

# GENERAL SERVICE INSTRUCTIONS

ACROPRINT ELECTRIC STAMPS



STATE-OF-THE-ART  
ELECTRONIC PRINT  
CIRCUITRY

MODELS for ACCURACY,  
DURABILITY, and  
DEPENDABILITY



## INTRODUCTION

We thank you for purchasing an Acroprint Electric Stamp. Packaged with your machine are two (2) Keys, one (1) Service Instruction 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 No. and Serial No. are displayed on the label located on the back of the machine.

For future reference, we ask that 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 Electric Stamp, please read these instructions completely. Service should be limited to qualified technicians only.

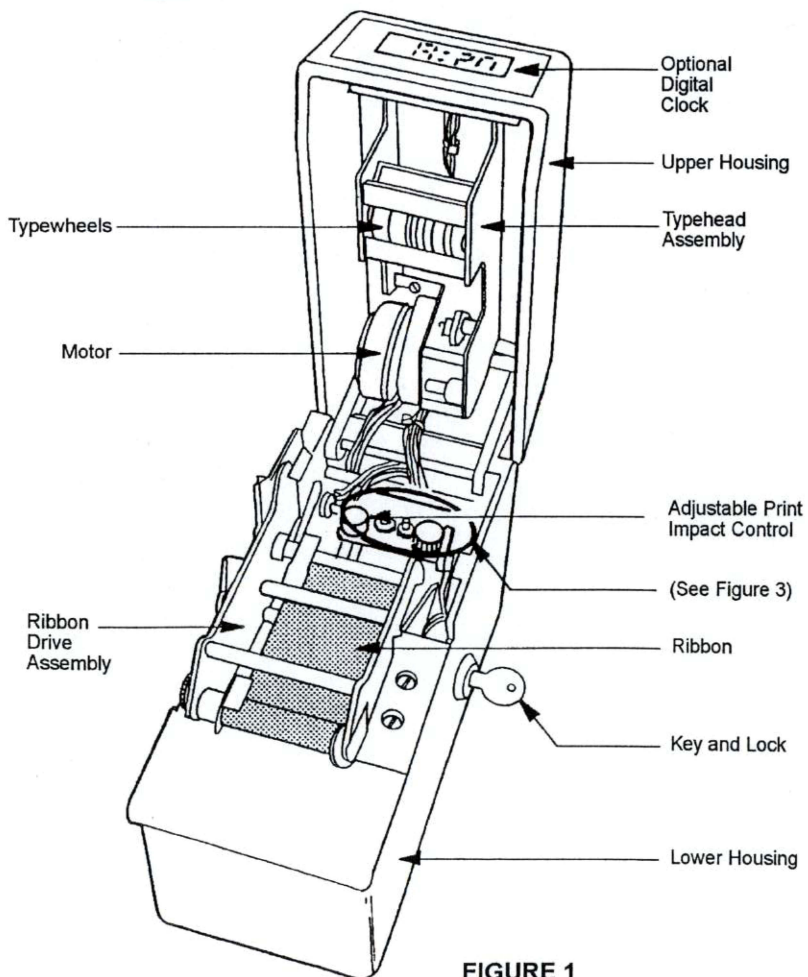


FIGURE 1

## SETTING THE TYPEWHEELS

Your Acroprint stamp is equipped with a typehead consisting of six or more typewheels which print specific information (ie: hours, minutes, date, year, etc.) during the printing process. It is necessary to set each typewheel to the desired position prior to placing the machine into operation.



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

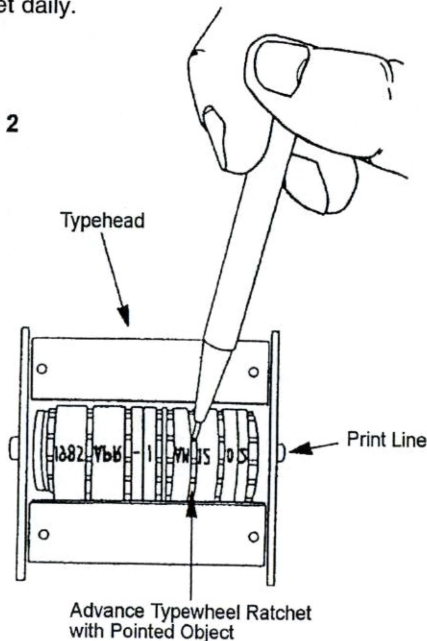
To set the typewheels, insert the key, which was supplied with your machine, into the lock and turn it counterclockwise. This unlocks the upper housing which contains the typewheels. (See Figure 1) Set each typewheel to the desired character by pushing the typewheel RATCHET beside each typewheel in a downward direction with a pointed object such as a pencil or a ball point pen. (See Figure 2) Lower the upper housing and lock it in place. Plug unit in and insert a clean piece of paper into the throat until the stamp is activated to verify the registration. The machine is now ready for normal use.

**TIME/DATE STAMPS** – After setting the typehead the machine will automatically rotate the wheels. It will be necessary for you to manually change the month wheel each month, reset the date wheels each month, and advance the year wheels on the first day of each year.

**DATE STAMPS** – It will be necessary for you to manually reset the date wheels daily.

**NUMBERING MACHINES** – The first six typewheels will advance automatically after each registration. All additional number wheels must be manually changed. If your numbering machine is equipped with a date section, the date wheels must be manually reset daily.

**FIGURE 2**





## ADJUSTABLE PRINT IMPACT CONTROL

Your Acroprint Electric Stamp is equipped with an adjustable Print Impact Control (See Figure 3). By turning this control in a clockwise direction you can easily adjust the printing impact from soft to very hard. The normal setting is midway between the soft and very hard. We recommend using the softest setting that works for your needs. When imprinting through several carbons we recommend the hard impact setting. Replacing worn ribbons instead of increasing the impact setting will extend the machine's lifespan.

## DIGITAL CLOCK - SETTING CONTROLS

If the model you purchased is equipped with a digital clock, you will find the setting controls beside the Print Impact Knob located in the lower housing of the machine. (See Figure 3). Each control is labeled with letters and operates as follows.

Setting Function	Command
Hour Set:	Depress "HR" switch
Minute Set:	Depress "MN" switch

## SETTING DIGITAL CLOCK

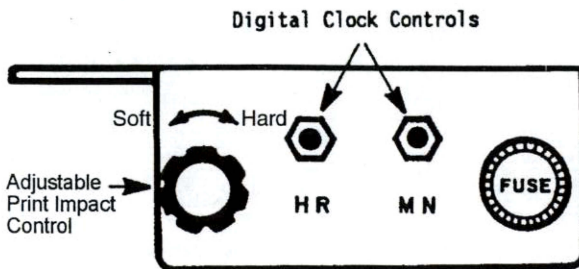
Plug the unit into an electrical outlet of proper voltage & frequency. As a normal response the display will be flashing on and off. This will stop when you begin the setting process. Unlock and raise the upper housing. CAUTION: Use care when the machine is open to avoid electrical shock. Make a note of the clock time you set on the typewheels and proceed as follows:

The clock must be set by the operator to correspond to the typehead. Once synchronized, the clock and typehead will maintain the same time, since both use AC line frequency as a reference. A power interruption of more than a second will cause the display to reset and blink. This is your indication that the typehead time should be checked and possibly advanced to make up for the time when the motor was not running due to power loss.

Depress the Minute or Hour Button to advance the Digital Clock Face. If rapid advancement is desired, simply hold the button down.

When close synchronization with the typehead is desired, advance the final minute on the clock as the minute typewheel is advanced by the typehead motor. You will hear a distinct click as the minute typewheel detent falls into place.

Lower the upper housing and lock in place. Verify synchronization by printing and comparing the impression with the display. The machine is ready for normal use.



**FIGURE 3**



## RIBBON REMOVAL/INSTALLATION

Your Acroprint machine is equipped with a new printing ribbon. When the printing impression becomes so light that it is not clearly legible, it is necessary to change the ribbon. Proceed as follows:

1. Unplug machine from electrical outlet.
2. Using the key, unlock and raise the upper housing. (See Figure 1) Locate the ribbon drive mechanism.
3. Grasp the upper tie bar on the ribbon drive mechanism and pull upwards and then out away from the machine. (See Figure 4).

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

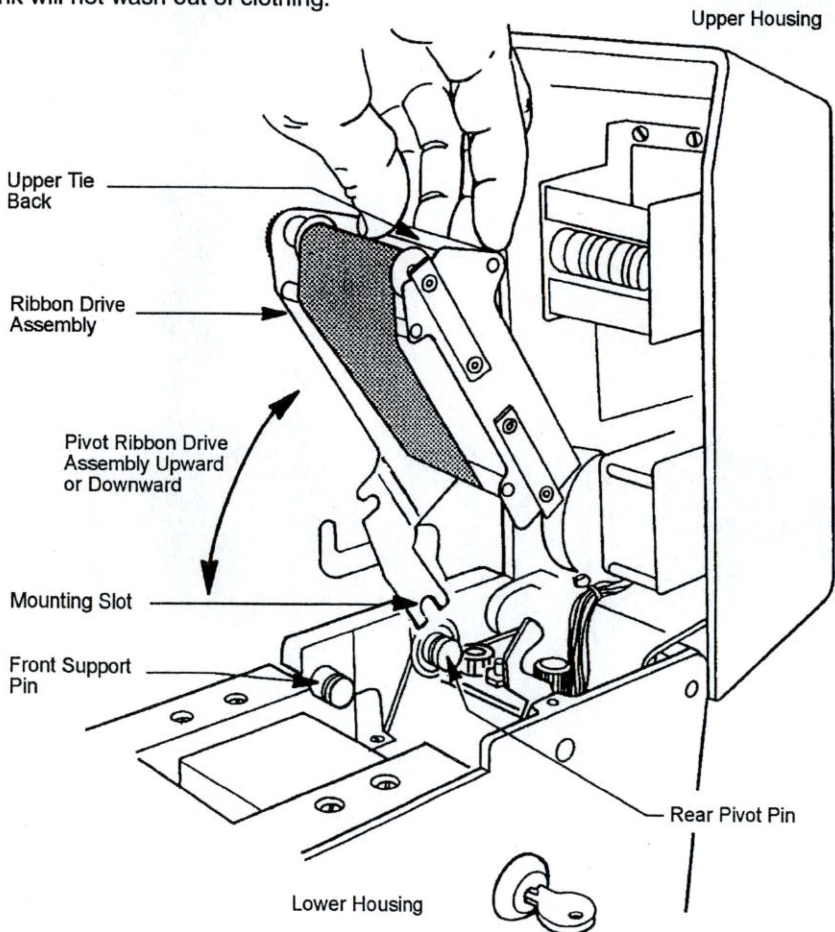
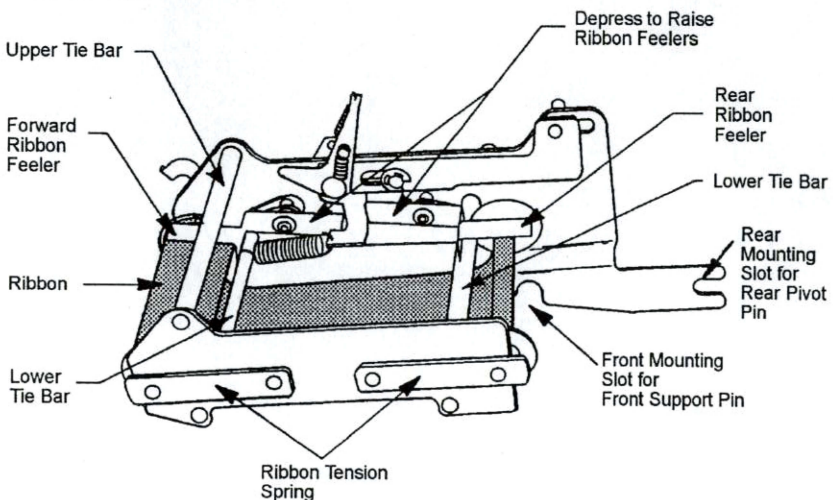
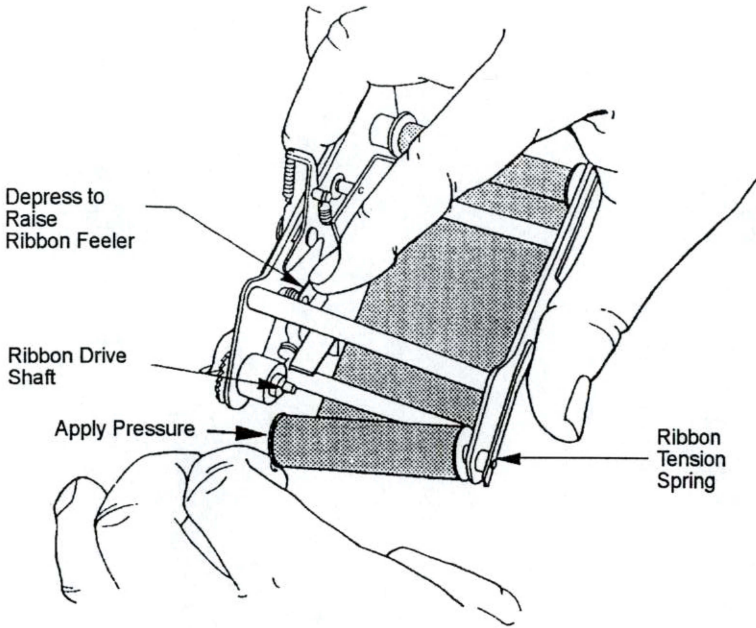


FIGURE 4

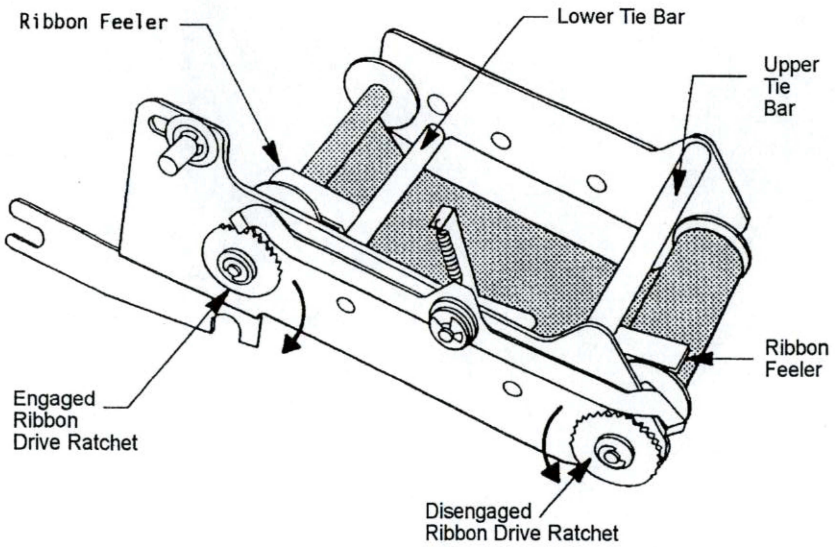
4. Place the ribbon drive mechanism on a clean sheet of paper with ribbon facing down. (See Figure 5). NOTE: It is necessary to remove the ribbon/spools one at a time.
5. Start with the spool on the left hand side of the assembly, depress and hold down the ribbon feeler lever. This allows the spool to turn freely. Push the back of the spool towards you until it is clear of the ribbon drive shaft, then pull the front of the spool off of its stud. (See Figure 6).
6. Repeat step No. 5 to release the spool on the right side of the ribbon drive mechanism, then discard the old ribbon.
7. Unwrap the new ribbon and place it on a piece of paper with the spools about 6" apart. Place ribbon drive mechanism over the ribbon.
8. Starting with the spool on the left side, depress and hold down the ribbon feeler lever. With your other hand, slide the new spool onto the stud mounted on the Ribbon Tension Spring. Apply pressure to the spring/spool and pivot the spool so that the other end can be mounted onto the ribbon drive shaft. (See Figure 6). NOTE: Rotate the spool (with the ribbon feeler lever depressed) slightly to correctly seat the ribbon drive shaft, if necessary.
9. Repeat Step #8 to install the other ribbon spool.
10. Remove all ribbon slack by turning the disengaged ribbon drive ratchet in the direction the arrow illustrates (See Figure 7) until the ribbon is snug against the lower tie bars. Ribbon drive mechanism is now ready to be installed on the machine.
11. Grasp the upper tie bar of the ribbon drive mechanism so that the rear mounting slot is pointing away from you. Slide the rear mounting slot into the open groove the rear pivot pin located on the left side of the lower housing. (See Figures 4 & 5). Then pivot the ribbon drive mechanism downward allowing the front mounting slot to rest in the open groove of the front support pin in the lower housing.
12. Close and lock the upper housing. Plug in the machine, insert a clean piece of paper and actuate stamp several times. The machine is now ready for normal use.



**FIGURE 5**



**FIGURE 6**



**FIGURE 7**



## GENERAL INFORMATION



**CAUTION:** For your safety and to prevent damage to the machine, we recommend that you unplug the stamp from the wall receptacle when setting the typewheels and/or changing ribbons.

- \* Since the cord is the power disconnect for this machine, regulations require that it be placed near an easily accessible power receptacle.
- Never allow the machine to print over metallic objects such as paper clips and staples. This could serious damage to the typewheels and die plates.
- \* Never attempt to repair this machine should it fail to operate properly. Contact your 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.

### MACHINE REFERENCE

Date Purchased \_\_\_\_\_

Model No. \_\_\_\_\_ Serial No. \_\_\_\_\_

Key No. \_\_\_\_\_

Dealer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_

### Declaration of Conformity According to EMC Directive 89/336/EEC and LVD Directive 73/23/EEC

We declare under our sole responsibility that the Electric Stamps to which this declaration relates are in conformity with the following standards: EN 55022:1994, EN 61000-4-2, EN 61000-4-3, ENV 50204, EN 61000-4-4, EN 61000-4-6, EN 61000-4-5, EN 61000-4-8, EN 61000-4-11, EN 50082-1:1997, and EN 60950-1:1992. I, the undersigned, hereby declare that the equipment specified above conforms to the above directive and standards.

Raleigh, North Carolina USA  
February 22, 1999

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W. Glenn Robbins

 **ACROPRINT®**

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