

**uPUNCH**  
IT'S TIME TO WORK

**uPUNCH**  
IT'S TIME TO WORK

## Contact us seven days a week.

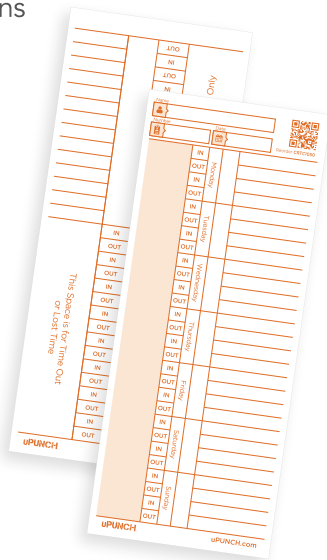
Monday-Friday 5:00 AM – 6:00 PM PT  
Saturday-Sunday 7:00 AM – 3:30 PM PT

- 📞 Call 800-518-8925
- 💬 Text 760-701-5102
- ✉ Email [support@trackmypunch.com](mailto:support@trackmypunch.com)

**workwell**  
TECHNOLOGIES

Designed, Developed, and Supported by Workwell Technologies, Inc.  
© Workwell Technologies, Inc. All rights reserved.  
2777 Loker Avenue Suite A Carlsbad CA 92010  
[workwelltech.com](http://workwelltech.com)

Visit [uPunch.com](http://uPunch.com) to reorder uPunch certified replacement ribbons and time cards.



## Watch and Learn

Take the guesswork out of uPunch setup so your employees can start punching or stamping right away!

View our instructional videos on your own time, at your own pace.

Learn how to easily load and punch time cards, stamp comments on documents, set daylight savings time and more with the valuable video tips and resources.

Simply visit [upunch.com/resources/#CR1000](http://upunch.com/resources/#CR1000) to view the helpful videos.



Or scan this QR Code to get our step-by-step videos right on your phone.



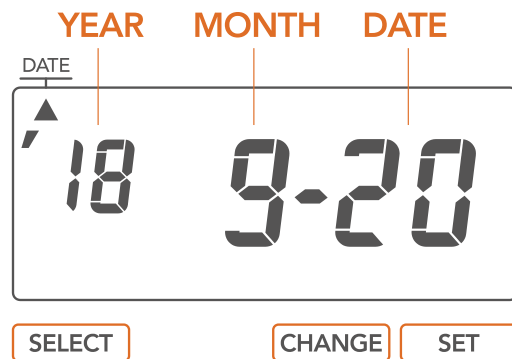
**CR1000**  
QUICK START GUIDE

# Adjust three settings to begin using uPunch.

Advanced features are available in the CR1000 product manual.

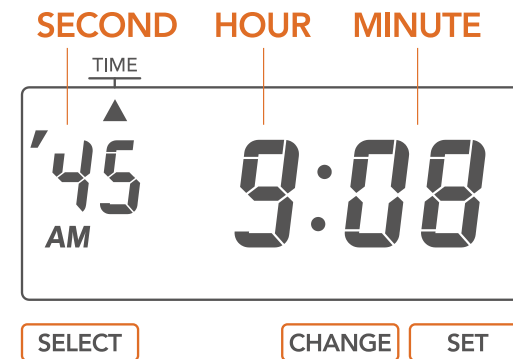
## Set the Date

1. Remove the cover of the time clock using the enclosed key.
2. Press **SELECT** (the unit enters program mode) until the ▲ on the display is positioned under the "DATE" mark. The "Year" setting will start flashing.
3. While the "Year" flashes press **CHANGE** until the Year displays correctly then press **SET** to save. The flashing changes from "Year" to "Month".
4. While the "Month" flashes press **CHANGE** until the Month displays correctly then press **SET** to save. The flashing changes from "Month" to "Date".
5. While 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. The "Hour" setting will start flashing.
2. While the "Hour" flashes press **CHANGE** until the Hour displays correctly then press **SET** to save. The flashing changes from "Hour" to "Minute".
3. While 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.



## Set the Print Position

Print position from the card edge is adjustable by pressing and sliding the print position button located on the bottom of the device.

- A. To move the print position closer to the edge of the form move the print position towards the front of the device.
- B. To move the print position further away from the edge of the form, move the print position towards the back of the device.

