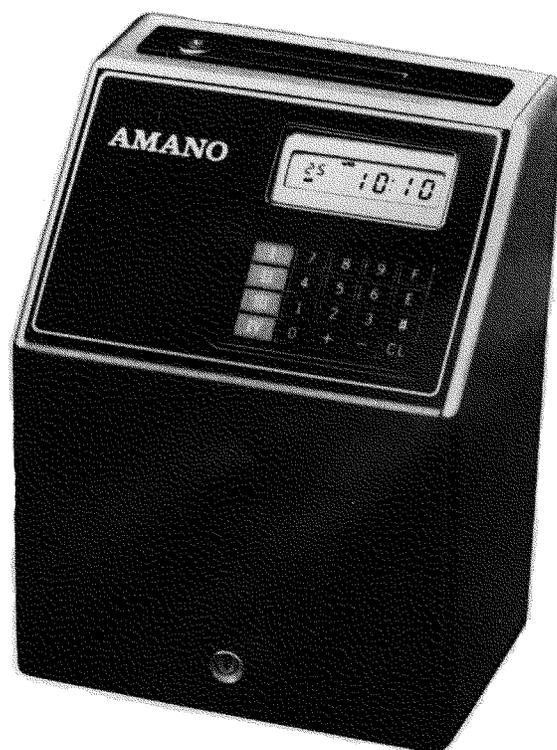


AMANO®

COMPUTERIZED TIME RECORDERS

MJR-7000 SERIES

PROGRAM/OPERATION MANUAL

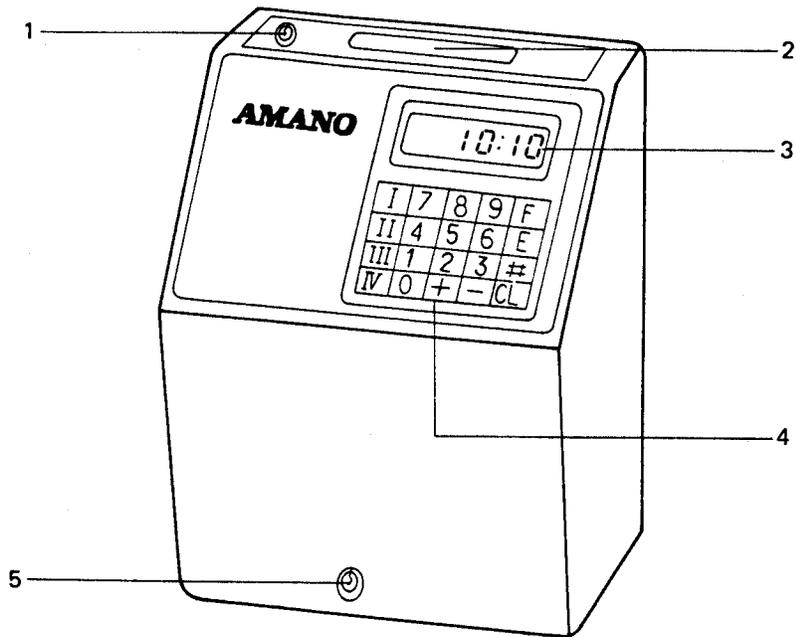


AMANO MJR-7000 COMPUTERIZED TIME RECORDER

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Section 1 – Location of Parts



1. Key switch 2 positions : "NORMAL" mode for IN/OUT punch.
"FUNCTION" mode for programming, data correction, etc.
2. Card pocket
3. Display Displays date, day of week, time, AM/PM, program functions, etc.
4. Keyboard Functions listed in chart below.
5. Cabinet lock

KEYBOARD

KEY	NAME	FUNCTION
I	Program storage key	Enters programmed data into program storage.
II - IV		No function
0 - 9	Ten keys	Input of data
+ -	Plus/minus keys	Add and subtract data for corrections.
#	Number key	Advances parameters within function.
CL	Clear key	Clears miskeyed data before E key is pressed.
E	Enter key	Registers keyed-in data to memory & advances to next function.
F	Function key	Selects desired function number.

Section 2 – Preparation

1. Installation

- (a) Power : AC 120/220/240V±10%
- (b) Ambient Condition : -10°C ~ 40°C (14°F ~ 104°F)
- (c) Humidity : 20% ~ 90% (No water condensation)
- (d) Dimension : 340 mm (13-1/2")H x 240 mm (9-1/2")W x 200 mm (8")D
- (e) Weight : 8.5 kg (19 lbs)
- (f) Avoid direct sunlight and dusty area.
- (g) May either be table top or wall mounted.

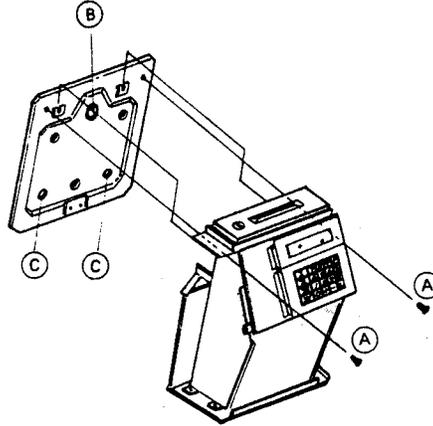
For wall mounting:

- (1) Unlock and remove the cover case.

Remove 2 screws (A) that affix the back plate to the body, and push the back plate down.

- (2) Knock out 3 holes (B) and (C) on the back plate. Drive 1 wood screw to the wall and hang the back plate by the center hole (B). After ascertaining that back plate is level, affix the 3 wood screws and firmly secure the back plate on the wall.

- (3) Install the body on the back plate. Fit the hanger lips of the body frame into the grooves of the back plate. Then install 2 screws to firmly affix the body onto the back plate.

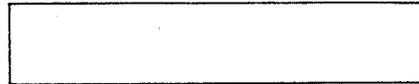


2. Initial Preparation

- A. Unlock and remove cover case with case opening key # 700, peel off plastic seal on the display and keyboard.
Remove the white packing material on the ribbon cartridge.
- B. Plug in battery connector (3P, blue and red wires) to CN-2, located at lower right, outside of frame, on the main Printed Circuit Board (JCU-1A). For full power reserve battery, (option: 200 imprints for IN/OUT or 4 hours display during power failure) plug in connector (4P, blue and red wires) to CN-11 on brown colored Printed Circuit Board (JPR-1A), located on right hand-side of frame, under keyboard.
- C. Slide the cover case back on and lock it.
- D. Plug in A. C. power outlet. The printer section will move back and forth several times and the display may show an error code such as 8-80. To reset this error code 8-80, put case opening key # 700 into function key slot, located at top leftside of card pocket, and turn it to "FUNCTION" mode, (in the direction of the arrow) then press **CL** key.
- E. Set the key switch at the top to the "FUNCTION" mode. (Turn to the right.) The display will go blank.
- F. To clear the data in the memory, follow the procedure below:
Press **3 2 E** then **6 4 E**.
Memory is now clear and ready for programming.
- G. Turn the key switch to "NORMAL".

3. To set time

A. Set key switch to "FUNCTION" mode. Display will go blank.



B. Press **1** **0** **E** keys.



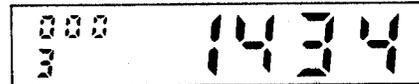
C. Key in the year (1990). Press **#** key.



D. Key in the month and date (May 8). Press **#** key.



E. Key in the hour and minute using military time (2:34PM). Press **E** key. Display will go blank.



Note: When **E** key is pressed, the clock begins from 00 seconds of the set minute.

SPECIAL MEMO FOR PROGRAMMING

1. All time data must be entered in military time (0–23 hours).

2. How to clear or cancel data.

A. Calendar and clock data may be changed but not cleared or cancelled.

B. To clear data in memory, press the following keys:

3 **0** **E** then **8** **8** **E** to clear all employees' data

3 **1** **E** then **9** **9** **E** to clear programmed data

3 **2** **E** then **6** **4** **E** to clear both employee and programmed data

C. To clear data on the display:

1. To clear simple key-in errors before pressing **E** key (before entering into memory) press **CL** key.

2. To clear data on display that is in memory, press keys as follows:

When there is only one parameter within the function to be cleared: **0** **E**

When there are three parameters within the function to be cleared: **0** **#** **0** **#**

0 **E**

3. To change the data on the display:

When there is only one parameter within the function to be changed:

NEW DATA **E**

When there are three parameters within the function to be changed:

NEW DATA **#** **NEW DATA** **#** **NEW DATA** **E**

4. When data is cleared or new data is entered, be sure to press **I** key before turning the key switch to "NORMAL".

D. Programming of days (Monday through Sunday) will be in numeric code as follows:

- 1 Monday
- 2 Tuesday
- 3 Wednesday
- 4 Thursday
- 5 Friday
- 6 Saturday
- 7 Sunday
- 8 Monday through Friday
- 9 Monday through Sunday

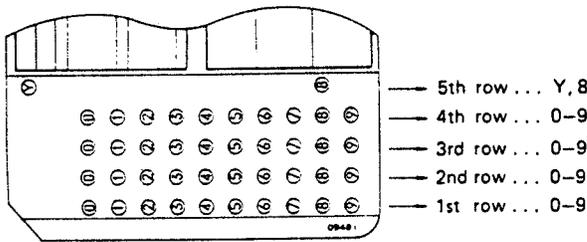
E. There are four programming areas for the MJR-7000 Series:

- 1. Clock programming area – Function no. 000.
- 2. Basic programming area – Function no. 001–019.
- 3. Signal programming area (optional) – Function no. 020-050.
- 4. Work shift programming area – Function no. 100–149.

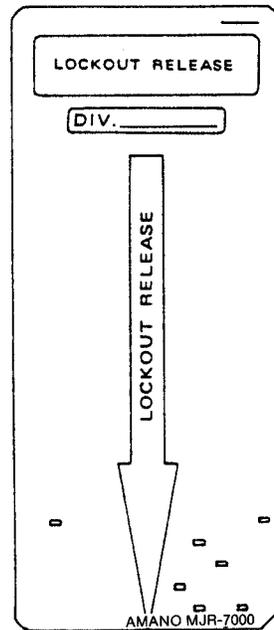
3. Types of cards

A. Time Card – Records IN/OUT time, accumulated hours, data corrections, and gross pay calculations.

B. Lock-out Release Card – Used in conjunction with time cards. Allows employee to punch during lock-out time zone.



ROW	APPLICATION
1	Machine no. and 1st digit of card no.
2	2nd digit of card no.
3	3rd digit of card no.
4	0 must always be punched.
5	Y & 8 must always be punched.

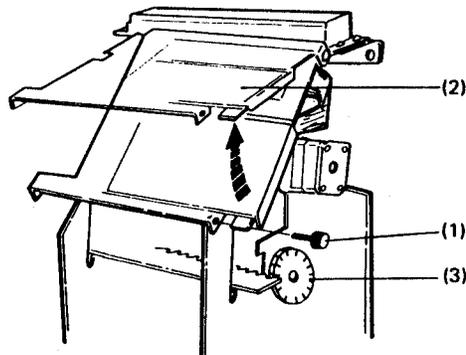


The time card has five rows of numbers for perforation on the bottom front side. Cards may be purchased pre-punched or prepared, manually with the hand puncher provided. Refer to the chart above preparation of unperforated cards.

Section 3 – Replacement of Ribbon Cartridge

When printing becomes too light, replace the ribbon cartridge in the following manner:

1. Remove the white thumb screw (1) at the lower right of the Keyboard Panel.
2. Lift up the Keyboard Panel (2). Rotate the black gear (3) located on right hand-side of the frame, until ribbon cartridge moves to the right side slightly.
3. To remove the ribbon cartridge, raise the end up and lift it out.
4. Place the new cartridge in cartridge casing in slanted position, and make sure the protrusions on both ends snap into position.
5. Slowly lower the front portion of cartridge while turning the knob on the cartridge. Insure that the ribbon is in the ribbon guide.
6. To check for proper printing, insert a card, and print out programmed data.



MJR-7000 SUMMARY OF PROGRAMMING/OPERATION CODES

PROGRAMMING AREAS

- | | | |
|---|---|---|
| 1 | 0 | E |
|---|---|---|

 = Clock and Calendar Programming Area
- | | | |
|---|---|---|
| 2 | 0 | E |
|---|---|---|

 = Basic Programming Area
- | | | |
|---|---|---|
| 2 | 1 | E |
|---|---|---|

 = Signal Programming Area (OPTIONAL signal kit must be installed to send signals)
- | | | |
|---|---|---|
| 2 | 2 | E |
|---|---|---|

 = Work Schedule Programming Area

OPERATION AREAS

- | | | |
|---|---|---|
| 2 | 3 | E |
|---|---|---|

 = Program Print Out
- | | |
|---|---|
| 1 | E |
|---|---|

 = Individual Data Correction (Current Pay Period)
- | | |
|---|---|
| 5 | E |
|---|---|

 = Individual Data Clear
- | | | |
|---|---|---|
| 4 | 0 | E |
|---|---|---|

 = Attendance Report (Current Pay Period)
- | | | |
|---|---|---|
| 4 | 1 | E |
|---|---|---|

 = Attendance Report (Previous Pay Period)

MJR-7000 PROGRAM MANUAL

SECTION 1: CLOCK AND CALENDAR PROGRAMMING AREA
TO ENTER PROGRAM AREA - TURN THE KEY AND PRESS 1 0 E

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND EXAMPLES	PROGRAM DATA
000 1	1 9 9 0 #	Calendar year	#
----- 2	4 3 0 #	Month and Date	#
----- 3	1 5 2 8 E	Hour and Minute (24 hour format)	E

SECTION 2: BASIC PROGRAMMING AREA
TO ENTER PROGRAM AREA - TURN THE KEY AND PRESS 2 0 E

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND EXAMPLES	PROGRAM DATA
001 1	4 0 1 #	Date Daylight Saving Time Begins (Ex: April 1)	#
----- 2	1 0 2 8 E	Date Daylight Saving Time Ends (Ex: October 28)	E
002 1	0 E	Machine Number 0 - 9 : Time Cards No. 000-099, enter 0 Time Cards No. 100-199, enter 1 Time Cards No. 200-299, enter 2 Time Cards No. 300-399, enter 3 : : : : : : : : Time Cards No. 900-999, enter 9	E
003 1	1 #	Imprint of hours for IN/OUT times: 0 = 0-23 Hour format (military time) 1 = 1-12/ <u>1-12</u> AM/PM Hours	#
----- 2	0 #	Imprint of accumulated minutes: 0 = Regular minutes (00-59) 1 = 1/100 of hour (00-98)	#
----- 3	0 E	Printing of Day of week: 0 : English days (MO...SA,SU) 1 : Day numbers (1...6,7) 2 : French days (LU...SA,DI)	E

(Continued)

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND EXAMPLES	PROGRAM DATA
004 1	1 0 1 E	Month and Date of Holiday (Jan. 1st)	E
005 1	2 1 9 E	Month and Date of Holiday (Feb. 19th)	E
006 1	7 0 4 E	Month and Date of Holiday (July 4th)	E
007 1	9 0 3 E	Month and Date of Holiday (Sep. 3rd)	E
008 1	1 1 2 2 E	Month and Date of Holiday (Nov. 22nd)	E
009 1	1 1 2 3 E	Month and Date of Holiday (Nov. 23rd)	E
010 1	1 2 2 5 E	Month and Date of Holiday (Dec. 25th)	E
011 1	0 E	Month and Date of Holiday	E
012 1	0 E	Month and Date of Holiday	E
013 1	0 E	Month and Date of Holiday	E
014 1	0 E	Month and Date of Holiday	E
015 1	0 E	Month and Date of Holiday	E
016 1	0 E	Month and Date of Holiday	E
017 1	0 E	Month and Date of Holiday	E
018 1	0 E	Month and Date of Holiday	E
019 1	0 E	Month and Date of Holiday	E

Addresses 004-019 are programmable for UP to 16 HOLIDAYS

Holidays worked can be sorted into regular hours or overtime hours in section 3 (22E) address 105.

IMPORTANT: UPON COMPLETION OF THE BASIC PROGRAMMING AREA, BE SURE TO PRESS THE I KEY TO SAVE THE DATA INTO MEMORY.

**SECTION 3: SIGNAL PROGRAMMING AREA (OPTIONAL)
TO ENTER PROGRAM AREA - TURN THE KEY AND PRESS**

2 1 E

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND EXAMPLES	PROGRAM DATA
020 1	1 0 E	Signal duration in seconds (0-15) Note: If the signal is not used enter 0	E
021 1	8 #	Day Code Numbers: 1=Monday 6=Saturday 2=Tuesday 7=Sunday 3=Wednesday 8=Monday thru Friday 4=Thursday 9=Monday thru Sunday 5=Friday NOTE: If the signal applies for Mon, Wed and Fri, key in code numbers 1,3, and 5. (The days selected will appear on the display)	#
2	7 5 5 E	Signal Time (HHMM)	E
022 1	5 #	Day Code Number (1-9)	#
2	8 0 0 E	Signal Time (HHMM)	E
023 1	5 #	Day Code Number (1-9)	#
2	1 2 0 0 E	Signal Time (HHMM)	E
024 1	5 #	Day Code Number (1-9)	#
2	1 2 3 0 E	Signal Time (HHMM)	E
025 1	#	Day Code Number (1-9)	#
2	E	Signal Time (HHMM)	E
026 1	#	Day Code Number (1-9)	#
2	E	Signal Time (HHMM)	E

(Continued)

PROGRAM ADDRESS NO.		SAMPLE DATA				PROGRAM CODES AND EXAMPLES	PROGRAM DATA			
027	1				#	Day Code Number (1-9)				#
	2				E	Signal Time (HHMM)				E
028	1				#	Day Code Number (1-9)				#
	2				E	Signal Time (HHMM)				E
029	1				#	Day Code Number (1-9)				#
	2				E	Signal Time (HHMM)				E
030	1				#	Day Code Number (1-9)				#
	2				E	Signal Time (HHMM)				E
031	1				#	Day Code Number (1-9)				#
	2				E	Signal Time (HHMM)				E
032	1				#	Day Code Number (1-9)				#
	2				E	Signal Time (HHMM)				E
033	1				#	Day Code Number (1-9)				#
	2				E	Signal Time (HHMM)				E
034	1				#	Day Code Number (1-9)				#
	2				E	Signal Time (HHMM)				E
035	1				#	Day Code Number (1-9)				#
	2				E	Signal Time (HHMM)				E
036	1				#	Day Code Number (1-9)				#
	2				E	Signal Time (HHMM)				E

(Continued)

PROGRAM ADDRESS NO.		SAMPLE DATA				PROGRAM CODES AND EXAMPLES	PROGRAM DATA			
037	1				#	Day Code Number (1-9)				#
	2				E	Signal Time (HHMM)				E
038	1				#	Day Code Number (1-9)				#
	2				E	Signal Time (HHMM)				E
039	1				#	Day Code Number (1-9)				#
	2				E	Signal Time (HHMM)				E
040	1				#	Day Code Number (1-9)				#
	2				E	Signal Time (HHMM)				E
041	1				#	Day Code Number (1-9)				#
	2				E	Signal Time (HHMM)				E
042	1				#	Day Code Number (1-9)				#
	2				E	Signal Time (HHMM)				E
043	1				#	Day Code Number (1-9)				#
	2				E	Signal Time (HHMM)				E
044	1				#	Day Code Number (1-9)				#
	2				E	Signal Time (HHMM)				E
045	1				#	Day Code Number (1-9)				#
	2				E	Signal Time (HHMM)				E
046	1				#	Day Code Number (1-9)				#
	2				E	Signal Time (HHMM)				E

(Continued)

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND EXAMPLES	PROGRAM DATA
047 1		Day Code Number (1-9)	#
----- 2		Signal Time (HHMM)	E
048 1		Day Code Number (1-9)	#
----- 2		Signal Time (HHMM)	E
049 1		Day Code Number (1-9)	#
----- 2		Signal Time (HHMM)	E
050 1		Day Code Number (1-9)	#
----- 2		Signal Time (HHMM)	E

IMPORTANT: UPON COMPLETION OF THE SIGNAL PROGRAMMING AREA, BE SURE TO PRESS THE I KEY TO SAVE THE DATA INTO MEMORY.

**SECTION 4: WORK SCHEDULE PROGRAMMING AREA
TO ENTER PROGRAM AREA - TURN THE KEY AND PRESS**

2 2 E

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND EXAMPLES	PROGRAM DATA
100 1	1 #	<p>Pay Period Type: 0= WEEKLY (Front side only) 1= WEEKLY (Use both sides of card - Programmed week is front side) 2= WEEKLY (Use both sides of card - Programmed week is back side) 3= BIWEEKLY (Pay ending comes next week) 4= BIWEEKLY (Pay ending comes this week) 5= SEMIMONTHLY 6= MONTHLY</p>	#
Example 2	(5 #)		
2	7 E	<p>For Weekly or Biweekly Pay Period - Enter Pay Ending <u>DAY</u> and press E 1= Monday 5= Friday 2= Tuesday 6= Saturday 3= Wednesday 7= Sunday 4= Thursday</p> <p>For Semimonthly or Monthly Periods - Enter the earlier of the two pay ending DATES and press #.</p> <p>EX: If the pay period ends on the 10th and 25th enter 1 0 #.</p> <p><u>Exception:</u> If the pay period ends on the 15th and at the end of the month enter 3 1 #.</p>	E
	(3 1 #)		(#)
3	(7 E)	<p>For semimonthly and monthly only: Enter the work week ending day to be used for overtime calculation.</p>	(E)
101 1	8 0 0 #	<p>Maximum daily regular hours. (Hours worked exceeding this amount will be sorted to Overtime Category A).</p>	#
2	1 2 0 0 E	<p>Maximum daily hours for overtime A. (Hours worked exceeding this amount will be sorted to Overtime Category B).</p> <p>NOTE: If daily overtime is not used, enter 0.</p>	E

(Continued)

PROGRAM ADDRESS NO.		SAMPLE DATA				PROGRAM CODES AND EXAMPLES	PROGRAM DATA																									
102	1	4	0	0	0	#	Maximum weekly regular hours. (Hours worked exceeding this amount will be sorted to Overtime Category A).				#																					
	2	4	8	0	0	E		Maximum weekly hours for overtime A. (Hours worked exceeding this amount will be sorted to Overtime Category B). NOTE: If weekly overtime is not used, enter 0.				E																				
103	1			1	5	#	Rounding Unit for IN and OUT times				#																					
	2				8	#	Rounding break point for IN times.				#																					
	3			1	0	E	Rounding break point for OUT times.				E																					
104	1			1	5	E	Paid Break (Using "#" key) (00 - 60 minutes)																									
105	1			6		#	First Non-Working Day (EX: Saturday)				#																					
	2			7		#	Second Non-Working Day (EX: Sunday)				#																					
	3			0		E	Use the following chart to select what category the hours worked on non-working days and holidays will be sorted to: <table border="1" data-bbox="662 1249 1112 1648" style="margin: 10px auto;"> <thead> <tr> <th>Data Code#</th> <th>Weekly Non-Working Days</th> <th>National Holidays</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>OT. A</td> <td>OT. B</td> </tr> <tr> <td>1</td> <td>OT. A</td> <td>OT. A</td> </tr> <tr> <td>2</td> <td>OT. B</td> <td>OT. B</td> </tr> <tr> <td>3</td> <td>Reg.</td> <td>Reg.</td> </tr> <tr> <td>4</td> <td>Reg.</td> <td>OT. A</td> </tr> <tr> <td>5</td> <td>Reg.</td> <td>OT. B</td> </tr> </tbody> </table>	Data Code#	Weekly Non-Working Days	National Holidays	0	OT. A	OT. B	1	OT. A	OT. A	2	OT. B	OT. B	3	Reg.	Reg.	4	Reg.	OT. A	5	Reg.	OT. B				E
Data Code#	Weekly Non-Working Days	National Holidays																														
0	OT. A	OT. B																														
1	OT. A	OT. A																														
2	OT. B	OT. B																														
3	Reg.	Reg.																														
4	Reg.	OT. A																														
5	Reg.	OT. B																														

(Continued)

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND EXAMPLES	PROGRAM DATA
106 1	0 #	Day Change Override Code - 0= Allows employees to work thru day change time up to <u>12H 59M</u> from 1st IN punch. 1= Does not allow employees to work thru day change time. (Out punch crossing day change time will be considered a new day.) 2= Allows employees to work thru day change time up to <u>17H-59M</u> from 1st IN punch.	#
2	1 0 0 E	Day Change Time (EX: 1am)	E
107		Automatic Break Deduction by number of daily worked hours:	
1	6 0 0 #	Daily worked hours	#
2	3 0 E	Amount of time to be deducted	E
108		Automatic Break Deduction by number of daily worked hours:	
1	1 0 0 0 #	Daily worked hours	#
2	3 0 E	Amount of time to be deducted	E
109 1	0 #	Day Change Time <u>BEFORE/AFTER</u> Midnight 0= After Midnight 1= Before Midnight NOTE: If day change time is programmed before midnight, set the pay ending day or date and National Holiday for the <u>ACTUAL</u> day or date.	
2	1 5 #	Break Net Rounding Unit (0-60)	#
3	8 E	Break Net Rounding Break Point (0-60)	E

NOTE: BREAK TIME DEDUCTIONS PROGRAMMED IN ADDRESS 107-108 ARE CUMULATIVE

(Continued)

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND EXAMPLES	PROGRAM DATA
110	1	The following applies to addresses 110-149: Step 1: Select Code Number Step 2: Time zone beginning Step 3: Time zone ending	#
	2		#
	3		E
111	1	<u>CODE NUMBERS:</u> 0 = Not applicable 1 = 1st IN punch revision time zone 2 = OUT punch revision time zone 3 = IN punch revision time zone (All IN punches except 1st IN punch) 4 = 1st IN punch lock out time zone 5 = OUT punch lock out time zone 6 = IN punch lock out time zone 7 = Fixed break time zone (unpaid)	#
	2		#
	3		E
112	1	NOTE: Code 7, fixed break time zone cannot be programmed at the same time as the automatic flexible break deductions in address NO.'s 107 and 108.	#
	2		#
	3		E
113	1		#
	2		#
	3		E
114	1		#
	2		#
	3		E
115	1		#
	2		#
	3		E
116	1	Ex: Code 1 - 1st IN Revision ---->	#
	2	1st IN punches between 8:30am and 9:00am will be calculated from 9:00am.	#
	3		E
117	1	Ex: Code 2 - OUT Revision <----	#
	2	All OUT punches between 5:00pm and 5:15pm will stop calculating at 5:00pm.	#
	3		E

(Continued)

PROGRAM ADDRESS NO.		SAMPLE DATA				PROGRAM CODES AND EXAMPLES	PROGRAM DATA			
118	1			3	#	Ex: Code 3 - IN Revision ---->				#
	2	1	2	3	#	All IN punches except the 1st IN punch between 12:31pm and 12:45pm will be calculated from 12:45.				#
	3	1	2	4	E					E
119	1			4	#		Ex: Code 4 - 1st IN Lock Out			
	2		5	0	#	1st IN punches between 5:00am and 8:29am will not be accepted. The clock will reject employee's card.				#
	3		8	2	E					E
120	1			5	#	Ex: Code 5 - OUT Lock Out				#
	2	1	7	1	#	All OUT punches between 5:16pm and 9:00pm will not be accepted. The clock will reject employee's card				#
	3	2	1	0	E					E
121	1			6	#	Ex: Code 6 - IN Lock Out				#
	2	1	3	0	#	All IN punches except the 1st IN punch between 1:00pm and 1:30pm will not be accepted.				#
	3	1	3	3	E					E
122	1			7	#	Ex: Code 7 - Fixed Break				#
	2	1	2	0	#	30 minutes between 12pm and 12:30pm will be deducted regardless if employees punches for break.				#
	3	1	2	3	E					E
123	1				#	<div style="border: 1px solid black; padding: 5px; display: inline-block;">SPECIAL MEMO FOR PROGRAMMING</div>				#
	2				#					#
	3				E					E
124	1				#	<ol style="list-style-type: none"> 1) Day change time cannot be programmed within a time zone. 2) Programmed starting and ending times are INCLUSIVE for the time zone. 3) Time zones for the same code numbers cannot be overlapped. 4) IN or OUT revisions override IN/OUT rounding. 				#
	2				#					#
	3				E					E
125	1				#					#
	2				#					#
	3				E					E

(Continued)

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND EXAMPLES	PROGRAM DATA
126 1		5) Lock Out zones override revision zones. 6) The 1st IN punch zone overrides the fixed break time zone.	#
2			#
3			E
127 1			#
2			#
3			E
128 1		#	
2		#	
3		E	
129 1		#	
2		#	
3		E	
130 1		#	
2		#	
3		E	
131 1		#	
2		#	
3		E	
132 1		#	
2		#	
3		E	
133 1		#	
2		#	
3		E	

(Continued)

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND EXAMPLES	PROGRAM DATA
134 1			#
2			#
3			E
135 1			#
2			#
3			E
136 1			#
2			#
3			E
137 1			#
2			#
3			E
138 1			#
2			#
3			E
139 1			#
2			#
3			E
140 1			#
2			#
3			E
141 1			#
2			#
3			E

(Continued)

PROGRAM ADDRESS NO.	SAMPLE DATA	PROGRAM CODES AND EXAMPLES	PROGRAM DATA
142	1		#
	2		#
	3		E
143	1		#
	2		#
	3		E
144	1		#
	2		#
	3		E
145	1		#
	2		#
	3		E
146	1		#
	2		#
	3		E
147	1		#
	2		#
	3		E
148	1		#
	2		#
	3		E
149	1		#
	2		#
	3		E

**IMPORTANT: UPON COMPLETION OF THE WORK SCHEDULE PROGRAMMING AREA,
BE SURE TO PRESS THE I KEY TO SAVE THE DATA INTO MEMORY.**

MJR-7000 OPERATION MANUAL

PROGRAM PRINT OUT - - To PRINT ALL PROGRAM DATA		
STEP	OPERATION	EXAMPLES OF DISPLAY
1	Turn key switch to "FUNCTION" mode. The display will go blank.	<div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;"></div>
2	Press 2 3 E keys.	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> 23 0 </div>
3	Insert program check card, when finished printing turn card over and print on back side.	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> 23 1 </div>
6	Remove card and turn key switch back to normal mode.	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> 20 Fri PM 6:10 </div>

**INDIVIDUAL DATA CORRECTION -
- To MAKE CORRECTIONS ON INDIVIDUAL EMPLOYEE'S TIME CARDS**

STEP	OPERATION	EXAMPLES OF DISPLAY						
1	Turn key switch to "FUNCTION" mode. The display will go blank.	<div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;"></div>						
2	Press 1 E keys.	<div style="border: 1px solid black; width: 100px; height: 40px; display: flex; align-items: center; justify-content: center;"> 1 </div>						
3	a) Insert time card to be corrected. b) Remove card from pocket. The amount of daily worked hours will be displayed.	<div style="border: 1px solid black; width: 100px; height: 40px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;"> 1 </div> <div style="border: 1px solid black; width: 100px; height: 40px; display: flex; align-items: center; justify-content: center;"> 1 8:45 </div>						
4	Press E key until the desired code appears on display: <table border="1" style="margin-top: 10px; width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">CODE NO.</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>DAILY NET HOURS - to adjust NET hours for the current day. {Affects codes #3,4,&5 based on DAILY OVERTIME calculation rule}</td> </tr> <tr> <td style="text-align: center;">2</td> <td>WEEKLY NET HOURS - to adjust NET hours for the current week. {Affects codes #3,4,&5 based on WEEKLY OVERTIME calculation rule}</td> </tr> </tbody> </table>	CODE NO.	DESCRIPTION	1	DAILY NET HOURS - to adjust NET hours for the current day. {Affects codes #3,4,&5 based on DAILY OVERTIME calculation rule}	2	WEEKLY NET HOURS - to adjust NET hours for the current week. {Affects codes #3,4,&5 based on WEEKLY OVERTIME calculation rule}	<div style="border: 1px solid black; width: 100px; height: 40px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;"> 1 8:45 </div> <div style="border: 1px solid black; width: 100px; height: 40px; display: flex; align-items: center; justify-content: center;"> 2 44:45 </div>
CODE NO.	DESCRIPTION							
1	DAILY NET HOURS - to adjust NET hours for the current day. {Affects codes #3,4,&5 based on DAILY OVERTIME calculation rule}							
2	WEEKLY NET HOURS - to adjust NET hours for the current week. {Affects codes #3,4,&5 based on WEEKLY OVERTIME calculation rule}							

(Continued)

**INDIVIDUAL DATA CORRECTION -
- To MAKE CORRECTIONS ON INDIVIDUAL EMPLOYEE'S TIME CARDS**

STEP	OPERATION	EXAMPLES OF DISPLAY								
	<table border="1"><thead><tr><th data-bbox="370 499 451 575">CODE NO.</th><th data-bbox="451 499 922 575">DESCRIPTION</th></tr></thead><tbody><tr><td data-bbox="370 575 451 743">3</td><td data-bbox="451 575 922 743">REGULAR HOURS - to adjust ACCUMULATED REGULAR hours for the current pay period. {Does not affect any other codes}</td></tr><tr><td data-bbox="370 743 451 890">4</td><td data-bbox="451 743 922 890">OVERTIME CATEGORY A HOURS - to adjust accumulated hours sorted to Overtime A. {Does not affect any other codes}</td></tr><tr><td data-bbox="370 890 451 1058">5</td><td data-bbox="451 890 922 1058">OVERTIME CATEGORY B HOURS - to adjust accumulated hours sorted to Overtime B. {Does not affect any other codes}</td></tr></tbody></table>	CODE NO.	DESCRIPTION	3	REGULAR HOURS - to adjust ACCUMULATED REGULAR hours for the current pay period. {Does not affect any other codes}	4	OVERTIME CATEGORY A HOURS - to adjust accumulated hours sorted to Overtime A. {Does not affect any other codes}	5	OVERTIME CATEGORY B HOURS - to adjust accumulated hours sorted to Overtime B. {Does not affect any other codes}	<div data-bbox="1036 604 1256 709" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">3 40:00</div> <div data-bbox="1036 760 1256 865" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">4 3:45</div> <div data-bbox="1036 915 1256 1020" style="border: 1px solid black; padding: 5px;">5 1:00</div>
CODE NO.	DESCRIPTION									
3	REGULAR HOURS - to adjust ACCUMULATED REGULAR hours for the current pay period. {Does not affect any other codes}									
4	OVERTIME CATEGORY A HOURS - to adjust accumulated hours sorted to Overtime A. {Does not affect any other codes}									
5	OVERTIME CATEGORY B HOURS - to adjust accumulated hours sorted to Overtime B. {Does not affect any other codes}									
5	<p>Key in the number of hours to be added or subtracted and then press <input type="text" value="+"/> or <input type="text" value="-"/> , followed by <input type="text" value="E"/> key.</p> <p>Example 1: Add 2 hours to Overtime A -Press <input type="text" value="E"/> until code no. 4 appears</p> <p>-Press <input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="0"/> keys</p> <p>-Press <input type="text" value="+"/> key {2 hours are added to the previous amount displayed}</p>	<div data-bbox="1042 1264 1263 1369" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">4 4:45</div> <div data-bbox="1042 1419 1263 1524" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">4 2:00</div> <div data-bbox="1042 1575 1263 1680" style="border: 1px solid black; padding: 5px;">4 6:45</div>								

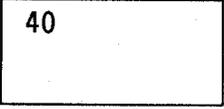
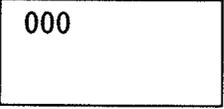
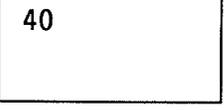
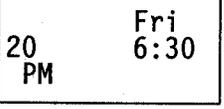
(Continued)

INDIVIDUAL DATA CORRECTION - - TO MAKE CORRECTIONS ON INDIVIDUAL EMPLOYEE'S TIME CARDS				
STEP	OPERATION	EXAMPLES OF DISPLAY		
	-Press <input type="checkbox"/> E key to advance to the next code.	<table border="1"><tr><td>5</td><td>1:00</td></tr></table>	5	1:00
5	1:00			
6	Insert the employee's time card for the correction to print on the card	<table border="1"><tr><td>5</td><td>1:00</td></tr></table>	5	1:00
5	1:00			
7	Turn key switch to "NORMAL" mode.	<table border="1"><tr><td>20 PM</td><td>Fri 6:17</td></tr></table>	20 PM	Fri 6:17
20 PM	Fri 6:17			

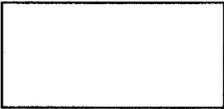
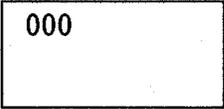
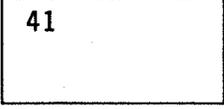
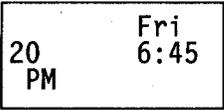
**INDIVIDUAL DATA CLEAR -
- TO CLEAR ALL DATA FOR AN INDIVIDUAL EMPLOYEE**

STEP	OPERATION	EXAMPLES OF DISPLAY
1	Turn key switch to "FUNCTION" mode. The display will go blank.	<div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;"></div>
2	Press 5 E keys.	<div style="border: 1px solid black; width: 100px; height: 40px; display: flex; align-items: center; justify-content: center;">5</div>
3	Insert employee time card to be cleared. (Card number appears on display.)	<div style="border: 1px solid black; width: 100px; height: 40px; display: flex; align-items: center; justify-content: center;">072</div>
4	Press E key. Machine beeps, clears memory for that employee and automatically ejects time card.	<div style="border: 1px solid black; width: 100px; height: 40px; display: flex; align-items: center; justify-content: center;">072</div>
5	Remove card from pocket.	<div style="border: 1px solid black; width: 100px; height: 40px; display: flex; align-items: center; justify-content: center;">5</div>
6	Turn key switch to "NORMAL" mode.	<div style="border: 1px solid black; width: 100px; height: 40px; display: flex; align-items: center; justify-content: center;"> <div style="text-align: right; margin-right: 20px;">20 PM</div> <div style="text-align: left;">Fri 6:25</div> </div>

**ATTENDANCE REPORT FOR THE CURRENT PAY PERIOD -
 - TO PRINT SUMMARIES OF ALL EMPLOYEE'S HOURS ON A REPORT CARD**

STEP	OPERATION	EXAMPLES OF DISPLAY
1	Turn key switch to "FUNCTION" mode. The display will go blank.	
2	Press <input type="text" value="4"/> <input type="text" value="0"/> <input type="text" value="E"/> keys	
3	Insert attendance report card. (display shows card number being printed.) Card will automatically eject when printing has stopped.	
4	Remove card from pocket.	
7	Turn key switch to "NORMAL" mode.	

**ATTENDANCE REPORT FOR THE PREVIOUS PAY PERIOD -
- TO PRINT SUMMARIES OF ALL EMPLOYEE'S HOURS ON A REPORT CARD**

STEP	OPERATION	EXAMPLES OF DISPLAY
1	Turn key switch to "FUNCTION" mode. The display will go blank.	
2	Press <input type="text" value="4"/> <input type="text" value="1"/> <input type="text" value="E"/> keys	
3	Insert attendance report card. (display shows card number being printed.) Card will automatically eject when printing has stopped.	
4	Remove card from pocket.	
7	Turn key switch to "NORMAL" mode.	

MJR-7000 ERROR CODE LIST

ERROR CODE	REASON	SOLUTION
0 - 01	INSERTED TIME CARD FACING THE WRONG SIDE.	RE-INSERT TIME CARD FACING THE CORRECT SIDE.
0 - 08	AFTER ENTERING CORRECTION DATA, INSERTED WRONG CARD FOR CARD PRINTING.	INSERT CORRECT TIME CARD.
0 - 12	INSERTED TIME CARD DURING LOCK OUT PERIOD.	OVERRIDE LOCK OUT BY USING LOCK OUT RELEASE CARD, IF AUTHORIZED.
1 - 20	INCORRECT MACHINE NO. ON TIME CARD OR IN PROGRAMMED DATA.	CHECK PROGRAMMED DATA IN SECTION 20E, ADDRESS 002 AND TIME CARD NUMBER.
1 - 22	INSERTED INCORRECTLY CODED (PERFORATED) TIME CARD.	USE PROPERLY CODED TIME CARD.
1 - 30	IMPROPER TIME CARD. (TOO SHORT)	REISSUE PROPER SIZE, PROPERLY CODED, TIME CARD.

(CONTINUED)

ERROR CODE	REASON	SOLUTION
1 - 31	IMPROPER TIME CARD. (TOO LONG)	REISSUE PROPER SIZE, PROPERLY CODED, TIME CARD.
8 - 80 X	INCORRECT DATA PROGRAMMED.	CLEAR PROGRAM MEMORY OF APPLICABLE AREA AND REPROGRAM.
8 - 85 X	INDIVIDUAL DATA FILE READING ERROR.	TURN KEY SWITCH TO "FUNCTION" MODE. PRESS CL KEY TO CLEAR. RE-ENTER DATA AS NEEDED
8 - 88 X	CPU (MEMORY) DEFECT.	TURN KEY SWITCH TO "FUNCTION" MODE. PRESS CL KEY TO CLEAR.
9 - 50 X	INSERTED TIME CARD FOR PRINTING EARLIER THAN PREVIOUSLY PRINTED TIME.	PRESS CL KEY. MAKE SURE THE CLOCK IS SET TO THE CURRENT DATE AND TIME.
9 - 60 X	TEMPORARY DEFECT OF SOFTWARE CAUSED BY NOISE OR SURGE FROM OUTSIDE POWER SOURCE.	RESETS AUTOMATICALLY IN 3 SECONDS AFTER ERROR DISPLAY.

(CONTINUED)

ERROR CODE	REASON	SOLUTION
9 - 61 X	TEMPORARY DEFECT OF CPU CAUSED BY NOISE OR SURGE FROM OUTSIDE POWER SOURCE.	RESETS AUTOMATICALLY IN 3 SECONDS AFTER ERROR DISPLAY.
9 - 70 X	PROBLEM OF HARDWARE SUCH AS PRINTER TIMING IMPULSE, SENSOR, MOTOR, ETC.	CLEAR ENTRY BY CL KEY AND CLEAN SENSORS.
9 - 90 X	CARD READING FAILURE.	PRESS CL KEY AND CALL SERVICE.
9 - 91 X	CARD SENSOR LEVEL DEFECT.	PRESS CL KEY AND CALL SERVICE.

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Rechnende Stempeluhr **AMANO MJR 8000**

Bedienungsanleitung



Korrektur der Daten auf einer Stempelkarte

- 1.) Tastaturfeld zur Bedienung-freigeben durch Schlüsselschalter
- 2.) Tasten Sie **1** **2** ein
- 3.) Stempelkarte einführen - kommt zurück -

Anzeige Kode Nr.		Taste zum Weiterschalten
1	Tagesstunden	1
2	Kumulierte Gesamtstunden	2
3	Kumulierte Nettostunden	3
4	Überstunden Kat. A	4
5	Überstunden Kat. B	5

Anmerkung: Bei Änderung der Gesamtstunden/Nettostunden werden die Überstunden automatisch korrigiert!

Addieren oder subtrahieren Sie zu den angezeigten Stunden sovielle Stunden und Minuten, bis die gewünschte Stundensumme angezeigt wird

z.B. 2 Std. addieren Tasten **2** **0** **0** **2**
 z.B. 10 Min. abziehen Tasten **1** **0** **0** **3**

- 4.) Führen Sie nach Korrektur der gewünschten Daten die betreffende Stempelkarte ein, Ihre korrigierten Daten werden rot ausgedruckt
- 5.) Danach können weitere Stempelkarten korrigiert werden
- 6.) Stellen Sie den Schlüssel wieder auf NORMAL

M J R 8 0 0 0

Adresse Nr.	Anwendung	Einzugebende Daten
	Anfang Programm	(Speicherzuruff) 2 2 3
110.1	1.K0-Periode 6.00	frei programmierbare Adressen
.2	2.K0-Periode 8.00 8.30 9.00	K0-Periode, Stempelsperre, GE-Periode, Pausen
.3		
111.1		1...erste Kommen-Periode 2...Gehen-Periode 3...Kommen-Periode (2.Kommenstempelung nach Tageswechsel) 4...erste Stempelsperre 5...Stempelsperre für Gehen 6...Stempelsperre für Kommen 7...Feste Pause 8...Flexible Pause 0...Keinerlei Anwendung
112.1	112.1 Pause .2 .3	Stempel - Stempel- sperre sperre 12.00 13.00 Pausen 16.00 16.30 17.00 18.00
113.1	113.1 Stempelsperre	Stempelsperre für Gehen Beginn d. Stempelsperre Ende d. Stempelsperre

ZEITPROGRAMM 1 (Nr. 110 - 117)

Beispiel:

erste Kommen-Periode Kode-Nr. **1**
 Beginn z.B. 6.00 Uhr **2** **0** **0** **6**
 Normalarbeitszeitbeginn **2** **0** **0** **3**
 z.B. 8.00 Uhr

Kommen-Periode Kode-Nr. **2**
 Beginn z.B. 8.30 Uhr **2** **0** **0** **8**
 Normalarbeitszeit-Beginn **2** **0** **0** **3**

Pausen-Kode-Nr. **2**
 Pausenbeginn **1** **0** **0** **0**
 Pausenende **1** **0** **0** **3**

Stempelsperre für Gehen **2**
 Beginn d. Stempelsperre **1** **0** **0** **6**
 Ende d. Stempelsperre **1** **0** **0** **3**

Bediener-Funktionen

- 1 4 Korrektur der individuellen Daten (siehe Seite 3)
- 2 4 Löschen eines Personal-Datenspeichers (siehe Seite 4)
- 3 4 Lohnkalkulation nach Ende des Abrechnungszeitraumes (siehe Seite 5 u.6)
- 4 4 Lohnkalkulation im laufenden Abrechnungszeitraum (siehe Seite 5 u.6)
- 2 3 4 Programmausdruck
- 3 0 3 3 3 Gesamtlöschung des Personaldatenspeichers
- 3 1 4 2 2 3 ProgrammLöschung
- 3 2 3 6 4 3 GesamtLöschung Personaldaten und Programm

M J R 8 0 0 0

Adresse Nr.	Anwendung Einzugebende Daten	
	Anfang Programm	(Speicherzutritt) 0 2 3
114.1 .2 .3	freiprogrammierbare Adressen Stempelsperre	erste Stempelsperre f. Kommen (Kode-Nr.) 2 7 Beginn der Stempelsperre 1 0 0 0 7 Ende der Stempelsperre 1 0 0 0 3
115.1 .2 .3	1. Gehen-Periode	Gehe-Periode: Kode-Nr. 2 7 Ende d. Normalarbeitszeit 1 0 0 0 7 Ende d. Gehen-Periode 1 0 0 0 3
16.1	2. Gehen-Periode	Gehe-Periode: Kode-Nr. 2 7 Ende der 2. Normalarbeitszeit 1 0 0 0 7 Ende der Gehen-Periode 1 0 0 0 3
117.1 .2 .3	freiprogrammierbar	
120. 127.		Zeitprogramm 2 (Nr. 120 - 127) do. Pos. 110 - 117
130. 137.		Zeitprogramm 3 (Nr. 130 - 137) do. Pos. 110 - 117
140. 147.		Zeitprogramm 4 (Nr. 140 - 147) do. Pos. 110 - 117

- 1.) Speicherkapazität für 100 Personen
- 2.) Ein Zeitprogramm, das durch 40 Programmschritte individuell gestaltet oder für mehrere Tagesschemen modifiziert werden kann.
- 3.) Summierung der Stunden über den Tageswechsel, max. 13 Stunden
- 4.) Auf- und Abrunden möglich
- 5.) Überstunden-Kategorien A und B kommen zur Anwendung, wenn die vorprogrammierten Normalarbeitsstunden pro Tag überschritten werden
- 6.) Überstunden A und B kommen zur Anwendung, wenn die Wochenstunden überschritten werden
- 7.) Leerzeit bei ungearbeitetem Tag bzw. aufeinanderfolgenden Tagen
- 8.) Automatischer Abzug von vorgegebenen Pausen
- 9.) Mehrere Möglichkeiten von ungearbeiteten Wochentagen und gesetzlichen Feiertagen getrennt zu errechnen
- 10.) Mehrere Stempelsperren innerhalb des Zeitprogramms für Kommen und Gehen
- 11.) Routine zur Lohnerrechnung mit beliebig zu programmierenden Multiplikatoren für die Überstundenkategorien A und B
- 12.) Korrekturmöglichkeit
- 13.) Akustisches Signal bei vergessener Stempelung
- 14.) Akustisches Signal bei jeglicher Fehlbedienung
- 15.) Programmierbarer Signalkontakt: (Option)
- 16.) Netzausfallbatterie für 200 Stempelungen bzw. 5 Stunden (Option)
- 17.) Datenspeicher für 72 Stunden
- 18.) Berechtigungskarten für Aufhebung der Stempelsperre und vorgegebene Tagesstunden

Adresse Nr.	Anwendung Anfang Programm	Einzugebende Daten (Speicherzutritt)
	<p>PROGRAMMZUORDNUNG FUER TAGE</p> <p>Tagescode Nr.</p> <p>1= Montag 2= Dienstag 3= Mittwoch 4= Donnerstag</p> <p>5= Freitag 6= Samstag 7= Sonntag</p> <p>Beispiel:</p> <p>Mo.-Mi. und Fr. Programm 1 Do. Programm 2 Sa. Programm 3 So. Programm 4</p>	
150	Prog. 1 Nr. 110 - 117	Montag, Dienstag Mittwoch, Freitag [1] [2] [3] [4] [5] [6] [7] [E]
151	Prog. 2 Nr. 120 - 127	Donnerstag [4] [E]
152	Prog. 3 Nr. 130 - 137	Samstag [6] [E]
153	Prog. 4	Sonntag [7] [E]

Inhalt	Seite
Kurzübersicht	1
Bedienerfunktion	2
Korrektur der Daten auf einer Stempelkarte	3
Löschung der Stempelkarte	4
Lohnkalkulation nach Monatsende	5
Lohnkalkulation im laufenden Monat	5
Lohnkalkulationskarte	6
Musterstempelkarte (Lochung)	6a
Genehmigungsausweis	7
Musterkarte für Überstunden über Wochensollstunden	8
Musterkarte für Überstunden über das tägliche Soll	9
Fehlercode - Anzeige	10 - 11
Vorbereitung zum Programmieren	12
Programm	13 - 20

Adresse Nr.	Einzugebende Daten	
	Anwendung	Anfang Programm
106.1	Normalsturentag	TAGESUEBERSTUNDENBERECHNUNG Program 1 U7-Std. Kat. A die über 8 Std. hinausgehen bis 10 Stunden, grösser als 10 Std./Tag sind U7-Std. Kat. B
2.	8 - 10 Std. Kat. A darüber	8 0 0 # 1 0 0 0 E
107.1		TAGESUEBERSTUNDENBERECHNUNG Program 2 do. Pos. 106
108.1		TAGESUEBERSTUNDENBERECHNUNG Program 3 do. Pos. 106
109.1		TAGESUEBERSTUNDENBERECHNUNG Program 4 do. Pos. 106
.2		

Löschung einer Stempelkarte

- 1.) Tastaturfeld zur Bedienung-freigeben durch Schlüsselschalter
- 2.) Tasten
- 3.) Karte in den Kartentrichter und Taste drücken
(beim Drücken von Taste kommt die Karte ungelöscht zurück)

Es können mehrere Karten nacheinander gelöscht werden, indem
Jeweils nach Einführen der Karte nur die Taste gedrückt wird.

Lohnkalkulation nach Monatsende

- 1.) Tastaturfeld zur Bedienung-freigeben durch Schlüsselschalter
- 2.) Tasten **3** **2** drücken
- 3.) Führen Sie die Lohnkarte ein oder geben Sie den Stundenlohn ein
z.B. DM 12.50/Std.
Tasten **1** **2** **5** **0** **3**
- 4.) Nun können alle Stempelkarten mit gleichem Lohn nacheinander eingeführt werden
- 5.) Entfernen Sie den Schlüssel

Lohnkalkulation im laufenden Monat

- 1.) Tastaturfeld zur Bedienung-freigeben durch Schlüsselschalter
- 2.) Tasten **2** **3** drücken
- 3.) Geben Sie den Stundenlohn ein oder führen Sie die Lohnkarte ein
z.B. DM 12.50/Std.
Tasten **1** **2** **5** **0** **3**
- 4.) Stempelkarte in den Kartentrichter (bzw. alle Stempelkarten gleichen Lohnes nacheinander), kommt nach dem Bedrucken zurück
- 5.) Entfernen Sie den Schlüssel

Anmerkung: Um eine Zwischensumme ohne Kalkulation auszudrucken nur Taste **3** für Vormonat oder **2** **3** für laufenden Monat drücken

M J R 8 0 0 0

Anwendung		Eingebende Daten	
Anfang Programm		(Speicherzutritt) 2 2 E	
94.	Automatischer Pausenabzug	PAUSEN-KALKULATION PROG. 1	
.1		Überschreitet die Arbeitszeit z. B. 3 Std., so werden danach automatisch die darauffolgenden 30 Minuten als Pause abgezogen	3 0 0 3
.2			3 0 E
95.1		Überschreitet die Arbeitszeit z. B. 5 Std., so wird danach zusätzlich z. B. 1 Std. abgezogen	5 0 0 3
.2			1 0 0 E
96.1		Überschreitet die Arbeitszeit z. B. 9 Std., so werden danach zusätzlich z. B. 45 Min. Pause abgezogen	9 0 0 3
.2			4 5 E
97.1		PAUSEN-KALKULATION PROG. 2	
.2		do. Pos. 94 - 96	
98.1			
.2			
99.1			
.2			
100.1		PAUSEN-KALKULATION PROG. 3	
.2		do. Pos. 94 - 96	
101.1			
.2			
102.1			
.2			
103.1		PAUSEN-KALKULATION PROG. 4	
.2		do. Pos. 94 - 96	
104.1			
.2			
105.1			
.2			

Fehler- code	FEHLERANZEIGE	I N F O R M A T I O N
8-80	Programmfehler	Drücken Sie Taste 2 bzw. Lieferant benachrichtigen
8-85	Kartenleser defekt	Drücken Sie Taste 2 bzw. Lieferant benachrichtigen
8-88	Speicherfehler	Drücken Sie Taste 2 bzw. Lieferant benachrichtigen
9-50	Die Uhr wurde zurückgestellt	Stellen Sie die richtige Uhrzeit ein
9-60	Lesefehler am Speicher	Elektrische Störung von außen bzw. Lieferant benachrichtigen
9-61	Zentralleinheit defekt	Lieferant benachrichtigen
9-70	Druckerfehler	Kartentrichter reinigen bzw. Lieferant benachrichtigen
9-90	Kartenleser fehlerhaft	Kartentrichter reinigen bzw. Lieferant benachrichtigen
9-91	Kartensensor fehlerhaft	Kartentrichter reinigen bzw. Lieferant benachrichtigen

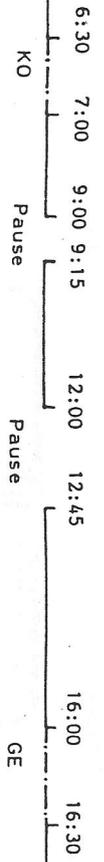
11

Vorbereitung zum Programmieren

- 1.) Öffnen Sie das Gehäuse
- 2.) Stecken Sie den Stecker der Datenspeicherbatterie in den vorgesehenen Sockel der Printplatte.
- 3.) Stecken Sie den Stecker der Netzaufllbatterie in den dafür vorgesehenen Sockel (Option)
- 4.) Verbinden Sie den Signalkontakt mit der Signalanlage (Option)
- 5.) Verbinden Sie den Netzstecker mit dem Netz (220 V)
- 6.) Fehlermeldung 8-80, falls angezeigt, hat hier keine Bedeutung
- 7.) Stellen Sie den Schlüssel Nr. 700 (Gerät oben) in Pfeiltrichtung
- 8.) Drücken Sie Taste **2**
- 9.) Drücken Sie nun die Tasten **2 2 2 2 2** zur Datenlöschung
- 10.) Danach kann mit dem Programmieren begonnen werden.
- 11.) Vergessen Sie nicht, nach jeder Programmierung einer Adressengruppe **2** zu drücken (Ausnahme **2 2 2**), da die eingegebenen Daten sonst nicht in den Speicher übernommen werden
- 12.) Innerhalb einer Adressengruppe kann eine Adresse mit der Taste **2** (Adressennummer) und **2** ausgewählt werden

Adresse Nr.	Anwendung		Einzugebende Daten	
	Datum und Uhrzeit	Anfang Programm	(Speicherzutritt)	
000.1	Jahr		1 0 0 0	1 0 0 0
.2	Monat/Tag		0 0 0 0	0 0 0 0
.3	Std/Min		0 0 0 0	0 0 0 0
001.1	SO/Wi Zeit	Beginn der Sommerzeit (31. März) 1985		0 0 0 0
.2		Ende der Sommerzeit (29. September) 1985		0 0 0 0
002.	Geräte Nr.	Nr. 0...9 (siehe Karten-Nr. Reihe 1) bei einem Gerät immer "0"		0 0 0 0
003.1	Stundenanzeige	0.....24 Std		0 0 0 0
.2	Minutenausdruck	0.....Normalminuten-1...1/100Std		0 0 0 0
.3	Tagesausdruck	1.....Französisch 2.....Deutsch		0 0 0 0
004	Gesetzliche Feiertag	1. Januar		0 0 0 0
005	Ausdruck "H" (werden nicht gut-geschrieben)	6. Januar		0 0 0 0
006	Ausdruck "H" (werden nicht gut-geschrieben)	20. April		0 0 0 0
007	Ausdruck "H" (werden nicht gut-geschrieben)	gleich wie Adresse 4.....5.....		
019	Ausdruck "H" (werden nicht gut-geschrieben)			

Fehler-code	FEHLERANZEIGE	INFORMATION
0-01	Falsche Kartenseite	Drehen Sie die Karte um
0-08	Zum Zeitpunkt der Korrektur verwenden Sie die Karte eines anderen Mitarbeiters	Verwenden Sie die richtige Karte
0-10		
0-12	Stempelsperre	Verwenden Sie die Berechtigungskarte zur Aufhebung der Stempelsperre
0-15	Wenn gleitender Tageswechsel programmiert ist nach der 1. Kommen-Stempelung und 18 Std. enden vor 0:00 Uhr Gehen-Stempeln	Programmieren Sie Tageswechsel Adr. 106.1 "1"
1-20	Falsches Gerät	Führen Sie die Stempelkarte in das richtige Gerät ein
1-22	Stempelkarte wurde falsch eingeführt	Führen Sie die Stempelkarte richtig ein
1-30	Die falsche Karte	Verwenden Sie die richtige Karte
1-31	Die falsche Karte	Verwenden Sie die richtige Karte



Abteilung: 02				Name: 1			
Dat.	KO	GE	Zeitsummen	Zeitsummen	Summe	Zeitsummen	Summe
Tag	1	2	Tag	Summe	Tag	Summe	Summe
201	7:00	16:00	8:00	8:00	8:00	8:00	8:00
302	6:50	16:15	8:00	16:00	8:00	16:00	16:00
403	6:47	12:01	4:45	20:45	8:00	24:00	24:00
403	12:44	16:21	8:00	24:00	8:00	32:00	32:00
504	6:52	16:12	8:00	32:00	8:00	40:00	40:00
605	6:35	16:25	8:00	40:00			
901	5:52	18:00	10:00	48:00	2:00	2:00	2:00
1002	6:33	16:12	8:00	56:00	2:00	2:00	2:00
1103	5:55	16:15	8:00	64:00	2:00	2:00	2:00
1204	5:52	16:25	8:00	72:00	2:00	2:00	2:00
1305	5:00	18:00	12:00	80:00	4:00	4:00	4:00
					2:00	2:00	2:00
1601	REG.	12.50	80:00	1000.00			
	OT.A *	1.25	4:00	62.50			
	OT.B *	1.50	2:00	37.50			
	TOTAL		96:00	1100.00			

Gesamstunden incl. Überstd.

Stundensatz

tägl. Überstd. A
 summiert
 tägliche Überstd. B
 summiert
 Normalstd.

Übersundenkalkulation:

mehr als 8 Std./Tag Überstd. Kat. A
 mehr als 10Std./Tag Überstd. Kat. B

Adresse Nr.	Anwendung		Einzugebende Daten	
	Anfang Programm	(Speichertritt)		
020	Signaldauer in Sekunden (max. 10 sec)	5 Sekunden	Kein Signal "gr E"	5 5
021.1	Wochenprogramm (Beliebige Kombinationen sind möglich)	(insgesamt 30 Signale)	Uhrzeit 7.05	7 0 5 5
.2		Wochentage	1...Mo 5...Fr 2...Di 6...Sa 3...Mi 7...So 4...Do 8...Mo-Fr	1 2 0 0 5
022.1		Wochentag nur Sonntag	Uhrzeit	1 2 0 0 5
023.1		wie Adresse 022.1		
035.1				

6:30 7:00 9:00 9:15 12:00 12:45 16:00 16:30
 KO Pause Pause GE

Name: Müller
 Abteilung: K2
 Lohn Periode: 7/84
 08

Dat. Tag	K	KO	GE	Zeit		Summen
				Std	Überst.	
201		7:00	16:00	8:00	8:00	
302		6:50	16:15	8:00	16:00	
403		6:47	12:01	4:45	20:45	
403		12:44	16:21	8:00	24:00	
504		6:52	16:12	8:00	32:00	
605		6:35	16:25	8:00	40:00	
901		6:52	18:00	10:00	50:00	
1002		6:33	16:12	8:00	58:00	
1103		6:55	16:15	8:00	66:00	
1204		6:52	16:25	8:00	74:00	
1305		5:00	18:00	12:00	80:00	6:00
1601		6:52	16:12	8:00	88:00	6:00
1702		6:55	16:29	8:00	96:00	6:00
1803		6:52	16:25	8:00	104:00	6:00
1904		6:52	16:22	8:00	112:00	6:00
2005		5:00	21:00	15:00	120:00	12:00
					1:00	
2301	REG.	12:50		120:00	1500,00	
	OT.A	* 1,25		12:00	187,50	
	OT.B	* 1,50		1:00	18,75	
	TOTALE			133:00	1706,25	

Tagessumme
 A Überstd.
 A Überstd.
 B Überstd.
 DM Normalstd.
 DM Überstd. 25%
 DM Überstd. 50%
 DM Bruttolohn

Tagessumme
 Normalstunden
 Stundensatz
 Ge samt stunden
 incl. Überstd.

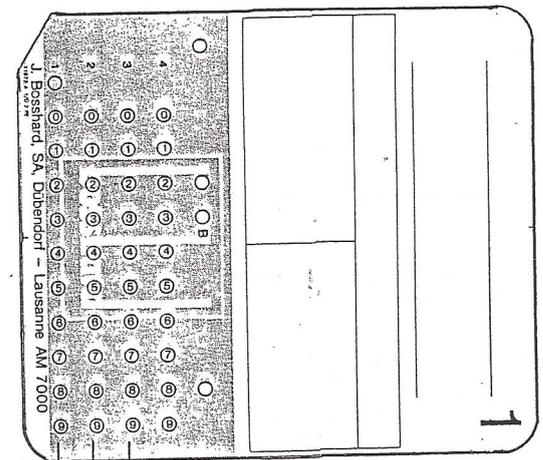
Überstundenkalkulation:
 mehr als 40 Std./Woche Überstd. Kat. A
 mehr als 46 Std./Woche Überstd. Kat. B

M J R B O O O

Adresse Nr.	Anwendung	Eingezugende Daten
88.1	Anfang Programm	(Speicherzutritt) 000
.2	Abrechnungszeitraum	monatlich 0...wöchentlich 3...monatlich 1...14tägig 2...halbmonatlich letzter Tag d. Abr. Zeitraumes 3... bei wöchentlich u. halbmonatlich Wochentag eingeben 1...Montag 5...Freitag 2...Dienstag 6...Samstag 3...Mittwoch 7...Sonntag 4...Donnerstag Letzter Wochentag der Arbeitswoche (Sonntag) Hinweis: a) bei monatl. 7 eingeben (Sonntag) b) bei wöchentlich/halbmonatlich 0 eingeben
.3		

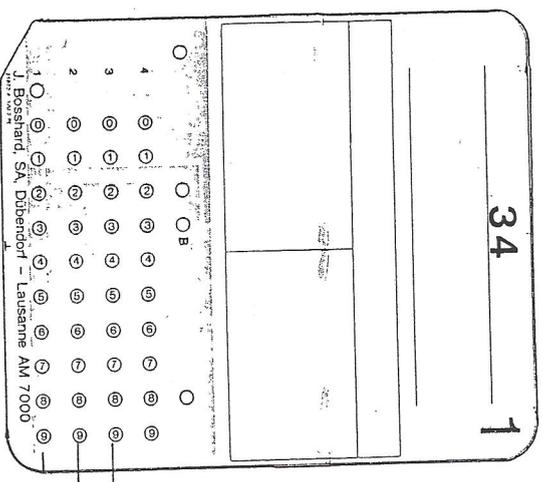
Lochung der Stempelkarte:

Stempelkarte ohne Karten- (Personal) Nummer



Reihe 1
Reihe 2
Reihe 3
Reihe 4
Bestellnummer 15 190 A 7 N
Farbe gelb oder beige

Stempelkarte mit Personalnummer



Bei Kartennummer
01-09 muss die 0 in Reihe 2
mitgelocht werden

Einerstelle
Zehnerstelle der Kartennummer
Gerätenummer
Bestellnummer 15 190 A 7 00-99
Farbe gelb oder beige

M J R 8 0 0 0

Adresse Nr.	Anwendung	
	Anfang Programm	Eingebende Daten
89	Wöchentliche Übstd.	Normalstunden pro Woche bis 46 Std. Übstd. über 46 Std. Übstd. B
.1		000000
.2		000000
90	Rundung	15 Minuten
.1	Kommen-Rundung	6. Minute und später auf 15 min. gerundet
.2		00
.3	Gehen-Rundung	1.-5. Minute erlaubtes Zuspatkommen 10. Minute u. später werden auf die 15. Minute aufgerundet 1.-9. Minute wird abgerundet
		000
91	Lohnkalkulation überstunden	
.1	Kat. A	Multiplikator 1,25 (1,25 x Normalstunden) (entspricht 25% Zuschlag)
		0000
.2	Kat. B	Multiplikator 1,50 entspricht 50% Zuschlag
		0000
.3		Dezimale 1 (DM, SF etc.) ohne Dezimale 0 (Lire, Yen, BF)
		00

