

# MODEL ATT 310 USER'S MANUAL

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#### WARNING

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

**Caution:** Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

THIS DIGITAL APPARATUS DOES NOT EXCEED THE CLASS A LIMITS FOR RADIO NOISE EMISSIONS FROM DIGITAL APPARATUS AS SET OUT IN THE RADIO INTERFERENCE REGULATIONS OF THE CANADIAN DEPARTMENT OF COMMUNICATIONS.

LE PRÉSENT APPAREIL NUMÉRIQUE N'ÉMET PAS DE BRUITS RADIOÉLECTRIQUES DÉPASSANT LES LIMITES APPLICABLES AUX APPAREILS NUMÉRIQUES DE CLASSE À PRESCRITES DANS LE RÈGLEMENT SUR LE BROUILLAGE RADIOÉLECTRIQUE ÉDICTÉ PAR LE MINISTÈRE DES COMMUNICATIONS DU CANADA

This manual is the confidential proprietary document solely for the use of Acroprint Time Recorder customers. Material in this manual is subject to change without notice and does not represent an obligation on the part of Acroprint Time Recorder. No part of this manual may be reproduced or transmitted in any form by any means without the express written permission of Acroprint Time Recorder.

This User's Manual has been carefully prepared to cover all aspects of the time recorder's use. Before using the time recorder, we recommend you carefully read this manual to familiarize yourself with the Time Recoder.

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#### **INTRODUCTION & TIME CARD FORMATS**

#### INTRODUCTION:

Thank you for purchasing an Acroprint Time Totalizer. We are confident this time recorder will give you full satisfaction in calculating employee time on **weekly time cards** or on **job cost cards**, with a 12 or 24-hour time format.

The ATT 310 can handle up to 200 time cards (weekly or job) and can total employee's hours worked. Remember you must total employee's cards, using the totalizing card, before the new pay period starts.

The Acroprint ATT 310 offers the accuracy of quartz timekeeping, the convenience of Auto Daylight Savings time adjustments, with auto month, date, year changes and with a bulit-in battery (backup) in case of power failure. (The unit will maintain time, but not punch.)

The ATT 310 may be used immediately after installation. However, we recommend reading this manual before you start using your time recorder.

#### TIME CARD FORMATS:

The ATT 310 *requires* the use of a special time card with coded stripes on back of cards. This code allows the recorder to "track" and accumulate "time" to the same time card. Acroprint offers three types of time cards for use with the ATT 310. All time cards are boxed in quantities of 1,000. Each box contains 5 packs of 200 cards each. (200 card-maximum capacity). Standard stock cards offered are the ATT 311, Weekly Attendance Card; the ATT 312, Daily Cost Card; and the ATT 313,Job Cost Card. *Caution*:Do not use two cards with the same code (S001 to S200) at the same Time. (Totalizing errors can occur.)

Two **Totalizing Cards** are furnished with the ATT 310. These cards are used to set the ATT 310 in the totalizing mode to total employee cards. Keep these cards in a safe place. The totalizing card is not included with time cards. Additional totalizing cards may be purchased from Acroprint or your Acroprint dealer.

#### Caution:

#### Do not use in places:

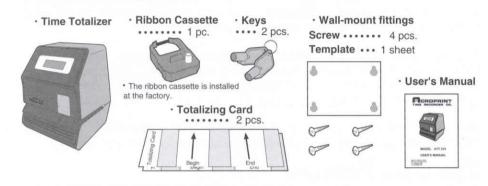
- Subject to high humidity and dust.
- · Exposed to strong or continuous vibrations.
- Exposed to direct sunlight.
- The temperature range in which all functions of the Time Totalizer will
  operate correctly is from -5° C to 45° C.Be sure therefore to place and
  use your time totalizer only in locations in which this temperature range
  is not exceeded. Take care not to subject the time recorder to any
  sudden, sharp temperature variations.

### **BEFORE USING YOUR TIME TOTALIZER**

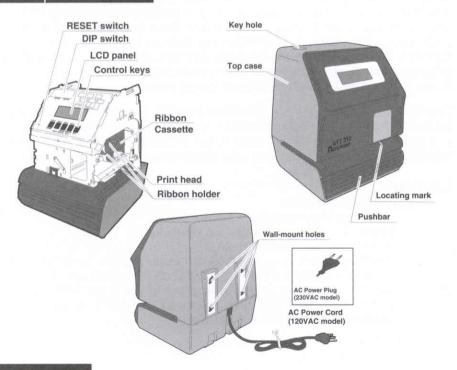
#### **Package Contents**

Unpack the Time Totalizer and check its contents to ensure that the time totalizer unit and all accessories shown below are included.

#### Accessories



#### Components



#### INSTALLATION

The Time Recorder can be placed on a table or mounted on a wall.

Step 1



Unlock the key and remove the top case.

### Step 2

Remove the PROTECTION PAD.

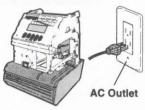


Remove the PROTECTION PAD before you plug the AC cord into the AC outlet.

### Step 3

## Plug the AC cord into the AC outlet.

When plugged in the LCD panel indicates the current time. It is now ready to be set and adjusted if necessary.



### Step 4

Put on the top case. Insert a time card.

Print example



JAN 31 A12:00 IN

1 Time cards are not included.

### Step 1

- 1 Select wall area near an AC outlet.
- 2 Measure 48"(122 cm)up form the floor.
- 3 Mount the Time Recorder on wood or a surface that can support weight. Dry wall will not support the unit's weight.

Step 2



 Leave screw heads about 1/8" from wall.

Step 3



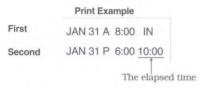
•Remove the top case and mount unit on screws. Reinstall the top case.

Page  $oldsymbol{3}$ 

#### **PRINTING**

## Using the ATT 310 in the Standard Totalizing Mode

in this mode, the first time a card is inserted, the date and time will be printed followed by the word "IN". The second time the card is inserted, the date and time will be printed along with the elapsed time from the first punch.



If a break time, example: 60 minute lunch, has been set in between the first print time and the second print time, the break time is subtracted from the elapsed time and the results are printed on the card

The break time ···60 minutes

Print Example

First JAN 31 A 8:00 IN

Second JAN 31 P 5:00 8:00

Example of elapsed time calculation

PM5:00 - AM8:00 - 60 min. = 8:00

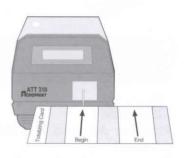
The break time The elapsed time

If the total of the elapsed time and the break time are more than 17 hours a day, the elapsed time is not calculated and "IN" is printed on the card at the next punch.

#### Totaling Completed Time Card

All ATT 311, 312, and 313 time cards MUST be totaled in order to "clear" stored times from the memory and to print total time on each time card. If time cards are not totaled, errors will occur on future cards.

To place the ATT 310 in the totalizing mode, insert the Totalizing card and align "Begin" portion of card with the indicator in the front of the time recorder. After a few seconds, two beeps sound and the LCD displays alternating "circles" indicating "totalizing" mode.





#### PRINTING & SETTING THE SEQUENCE

Remove the totalizing card and insert each emloyee time card into the clock one at time, aligning each card to print at the bottom. The clock will print the word "Total" and the total time worked. If an error occurs in totalizing a time card, an asterik (\*) will print next to "total" on the time card.

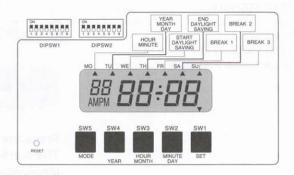
|                 | Print Example |        |  |
|-----------------|---------------|--------|--|
| Correct print   | TOTAL         | 40:00  |  |
| Incorrect print | TOTAL*        | 180:30 |  |

After all cards have been totaled, insert the totalizing card and align "End" portion of the card with the indicator. Two beeps sound. This returns the ATT 310 to the STANDARD TOTALIZING mode for normal use. The LCD display shows the current date and time.

#### **SETTING SEQUENCE**

Setting the TIME,DATE,DAYLIGHT SAVINGS and BREAKS times are accomplished by using the five push button switches located below the digital display. Setting the PRINT FORMAT can be accomplished using the DIP switches shown above and to the left of the display. See page 11 for the desired settings. To enter one of the setting modes, remove the case and with power applied press the appropriate SW5-SW1 switch below the display. Holding a switch will cause the setting options to advance faster.





#### **SETTING THE TIME**

Set the present time in the following sequence.

#### Step 1



Press the [SW5 : MODE] key until the "HOUR / MINUTE" arrow flashes.

### Step 3



Press the [SW2: MINUTE / DAY] key until the correct minute appears.

Hold the SW2 key down to automatically advance the minute.

### Step 2

#### Example:

Set to Morning 10:08 AM.





Press the [SW3 : HOUR / MONTH] key until the correct hour appears.

The seconds are automatically reset to 00.

Hold the SW3 key down to automatically advance the hour.

### Step 4



Press the [SW1: SET] key after checking the desired time appears on the LCD.

The seconds are 00. Press [SET] to synchronize time. The unit is now set to correct time.

### Step 5





Press the [SW1: SET] key again. The current time and date is displayed.

#### SETTING THE DATE

After setting the time, set the date.



Press the [SW5 : MODE] key until the "YEAR/MONTH/DAY" arrow flashes.

## Step 2

Example: Set to 8th August, 1999



Press the [SW4 : YEAR] key until the correct year appears. Hold the SW4 key down to

automatically advance the year.

### Step 3



Press the [SW3 : HOUR / MONTH] key until the correct month appears.

### Step 4



Press the [SW2: MINUTE / DAY] key until the correct day appears. Hold the SW2 key down to automatically advance the day.

### Step 5



Press the [SW1: SET] key after checking the year, month and day on the LCD.

### Step 6



Press the [SW1: SET] key again. The current time and date is displayed.

#### SETTING THE STARTING DAYLIGHT SAVINGS TIME

When the daylight savings time is set, the clock will automatically advance one hour on the starting date and, similarly, one hour is automatically subtracted on the ending daylight savings date. This occurs at 2:00 am.



Press the [SW5 : MODE] key until the "START DAYLIGHT SAVING" arrow flashes.

#### Example:

Daylight Savings start date-April 7,1999

### Step 2



Press the [SW4 : YEAR] key until the correct year appears. Hold the SW4 key down to

automatically advance the year.

### Step 3



Press the [SW3 : HOUR / MONTH] key until the correct month appears.

### Step 4



Press the [SW2: MINUTE / DAY] key until the correct day appears. Hold the SW2 key down to automatically advance the day.

### Step 5



Press the [SW1: SET] key after checking the year, month and day on the LCD.

### Step 6



Press the [SW1: SET] key again. The current time and date is displayed.

If you do not use the daylight saving time function, set the month value to 00.

#### SETTING THE ENDING DAYLIGHT SAVINGS TIME

#### Step 1



Press the [SW5 : MODE] key until the "END DAYLIGHT SAVING" arrow flashes.

#### Example:

Daylight Savings end date-October 31,1999

#### Step 2



Press the [SW4 : YEAR] key until the correct year appers.

Hold the SW4 key down to automatically advance the year.

### Step 3



Press the [SW3 : HOUR / MONTH] key until the correct month appears.

### Step 4



Press the [SW2: MINUTE / DAY] key until the correct day appears. Hold the SW2 key down to automatically advance the day.

### Step 5



Press the [SW1: SET] key after checking the desired year, month and day on the LCD.

### Step 6



Press the [SW1: SET] key again. The current time and date is displayed.

#### SETTING THE BREAK TIME

The ATT 310 offers up to three auto deduct break periods. *Caution*: When break periods are used, the time of the break(length) will be subtracted from employee's total elapsed time regardless of the employee's "time on clock." Example: If an employee arrives late and punches in at 11:15 AM, an auto deduct break(30 minutes, 11:30-12:00) would be deducted from the employee's hours regardless if the employee works through the break.

A "punch" will override a break length if the in and out punches exceed the break limit. If the in/out punches are less than the break length, the break length will then override the punches.



Press the [SW5 : MODE] key until the "BREAK 1" arrow flashes.

#### Example:

Break starting time 10:30 AM Break time 30 minutes

### Step 2



Press the [SW4: YEAR] key until the correct break length appears. when the number reaches 99, it returns to 00 and increases again.

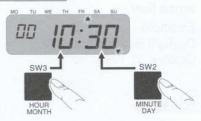
starting time is not set and 00:00 is displayed.

If the time from the start to the end of the break overlaps with break time 2 and break time 3, all the settings of break times 1, 2, and 3 become invalid and are cleared.

If the break time is 0(minutes), the break

## Page **10**

### Step 3



Press the SW3 and SW2 key until the correct break starting time appears.

### Step 4



Press the [SW1: SET] key after checking the break starting time and duration.

### Step 5



Press the [SW1: SET] key again.

Setting Break time 2 (or 3)
Press the [SW5: MODE] key until the
"BREAK 2(or 3)"arrow flashes.
Steps 2, 3, 4, and 5 are the same as those
for setting the break time 1 setting.

### PRINT FORMAT SETTING

#### **DIP SWITCH SETTING**

|                                  |                 | Mon Month                              |  |        |
|----------------------------------|-----------------|--|--|--------|
|                                  |                 | Min:Minute                             |  |        |
| DIPSW1                           | DIPSW2          | DOW: Day Of Week                       |  |        |
| ON                               | ON              | E. time: The elapsed t                 | ime after "IN" is printed on   | a card |
|                                  |                 |  | CHECK LESS THE AND ADDRESS OF  |        |
| 1 2 3 4 5 6 7 8                  | 1 2 3 4 5 6 7 8 | PRINT                                  |  |        |
| 12345678                         | 12345678        | EXAMPLE                                | MEANING  |        |
| PARTICIPATE HEAVING THE PARTIES. |                 |  |  | 1      |
| 0000000                          | 0000000         | JAN 31 A 8:00 IN                       | Mon, Day, Time, IN<br>Mon, Day, Time, E.time   |        |
| 00000000                         | 00000000        | JAN 31 P 5:00 9:00<br>31 JAN A 8:00 IN | Wort, Day, Time, Little  |        |
| Cocces                           | CCCCCCC         | 31 JAN P 5:00 9:00                     | Day, Mon, Time, E.time   |        |
| 00000000                         | 00000000        | SU 31 A 8:00 IN                        | DOW, Day, Time, IN   |        |
|                                  | CCCCCCCC        | SU 31 P 5:00 9:00                      | DOW, Day, Time, E.time   |        |
| 00000000                         | 00000000        | 31 SU A 8:00 IN                        | Day, DOW, Time, IN   | 1      |
|                                  |                 | 31 SU P 5:00 9:00                      | Day, DOW, Time, E.time   |        |
| 00000000                         | 0000000         | 31 A 8:00 IN                           | Day, Time, IN  |        |
|                                  |                 | 31 P 5:00 9:00                         | Day, Time, E.time  |        |
| 00000000                         | 0000000         | A 8:00 IN                              | Time, IN   |        |
|                                  |                 | P 5:00 9:00                            | Time, E.time   |        |
|                                  |                 |  |  |        |
| ●000●000                         | 00000000        | '95 JAN 31 A12:00                      | Year, Mon, Day, Time   |        |
| 0000000                          | 0000000         | 31 JAN '95 A12:00                      | Day, Mon, Year, Time   |        |
| •000••00                         | 00000000        | JAN 31 '95 A12:00                      | Mon, Day, Year, Num  |        |
| •0000000                         | 00000000        | JAN 31 A 8:00                          | Mon, Day, Time   |        |
| ••0000000                        | 00000000        | 31 JAN A 8:00                          | Day, Mon, Time   | (2)    |
| 0000000                          | 0000000         | SU 31 A 8:00                           | DOW, Day, Time   |        |
| 0000000                          | 00000000        | 31 SU A 8:00                           | Day, DOW, Time   |        |
| 0000000                          | 0000000         | 31 A 8:00                              | Day, Time  |        |
| 00000000                         | 00000000        | A 8:00                                 | Time   | 1      |
| 00000000                         | 00000000        | A 8:00 00 START                        | Hour, Min, Sec, START  | -      |
| 0000000                          | 00000000        | P 8:10 30 12:10 30                     | Hour, Min, Sec, E.time   | (3)    |
| 00000000                         | 00000000        | 31 JAN P 5:23 9:23                     | Rounding time to 1 min   |        |
| 0000000                          | 00000000        | 31 JAN P 5:23 9:24                     | Rounding time to 6 min   |        |
| 00000000                         | 0000000         | 31 JAN P 5:23 9:20                     | Rounding time to 10 min  | 4)     |
| 0000000                          | 0000000         | 31 JAN P 5:23 9:30                     | Rounding time to 15 min  |        |
|                                  |                 | 7. 10.00                               | the state of the s |        |
| 00000000                         | 0000000         | JAN 31 A12:40                          | 60 min./Hour   |        |
| 00000000                         | 0000000         | JAN 31 A12.67                          | 100 min./Hour  | (5)    |
| 0000000                          | 0000000         | JAN 31 A12.65                          | 20 min./Hour   | 3      |
| 00000000                         | 00000000        | JAN 31 A12.6                           | 10 min./Hour   |        |
| 0000000                          | 0000000         | JAN 1 P 3:00                           | Zero Disabled  | (6)    |
| 00000000                         | 00000000        | JAN 01 P03:00                          | Zero Enabled   |        |
| 0000000                          | 0000000         | JAN 31 P 3:00                          | AM/PM  | 7      |
| 00000000                         | 00000000        | JAN 31 15:00                           | 24 Hours   |        |
|                                  |                 |  | THE PROPERTY OF THE PARTY OF TH |        |
| 0000000                          | 00000000        | JAN 31 A12:00 IN                       | English  |        |
| 0000000                          | 0000000         | ENE 31 A12:00 ENT                      | Spanish  |        |
| 0000000                          | 0000000         | JAN 31 A12:00 EING                     | German   | 0.000  |
| 0000000                          | 0000000         | JAN 31 A12:00 ENTR                     |  | 1775)  |
| 00000000                         | 0000000         | GEN 31 A12:00 ENT                      | Italian  |        |
| 00000000                         | 0000000         | JAN 31 A12:00 ENTR<br>I 31 A12:00 IN   | The state of the s |        |
| 0000000                          | 0000000         | I 31 A12:00 IN                         | Roman<br>Numeric   |        |
|                                  |                 | 131 A12.00 IN                          | Numeric  |        |

O:0FF •:0N Mon:Month

### PRINT SELECTION

#### 1 Time recorder mode \_\_\_\_\_

The ATT 310 allows for the selection of three types of printing modes. The **STANDARD TOTALIZING** mode totals the elapsed time between an *IN* and the paired *OUT* punch. The *IN* punch indicates the date. time and **IN**. The *OUT* punch will indicate date, time **and** the **ELAPSED** time between the two punches. Various print formats may be selected.

JAN 31 A 8:15 IN JAN 31 P 12:30 4:15

Month, Date, A/P Hours, Minutes

SU 31 A 8:15 IN SU 31 P 12:30 4:15

Day, Date, A/P Hours, Minutes

All ATT 311,312,and 313 time cards MUST be totaled in order to "clear" stored times from the memory of the ATT 310 Time Totalizer Recorder. If time cards are not totaled, errors will occur on future cards.

## 2 Time stamp mode \_\_\_\_

#### The TIME STAMP MODE

In this mode, elapsed time between punches does not register or total between punches. IN and OUT punches register *Month*, *Date*, *Day*, *type of Hours*, and *type* of *Minutes*, selected, and are printed on the time card. Various formats may be selected.

Most standard, right-hand, time cards may be used in this mode.

JAN 31 A 8:15 JAN 31 P 5:30

Month, Date, A/P Hours, Minutes

SU 31 8:15 SU 31 12:30

Day, Date, 24 Hour, 100th of Hours

## 3 Timer mode \_\_\_\_\_

The **TIMER MODE** totals the elapsed time between a *START* and the paired *STOP* punch in A/P HOURS, MINUTES, and SECONDS.

The Totalizing Card is not used in this mode as elapsed time of several paired punches will NOT total.

"Day" or "Date" selection is not available in this mode. Remember to punch OUT on each card to clear stored "START" punches.

A 10:15 23 START P 12:24 56 2:09 33

Month, Date, A/P Hours, Minutes

## 4 Rounding time \_\_\_\_\_

There are four time intervals for calculating the elapsed time: 1, 6, 10, and 15 minutes. DIP switches 1-8 and 2-1 are used for selection.

| 1937   | Elapsed time | Rounded time | Print Example    |
|--------|--------------|--------------|------------------|
| 1min.  | 2:43         | 2:43         | JAN 1A12:40 2:43 |
| 6min.  | 2:43         | 2:42         | JAN 1A12:40 2:42 |
| 10min. | 2:43         | 2:40         | JAN 1A12:40 2:40 |
| 15min. | 2:43         | 2:45         | JAN 1A12:40 2:45 |

Rounding applies to elapsed time totals only. Individual punches are not rounded.

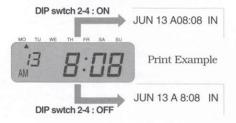
#### (5) Types of minutes.

Minute is printed in a unit which is obtained by dividing an hour by 60, 100, 20 or 10. DIP switches 2-2 and 2-3 are used for selection.

| Print contents                                     | Print Example |  |
|--|---------------|--|
| To divide an hour by 60:0, 1, 2,58, 59, 0, 1, 2,   | JAN 1 A12:40  |  |
| To divide an hour by 100:0, 1, 2,,98, 99, 0, 1, 2, | JAN 1 A12.67  |  |
| To divide an hour by 20:0,5,10,,,,90,95,0,5,10,,,, | JAN 1 A12.65  |  |
| To divide an hour by 10:0, 1, 2,, 8, 9, 0, 1, 2,   | JAN 1 A12.6   |  |

## 6 Leading 0

Leading 0 for hours less than 12 may be shown (enable) or suppressed (disable) on print.



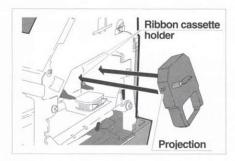
# 7 Type of an hour \_\_\_\_\_



Time can be displayed on a 12-hour(AM,PM) or a 24-hour basis. DIP switch 2-5 is used for selection. Print changes accordingly.

#### REPLACING RIBBON CASSETTE

- Carefully slide the exposed ribbon under the print head.
- Push cassette with the projection into the ribbon cassette holder until snapped into place.
- Turn the ribbon feed knob clockwise until the ribbon is taut.
- 4. Take sample impression.



#### **Troubleshooting**

#### Two In Punches

Check for duplicate numbered cards. Totalizing errors will result if the same number code is used on different cards.

Make sure 2 cards are not inserted at the same time.

#### Printer moves, but no print

Check to see if ribbon is installed properly.

Check print cable connection.

#### Giving high totals

Possible card number was not totaled in prior use.

#### Time loss between in/out totals

Check break settings.

#### SPECIFICATIONS

MAIN FUNCTION

Calendar Year up to 2089

(Automatically adjusted to leap year)

Clock accuracy

Monthly accuracy ±15 seconds (at ordinary temperatures)

Display

Digital LCD with 7 segments Date, Hour, Minute and day of

the week indication

Daylight saving time Auto

DIP switch 16 poles

Memory Backup 3 year memory backup by lithium battery.

PRINT FUNCTION

No. of printable Maximum 15 figures(excluding space) character:

Hour & minute

format

12 or 24-hours format. regular minute, 1/10, 1/100 or 5/100 of a hour. Leading 0

Time recorder mode

The elapsed times are not printed.

Timer mode Calculating the elapsed time in

seconds.

OPTION

Ribbon cassette Carry-on cassette type fabric ink ribbon Cat. No. 39-0121-000 (Black ink) Cat. No. 39-0121-002 (Red ink) Cat. No. 39-0121-003 (Green ink)

Cat. No. 58-0108-000

Operation battery

Available of 200 print or 72 hours during no electricity.

OTHER SPECIFICATIONS

Power supply 120 VAC:for USA, Canada

230 VAC:for Europe, Asia

Power consumption

120VAC 00000 20VA max.while printing

4VA while idling

00000 0.2A max.while printing 230VAC 00000 20VA max.while printing

•••• 4VA while idling

•••• 0.1A max.while printing

Temperature

**Dimensions** 

Operating -5°C - 45°C (23°F - 113°F)

Humidity

Operating 20% - 80%RH (non-condensing)

6 27/32" X6 3/16" X8 3/16"

(174mm(W) X 157mm(D) X 208mm(H))

Weight

Approximately 5.5lb.(2.5Kg)

In case of power failure

If the optional operational backup battery has been installed and a power failure occurs, the unit will continue to function for approximately 72 hours provided the battery is fully charged.

(Note! The 72 hours of use will vary based on the

number of times the clock prints.)

Low battery indicator

The display on the clock will begin to flash when the capacity of the optional operational backup battery is exceeded. Please refrain from using the clock until AC power has been restored and the battery has had time to recharge. If you continue to use the clock, the printing mechanism will hang up. If this occurs, wait until the AC power is restored. Then press the push bar on the bottom front of the clock.

(See pictorial on page 2 of manual.)

#### Bescheinigung des Herstellers/Importeurs

Dies Gerät entspricht den Bedingungen der Niederspannungs-Vorschrift 73/23/EEC und dem EMVG nach 89/336/EEC.

This unit complies with the Low Voltage Directive 73/23/EEC and the EMC Directive 89/336/EEC.

Maschinenlärminformationsverordnung 3. GSGV,18.01.1991:Der arbeitsplatzbezogene Schalldruckpegel beträgt 70 dB(A) oder weniger gemäß ISO 7779.

Die zugehörige Steckdose muß nahe beim Gerät angebracht und leicht zugänglich sein.