

# **122PD Calculators**

## **User Manual**

## Monroe 122PD! Setting the Pace for the Future

Your Monroe 122PD was built with the highest standards of quality and workmanship. Because we have over eight decades of experience in the design and manufacture of fine office equipment, you have a product you can rely upon. Quality. Performance. Value. In calculators for you or your company.

Monroe 122PD Calculators are backed by a comprehensive warranty that covers parts and labor. And that same comprehensive protection, and convenient service, can be extended for as long as you own your calculator. The Monroe Maintenance Agreement is renewable annually at your option.

At Monroe, service is not just a slogan, it's a promise from the company that has made customer service its top priority. When you need us, we respond.

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## About Your Monroe 122PD

Our new 122PD will give you the opportunity to solve a variety of figurework problems more accurately and efficiently than ever before. This instruction book will help you by providing complete, step-by-step information on the operation and application of your 122PD. Whether you're an experienced operator or a beginner, you'll gain a practical, working knowledge of your 122PD after reading this book.

The 122PD have a 12-digit display and a 12-digit internal calculating capacity. The 122PD has one memory register and a separate Grand Total.

We want to be sure you take advantage of the many benefits Monroe has to offer. If you have any questions about a particular feature or application, don't hesitate to call 888-666-7631.

Monroe Model 122PD

Serial Number:

Please record the Serial Number of your new calculator in the space provided above and retain this instruction booklet for your records and future reference. The Serial Number is located on the bottom case cover of your calculator.

Thank you,

Monroe Systems for Business



### WARNING

**NOTE:** This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult an experienced radio/TV technician for help.

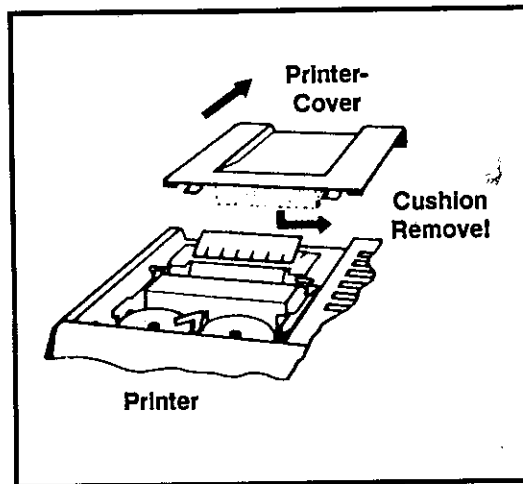
If necessary, the user should consult Monroe or an experienced radio/television technician for additional suggestions.

# OPERATING INSTRUCTIONS

## Getting Started

- 1) Be sure to take out the ribbon cushion inserted in the printer mechanism before connecting your machine to the power outlet.
- 2) Plug in AC power cord.
- 3) Be sure that paper roll and inked ribbon have been installed properly.
- 4) Turn power switch on.
- 5) Set decimal point selector switch at the desired position.

**NOTE:** Please remove ribbon-cushion under Printer-cover before operating!



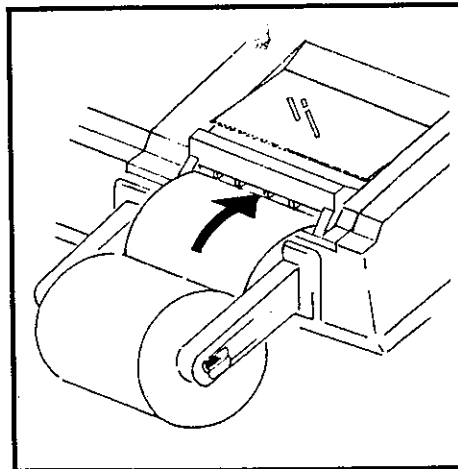
## **PROPER CARE & MAINTENANCE**

- 1) Avoid locating and using the calculator in direct sunlight. Areas of high humidity, rapid temperature fluctuations and dirt should also be avoided.
- 2) Use a dry cloth to clean the calculator case parts. Do not use water, detergents or solvents.
- 3) Do not place objects on the calculator. Avoid performing office functions, such as stapling, above the unit.
- 4) When not in use, turn your calculator off. Use the dust cover to keep your calculator clean.
- 5) Prior to unplugging the calculator make sure the calculator has been turned off.
- 6) Repairs should be performed by trained technicians. There are no user serviceable parts in this unit. **DO NOT ATTEMPT TO DISASSEMBLE THIS UNIT IN ANY WAY.**
- 7) **THIS CALCULATOR SHOULD NOT BE USED IN OR NEAR WATER.**

## CHANGING THE PAPER TAPE

**Use 2 1/4" (58mm) width paper tape.**

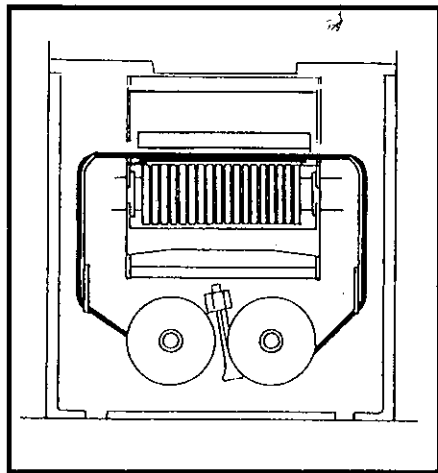
- 1) Gently spread plastic paper roll holders apart far enough to disengage the old paper roll core.
- 2) Tear off any paper which may remain on the spent paper roll cover.
- 3) Pull remaining paper through the printer or press the paper advance ↑ key.
- 4) Position the new paper roll on the paper roll holders with the leading edge feeding from the bottom of the roll.
- 5) Fold the leading edge back to form a straight edge and insert the leading edge of the paper into the slot located below and between the paper roll holders.
- 6) Press the paper advance ↑ key to advance the paper through the printer until it reaches the printing position.



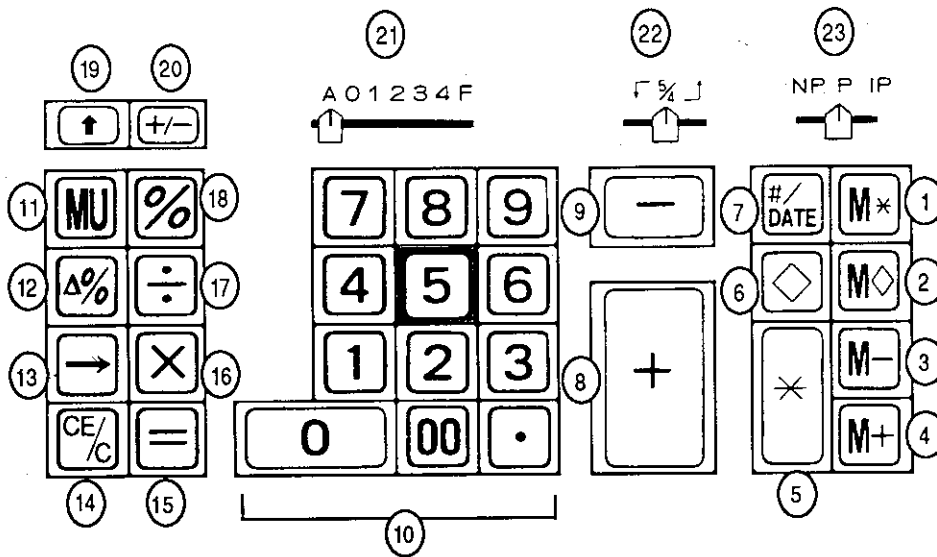
# CHANGING THE RIBBON

Use Monroe No. 65 ribbon.

- 1) Remove excess paper tape.
- 2) Remove the printer cover. (Note how ribbon feeds from outside of spools, around guides and between print wheels and platen; black band up.)
- 3) Lift out spool that is not engaged by lever; then move lever aside and lift out other spool.
- 4) Holding new spools over spindles with black band up and exposed portion of ribbon on side nearest print wheels, place one spool on spindle not engaged by lever. Rotate spools to be sure it's pins engage in spindle gear.
- 5) Thread ribbon around guides and between print wheels and platen.
- 6) Install other spool and rotate to engage spindle gear and also to take up slack in ribbon.
- 7) Replace printer cover.



# KEYBOARD LAYOUT



# OPERATION KEYS & SWITCHES

NBR	Key / Switch	NBR	Key / Switch
1	Memory Total Key	13	Back Space Key
2	Memory Subtotal Key	14	Clear/Clear Entry Key
3	Memory Minus Key	15	Equals Key
4	Memory Plus Key	16	Multiplication Key
5	Total Key	17	Division Key
6	Subtotal Key	18	Percent Key
7	Non-Add/Date Key	19	Paper Advance Key
8	Plus Key	20	Change Sign Key
9	Minus Key	21	Decimal Selector
10	Numeric Keys & Decimal Point Key	22	Rounding Control
11	Mark Up Key	23	Display/Print Display/ Item Count Selector
12	Percent Change Key		

# APPLICATIONS

## Addition & Subtraction

**Example:**

$$\begin{array}{r} +25.76 \\ + 9.48 \\ + 9.48 \\ - 2.71 \\ - 2.71 \\ + 8.85 \\ \hline 48.15 \end{array}$$

A 0 1 2 3 4 F

↓ <sup>5/4</sup> ↑

NP P IP

NP P IP

ENTER

DEPRESS

CE  
/c

2576

+

948

+

+

271

-

-

885

+

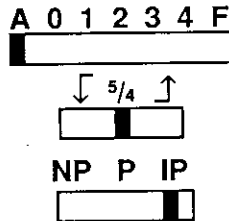
\*

0 . C	
25 . 76	+
9 . 48	+
9 . 48	+
2 . 71	-
2 . 71	-
8 . 85	+
48 . 15	T



# Addition & Subtraction With Item Count & Non Add/Date

Example: 5 / 22 / 95  
 25.76  
 9.48  
 9.48  
 -----  
 44.72



ENTER

DEPRESS

5 . 22 . 95

CE/C

#/  
DATE

2576

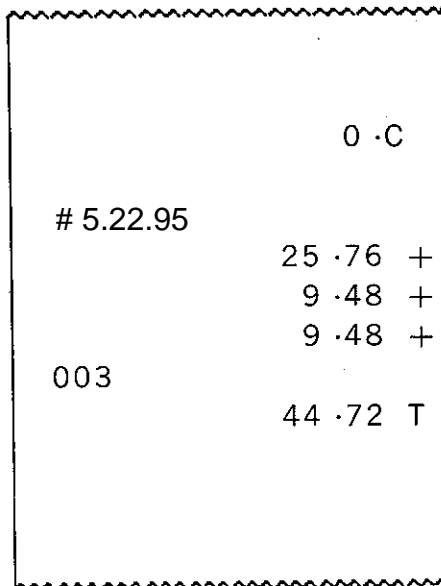
+

948

+

+

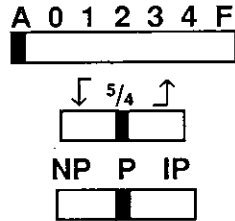
\*



# Addition Result Multiplied By A Number

Decimal at A

Example:  $(2.77 + 14.98 + 3) \times 12.12 = 251.49$



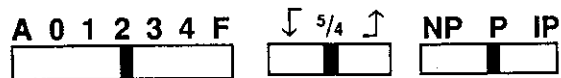
ENTER

DEPRESS

	<input type="button" value="CE/c"/>	
277	<input type="button" value="+"/>	0 . C
1498	<input type="button" value="+"/>	2 . 77 +
3.	<input type="button" value="+"/>	14 . 98 +
	<input type="button" value="*"/>	3 . 00 +
	<input type="button" value="X"/>	20 . 75 T
12.12	<input type="button" value="="/>	20 . 75 X
		12 . 12 =
		251 . 49 *

# Simple Multiplication

Example:  $12.3 \times 15 = 184.50$



ENTER

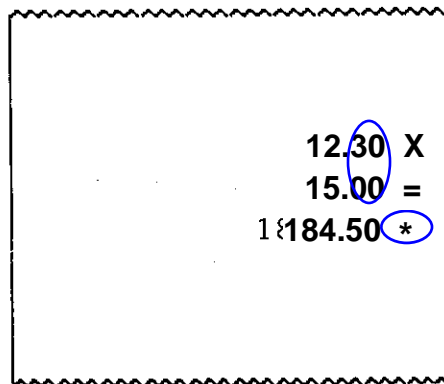
DEPRESS

12.3

X

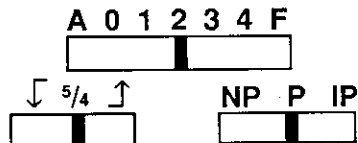
15

=



# Chain Multiplication

Example:  $12.3 \times 4.2 \times 2.5 = 129.15$



ENTER

DEPRESS

12.3

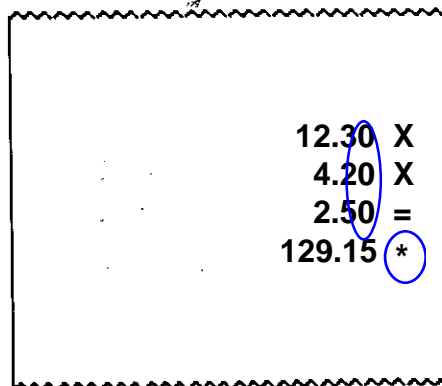
X

4.2

X

2.5

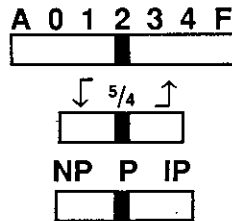
=



# Constant Multiplication

Decimal at 2

Example:  $1.65 \times 211 = 348.15$   
 $1.65 \times 59 = 97.35$   
 $1.65 \times 67 = 110.55$



ENTER

DEPRESS

1.65

**X**

211

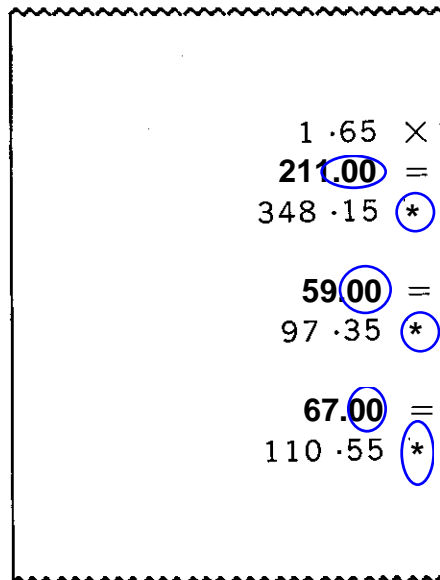
**=**

59

**=**

67

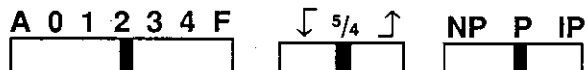
**=**



# Simple Division

Decimal at 2

Example:  $375 \div 500 = 0.75$



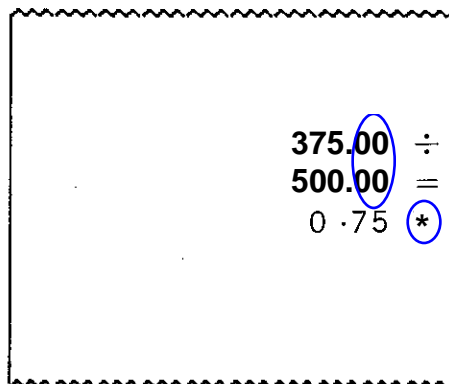
ENTER

DEPRESS

375



500



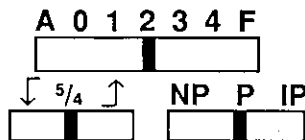
# Constant Division

Decimal at 2

Example:  $48 \div 3 = 16.00$

$12 \div 3 = 4.00$

$10.5 \div 3 = 3.50$



ENTER

DEPRESS

48



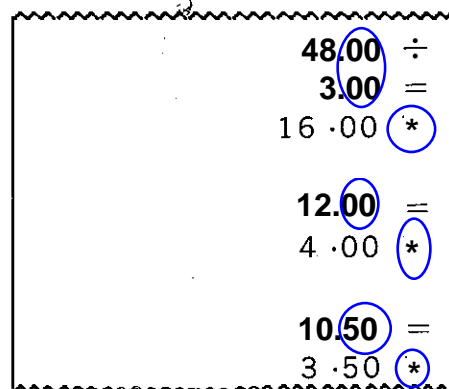
3



12



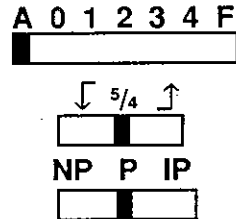
10.5



# Accumulative Calculations

Decimal at A

$$\begin{array}{r} \text{Example: } (23.5 \times 10.18) = 239.23 \\ -(46 \div 9.75) = 4.72 \\ \hline 234.51 \end{array}$$



ENTER

DEPRESS

23.5

10.18

46

9.75

M\*

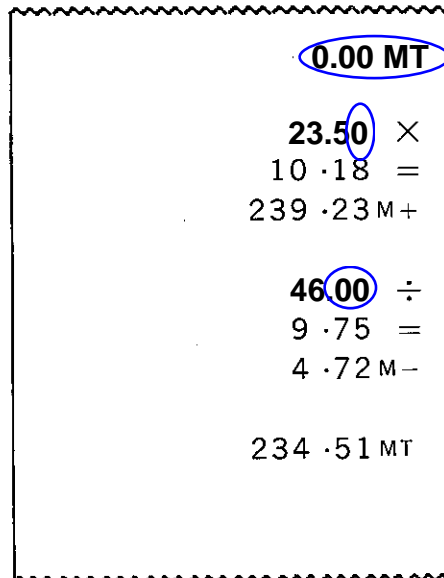
X

M+

÷

M-

M\*



# Discount

Decimal at 2

**Example:** What is the amount of discount and the cost of an article marked \$28.40 less 12.5%?

A 0 1 2 3 4 F    ↓ 5/4 ↑    NP P IP

\_\_\_\_\_

ENTER

DEPRESS

28.40

X

12.5

%

-

28.40 ×  
12.50 %  
3.55 \*  
24.85 -%

# Add-On

Decimal at 2

**Example:** What is the tax and the total cost of an article marked \$24.25? Tax is 4%.

A 0 1 2 3 4 F    ↓ 5/4 ↑    NP P IP

\_\_\_\_\_

ENTER

DEPRESS

24.25

X

4

%

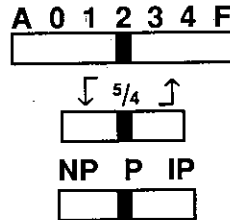
+

24.25 ×  
4.00 %  
0.97 \*  
25.22 +%

# Percent of One Number to Different Numbers

Decimal at 2

Example: What percent of 150 is 60, 30, 50, 75?



ENTER

DEPRESS

60



150



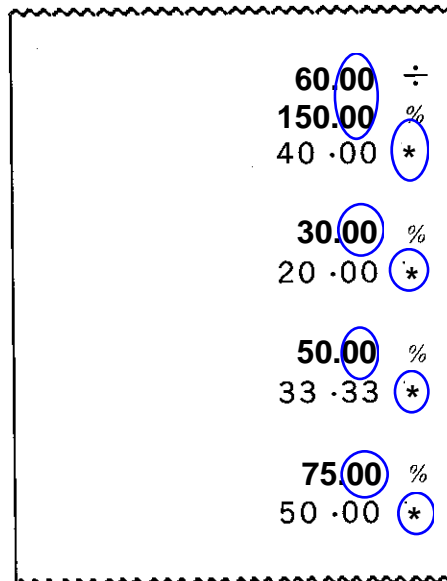
30



50



75





# Mark Up Mu

**Example:** An item costs \$100. A gross margin of 25% is desired on the item when it is sold. What is the item's selling price and what is the gross profit?

A 0 1 2 3 4 F    ↓ 5/4 ↑    NP P IP

ENTER

DEPRESS

100

Mu

25

=

100.00 M  
25.00 %  
33.33 Δ\*  
133.33 \*

# Mark Down Mu +/-

**Example:** An item sells for \$100. Mark down the item 25%.

A 0 1 2 3 4 F    ↓ 5/4 ↑    NP P IP

ENTER

DEPRESS

100

Mu

25

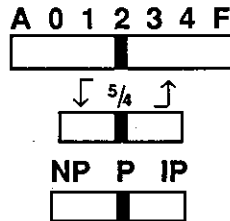
+/-

=

100.00 M  
25.00 -%  
20.00 Δ\*  
80.00 \*

# Percent Change $\Delta\%$

**Example:** Compare a previous amount of \$125 to a present amount of \$150. What is the amount of increase or decrease and the percent of change?



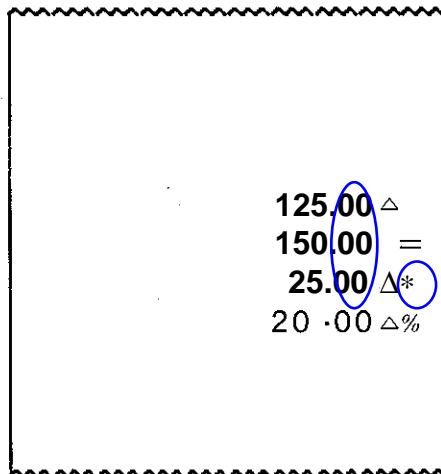
ENTER

DEPRESS

125



150

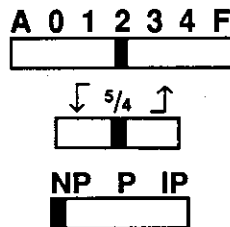


# Display Only - Back Space

Example:    12X  
               124 +  
               5 +  


---

               129 T



ENTER

DEPRESS

READ

123

123.



12.

4

124.  
124.00



5

5.



129.00



129.00

## LIMITED WARRANTY

Monroe warrants to the original end user Customer that the equipment will, at the time of delivery to such Customer, be free from defects in manufacture. During the warranty claim period, which shall be 180 days from the date of original delivery to original end user Customer, Monroe will provide, based upon a verified claim under this Limited Warranty, adjustments, repairs, labor and parts to place the equipment in proper operating condition (or will provide a replacement at its sole option). This warranty does not cover supplies, consumable items, external accessories or damage resulting from accident, misuse, abuse, neglect, faulty installation, use contrary to specifications, combination with other equipment, acts of God, modification, or unauthorized repair or alteration. This Limited Warranty is valid only for equipment sold and installed in the continental United States, Alaska, and Hawaii.

THE FOREGOING SHALL BE THE SOLE AND EXCLUSIVE REMEDY WITH RESPECT TO THE EQUIPMENT. ANY CLAIM MUST BE MADE WITHIN THE APPLICABLE WARRANTY CLAIM PERIOD. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS, IMPLIED AND STATUTORY, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY WITH RESPECT TO MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THE WARRANTY CLAIM PERIOD SHALL NOT BE EXTENDED BY REASON OF A CLAIM UNDER THIS WARRANTY OR OTHERWISE. THE LIMITATIONS CONTAINED IN THIS WARRANTY ALSO APPLY TO ANY ADJUSTMENTS, REPAIRS, LABOR, PARTS AND/OR REPLACEMENTS UNDER THIS WARRANTY. MONROE SHALL NOT BE LIABLE FOR CONSEQUENTIAL, INCIDENTAL, INDIRECT, SPECIAL OR PUNITIVE DAMAGES OR FOR LOSS OF PROFITS OR OTHER ECONOMIC LOSSES OR OTHER LOSSES ARISING OUT OF OR RELATED TO EQUIPMENT WHETHER SUCH DAMAGES BE DIRECT, INDIRECT, FORESEEABLE OR OTHERWISE AND WHETHER LIABILITY IS CLAIMED TO ARISE BY REASON OF CONTRACT, TORT, STRICT LIABILITY, NEGLIGENCE, OR OTHER LEGAL THEORY. THERE DOES NOT EXIST, NOR IS ANYONE AUTHORIZED TO MAKE, ANY PROMISES, WARRANTIES OR REPRESENTATIONS NOT CONTAINED IN THIS LIMITED WARRANTY. IN NO EVENT SHALL MONROE'S LIABILITY EXCEED THE PRICE OF THE PARTICULAR PIECE OF EQUIPMENT IN QUESTION.

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**Monroe Factory Service Center  
Monroe Systems for Business, Inc. - Warranty Department  
47 Runway Road, Suite G  
Levittown, Pennsylvania 19057-4738**



**"The Calculator Company"**

**47 Runway Road, Suite G  
Levittown, Pennsylvania 19057-4738**

**Telephone: 888-666-7631 or 267-580-2600**

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