**REPLACING THE PEN CAPSULE**

1. **Activate the pen lift**

2. **Press the lower catch**

3. **Lift the display**

4. **Remove/replace the pen capsule**

5. **Close the upper display**

6. **Close the door**

7. **De-activate the pen lift (lower the pens)**

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**QUICK REFERENCE GUIDE**

**COMMANDER SR250A and SR250B Recorders** – this guide contains procedures for replacing the pen capsule, loading a roll chart and using the front panel keys. An overview of basic Operator functions is also included.

Full installation, operating and programming procedures, together with a comprehensive index, are provided in the User Guide for each instrument.

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**DISPLAYS AND KEYS**

- **Channel Identifier**
- **Units**
- **Instrument Alarm Active**
- **Process Alarm Active**

**A1 107.6°C**

- **Boiler 1 Temperature**
- **Measured Value**
- **Channel Tag**
- **Advance to next page**

**Side Scroll Key**

**Page 1**

**Page 2**

**Frame 1**

**Frame 1**

**Frame 2**

**Frame 2**

**Up/Down Keys**

**Select**

**Flashing prompt identifies page selected**

- **Input Set Up**
- **Input Copy**
- **Line Filter**
- **Input Adjust**

**Cursor Key**

**Moves between pages in menus**

**Selects parameter values**

**Flashing prompt precedes adjustable parameters**

**Star Key**

**Multi-function keys** (e.g., Print, Edit, Acknowledge etc.). The function is dependent upon the frame displayed.

**Hash Key**

**Side Scroll Key**

**Down Scroll Key**

**Select the Operating Page.**

**Press** until the chart speed is displayed.

**Press** or **to select the required chart speed then press to enter the selection.**

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**OPERATOR FUNCTIONS**

**Acknowledging Alarms**

1. **Press** until the Alarm Acknowledge Page is displayed.

2. **Press** or **to display the active alarm(s).**

3. **Press** to acknowledge the displayed alarm or **to acknowledge all active process alarms.**

**Printing/Editing the Operator Message**

1. **Select the Operating Page.**

2. **Press** until the operator message is displayed.

3. **Press** to print the displayed message or **to edit the message.**

**Selecting the Chart Speed**

1. **Select the Operating Page.**

2. **Press** until the chart speed is displayed.

3. **Press** or **to select the required chart speed then press to enter the selection.**
**Note.**

- Chart rewinding is operator-initiated and takes place with the chart cassette still in the instrument.
- The chart rewinds at high speed. **DO NOT** stop the chart until the rewind procedure is complete (this takes approximately 4 minutes for a 25m chart).

1. Press \( \text{ } \) until the **Security Access Page** is displayed.
2. Enter the access code for the **Load Chart Page** (the default is 0).
3. Press \( \text{ } \) to access the **Chart Page**.
4. Press \( \text{ } \) to access the 'Start Chart Reload ?' frame.
5. Select 'Yes' using the \( \text{ } \) and \( \text{ } \) keys.
6. Press \( \text{ } \) to rewind the chart.
7. If required, following automatic rewind, press and hold \( \text{ } \) until all the remaining chart has rewound onto the removable spool.

1. Press \( \text{ } \) to restart recording.
2. Press \( \text{ } \) to return to the **Operating Page** or \( \text{ } \) to return to the top of the **Chart Page**.