

# AMANO



## 3500/3600 SERIES Handling Manual

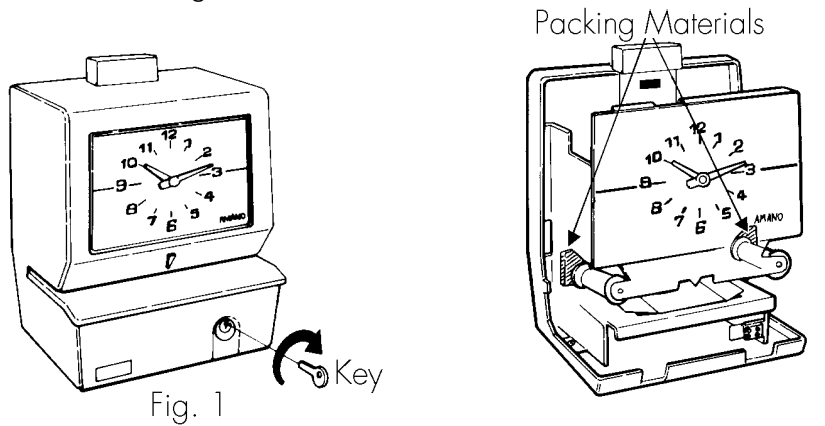
**IMPORTANT:**

*Please do not return this clock to the retailer. If you have any questions or need assistance, please call us toll-free at (800) 253-9836.*

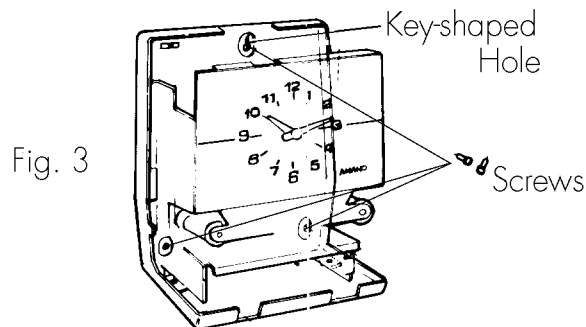
**For more information about Amano's complete product line,  
visit our web site at <http://www.amano.com>**

## 1. Installing your time clock

- 1.1 Remove the cover case from the time clock using the key as shown in Fig. 1. Turn the key all the way to the right and pull the cover forward. Lift the entire cover straight up and over the push bar. Remove the packing materials (cardboard tabs marked remove) from both sides of the inked ribbon spools as shown in Fig. 2.



- 1.2. The time clock may be placed on a table or installed on the wall. To mount the clock on the wall, insert a screw on the wall through the key-shaped hole at the top of the back plate of the time clock. Tighten the two screws located on the bottom of the back plate as shown in Fig. 3.



## 2. Setting the time and date

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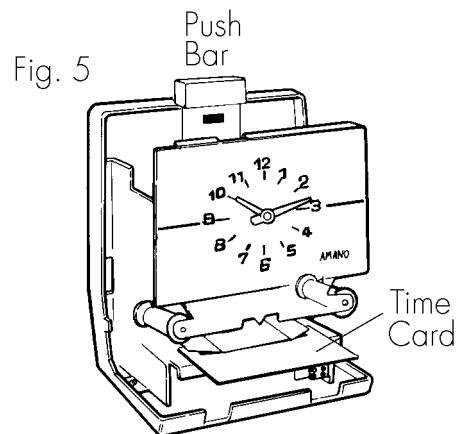
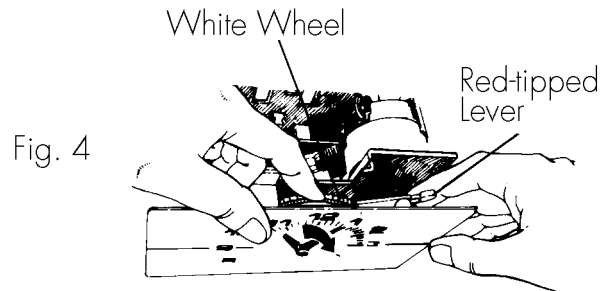
NOTE: Do not touch the clock hands.

Insert a blank time card before you begin to verify the time, month and date.

- 2.1 SETTING THE TIME:** Pull up and hold the red-tipped lever. Put your finger on the white wheel and push clockwise to the desired time as shown in Fig. 4. Let go of the red-tipped lever and white wheel. Insert a time card to make sure that the time is correct as shown in Fig. 5.

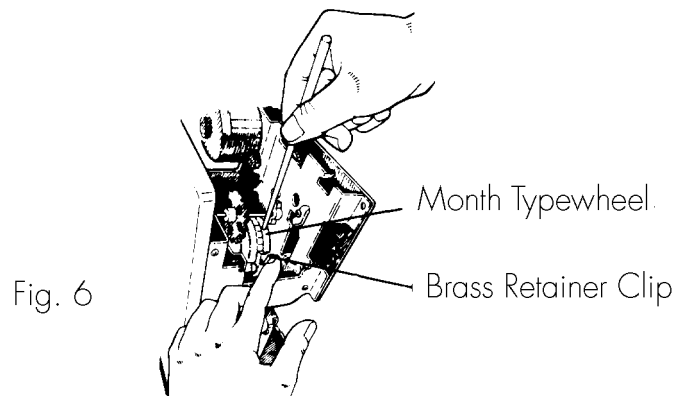
NOTE: A=AM; P=PM

If you're on AM and need PM, you will need to advance the white wheel 12 hours.



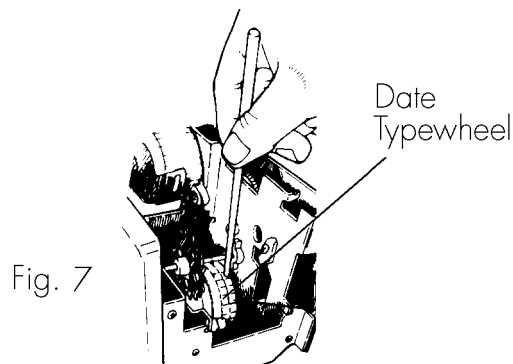
**2.2** SETTING THE MONTH: Press down the brass retainer clip inserted in the MONTH typewheel. This frees up the wheel. Turn the wheel counterclockwise using the tip of your pen or pencil (each groove represents one month) until the desired month shows on the punch as shown in Fig. 6.

NOTE: The month must be advanced every month.



**2.3** SETTING THE DATE (1-31): Turn the DATE typewheel counterclockwise using the tip of your pen or pencil (each click represents one date) until the desired date shows on the punch as shown in Fig. 7.

NOTE: If the month has 28, 29 or 30 days, you will need to change the date typewheel to the first of the month.



### **3. Adjusting your clock for Daylight Saving Time**

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- 3.1** Beginning of Daylight Saving Time: Advance the time one (1) hour using the method described in Section 2.1 (SETTING THE TIME) on the first Sunday in April every year.
  
- 3.2** End of Daylight Saving Time: There are two ways to adjust your clock for the end of daylight saving time. You can take the plug out for more than one hour and set the clock to the correct time using the method described in Section 2.1 (SETTING THE TIME). Or, you can advance the time 23 hours using the method described in Section 2.1 (SETTING THE TIME) and adjusting the DATE using the method described in Section 2.3 (SETTING THE DATE).

*NOTE: The clock and typewheels should only be adjusted forward. Reversing the direction of the clock hands and typewheels will damage the clock.*

### **4. Replacing the ribbon**

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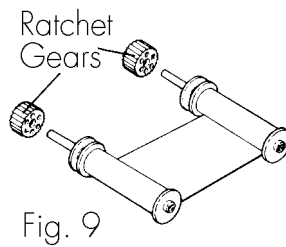
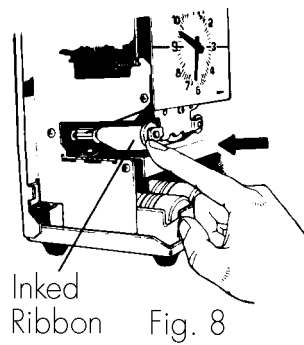
When the imprint becomes too light, replace the ribbon using the following procedure:

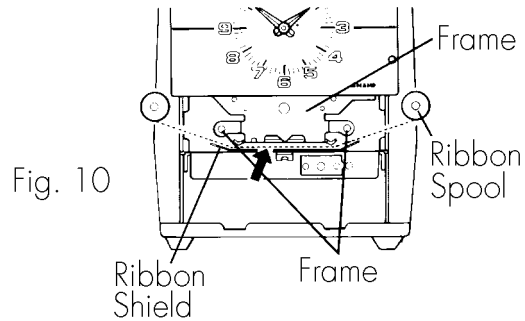
- 4.1** Remove the old ribbon spool by pushing the ribbon spool in the direction of the arrow as shown in Fig. 8. The ribbon winding ratchet gear will come out with the ribbon spool. Remove the ratchet gear from the spool before you discard the old ribbon.
  
- 4.2** Insert the ratchet gear into the new ribbon spool. Insert the ratchet gear marked "L" into the left spool, and the ratchet gear marked "R" into the right spool as shown in Fig. 9.

**4.3** Set the inked ribbon spools with ratchet gears into the holes of the frame diagonally. The inked ribbon must be carefully installed between the ribbon shield and frame as shown in Fig. 10.

**4.4** Turn the ratchet gear to take up the slack in the inked ribbon.

*NOTE: New ribbons may be purchased from any dealer listed in the RECOMMENDED DEALER SERVICE NETWORK LIST that was enclosed in your time clock box.*





### **Specifications**

Power supply	AC 120V, 60 Hz
Power consumption	0.03A
Ambient temperature	-10° C ~ 50° C (14° F ~ 122° F)
Humidity	10% ~ 90% (non-condensing)
Clock movement	Synchronous motor
Printing	Inked ribbon
Imprints	Month, Date, Hour & Minute or Day, Hour & Minute
Dimensions	8¼" (w) x 6" (d) x 10½" (h) (206 mm x 148 mm x 264 mm)
Weight	10.2 lbs. (4.6 kg)

