

AMANO

COST & PAYROLL RECORDER

3500/3600 SERIES

JP-3500/3600 SERIES

HANDLING MANUAL

ENGLISH/SPANISH/FRENCH/GERMAN



Main Specifications

- Input Voltage : AC 120/220/240V \pm 10%, 50/60Hz
(3500/3600 series)
DC 6V (dry cell batteries SUM-1, R20 x 4)
(JP-3500/3600 series)
- Power Consumption : 0.03A (3500/3600 series)
- Temperature : $-10^{\circ}\text{C} \sim +50^{\circ}\text{C}$ ($14^{\circ}\text{F} \sim 122^{\circ}\text{F}$) (3500/3600 series)
 $-5^{\circ}\text{C} \sim +50^{\circ}\text{C}$ ($23^{\circ}\text{F} \sim 122^{\circ}\text{F}$) (JP-3500/3600 series)
- Humidity : 10 ~ 95% (Non condensing)
- Clock : Synchronous motor (3500/3600 series)
D.C. motor \pm 5 seconds per week
(JP-3500/3600 series)
- Printing : Spool type ribbon
- Typewheel : a) Year, Month, Date, Hour, and Minute
b) Day of the week, Hour and Minute
- Battery Life : 180 days (6 months) (JP-3500/3600 series)
- Dimension : 206 mm (8-1/4")W x 148 mm (6")D
x 264mm(10-1/2")H
- Weight : 4.6 Kg (10.2 lbs) (3500/3600 series)
5.2 Kg (11.6 lbs) (JP-3500/3600 series)

1. Before Installation

- Before use, open the cover case ① and remove packing (cushion) materials ② placed on each side of ribbon spool section as shown in Figure 1 and Figure 2a.

2. Installation

- 3500/3600 series and JP-3500/3600 series can be either on table top or on wall mounted. For wall mounting follow the steps shown below:
 - 1) Remove the cover case.
Turn the key in the direction of the arrow as shown in Figure 2a.
Then, lift the cover case slightly and pull it off.

- 2) Punch out the 3 knock out holes on the back plate. (Fig. 2b-A, B & C)
Attach the machine to the wall with a wood screw through the top hole (A) on the back plate. After leaving the machine, install 2 more screws through the lower holes (B & C) to firmly secure the machine.

Note:

- The wall should be concrete. Wood 2 cm (3/4") or thicker.
- Minimum screw size for wooden wall: Round head wood screw No. 10 x 1 (5 mm D x 25 mm L).
- For concrete wall use appropriate size anchors with the above wood screws.

3. Operation

3500/3600 Series

- 1) To adjust the printing position, loosen the 2 screws that secure the card stopper as shown in Figure 12, move the card stopper to desired position and tighten the screws. (Refer to Section 7 "Adjustment of Printing Position").
- 2) Connect A.C. power to the machine.
- 3) Press the printing push bar ③ at the top of the machine to print. (Refer to Fig. 3.)

JP-3500/3600 Series

- 1) To install the batteries, open the cover case as shown in Figure 2a.
- 2) To pull out the battery case ④, press down the plate spring ⑤ in the direction of the arrow as shown in Figure 4.
- 3) Place the 4 pieces of dry cell batteries (SUM-1, R20) in the battery case. Be sure to check the polarity of the batteries. Reinstall the battery case to its original position.
- 4) Set the slide switch ⑥ located at the upper left side of back plate as shown in Figure 5 to the RUN position to start the clock. At the setting of the switch to RUN the clock starts to operate from 00 second of the time set.
- 5) Reinstall the cover case.
- 6) Insert time card and adjust the desired printing position as described in paragraph 3500/3600 Series above. (Refer to Section 7 "Adjustment of Printing Position".)

- 7) Press the printing push bar ③ at the top of the machine to print.
(Refer to Fig. 3.)

4. Clock Hands Setting Procedure

Minute Advance

- Pull up the minute advance lever with the red cap ⑦ and release it.
This will advance the minute hand one minute. (Refer to Fig. 6.)

Quick Advance

Pull up the minute advance lever ⑦ and hold it. While the minute advance lever is being held up, turn the blue minute gear ⑧ in the direction of the arrow until the clock hands come to the desired position.
(Refer to Fig. 6.)

Caution

- The minute gear will not turn counterclockwise.
- The time indicated on the clock should match the time printed.
- Do not touch the clock hands.

5. Typewheel Setting Procedure

Date or Day Typewheel Setting

- 1) To set or change the date or day typewheel ⑨, turn the typewheel ⑨ in the same direction as the hour and minute typewheel as shown in Figure 7.
- 2) After adjust or change the typewheel setting, make several imprints on a time card to check if the setting is correct.

Year and Month Typewheel Setting Procedure

- 1) Year and Month typewheel ⑩ can be adjusted or set by pressing down the plate spring ⑪.
Please press down the plate spring ⑪ gently.
Do not press it hard. After pressing down the plate spring ⑪, turn the typewheel ⑩ to desired position. (Refer to Fig. 8)
- 2) After setting the typewheel, make several imprints on a time card to check if the setting is correct.

Note:

Year and month typewheels will turn in either direction.

6. Procedure for Replacement of Inked Ribbon

When the imprint become unclear or too light, replace the inked ribbon with new one following the procedure prescribed below:

- 1) Remove the ribbon spools.
Push the ribbon spools ⑫ in the direction of the arrow as shown in Figure 9. The ribbon winding ratchets ⑬ will come out together with ribbon spools ⑫. Remove these ratchets from spools before the old ribbon is discarded.
- 2) Insert these ratchets ⑬ into the new ribbon spools. The ratchet marked "L" will be inserted into the left spool, keeping the marked side of the ratchet toward the front. The ratchet with "R" mark will be inserted into the right ribbon spool in the same manner as "L" as shown in Figure 10.
- 3) Set the ribbon spools with ratchets into the holes ⑭ of the frame diagonally. The ribbon must be carefully inserted between ribbon shield ⑮ and frame ⑯ as shown in Figure 11.
- 4) Turn the ratchet ⑬ to take up slack in the ribbon.

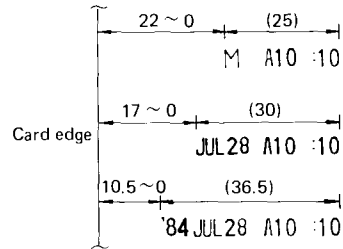
7. Adjustment of Printing Position

- If necessary, printing position (depth) can be adjusted by following procedures.
 - 1) Remove the cover case. (Refer to Fig. 2a)
 - 2) Loosen the 2 screws one each left and right for stopper ⑰ as shown in Figure 12. Adjust the stopper ⑰ forward or backward to the desired printing position (depth).
 - 3) Tighten the screws.

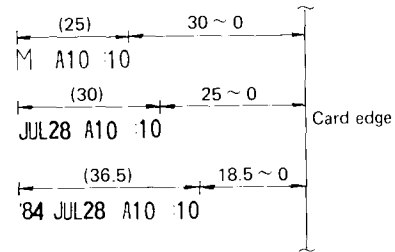
Caution

- The stopper should be aligned parallel to the back plate of machine.

TYPE L 3500 Series
JP-3500 Series



TYPE R 3600 Series
JP-3600 Series



Unit: mm

8. Other Instructions

- Do not touch the clock hands.
- Always disconnect the power whenever the cover is removed.
- Replace the ribbon when the imprint is unclear or too light.
- Avoid placing the machine in dusty areas.
- Handle the machine carefully.
- For further information, call your local distributor.

JP-3500/3600 Series Only

- Do not expose the machine to high or low temperatures for prolonged period. This may affect the accuracy of the clock.
- When the machine is not in use for a long period of time, remove batteries from the battery case.
- Replace the old batteries with new ones prior to the life expectancy.

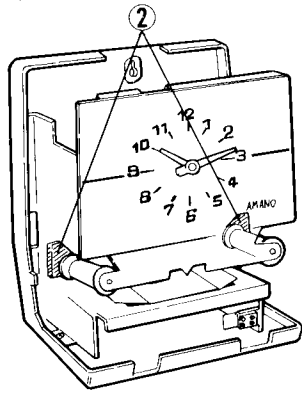


Fig. 1

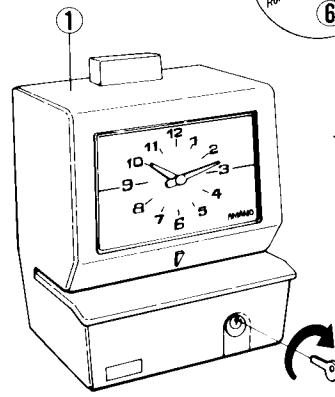


Fig. 2a

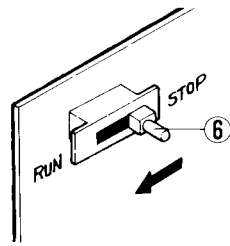
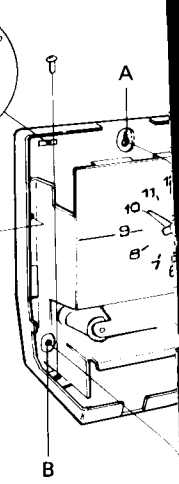


Fig. 5

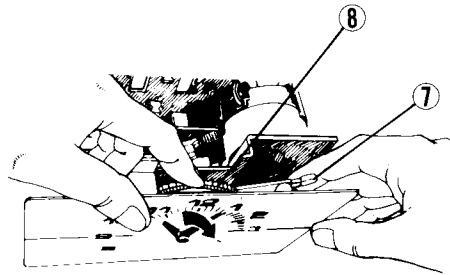


Fig. 6

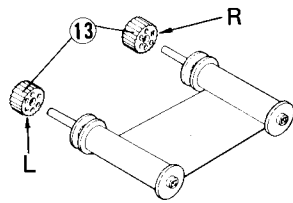
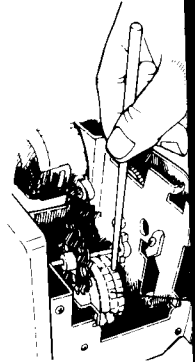


Fig. 10

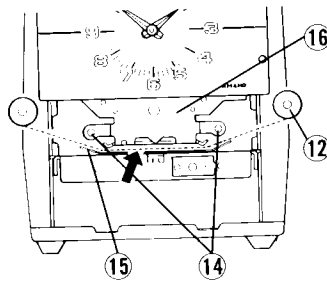


Fig. 11

