

M150MC4 Getting Started



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M150MC4 Features and Specifications

M150MC4 is a heavy duty time clock and document stamp. It is constructed of heavy duty industrial-grade steel to withstand harsh workplaces such as garages, warehouses, manufacturing facilities, and environments with dirt, debris or damage potential.

Features

- Main Applications: Payroll/job cost recorder or time stamp.
- Quartz Time Recorder
- Digital LCD (Date, Hour, Minute, Day of the Week)
- Perpetual Calendar
- Dot-Matrix Printer
- Automatic Daylight Saving Time (DST)
- Automatic Date, Month Year Change to 2099
- Durable Snap-in Ribbon Cartridge
- Prints in 4 languages
- Prints Date
- Prints Day of the Week
- 13 Preset Comments
- Selectable 2 or 4 digit Year
- 12 or 24-Hour Format
- Regular Minute, Tenths, or Hundredths of an Hour
- Password Protection
- Wall or Desktop Mount
- Print head that can hit 5 sheets of normal standard carbonless paper cards
- External casing constructed of heavy-duty industrial grade steel – can withstand harsh workplace condition



Specifications

- **Dimensions:** 7.36" (w) x 5.98" (h) x 6.57"(d), 187(w) x 152(h) x 167(d) mm
- **Weight:** Approx. 6.27 lbs. (3.05 kg)
- **Rating AC Adapter:** DC O/P 12V 2A (12*2=24W) Use only the supplied AC Adapter with this unit.
- **Clock Accuracy:** Monthly accuracy +/- 15 seconds 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 Temperature:** -5° to +45°C, +23° to +113°F
- **Operating Humidity:** 20 to 80%, no condensation
- The unit operates normally at temperatures of 5°C (25°F) or below, but the print density and reaction of the liquid crystal display are inferior to those at normal temperature operation.

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:

- Insert the power plug as far as it will go.
- Do not disassemble the unit.
- Do not modify the unit.
- When you open the unit for the first time, you must make sure the clock is powered off.
- Do not use any voltage of the power source other than designated.
- Do not share a single outlet with another plug.
- Do not damage, break, or modify the power cord.
- Do not put heavy objects on, pull, or forcefully bend the cord. These may damage the cord.
- Do not plug or unplug the unit with a wet hand.



- Do not place the unit on an uneven or tilted surface.
- Do not put a water-filled container or a metal object on top of the unit.
- Do not install the unit in a humid or dusty environment.
- Do not place the unit near a kitchen counter or humidifier.
- Do not yank the power cord to disconnect from the outlet. Hold the plug with your hand to do so, or the cord may be damaged.
- Do not insert or drop any other time card than specified into the slot.
- Do not come in contact with the print head.
- If any anomaly occurs, for example, heat or smoke is generated or an odor is emitted, unplug the unit immediately and contact your dealer for servicing.
- If foreign matter should get in the unit (including a piece of metal, water, or liquid), disconnect the plug from the outlet immediately and contact us.
- Remove the line cord plug from the outlet before transferring the unit, or it may damage the cord.
- If the unit should be dropped or the case is broken, unplug the unit and contact us.



Getting Started with Your M150MC4 Time Recorder

You received your Acropoint Model M150MC4 Time Recorder and you're ready to get started. Setting up your Time Clock is quick and easy. After reviewing this article, continue to our Guide to Programming (see p. 11) to customize the device to your needs before use.

In this article:

- Packaging Contents
- Opening and Closing the Unit
- Wall Mounting Instructions
- Power the Unit
- Settings and Control Buttons
- Attached Manual and Mounting Template

Packaging Contents

Unpack the time recorder and check its contents to ensure that the time recorder unit and all accessories below are included. If equipment has been damaged, contact us.

- **M150MC4 Time Recorder**
- **Power Adapter**
- **Wall Mount Template**
- **User Manual**
- **Quick Start Guide**
- **(2) Keys**
- **(1) Factory Installed Ribbon Cassette**

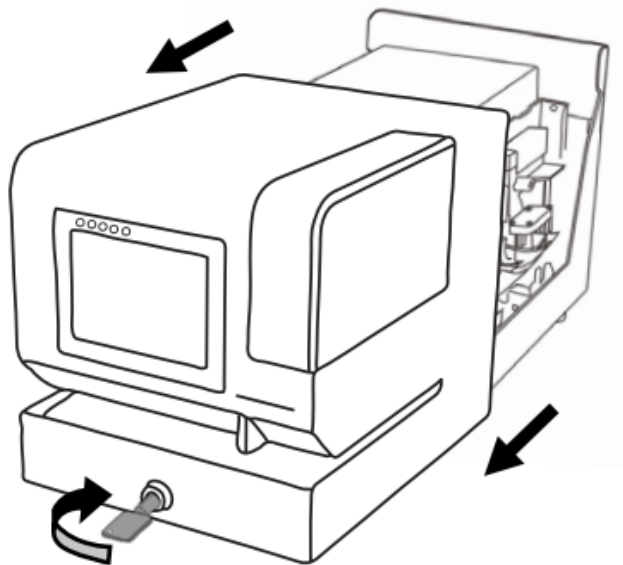


Opening and Closing the Unit

Open the Unit

Ensure the clock is powered off before removing the cover. Opening the top cover while the clock is powered on can easily trigger printing. Power the clock back on to adjust the settings.

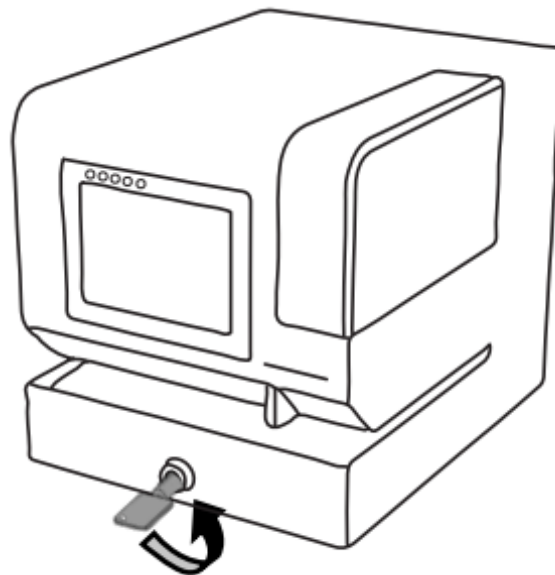
Insert the key into the lock on cover of the unit. Turn the key in the clockwise position to unlock the unit. Remove the cover.



Close the Unit



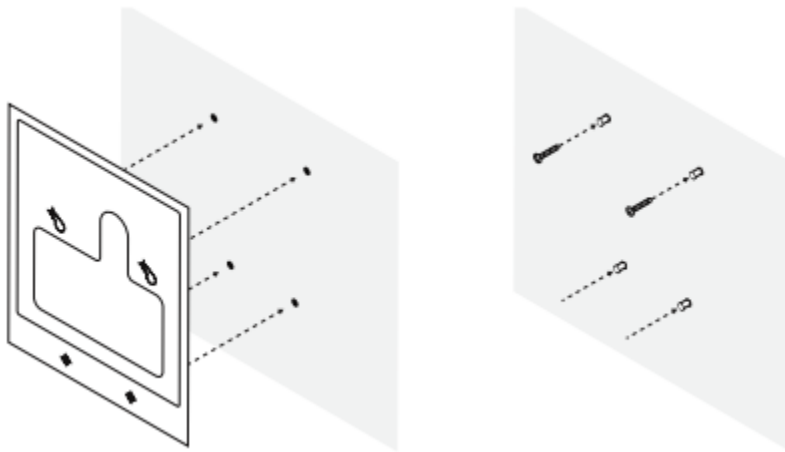
Replace the cover. Insert the key into the lock on the cover of the unit. Turn the key counter-clockwise to lock the unit.



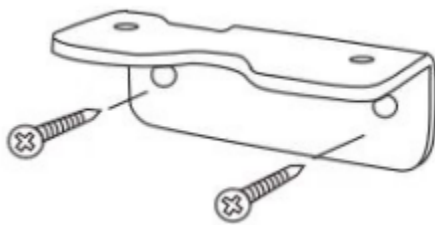
Wall Mounting Instructions

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

1. Drill holes with a 3/16" bit as indicated by the included mounting template ([see here](#)).



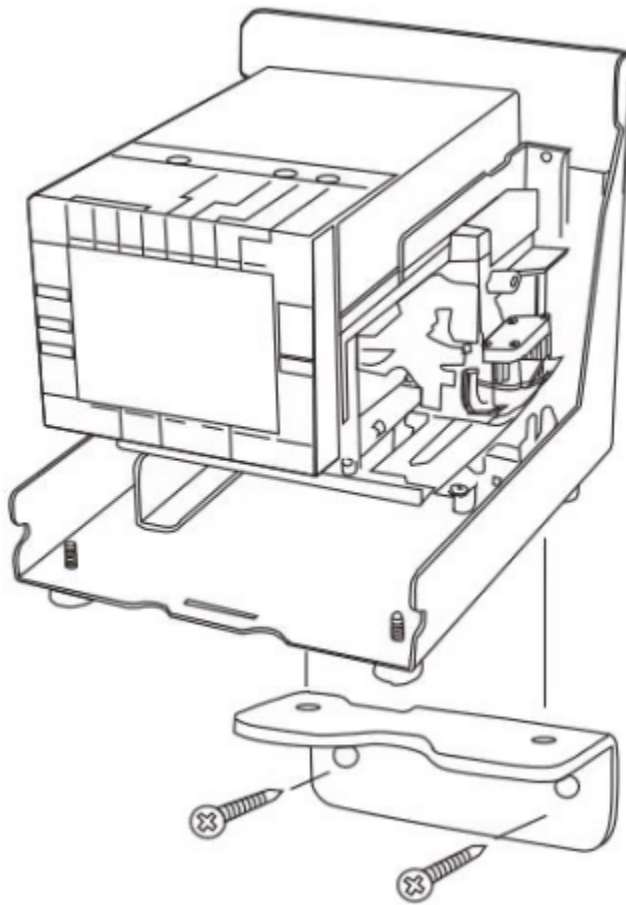
2. Insert the anchors into all the holes.
3. Screw in the top two screws. Be sure to keep about 6mm (1/4") of the screw head away from the wall.
4. Attach the bracket to the wall with the bottom two screws.



5. Feed the power cable through the hole in the bracket and plug it into the clock.



6. Hang the clock on the top screws.



7. Secure the remaining screws through the bracket into the bottom of the clock.



Power the Unit

To power the device, plug the power cord into the back of the M150MC4, then plug it into a power outlet. If you are experiencing power issues, confirm the power cord is securely plugged in or try an alternate outlet.

Settings and Control Buttons

Control Buttons

The M150MC4 has three (3) control buttons enabling you to quickly locate and adjust a variety of settings.

Control Button	Function
SELECT	Press SELECT to choose the desired program setting mode. The selected program setting is indicated by the pointing arrow 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 device to normal operation mode.



Settings

To enter the program setting mode:

1. Make sure the power cord is plugged into a power outlet after removing the cover.
2. Press **SELECT** once. The recorder will change to the program mode showing the pointing arrow on the display positioned under the *TIME* mark.

Things to remember when adjusting the M150MC4 settings:

- You must open the unit to make changes to the settings.
- After performing each procedure on the unit, 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.
- 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 save your choice.
- Printing is always disabled while settings are being changed. Once the final **SET** has been completed in any given operation, printing is enabled.
- After updating the settings, replace the cover and lock it.

Programming the Device

Continue on to our Guide to Programming (see p. 11) the M150MC4 Time Recorder for step-by-step instructions to program every setting from start to finish. You can also locate individual articles for each setting by clicking this link.



A Guide to Programming the M150MC4 Time Recorder

1. Open the Unit

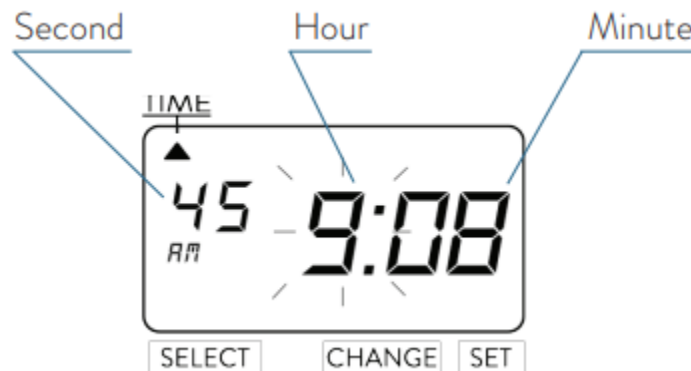
Prior to adjusting settings, you will need to unplug the device and remove the cover. A key is necessary to access the settings. Insert the key into the lock on the cover of the unit. Turn the key to the clockwise position to unlock the unit. Pull forward to remove. Check out our Getting Started (see p. 4) article for more information.

2. Get Familiar with the Control Buttons

Control Button	Function
SELECT	Press SELECT to choose the desired program setting mode. The selected program setting is indicated by the upward 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 device to the normal operation mode.



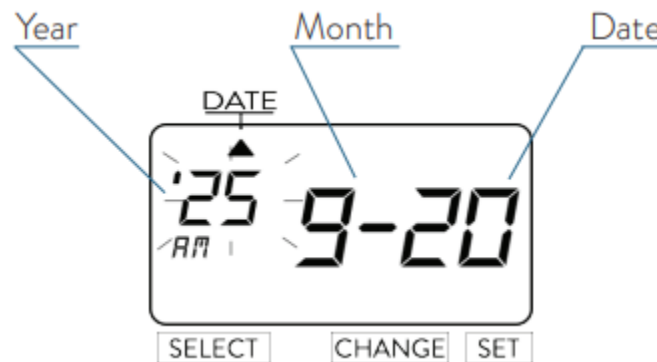
3. Set the Time (Hour and Minutes)



1. Press **SELECT** until the arrow points to TIME. The Hour will begin flashing.
 - If the time is correct, press **SELECT** to move on to setting the date.
2. Press **CHANGE** to change the hour.
3. Press **SET** to confirm. The Minutes will begin flashing.
4. Press **CHANGE** to change the minute. Hold the change button down to increase quickly.
5. Press **SET** to confirm. The Seconds will start to count up.
6. If the setting is correct, press **SELECT** to move on to setting the year, month, and day.



4. Set the Date (Year, Month, and Day)



1. Press **SELECT** until the arrow points to DATE. The Year will begin flashing.
 - If the setting is correct, press **SELECT** to move on to setting the hour format.
2. Press **CHANGE** to change the year.
3. Press **SET** to confirm. The Month will begin flashing.
4. Press **CHANGE** to change the month. Hold the change button down to increase quickly.
5. Press **SET** to confirm. The Date will begin flashing.
6. Press **CHANGE** to change the date. Hold the change button down to increase quickly.
7. Press **SET** to confirm. The screen should stop flashing.
8. If the setting is correct, press **SELECT** to move on to setting the hour format (12 hour or 24 hour).

A few notes on the date setting:

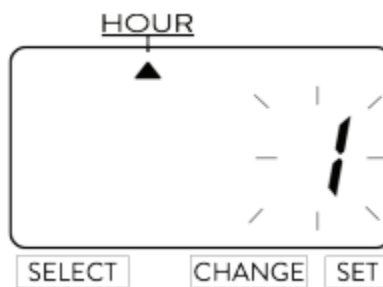
- How the date appears on the printout, or whether it appears at all, depends on the Print Order.
- The date will be displayed according to the language of your choice, updated with the Language setting.
- The Year Digit setting lets you choose between a 2-digit ('25) or 4-digit (2025) year format.



These settings are covered later in this guide.

5. Select 12 Hour or 24 Hour Format

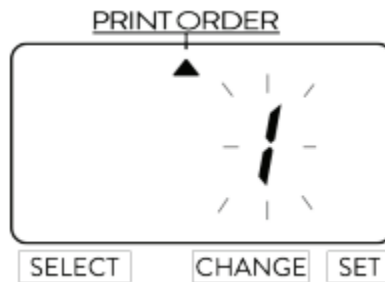
The HOUR setting will determine the hour format for the display (12 hour or 24 hour format).



1. Press **SELECT** until the arrow points to HOUR. The screen will begin flashing.
 - If the setting is correct, press **SELECT** to move on to setting the print order.
2. Press **CHANGE** to select the time format:
 - 1: 12 Hour (PM 3:00)
 - 2: 24 Hour (15:00)
3. Press **SET** to confirm. The screen should stop flashing.
4. If the setting is correct, press **SELECT** to move on to setting the print order.

6. Set the Print Order

Setting the print order for your device allows you to customize how the date and time information is printed. We have 18 preset options. You can see all available Print Order Options in our [M150MC4 Print Order Settings](#) article.

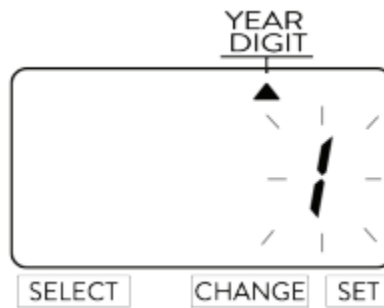


1. Press **SELECT** until the arrow points to PRINT ORDER. The screen will begin flashing.
 - If the setting is correct, press **SELECT** to move on to setting the print pattern.
2. Press **CHANGE** to select your preferred print order from our list of available options located in our Print Order Settings article.
3. Press **SET** to confirm. The screen should stop flashing.
4. If the setting is correct, press **SELECT** to move on to setting the number of digits in the year.

The print order will also reflect the language of your choice. You can follow the steps in our Language article or in the section below to adjust the printed language to one of our four available language options.

7. Set the Number of Digits in the Printed Year

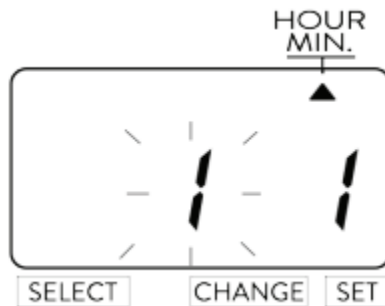
If you have selected the unit to print the year, this allows you to choose the number of digits in the year (two or four).



1. Press **SELECT** until the arrow points to YEAR DIGIT. The screen will begin flashing.
 - If the setting is correct, press **SELECT** to move on to setting the hour and minute format.
2. Press **CHANGE** to select the year format:
 - 1: 2 digits ('24)
 - 2: 4 digits (2024)
3. Press **SET** to confirm. The screen should stop flashing.
4. If the setting is correct, press **SELECT** to move on to setting the hour and minute format.

8. Set the Hour and Minute Format

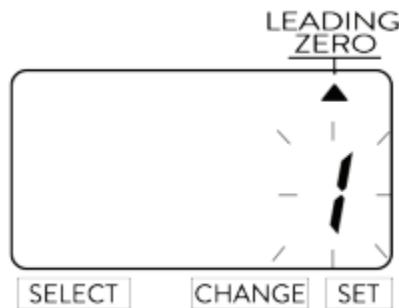
The Hour and Minute setting allows you to set the print format to 12 or 24 hour format and set the way the minutes are printed.



1. Press **SELECT** until the arrow points to HOUR/MIN. The Type of Hour will begin flashing.
 - If the setting is correct, press **SELECT** to move on to setting the leading zeros.
2. Press **CHANGE** to select the hour format:
 - 1: 12 Hour (PM 3:00)
 - 2: 24 Hour (15:00)
3. Press **SET** to confirm. The second number (the minute format option) will begin flashing.
4. Press **CHANGE** to select the minute format:
 - 1: Standard (10:10)
 - 2: 1/100th (10.17)
 - 3: 1/20th (10.15)
 - 4: 1/10th (10.1)
5. Press **SET** to confirm. The screen should stop flashing.
6. If the setting is correct, press **SELECT** to move on to setting the leading zeros.



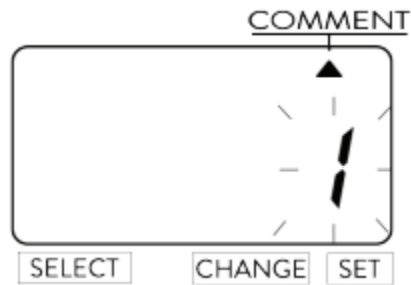
9. Set the Leading Zeros



1. Press **SELECT** until the arrow points to LEADING ZERO. The screen will begin flashing.
 - If the setting is correct, press **SELECT** to move on to setting the print pattern.
2. Press **CHANGE** to enable or disable leading zeros:
 - 1: Disabled (PM 3:00)
 - 2: Enabled (PM 03:00)
3. Press **SET** to confirm. The screen should stop flashing.
4. If the setting is correct, press **SELECT** to move on to setting the comments.

10. Configure Comments

The M150MC4 has 13 preset comment options. Prior to setting the Preset Comments, refer to the Print Order section above to ensure you have set the print order options to allow the preset options to print comments (C = Comments).



1. Press **SELECT** until the arrow points to COMMENT. The screen will begin flashing.
 - If the setting is correct, press **SELECT** to move on to setting the language.
2. Press **CHANGE** to select your preferred comment from our list of available comment options. You can view those options in our M150MC4 Comment Settings article.
3. Press **SET** to confirm. The screen should stop flashing.
4. If the setting is correct, press **SELECT** to move on to setting the language.

11. Adjust the Language

The language setting is available if you select Month, Day of the Week, or Comment to print in the Print Order.

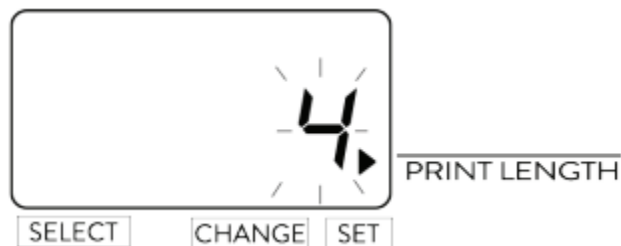




1. Press **SELECT** until the arrow points to LANGUAGE.
 - If the setting is correct, press **SELECT** to move on to setting the print length.
2. Press **CHANGE** to select your language.
 - 1: English
 - 2: French
 - 3: Spanish
 - 4: Portuguese
3. Press **SET** to confirm. The screen should stop flashing.
4. If the setting is correct, press **SELECT** to move on to setting the print length.

12. Set the Print Length

The print length default is 4. You may select from six (1-6) font sizes. If the font size is too large to print, the font will revert to a smaller size before printing correctly.



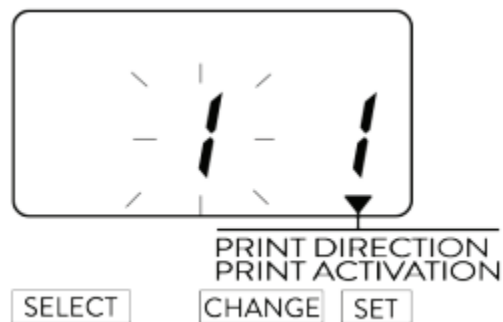
1. Press **SELECT** until the arrow points to PRINT LENGTH. The screen will begin flashing.
 - If the setting is correct, press **SELECT** to move on to setting the print direction.
2. Press **CHANGE** to select the print length. You can select 1 through 6.
 - 1 = smallest
 - 6 = largest
 - 4 = default
3. Press **SET** to confirm. The screen should stop flashing.



4. If the setting is correct, press **SELECT** to move on to setting the print direction.

13. Set the Print Direction

The Print Direction setting allows you to select a left-hand or right-hand print margin form.

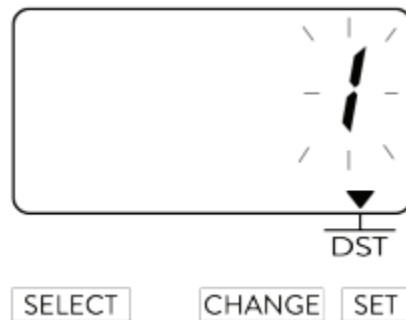


1. Press **SELECT** until the arrow points to PRINT DIRECTION. The screen will begin flashing.
 - If the setting is correct, press **SELECT** to move on to setting Daylight Saving Time.
2. Press **CHANGE** to select the print direction:
 - 1: right-hand margins
 - 2: left-hand margins
3. Press **SET** to confirm. The second number will begin flashing.
4. Ensure the second number is set to **1**. Press **CHANGE** to select **1** if it is not already.
5. Press **SET** to confirm. The screen should stop flashing.
6. If the setting is correct, press **SELECT** to move on to setting Daylight Saving Time.

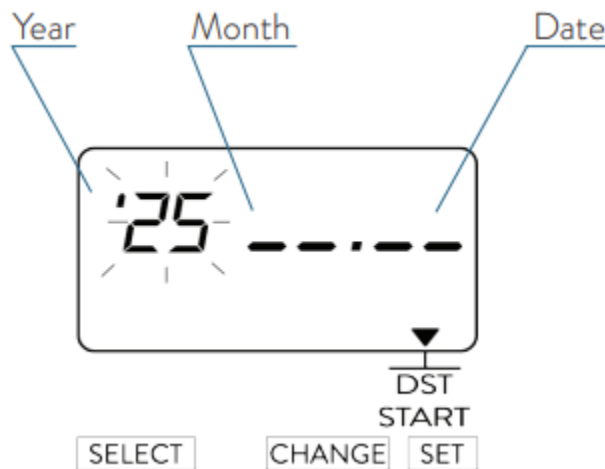


14. Program Daylight Saving Time (DST)

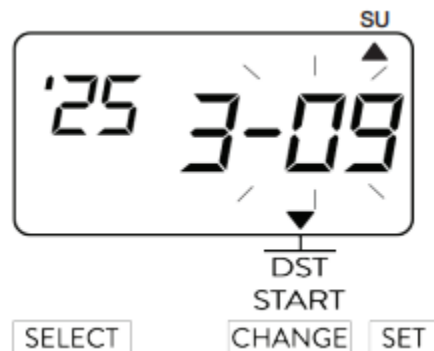
1. Press **SELECT** until the arrow points to DST. The screen will begin flashing.
 - If the setting is correct, press **SELECT** to move on to setting the password.



2. Press **CHANGE** to select the correct Daylight Saving Time option.
 - 2: Off - The clock does not adjust for DST
 - 3: Manual - Set the DST start and end dates yourself.
3. Press **SET** to confirm.
4. If you selected option 2, the screen should stop flashing. Press **SELECT** to move on to setting the Password.
5. If you select option 3, the arrow will move to DST START. The Year will begin flashing.

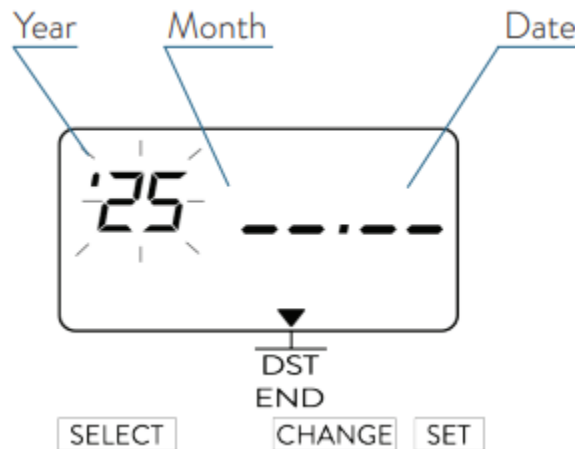


6. Press **CHANGE** to adjust the year.
7. Press **SET** to confirm. The flashing will change from Year to Month.
8. Press **CHANGE** until the month is **3**.
9. Press **SET** to confirm. The flashing will change from Month to Date.
10. Press **CHANGE** to adjust the date. DST starts on the second Sunday in March in the US.
11. Press **SET** to confirm. The Starting Date will stop flashing and the arrow will be under SU.

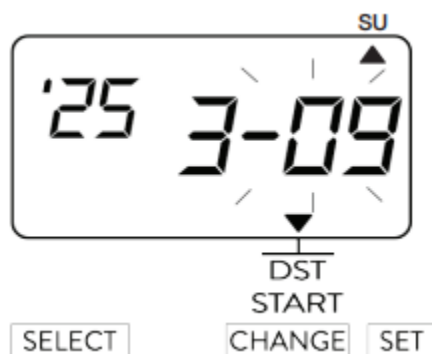




12. Press **SELECT** until the arrow is above DST END. The Year will begin flashing.



- 13. Press **CHANGE** to adjust the year.
- 14. Press **SET** to confirm. The flashing will change from Year to Month.
- 15. Press **CHANGE** until the month is **11**.
- 16. Press **SET** to confirm. The flashing will change from Month to Date.
- 17. Press **CHANGE** to adjust the date. DST ends on the first Sunday in November in the US.
- 18. Press **SET** to confirm. The Ending Date will stop flashing and the arrow will be under SU.



19. If the setting is correct, press **SELECT** to move on to setting the password.



15. Set the Password

Once the password is set, you must enter the current password before changing any settings. You may choose any 4-digit number from 0001 to 9998. Numbers “0000” and “9999” are not valid passwords.



1. Press **SELECT** until the arrow points to PASSWORD. The first two digits will begin to flash.
2. Press **CHANGE** until the first two digits match the first two digits of your password.
3. Press **SET**. The last two digits will begin to flash.
4. Press **CHANGE** until the last two digits match the last two digits of your password.
5. Press **SET** to confirm. The screen should stop flashing.
6. If the setting is correct, press **SET** until the device returns to the normal operation mode.

16. Close the Unit

After adjusting settings, you will need to replace the cover on the device. Replace the cover, then turn the key to the counter-clockwise position to lock the unit. Check out our Getting Started article for more information.



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