



cincinnati time systems

Model 2000 Reader Replacement Instructions

1. If the Terminal is already in use, then Poll the Terminal to ensure that no punches will be lost.
2. Using the key, unlock the Terminal.
3. Depending on the type of Communication Module (RS-485, Modem or Ethernet), find the On / Off switch and move it to the "Off" position (Figure 1).
4. If an optional UPS Battery Module was installed, press the Battery Disconnect button to power down the Terminal (Figure 1).
5. Unplug the Terminal's Comm / Power cable from the Snap Port connector on either the RS-485, Modem or Ethernet Module or optional UPS Battery Module (Figure 1).
6. Flip the front of the Terminal over and remove the four (4) screws in the corners on the back cover. If this is a Biometric Reader to be replaced, remove the one screw located near the bottom left on the back cover.
7. Slide the back cover 90 degrees left or right to gain access to the existing Reader.
8. Unplug the existing Reader from the Terminal's circuit board and remove the Reader.
9. Insert the new Reader into the Terminal and plug it back into the circuit board.
10. Slide the back cover back to its original position and screw it back into place. For Biometric Readers, screw the one screw located near the bottom left on the back cover back in.
11. Plug the Terminal's Comm / Power cable into the Snap Port connector on either the RS-485, Modem or Ethernet Module or into the Snap Port connector on the UPS Battery Module (Figure 1).
12. Depending on the type of Communication Module (RS-485, Modem or Ethernet), find the On / Off switch and move it to the "On" position (Figure 1).
13. Close and lock the Terminal back into place.
14. Test both the new Reader and communications with the PC. If this was a Biometric Reader that was replaced you must first perform a "Set Switch" to the Terminal and re-download the templates back into the Reader before you are able to test it.

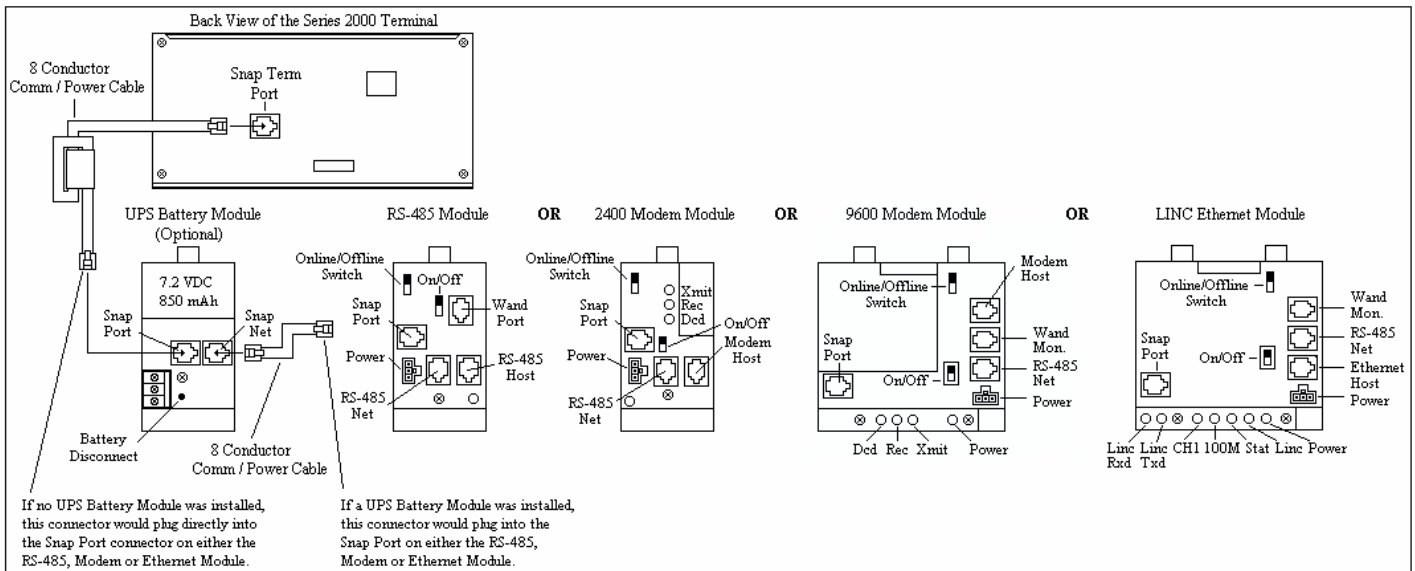


Figure 1