



**TIME CLOCK WORLD**

**888 534-5994**



# Model 125BP

## *USER MANUAL*



# BATTERY POWERED USER INSTRUCTIONS

## ACROPRINT 125 "BOSS" TIME CLOCKS

We thank you very much for purchasing the Acroprint "BOSS" Battery Operated with Solid State Quartz Controlled Accuracy) Time Recorder. Many engineering and testing hours have been spent in producing for you an extremely accurate "State of the Art" portable (Battery Powered) Time Recording Device.

This instruction pamphlet covers the following Acroprint BOSS Recorder:

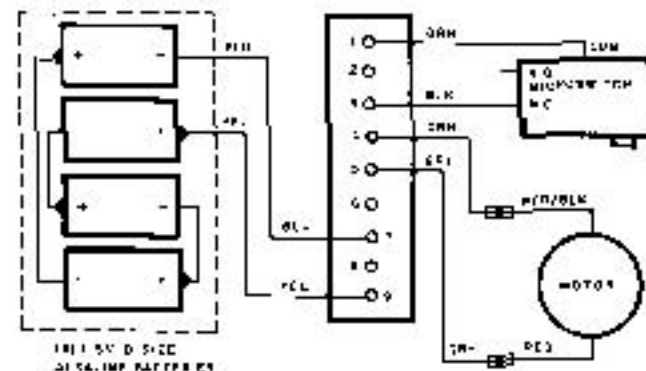
1. BP125 6 A stand alone recorder for use with four (4) standard "D" cell, 1.5 Volt DC Alkaline Batteries (batteries not included).
2. BP125 R6 For use with four (4) standard Rechargeable 1.5 Volt DC Batteries. Equipped with built in Trickle BATTERY Charger. Recorder will run for several days after power interruption. Batteries should last for 4 to 5 years. For use in either 110 Volt or 220 Volt AC Powersystems. The desired voltage should have been specified when recorder was ordered.
3. BP 125 12 For use in Motor Vehicle with 12 Volt DC Battery or for use in Extremely Cold Climates with a (suggested) 12 Volt DC Lead Acid Battery (battery not included).

### GENERAL INSTRUCTIONS

For instructions covering the removal of the case cover, setting the recorder, changing the ribbon and general maintenance, please see the enclosed General User Instructions Pamphlet.

### The BP125-6 ACROPRINT "BOSS" Recorder

Your new Battery Powered Acroprint Recorder is designed to operate on four (4) 1.5VDC "D" cell batteries. Any make battery will be satisfactory; however, we recommend that you use Alkaline Batteries, which should provide you with several months of reliable operation.



125 Battery Powered (6V DC)

### INSTALLING THE BATTERIES

To install the batteries, loosen and remove the Butterfly Nuts at the top of the Assembly Frame which will enable you to pivot the entire clock mechanism forward on the bottom screws; thereby, allowing you to gain access to the battery holder mounted on the inside back of the case. The top battery should have the positive terminal on the left, as indicated on the battery holder. The positive terminals on the other three (3) batteries should alternate as shown on the battery holder.

If two of the batteries are improperly installed, a red light on the circuit board, which is mounted in the upper right hand corner of the back case, will glow RED. (See Figure 2.) If all is well, the recorder should advance one (1) minute within sixty (60) seconds after the batteries have been properly installed.

### WEAK BATTERY WARNING

When the batteries have discharged voltage down to a certain point, a beeper on the circuit board will be activated. When you hear the beeping, we recommend replacing the batteries within five (5) days or the recorder may begin to lose time or stop altogether. (See Figure 2.)

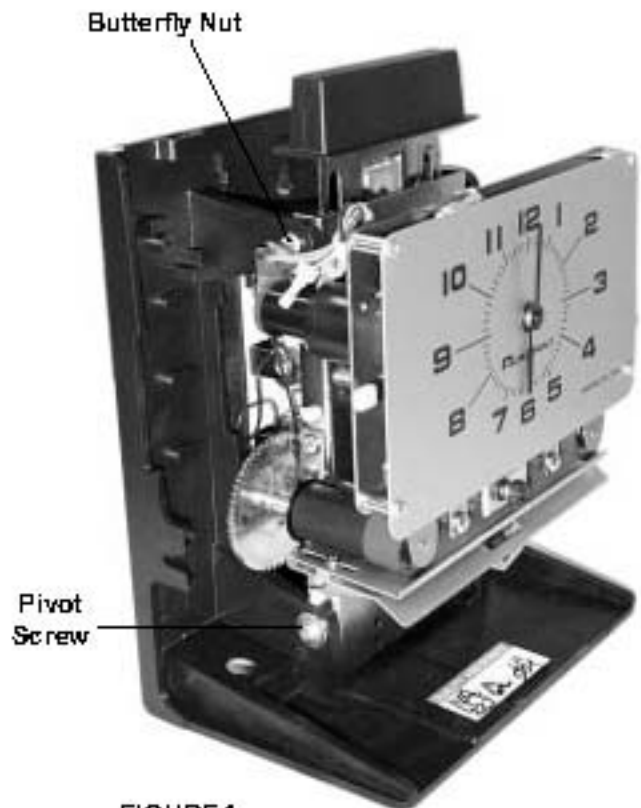


FIGURE 1

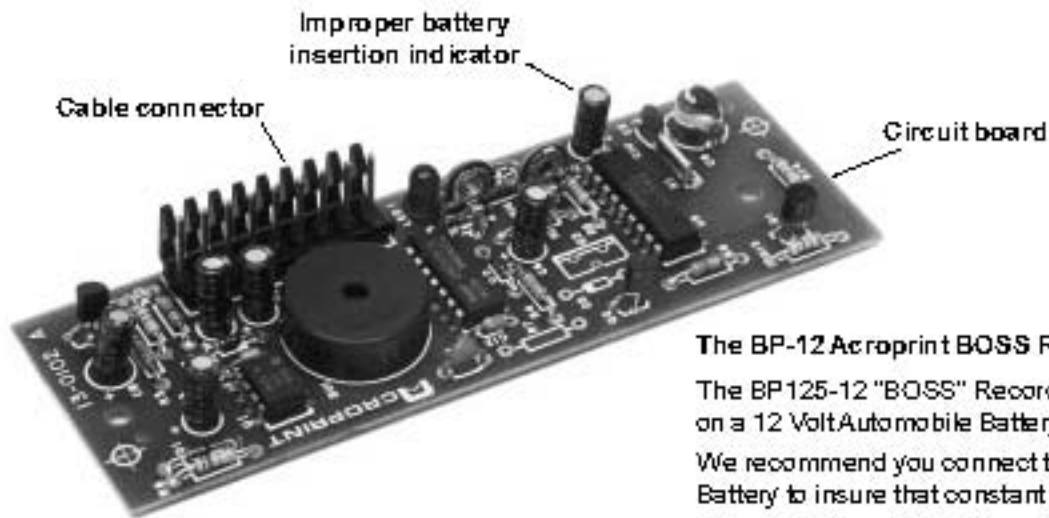


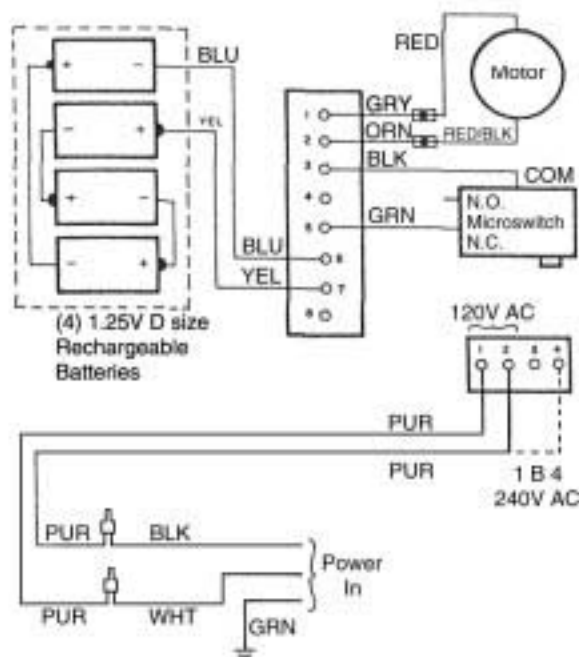
FIGURE 2

### The Rechargeable Recorder BP 125-R6

These recorders include four (4) standard rechargeable batteries.

**IMPORTANT:** Before setting your recorder to the correct time, plug the machine in for at least 15 minutes to allow batteries to charge up to operating voltage or the recorder will run slow.

#### 125 Rechargeable (120/240V AC)



### The BP-12 Acroprint BOSS Recorder

The BP125-12 "BOSS" Recorder is designed to operate on a 12 Volt Automobile Battery.

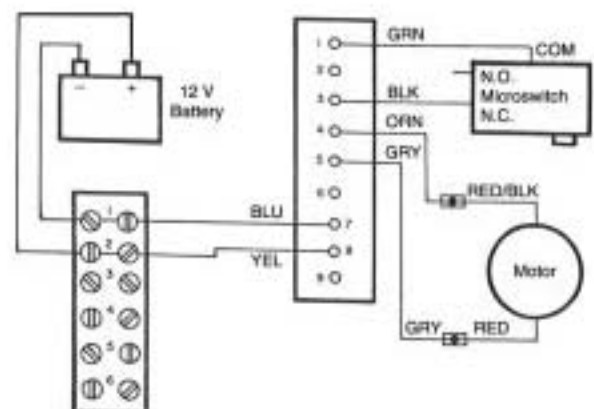
We recommend you connect the recorder directly to the Battery to insure that constant power is supplied.

We supplied two (2) "ring" terminals to make the connection to your battery and two (2) "y" terminals to make the connection on the terminal block. You will need to purchase two (2) wires in whatever length required. We suggest a No. 20 gauge stranded wire that can be purchased from any hardware store or electrical parts shop.

Once you have the wire, connect a "ring" terminal to one end of each wire and a "y" terminal to the other ends. (Locate the six (6) position terminal block mounted to the time recorder's back case and connect one of the "y" terminals to terminal No. 1 and the other to terminal No. 2, be sure to identify the wire on Terminal No. 2 by wrapping electrician's tape around the ring terminal because this will be connected to the positive (+) terminal on your battery.) Fish the wire through the firewall of the vehicle either through an existing opening used by air conditioning or heating hoses or hood release cable. If necessary, you may drill a hole in the firewall at a place where there are no obstructions under the hood. Run the wire to the battery and remove the battery bolt screw and install it back into the bolt (see Figure 2.) Follow the same procedure for the negative terminal.

If you wish, you may have the unit professionally installed at a nominal fee by any garage specializing in automobile electrical services.

#### 125 Battery Powered (12V DC)



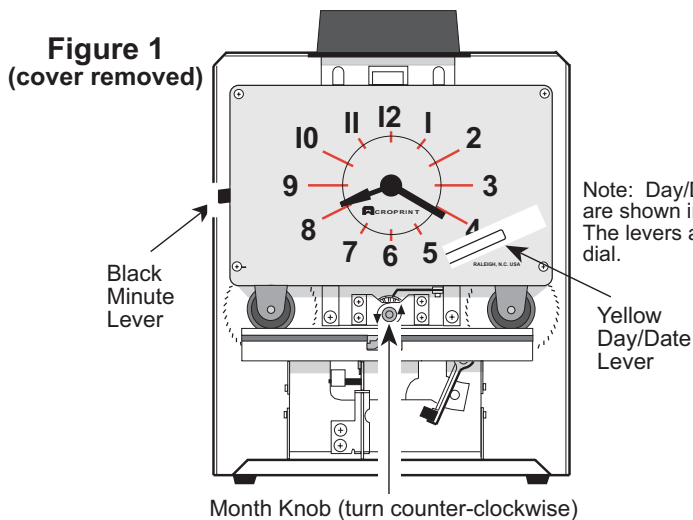
### To Remove Case Cover

- 1) Turn key one quarter turn clockwise.
- 2) Lift case cover up then forward.
- 3) Reverse procedure to replace cover.

### 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 (see Figure 1) to set correct day/date.
  - 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.
  - 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.

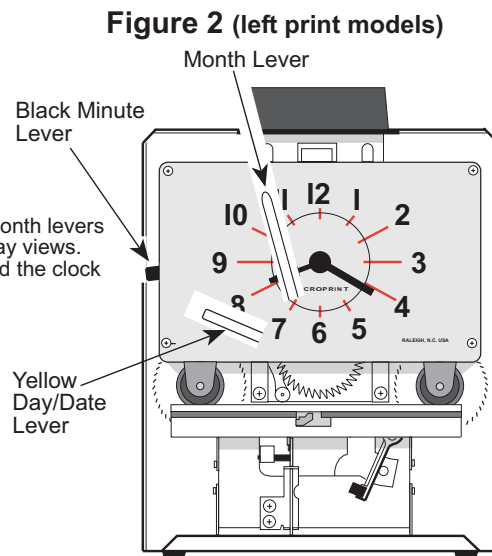


### IMPORTANT NOTES

- 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**
  - A) Follow the same steps as for standard models.
- 4) **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.
- 5) **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.



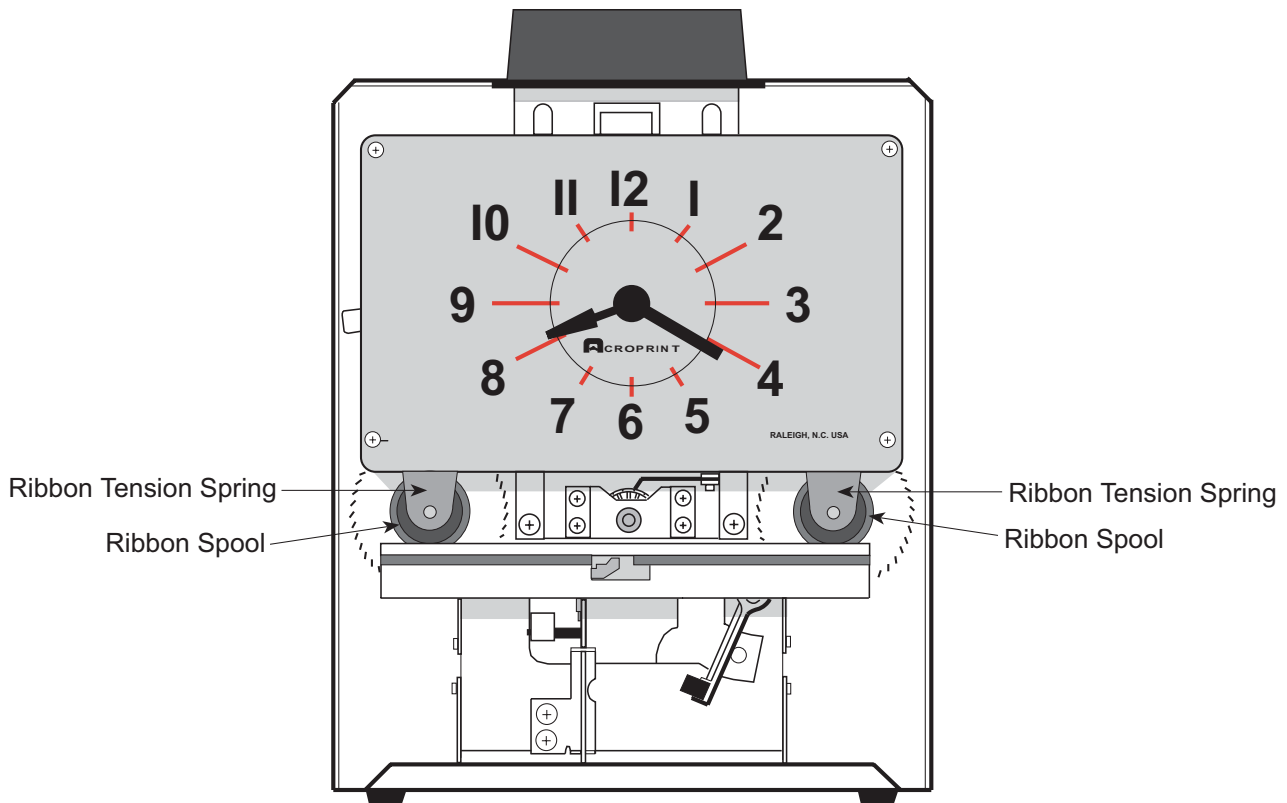
---

## To Change Ribbon

A replacement Acroprint Ribbon is supplied on two spools. When ordering specify 20-106-002 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 Spool counter-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

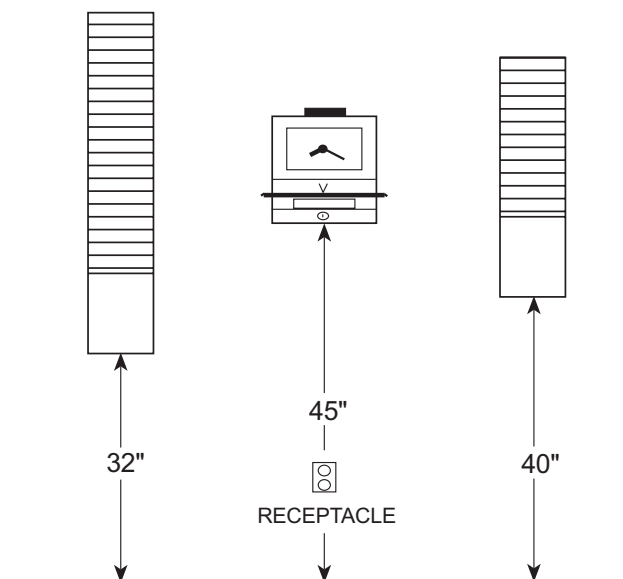
The recorder should be mounted on a sturdy wall, shelf, or other support area. Do not use the recorder under the following conditions:

- 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 and shelf 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.

**NOTE:** Always consult with a professional contractor/carpenter and obey all local building and fire codes when installing your recorder.