

M150MC4

Product 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 A PRESCRITES DANS LE RÈGLEMENT SUR LE BROUILLAGE RADIOÉLECTRIQUE ÉDICTÉ PAR LE MINISTÈRE DES COMMUNICATIONS DU CANADA.

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Contents herein are current as of the date of publication. Acroprint reserves the right to change the contents without prior notice.

This manual has been carefully prepared to cover all aspects of this clock. However, if any explanations are inadequate, unclear, or difficult to understand, please contact Acroprint.

We recommend that you carefully read this manual to maximize the use of this clock.

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01 INTRODUCTION

Thank you for choosing the Acroprint M150MC4 Time Clock by Workwell Technologies. Setting up your Time Clock is quick and easy.

Follow these 3 simple steps to get started:

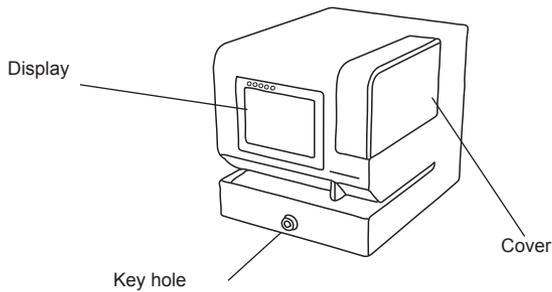
1. Set your preferred printing position
2. Set the date and time
3. Program the print order, style, and display

WHAT'S IN THE BOX

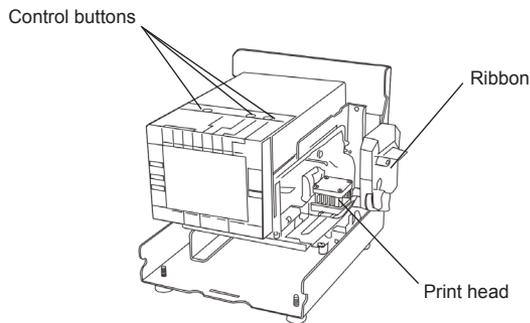
This box includes everything you need to get started.

To re-order timecards and ink ribbons, visit Acroprint.com/accessories.

- Power Adapter
- 2 Keys
- 1 Ribbon (Installed in the clock)
- Sample Timecards
- Wall Mount Template
- User Manual
- QuickStart Guide



Front View



Front View (No Cover)

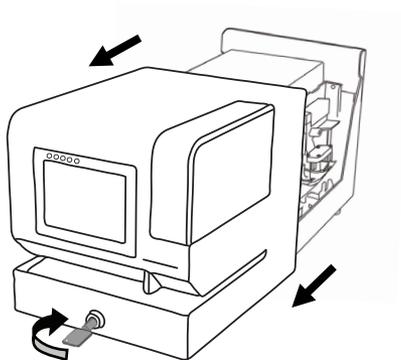
02 SETTING UP THE CLOCK

Follow these steps to set up your M150MC4 time clock to your preferences.

OPEN THE CLOCK

IMPORTANT: Before removing the cover, make sure the clock is powered off to avoid accidental printing.

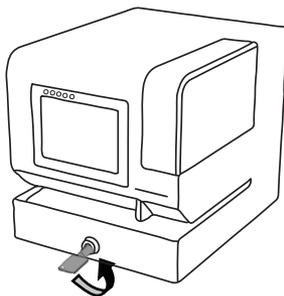
To unlock the clock, insert the key into the cover lock and turn it clockwise. Once unlocked, remove the cover. See the “Opening the Clock” image below for reference.



Opening the Clock

CLOSE THE CLOCK

Replace the cover. Insert the key into the lock on the cover of the clock. Turn the key into the counter-clockwise position to lock the clock. Refer to “Closing the Clock” below.



Closing the Clock

POWER THE CLOCK

Plug the power adapter into the clock, and then connect it to a power outlet. Insert a card to get a sample print.

IMPORTANT THINGS TO REMEMBER WHILE USING

To adjust the settings, you'll need to open the clock. After making any changes, be sure to replace the cover and lock it. For detailed instructions, see "Opening and Closing the Clock" on page 2.

After performing each procedure on the clock, remember to press SET until the clock returns to normal operation mode. To exit program mode anytime, press SET until the clock returns to normal operation mode.



03 PROGRAMING THE CLOCK

IMPORTANT: Most of the procedures in this manual are performed from the Time Clock menu. Refer to Time Clock Menu below.

When a digit or option flashes on the display, it's ready to be changed. Press SELECT to scroll through options and press SET to save your choice.

Printing is turned off while you're making changes. Once you've finished and pressed SET, printing will be turned back on.

TIME CLOCK MENU

SELECT
CHANGE
SET

PRINT ORDER				PRINT STYLE			
1. M.D.H.Min	Y=Year	1.2Digits	BB:Hour	1.ZERO	1.RCVD		
2. D.M.H.Min	M=Month	2.4Digits	1.12hour	Disabled	2.SENT		
3. M.D.Y.H.Min	D=Date		2.24hour		3.IN		
4. D.M.Y.H.Min	DOW=Day of the week				4.OUT		
5. Y.M.D.H.Min	H=Hour		CC:Minute	2.ZERO	5.CFMD		
6. Y.M.D.H.Min.S	Min=Minute		1.1/60	Enabled	6.FILED		
7. D.H.Min	S=Second		2.1/100		7.PAID		
8. DOW.D.H.Min	C=Comment		3.1/20		8.USED		
9. Y.M.D			4.1/10		9.FAXED		
10. M.D					10.VOID		
11. DOW.D.M.Y					11.ORIGN		
12. C.M.D.Y					12.APR'D		
13. C.D.M.Y					13.CMPL'D		
14. C.Y.M.D							
15. M.D.Y.C							
16. D.M.Y.C							
17. Y.M.D.C							
18. C.D.H.Min							

DISPLAY				PRINT ORDER	YEAR DIGIT	HOUR MIN.	LEADING ZERO	COMMENT
AA:Sec.	AA:Year	1.12hour						
BB:Hour	BB:Month	2.24hour						
CC:Min.	CC:Date							
TIME	DATE	HOUR	MO	TU	WE	TH	FR	SA
	SU							

L.C.D.

AA BB CC

Reference for programming

PASSWORD	D.S.T. END	D.S.T.	PRINT DIRECTION	CC: Print Activation
	AA:Year	1. Automatic	PRINT ACTIVATION	1. Automatic
	BB:Month	2. Off	BB:Print Direction	2. Semi-
	CC:Date	3. Manual	1. Right	Automatic
	DAYLIGHT SAVINGS TIME	D.S.T. START	2. Left	3. Manual
			PRINT METHOD	4. Combination

TIME RECORDER FUNCTION BUTTONS

CONTROL	FUNCTION
SELECT	Press SELECT to choose the desired program setting mode. The selected program mode is indicated by ▲ on the display.
CHANGE	Press CHANGE to cycle through the options.
SET	Press SET to set the option. After an option has been set, always press SET again to return the clock to normal operation mode.

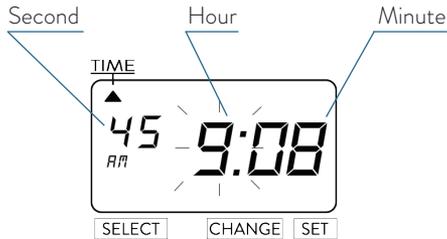
04 SETTINGS

The Acroprint M150MC4 settings allow you to change the date and time, hour format, language options and much more. Follow the instructions below to select your preferences.

TIME

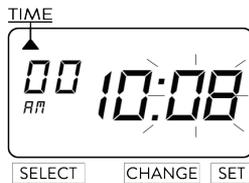
Example: Change the time from 9:08 AM to 10:09 AM.

1. Press SELECT until the ▲ is under the “TIME” mark.
2. “Hour” flashes.



CHANGE HOUR

1. Press CHANGE until the Hour is “10”.
2. Press SET.
3. The flashing changes from “Hour” to “Minute”.



CHANGE MINUTE

1. Press CHANGE until the Minute is “09”.
2. Press SET.
3. The “Second” starts to run from “00”.



DATE

Example: Change the date from September 20, 2025 to October 21, 2026.

1. Press SELECT until the ▲ is under the “DATE” mark.
2. “Year” flashes.



CHANGE YEAR

1. Press CHANGE until the Year is “26”.
2. Press SET.
3. The flashing changes from “Year” to “Month”.



CHANGE MONTH

1. Press CHANGE until the Month is “10”.
2. Press SET.
3. The flashing changes from “Month” to “Date”.



CHANGE DATE

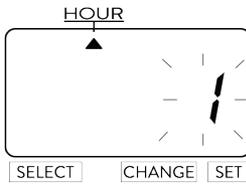
1. Press CHANGE until the Date is "21".
2. Press SET.



12/24 HOUR FORMAT

Example: Change the hour format from 12 hour format to 24 hour format.

1. Press SELECT until the ▲ is under the "HOUR" mark.
2. The flashing digit indicates "Hour Display Format Options".



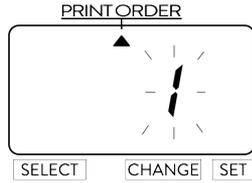
HOUR DISPLAY OPTIONS

OPTION	HOUR DISPLAY FORMAT OPTIONS	DISPLAY
1	12 Hour	PM 3:00
2	24 Hour	15:00

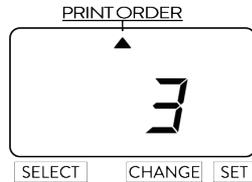
PRINT ORDER

Example: Set the print order to “Month, Date, Year, Hour, Minute”.

1. Press SELECT until the ▲ is under the “PRINT ORDER” mark.
2. The flashing digit indicates “Print Order Options”.



3. Refer to Print Order Options on page 9.
4. In this example, press CHANGE until the option is “3” (M.D.Y.H.Min.).
5. Press SET.



LEGEND

Y = Year	_____
M = Month	_____
D = Date	_____
DOW = Day of the Week	_____
H = Hour	_____
Min = Minute	_____
S = Second	_____
C = Comment	_____

PRINT ORDER OPTIONS

OPTION	PRINT ORDER OPTIONS	PRINT EXAMPLE
1	M.D.H.Min	JAN 31 AM 10:00
2	D.M.H.Min	31 JAN AM 10:00
3	M.D.Y.H.Min	JAN 31 '26 AM 10:00
4	D.M.Y.H.Min	31 JAN '26 AM 10:00
5	Y.M.D.H.Min	'26 JAN 31 AM 10:00
6	Y.M.D.H.Min.S	'26 JAN 31 AM 10:00:00
7	D.H.Min	31 AM 10:00
8	DOW.D.H.Min	TH, 31 AM 10:00
9	Y.M.D	'26 JAN 31
10	M.D	JAN 31
11	DOW.D.M.Y	TH, 31 JAN '26
12	C.M.D.Y	SENT JAN 31 '26
13	C.D.M.Y	SENT 31 JAN '26
14	C.Y.M.D	SENT '26 JAN 31
15	M.D.Y.C	JAN 31 '26 SENT
16	D.M.Y.C	31 JAN '26 SENT
17	Y.M.D.C	'26 JAN 31 SENT
18	C.D.H.Min	SENT 31 AM 10:00

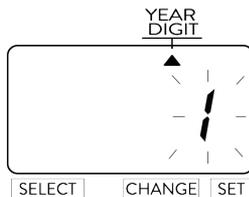
YEAR DIGIT

Change Year Digit

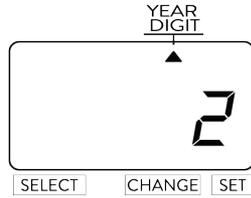
If you have selected the clock to print the year, this allows you to choose the number of digits in the year (two or four).

Example: Change the Year imprint to 4 digits.

1. Press SELECT until the ▲ is under the "YEAR DIGIT" mark.
2. The flashing digit indicates "Year Digit Options".



- In this example, press **CHANGE** until the option is “2” (4 Digits). Refer to Year Digit Options below.
- Press **SET**.



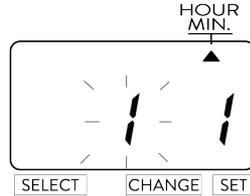
YEAR DIGIT OPTIONS

OPTION	YEAR DIGIT OPTIONS	PRINT EXAMPLE
1	2 Digits	JAN 31 '08 AM 10:00
2	4 Digits	JAN 31 2008 AM 10:00

HOURL/MINUTE

Example: Set the “Hour” and “Minute” to 24 Hour and 1/100 Min.

- Press **SELECT** until the ▲ is under the “HOURL/MIN” mark.
- The flashing digit indicates “Type of Hour”.

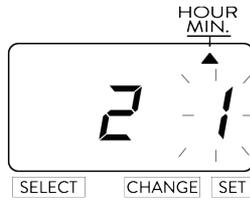


- In this example, press **CHANGE** until the option is “2” (24 Hour). Refer to Type of Hour Options below.
- Press **SET**.

TYPE OF HOUR OPTIONS

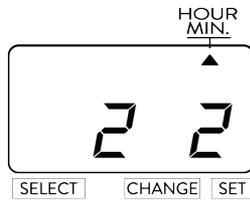
OPTION	TYPE OF HOUR	PRINT EXAMPLE
1	12 Hour	JAN 31 PM 3:00
2	24 Hour	JAN 31 15:00

5. The flashing digit indicates from “Hour” to “Minute”.



6. In this example, press **CHANGE** until the option is “2” (1/100 Min.). Refer to Type of Minute Options below.

7. Press **SET**.



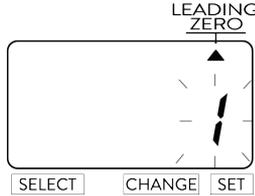
TYPE OF HOUR OPTIONS

OPTION	TYPE OF MINUTE	PRINT EXAMPLE
1	1/60 Min	JAN 31 2026 10:10
2	1/100 Min	JAN 31 2026 10.17
3	1/20 Min (=5/100 Min)	JAN 31 2026 10.15
4	1/10 Min	JAN 31 2026 10.1

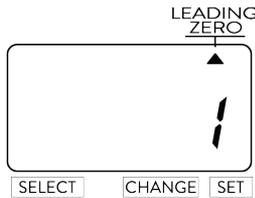
LEADING ZERO

Example: Set the Leading Zero to “ZERO Disabled”.

1. Press **SELECT** until the ▲ is under the “LEADING ZERO” mark.
2. The flashing digit indicates “Leading Zero Options”.



3. In this example, press **CHANGE** until the option is “2” (Zero Enabled). Refer to Type of Hour Options below.
4. Press **SET**.



TYPE OF HOUR OPTIONS

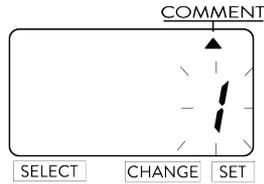
OPTION	TYPE OF HOUR	PRINT EXAMPLE
1	Zero Disabled	JAN 1 PM 3:00
2	Zero Enabled	JAN 01 PM 03:00

PRESET COMMENTS

Prior to enabling Preset Comments, refer to Print Order Options on page 9 to ensure that you have set up the print order options to allow Preset Comments (options 12 through 18 allow Preset Comments).

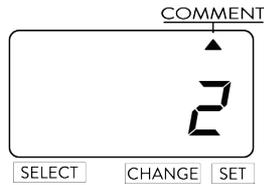
Example: Change the comment to “SENT”.

1. Press **SELECT** until the ▲ is under the “**COMMENT**” mark.
2. The flashing digit indicates “Comment Options”.



CHANGE COMMENT OPTIONS

1. In this example, press **CHANGE** until the option is “2” (**SENT**). Refer to Preset Comment Options below.
2. Press **SET**.



PRESET COMMENT OPTIONS

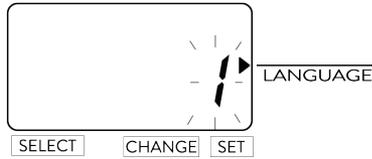
OPTION	TYPE OF HOUR	PRINT EXAMPLE
1	RCVD (Received)	JAN 31 '26 RCVD
2	SENT	JAN 31 '26 SENT
3	IN	JAN 31 '26 IN
4	OUT	JAN 31 '26 OUT
5	CFMD	(Confirmed) JAN 31 '26 CFMD
6	FILED	JAN 31 '26 FILED
7	PAID	JAN 31 '26 PAID
8	USED	JAN 31 '26 USED
9	FAXED	JAN 31 '26 FAXED
10	VOID	JAN 31 '26 VOID
11	ORIGN	(Original) JAN 31 '26 ORIGN
12	APR'D	(Approved) JAN 31 '26 APR'D
13	CMPL'D	(Completed) JAN 31 '26 CMPL'D

LANGUAGE

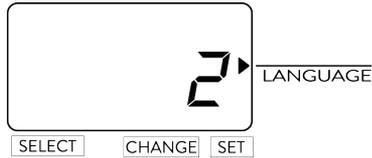
This setting is available if you select “Month”, “Day of the Week”, or “Comment” in previous “PRINT ORDER”.

Example: Change the language to “French”.

1. Press **SELECT** until the ▲ is under the “LANGUAGE” mark.
2. The flashing digit indicates “Print Language Options”.



3. In this example, press **CHANGE** until the option is “2” (French). Refer to Language Options table below.
4. Press **SET**.



PRESET COMMENT OPTIONS

OPTION	PRINT LANGUAGE OPTIONS	PRINT EXAMPLE
1	ENGLISH	TH 25 DEC '26 OUT 31 10:00
2	FRENCH	JE, 25 DEC '26 SORT 31 10:00
3	SPANISH	JU, 25 DIC '26 SAL 31 10:00
4	PORTUGUESE	QI, 25 DEZ '26 SAIDA 31 10:00

PRINT LENGTH

The print length default is 4. You may select from six (1-6) font sizes (refer to Print Length Examples (1-6) below).

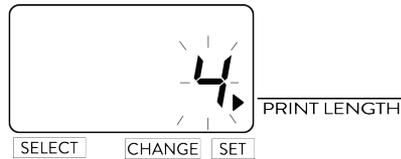
1	JAN 11 PM4:13	4	JAN 11 PM4:13
2	JAN 11 PM4:13	5	JAN 11 PM4:13
3	JAN 11 PM4:13	6	JAN 11 PM4:13

Print Length Examples (1-6)

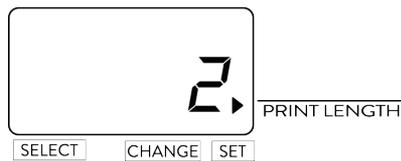
If the font size is too large to print, the font will revert to a smaller size before printing correctly.

Example: Change the print length from the 4 to 2.

1. Press **SELECT** until the ► is under the “**PRINT LENGTH**” mark.
2. The flashing digit indicates “Print Language Options”.



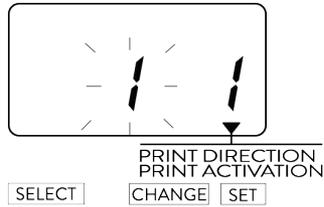
3. In this example, press **CHANGE** until the option is “2”. Refer to Print Length Examples (1-6) above.
4. Press **SET**.



PRINT METHOD

Example: Change the print direction to “Left” and the print activation to “Automatic”

1. Press **SELECT** until the ▼ is above the “**PRINT DIRECTION/PRINT ACTIVATION**” mark.
2. The flashing digit indicates “Print Direction Options”.



CHANGE PRINT DIRECTION

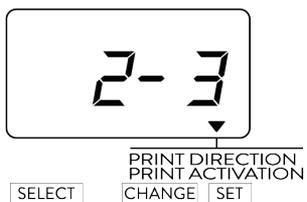
1. In this example, press **CHANGE** until option is “2” (Left-Hand Margin Form). Refer to Print Direction Options below.
2. Press **SET**.

PRINT DIRECTION OPTIONS

OPTION	PRINT DIRECTION OPTIONS
1	Right-Hand Margin Form
2	Left-Hand Margin Form

CHANGE PRINT ACTIVATION

1. Press **CHANGE** until the option is "1" (Automatic). Refer to Print Activation Options below.
2. Press **SET**.



PRINT ACTIVATION OPTIONS

OPTION	PRINT METHOD OPTIONS
1	Automatic – Allows you to print by inserting a card or piece of paper.

DAYLIGHT SAVING TIME (DST)

DST begins on the second Sunday in March and ends on the first Sunday in November. Refer to DST below.

At 2:00 AM on the first day of DST, the clock automatically gains one hour to show 3:00 AM.

At 2:00 AM on the last day of DST, the clock automatically loses one hour to show 1:00 AM.

Note: Not all places in the US observe DST.

DST

YEAR	DST BEGINS 2 AM (2ND SUNDAY IN MARCH)	DST BEGINS 2 AM (1ST SUNDAY IN NOVEMBER)
2025	9 March 2025	2 November 2025
2026	8 March 2026	1 November 2026
2027	14 March 2027	7 November 2027
2028	12 March 2028	5 November 2028
2029	11 March 2029	4 November 2029
2030	10 March 2030	3 November 2030
2031	9 March 2031	2 November 2031

Note: DST Mode may be set to one of the following options:

OPTION	DESCRIPTION
1	Automatic - automatically adjusts to DST.
2	Off - DST is off.
3	Manual - The customer manually sets the DST feature (refer to "Manually Setting DST" on page 19).

MANUALLY SETTING DST

Example:

Start Date – Sunday, March 9, 2025

End Date – Sunday, November 2, 2025

In this example, the clock remembers the **Start Date** as the second Sunday in March and the **End Date** as the first Sunday in November. Once the clock is set, it automatically updates the settings every year thereafter. No further manual setting is necessary.

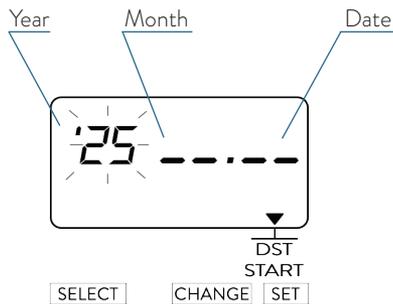
1. Press **SELECT** until the ▼ is above the “DST” mark.



2. Press **CHANGE** until the option is “3” (Manual).

3. Press **SET**.

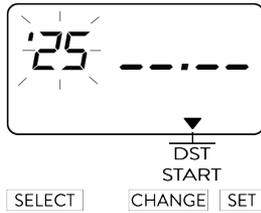
4. The flashing digit indicates “Year”.



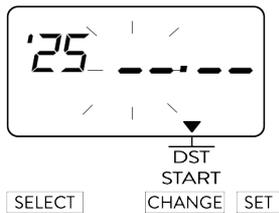
START DATE

Change the Year

1. In this example, the “Year” is not being changed. Refer to DST on page 18.
2. Press **SET**.

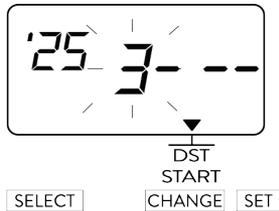


3. The flashing changes from “Year” to “Month”.

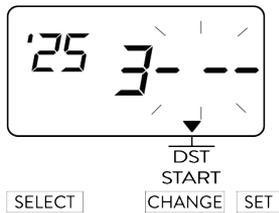


Change the Month

1. In this example, press **CHANGE** until the month is “3” (March). Refer to DST on page 18.
2. Press **SET**.

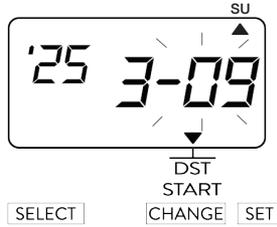


3. The flashing changes from “Month” to “Date”.



Change the Date

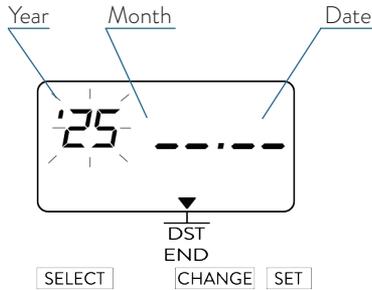
1. In this example, press **CHANGE** until the date is "09". Refer to DST on page 18.
2. Press **SET**.
3. The "Starting Date" of the display changes from flashing to steady and the ▼ mark is displayed under "SU".



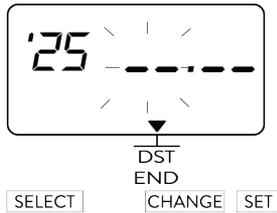
END DATE

Change the Year

1. Press **SELECT** until the ▼ is above the "DST END" mark.
2. The flashing digit indicates "Year".
3. In this example, the "Year" is not being changed. Refer to DST on page 18.
4. Press **SET**.

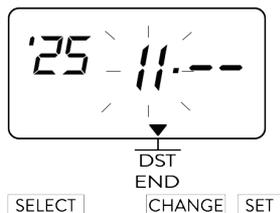


3. The flashing changes from "Year" to "Month".



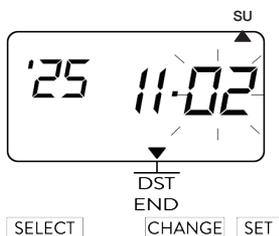
Change the Month

1. In this example, press **CHANGE** until the month is “11” (November). Refer to DST on page 18.
2. Press **SET**.
3. The flashing changes from “Month” to “Date”.



Change the Date

1. In this example, press **CHANGE** until the date is “02”. Refer to DST on page 18.
2. Press **SET**.
3. The “Ending Date” of the display changes from flashing to steady and the ▲ mark is displayed under “SU”.



SET PASSWORD

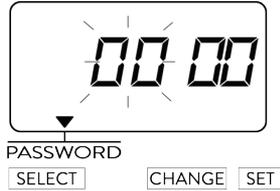
Set a password to prevent employees from tampering with the clock settings. Once the password is set you must enter it each time you make changes to the settings.

Note: You may choose any 4-digit number from 0001 to 9998. Numbers “0000” and “9999” are not valid passwords.

All settings must be reset if you forget the password. Refer to “Reset Factory Default Settings” on page 25.

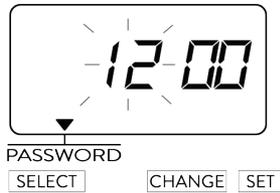
Example: Set the Password to “1234”.

1. Press **SELECT** until the ▼ is above the “PASSWORD” mark.
2. The first two digits flash.



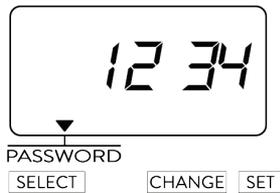
Change the First Two Digits

1. In this example, press **CHANGE** until the first two digits are “12”.
2. Press **SET**.
3. The flashing changes to the last two digits.



Change the Last Two Digits

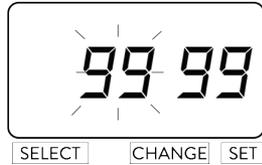
1. In this example, press **CHANGE** until the last two digits are “34”.
2. Press **SET**.



ENTER PASSWORD

Once the password is set, you must enter the current password before changing any settings.

1. Press **SELECT** twice.
2. The numbers “9999” are displayed and the first two digits flash.



Set the First Two Digits

1. In this example, press **CHANGE** until the first two digits are “12”.
2. Press **SET**.
3. The flashing changes to the last two digits.



Set the Last Two Digits

1. In this example, press **CHANGE** until the last two digits are “34”.
2. Press **SET** twice.



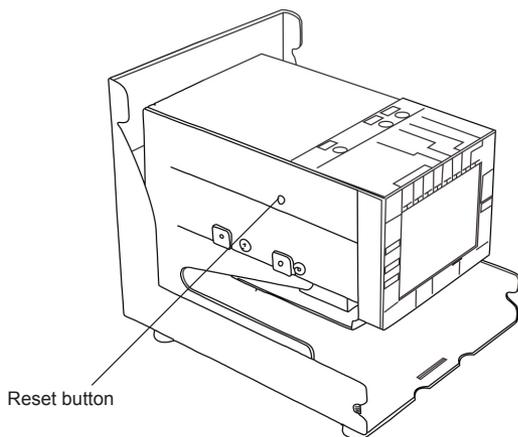
CANCEL THE PASSWORD

The code “0000” must be entered to cancel password activation.

05 RESET FACTORY DEFAULT SETTINGS

Use a pointed object to press the reset button and restore all settings to the factory defaults. All custom settings will be erased once reset. See the graphic below to find the reset button.

IMPORTANT: All custom settings will be deleted and will revert to the factory default settings when the reset switch is pressed.



Press Reset Button

FACTORY DEFAULT SETTINGS

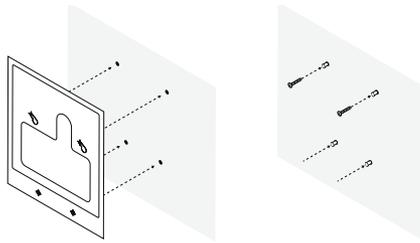
FEATURE	FACTORY DEFAULT SETTINGS
Time	Default = 8:00 AM
Date	Default = 01/01/2008
12/24 Hour Format	Default = 1 (12 hours format, AM/PM)
Print Order	Default = 1 (M.D.H.Min)
Year Digit	Year Digit Default = 1 (2 digits)
Hour/Minute	Hour Default = 1 (12 hours) Minute Default = 1 (60 minutes format)
Leading Zero	Leading Zero Default = 1 (zero disabled)
Pre-Programmed Comments	Default = 1 (RCVD)
Language	Default = 1 (English)
Print Length	Print Length Default = 4
Print Method	Print Direction Default = 1 (right-hand margin form) Print Activation Default = 1 (automatic)
Daylight Saving Time	Default = 1 (automatic)
Time Zone	-05, Eastern Standard Time
Password	Default = 0000

06 WALL MOUNTING

CAUTION: The M150MC4 is recommended to be mounted on wooden/plywood walls, masonry walls or sheetrock/hollow core walls using two ST 4x20 screws and fasteners.

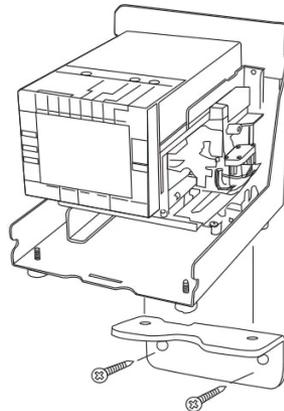
1. Use the included mounting template against the wall and drill holes where marked using a 3/16" bit. Refer to "Install Wall-Mount Screws" below.
2. Insert the anchors into all the holes.

Note: Be sure to keep about 6mm (1/4") of the screw head away from the wall.



Install Wall-Mount Screws

3. Screw in the top two screws.
4. Attach the bracket (A) to the wall with the bottom two screws.
5. Feed the power cable through the hole in the bracket and plug it into the clock.



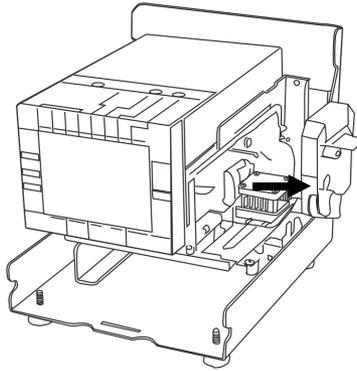
Hanging the Clock

6. Hang the clock on the top two screws. Refer to "Hanging the Clock" above.
7. Secure the remaining screws through the bracket into the bottom of the clock.

07 REPLACING THE INK RIBBON CARTRIDGE

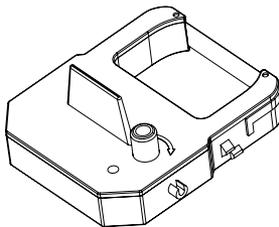
Refer to the following steps to replace your ink ribbon cartridge:

1. Open the clock. Refer to “Opening the Clock” on page 2.
2. Hold the ribbon cartridge by its tab and pull the ribbon cartridge straight out to remove it. Refer to “Remove Ink Ribbon Cartridge” below.



Remove Ink Ribbon Cartridge

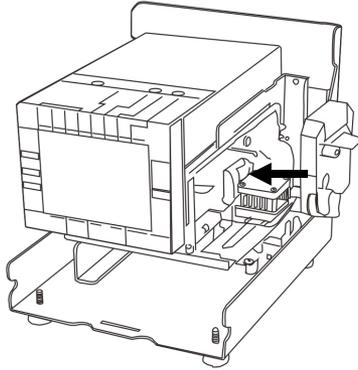
3. Turn the knob of the new ribbon cartridge in the direction of the arrow (clockwise) to tighten the ribbon. Refer to “Tighten Ink Ribbon Cartridge” below.



Tighten Ribbon Cartridge

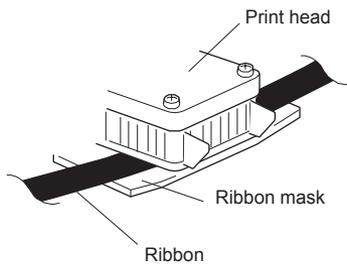
4. Install the ribbon cartridge inside the clock as shown. Refer to “Install Ink Ribbon Cartridge” below. Push the ribbon cartridge until it snaps into position.

SUGGESTION: Turning the knob on the ribbon cassette may make installation easier.



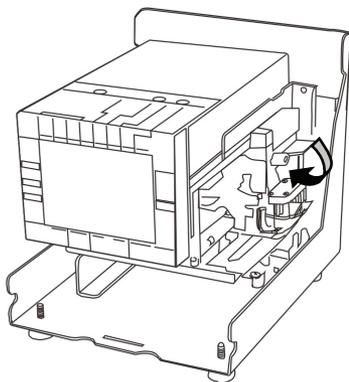
Install Ink Ribbon Cartridge

NOTE: Install the ink ribbon cartridge so that the ribbon is between the print head and the ribbon mask. Printing will not function properly if the ribbon is placed behind the ribbon mask. Refer to “Install Ribbon Cartridge Between Print Head and Ribbon Mask” below.



Install Ribbon Cartridge Between Print Head and Ribbon Mask

5. Turn the knob of the ribbon cartridge in the direction of the arrow to tighten the ribbon. Refer to “Tighten Ribbon Cartridge” below.



Tighten Ribbon Cartridge

6. Close the clock. Refer to “Closing the Clock” on page 2.

08 TROUBLESHOOTING

ERROR NUMBERS

ERROR No.	ERROR MESSAGE	CORRECTIVE ACTION
E-00	CPU error	Contact Acroprint at (800) 334-7190 (USA).
E-01	The remaining life of lithium battery for memory back-up is short.	
E-05	The card is not inserted in the Time Recorder properly.	Correctly insert the card.
E-30	Cannot print, the printer motor or home position sensor is not normal.	Make sure that the ribbon cassette is correctly inserted in place.
E-38	Cannot print, the printer head motor or the sensor does not operate properly.	Please use the time card to manually punch in and out a few times to reset the system.
E-40	Incorrect password	Enter the correct password again.
E-41	DST setting mistake	Confirm the correct starting and ending dates of daylight saving time and enter again.
E-49	Setting data you entered is not usable	Refer to your manual on the page related to the item you want to set and enter correct setting data.

ERROR MESSAGES

ERROR MESSAGE	CORRECTIVE ACTION
Clock does not operate	Ensure the power cord is properly plugged into the wall outlet and power is available.
Clock does not print	Ensure the ribbon cassette is installed correctly and the proper print method is set.
Card is jammed	Try to pull out the card or paper.

09 SPECIFICATIONS

Clock Accuracy	Monthly accuracy ± 15 sec. (at ordinary temperatures)
Calendar	Year up to 2099. Automatically adjusted to leap years, 31-day months and months with 30 or fewer days, and the days of the week.
Printing System	Dot matrix imprint
Power Failure Compensation	Five years of cumulative power failure hours after the date of shipment.
Operating Environment	Temperature: $+23^{\circ}$ to $+113^{\circ}\text{F}$, -5° to $+45^{\circ}\text{C}$ Humidity: 20 to 80%, no condensation The clock operates normally at temperatures of 5°C (41°F) or below, but the print density and reaction of the liquid crystal display are inferior to those at normal temperature operation.
Dimensions	7.36" (w) x 5.98" (h) x 6.57"(d) 187(w) x 152(h) x 167(d) mm
Weight	Approx. 6.72 lbs (3.05 kg). 8.27 lbs. (3.75 kg) with AC Adapter
Rating	AC Adapter: DC O/P 12V 2A (12*2=24W)

IMPORTANT: Use only the supplied AC Adapter with this clock.

10 SAFETY INFORMATION

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 expose to water or any liquid.
4. Do not place objects into the clock.
5. For best operation, plug the clock into its own electrical outlet.
6. Do not operate the clock with a damaged cord or plug.
7. 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 clock.
8. Plug the clock 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.







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