# ATR120
# Electronic Time Recorder



# User Manual

## Lithium Battery Caution:

The circuit board on this terminal is populated with a lithium battery to protect data or programs stored in the Random Access Memory (RAM). Do not, under any circumstances, attempt to replace the lithium battery in the terminal. Failure to comply may void your warranty. Battery replacement should be done by qualified personnel wearing the proper eye protection.

CAUTION: Danger of explosion if the battery is incorrectly replaced. Replace only with the same or equivalent type recommended by the manufacturer. Discard used batteries according to the manufacturer's instruction.

> This product utilizes a battery that contains Perchlorate Material.
> Perchlorate Material – special handling may apply,
> See www.dtsc.ca.gov/hazardouswaste/perchlorate

# Table of Contents

# 1. Before You Start

Please read this manual thoroughly before operating your time clock to avoid damage and to ensure proper operation.

## What's In the Box

Unpack clock. Inspect clock for any damages that may have occurred during shipment. Check the box contents for any missing items (see list of contents below). If any damages are found or if any parts are missing please contact Acroprint Customer Service at (800) 334-7190.

- ATR120 Time Recorder
- (2) Clock Cover Keys on Key Ring
- 13vDC 1000mA Switching Power Supply
- User Manual
- Extended Service Plan Order Form (06-0343-000)
- (25) Sample ATR121 Weekly/Bi-Weekly Time Cards
- Clock Wall Mounting Template
  (Also available for download at http://.support.acroprint.com)
- (3) Mounting Screws
- (3) Plastic Wall Anchors

**Do not attempt to service the ATR120 yourself. Disassembling the clock will void the warranty. Always follow the instructions in the user guide.**

- Do not place the clock in direct sunlight as this could discolor or deteriorate the plastic.

- The clock is designed for indoor use in a temperature range of 32-104º F (0-40º C). Keep the clock away from heat sources such as radiators. Avoid dusty environments or exposure to chemicals.

- The clock is not waterproof. It is designed for operational relative Humidity of 10-60%.

- The clock may be placed upright on a solid surface or mounted to a wall with mounting screws. Use the enclosed template & screws for wall mounting. Avoid locations where the device will be susceptible to vibrations and shock, such as a slamming door.

- The terminal warranty does not cover defects or damages arising from improper installation, improper storage, abuse, or unauthorized service.

## Features:

| | |
|---|---|
| Display Synchronized to Clock Face | Yes |
| Display Language | English |
| Printed Day Format (Languages) | English, Spanish, French, German, Italian, Japanese, Date, Days 1-7, No Day |
| Auto Card Feeder | Yes |
| Printing Method | 9-Pin Dot Matrix |
| Two Color (Red/Black) Printing | Yes |
| Perpetual Calendar | Yes |
| Operational Battery Backup | Yes (Optional) |
| Power Failure Memory Retention | Yes |
| LCD Hour Display Format | 12 or 24 hour |
| Print Format | Min, $100^{ths}$, $20^{ths}$, $10^{ths}$ |
| External Alarm | Connection Available |
| Programmable Column Changing | Yes |
| Available Time Cards | Wkly/Bi-Wkly, Monthly |

# 2. Clock Overview

## 2.1 LCD Display

**Date**    **Hour**     **Minute**

DST On ⟶ ☆ SUN MON TUE WED THU FRI

Print Columns ⟶ IN1 OUT1    IN2 OUT2    IN3 OUT3

## 2.2 Keypad

| + | − | **Enter** | **Back** | **Clear** | **Mode** |
|---|---|---|---|---|---|
| **AM** | | **PM** | | **Over Time** | |
| IN1 | OUT1 | IN2 | OUT2 | IN3 | OUT3 |
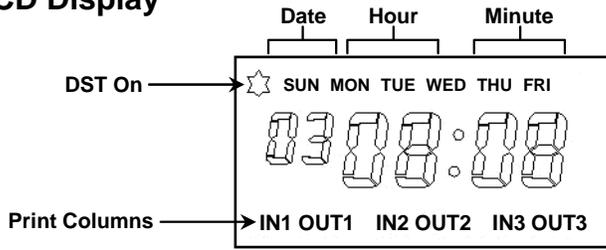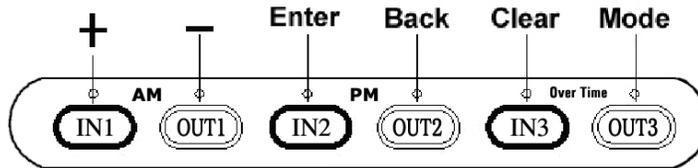
## 2.3 Back Case: Switches

**Run**     **ON**

**Reset**

**Prgm**     **OFF**
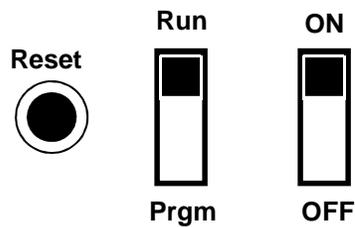
Reset Button: restarts clock (same as powering off and back on)

Prgm Switch: Move to "Prgm" to access clock settings.

On/Off Switch:    Move to "On" to enable battery backup of clock settings. Note that if the switch is moved to "Off" and the clock is unplugged for a few minutes some user settings may be lost. The purpose of the switch is to save battery power for memory backup when the clock is not being used.

## 2.4 Back Case: Power Connector / Bell Connections

**Bell Connections**        **Wire Releases**

**Power Connector**
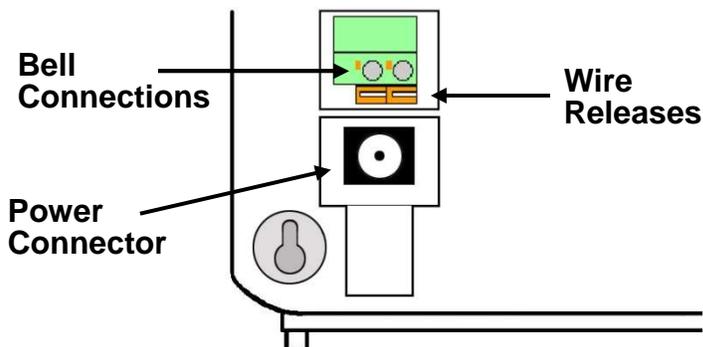
## 2.5 Ribbon Life

The ATR122r ribbon (39-0127-002) will typically last 3 months with 50 employees punching 6 times per day (~18,000 punches). Actual ribbon life will vary based on the number of punches, humidity, temperature and exposure to air.

## 2.6 Operational Battery Pack

The ATR120 with Operational Battery Pack (01-0212-002) is available for customers that require backup power. The Battery Pack (58-0109-001) is a 9 cell NiCad (Nickel Cadmium) battery pack that charges when the ATR120 is plugged in. In the event of a power failure the clock will instantly switch to battery power without any interruption in service. The operational battery pack allows for full operation of the clock. The battery pack is available as an add-on to standard clocks but must be factory installed or installed by a certified Acroprint dealer.

Battery Pack Specs: (new battery)
        Voltage:   DC 10.8v
        Capacity:   1000mAh
        Standby mode: ~40 Hr Reserve Power
        Fully charged:   The clock has been tested for over 3 Hrs and 6,000 continuous punches.

Note: Actual battery life depends on many factors such as battery age, temperature, discharge history, etc., and can vary greatly depending on these factors. The ATR120 should be plugged in for at least 12 hours to fully charge the battery pack.

## Warning:

Batteries may leak, overheat, catch fire or explode if proper safety & handling procedures are not followed:
- DO NOT get batteries wet
- DO NOT place batteries near heat sources
- DO NOT use any power supply other than the original one supplied with the time recorder.
- DO NOT inverse polarity connection
- NEVER throw batteries into fire. Properly dispose of batteries according to local rules and regulations.
- DO NOT allow anything to short circuit the batteries
- Dropping a battery may damage the battery.

Replace the battery if you suspect any damage.

# 3. Function Keys

The In-Out buttons on top of the clock serve as function keys in programming mode. Note that the functions are printed on the card door above the column numbers.

IN1  = $\boxed{+}$  Increase the set value by 1

OUT1 = $\boxed{-}$  Decrease the set value by 1

IN2  = $\boxed{\text{Enter}}$  Register the set value

OUT2 = $\boxed{\text{Back}}$  Go to previous setting

IN3  = $\boxed{\text{Clear}}$  Cancel the set value

OUT3 = $\boxed{\text{Mode}}$  Select Mode (Function Group)


The switches on the back of the clock have the following functions:

$\boxed{\text{Run / Prgm}}$  Run – normal use. Prgm = Program Mode (for changing settings)

$\boxed{\text{On / Off}}$  Turn clock memory battery On or Off
(conserves battery when clock isn't being used)

$\boxed{\text{Reset}}$  Restart clock

# 4. Menu Trees: Quick Reference

## Mode b000: Date & Time Settings

| Mode: b000 | ▼ = [Enter] |
|---|---|

▼

**01 - Year**    Default: Year of last firmware update

▼

**02 – Month / Date**    Default = 01 01

▼

**03 – Hour / Minute**    Default = 08 00 am

▼

**04 – 12/24 Hr. System**    Default = 12 (controls the Hour format of both the LCD display and the print format).

▼

**05 – Day Change Hr / Min**    Default = 12 00 am

▼

**06 – Set Up / Dn Print Position**    Range: 00-09 (Default = 5) Increasing value moves the print up

▼

**07 – Beep**    On: 00 01 (Default = on) Off: 00 02

▼

**08 – Set Password**    Default = None (00 00) Range: 0001 - 9999

## Mode b001: Pay Period / DST Settings

**Mode: b001**     ▼ = [Enter]

▼

**01 – Pay Period**
**01** 31 = Monthly
**02** 01 = Weekly (Default)
**03** 01 = Bi-Weekly

▼

**Set Pay Period**
**Monthly End Date or**
**Wkly/Bi-wkly Current Day**

Monthly (01): 1-31   (Set "31" Mo. End Date)
Weekly (02): 1-7    1=Mon, 2=Tue…7=Sun
Bi-Weekly (02): 1-14
                    Wk 1: 1=Mon, 2=Tue…7=Sun
                    Wk 2: 8=Mon, 9=Tue…14=Sun

▼

**02 – Day of Wk**
**Print Format**

0 = Date           5 = Italian
1 = English (Default)  6 = Japanese
2 = Spanish        7 = Day# 1-7
3 = French         8 = No Indication
4 = German

▼

**03 – Minute System**

Ex: 6:28am

00 01 = 1/60 (Min)(Default) ──→ 06:28
00 02 = 1/100 Hour ──────→ 06.47
00 03 = 1/20  Hour ──────→ 06.45
00 04 = 1/10  Hour ──────→ 06.40

▼

**04 – DST Mo/Date**     Default = 00 00

▼

**05 – DST Hr/Min Start**    Default = 02 00 am

▼

**06 – DST Mo/Date End**    Default = 00 00

▼

**07 – DST Hr/Min End**    Default = 02 00 am

## Mode b002: Alarm Schedule
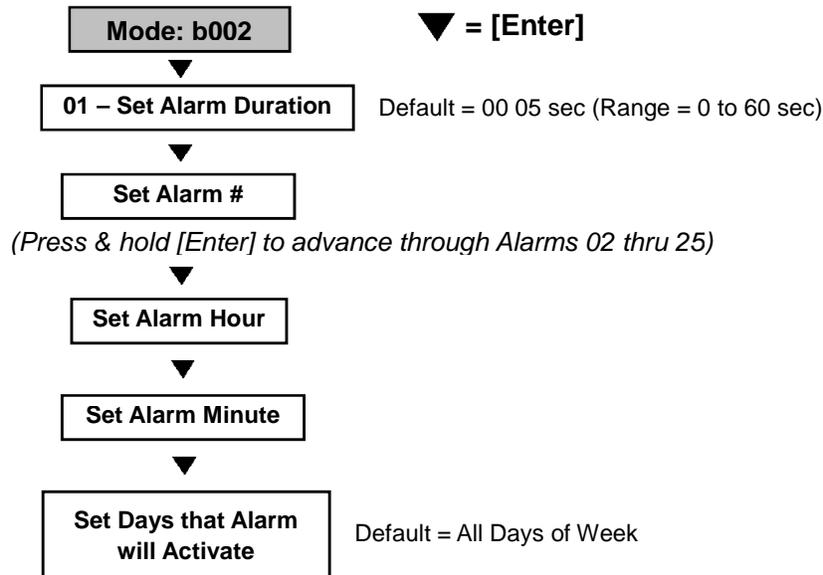
```
┌──────────────────┐
│   Mode: b002     │          ▼ = [Enter]
└──────────────────┘
         ▼
┌──────────────────────┐
│ 01 – Set Alarm Duration │     Default = 00 05 sec (Range = 0 to 60 sec)
└──────────────────────┘
         ▼
┌──────────────────┐
│   Set Alarm #    │
└──────────────────┘
```
*(Press & hold [Enter] to advance through Alarms 02 thru 25)*

```
         ▼
┌──────────────────┐
│  Set Alarm Hour  │
└──────────────────┘
         ▼
┌──────────────────┐
│ Set Alarm Minute │
└──────────────────┘
         ▼
┌──────────────────┐
│ Set Days that Alarm │     Default = All Days of Week
│  will Activate    │
└──────────────────┘
```

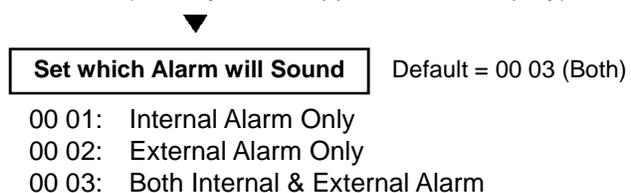"Sun" will flash *(if the settings haven't been adjusted yet)*

Press [Enter] to advance through each day of the week *(days will flash when selected)* or press [Clear] to

accept all days of the week and advance to next Alarm setting.

(Accepting all days will automatically set *Both* the Internal & External alarm

Press [+] to activate alarm for any days that have been de-selected,
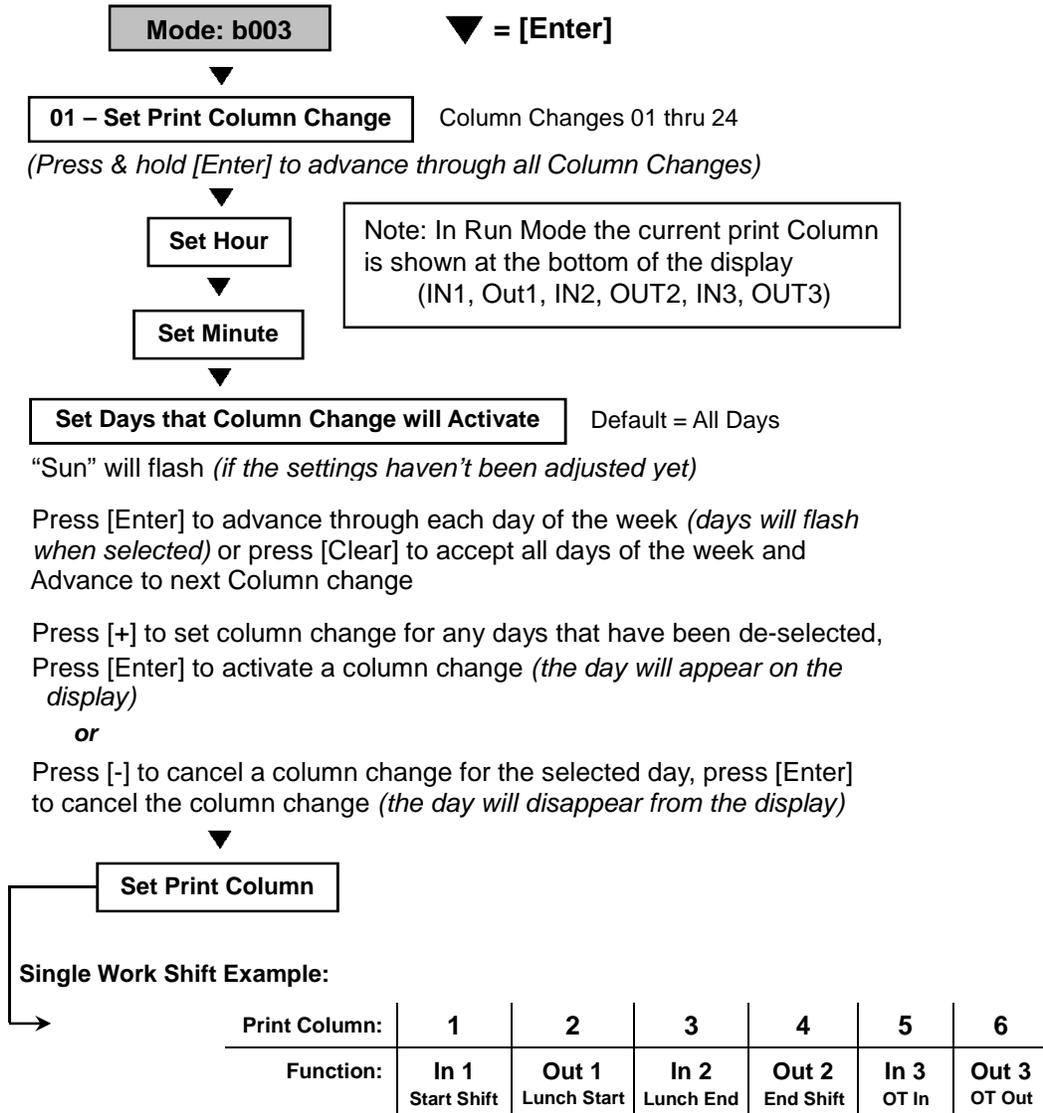Press [Enter] to activate the alarm *(the day will appear on the display)*
    *or*
Press [-] to cancel an alarm for the selected day, press [Enter] to cancel
the Alarm *(the day will disappear on the display)*

```
         ▼
┌──────────────────────────┐
│ Set which Alarm will Sound │     Default = 00 03 (Both)
└──────────────────────────┘
```
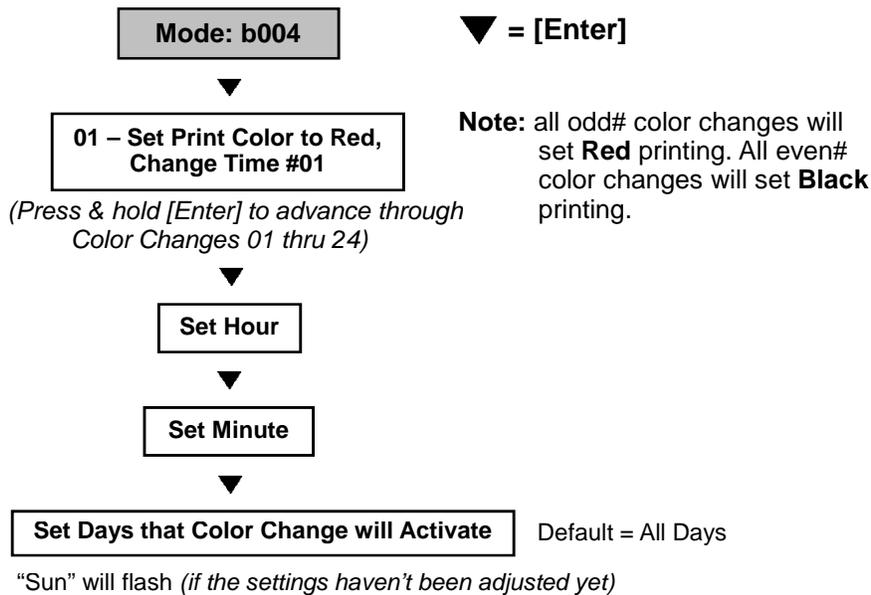
  00 01:   Internal Alarm Only
  00 02:   External Alarm Only
  00 03:   Both Internal & External Alarm

**Repeat to set Alarms 02 thru 25**

## Mode b003: Column In-Out Printing Position

| Mode: b003 | ▼ = [Enter] |

▼

| 01 – Set Print Column Change | Column Changes 01 thru 24

*(Press & hold [Enter] to advance through all Column Changes)*

▼

| Set Hour |

Note: In Run Mode the current print Column is shown at the bottom of the display (IN1, Out1, IN2, OUT2, IN3, OUT3)

▼

| Set Minute |

▼

| Set Days that Column Change will Activate | Default = All Days

"Sun" will flash *(if the settings haven't been adjusted yet)*

Press [Enter] to advance through each day of the week *(days will flash when selected)* or press [Clear] to accept all days of the week and Advance to next Column change

Press [+] to set column change for any days that have been de-selected, Press [Enter] to activate a column change *(the day will appear on the display)*

    *or*

Press [-] to cancel a column change for the selected day, press [Enter] to cancel the column change *(the day will disappear from the display)*

▼

| Set Print Column |

**Single Work Shift Example:**

| Print Column: | 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|
| Function: | In 1<br>Start Shift | Out 1<br>Lunch Start | In 2<br>Lunch End | Out 2<br>End Shift | In 3<br>OT In | Out 3<br>OT Out |

**Repeat steps to set Column changes 01 thru 24**

Note: If a manual column change is made the clock will shift back to the current programmed column within (5) seconds.

## Mode b004: Print Color Change Settings

**Mode: b004**

▼ = [Enter]

▼

**01 – Set Print Color to Red, Change Time #01**

**Note:** all odd# color changes will set **Red** printing. All even# color changes will set **Black** printing.

*(Press & hold [Enter] to advance through Color Changes 01 thru 24)*

▼

**Set Hour**

▼

**Set Minute**

▼

**Set Days that Color Change will Activate**    Default = All Days

"Sun" will flash *(if the settings haven't been adjusted yet)*

Press [Enter] to advance through each day of the week (days will flash when selected) or press [Clear] to accept all days of the week and Advance to next Color change

Press [+] to activate color change for any days that have been de-selected, press [Enter] to activate the color change (the *day will appear on the display)*

    *or*

Press [-] to cancel a color change for the selected day, press [Enter] to cancel the color change *(the day will disappear from the display)*

Press [Enter] *(after cycling through all days)* to set the color change

**Repeat steps to set Color Changes 01 thru 24**

Note:    there is no icon on the display to indicate the current print color when an employee is punching.

# 5. Function Groups

## 5.1 Function Group Overview

**b000:** Year, Month, Date, Hour, Minute, 12/24 Hr, Day Change, Printing Position, Keyboard Beep, Password

**b001:** Pay Period Type: Monthly, Weekly, Bi-weekly; Day of Week Print Format, Minute System, DST Start/End

**b002:** Alarm Duration, Set Alarms (02 - 25), Set Alarm Type

**b003:** Set Print Column Change Schedule (01-24 changes)

**b004:** Set Print Color Change Schedule (01-24 changes)

## 5.2 Function Group Table by Mode

### Mode b000

| Code | Function |
|------|----------|
| 01 | Setting the Year |
| 02 | Setting the Month/Date |
| 03 | Setting the Hour/Minute |
| 04 | Setting 12 Hr / 24 Hr Time Format |
| 05 | Setting the Day Change (Hour/Minute) |
| 06 | Adjusting Printing Position (Up/Down) |
| 07 | Setting Keyboard Beep (On/Off) |
| 08 | Set Password (to access clock menus) |

### Mode b001

| Code | Function |
|------|----------|
| 01 | Setting Monthly, Weekly or Bi-weekly Pay Period |
| 02 | Day of Week Print Format |
| 03 | Setting the Minute system |
| 04 | Setting DST Start (month & date) |
| 05 | Setting DST Start (hour & minute) |
| 06 | Setting DST End (month & date) |
| 07 | Setting DST End (hour & minute) |

### Mode b002

| Code | Function |
|------|----------|
| 01 - 24 | Setting the Alarm Duration (0 - 60 sec) |
| | Setting the Alarm (02 - 25) |
| | Setting internal alarm, external alarm or both |

### Mode b003

| Code | Function |
|------|----------|
| 01 - 24 | Setting the IN-OUT Column printing position (01 - 24) |

### Mode b004

| Code | Function |
|------|----------|
| 01 - 24 | Setting the Red/Black Color Change Schedule (01 - 24) |

# 6. Setting the Time Recorder

Place clock in program mode: move the program switch on back of clock from "Run" to "Prgm".

Press ⎡Mode⎤ (Out3) to toggle between Program Modes b000, b001, b002, b003 & b004.

**Tip:** Pressing & holding ⎡Enter⎤ will slowly advance through the programming menus.
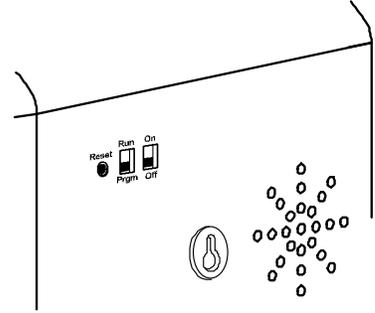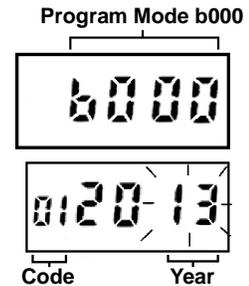
# 7. Time & Date Settings (Mode b000)

**Program Mode b000**

## 7.1 Setting the Year

Press ⎡Enter⎤ to edit program Code **01.**

The year flashes on the right of the display.

Press ⎡ + ⎤ or ⎡ − ⎤ to edit the year.

Press ⎡Enter⎤ to set the year.

**Code            Year**

## 7.2 Setting the Month/Date

Press ⎡Enter⎤ to edit program Code **02**.

Press ⎡ + ⎤ or ⎡ − ⎤ to edit the month.

Press ⎡Enter⎤ to set the month.

Press ⎡ + ⎤ or ⎡ − ⎤ to edit the date.

Press ⎡Enter⎤ to set the date.

**Code  Month**

**Code            Date**
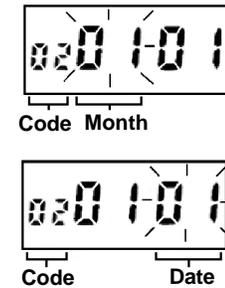
## 7.3 Setting the Hour/Minute

Press ⎡Enter⎤ to edit program Code **03**.

Press ⎡ + ⎤ or ⎡ − ⎤ to edit the hour.

Press ⎡Enter⎤ to set the hour.

Press ⎡ + ⎤ or ⎡ − ⎤ to edit the minute.

Press ⎡Enter⎤ to set the minute.

**Code  Hour**

**Code            Minute**
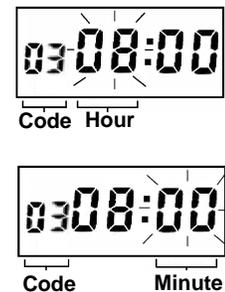
## 7.4 Setting 12 / 24 Hour Time Format

**This setting controls the hour format of both the LCD display and print format.**

Press ⎡Enter⎤ to edit program Code **04**.

Press ⎡ + ⎤ or ⎡ − ⎤ to edit the time format:

    12 Hr (Factory Default)

    24 Hr

Press ⎡Enter⎤ to set the time format.

**Code            Hr. Format**

## 7.5 Setting the Day Change (Hour and Minute)

Note: this feature can be used for employees that start their shift on the previous day and end on the next day

Press ⎡Enter⎤ to edit program Code **05**.

Press ⎡ + ⎤ or ⎡ − ⎤ to edit the hour.

Press ⎡Enter⎤ to set the Day Change Hour.

Press ⎡ + ⎤ or ⎡ − ⎤ to edit the minute.

Press ⎡Enter⎤ to set the Day Change Minute.

## 7.6 Set Vertical Printing Position (Up/Down)

Press ⎡Enter⎤ to edit program code **07**.

Press ⎡ + ⎤ or ⎡ − ⎤ to edit the printing position (0-9).

Press ⎡Enter⎤ to set the printing position.

Note: Increasing the value from 00 to 09 moves print up a total of 6mm. Decreasing the value moves the print down. "**5**" is the Factory Default.

## 7.7 Setting the Keyboard Beep

Press ⎡Enter⎤ to edit program code **08**.

Press ⎡ + ⎤ or ⎡ − ⎤ to set the keyboard beep:

    00 01 = Beep On (Factory Default)
    00 02 = Beep Off

Press ⎡Enter⎤ to set the keyboard beep.

## 7.8 Setting the Menu Password

Note: the menu password prevents unauthorized personnel from accessing the clock menus.

Press ⎡Enter⎤ to edit program code **09**.

Press ⎡ + ⎤ or ⎡ − ⎤ to edit the password.

Note: 00 00 is the Factory Default *(no password).*
To remove a password simply change the password back to 00 00.

Press ⎡Enter⎤ to set the password.

Press ⎡Mode⎤ to advance to the next programming mode (B001). To exit programming mode slide the switch on the back of the clock to "Run".

# 8. Pay Period Settings (Mode b001)

$$b001$$

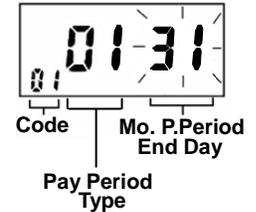| Pay Period Code | Pay Period Type |
|---|---|
| 01 | Monthly Pay Period |
| 02 | Weekly Pay Period (Factory Default) |
| 03 | Bi-Weekly Pay Period |

### 8.1a Setting a Monthly Pay Period

Press  Enter  to enter program Code **01.**
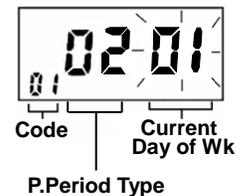
Press  **+**  or  **−**  to change Pay Period type to "01"

Press  Enter  to set Monthly Pay Period.

The Monthly Pay Period End Day (31) will begin flashing.

This is the correct end day for the ATR121 Monthly Time Card *(do not change this value).*

$$01\ 31$$

**Code**    **Mo. P.Period End Day**

**Pay Period Type**

### 8.1b Setting a Weekly Pay Period

Press  Enter  to enter program code **01**.

Press  **+**  or  **−**  to change the Pay Period to "02"

Press  Enter  to set the Pay Period type to Weekly.

Press  **+**  or  **−**  to select the current day of week:

   01=Mon, 02=Tue, 03=Wed, 04=Thu, 05=Fri, 06=Sat, 07=Sun

Press  Enter  to set the current day of the week.

Note: as the day changes this value will change to reflect the current day of the week.

$$02\ 01$$

**Code**    **Current Day of Wk**

**P.Period Type**

### 8.1c Setting a Bi-Weekly Pay Period

Press  Enter  to enter program code **01**.

Press  **+**  or  **−**  to change the Pay Period to "03"

Press  Enter  to set the Pay Period type to Bi-weekly.

Press  **+**  or  **−**  to select the current day of the week:

 Wk 1: 01=Mon, 02=Tue, 03=Wed, 04=Thu, 05=Fri, 06=Sat, 07=Sun
 Wk 2: 08=Mon, 09=Tue, 10=Wed, 11=Thu, 12=Fri, 13=Sat, 14=Sun

Note:   Wk 1 days will print on the top half of the time card. Wk 2 days will print on the bottom half of the time card.

Press  Enter  to set the current day of the week.

Note: as the day changes this value will change to reflect the current day of the week.

$$03\ 01$$

**Code**    **Current Day of Week**

**Pay Period Type**
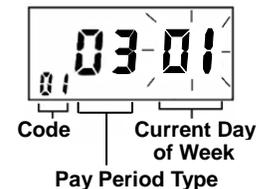
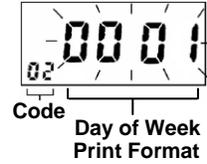## 8.2 Day of Week Print Format (Language)

Press Enter to enter program code **02**.

Press + or − to edit the Day of Wk print format.

Press Enter to set the Day of Wk print format.

| Code | 00 01 | 00 02 | 00 03 | 00 04 | 00 05 | 00 06 | 00 07 | 00 08 |
|------|-------|-------|-------|-------|-------|-------|-------|-------|
| Fmt | English | Spanish | French | German | Italian | Japanese | Day# 1-7 | No Day |

## 8.3 Minute System

Press Enter to enter program code **03**.

Press + or − to edit the Minute System format.

00 01 = 1/60 Hr (Minutes = Factory Default)
00 02 = 1/100$^{th}$ Hr
00 03 = 1/20$^{th}$ Hr
00 04 = 1/10$^{th}$ Hr

Press Enter to set the Minute System format.
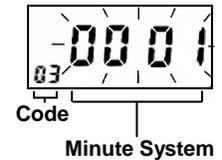
**Conversion Chart:**

| Minute | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | ~ | 31 | 32 | 33 | 34 | 35 | ~ | 55 | 56 | 57 | 58 | 59 |
|--------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|---|----|----|----|----|----|
| 1/100th Hour | .00 | .02 | .03 | .05 | .07 | .08 | .10 | .12 | ~ | .52 | .53 | .55 | .57 | .58 | ~ | .92 | .93 | .95 | .97 | .98 |
| 1/20th Hour | .0 | .0 | .0 | .05 | .05 | .05 | .10 | .10 | ~ | .50 | .50 | .55 | .55 | .55 | ~ | .90 | .90 | .95 | .95 | .95 |
| 1/10th Hour | .0 | .0 | .0 | .0 | .0 | .0 | .1 | .1 | ~ | .5 | .5 | .5 | .5 | .5 | ~ | .9 | .9 | .9 | .9 | .9 |

## 8.4 Setting DST Start (Month & Date)

Press Enter to enter program code **04**.
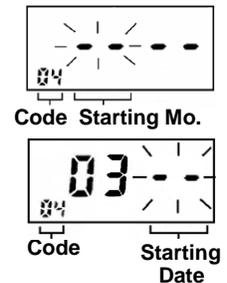
Press + or − to edit the DST Start Month.

Press Enter to set the DST Start Month.

Press + or − to edit the DST Start Date.

Press Enter set the DST Start Date.

Once the Start Date is set the day corresponding to the date will show at the top of the display.
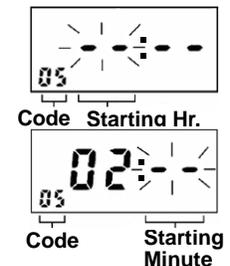
## 8.5 Setting DST Start (Hour & Minute)

Press Enter to enter program code **05**.

Press + or − to edit the DST Start Hour.

Press Enter to set the DST Start Hour.

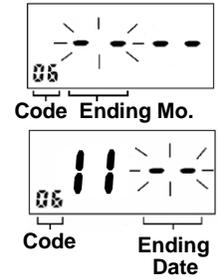Press + or − to edit the DST Start Minute.

Press Enter to set the DST Start Minute.

## 8.6 Setting DST End (Month & Date)

Press ⟨Enter⟩ to enter program code **06**.

Press ⟨+⟩ or ⟨−⟩ to edit the DST End Month.

Press ⟨Enter⟩ to set the DST End Month.

Press ⟨+⟩ or ⟨−⟩ to edit the DST End Date.

Press ⟨Enter⟩ to set the DST End Date.

Once the End Date is set the day corresponding
to the date will show at the top of the display.

## 8.7 Setting DST End (Hour & Minute)

Press ⟨Enter⟩ to enter program code **07**.

Press ⟨+⟩ or ⟨−⟩ to edit the DST End Hour.

Press ⟨Enter⟩ to set the DST End Hour.

Press ⟨+⟩ or ⟨−⟩ to edit the DST End Minute.

Press ⟨Enter⟩ to set the DST End Minute.
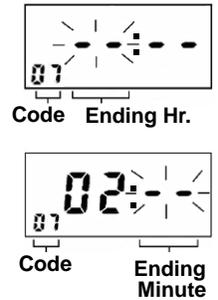
Press ⟨Mode⟩ to advance to the next programming mode (B002). To exit programming mode slide the
switch on the back of the clock to "Run".

# 9. Setting Alarm Schedules (Mode b002)

**You may set up to 25 Alarms (01 thru 25) to signal shift start/end, lunch start/end, OT start/end, etc.**

**Program Mode b002**

Press Enter to enter program code **00**.
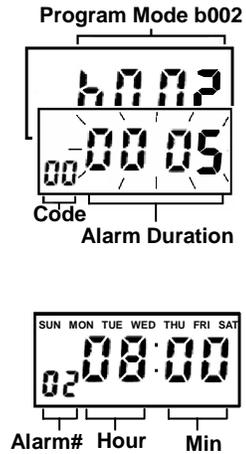
Press + or − to edit the Alarm Duration (0-60 sec, Default = 5 sec).

Press Enter to select the Alarm# (press & hold Enter to advance through Alarms 01-25. It takes 3 sec. to cycle through each alarm).

**Code**
**Alarm Duration**

Press + or − button to edit the Hour.

Press Enter to set the Hour.

Press + or − button to edit the Minute.

Press Enter to set the Minute.

**Alarm#  Hour      Min**

Press Clear to set the alarm to go off every day of the week (*by default the alarm is set for all week days & the weekend)*

Note: Pressing Clear will set the alarm for all days, automatically sets both alarm types and goes to next alarm#.

**or**

Press − to cancel selected *(flashing)* day (press "Enter" to continue advancing through each day of the week).

Press + to add a day that has been deleted.

Press + or − to edit the Alarm Type.

    00 01 = Internal Alarm
    00 02 = External Alarm
    00 03 = Internal + External Alarm

Press Enter to set the Alarm Type.

Press Mode to advance to the next programming mode (B003). To exit programming mode slide the switch on the back of the clock to "Run".

Note: see Section #17 "Connecting External Signal Devices" for more information on how to connect bells and horns to the ATR120.

# 10. Setting the IN-OUT Schedule (Mode b003)

**You can program up to 24 Column Changes to set the print column for in/out times for shifts, breaks, lunch, overtime, etc.**

**Program Mode b003**

$$b003$$
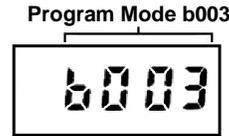
**Note:** the selected print column is displayed at the bottom of the display (IN1, OUT1, IN2, OUT2, IN3, OUT3). To skip a print column in the schedule simply leave the time for that Column Change# blank.

Press ⌐Enter⌐ to enter Column Change# **01**.

*(or press & hold* ⌐Enter⌐ *to slowly advance through Column Changes 01-25.)*
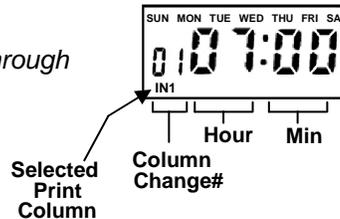
Press ⌐+⌐ or ⌐−⌐ to edit the Hour.

Press ⌐Enter⌐ to set the Hour.

Press ⌐+⌐ or ⌐−⌐ to edit the Minute.

Press ⌐Enter⌐ to set the Minute.

**Selected Print Column**  **Column Change#**  **Hour**  **Min**

Press ⌐Clear⌐ to set the column change for every day of the week and advance to the next column change#. *(by default the column change is set for all week days & the weekend)*

**or**

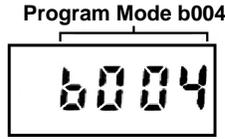Press ⌐−⌐ to cancel selected (flashing) day (press "Enter" to continue advancing through each day of the week).

Press ⌐+⌐ to add a day that has been deleted.

Press ⌐Mode⌐ to advance to the next programming mode (B004). To exit programming mode slide the switch on the back of the clock to "Run".

## 11. Setting 2-Color Printing (Mode b004)

**You can program up to 24 Color Changes. Example: the clock can be set to print punches in red if they fall outside normal working hours, ie, early or late punches.**
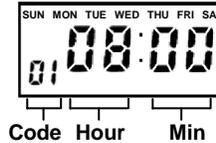
**Program Mode b004**

b004

Press  Enter  to enter Color Change# **01**.

Press  + or − to edit the Hour.

Press  Enter  to set the Hour.

Press  + or − to edit the Minute.

Press  Enter  to set the Minute.

SUN MON TUE WED THU FRI SAT

01 08:00

**Code   Hour      Min**

   Press   Clear   to set the color change for every day of the week
   *(by default the color change is set for all week days & the weekend)*
   and advance to the next color change#.
**or**
   Press  − to cancel selected (flashing) day (press "Enter" to
      continue advancing through each day of the week).

   Press  + to add a day that has been deleted.

> **Note:**   all odd# color changes will set **Red** printing. All even# color changes will set **Black** printing.

To exit programming mode slide the switch on the back of the clock to "Run".


## 12. Master Resets

Press  + & Clear & Mode    (Keys **1, 5, 6**) all together to reset the

clock settings back to their original (factory) defaults. This will **not** reset the Clock Password or any Alarm, Column Shift Change or Color Change schedules. See Section 4 "Menu Trees - Quick Reference" to view the factory defaults for various settings.

Press  − & Clear & Mode    (Keys **2, 5, 6**) all together to remove all Alarm, Column Shift Change or Color Change schedules.

Note:   the "Reset" button on the back of the clock will re-start the clock *(the equivalent of unplugging the clock and plugging it back in).* This is useful if the clock program locks up. It will not change any of the clock settings back to factory defaults as long as the coin cell battery for memory backup is still good and switched on *(the On/Off switch on the back of the clock).*

# 13. Troubleshooting

Press the ⎡RESET⎤ button on the back of the clock to re-start the clock if becomes "locked up".

| Trouble | Causes | Corrective Measures |
|---|---|---|
| The date is incorrect | Date set incorrectly | Set current date |
| The clock is slow/fast | 1. Time set incorrectly.<br>2. Power failure | 1. Set it correctly.<br>2. Reset the machine. |
| The time clock does not accept time card | 1. Power failure<br>2. The time card is damaged<br>3. The power cord is disconnected.<br>4. Cards were inserted or pulled out by force. | 1. Wait until power supply is restored<br>2. Change a new time card<br>3. Insert the power plug firmly into the power outlet.<br>4. Press "Reset" or unplug & plug back in. |
| The printing position is wrong | 1. Day Change set incorrectly.<br><br>2. Pay Period Type not set correctly for card type. | 1. Set Day Change correctly.<br><br>2. Make sure to insert the card in the card slot and remove it properly. |
| Light printing | 1. The ribbon cartridge is not inserted correctly.<br>2. The ribbon is dried out.<br>3. The ribbon is stuck. | 1.  Insert cartridge correctly.<br><br>2. Change ribbon cartridge.<br>3. Rotate ribbon knob. Replace cartridge if ribbon doesn't advance. |
| Ink Smudges | Ribbon inserted behind print shield. | Re-install cartridge with ribbon inserted between ribbon guide and print shield. |
| Settings Change | Low battery backup to clock memory. | Replace Coin Cell battery. |
| Forgotten Password | | Contact Acroprint Customer Support at (800) 334-7190 for assistance in password recovery. |

## 14. Replacing Ribbon Cartridge

1. Open the top cover and press button [PM Out 2]. The print head
    will move to Column 4 to make it easier to remove the ribbon cartridge.
     **Tip:**   if column shifts are programmed the print head could move after      3 sec. and could pinch
    your fingers. To avoid this move the print head     to Col. 4 and slide the programming switch to
    "Prgm". This will  prevent the print head from moving. When you are finished changing  the ribbon
    slide the programming        switch back to "Run".

2.   As shown in the figures below, pull the ribbon holders towards you to unlatch the ribbon cartridge. Use
     the handle on top of the ribbon cartridge to pull it up and out of the clock.
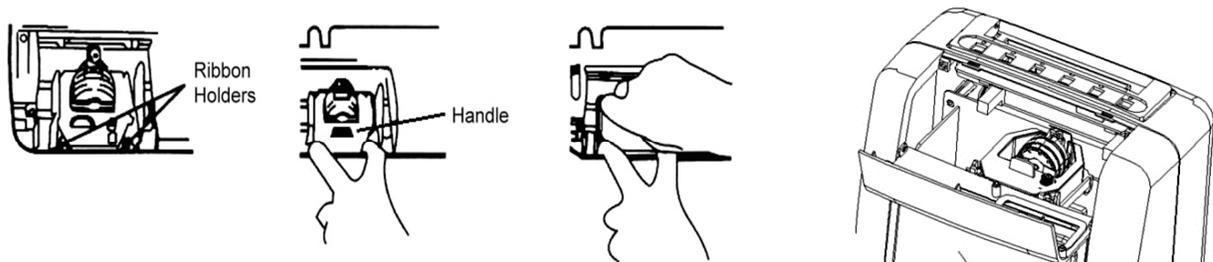


3.   Blow any paper dust off the print head and from the inside of the clock using a can of compressed air.
     This could help prevent ribbon or card jams. Carefully insert a new cartridge, positioning the ribbon
     **between** the plastic ribbon guide and the stainless steel print shield. Push the cartridge down until it
     clicks into place. Turn the ribbon knob clockwise to remove any slack in the ribbon. Slide the program
     switch back to "Run".
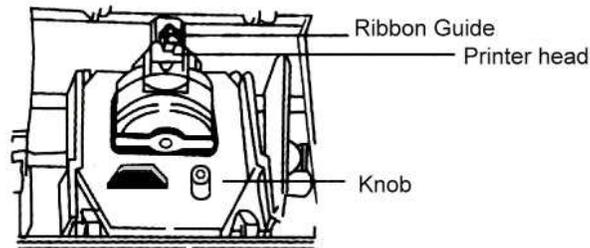


## 15. Cleaning the ATR120

Do not use cleaning products that contain alcohol or other strong chemicals as they could discolor or crack
the terminal housing. Use a soft damp cloth to remove dirt. Wipe dry. Use compressed air to blow paper
dust off the print head and the inside of the clock. This should be done with at least every ribbon change.
Cans of compressed air or "Dusters" can be found at any office supply or superstores.

# 16. Connecting External Signal Devices

The connections for an external signal device (bells, horns, buzzers, chimes, etc) are made via a 2-wire Green terminal block on the back of the clock above the power jack. Connections are made by pressing the orange wire release tabs below each wire hole, fully inserting the wire and releasing the clip. Gently pull on the wires to make sure they are firmly secured in the terminal block.
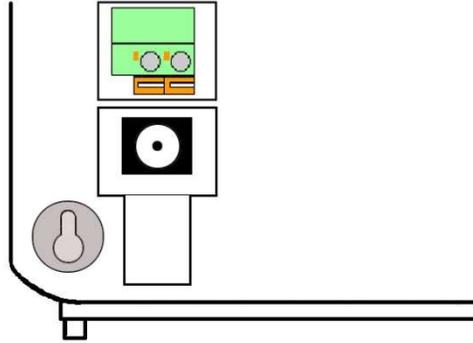


A relay is required in order to use a bell or horn. Please call Acroprint or your Dealer to order the relay (PN 01-0230-000).

When a signal is activated by the clock the internal contacts of the relay close and complete the circuit. These internal contacts are "dry" and supply no voltage. Voltage applied to these contacts must not exceed 30 volts. The relay then activates the 120v external signal device such as:

    65-0103-000    "Grille Horn"
    65-0104-000    "4-1/4" Bell"
    65-0105-000    "8" Bell"


For more information about connecting an external signal device using a relay go to:
http://www.acroprint.com/resources/user-manuals

Locate "ATR120/ATR120r Time Clock" in the list of products, and click on the product name to reveal a list of all available support documents, including "Connecting an External Signal Device."


# 17. Specifications

| Power Supply | Input: 100v / 240v,   50/60 Hz, 0.6A<br>Output: 13vDC, 1000mA |
|---|---|
| Dimensions | Approx: 9 x 8 x 5 (H x W x D)<br>(230 x 205 x 128 mm) |
| Weight | 3.35 Lbs (1.524 Kgs) |
| Usage Environment | 32º - 104º F (0 – 40º C) |
| | 10 - 60% Relative Humidity |
| Time Card Size | 86 x 185 x 0.35 mm ( W x L x Thk ) |
| Circuit Board Battery | CR2032 3v Lithium Coin Cell |
| Ribbon Cartridge | Red / Black |

## 18. Error Codes

If an Error code is displayed on the LCD contact your dealer or Acroprint for assistance:

      Err1--Wrong Position (Up & Down)
      Err2--Wrong Position (Left & Right)
      Err3--Internal Memory Error (usually indicates power failure)
      Err4--Wrong Password

## 19. Wall Mounting Instructions

The ATR120 can be placed on a table or desk and it can also be mounted to a wall. A mounting template is included with the documents for the ATR120. If you misplace the template you can download it at:

**http://www.acroprint.com/resources/user-manuals**

Locate "ATR120/ATR120r Time Clock" in the list of products and click on the product name to reveal a list of all available support documents, including the wall mounting template.
**Follow the instructions on the template to mount the clock.**

# Supplies, Parts & Accessories

| Part# | Description |
| --- | --- |
| 01-0230-000 | 24 Volt Switching Relay Kit |
| 01-0212-000 | ATR120 Electronic Time Recorder |
| 01-0212-002 | ATR120 Time Recorder w/Battery Backup |
| 06-0314-002 | ATR120 User Manual (available on web) |
| 06-0413-000 | Mounting Template (available on web) |
| 09-9110-000 | ATR121 Wkly/Bi-Wkly Time Card (pack of 250) |
| 09-9113-000 | ATR121 Monthly Time Card (pack of 250) |
| 39-0127-002 | ATR122r Replacement Ribbon |
| 45-0180-000 | Key Set, ES700/900/1000; ATR120 |
| 56-0137-000 | 13v DC 0.5A Switching Power Supply |
| 58-0109-001 | ATR120 Operational Battery Pack |
| 64-0103-000 | Grille Horn, 120vAC 50/60Hz |
| 64-0104-000 | 4-1/4" Bell, 120vAC 50/60Hz |
| 64-0105-000 | 8" Bell, 120vAC 50/60Hz |
| 81-0120-000 | ATR120R Expanding Card Rack |

An updated list of accessories with pricing can be found on the

web at:     **www.acroprint.com**

# Acroprint® Limited Warranty

Should you have any questions concerning your warranty information or supplies, please contact the dealer or store where you purchased the equipment.

This product is guaranteed to the original purchaser for a period of two (2) years from original purchase date against defective materials and workmanship when used under normal operating conditions. You must contact us to obtain a Warranty Return Authorization (WRA) prior to shipping the product to us.The repair or replacement of any defective component or part and any necessary adjustments will be made free of charge provided that the machine is shipped prepaid to the factory service center shown below, securely packaged and shipped in the original shipping container. This warranty applies to Acroprint products purchased and retained in the U.S.A. The guarantee is not applicable if the device has been subject to misuse, abuse, negligence, accidents, power surges and lightning. The guarantee is not applicable if the serial number has been altered, defaced or removed or if the device has been tampered with or taken apart by anyone other than authorized service personnel.

**Please return the warranty card on the following page to Acroprint to register your product.** Or, if you would like to register online go to **www.acroprint.com/warranty.** For your reference, fill out the information below and keep it in a safe place.

Model Number _____**ATR120r**_____

Serial Number _____

Date Purchased _____

Purchased From _____

Purchase Location _____ .

Store Telephone Number _____

Acroprint Time Record r
5640 Departure Drive
Raleigh, NC 27616-18 1

# Product Registration Card

Model No._____ Serial No._____

First Name_____ Last Name_____

Title_____

Company Name _____

Address_____

City_____ State_____ Zip_____

Daytime Phone with Area Code_____

Purchased From_____ Purchase Date_____

**So that we may serve you better, please indicate your primary business activity.**

☐ (01) Manufacturing    ☐ (04) Government
☐ (02) Wholesale        ☐ (05) University / School
☐ (03) Retail           ☐ (06) Other _____

**Number of Employees Using Product**

☐ (11) 1 – 10     ☐ (14) 50 - 75
☐ (12) 11 - 25    ☐ (15) 76 - 100
☐ (13) 26 - 49    ☐ (16) 100+

**Annual Sales in Dollars**

☐ (21) Under $100,000        ☐ (24) $500,000 - $1,000,000
☐ (22) $100,000 - $250,000   ☐ (25) $1 million - $5 million
☐ (23) $250,000 - $500,000   ☐ (26) $5 million and over

Comments: _____

_____