

Setting the Time

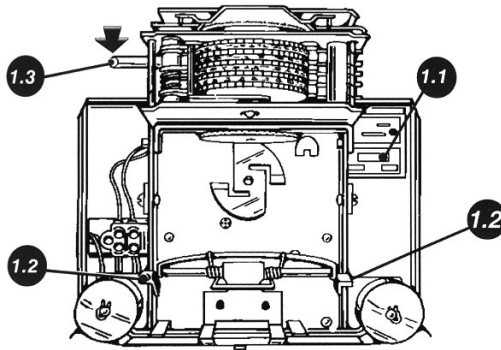


Figure 1

Determine Your Model

Model	Print Hours	Print Units	Description
xxx1	1 – 12 , <u>1 – 12</u>	00 – 59	12 Hour & Minutes
xxx2	1 – 12 , <u>1 – 12</u>	.0 – .9	12 Hour & Tenths
xxx3	1 – 12 , <u>1 – 12</u>	.00 – .98	12 Hour & Hundredths
xxx4	00 – 23	00 – 59	24 Hour & Minutes
xxx5	00 – 23	.0 – .9	24 Hour & Tenths
xxx6	00 – 23	.00 – .98	24 Hour & Hundredths

Before proceeding, it is important to know the exact model of your clock so it can be set properly. The fourth digit in the model number indicates the print format.

*Example: Since the fourth digit in the model number 2104 is a “4”, it will print with 00-59 minutes and 00-23 hours (see table above). The model number is located on the **Label 1.1** positioned as shown in **Figure 1**.*

Raise the Type Section

1. Unlock the case cover and pull it forward to remove it.
2. Note the position of the Release Latch and Face Setting Wheel used later in this process.
3. Wait until you hear the clock "click".
4. 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.
5. 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

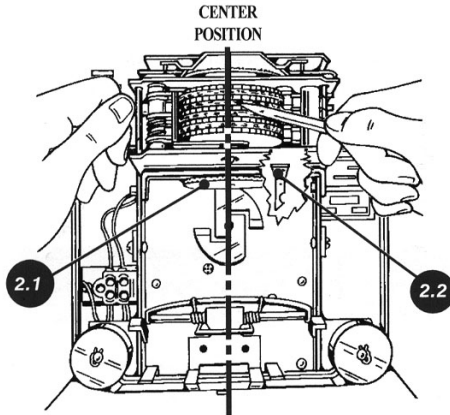


Figure 2

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.**

Set the Time on the Analog Clock Face

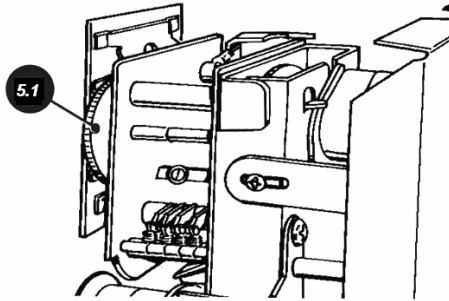


Figure 5

1. Make a sample registration on paper.
2. Rotate **Clock Face Setting Wheel 5.1** 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.

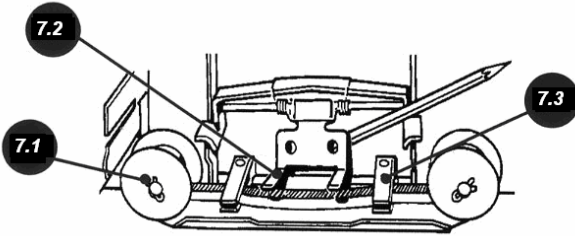


Figure 7

1. Remove the top cover and raise type section (see “Raise the type section” on page 3.)
2. Remove the **cotter pins 7.1** that retain the ribbon spools and slide off old spools.
3. Lift **ribbon hold-down guide 7.2** – 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 7.3**, 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 without sending the entire machine for service.

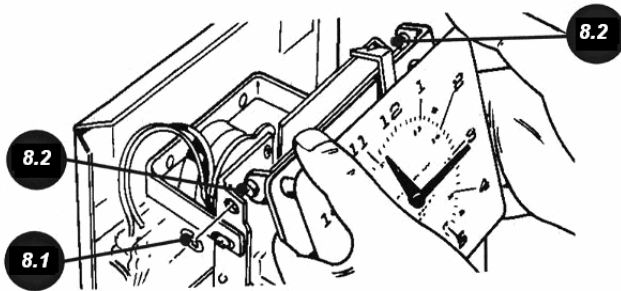


Figure 8

1. Remove the top cover.
2. Remove **Type Section Retaining Ring – 8.1**.
3. Unplug connectors if type section has digital time display (not shown).
4. Lift type section slightly and move it to the right to release **Hinge Pins – 8.2** from their sockets. Unit will lift out.

Changing the Motor

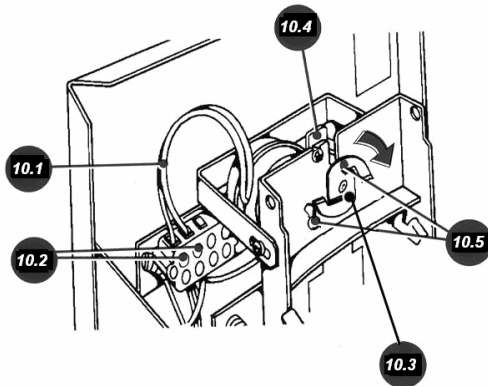


Figure 10

1. Unplug cord from wall outlet (except 2100BATT).
2. Remove type section from main frame (see “Replacing the Type Section”).
3. **Figure 10** shows a close-up of cam block terminal.
4. Disconnect **Motor Wire Leads – 10.1** by turning each **Screw – 10.2** one-quarter of a turn counterclockwise.
5. Remove the **Motor Clutch – 10.3** from its shaft. The shaft has LEFT HAND threads – remove clutch by turning clockwise.
6. Hold **Motor Bracket – 10.4** and loosen **Motor Mounting Screws – 10.5**. 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.