



TIME CLOCK WORLD

888 534-5994



E - Series

USER MANUAL



INDEX

INTRODUCTION	Page 1
GENERAL INFORMATION & MAINTENANCE	Page 1
ILLUSTRATION — MAJOR COMPONENTS	Page 2
SETTING THE TYPEWHEELS	Page 3
ADJUSTABLE PRINT IMPACT CONTROL	Page 4
DIGITAL CLOCK (Optional)	
SETTING CONTROLS	Page 4
SETTING DIGITAL CLOCK	Page 4
SYNCHRONIZATION OF DIGITAL CLOCK & TYPEWHEELS	Page 5
RIBBON REMOVAL/INSTALLATION	Page 6



INTRODUCTION

We thank you for purchasing an Acroprint Electric Stamp. Packaged with your machine are two (2) Keys, one (1) User Instruction Manual and the Warranty Card.

Before operating your Acroprint Electric Stamp, please read these instructions completely.

GENERAL INFORMATION

- * For your safety and to prevent damage to the machine, we recommend that you unplug the stamp from the wall receptacle when setting the typewheels, and/or changing ribbons.
- * Never allow the machine to print over metallic objects such as paper clips and staples. This could cause serious damage to the typewheels and die plates.
- * Never attempt to re-ink the ribbon. Use only ribbons furnished by your Acroprint Dealer
- * Never attempt to repair this machine should it fail to operate properly. Contact your Acroprint Dealer

MAINTENANCE

To obtain the best results from your Electric Stamp, we recommend periodic inspections, cleaning, and lubrication each year by an authorized dealer. For further information contact your dealer

MACHINE REFERENCE

Date Purchased _____

Model No. _____ Serial No. _____

Key No. _____

Acroprint Dealer _____

Address _____

City _____ State _____ Zip _____

Phone No. _____

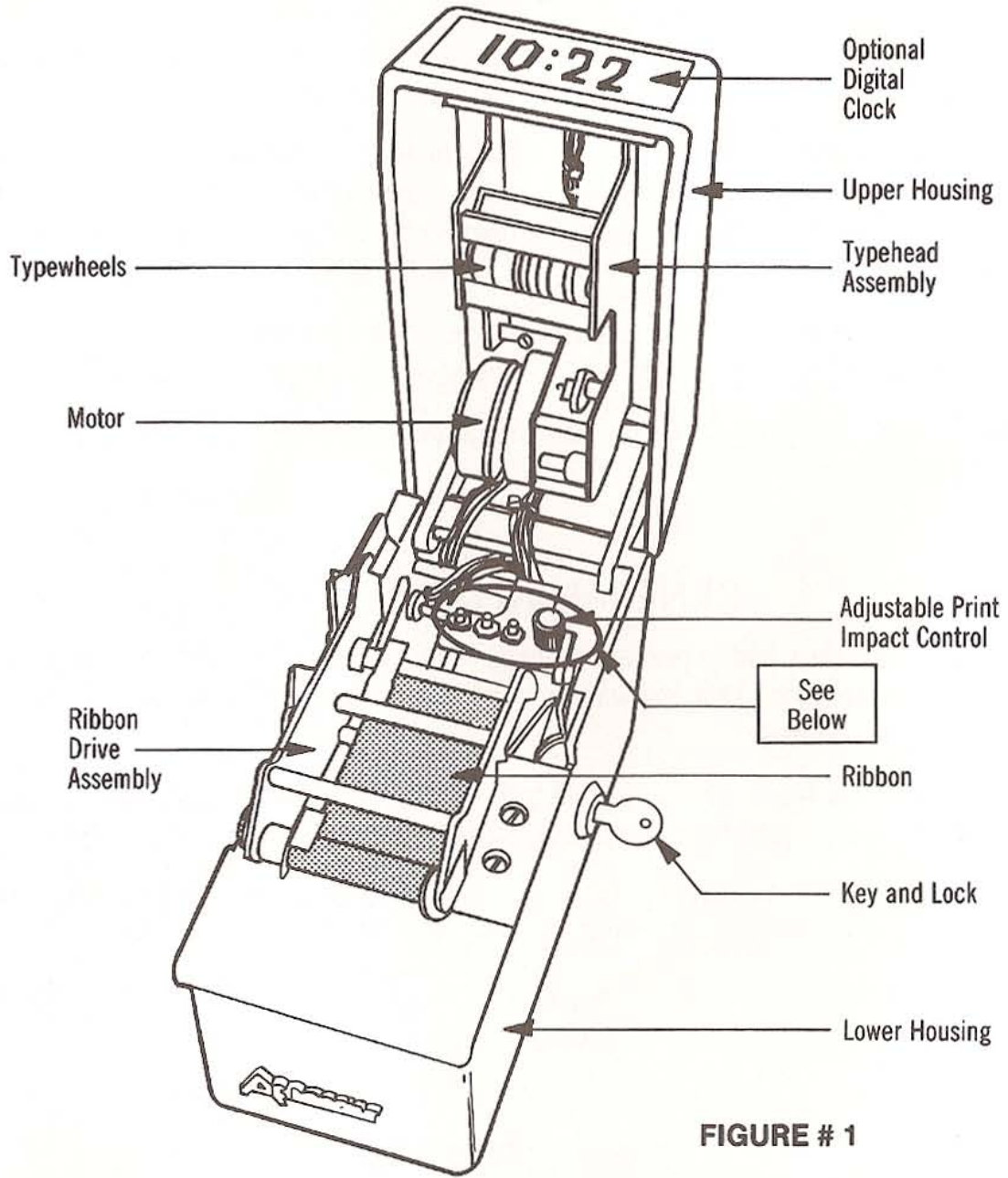


FIGURE # 1

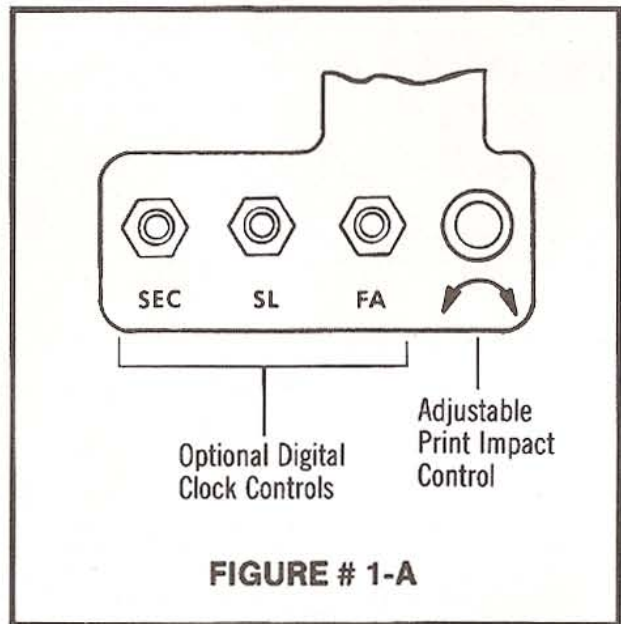


FIGURE # 1-A

SETTING THE TYPEWHEELS

Your Acroprint stamp is equipped with a typehead consisting of six or more typewheels which print specific information (ie: hours, minutes, date, year, etc.) during the printing process. It is necessary to set each typewheel to the desired position prior to placing the machine into operation.

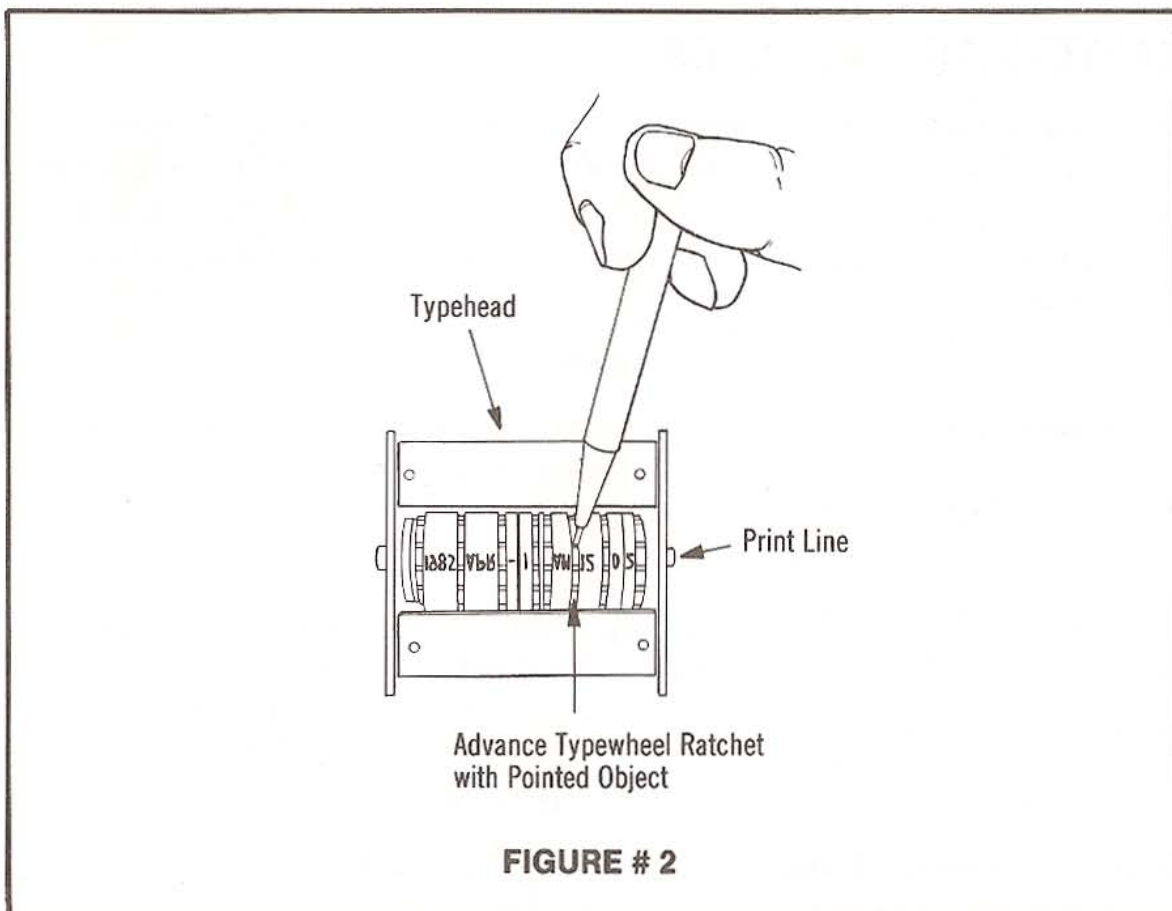
CAUTION: Be sure the machine is disconnected from the wall outlet when setting typewheels.

To set the typewheels, insert the key, which was supplied with your machine, into the lock and turn it counter-clockwise. This unlocks the upper housing which contains the typewheels. (See Fig. #1) Set each typewheel to the desired character by pushing the Typewheel RATCHET beside each typewheel in a downward direction with a pointed object such as a pencil or a ball point pen. (See Fig. #2) Lower the upper housing and lock it in place. Plug unit in and insert a clean piece of paper into the throat until the stamp is activated to verify the registration. The machine is now ready for normal use.

TIME/DATE STAMPS — After setting the typehead the machine will automatically rotate the wheels. It will be necessary for you to manually change the month wheel each month, reset the date wheels each month, and advance the year wheel on the first day of each year.

DATE STAMPS — It will be necessary for you to manually reset the date wheels daily.

NUMBERING MACHINES — The first six typewheels will advance automatically after each registration. All additional number wheels must be manually changed. If your numbering machine is equipped with a date section, the date wheels must be manually reset daily.



ADJUSTABLE PRINT IMPACT CONTROL

Your Acroprint Electric Stamp is equipped with an adjustable Print Impact Control (See Fig. #1-A). By turning this control in a clockwise direction you can easily adjust the printing impact from soft to very hard. The normal setting is midway between the soft and hard settings. When imprinting through several carbons we recommend the hard impact.

DIGITAL CLOCK — SETTING CONTROLS

If the model you purchased is equipped with a digital clock, you will find the setting controls beside the print impact knob located in the lower housing of the machine. (See Fig. #1-A) Each control is labeled with letters and operates as follows:

Time Stamp Digital Clock Setting Information

Setting Function	Command
SLOW SET:	depress "SL" switch
FAST SET:	depress "FA" switch
HOLD TIME:	depress "SEC" switch. While continuing to hold "SEC" down, depress "SL" switch. Note display will hold second's count until "SL" is released.
HOLD TIME & RESET SECONDS:	depress "SEC" switch. While continuing to hold "SEC" down, depress "FA" switch. Note display will reset seconds to "00" and hold seconds count until "FA" is released.

SETTING DIGITAL CLOCK

Plug the unit into an electrical outlet of proper voltage & cycles. As a normal response, the display will be flashing on and off. This will stop when you begin the setting process. Unlock and raise the upper housing. CAUTION: Use care when the machine is open to avoid electrical shock. Make a note of the clock time you set on the typewheels and proceed as follows:

Step	Description
1) Press & hold switch "FA"	Display rapidly counts up the hours and minutes. Hold switch down until you reach the correct current time in hours, then release switch. Be sure not to advance past desired time.
2) Press & hold switch "SL"	Display slowly counts up the hours and minutes. Hold switch down until the exact minute desired is displayed — immediately release the switch. (NOTE: the displayed hour & minute should be the same as the typewheel settings)

If synchronization is **not** necessary, clock setting is complete. Lower the upper housing and lock in place. The machine is ready for normal use.

SYNCHRONIZATION OF DIGITAL CLOCK AND TYPEWHEELS

If you so desire, the time on the display and typewheels can be synchronized to cycle at exactly the same time. To synchronize, proceed as follows:

Complete steps 1 & 2 as previously described.

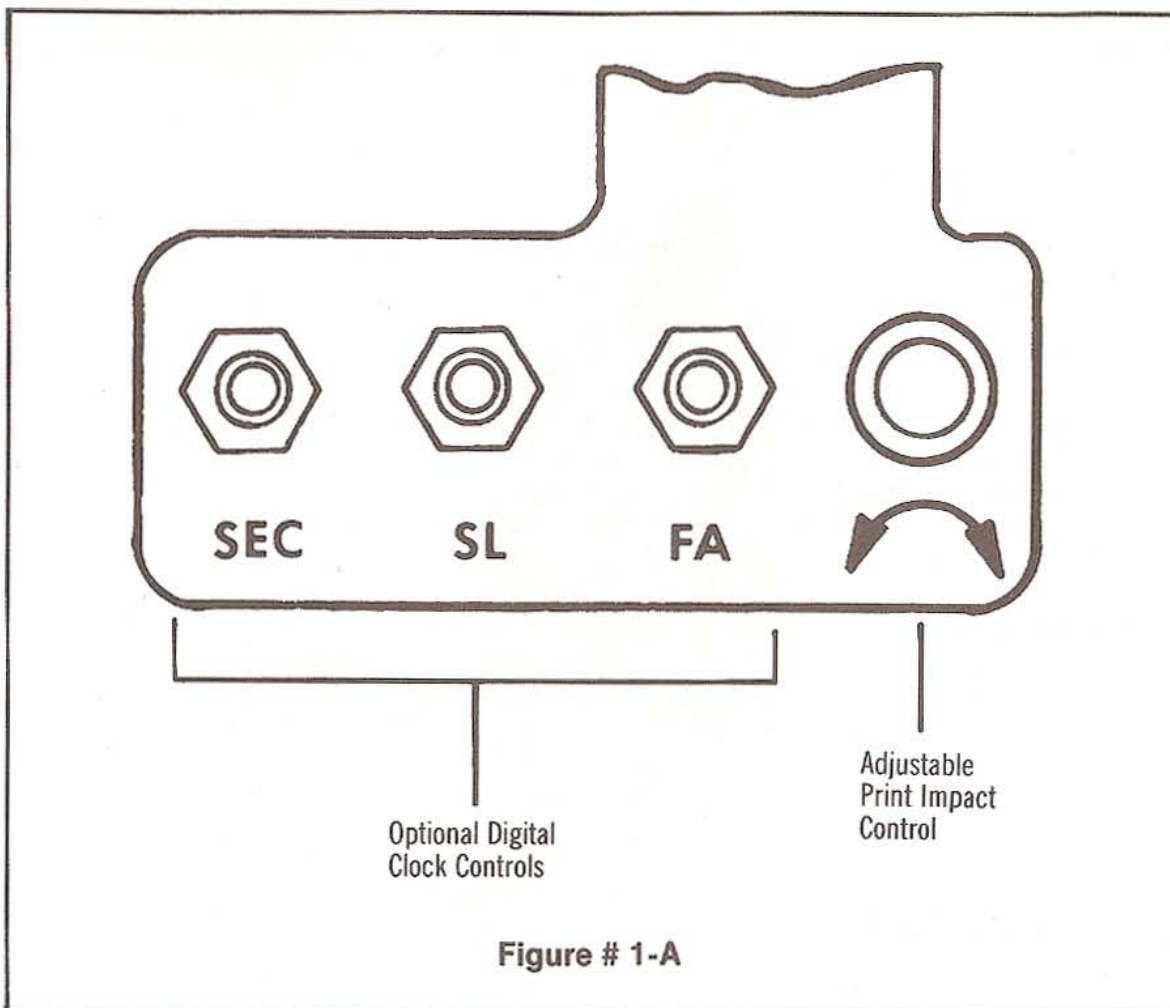
3) Press & hold switch "SL" Advance the digital clock display to one minute later than the minutes on the typewheels. (ie: if 9:25 is set on typewheels, set 9:26 on display) Then release the switch.

4) Press & hold switches "SEC" and then FA" Display shows 6:00 and holds. (The 6 represents the 6 minute mark of 9:26 and the 00 is the seconds)

When the typewheel advances you will hear a distinct click. Immediately release FA switch & then release "SEC" switch. The display will then show the current hour and minutes of the day.

5) Clock setting complete Lower upper housing and lock in place. Machine is ready for normal use.

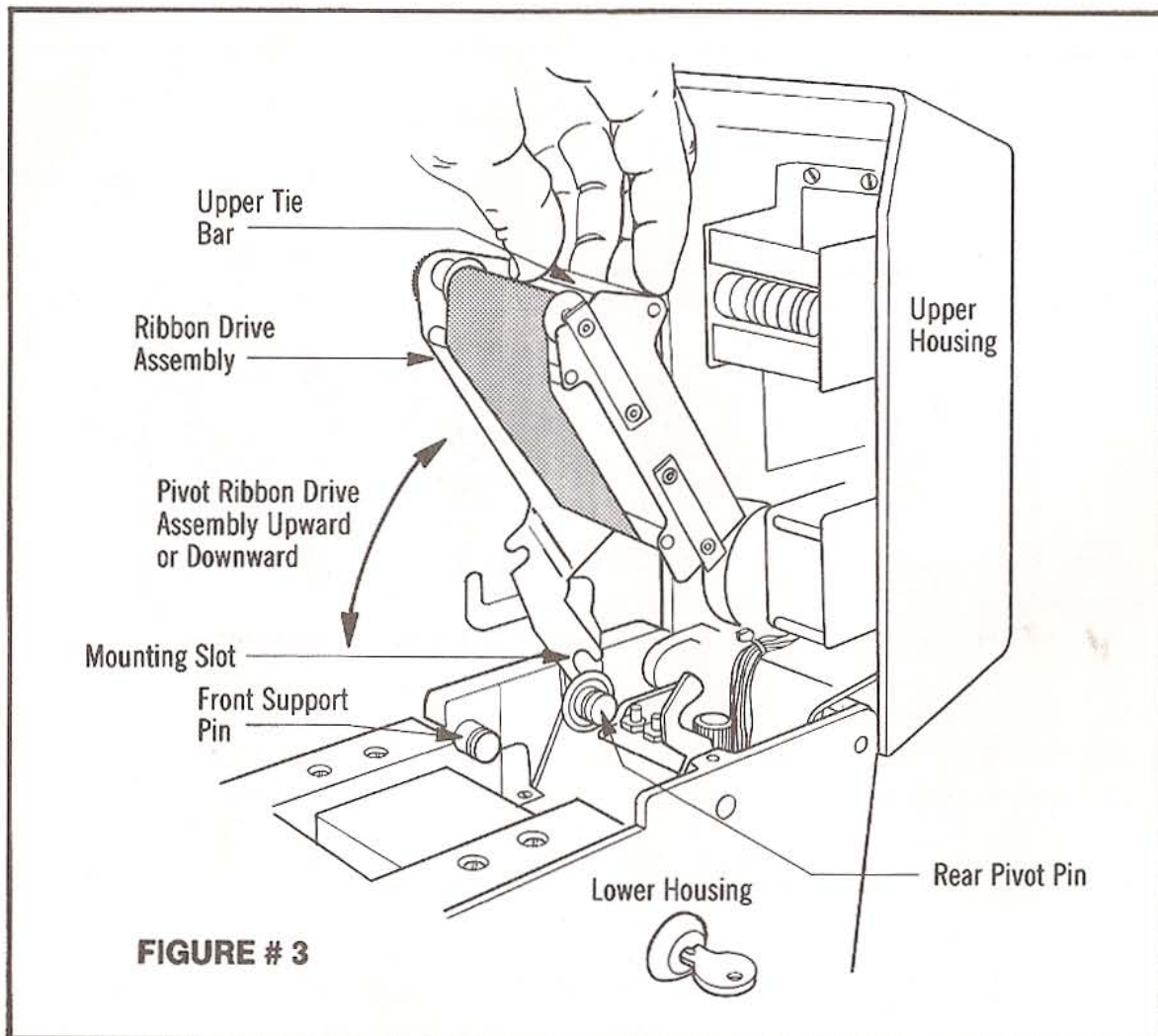
NOTE: Be sure to verify clock/typewheel settings by inserting a plain piece of paper into the throat and activate stamp. If incorrect, repeat steps 1 through 5 as necessary.

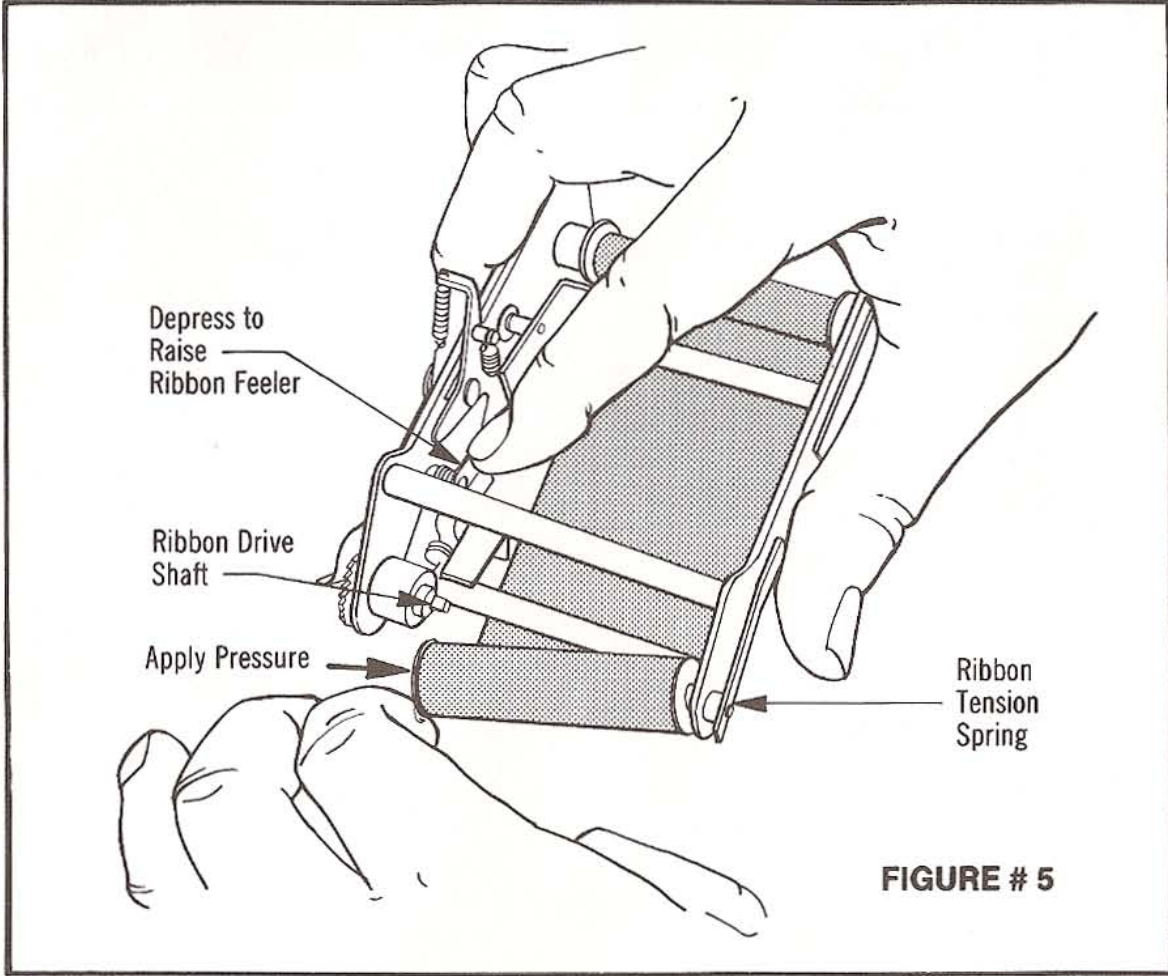
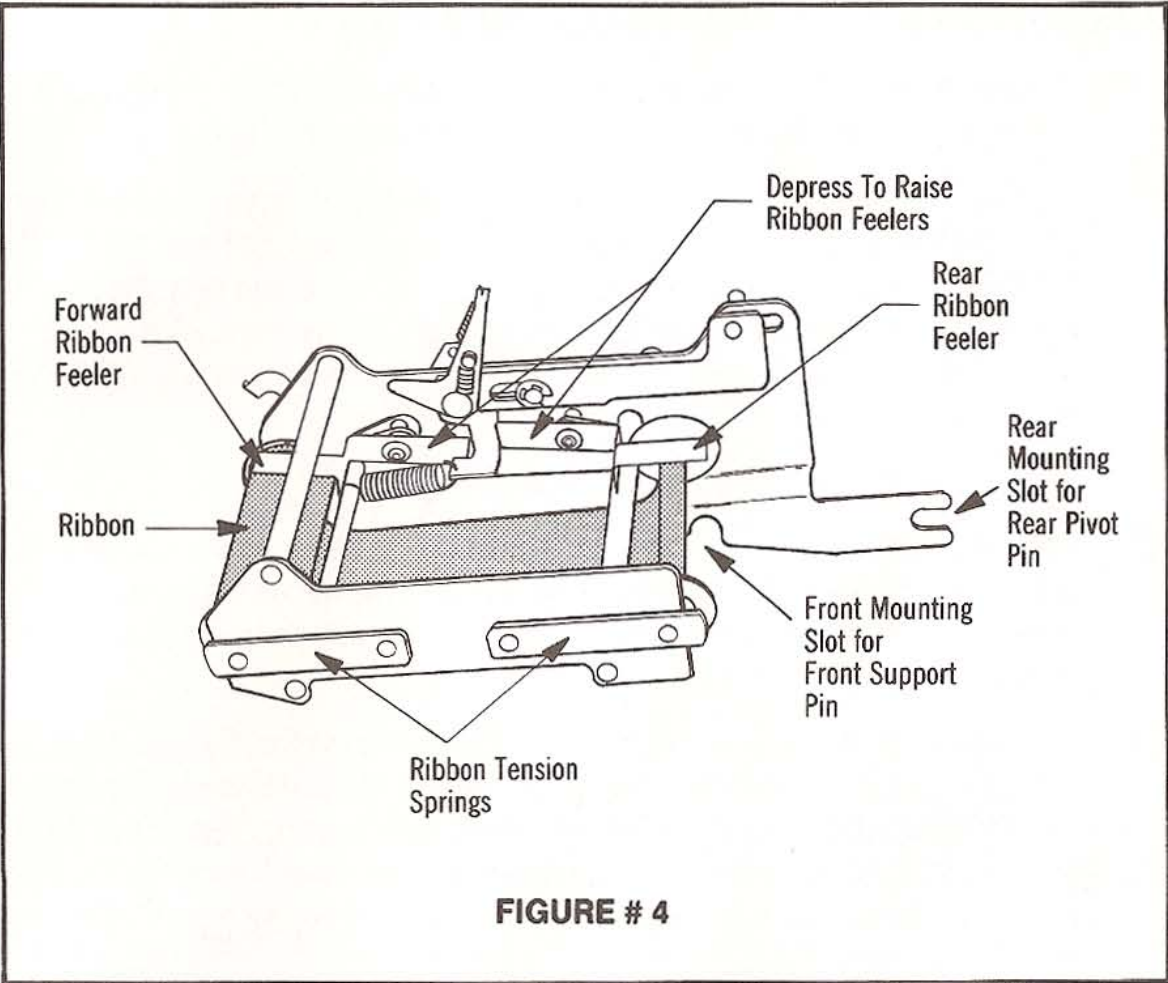


RIBBON REMOVAL/INSTALLATION

Your Acroprint machine is equipped with a new printing ribbon. When the printing impression becomes so light that it is not clearly legible it is necessary to change the ribbon. Proceed as follows:

- 1) Unplug machine from electrical outlet.
- 2) Using the key, unlock and raise the upper housing. (See Fig. #1) Locate the ribbon drive mechanism.
- 3) Grasp the upper tie bar on the ribbon drive mechanism and pull upwards and then out away from the machine. (See Fig. #3)
- 4) Place the ribbon drive mechanism on a clean sheet of paper with ribbon facing down. (See Fig. #4) NOTE: It is necessary to remove the ribbon/spools one at a time.
- 5) Start with the spool on the left hand side of the assembly, depress and hold down the ribbon feeler lever. This allows the spool to turn freely. Push the back of the spool towards you until it is clear of the ribbon drive shaft, then pull the front of the spool off of its stud. (See Fig. #5)
- 6) Repeat step No. 5 to release the spool on the right side of the ribbon drive mechanism, then discard the old ribbon.





RIBBON REMOVAL/INSTALLATION CON'T

- 7) Unwrap the new ribbon and place it on a piece of paper with the spools about 6" apart. (See Fig. #6) Place the ribbon drive mechanism over the ribbon.
- 8) Starting with the spool on the left side, depress and hold down the ribbon feeler lever. With your other hand, slide the new spool onto the stud mounted on the Ribbon Tension Spring. Apply pressure to the spring/spool and pivot the spool so that the other end can be mounted onto the ribbon drive shaft. (See Fig. #5)
NOTE: Rotate the spool (with the ribbon feeler lever depressed) slightly to correctly seat the ribbon drive shaft, if necessary.
- 9) Repeat Step #8 to install the other ribbon spool.
- 10) Remove all ribbon slack by turning the disengaged ribbon drive ratchet in the direction of the arrow illustrated (See Fig. #7) until the ribbon is snug against the lower tie bars. Ribbon drive mechanism is now ready to be installed on the machine.
- 11) Grasp the upper tie bar of the ribbon drive mechanism so that the rear mounting slot is pointing away from you. Slide the rear mounting slot into the open groove of the rear pivot pin located on the left side of the lower housing. (Reference Fig. #3 & 4). Then pivot the ribbon drive mechanism downward allowing the front mounting slot to rest in the open groove of the front support pin in the lower housing.
- 12) Close and lock the upper housing. Plug in the machine, insert a clean piece of paper and actuate stamp several times. The machine is now ready for normal use.

