

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 (OUT₂) 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 (IN₃) until the correct code appears on the display.
- Press (OUT₃) to save your settings.

Skip to step 5 if you chose weekly pay period.

4. Program Clock for bi-weekly pay period:

- Press (OUT₂) twice, the display should read 1-31.
- Press (IN₃) 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 (OUT₃) to save your settings

5. 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.

6. 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.

7. Setting the Daylight Saving Time

- Press (IN₁) once.
- Press (OUT₂) to set the starting month, Note: The beginning daylight saving time 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 beginning daylight saving time.
- Press (OUT₂) to enter the ending month of daylight saving time. Note: Daylight saving time ends is the last Sunday of October.
- Press (IN₃) to set the day of the month
- Press (OUT₃) 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 (IN₁) 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.