

Bravo™/Combo

User's Guide

Bravo Electronic Time Recorder part # 1603-9106
Replacement Ribbon Part # 607-434 colour purple

MAINTENANCE AND TROUBLESHOOTING

MAINTENANCE

Although your Bravo™/Combo 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 need to activate the print action in either Manual or Automatic modes. The original packaging should be used for protection if you must ship the Bravo™/Combo.

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 your Bravo™/Combo does not work properly, try the following suggestions before seeking repair assistance.

When the following error messages are displayed:

JAM

- Press the Print Bar
- Remove ribbon and check for ease of rotation, if bad discard and replace with new ribbon, and press reset switch with straightened end of a paper clip.
- Check print head area for obstruction, remove obstruction and press reset switch.

LO BATT (if installed)

- The Battery Back-Up has been drained to a level too low for proper operation.
- Reconnect unit to live wall outlet to automatically re-charge the battery.

Other Problems

Contact ECP Time Equipment at 1-888-327-8463

OPERATION

Manual Operation

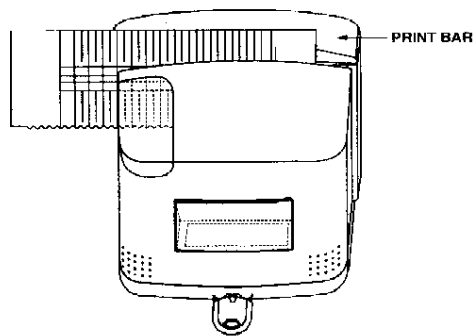
To print the time/date on a piece of paper, slip the paper into the Document Print Slot illustrated below. When the paper is in the proper position, press anywhere on the Print Bar.

Automatic Operation

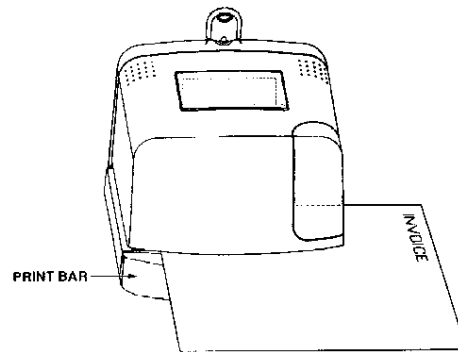
To print the time/date on a piece of paper, slip the paper into the Document Print Slot up to the Margin Stop. The Bravo™/Combo prints.

Time Card Operation

To print in a specific location on a time card, use the window on the Bravo™/Combo to line up the card so that the space where you want the imprint to appear is inside the orange box on the clear print shield.



**Bravo™/Combo with
Time Card
(Wall Mounted)**



**Bravo™/Combo with
Document
(Table Mounted)**

OPTIONAL FEATURES

OPTIONAL FEATURES

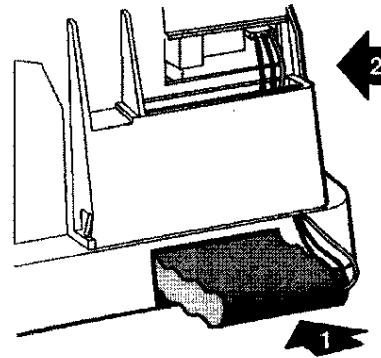
Battery Backup

Using one of the black release keys, unlock the cover and then lift the cover up and off the Bravo™/Combo, then use the following steps to install the Battery Backup feature of the Bravo™/Combo.

1. Slide the battery pack into the space provided with the cable facing out from the clock.
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 black release key and replace the cover.

Note: *Automatic print activation is not available during battery operation.*

Installing the Battery



B. Press **ACCEPT** until the programming arrow appears above PRINT JUSTIFICATION.

C. Press **CHANGE** once.

- The PRINT JUSTIFICATION option begins to blink.

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

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

- The programming arrow moves to the next option (go to Step C of *To Set the Display Orientation*).

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

To Set the Display Orientation

The Bravo™/Combo's display must be programmed to display its information based on how it is mounted, Wall Mount versus Table (or shelf) Mount. Use the following steps to set the orientation of the display.

A. Press **CHANGE** once.

B. Press **ACCEPT** until the programming arrow appears above DISPLAY ORIENTATION.

C. Press **CHANGE** once.

- The DISPLAY ORIENTATION option begins to blink.

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 Bravo™/Combo displays the current time.

Note: When you have finished programming the Bravo/Combo, remove the release key from the cover, then snap the cover back into place on the clock.

PROGRAMMING

- A. Press **CHANGE** once.
- B. Press **ACCEPT** until the programming arrow appears above **PRINT DIRECTION**.
- C. Press **CHANGE** once.
- The **PRINT DIRECTION** option begins to blink. 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 next option (go to Step C of *To Set the Print Activation*).
-

To Set the Print Activation

The Bravo™/Combo has two settings for print activation: **MANUAL** or **AUTOMATIC**. Refer to the *Operation* section of this publication for more information on these different print activations.

- A. Press **CHANGE** once.
- B. Press **ACCEPT** until the programming arrow appears above **PRINT ACTIVATION**.
- C. Press **CHANGE** once.
- The **PRINT ACTIVATION** option begins to blink.
- 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 next option (go to Step C of *To Set the Print Justification*).
-

To Set the Print Justification (Combo Only)

Print justification defines the location of printed information to be set to the front or back of the 20 character print field. Use this setting when printing less than 20 characters and a shorter insertion depth is desired.

- A. Press **CHANGE** once.

Comment Printing Table

Language	RCVD	SENT	IN	OUT	FAXED	FILED	PAID
English	REC	ENV	ENT	SAL	FAX	ARCH	PAG
Spanish	RECU	EXPED	ENT	SOR	FAXE	ENREG	PAYE

- A. Press **CHANGE** once.
- B. Press **ACCEPT** until the programming arrow appears above LANGUAGE.

- C. Press **CHANGE** once.
- The LANGUAGE option begins to blink. Using the examples above, choose a starting number.
- Press the **CHANGE** button until the desired number is displayed.

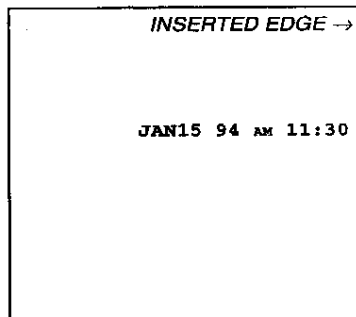
- D. Press **ACCEPT** to set the LANGUAGE option shown on the display.
- The programming arrow moves to the next option (go to Step C of *To Set the Print Direction*).

To Set the Print Direction

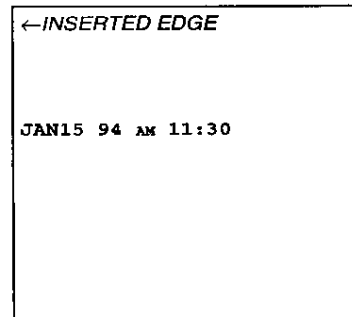
Select right or left side printing by choosing the number that corresponds with the desired operation.

Example:

1. Print Right



2. Print Left



PROGRAMMING

To Change Daylight Saving Time (DST) BACK

Use the following steps to set the day (at 2:00 AM) on which the Bravo™/Combo will set DST back to normal time.

- A. Press **CHANGE** once.
- B. Press **ACCEPT** until the programming arrow appears next to **BACK**.
- C. Press **CHANGE** once.
- The week number begins to blink.
- Press **CHANGE** until the desired number 1, 2, 3, 4, or L (last week of the month) is displayed.
- Press **ACCEPT** to set the number shown.
- The month begins to blink.
- Press **CHANGE** until the desired month is shown.
- Press **ACCEPT** to set the month shown.
- The day begins to blink.
- 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 next option (go to Step C of *To Set the Language*).

Note: To turn off the DST, reprogram the DST option to display all dashes.

To Set the Language

The language for printed text is set by choosing the number corresponding to the desired language setting. English, Spanish, and French languages and their print formats are shown below

Month Printing Table

Language

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

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

To Set the Starting Number (Combo Only)

After selecting the REPEAT option in the previous step, the programming arrow appears next to STARTING NUMBER. Select from 0 through 999999.

- A. Press **CHANGE** once.
- B. Press **ACCEPT** until the programming arrow appears next to STARTING NUMBER.
- C. Press **CHANGE** once.
- The STARTING NUMBER begins to blink.
- 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 next option (go to Step C of *To Change Daylight Saving Time (DST) AHEAD*).
-

To Change Daylight Saving Time (DST) AHEAD

Use the following steps to set the day (at 2:00 AM) on which the Bravo™/Combo will set DST ahead one hour.

- A. Press **CHANGE** once.
- B. Press **ACCEPT** until the programming arrow appears next to AHEAD.
- C. Press **CHANGE** once.
- The week number begins to blink.
- Press **CHANGE** until the desired number 1, 2, 3, 4, or L (last week of the month) is displayed.
- Press **ACCEPT** to set the number shown.
- The month begins to blink.
- Press **CHANGE** until the desired month is shown.
- Press **ACCEPT** to set the month shown.
- The day begins to blink.
- 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 next option (go to Step C of *To Change Daylight Saving Time (DST) BACK*).
-

PROGRAMMING

To Print Numbering (Combo Only)

This option allows for the printing of a number. The amount of digits for this number is definable between 0 and 6, the number of times that number is repeated is definable between 0 (fixed) and 9, and the starting number between 0 and 999999.

- A. Press **CHANGE** once.
- B. Press **ACCEPT** until the programming arrow appears below **NUMBER**.
- C. Press **CHANGE** once.
 - The **NUMBER** option begins to blink.Press **CHANGE** until the desired option number is displayed.
- D. Press **ACCEPT** to set the **NUMBER** option shown on the display.
 - The programming arrow moves to the next option (go to Step C of *To Set the Repeat Option*).

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 DST (Daylight Saving Time).*

To Set the Repeat Option (Combo Only)

When selecting the Numbering option in the previous step, the programming arrow appears below the **REPEAT** option. The Repeat Option repeats the numbering up to 9 times to be constantly or consecutively printed. Select from 0 through 9.

- A. Press **CHANGE** once.
 - B. Press **ACCEPT** until the programming arrow appears below **REPEAT**.
 - C. Press **CHANGE** once.
 - The **REPEAT** option begins to blink.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 next option (go to Step C of *To Set the Starting Number*).
-

To Set the Print Comment (Combo Only)

Select a preprogrammed comment by choosing the number corresponding to the desired selection.

Order Options	Print
0. No Print	-
1. RCVD	RCVD
2. IN	IN
3. OUT	OUT
4. PAID	PAID
5. SENT	SENT
6. FAXED	FAXED
7. FILED	FILED

- A. Press **CHANGE** once.
- B. Press **ACCEPT** until the programming arrow appears below **COMMENT**.
- C. Press **CHANGE** once.
- The **COMMENT** option begins to blink. Using the examples above, choose a comment.
- Press **CHANGE** until the desired option number is displayed.
- D. Press **ACCEPT** to set the **COMMENT** option shown on the display.
- The programming arrow moves to the next option (go to Step C of *To Print Numbering*).
-

PROGRAMMING

To Set the Print Time Format

The printed time format is selected by choosing the number on the display which corresponds to the desired format. 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
12 hour, minutes	PM 2:47	6
12 hour, tenths	PM 2.8	5
12 hour, hundredths	PM 2.78	6
12 hour, minutes, seconds	PM 2:47:45	9
24 hour, minutes	14:47	5
24 hour, tenths	14.8	4
24 hour, hundredths	14.78	5
24 hour, minutes, seconds	14:47:45	8

- A. Press **CHANGE** once.
- B. Press **ACCEPT** until the programming arrow appears below **TIME**.
- C. Press **CHANGE** once.
- The **TIME** option begins to blink. 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 next option (go to Step C of *To Set the Print Comment*).
-

To Set the Print Date Format

The printed date format is selected by choosing the number on the display which corresponds to the desired format. 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. Any item in the print order option can be eliminated by selecting "0" (No Print) option for that selection.

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	9
9. DD/MM/YY	date/month/year	25/08/94	9

A. Press **CHANGE** once.

B. Press **ACCEPT** until the programming arrow appears below DATE

C. Press **CHANGE** once.

- The DATE option begins to blink. 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 next option (go to Step C of *To Set the Print Time Format*).

PROGRAMMING

To Set the Print Order Format

The order for printer output of the numbering, date, time and comment is selected by choosing the number on the display which corresponds to the desired format.

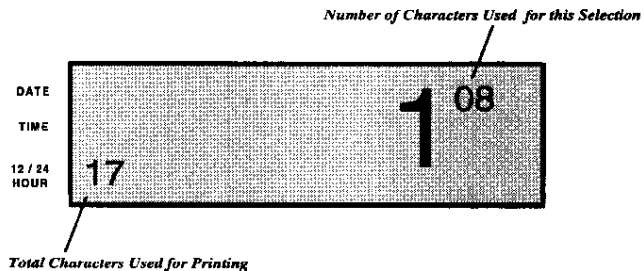
Note: The Bravo™/Combo is capable of printing up to 20 characters.

*N = Number	Order	Examples
	Options	
	1. NDTC	1 OCT09 AM 8:18 RCVD
D = Date	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
	5. CNDT	RCVD 1 OCT09 AM 8:18
*C = Comment	6. CNTD	RCVD 1 AM 8:18 OCT09
	7. CDTN	RCVD OCT09 AM 8:18 1
*Combo Only	8. CTDN	RCVD AM 8:18 OCT09 1

- A. Press **CHANGE** once.
- B. Press **ACCEPT** until the programming arrow appears below ORDER.
- C. Press **CHANGE** once.
 - The PRINT ORDER option begins to blink. 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 next option (go to Step C of *To Set the Print Date Format*).

Note: When choosing programming settings, ensure that the number of characters used does not exceed a total of 20 (see the illustration below).



To Set the TIME

- A. Press **CHANGE** once.
- B. Press **ACCEPT** until the programming arrow appears next to TIME.
- C. Press **CHANGE** once.
- The hour begins to blink.
- Press **CHANGE** until the desired hour is shown.
- Press **ACCEPT** to set the hour shown.
- The minutes begin to blink.
- Press **CHANGE** until desired minutes are shown.
- D. Press **ACCEPT** to set the minutes shown.
- The programming arrow moves to the next option (go to Step C of *To Set the DATE*).
-

To Set the DATE

- A. Press **CHANGE** once.
- B. Press **ACCEPT** until the programming arrow appears next to DATE.
- C. Press **CHANGE** once.
- The year begins to blink.
- Press **CHANGE** until the desired year is shown.
- Press **ACCEPT** to set the year shown.
- The month begins to blink.
- Press **CHANGE** until the desired month is shown.
- Press **ACCEPT** to set the month shown.
- The date begins to blink.
- Press **CHANGE** until the desired date is shown.
- D. Press **ACCEPT** to set the date shown.
- The programming arrow moves to the next option (go to Step C of *To Set the Print Order Format*).
-

PROGRAMMING

Bravo™/Combo's Factory (Default) Settings

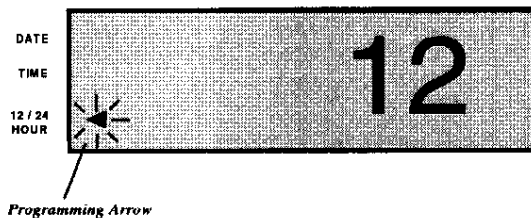
Description	Setting
12/24-Hour Format	12
Time	08:00:00
Date	Sept. 11, '95
Print Order	NDTC (Number, Date, Time, Comment)
Print Date	MMDDYY (Month, Day, Year)
Print Time	12-Hour, Minutes
Print Comment*	No Print
Print Number*	No Print
Print Repeat*	ONE
Print Starting Number*	0
Daylight Saving Time (DST) AHEAD	No
Daylight Saving Time (DST) BACK	No
Language	English
Print Direction	Right
Print Activation	Manual
Print Justification*	Front
Display Orientation	Table

*Combo Only

Sample Print with Default Parameters: SEP11`95 AM 8:00

To Set the 12/24 HOUR Format

- Press **CHANGE** once.
 - The programming arrow appears next to 12/24 HOUR.
- Press **CHANGE** to select 12- or 24-hour format.
- Press **ACCEPT** to set the format.
 - Programming arrow moves to the next option (go to Step C of *To Set the TIME*).

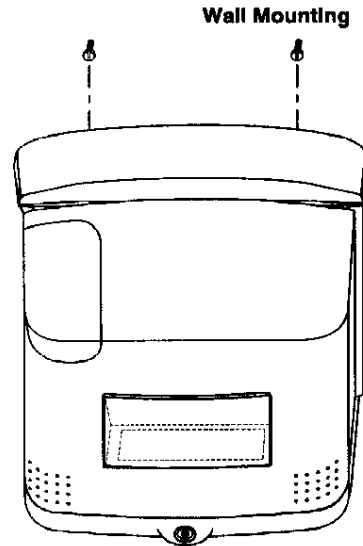


INSTALLATION

To Mount on Wall

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

1. Be sure the Print Margin is properly set.
2. At a height convenient for all members of the work force and within 6 ft. of a power outlet, use the mounting template to mark the points where the mounting screws for the Bravo™/Combo are to be installed.
3. Leaving 1/8 in. of screw shank exposed, screw two #8 pan-head mounting screws (not supplied) into place.
4. Hang the Bravo™/Combo from the mounting screws.
5. Screw a third #8 mounting screw (not supplied) into the lower left-side hole of the base and tighten all screws to the wall.



To Connect Power

The power cable is connected to the clock by removing the cover, passing the cable up the channel in the rear of the unit, and plugging the adapter into the circular connector.

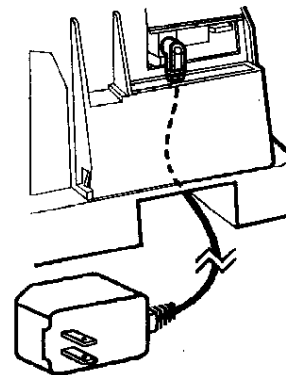
- Plug the AC Adapter into the power outlet.

Caution! Do not hold the clock when applying power. The Bravo™/Combo does a self test which includes cycling the print head.

You are now ready to set up and program the Bravo™/Combo (refer to the *Programming* section of this publication)

If you are not programming your Bravo/Combo now, remove the release key from the cover, then snap the cover into place on the clock.

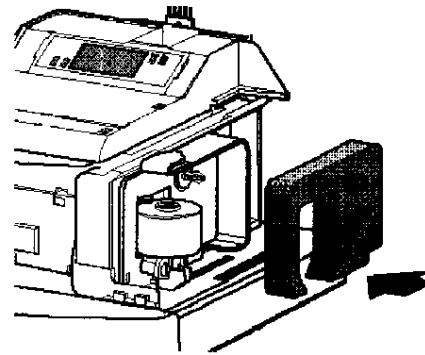
Connecting the Power



To Install the Replacement Cartridge

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

Installing the Ribbon

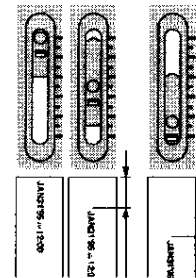


To Set the Print Margin

Note: *Set the Print Margin before wall mounting the Bravo™/Combo.*

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 *To Connect Power* section of this publication) to test the Print Margin.

Setting the Margin



INSTALLATION

INSTALLATION

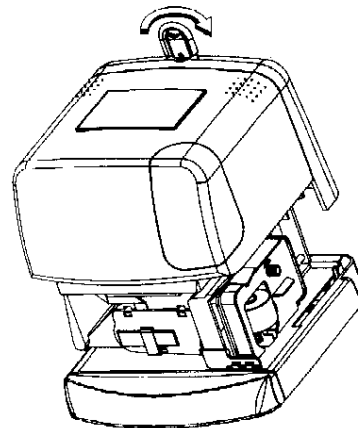
Place all box contents on a smooth dry surface for installation. The Bravo™/Combo comes with holes for wall mounting and rubber feet for locating it on a table or desk top. If you are locating it on a table or desk, you can simply set it on the surface. If you are mounting the Bravo™/Combo on a wall refer to the *To Mount on a Wall* section of this publication.

Caution! Do not install the Bravo™/Combo 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.

Removing the Cover



To Change the Ribbon

Note: *The Ribbon Cartridge does not come installed. Use the following to install the cartridge before installing the Bravo™/Combo.*

To Remove the Old Ribbon Cartridge

1. Unlock and remove the cover.
2. Grasp the ribbon cartridge by its tab and pull it straight out of the side of the Bravo™/Combo.

PARTS CHECKLIST

Remember to save your sales receipt in case you need warranty service, and make sure your Bravo™/Combo package includes the items listed below:

- Bravo™/Combo Clock
- Bravo™/Combo User's Guide
- AC Power Adaptor
- Ribbon Cartridge
- 2 black release keys



Make sure you have an appropriate AC power source near the place you've chosen to install the Bravo™/Combo.

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 the 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. If you cannot resolve the problem, or if the product is damaged, refer to the *Warranty* section of this publication.

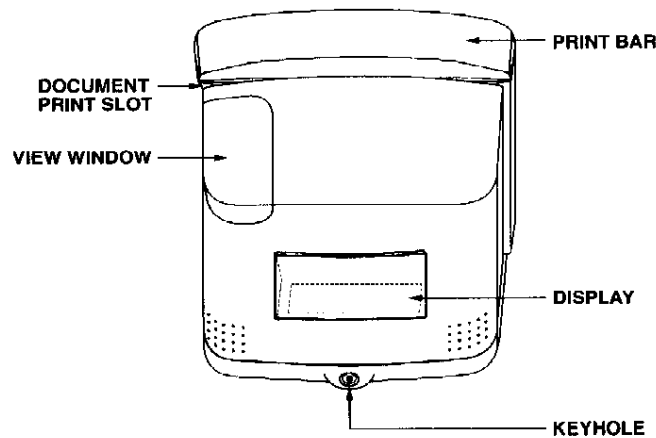
SAVE THESE INSTRUCTIONS

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 Bravo™/Combo. We recommend that you retain this guide for further reference.

The Combo 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. Bravo™, which incorporates many of the Combo features, is used primarily as a time clock.

Note: *Bravo™ does not have the Print Comments or Numbering options.*



Bravo™/Combo (Wall Mounted)



ECP TIME EQUIPMENT LTD.

Distributed by ECP Time Equipment Ltd.

193 Mary Street North, Hamilton, Ontario Canada L8L 4V9

Tel: 1-905-527-4880 Toll Free 1-888-327-8463 Fax: 1-905-527-2747

Website: <http://www.ecptime.on.ca>

BravoTM/Combo

User's Guide

TABLE OF CONTENTS

TABLE OF CONTENTS

Introduction	1
Safety Instructions.....	2
Parts Checklist	3
Installation	4
To Remove the Cover.....	4
To Change the Ribbon.....	4
To Remove the Old Ribbon Cartridge.....	4
To Install the Replacement Cartridge	5
To Set the Print Margin	5
To Mount on Wall.....	6
To Connect Power	6
Programming	7
Bravo™/Combo's Factory (Default) Settings.....	8
To Set the 12/24-Hour Format.....	8
To Set the Time	9
To Set the Date.....	9
To Set the Print Order Format	10
To Set the Print Date Format.....	11
To Set the Print Time Format	12
To Set the Print Comment	13
To Print Numbering.....	14
To Set the Repeat Option	14
To Set the Starting Number	15
To Change Daylight Saving Time (DST) Ahead	15
To Change Daylight Saving Time (DST) Back.....	16
To Set the Language	16
To Set the Print Direction.....	17
To Set the Print Activation.....	18
To Set the Print Justification	18
To Set the Display Orientation	19
Optional Features.....	20
Battery Backup.....	20
Operation	21
Manual Operation.....	21
Automatic Operation	21
Time Card Operation	21
Maintenance and Troubleshooting.....	22
Warranty	23
Declaration of Conformity	24