ASTCRCG
Green Ribbon Cassette for Auto-Sync Time Clock (ASTC3000 and ASTC3000POE)

**Ribbon Cartridge Removal**

1. Unlock and remove the clock cover (key required).

2. Looking at the front right side of the clock, pull the two catches (B) upward. While holding the catches up, use your other hand to remove the ribbon cartridge.
Ribbon Cartridge Installation

1. Insert the top of the cartridge first.

2. Then swing the lower portion of the cartridge into position.

3. Turn the knob on the cartridge two or three times to reduce any slack in the ribbon.

4. Replace the clock cover and lock.

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