AMANO

COMPUTERIZED TIME RECORDER

MICRODER MR-7000 SERIES
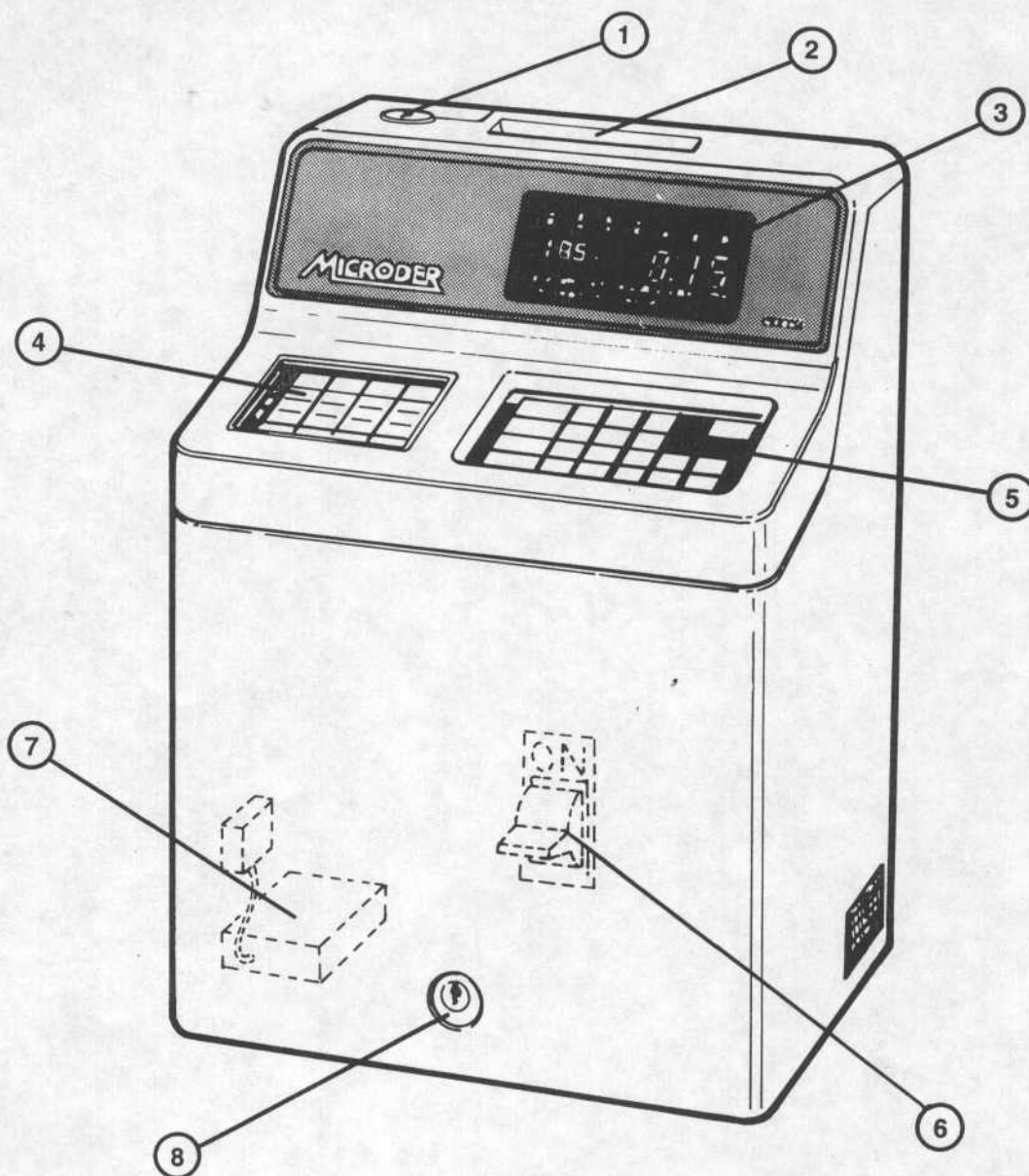
OPERATION MANUAL

CONTENTS

SECTION 1 NOMENCLATURE OF PARTS

1 **KEY SWITCH** .... 2 Position Switch — "NORMAL" position & "FUNCTION" position.

2 **CARD POCKET**

3 **DISPLAY** .... Displays time, date, day of week, AM/PM, Program Address No., Program data, etc.

4 **MODE INDICATOR** .... Indicates applicable "MODE" of operation to be performed.
PANEL

5 KEY BOARD .... Each key is used for following operations:

KEY	NAME	DESCRIPTION OF OPERATIONS
Ⅰ - Ⅳ	SELECTOR KEY	Used for selection of MODE in combination with TEN KEYS.
0 - 9	TEN KEYS	(1) Selection of MODE in combination with SELECTOR KEY. (2) Programming of data
+ -	PLUS/MINUS KEY	Used to add/subtract the input data.
#	NUMBER KEY	When multiple program data in one address No. are registered in the memory.
CL	CLEAR KEY	Used to clear miskeyed data before E key is pressed.
E	ENTRY KEY	At depression of E key, the last keyed-in data in each Address No. is registered in the memory and next Address No. is called automatically.
F	FUNCTION KEY	Used to call program memory to program required data. After depression of F key, key in required Address No.
R	RESET KEY	(1) For initial programming of the machine depress R key, to prepare for programming. (2) To reset the machine when mechanical malfunction occurs.

**6 POWER SWITCH** .... Main power switch.

7 NI-CD BATTERY .... To protect clock and memories during power failure.

8 CABINET LOCK

SECTION 2 PREPARATION

1. Installation

(A) Power   : AC 120/220/240V ± 10%
(B) Ambient Condition : 14°F ~ 104°F (-10°C ~ +40°C)
(C) Humidity   : 20% ~ 90% (No water condensation)
(D) Avoid direct sunlight and dusty area.
(E) May either be table top or wall mounted. For wall mounting:

    (1) Install the mounting plate (supplied as standard accessory) on the wall applying three (3) screws at holes **A**, **B**, **C**, and tighten them firmly.
    (2) Hang the equipment on the mounting plate placing the rectangular holes to **F** & **G** hooks.
    (3) Secure the equipment firmly on the plate applying two (2) screws at **H** & **I** and tighten them firmly.
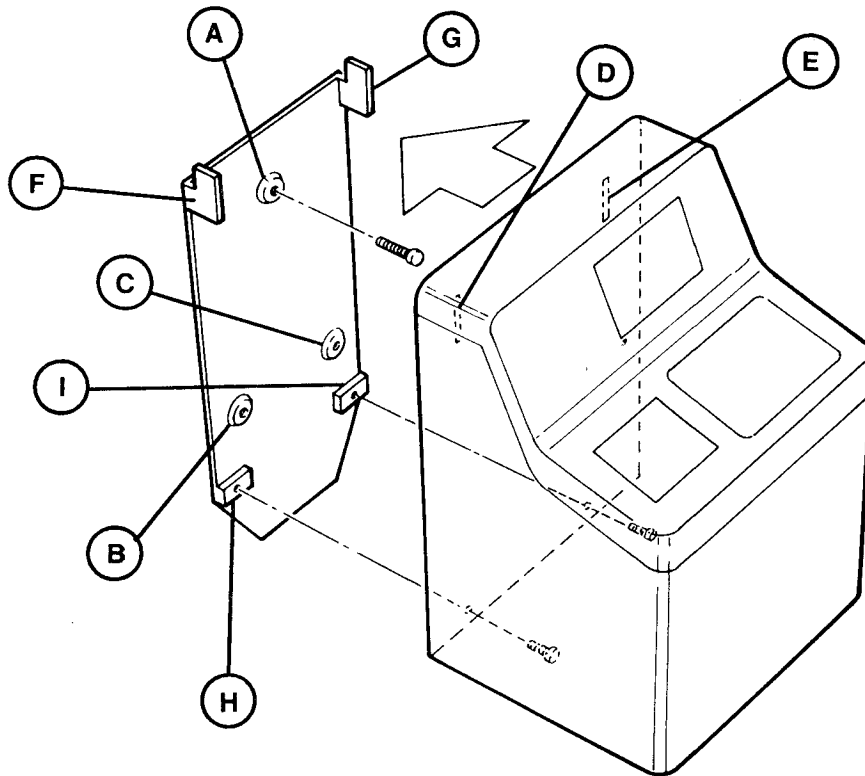
2. Initial Preparation

(A) Unlock and remove the cover case. Lift up the whole panel board at the front center. Remove a white packing material on the ribbon cartridge and peel off plastic seal on the display and key board.

(B) Plug the battery connector to CN-12 located on the left bottom of the Printed Circuit Board (P.C.B.), just in front of the back plate.

(C) Connect the power cord to A.C. power outlet.

(D) Turn the switch on at the front center of the machine. The printer section moves left to right several times and the display may show an error code, such as 8-80, 8-81, 8-82, or 9-99.

(E) Set the cover case back on and lock it.

(F) Set the KEY SWITCH at the top to FUNCTION position. Seven (7) red lights will be lit at the leftside indicator, and a light on the display by "KEY-IN" mark will start flashing.

(G) To clear all the existing data in the memory, follow the procedures prescribed below:
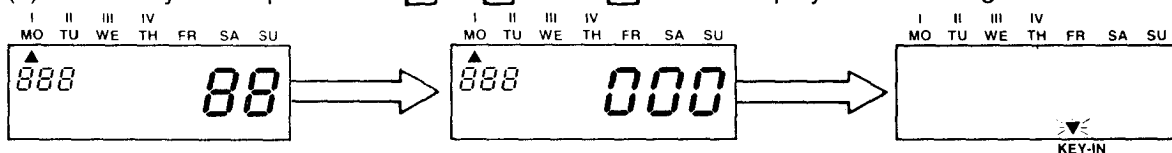
(1) Press ▣R key.

(2) Press ▣7 then ▣E keys. Red lights on left indicator will disappear, except the light on ▣EX .

(3) Press ▣I then ▣E keys. The display will show:

```
  I   II  III  IV
 MO  TU  WE  TH  FR  SA  SU
 ▲
 888

        ▼
       KEY-IN
```
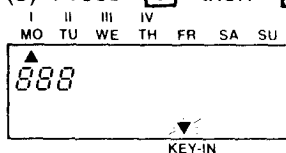
(4) Press Keys in sequence of ▣8 ▣8 and ▣E . The display should change as follows:

```
  I   II  III  IV                          I   II  III  IV                          I   II  III  IV
 MO  TU  WE  TH  FR  SA  SU                MO  TU  WE  TH  FR  SA  SU                MO  TU  WE  TH  FR  SA  SU
 ▲                                          ▲
 888            88        ⟹     888          000        ⟹
                                                                                                   ▼
                                                                                                  KEY-IN
```
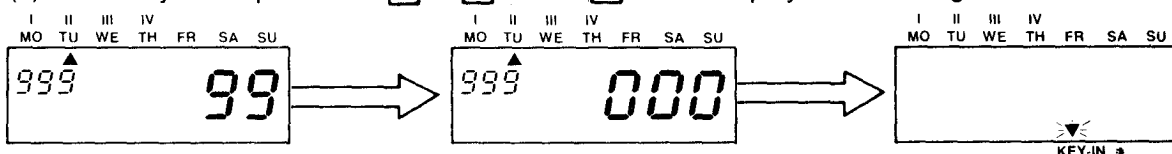
This processing will clear all memories of time data for employees.

(5) Press ▣II and ▣E keys. The display will show:

```
  I   II  III  IV
 MO  TU  WE  TH  FR  SA  SU
        ▲
 999

        ▼
       KEY-IN
```
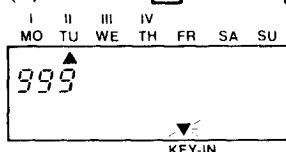
(6) Press keys in sequence of ▣9 ▣9 and ▣E . The display should change as follows:

```
  I   II  III  IV                          I   II  III  IV                          I   II  III  IV
 MO  TU  WE  TH  FR  SA  SU                MO  TU  WE  TH  FR  SA  SU                MO  TU  WE  TH  FR  SA  SU
        ▲                                         ▲
 999            99        ⟹     999          000        ⟹
                                                                                                   ▼
                                                                                                  KEY-IN
```

This processing will clear all memories of previously programmed data.

(7) Press ▣R key, then a flashing light on the display should show KEY-IN and 7 red lights on left indicator become on.

(8) Turn the KEY SWITCH to "NORMAL".

(B) To clear data on the display:

  (1) To clear simple key-in errors before pressing $\boxed{E}$ key (before entering to memory), just press $\boxed{CL}$ key.

  (2) To clear other data appared on the display press keys in sequence listed below:

  When there is only one data within one Address No. that needs to be cleared, enter
  $\boxed{0}$ $\boxed{E}$

  When there are four data within one Address No. that need to be cleared, enter :
  $\boxed{0}$ $\boxed{\#}$ $\boxed{0}$ $\boxed{\#}$ $\boxed{0}$ $\boxed{\#}$ $\boxed{0}$ $\boxed{E}$

(C) To change data on the display:

  When there is one data within one Address No. enter: $\boxed{\text{New Data}}$ $\boxed{E}$

  When there are four data within one Address No. enter:
  $\boxed{\text{New Data}}$ $\boxed{\#}$ $\boxed{\text{New Data}}$ $\boxed{\#}$ $\boxed{\text{New Data}}$ $\boxed{\#}$ $\boxed{\text{New Data}}$ $\boxed{E}$

(D) When data clear or data change is performed as required, always press $\boxed{I}$ key before turning the KEY SWITCH to NORMAL position.

3. Time data for work schedule must be programmed separately for each work shift.

4. Programming of days (Monday through Sunday) will be in numeric codes as follows:
   1 . . . Monday
   2 . . . Tuesday
   3 . . . Wednesday
   4 . . . Thursday
   5 . . . Friday
   6 . . . Saturday
   7 . . . Sunday

5. There are three programming parameter for MICRODER. They are:

  (A) COMMON PARAMETER

  This area covers programming of data common to all groups and/or shifts. See programming of:
   Area I   Address No. 000 - 035
   Area II   Address No. 040 - 080
   Area III   Address No. 000 - 008

  (B) GROUP PARAMETER

  This area covers programming of work schedules for the group of employees having different pay period, and/or different overtime hour criteria. See programming of:
   Area III Address No. 010 - 014 (For Group A) (No. 010-013 for 7500 series)
   Area III Address No. 020 - 024 (For Group B) - (Not applicable to 7500 series)

  (C) SHIFT PARAMETER

  This area covers programming of work schedules for each work shift. See programming of:
   Area III Address No. ( )00 - ( )19

     *Shift No. 1-9 will be entered in ( ).

3. Card and Usage

There are 7 different types of cards used in MICRODER Processing. Prepare applicable cards and punch necessary codes by using Hand Puncher or Automatic Tabulating Card Perforation Puncher, where necessary.

(A) Card Selection Guide

TYPE ⟍ SERIES	7500	7600	7700	7800
ATTENDANCE TIME CARD (Fixed/Non-fixed work schedule)	◯	◯	◯	◯
ATTENDANCE TIME CARD (Flexible work schedule)				◯
INDIVIDUAL ATTENDANCE REPORT		△	△	△
GROUP REPORT		△	△	△
ABSENTEE REPORT		△	△	△
AUTHORIZATION PASS 1	△ ,	△	△	△
AUTHORIZATION PASS 2	△	△	△	△

Note: ◯ . . . . . . Use of card is mandatory
△ . . . . . . Prepare applicable cards as needed

(B) Usage of Each Card

ATTENDANCE TIME CARD . . . . . . For IN/OUT time imprint
(Fixed/Non-fixed work schedule)

ATTENDANCE TIME CARD . . . . . . For IN/OUT time imprint
(Flexible work schedule)

INDIVIDUAL ATTENDANCE REPORT . . . For each employee's attendance time data to facilitate payroll preparation.

GROUP REPORT . . . . . For print out of Total Accumulated data of all employees/Total accumulated data of a group or groups of employees.

ABSENTEE REPORT . . . . . For printing of absentees by Employee Code Nos.

AUTHORIZATION PASS 1 . . . . . Early Work, Overtime, Holiday, Approved Late Arrival/Early Leave are individually authorized by AUTHORIZATION PASS 1.

AUTHORIZATION PASS 2 . . . . . When "LOCK-OUT" function is programmed, LOCK-OUT may be released by AUTHORIZATION PASS 2.

(C) Card Perforation

ATTENDANCE TIME CARD

There are five (5) rows of perforation numbers at the front bottom of ATTENDANCE TIME CARD. Punch necessary code by using Hand Puncher or Automatic Tabulating Card Perforation Puncher as follows:

5th row	Y, 3, 8
4th row	No.0 ~ 9
3rd row	No.0 ~ 9
2nd row	No.0 ~ 9
1st row	No.0 ~ 9
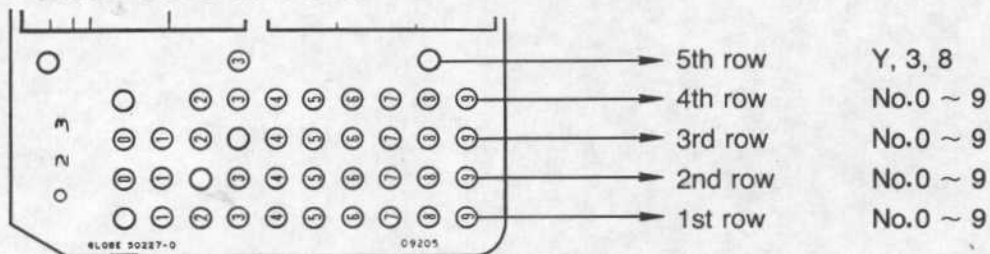
ROW	APPLICATION
1	Machine No. and 100th place of Employee Code No.
2	Employee No. 10th place
3	Employee No. 1st unit
4	Work shift No.
5	"Y" & "8" or "Y", "3" & "8" must be punched. "Y" & "8" . . . . For Group (A) "Y", "3" & "8" . . . . . For Group (B)

INDIVIDUAL ATTENDANCE REPORT
GROUP REPORT
ABSENTEE REPORT

For these three (3) reports, it is not necessary to punch out the card.

AUTHORIZATION PASS 1
AUTHORIZATION PASS 2

Punch required code as follows:

ROW	AUTHORIZATION PASS 1	AUTHORIZATION PASS 2
1	"X" & "1"	"X" & "1"
2	"0"	"2"
3	"0"	"0"
4	"0"	"0"
5	"Y" & "8"	"Y" & "8"

SECTION 3 OPERATION

1. Selection of Mode

The following table describes the combination of Numeric Numbers (Ten Key) and Roman Numerals (Selector Key) to select desired mode. (See Para 2. Operation by Supervisor/Payroll Staff)

FUNCTION	ABSENCE	IND. DATA	*1 SHIFT	REPORT-1	*2 REPORT-2	PROGRAM	EX
SELECTOR KEY \ TEN KEY	1	2	3	4	5	6	7
I	PAID LEAVE	DATA CORRECTION	SHIFT CHANGE	INDIVIDUAL ATTENDANCE REPORT	INDIVIDUAL ATTENDANCE REPORT	COMMON PARAMETER (I)	ALL INDIVIDUAL DATA CLEAR
II	SICK LEAVE	INDIVIDUAL DATA CLEAR	SHIFT CONFIRMATION	GROUP REPORT	GROUP REPORT	COMMON PARAMETER (II)	ALL PROGRAM DATA CLEAR
III	BUSINESS TRIP	PRINTING OF ATTENDANCE DATA	PRINTING OF SHIFT CHANGE	ABSENTEE REPORT		WORK SHIFT PARAMETER	MAINTENANCE
IV	—	—	—	—	—	USER PROGRAM PRINT	

*1 This operation is not possible with A.E. version software.

*2 For previous pay period (Optional Feature: 7600/7700/7800 only).

1. ABSENCE

This function is provided for a supervisor to enter paid absence data such as: "PAID LEAVE", "PAID SICK LEAVE" and "BUSINESS TRIP."

2. IND. DATA

This function is provided for "DATA CORRECTION", "INDIVIDUAL DATA CLEAR" and "PRINTING OF ATTENDANCE DATA."

(a) "DATA CORRECTION"
To correct "Number of Worked Day", "Number of Early Leave/Late Arrival", "Number of Paid Leave/Sick Leave/Business Trip", "Accumulated Net Work Hours", "Accumulated Regular Worked Hours" and "Accumulated Overtime".

(b) "INDIVIDUAL DATA CLEAR"
To clear individual employee's time data.

(c) "PRINTING OF ATTENDANCE DATA"
To print attendance records on individual time card.

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3. SHIFT

To change specific employee's work shift. Maximum 32 shift changes are possible. Additional memory spaces will become available as shift change is completed. The shift changes entered will be effective until the end of the following pay period. (This operation is not possible with A.E. version software.)

4. REPORT

To print out "INDIVIDUAL ATTENDANCE REPORT", "GROUP REPORT" and "ABSENTEE REPORT". (Not applicable to 7500 Series)

(a) "INDIVIDUAL ATTENDANCE REPORT"
Prints maximum of 16 employee's work records on one time card.

(b) "GROUP REPORT"
Prints summarized attendance records of all employees or by groups of employees on cards. It is possible to print up to 10 separate groups of employees.

(c) "ABSENTEE REPORT"
Absentee reports printed by employee Code Number on daily basis.

5. PREVIOUS ATTENDANCE DATA

To print attendance data of previous pay period.
(OPTIONAL FEATURE: 7600/7700/7800 only)

6. PROGRAM

To program data required for "COMMON PARAMETER", "GROUP PARAMETER" and "WORK SHIFT PARAMETER" programming.

(a) "COMMON PARAMETER (I)"
Programming of Year, Month, Date & Time and Holiday.

(b) "COMMON PARAMETER (II)"
Programming of Signal schedule.

(c) "COMMON PARAMETER (III)"
Programming of basic work schedule

(d) "GROUP PARAMETER"
Programming of Group A & Group B. (Not applicable to 7500 Series)

(e) "WORK SHIFT PARAMETER"
Programming of work shift schedule.

7. EX
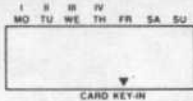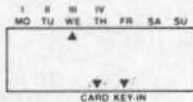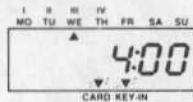
This function is provided for "ALL INDIVIDUAL DATA CLEAR", "ALL PROGRAM DATA CLEAR", "MAINTENANCE."

(a) "ALL INDIVIDUAL DATA CLEAR"
This mode is used when all individual attendance data is necessary to be cleared.

(b) "ALL PROGRAM DATA CLEAR"
This mode is used when all program data is necessary to be cleared.

(c) "MAINTENANCE"
This mode is used for cleaning Card Reader Section. (See Section 3, Para 2,F)

2. Operation by Supervisor/Payroll Staff

A. ABSENCE (PAID ABSENCE)
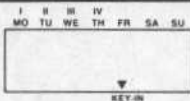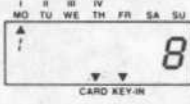
All keyed-in hours during a pay period will be automatically added to accumulated regular worked hours at the end of pay period.

STEP	OPERATION	INDICATION
(1)	Set Key Switch to "FUNCTION". (All lamps of LED panel light)	
(2)	Press ☐1 ☐E key. (Only "ABSENCE" lamp lights)	
(3)	Press the appropriate selector key (☐I , ☐II or ☐III) and ☐E keys. I .... Paid leave (Imprint of "P" mark) II ... Sick leave (Imprint of "S" mark) III ... Business Trip (Imprint of "I" mark) Example: Business trip Press ☐III and ☐E keys.	
(4)	Insert the paid absentees time card into the card pocket. The standard work hours are printed on the card (Red Imprint) with time of recording, and the card returns automatically. In case other than standard work hours is to be recorded, key in the hours as follows: Example: 4 hours are to be added. Press ☐4 ☐0 ☐0 and ☐E keys after step 3 and insert time card.	4:00
(5)	Set Key Switch to "NORMAL".	

B. IND DATA
   (Data Correction, Individual Data Clear, Printing of Work Records)
   (a) Data Correction

STEP	OPERATION	INDICATION
(1)	Set Key Switch to "FUNCTION" (All lamps of LED panel light)	
(2)	Press [2] and [E] keys. (Only "IND DATA" lamp lights)	
(3)	Press [I] (Data Correction) and [E] keys.	
(4)	Insert the time card to be corrected into card pocket. The card returns automatically.	
(5)	Continue to press [E] key until desired code No. appears on display.	

Code No.	Description
1	Correction of "Number of days worked"
2	Correction of "Number of Late Arrival, Early Leave"
3	Correction of "Number of Paid Leave"
4	Correction of "Number of Paid Sick Leave"
5	Correction of "Number of Business Trips"
6	Correction of "Accumulated Net Worked Hours"
7	Correction of "Accumulated Regular Worked Hours"
8	Correction of "Holiday Worked Hours"
9	Correction of "Overtime Category (C)"
10	Correction of "Overtime Category (B)"
11	Correction of "Overtime Category (A)"

Note: A.E. version Correction of "code No. 2" is not possible with A.E. version software.

Note: A.E. version Correction of "code No. 9" is "Overtime Category (C)" or "Flex Balance".

Example : When the holiday worked hour is to be adjusted, continue to press [E] key until code No. 8 appears on the left top of the display.
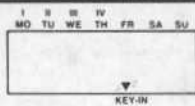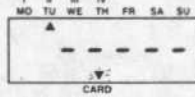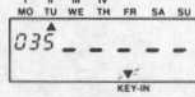
STEP	OPERATION	INDICATION
(6)	Key-in the required data to be added or subtracted and press ⊞ or ⊟ key and then Ⓔ key. If 2 hours are added to holiday worked hours, press ② ⓪ ⓪ ⊞ Ⓔ keys.	
(7)	If no more data correction is required, advance to next step (8). If additional correction is required, repeat the steps (5) and (6) above.	
(8)	Insert time card to be corrected into card pocket. (Step 4) The adjusted data in RED with the time of correction and the correction mark ⟶ will be printed on the individual card. The card returns automatically.	
(9)	Set Key Switch to "NORMAL".	

Note: Adjustment of Data
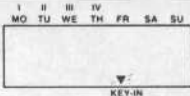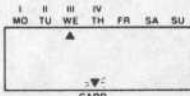
*When overtime hours are adjusted (Code No. 9, 10 and/or 11), Net Work Hours (Code No. 6) must also be adjusted likewise. (Adjustment of overtime hours will not automatically adjust Net Worked Hours)

*When Accumulated Regular Hours (Code No. 7) is adjusted, the same adjustment must be made for Net Worked Hours (Code No. 6). Simultaneously, Overtime Hours (Code No.'s 9, 10 and/or 11) may require adjustment, if the increase in Accumulated Net Worked Hours exceeds Standard Work Hours.

(b) Individual Data Clear
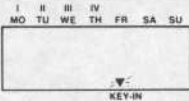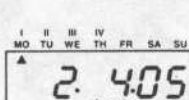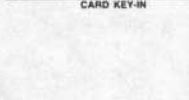
STEP	OPERATION	INDICATION
(1)	Set key switch to "FUNCTION". (All lamps of LED panel light.)	
(2)	Press ② and Ⓔ keys. (Only "IND DATA" lamp lights)	
(3)	Press Ⅱ (Personal Data Clear) and Ⓔ keys.	
(4)	Insert applicable time card into card pocket. (The employee's Code No. will appear on display.)	
(5)	Press Ⓔ key to clear all existing data in the memory for the particular employee code No. The card returns automatically.	
(6)	Set Key Switch to "NORMAL".	

(c) Printing of Attendance Data

STEP	OPERATION	INDICATION
(1)	Set Key Switch to "FUNCTION". (All lamps of LED panel light)	
(2)	Press [2] and [E] keys. (Only "IND DATA" lamp lights)	
(3)	Press [III] (Printing of Work Record) and [E] keys.	
(4)	Insert applicable time card into card pocket. Recapitulation of employee's current pay period attendance record will be printed on individual time card. It returns automatically.	
(5)	Set Key Switch to "NORMAL".	
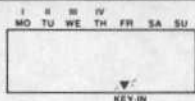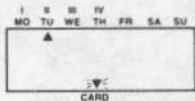
C. SHIFT (* This operation is not possible with A.E. version software.)

(a) Shift Change
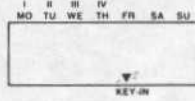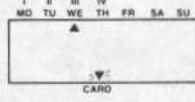
STEP	OPERATION	INDICATION
(1)	Set Key Switch to "FUNCTION". (All lamps of LED panel light.)	
(2)	Press [3] and [E] keys. (Only "SHIFT" lamp lights)	
(3)	Press [I] (Shift change) and [E] keys.	
(4)	Key in the revised shift No. and press [#] key. Example: Key in [2] [#]	
(5)	Key in the effective Month & Date of revised work shift No. then press [E] key. Example: From April 5, one employee's schedule is changed to shift No. 2. Key in [4] [0] [5] [E]	
(6)	Insert the individual time card. When the schedules of other employees are to be changed to the same schedule insert their time cards successively.	
(7)	Set Key Switch to "NORMAL".	

(b) Confirmation and Correction of Shift Change

STEP	OPERATION	INDICATION
(1)	Set Key Switch to "FUNCTION". (All lamps of LED panel light)	I II III IV MO TU WE TH FR SA SU ▼ KEY-IN
(2)	Press 3 and E Keys. (Only "SHIFT" lamp lights)	I II III IV MO TU WE TH FR SA SU ▲ ▼ CARD
(3)	Press II (Shift Correction) and E Keys.	I II III IV MO TU WE TH FR SA SU
(4)	Insert the shift changed time card. The changed data of the employee will be indicated on display.	015 2. 405 CARD KEY-IN
(5)	When the data is correct, press E Key (Card returns automatically.) When the data is found to be incorrect, enter the correct Shift No. and correct effective month and date. Then, press E Key. When the Shift change needs to be cancelled press 0 # 0 E Keys.	
(6)	Set Key Switch to "NORMAL".	

(c) Printing of Shift Changes

STEP	OPERATION	INDICATION
(1)	Set Key Switch to "FUNCTION".	I II III IV MO TU WE TH FR SA SU ▼ KEY-IN
(2)	Press 3 E Keys. (Only "SHIFT" lamps lights)	I II III IV MO TU WE TH FR SA SU ▲ ▼ CARD
(3)	Press III (Printing of Shift Change) and E Key.	
(4)	Insert time card (punching is not required) into card pocket. Shift changed data is printed out on the card and check if the data is correct.	
(5)	Set Key Switch to "NORMAL".	

Note: Printing of shift change data

01   015   2   04-05

First Area
(1~32)

Employee No.
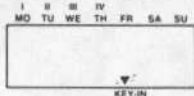
New Shift No.

Effective Month & Date

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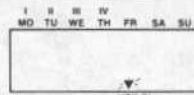
D. REPORT-1

Individual Attendance Report, Group Report, Absentee Report
(For 7600/7700/7800 Series)

(a) Individual Attendance Report

STEP	OPERATION	INDICATION
(1)	Set Key Switch to "FUNCTION". (All lamps of LED panel light.)	I II III IV MO TU WE TH FR SA SU ▾ KEY-IN
(2)	Press 4 E key. (Only "REPORT" lamp lights)	
(3)	Press I (Individual Attendance Report) and E key.	I II III IV MO TU WE TH FR SA SU ▲ ▾ KEY-IN
(4)	When all employees' work records are required, press 2 E key. *When attendance records of a certain employee or a group of employees are required: a) Press 1 E key. b) Insert applicable time cards into card pocket. c) Press 2 E key.	I II III IV MO TU WE TH FR SA SU ▲ 2 ▾ CARD
(5)	Insert INDIVIDUAL ATTENDANCE CARD into card pocket. Prints 8 employees' attendance records on one side of the card.	
(6)	Insert the reverse side of the card into card pocket for additional 8 employees' attendance records.	
(7)	Set Key Switch to "NORMAL".	

(b) Group Report

STEP	OPERATION	INDICATION
(1)	Set Key Switch to "FUNCTION". (All lamps on LED panel light.)	I II III IV MO TU WE TH FR SA SU ▾ KEY-IN
(2)	Press 4 E key. (Only "REPORT" lamp light)	I II III IV MO TU WE TH FR SA SU ▲
(3)	Press II (Group Report) and E key.	▾ KEY-IN

STEP	OPERATION	INDICATION

(4)	When a group report for all employees is required press ② Ⓔ key. Then, proceed to step 5.
	
	When a group report for a certain group of employees is required,
	  a) Press ① Ⓔ key.
	  b) Key in applicable Group No. and ⌗ key. (Example: Group No. 3)
	  c) Insert applicable time cards into card pocket in succession. (When the report is required for additional group, repeat steps b) and c) above.)
	  d) Press ② Ⓔ Keys	

(5)	Insert GROUP REPORT CARD into card pocket. (2 group reports can be printed out on one side of the card).	
(6)	Insert the reverse side of the card into card pocket for additional 2 more groups' attendance records, when required.	
(7)	Set Key Switch to "NORMAL".	

Note 1: It prints the Group Reports for maximum of 9 groups of employees (1~9) and always provides with a separate Total Group Report at the end of report printing.
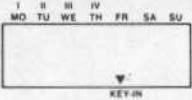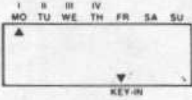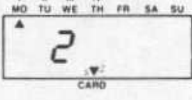
Note 2: Employees may be assigned to any of group 1~9. Employees who are not included in any of these groups, will be included in "0" Group Report.
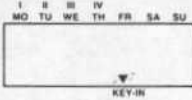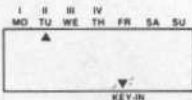
(c) Absentee Report

STEP	OPERATION	INDICATION
(1)	Set Key Switch to "FUNCTION". (All lamps of LED panel light.)	
(2)	Press ④ Ⓔ key. (Only "REPORT" lamp lights)	
(3)	Press Ⅲ (Absentee Report) and Ⓔ key.	

(4)	When absentee report for all shifts are required, Press ② Ⓔ keys.
	
	When the absentee report is required for a certain shift:
	  a) Press ① Ⓔ key.
	  b) Press appropriate shift No. and ⌗ key.
	  c) When additional reports for other shifts are required repeat the step b) above.	

(5)	Insert ABSENTEE REPORT CARD into card pocket.	
(6)	Set Key Switch to "NORMAL".	

E. REPORT-2 (OPTIONAL)

(a) Previous Period Individual Attendance Report

STEP	OPERATION	INDICATION
(1)	Set Key Switch to "FUNCTION". (All lamps of LED panel light)	
(2)	Press 5 E keys. (Only "REPORT" lamp lights)	
(3)	Press I (Individual Attendance Report) and E keys.	
(4)	When all employee's attendance records are required, press 2 E keys. *When only specific employees' attendance records are record: a) Press 1 E keys. b) Insert applicable time cards into card pocket in succession. c) Press 2 E keys.	
(5)	Insert INDIVIDUAL ATTENDANCE CARD into card pocket. Prints 8 employees' attendance records on one side of the card.	
(6)	Insert the reverse side of the card into card pocket for additional 8 employees' attendance records.	
(7)	Set Key Switch to "NORMAL".	

(b) Previous Period Group Report

STEP	OPERATION	INDICATION
(1)	Set Key Switch to "FUNCTION". (All lamps on LED panel light)	
(2)	Press 5 E keys. (Only "Report" lamp lights)	
(3)	Press II (Group Report) and E keys.	

STEP	OPERATION	INDICATION

(4)	When a previous period group report for all employees is required, press [2] [E] keys. Then proceed to Step 5.
	
	When a previous period group report is required for a certain group of employees.
	  a) Press [1] , [E] keys.
	  b) Key-in applicable Group No. and press [#] key.
	  (Example: Group 3)
	  c) Insert applicable time cards into card pocket in succession. (When the report is required for additional group, repeat steps b) and c) above.)
	  d) Press [2] [E] keys.	

(5)	Insert GROUP REPORT CARD into card pocket (Prints 2 group reports on one side of the card.)	
(6)	Insert the reverse side of the card into card pocket for additional 2 more groups' work records, when required.	
(7)	Set KEY SWITCH to "NORMAL".	

F. CARD READER CLEANING

Due to the static electricity, some dust may be collected at the Card Reader Section and it is advisable to clean the optical reader section once a month to maintain the machine in proper condition.

The card reader section can be easily cleaned by following the procedure shown below:

Step 1. Set the KEY SWITCH to "FUNCTION". (All lamps on indicator light)

Step 2. Key-in the following in sequence:
    [7] [E] [III] [E]
    A triangle flicker on the display shows "CARD".

Step 3. Insert the cleaning card (supplied as accessory) into the card pocket.

    The MICRODER starts to clean the optical reader by itself. The cleaning card will be returned automatically after the cleaning is completed.

Step 4. Turn the KEY SWITCH to "NORMAL": position.

G. REPLACEMENT OF RIBBON

When printing becomes too light or printing ribbon is torn, replace the ribbon cassette in the following manner:
  a. By holding both ends of Ribbon Cassette, raise the end up and remove the cassette.
  b. Place the new cassette in the cassette casing in slanted position and make sure the protrusion on both ends snap into position.
  c. Slowly lower the front portion of the cassette while turning the knob on the cassette. Insure that the ribbon is in the ribbon guide.
  d. To check for proper printing, insert a card and print out programmed data. (Do not input any data for testing.)