GENERAL INFORMATION

CAUTION: For your safety and to prevent damage to the machine, we recommend that you remove the line cord from the wall receptacle when setting or replacing the ribbon.

For repairs, please contact your authorized Acroprint dealer.

MAINTENANCE

To obtain the best results from your Electric Stamp, we recommend periodic inspections, cleaning, and lubrication each year by an authorized dealer. For further information contact your dealer or Acroprint Time Recorder.

NOTE: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

MACHINE REFERENCE

Date Purchased _____

Model No. _____ Serial No. _____

Key No. _____

Dealer _____

Address _____

City _____ State _____ Zip _____

Phone No. _____

5640 Departure Drive
Raleigh, NC 27616-1841 USA
IN USA 800.334.7190
919.872.5800
www.acroprint.com

HEAVY-DUTY DOCUMENT CONTROL STAMP
USER MANUAL

5640 Departure Drive
Raleigh, NC 27616-1841
919.872.5800
In USA: 800.334.7190
Fax: 919.850.0720
Email: sales@acroprint.com
www.acroprint.com

INTRODUCTION

We thank you for purchasing an Acroprint Heavy Duty Document Control Stamp. Packaged with your machine are:

- two (2) Keys.
- one (1) User's Manual and the Warranty Card.

Please complete the warranty card and return the tear-off portion to the factory as soon as possible. The model and serial numbers are displayed on the label located on the back of the machine. The serial number is a seven digit number followed by two alphabetic characters (example: 1234567AH).

We suggest you record the above information in the information reference section on the back page, making sure to list your key number.

Before operating your Acroprint Heavy Duty Document Control Stamp, please read these instructions completely. **For optimum performance, do not plug stamp into an electrical circuit with other office machines or appliances. Caution should be used when stamping forms with paper clips or staples attached. Serious damage to the print mechanism and/or the electronic circuit could result.** Service should be limited to qualified technicians only.

FIGURE 2
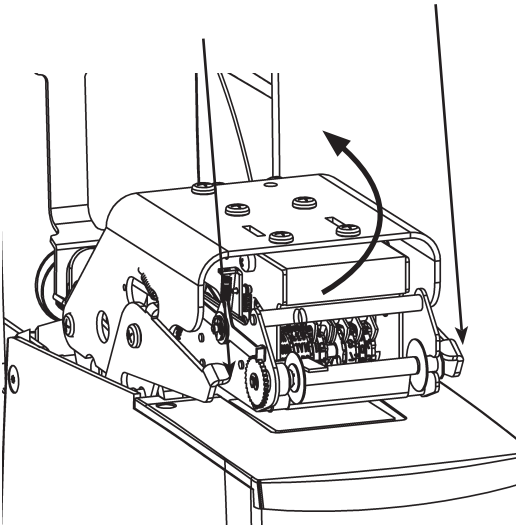
Depress to Raise Ribbon Feeler

Ribbon Drive Shaft
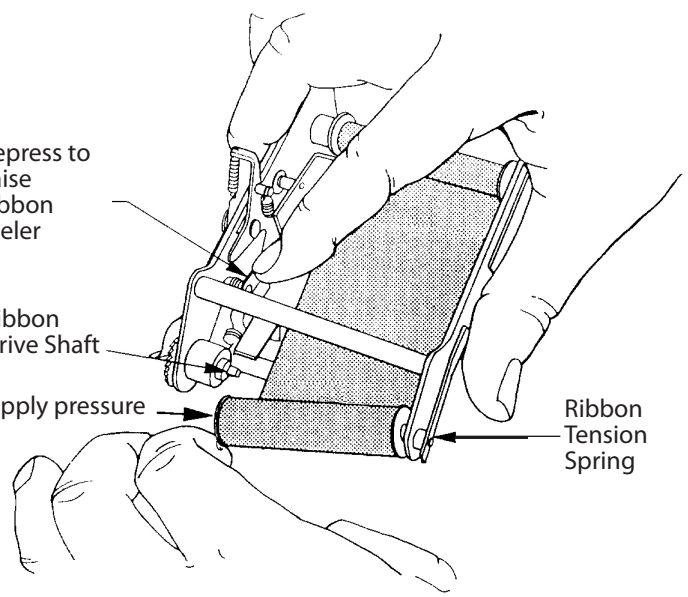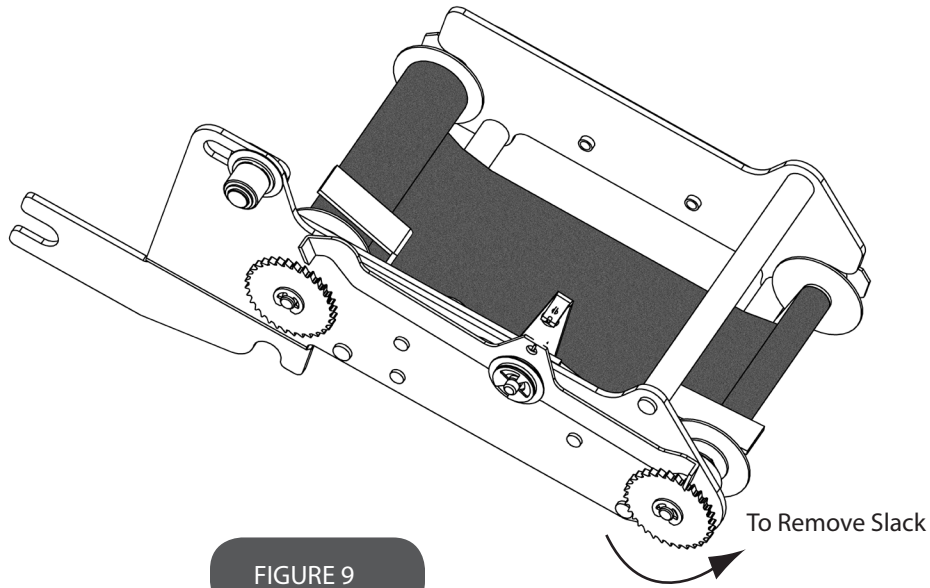
Apply pressure

Ribbon Tension Spring

FIGURE 8
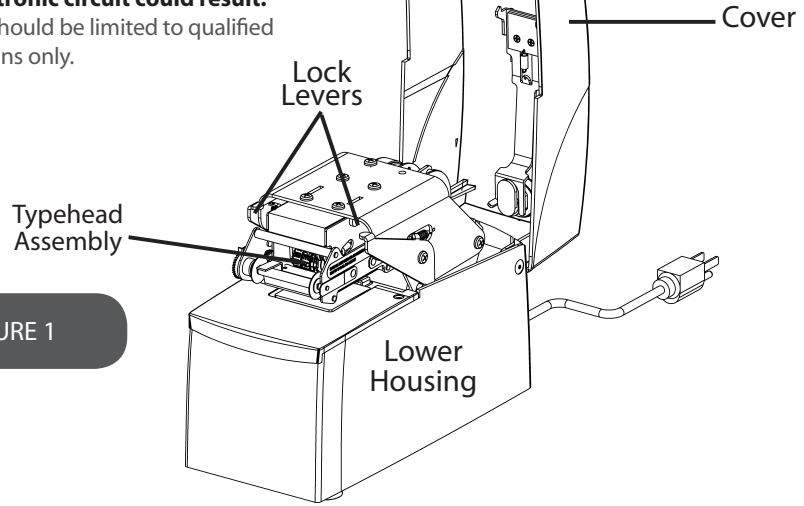

Cover

Lock Levers

Typehead Assembly

Lower Housing

FIGURE 1

To Remove Slack

FIGURE 9

FIGURE 6

Pivot Ribbon Drive Assembly Upward or Downward

Upper Tie Bar

Mounting Slot

Front Support Pin

Rear Pivot Pin

Lower Housing

FIGURE 7

Depress to Raise Ribbon Feelers

Upper Tie Bar

Front Ribbon Feeler

Ribbon

Rear Ribbon Feeler

Ribbon Tension Springs

Front Mounting Slot

Rear Mounting Slot

FIGURE 3

Typewheels

FIGURE 4

Typewheels

Advance Typewheel Ratchet with Pointed Object

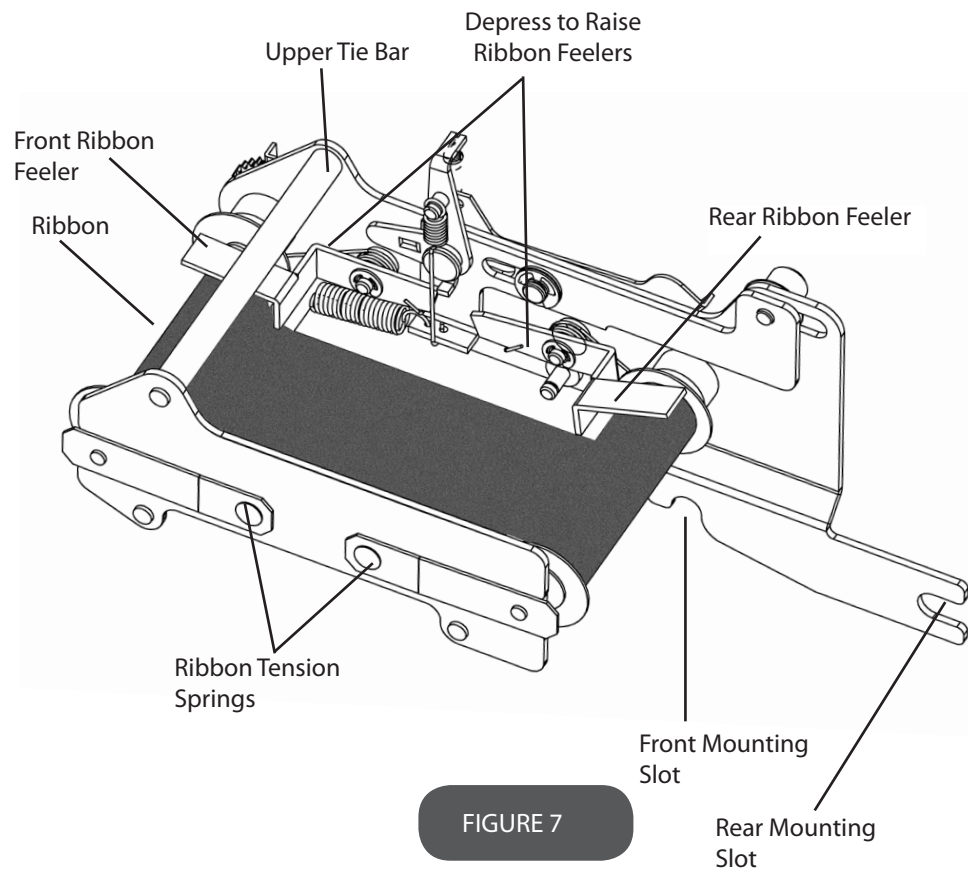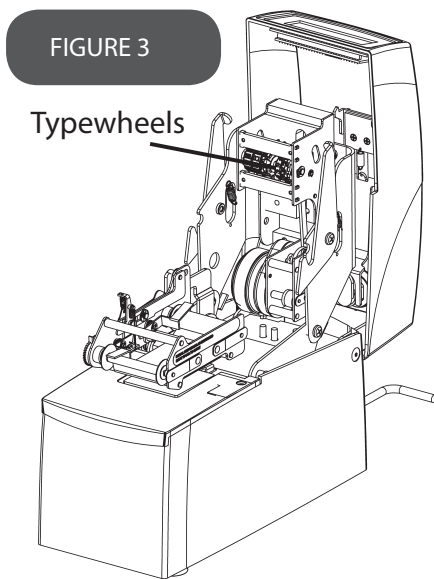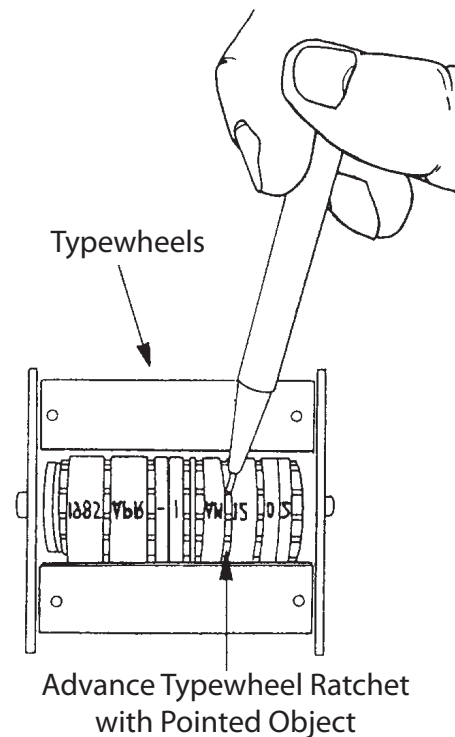**CAUTION:**
Be sure the machine is disconnected from the wall outlet when setting typewheels.

SETTING
The stamp has a typehead with 6 or more typewheels which print information such as year, month, date, etc. It is necessary to set each typewheel prior to using your new machine.

Open Cover
• Insert key.
• Turn key clockwise and tilt cover upward.

Open Typehead
• Push down on the 2 lock levers, at the same time pull up on the typehead (See Figure 2).

Setting Typewheels
• Set the typewheels by pushing the Ratchet on the side of the typewheel down (See Figure 4). Make sure the typewheel seats correctly; you will hear a distinct click when the typewheel seats.

Model Notes:
Time/Date Stamps (ET and ETC) – After setting, the machine will keep the time and date automatically. The month typewheel must be manually changed and the date reset each month. The year typewheel must be manually changed each year.

Date Stamps (ED) – The date typewheels must be set each day.

Numbering Machines (EN, END, EDN) – The first 6 typewheels advance automatically after each punch. Any additional wheels (including date) must be manually changed.

ADJUSTABLE PRINT IMPACT CONTROL

The Stamp has an adjustable Print
Impact Control (see Figure 5).
• Turning the knob clockwise increases the impact, turning the knob
  counterclockwise lowers the impact.

The standard setting is midway between soft and hard. Use the
lowest setting that provides a clear imprint. Replacing worn ribbons
instead of increasing the print impact will extend the machine's
lifespan.

DIGITAL CLOCK - SETTING CONTROLS - ETC Model Only

The ETC model is equipped with a digital clock. You will find the
setting controls beside the Print Impact Control Knob located in the
lower housing of the machine. (See Figure 5). Each control is labeled
with letters and operates as follows.

Setting Function   **Command**
Hour Set: Depress "H" switch
Minute Set: Depress "M" switch

Setting Digital Display (ETC)

The digital display must be set to match the typewheels.
• Plug in machine.
• Press the H (Hour) button to advance
  the hour.
• Press the M (Minute) button to advance the minute.
• When you hear the minute advance
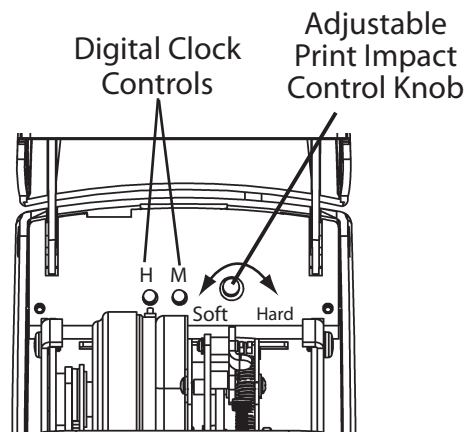 click, take a print.
• Match the display to the printed time.

Close Typehead

• Lower the typehead.
• Press down and insure that both lock levers latch and typehead is
  secure.

Close Cover

• Lower the cover until it latches into the typehead assembly.

Digital Clock
Controls

Adjustable
Print Impact
Control Knob

FIGURE 5

H M
Soft Hard

RIBBON REMOVAL/INSTALLATION

When the printing becomes light, change the ribbon. Using other
than authorized Acroprint ribbons may result in the ribbon not
advancing or reversing properly.

Warning

Be careful when changing the ribbon.
Ribbon ink will stain your hands and clothes.

1. Unplug machine.
2. Open cover and typehead .
   (see Setting for instructions)
3. Grasp the Ribbon mechanism upper tie bar and pull upwards
   and then out.
4. Place the ribbon mechanism on a sheet of paper with the
   ribbon facing down.
5. Depress and hold down the front ribbon feeler lever. Push the
   back of the spool towards you until it clears the ribbon drive
   shaft, then pull the spool off of the ribbon tension spring.
   (See Figure 8)
6. Repeat step 5 to remove the rear ribbon spool.
7. Place the new ribbon on a piece of paper with the spools about
   6" apart and the empty spool at the front.
8. Place the ribbon drive mechanism over the ribbon.
9. Starting at the rear, pull the ribbon through the center and over
   the lower tie bar. Depress and hold down the rear ribbon feeler
   lever, with your other hand place the new spool on the stud on
   the ribbon tension spring. Apply pressure to the spool/spring,
   pivot the spool and mount the spool onto the ribbon drive
   shaft. Note: Rotate the spool to make sure it seats fully.

> **Warning: Be careful when
> changing the ribbon not to get
> ink on your clothing. The ink
> will not wash out of clothing.**

10. Repeat step 9 to install the other spool on the front.
11. Remove ribbon slack by turning the
    front spool in the direction the arrow illustrates (See Figure 9).
    The ribbon is ready to be reinstalled.
12. Grasp the upper tie bar of the ribbon mechanism. Slide the rear
    mounting slot into the rear pivot pin (See Figures 6 & 7). Then
    pivot the ribbon mechanism down into front support pin slot.
13. Lower the typehead.
14. Close the cover.
15. Plug in machine and take a test print.