Contact us
Five days a week

8:00AM – 4:30 PM EST Monday to Friday
(excluding Statutory Holidays)

📞 Call 888-287-2144

✉ Email service@canadiantime.com
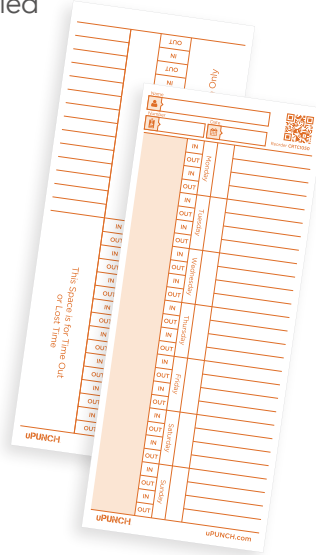
It couldn't be easier to register your uPunch device and enjoy the security our 2-year warranty provides.

Visit **upunch.ca/warranty** and enter the requested information.

2-YEAR WARRANTY

Visit **uPunch.ca** to reorder uPunch certified replacement ribbons and time cards.

The Space is for Time Out of Lost Time

uPUNCH   uPUNCH.com

workwell™ TECHNOLOGIES

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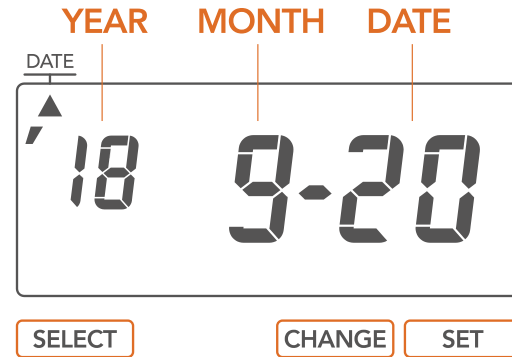
Rev 04/2024

Time Clock & Date Stamp QUICK START GUIDE

Adjust three settings to begin using uPunch.

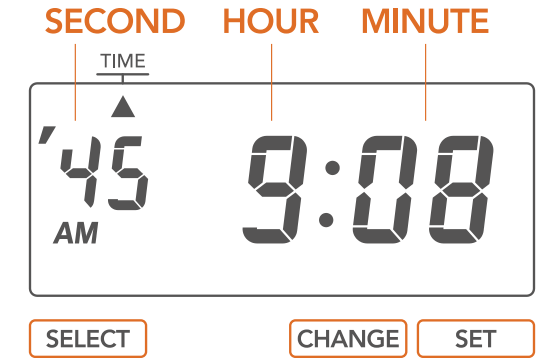Advanced features are available
in the product manual.

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.

YEAR   MONTH   DATE

DATE

`18    9-20`

SELECT   CHANGE   SET

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.

SECOND   HOUR   MINUTE

TIME

`45    9:08`

AM

SELECT   CHANGE   SET

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.

JAN 31 AM12:00

← Front of device.

AM12:00

30mm