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AMANO

# 4700-4800 Series

## *USER MANUAL*

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## Introduction

This manual explains how to use your 4700/4800 Series Time Stamp.

You are strongly encouraged to **read this manual completely** before using the 4700/4800 Time Stamp, and to retain it for future reference.

## Preparation Before Use

**(Refer to Fig. 1, 2, & 7)**

To prevent possible damage of the machine during transit, shock absorbing material has been put inside the machine body (hammer section).

Prior to use, take off the case, lift up the clock and typewheel sections, and then remove the packaging material under the ink ribbon.

## How To Take Off The Case

**(Refer to Fig. 1)**

To take off the case, insert the key into the key lock on the upper case, and turn it. Holding the case with both hands (see Figure 1), draw it frontward a little and then lift it up.

***Caution:*** When removing the case, please pay attention not to touch the clock hands**!**

**Key**

**Figure 1**.

## How To Operate

- Connect the power cord to an electrical power source.
- Insert the papers along the guide line of slide plate for automatic printing (about 5 sheets, if back carboned slips, can be copied).

## How To Set The Typewheels

**(Refer to Fig. 2, 3, & 5)**

- Remove the case, and turn the **shaft holder** [1] in the arrow direction indicated in Figure 2 to detach it from the **shaft** [2].
- Next pull out the **shaft** [2] in the arrow direction indicated in Figure 2, and set up the typewheel and clock sections as shown in Figure 3.

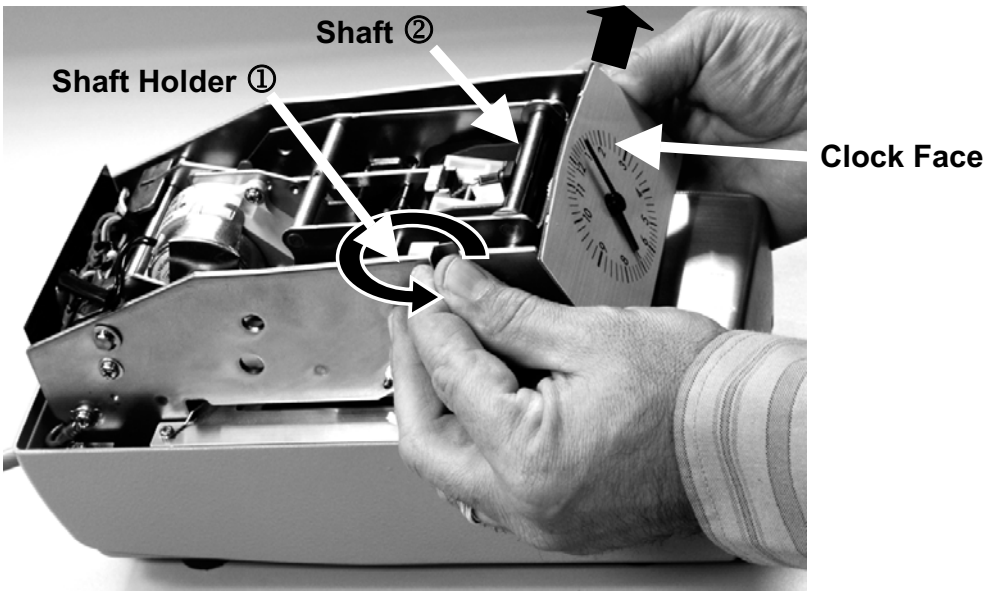



**Figure 2.**

**To Set the 4700 Series (Year, Month, Date, Time)**

- Keeping the electrical cord to A.C. main, push the **minute advance lever** [5] as shown in Figure 5, in the arrow direction, then turn the **typewheels** [3] for year, month, date, hour and minute in the direction of the arrow shown in Figure 3 and set one minute before the desired time.

- On releasing the **minute advance lever** [5], the minute typewheel advances one minute to synchronize with the desired time.

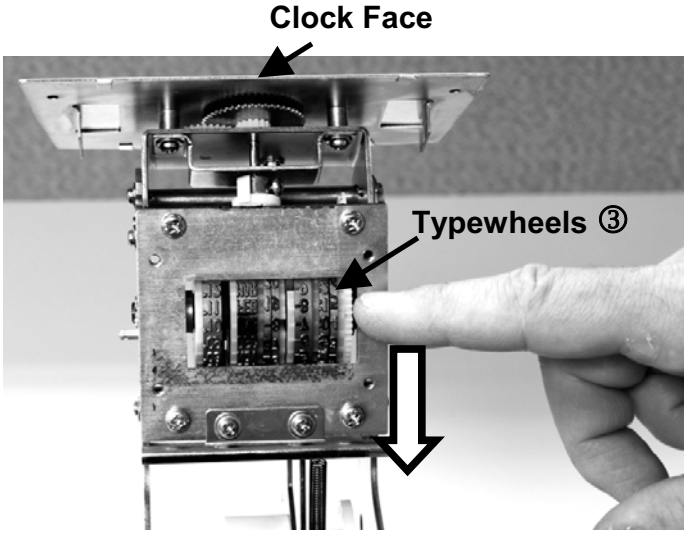



**Figure 3.**

**To Set the 4800 Series**
**Model 4850 …4 digit numbers (Year, Month, Date, Hours & Minute)**
**Model 4850 …5 digit numbers )Month, Date, Hours & Minute)**

- The numbers will be changed automatically upon each printing.
- To set the desired number, operate the **number wheel advance lever** [14] as illustrated in Figure 5.

***Caution:*** When setting the typewheel by the minute advance lever [5], right after the cam dropped the cam follower to advance one minute, the typewheel can not be moved by hand and so, wait for about 15 seconds, and then repeat the operation**!**

## How To Set The Clock

**(Refer to Fig. 4 & 5)**

- Turn the **clock advance gear** [4] to set the clock.

***Caution:*** The clock advance gear can be turned in either the right or left direction**!**

- To set the typewheel and clock hands to the same time, first set the typewheel to the desired time, then set the clock by turning the **clock advance gear** [4] to the time of the typewheel until a tick sound is heard.

- To advance the typewheel and clock at the same time, push the **minute advance lever** [5] (see Figure 5) in the arrow direction, so the typewheel and clock hand advance one minute at the same time.

***Caution:*** The setting of the typewheel should be done only right after the minute typewheel is advanced**!**

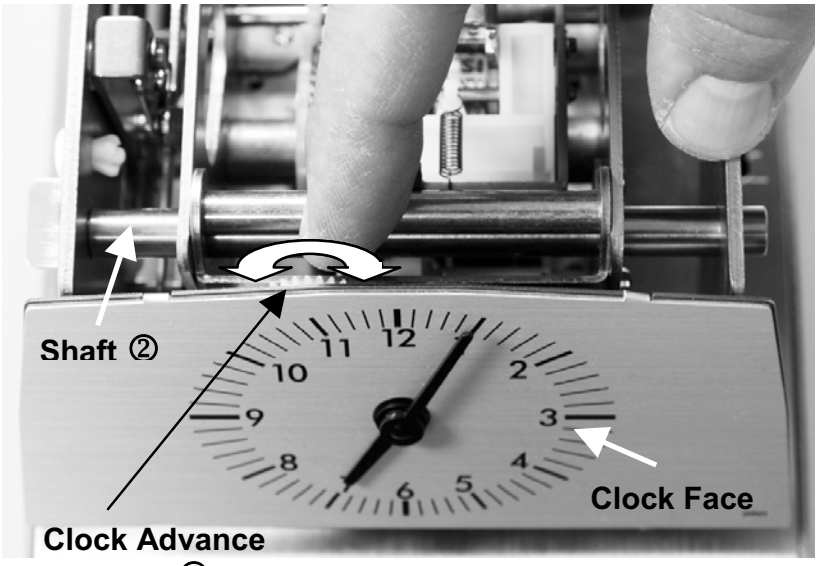



**Figure 4.**

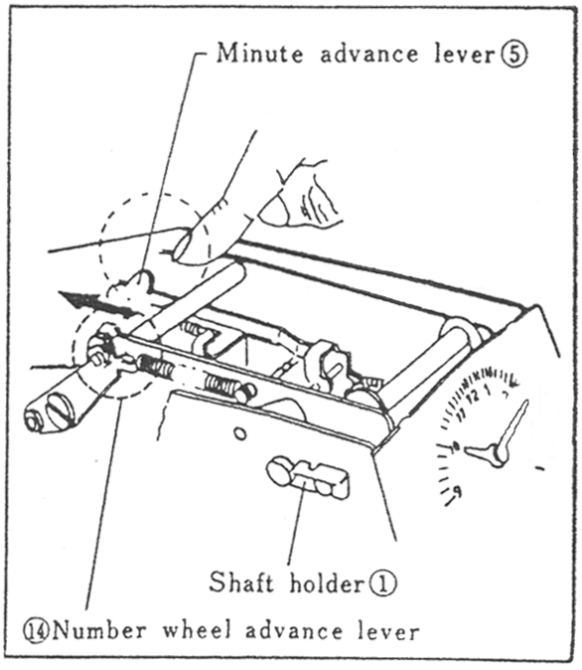



**Figure 5.**

## How To Change A Ribbon

**(Refer to Fig. 6 & 7)**

- In case the print color becomes too light, or the ribbon is cut or crumpled too much, please replace the ribbon with a new one.
- First check whether the ribbon reverse turn **lever** [6] (see Figure 6) is inclined to the inner side of the machine. Incase the lever is inclined to the front, push it in the direction of the inner side.
- Wind the whole ribbon onto the **ribbon spool** [7] located in the front of the machine, then remove the ribbon with the spool from the machine.
- Install a new ribbon with spool [7] on the machine. Then wind the ribbon on the **ribbon spool** [8] through the outside **ribbon guide shaft** [9], and fix with the **ribbon fixer** [10].
- Wind the ribbon on the **ribbon spool** [8] until the slack ribbon disappears, and pull the ribbon reverse **lever** [6] front wards.

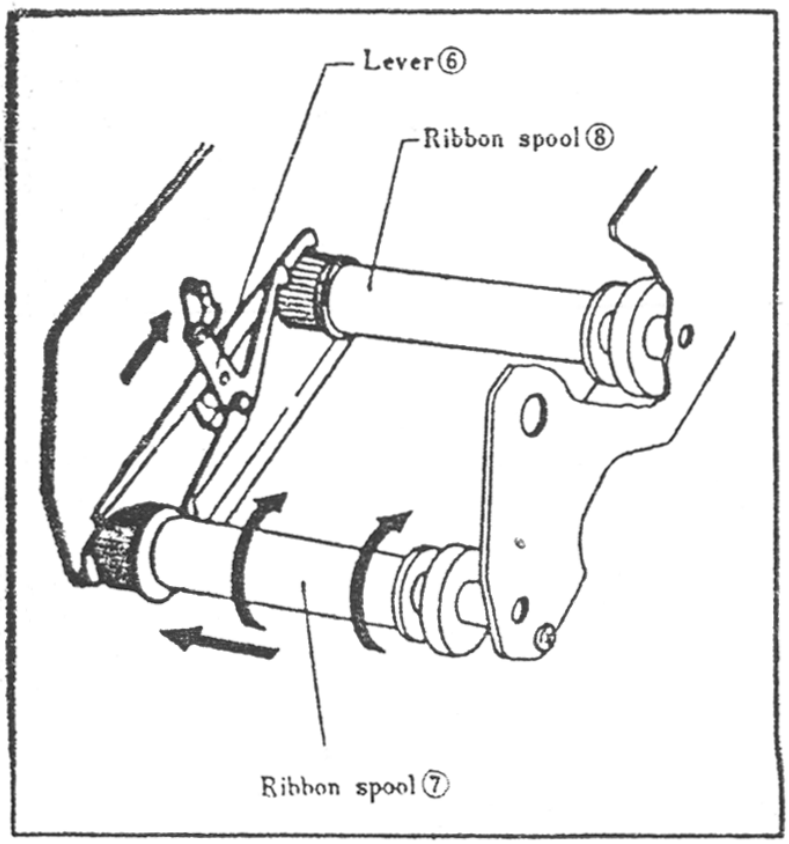



**Figure 6.**

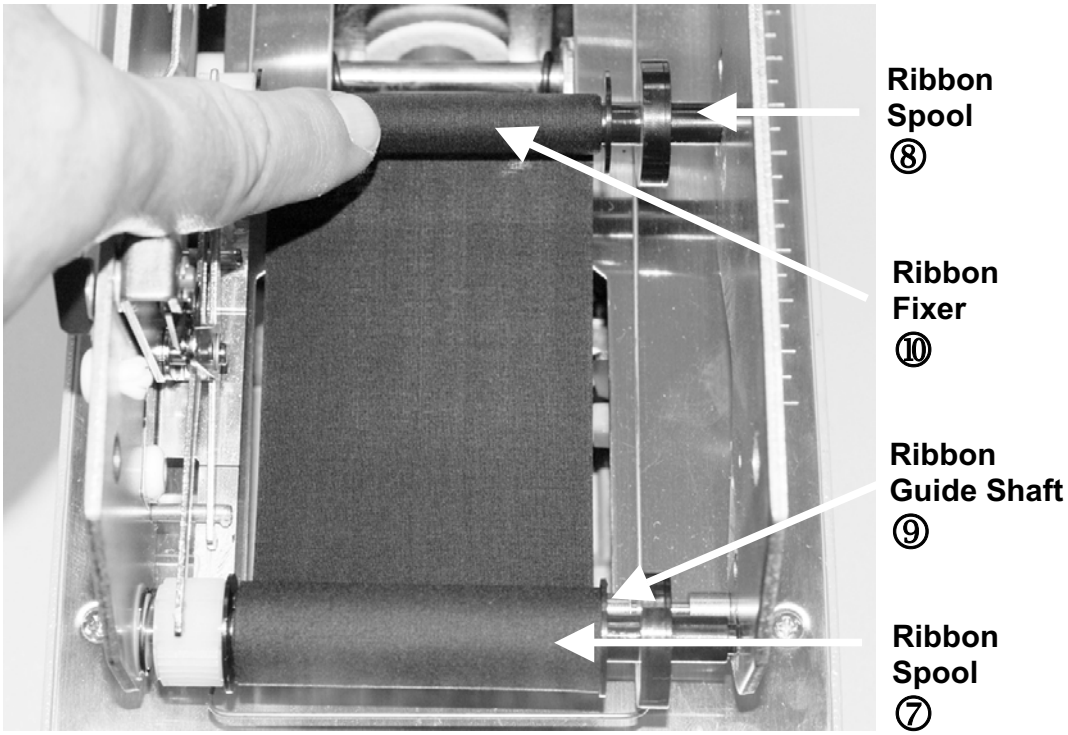



**Figure 7.**

## Adjustment of Printing Position

**(Refer to Fig. 8, 9 & 10)**

- The printing position can be adjusted by moving the **knob** [11] (see Figures 8 & 9) between 37 mm – 83 mm (1.5” – 3.25”) from the top of the paper. When the upper die plate hammer is taken out, the printing position can be within 16 mm – 83 mm (.66” – 3.25”) from the top of the paper.
- For easy setting of the printing position, refer to the mark on the side plate.
- Incase the printing position is to be fixed, tighten the **screw** [12] (see Figure 9), and remove the **knob** [11].
- Incase the upper die plate is installed, please make sure the **screw** [13] is tightened. Remove the **screw** [13] if the upper die plate is not equipped.

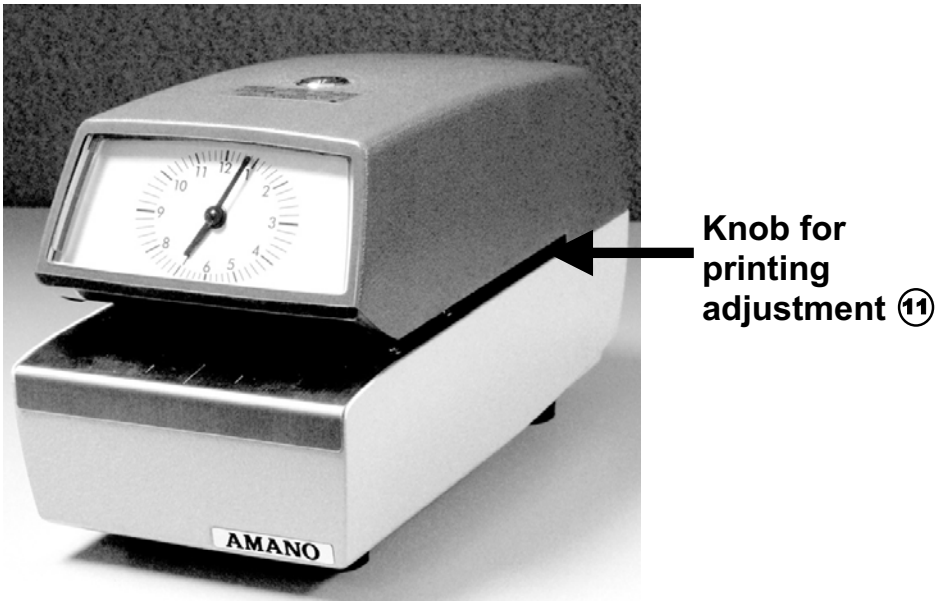



**Figure 8.**

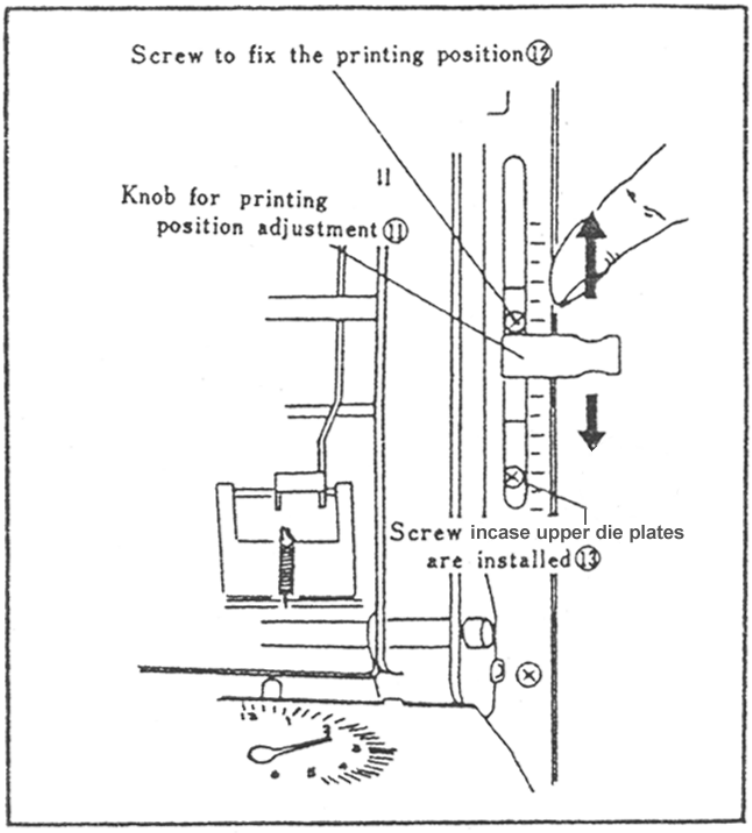



**Figure 9.**

## Printing Sample

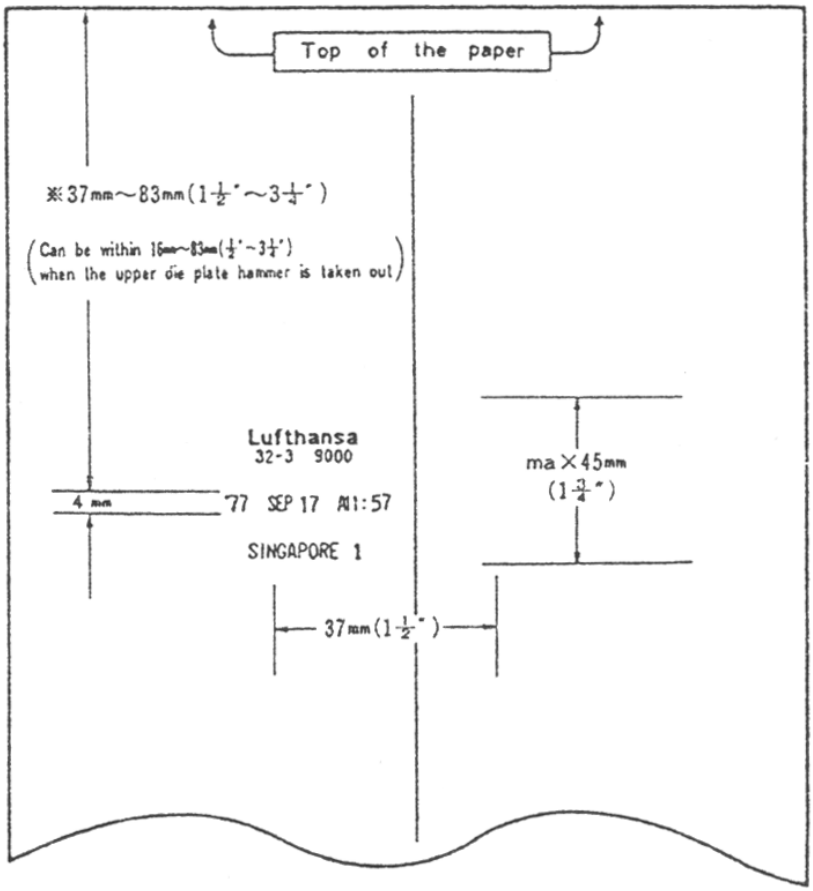
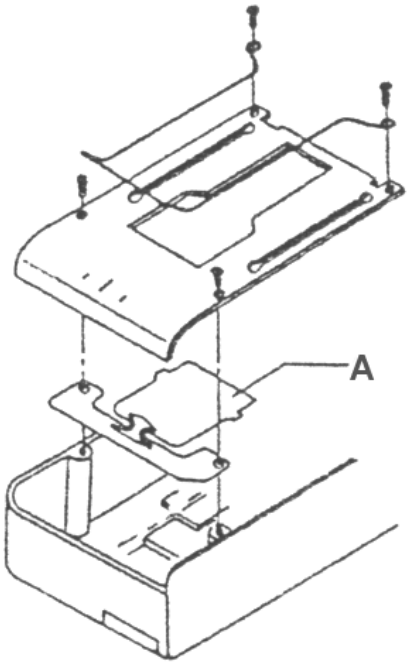



**Figure 10.**

Incase the printing is required on paper narrower than 65 mm (2 5/8”), install the polyester sheet supplied as accessory in between the bottom case and slide plate as per illustration by placing the sheet so as the edge cut side comes to the right-hand side.

**A** is a portion of the polyester sheet circled by dot line that has to be cut by scissors or knife, incase the upper die plate is not installed and the inner printing hammer is removed to have the printing on the very upper edge of the paper.



## Caution On Use

- DO NOT touch the clock hands in any case.
- When the printing color becomes light, replace the ribbon with a new one. DO NOT paint with stamping ink as this could injure the machine.
- When cleaning the typewheel, carefully remove the dust lodged between the typewheels.

## For Power Reserve Type Only

**(Refer to Fig. 11)**

1. **For Quartz Clock with power reserve type.**
   - After setting the clock and typewheel, plug the connector (see Figure 11) together so that the clock and typewheel start to advance.
   - The time can be set even to the second by pushing 00 second setting button on the terminal board mounting plate (see Figure 11).

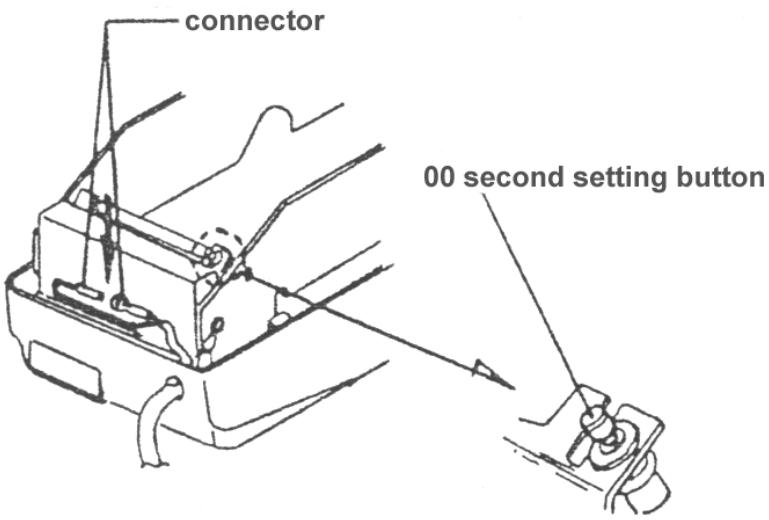



**Figure 11.**

2. **For D.C. impulse driven hour correction type**
   - Clock advance gear can only be turned clockwise.