

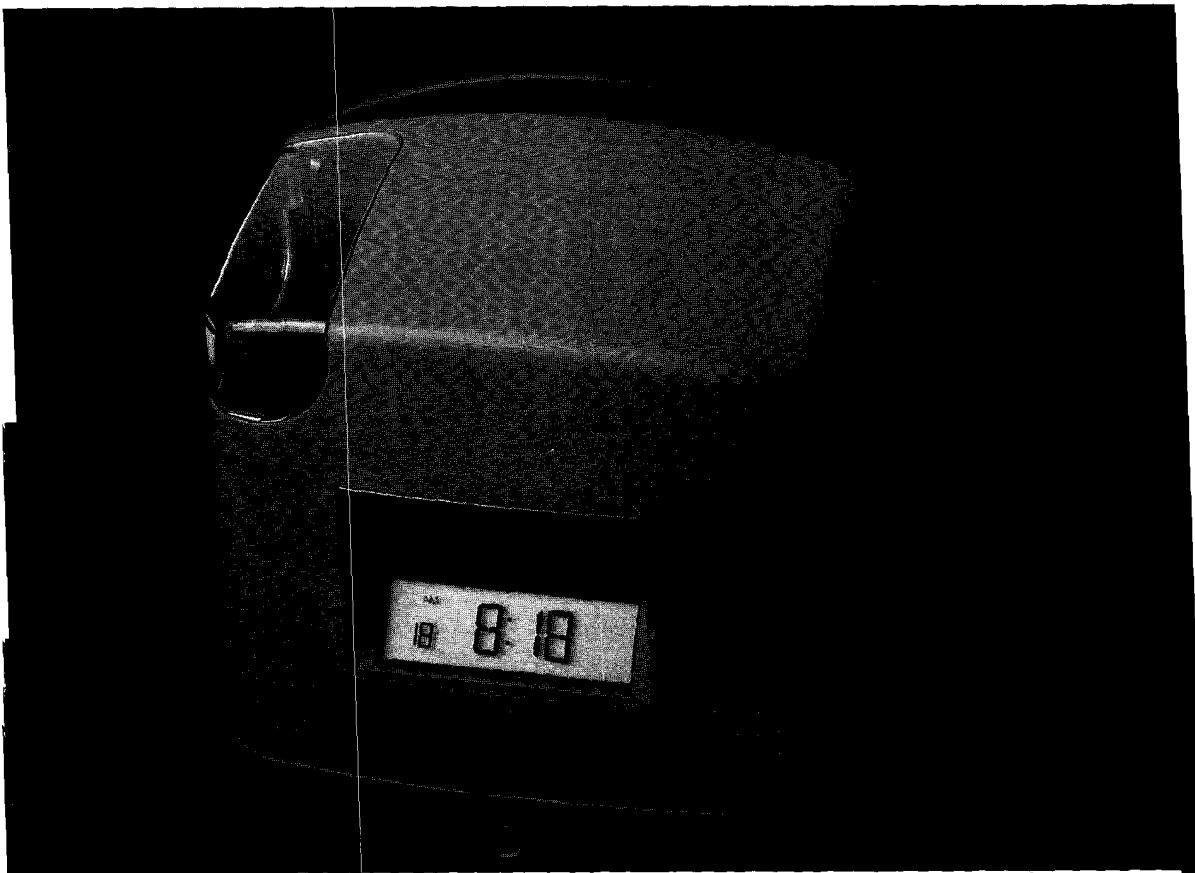
Simplex™ 125

User's Guide

Guía del usuario

Manuel d'utilisation

Guia do usuário



Simplex

574-109

Simplex 125

User's Guide

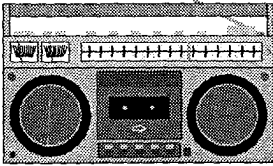
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All specifications and other information were current as of publication, and are subject to change without notice.

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Rev A

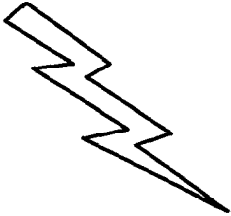
IMPORTANT

Upon unpacking the Simplex 125, inspect the contents of the carton for shipping damage. If damage is apparent, immediately file a claim with the carrier and notify Simplex. DO NOT INSTALL ANY Simplex 125 THAT APPEARS DAMAGED.

WARNING



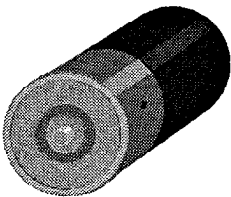
This equipment generates, uses, and can radiate radio frequency energy and if not installed and used in accordance with the instruction manual, may cause interference to radio communications. It has been tested and found to comply with the limits for a Class A computing device pursuant to Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference when operated in a commercial environment. Operation of this equipment in a residential area is likely to cause interference in which case the user at his own expense will be required to take whatever measures may be required to correct the interference.



CAUTION

ELECTRICAL HAZARD

Disconnect electrical power when making any internal adjustments or repairs. Servicing should be performed by qualified Simplex Representatives.



CAUTION

Danger of explosion if battery is incorrectly replaced. Replace only with the same or equivalent type recommended by the manufacturer. Discard used batteries according to the manufacturer's instructions.

VORSICHT

Wenn Sie die Batterie falsch einsetzen, besteht Explosionsgefahr. Verwenden Sie nur Batterien, die vom Hersteller zugelassen sind. Entsorgen Sie verbrauchte Batterien entsprechend den Anweisungen des Herstellers.

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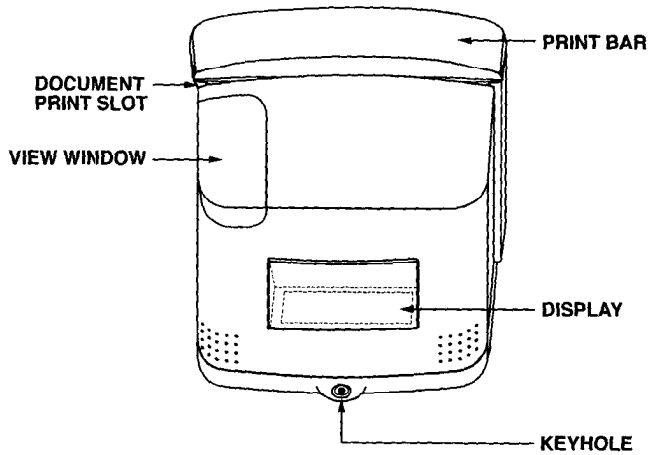
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INTRODUCTION

Congratulations on the purchase of your new Simplex Time Clock / Time & Date Stamp. We suggest you read this manual carefully to become familiar with our product and its many features. The manual explains, in simple steps, how to program, operate, and maintain your new Simplex 125. We recommend that you retain this guide for future reference.

The Simplex 125 is a full-featured, premium product that provides businesses with the ability to track time in one of two modes: as a time clock or as a time & date stamp. It features an assortment of user-selectable print formats and time displays, as well as the ability to number documents. The Simplex 125 also incorporates a wide array of premium features such as the ability to customize comments and interface with a master clock.



Simplex 125 (Wall-Mounted)

SAFETY INSTRUCTIONS

SAFETY INSTRUCTIONS

Always follow basic safety precautions when using this product to reduce risk of injury, fire, or electric shock.

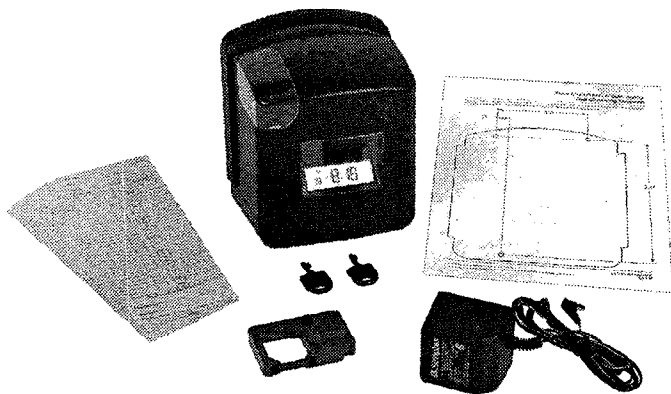
1. Read and understand all instructions in this User's Guide.
2. Observe any warnings and instructions marked on the product.
3. Unplug this product from wall outlets before cleaning.
4. Do not use this product near water or when you are wet. If the product comes in contact with any liquids, unplug the line cord immediately. Do not plug the product back in until it has been dried thoroughly.
5. Install the product securely on a stable surface. Serious damage may result if the product falls.
6. Install this product in a protected location where no one can step on or trip over the cord. Do not place objects on the cord that may cause damage or abrasion.
7. If this product does not operate normally, see the *Troubleshooting* section of this publication.

SAVE THESE INSTRUCTIONS

PARTS CHECKLIST

Remember to save your sales receipt in case you ever need warranty service, and make sure your Simplex 125 package includes the items listed below:

- Simplex 125 Clock
- Wall-Mounting Template
- Power Adaptor
- Ribbon Cartridge
- 2 black release keys
- 50 TrueAlign Time Cards



Make sure you have a 120VAC (220V optional) plug near the place you've chosen to install the Simplex 125. Simplex offers a complete line of accessories for your clock – including ribbon cartridges, time cards, and batteries – to make any replacement of parts quick, safe, and inexpensive. Ask for them where you purchased your clock.

INSTALLATION

INSTALLATION

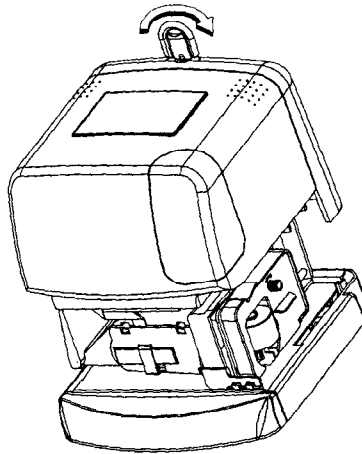
This section gives instructions for installing the Simplex 125. Place all box contents on a smooth dry, surface and proceed with the following instructions.

The Simplex 125 comes with holes for wall mounting and rubber feet for locating it on a table or desk top. If you are locating it on a table or desk, you can simply set it on the surface. If you are mounting the Simplex 125 on a wall, instructions are included on page 6. **DO NOT APPLY POWER AT THIS TIME!**

CAUTION! Do not install the Simplex 125 in places subject to high humidity and dust, in places subject to strong vibrations, in areas exposed to direct sunlight, or in places subject to temperatures below 23° F (-5° C) or above 113° F (45° C).

To Remove the Cover

1. Insert the black release key into the cover and turn the key clockwise a quarter turn.
2. Firmly grasp the cover and lift up and away from the clock.
3. Once the cover is removed, turn the key back one-quarter turn counterclockwise. **The key must be in this vertical position (or removed) in order for the cover to snap back into place!**



To Change the Ribbon

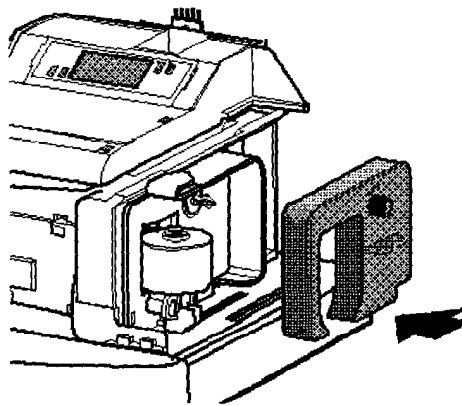
Note: The ribbon cartridge does not come installed. Use the following instructions to install the cartridge before using the Simplex 125.

To Remove the Ribbon Cartridge

1. Unlock and remove the cover.
2. Grasp the ribbon cartridge by its tab and pull it straight out the side of the Simplex 125.

To Install the Ribbon Cartridge

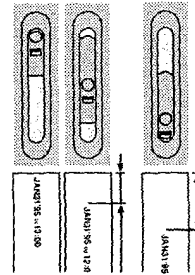
1. Unpack a ribbon cartridge.
2. Rotate the knob on the ribbon cartridge clockwise to remove all ribbon slack.
3. Slide the cartridge's exposed ribbon under the print head. Then snap the ribbon cartridge into place while ensuring that the ribbon is fully seated.
4. Temporarily apply power to the clock (refer to the section "To Connect Power" on page 6) to take a test print on a clean sheet of paper.
 - Ensure that the imprint is complete and smudge-free.



To Set the Print Margin

Note: Set the Print Margin before wall mounting the Simplex 125.

1. Using a piece of paper, determine where you want the leading edge of the imprint placed with respect to the card/document edge.
2. Set the trigger stop (located under the base of the clock) to the desired depth.
3. Temporarily apply power to the clock (refer to the section "To Connect Power" on page 6) to test the Print Margin.

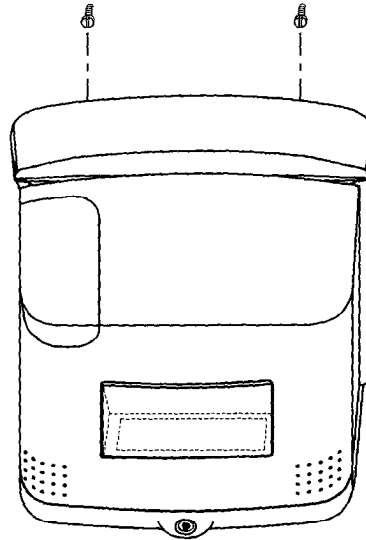


INSTALLATION

To Mount on Wall

Note: Do not mount the Simplex 125 directly to plasterboard, paneling, brick, or concrete block. Rather, using appropriate fasteners, secure a board to the wall and then mount the Simplex 125 to the board.

1. Use the mounting template to mark the points where the mounting screws for the Simplex 125 are to be installed. You should mount the clock at a height convenient for all members of the work force and within 6 ft. of a power outlet
2. Leaving 3/16 in. of screw shank exposed, screw two #8 panhead mounting screws (not supplied) into place.
3. Hang the Simplex 125 from the mounting screws.
4. Screw a third #8 mounting screw (not supplied) into the lower left-side hole of the base and tighten to the wall.



If you are replacing the cover at this point, remember to turn the key back one-quarter turn counterclockwise. **The key must be in this vertical position (or removed) in order for the cover to snap back into place.**

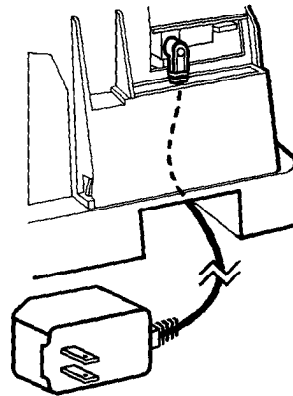
To Connect Power

1. Remove the cover.
2. Pass the cable up the channel in the rear of the unit.
3. Plug the adapter into the circular connector.
4. Plug the power adapter into the power outlet (note that your adapter may look different than the one shown at right).

CAUTION! Do not hold the clock when applying power. The Simplex 125 performs a self-test which includes cycling the printhead.

You are now ready to set up and program the Simplex 125 (the Programming section starts on page 9).

If you are replacing the cover at this point, remember to turn the key back one-quarter turn counterclockwise. **The key must be in this vertical position (or removed) in order for the cover to snap back into place.**

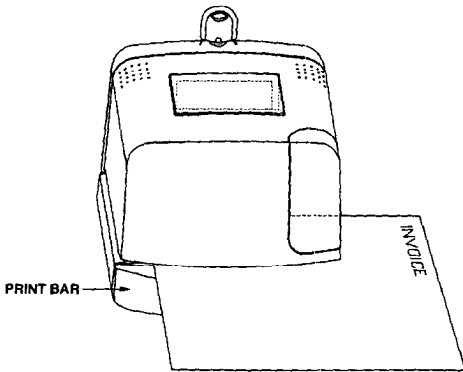


OPERATION

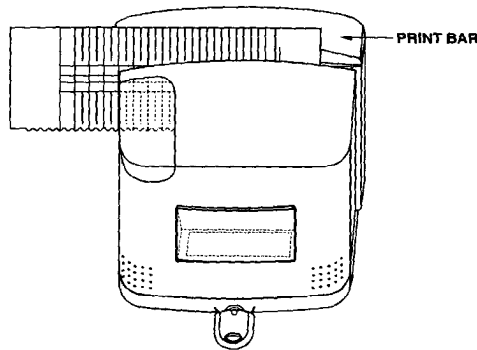
The Simplex 125 can operate as a time clock or as a time & date stamp. To print on a timecard or a document, slip the paper or timecard into the paper slot (above the print bar as shown below). Depending on the print activation setting, the clock prints when the paper hits the margin stop and/or when you press the print bar.

The print activation method is programmed by the user. Refer to page 25 for step by step instructions. The four available print activation settings are:

• Automatic	Print head is activated by paper or timecard inserted all the way into the paper slot.
• Manual	Print head is activated by pressing the print bar on the front of the clock.
• Combination	Print head is activated by pressing the print bar on the front of the clock while a timecard or paper is inserted all the way into the paper slot.
• Either	Print head is activated by either pressing the print bar on the front of the clock or by inserting paper or a timecard all the way into the paper slot.



**Simplex 125
with Document
(Table-Mounted)**

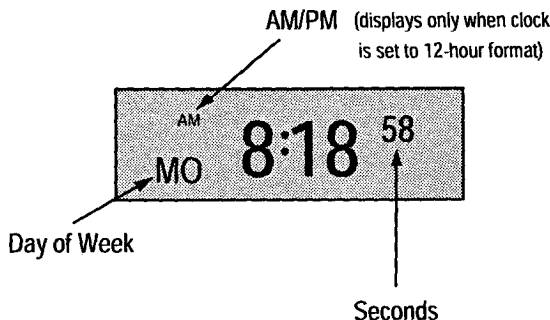


**Simplex 125
with Timecard
(Wall-Mounted)**

OPERATION

Display

The Simplex 125 displays the time in 12 or 24 hour format. The clock can be mounted on a wall (typical when used for time cards) or can be used on a tabletop (typical when used for a time/date stamp). The display orientation must be set in the clock to make the display read properly. Setting the display orientation is described on page 26.



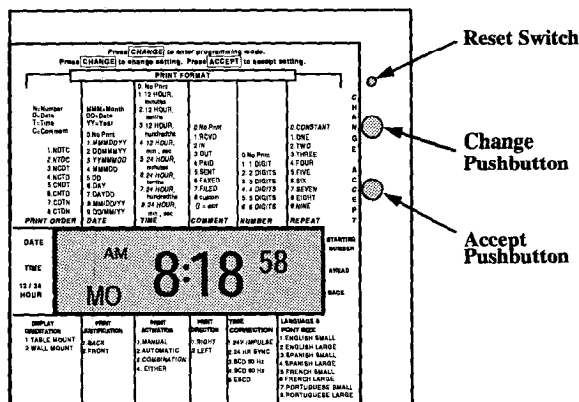
Controls

In order to access the S125 controls, you must remove the cover. To remove the cover, insert the black release key and turn clockwise 1/4 turn. Firmly grasp the cover and lift up and away from the clock (refer to page 4 for an illustration). All programming information is contained on a label that surrounds the display.

Note: Always return the key back to its home (vertical) position. The key must be in this position (or removed) in order for the cover to snap back into place!

The controls are located to the right of the display. There are three main controls used in the S125:

- **CHANGE** - Pushbutton used to modify programmed settings
- **ACCEPT** - Pushbutton used to save programmed settings.
- **RESET** - Recessed switch used to cancel a changed setting. In order to reset, you must push in the switch using a pointed object, such as the straightened edge of a paper clip. Note that reset will revert back to the most recently *Accepted* settings.



PROGRAMMING

To program the Simplex 125, insert and turn the black release key clockwise a quarter turn (refer to page 4 if necessary). Carefully remove the cover and then return the key to its home (vertical) position. Use the programming label information (shown below) to program the Simplex 125. When you are done programming, snap the cover back into place.

- Press the **CHANGE** button to enter programming mode – flashing arrow appears next to the 12/24 HOUR setting (shown on page 11).
- Press the **CHANGE** button to change a setting – setting begins to flash.
- Press the **ACCEPT** button to accept a setting – flashing programming arrow moves clockwise to the next option.
- Continue these steps until all settings are programmed.
- To exit programming at any time, do one of the following:
 - press and hold the **ACCEPT** button – the programming arrow will cycle through all the options and then disappear, or
 - depress the RESET switch (shown below) with the straightened end of a paper clip (this will save all previously **ACCEPT**ed settings)

Note Once **ACCEPT**ed, changes made to the program are saved. To correct mistakes, you must reprogram.

Press **CHANGE** to enter programming mode.
 Press **CHANGE** to change setting. Press **ACCEPT** to accept setting.

PRINT FORMAT					
N=Number	MMM=Month	0. No Print	0. No Print	0. No Print	0. CONSTANT
D=Date	DD=Date	1. 12 HOUR, minutes	1. RCVD	1. ONE	1. ONE
T=Time	YY=Year	2. 12 HOUR, tenths	2. IN	2. TWO	2. TWO
C=Comment	0. No Print	3. 12 HOUR, hundredths	3. OUT	3. THREE	3. THREE
	1. MMMDDYY	4. 12 HOUR, min., sec.	4. PAID	4. FOUR	4. FOUR
1. NDTC	2. DDMMYY	5. 24 HOUR, minutes	5. SENT	5. FIVE	5. FIVE
2. NTDC	3. YYMMDD	6. 24 HOUR, tenths	6. FAXED	6. SIX	6. SIX
3. NCDT	4. MMMDD	7. 24 HOUR, hundredths	7. FILED	7. SEVEN	7. SEVEN
4. NCTD	5. DD	8. 24 HOUR, min., sec.	8. custom	8. EIGHT	8. EIGHT
5. CNDT	6. DAY		□ = exit	9. NINE	9. NINE
6. CNTD	7. DAYDD				
7. CDTN	8. MM/DD/YY				
8. CTDN	9. DD/MM/YY				
PRINT ORDER	DATE	TIME	COMMENT	NUMBER	REPEAT

Reset Switch

Time in 12-Hour Format

DATE

AM

TIME

MO 8:18:58

Day of Week

STARTING NUMBER

AHEAD Daylight Saving Time

BACK

Seconds

DISPLAY ORIENTATION	PRINT JUSTIFICATION	PRINT ACTIVATION	PRINT DIRECTION	TIME CORRECTION	LANGUAGE & FONT SIZE
1. TABLE MOUNT	1. BACK	1. MANUAL	1. RIGHT	1. 24V IMPULSE	1. ENGLISH SMALL
2. WALL MOUNT	2. FRONT	2. AUTOMATIC	2. LEFT	2. 24 HR SYNC	2. ENGLISH LARGE
		3. COMBINATION		3. BCD 50 HZ	3. SPANISH SMALL
		4. EITHER		4. BCD 60 HZ	4. SPANISH LARGE
				5. EBCD	5. FRENCH SMALL
					6. FRENCH LARGE
					7. PORTUGUESE SMALL
					8. PORTUGUESE LARGE

PROGRAMMING

Simplex 125's Default Programmed Parameters

Description	Setting
12/24-Hour Format	12
Time	08:00:00
Date	Oct. 16, '95
Print Order	NDTC (Number, Date, Time, Comment)
Print Date	MMDDYY (Month, Day, Year)
Print Time	12-Hour, Minutes
Print Comment	No Print
Print Number	No Print
Print Repeat	ONE
Print Starting Number	0
Daylight Saving Time (DST) AHEAD	No
Daylight Saving Time (DST) BACK	No
Language & Font Size	English, Large
Time Correction	BCD 60Hz
Print Direction	Right
Print Activation	Manual
Print Justification	Front
Display Orientation	Table
Custom Comment	None

To Set the 12/24 HOUR Format

The 12/24 hour setting changes the display only; the Simplex 125 always prints in 12 hour format.

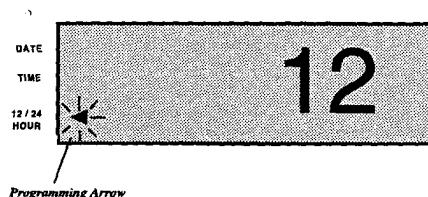
A. Remove the cover and press the **CHANGE** button once (refer to page 8 for parts location).

- The programming arrow appears next to 12/24 HOUR (see illustration below).

B. Press **CHANGE**

- The current setting begins to flash.

C. Press **CHANGE** again to change the to select 12 or 24-hour format setting.



D. Press **ACCEPT** to save the displayed format.

- The programming arrow moves to the **TIME** option. To modify that option, proceed to step C of the next section. To exit programming at this point, hold **ACCEPT** down while the programming arrow cycles through all the options.

To Set the Time

(Note: Time is set in the selected 12/24 hour format.)

A. Remove the cover and press the **CHANGE** button once (refer to page 8 for parts location).

B. Press **ACCEPT** once. The programming arrow appears next to **TIME**.

C. Press **CHANGE** once.

- The currently set **HOUR** begins to flash.

Press **CHANGE** until the desired hour is shown.

Press **ACCEPT** to set the hour shown.

- The currently set **MINUTES** begin to flash.

Press **CHANGE** until desired minutes are shown.

D. Press **ACCEPT** to set the minutes shown.

- The programming arrow moves to the **DATE** option. To modify that option, proceed to step C of the next section. To exit programming at this point, hold **ACCEPT** down while the programming arrow cycles through all the options.

PROGRAMMING

To Set the Date

- A. Remove the cover and press the **CHANGE** button once (refer to page 8 for parts location).
- B. Press **ACCEPT** until the programming arrow appears next to **DATE**.
- C. Press **CHANGE** once.

- The currently set **YEAR** begins to flash.

Press **CHANGE** until the desired year is shown. (Note that if you accidentally increase the year, you must press the change button until the desired year comes around. Or you can press the reset switch (shown on page 9) with the straightened end of a paper clip to reset).

Press **ACCEPT** to set the year shown.

- The currently set **MONTH** begins to flash.

Press **CHANGE** until desired month is shown.

Press **ACCEPT** to set the month shown.

- The currently set **DAY** begins to flash.

Press **CHANGE** until desired day is shown.

- D. Press **ACCEPT** to set the date shown.
 - The programming arrow moves to the **Print Order** option. To modify that option, proceed to step C of the next section. To exit programming at this point, hold **ACCEPT** down while the programming arrow cycles through all the options.

To Set the Print Order Format

To select the order for printing of the number, date, time, and comment, choose the number on the display which corresponds to the desired format. You can eliminate any item in the print order option by selecting the "0" (No Print) option for that selection.

Note: The Simplex 125 is capable of printing 20 large or 26 small characters.

N = Number	Order Options	Examples
D = Date	1. NDTC	1 OCT09 AM 8:18 RCVD
	2. NTDC	1 AM 8:18 OCT09 RCVD
T = Time	3. NCDT	1 RCVD OCT09 AM 8:18
	4. NCTD	1 RCVD AM 8:18 OCT09
C = Comment	5. CNDT	RCVD 1 OCT09 AM 8:18
	6. CNTD	RCVD 1 AM 8:18 OCT09
	7. CDTN	RCVD OCT09 AM 8:18 1
	8. CTDN	RCVD AM 8:18 OCT09 1

A. Remove the cover and press the **CHANGE** button once (refer to page 8 for parts location).

B. Press **ACCEPT** until the programming arrow appears below PRINT ORDER.

C. Press **CHANGE** once.

- The currently set PRINT ORDER option begins to flash. Note that the total number of characters programmed to print displays in the lower left corner of the display. Using the examples above, choose a print order format.

Press **CHANGE** until the desired option number is displayed.

D. Press **ACCEPT** to set the PRINT ORDER option shown on the display.

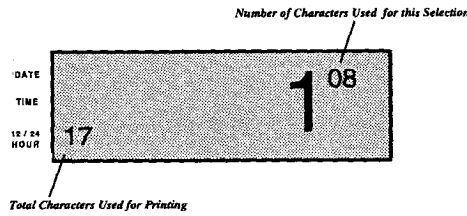
- The programming arrow moves to the Print Date Format option. To modify that option, proceed to step C of the next section. To exit programming at this point, hold ACCEPT down while the programming arrow cycles through all the options.

Note: When choosing programming settings, ensure that the number of characters selected does not exceed a total of 20 for large font and 26 for small font (to change the font, refer to page 20). The total number of characters currently printing is shown in the lower left corner of the display (see Step C above).

PROGRAMMING

To Set the Print Date Format

Select the Print Date Format by choosing the number on the display which corresponds to the desired format (listed below). As each format number is shown on the display, the number of printed character positions used is shown in the upper right-corner of the display. The total number of characters used for printing is shown in the lower left-corner of the display.



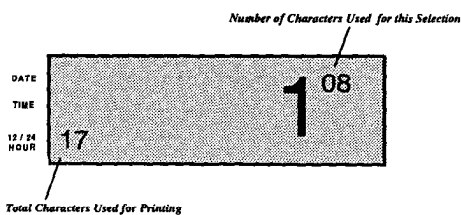
Order Options	Line Format	Print	Number of Characters
0. No Print	—	—	0
1. MMMDDYY	month, date, year	AUG25 '94	8
2. DDMMYY	date, month, year	25AUG '94	8
3. YYMMDD	year, month, date	'94AUG25	8
4. MMMDD	month, date	AUG25	5
5. DD	date	25	2
6. DAY	day	MO	2
7. DAYDD	day, date	MO25	4
8. MM/DD/YY	month/date/year	08/25/94	8
9. DD/MM/YY	date/month/year	25/08/94	8

- A. Remove the cover and press the **CHANGE** button once (refer to page 8 for parts location).
- B. Press **ACCEPT** four times so the programming arrow appears below **DATE** (to the right of **PRINT ORDER**).
- C. Press **CHANGE** once.
 - The currently set **PRINT DATE FORMAT** option begins to flash. Using the examples above, choose a print date format.

Press **CHANGE** until the desired option number is displayed.
- D. Press **ACCEPT** to set the **PRINT DATE FORMAT** option shown on the display.
 - The programming arrow moves to the Print Time Format option. To modify that option, proceed to step C of the next section. To exit programming at this point, hold **ACCEPT** down while the programming arrow cycles through all the options.

To Set the Print Time Format

Select the Print Time Format by choosing the number on the display which corresponds to the desired format (listed below). As each format number is shown on the display, the number of printed character positions used is shown in the upper right-corner of the display. The total number of characters used for printing is shown in the lower left-corner of the display.



Line Format	Print	Number of Characters
0. No Print	—	0
1. 12 hour, minutes	PM 2:47	7
2. 12 hour, tenths	PM 2.8	6
3. 12 hour, hundredths	PM 2.78	7
4. 12 hour, minutes, seconds	PM 2:47:45	10
5. 24 hour, minutes	14:47	5
6. 24 hour, tenths	14.8	4
7. 24 hour, hundredths	14.78	5
8. 24 hour, minutes, seconds	14:47:45	8

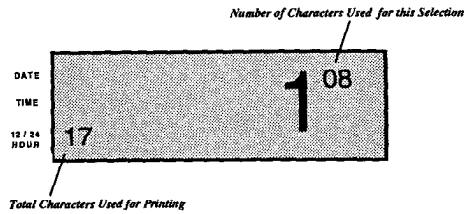
- A. Remove the cover and press the **CHANGE** button once (refer to page 8 for parts location).
- B. Press **ACCEPT** five times until the programming arrow appears below **TIME**.
- C. Press **CHANGE** once.
 - The currently set **TIME** option begins to flash. Using the examples above, choose a print time format.

Press the **CHANGE** button until the desired option number is displayed.
- D. Press **ACCEPT** to set the **PRINT TIME FORMAT** option shown on the display.
 - The programming arrow moves to the Print Comment option. To modify that option, proceed to step C of the next section. To exit programming at this point, hold **ACCEPT** down while the programming arrow cycles through all the options.

PROGRAMMING

To Set the Print Comment

Select the Print Comment format by choosing the number on the display which corresponds to the desired format (listed below). As each format number is shown on the display, the number of printed character positions used is shown in the upper right-corner of the display. The total number of characters used for printing is shown in the lower left-corner of the display.



Order Options	Print	Number of Characters
0. No Print	-	0
1. RCVD	RCVD	4
2. IN	IN	2
3. OUT	OUT	3
4. PAID	PAID	4
5. SENT	SENT	4
6. FAXED	FAXED	5
7. FILED	FILED	5
8. Custom	A—Z, space, 0—9	variable

- A. Remove the cover and press the **CHANGE** button once (refer to page 8 for parts location).
- B. Press **ACCEPT** until the programming arrow appears below **COMMENT**.
- C. Press **CHANGE** once.
 - The currently set **PRINT COMMENT** option begins to flash. Using the examples above, choose a comment option.

Press **CHANGE** until the desired option number (0-8) is displayed.
- D. Press **ACCEPT** to set the **PRINT COMMENT** option shown on the display. If you select “custom” (option 8), you will need to program in your comment here. To do this, spell out your comment character by character with the **CHANGE** button. **ACCEPT** each as you go. When your comment is complete, select the * to end.
 - The programming arrow moves to the Print Numbering option. To modify that option, proceed to step C of the next section. To exit programming at this point, hold **ACCEPT** down while the programming arrow cycles through all the options.

To Set Print Numbering

The Print Numbering option allows you to set up the Simplex 125 to print a constant or incrementing number on every punch. The amount of digits in this number is definable between 1 and 6; you can also select 0 to disable print numbering. The number of times the number is repeated and the starting number are defined in the next two sections.

- A. Remove the cover and press the **CHANGE** button once (refer to page 8 for parts location).
- B. Press **ACCEPT** until the programming arrow appears below NUMBER.
- C. Press **CHANGE** once.
 - The currently set number of digits begins to flash.Press **CHANGE** until the desired number of digits is displayed.
- D. Press **ACCEPT** to set the option shown on the display.
 - The programming arrow moves to the Repeat option. To modify that option, proceed to step C of the next section. To exit programming at this point, hold ACCEPT down while the programming arrow cycles through all the options.

Note: *Selecting a "0" for the PRINT NUMBER code disables the REPEAT and STARTING NUMBER options and moves the programming arrow to the AHEAD option next to Daylight Saving Time.*

To Set the Repeat Option

When ACCEPTing a non-zero option in the previous section, the programming arrow appears below the Repeat option. The number of times that a number is repeated is definable as 0 (prints the starting number constantly) or any number 1 - 9 (prints the starting number this set number of times, then prints the next number in sequence this number of times, etc.) The starting number is set in the next section.

- A. Remove the cover and press the **CHANGE** button once (refer to page 8 for parts location).
- B. Press **ACCEPT** until the programming arrow appears below REPEAT.
- C. Press **CHANGE** once.
 - The currently set REPEAT option begins to flash.Press **CHANGE** until the desired option number is displayed.
- D. Press **ACCEPT** to set the REPEAT option shown on the display.
 - The programming arrow moves to the Starting number option. To modify that option, proceed to step C of the next section. To exit programming at this point, hold ACCEPT down while the programming arrow cycles through all the options.

PROGRAMMING

To Set the Starting Number

After selecting the Repeat option in the previous step, the programming arrow appears next to Starting Number. Select from 0 through 999999 (the number of digits corresponds to the number of digits set in the Print Numbering section on page 17).

- A. Remove the cover and press the **CHANGE** button once (refer to page 8 for parts location).
- B. Press **ACCEPT** until the programming arrow appears next to **STARTING NUMBER**.
- C. Press **CHANGE** once.
 - The first digit of the currently set **STARTING NUMBER** begins to flash. If you have selected a number with more than one digit, you will have to set each digit.Press **CHANGE** until the desired number is displayed.
- D. Press **ACCEPT** to set the **STARTING NUMBER** shown on the display.
 - The programming arrow moves to the Daylight Savings Time Ahead option. To modify that option, proceed to step C of the next section. To exit programming at this point, hold **ACCEPT** down while the programming arrow cycles through all the options.

To Change Daylight Saving Time (DST) Ahead

Use the following steps to set the day (at 2:00 AM) on which the Simplex 125 sets the time ahead one hour to DST.

- A. Remove the cover and press the **CHANGE** button once (refer to page 8 for parts location).
- B. Press **ACCEPT** until the programming arrow appears next to **AHEAD**.
- C. Press **CHANGE** once.
 - The currently set **WEEK NUMBER** begins to flash.Press **CHANGE** until the desired week of the month (**1st**, **2nd**, **3rd**, **4th**, or **Last**) displays.
Press **ACCEPT** to set the week shown.
 - The currently set **MONTH** begins to flash.Press **CHANGE** until the desired month is shown.
Press **ACCEPT** to set the month shown.
 - The currently set **DAY OF THE WEEK** begins to flash.Press **CHANGE** until the desired day of the week is shown.
- D. Press **ACCEPT** to set the **DST AHEAD** options shown on the display.
 - The programming arrow moves to the Daylight Savings Time Back option.

To Change Daylight Saving Time Back

Use the following steps to set the day (at 2:00 AM) that the Simplex 125 sets the time back to normal.

- A. Remove the cover and press the **CHANGE** button once (refer to page 8 for parts location).
- B. Press **ACCEPT** until the programming arrow appears next to **BACK**.
- C. Press **CHANGE** once.
 - The currently set WEEK NUMBER begins to flash.Press **CHANGE** until the desired week of the month (1st, 2nd, 3rd, 4th, or Last) displays.
Press **ACCEPT** to set the week shown.
 - The currently set MONTH begins to flash.Press **CHANGE** until the desired month is shown.
Press **ACCEPT** to set the month shown.
 - The currently set DAY OF THE WEEK begins to flash.Press **CHANGE** until the desired day of the week is shown.
- D. Press **ACCEPT** to set the DST BACK options shown on the display.
 - The programming arrow moves to the Language and Font Size option. To modify that option, proceed to step C of the next section. To exit programming at this point, hold **ACCEPT** down while the programming arrow cycles through all the options.

Note: To turn off the Daylight Savings Time option, reprogram to display all dashes.

PROGRAMMING

To Set the Language and Font Size

Set the language for printed text by choosing the number corresponding to the desired language setting. The settings are shown at right. Each language has a large and small print option.

The English, Spanish, French, and Portuguese languages and their print formats are shown after this procedure.

Order Options	Language and Font Size
1	English Small
2	English Large
3	Spanish Small
4	Spanish Large
5	French Small
6	French Large
7	Portuguese Small
8	Portuguese Large

To set the language and font size, proceed as follows:

- A. Remove the cover and press the **CHANGE** button once (refer to page 8 for parts location).
- B. Press **ACCEPT** until the programming arrow appears above LANGUAGE.
- C. Press **CHANGE** once.
 - The currently set LANGUAGE & FONT SIZE option begins to flash.

Press the **CHANGE** button until the desired option number is displayed. The options are given on the previous page.

- D. Press **ACCEPT** to set the LANGUAGE & FONT SIZE option shown on the display.
 - The programming arrow moves to the Time Correction option. To modify that option, proceed to step C of the next section. To exit programming at this point, hold ACCEPT down while the programming arrow cycles through all the options.

Month Printing Table

Language	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
English	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Spanish	ENE	FEB	MAR	ABR	MAY	JUN	JUL	AGO	SEP	OCT	NOV	DIC
French	JAN	FEV	MAR	AVR	MAI	JUN	JUL	AOU	SEP	OCT	NOV	DEC
Portuguese	JAN	FEV	MAR	ABR	MAI	JUN	AGO	JUL	SET	OUT	NOV	DEZ

PROGRAMMING

Day Printing Table

Language	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
English	SU	MO	TU	WE	TH	FR	SA
Spanish	DO	LU	MA	MI	JU	VI	SA
French	DI	LU	MA	ME	JE	VE	SA
Portuguese	DO	SG	TA	QA	QI	SX	SA

Comment Printing Table

Language							
English	RCVD	SENT	IN	OUT	FAXED	FILED	PAID
Spanish	REC	ENV	ENT	SAL	FAX	ARCH	PAG
French	RECU	EXPED	ENT	SOR	FAXE	ENREG	PAYE
Portuguese	REC	ENV	ENTR	SAIDA	FAX	ARQ	PAGO

To Set the Time Correction

Select the Simplex Time Correction format by choosing the number on the display that corresponds to the format you want.

TIME CORRECTION OPTIONS (refer to wiring diagrams after procedure)

1. DC IMPULSE (will not work on reverse polarity systems)
2. 24 HOUR SYNC
3. BCD 50 Hz
4. BCD 60 Hz
5. Extended BCD

A. Remove the cover and press the **CHANGE** button once (refer to page 8 for parts location).

B. Press **ACCEPT** until the programming arrow appears above TIME CORRECTION.

C. Press **CHANGE** once.

- The currently set TIME CORRECTION option begins to flash.

Press **CHANGE** until the desired time correction option is selected.

D. Press **ACCEPT** to set the TIME CORRECTION format shown on the display.

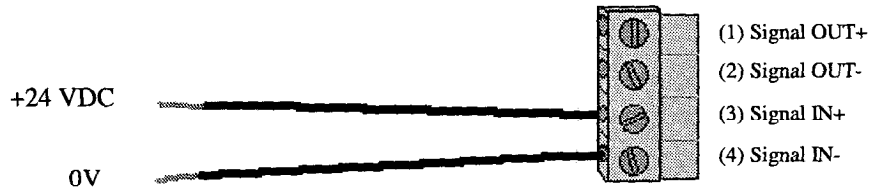
- The programming arrow moves to the Print Direction option. To modify that option, proceed to step C of the next section. To exit programming at this point, hold ACCEPT down while the programming arrow cycles through all the options.

Note: The following pages contain diagrams that illustrate the connections for the various time correction formats.

PROGRAMMING

DC IMPULSE

(3 wire impulse only)

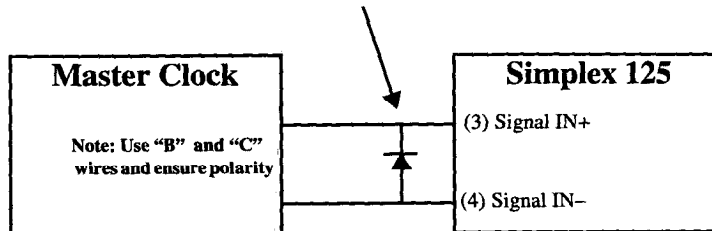


Will correct after receiving 2 valid 1-minute impulses.

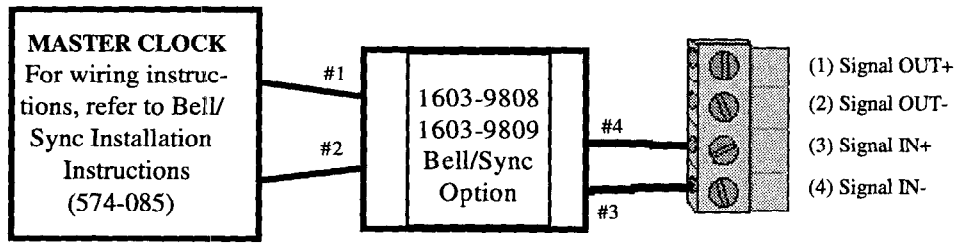
Corrects 10 minutes fast; 59 minutes slow. Corrects only minutes; does not correct hours.

Note: Use "B" and "C" wires and ensure polarity. S125 will not work on reverse polarity systems.

CAUTION: When using DC Impulse, you need to add a diode (P/N 184-011) across the Signal IN lines to protect the S125 from reverse voltage.



24 HOUR SYNC (115 VAC with Bell/Sync Option)



Corrects 59 minutes slow for every hour and 1 12-hour correction at 6:00 am.

24 HOUR SYNC (12VDC)



Corrects 59 minutes slow for every hour and 1 12-hour correction at 6:00 am.

BCD 50 HZ / BCD 60 HZ / EXTENDED BCD



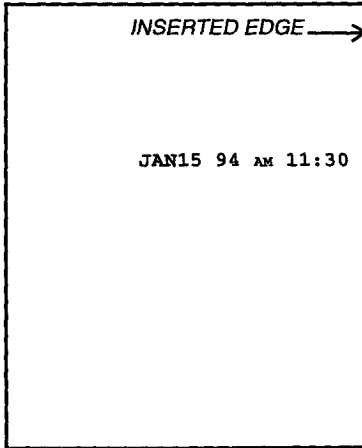
BCD = Corrects time every second
Extended BCD = Corrects time and date every 2 seconds.

PROGRAMMING

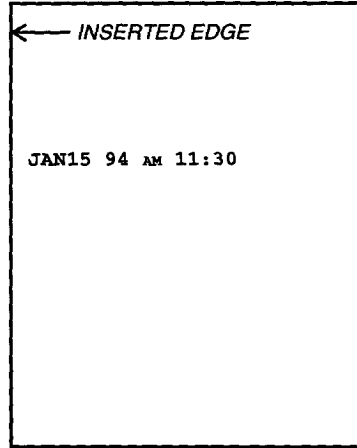
To Set the Print Direction

Select right or left-side printing by choosing the number which corresponds with the desired operation.

Option 1. Print Right



Option 2. Print Left



- A. Remove the cover and press the **CHANGE** button once (refer to page 8 for parts location).
- B. Press **ACCEPT** until the programming arrow appears above **PRINT DIRECTION**.
- C. Press **CHANGE** once.
 - The currently set **PRINT DIRECTION** option begins to flash. Using the examples above, choose a print direction.Press **CHANGE** until the desired number is displayed.
- D. Press **ACCEPT** to set the **PRINT DIRECTION** option shown on the display.
 - The programming arrow moves to the Print Activation option. To modify that option, proceed to step C of the next section. To exit programming at this point, hold **ACCEPT** down while the programming arrow cycles through all the options.

To Set the Print Activation

The Simplex 125 has four settings for print activation:

(1) MANUAL, (2) AUTOMATIC, (3) COMBINATION, and (4) EITHER.

Refer to page 7 for more information on these different print activation methods.

- A. Remove the cover and press the **CHANGE** button once (refer to page 8 for parts location).
- B. Press **ACCEPT** until the programming arrow appears above PRINT ACTIVATION.
- C. Press **CHANGE** once.
 - The currently set PRINT ACTIVATION option begins to flash.Press **CHANGE** until the desired option number is displayed.
- D. Press **ACCEPT** to set the PRINT ACTIVATION option shown on the display.
 - The programming arrow moves to the Print Justification option. To modify that option, proceed to step C of the next section. To exit programming at this point, hold ACCEPT down while the programming arrow cycles through all the options.

To Set the Print Justification

Print justification defines the location of printed information to be set to the *Back* (option #1) or *Front* (option #2) of the 20 or 26 character print field. When printing less than the maximum number of characters, select the Front setting.

- A. Remove the cover and press the **CHANGE** button once (refer to page 8 for parts location).
- B. Press **ACCEPT** until the programming arrow appears above PRINT JUSTIFICATION.
- C. Press **CHANGE** once.
 - The currently set PRINT JUSTIFICATION option begins to flash.Press the **CHANGE** button until the desired number displays.
- D. Press **ACCEPT** to set the PRINT JUSTIFICATION option shown on the display.
 - The programming arrow moves to the Display orientation option. To modify that option, proceed to step C of the next section. To exit programming at this point, hold ACCEPT down while the programming arrow cycles through all the options.

Note: *Make a sample print to ensure that the setting you've selected is right for your printing needs.*

PROGRAMMING

To Set the Display Orientation

You must program the Simplex 125 to display its information based on how it is mounted. Table Mounted is option #1; Wall Mounted is option #2. Use the following steps to set the orientation of the display.

- A. Remove the cover and press the **CHANGE** button once (refer to page 8 for parts location).
- B. Press **ACCEPT** until the programming arrow appears above DISPLAY ORIENTATION.
- C. Press **CHANGE** once.
 - The currently set DISPLAY ORIENTATION option begins to flash.Press the **CHANGE** button until the desired number is displayed.
- D. Press **ACCEPT** to set the DISPLAY ORIENTATION option shown on the display.
 - The programming arrow disappears and the Simplex 125 displays the current time.

To continue programming, refer back to page 9.

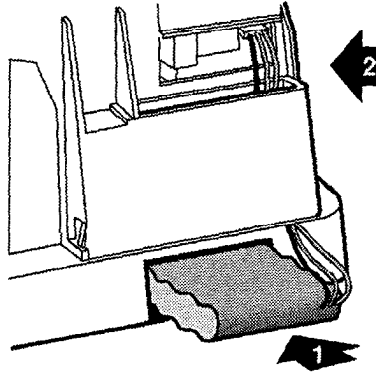
If you are replacing the cover at this point, remember to turn the key back one-quarter turn counterclockwise. **The key must be in this vertical position (or removed) in order for the cover to snap back into place.**

OPTIONAL FEATURES

Battery Back-Up

Using one of the black release keys, unlock and remove the cover; then use the following steps to install the Simplex 125's Battery Back-Up feature.

1. With the cable facing out from the clock, slide the battery pack into the space provided.
2. Pass the battery cable up the channel in the rear of the unit, and plug the connector onto the battery pins (the connector is keyed for proper installation).
3. Remove the release key and then snap the cover into place.



MAINTENANCE

MAINTENANCE

Although your Simplex 125 is designed to be maintenance-free, it contains sensitive electronic parts. Treat it with care to assure best performance.

Avoid Rough Treatment. Avoid dropping the unit. Only gentle pressure is needed to activate the print action in either Manual or Automatic modes. Retain the original packaging so you can use it if you must ship the Simplex 125.

Cleaning

The hard plastic casing of your clock has a durable finish that should retain its original luster for many years. Clean exposed parts with a soft, slightly damp cloth. To remove stains, use a mild soap. Never use detergents, excess water, treated cloths, harsh cleaning agents, or sprays.

TROUBLESHOOTING

If you are experiencing problems, try the following suggestions before calling for assistance.

Problem	Correction
Poor Print Quality	<ul style="list-style-type: none">• Replace ribbon (see page 5).
Print is offset improperly	<ul style="list-style-type: none">• Reset the print margin (see page 5).
Cover will not snap back into place	<ul style="list-style-type: none">• Turn the key back one-quarter turn counterclockwise. The key must be in this vertical position (or removed) in order for the cover to snap back into place.
Jam Error Message	<ul style="list-style-type: none">• Remove ribbon and check for ease of rotation; if bad, discard and replace with new ribbon (see "To Change the Ribbon" on page 5).• Check print head area for obstruction; remove obstruction.• Press the reset switch with the straightened end of a paper clip (reset switch is shown on page 9).
Lo Batt Error Message (if Battery Back-Up is installed)	<ul style="list-style-type: none">• This message indicates that the battery back-up has been drained to a level too low for proper operation. (refer to page 27). Reconnect unit to live wall outlet to automatically re-charge the battery.

DECLARATION OF CONFORMITY

DECLARATION OF CONFORMITY

WE

Simplex Time Recorder Co.

1 Simplex Plaza
Gardner, MA 01441-0001
USA

declare under our sole responsibility that the products:

Model **1603-XXXX**

(where "XXXX" represents numbers or letters which indicate changes in the low voltage secondary circuits)

to which this declaration relates are in conformity with the following standards or other normative documents:

Product Safety: EN60950

EMC: EN55022, Class B
EN50082-1

following the provisions of the Low Voltage Directive 73/23/EEC and the EMC Directive 89/336/EEC.

Place: Gardner, MA, USA

Date: January 8, 1996



David Beaulieu
Vice President,
TDS Product Operations

Simplex 125

Guía del usuario

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La información y todas las especificaciones incluidas en este manual estaban al día en el momento de la publicación
y están sujetas a cambios sin previo aviso.

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Rev A