M150MC4 Print Settings

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M150MC4 Print Order Settings

Setting the print order for your device allows you to customize how the date and time information is printed, deciding which elements - like year, month, day, minute, second or comments, will be included and in what order. Once you have made your selection, the settings will automatically adjust. We'll cover the specific formats for the year, minute format, and leading zeros in the Print Style article.

In this article, we cover:

- **Setting the Print Order**
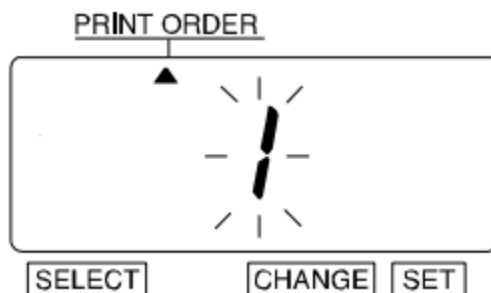- **The Print Order Options**

Setting the Print Order

Let's get started on setting your preferred print order. When you set a digit or an option on the display, flashing means it is ready to be changed. 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 print order:

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 ▲ is under the "PRINT ORDER" mark. The flashing digit indicates "Print Order Options".**

3. **Press CHANGE until the print order option is correct. Refer to the Print Order Options listed below to determine which option to select.**

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).**

Print Order Options

Option	Print Order Option	Print Order	Print Example
1	M.D.H.Min	Month Day Hour Minute	JAN 31 AM 10:00
2	D.M.H.Min	Day Month Hour Minute	31 JAN AM 10:00
3	M.D.Y.H.Min	Month Day Year Hour Minute	JAN 31 '08 AM 10:00
4	D.M.Y.H.Min	Day Month Year Hour Minute	31 JAN '08 AM 10:00
5	Y.M.D.H.Min	Year Month Day Hour Minute	'08 JAN 31 AM 10:00

6	Y.M.D.H.Min.S	Year Month Day Hour Minute Second	'08 JAN 31 AM 10:00:00
7	D.H.Min	Day Hour Minute	31 AM 10:00
8	DOW.D.H.Min	Day-of-Week Day Hour Minute	TH, 31 AM 10:00
9	Y.M.D	Year Month Day	'08 JAN 31
10	M.D.	Month Day	JAN 31
11	DOW.D.M.Y.	Day-of-Week Day Month Year	TH, 31 JAN '08
12	C.M.D.Y	Comment Month Day Year	SENT JAN 31 '08
13	C.D.M.Y	Comment Day Month Year	SENT 31 JAN '08
14	C.Y.M.D	Comment Year Month Day	SENT '08 JAN 31
15	M.D.Y.C	Month Day Year Comment	JAN 31 '08 SENT
16	D.M.Y.C	Day Month Year Comment	31 JAN '08 SENT
17	Y.M.D.C	Year Month Day Comment	'08 JAN 31 SENT

18	C.D.H.Min	Comment Day Hour Minute	SENT 31 AM 10:00

Example: JAN 31 '24 AM 10:00

If you want to set the print order to "Month, Day, Year, Hour, Minute", you would follow these steps:

1. Press SELECT until the arrow ▲ is under the "PRINT ORDER" mark.
2. Press CHANGE until the option is "3" or M.D.Y.H.Min.
3. Press SET.

It's important to note that the final printout depends not only on the print order but also on the related settings. For example, if your device is set to 24-hour format, changing the print order will not change the time to print in AM/PM. If the print order, the *order* in which items are printed is correct, but the *content* is not, review the related setting.

M150MC4 Leading Zero Settings

Customizing the leading zeros to tailor your printouts. You can decide whether to include leading zeros for a cleaner look.

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.
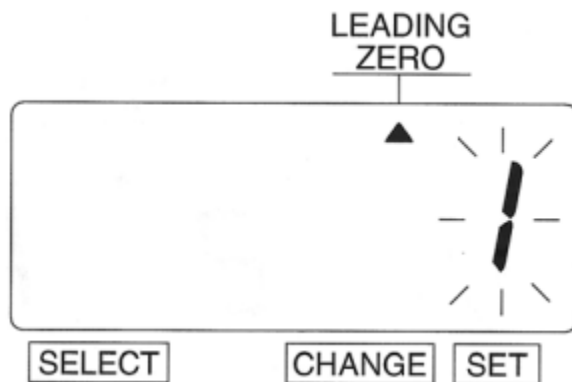
Leading Zeros Options

Option	Leading Zero	Print Example
1	Zero Disabled	JAN 1 PM 3:00
2	Zero Enabled	JAN 01 PM 03:00

To enable or disable leading zeros 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 ▲ is under LEADING ZERO. The flashing digit indicates "Leading Zero Option".

3. To **enable** leading zeros, press **CHANGE** until the option is **"2"** (Zero Enabled).
4. To **disable** leading zeros, press **CHANGE** until the option is **"1"** (Zero Disabled).
5. Press **SET** until the unit returns to normal operation mode.
6. 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 Print Length Settings: Font Size

The default print length on the M150MC4 is set to 4. You can select from six font sizes (1-6): 1 being the smallest size and 6 being the largest.

Please note, if the font size is too large to print, the font will revert to a smaller size before printing.

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 change the print length 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 PRINT LENGTH. The flashing digit indicates "Print Length Options".
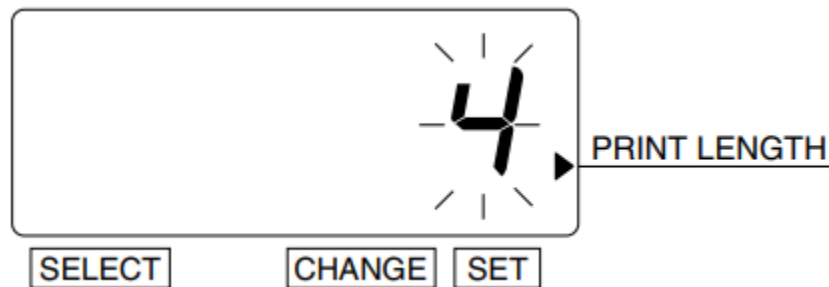
3. Press **CHANGE** until the display option matches your preferred print length.
4. Press **SET** until the unit returns to normal operation mode.
5. Replace the cover and lock the unit. Refer to our Getting Started article for how to Close the Unit **(see "M150MC4 Getting Started" p. 5).**

M150MC4 Year Digits Settings

Customizing the year format setting allows you to tailor your printouts. If you have programmed the unit to print the year, this setting allows you to choose either a 2-digit or 4-digit format for the year.

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.

Year Digit Options

Option	Year Digit Option	Print Example
1	2 Digits ('24)	JAN 31 '08 AM 10:00
2	4 Digits (2024)	JAN 31 2008 AM 10:00

To set the printed year 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 ▲ is under YEAR DIGIT. The flashing digit indicates "Year Digit Option".
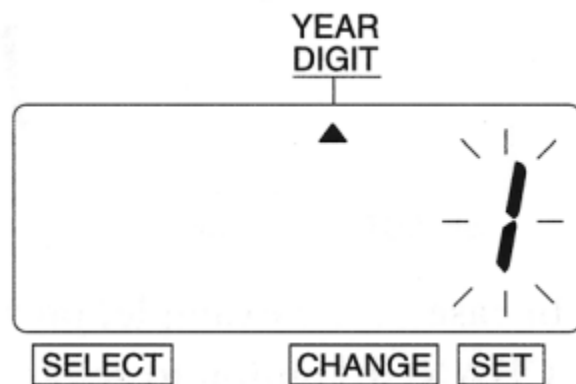
3. Press **CHANGE** until the displayed option matches your preferred Year Digit Option according to the chart above.
4. To complete your selection, press **SET** until the unit returns to normal operation mode.
5. Replace the cover and lock the unit. Refer to our Getting Started article for how to Close the Unit (see "M150MC4 Getting Started" p. 5).

M150MC4 Comment Settings

You have the option to print preset comments with your M150MC4 Time Recorder. Before setting up comments, you will need to set the print order to allow comment. We discuss this in more detail in our Print Order (see p.1) article.

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.

Preset Comments

Prior to enabling Preset Comments, refer to our Print Order (see p.1) article to ensure that you have set up the print order options to allow Preset Comments - options 12 through 18 allow Preset Comments.
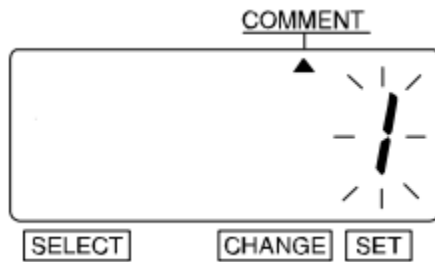
There are 13 available preset comment options.

To set a preset comment 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 COMMENT.

3. The flashing digit will indicate "Comment Options".

4. Press **CHANGE** until the displayed option matches your preferred comment according to the chart below.
5. Press **SET** until the unit returns to normal operation mode.
6. 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).

Option	Comment Option	Print Example
1	RCVD (Received)	JAN 31 '08 RCVD
2	SENT	JAN 31 '08 SENT
3	IN	JAN 31 '08 IN

4	OUT	JAN 31 '08 OUT
5	CFMD (Confirmed)	JAN 31 '08 CFMD
6	FILED	JAN 31 '08 FILED
7	PAID	JAN 31 '08 PAID
8	USED	JAN 31 '08 USED
9	FAXED	JAN 31 '08 FAXED
10	VOID	JAN 31 '08 VOID
11	ORIGN (Original)	JAN 31 '08 ORIGN
12	APR'D (Approved)	JAN 31 '08 APR'D
13	CMPL'D (Completed)	JAN 31 '08 CMPL'D

M150MC4 Print Hour and Minute Format Settings

Customizing the minute format allows you to tailor your printouts. You have the option to select 12-Hour or 24-Hour format. For minutes, you may select standard minutes, hundredths, twentieths, or tenths of an hour. The printed hour and minute format does not need to match the displayed time format. Use the steps below to select your preferred format.

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.

Hour Format Options

Option	Type of Minute	Print Example
1	12 Hour (AM/PM)	JAN 31 PM 3:00
2	24 Hour (Military Time)	JAN 31 15:00

Minute Format Options

Option	Type of Minute	Print Example
1	Standard Minutes (1/60 Min)	JAN 31 2008 AM 10:10
2	Hundredths (1/100 Min)	JAN 31 2008 AM 10.17
3	Twentieths (1/20 Min)	JAN 31 2008 AM 10.15
4	Tenths (1/10 Min)	JAN 31 2008 AM 10.1

To set the printed minute and 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/MIN. The flashing digit indicates "Type of Hour".

Type of an hour — HOUR MIN. — Type of Minute

SELECT   CHANGE   SET
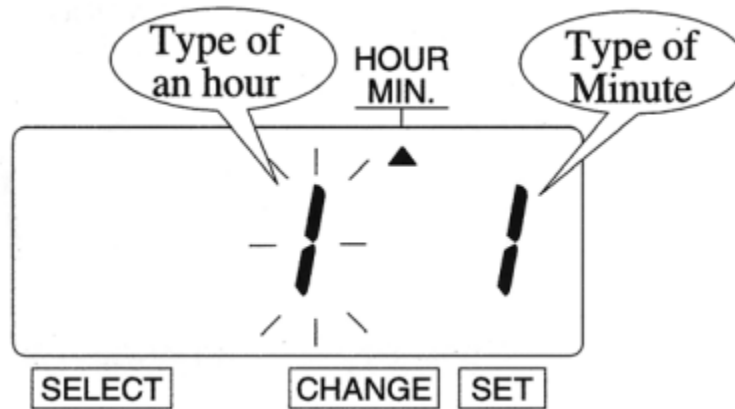
3. Press **CHANGE** until the displayed option matches your preferred hour format according to the Hour Format Options chart above.
4. Press **SET**. The flashing will change from "Hour" to "Minute".

HOUR MIN.

SELECT   CHANGE   SET
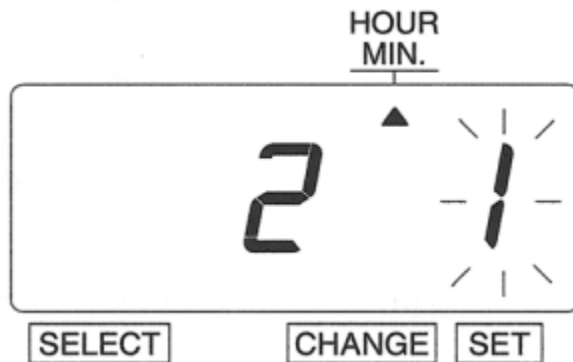
5. Press **CHANGE** until the displayed option matches your preferred minute format according to the Minute Formal Options chart above.
6. To complete your selection, press **SET** until the unit returns to normal operation mode.
7. Replace the cover and lock the unit. Refer to our Getting Started article for how to Close the Unit (see "M150MC4 Getting Started" p. 5).

M150MC4 Language Settings

Setting your language ensures that months, weekdays, and comments are printed in your preferred language. This setting is available if you included month, day of the week, or comments in your print order (see p.1). You can choose from four languages: English, French, Spanish, and Portuguese.

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 language 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 LANGUAGE.
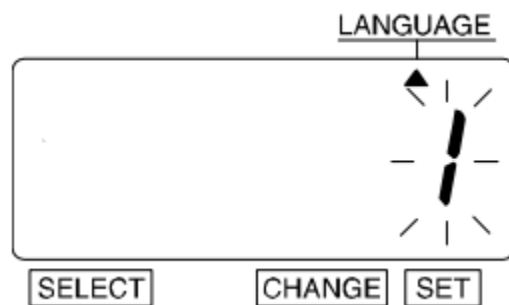
3. Press **CHANGE** until the display option matches your preferred print language according to the chart below.

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).

Option	Print Language Option	Print Example

1	English	TH 25 DEC '08 OUT 31 10:00
2	French	JE, 25 DEC '08 SORT 31 10:00
3	Spanish	JU, 25 DIC '08 SAL 31 10:00
4	Portuguese	QI, 25 DEZ '08 SAIDA 31 10:00

M150MC4 Left or Right Margins Print Settings

Adjust the Print Direction settings to set the margin alignment.

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.

Print Direction

The Print Direction determines whether the text will align with the right or left margin.

Print Direction Options

Option	Print Direction
1	Right-Hand Margin
2	Left-Hand Margin

To change the print direction 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 PRINT DIRECTION/PRINT ACTIVATION. The flashing digit indicates "Print Direction Options".
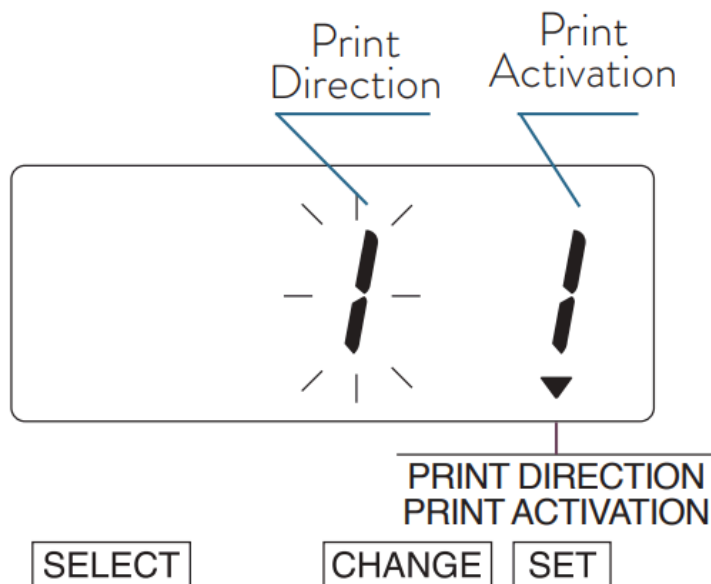
3. Press **CHANGE** until the display option matches your preferred print direction according to the Print Direction Options table above.

4. Press **SET** to confirm. The second number will begin flashing.

5. Ensure the second number is set to **1** (Automatic). Press **CHANGE** to select **1** if it is not already.

6. Press **SET** until the unit returns to normal operation mode.

7. 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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