

HOW TO INSTALL JCP QUARTZ MODEL BATTERIES

Note: A tone will sound when the batteries need replacing.

- A. Lift the battery holder from the recorder.
- B. Install four alkaline, D-size batteries as indicated on the inside of the battery holder.
- C. Slide the battery holder into the recorder and push the battery leads between the battery holder and the typesection.
- D. Set the recorder's time (see "HOW TO SET THE RECORDER TO TIME")

HOW TO OPERATE THE RECORDER (FIGURE 4)

Note: Ensure power to the recorder is ON.

1. Find the next available registration position on your time card.
2. Place the card's registration position directly below marker A. Then:
 - If using a JCG recorder, slide the card into the recorder until the recorder prints.
 - If using a JCP recorder:
 - a. Slide the card into the recorder as far as possible.
 - b. Push-lever B down until the recorder prints.

HOW TO SET THE RECORDER TO TIME (FIGURE 5 OR 6)

Quick Advance

1. Take a sample registration to verify that the dial matches the hour and minutes typewheels. If the typewheels do not agree with the hands, move the hands until they match the typewheel. **GENTLY MOVE THE HOUR HAND FIRST, THEN THE MINUTE HAND. BE SURE TO PRESS ON THE HANDS AT THE CENTER OF THE DIAL TO SEAT THEM PROPERLY.** Twelve-hour recorders indicate PM by underlining the hour.

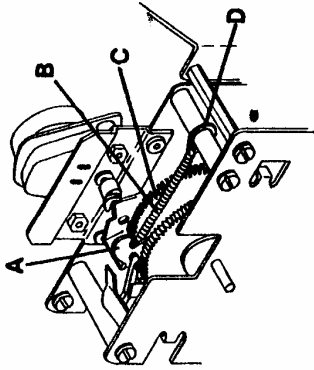
2. Set the recorder's hands as follows:

- A. Pull lever "A" against the tension of spring "B" and hold it in that position.
- B. Rotate the top of gear "C" towards spring anchor "D" until the dial reads within one minute slow of the correct time. Verify time by a sample registration.

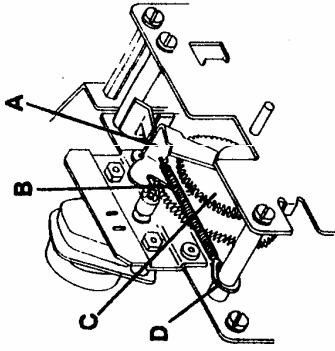
Note: If the minutes typewheel indicates hundredths of minutes, then 9:15 would print as 09 25, 9:30 would print as 09 50, 9:45 would print as 09 75, etc. (Refer to *Decimal Equivalents of Minutes* chart shipped with recorder).

Minute Advance

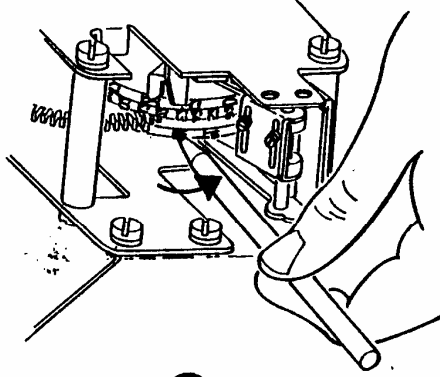
1. Check to see that hands and typewheels agree (see step 1 above).



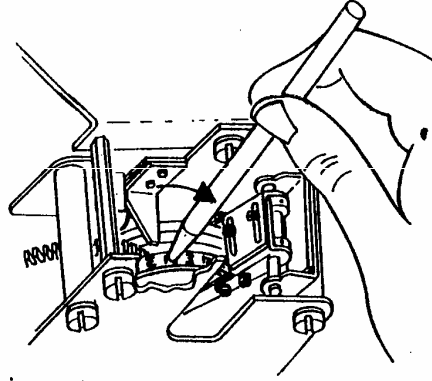
LH Print
FIGURE 5



RH Print
FIGURE 6



RH Print
FIGURE 7



LH Print
FIGURE 8

2. (AC recorders only) Apply power until the recorder advances one minute (a "click" will be heard). Then immediately remove power.
3. Pull lever "A" against the tension of spring "B" to the limit of its travel. Then release lever "B." (This advances the recorder one minute.)

HOW TO SET THE RECORDER'S TYPEWHEELS

Day and Date Typewheels (Figure 7 or Figure 8)

Note: A date typewheel contains 31 days. Therefore, this typewheel must be manually advanced after any month which contains less than 31 days.

1. Take a sample registration and check the day or date printed.
2. Using a pencil or similar tool, advance the typewheel to the current day or date as shown in Figure 7 or Figure 8. A click will be heard for each day or date the typewheel advances. Thus, to advance the wheel three days, move it three clicks.

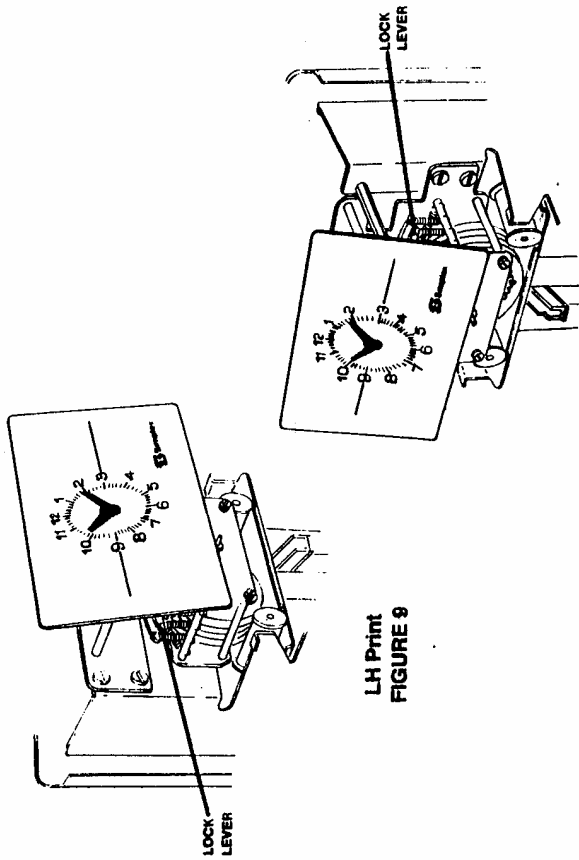
Month Typewheel (Figure 9 or Figure 10)

Note: Unlike the other typewheels — which advance automatically — the month typewheel must be set at the start of each month.

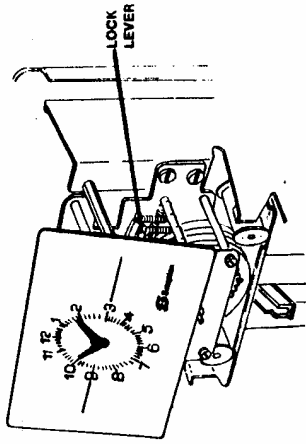
1. Locate the locklever. Notice that it is seated on a tapered projection on the month typewheel. The projection ensures that the month is properly lined up in the recorder's print field.
2. Rotate the typewheel to the desired month. Periodically take a test registration to check the month. *Ensure that the locklever is seated on a tapered projection on the month typewheel.* For example, if the month indicated on the typewheel is August and you wish to set it to September, rotate the wheel until the locklever seats on the next available projection.

Year Segment for Left Hand Print Recorder (Figure 11)

1. Remove power from the recorder.
2. Locate and remove screws "A" and "B".
3. Move segment "C" to the desired year.
4. Start — but do not tighten — screws "A" and "B".
5. Hold upward pressure against segment "C" and, at the same time, securely tighten screw "B." Then tighten screw "A."



LH Print
FIGURE 9



RH Print
FIGURE 10

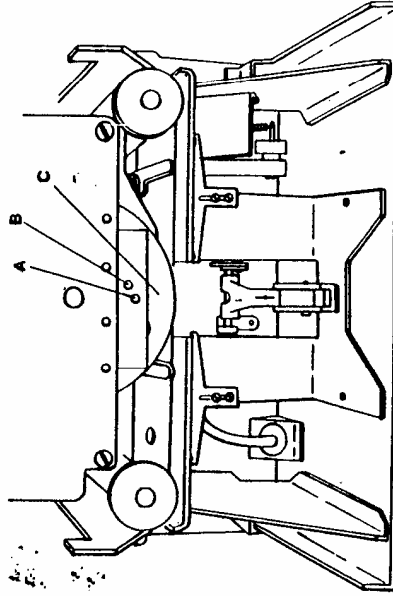


FIGURE 11

Year Segment for Right Hand Print Recorder (Figure 12)

1. Remove power from the recorder.
2. Loosen the three screws that secure the dial assembly to the type section and remove the dial assembly. Note how the gears on the dial assembly and type section mesh.
3. Remove the motor leads and remember their proper locations.
4. Remove the four screws that secure the type section to the chassis and remove the type section.
5. Remove screws "A" and "B".
6. Align the desired year characters with the print field type characters. (The print field consists of those characters directly beneath the type section shaft.)
7. Press the year segment against the type shaft collar (not visible in Figure 12) and tighten screws "A" and "B".
8. Install the type section using the screws removed in Step 4.
9. Reconnect the motor leads removed in Step 3.
10. Install the dial assembly and tighten the screws loosened in Step 2. ENSURE THAT THE DIAL ASSEMBLY AND TYPE SECTION GEARS MESH PROPERLY AS NOTED IN STEP 2. The gear teeth SHOULD NOT bottom out if necessary, set the hands to agree with the typewheels.
11. Set the recorder's time and restore power to the recorder.

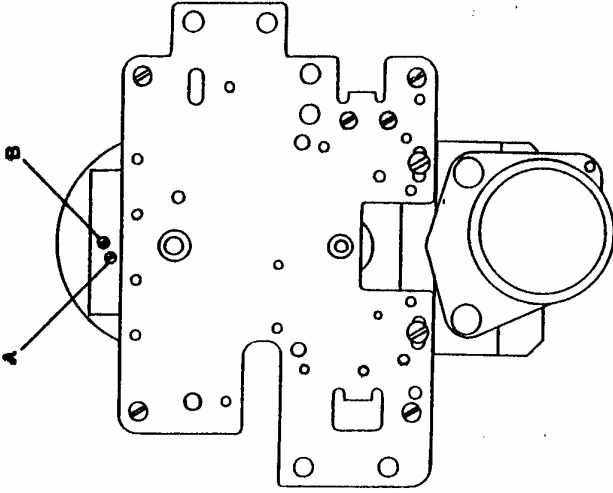


FIGURE 12

HOW TO CHANGE THE RIBBON (FIGURE 13)

1. Remove the old ribbon by pulling it straight off its spindles.
2. Align the slots on the back of the replacement ribbon's spools with the pins on the ribbon spindles. Then push the spools fully onto their spindles.
 - The ribbon is not properly installed unless its spools snap into place.
3. Insert the ribbon into forks A and slide the ribbon toward the rear so that it lies flat on shelf B.
 - Grommet C must be outside of forks A.
4. Wind the excess ribbon onto the spools without folding it.
 - Ensure that the ribbon lies flat and that it extends beyond the back typewheel.

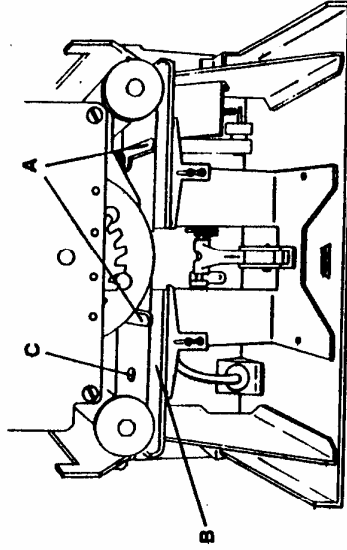


FIGURE 13