



# ATR120

## *QUICK START GUIDE*



# ATR 120 Quick Start Guide

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

## Getting Started

### Installing the clock dial battery

To install the clock dial battery, the front cover must be removed. You will need a Phillips screwdriver for this procedure. See Section IV in the user manual, pages 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 3-1

3. Programming the clock for weekly or bi-weekly pay period: If you are programming for a weekly pay period proceed with the following steps. If you are programming for bi-weekly pay period skip step 3 and go to step 4.

- Press (OUT<sub>2</sub>) until the display reads 2-1. This indicates a weekly pay period has been selected.
- Select the setting code from below to determine which code you will be entering. Note: You will need to select **today**, the actual day of the week that you are setting the clock.

**2-1 = Monday**

**2-2 = Tuesday**

**2-3 = Wednesday**

**2-4 = Thursday**

**2-5 = Friday**

**2-6 = Saturday**

**2-7 = Sunday**

- Press (IN<sub>3</sub>) until the correct code appears on the display.
- Press (OUT<sub>3</sub>) to save your settings.

***Skip to step 5 if you chose weekly pay period.***

4. Program Clock for bi-weekly pay period:

- Press (OUT<sub>2</sub>) twice, the display should read 1-31.
- Press (IN<sub>3</sub>) to select the current day of week for the current week of the pay period. (This means **today**, the actual day of the week you are setting the clock, along with which week, the first or second week of your current pay period.

3-1 = Monday of first pay period

3-2 = Tuesday of first pay period

- 3-3 = Wednesday of first pay period
- 3-4 = Thursday of first pay period
- 3-5 = Friday of first pay period
- 3-6 = Saturday of first pay period
- 3-7 = Sunday of first pay period
- 3-8 = Monday of second pay period
- 3-9 = Tuesday of second pay period
- 3-10 = Wednesday of second pay period
- 3-11 = Thursday of second pay period
- 3-12 = Friday of second pay period
- 3-13 = Saturday of second pay period
- 3-14 = Sunday of second pay period

- Press (OUT<sub>3</sub>) to save your settings

#### **5. Setting the time**

- Press (IN<sub>1</sub>) once,
- Press (OUT<sub>2</sub>) 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 (IN<sub>3</sub>) to set the minutes.
- Press (OUT<sub>3</sub>) to save the time setting.

#### **6. Setting the Date**

- Press (IN<sub>1</sub>) once.
- Press (IN<sub>2</sub>) to set the year.
- Press (OUT<sub>2</sub>) to set the month.
- Press (IN<sub>3</sub>) to set the date.
- Press (OUT<sub>3</sub>) to save the date setting.

#### **7. Setting the Daylight Saving Time**

- Press (IN<sub>1</sub>) once.
- Press (OUT<sub>2</sub>) to set the starting month, Note: The beginning daylight saving time is the first Sunday in the month of April.
- Press (IN<sub>3</sub>) to set the day of the month.
- Press (OUT<sub>3</sub>) to save the settings for beginning daylight saving time.
- Press (OUT<sub>2</sub>) to enter the ending month of daylight saving time. Note: Daylight saving time ends is the last Sunday of October.
- Press (IN<sub>3</sub>) to set the day of the month
- Press (OUT<sub>3</sub>) to save the settings for ending daylight saving time.

#### **8. 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 (IN<sub>1</sub>) once to return to normal mode. The display should read the current time and date and is ready for operation.

#### **9. 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.