



# Model 200

## *USER MANUAL*



# General Service Instructions

## Acroprint Model 200 Clip-O-Matic Recorder

### 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 Time**
  - A) Pull and release Yellow Lever to set the correct time (see figure 1). If yellow 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.**
- 3) **To Set Day/Date**
  - A) Make sure current time setting is between midnight and noon (see note above).
  - B) Push and release Blue 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.

### 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.

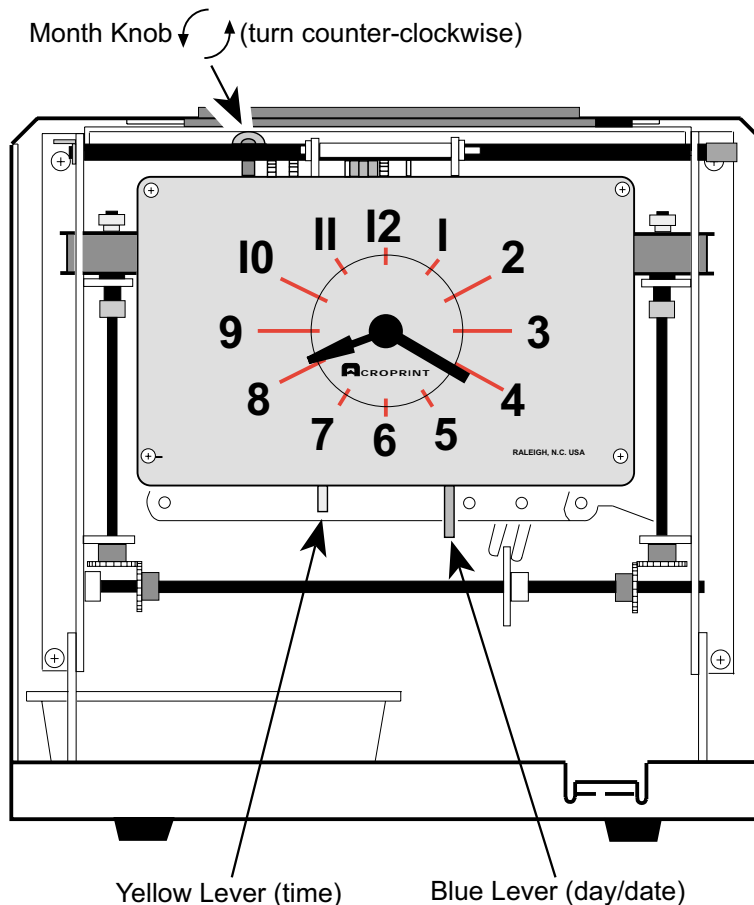
### 5) To Set Year (if so equipped)

- 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 you 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.

**Figure 1 (front view with cover removed)**



## To Adjust Card Receiver Width

Your Model 200 recorder is set to accept a standard 3 3/8" wide time card. If you wish to use a card with a different width you must adjust the Card Receiver. It can accommodate any card width from 3 3/8" to 4 1/4". To adjust the Card Receiver width, perform the following steps.

- 1) Unplug recorder and remove Case Cover.
- 2) Remove both Top Screws and loosen both Bottom Screws (see figure 2). Swing the recorder out from the backplate to access the adjustment screws.
- 3) Loosen screws A, B, and C to slide top and bottom of card receiver to accommodate the time card (see figure 3). To function properly, the card receiver should not be set to more than 1/32" wider than the card you are using.
- 4) Plug in recorder and punch time card several times to assure proper print alignment. Readjust Card Receiver if needed.
- 5) Swing recorder into back plate. Tighten Bottom Screws and replace and tighten Top Screws. Replace Case Cover.

## To Change Ribbon

- 1) Unplug recorder and remove Case Cover.
- 2) Unclip Left Bar Clip and pull Front Support Rod out through the right side (see figure 4). Let clock face tilt down. Note how ribbon is threaded through ribbon guides.
- 3) Unscrew left and right Thumb Nuts on Ribbon Spool Shafts and remove left and right ribbon spools. Remove ribbon from ribbon guides, and keep right spool for use with replacement ribbon.
- 4) Place new ribbon spool on left Ribbon Spool Shaft with hex hole down, and make sure ribbon unwinds from rear of spool. Replace Thumb Nut and tighten.
- 5) Pull out 18" of ribbon and attach to right spool. Wind ribbon on right spool counter clockwise until rivet in ribbon is wound on the spool. Place right spool on right Ribbon Spool Shaft with hex hole down, and make sure ribbon unwinds from rear of spool. Replace Thumb Nut and tighten.
- 6) Slide ribbon into ribbon guides, as noted in step 2. Make sure ribbon threads through shaft arm guides and between center ribbon guide and tension spring.
- 7) Tilt clock face up. Replace Front Support Rod, and lock with Left Bar Clip. Retension ribbon by turning right ribbon spool clockwise. Replace Case Cover.

Figure 2 (front view with cover removed)

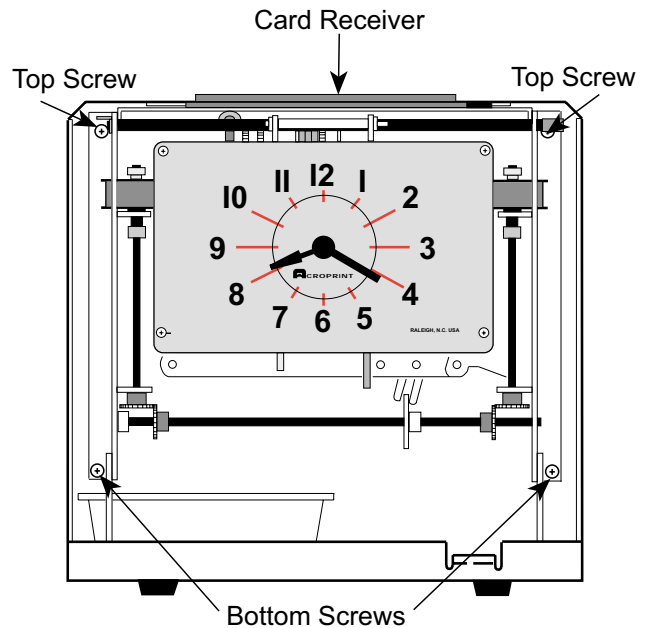


Figure 3 (rear view of recorder when pivoted out)

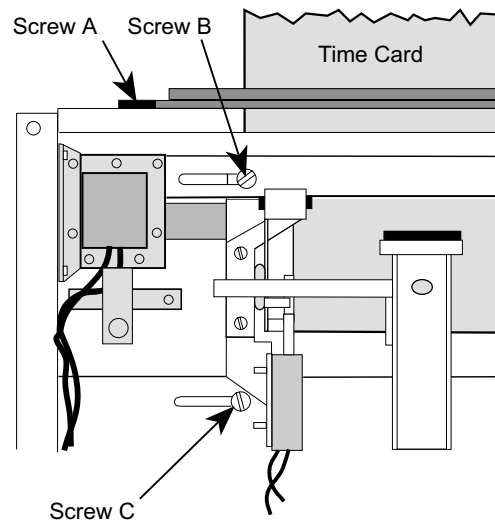
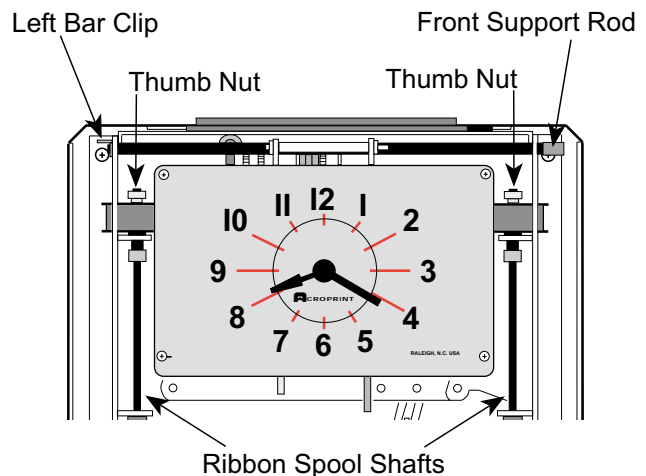


Figure 4 (front view, cover removed)



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## 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

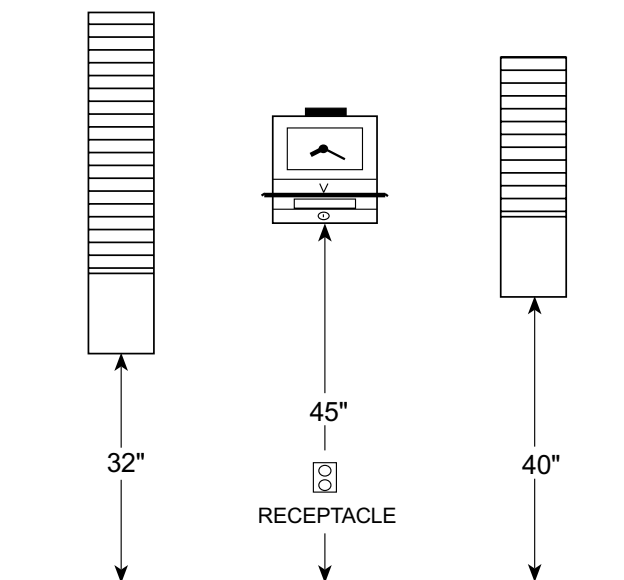
The recorder should be mounted on a sturdy wall, shelf, or other support area. Do not use the recorder under the following conditions:

- 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 5. Suggestions for mounting on specific wall and shelf surfaces follow.

**Figure 5 (suggested mounting layout)**



### Wooden/Plywood Walls

You may use the three screws included with the recorder to mount the recorder. Mark a location on the wall 53" above the floor. Tighten a screw at this location, leaving about 1/8" protruding, and hang the recorder through its "keyhole" on the screw. Level the recorder, fully tighten the screw, and insert and tighten screws through the lower left and right mounting holes. Use the same type of fasteners to attach card racks.

### 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 about 1/8" protruding, and hang the recorder through its "keyhole" on the screw. Level the recorder, and mark the location on 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. You may wish to attach plywood to masonry walls to ease installation of multiple card racks.

### 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. You may wish to attach plywood to sheetrock walls to ease installation of multiple card racks.

### Table Tops, Benches, and Shelves

You may use the two mounting holes in the bottom of the recorder and the provided screws to secure it to table tops, benches, or shelves.

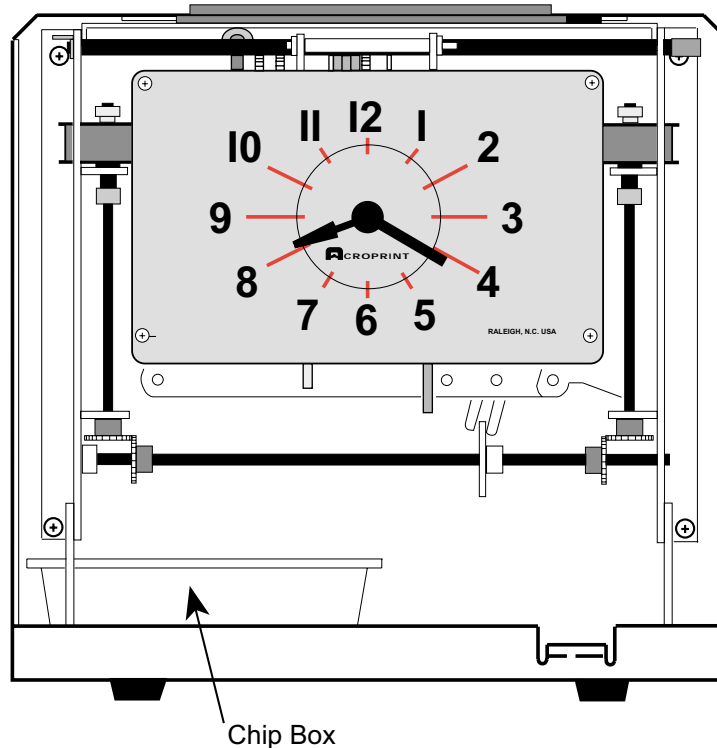
**NOTE:** Always consult with a professional contractor/carpenter and obey all local building and fire codes when installing your recorder and card racks.

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## Maintenance

**IMPORTANT:** Empty the recorder's Chip Box at least once every month. When replacing the Chip Box in the recorder, be sure that it is positioned far enough to the left to prevent a long time card from hitting the side of the box (see figure 6).

**Figure 6 (front view with Case Cover removed)**



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

### 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 200 Clip-O-Matic Recorder 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  
March 15, 1996

*Michael W. Bolch*  
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