



Tera Electronic Time Clock Operation Manual

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Tera

Tera Electronic Time Clock



Package Contents

- Electronic Time Clock
- Time Card
- Ribbon Cassette

Please do not hesitate to contact us if you have any questions.

Important Notice: Please include your Order Number and Product Model Number in the email.

Official Customer Service

- **Email Address:** info@tera-digital.com
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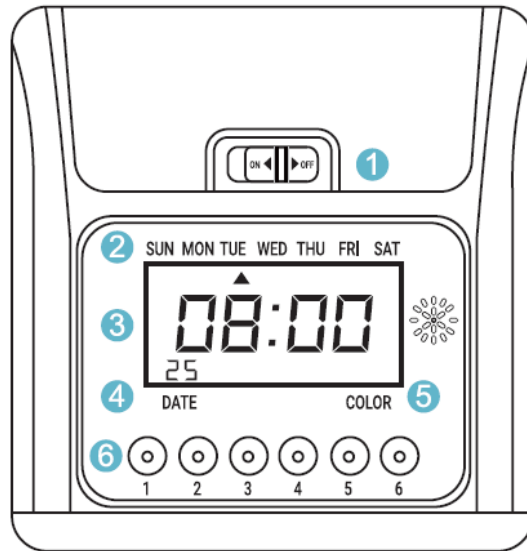
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User manuals are available in Spanish, French, Italian, and German, and can be downloaded from our website.

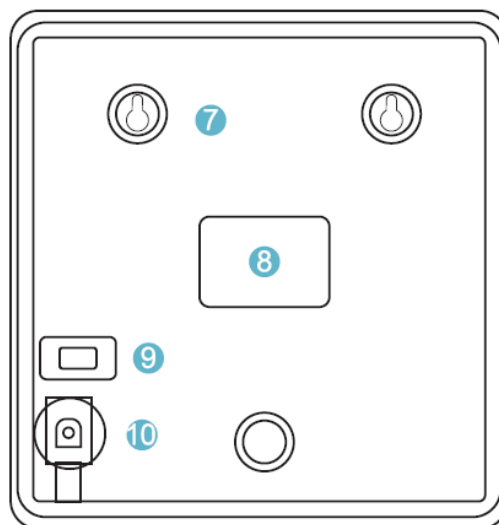
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Appearance and Display Layout



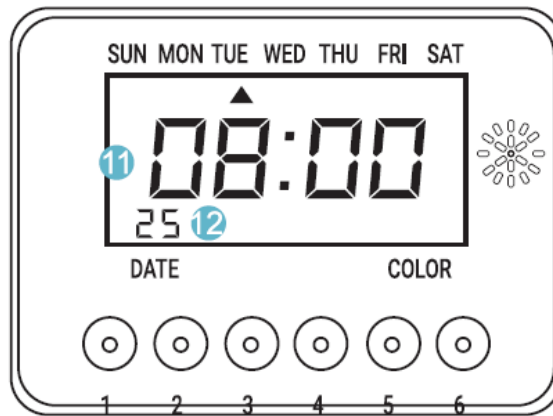
1. Latch
2. Day of the Week Indication
3. Current Time
4. Current Date
5. Printing Color
6. Printing Position and Buttons



7. Mounting Holes
8. Sticker
9. Reserved Holes for Backup Battery Lock

10. Power Supply Port

When in program mode

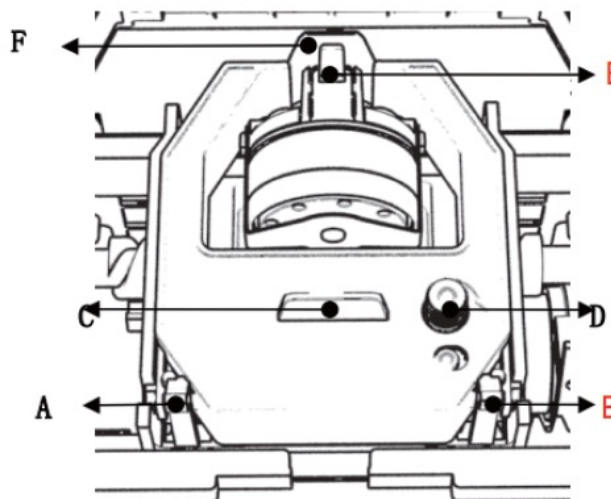


11. Parameters

12. Current Parameter Group

Installing the ribbon cassette

- **Step 1:** press [4] button.
- **Step 2:** Switch the latch to the ON position.
- **Step 3:** remove the cover.



- **Step 4:** remove the protective film on the installed ribbon cassette.
- **Step 5:** pull A and B backward and hold, and pull C to take out the ribbon cassette.
- **Step 6:** turn the knob of the new ribbon cassette in the same direction as shown by the arrow near the knob to tighten the ribbon. (Note: Must not turn the knob in the opposite direction. Improper handling causes malfunction of a ribbon cassette.)
- **Step 7:** make sure the ribbon is between the print head (E) and the ribbon mask(F)
- **Step 8:** push the ribbon cassette until it snaps into the clasps on both sides.
- **Step 9:** turn the knob of the ribbon cassette in the direction of the arrow to tighten the ribbon

Introduction

How to Enter Program Mode

- Long press [6] Button until all the indicators flash three times and the beeper emits three beeps, to enter the

program mode.

- (If you have set a four-digit password, you should first enter the password)
- (If you cannot remember the password, please enter 9813 to activate program mode)

How to Adjust the Parameters

Press the [1] button to increase the flashing number or the [2] button to decrease the flashing number. When you have determined the appropriate value, press [3] button or [4] button to save the change and move to the next or previous parameter group

Group	Description
00	Year
01	Month
02	Day
03	Hour
04	Minute
05	Alarm Duration (0-99s)
06	Alarm 1
07	Alarm 2
08	Alarm 3
09	Alarm 4

10	Alarm 5
11	Alarm 6
12	Time when the clock shifts to the next row
13	Time when the clock shifts to the 1st column
14	Time when the clock shifts to the 2nd column
15	Time when the clock shifts to the 3rd column
16	Time when the clock shifts to the 4th column
17	Time when the clock shifts to the 5th column
18	Time when the clock shifts to the 6th column
19	Time when printing in red (In)
20	Time when printing in black (Out)
21	Time when printing in red (In)
22	Time when printing in black (Out)
23	Time when printing in red (In)
24	Time when printing in black (Out)
25	Alarm 7

26	Alarm 8
27	Alarm 9
28	Alarm 10
29	Alarm 11
30	Alarm 12
31	Printing Position
32	Card Side Detection
33	Standard Shift and Three Shifts
34	Password

Note:

The 12th parameter group means the time when the clock will move the print head to the position where the first column of the card is when placed in the card slot. By default, the time is set as 00:00 and it is not necessary to change it unless the schedule is three shifts, in which case the 12th parameter should be set as a time between the quitting time of the last work shift and the starting time of the first work shift. 32nd parameter group: Card Side Detection. There are only two parameters available: 00:00 (Disable detection) and 00:01 (Enable detection).

Quick Setup

Connect the time clock to a power supply, hold the [6] button until all the indicators flash 3 times and the beeper emits 3 beeps, to enter program mode.

1. On the lower left corner of the display appears 00, which indicates Press [1] button or [2] button to adjust the last flashing two digits to the current year. Press the [3] button to save the change and move to the next parameter group.
2. On the lower left corner of the display appears 01, which indicates Month. Press the [1] button or [2] button to adjust the flashing number to the current month. Press the [3] button to save the change and move to the next parameter
3. On the lower left corner of the display appears 02, which indicates Day. Press the [1] button or [2] button to set up for the Day. Press the [3] button to save the change and move to the next parameter group.
4. On the lower left corner of the display appears 03, which indicates Hour. Press the [1] button or [2] button to set up for Hour. Press the [3] button to save the change and move to the next parameter group.
5. On the lower left corner of the display appears 04, which indicates Press [1] button or [2] button to set up for Minute. Press the [3] button to save the change and move to the next parameter group.
6. On the lower left corner of the display appears 05, which indicates the Duration of a The default value is 00:10, which means the alarm will last for 10s. Press [1] button or [2] button to extend or shorten the duration. Press the [3] button to save the change and move to the next parameter group.
7. On the lower left corner of the display appears 06, which indicates the time when an Alarm starts. Press the [1] button or [2] button to change the Hour and then press the [3] button to continue to set up for Minute. Lastly, press the [3] button to save the change and move to the next parameter group. (If you don't need an alarm anymore, press the [5] button while the lower left corner of the display shows 06 and the Hour parameter is flashing, and the display will show—:—, meaning that the alarm is removed.)
8. On the lower left corner of the display appears 12, which indicates the time when the clock will move the print head to the next row. It is not necessary to change the default parameter if in a standard schedule. Simply press [3] to save the change and proceed to set up for other parameters.
9. On the lower left corner of the display appears 13, which indicates the time when the clock will move the print head to the 1st column. Press [1] button or [2] button to
Note: From the 6th group to the 11th group and the 25th group to the 30th group are all alarm groups, so the configuration steps are the same. Note that the time when the clock shifts to the 1st column must be earlier than the shift starting time. (The 13th group through 18th group can be set in the same way.)
10. On the lower left corner of the display appears 19, which indicates the time when the print head inside the clock will print in red. Press the [1] button or [2] button to change the Hour and then press the [3] button to continue to set up for Minute. Lastly, press [3] to save the change and move to the next parameter group. (The 19th group through the 24th group can be set in the same way.)
11. On the lower left corner of the display appears 31 , indicating the printing The default value is 00:05 and the printing is often in the center of the cell on the card Press the [1] button or [2] button to adjust the parameter so as to slightly change the printing position. Press the [3] button to save the change and move to the next parameter group. (The greater the number is, the higher the printing position will be.)
12. On the lower left corner of the display appears 32, which indicates the feature that detects the side of the card When this feature is enabled, the time clock will only accept the card which is placed with the correct printing side to the front. If the card is placed with the printing side to the back, it will not pull in the card. (Normally, if placed correctly, the time card is automatically pulled in, printed, and then ejected) If you don't want to change the setting, simply press the [3] button to save and move to the next parameter group.

13. On the lower left corner of the display appears 33, which indicates work shifts. By default, the parameter is 00:00, which means standard shift. If you need to enable three shifts, just change the parameter to 00:01 by pressing the [1] button, then press [3] to save the change and move to the next parameter group.
14. On the lower left corner of the display appears 34, which indicates the password. By default, there is no password. If you want to protect the time clock, you may add a password by entering four-digit codes using the [1] button and [2] button. When configuration is done, press [3] to save the change and move to the next parameter group. By this step, all the parameters are configured and you can hold the [6] button to exit program mode. (If you want to remove the password, just press the [5] button when the display shows the 34th group of parameter. The display will show--:, meaning the parameter is null.)
15. To reset the time clock, hold [1][5][6] buttons at the same time when the clock is in program mode.

FREQUENTLY ASKED QUESTIONS

What is the Tera Electronic Time Clock?

The Tera Electronic Time Clock is a digital timekeeping device used for recording employee work hours, managing attendance, and calculating payroll.

How does the Tera Electronic Time Clock work?

The Tera Electronic Time Clock allows employees to clock in and out by swiping their ID cards, using a PIN, or other authentication methods. It records the time and date of each entry for attendance tracking.

Is the Tera Electronic Time Clock suitable for small businesses?

Yes, the Tera Electronic Time Clock is suitable for small businesses as it provides an efficient way to manage employee attendance and streamline payroll processes.

Can the Tera Electronic Time Clock calculate employee work hours and overtime?

Yes, the Tera Electronic Time Clock can calculate work hours and overtime based on the clock in and out times, helping businesses track and manage labor costs effectively.

Is the Tera Electronic Time Clock compatible with biometric authentication methods?

The Tera Electronic Time Clock may support biometric authentication methods such as fingerprint or facial recognition, enhancing security and accuracy in time tracking.

Can the Tera Electronic Time Clock integrate with payroll software?

Many Tera Electronic Time Clock models can integrate with payroll software, allowing for seamless data transfer and automated payroll processing.

Does the Tera Electronic Time Clock have reporting capabilities?

Yes, the Tera Electronic Time Clock often comes with reporting features that enable businesses to generate attendance reports and analyze employee data.

Is the Tera Electronic Time Clock web-based or standalone?

The Tera Electronic Time Clock can be both web-based and standalone, depending on the model and the needs of the business. Web-based systems offer remote access and cloud storage.

Can employees access their time records on the Tera Electronic Time Clock?

Depending on the model and settings, some Tera Electronic Time Clocks may allow employees to access their time records and check their attendance data.

Is the Tera Electronic Time Clock compliant with labor laws and regulations?

The Tera Electronic Time Clock is designed to help businesses comply with labor laws and regulations by accurately recording employee work hours and overtime.

What is the warranty for the Tera Electronic Time Clock?

The warranty for the Tera Electronic Time Clock can vary by model and manufacturer but often ranges from 1 year to 3 years. Be sure to check the specific warranty terms for the model you purchase.

Is the Tera Electronic Time Clock user-friendly and easy to set up?

Yes, the Tera Electronic Time Clock is designed to be user-friendly, and most models are relatively easy to set up and use, with clear instructions.

Can the Tera Electronic Time Clock handle multiple shifts and schedules?

The Tera Electronic Time Clock is often capable of handling multiple shifts, schedules, and employee groups, making it versatile for various work settings.

Is the Tera Electronic Time Clock suitable for remote or mobile workforce management?

Some Tera Electronic Time Clock models offer remote and mobile workforce management features, allowing businesses to track employees working off-site or remotely.

Is the Tera Electronic Time Clock compatible with different payment methods?

The Tera Electronic Time Clock is compatible with various payment methods, including direct deposit, checks, and cash, to facilitate payroll processing.

Does the Tera Electronic Time Clock offer support and training for businesses?

Many Tera Electronic Time Clock providers offer customer support and training resources to help businesses set up and use the system effectively.

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