4500PP

Auto Totaling Time Clock

User Guide

NAME | A SIDE

PAYROLL ID | PAY PERIOD

REG	OT1	OT2	PAY RATE 1	GROSS
			PAY RATE 2	

DEPT | JOB

			TOTALS		
DATE	IN	OUT	DAILY	CUMULATIVE	DAILY OT

4500PP

|

10:10

TUE JAN 24 PM

AUTO TOTALING TIME CLOCK INSTRUCTIONS
Model 4500PP

AUTO TOTALING TIME CLOCK INSTRUCTIONS
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AUTO TOTALING TIME CLOCK INSTRUCTIONS
Model 4500PP

Thank you for choosing a **4500PP Auto Totaling Time Clock!**
The 4500PP Time Clock features automatic employee time totaling for accurate, error-free payroll tracking. Total weekly, every 2 weeks or semi-monthly pay periods for up to 50 employees. Simple set-up, simple operation and simple ribbon changes make this time clock a favorite with small business!

Please read through this User Guide for simple set-up and operation.

AUTO TOTALING TIME CLOCK : FEATURES

|	
Employee Capacity	50
Card Alignment	Top
Auto Totaling	Yes
Pay Period	Weekly, every 2 weeks, semi-monthly
Shift Rounding	0, 5, 10 or 15 minute intervals
Ribbon Ink	Black
Bell Interface	No
Wall Clock Interface	No
Language Printing	English
Display	Time, Date and Day of Week, backlit LCD screen
Printing Format	Date, Time (select AM/PM, military or true military)
Printing	Dot matrix
Automatic Time Reset	Short months, Leap Year and Daylight Saving Time
Battery Back-Up	Safeguards data and settings for up to 7 days without power
Tamper-Proof	Security lock protects against costly time theft
Warranty	1-Year manufacturer's limited warranty

AUTO TOTALING TIME CLOCK INSTRUCTIONS
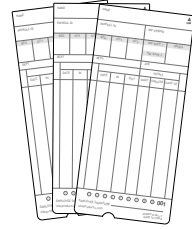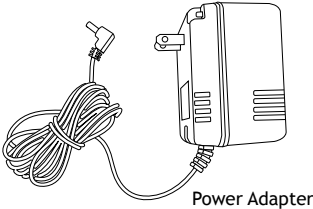## Model 4500PP

CONTENTS
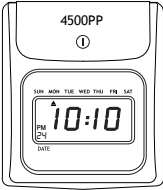
4500PP Auto Totaling
Time Clock
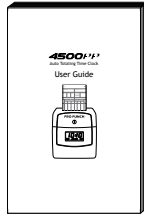
4500PP User Guide

4500PP10 Time Cards

Power Adapter

Security
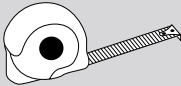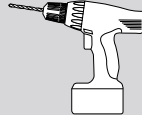Keys (2)

WHAT YOU WILL NEED

Tape Measure

Pencil

Phillips Head
Screw Driver

Power Drill
(Optional)

KNOW YOUR SERIAL

IMPORTANT:
**Please write down serial #
located on back of time
clock before mounting.**

**Write your
serial # here:**

Model No: **4500PP**
Time Recording Equipment
DC INPUT: 12.5V-1500mA

Made in China
UL Listed Power Supply
888.479.7264
000000000

L4962

AUTO TOTALING TIME CLOCK INSTRUCTIONS
Model 4500PP

DESKTOP SET UP

① Remove time clock from carton and place on a flat, level surface.

② Plug unit into AC wall outlet.

WALL MOUNTING

① Select a location convenient to employees clocking IN and OUT. Be sure power outlet is within 4 feet of mounting location.

② Use masking tape to hold mounting template (located on last page) on wall, making certain template is positioned so bottom of time clock is approximately 45 inches from floor.

③ Drill holes using template as a guide.

④ Remove template from wall and install #10 screws, leaving approximately ³⁄₁₆ inch of screws exposed. For sheetrock walls, use plastic anchors.

⑤ Hang time clock on wall, aligning keyholes on the rear with screw heads. Press downward on time clock until it lowers onto screws.

⑥ Plug unit into AC wall outlet.

⑦ It is recommended to remove the clock from bracket to complete programming set up which begins on page 5.
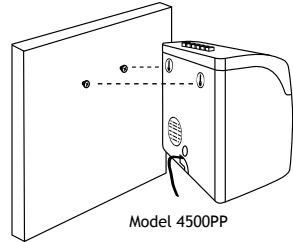
Model 4500PP

AUTO TOTALING TIME CLOCK INSTRUCTIONS
Model 4500PP

PROGRAMMING
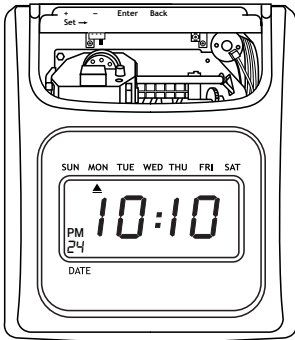
Use the key to unlock and remove top/front cover.

BUTTONS

SETTING	Activates SETTING Mode (right) or Operation Mode (left).
Button 1 (+)	Next setting or adjust setting.
Button 2 (-)	Previous setting or adjust setting.
Button 3 (Enter)	Save current or new settings and advance to next function.
Button 4 Back	Previous setting Mode.
Button 6+5+1	Master reset. Reset time clock to factory settings.
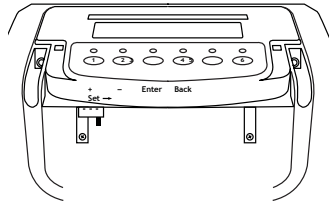
DISPLAY/BUTTONS

01	Indicates active setting mode or function

AUTO TOTALING TIME CLOCK INSTRUCTIONS
Model 4500PP

To activate setting mode, slide the black **"SETTING"** switch to the right.
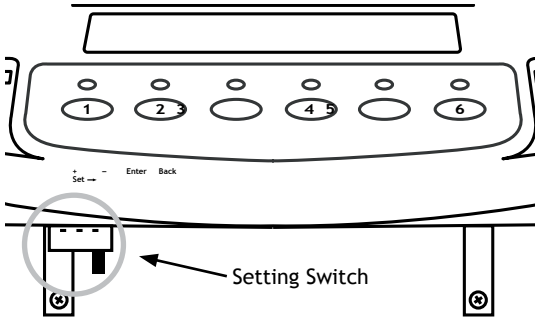
Setting Switch

01-SET YEAR

1. In SETTING mode, press **"+"** or **"-"** to advance to current year.
2. The default setting is 2018.
3. Press **"ENTER"** to confirm.
4. The setting mode advances to **"02"**.
5. Continue to next steps or slide the **"SETTING"** switch to the left to exit setting mode.

02-SET DATE

1. In SETTING mode, press **"+"** or **"-"** to advance to current month.
2. Press **"ENTER"** to confirm.
3. In SETTING mode, press **"+"** or **"-"** to advance to current date.
4. Press **"ENTER"** to confirm.
5. The setting mode advances to **"03"**.
6. Continue to next steps or slide the **"SETTING"** switch to the left to exit setting mode.
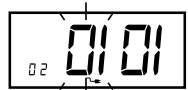
03-SET PRINT & DISPLAY TIME FORMAT

This function sets the time clock to display and print time in either AM/PM (12 hour) or Military time (24 hour).

① In SETTING mode, press **"+"** or **"-"** to select **"12"** for AM/PM or **"24"** for Military time.

② Press enter to confirm.

③ The setting mode advances to **"04"**.

④ Continue to next steps or slide the **"SETTING"** switch to the left to exit setting mode.

04-SET TIME

① In SETTING mode, press **"+"** or **"-"** to advance or subtract hour.

② Press **"ENTER"** to confirm.

③ In SETTING mode, press **"+"** or **"-"** to advance or subtract minute.

④ Press **"ENTER"** to confirm.

⑤ The setting mode advances to **"05"**.

⑥ Continue to next steps or slide the **"SETTING"** switch to the left to exit setting mode.

05-SET MINUTE PRINT FORMAT

This function sets how the minutes will print on the time card.

① In SETTING mode, press **"+"** or **"-"** to select desired printing mode.
60-standard minutes (60 minute format)
100-minutes in hundredths (ie. 12:45 will print as 12:75)

② Press **"ENTER"** to confirm.

③ The setting mode advances to **"06"**.

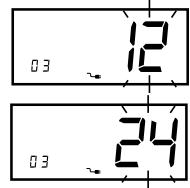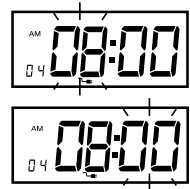④ Continue to next steps or slide the **"SETTING"** switch to the left to exit setting mode.

06-SET DAYLIGHT SAVING TIME

This feature sets the time clock to automatically adjust the time for USA Daylight Saving Time.

① In SETTING mode, press **"+"** or **"-"** to select desired Daylight Saving Time mode. 01-Automatic DST, 02-No DST.

② Press **"ENTER"** to confirm.

③ The setting mode advances to **"07"**.

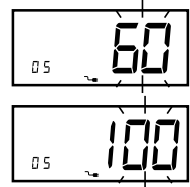④ Continue to next steps or slide the **"SETTING"** switch to the left to exit setting mode.
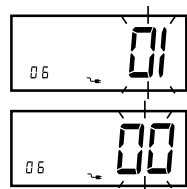
AUTO TOTALING TIME CLOCK INSTRUCTIONS
Model 4500PP

07-SETTING THE PAY PERIOD

This function sets the desired pay period.

① In SETTING mode, press **"+"** or **"-"** to select the desired pay period. 01-weekly, 02-bi-weekly, 03-semi-monthly.

② Press **"ENTER"** to confirm.

③ The setting mode advances to **"08"**.

④ Continue to next steps or slide the **"SETTING"** switch to the left to exit setting mode.

08-SET PAY PERIOD START DATE
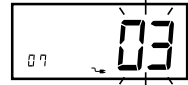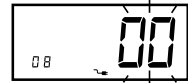
This function sets the day on which the pay period will start.

If **weekly** pay period, select the day on which the pay period will start.

① In SETTING mode, press **"+"** or **"-"** to select day. 00-Sunday, 01-Monday, 02-Tuesday, 03-Wednesday, 04-Thursday, 05-Friday, 06-Saturday.

② Press **"ENTER"** to confirm.

③ The setting mode advances to **"09"**.

④ Continue to next steps or slide the **"SETTING"** switch to the left to exit setting mode.

If **bi-weekly** pay period, select the month and date on which the first pay period will start.

① In SETTING mode, press **"+"** or **"-"** to select the month.

② Press **"ENTER"** to confirm.

③ In SETTING mode, press **"+"** or **"-"** to select the date.

④ Press **"ENTER"** to confirm.

⑤ The setting mode advances to **"09"**.

⑥ Continue to next steps or slide the **"SETTING"** switch to the left to exit setting mode.
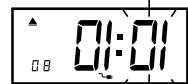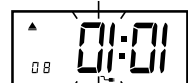
If **semi-monthly** pay period, the time clock will automatically reset on the 1st and 16th of each month.
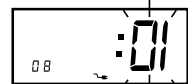
AUTO TOTALING TIME CLOCK INSTRUCTIONS
Model 4500PP

09-SET DAY LINE CHANGE TIME (Pay period reset time)

This function allows you to set the time of the day the time clock will advance to the next day/row on the time card (default setting 12am). For example, if your company has a shift beginning at 8am, it is recommended to set the row advance time for 6am to ensure employees punching in will have all in/out punches in the same row on the time card.

① In SETTING mode, press **"+"** or **"-"** to advance or subtract hour.

② Press **"ENTER"** to confirm.

③ In SETTING mode, press **"+"** or **"-"** to advance or subtract minute.

④ Press **"ENTER"** to confirm.

⑤ The setting mode advances to **"10"**.

⑥ Continue to next steps or slide the **"SETTING"** switch to the left to exit setting mode.
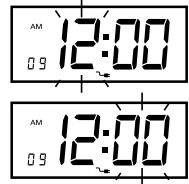
10-SET PUNCH ROUNDING

This function sets the punch rounding rules. Rounding rules are used on all punches, however the clock will punch the actual time and ONLY the cumulative time is rounded including the Daily OT if applicable.

00-No Rounding - calculates the In/Out totals and running total using the actual clock in/out times.

01-5 Minute Rule - In/Out and running totals are rounded to nearest 5-minute mark. For example, if an employee punches in at 8:02, the punch is rounded to 8:00. If an employee punches in at 8:03, the punch is rounded up to 8:05.

02-10 Minute Rule - In/Out and running totals are rounded to nearest 10 minute mark with a cutoff of 5 minutes. For example, if an employee punches in at 8:04 the punch is rounded down to 8:00, if an employee punches in at 8:05, the punch is rounded up to 8:10.

03-15 Minute Rule - In/Out and running totals are rounded to nearest 15-minute mark. For example if an employee punches in at 8:05, the punch is rounded down to 8:00. If an employee punches in at 8:08, the punch is rounded up to 8:15.

① In SETTING mode, press **"+"** or **"-"** to select the desired punch rounding rules.

② Press **"ENTER"** to confirm.

③ The setting mode advances to **"11"**.

④ Continue to next steps or slide the **"SETTING"** switch to the left to exit setting mode.
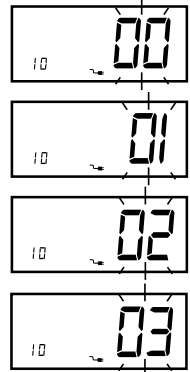
11-SETTING DAILY OVERTIME (OT start line)

This function enables you to choose the number of hours that take place before the daily time is considered overtime. The default setting is 08:00.
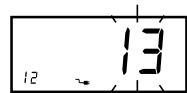
① In SETTING mode, press **"+"** or **"-"** to select the hour.

② Press **"ENTER"** to confirm.

③ In SETTING mode, press **"+"** or **"-"** to select the minutes.

④ Press **"ENTER"** to confirm.

⑤ The setting advances to **"12"**.

⑥ Continue to next steps or slide the **"SETTING"** switch to the left to exit setting mode.

12-SET MAXIMUM NUMBER OF HOURS ALLOWED BETWEEN IN/OUT PUNCHES

This feature sets the number of hours allowed between punches to guard against employees who forget to punch out. For example, if 13 hours is selected, an employee punches in, forgets to punch out, the clock prints the next line as an "In punch" if more than 13 hours have elapsed. The time card will show the "In" punch followed below by a space where the "Out" punch would have been located and then followed by the correct "In" punch. Hours can be set from 00-99. The default is set at 13 hours.

① In SETTING mode, press **"+"** or **"-"** to select the hour.

② Press **"ENTER"** to confirm.

③ Slide **"SETTING"** switch to the left to exit setting mode.

CHANGING A SETTING MODE

① Slide the **"SETTING"** switch to right.

② In SETTING mode, press **"ENTER"** to select the setting mode to be changed.

③ Follow the instructions for the selected feature.

④ Slide the **"SETTING"** switch to the left when complete.

Advanced Features
The following features are preset at the factory and should not need adjustment unless the printing needs adjustment.

13 - UP/DOWN PRINTING POSITION ADJUSTMENT

This function adjusts the printing position up or down on the time card. The default is set at 05.

① In **SETTING** mode, advance to mode 13.

② Press "+" or "-" to select from 00 (up) to 09 (down).

③ Press "**ENTER**" to confirm.

④ The setting advances to "14".

⑤ Continue to next steps or slide the "**SETTING**" switch to the left to exit setting mode.

14 - LEFT/RIGHT PRINTING POSITION ADJUSTMENT

This function adjusts the printing position left or right on the time card. The default is set at 05.

① In **SETTING** mode, advance to mode 14.

② Press "+" or "-" to select from 00 (left) to 09 (right).

③ Press "**ENTER**" to confirm.

④ Slide "**SETTING**" switch to the left to exit setting mode.

TIME CARDS

NAME	A SIDE

NAME	B SIDE

Use only time card #4500PP10 by Nile Products. Using time cards other than Nile Products item #4500PP10 voids the warranty.

FRONT   BACK

Time Card #4500PP10

TIME CARD PRINT FORMAT

DATE	IN	OUT	DAILY	CUMULATIVE	DAILY OT
30 NOV	8:02A	12:00P	3:58	3:58	0:00
30 NOV	12:40P	4:31P	3:51	7:49	0:00

If time clock prints incomplete characters, the ribbon is not fully installed over print head. If time clock prints lines that become increasingly light, the cartridge is not fully snapped into the holder. Reinstall ribbon cartridge, following steps 1-7 until a complete and consistent time card prints. **For assistance, please contact customer support at 888.479.7264.**

REPLACING RIBBON CARTRIDGE

For optimum performance, replace ribbon cartridge every 6 months.
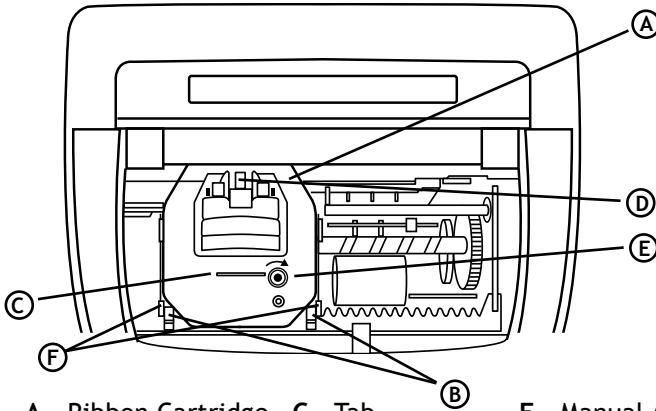
A – Ribbon Cartridge **C** – Tab   **E** - Manual Advance Knob
B – Clips   **D** – Ribbon Guide **F** – Retaining Pins

1. Use only genuine Nile Product part #43079 Replacement Ink Ribbon Cartridge.

2. Unlock and remove the time clock cover.

3. Prior to removing old ribbon, slide "SETTING" switch to the right. *CAUTION: Do not attempt to change the ribbon when in operation mode, as this may result in injury.*

4. To remove old ribbon, pull two clips Ⓑ towards you and simultaneously lift ribbon cartridge, pull straight up using tab Ⓒ located on top of cartridge.

5. Remove new ribbon cartridge from packaging and turn the manual ribbon advance knob Ⓔ clockwise to straighten ribbon.

6. Holding tab Ⓒ install ribbon cartridge into print carriage, making certain to lower the ribbon in front of the ribbon guide Ⓓ first, then make certain retaining pins Ⓕ are within clips Ⓑ (see diagram).

7. Gently push down cartridge until it snaps into carriage while turning the manual ribbon advance knob clockwise.

8. Turn manual ribbon advance knob clockwise a few rotations to ensure ribbon is positioned correctly in front of print head.

9. Slide "SETTING" switch to the left.

10. Replace the cover and lock unit.

11. Feed a time card through unit to test print quality.

TROUBLESHOOTING

TIME CARD MISFEED
In the event the time card will not feed, re-feed the time card. If issue persists, please check list for possible causes:

TIME CARD MISFEED

POSSIBLE CAUSES	ACTION
Time card inserted too hard into time clock	Re-Feed Card
Time card held too long	Re-Feed Card
Time card inserted into time clock on an angle	Re-Feed Card
Time card is wet or damaged	Use new time card

NO PRINTING

PROBABLE CAUSE	ACTION
Duplicate time cards with same numbers issued during same pay period	Do not use duplicate time card numbers during same pay period
Over 50 employees/time card limit	Do not exceed over 50 employees/time cards

IMPAIRED PRINTING

SYMPTOM	PROBABLE CAUSE	ACTION
Time card feeds with no printing	Ribbon not installed properly	Check that ribbon cartridge is properly installed. See page 13.
Punches print outside of column	Print needs adjustment	Follow Print Adjustment instructions on page 11.

MASTER RESET

Erases time clock's memory and restores default factory settings.

1. Unlock and remove time clock cover.
2. Slide SETTING switch to right for setting mode.
3. In SETTING mode press the 6th, 5th and 1st column buttons at the same time.
4. Re-program time clock.
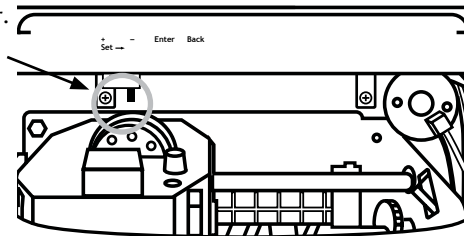
ACCESSORIES

4500PP : ACCESSORIES

ITEM #	DESCRIPTION
43079	Replacement Ink Ribbon Cartridge
4500PP10	Time Cards (100pk)
4500PPK	Replacement Keys (2)
400-10	10 Capacity Time Card Rack

To order accessories visit nileproducts.com, call 888.479.7264.

CONTACT US:
For more information, visit nileproducts.com
or call customer care at **888.479.7264** during
regular business hours: **8am-5pm EST, M-F.**

AUTO TOTALING TIME CLOCK INSTRUCTIONS
Model 4500PP

SPECIFICATIONS

4500PP : SPECIFICATIONS

|	
OPERATING CONDITIONS	
Temperature	0°C - 50°C, 32°F - 122°F
Humidity	10-95% RH, non condensing
POWER FAILURE	
Battery Back-Up	7 Days, Data and Time
Battery Life	10 Years
CALENDAR	Automatic Leap Year and Daylight Saving Time
CLOCK ACCURACY	Less than 30 seconds/year
POWER	100-240 V AC, 50/60 Hz
CERTIFICATIONS	UL and CUL, Power Supply
WEIGHT	3.05lbs
DIMENSIONS	7¼"W x 8½"H x 4½"D
MOUNTING	Desktop or Wall

AUTO TOTALING TIME CLOCK INSTRUCTIONS
Model 4500PP

LIMITED HARDWARE WARRANTY

○ Nile Products warrants its equipment to original user against defective material or workmanship for a period of 1-year from date of purchase. Proof of purchase and purchase date are required for warranty service on this product.

○ Nile Products responsibility under this warranty is limited to replacement of defective part(s). Replacement is the sole discretion of Nile Products.

○ For Return Shipments to Nile Products, product must be shipped in its original carton or equivalent. The return freight method and cost for warranteed product is the sole responsibility of the customer. Nile Products will not assume any responsibility for loss or damage incurred in shipping.

○ Nile Products reserves the right to determine whether parts failed because of defective material, workmanship or other causes.

○ Failure caused by accident, alteration, misuse or improper packaging of returned unit is not covered by this warranty.

○ Any repair done by the customer without the consent from Nile Products will automatically void the warranty.

○ Users in countries other than Canada and USA should contact the Dealer from whom the unit was purchased.

○ The rights under this warranty are limited to the original user and may not be transferred to subsequent users.

MONEY BACK GUARANTEE

Nile Products offers a 30-day money back guarantee. If an RMA is issued for an unwanted product before 30 days, Nile Products will refund the entire purchase price less shipping if purchased from Nile Products. Nile Products will assess a 15% restocking fee on any returns received between 31 and 60 days from the date of purchase. No returns will be accepted after 60 days. Nile Products will not issue a call tag for pickup of products. Customers are responsible for shipping the product back including the cost of shipping. Nile Products will assume the cost of ground shipping for the replacement product to the customer. Nile Products will also assess a 15% fee if any item(s) are missing in an open box return. Shipping back to Nile Products from a Nile Products Partner is the responsibility of the Nile Products Partner. No call tags will be issued. Items returned to Nile Products without an RMA will not be credited.
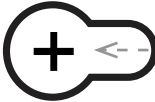
Screw Guide Template (Actual Size)

4.5625"
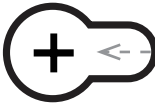
CONTACT US:
For more information, visit nileproducts.com
or call our technical support team at **888.479.7264**
during regular business hours: **8am-5pm EST,
Monday-Friday.**

I2275 REV C