

Green Clock Product Manual

M150 Automatic Print Time Recorder



ACROPRINT™

A Workwell™ Technologies Company

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Easily set up your new Acroprint M150 Time Recorder following the simple steps below.



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After setup, continue through the manual for these additional steps and resources.



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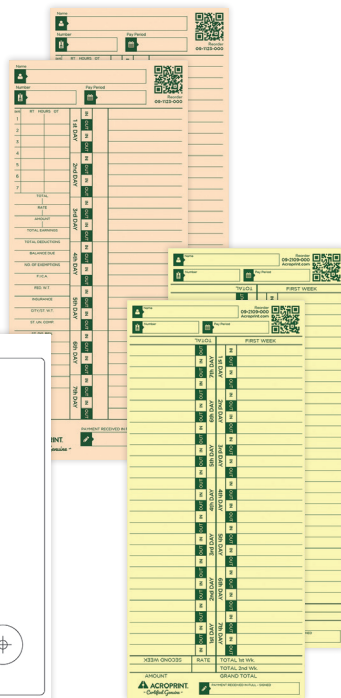
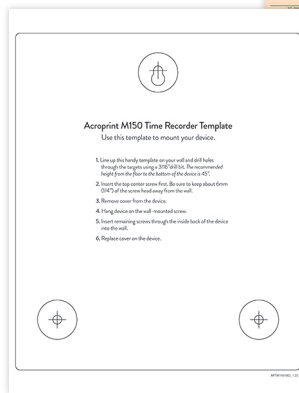


01 UNPACK AND INSPECT

Before starting setup, carefully unpack and inspect your recorder and the following accessories for any damage.

- 3 screws
- 2 keys
- Sample time cards
- Wall mounting template
- Warranty card

If you find any damage or if any of the accessories are missing, please contact Acroprint support.





02 SET DATE AND TIME

See the chart below for the hour format and print configuration of your time recorder. If you have a M150 AR3 Time Recorder, skip section “B” in the setup instructions below.

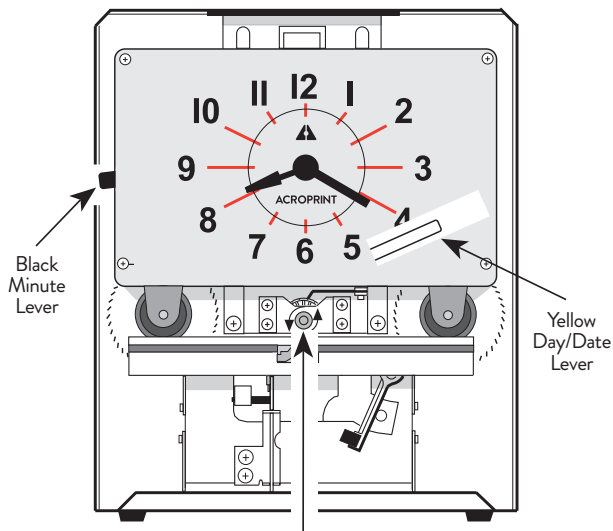
AR3 Prints day of the week, hour, and minutes. PM hours are underscored.	NR4 Prints the month, date, hour, and minutes. PM hours are underscored.	QR4 Prints the month, date, hours 0 to 23, and minutes.	RR4 Prints the month, date, hours 0 to 23, and decimal hundredths.

Follow the steps below to set the date and time for your time recorder.

A. Day/Date

1. Unplug time recorder and remove the case cover by inserting the key and turning it clockwise.
2. For best results, set the time between midnight and noon. The lever increases in tension as the day goes on, requiring more force to manually set the time in the afternoon and evening.
3. Push down and release the yellow lever to set the correct day/date (Fig. 1). Each push of the lever advances the date by one day. Ex: One click of the lever advances one day, two clicks advances two days, etc.
4. Plug in your recorder and insert a time card to verify the correct day/date setting. Repeat steps 1-3 if incorrect.

Figure 1 - Cover Removed



Month Knob - Turn Counter-Clockwise



Note: Day/Date lever and Month knob are shown in cut-away view. They are located behind the clock dial.

B. Month

1. Turn month knob (Fig. 1) counterclockwise to select the correct month.
2. Plug in time recorder and punch card to verify correct setting. Repeat the above step if the correct month is not displayed.

C. Time

ATTN: DO NOT MOVE CLOCK HANDS TO SET TIME.

1. Push down and release the black minute lever to set the correct time (Fig.1). Continue to press the minute lever until it aligns with your current time.
2. If the minute lever does not work, plug in the recorder and wait for the minute hand to advance, then unplug the recorder and try the lever again.

Important Notes Regarding Date and Time:

- 1) The date setting for models M150 NR4, M150 QR4, and M150 RR4 **MUST** be manually reset to the first of the month each month, following any month with less than 31 days.
- 2) The month setting (if so equipped) **MUST** be manually reset every month.
- 3) To reset your recorder after a power failure, follow the “Set Date and Time” steps.
- 4) If the recorder is set slightly ahead of current time, then unplug it until it matches the correct time.

03 REPLACE THE RIBBON

Your M150 Time Recorder will include an already-installed ink ribbon.

When that ribbon is ready to be replaced, follow these steps:

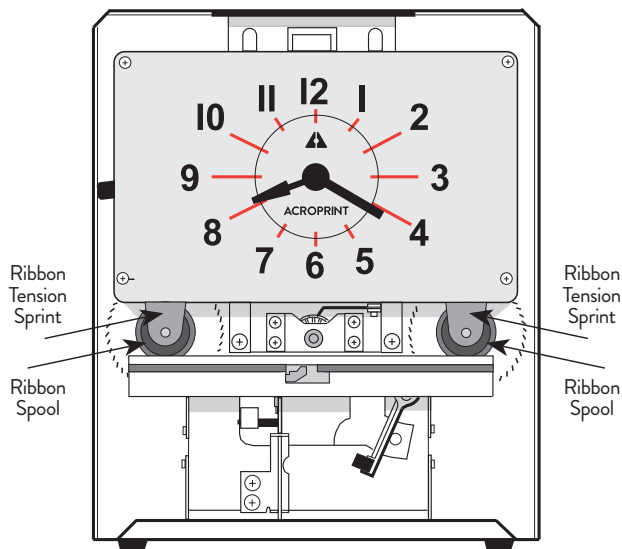
A. Remove the ribbon.

1. Note how the ribbon is threaded. The ribbon is threaded above the upper plate where the paper is inserted and below the month knob.
2. Pull the right ribbon tension spring (Fig. 2) forward and remove the spool.
3. Pull the left ribbon tension spring (Fig. 2) forward and remove the spool.
4. Remove and discard the ribbon.

B. Insert new ribbon.

1. Insert new right ribbon spool with hex hole fitted onto hex shaft on the right ribbon feed ratchet.
2. Thread ribbon, as noted in Step 1.
3. Insert new left ribbon spool with hex hole fitted on to hex shaft on the left ribbon feed ratchet.
4. Turn right ribbon spool (Fig. 2) counterclockwise to remove excess slack in ribbon.

Figure 2 - Cover Removed





04 MOUNT YOUR TIME CLOCK

Follow these simple steps to mount your M150 Time Recorder to the wall so your employees can easily access it. Use the Wall Mounting Template included in your box to help space the wall mounts easily and accurately.

Mounting Requirements

Mount your M150 Time Recorder to a sturdy wall, shelf, or other supported area. Do not use the recorder under the following conditions:

- Extremely high or low temperature [operating range: 0° to 50° C (32° to 122° F)]
- Extremely high or low humidity [operating range: 0 to 90% RH non-condensing]
- Areas of high dust concentration
- Areas with extreme vibration or when placed on an unstable or unlevel surface

Mounting the Recorder

The recorder requires an uninterrupted AC power supply and should be mounted within 6 feet of a power receptacle to accommodate the unit's power cord. The suggested wall mounting layout for the recorder and optional card racks is shown below (Fig 3) and additional instructions for mounting on specific wall and shelf surfaces are outlined in the next sections.

Wooden/Plywood Walls

Use the included screws to mount your recorder to the wall. Install a screw in the wall 53" above the floor. Leave enough of the screw out of the wall so the recorder can hang flat against the wall through the mounting hole on the back of the clock. Hang and level the recorder. Insert and tighten screws through the lower left and right mounting holes.

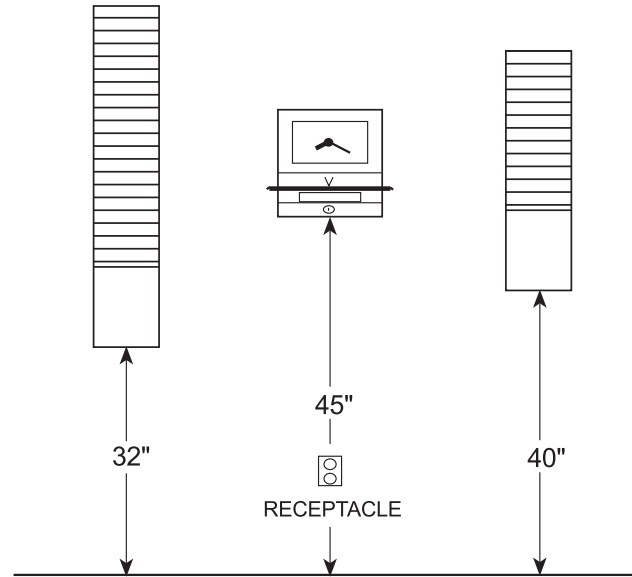
Figure 3 - Mounting Suggestion

Masonry Walls

You may use plastic masonry anchors and screws available at your local hardware store to mount the recorder. Mark the location on the wall 53" above the floor. Drill a hole with a 1/4" masonry bit and insert the plastic anchor. Tighten a screw at this location, leaving enough of the screw out of the wall so the recorder will hang flat against the wall through the "keyhole" on the back of the clock. Hang and level the recorder. Mark the location of the lower left and right mounting holes. Remove the recorder, drill holes, and insert anchors. Replace the recorder, insert and tighten screws through the lower left and right mounting holes, and fully tighten the "keyhole" screw.

Sheetrock/Hollow Core Walls

You may use "molly" fasteners available at your local hardware store to mount the recorder. Follow the procedure for masonry walls, using the "molly" fasteners instead. Alternatively, you may use longer wood screws to attach the recorder to a stud behind the sheetrock, using the "keyhole" and the lower center mounting hole on the recorder.



Note: To get the best results from your recorder, we recommend periodic inspection, cleaning, and oiling throughout each year.



Note: Always consult with a professional contractor/carpenter and obey all local building and fire codes when installing your recorder.



05 CONVERSION CHARTS

CONVERSION CHART



Note: Model 150RR4 prints with continental hour and minutes in hundredths.
Please, see and save the minute conversion chart on the next page for your reference.

	Midnight						AM					
Regular	12	1	2	3	4	5	6	7	8	9	10	11
Continental	0	1	2	3	4	5	6	7	8	9	10	11

	Noon						PM					
Regular	<u>12</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>
Continental	12	13	14	15	16	17	18	19	20	21	22	23

DECIMAL EQUIVALENTS OF DECIMAL TYPE WHEELS

Minutes	Tenths	Hundredths
0	.0	00
1	.0	02
2	.0	04
3	.0	05
4	.0	06
5	.0	08
6	.1	10
7	.1	12
8	.1	14
9	.1	15
10	.1	16
11	.1	18
12	.2	20
13	.2	22
14	.2	24

Minutes	Tenths	Hundredths
15	.2	25
16	.2	26
17	.2	28
18	.3	30
19	.3	32
20	.3	34
21	.3	35
22	.3	36
23	.3	38
24	.4	40
25	.4	42
26	.4	44
27	.4	45
28	.4	46
29	.4	48

Minutes	Tenths	Hundredths
30	.5	50
31	.5	52
32	.5	54
33	.5	55
34	.5	56
35	.6	58
36	.6	60
37	.6	62
38	.6	64
39	.6	65
40	.6	66
41	.6	68
42	.7	70
43	.7	72
44	.7	74

Minutes	Tenths	Hundredths
45	.7	75
46	.7	76
47	.7	78
48	.8	80
49	.8	82
50	.8	84
51	.8	85
52	.8	86
53	.8	88
54	.9	90
55	.9	92
56	.9	94
57	.9	95
58	.9	96
59	.9	98



06 ACROPRINT LIMITED WARRANTY AND TERMS OF SERVICE

This Warranty covers the M150 Time Recorder, and any subsequent M150 Time Recorder Device models.

- A. **Warranty and Warranty Periods.** Acroprint Tech, Inc. (“Acroprint”) warrants only to the original Purchaser that the Device will be free from material defects and mechanical failures for two years from the date of purchase, starting from the date of shipment from Acroprint to the client.
- B. **Acroprint’s Obligation Under Warranty.** Acroprint’s sole obligation under the above warranty shall be to repair or replace Devices and parts during the Warranty Period. Acroprint does not assume responsibility for delays in replacement or repair of products or parts. Acroprint may, at its sole discretion, replace Devices with refurbished Devices. This warranty gives end users specific legal rights, and particular end users may also have other rights which may vary from jurisdiction to jurisdiction.
- C. **DISCLAIMER OF ALL OTHER WARRANTIES.** NO OTHER WARRANTIES, EXPRESSED OR IMPLIED, ARE GIVEN, AND ACROPRINT EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, INCLUDING AND WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. Some jurisdictions do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to particular end users.
- D. **Limitations.** No salesperson, representative, or agent of Acroprint is authorized to make any guaranty, warranty, or representation that contradicts the terms contained in this Limited Warranty. Any waiver, alteration, addition, or modification to the warranties contained herein must be in writing and signed by authorized representatives of Acroprint to be valid, binding, and enforceable. Acroprint does not assume responsibility for any specific application to which any products or parts are applied including, but not limited to, compatibility with other equipment. All statements, technical information, or recommendations relating to the products or parts are based upon tests believed to be reliable, but do not constitute a guaranty or warranty. ACROPRINT SHALL NOT UNDER ANY CIRCUMSTANCES WHATSOEVER BE LIABLE TO ANY PARTY FOR LOSS OF PROFITS, DIMINUTION OF GOOD WILL, OR ANY OTHER

SPECIAL, CONSEQUENTIAL, OR INCIDENTAL DAMAGES WHATSOEVER WITH RESPECT TO ANY CLAIM IN CONNECTION WITH Acroprint PRODUCTS AND/OR PARTS. Some jurisdictions do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to particular end users.

E. May Void the Warranty. This Limited Warranty shall be null and void in the following circumstances:

1. Modification or repair by the end user or any non-authorized Acroprint service provider; or
2. Improper use or installation, or damage by accident or neglect, by the end user or any third party, or intentional damage by the end user or any third party; or
3. Failure of the end user or any third party to exercise caution to protect from electrostatic discharge damage and adverse temperature, or physical abuse; or
4. Power surges; or
5. Use of non-compatible ribbons or time cards; or
6. Failure by the end user to follow the Return Appointment Process set forth below.

F. Return Appointment Process. As a condition precedent to the above Limited Warranty, the end user must:

1. Obtain a return material authorization (RMA) from Acroprint, which will include an RMA number that must be prominently displayed on the outside of the shipping container. Returns without an RMA number may be rejected by Acroprint and immediately returned to end user, freight collect.
2. Ship the items being returned to Acroprint, freight prepaid, together with a written description of the claimed defect.
3. Pack the items being returned in the original packing carton or equivalent. Damage in transit is end user's responsibility and may be cause to void the warranty claim.

G. Transportation Costs. Except for New in Box items less than 30 days from purchase, end user will pay surface freight to return all products covered by this Limited Warranty. If covered by this Limited Warranty, Acroprint will pay surface freight to ship replacement products to end user.



07

ACROPRINT SAFETY INFORMATION

IMPORTANT SAFEGUARDS FOR SAFE OPERATION & USE. SAVE THESE INSTRUCTIONS.

WARNING: Cancer and Reproductive Harm – www.P65Warnings.ca.gov

THIS PRODUCT IS FOR COMMERCIAL USE ONLY.

The time clock is an electrical device. In order to reduce the risk of fatal electrical shock and fire, basic safety precautions should be followed, including the following:

1. Read all instructions before operating.
2. This time clock must be properly installed and located in accordance with these instructions before used.
3. Do not use outdoors.
4. Do not expose to water or any liquid.
5. Do not place objects into the device.
6. For best operation, plug the device into its own electrical outlet.
7. Do not operate the device with a damaged cord or plug.
8. If an extension cord is used, the marked electrical rating of the extension cord should be at least as great as the electrical rating of the device.
9. Plug the device into a surge protector or uninterruptible power supply (UPS). If a surge protector is not used and there is a power surge, your warranty may be voided.



CAUTION/WARNING



DANGEROUS VOLTAGE




DO NOT CONNECT
DAMAGED SUPPLY CORD

WARNING

RISK OF FIRE OR ELECTRIC SHOCK
DO NOT OPEN

WARNING: TO REDUCE THE RISK OF FIRE OR ELECTRIC SHOCK, DO NOT OPEN THE TIME CLOCK. NO USER SERVICEABLE PARTS ARE INSIDE. REPAIRS SHOULD BE COMPLETED BY AUTHORIZED SERVICE PERSONNEL ONLY.

Contact us

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