

7-day Timer Switch User Guide

What is 7-day Timer Switch?

A 7 day Timer Switch reduces energy consumption by switching off equipment after office hours. It can be programmed to automatically switch off unused equipment thus avoiding equipment being left on stand-by at night or weekends.

Where to use?

Shared equipments are most suitable to be fitted with timer switch. Examples are:



Photocopier



Office Equipment



Microwave Oven



Printer



Water Dispenser

battery chargers, air purifier, etc.

How to use?

Simply program the timer to switch on/off equipment at desired time and plug in the equipment. The timer can be programmed to switch on/off at different times during the week. Users can also switch off equipment completely as desired such as Saturdays, Sundays and public holidays.



Communication with staff members



Proper notice should be placed on the equipment to inform colleagues the operation time of the equipment.



After office hour use

If necessary, staff may press the ON/OFF override button to switch on the equipment after office hours.

Alternatively, assign one set of equipment that will stay in operation longer and inform staff members to use that equipment after office hours.



Operation time – Copier 1
8:00am – 6:00pm



Operation time– Copier 2
8:00am – 6:00pm



Operation time– Copier 3
8:00am – 10:00pm

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