

The following is a reproduction of an undated booklet entitled: Instructions For Installing, Operating And Care Of International Card Recorders published by the International Time Recording Company of New York in Endicott, N.Y. The pages listed in the table of contents below follow the pagination of the original document and are shown in double parentheses throughout this document to indicate the end of each original page.

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INSTALLATION

HANGING THE RECORDER — The recorder should be hung in a place as free from dust, dirt and vibration as possible. Place a screw in a solid wall or partition 6 feet from the floor, to bring the recorder at a convenient height for registering, with room each side for the card racks. Hang the recorder by the hook at the top of case; open the door, remove the wood block from pendulum ball, also the metal brace attached to block, and all cords and papers. Move bottom of case sideways until lower end of pendulum hangs directly over center of pendulum scale; also be sure that back of case is plumb; this can be ascertained by means of the level H 60-2OB, Fig. 2, upon left side of case inside. Now fasten the recorder securely to wall by putting two screws through the holes in bottom of clock case.

DO NOT UNDER ANY CIRCUMSTANCES START THE PENDULUM IN MOTION UNTIL COMPLYING WITH THE FOLLOWING INSTRUCTIONS

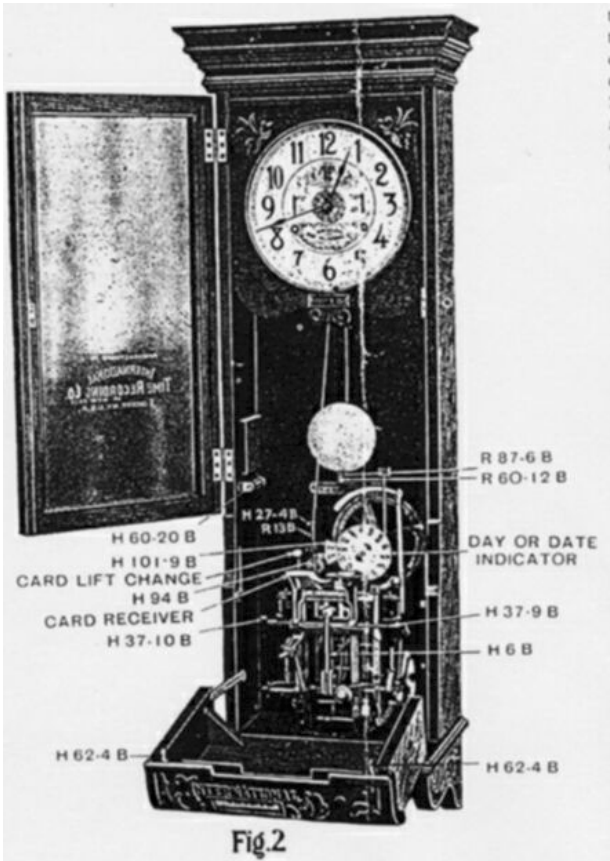


TO OPEN THE LOWER FRONT OF RECORDER —

Lift the upper plate H61B, Fig. 1, off carefully, raise shutter H 26-2B, Fig. 1, and shifting lever H 28B, Fig. 1, also hooks H 62-4B, Fig. 2. The lower front of case can then be lowered as shown in Fig. 2.

TO SET DAY OR DATE TYPE WHEEL — Insert a card into card receiver, Fig. 2, and make a record by pressing down upon printing lever H 14B, Fig. 1. This record will show the day or date, hour and minute upon which the type wheels are set. Press lever H 39-9 B, Fig. 3, back carefully as far as possible, then forward until it comes to a stop. Care must be taken when letting this lever return to its normal position that it does not return with a jump, as this is liable to throw the wheel out of time. Each operation advances the day or date type wheel one day, and can be repeated until the correct day or date upon which the recorder is started is reached. Bear in mind that should it be desired to set this wheel at another time than 12 o'clock midnight, this can be done only between the hours of 9:00 P.M. and 8:59 A.M., inclusive. The day or date type wheel changes automatically from one day to the next at 12 o'clock midnight, unless ordered otherwise.

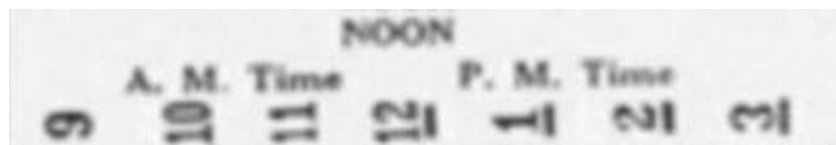
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TO SET THE HANDS TO THE CORRECT TIME —When setting the hands, never turn the minute hand backwards and never, under any circumstances, turn the hour hand either way, and always move them very slowly when passing the even hours.

All recorders when shipped from the factory are set at 12 o'clock midnight. The A.M. and P. M. indicator, H.101-9 B, Fig. 2, is to show whether the recorder is set to record A.M. or P.M. time and is changed automatically to show A.M. through sight aperture for day or date indicator, Fig. 1, at 12 o'clock midnight and to show P.M. at 12 o'clock noon; therefore, if the recorder is set running before noon, turn the hands forward to the correct time in the forenoon, but if set running in the afternoon turn the hands forward 12 hours, or to 12 o'clock noon, and then to the correct time in the afternoon. Observe carefully that the indicator shown A.M. if set before noon and

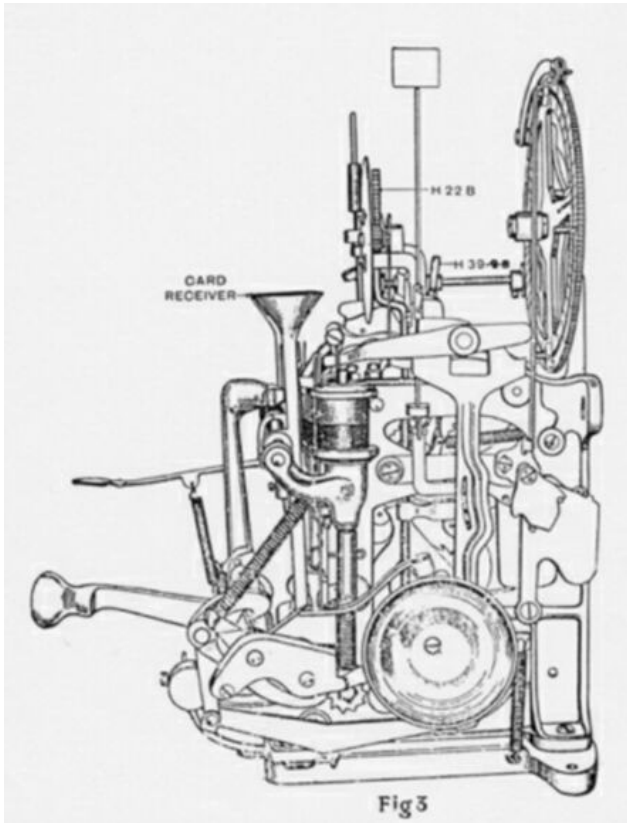
P.M. if set afternoon. The pendulum can now be set in motion. The hour type wheel is a 24-hour wheel. The hours without a dash beneath them indicate A.M. time and those with a dash P.M. time. The following is a facsimile of a portion of the hour type, with and without the dash, to indicate A.M. and P.M time.



TO SET THE DAY OR DATE INDICATOR — This is done by raising card lift change, Fig. 2., as high as possible, then press it down until it comes to a stop, and let it return very slowly to its normal position; each operation changes the day or date indicator, Fig. 2, ahead one day and also raises the card abutment H 6B, Fig. 2, to a position which changes the card so as to bring the printed record one space lower. Repeat the operation until the day or date which the recorder is started shows through sight aperture for day or date indicator, Fig. 1. The record will then be made in the correct space upon the card. The recorder is now ready for operation.

TO LOCK THE CARD RECEIVER — (See Fig. 1.) The lock H 62-12 B is for the purpose of locking the card receiver, thus preventing employees from moving the shifting lever H 28 B and recording their time upon the cards in the wrong column.

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TO HANG THE CARD RACKS —

Hang one each side of the recorder so that the upper edge is about 5 ft. 6 in. from the floor. If possible, the racks should be hung at least 4 ft. away from the recorder, as this will facilitate rapid registration; but if space is limited, they may be hung closer; the out rack should always be hung nearest the place of exit.

INSTRUCTIONS TO EMPLOYEES —

Instruction Cards are furnished with each equipment to be given to each employee, with full instructions how to record their time.

CARE OF THE RECORDER

TO WIND AND REGULATE — Both springs should be wound weekly. Extra heavy springs are provided and should be wound tight.

The clock movement is fitted with an attachment indicating on the dial when the clock is wound up or run down. If the clock runs slow, raise the pendulum by turning nut R 87-6 B, Fig. 2, to the right, and turn to the left if clock gains time. To turn nut R 87-6 B loose lock nut R 60-12 B and tighten same after turning nut R 87-6 B. A three-quarters turn will vary the time about one minute in 24 hours.

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TO PUT ON NEW INK RIBBON (See Fig. 4) — Remove cotter pins H 9-8 B, remove old ribbon and replace with new one as follows:

Pass ribbon in front of ribbon guard H 10-1 B and back of ribbon shield H 10-B, also through slots in reverse levers H 11-1 B and H 11-3 B; place spools upon shafts H 9-B right and H 9 B left; turn the spools on shafts until ribbon is drawn tight and replace cotter pins H 9-8 B. If the

ribbon is two-color, always place the red side at the bottom. The ink ribbon reverses automatically. To secure good results from the ink ribbon we would advise that the ribbon shield H 10 B be removed occasionally and cleaned; also clean the ribbon guard H 10-1 B. To remove the ribbon shield H 10 B first remove the card receiver, Fig. 2. This is done by removing the cotter pin H 37-10 B, Fig. 2, and moving the guide rod H 37-9 B, Fig. 2, toward the left. Remove the two screws H 10-4 B, Fig. 4; the shield can then be removed.

TO REMOVE THE CARD RECEIVER ON THE AUTOMATIC IN AND OUT RECORDER (See Fig. 7) — Remove the two pins H 150-5 and screw H 154-2. The guide H 37-9 B can then be moved toward the left sufficient to permit the card receiver to be removed.

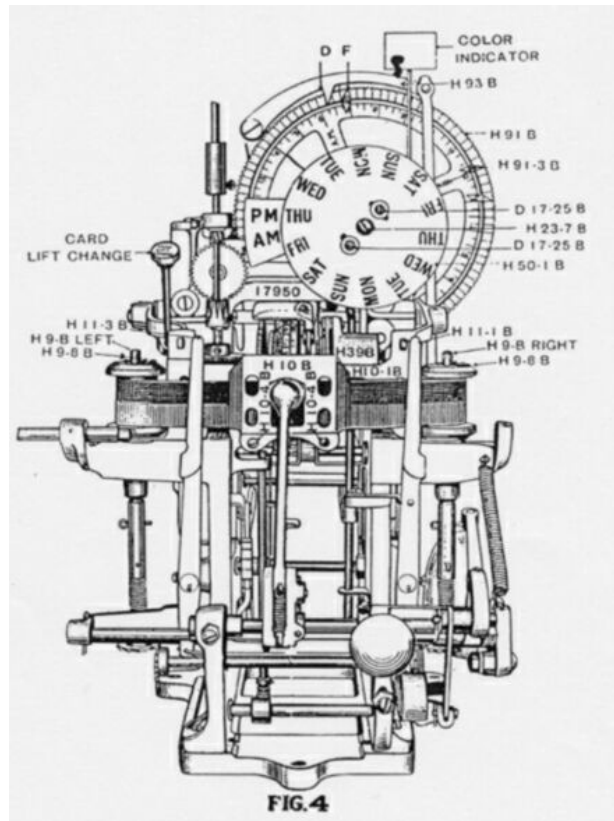
TO SET THE MINUTE TYPE WHEEL (See Fig. 2) — Turn minute hand to the even hour. Should the minute printed be behind the time indicated by the minute hand, loosen screw R 13 B, hold shaft H 94 B firmly and turn connection H 27-4 B toward the left, and if minute printed is ahead of the time indicated by the minute hand turn connection H 27-4 B toward the right.

TO SET THE HOUR TYPE WHEEL (See Fig. 4) — Turn minute hand to the even hour, raise weight H 39 B as high as possible and let it drop; each operation changes the hour type wheel ahead one hour. Observe carefully when setting the hour type wheel in the forenoon that the indicator H 101-9 B, Fig. 2, shows A.M. through sight aperture for day or date indicator, Fig. 1, and P.M. if set in the afternoon.

TO SET THE CARD ABUTMENT TO CHANGE AT A DIFFERENT TIME (See Fig. 5) — The worm gear H 17-4 B is graduated, indicating hours, halves, and quarters. The hours are stamped upon the hour lines. This being a 24-hour wheel, noon is stamped opposite 12 noon, and night opposite 12 midnight; A.M. is stamped opposite 6 A.M., and P.M. opposite 6 P. M.; should it be desired to alter the time for the day or date indicator and card abutment, to change loosen screws K 4-1 B and turn pointer or cam H 17-5 B so it will point to the time desired to have the change occur, then tighten screws K 4-1 B.

TO CHANGE DAY INDICATOR — Should it be desired to have a pay period commence on a different day, change day indicator to the day upon which the pay period is to start. This is done as follows: Operate card lift change, Fig. 2, until the day upon which the old pay period started appears through sight aperture for day or date indicator, Fig. 1. Remove upper plate H 61-B, Fig. 1, loosen screw H 23-7 B, Fig. 4, at the same time pull indicator H 50-1 B forward until it is out of mesh with H 22 B, Fig. 3, then turn indicator toward the left to the day upon which the pay period is to start; push indicator H 50-1 B, Fig. 4, back into mesh with H 22 B, Fig. 3, and tighten screw H 23-7 B, Fig. 4; should the day upon which the pay period starts not stand in center of sight aperture for day or date indicator, Fig. 1, it can be adjusted up or down by loosening screws D 17-25 B, Fig. 4.

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CARE OF AND INSTRUCTIONS FOR SETTING THE SEMI-MONTHLY RECORDER

TO SET DATE TYPE WHEEL (See Fig. 3) — The dates on the date type wheel run consecutively from 1 to 31. At the end of the months having 28, 29 and 30 days, respectively, set the date type wheel forward so it will record the first on the first of the month. This is done by pressing lever H 39-9 B back carefully as far as possible, then forward until it comes to a stop. Care must be taken when letting this lever return to its normal position that it does not return with a jump, as this is liable to throw the wheel out of time. Each operation changes this wheel one date and can be repeated until the correct date is reached. Bear in mind that should it be desired to set this wheel at any other time than 12 o'clock midnight that this can be done only between the hours of 9 P.M. and 8:59 A.M., inclusive. If the wheel is set between 9 P. M. and midnight it must be set to record the 31st day for the reason that the automatic change which occurs at midnight will change it to the first of the month automatically.

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HOW TO SET MONTH INDICATOR OR CALENDAR WHEEL H 51-1B AHEAD (See Fig. 6) — Raise card lift change as high as possible, then press it down until it comes to a stop and let it return slowly to its normal position. Each operation advances the month indicator or calendar one date and can be repeated until the correct date is reached. All recorders are set to change the

indicator or calendar automatically between 12 midnight and 12:05 A.M. unless ordered otherwise. They are also supplied with month indicators or calendars to conform to the arrangement of the dates upon the cards sent with or to be used in them. The sight aperture for day or date indicator, Fig. 1, is provided with a shutter, which should be moved to the right during the first half of the month and to the left during the last half. The arrangement of the dates upon the three standard semi-monthly cards and the directions for setting the month indicator or calendar ahead at the end of the first half of the month and at the end of the months is as follows:

(1) Cards having the 1st in the first space at the top and ending the 15th in the second space from the bottom, at the end of the 15th set indicator or calendar ahead one date, and at the end of the months having 28, 29 and 30 days set it ahead to the 31st if set before 12 o'clock midnight and to the first if set after 12:05 A.M.

(2) Cards arranged for the pay period to end on the 16th, it is not necessary to set the indicator or calendar ahead at the end of the first half of the month, but at the end of the months having 28, 29 and 30 days set it ahead to the 31st if set before 12 o'clock midnight and to the 1st if set after 12:05 A.M.

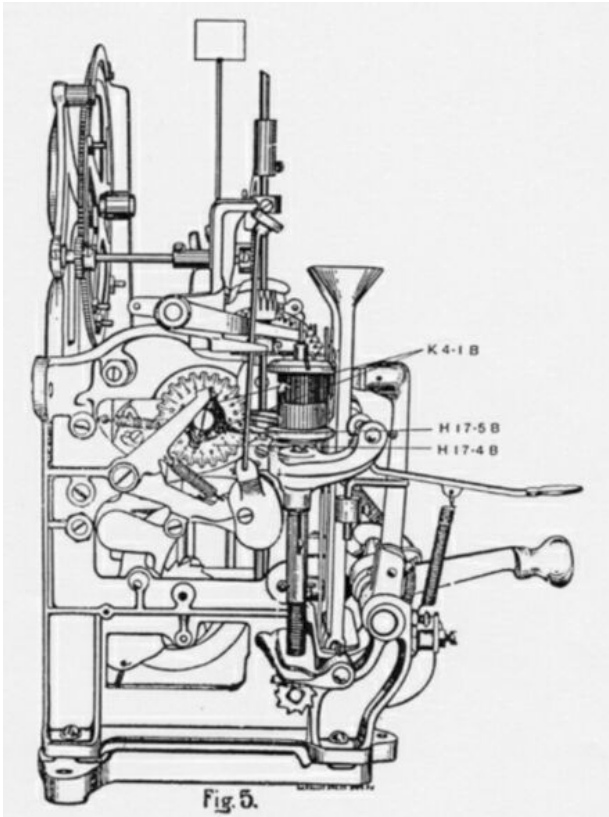
(3) Cards starting the first of the month in the second space from the top and ending the 15th in the last space at the bottom, it is not necessary to set the month indicator or calendar at the end of the first half of the month but at the end of the months having 28, 29, 30 and 31 days set the indicator so the blank space shows through sight aperture for day or date indicator, Fig. 1, if set before 12 o'clock midnight, and if set after 12:05 A.M. set it so the 1st will appear.

THE AUTOMATIC TWO COLOR RIBBON RECORDER

HOW TO SET THE COLOR CHANGES (See Fig. 4) — When setting the automatic two-color ribbon changes on the Automatic In and Out Recorder, see note below.

NOTE — See Fig. 7. The lever H 165 which actuates the automatic In and Out changes for convenience can be disconnected and turned over to the right while the color changes are being set. The left end of this lever at point A is connected to rod H 163 with a stud and is held upon the stud by means of a flat spring H 165-3. To disconnect the lever from the rod H 163 pull the rod forward against the tension of the spring H 165-3.

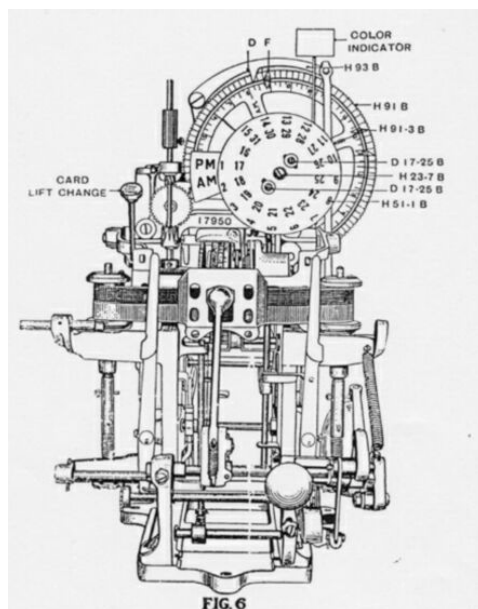
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The wheel H-91 B is constructed in such a manner that the lugs H 91-3D can be placed in any position upon the wheel. The time between changes being limited to 15 minutes. This wheel is graduated, indicating hours, halves, and quarters. The hours are stamped upon the hour lines. This being a 21-hour wheel, noon is stamped opposite 12 noon, and night opposite 12 midnight. A.M. is also stamped opposite 6 A.M. and P.M. opposite 6 P.M. Should it be desired to alter the time for the ribbon to change from one color to the other, place the lug H 91-3 B upon the hour, half or quarter that it is desired to have the change occur, bringing the right side parallel with the graduation line, as shown at point F. To set to change at times other than upon the hours, halves, or quarters, stop the pendulum, turn the hands forward to the time it is desired to have the change take place and set the lug H 91-3 B so the right side will come parallel with the left side of lever H 93 B at point D. If after

setting the lug the color does not change at exactly the time indicated by the minute hand, the lug can be moved a trifle either way, right or left, as may be required, to cause the change to occur at the correct time. To change ribbon from one color to the other manually, raise lever H 93 B and let it drop. Bear in mind that this cannot be done while lever H 93 B at point D is passing over lugs H 91-3 B.

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THE AUTOMATIC IN AND OUT RECORDER (See Fig. 7)

HOW TO SET THE COLUMN CHANGES — The wheel H 171 is constructed in such a manner that the lugs H 91-3B can be placed in any position upon the wheel, the time between changes being limited to 30 minutes. This wheel is graduated, indicating hours, halves, and quarters. The hours are stamped upon the hour lines; this being a 24-hour wheel, noon is stamped opposite 12

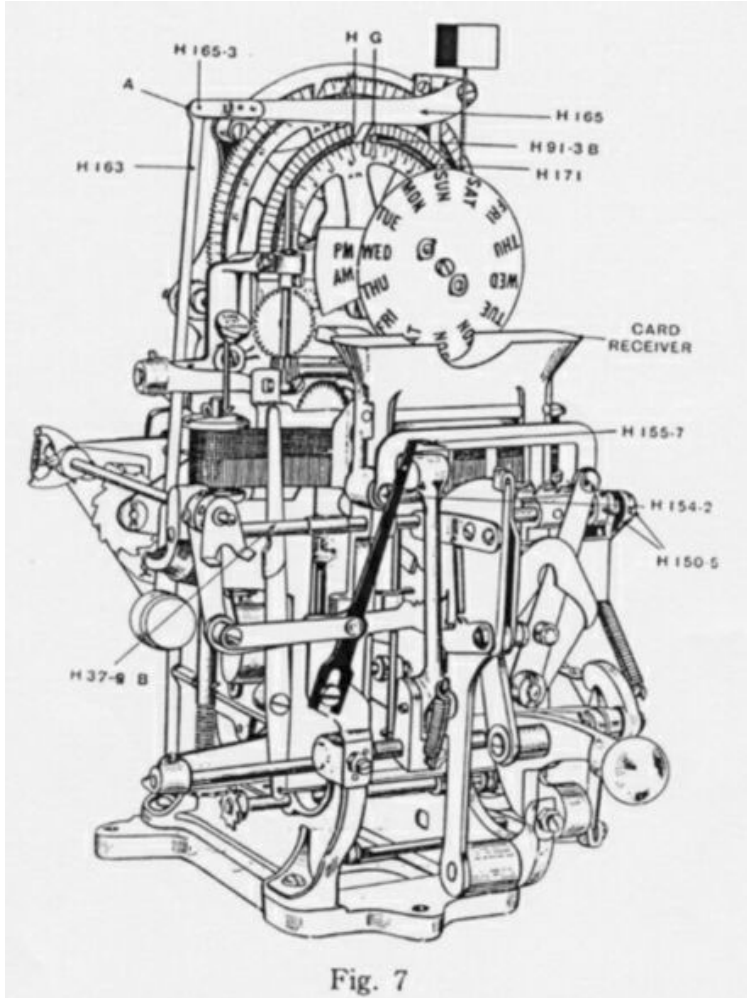


Fig. 7

noon, and night opposite 12 midnight. A.M. is also stamped opposite 6 A.M. and P.M. opposite 6 P.M. Should it be desired to alter the time for the column changes, place the lug H 91-3 B upon the hour, half or quarter it is desired to have the change occur; bring the right side parallel with the graduation line as shown at point G. To set the changes at times other than upon the hours, halves and quarters, stop the pendulum, turn the hands forward to the time it is desired to have the change take place and set the lug H 91-3 B so the right side will come parallel with left side of lever H 165 at point H. If after setting the lug the change does not occur at exactly the time indicated by the minute hand, the lug can be moved slightly either way, right or left, as may be required to cause the column change to take place at the time desired.

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TO SHIFT THE COLUMN INDICATOR OR POINTER H 155-7 FROM ONE COLUMN TO THE OTHER — Raise rod H 163 and let it drop; never attempt to do this while lever H 165 at point H is passing over lugs H 91-3 B.

TO SHIFT THE CARD RECEIVER MANUALLY — Turn the knob on the left of lower front of clock case. This will move the column indicator on pointer H 155-7 to the In or Out as desired. Hold knob in this position until the record is made upon the card, then release it and the indicator or pointer H 155-7 will return to its position In or Out that it is set for.

TO LOCK THE CARD RECEIVER — The knob is provided with a lock, and when locked prevents employees from recording their time in any column other than the column indicator or pointer H 155-7 is set for.

THE MANUALLY OPERATED OR HAND LIFT RECORDER

HOW TO OPERATE THE CARD LIFT — The card lift or abutment H 6 B, Fig. 2, and day or date indicator are operated manually each day by means of the knob located upon the

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lower left of clock case. This knob is provided with a lock, and when locked prevents employees from raising the card abutment H 6 B, Fig 2, and recording their time in the wrong space upon the cards.

MISCELLANEOUS

TO RESET THE RECORDER — (See note below) Turn the hands forward to 12 o'clock midnight or until the indicator H 101-9 B, Fig. 2, shows A.M. through sight aperture for day or date indicator, Fig. 1. Then refer to instructions on page 6 to set day or date type wheel and to page 5 to set hands to correct time and to set day or date indicator.

KEEP THE RECORDER CLEANED AND OILED — The recording mechanism should be cleaned occasionally by carefully removing all dust and dirt from all accessible parts, after which apply a drop or two of good typewriter or clock oil to all the bearings. It is essential in order to secure good results from any machine that it be given good care and attention and kept as free from dust and dirt as possible.

TO CLEAN THE TYPE WHEELS — If the type on hour, minute and day wheels become filled with dirt, making the printed record indistinct, they can be cleaned with a pointed stick and a good, stiff tooth brush.

CLOCK MOVEMENT — All the bearings, especially the pallets, should be oiled with good clock oil once a year. Never permit any clock repairer or any other person (unless it should be our representative) to attempt making any repairs without first notifying us of the existing trouble.

[Please be aware that the following information is no longer applicable as IBM has not been in the clock business since 1958 and we are unable today to furnish parts or supplies for IBM time equipment. The following information is provided below for its historical interest and because it was included in the original ITR publication. -- ed.]

INSTRUCTIONS FOR RETURNING RECORDER TO FACTORY — When sending recorder to factory for repairs or any other reason, always notify us and place a tag upon the machine,

giving name and address; also state as nearly as possible the trouble machine has given or why returned.

SUPPLIES

INK RIBBONS — When ordering ink ribbons for this machine, always specify the number, letter and colors wanted.

One-color ink ribbon, No. 11B

Two-color ink ribbon, No. 12B

CARDS --When ordering cards, always state what form or send a sample; also how numbered and whether numbered one side or both sides. Any change from regular forms of cards will necessitate making new forms and electro curved plates and will cause delay in filling orders, as well as an additional expense for plates.

ORDERING NEW PARTS

CARD RECEIVERS — Our three standard widths of cards and the number of the card receivers in which they are used are as follows:

Regular Machines

Cards 2 11-16 in. wide, Receiver No. R 33 B
Cards 3 13-32 in. wide, Receiver No. R 133 B
Cards 4 13-64 in. wide, Receiver No. H 37 B

Automatic In And Out Machines

Cards 2 11-16 in. wide, Receiver No. H 173
Cards 3 13-32 in. wide, Receiver No. H 170
Cards 4 13-64 in. wide, Receiver No. H 172

All other parts should be ordered by number and letter, when it is possible to do so or send sample or sketch of what is wanted.

NOTE — This applies to all styles of recorders.

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A WORD ABOUT SUPPLIES

We desire to call your attention to our facilities for furnishing perfect supplies. Our ink ribbons are guaranteed to do perfect work and any ribbon proving defective will be replaced. Our printing department is especially equipped with all modern automatic machinery to produce accurately cut and printed cards, some of the machines being designed and built in our works. These cards are all printed on specially made tag board stock. The registrations will always appear in the proper spaces. There is no printer that can compete with us in price and furnish stock as accurately cut and printed and of the same quality that we do. As a proof of this, we would state that of 22 printing establishments in one city using our recorders, 18 purchased all their cards from us because we can furnish them cheaper than they can secure the same grade of stock and print them in their own works.