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2777 Loker Avenue West, Suite A
Carlsbad, CA 92010
www.Acroprint.com



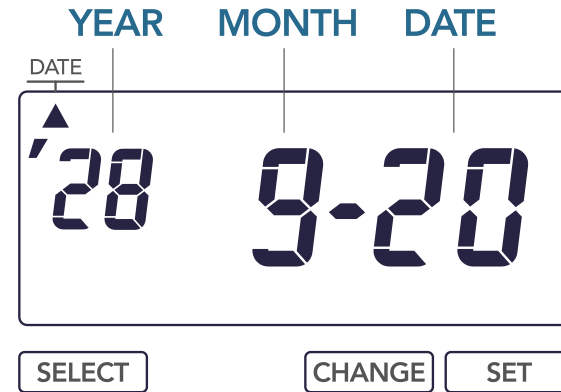
M150MC4 Quick Start Guide



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Set the Date

1. Make sure the clock is powered off before sliding the cover forward to remove it. Opening the top cover while the clock is powered on can easily trigger printing.
2. Remove the cover of the time clock using the enclosed key and power on the clock.
3. Press SELECT (the unit enters program mode) until the ▲ on the display is positioned under the "DATE" mark.
4. Once the "Year" flashes press CHANGE until the Year displays correctly then press SET to save.
5. Once the "Month" flashes press CHANGE until the Month displays correctly then press SET to save.
6. Once the "Date" flashes press CHANGE until the Date displays correctly then press SET to save. Press SET again to return to normal operation.



Set the Time

1. Press SELECT until the ▲ on the display is positioned under the "TIME" mark.
2. Once the "Hour" flashes press CHANGE until the Hour displays correctly then press SET to save.
3. Once the "Minute" flashes press CHANGE until the Minute displays correctly then press SET to save. The "Second" starts to run from "00".
4. Press SET again to return to normal operation.



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