



ATR120

QUICK START GUIDE

for Monthly Pay Period



ATR 120 Quick Start Guide

For unpacking and inspection instructions, see Section II of the *ATR120 User's Manual*, page 2.

Getting Started

Installing the clock dial battery

To install the clock dial batteries, the front cover must be removed. You will need a Phillips screwdriver for this procedure. See Section IV in the user manual, page 3 & 4.

Setting the ATR120

- 1. Plug the unit into the power outlet.**
- 2. Place the clock in program mode.**
 - To place the clock in program mode, set the switch located on the back of the clock from “NOR” to “PRO” the display should read 1-31
- 3. 1-31 on the display indicates that it is set for a monthly pay period; no changes will need to be made for a monthly pay period. If the display shows a different reading press the (OUT2) button until 1-31 is displayed and then press (OUT3) to save the setting.**
- 4. Setting the time**
 - Press (IN₁) once,
 - Press (OUT₂) until the correct hour appears on the display. Note: The hour will read in a 24 hour format 0-23 with 0 = 12:00 midnight
 - Press (IN₃) to set the minutes.
 - Press (OUT₃) to save the time setting
- 5. Setting the Date**
 - Press (IN₁) once
 - Press (IN₂) to set the year.
 - Press (OUT₂) to set the month
 - Press (IN₃) to set the date
 - Press (OUT₃) to save the date setting
- 6. Setting the Daylight Savings Time**
 - Press (IN₁) once
 - Press (OUT₂) to set the starting month, Note: The beginning daylight savings is the first Sunday in the month of April.
 - Press (IN₃) to set the day of the month.
 - Press (OUT₃) to save the settings for the beginning daylight savings
 - Press (OUT₂) to enter the ending month of daylight savings. Note: The ending daylight savings is the last Sunday of October.
 - Press (IN₃) to set the day of the month
 - Press (OUT₃) to save the settings for the ending daylight savings

7. Exiting Program Mode

- To take the clock out of program mode, set the switch located on back of the clock back to "NOR" and press button one (IN₁) once to return to normal mode. The display should read the current time and date and is ready for operation.

8. You will now need to synchronize the clock's analog dial so that it matches the digital display.

For advanced settings such as the two-color printing and internal signal tone please refer to the set up instructions on page 10 in the User Manual.