



Process Overview

Process Description:

This SOP provides step-by-step instructions for the successful operation of the Tork Digital Timer associated with the PICO Hot Food Cabinet. This document covers everything from setting the clock to creating a weekly schedule. The timer has the capacity to store up to 20 separate schedules, including On/Off times.

Purpose & Scope:

This SOP is intended for anyone using the Tork Digital Timer. It explains how to set the clock, manage Daylight Savings Time, and create up to 20 different schedules. The Tork Digital Timer has a rechargeable Lithium-Ion battery that charges when plugged into a standard outlet. After setting the clock initially, ensure the timer is plugged in whenever possible.

Setting the Clock

1. Set the Time:

- Press and hold the **CLOCK** button.
- While holding the **CLOCK** button, press the **HOUR** and **MIN** buttons until the desired time is displayed.

2. Daylight Savings Time (DST):

- To activate DST: Press and hold the **CLOCK** button for 5 seconds until **DST** appears on the right side of the screen.
- To deactivate DST: Press and hold the **CLOCK** button for 5 seconds until **DST** disappears.



Setting a Schedule

1. Initiate Schedule Setup:

- Press the **SET** button once to display **PROG 1 ON**.



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2. **Choose Frequency:**
 - Press the DAY button to select the frequency (every day, single days, every other day, etc.).
3. **Set Start Time:**
 - Use the HOUR and MIN buttons to set the desired start time.
4. **Set End Time:**
 - Press the SET button again to display PROG 1 OFF.
 - Use the HOUR and MIN buttons to set the desired end time.
5. **Complete the Schedule:**
 - Press SET to complete the first program.

Note: You can set up to 20 different schedules using this timer.

Setting a Countdown Timer

1. **Access Countdown Timer:**
 - Press SET repeatedly (approximately 40 times) until PROG CTD appears on the screen.
2. **Set Countdown Duration:**
 - Use the HOUR and MIN buttons to set the desired countdown duration.
3. **Activate Countdown Timer:**
 - Press SET again to enter the countdown time schedule.
 - To start the countdown, press HOUR and MIN together while the clock is showing.

Review & Signatures

Name/Title:

Date:

Revision History:

Revision	Date	Changes	Requested By