WIDMER
ROTARY STAMP
OPERATIONS MANUAL

WIDMER TIME RECORDER CO., INC.

TABLE OF CONTENTS

OPERATING INSTRUCTIONS FOR RS MODELS

Please check the current voltage and cycles on the specifications plate at the rear of the machine to be certain that these conform with the power source you intend using.

Please record the serial number, model number, and key numbers for future reference:

Model # _____   Serial # _____
Executive key # _____   Operator Key # _____
Date purchased _____   From _____

SPECIFICATIONS

Dimensions:
- Weight ……………………..55lbs.
- Shipping Weight …………..65lbs.
- Height ………………………..9"
- Length ……………………...12" with tray 20"
- Width ………………………..24 $^1/_2$
- Speed ……………………...Approx. 9,200 per hour / 150 per min Short Form
  Approx. 8,400 per hour / 140 per min Long Form

Hopper Capacity:
- Height ……………………...3"
- Optimum …....……………200 Sheets, Single ply
- Maximum …………………..350 Sheets, Single ply

Document sizes:
- Minimum …………………...2 $^7/_8$" x 2 $^7/_8$"
- Maximum …………………..15 $^1/_2$ " x 16"

Color: ……………………………Two tone light and dark gray
Voltage: ……………………………Standard 115v 60Hz
  Optional 240v 50Hz
Program capacity: ………………...9 programs
Spacing accuracy increments in 32nd of an inch
Imprint size maximum ……………2 $^1/_2$ " x 3"
Imprint range ……………………..$^1/_{32}$" to 16"
Feed hopper width:
- Overall ……………………..15 $^1/_2$" wide
- Minimum width ……………2 $^7/_8$"

Ink roller colors:

Standard:	Black Ink Roller	4111-1
Optional:	4" long Black Ink Roller	4111-1L4
	Blue Ink Roller	4111-2
	Fast Dry Blue	4111-2FD
	Red Ink Roller	4111-4
	Tri Color PRB (purple, red & blue [Regular])	4111-5
	Tri Color BRB (black, red & blue [Narrow])	4111-6

OVERVIEW

The Widmer Model RS Rotary Stamp is designed to perform multiple imprinting jobs. Including but no limited to, cut sheet and laser check signing, check endorsing (meets the Federal guide lines for both depositors and banks), document counting, label printing, dating and fixed wheel numbering. Additionally the model RS-ETV will also emboss a seal into you document. As the RS is a bottom feed unit there is no change in the order of the documents as they are processed by the machine. The operator can also add documents to the hopper as the job progresses which increases the speed and efficiency of the operation. The RS also has an energy saving feature in that it turns off its feed motors if no documents are fed in a half a minute.
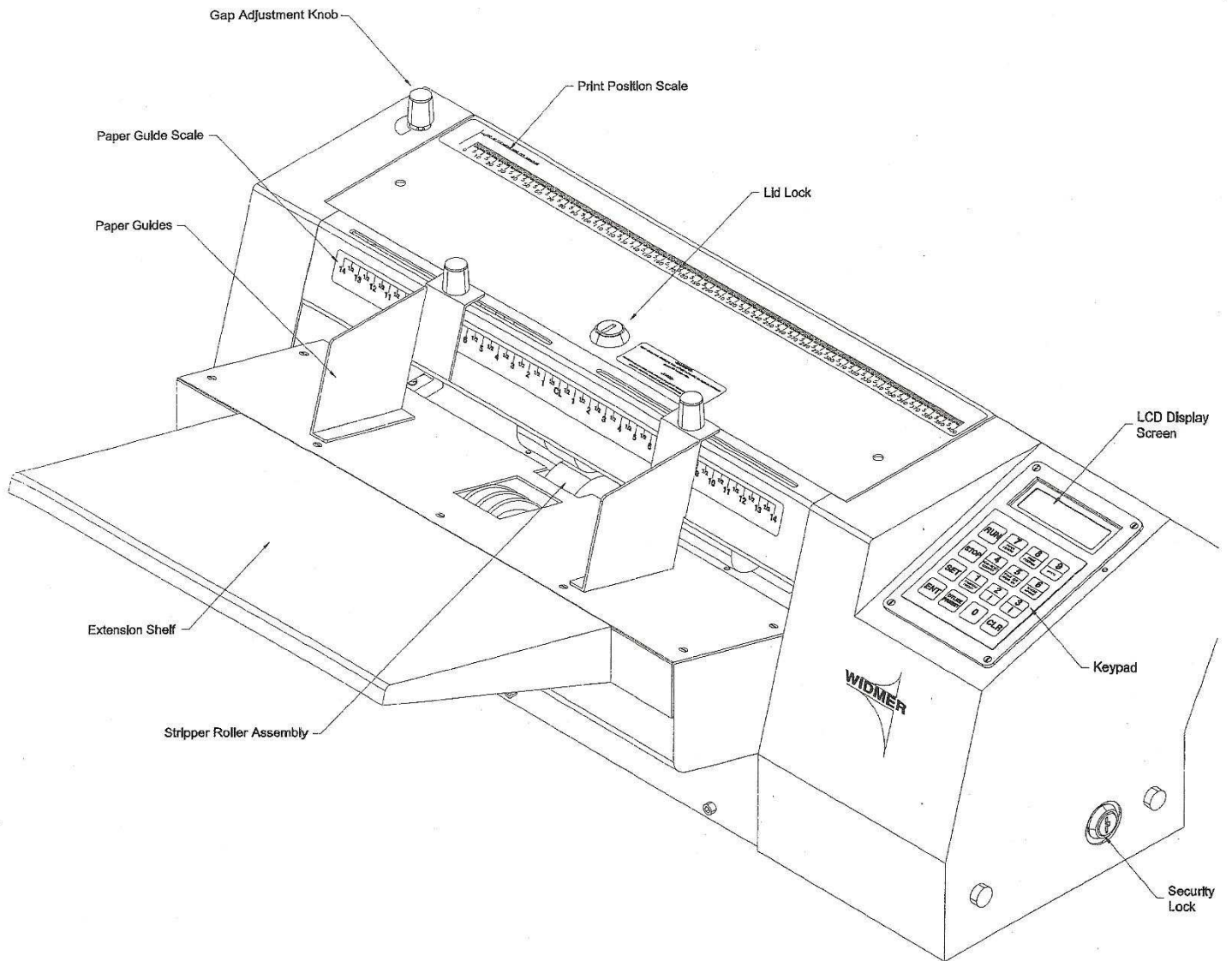
Security is achieved by the following measures:
1. Executive key for the case lock so only an authorized person can insert and remove the signature die.
2. Signature die easily removable for storage in a safe.
3. Operator key.
4. Resettable transaction counter
5. Non-resettable cumulative counter
6. Optional tri-color ink roller, to inhibit duplication
7. Optional wavy line background on the signature.
8. Optional text, such as title of the signer (ie. Vice president) or limiting text (ie. "not valid over $5,000.00")
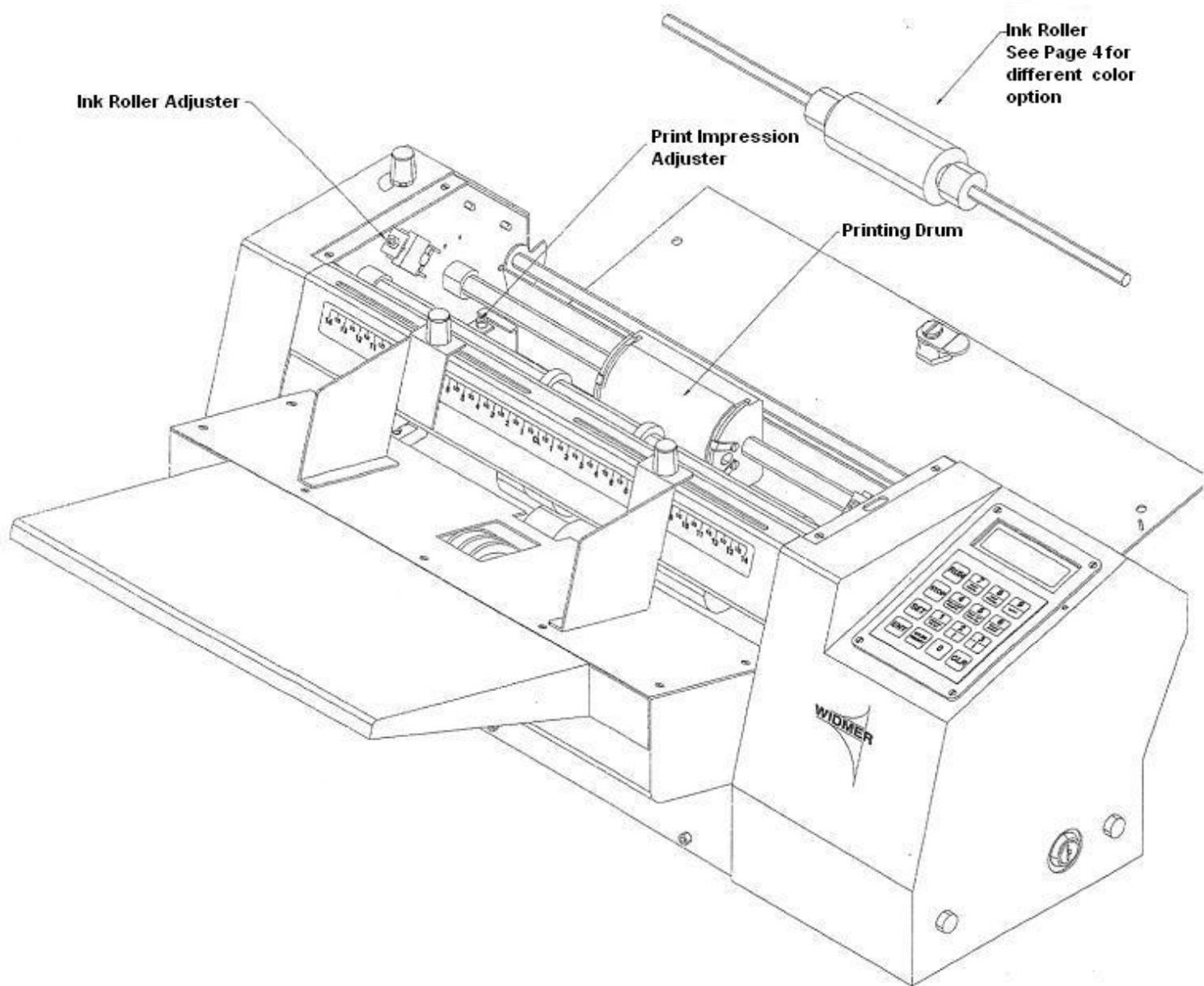
The RS can be used as a document counter for total counts or to segregate into numerical batches such as units of 50 or 100. The operator can turn off the print function when counting only is desired. Some models can have a second print drum and ink roller added.

Some models (RS-D) have a numerical date mechanism and can be used to date documents and for endorsing checks. Other models (RS-MN) have manual set number wheels.

All Models have an adjustable gap setting to select the proper thickness of the items. Turning the knob opens and closes the gap between the stripper and the feed roller. The proper setting is so that the thickness of a single sheet will pass but two sheets will not pass.

The proper location for the document is centered on the feed rollers. Horizontal guides control side to side movement. The guides can be slid into proper position by loosening the knobs on each side. The sheets of paper lay across the lip on the bottom of the guide. Sheet sizes ranging from 2 $^7/_8$" by 2 $^7/_8$" to 15 $^1/_2$" by 16" can be fed through the RS.

Gap Adjustment Knob

Print Position Scale

Paper Guide Scale

Lid Lock

Paper Guides

LCD Display
Screen

Extension Shelf

Keypad

Stripper Roller Assembly

WIDMER

Security
Lock

Ink Roller Adjuster

Ink Roller
See Page 4 for
different color
option

Print Impression
Adjuster

Printing Drum

WIDMER

INSTALLATION

**Installing the die on the drum**

        Adjustable spring clips hold the plate to the drum. The plate snaps on the drum in either direction so a page may be fed from either the top or the bottom edge of the sheet depending on the requirements of the job. Please note: be careful to pay attention to the direction you require for the job. Also note that the plates are properly set when shipped from the factory. Any adjustments made may also mean adjusting the spring clips that hold the dies.
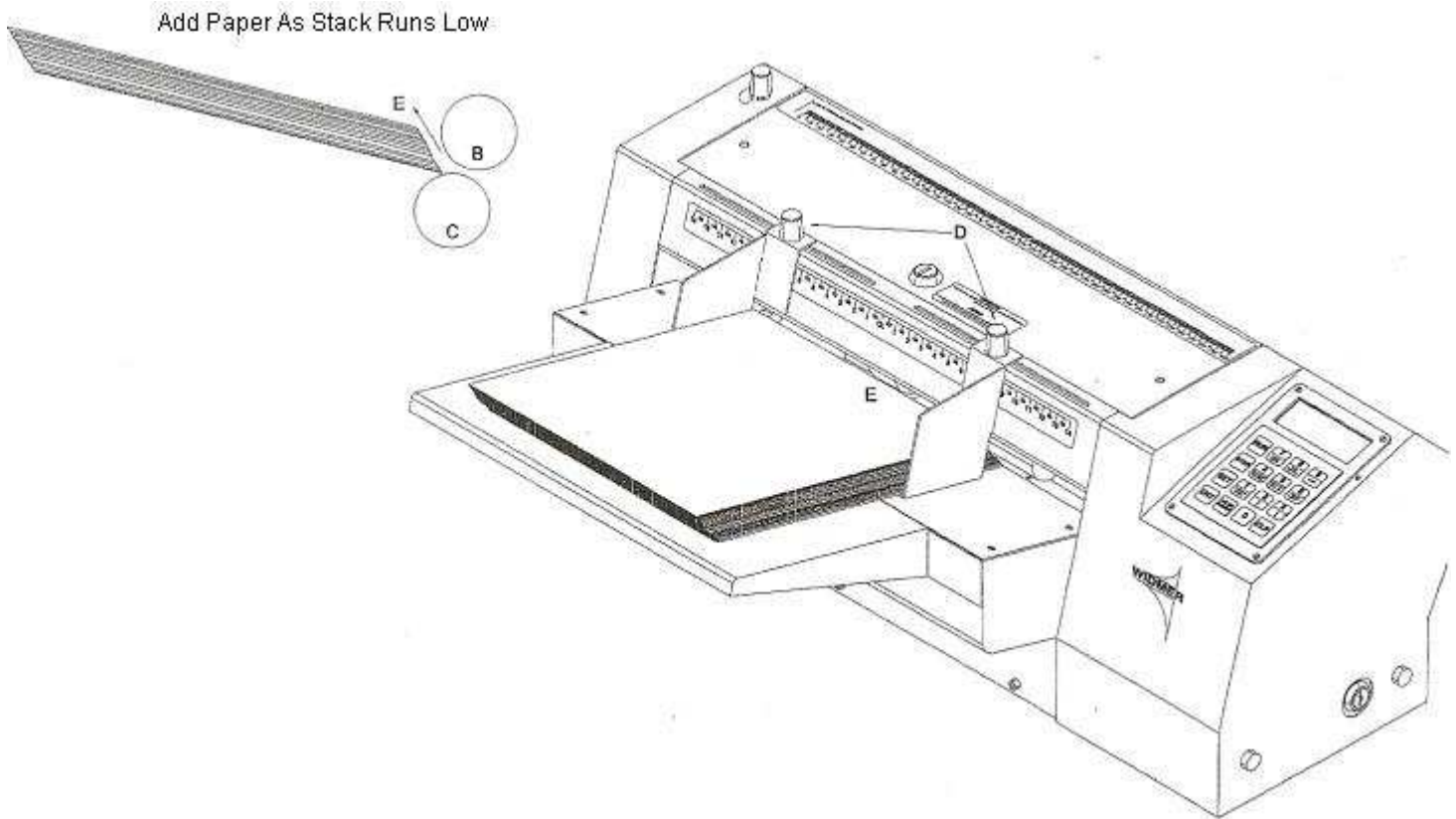
Setting Paper Guides And Feathering The Documents

Set paper guides 'D' so that the paper feeds down the center of the machine. Starting with a small stack of paper (30 to 50 sheets), feather the front edge 'E' back away from the machine. Put the papers in the hopper and press **RUN**. The paper should feed smoothly into the machine. If not, see "**Paper Gap Setting Section**". Add more feathered back paper as the stack lowers.
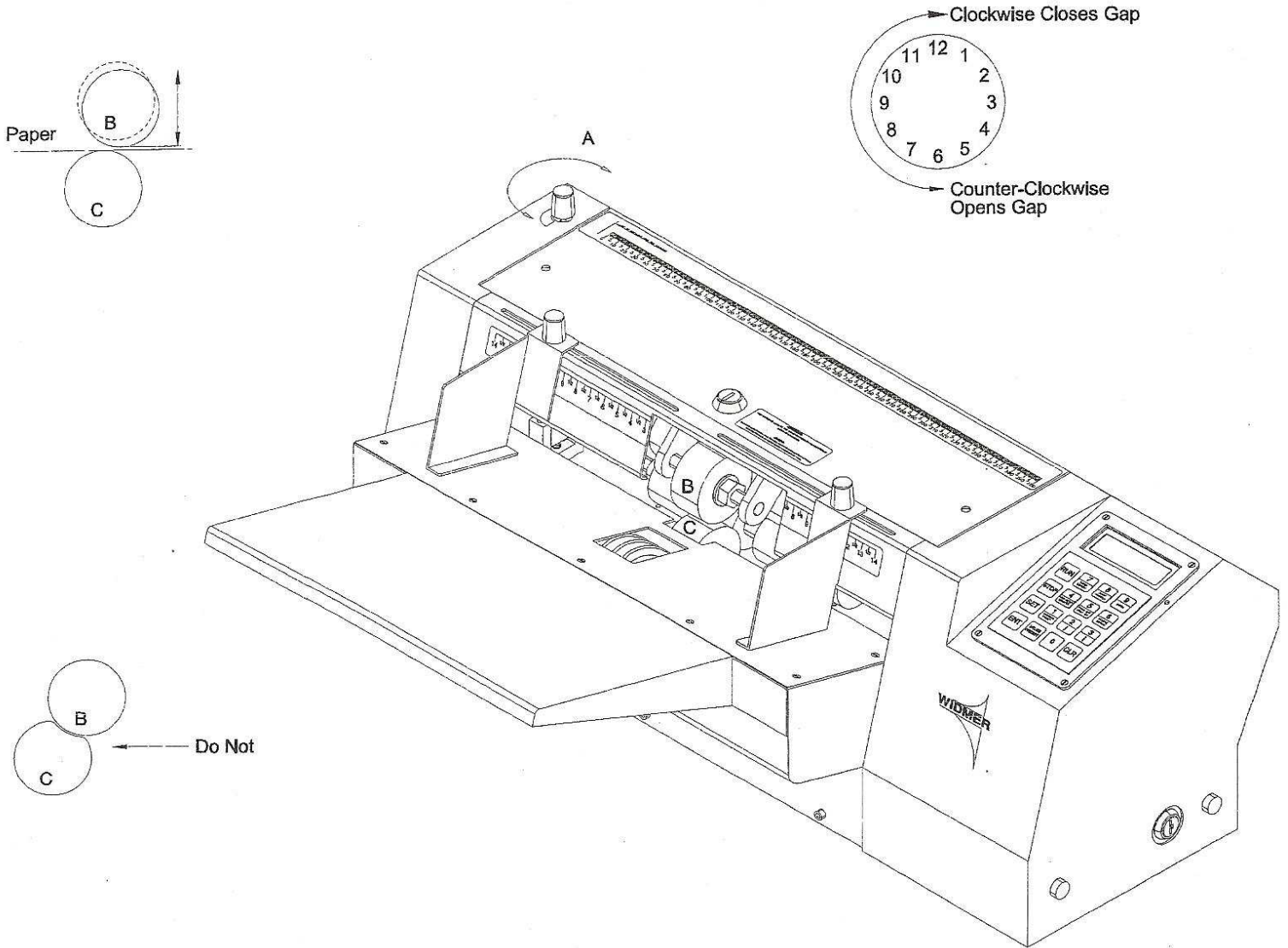
RS Gap Setting Instruction

Knob 'A' opens and closes the space (or gap) between stone roller 'B' and the stripper roller 'C'. To set this gap correctly, turn on machine and hit RUN. While holding a piece of paper in between stone roller 'B' and stripper roller 'C', turn knob 'A' until you feel a drag on the paper as the machine tries to draw the paper into itself. Turn off the machine and make sure roller 'C' turns freely into the machine at all times. If roller 'B' is crushed onto roller 'C', several problems may occur. If the gap is set too tight, it can:

- Prevent the motor from turning.
- Prevent the paper from feeding.
- Cause excess wear on roller 'C'.
- Cause a flat spot on roller 'C' which will allow an occasional double feed.

In order for the RS to print in the proper place on the document, two pieces of information are required; the print position and the paper length. The following are instructions for finding and setting the print position and paper length for machines with signature and text dies.
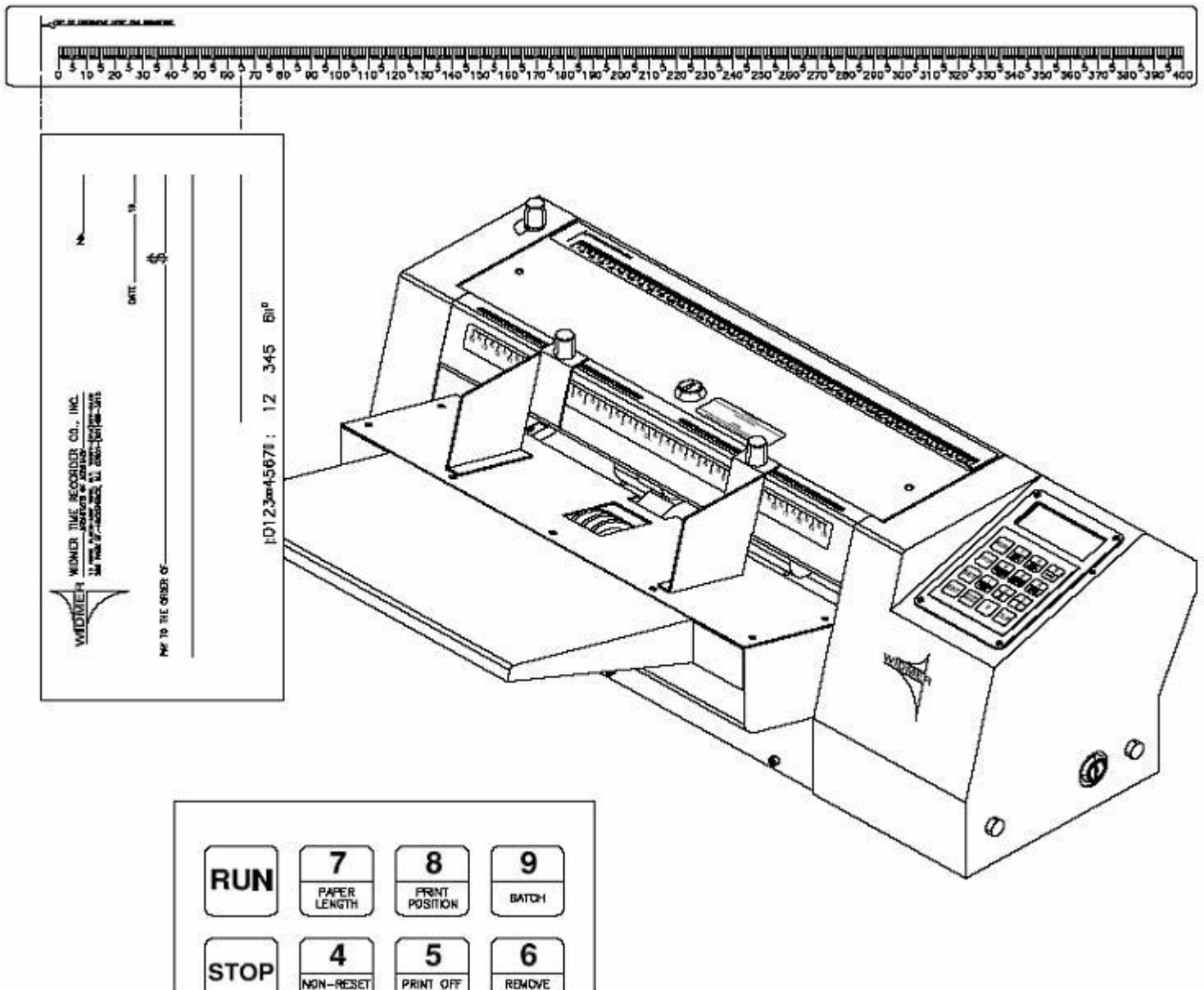
Setting The Print Position And Paper Length for Signatures

Measure the distance from the Top Of Document Here For Signature line, using the scale on the RS's top cover from the leading edge of the document to the Signature Line. This Value is the Print Position.
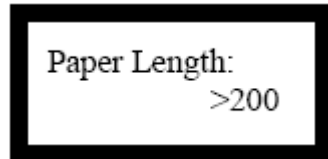
At the keypad press 'SET', then 'Print Position' (key 8), then key in the value measured for the print position, then press 'ENT' to lock in the new setting.
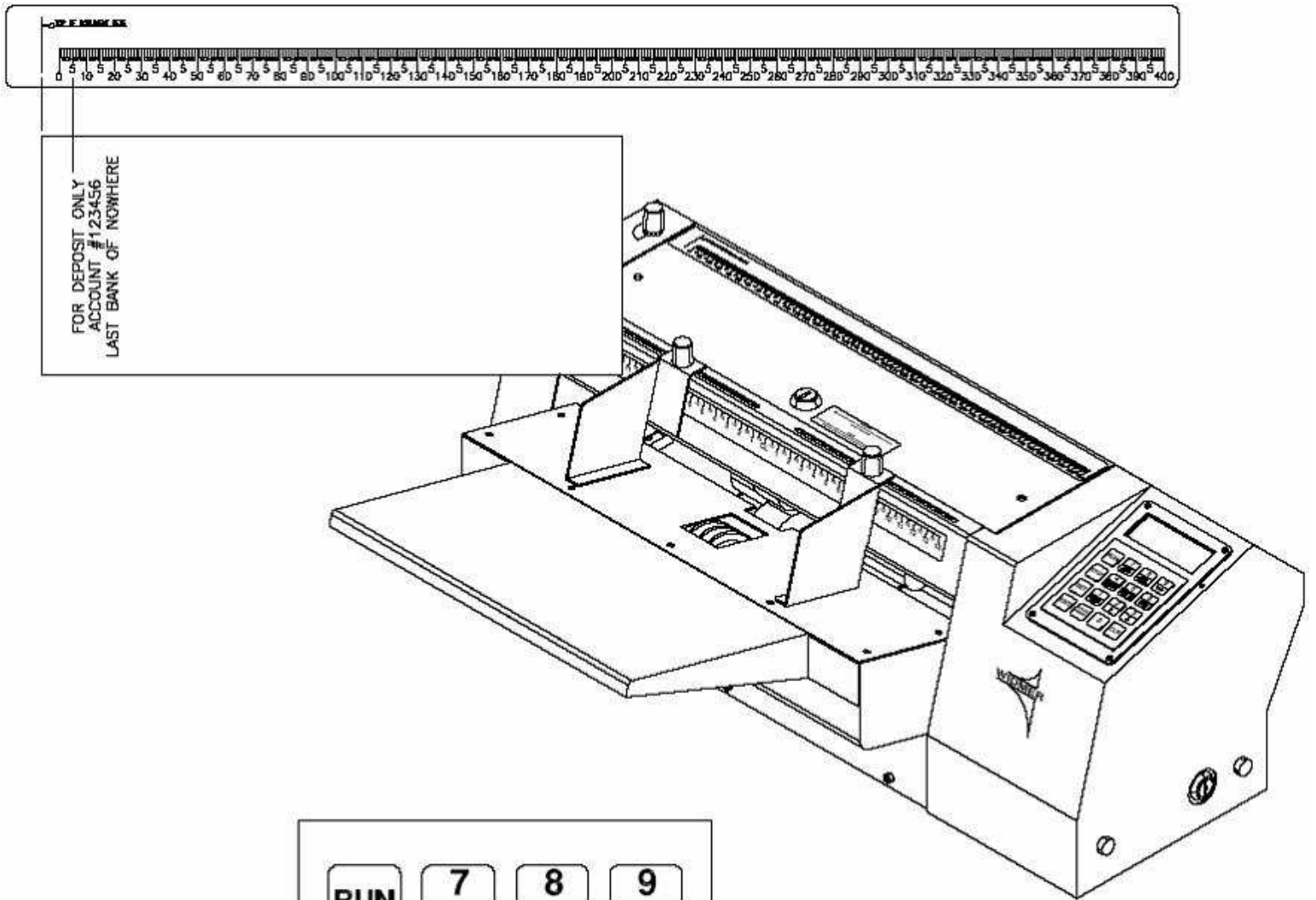
Print Position:
        >

Measure the length of the document from the top of the document to the bottom. Starting this measurement at the 0 indication on the scale. This value is the Paper Length.

The paper length is keyed in similarly. Press '**SET**' then press '**PAPER LENGTH**' (key 7) then key in the value just measured for the paper length. Lastly, press '**ENT**' to lock in the new setting.
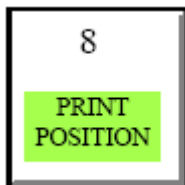
Paper Length:
>200

If the imprint is a little high or a little low while the machine is imprinting checks, the up and down jog arrows may be used to adjust the signature location.

**Setting The Print Position And Paper Length For Text And Seals**

Measure the distance from the Top Of Document Here line, using the scale on the RS's top cover from the leading edge of the document to where you want the to edge of the text or seal to begin. This value is the Print Position.


At the keypad press '**SET**' then press '**Print Position**' (key 8), then key in the value measured for the print position. Lastly press '**ENT**' to lock in the new setting.

```
Print Position:
     >
```
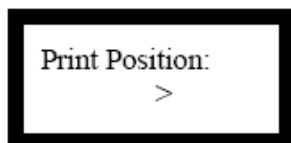
Measure the length of the document from the top of the document to the bottom. Start this measurement at the 0 indication on the scale. This value is the Paper Length.
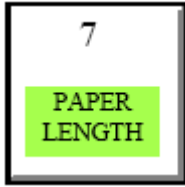
The paper length is keyed in similarly. Press '**SET**' then press '**PAPER LENGTH**' (key 7), then key in the value just measured for the paper length. Lastly press '**ENT**' to lock in the new setting.

```
Paper Length:
          >200
```
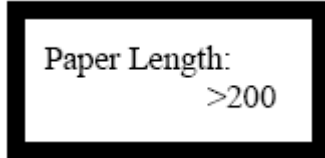
If the imprint is a little high or a little low while the machine is imprinting the checks, the up and down jog arrows may be used to adjust the signature location.

**Date & Manual Set Numbers**

RS date and/or number wheels setting method will vary slightly from model to model. The highest point on the document that the date can appear is 3/4" measured to signature location. However, if you have text appearing above the date then the instructions for Text applies.

Run

After setting the feeder gap, feeder guides, exit tray and guides, and entered the document length and imprint position, you are ready to run the job. However it is wise to run one or two test sheets to make sure all settings are correct for your job. To run the job, place the documents in the feed tray and press run. In the process of testing you may find that the print is uneven. If so refer to **Impression Adjustment** section.

Catch Tray

When setting up the paper catch tray and the magnetic paper guides it is recommended that the   paper guides are skewed as shown in the diagram. This will create a funnel so that paper exiting the machine will stack properly.
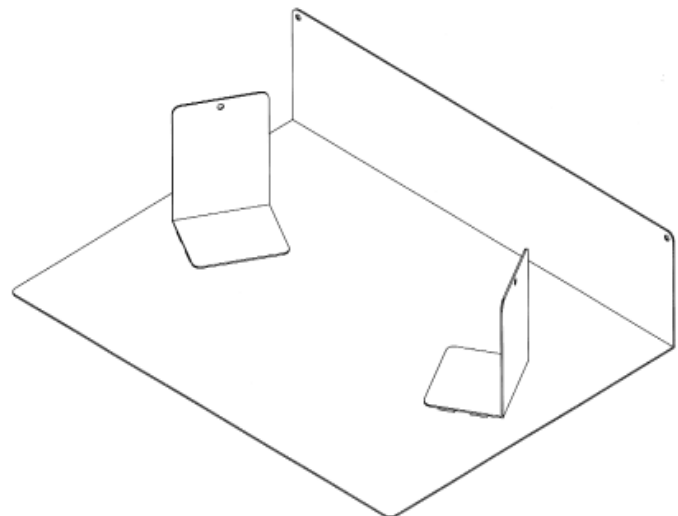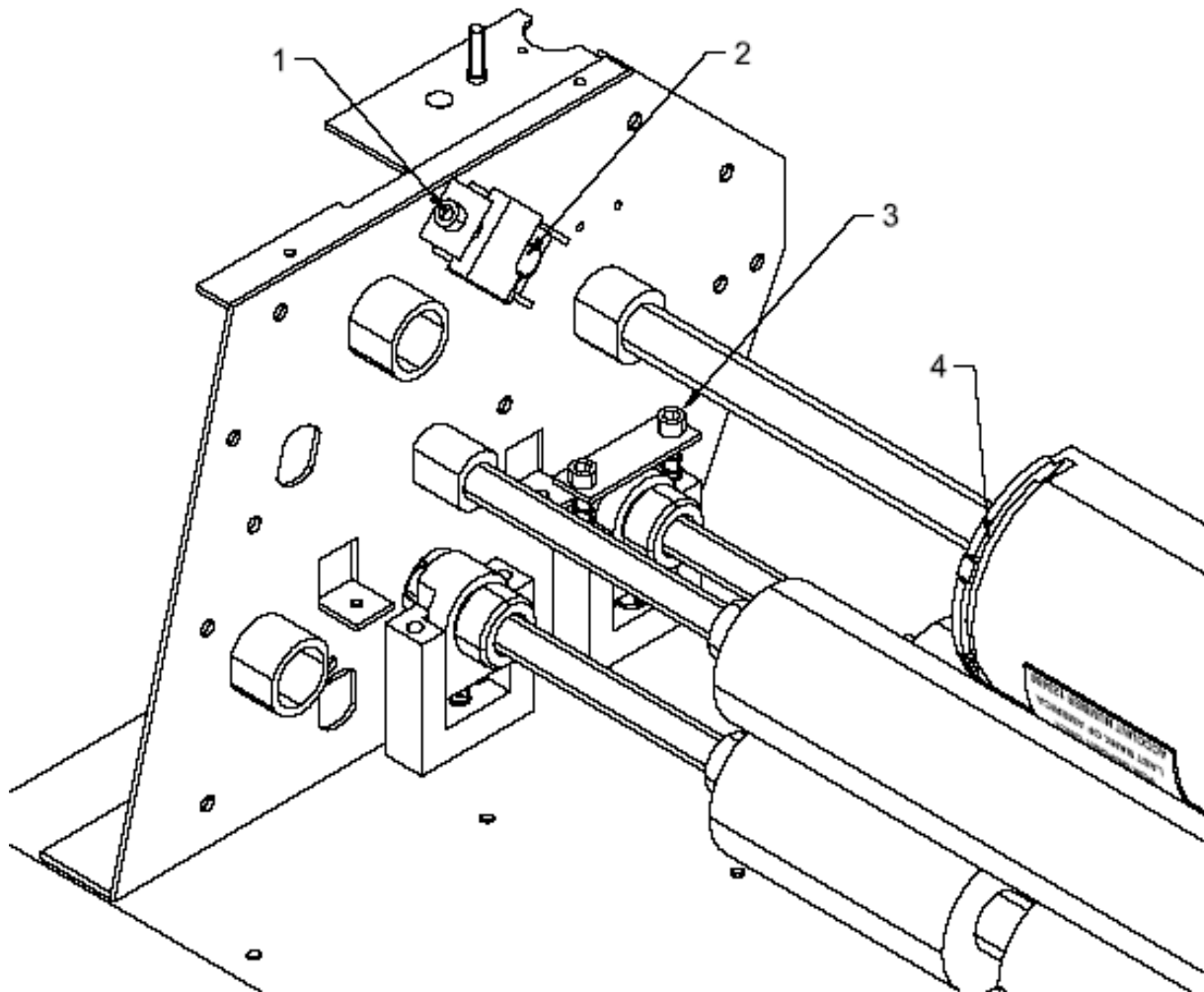
Impression Adjustment

1. Adjusting screws for the ink roller are located on both sides. Counter clockwise lowers the roller and darkens the impression. Clockwise raises the roller and lightens the impression.

2. Ink roller(s) shaft snaps in here.

3. Impression roller adjustments (one on the left and one on the right side of the machine) should be kept even. Counter clockwise raises the impression roller and the die patch will hit harder and print darker. Clockwise will lower the impression roller and the die patch will hit softer and print lighter.

4. On the four corners of the drum 4-40 set screw holes have been provided for difficult to adjust impressions. Use blue LocTite sparingly on set screws. Please note that the plates are properly set when shipped from the factory. Any adjustments made may also require adjusting the spring clips that hold the die plate.
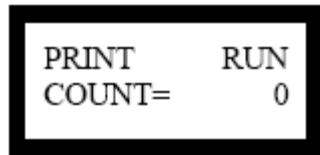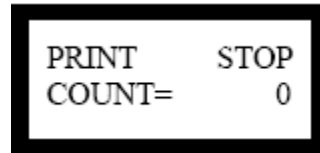
PROGRAMMING

Key Pad Operations

RUN

RUN starts the printing process. If the machine does not sense a document for 30 seconds it will stop itself as if the operator pressed **STOP**. To have the machine continue from where it left off push **RUN** again.

```
PRINT      RUN
COUNT=       0
```

STOP

STOP will stop the printing process.

```
PRINT     STOP
COUNT=       0
```

SET

(Acts as a toggle switch)
This key allows access to the programming portion of the other switches (The lower dark green half of the switched).
Note: **SET** does not allow the user to **SET** anything while in <u>run mode</u>.

ENT

Use "**ENT**er" once you have keyed in the information from the program portion of the switches. The **ENT**er key must be hit to "enter" the information into the machine.

UTILIZE PRESET

UTILIZE PRESET is a scroll that allows the operator to see and access the nine preset print positions in the machine memory.

The user may either press **UTILIZE PRESET** to scroll through the carious presets or press the preset # required to load the associated parameters into memory. Pressing **CLR** will pull the machine out of preset mode.

Select Preset #
or CLR to Cancel
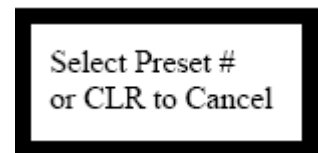
For example, if the operator wishes to scroll through the presets, press the switch once for preset #1. Another press will bring up preset #2, again for #3, … , until preset #9. If this key is pressed once more no presets will be used. The Rotary Stamp will load the selected preset only after the **ENT**er key has been pressed. **15**

As the operator scrolls through the presets the machines display will feed information back to user. The information consists of all pertinent data regarding that particular preset.

```
1 P LNTH 150 B 100
PRNT POS 112        ↓
```
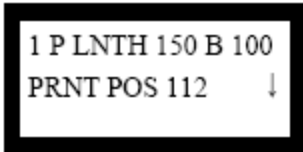
Where "1" is the preset memory number.
"P LNTH 150" states the paper length is 150 units long, i.e. see the scale on the machine.
"B 100" shows that batch mode is active and will batch in units of 100.

"PRNT POS 112" denotes the print position offset is 112 units OR
"NO PRINT" for when the machine should not imprint a document.
"↑" or "↓" if shown denotes that the batch mode is count up or count down.

```
2 P LNTH 200
PRNT POS 10
```
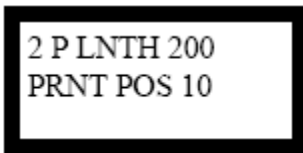
This preset display is similar to preset #1 above, but uncludes no batching information. If batching is off there will be a cumulative count.

```
PRESET OFF
```

This is the last display when pressing the **UTILIZE PRESET** button. When this is displayed the machine may be programmed to run in any way desired. The machine will default to the last set of settings that was displayed on the normal operation screen prior to the **UTILIZE PRESET** button being pressed. After a few moments of time this display will be automatically replaced with the normal operation screens.
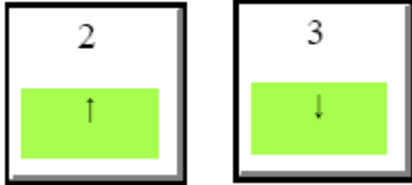
```
CLR
```

Use **CLR** to clear the resettable counter in "idle mode" or to clear any programmable information when in "programming mode".

Programming keys

Programming keys are the dark green lower portion of the "numeric keys". The **SET** key must first be pressed to access any of these keys. The **ENT**er key must be pressed for any programming change to become effective.

Jog Function

If the operator presses either the up or down arrow key while the machine is in the RUN mode. The print position, with respect to the key pressed, will be stepped by on incremental unit up or down the page. The RS will not store in its memory this new setting on its own. To save this new setting press **SET** then press **PRINT POSITION** and then press **ENT**er. The new print position is now saved for the run mode, but if in a preset this value is not yet saved to the preset. To save the new position to the present follow the **Set Preset** instructions.

Batch Counting

The RS has the ability to count in predetermined units (batches). For example, sets of 25 documents. The user can select to count up to 25, then after pressing "run", the RS will resume the counting and stop after that group's 25th document. The RS's display will show the total number of documents processed. Or the RS can count down to zero from 25.
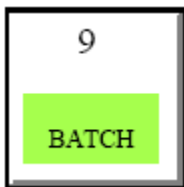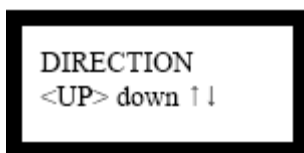

To set up the batch mode press **SET** then press **BATCH** and the screen will display

Use the up arrow to turn on batch mode.
Use the down arrow to turn batch mode off.

If batch mode is turned on the RS will then display

Use the up arrow to count up.
Use the down arrow to count down.

When in count up mode the counter will continuously increment as impressions are made. The RS runs off "batches" of the preset number of sheets each time **RUN** is pressed. For more information see the example at the end of this section.
When in count down mode the counter will set itself to the batch count value and begin counting down. For more information see the example at the end of this section.
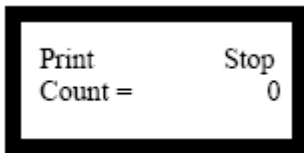
The RS will then display:

```
Batch Count:
            > 10
```
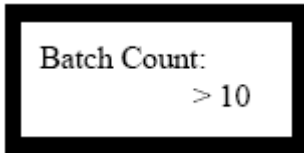
Press **CLR** to clear the current batch count, now key in the new batch count and press **ENT**er to accept this new value and return to the operations screen which will now appear as

```
Print        Stop          or      Print        Stop
C=  0 of  10↑                      C=  0 of  10↓
```
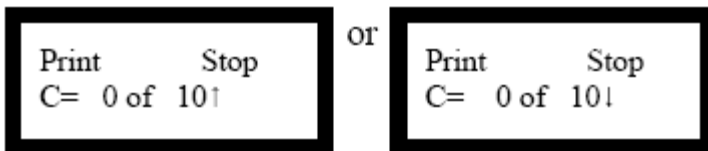
Press **CLR** to make sure that the batch counter starts from zero documents.

```
Print         Stop
Count =          0
```

If OFF was selected the operator will be returned top the operations screen which will look like

EXMAPLE BATCH COUNT (UP):
       C=_____ of 15 ↑ - This number increases all the time to run one batch of 15
                      documents
       C= 1, 2, 3…
       C= 15 of 15 ↑ - The machine will stop. Push RUN to continue C= 16, 17, 18, …
       C= 30 of 15 ↑ - The machine will stop. To set the batch count value back to 0
                    press CLR

EXAMPLE BATCH COUNT (DOWN):
       C=_____of 15↓ -This number decreases until 0 to run one batch of documents.
       C= 15 of 15↓ - Press Run and the machine will start counting down to 0
   C= 14, 13, 12, …
       C= 0 to 15↓ - The machine will stop. To set the batch count value back to
originating count press CLR. Or, to start another batch press RUN and the machine will start the counting down from your originating count.

       If the setup procedures are complete, the job may now be run.

Non-Reset Counter

      Display the non-resettable counter, which shows the total number of documents processed by the machine during its operating life. As the name implies this is a non-resettable feature.
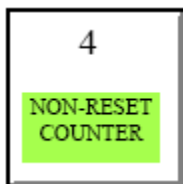
To view the total number of documents run through the RS during its life time press **SET** and then press **NON-RESET COUNTER** the machine will then display:


      Press any key to return to the operations screen.

Print off / Print On

      This function allows the operator to turn the print head off so that no imprint will occur. A user who may need to re-order a set of ordered documents after imprinting and/or to batch count documents without imprinting would use this function.

To enable or disable imprinting press **SET** and then press **PRINT OFF/ PRINT ON** the user will see a screen that reads
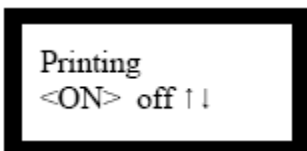

Pressing the down arrow the print head will be disabled and the display will read
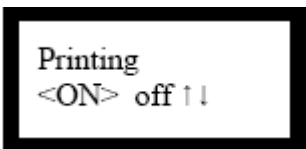
Pressing the up arrow the print head will be disabled and the display will read

Remove imprint die

Facilitates the removal of a signature or imprint plate (die plate). The machine will rotate the drum to a more accessible position and hold it in place while the operator removes the plate.
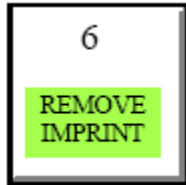
REMOVE IMPRINT forces the machine to shift the print head upward, and away from the ink roller so that the operator may easily remove the imprint plate. This operation will also remove power to rest of the machine with the exception of the impression motor. The impression motor will remain energized to hold the die plate in place for easy removal of the die. The machine will notify the user to open the lid and replace the plate.

```
6
REMOVE
IMPRINT
```

```
* ROTATING! *
```

```
OPEN COVER
AND REPLACE PLATE
```

```
COVER IS OPEN
```
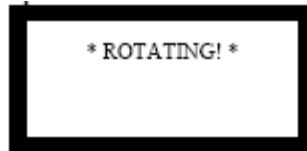
Once the lid has been closed the machine will then revert back to its normal operations and previous display.

Preset programs

The RS has the ability to memorize the settings for up to 9 different jobs. These presets include all the information, including options, necessary to run a particular job.

```
1
PROGRAM
PRESET
```

Use this function to set and lock into the machines memory information regarding various documents that may be frequently imprinted for easy retrieval at a later time.

To program the presets press **SET** and then press **PROGRAM PRESET**. Choose the memory number that will be used to store the settings and then press **ENT**er.

```
SAVE SETTINGS TO
PRESET #?
```
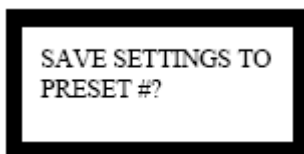
This will take the current settings of the machine and store them in a preset memory (#1-9) for usage at some later time when the user wants to Utilize the Preset.

For example if the user wants to save the machines current setting to PRESET #3, pressing 3 would yield:

```
SAVE SETTINGS TO
PRESET #3?
```
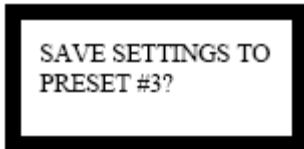
Should the user press **ENT**er the current settings would then be saved to PRESET #3.

Should the user decide to modify a preset , the machine will assume it should save the new information in the same PRESET location. But if the user wants to store this information in a different PRESET location all that's needed is to enter the new PRESET location number and press **ENT**er.

KEYPAD LAYOUT

RUN	7 PAPER LENGTH	8 PRINT POSITION	9 BATCH
STOP	4 NON-RESET COUNTER	5 PRINT OFF PRINT ON	6 REMOVE IMPRINT
SET	1 PROGRAM PRESET	2 ↑	3 ↓
ENT	UTILIZE PRESET	0	CLR

MAINTENANCE

Caution / Warning

Like most equipment, when operating and during set up please remember to keep hands, loose clothing, hair, jewelry and ties away from all moving parts.

Service should be provide only by a Factory Authorized Service Center Representative. Connect this machine only to a properly grounded outlet. Remember to unplug the machine whenever performing any maintenance.

Please note that when the power is turned off all rollers and shafts can be manually turned in either direction.

Maintenance *DO NOT'S:*

1) All bushing are Oil Lite bushings. They do not require any lubrication for their life time.

2) Ink rollers:
   DO NOT ATTEMPT TO RE-INK THE ROLLERS. They are specially made with impregnated ink and should be replaced when worn. Re-inking will cause splashing of ink on the documents and mechanism. Ink on the mechanism will cause the machine to "clog up". Ink on the rollers or the mechanism should be cleaned off immediately.

Maintenance *DO'S:*

1) Feed rollers and imprint rollers should be periodically cleaned using a rag dampened with denatured alcohol or a platen cleaner.
2) Signature and die plates can be cleaned with a rag dampened with denatured alcohol.
3) The outer case can be cleaned by wiping a rag moistened with water and a mild detergent.
4) Ink rollers:
   To change the ink roller simply snap out the ink roller shaft. Slide one rubber grommet off the shaft. Then slide the ink off the shaft. Reverse the procedure to replace.