

Adjustable Time Card Rack

Model 400-3 : Instructions

SIMPLE & SMART™

PACKAGE CONTENTS



Screws (2)



Washers (2)



Wall Anchors (4)



Card Rack (right side)



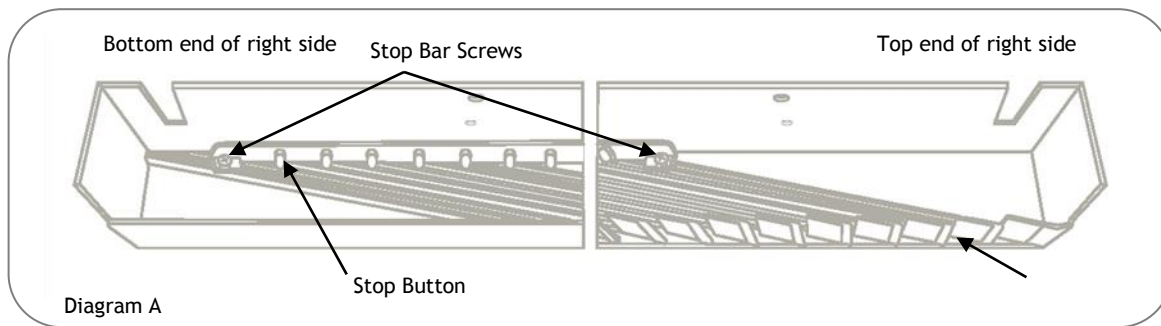
Card Rack (left side)

ASSEMBLY

Time card rack is factory adjusted for standard 8.5in length card. If different length card is used, adjust according to the following procedure:

- ① With right half of the Time Card Rack assembly turned open side up, remove both screws from the Stop Bar¹
- ② Place time card in top & bottom slots, leaving desired length of card exposed
- ③ Slide Stop Bar toward the cards until lower edge of the cards contact Stop Bottoms.
- ④ Insert two screws through screw holes at each end of Stop Bar Lugs. Hand Tighten. Do not over tighten. Remove card.

¹For time cards 9in or longer, Stop Bar is not used.



MOUNTING

- ① Mount right side of rack in desired location (approximately 38in from floor to bottom of rack) using screws & washers provided. Use hole set #1 for cards wider than 4in & hole set #2 for cards less than 4in. Tighten screws two thirds leaving room for width adjustment (see diagram B).
- ② Take left side of rack and align mounting slots under right half of rack. Slide to desired width (use card to set width).
- ③ Tighten mounting screws securely. Number blank Tab Labels. Attach labels to tabs located on right side of rack.

