

M150MC4 Display Settings



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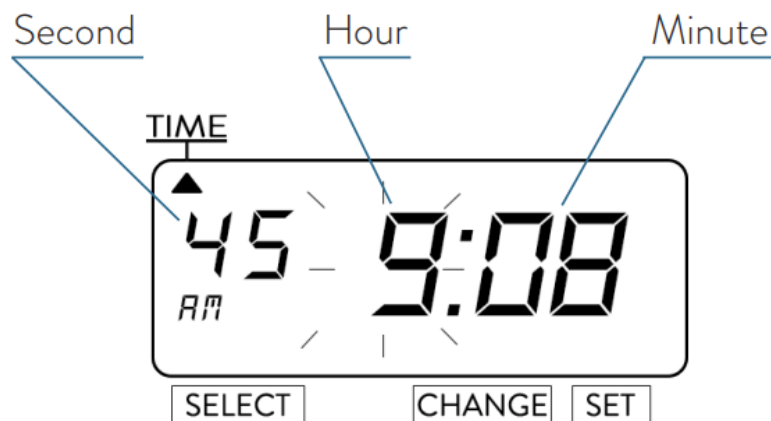


M150MC4 Time Settings: Hour and Minute

When you are setting a digit or an option on the display, flashing means that it is ready to be changed. You must press **SELECT** until you reach the desired digit or option. Then press **SET** to lock the desired value in place. Printing is always disabled while settings are being changed. Once the final **SET** has been completed in any given operation, printing is enabled. Remember to press **SET** until the unit returns to normal operation mode. To exit program mode anytime, press **SET** until the unit returns to normal operation mode.

To set the displayed hour and minutes on the M150MC4:

1. Unlock the unit and remove the cover. Refer to our Getting Started article for how to Open the Unit (see "[M150MC4 Getting Started](#)" p. 5).
2. Press **SELECT** until the arrow ▲ points to TIME.
3. The Hour will flash to indicate that it can be changed.



4. Push **CHANGE** until the display indicates the desired hour.
5. Press **SET** to accept the hour setting. The flashing will change from Hour to Minute.



6. Press **CHANGE** to set to the desired minute.
7. Press **SET**. The "Second" will start to run from "00".
8. Press **SET** again until the display returns to normal operating mode.
9. Replace the cover and lock the unit. Refer to our Getting Started article for how to Close the Unit (see "[M150MC4 Getting Started](#)" p. 5).



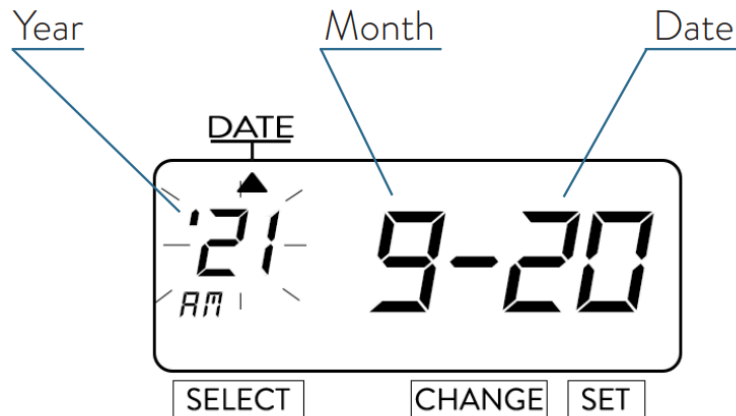
M150MC4 Date Settings: Year, Month, and Day

When you are setting a digit or an option on the display, flashing means that it is ready to be changed. You must press SELECT until you reach the desired digit or option. Then press SET to lock the desired value in place. Printing is always disabled while settings are being changed. Once the final SET has been completed in any given operation, printing is enabled.

To set the displayed date on the M150MC4:

1. Unlock the unit and remove the cover. Refer to our Getting Started article for how to Open the Unit (see "[M150MC4 Getting Started](#)" p. 5)

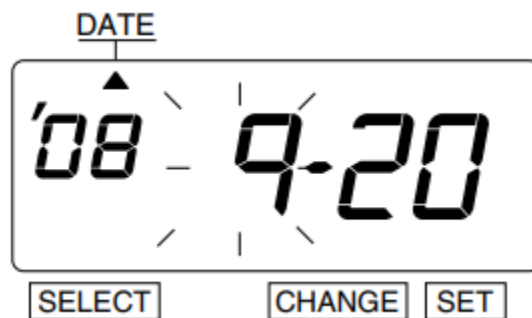
2. Press SELECT until the arrow points to DATE. The Year will flash.



3. Press CHANGE until the Year is correct.

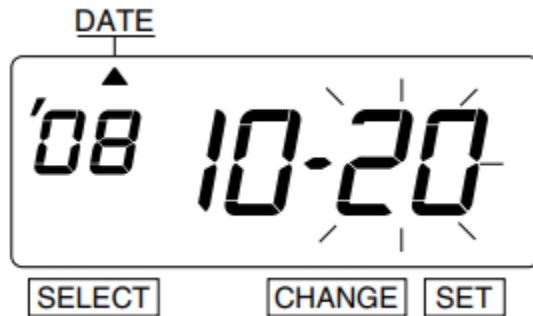


4. Press SET. The flashing will change from "Year" to "Month".



5. Press CHANGE until the Month is correct.

6. Press SET. The flashing will change from "Month" to "Date".



7. Press CHANGE until the Date is correct.
8. Press SET until unit returns to normal operation mode.
9. Replace the cover and lock the unit. Refer to our Getting Started article for how to Close the Unit (see "[M150MC4 Getting Started](#)" p. 5)



M150MC4 Display Hour Format Settings: 12 Hour or 24 Hour Format

Whether you prefer the 12-hour format (AM/PM) or the 24-hour format (military time), the M150MC4 time recorder allows you to adjust the hour setting appropriately. Understanding how to switch between these formats can help you customize your device to better suit your needs. This article applies to the displayed time, not the printed time. To adjust the print out, please see our Print Hour and Minute Format Settings (see "[M150MC4 Print Settings](#)" p. 15) article.

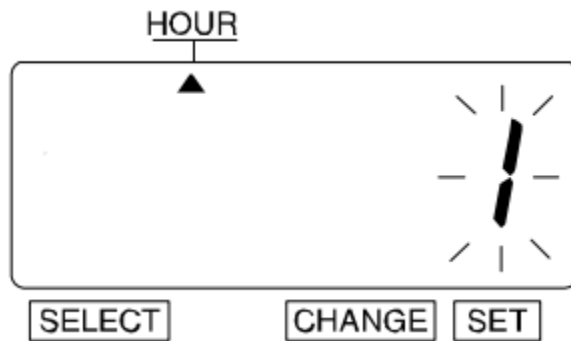
Hour Display Format Options

Option	Hour Display Format Options	Display
1	12 Hour	PM 3:00
2	24 Hour	15:00



To change the displayed hour to 12 Hour (AM/PM) format on the M150MC4:

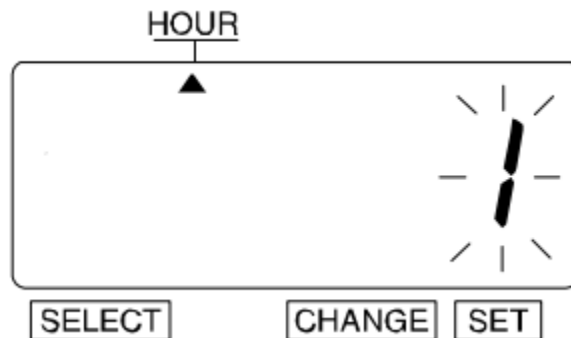
1. Unlock the unit and remove the cover. Refer to our Getting Started article for how to Open the Unit (see "[M150MC4 Getting Started](#)" p. 4).
2. Press SELECT until the arrow points to HOUR. The flashing digit indicates "Hour Display Format Options".



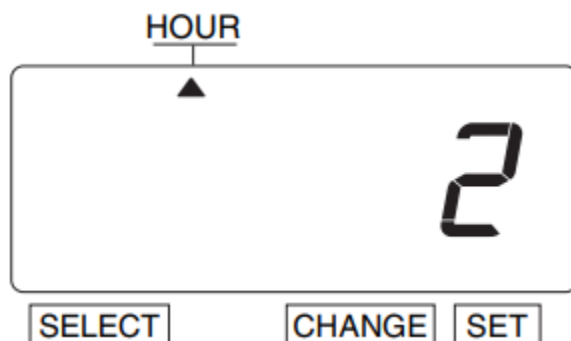
3. Press **CHANGE** until the option is "1" for 12 Hour Format (AM/PM).
4. Press **SET** until the unit returns to normal operation mode.
5. Replace the cover and lock the unit. Refer to our Getting Started article for how to Close the Unit (see "[M150MC4 Getting Started](#)" p. 5).

To change the displayed hour to 24 Hour format on the M150MC4:

1. Unlock the unit and remove the cover. Refer to our Getting Started article for how to Open the Unit (see "[M150MC4 Getting Started](#)" p. 5).
2. Press **SELECT** until the arrow points to HOUR. The flashing digit indicates "Hour Display Format Options".



3. Press **CHANGE** until the option is "2" for 24 Hour Format (24:00).



4. Press **SET** until the unit returns to normal operation mode.
5. Replace the cover and lock the unit. Refer to our Getting Started article for how to Close the Unit (see "[M150MC4 Getting Started](#)" p. 5).



Updating Daylight Saving Time (DST) on the M150MC4 Time Recorder

DST begins the second Sunday in March and ends the first Sunday in November. When DST is set, the clock automatically gains one hour at 2:00 AM on the first day of Daylight Saving Time 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.

The M150MC4 has two options for DST:

- 1. No DST Updates - If you do not want the clock to update for DST, you will want to use this option to turn off the Daylight Saving Time adjustment entirely.**
- 2. Manual Updates - If you observe the Daylight Saving Time change and do not fall into the automatic updates category, you can manually set the DST start and end dates.**

This article will cover all three options, but feel free to use the links below to jump to the option that fits your needs.



In this article:

- Basic Programming Instructions
- Function of Control Buttons
- Setting Daylight Saving Time
- DST Mode Options
- No DST Updates
- Manual Updates
- How to set DST to Manual
- How to manually set the DST Start date
- How to manually set the DST End date



Year	DST Begins 2 AM (2nd Sunday in March)	DST Ends 2 AM (1st Sunday in November)
2025	9 March	2 November
2026	8 March	1 November
2027	14 March	7 November
2028	12 March	5 November
2029	11 March	4 November



Basic Programming Instructions

To enter the program setting mode, unplug the device and remove the cover. Then make sure the AC cord is plugged into the AC outlet. Next press **SELECT** once. The recorder will change to the program mode showing the upward pointing arrow on the display positioned under the **TIME** mark.

Function of Control Buttons

Control	Function
SELECT	Press SELECT to choose the desired program setting mode. The selected program setting is indicated by the upward pointing arrow on the display.
CHANGE	Press CHANGE to cycle through the options.
SET	Press SET to set the option. Press the SET button again to return the Time Recorder to the normal operation mode.



Setting Daylight Saving Time

DST Mode Options

The M150MC4 Time Recorder is set to 1 for the factory default setting; you will want to adjust this setting to manual or turn it off entirely.

Option	Description
2	Off - The clock does not adjust for DST
3	Manual - Set the DST start and end dates yourself

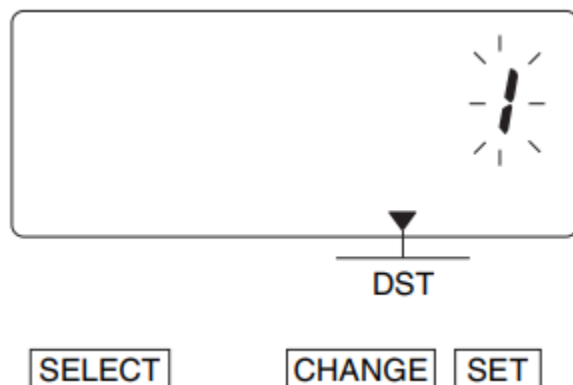


No DST Updates

If you wish to turn off the Daylight Saving Time adjustment, select option 2 for the clock's DST mode. If you do this, the clock will NOT adjust at all for Daylight Saving Time.

To turn off the DST adjustment on the M150MC4:

1. Unlock the unit and remove the cover. Refer to our Getting Started article for how to Open the Unit (see "[M150MC4 Getting Started](#)" p. 5).
2. Press SELECT until the arrow ▼ points to DST.



3. Press CHANGE until 2 is displayed.
4. Press SET to accept this setting.
5. Replace the cover and lock the unit. Refer to our Getting Started article for how to Close the Unit (see "[M150MC4 Getting Started](#)" p. 5).

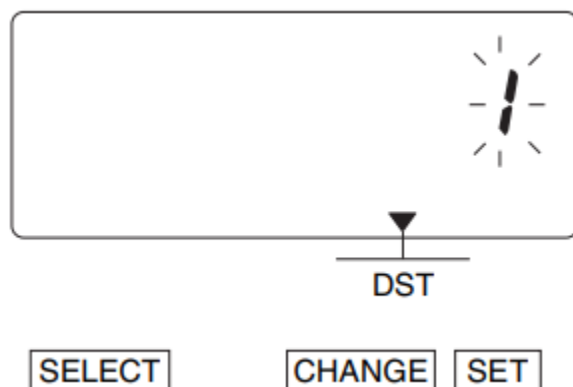


Manual Updates

To set the DST start and end dates manually, you will need to set the clock's DST mode to option 3. You must set the DST start and end dates manually. The unit will remember the start and end dates you set, and automatically update the settings every year thereafter. No further manual setting is necessary unless you need to change your DST schedule.

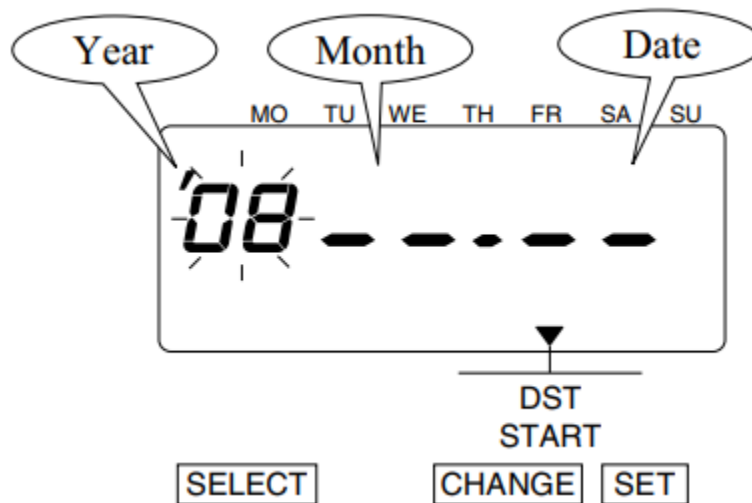
To set DST Mode to manual on the M150MC4:

1. Unlock the unit and remove the cover. Refer to our Getting Started article for how to Open the Unit (see "[M150MC4 Getting Started](#)" p. 5).
2. Press SELECT until the arrow ▼ points to DST.





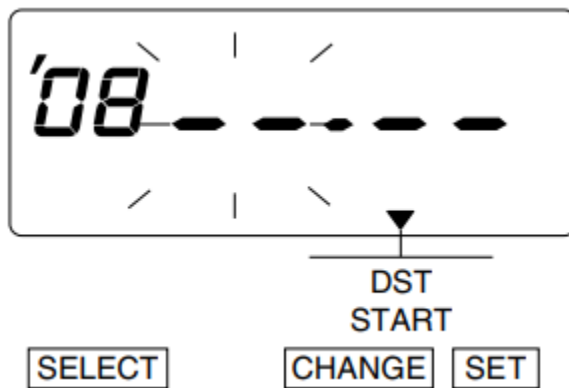
3. Press CHANGE until 3 is displayed.
4. Press SET to accept this setting and change the Starting Date Year. The flashing "Year" indicates the year can be changed.



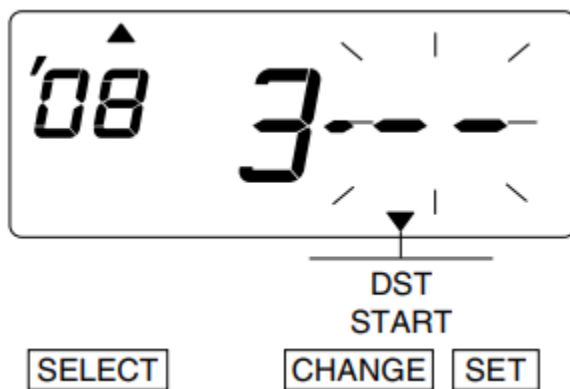


To set the DST Start date on the M150MC4:

1. Press SELECT until the arrow points to DST Start. The flashing digit indicates "Year".
2. Press CHANGE to set the current year if necessary.
3. Press SET. The flashing will change from "Year" to "Month".

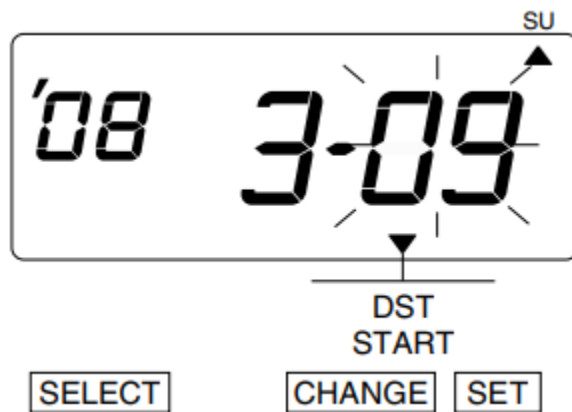


4. Press CHANGE to set the month to the desired starting month. The standard month in the USA for DST start is 3 (March).
5. Press SET. The flashing will change from "Month" to "Date".





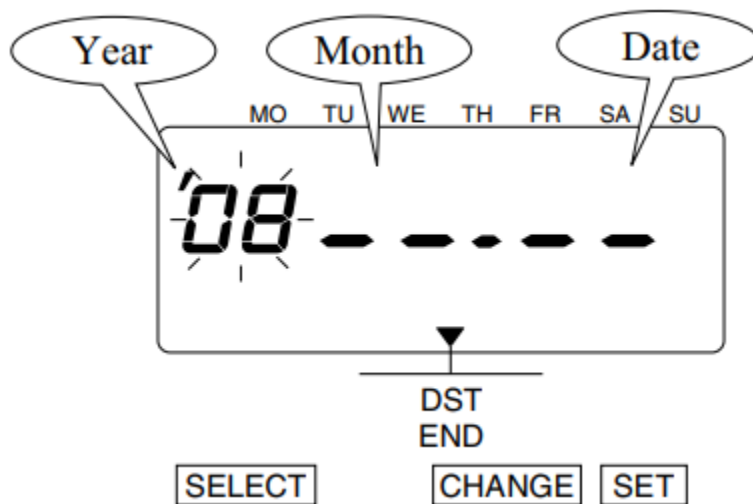
6. Press CHANGE to set the date to the DST start date. The standard date in the USA is the second Sunday in March.
7. Press SET. The starting date of the display will change from flashing to steady and the arrow will point to "SU".



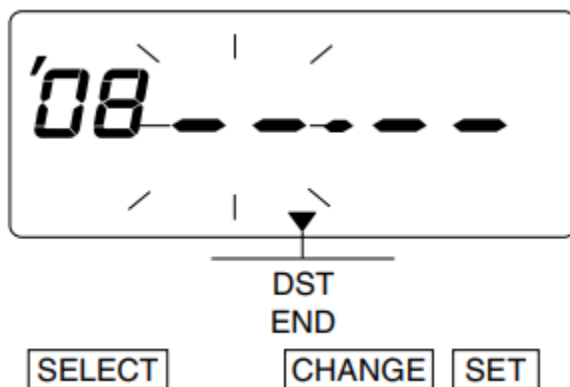


To set the DST End date on the M150MC4:

1. Press SELECT until the arrow points to DST End. The flashing digit indicates year.

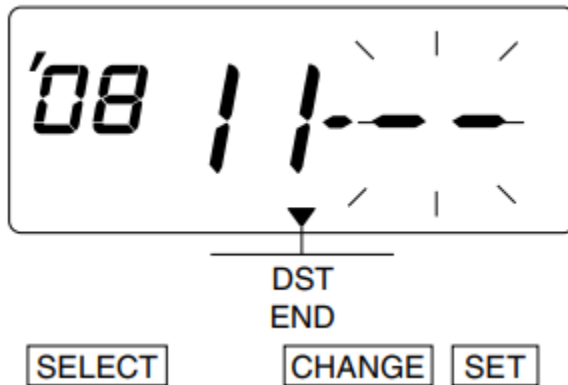


2. Press CHANGE if necessary to set the current year.
3. Press SET. The flashing will change from "Year" to "Month".

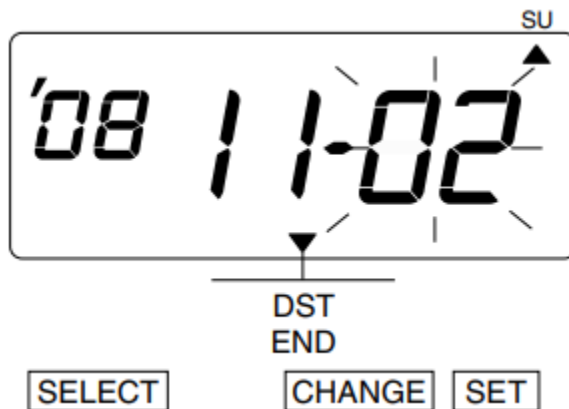




4. Press CHANGE to set the month to the desired ending month. The standard month in the USA for DST end is 11 (November).
5. Press SET. The flashing will change from "Month" to "Date".



6. Press CHANGE to set the date to the desired DST end date. The standard ending date in the USA for DST is the first Sunday in November.
7. Press SET. The ending date of the display will change from flashing to steady and the upward pointing arrow mark will be under SU.



8. Press SET until the unit returns to normal operation mode.
9. Replace the cover and lock the unit. Refer to our Getting Started article for how to Close the Unit (see "[M150MC4 Getting Started](#)" p. 5).



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