

# Hall Pass Timer Operating Instructions

Turn Hall Pass Timer ON by pressing RESET key on BASE unit; or, by removing PASS unit from BASE unit.

## 1. Setting Allotted Time

PASS unit must be in BASE unit to set Allotted Time. To set Allotted Time press RESET button on BASE unit. Allotted Time of 0, 2, 3, 4 or 5 minutes (highlighted in left side of LCD display of both BASE and PASS units) can be set as a target time for student to return.

**NOTE: If Allotted Time setting on PASS and BASE units become out of sync, place PASS in BASE and insert paper clip into RESET hole on back of BASE unit. This will reset both PASS and BASE units' Allotted Time to zero.**

## 2. Activation of Hall Pass Timer

If an Allotted Time other than 0 is selected, green "running" light flashes when PASS is removed from BASE. Yellow "warning" light on PASS will flash when 30 seconds of Allotted Time remains. Red "time expired" lights on PASS and BASE flash and a 5-second alarm beep emits from PASS and BASE when Allotted Time has expired. Alarm in BASE can be turned off with Alarm switch on bottom of BASE. Timer continues to run (maximum time of 99 minutes/59 seconds) until PASS is returned to BASE; then both PASS and BASE units reset to zero after 5 seconds...ready for next use.

## 3. Recall Time Memory

BASE unit stores last three times PASS was out of the BASE unit. Press RECALL once to access the last PASS time, 1 appears under MEMORY in the display and "recalled" time appears in time display. Press RECALL twice (2 in memory) for next to last PASS time. Press RECALL three times (3 in memory) for third stored time. If PASS is out of BASE when accessing a MEMORY time, the accessed MEMORY time will display for 20 seconds and then display will revert back to current running PASS time. If PASS is not in use, MEMORY time will be displayed for 10 seconds; then display will revert back to zero. MEMORY will not record any time of less than one minute.

## 4. Auto Off Mode

To conserve battery power, Hall Pass Timer will automatically turn off if PASS remains in BASE for four continuous hours. Pressing RESET key on BASE or removing PASS from BASE reactivates timer from Auto Off Mode.

## BATTERIES

2 AAA for both PASS and BASE units included.

## LIMITED WARRANTY

The Hall Pass Timer is warranted to be free from defects in material and workmanship for a period of one year from date of purchase.