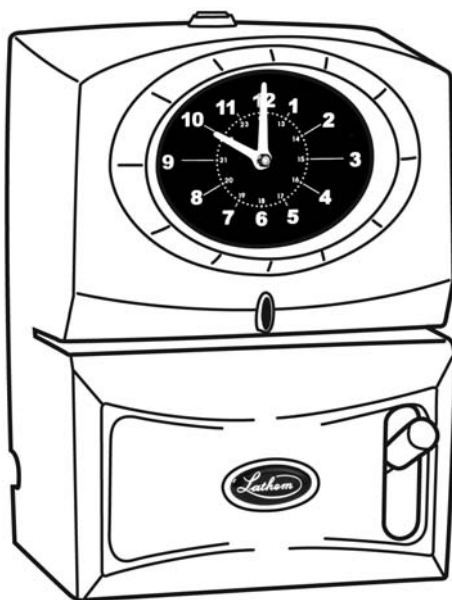


1200 SERIES



User's Manual



LATHEM TIME

Lathem Time Corporation

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Contents

Here's all the information you need for setting and operating your new Lathem time recorder. Service information is also included in this manual, in case any problems ever arise.

Thank you for choosing a Lathem time recorder. Should you ever need assistance, please let us know.

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Ordering Accessories

Lathem time recorders fulfill a wide range of timekeeping requirements. For maximum results, only use Lathem accessories specifically designed to fit your time recorder.

To purchase the appropriate accessories for your time recorder, contact your local Lathem dealer or visit:

<http://shop.lathem.com>

| Description | Part Number |
|---|--------------------|
| Extra Pair of Keys | JB976 |
| Replacement Ribbon, 2-Colors | 7-2CN |
| Time Card Rack, 25 Pockets | 25-9G |
| Time Card Rack 12 Pockets | 12-9G |
| Time Cards, Weekly (Box of 1,000) | 1900L-C |
| Time Cards, Bi-Weekly (Box of 1,000) | L-31-1D |
| Time Cards, Semi-Monthly / Monthly (Box of 1,000) | 1790 |
| Time Cards, Job Costing (Box of 1,000) | 350 |
| ShiftPlan™ EZ Employee Scheduling Software* | SPLAN |
| PeopleFile™ Employer Human Resources Software* | PPLFILE |
| Replacement Timing Motor, 110V/60Hz | K342 |

* For additional information on Lathem's powerful employer software solutions or to download an evaluation copy of these applications visit us online at <http://www.lathem.com>.

Setting the Time

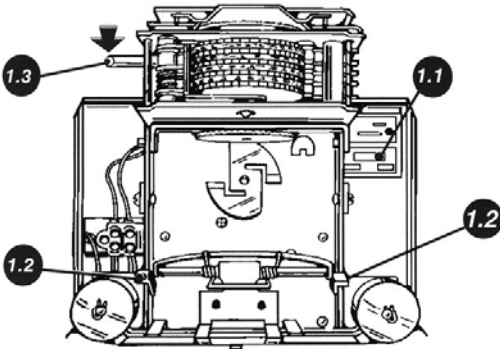


Figure 1

Raise the Type Section

1. Unlock the case cover and pull it forward to remove it.
2. Wait until you hear the clock “click”.
3. Press either side of the **Type Section Headlock – 1.2** and pull upward on the lower part of the Clock Face until the Type Section locks in the up position as shown in **Figure 1**. Note position of the Overthrow Lever and the Setting Wheel.
4. Press the red **Overthrow Lever – 1.3** away from you until it clicks. This releases the wheels allowing them to turn.

Set the Time on the Type Wheels

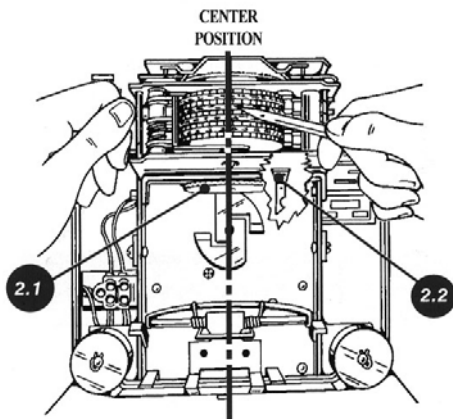


Figure 2

1. Locate the Center Line where all the wheels line up as shown in **Figure 2**.
2. Rotate the wheels using a pointed object. Rotate each wheel until the correct date and time are aligned at the Center Position, as shown in **Figure 2**. **Hint: Start at the top wheel and work down when setting.**

Note: if your machine records in 1-12 hours, the PM hours are underlined. AM hours are not underlined. Set time to the proper hour of the day to avoid errors such as setting the day wheel to the next day at noon rather than midnight.

3. Rotate the Minute Wheels to show the current minute.
4. Set the Hour Wheel to the current hour
5. Rotate the **Clock Face Setting Wheel– 3.1** to set the hands to match the time set on the wheels.
6. Rotate the **Main Setting Wheel – 2.1** to advance both the Clock Face and Print Wheels together. Rotate until you pass the actual time by one minute (each “click” indicates one minute.)
7. Hold the corner of the Clock Face and release the **Release Latch – 2.2** by pushing it to the left. Slowly let

the Type Section down and press it firmly into the Type Section Headlock.

8. Make a sample registration and verify the time and date or day is correct.
9. Replace and lock the case cover.

Set the Time on the Clock Face

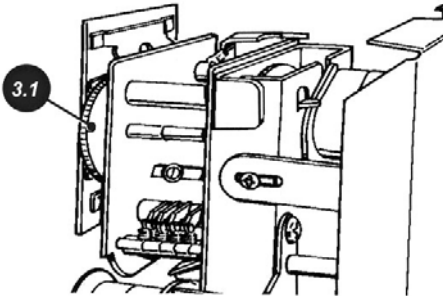


Figure 3

1. Make a sample registration on paper.
2. Rotate **Clock Face Setting Wheel 3.1** until the clock face displays the same time as shown on the sample registration.

DO NOT TURN CLOCK HANDS EXCEPT BY USING SETTING WHEEL.

Changing the Ribbon

Lathem time recorders have self-reversing ribbons. With normal use, a ribbon should last for many months or even years...and when the time comes, it is easy to change.

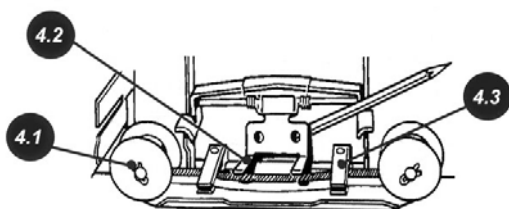


Figure 4

1. Remove the top cover and raise type section (see “Raise the type section” on page 3.)
2. Remove the **cotter pins 4.1** that retain the ribbon spools and slide off old spools.
3. Lift **ribbon hold-down guide 4.2** – use pencil to support in up position.
4. Remove ribbon and replace with new Lathem ribbon. Make sure the ribbon feeds from bottom of spools and runs **BETWEEN reversing fingers 4.3**, the red side aligned with date wheel(s).
5. Install cotter pins, remove pencil, and lower type section into place.

Replacing the Type Section

If your type section needs servicing, you can easily remove and replace it with a spare, without sending the entire machine for service.

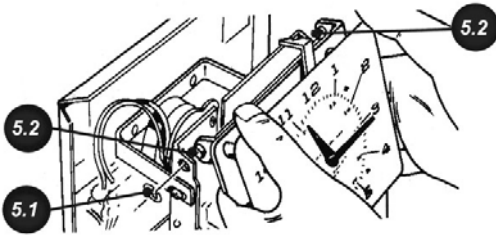


Figure 5

1. Remove the top cover.
2. Remove **Type Section Retaining Ring – 5.1**.
3. Lift type section slightly and move it to the right to release **Hinge Pins – 5.2** from their sockets. Unit will lift out.

Changing the Motor

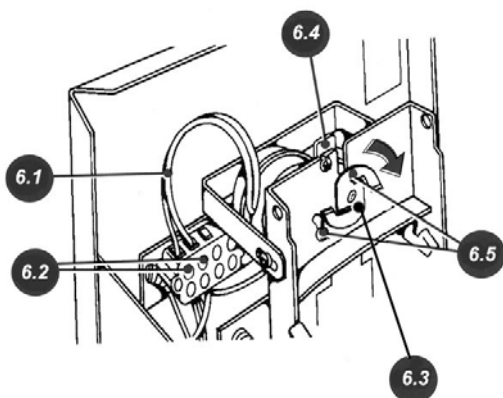


Figure 6

1. Unplug cord from wall outlet.
2. Remove type section from main frame (see “Replacing the Type Section”).
3. **Figure 6** shows a close-up of cam block terminal.
4. Disconnect **Motor Wire Leads – 6.1** by turning each **Screw – 6.2** one-quarter of a turn counterclockwise.
5. Remove the **Motor Clutch – 6.3** from its shaft. The shaft has LEFT HAND threads – remove clutch by turning clockwise.
6. Hold **Motor Bracket – 6.4** and loosen **Motor Mounting Screws – 6.5**. Remove and retain screws and bracket from old motor.
7. Install motor clutch on new motor. Turn counterclockwise to tighten. **DO NOT OVERTIGHTEN OR BEND – YOU MAY DAMAGE INTERNAL MOTOR GEARS.**
8. Install new motor.
9. Plug cord back in wall outlet, and reset the time.

Warranty

One-Year Limited Warranty

Lathem warrants the hardware products described in this guide against defects in material and workmanship for a period of one year from date of original purchase. The conditions of this warranty and the extent of the responsibility of Lathem Time Corporation ("Lathem") under this warranty are listed below.

1. This warranty will become void when service performed by anyone other than an approved Lathem warranty service dealer results in damage to the product.
2. This warranty does not apply to any product which has been subject to abuse, neglect, or accident, or which has had the serial number altered or removed, or which has been connected, installed, adjusted, or repaired other than in accordance with instructions furnished by Lathem.
3. This warranty does not cover dealer labor cost for removing and reinstalling the machine for repair, or any expendable parts that are readily replaced due to normal use.
4. The sole responsibility of Lathem under this warranty shall be limited to repair of this product, or replacement thereof, at the sole discretion of Lathem.
5. If it becomes necessary to send the product or any defective part to Lathem or any authorized service dealer, the product must be shipped in its original carton or equivalent, fully insured with shipping charges prepaid. Lathem will not assume any responsibility for any loss or damage incurred in shipping.
6. WARRANTY DISCLAIMER: Limitation of Liability. Except in only the limited express warranty set forth above, there are no expressed or implied warranties of merchantability and fitness for a particular purpose. In no event will Lathem be liable for any direct, special, or consequential damages arising out of or in connection with the delivery, use or inability to use, or performance of this product.
7. Proof of date of purchase is required for warranty service on this product.
8. This Warranty grants specific legal rights. Additional legal rights, which may vary by locale, may also apply.
9. Should any difficulties arise with the performance of this product during warranty, or with any Lathem authorized service centers, contact Lathem Time at the address below.

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