



## Time & date change instructions for: Acroprint 200

### 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.

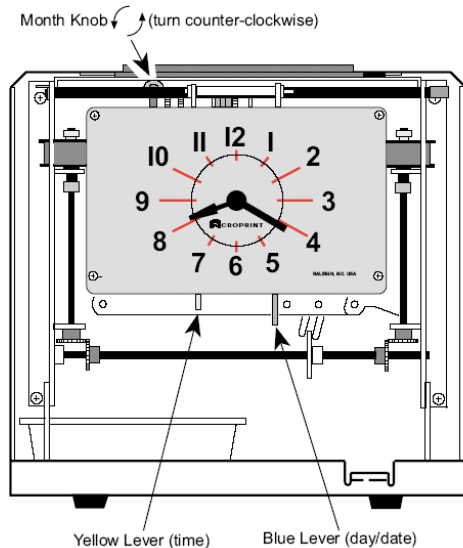
### 4) To Set Month (if so equipped)

- 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 your 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)



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## To get support

Call us on  
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