

How to set the calculating bar code card

Needtek CM 730

In the setting mode get into item 5.6 in manual SETTING TIME CARD & PAY PERIOD

1. In the setting mode, press + or—button
To chose setting number 06 on the left of the display
2. Press the ENTER button to enter setting.
3. press + or—button to select 00/01/02/03 for
Time card type.
*00-the normal monthly card (non calculating)
*01 weekly (barcode card)
*02 Bi-weekly (barcode card)
*03 Monthly (barcode card)
4. Press the ENTER button to enter setting.
- A. If 01 weekly has been chosen, the display will turn to weekday
Setting.
- B. Press the + or—button to select one of the weekdays
For pay period ending day, i.e the last day of the period
- C. If 02 Bi-weekly has been chosen select current week 01= side one 02= side 2
5. Press the ENTER button to enter setting.
6. Press the + or— button to select print format
* 00 Date printing
* 01 Work day number printing
* 02 Day of the week i.e Mo,Tu,We etc
7. Press the ENTER button to enter setting.
- A. If 02 is selected sub menu for languages follows
*01 = English
*02 = Spanish
*03 = German
*04 = French
*05 = Italian
*06 = Portuguese
8. Press the ENTER button to enter setting.

How to set time zones and break time deductions

1. Press the COLUM button to enter setting
01= Start time for calculation
02= Ending time for calculation
03= Starting time break 1
04= Ending time break 1
05= Starting time break 2
06= Ending time break 2
07= Starting time break 3
08= Ending time break 4