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Technical Bulletin.

202001 Concerto Time – Initial Setup and Reset

Date Revision

04Sep02 1.0

05Nov03 1.1 correct factory default buttons

Initial Setup

Please follow the instructions in the enclosed booklet (UB STAR – Concerto) from page 9, where the keys are numbered from right to left:

1) Office Hours In (Starting Work Key – right-most)

2) Office Hours Out (Finishing Work Key – right centre)

3) Overtime In (Starting Overtime Key – left centre)

4) Overtime Out (Finishing Overtime Key – left-most)

Press keys 1 & 2 together for 5 seconds to enter Setup:

Please note that for the first time (and after a factory reset) there is no Code Number to input – the display will show 4 dashes, just press key 1 to go to the next step. You will have a chance to enter your code later in the setup.

To cancel Setup at any time just press keys 1 & 2 together.

Use key 2 to choose which part of the **Time & Date** to adjust (see page 11) – then adjust with keys 3 (subtract 1) and 4 (add 1), and select the next part of Time & Date with key 2.

Press key 1 to go to the next step – **Adjustment of Starting Work Time** (see page 12), the right most arrow will flash. Key 2 is again used to choose which bit to adjust (hh, mm or bell) and adjustment is with keys 3 & 4.

Press key 1 to go to the next step – **Adjustment of Finishing Work Time** (see page 13), the right most arrow will flash. Key 2 is again used to choose which bit to adjust (hh, mm or bell) and adjustment is with keys 3 & 4.

Press key 1 to go to the next step – **Adjustment of Starting Overtime** (not mentioned in the manual), the right most arrow will flash. Key 2 is again used to choose which bit to adjust (hh, mm or bell) and adjustment is with keys 3 & 4.

Press key 1 to go to the next step – **Adjustment of Finishing Overtime** (not mentioned in the manual), the right most arrow will flash. Key 2 is again used to choose which bit to adjust (hh, mm or bell) and adjustment is with keys 3 & 4.

Press key 1 to go to the next steps – selection of 24 **music time announcement** slots – again adjusted by keys 3 & 4, go to each of the next steps with key 1.

The final press of key 1 enters the step to change the **Code Number** – the first time this will be displayed as 4 dashes. It is changed in two parts similar to changing the time above – using key 2 to switch between the left & right pairs of digits and then keys 3 & 4 to decrease or increase the 2 digit number. Once the desired code number is set go back to normal mode by pressing key 1.

Please make a secure note of your code number – the only way to enter setup without a code number is to return all settings to the factory default.

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The information contained in this document is correct to the best of our knowledge. However, where third-party products are involved we cannot be held responsible for errors and omissions – please check with the manufacturer for up to date information.

E. & O.E.

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Reset to Factory Defaults

Warning: this erases all settings made in setup mode – and requires a new Time & Date etc to be re-entered.

- 1) Unplug the mains power supply.
- 2) Press the centre keys (2 &3) together.
- 3) Keep the keys pressed while plugging the mains supply back in.
- 4) 4 dashes will be displayed – with the left pair flashing
- 5) Press the left-most key (4) – 2 zeros will be displayed and flashing at the left pair
- 6) Press the right-middle key (2) – the right pair of dashes will flash
- 7) Press the left-most key (4) – 2 zeros will be displayed and flashing at the right pair
- 8) Press the right-most key (1) – the unit will now reset to factory defaults in normal mode.
- 9) Proceed with the setup steps as in the previous section.