

Allied Time USA
AT-4500 Calculating Time Recorder
User's Manual



OVERVIEW

The AT-4500 Calculating Time Clock records and calculates employee punches for any pay cycle. In addition to regular hours, the AT-4500 can be setup to calculate daily and/or weekly overtime hours. Employees simply drop-in their time card (Stock #AT5004500), and the clock will automatically record IN or OUT punch and will total regular and overtime hours. The time cards are pre-numbered #1-50 (the clock can accommodate up to 50-employees). **Please do not assign same number time cards to different employees, as this will result in incorrect punch data.** New time cards must be issued after every pay cycle. You can turn calculation function off and use it for recording employee punch times only.

PACKAGE CONTENTS

The AT-4500 ships with (4) 25-pack time cards, (2) 10-slot card rack, user manual, black ink ribbon (installed), and a set of 4-keys included. Please make sure to remove the cover and all packaging before plugging into an electrical outlet.

REPLACEMENT PARTS LIST

You can order all replacement parts and accessories from our web site www.alliedtime.com.

Please use the following part numbers:

- 100-Pack Employee Time Cards: Part# C-AT45TC100
- Replacement Ribbon: Part# R-AT45SBLK
- Replacement 10-Slot Card Rack: Part# H-AT45SL10

TIME CARD ASSIGNMENT

The AT-4500 uses cards specifically designed for the clock to accurately record employees' IN and OUT times and calculate total hours worked. The punched holes at the bottom of the card identify the different card numbers to the clock, **as each employee will need a unique numbered time card per each pay period.** The card numbers # 1-50 are located at the top right hand side of the card. The clock's maximum capacity is 50 employees. The clock must be programmed ONCE for a specific pay period prior to use; it then resets for the following pay periods automatically.

At the beginning of a pay cycle, a new time card is inserted with the front side facing the user. The clock will print the beginning date of your current pay cycle and will record the first punch in the "IN" column with the day of week and time (for weekly/bi-weekly pay) or date and time (for semi-monthly/monthly pay). The next punch prints in the "OUT" column. The elapsed time between the two punches is calculated and displayed in both: Daily and Total RH (Regular Hrs) and/or OT (Overtime Hrs) columns. This same process is repeated down the card each day – multiple times per day - as the pay-cycle progresses.

IN	OUT	Daily		Total	
		RH	OT	RH	OT
WEEKLY PAY PERIOD START : 11/28/2016					
09:00	12:15	3:15		3:15	
01:00	07:00	8:00	1:15	8:00	1:15
09:00	12:00	3:00		11:00	1:15
01:00	07:00	8:00	1:00	16:00	2:15

For bi-weekly, semi-monthly or monthly pay cycle, the front of the card often gets filled; once the front side of the card is completely filled the clock will allow you to print on the back side of the card. You can record up to 62 total punch times using a single time card during any given pay cycle. Always start with a new time card at the beginning of each pay cycle and remember: each employee must have a different numbered time card.

The time cards come in a pack of 50 each, pre-punched and numbered from 1-50. If you have less than 50 employees using the clock, issue the time cards in order starting with card number 1 through the number of employees you have. For example, if you have 10 employees issue cards numbered 1-10 for your first pay cycle. When your pay period resets, issue cards 11-20, when you reach card number 50, open a new pack of cards. Following this procedure will ensure no two employees will have the same numbered cards. If two employees are issued the same numbered time card, the time clock treats it as the same time card: the first employee would punch IN and when the second employee attempts to punch in with the same numbered card, the time clock will be clocking them OUT, instead of IN.

By default, new time card should be used for each new pay cycle. However, if you prefer to record TWO ENTIRE pay cycles on a single time card (One Pay Cycle on side-1 and Next Pay Cycle on side-2 often used for Weekly or Bi-Weekly pay), you can adjust this default setting by following the steps in Section 5 page 8 ("Hidden Menu").

SETUP INSTRUCTIONS

To enter setup mode, please move SETUP Switch to the left. To change or set a desired feature, press Enter button first, then use + or – buttons to make your selection, then press Enter again to confirm your change. You can also use + or – buttons to navigate through the setup menu options. Clock Display Commands will guide you through each step (shown in parenthesis next to each step explanation).

1. GENERAL SETUP

- 1.1 Setup Year (**SET YEAR**): use to enter correct year. To make changes, press Enter, select desired year using +/ -, then press Enter again to confirm.
- 1.2 Setup Month (**SET MONTH**): use to enter correct month. To make changes, press Enter, select desired month using +/ -, then press Enter again to confirm.
- 1.3 Setup Date (**SET DAY**): use to enter correct date. To make changes, press Enter, select desired date (1 through 31) using +/ -, then press Enter again to confirm.
- 1.4 Setup Time -Hour (**SET HOUR**): use to enter correct hour. To make changes, press Enter, select desired hour using +/ -, then press Enter again to confirm.
- 1.5 Setup Time- Minutes (**SET MINUTES**): use to enter correct minutes. To make changes, press Enter, select desired minutes using +/ -, then press Enter again to confirm.
- 1.6 Daylight Savings Time (**DAYL'T SAV**): use to turn ON or OFF Daylight Savings Time. If ON is selected, the clock will automatically adjust for Daylight Savings Time (begins 2nd Sunday in March and ends 1st Sunday in November). To make changes, press Enter, select desired option using +/ -, then press Enter again to confirm
- 1.7 Display Hour Format (**DSPLY HOUR=**): use to select AM/PM (12Hr) or Military (0-23) Hour Format on the Display. To make changes, press Enter, select AM/PM or MIL using +/ -, then press Enter again to confirm.
- 1.8 Print Hour Format (**PRINT HOUR=**): use to select AM/PM (12Hr) or Military (0-23) Hour Format printed on the time card. To make changes, press Enter, and press +/- to select one of three choices: AM/PM (12 hr, ex. 2:15), MIL (Military 0-23 hr, ex. 14:15), or ATAAP (Military 0-23 hr and decimal minutes in 100th of hour, ex. 14.25). Press Enter to confirm.

- 1.9 Totaled Minutes Format (**TOTAL MINS=**): use to select how total minutes should be printed on the time card. Press Enter, then use +/- buttons to select either STD (standard minutes, ex. 8 hrs 30 minutes will be printed 8:30) or HUN (decimal minutes as 100th of one hour, ex. 8 hrs 30 minutes will be printed 8.50).
- 1.10 Day Change Time (**DEFAULT**): use to select time of the day when the clock should switch to the next calendar day. **DEFAULT is set to midnight**. To make changes, press Enter, select desired Hour using +/- buttons, then press Enter again to confirm.
- 1.11 Setup Pay Cycle Rules (**SETUP PAY= Y/N**): this feature allows an option to use your time clock in non-calculating mode.
Press Enter, then use +/- buttons to chose either YES or NO.
NO selected: you will use this time clock in Non-Calculating mode. Employees will be able to punch IN and OUT but their time will not be totaled. If this option is selected, all Pay Setup options will be by-passed to setup section 3 (Reset to Defaults) and section 4 (Optional Password Setup).
YES selected: you will use this time clock in Calculating mode. Proceed to Section 2 -> SETTING UP PAY PERIOD OPTIONS

2. **SETTING UP PAY PERIOD OPTIONS**

- 2.1 Clear Employee Punch Records (**CLEAR DATA ?**): press Enter and use +/- buttons to select YES and press Enter again if you would like to clear ALL employee punch data. The clock will beep for a few seconds to confirm data clear. If you do not wish to clear employee punches, you can skip this step by pressing + button to proceed to the next setup step.
- 2.2 Set your Pay Cycle duration (**PAY=**): press Enter and use +/- to select one of the options below:
PAY=WEEKLY: select this option for weekly pay cycle. You will be able to specify Reset Day (the day your weekly pay begins) in the next step. NOTE: new employee time cards will need to be issued each week prior to pay cycle start day.
PAY=BI-WEEKLY: select this option for two-week pay cycle that ends on the same day (Ex. Sunday) every other week. You will be able to specify Reset Day (the date your new pay cycle begins) in the next step. NOTE: new employee time cards will need to be issued every other week prior to pay cycle start day.
PAY=SEMI-MONTHLY: select this option for semi-monthly pay cycle that lasts half of the month and resets on one of the following days: 10th, 11th, 12th, 13th, 14th, 15th, or 16th.
PAY=MONTHLY: select this option for monthly pay cycle.

- 2.2.a Select the Beginning Day of Weekly Pay Cycle (**RDAY=**): press Enter and use +/- buttons to select SUN, MON, TUE, WED, THU, FRI, or SAT (the week day your pay period begins). Example: if your weekly pay cycle is Monday through Sunday, select MON and issue fresh time cards for each Monday of each week. Press Enter to confirm your selection.
- 2.2.b Select the Beginning Date of your bi-weekly pay cycle (**RDAY=**): press Enter and use +/- buttons to enter Day of the week (+Date and Month) of current month for your Bi-Weekly Pay Cycle beginning date. For example, your pay cycle started on Monday January 4th and will continue for two weeks ending on Sunday January 17th. If you're setting up your time clock in January, enter Monday January 4th as a reset date. The clock will reset every two weeks from the chosen day. You will need to issue fresh time cards every two weeks. Press Enter to confirm your day/date selection.
- 2.2.c Select the Ending Date for Semi-Monthly pay cycle (**EDAY=**): press Enter and use +/- buttons to select one of the following pay cycle options:
- 1) 16th & 1st: your pay cycle ends on the 16th and on the 1st of each month. Assign fresh time cards for the 2nd and for the 17th day of each month.
 - 2) 15th & LAST: your pay cycle ends on the 15th and on the last day of the month. Assign fresh time cards for the 1st and for the 16th day of each month.
 - 3) 14th & LAST-1: your pay cycle ends on the 14th and on 1-Day before the last day of the month
 - 4) 13th & LAST-2: your pay cycle ends on the 13th and on 2-Days before the last day of the month
 - 5) 12th & LAST-3: your pay cycle ends on the 12th and on 3-Days before the last day of the month
 - 6) 11th & Last-4: your pay cycle ends on the 11th and on 4-Days before the last day of the month
 - 7) 10th & Last-5: your pay cycle ends on the 10th and on 5-Days before the last day of the month
- After you make your selection, press Enter to confirm and proceed to the next step.
- 2.2.d Select the Ending Date for the Monthly pay cycle (**EDAY=**): press Enter and use +/- buttons to select one of the following pay cycle options:
- 1) LAST: your pay cycle ends on the last day of each month. Assign fresh time cards for the 1st day of each month.
 - 2) LAST-1: your pay cycle ends 1-Day prior to the end of each month.
 - 3) LAST-2: your pay cycle ends 2-Days prior to the end of each month.
 - 4) LAST-3: your pay cycle ends 3-Days prior to the end of each month.
 - 5) LAST-4: your pay cycle ends 4-Days prior to the end of each month.
 - 6) LAST-5: your pay cycle ends 5-Days prior to the end of each month.
- After you make your selection, press Enter to confirm and proceed to the next step.
- 2.3 Daily Regular Work Hours (**DAILY WHRS**): Use this feature to set Daily Overtime requirement. For example, if you would like the clock to calculate Overtime after 8 hours worked, enter 08. Any accumulated time after 8 daily hours will be sorted into Overtime Column. If you do not wish to use Daily Overtime, leave this at 0. To make your change, press Enter, use +/- keys to select desired hours, and press Enter again to confirm.

- 2.4 Weekly Regular Work Hours (**WEEKLY WHRS**): Use this feature to set Weekly Overtime requirement (only applies to Weekly or Bi-Weekly pay cycles; this setting will be ignore for Monthly/Semi-monthly pay cycles). For example, if you would like the clock to calculate Overtime after 40 weekly hours worked, enter 40. Any accumulated time after 40 weekly hours will be sorted into Overtime Column. If you do not wish to use Weekly Overtime, leave this at 0. To make your change, press Enter, use +/- keys to select desired hours, and press Enter again to confirm.
- 2.5 Max Daily Work Hours (**MAX CLOCK HRS**): sets the number of maximum hours allowed between punches. This feature allows better management of missed punches. For example, if 13 hours is selected (Default), and employee forgets to punch OUT, the AT4500 will 'assume' the punch was missed and will stop calculation after 13 hours have elapsed. The time clock will record the next punch as an "IN" punch and no calculation will occur. Hours can be set from 0 to 23. To change this setting, press Enter, then use +/- keys to select desired hours, and press Enter again to confirm.
- 2.6 Automatic Break Deduction (**BREAK MIN**): this feature allows automatic time (in minutes) deduction for break (up to 99 minutes max). Use this feature if you prefer employees not to punch OUT and back IN for lunch. Note: this setting will apply to ALL employees using the time clock, and it only works with two punches per day (IN for work and OUT from work). For example, if you would like 30 minutes to be automatically deducted from daily hours, enter 30. If you do not wish to deduct break minutes automatically leave this at 0. To change this setting, press Enter, then use +/- keys to select desired minutes, and press Enter again to confirm.
- 2.7 Number of Hours Worked required for Automatic Break to take place (**WORK HR**): this feature allows definition of minimum required daily work hours before the break minutes are deducted. For example, you may require your employees to work 6 consecutive hours before 30 minutes of break can be automatically deducted. You would enter 06 in this example. Leave at 0 if automatic break deduction is not being used. To change this setting, press Enter, then use +/- keys to select desired hours, and press Enter to confirm.
- 2.8 Rounding Options (**ROUNDING**): this feature allows definition of rounding rules for the calculated totals. NOTE: this setting will only apply to accumulated hours; it will not affect how the actual punch time is recorded on employee's time card. Chose from one of the following options:
- NONE (Default): rounding is off, hours are calculated using exact IN and OUT punch times.
 - 5 Minutes (ROUNDING=5): the clock will round forward to the next 5th minute up to two minutes before, or backward to the previous 5th minute up to 3 minutes after. For example: 8:03am IN punch is rounded back to 8:00am, 8:04am IN punch is rounded forward to 8:05 am for calculation purposes. Likewise, 11:58am OUT punch is rounded to 12:00pm and 11:56 OUT punch is rounded back to 11:55am for calculation purposes.

- 10 Minutes (ROUNDING=10): the clock will round forward five minutes before and will round backwards five minutes after to the nearest 10th minute mark. For example, 8:05am IN punch is rounded back to 8:00am and 8:06am IN punch is rounded forward to 8:10am for calculation purposes.
 - 15 Minutes (ROUNDING=15): 7/8 Minute Slant Rule will apply. The clock will round backwards up to seven minutes past and will round forward up to eight minutes past the nearest quarter. For example, 8:07am IN punch will be rounded back to 8:00am and 8:08am IN punch will be rounded forward to 8:15am for calculation purposes.
- To change Rounding settings, press Enter, then use +/- keys to select desired round interval, and press Enter to confirm your selection.

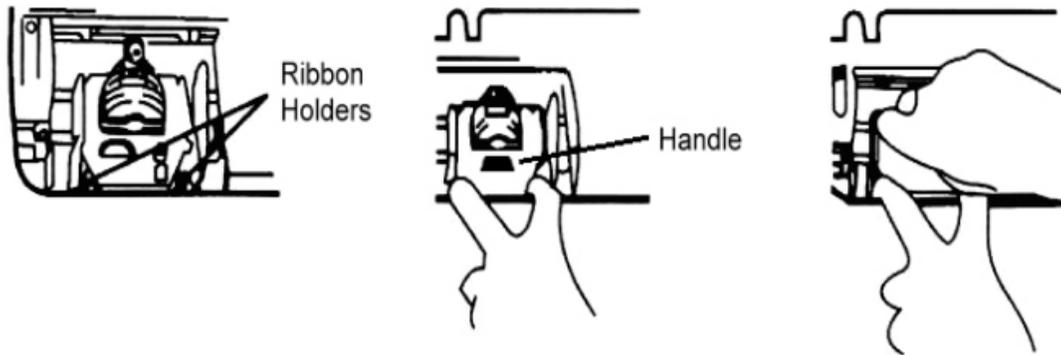
3. Reset to Factory Defaults (**RESET ?**): use this feature to clear ALL employee punch history and ALL of your custom settings. Press Enter, use +/- keys to select YES and press Enter again to confirm. The clock will beep several times indicating reset completed.
4. Optional Password for Menu Access (**PWD**): use this feature to setup custom password to protect menu access. Press Enter, use +/- keys to select desired password number combination, and press Enter again to confirm. Once setup, Password entry will be required every time the settings menu is being accessed. NOTE: if you forgot your password, please contact Allied Time at 888-860-2535 for special reset instructions.
5. Hidden Menu: You will be able to access hidden menu if you press "+" "-" and "ENTER" under program mode. These settings will be available behind the setting "RESET".
 - 5.1 Page Sensor: (**T.C.AUTO=ON**): Use this feature to activate two-sided card printing option. Press Enter, then press "+" to Change to TC.AUTO=OFF
 Note: after this change, the clock will accept either side of the time card once the pay cycle RESETS. Ex. for weekly pay cycle, you can use FRONT side for week one and then use BACK side for week two. Do not flip the card to the back side until your pay cycle is completed.
 - 5.2 UP Down Adjustment: **UPDOWN ADJUST=05** (00~09): This feature allows the printer to print slightly up or down.
 - 5.3 Left Right Adjustment: **LEFTRIGHT ADJ=05** (00~09): This feature allows the printer to print slightly left or right.

TROUBLESHOOTING/ERROR CODES

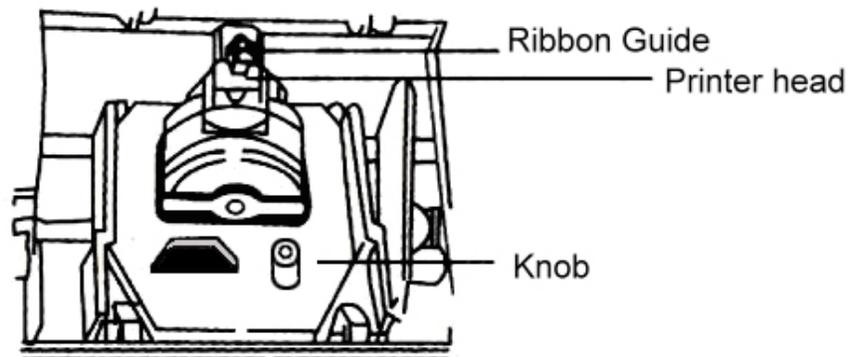
Error Code	Error Description	Resolution
0072	Duplicate Punch	This time card was already punched IN or OUT less than a minute ago. Please allow a few extra minutes prior to punching again.
0074	Over Punch	Exceeded allowed Max Hours (refer to your manual page 6 Section 2.5 to correct Maximum Daily Work Hours allowance).
0021	Low Power	Insufficient Power Voltage. Please connect the time clock to the proper Power Outlet.
0091	Motor Error	Check Motor Cable: call customer support at 888-860-2535
0092	Card Motor Error	Unable to load Time Cards: call customer support at 888-860-2535
0093	Internal Error	Memory IC issue: call customer support at 888-860-2535
0094	Sensor Issue	Card Number not supported or Sensor not responding: call customer support at 888-860-2535

REPLACING RIBBON CARTRIDGE

- Unlock and Remove the Cover
- Locate the print ribbon mounted on the ribbon cartridge holder
- Secure ribbon in place with one hand by putting pressure on ribbon holders; grab ribbon handle with the other hand (as shown in figure below) and gently lift up the ribbon to remove from the holder.



- Insert New Replacement ribbon by snapping it on the cartridge holder, making sure that the ribbon and print shield loop around the front of the print head. Turn the tape knob to remove any slack in the ribbon tape.



- Replace and Lock the cover.