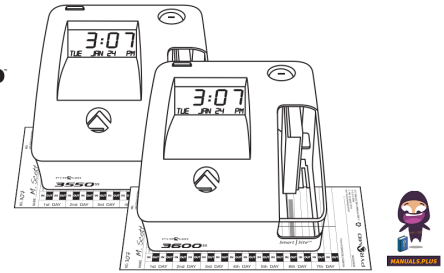**Manuals+** — User Manuals Simplified.

PYROMID
**3550SS
3600SS Time
Clock and
Document
Stamp**

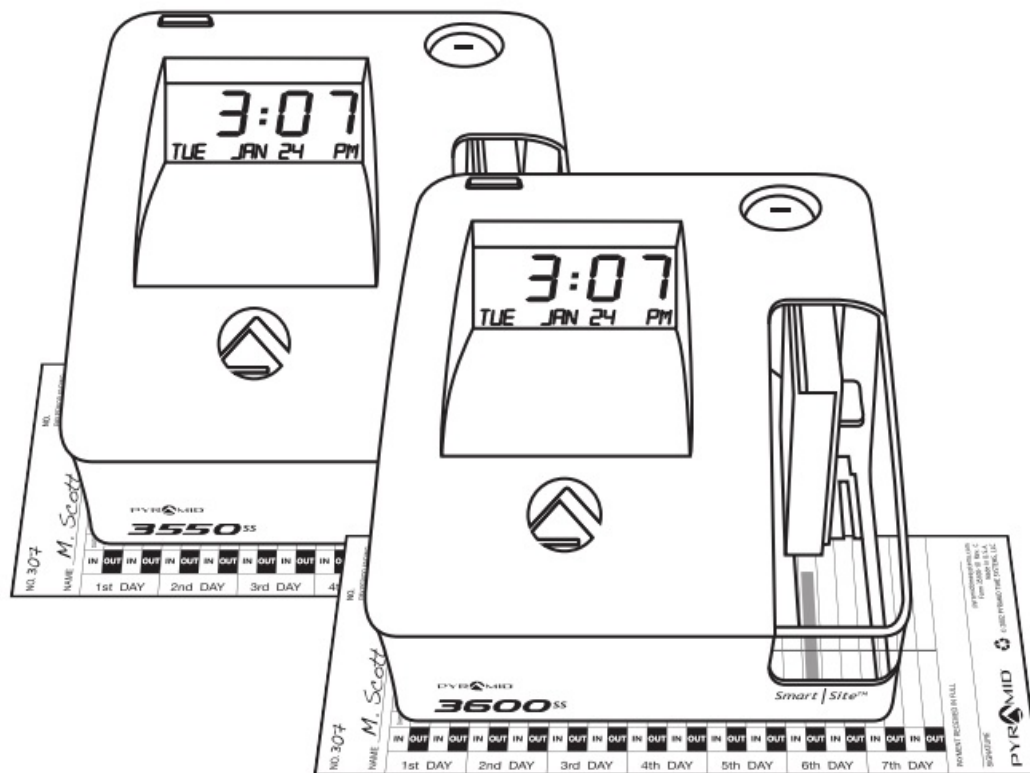# PYROMID 3550SS 3600SS Time Clock and Document Stamp User Guide

Contents

PYRAMID™

PYROMID 3550SS 3600SS Time Clock and Document Stamp

Spanish and French user guide available at **pyramidtimesystems.com**

Copyright Information

PRODUCT OVERVIEW

Thank you for choosing a 3550ss/3600ss SmartSite™ Time Clock & Document Stamp! The 3550ss/3600ss are our most versatile time clocks, ready to perform employee time tracking, document stamping & preset message stamping. The 3600ss features custom message stamping & sequential page numbering. Both clocks feature the exclusive patent-pending SmartSite™ viewing guide and are equipped with a red LED alignment guide to ensure perfectly aligned time card punches & document stamping time after time.

The 3550ss/3600ss is able to punch employees In & Out and stamps time-sensitive docu-ments using one of 14 preset messages. The 3600ss also stamps custom messages with up to 2 lines of alphanumeric type and stamps sequential page numbering up to 9999 con-secutive stamps using automatic or manual stamping. Both clocks feature an adjustable document edge to accommodate any size document. Simple set-up, simple operation & simple ribbon changes make these time clocks a favorite with small business!

Please read through this User Guide for simple set-up & operation.

TIME CLOCK & DOCUMENT STAMP: FEATURES

Employee Capacity	Unlimited
Alignment	SmartSite™ Red LED guide
Custom Type (3600ss)	Date stamp & up to 2 lines (16 characters per line) alphanumeric custom type
Preset Messages	14 Preset Messages for stamping time sensitive documents
Counter Mode (3600ss)	Sequential numbering up to 9999
Loading	Side, adjustable document edge
Ribbon Ink	Black
Audio Signal (3600ss)	Buzzer/Speaker
Language Printing	English, Spanish & French
Printing	Semi-automatic or manual
Display	Time, date & day of week (AM/PM or Military Time Format)
Printing Format	Date & Time (AM/PM, Military, Military Hundredths, Military Tenths)
Printing	Dot matrix
Automatic Time Reset	Short months, Leap Year & Daylight Savings Time
Battery Back-Up	Safeguards data & settings for up to 7 days without power
Tamper-Proof	Security lock protects against costly time theft
Warranty	1-Year manufacturer's limited warranty

CONTENTS

3550ss/3600ss SmartSite™ Time Clock & Document Stamp

3550ss/3600SS User Guide

35100-10 Time Card (25)

Mounting Template

Security Keys (2)

Power Adaptor

WHAT YOU WILL NEED

Tape Measure	Pencil	Philips Head Screw Driver	Power Drill (Optional)
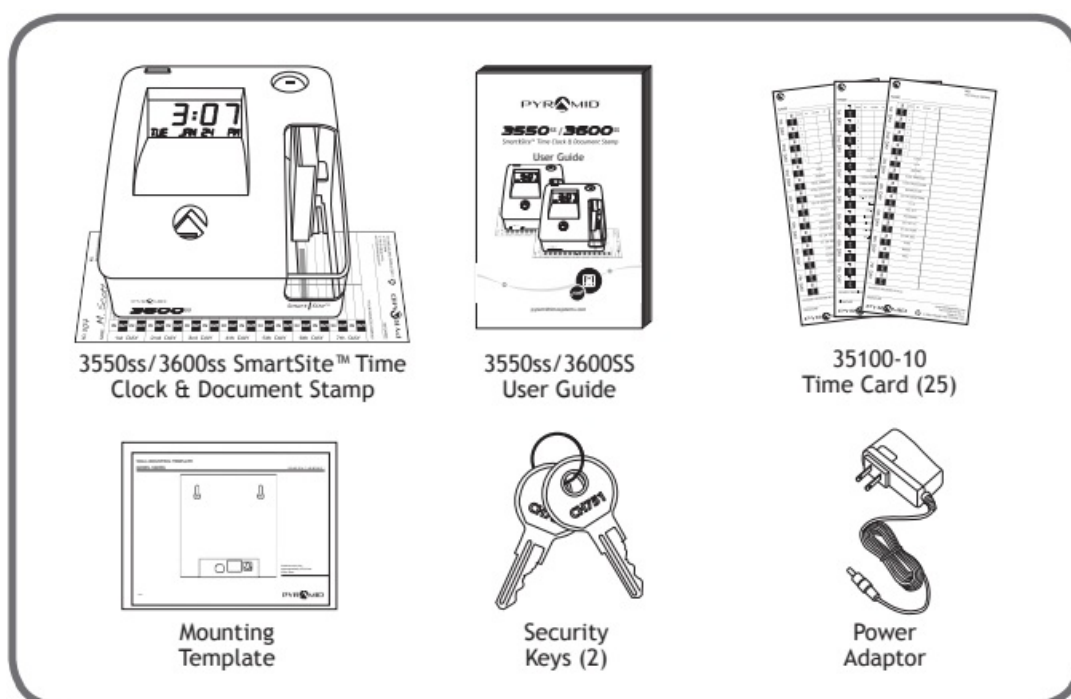
KNOW YOUR SERIAL #

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

SAMPLE
000000360012335040

Write your serial # here: ▶

SET UP

1. Remove time clock from carton & place on a flat, level surface.
2. Unlock & remove top cover.
3. Connect power adaptor in port located behind display screen & plug unit into AC wall outlet.

WALL MOUNTING

1. Select a location convenient to employees clocking IN & OUT. Be sure power outlet is within 5 feet of mounting location.
2. Use masking tape to hold mounting template on wall, making certain template is positioned so bottom of time clock is approximately 45 inches from floor.
3. Drill holes using template as a guide.
4. Remove template from wall & install #10 screws (not included), leaving approximately 3/16 inch of screws exposed. For sheetrock walls, use plastic anchors.
5. Hang time clock on wall, aligning keyholes on the rear with screw heads. Press downward on time clock until it lowers onto screws.
6. Plug unit into AC wall outlet.
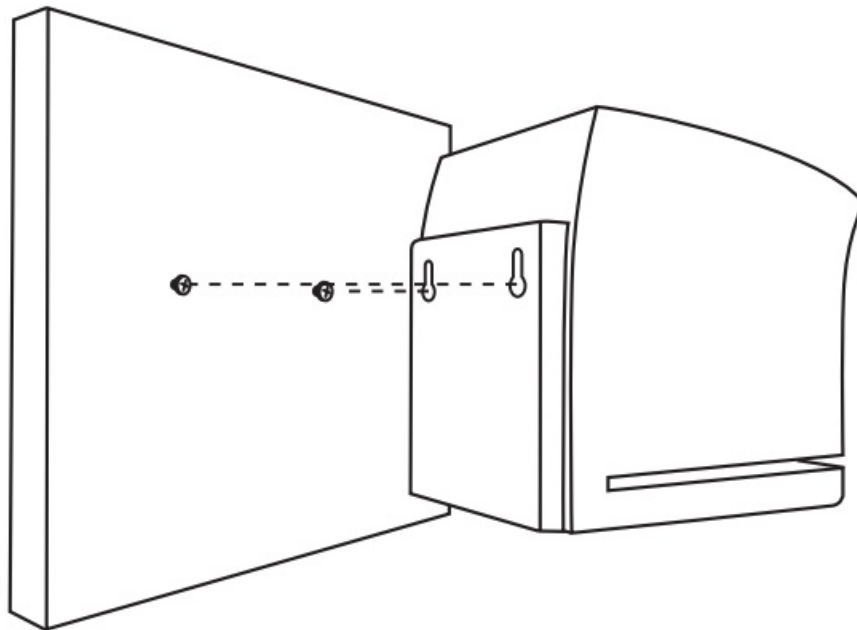
PROGRAMMING

1. Use key to unlock and remove top/front cover. Locate programming buttons labeled ,

SELECT, ▲ (UP) & ▼(DOWN)
.

2. Press SELECT until desired feature is displayed (see chart on page 5).

3. Press ▲(UP) & ▼(DOWN) to scroll through feature options.

4. Press SELECT to save option setting & move to next feature.

3550SS/3600SS TIME CLOCK & DOCUMENT STAMP: FEATURES SET UP
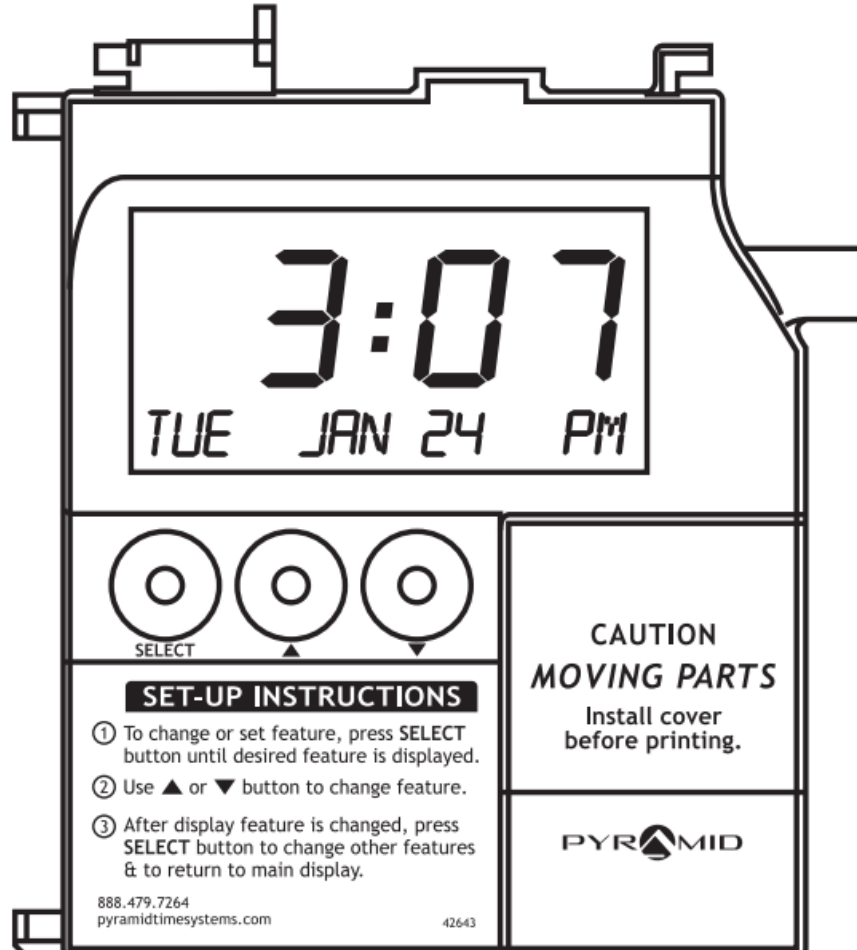
FEATURE (SELECT)	DISPLAY	OPTIONS (SCROLL ▲▼)
Set Language	LANG = ENGLISH	**ENGLISH,** French **(FRANCAIS),** Spanish **(ESPANOL)**
Set Date Format	DATE FMT = MMDDYY	MM/DD/YR (USA), DD/MM/YR (EURO), YY/MM/DD
Set Year	SET YEAR = 2015	DISPLAYED YEAR +/- 1 Year
Set Month	SET MONTH = JAN	DISPLAYED MONTH +/- 1 Month
Set Date	SET DAY = 1	DISPLAYED DATE +/- 1 Day
Set Daylight Savings Time (DST) Rule	DAYL'T SAV = USA	**USA:** USA DST: Begins 2nd SUN of MAR, Ends 1st SUN of NOV 2am **EURO:** European DST: Begins Last SUN of MAR, Ends Last Sun of OCT 1am **OTHER:** Set a custom DST Rule.[1] **OFF:** No adjustment for DST.
Set Format	DSPLY FMT = AM/PM	**AM/PM:** 12 Hour, **MIL:** Military, 24 Hour
Set Printed Time Format	PRINT FMT = AM/PM	**AM/PM:** 12 Hour (e.g. 3:30PM) **MIL:** Military, 24 Hour (e.g. 15:30) **ATAAP:** Military, 24 Hour, Minutes expressed in hundredths of one hour (e.g. 15.50) **24H.1:** Military, 24 Hour, Minutes expressed in tenths of one hour (e.g. 15.5)
Set Print Direction	PRINT DIR = RIGHT	**Right** = Print in right direction on time card. **Left** = Print in left direction on time card.
Schedule a Buzzer Event (3600SS)	SET EVENT # NO	**NO:** No event(s) scheduled. **YES:** Schedule event(s) SET EVENT #1-50, Page 9 (3600ss only)
Set Mode	MODE = AUTO	SEE PRINTING MODES PAGE 11
Setup Pre-programmed message (3600SS)	FORMAT = DATE TIME	SEE PREPROGRAMMED MESSAGES PAGE 6 (3600ss only)
Setup Cutom Message (3600SS)	SET FMT MSGS = NO	SEE CUSTOM MESSAGING, PAGE 6&7 (3600ss Only)
Set Hour	SET HOUR = 12AM	DISPLAYED HOUR +/- 1 Hour
Set Minutes	SET MINUTES = 0	DISPLAYED MINUTE +/- 1 Minute

SELECT DAY'L SAV=OTHER. SCROLL & SELECT START & END SUNDAY (Available options are the 1st, 2nd, 3rd, 4th and last Sunday of each month). Remember: The number of weeks in a given month changes each year. You will have to reprogram your custom DST if either the START or END date falls on the last day of the month.

MESSAGES & COUNTER MODE

The 3550SS/3600SS functions as a document stamp and is preprogrammed with 14 common message formats. In addition, the 3600SS allows you to enhance each of these preprogrammed messages with up to two lines of customizable print, or with a sequen-tial counter.

PREPROGRAMMED MESSAGES

1. In the FMT=DATE TIME (3550SS) menu or the SET FMT MSGS (3600SS) menu, press
    ▲(UP) or **▼(DOWN)** to choose "YES".
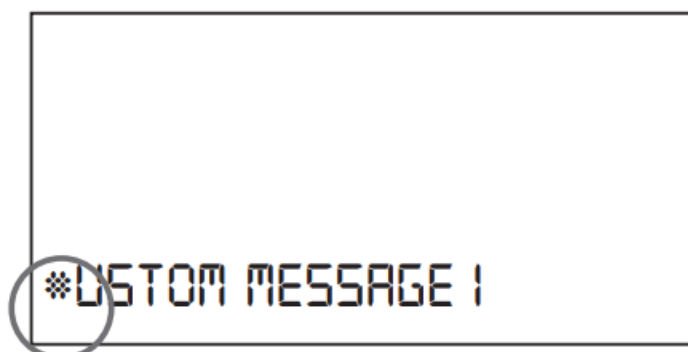2. Press SELECT.

3. Press ▲(UP) or ▼(DOWN) to scroll through preprogrammed messages. (see chart below)1

4. Press SELECT to choose desired message2 & advance to next menu.

5. If no custom message is desired "CST MSG1=NOTUSED", press SELECT, or to program a custom message "CST MSG1", follow steps on page 7. (3600ss Only)

6. If custom message is not desired "CST MSG2=NOTUSED", press SELECT, or to program a second custom message "CST MSG2", .

SET FORMAT MESSAGES (SET FMT MSGS)	
DISPLAY	**EXAMPLE**
FMT=DATE TIME (Default Settings)	JUL 12 07:46PM
FMT=DATE YR TIME	JUL 12 '15 07:46PM
FMT=DATE YR APVD	JUL 12 '15 APVD
FMT=DATE YR FAXD	JUL 12 '15 FAXD
FMT=DATE YR FILE	JUL 12 '15 FILE
FMT=DATE YR IN	JUL 12 '15 IN
FMT=DATE YR OUT	JUL 12 '15 OUT
FMT=DATE YR PAID	JUL 12 '15 PAID
FMT=DATE YR RCVD	JUL 12 '15 RCVD
FMT=DATE YR SENT	JUL 12 '15 SENT
FMT=DATE YR ORIG	JUL 12 '15 ORIG
FMT=DATE YR VOID	JUL 12 '15 VOID
FMT=DATE YR USED	JUL 12 '15 USED
FMT=DATE YR CMPL	JUL 12 '15 CMPL

By default, clock will print DATE TIME format if no message is selected.
Selected preprogrammed message will print first (date stamp).

CUSTOM MESSAGES (3600ss)

1. To program a custom message press s(UP) or t(DOWN) in "CST MSG1=NOTUSED" menu & press SELECT to choose "USE" custom message 1.

2. CUSTOM MESSAGE 1 displays on clock.

3. "✳" sign (cursor) will blink over first character position. There are 16 positions available for your custom message. Characters are alphanumeric (A-Z, blank, <counter>, 0-9).

4. Scroll thru each character using ▲(UP) or ▼(DOWN). Press SELECT to advance to the next character.1

5. Press SELECT after the 16th character. "CST MSG2=NOTUSED" will display on screen.

6. If a second custom message is not desired "CST MSG2=NOTUSED", press SELECT, or to program

a custom second message press s(UP) or t(DOWN) in "CST MSG2=NOTUSED" menu & press SELECT to choose "USE" custom message 2.

7. Repeat steps 3 & 4.

8. Pressing SELECT after the 16th character advances to final menu options, SET event #,

SET EVENT #, SET HOUR & SET MINUTES.[2]

COUNTER MODE (3600ss)

The counter mode is activated when SELECT " "<COUNTER>" " is in custom message position (see step 5 above). Every "DATE STAMP" is counted.

An increasing number (1,2,3,-9999) will print on the second or third time you print following "date stamp" or "custom message" (during a three second period).

NOTE: The counter is reset each time "SET FMT MSGS=NO" is enabled (=YES).

1. You may not move the cursor backwards. You must advance through all 16 character positions to save the message.

2. It is recommended to reset time after creating custom messages.

TIME CARDS

TIME CARD PRINT FORMAT

The time card (#35100-10 or 35100-10F) is used for weekly pay periods. Printing will appear as follows:

|	
PUNCH IN	JUL12 7:00AM
	Prints Month, Date & Punch Time
PUNCH OUT	JUL12 3:00PM
	Prints Month, Date & Punch Time

SET EVENT USING BUZZER (3600SS)

The 3600SS Time Clock & Document Stamp has an internal buzzer to alert workers of start times, breaks, lunch and dismissal times.

MENU : SET EVENT ▲▼
SCHEDULE AN EVENT (e.g. Ring Internal Buzzer)

FEATURE (SELECT)	DISPLAY	DEFAULT SETTING	OPTIONS (SCROLL ▲▼)
Set Event Schedule	SET EVENT *	NO	Scroll ▲(UP) or ▼(DOWN) to schedule event
Assign the Event a Number (1-50)	SET EVENT *		SET EVENT (e.g.1, 2, 3 ... 50)
Set the Event's Duration	EVENT *	OFF	OFF, .5 SEC, 1-15 SEC (determines length of time buzzer)
Set the Event's Hour	EVENT * HR =	12 HR: **12AM** 24 HR: **00**	EVENT HOUR +/– One Hour 12 HR: 12AM-11PM 24 HR: 00-23
Set the Event's Minute	EVENT * MIN =	00	EVENT MINUTE +/– One Minute (e.g. 00, 17, 59)
Set the Event's Day	EVENT * DAY =	ALL	One day event: SUN, MON, TUE, WED, THU, FRI, SAT All week event, SUN-SAT: ALL Monday thru Friday Event: M-F

USING TIME CLOCK

Align red LED SmartSite™ alignment guide to location where time stamp is desired
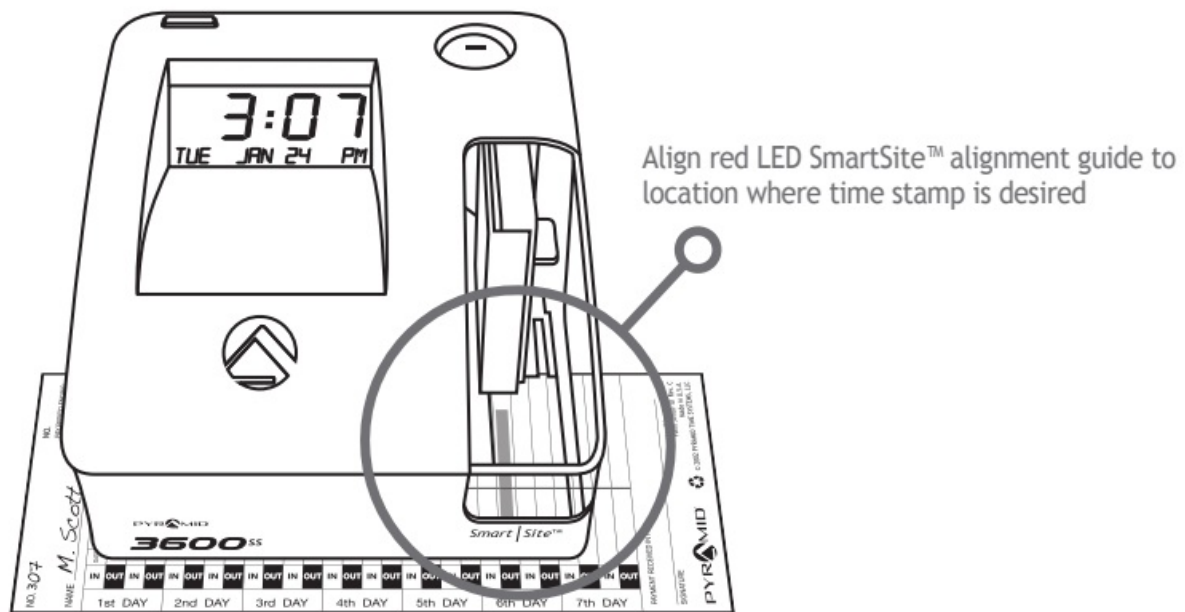
1. To punch time card or stamp document, gently feed time card (35100-10 or 35100-10F) or document into slot at base of time clock, while aligning red LED SmartSite™ alignment guide to location where time stamp is desired.

2. Continue to feed time card or document until the print actuator is activated.

PRINTING MODES

The 3550SS/3600SS can be set to print automatically or manually using the SET MODE feature. When set to AUTO the clock will print whenever the actuator is activated.
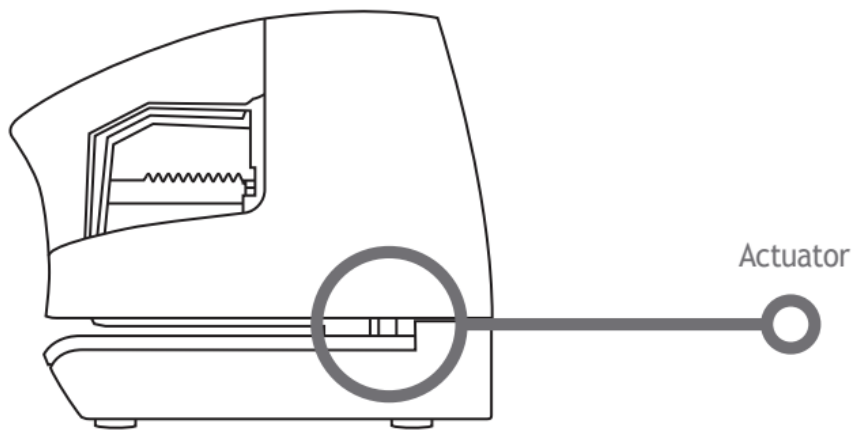When set to MANUAL, the clock will only print when the "manual button" located in the left hand corner above the display screen is pressed.
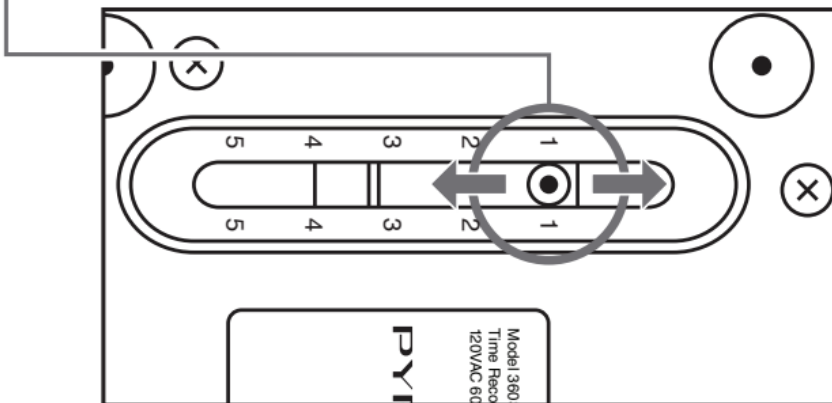

Manual button
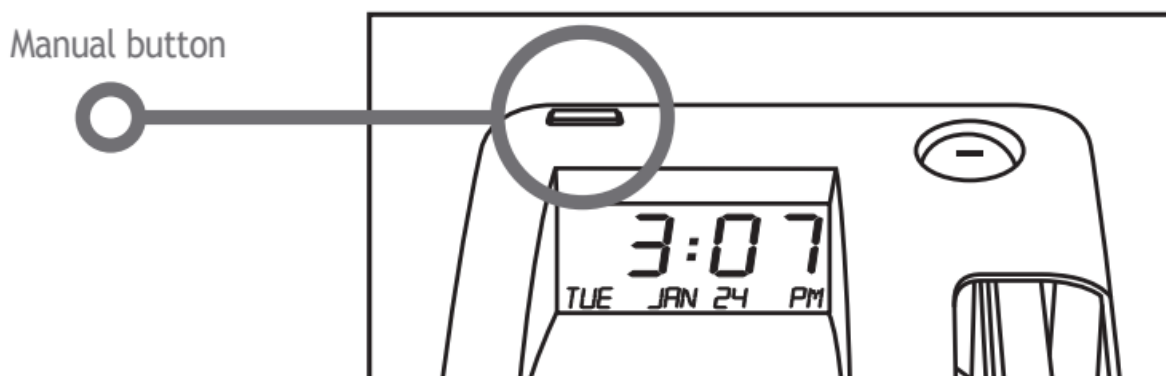
ADJUSTING DOCUMENT EDGE

The actuator can be adjusted to accommodate different document

1. Place clock on its side so the viewing window is facing

② Locate the **"actuator adjustment knob"** on the bottom of the clock.

③ Push **"actuator adjustment knob"** in while sliding the actuator back and forth to adjust position.

PRINTING CUSTOM MESSAGES (3600SS)

Scenario: It is 7:46AM on 7/12/13. You have selected "DATE YR FILE" from the Set Format Messages "(SET FMT MSGS)" menu. You have set Custom Message 1 "(CST MSG 1)" to PYRAMID TIME SYS. You have set Custom Message 2 to "<COUNTER>". The clock will print to your document as follows:

First print DATE   JUL12'13 FILE
Second print MESSAGE 1   PYRAMID TIME SYS
Third print MESSAGE 2   1

After clock prints date stamp (line 1) "JUL 12'13" you have three seconds to print custom message (line 2), "PYRAMID TIME SYS". If you do not print first custom message (line 2) within 3 seconds, the clock will revert to date stamp (line 1).

Example A
First print DATE   JUL 12'13 FILE
Second print MESSAGE 1   JUL 12'13 FILE

After you print first custom message (line 2), "PYRAMID TIME SYS", you have three seconds to print second custom message (line 3), "1". Again, if you do not print second custom message (line 3) within 3 seconds, the clock will revert to date stamp (line 1).

Example B
First print DATE   JUL 12'13 FILE
Second print MESSAGE 1 PYRAMID TIME SYS
Third print MESSAGE 2   JUL 12'13 FILE

After you print second custom message (line 3), "1", the clock will revert to date stamp (line 1).

Example C
First print DATE   JUL 12'13 FILE

NOTE: Each time date stamp prints(Examples A, B & C) the counter advances +1 (even though sequential numbers did not print).

REPLACING RIBBON CARTRIDGE

1. Unlock and remove cover.
2. Press ▲(UP) for 3 seconds to park ribbon carriage.
3. Unplug power to time clock *IMPORTANT*.
4. Turn clock on its side so ribbon cartridge & holder are on top.
5. Slide actuator to far left (see diagram).
6. Remove old ribbon cartridge by holding tab and lifting up.
7. Snap in new ribbon cartridge between printer head and mylar.
8. Replace cover, lock unit & plug in.
9. Feed time card through unit to test print quality.
10. Readjust the actuator.
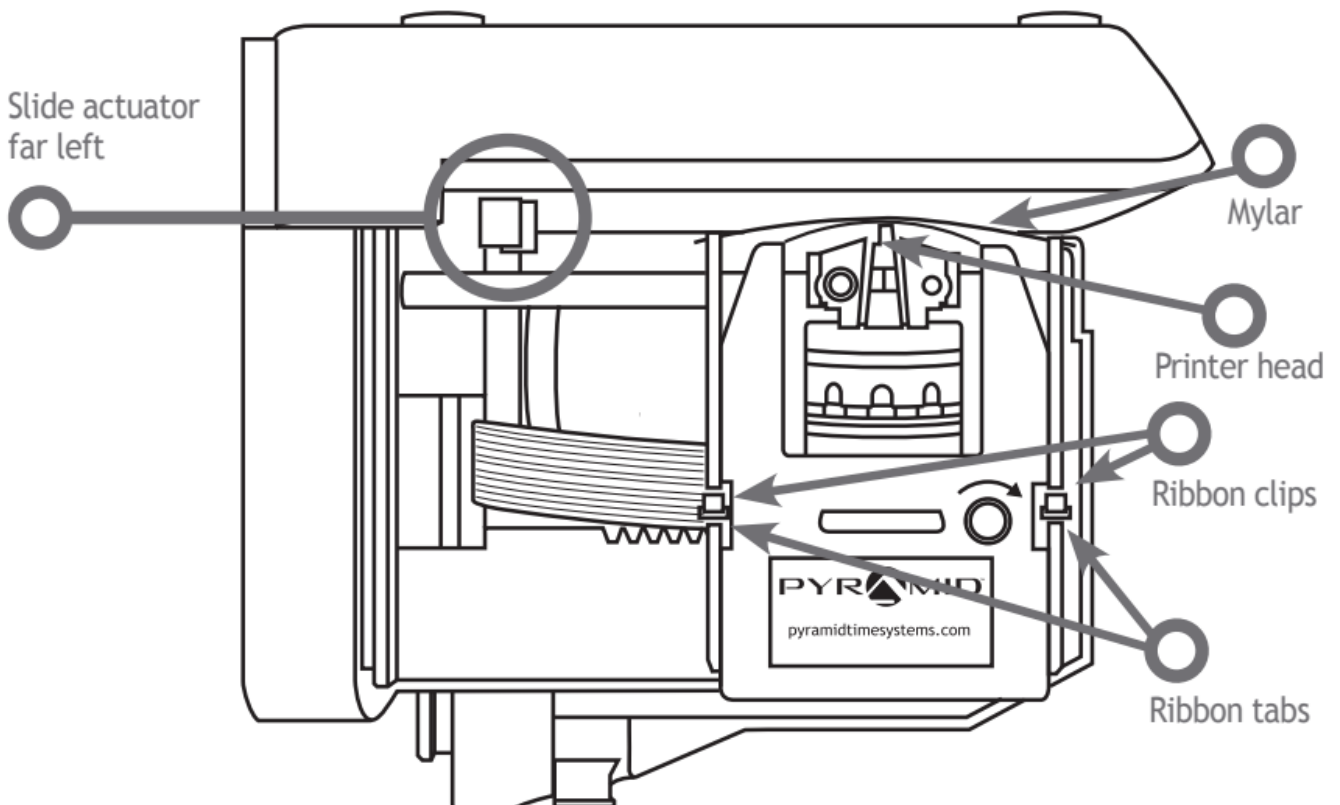
If the ribbon is not completely over print head the resulting print will show incomplete characters. If ribbon cartridge is not completely snapped in holder, the resulting print will be increasingly lighter.

MASTER RESET

1. Unplug power to time clock.
2. Press & hold ▲(UP) button while plugging unit back in.
3. Immediately release ▲(UP) button when "88:88, time not set" displays.
4. Re-program time clock.

   NOTE: If ▲(UP) is held too long, the time clock will move to "PARK MODE".

   Press ▲(UP) again to return to "PRINTING MODE".

FAQS

Do I have to use special cards?
Pyramid 35100-10 or 35100-10F (French) cards are designed for use with the 3550SS/3600SS when it is used for payroll, but you can use it to stamp other documents.

What does ATAAP mean?
ATAAP is the acronym used by the U.S. government that describes how time is accounted for using hundredths of hour (i.e. one and a quarter hours equal 1.25 hours).

ACCESSORIES

3550SS/3600SS : ACCESSORIES

PART #	DESCRIPTION
5000R	Replacement Ink Ribbon Cartridge
35100-10	Time Cards (100pk)
35100-10M	Time Cards (1000pk)
35100-10F	Time Cards (100pk) English/French
35100-10FM	Time Cards (1000pk) English/French
400-3	25 Capacity Adjustable Time Card Rack
400-X	25 Capacity Expanding Time Card Rack
300-1	Heavy Duty Metal Time Card Rack

LIMITED HARDWARE WARRANTY

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

this product.

- Please remember to register your product at pyramidtechnologies.com/ProductRegistration/.
- Pyramid Time Systems' responsibility under this warranty is limited to replacement of defective part(s). Replacement is the sole discretion of Pyramid Time Systems.
- For Return Shipments to Pyramid Time Systems, product must be shipped in its original carton or equivalent. The cost & method of return freight for warranteed 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 returned unit is not covered by this warranty.
- Any repair done by the customer without the consent from Pyramid Time Systems will automatically void the warranty.
- Users in countries other than Canada and 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.

CONTACT US:
For more information, visit pyramidtimesystems.com or call our technical support team at 888.479.7264 during regular business hours: 8am-5pm EST, M-F, or email **customersupport@ptitime.com**

SPECIFICATIONS

OPERATING CONDITIONS	
Temperature	0˚C - 50˚C, 32˚F - 122˚F
Humidity	10-95% RH, non condensing
POWER	100-240VAC, 50/60 Hz
POWER FAILURE	
Battery Back-Up	7 Days, Data & Time
Battery Life	10 Years
CALENDAR	Automatic Leap Year & Daylight Savings Time, Year up to 2050
CLOCK ACCURACY	Less than 30 seconds/year
WEIGHT	2.6lbs (1.17kg)
DIMENSIONS	6.125inW x 5.75inH x 6.75inD (15.5cm x 14.6cm x 17.2cm)
CERTIFICATIONS	UL and CUL (power supply)
MOUNTING	Desktop or Wall mountable

CONTACT US:
For more information, visit **pyramidtimesystems.com** or call our technical support team at 888.479.7264 during regular business hours: 8am-5pm EST, Monday-Friday.

Documents / Resources

PYROMID 3550SS 3600SS Time Clock and Document Stamp [pdf] User Guide
3550SS 3600SS Time Clock and Document Stamp, 3550SS 3600SS, Time Clock and Document Stamp, Document Stamp, Stamp

References

- **User Manual**