ACROPRINT 150RR4 Time Clock Time Recorder Instructions

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**Contents**

Product Overview

To Remove Case Cover

1. Turn key one quarter turn clockwise.

2. Lift case cover up then forward.

3. Reverse procedure to replace cove

To Set Time and/or Date

NOTE: Unless your recorder is equipped with continental (0-23) hours, all PM hours on the time card will be printed underscored (Ex.: 1:00). To change the time and/or date follow these steps:

1. Unplug recorder and remove Case Cover.

2. To Set Day/Date

   - A) Make sure current time setting is between midnight and noon (see note above).

   - **B)** Push down and release Yellow Lever **(seeFigure 1)** to set correct day/date.

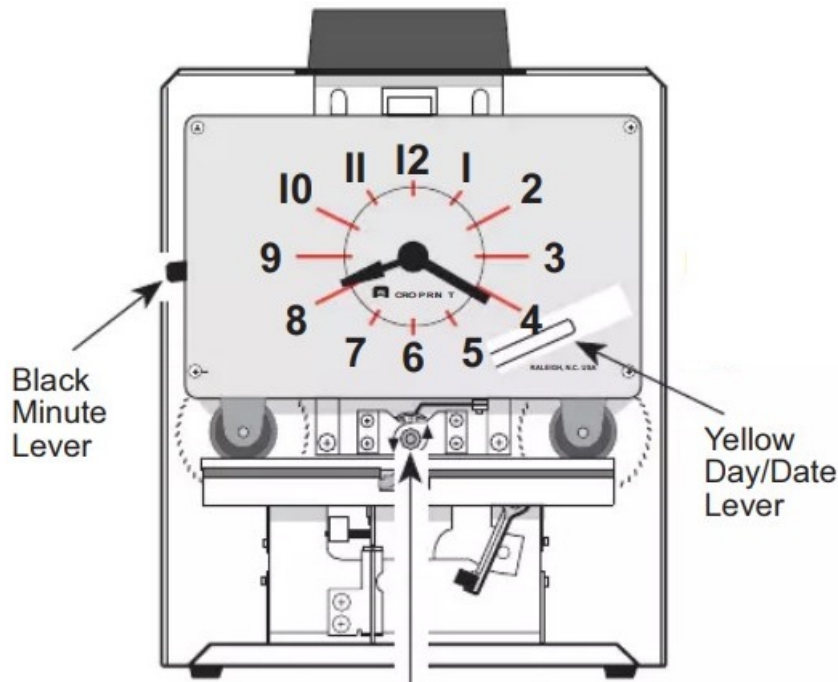   **Figure 1 (cover removed)**
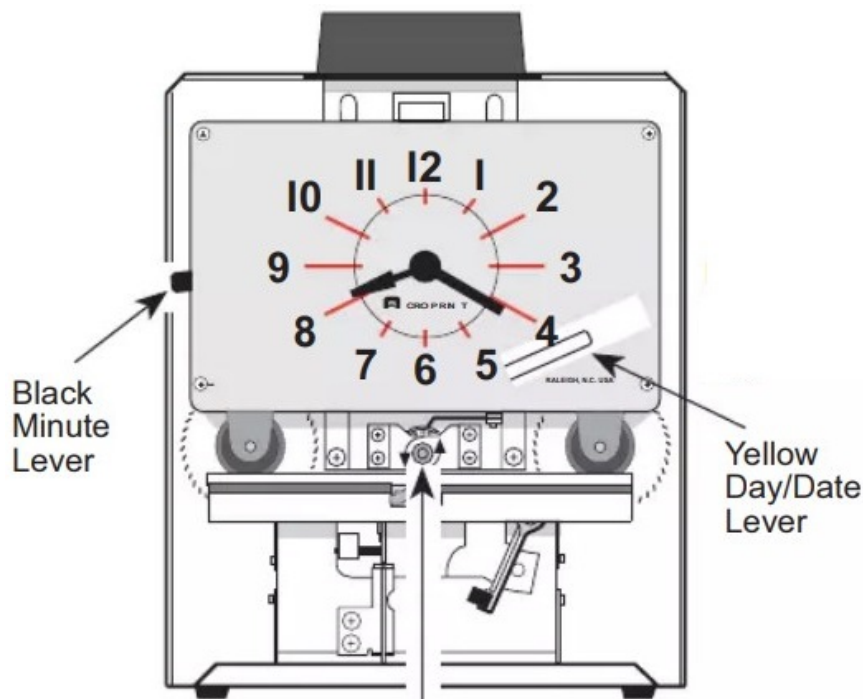
   - **C)** Plug in recorder and punch card to verify correct setting. Repeat steps A-C if reading is incorrect

3. To Set Time

   - **A)** Push down and release Black Minute Lever to set the correct time (see Figure 1). If minute lever does

not work, plug in recorder and wait for minute hand to advance, then unplug recorder and try lever again. DO NOT MOVE CLOCK HANDS TO SET THE TIME.

4. To Set Month (if so equipped)
   - **A)** Turn Month Knob **(see Figure 1)** counter- clockwise to select correct month.

   Figure 1 (cover removed)

Black Minute Lever

Yellow Day/Date Lever

   - **B)** Plug in recorder and punch card to verify correct setting. Repeat steps A-B if reading is incorrect.

5. To Set Year (if so equipped)
   - **A)** Insert point of pen into spoke on side of year wheel and rotate counter-clockwise.
   - **B)** Plug in recorder and punch card to verify correct setting. Repeat steps A-B if reading is incorrect

IMPORTANT NOTES

1. The date setting (if so equipped) MUST be manually reset to the first of the month each month, following any month with less than 31 days.
2. The month and year settings (if so equipped) MUST be manually reset every month/year.
3. To reset your recorder after a power failure follow the steps 1-5.
4. HINT: If clock is set slightly ahead of actual time, you may unplug it until it matches the correct time.

To Set Time and/or Date for Left Print Models

1. Unplug recorder and remove Case Cover.
2. To Set Day/Date
   - **A)** Follow the same steps as for standard models, but note the different location of Yellow Day/Date lever in **Figure 2. 3**) To Set Time
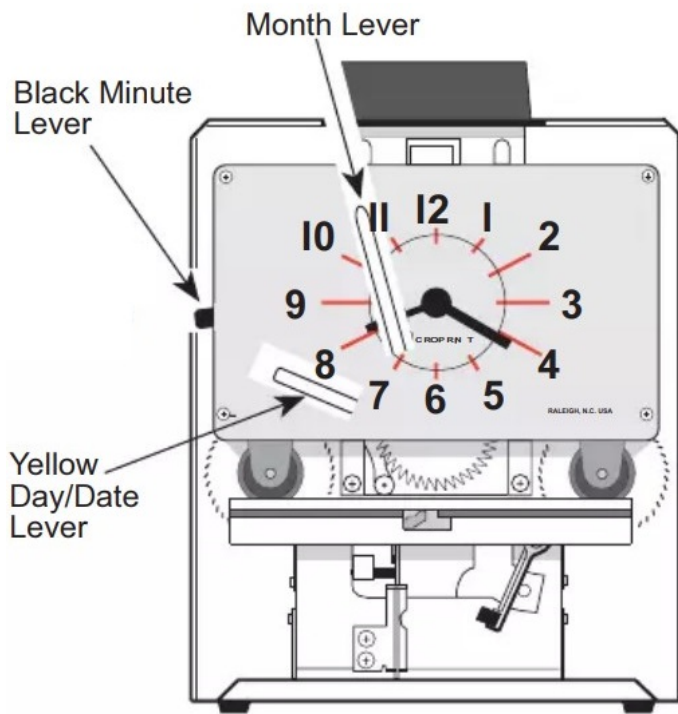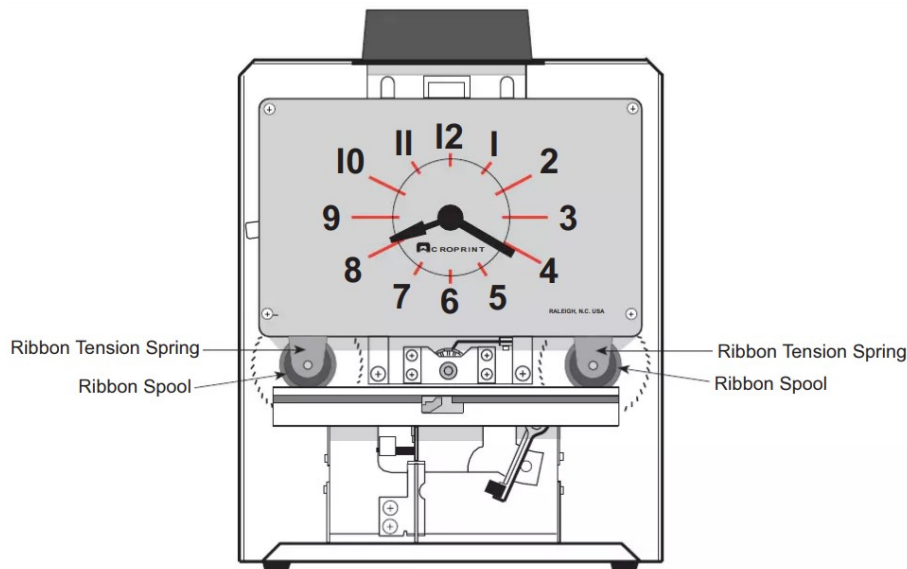
   Figure 2 (left print models)

Figure 3 (front view with cover removed)

- **A)** Follow the same steps as for standard models.

3. To Set Month (if so equipped)

- **A)** Move Month Lever (see Figure 2) to extreme left position then return slowly to right until an audible "click" is heard.
- **B)** Plug in recorder and punch card to verify correct setting. Repeat steps A-B if reading is incorrect.

4. To Set Year (if so equipped)

- **A)** Note that year set lever is located at the rear of the typehead assembly. Follow the same steps as for setting the month on left print models.

To Change Ribbon

A replacement Acroprint Ribbon is supplied on two spools. When ordering specify 20106-002 for two-color right margin print recorder, 20-106-000 for two-color left margin print recorder, or 20-0106-003 for solid blue ribbon. To replace the ribbon, perform the following steps

1. Note how ribbon is threaded. Pull right Ribbon Tension Spring **(see Figure 3)** forward and remove spool. Pull left Ribbon Tension Spring **(see Figure 3**) forward and remove spool. Remove and discard ribbon.

2. Insert new right Ribbon Spool with "hex" hole fitted on to "hex" shaft on the right ribbon feed ratchet. Thread ribbon, as noted in step 1. Insert new left Ribbon Spool with"hex" hole fitted on to "hex" shaft on the left ribbon feed ratchet. Turn right Ribbon Spoolcounter-clockwise to remove excess slack in ribbon.

Figure 3 (front view with cover removed)
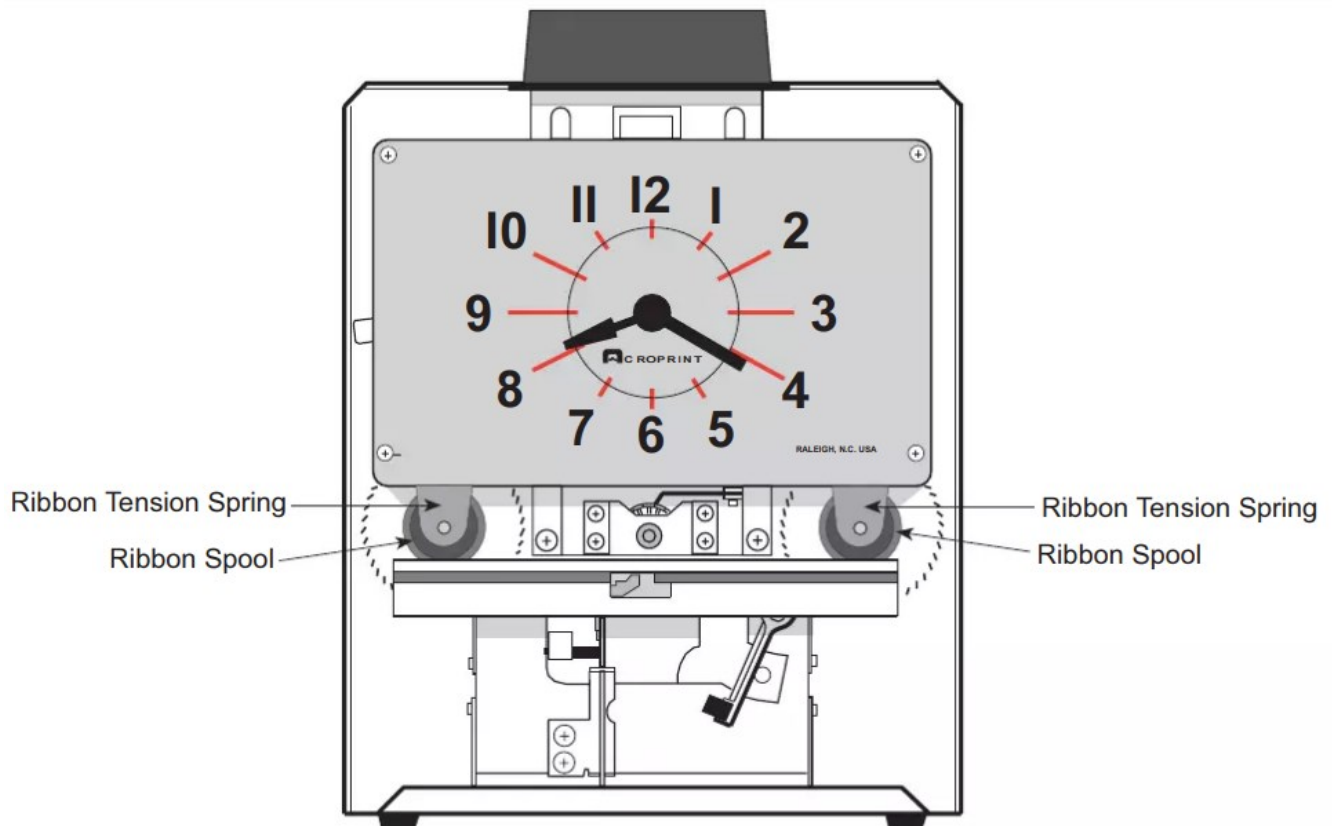
Installing the Time Recorder

Unpacking and Inspection

Carefully unpack your recorder and inspect it for any damage. Verify that the following accessories are included: three mounting screws, a case lock key, and the General Service Instructions. Report damage or shortages to the company from which the unit was purchased.

Site Requirements

The recorder should be mounted on a sturdy wall, shelf, or other support area. Do not use the recorder under the following conditions:

- extremely high or low temperature [operating range: 0° to 50° C (32° to 122° F)]
- extremely high or low humidity [operating range: 0 to 90% RH non-condensing]
- areas of high dust concentration
- areas with extreme vibration or when placed on an unstable or unlevel surface

Mounting the Recorder and Card Racks

The recorder requires an uninterrupted AC power supply, and should be mounted within 6 feet of a power receptacle to accommodate the unit's power cord. The suggested wall mounting layout for the recorder and optional card racks is shown in **Figure 4**. Suggestions for mounting on specific wall andshelf surfaces follow.

Figure 4 (suggested mounting layout)
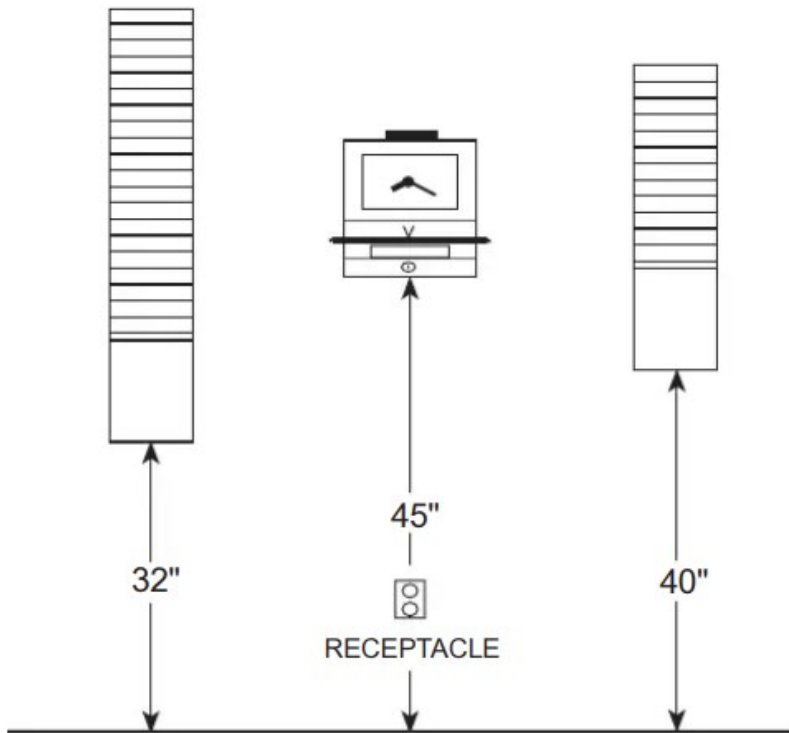
Wooden/Plywood Walls

You may use the three screws included with the recorder to mount the recorder. Install a screw in the wall 53″ above the floor. Leave enough of the screw protruding so the recorder will hang flat against the wall through the "keyhole" on back of the clock. Hang and level the recorder. Insert and tighten screws through the lower left and right mounting holes.

Masonry Walls

You may use plastic masonry anchors and screws available at your local hardware store to mount the recorder. Mark a location on the wall 53″ above the floor. Drill a hole with a 1/4″ masonry bit and insert a plastic anchor. Tighten a screw at this location, leaving enough of the screw protruding so the recorder will hang flat against the wall through the "keyhole" on back of the clock. Hang and level the recorder. Mark the location of the lower left and right mounting holes. Remove the recorder, drill holes, and insert anchors. Replace the recorder, insert and tighten screws through the lower left and right mounting holes, and fully tighten the "keyhole" screw

Sheetrock/Hollow Core Walls

You may use "molly" fasteners available at your local hardware store to mount the recorder. Follow the procedure for masonry walls, using the "molly" fasteners instead. Alternatively, you may use longer wood screws to attach the recorder to a stud behind the sheetrock, using the "keyhole" and the lower center mounting hole on the recorder.

Sheetrock/Hollow Core Walls

You may use "molly" fasteners available at your local hardware store to mount the recorder. Follow the procedure for masonry walls, using the "molly" fasteners instead. Alternatively, you may use longer wood screws to attach the recorder to a stud behind the sheetrock, using the "keyhole" and the lower center mounting hole on the recorder.

Maintenance

To obtain the best results from your recorder, we recommend periodic inspection, cleaning, and oiling throughout each year by an authorized dealer. For further information, contact your dealer or Acroprint Time Recorder Co., 5640 Departure Dr., Raleigh, NC 27616, U.S.A. IN USA 800.334.7190

Conversion Chart

If your recorder is equipped with a continental hour, tenths or hundredths wheel, please see the minute conversion chart below.

REGULAR / CONTINENTAL

MIDNIGHT

REGULAR	CONTINENTAL
12	0
1	1
2	2
3	3
4	4
A.M. 5	5
6	6
7	7
8	8
9	9
10	10
11	11

NOON

12	12
1	13
2	14
3	15
4	16
P.M. 5	17
6	18
7	19
8	20
9	21
10	22
11	23

DECIMAL EQUIVALENTS OF MINUTE TYPE WHEELS

Minutes	Tenths	Hundredths	Minutes	Tenths	Hundredths
0		.0	00	30	.5	50
1		.0	02	31	.5	52
2		.0	04	32	.5	54
3		.0	05	33	.5	55
4		.0	06	34	.5	56
5		.0	08	35	.5	58
6		.1	10	36	.6	60
7		.1	12	37	.6	62
8		.1	14	38	.6	64
9		.1	15	39	.6	65
10	.1	16	40	.6	66
11	.1	18	41	.6	68
12	.2	20	42	.7	70
13	.2	22	43	.7	72
14	.2	24	44	.7	74
15	.2	25	45	.7	75
16	.2	26	46	.7	76
17	.2	28	47	.7	78
18	.3	30	48	.8	80
19	.3	32	49	.8	82
20	.3	34	50	.8	84
21	.3	35	51	.8	85
22	.3	36	52	.8	86
23	.3	38	53	.8	88
24	.4	40	54	.9	90
25	.4	42	55	.9	92
26	.4	44	56	.9	94
27	.4	45	57	.9	95
28	.4	46	58	.9	96

**Declaration Of Conformity According To EMC Directive 73/23/EEC**

We declare under our sole responsibility that the magnetic stripe and/or bar code reading and/or data recording equipment Model 125/150/P150 Recorders to which this declaration relates are in conformity with the following standards: EN 60950-1:1992. I, the undersigned, hereby declare that the equipment specified above conforms to the above directive and standards.

Raleigh, North Carolina USA
December 6, 2001 W. Glenn Robbins

Documents / Resources
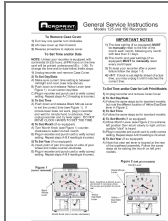
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