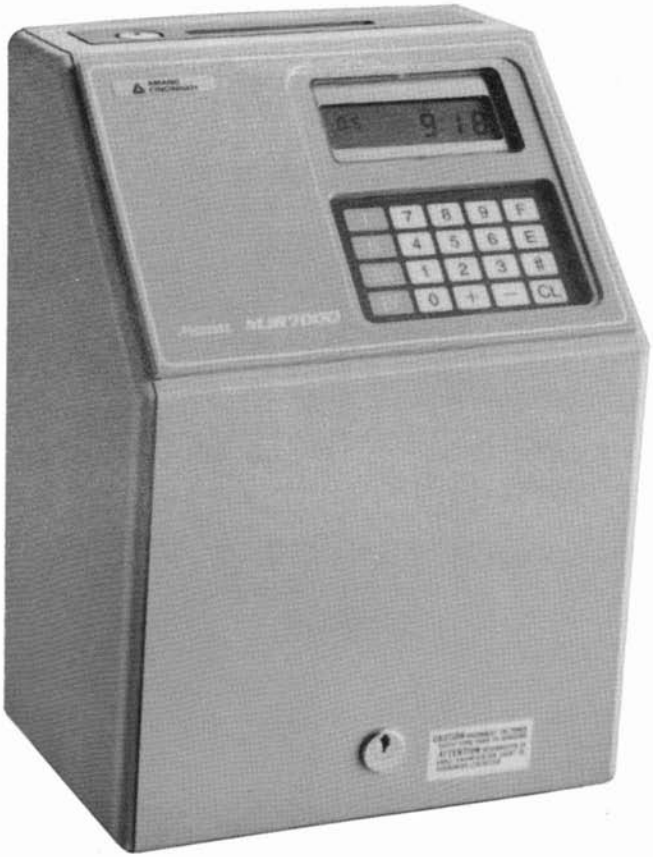
# MJR-7000EZ

## Computerized Time Recorder

## OPERATION MANUAL



AMANO CINCINNATI

# MJR-7000EZ

## Computerized Time Recorder

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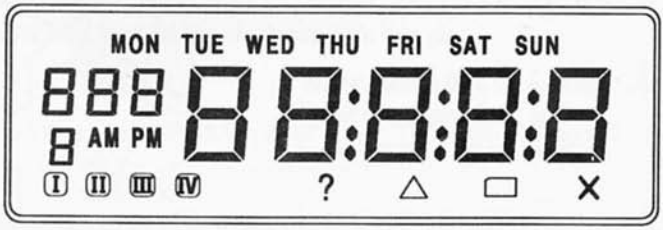
# EXTERNAL VIEW

# FRONT PANEL DESCRIPTION

## LCD Display




## Keypad

| | | | | |
|---|---|---|---|---|
| I | 7 | 8 | 9 | F |
| II | 4 | 5 | 6 | E |
| III | 1 | 2 | 3 | # |
| IV | 0 | + | − | CL |

**10 Numeric Keys**
Used for data input

**F Authorization Key**
Releases lockout & grace zones

**E Enter Key**
Saves keyed data to memory & advances to next function

**I II Operation Keys**
Used for corrections and reports

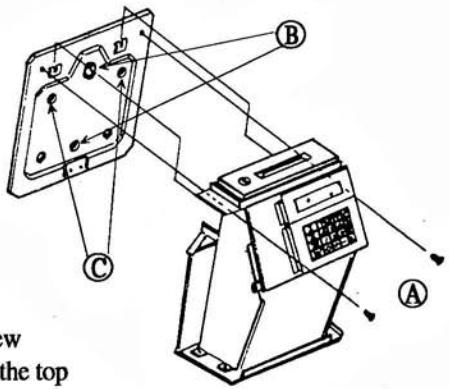
**+ − Plus/Minus Keys**
Data addition/subtraction for corrections

**CL Clear Key**
Clears incorrect data

# SPECIFICATIONS

| | |
|---|---|
| Power | AC 120V +/- 10%, 60Hz |
| Ambient Conditions | -10°C ~ 40°C (14°F ~ 104°F) |
| Humidity | 20% ~ 90% (non-condensing) |
| Dimension | 340mm(H) x 240mm(W) x 200mm(D)<br>(13-1/2" x 9-1/2" x 8") |
| Weight | 8.5 Kg (19 lbs) |
| Power Consumption | Normal = under 25VA<br>Max. = under 70VA |
| Clock Accuracy | +/- 3 second deviation per week |
| Environment | Avoid direct sunlight and dusty areas |

# WALL MOUNTING




**1.** Unlock and remove the cover case.

**2.** Remove the 2 Ⓐ screws which affix the back plate to the body, and push the back plate down.

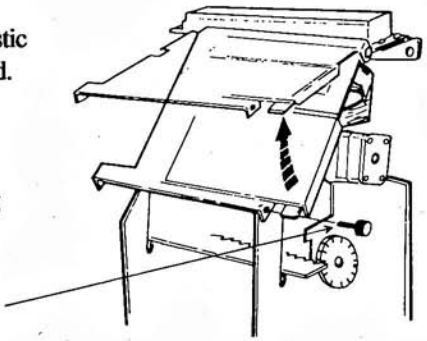
**3.** Knock out the 2 Ⓒ holes and 2 Ⓑ holes on the back plate. Drive 1 mounting screw into the wall, and hang the back plate by the top center hole Ⓑ. After ensuring that the back plate is level, affix the 3 mounting screws to the lower Ⓑ and two upper Ⓒ holes to firmly secure the back plate on the wall.

**4.** Install the body of the clock onto the back plate. Fit the hanger lips of the body frame into the grooves of the back plate. Install the 2 Ⓐ screws to firmly affix the body onto the back plate wall mounting plate.

**5.** Put the cover case back on the clock and lock it in place.

# INITIAL PREPARATION

**1.** Unlock and remove the cover case with the #700 key. Peel off the plastic seal on the display and the keyboard. Unscrew the white holding screw on the lower right hand side of the keypad and open the keypad section. Remove the white packing material on the ribbon cartridge.




**2.** Plug in the battery connector (3P, blue and red wires) to CN-2, located at the lower right hand side of the frame of the main printed circuit board (JCU-1A). For the full power reserve battery (standard: 200 imprints for IN/OUT transactions, or display for 4 hours during a power failure), plug in the connector (4P, blue and red wires) to CN-11 on the brown colored printed circuit board (JPR-1A), located on the right hand side of the frame under the keypad.

**3.** Put the cover case back on the clock and lock it in place.

**4.** Plug in the clock to the 120V 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. At this point, the memory must be cleared of all data. To reset this error code, or simply clear all data, put the #700 key into the key switch hole. Turn the key to **FUNCTION** mode and press [CL]. With the key switch still in the **FUNCTION** mode (display will be blank), press [9] [2] [E] to clear all data from memory. This will prepare the clock for programming.

**5.** Turn the key back to the **NORMAL** mode.

# PUNCH CARDS

*There are 5 types:*

## 1. Time Card

This 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 which is available separately. Refer to the unperforated card format for the preparation of unperforated cards. This card is used to record IN / OUT times, accumulated hours and data corrections.

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

## 2. Lockout Authorization Card

This card is used in conjunction with a time card. It allows an employee to punch during a lockout time zone.

| | |
|---|---|
| Row 1 - X & 1 | Row 4 - 1 |
| Row 2 - 2 | Row 5 - Y & 8 |
| Row 3 - 0 | |

## 3. Grace and Lockout Authorization Card

This card is used in conjunction with time card. It allows an employee to punch during a lockout or grace zone.

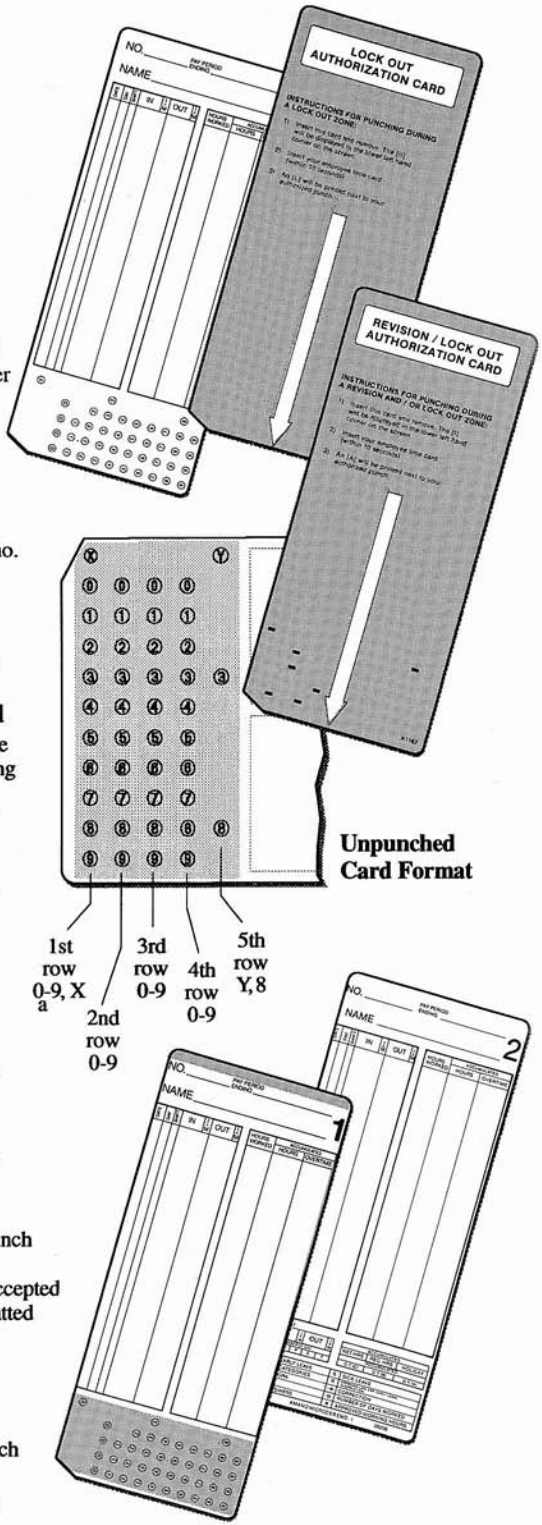
| | |
|---|---|
| Row 1 - X & 1 | Row 4 - 0 |
| Row 2 - 2 | Row 5 - Y & 8 |
| Row 3 - 0 | |

## 4. Report Card

The report function does not refer to the punch holes on the card on which it is printing. Therefore any punch format card will be accepted for printing a report, including a non-formatted card.

## 5. Program Printout Card

The program printout function does not refer to the punch holes on the card on which it is printing. Therefore, any punch format card will be accepted for program printout, including a non-formatted card.



# HOW TO PROGRAM YOUR MJR-7000EZ

## — *Helpful Hints* —

**1.** All time data must be entered in military format (0 - 23 hours).

**2.** The entry of unacceptable data will result in an error message. To clear this error, press [CL] before entering correct data. Then press [E] to save the data.

**3.** If you do not wish to use a particular function, press [0] and [E] to indicate that the function is not used.

**4.** To change data on the display, enter the new data and then press [E] .

**5.** The days of the week are programmed in numeric code as follows:

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

*For Signal Programming Only

## — *Programming Area Summary* —

**1.** **CLOCK AND CALENDAR PROGRAMMING AREA**

**2.** **BASIC PROGRAMMING AREA**

**3.** **SIGNAL PROGRAMMING AREA (OPTIONAL)**
(Signal Kit Must Be Installed to Send Signals)

**4.** **PROGRAM PRINTOUT**

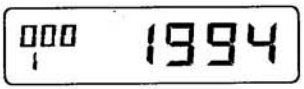
# SETTING THE TIME & DATE

**NOTE:** All time data must be entered in military time (0 - 23 hours).

**1.** Set the key switch to **FUNCTION** mode. The display will go blank.

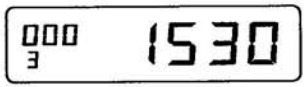
**2.** Press [1] to enter the clock programming mode.

**3.** Key in the year and press [E] to save the data.




**4.** Key in the month and date (January 1), and press [E] to enter the data.

**5.** Key in the hour and the minute using military time (e.g. 3:30PM=15:30). Press [E] to save, and the display will go blank.




**NOTE:** When [E] is pressed, the clock begins from 00 seconds of the set minute.

# FOUR SIMPLE STEPS

**NOTE:** The following page displays the MJR-7000EZ programming chart. Beginning with address #001, enter one program code for each step listed within the programming address.

**1.** Set the key switch to **FUNCTION** mode. The display will go blank.

**2.** Press [2] to enter the basic programming mode.

**3.** The first 3-digit programming address will appear in the upper left hand corner of the display. The step number will appear just below the address number. **Using the programming chart**, enter the appropriate data for each step within each programming address.

**4.** Use address numbers 001 ~ 003 for the overall company programming.
Use address numbers 050 ~ 069 for shift 1 programming.
Use address numbers 100 ~ 119 for shift 2 programming.
Use address numbers 150 ~ 169 for shift 3 programming.

# OVERALL PROGRAMMING

| PROGRAM ADDRESS | STEP NO. | SAMPLE DATA | PROGRAM CODES AND DESCRIPTIONS |
|---|---|---|---|
| 001 | 1 | 3 0 E | Ending card number for shift 1. (Shift 1 = card # 000 - 030)<br>This will assign card numbers 000 ~ 030 to employees working in shift 1. |
| | 2 | 6 0 E | Ending card number for shift 2. (Shift 2 = card # 031 - 060)<br>Ending card number for shift 3. (Shift 3 = card # 061 - 099) |
| 002 | 1 | 0 E | Daylight Savings Time IN USE/NOT IN USE.<br>If this feature is IN USE, the clock will automatically adjust for daylight Savings time the 2nd Sunday in March and the 1st Sunday in November. |
| 003 | 1 | 2 E | Imprint of hours for IN / OUT times & accumulated minutes:<br>0 = 0 - 23 hours format (military time) & regular minutes (0 - 59)<br>1 = 0 - 23 hours format (military time) & 1/100 of hours (00 - 98)<br>2 = 1 - 12 hours format (AM / PM) & regular minutes (00 - 59)<br>3 = 1 - 12 hours format (AM / PM) & 1/100 of hours (00 - 98) |

# SHIFT 1 PROGRAMMING CHART

| PROGRAM ADDRESS | STEP NO. | SAMPLE DATA | PROGRAM CODES AND DESCRIPTIONS |
|---|---|---|---|
| 050 | 1 | 0 E | Pay Period Type<br>0 = Weekly 1 = Bi-weekly 2 = Semi-monthly 3 = Monthly |
| | 2 | 7 E | Pay Period Ending Day (Only for semi-monthly and monthly)<br>1=Monday 2=Tuesday 3=Wednesday 4=Thursday 5=Friday 6=Saturday 7=Sunday |
| 051 | 1 | 1 9 9 4 E | Pay Period Start Date (Year) |
| | 2 | 0 1 2 5 E | Pay Period Start Date (Month and Date) |
| 052 | 1 | 8 0 0 E | Maximum Daily Regular Hours (HH:MM)<br>Hours worked in one day exceeding this amount will be sorted to the overtime category. |
| 053 | 1 | 4 0 0 0 E | Maximum Weekly Regular Hours (HH:MM)<br>Hours worked in one week exceeding this amount will be sorted to the overtime category. |
| 054 | 1 | 1 5 E | Rounding Unit for IN and OUT punches. Time frame in which punches are rounded backwards or forwards at a specified point within the frame. |
| | 2 | 8 E | Rounding Break Point for IN punch. This is the point within the rounding unit at which the IN punch is rounded backwards or forwards for calculation. |
| | 3 | 7 E | Rounding Break Point for OUT punch. This is the point within the rounding unit at which the OUT punch is rounded backwards or forwards for calculation. |
| 055 | 1 | 6 E | Non-Working Day 1 (e.g. Saturday or Sunday).<br>Refer to address 050 for day code numbers. |
| | 2 | 7 E | Non-working Day 2. Refer to address 050 for day code numbers. |
| | 3 | 1 E | Use the following information to select to what category the hours worked on Non-Working Day 1 and 2 will be sorted: 0 = Overtime 1 = Regular |
| 056 | 1 | 1 E | Open Schedule/Fixed Schedule Mode. 0=Open Schedule Mode 1=Fixed Schedule Mode<br>OPEN: Anytime that an employee is punched out for greater than the programmed Max imum Break Hours for Day Change (below), the next punch will be recognized as the first punch of a new day.<br>FIXED: A day runs from Day Change Time to Day Change Time. |
| | 2 | 0 0 0 0 E | Day Change Time (Time at which clock registers new day)<br>(00:00 - 12:00 = After Midnight) (12:01 - 23:59 = Before Midnight) |
| | 3 | 4 0 0 E | Maximum Break Hours for Day Change (Only available for open schedule mode.) |
| 057 | 1 | 6 0 0 E | Automatic Break Deduction by Number of Daily Hours Worked<br>(Minimum # of hours worked for deduction) |
| | 2 | 3 0 E | Amount of Time to be Deducted |

# SHIFT 1 PROGRAMMING CHART (con't)

| PROGRAM ADDRESS | STEP NO. | SAMPLE DATA | PROGRAM CODES AND DESCRIPTIONS |
|---|---|---|---|
| 058 | 1 | 8 0 0 E | Break Deduction by Number of Daily Hours Worked (2nd Auto Break Deduction) |
| | 2 | 1 0 E | Amount of Time to be Deducted |
| 059 | 1 | 1 5 E | Break Net Rounding Unit (0 - 60) |
| | 2 | 8 E | Break Net Rounding Break Point (0 - 60) |
| 060 | 1 | 7 3 0 E | IN Punch Grace Function: Grace Zone Beginning<br>When an IN punch is made in the zone from the Grace Zone Beginning to the Grace Zone Ending, it will be revised for calculation to the IN Grace Time |
| | 2 | 8 0 0 E | IN Grace Time |
| | 3 | 8 0 7 E | Grace Zone Ending |
| 061 | 1 | 1 6 3 0 E | OUT Punch Grace Function: Grace Zone Beginning |
| | 2 | 1 6 3 0 E | OUT Grace Time |
| | 3 | 1 6 4 5 E | Grace Zone Ending |
| 062 | 1 | 8 0 8 E | Tardy Zone: Tardy Zone Beginning |
| | 2 | 9 0 0 E | Tardy Zone Ending |
| 063 | 1 | 9 0 1 E | Tardy Zone: Any type of punch made within this time zone will be marked as an exception. Tardy Zone Beginning |
| | 2 | 1 0 3 0 E | Tardy Zone Ending |
| 064 | 1 | 1 6 3 0 E | Overtime Zone 1: Any type of punch made within this time zone will be marked as an exception. Overtime Zone Beginning |
| | 2 | 0 0 0 0 E | Overtime Zone Ending |
| 065 | 1 | ? ? ? E | Overtime Zone 2: Overtime Zone Beginning |
| | 2 | 6 0 0 E | Overtime Zone Ending |

The following applies to addresses 066 - 069:

CODE NUMBERS: **0 = Not Applicable**

**1 = 1st IN Punch Lockout Zone:**
A 1st IN punch of the day will be rejected at the clock when made within this time zone.

**2 = OUT Punch Lockout Zone:**
Any OUT punch made within this time zone will be rejected at the clock.

**3 = IN Punch Lockout Zone:**
Any IN punch (besides the 1st IN punch of the day) made within this time zone will be rejected at the clock.

| | | | |
|---|---|---|---|
| 066 | 1 | 1 E | Code Number for Lockout Zone |
| | 2 | 5 0 0 E | Lockout Zone Beginning |
| | 3 | 7 2 9 E | Lockout Zone Ending (In this example, employees are prevented from punching in for the day between 5 AM and 7:29 AM.) |
| 067 | 1 | | Code Number for Lockout Zone |
| | 2 | | Lockout Zone Beginning |
| | 3 | | Lockout Zone Ending |
| 068 | 1 | | Code Number for Lockout Zone |
| | 2 | | Lockout Zone Beginning |
| | 3 | | Lockout Zone Ending |
| 069 | 1 | | Code Number for Lockout Zone |
| | 2 | | Lockout Zone Beginning |
| | 3 | | Lockout Zone Ending |

# SHIFT 2 PROGRAMMING CHART

| PROGRAM ADDRESS | STEP NO. | SAMPLE DATA | PROGRAM CODES AND DESCRIPTIONS |
|---|---|---|---|
| 100 | 1 | 0 E | Pay Period Type<br>0 = Weekly 1 = Bi-weekly 2 = Semi-monthly 3 = Monthly |
| | 2 | 7 E | Pay Period Ending Day (Only for semi-monthly and monthly)<br>1=Monday 2=Tuesday 3=Wednesday 4=Thursday 5=Friday 6=Saturday 7=Sunday |
| 101 | 1 | 1 9 9 4 E | Pay Period Start Date (Year) |
| | 2 | 0 1 2 5 E | Pay Period Start Date (Month and Date) |
| 102 | 1 | 8 0 0 E | Maximum Daily Regular Hours (HH:MM)<br>Hours worked in one day exceeding this amount will be sorted to the overtime category. |
| 103 | 1 | 4 0 0 0 E | Maximum Weekly Regular Hours (HH:MM)<br>Hours worked in one week exceeding this amount will be sorted to the overtime category. |
| 104 | 1 | 1 5 E | Rounding Unit for IN and OUT punches. Time frame in which punches are rounded backwards or forwards at a specified point within the frame. |
| | 2 | 8 E | Rounding Break Point for IN punch. This is the point within the rounding unit at which the IN punch is rounded backwards or forwards for calculation. |
| | 3 | 7 E | Rounding Break Point for OUT punch. This is the point within the rounding unit at which the OUT punch is rounded backwards or forwards for calculation. |
| 105 | 1 | 6 E | Non-Working Day 1 (e.g. Saturday or Sunday).<br>Refer to address 100 for day code numbers. |
| | 2 | 7 E | Non-working Day 2. Refer to address 100 for day code numbers. |
| | 3 | 1 E | Use the following information to select to what category the hours worked on Non-Working Day 1 and 2 will be sorted: 0 = Overtime 1 = Regular |
| 106 | 1 | 1 E | Open Schedule/Fixed Schedule Mode. 0=Open Schedule Mode 1=Fixed Schedule Mode<br>OPEN: Anytime that an employee is punched out for greater than the programmed Max imum Break Hours for Day Change (below), the next punch will be recognized as the first punch of a new day.<br>FIXED: A day runs from Day Change Time to Day Change Time. |
| | 2 | 0 0 0 0 E | Day Change Time (Time at which clock registers new day)<br>(00:00 - 12:00 = After Midnight) (12:01 - 23:59 = Before Midnight) |
| | 3 | 4 0 0 E | Maximum Break Hours for Day Change (Only available for open schedule mode.) |
| 107 | 1 | 6 0 0 E | Automatic Break Deduction by Number of Daily Hours Worked<br>(Minimum # of hours worked for deduction) |
| | 2 | 3 0 E | Amount of Time to be Deducted |
| 108 | 1 | 8 0 0 E | Break Deduction by Number of Daily Hours Worked (2nd Auto Break Deduction) |
| | 2 | 1 0 E | Amount of Time to be Deducted |
| 109 | 1 | 1 5 E | Break Net Rounding Unit (0 - 60) |
| | 2 | 8 E | Break Net Rounding Break Point (0 - 60) |
| 110 | 1 | 7 3 0 E | IN Punch Grace Function: Grace Zone Beginning<br>When an IN punch is made in the zone from the Grace Zone Beginning to the Grace Zone Ending, it will be revised for calculation to the IN Grace Time |
| | 2 | 8 0 0 E | IN Grace Time |
| | 3 | 8 0 7 E | Grace Zone Ending |

# SHIFT 2 PROGRAMMING CHART (con't)

| PROGRAM ADDRESS | STEP NO. | SAMPLE DATA | PROGRAM CODES AND DESCRIPTIONS |
|---|---|---|---|
| 111 | 1 | 1 6 3 0 E | OUT Punch Grace Function: Grace Zone Beginning |
| | 2 | 1 6 3 0 E | OUT Grace Time |
| | 3 | 1 6 4 5 E | Grace Zone Ending |
| 112 | 1 | 8 0 8 E | Tardy Zone: Tardy Zone Beginning |
| | 2 | 9 0 0 E | Tardy Zone Ending |
| 113 | 1 | 9 0 1 E | Tardy Zone: Any type of punch made within this time zone will be marked as an exception. Tardy Zone Beginning |
| | 2 | 1 0 3 0 E | Tardy Zone Ending |
| 114 | 1 | 1 6 3 0 E | Overtime Zone 1: Any type of punch made within this time zone will be marked as an exception. Overtime Zone Beginning |
| | 2 | 0 0 0 0 E | Overtime Zone Ending |
| 115 | 1 | ? ? ? E | Overtime Zone 2: Overtime Zone Beginning |
| | 2 | 6 0 0 E | Overtime Zone Ending |

The following applies to addresses 116 - 119:

CODE NUMBERS: **0 = Not Applicable**
**1 = 1st IN Punch Lockout Zone:**
A 1st IN punch of the day will be rejected at the clock when made within this time zone.
**2 = OUT Punch Lockout Zone:**
Any OUT punch made within this time zone will be rejected at the clock.
**3 = IN Punch Lockout Zone:**
Any IN punch (besides the 1st IN punch of the day) made within this time zone will be rejected at the clock.

| | | | |
|---|---|---|---|
| 116 | 1 | 1 E | Code Number for Lockout Zone |
| | 2 | 5 0 0 E | Lockout Zone Beginning |
| | 3 | 7 2 9 E | Lockout Zone Ending (In this example, employees are prevented from punching in for the day between 5 AM and 7:29 AM.) |
| 117 | 1 | | Code Number for Lockout Zone |
| | 2 | | Lockout Zone Beginning |
| | 3 | | Lockout Zone Ending |
| 118 | 1 | | Code Number for Lockout Zone |
| | 2 | | Lockout Zone Beginning |
| | 3 | | Lockout Zone Ending |
| 119 | 1 | | Code Number for Lockout Zone |
| | 2 | | Lockout Zone Beginning |
| | 3 | | Lockout Zone Ending |

# SHIFT 3 PROGRAMMING CHART

| PROGRAM ADDRESS | STEP NO | SAMPLE DATA | PROGRAM CODES AND DESCRIPTIONS |
|---|---|---|---|
| 150 | 1 | 0 E | Pay Period Type<br>0 = Weekly 1 = Bi-weekly 2 = Semi-monthly 3 = Monthly |
| | 2 | 7 E | Pay Period Ending Day (Only for semi-monthly and monthly)<br>1=Monday 2=Tuesday 3=Wednesday 4=Thursday 5=Friday 6=Saturday 7=Sunday |
| 151 | 1 | 1 9 9 4 E | Pay Period Start Date (Year) |
| | 2 | 0 1 2 5 E | Pay Period Start Date (Month and Date) |
| 152 | 1 | 8 0 0 E | Maximum Daily Regular Hours (HH:MM)<br>Hours worked in one day exceeding this amount will be sorted to the overtime category. |
| 153 | 1 | 4 0 0 0 E | Maximum Weekly Regular Hours (HH:MM)<br>Hours worked in one week exceeding this amount will be sorted to the overtime category. |
| 154 | 1 | 1 5 E | Rounding Unit for IN and OUT punches. Time frame in which punches are rounded backwards or forwards at a specified point within the frame. |
| | 2 | 8 E | Rounding Break Point for IN punch. This is the point within the rounding unit at which the IN punch is rounded backwards or forwards for calculation. |
| | 3 | 7 E | Rounding Break Point for OUT punch. This is the point within the rounding unit at which the OUT punch is rounded backwards or forwards for calculation. |
| 155 | 1 | 6 E | Non-Working Day 1 (e.g. Saturday or Sunday).<br>Refer to address 150 for day code numbers. |
| | 2 | 7 E | Non-working Day 2. Refer to address 150 for day code numbers. |
| | 3 | 1 E | Use the following information to select to what category the hours worked on Non-Working Day 1 and 2 will be sorted: 0 = Overtime 1 = Regular |
| 156 | 1 | 1 E | Open Schedule/Fixed Schedule Mode. 0=Open Schedule Mode 1=Fixed Schedule Mode<br>OPEN: Anytime that an employee is punched out for greater than the programmed Max imum Break Hours for Day Change (below), the next punch will be recognized as the first punch of a new day.<br>FIXED: A day runs from Day Change Time to Day Change Time. |
| | 2 | 0 0 0 0 E | Day Change Time (Time at which clock registers new day)<br>(00:00 - 12:00 = After Midnight) (12:01 - 23:59 = Before Midnight) |
| | 3 | 4 0 0 E | Maximum Break Hours for Day Change (Only available for open schedule mode.) |
| 157 | 1 | 6 0 0 E | Automatic Break Deduction by Number of Daily Hours Worked<br>(Minimum # of hours worked for deduction) |
| | 2 | 3 0 E | Amount of Time to be Deducted |
| 158 | 1 | 8 0 0 E | Break Deduction by Number of Daily Hours Worked (2nd Auto Break Deduction) |
| | 2 | 1 0 E | Amount of Time to be Deducted |
| 159 | 1 | 1 5 E | Break Net Rounding Unit (0 - 60) |
| | 2 | 8 E | Break Net Rounding Break Point (0 - 60) |
| 160 | 1 | 7 3 0 E | IN Punch Grace Function: Grace Zone Beginning<br>When an IN punch is made in the zone from the Grace Zone Beginning to the Grace Zone Ending, it will be revised for calculation to the IN Grace Time |
| | 2 | 8 0 0 E | IN Grace Time |
| | 3 | 8 0 7 E | Grace Zone Ending |

# SHIFT 3 PROGRAMMING CHART (con't)

| PROGRAM ADDRESS | STEP NO. | SAMPLE DATA | PROGRAM CODES AND DESCRIPTIONS |
|---|---|---|---|
| 161 | 1 | 1 6 3 0 E | OUT Punch Grace Function: Grace Zone Beginning |
| | 2 | 1 6 3 0 E | OUT Grace Time |
| | 3 | 1 6 4 5 E | Grace Zone Ending |
| 162 | 1 | 8 0 8 E | Tardy Zone: Tardy Zone Beginning |
| | 2 | 9 0 0 E | Tardy Zone Ending |
| 163 | 1 | 9 0 1 E | Tardy Zone: Any type of punch made within this time zone will be marked as an exception. Tardy Zone Beginning |
| | 2 | 1 0 3 0 E | Tardy Zone Ending |
| 164 | 1 | 1 6 3 0 E | Overtime Zone 1: Any type of punch made within this time zone will be marked as an exception. Overtime Zone Beginning |
| | 2 | 0 0 0 0 E | Overtime Zone Ending |
| 165 | 1 | ? ? ? E | Overtime Zone 2: Overtime Zone Beginning |
| | 2 | 6 0 0 E | Overtime Zone Ending |

The following applies to addresses 166 - 169:

CODE NUMBERS: **0 = Not Applicable**

**1 = 1st IN Punch Lockout Zone:**
A 1st IN punch of the day will be rejected at the clock when made within this time zone.

**2 = OUT Punch Lockout Zone:**
Any OUT punch made within this time zone will be rejected at the clock.

**3 = IN Punch Lockout Zone:**
Any IN punch (besides the 1st IN punch of the day) made within this time zone will be rejected at the clock.

| | | | |
|---|---|---|---|
| 166 | 1 | 1 E | Code Number for Lockout Zone |
| | 2 | 5 0 0 E | Lockout Zone Beginning |
| | 3 | 7 2 9 E | Lockout Zone Ending (In this example, employees are prevented from punching in for the day between 5 AM and 7:29 AM.) |
| 167 | 1 | | Code Number for Lockout Zone |
| | 2 | | Lockout Zone Beginning |
| | 3 | | Lockout Zone Ending |
| 168 | 1 | | Code Number for Lockout Zone |
| | 2 | | Lockout Zone Beginning |
| | 3 | | Lockout Zone Ending |
| 169 | 1 | | Code Number for Lockout Zone |
| | 2 | | Lockout Zone Beginning |
| | 3 | | Lockout Zone Ending |

# SIGNAL PROGRAMMING (OPTIONAL)

**NOTE:** This page displays the MJR-7000EZ signal programming chart. Beginning with address #200, enter signal duration time. Proceeding with address #201, enter one day code and one signal time for each programming address. Continue this process until you have entered all of your desired signal times and days.

**1.** Set the key switch to **FUNCTION** mode. The display will go blank.

**2.** Press [3] to enter the signal programming mode.

**3.** The 3-digit programming address will appear in the upper left hand corner of the display. The step number will appear just below the address number. **Using the programming chart below,** enter the appropriate signal times and days.

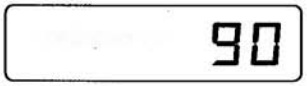
| PROGRAM ADDRESS | STEP NO. | SAMPLE DATA | PROGRAM CODES AND DESCRIPTIONS |
|---|---|---|---|
| 200 | 1 | 1 0 E | Signal Duration in Seconds (0 - 15). NOTE: If user applicable, enter 0 and press E. |
| 201 | 1 | 8 E | Day Code Numbers: 1 = Monday 2 = Tuesday 3 = Wednesday 4 = Thursday 5 = Friday 6 = Saturday 7 = Sunday 8 = Mon. thru Fri. 9 = Mon. thru Sun. |
| | 2 | 8 0 0 E | Signal Time (HH:MM) |
| 202 | 1 | 8 E | Day Code Number (1 ~ 9) |
| | 2 | 1 2 0 0 E | Signal Time (HH:MM) |
| 203 | 1 | | Day Code Number (1 ~ 9) |
| | 2 | | Signal Time (HH:MM) |
| 204 | 1 | | Day Code Number (1 ~ 9) |
| | 2 | | Signal Time (HH:MM) |
| 205 | 1 | | Day Code Number (1 ~ 9) |
| | 2 | | Signal Time (HH:MM) |
| 206 | 1 | | Day Code Number (1 ~ 9) |
| | 2 | | Signal Time (HH:MM) |
| 207 | 1 | | Day Code Number (1 ~ 9) |
| | 2 | | Signal Time (HH:MM) |
| 203 | 1 | | Day Code Number (1 ~ 9) |
| | 2 | | Signal Time (HH:MM) |
| 208 | 1 | | Day Code Number (1 ~ 9) |
| | 2 | | Signal Time (HH:MM) |
| 209 | 1 | | Day Code Number (1 ~ 9) |
| | 2 | | Signal Time (HH:MM) |
| 210 | 1 | | Day Code Number (1 ~ 9) |
| | 2 | | Signal Time (HH:MM) |
| 211 | 1 | | Day Code Number (1 ~ 9) |
| | 2 | | Signal Time (HH:MM) |
| 212 | 1 | | Day Code Number (1 ~ 9) |
| | 2 | | Signal Time (HH:MM) |
| ≀ | ≀ | ≀ | ≀ |
| 230 | 1 | | Day Code Number (1 ~ 9) |
| | 2 | | Signal Time (HH:MM) |

# OPERATIONS: CLEARING DATA

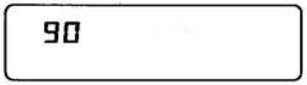
### *Clear INDIVIDUAL Data*

**1.** Set the key switch to **FUNCTION** mode. The display will go blank.

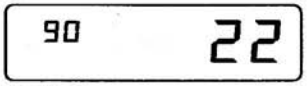
**2.** Press [9][0] to indicate the **Individual Data Clearing** mode.



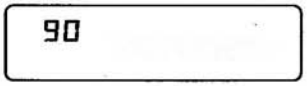

**3.** Press [E] to enter the mode.




**4.** Input the 2-digit card number for the individual.




**5.** Press [E] to clear the data. The display will return to step 4.

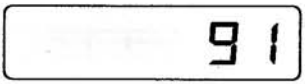



**6.** Turn the key switch to **NORMAL** mode.

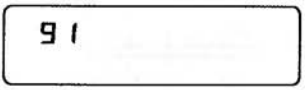
### *Clear ALL EMPLOYEE Data*

**1.** Set the key switch to **FUNCTION** mode. The display will go blank.

**2.** Press [9][1] to indicate the **All Employee Data Clearing** mode.




**3.** Press [E] to clear all employee data.




**4.** Turn the key switch to **NORMAL** mode.

### *Clear ALL Data*

**1.** Set the key switch to **FUNCTION** mode. The display will go blank.

**2.** Press [9][2] to indicate the **All Data Clearing** mode.

**3.** Press [E] to clear all data.

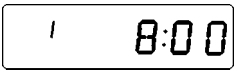
**4.** Turn the key switch to **NORMAL** mode.

# OPERATIONS:
# ACCUMULATED DATA CORRECTION (BY INDIVIDUAL)

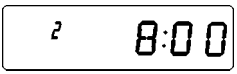
**1.** Set the key switch to **FUNCTION** mode. The display will go blank.

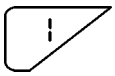
**2.** Press [I] to enter the Data **Correction** mode. The display will show the [I] in the upper left hand corner.

**3.** Insert the time card to be corrected and remove card. The amount of regular hours worked will be displayed.

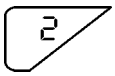



**4.** Press [E] until the desired code appears on the display. For example, choose code **#2** to add overtime hours.

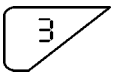



**Weekly Net Hours**
To adjust net hours for the current week. This affects codes #2 and #3 based on weekly overtime calculation rule.

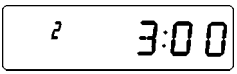



**Regular Hours**
To adjust the accumulated regular hours for the current pay period. This does not affect any other codes.

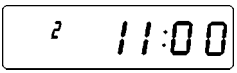



**Overtime Category A Hours**
To adjust accumulated hours sorted to overtime (A). This does not affect any other codes.

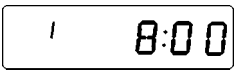
**5.** Key in the number of hours to be added or subtracted. For example, to add 3 hours, press [3] [0] [0]




**6.** Press [+] or [−] to update the display. The hours are added to the previous amount displayed.




**7.** Press [E] to advance to the next code number.



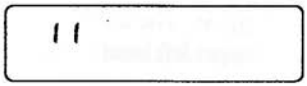

**8.** Insert the employee's time card for the correction to be printed on the time card.

**9.** Turn the key switch to **NORMAL** mode.

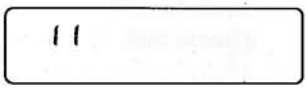
# OPERATIONS: ATTENDANCE REPORTS

This feature will print the current pay period summaries of all employees' hours on a report card.

1. Set the key switch to **FUNCTION** mode. The display will go blank.
2. Press **II** to enter the **Attendance Report** mode.




3. Insert the attendance report card. The display will show the card number being printed. The card will automatically eject when printing has stopped.

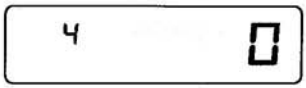



4. Remove the card from the pocket.
5. Continue inserting attendance report cards until all employee names have printed (approx. 8 employees per report card).
6. Turn key switch to **NORMAL** mode.

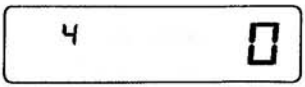
# PROGRAM PRINTOUT

Program printout operations refer to the following instructions:

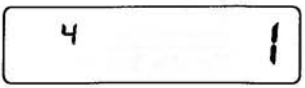
1. Set the key switch to **FUNCTION** mode. The display will go blank.
2. Press [4]. The display will show the program page number being printed.




3. Insert a program card. The card will automatically eject when the printing has stopped.




4. Remove the card from the pocket and the page number will change.

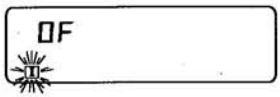



5. After all pages have printed, turn the key switch to **NORMAL** mode.

# LOCKOUT RELEASE MODE

This feature can be used to release a lockout and / or grace zone.

1. Set the key switch to **FUNCTION** mode. The display will go blank.
2. Press [F]. The current time will be displayed, along with OF and a flashing [I].




3. Turn the key switch back to **NORMAL** mode.
4. Insert the time card that is to be released from a lockout /grace zone, and the time will be printed on the time card.
5. Remove the card from the pocket.

*— OR —*

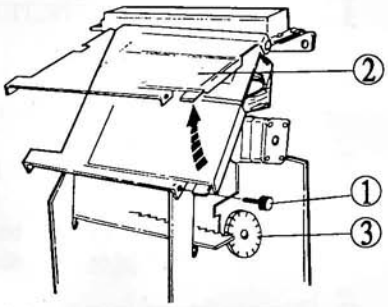
1. Insert the **Lockout Release** or **Grace Zone Release** card and the [I] will flash.
2. Insert the time card that is to be released from a lockout / grace zone, and the time will be printed on the time card.
3. Remove the card from the pocket.

# EXCEPTION MARKS

| | EXCEPTION MARK | DESCRIPTION | REMARKS |
|---|---|---|---|
| *Normal Mode* | O | **Overtime** | Punch inside the overtime zone |
| | T | **Tardy** | Punch inside the tardy zone |
| | N | **Non-Working Day** | An N mark will be printed when a first IN punch of a Non-Working Day 1 and/or 2 is made. |
| | ◆ | **Lockout Released** | A Lockout Zone Release card was used in the Lockout Zone. |
| | R | **Revision Released** | A Revision Release card was used in the Revision Zone. |
| *Correction Mode* | → | **Data Correction** | Prints data and the time correction was made, as well as hours |

# RIBBON CARTRIDGE REPLACEMENT

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 the ribbon cartridge moves to the right side slightly.

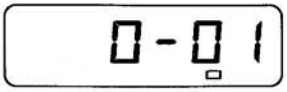
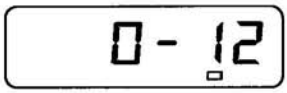
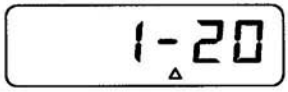
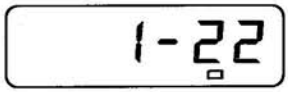
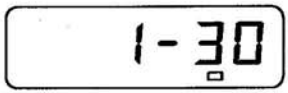
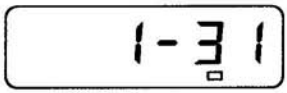
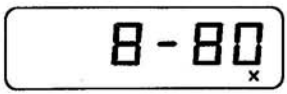
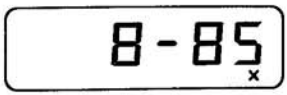
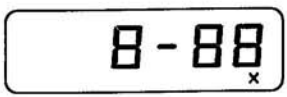
**3.** To remove the ribbon cartridge, raise the end up and lift it out.

**4.** Place the new cartridge in cartridge casing in slanted position, and make sure the protrusions on both ends snap into position.

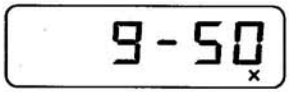
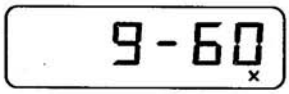
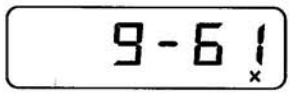
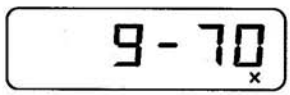
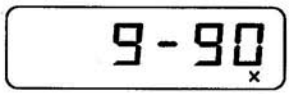
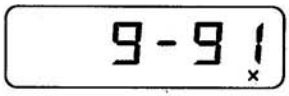
**5.** Slowly lower the front portion of cartridge while turning the knob on the cartridge. Ensure that the ribbon is in the ribbon guide.

**6.** To check for proper printing, insert a card, and print out programmed data.

# ERROR CODE LIST

| ERROR CODE | REASON | SOLUTION |
|---|---|---|
|  | Time card was inserted on wrong side. | Re-insert time card facing the correct side. |
| | Wrong card was inserted after correcting data. | Insert correct time card. |
|  | Time card was inserted during lockout period. | See lockout release mode (page 16). |
|  | Incorrect card was inserted. Incorrect machine no. | Check time card no. (1st row should be **0**). |
|  | Incorrectly coded (perforated) time card was inserted. | Use properly coded time card. |
|  | Improper time card (too short) | Reissue proper size, properly coded time card. |
|  | Improper time card (too long) | Reissue proper size, properly coded time card. |
|  | Incorrect data programmed | Clear program memory of applicable area and reprogram. |
|  | Individual data file reading error | Turn key switch to **Function** mode. Press CL to clear. Re-enter data as needed. |
|  | CPU (memory) defect | Turn key switch to **Function** mode. Press CL to clear. |

# ERROR CODE LIST (con't)

| ERROR CODE | REASON | SOLUTION |
|---|---|---|
|  | Time card was inserted for printing earlier than previously printed time. | Press [CL]. Make sure the clock is set to the current date and time. |
|  | Temporary defect of software caused by noise or surge from outside power source | Resets automatically in 3 seconds after error display |
|  | Temporary defect of CPU caused by noise or surge from outside power source | Resets automatically in 3 seconds after error display |
|  | Hardware problem (e.g. printer timing impulse, sensor, motor) | Clear entry by [CL] and clean sensors. |
|  | Card reading failure | Press [CL] and call for service. |
|  | Card sensor level defect | Press [CL] and call for service. |

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