- Press “+” or “-” to advance to the current date.
- Press “ENTER” to confirm.
- The setting mode advances to “03”.
- Continue to the next steps or slide the SETTING switch to the left to exit the setting mode.

03-SET PRINT & DISPLAY TIME FORMAT

This function sets the time clock to display and print time in either AM/PM (12 hours) or Military time.

1. In SETTING mode, Press “ENTER” to begin “03” setting mode.
2. Press “ENTER” to select “12” for AM/PM or “+” and “ENTER” to select “24” for Military time.
3. The setting mode advances to “04”.
4. Continue to the next steps or slide the SETTING switch to the left to exit the setting mode.



04-SET TIME

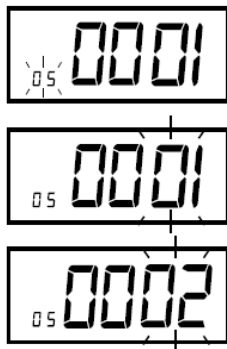
1. In SETTING mode, Press “ENTER” to begin the “04” setting mode. Press “+” or “-” to subtract or advance the hour.
2. Press “ENTER” to confirm.
3. Press “+” or “-” to subtract or advance the minute.
4. Press “ENTER” to confirm.
5. The setting mode advances to “05”.
6. Continue to the next steps or slide the SETTING switch to the left to exit the setting mode.



05-SET MINUTE PRINT FORMAT

This function sets how the minutes will print on the time card.

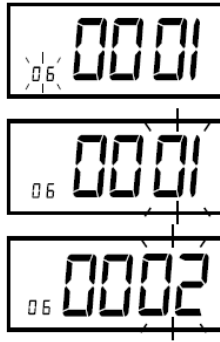
1. In SETTING mode, Press “ENTER” to begin the “05” setting mode.
2. Press “+” or “-” to select desired printing mode.
 - 01- standard minutes (60 minute format)
 - 02- minutes in hundredths (ie. 12:45 will print as 12:75)
3. Press “ENTER” to confirm the setting.
4. The setting mode advances to “06”.
5. Continue to the next steps or slide the SETTING switch to the left to exit the setting mode.



06-SET DAYLIGHT SAVING TIME

This feature sets the time clock to automatically adjust the time for USA Daylight Saving Time.

1. In SETTING mode, Press “ENTER” to begin the “06” setting mode.
2. Press “+” or “-” to select desired Daylight Saving Time mode. 01-Automatic DST, 02-No DST
3. Press “ENTER” to confirm the setting.
4. The setting mode advances to “07”.
5. Continue to the next steps or slide the SETTING switch
6. to the left to exit the setting mode.



07-SET AUTOMATIC DAY/ROW ADVANCE TIME

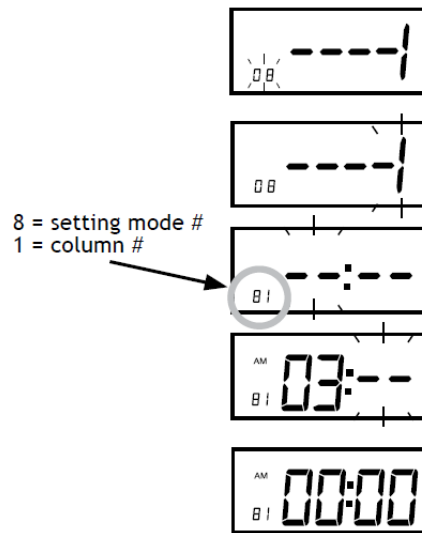
This function allows you to set the time of the day the time clock will advance to the next day/row on the time card (default setting 12am). For example, if your company has a shift beginning at 8 a.m., it is recommended to set the row advance time for 6 a.m. to ensure employees punching in will have all in/out punches in the same row on the time card.

1. In SETUP mode, Press "ENTER" to begin the "07" setting mode.
2. Press "+" or "-" to subtract or advance the hour.
3. Press "ENTER" to confirm.
4. Press "+" or "-" to subtract or advance the minute.
5. Press "ENTER" to confirm.
6. The setting mode advances to "08".
7. Continue to the next steps or slide the SETUP switch to the right to exit the setting mode.



08-AUTOMATIC COLUMN ADVANCE

This function automatically advances the In/Out buttons to the next column at a selected time. Employees will not need to manually select the column for In/Out punches, however, the automatic selection may be overridden by pressing the In/Out button to select the desired column. This feature is recommended for single shifts only. Users may override automatic column advance by simply pressing the In or Out button for the desired column.

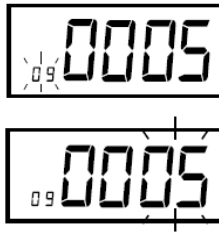


1. In SETUP mode, Press "ENTER" to begin the "08" setting mode.
2. Press "+" or "-" to select columns 1-6 for print punch.
 - column 1= —1
 - column 2= —2
 - column 3= —3
 - column 4= —4
 - column 5= —5
 - column 6= —6
3. Press "ENTER" to confirm the setting. The indicator light will activate for the selected column.
4. Press "+" or "-" to select the desired hour for column auto advance.
5. Press "ENTER" to confirm the setting.
6. Press "+" or "-" to select the desired minute for column auto advance.
7. Press "ENTER" to confirm the setting.
8. The setting mode advances to column 2 (— — 2).
9. Repeat steps 3-7 (total of 6 settings allowed) to continue to the next setting or slide the "SETTING" switch to the left to exit the setting mode.
10. The setting mode advances to "09".

Functions 09 and 10 are only necessary if an adjustment is required to properly align the print position within the "punch square" on the time card. To perform a "print test" to determine if the time clock is printing properly, switch the SETTING button to the left. Run a test card through the time clock. If the alignment is acceptable, skip sections 09 & 10 and proceed to step 11.

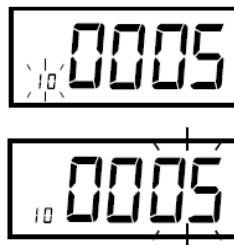
09-SET PRINT POSITION UP/DOWN OPTIONAL

1. In SETTING mode, Press "ENTER" to begin the "09" setting mode.
2. Press "+" or "-" to adjust the desired vertical printing position. Increasing the number (06-09) will move the print up on the card. Decreasing the number (00-04) will move the print down on the card.
3. Press "ENTER" to confirm the setting.
4. The setting mode advances to "10".
5. Continue to the next steps or slide the SETTING switch to the left to exit the setting mode.



10-SET PRINT POSITION LEFT/RIGHT OPTIONAL

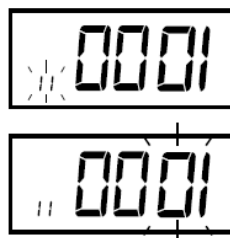
1. In SETTING mode, Press "ENTER" to begin "10" setting mode.
2. Press "+" or "-" to select the desired horizontal printing position. Increasing the number (06-09) will move the print to the right on the card. Decreasing the number (00-04) will move the print left on the card.
3. Press "ENTER" to confirm the setting.
4. The setting mode advances to "11".
5. Continue to the next steps or slide the SETTING switch to the left to exit the setting mode.



11-SET ON/OFF FUNCTION FOR AUTO-DETECT TIME CARD SIDE

Because this time clock uses a double-sided time card, the auto-detect feature assures the time card is inserted on the correct side corresponding to the date printed on the time card (days 1-31). If the time card is inserted backward (on the wrong side), the time clock will eject the card until the correct side is inserted. Auto-detection "01" is recommended.

1. In SETTING mode, Press "ENTER" to begin "11" setting mode.
2. Press "+" or "-" to select "01" or "02"
 - 01- auto-detect time card
 - 02- turns off auto-detect time card



3. Press "ENTER" to confirm the setting.
4. Slide the SETTING switch to the left to exit the setting mode.

CHANGING A SETTING

1. Slide the "SETTING" switch to the right.
2. Press "+" or "-" to select the setting to be changed.

- Follow the instructions for the selected feature.
- Slide the “SETTING” switch to the left when complete.

TIME CARDS

No. _____ Period _____

Name _____


Regular Hours _____ Rate _____ Amount _____

Overtime Hours _____ Rate _____ Amount _____

Deductions _____

Actual Pay _____

Pay Date _____



DATE	IN	OUT	IN	OUT	IN	OUT	TOTAL
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Signature _____

Approval _____

pyramidtimesystems.com

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ITEM #42415, G

Made in USA

FRONT

No. _____ Period _____

Name _____


Regular Hours _____ Rate _____ Amount _____

Overtime Hours _____ Rate _____ Amount _____

Deductions _____

Actual Pay _____

Pay Date _____



DATE	IN	OUT	IN	OUT	IN	OUT	TOTAL
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

Signature _____

Approval _____

pyramidtimesystems.com

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ITEM #42415, G

Made in USA

BACK

Use only time card #42415 which includes the official Pyramid Time Systems Trademark. Using time cards other than Pyramid item #42415 voids the warranty.

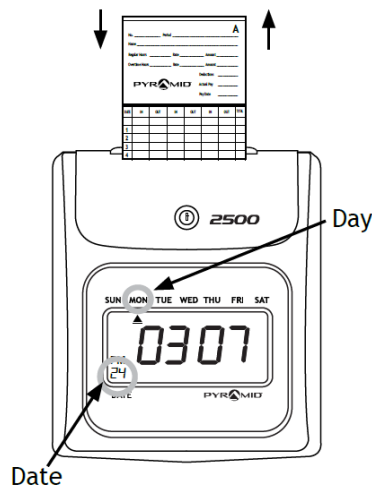
Time Card #42415

DATE	IN	OUT	IN	OUT	IN	OUT	TOTAL
1	7:02A	12:00P	12:40P	4:00P	4:32P	5:54P	
2							
3							
4							
5							
6							
7							
8							

Hour & Minute, up to 6 columns.

USING TIME CLOCK

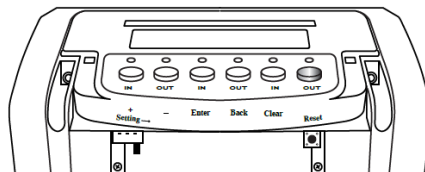
MANUAL COLUMN SELECTION PUNCH METHOD



1. To Punch IN or OUT, select the IN or OUT button that corresponds with the desired punch column.
2. Gently feed the time card (#42415) into the time card slot located at the top of the time clock, making sure the side of the time card with the current date is facing toward the user.
3. Quickly release the card, as it will automatically be pulled.
4. Do not force or jam the time card.
5. The card will be released back to the user once the punch is printed.

AUTOMATIC COLUMN ADVANCE PUNCH METHOD

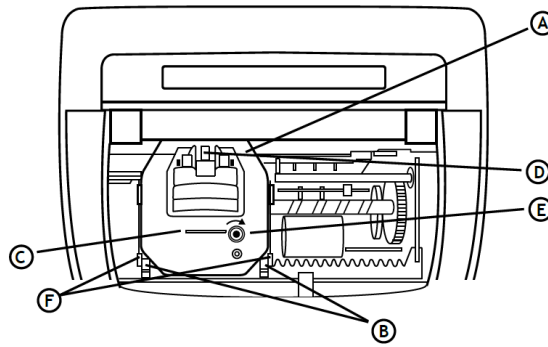
1. To punch In or Out, gently feed the time card (#42415) into the time card slot located at the top of the time clock. Make sure the correct side of the time card is facing toward the user.
2. Quickly release the card, as it will automatically be pulled.
3. Do not force or jam the time card.
4. The card will be released back to the user once the punch is printed.



Note: To override Automatic Column Advance, select the IN or OUT button that corresponds with the desired punch column.

REPLACING RIBBON CARTRIDGE

For optimum performance, replace the ribbon cartridge every 6 months.



- A – Ribbon Cartridge
- B – Clips
- C – Tab
- D – Ribbon Guide
- E – Manual Advance Knob
- F – Retaining Pins

1. Use only genuine Pyramid part number 43079 Replacement Ink Ribbon Cartridge.
2. Unlock and remove the time clock cover.
3. Prior to removing the old ribbon, slide the “SETTING” switch to the right. CAUTION: Do not attempt to change the ribbon when in operation mode, as this may result in injury.
4. To remove the old ribbon, pull two clips towards you & simultaneously lift the ribbon cartridge, pull straight up using a tab located on top of the cartridge.
5. Remove the new ribbon cartridge from the packaging & turn the manual ribbon advance knob clockwise to straighten the ribbon.
6. Holding the tab install the ribbon cartridge into the print carriage, making certain to lower the ribbon in front of the ribbon guide first, then make certain retaining pins are within clips (see diagram).
7. Gently push down the cartridge until it snaps into the carriage while turning the manual ribbon advance knob clockwise.
8. Turn the manual ribbon advance knob clockwise a few rotations to ensure the ribbon is positioned correctly in front of the print head.
9. Replace the cover & lock unit.
10. Feed a time card through the unit to test print quality.

If the time clock prints incomplete characters, the ribbon is not fully installed over the print head. If the time clock prints lines that become increasingly light, the cartridge is not fully snapped into the holder. Reinstall the ribbon cartridge, following steps 1-7 until a complete & consistent time card prints.

For assistance, please contact customer support at 888.479.7264.

TROUBLESHOOTING

TIME CARD MISFEED

In the event the time card will not feed, re-feed the time card. If the issue persists, please check the list for possible causes:

TIME CARD MISFEED

POSSIBLE CAUSES: Action

- Time card inserted too hard into time clock Re-Feed Card
- Time card held too long Re-Feed Card
- Time card inserted into time clock on an angle Re-Feed Card
- Time card is wet or damaged Use a new time card

WRONG SIDE PRINTING

PROBABLE CAUSE: Action

- The time card is facing the wrong way Make sure the correct date on the time card side is facing the user

IMPAIRED PRINTING

In the event the time clock printing is impaired, please checklist for possible causes:

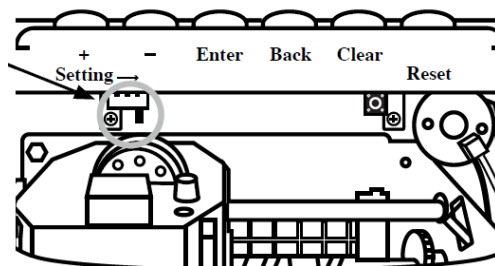
IMPAIRED PRINTING

SYMPTOM: PROBABLE CAUSE: ACTION

- Time card feeds with no printing **Ribbon not installed properly** Check that ribbon cartridge is properly installed. See page 13.
- Punches print outside of date box **Print needs adjustment** Follow Print Adjustment instructions on page 10.

MASTER RESET

Erases time clock's memory & restores default factory settings.



1. Unlock & remove the time clock cover.
2. Slide SETTING switch to the right to begin "reset" setting mode.
3. In SETTING mode, press the 1st, 5th, and 6th column buttons at the same time.
4. Re-program time clock.

COLUMN RESET

1. Slide the "SETTING" switch to the right.
2. Press the 2nd, 5th, and 6th column buttons at the same time to reset to default settings.
3. Re-program time clock.

ACCESSORIES

2500/2650Pro : Accessories

ITEM # DESCRIPTION

- 43079 Replacement Ink Ribbon Cartridge
- 42415 Time Cards (100pk)
- 2500K Replacement Key
- 43087 10 Capacity Time Card Rack

To order accessories visit pyramidthimesystems.com, call 888.479.7264, or visit an authorized Pyramid dealer.

CONTACT US:

For more information, visit pyramidthimesystems.com or call customer care at 888.479.7264 during regular business hours: 8:00 am-5:00 pm EST, M-F.

SPECIFICATIONS

2500/2650Pro: SPECIFICATIONS

- **Operating Conditions**
 - Temperature 0°C – 50°C, 32°F – 122°F
 - Humidity 10-95% RH, non condensing
- **POWER FAILURE**
 - Battery Back-Up 30 Days, Data & Time
 - Battery Life 10 Years
- Calendar Automatic Leap Year & Daylight Savings Time
- Clock Accuracy Less than 30 seconds/year
- POWER 100-240 V AC, 50/60 Hz
- Certifications UL & CUL, Power Supply
- Weight 3.05lbs (1.38kg)
- Dimensions 7 1/4"W x 8 1/2"H x 4 1/2"D (18.4cm x 20.9cm x 11.4cm)
- Mounting Desktop or Wall

LIMITED HARDWARE WARRANTY

- Pyramid Time System warrants its equipment to the original user against defective material or workmanship for a period of 1-year from the date of purchase. Proof of purchase & purchase date are required for warranty service on this product. Please remember to register your product at

- Pyramid Time Systems' responsibility under this warranty is limited to the replacement of defective part(s). Replacement is the sole discretion of Pyramid Time Systems.
- For Return Shipments to Pyramid Time Systems, the product must be shipped in its original carton or equivalent. The return freight method and cost for the warranted product is the sole responsibility of the customer. Pyramid Time Systems will not assume any responsibility for loss or damage incurred in shipping.
- Pyramid Time Systems reserves the right to determine whether parts failed because of defective material, workmanship, or other causes.
- Failure caused by accident, alteration, misuse, or improper packaging of the returned unit is not covered by this warranty.
- Any repair done by the customer without the consent of Pyramid Time Systems will automatically void the warranty.
- Users in countries other than Canada and the USA should contact the Dealer from whom the unit was purchased.
- The rights under this warranty are limited to the original user and may not be transferred to subsequent users.

MONEY BACK GUARANTEE

Pyramid Time Systems offers a 30-day money-back guarantee. If an RMA is issued for an unwanted product before 30 days, Pyramid Time Systems will refund the entire purchase price less shipping if purchased from Pyramid Time Systems. Pyramid Time Systems will assess a 15% restocking fee on any returns received between 31 and 60 days from the date of purchase. No returns will be accepted after 60 days. Pyramid Time Systems will not issue a call tag for pickup of products. Customers are responsible for shipping the product back including the cost of shipping. Pyramid Time Systems will assume the cost of ground shipping for the replacement product to the customer. Pyramid Time Systems will also assess a 15% fee if any item(s) are missing in an open box return. Shipping back to Pyramid Time Systems from a Pyramid Time Systems Partner is the responsibility of the Pyramid Time Systems Partner. No call tags will be issued. Items returned to Pyramid Time Systems without an RMA will not be credited.

FREQUENTLY ASKED QUESTIONS

What is the Pyramid 2500 Auto Aligning Time Clock?

The Pyramid 2500 Auto Aligning Time Clock is a time and attendance tracking device designed to record and manage employee work hours and time data.

How does the Pyramid 2500 Time Clock align itself?

The Pyramid 2500 Time Clock features an auto-aligning time card feed that automatically aligns and positions time cards for accurate punches, reducing the risk of errors.

Can the Pyramid 2500 Time Clock be used for different time card formats?

Yes, the Pyramid 2500 Time Clock is compatible with various time card formats, including weekly, bi-weekly, semi-monthly, and monthly time cards.

Does the Pyramid 2500 Time Clock support multiple employees?

Yes, the Pyramid 2500 Time Clock is suitable for businesses with multiple employees. It can handle a range of workforce sizes.

Is the Pyramid 2500 Time Clock easy to set up?

The Pyramid 2500 Time Clock is designed to be user-friendly and relatively easy to set up. It comes with a user manual for guidance.

What type of time tracking does the Pyramid 2500 Time Clock offer?

The Pyramid 2500 Time Clock provides traditional punch-in and punch-out time tracking, allowing employees to record their work hours manually.

Does the Pyramid 2500 Time Clock have any advanced features?

The Pyramid 2500 Time Clock may offer advanced features such as automatic daylight saving time adjustments and a built-in battery backup for power outages.

Can the Pyramid 2500 Time Clock generate reports?

Yes, the Pyramid 2500 Time Clock can generate time and attendance reports, making it easier to manage payroll and employee attendance data.

Is the time data stored securely on the Pyramid 2500 Time Clock?

The Pyramid 2500 Time Clock often features password protection to secure time data and prevent unauthorized access.

Can the Pyramid 2500 Time Clock be connected to a computer or network?

Some Pyramid 2500 Time Clock models offer connectivity options, allowing you to transfer time data to a computer or network for further analysis and payroll processing.

What types of time cards are compatible with the Pyramid 2500 Time Clock?

The Pyramid 2500 Time Clock is typically compatible with standard time cards, and you can purchase compatible time cards for your specific needs.

Is the Pyramid 2500 Time Clock suitable for small businesses?

Yes, the Pyramid 2500 Time Clock is suitable for small businesses, as it offers a cost-effective solution for tracking employee work hours.

Can the Pyramid 2500 Time Clock calculate overtime hours?

The Pyramid 2500 Time Clock may have overtime calculation features to help you determine overtime hours worked by employees.

What is the warranty for the Pyramid 2500 Time Clock?

The warrantie typically range from 1 year to 2 years.

Can the Pyramid 2500 Time Clock be used with different pay periods?

Yes, the Pyramid 2500 Time Clock can be configured to work with various pay periods to accommodate your payroll schedule.

Is technical support available for the Pyramid 2500 Time Clock?

Many manufacturers offer technical support for the Pyramid 2500 Time Clock to assist with setup, troubleshooting, and usage questions.

VIDEO – PRODUCT OVERVIEW



[Download the PDF Link Pyramid 2500 Time Clock User Guide Time-Clock-User-Guide.mp4](#)