



Allied Time USA

## AT 4500 Quick Start Guide

Congratulations on your purchase! Your AT-4500 calculating time clock is already setup with correct date, with default Weekly Pay Cycle ending on SUNDAY and Overtime being accumulated over 40 hrs per week. A few minor setup steps below will get you started using your time clock in just a couple of minutes:

- 1) Using the included key take the Top Silver Cover off the clock and move the SETUP switch to the left to activate program MENU.  
**NAVIGATING MENU:** Pressing +/- moves you through various menu options. Pressing ENTER activates select MENU option for editing, pressing +/- adjusts values, pressing ENTER again saves your changes.
- 2) **SET TIME:** Press + Button located on the top of the clock to advance to Menu Option SET HOUR =. Press ENTER, then use +/- Button to select correct HOUR. Once you have correct hour selected, press ENTER again to confirm. SET MINUTES = will be displayed. Follow same steps to correct minutes.
- 3) If your Pay Cycle is not weekly, then press + to advance to Menu Option PAY=, then press ENTER to activate edit. Using +/- Button will scroll through different Pay Cycle options that are available (Ex. Bi-Weekly, Semi-Monthly, Monthly). After you make your selection, press ENTER again to confirm and to continue to the next option RESET DAY.
- 4) Default RESET DAY is SUNDAY. This tells your time clock to start calculation from "0" on every Sunday: you would start with Fresh Time Cards each Sunday. The AT-4500 will always print the ENTIRE DATE of your Beginning Pay Cycle on the top line of each time card when new pay cycle begins. To change your RESET DAY, press ENTER and use + Button to select the day of the week your Pay Cycle starts (for weekly/bi-weekly) or the day it ends (for Monthly/Semi-Monthly pay cycle). Once selection is made, press ENTER again to confirm. The clock's display should now show DAILY WHRS = 24.
- 5) Next two MENU options (DAILY WHRS and WEEKLY WHRS) are used for overtime calculation settings. If no change is necessary, you can move SETUP Switch button to the right (Off). Your clock is ready!! If additional changes are desired, you can refer to your manual Pages 2-5 for more detailed instructions.



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