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The logo for Lathem M.R. features the word "Lathem" in a stylized, cursive script font, enclosed within a thin, black oval border. A registered trademark symbol (®) is positioned at the top right of the oval, and the letters "M.R." are printed in a small, sans-serif font at the bottom right of the oval.

Lathem[®]
M.R.

A large, semi-transparent gear graphic is located on the left side of the page. The gear has several teeth, and the letters "R", "H", and "19" are visible on its surface, along with a white arrow pointing downwards.

2000 Series
3000 Series
4000 Series

Time Recorder User's Manual

<u>MODEL</u>	<u>HOURS</u>	<u>UNITS</u>
DD2101 = 1-12, <u>1-12</u>		00-59
DD2102 = 1-12, <u>1-12</u>		.0-.9
DD2103 = 1-12, <u>1-12</u>		.00-.98
DD2104 = 00-23		00-59
DD2105 = 00-23		.0-.9
DD2105 = 00-23		.00-.98

Table 1

Before proceeding, you need to know the "registration time format" of your time recorder. The fourth digit in the model number indicates this format.

EXAMPLE:

Since the fourth digit in the model number DD2104 is a "4", it will print with 0-59 minutes and 0-23 hours. (See Table 1.)

The model number is located on the label **1.1** positioned as shown in Figure 1.

1. RAISE THE TYPE SECTION

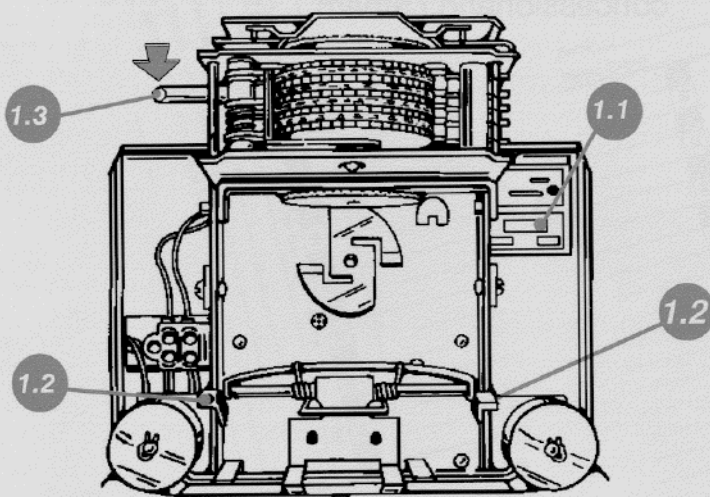


Figure 1

Front of clock after raising type section

1. Unlock the case cover and remove it by sliding it forward, away from the clock.
2. Locate the bright orange setting reference label and note the following components:
head lock ("LOCK") - **1.2**
overthrow lever - **1.3**
3. Hold the head lock **1.2** down, grab the bottom of the dial face and raise the type section to a locked position, as shown in Figure 1.
4. Press the red overthrow lever **1.3** back until it "clicks". The wheels are now unlocked and should turn freely.

2. SET TIME ON TYPE WHEELS

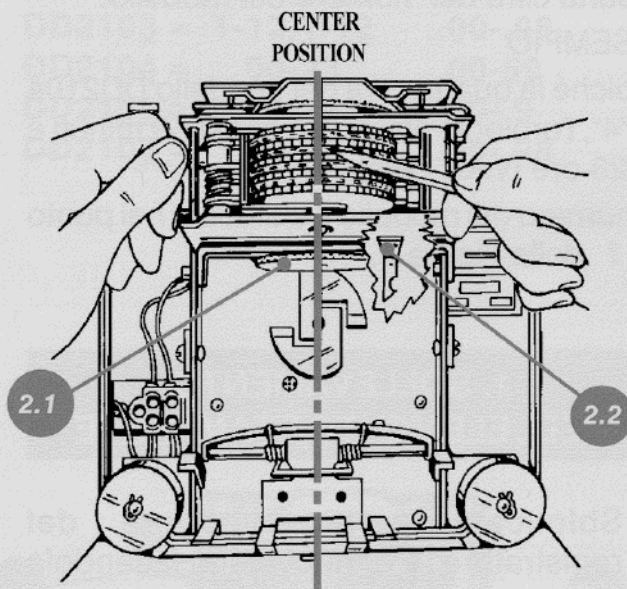


FIGURE 2

1. Use a pointed object to rotate each wheel until the correct time and day are vertically aligned at the center position, as shown in Figure 2.

If you are using tenths (models with 4th digit of 2 or 5), go to the section "Setting Decimal Wheel with Tenths".

If you are using hundredths or 0-23 hours, refer to the Dial of Decimal Equivalents in Figure 3 (page 4) to determine the correct setting.

NOTE: If your machine records in 1-12 hours, the PM hours are underlined. AM hours are not underlined. Set time to the proper hour of the day to avoid errors such as setting the day wheel to the next day at noon rather than midnight.

2. Rotate the main drive wheel **2.1** to advance the wheels for any time lost during this setting procedure.
3. While holding dial face with left hand, release latch **2.2** (located in back, upper right hand corner of frame with spring attached) with right index finger (push left). Gently lower the type section.
4. Press firmly against face of the type section to lock into the closed position.

NOTE: The month wheel and the date wheel (those with less than 31 days) must be reset manually at the beginning of each month.

The dial in Figure 3 shows the tenths and hundredths setting for each minute. The small inner circle represents minutes, the middle circle represents tenths, and the outer circle represents hundredths.

For example,

45 minutes = .7 tenths = .75 hundredths.

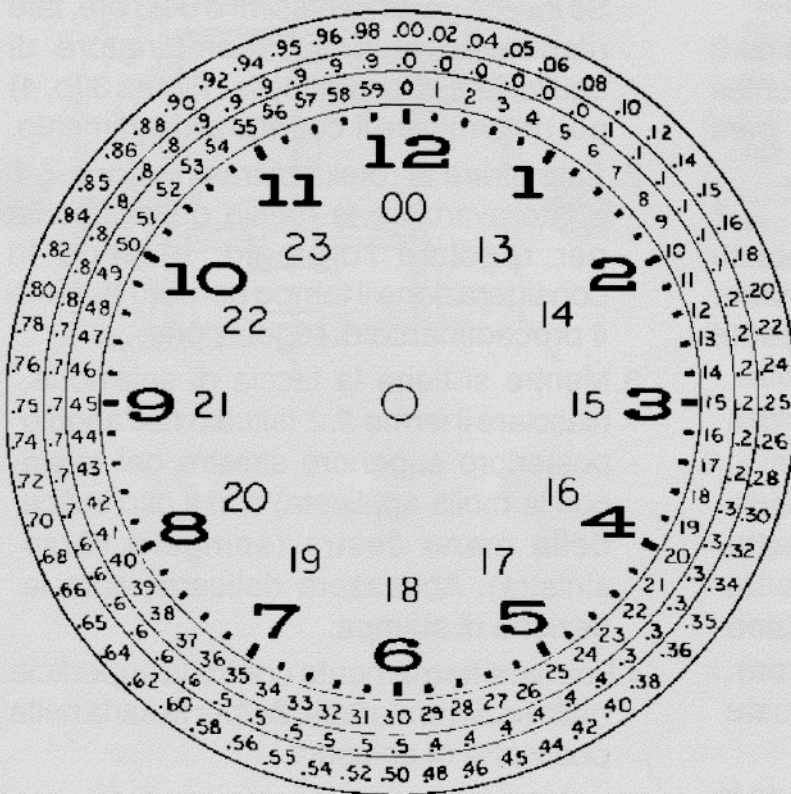
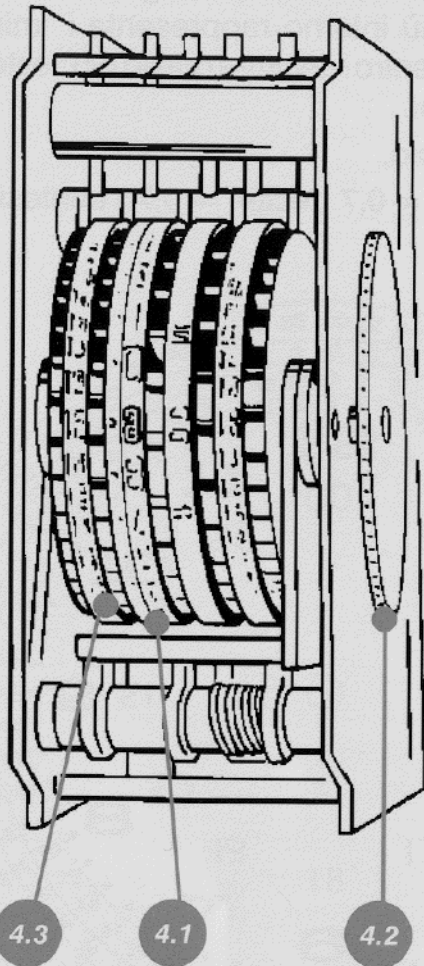


FIGURE 3

SETTING DECIMAL WHEEL WITH TENTHS

Use only for recorders printing in tenths (models with a 4th digit of "2" or "5")



1. Rotate Tenth Wheel **4.1** and set it at "9".
A wheel is set when the desired number is in line with 6:00 on the clock face.
2. Rotate Main Drive Wheel **4.2** until the Tenth Wheel (below the decimal point wheel) clicks over from "9" to "0".
3. Rotate Hour Wheel **4.3** to set current hour.
4. Set correct minutes by rotating Main Drive Wheel **4.2** one time each minute.

For example, at 10:05, rotate 5 times = 5 clicks = 5 minutes past ten o'clock.

FIGURE 4

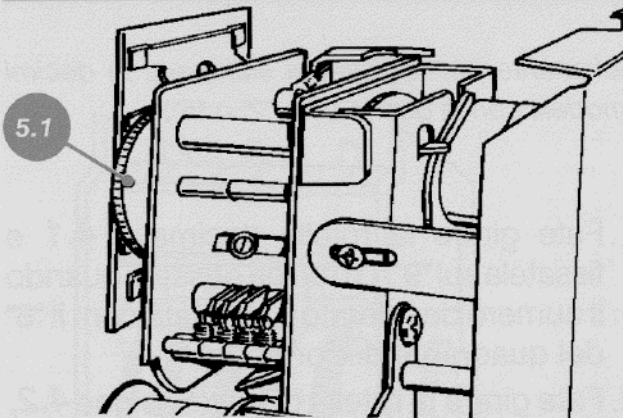


FIGURE 5

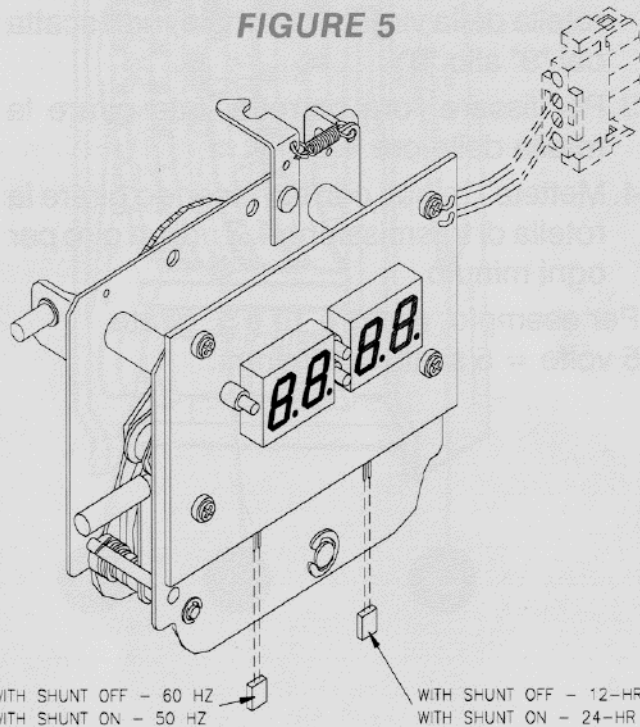


FIGURE 6

HOW TO SET ANALOG FACE

1. Make a sample registration on paper.
2. Rotate setting wheel **5.1** until the clock face displays the same time as shown on the sample registration. Refer to Figure 3, "Dial of decimal equivalents", if using tenths or hundredths.

DO NOT TURN CLOCK HANDS EXCEPT BY USING SETTING WHEEL

HOW TO SET DIGITAL FACE

1. Make a sample registration on paper.
2. Use the Hour and Minute buttons to set the display to the time shown on the sample registration.
3. To synchronize the display with the type wheels, listen for the type wheels to click. At the click press the minute button to advance to the next minute. Seconds are now synchronized. Always set the display to regular minutes. Refer to Figure 3, "dial of decimal equivalent" if using hundredths or tenths.

HOW TO CHANGE A RIBBON

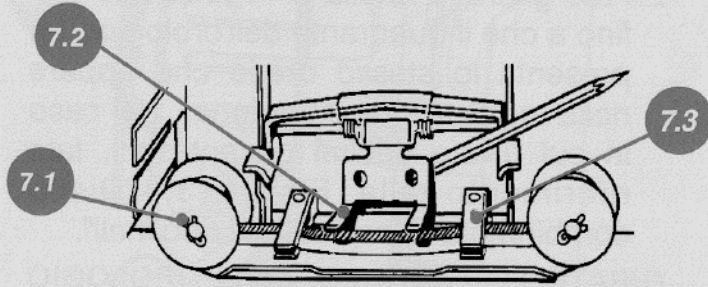


FIGURE 7

Latham time recorders have self-reversing ribbons. With normal use, a ribbon should last for many months or even years...and when the time comes, it is easy to change.

1. Remove the top cover and raise type section (see "Raise the type section on page 2.)
2. Remove the cotter pins **7.1** that retain the ribbon spools and slide off old spools.
3. Lift ribbon hold-down guide **7.2** -- use pencil to support in up position.
4. Remove ribbon and replace with new Latham ribbon. Make sure the ribbon feeds from bottom of spools and runs **BETWEEN** reversing fingers **7.3**, the red side aligned with date wheel(s).
5. Install cotter pins, remove pencil, and lower type section into place.