

# Consecutive®



User's  
Guide

 **Simplex**



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# Consecutive<sup>TM</sup> User's Guide

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# Overview

This chapter describes Consecutive™ features, the type of applications it supports, and its programmable features.

Introduction

Applications

Out Of The Box Ready

Programmable Features

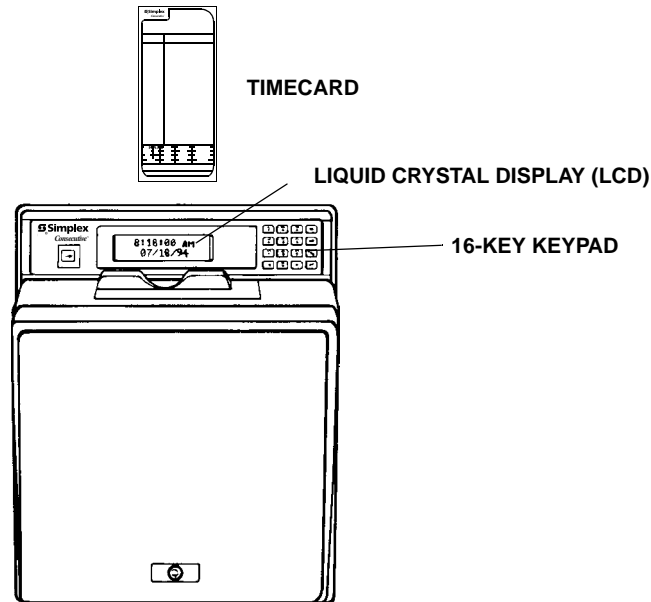
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## Introduction

Consecutive is a stand-alone, microprocessor-based time processing recorder that handles payroll, job cost, and elapsed time recording. The recorder tracks full and part-time employees with open schedules or tasks with long or short elapsed time intervals.

FIGURE 1

Consecutive Time Recorder



When inserting a timecard into the recorder, an internal optical scanner reads the bar code on the back of the card to determine the card's number. Consecutive associates this card number with the card number's earlier punches, the rules for the card type, and other general rules information that are stored in the recorder's database. Consecutive processes this database information to determine the location and contents of the information that is printed on the timecard. To protect the database information, Consecutive uses a battery-backed RAM (Random Access Memory) chip to preserve the information for up to one year without external power applied to Consecutive.

The general rules and card type must be programmed into Consecutive. To program the rules, enter operating parameter values into Consecutive with the 16-key keypad that is located on the front panel. To aid the programming procedure, the 2-line, 32-character Liquid Crystal Display (LCD) shows which parameter value is placed into Consecutive memory. Refer to Figure 1 for the location of these items.

# Applications

## General


Depending on its initial program, Consecutive can provide payroll, job cost, or elapsed time reports.

## Employee Payroll Report

With the use of the *Employee Payroll Report*, Consecutive tracks the total hours worked by each hourly worker. Any application with employees who are paid hourly can use the *Employee Payroll Report*. It prints and totals the time worked for employees with a fixed or an open schedule. The worked hours are totaled at the end of the *off punch*. Besides printing individual punches and totals of hours worked, Consecutive reports attendance exceptions. The totals of worked hours can be used to calculate the payroll. Figure 2 on the next page shows the *Consecutive Employee Payroll Report* (timecard).

---

**FIGURE 2** Employee Payroll Report (Timecard)



## Time Report

**Name:** *Black, Jack*

**Date:** *9-16-95*      **No.:** *1435*

Date	Time	
SEP-11 A	7:56	IN CLOCK 3
SEP-11 P	12:00	4:00 CLOCK 3
SEP-11 P	1:00	IN CLOCK 3
SEP-11 P	5:00	8:00 CLOCK 3
SEP-12 A	7:54	IN CLOCK 3
SEP-12 P	12:22	12:00 CLOCK 3
SEP-12 P	12:52	IN CLOCK 3
SEP-12 P	5:02	16:00 CLOCK 3
SEP-13 A	7:59	IN CLOCK 3
SEP-13 P	5:06	24:00 CLOCK 3
SEP-14 A	7:56	IN CLOCK 3
SEP-14 P	5:00	32:00 CLOCK 3
SEP-15 A	8:00	IN CLOCK 3
SEP-15 P	12:00	36:00 CLOCK 3
SEP-15 P	1:00	IN CLOCK 3
SEP-15 P	5:00	40:00      CLOSED

R.T. HOURS	RATE	AMOUNT	SOC. SEC. TAX	NO. OF EXEMPTIONS
O.T. HOURS	RATE	AMOUNT	FED. W.T.	TOTAL EARNINGS
HOURS		AMOUNT	STATE W.T.	TOTAL DEDUCTIONS
STATE U.C.		MED. TAX	CITY W.T.	BALANCE DUE

**Employee Signature:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_

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*Note: The Consecutive that produced this card is programmed to not accumulate time from 12:00 to 13:00 every day.*


## Job Costing Report

With the use of the *Job Costing Report*, Consecutive records transactions and tracks individual operations numbers, date and time, exceptions to pre-set schedules, interval totals, and cumulative totals. This application is desirable for businesses that track projects and product movement for itemized cost accounting.

An example of where this application could be used is a machine shop, wherein each *job* that comes into the shop is assigned its own Consecutive *Time Report* card. All employees who work that job punch the card for *on the job* (start time) and *off the job* (stop time) to record their time worked on the job. The *Job Costing Report* provides a detailed list of all operations— and the work time associated with each operation. The total hours from the *Job Costing Report* could be used to calculate the cost for the customer's invoice. Figure 3 on the next page shows a Consecutive *Job Costing Report* (timecard).

---

**FIGURE 3** Job Costing Report (Timecard)



## Time Report

Name: *ABC Design*

Date: *16 Aug 95*                      No.: *721*

Date	Time					
11-SEP 08.13		ON				MACHINING
11-SEP 11.96		3.90	49.90			MACHINING
11-SEP 13.03		ON				ASSEMBLY
11-SEP 16.96		4.00	53.90			ASSEMBLY
12-SEP 08.03		ON				ASSEMBLY
12-SEP 12.00		4.00	57.90			ASSEMBLY
12-SEP 13.33		ON				ASSEMBLY
12-SEP 15.81		2.50	60.40			ASSEMBLY
13-SEP 08.93		ON				SANDING
13-SEP 11.58		2.70	63.10			SANDING
13-SEP 13.06		ON				CLEANING
13-SEP 16.96		3.90	67.00			CLEANING
14-SEP 08.00		ON				PAINTING
14-SEP 10.48		2.50	69.50			CLOSED

R.T. HOURS	RATE	AMOUNT	SOC. SEC. TAX	NO. OF EXEMPTIONS
O.T. HOURS	RATE	AMOUNT	FED. W.T.	TOTAL EARNINGS
HOURS		AMOUNT	STATE W.T.	TOTAL DEDUCTIONS
STATE U.C.		MED. TAX	CITY W.T.	BALANCE DUE

Employee Signature: \_\_\_\_\_

Approved By: \_\_\_\_\_

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*Note: This is a carry-over card for the ABC Design job. Notice that, prior to this card's initial punch, the ABC Design job had already accumulated 46 hours of work time.*


## Elapsed Time Report

With the use of the *Elapsed Time Report*, Consecutive tracks the total elapsed time between specific *events* associated with individual jobs or tasks. Consecutive prints the job number (optional), date and time, exceptions to the schedule, elapsed total, and job total. Figure 4 on the next page shows the Consecutive *Elapsed Time Report* (timecard).

Common uses for the elapsed timecard are *dispatch situations*, such as, dispatching police, ambulance, and emergency rescue vehicles. Consider the example of a police department:

1. Call for help received—a punch is recorded.
  2. Police dispatched to the scene—another punch recorded and the elapsed time between the call for help and when the police are dispatched is printed.
  3. Police arrive at scene—another punch is recorded and the elapsed total between when police are dispatched and arrive at the scene is printed.
  4. Call completed—card closed out and elapsed total time between when the police arrived and when the call was completed as well as the total time are printed.
-

**FIGURE 4** Elapsed Time Report (Timecard)



## Time Report

Name: *Edna Country Club, Mr. Myers*

Date: *Sep 12, 95* No.: *428*

Date	Time				
SEP-12	TU P 7:23				RECEIVED
SEP-12	TU P 7:31	0:08	0:08		DISPTCHED
SEP-12	TU P 7:31	0:00	0:08		ARRIVED
SEP-12	TU P 8:12	0:41	0:49		COMPLETED

R.T. HOURS	RATE	AMOUNT	SOC. SEC. TAX	NO. OF EXEMPTIONS
O.T. HOURS	RATE	AMOUNT	FED. W.T.	TOTAL EARNINGS
HOURS		AMOUNT	STATE W.T.	TOTAL DEDUCTIONS
STATE U.C.		MED. TAX	CITY W.T.	BALANCE DUE

Employee Signature: \_\_\_\_\_

Approved By: \_\_\_\_\_

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**Note:** *The Consecutive that produced this card is programmed to automatically close out any card that it has not seen in two days. Hence, the same card number can be used on Sept. 15th.*



## Timecard Length

There are two standard Consecutive timecards. Both cards are used for all three applications: employee payroll, job cost, and elapsed time. The only difference in the two cards is the length. The length of the card determines the number of print lines. The 8-inch timecard accommodates a maximum of 14 print lines; the 9.5-inch timecard accommodates a maximum of 22 print lines.

Two modifications must be made to Consecutive so that the unit prints correctly on 9.5-inch cards.

1. The maximum print lines must be set (see page 78).
  2. The mechanical stop must be adjusted (see page 36).
-

## Out of the Box Ready

Consecutive comes ready for use right out of the box. The default features may meet your site-specific needs. All of the features are programmable and are described in the remainder of this chapter.

Consecutive comes out of the box with the following features:

### Clock Default Program Settings

Table 1 lists the default clock program settings.

---

**Table 1: Default Clock Program Settings**

<b>Feature</b>	<b>Description/Default Settings</b>
LCD Display Format	The date displays in the MM/DD/YY format. For example, March 13, 1995 is displayed as 03/13/95. The time displays in the HH:MM:SS AM/PM format. For example, 10:35:00 in the morning displays 10:35:00 AM.
Configuration	Stand-alone unit Payroll processor
Power Requirement	120VAC, 60Hz

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## Payroll, Job Cost, and Elapsed Time Reports, Default Program

Table 2 lists the default features for Payroll, Job Cost, and Elapsed Time Reports.

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**Table 2: Payroll, Job Cost, and Elapsed Time Reports, Default Features**

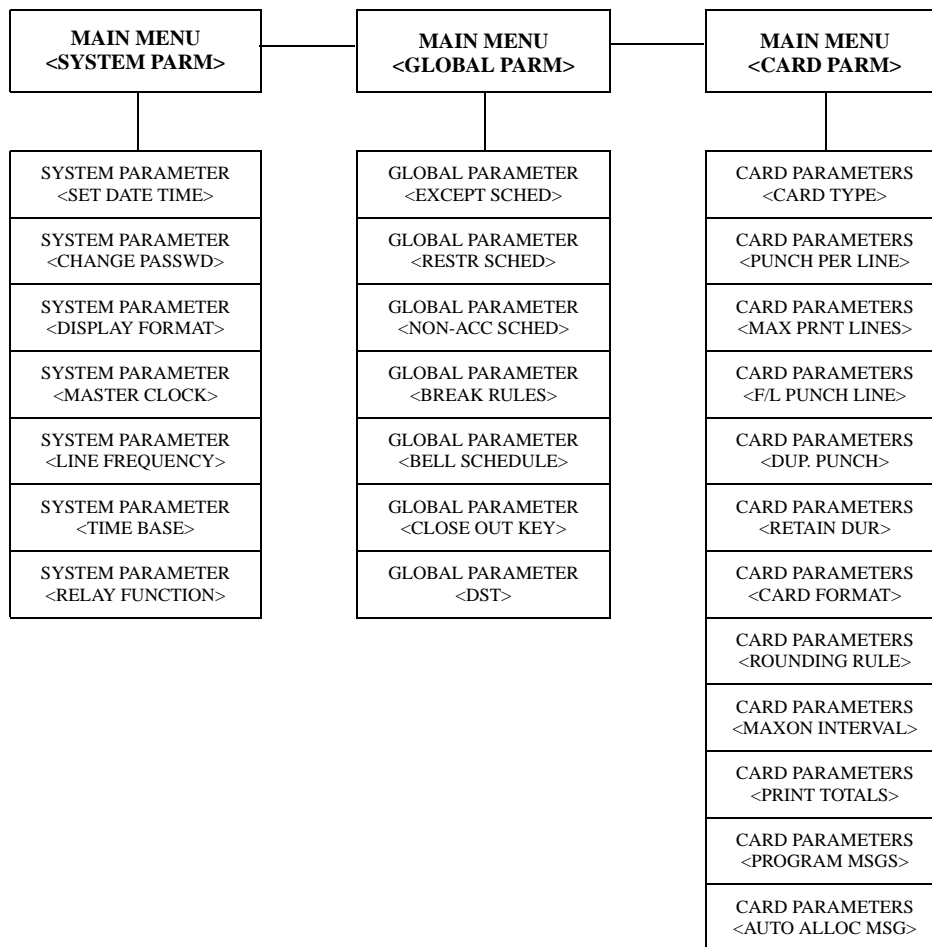
<b>Feature</b>	<b>Description/Default Settings</b>
Punches per line	1
Maximum Print Lines	14
F/L Punch Line	First line = line 1 Last line = line 14
Duplicate Punch	Disabled (Employee may repeatedly punch Consecutive during two-minute time span)
Retain Duration	Punch information is retained in memory for 7 days
Print Format, Time	01-12 Hrs., Mins., AM/PM
Print Format, Date	DD-Month (Dec. 12 prints 12-DEC)
Rounding Rule	No rounding of either punch times or elapsed time intervals
Maximum On Interval	Any punch separated from an In punch by 12 or more hours is treated as an In punch.
Totals Printing	Prints both elapsed time and card totals
Print Messages	Does not print program or automatic allocation messages

---

## Programmable Features

Consecutive provides password protection. Hence, only authorized administrators and users can program the recorder. Programming involves setting up and editing the operational parameters that regulate Consecutive features. Figure 5 shows the available programmable inputs. Note that each of the three programming menus can be selected from the Main Menu.

**FIGURE 5** Available Programmable Inputs



**Note:** This section describes only the programmable features. It does not describe how to program Consecutive. Refer to *Chapter 3 Programming* for a detailed programming description.

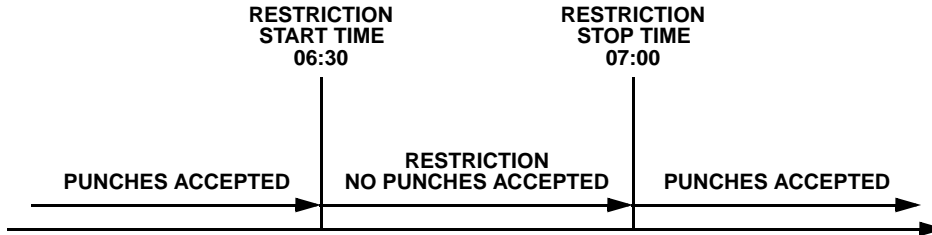
## Restricting Punches

You can program Consecutive to limit the time intervals in which employees may punch. One use for this feature is in some states where employers are required by law to pay employees for any time punched, regardless of whether the employees were scheduled to work.

The **Restriction Schedule** parameter allows you to assign up to 12 restriction intervals for each day. Each restriction interval consists of a start and stop time that cannot span midnight. The stop time must always be later than the begin time. For example, you could specify a restriction from 06:30 to 07:00, which means Consecutive will not accept any punches between 06:30 and 06:59:59. A punch at 07:00 would be accepted. Refer to Figure 6 for an example of a restriction schedule.

FIGURE 6

Restriction Schedule Example



As described in *Chapter 3 Programming*, the time intervals for the restriction schedules are defined as a Global parameter.

**IMPORTANT:** *Consecutive supports only one restriction schedule. This schedule applies to all employees using the Consecutive.*

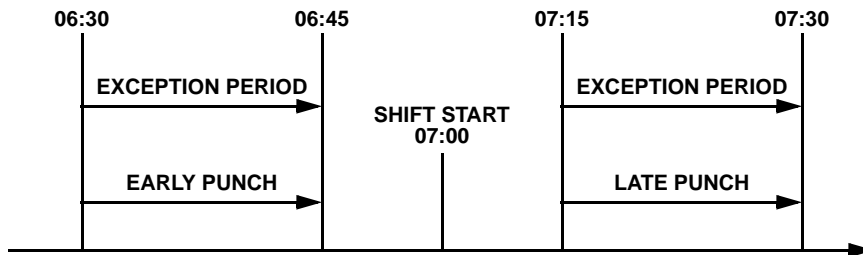
### Exception Periods

Exceptions periods can be programmed. An exception period is a time interval that surrounds a shift's start and stop time. Typically, the exception period records attendance exceptions, such as tardy arrival, early departure, or late departure. If the employee punches inside the exception period, Consecutive flags the punch as an exception by highlighting (underlining) the punch.

The **Exception Schedule** parameter allows you to assign up to 12 exception intervals for each day. Each exception interval has a specified start and stop time which cannot span midnight. The stop time must always be later than the start time. For example, you could specify two exception intervals: one from 06:30 to 06:45 and another from 07:15 to 07:30 with a shift start time of 07:00. If an employee punches in at 07:17, Consecutive highlights the punch signifying that the employee punched in late. Refer to Figure 7 for an example of an exception period.

---

**FIGURE 7** Exception Period Example



As described in *Chapter 3 Programming*, the time intervals for the exception schedules are defined as a Global parameter. Job costing and employee payroll schedules are enabled and disabled by the **Job Card** parameters and **Payroll Card** parameters, respectively.

**IMPORTANT:** *Consecutive supports only one exception schedule. This schedule applies to all employees using the Consecutive.*

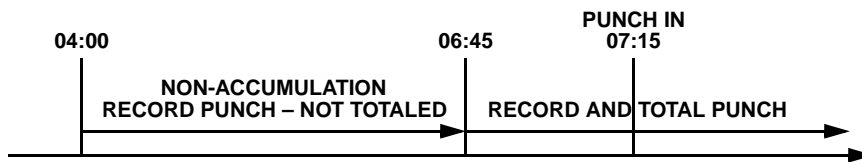
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## Punches Without Credit (Non-Accumulation Time)

You can specify time intervals (non-accumulation schedules) in which the employee is allowed to punch in, but the time is not added to the total. For example, this feature could be used when a shift starts at 07:00 and no employee is allowed to start accumulating time before 06:30, but the early punch needs to be recorded.

The **Non-Accumulation Schedule** parameter allows you to assign up to 12 non-accumulation intervals for each day. Each non-accumulation interval has a specified start and stop time which cannot span midnight. The stop time must always be later than the start time. For example, you could program a non-accumulation interval from 04:00 to 06:45 for a shift start time of 07:00. If an employee punches in at 06:10, Consecutive records the punch but does not add the time from 06:10 to 06:45 to the total. Refer to Figure 8 for an example of a non-accumulation schedule.

**FIGURE 8** Non-Accumulation Schedule Example



As described in *Chapter 3 Programming*, the time intervals for the non-accumulation schedules are defined as a Global parameter.

**IMPORTANT:** *Consecutive supports only one non-accumulation schedule. This schedule applies to all employees using the Consecutive*

## Break Rules

You can program Consecutive to automatically deduct break time when the time duration separating an in punch from an out punch exceeds a specified duration. For example, you can cause Consecutive to automatically deduct 30 minutes if the time separating an in punch and an out punch exceeds 6.5 hours, but not deduct any time if the time separating the two punches equals or is less than 6.5 hours.

The break rules, if enabled, apply to all timecards punched on the Consecutive and all punch pairs, regardless of the date.

### Bell Ringing

If the option relay is installed and Consecutive is not being used to time synchronize other clocks, you can program Consecutive to ring a bell. The **Bell Schedule** parameter, which is found under the Global parameters, can schedule up to 64 bell events for each day. The bell event closes the option relay for a programmed length of time. For example, to signal the start of the lunch break, you could program a time of 11:30 with a duration of 3 seconds. In which case, at 11:30 the bell rings for 3 seconds to signal the start of the lunch break.

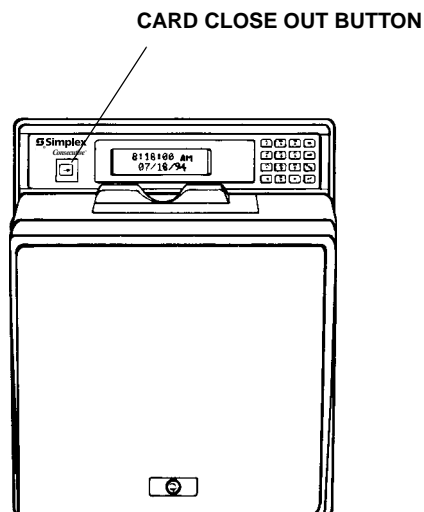
### Card Close Out

On the left side of the front panel is the card close out button. When this button is enabled and an employee presses it, Consecutive prints on the card *CLOSED* or *C* (depending on space availability), and the information associated with the card number is removed from memory. The **Card Closed Out** parameter, which is found under the Global parameters, enables or disables this button.

---

**FIGURE 9**

**Card Close Out Button**





## Timecard Messages

Consecutive can be programmed to print up to a 9-character message on either the *Job Costing Report* or *Elapsed Time Report*. You can create as many as ten different messages, using the **Program Msgs** parameter. Refer to *Chapter 3 Programming* for a description in creating messages and *Chapter 4 Operating* for a description on how to print timecard messages.

## Duplicate Punches

You can program Consecutive to prevent an employee from mistakenly punching twice for the same punch. The **Duplicate Punch** parameter allows the option of preventing an employee from punching twice within a two-minute interval.

## Retaining Card Information

You can specify how long Consecutive stores card information after the last punch. The **Retain Duration** parameter specifies how many days from the last punch before the card information is automatically removed from memory. After the information is removed, the old card number can be used for new information.

For example, if the **Retain Duration** parameter is 14 (days) and there is no punch for that card number for 14 days from the last punch, the information for that card number is removed from memory. The duration value can be specified from 1 to 998 days. If 999 is specified, the card information remains in memory until it is manually closed out.

## Time and Date Format

You have the option of choosing different time and date formats on the timecards. The options include specifying the hour, fractional hour, and date format. The **card format** parameter determines these formats.

The hour format can be specified as either 12 or 24. The 12 format would express 2 o'clock in the afternoon as 02:00 p.m.; while the 24 hour format would express 2 o'clock in the afternoon as 14:00.

There are three ways to express fractional hours: minutes (MIN), tenths (TEN), and hundredth (HUN).

**IMPORTANT:** *Consecutive does not do true rounding of fractional hour values. Refer to the Fractional Hours Table in Appendix A for the fractional hour values.*

---

### Date Formats

There are different date formats that can be printed on the timecard. Table 3 lists the different date formats. Also, the table lists an example of how the date of January 27, 1995 is expressed for each of the formats.

---

**Table 3: Printed Date Formats**

<b>Date Format</b>	<b>Results for January 27, 1995 (Friday)</b>
MM/DD/YY	01/27/95
DD/MM/YY	27//01/95
YY/DD/MM	95/27/01
YY/MM/DD	95/01/27
NONE	
DOW	FRI
DOM	27
DD-MONTH (default)	27-JAN
MONTH-DD	JAN-27
DOW-DD	FRI-27
DD-DOW	27-FRI
DOW DD-MONTH	FRI 27-JAN
MONTH-DD DOW	JAN-27 FRI

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## Rounding

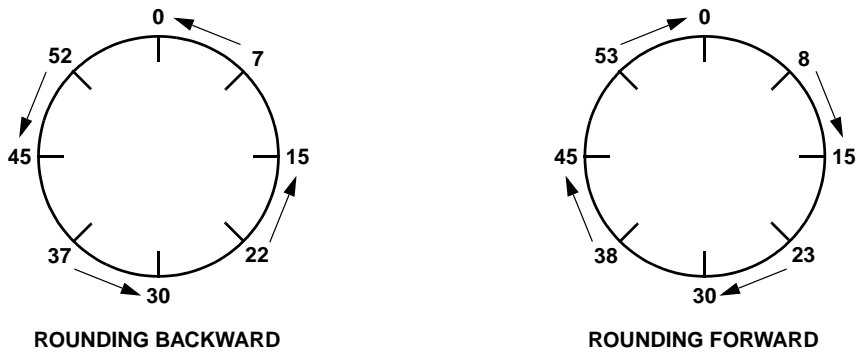
When programmed for Payroll or Job Cost Reporting, Consecutive can provide both punch and interval rounding; when programmed for Elapsed Time Reporting, Consecutive can provide interval rounding only.

### Rounding Any Punch

Two parameters (**Accounting Units** and **Tolerance**) affect how Consecutive calculates the rounding. The **Accounting Units** parameter represents the number of minutes to which a punch time is rounded. The **Tolerance** parameter defines the point in minutes within the accounting unit interval, before and including which a punch is rounded backwards and after which a punch is rounded forward to the **accounting unit**.

Figure 10 shows the values when rounding would be done backwards and forwards with an **Accounting Unit** of 15 and a **Tolerance** of 7.

**FIGURE 10** Example of Rounding Backward and Forward



The following values support the rounding shown in Figure 10.

- |                          |                         |
|--------------------------|-------------------------|
| 07 rounds backward to 0  | 08 rounds forward to 15 |
| 22 rounds backward to 15 | 23 rounds forward to 30 |
| 37 rounds backward to 30 | 38 rounds forward to 45 |
| 52 rounds backward to 45 | 53 rounds forward to 00 |

## 20 Programmable Features

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### Punch Rounding

*Note: Applies only to a Consecutive that is programmed for Payroll or Job Cost reporting.*

Punch rounding rounds the punches before the *in punch* is subtracted from the *out punch* to calculate the time difference between punches. Consider the following values for a punch rounding example.

<b>Parameter</b>	<b>Value</b>	<b>Rounded Value</b>
Accounting Units	15	
In Tolerance	7	
Out Tolerance	7	
Punch In	13:06	13:00
Punch Out	15:08	15:15
Total	02:15	

Since 6 minutes does not exceed the tolerance value (7 minutes), Consecutive rounds the 13:06 in punch backward to 13:00. And, since 8 minutes exceeds the tolerance value (7 minutes), Consecutive rounds the 15:08 out punch forward to 15:15. Hence, Consecutive considers the time separating the in and out punches to be 2:15 (13:00-15:15 = 2:15). Compare this total with the interval punch rounding example below, which also involves 2:02 of actual in and out punch-time separation.

### Interval Rounding

Interval rounding rounds the punches by subtracting the *in punch* from the *out punch* and then rounds the difference. Consider the following values for an interval rounding example.

<b>Parameter</b>	<b>Value</b>	<b>Rounded Value</b>
Accounting Units	15	
Tolerance	7	
Punch In	13:06	
Punch Out	15:08	
Total	02:02	02:00

Since 2 minutes does not exceed the tolerance value (7 minutes), Consecutive rounds the 2:02 of elapsed time separating the in and out punches to 2:00. Compare this total with the punch rounding example above, which also involves 2:02 of actual in and out punch-time separation.

---

## Calculating Totals

The order in which calculations are done has an effect on the calculated totals. That is why it is important for you to understand the order in which Consecutive does total calculations. Consecutive calculates in the following order:

1. Punch Rounding
  2. Daylight Saving Time
  3. Non-Accumulation Schedules
  4. Interval/Elapsed Time Rounding
-

## 22 Programmable Features

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### Punch Rounding and Non-Accumulation Schedule Calculation Example

Table 4 shows an example of calculating totals using punch rounding and a non-accumulation schedule. In the example, the punch accounting unit = 15 and the tolerance = 7.

**Table 4: Punch Rounding/Non-Accumulation Calculation Example**

<b>Date</b>	<b>In Punch</b>	<b>Out Punch</b>	<b>Non-Accumulation Schedule</b>	<b>Interval Total</b>	<b>Card Total</b>
12/01/94	09:53	13:00	10:00 to 12:00	01:00	01:00
12/02/94	09:00	11:52	10:00 to 12:00	01:00	02:00
12/03/94	11:00	12:05	10:00 to 12:00	00:00	02:00
12/04/94	09:53	12:07	10:00 to 12:00	00:00	02:00
12/05/94	09:45	12:15	10:00 to 12:00	00:30	02:30
12/06/94	07:05	13:05	08:00 to 09:00 11:00 to 12:00	04:00	06:30
12/07/94	08:30	10:00	08:00 to 09:00 11:00 to 12:00	01:00	07:30
12/08/94	07:53	13:00	08:00 to 09:00 11:00 to 12:00	03:00	10:30
12/09/94	08:05	13:08	08:00 to 09:00 11:00 to 12:00	03:15	13:45

---

Table 5 shows an example of calculating totals using interval rounding and a non-accumulation schedule. In the example, the punch accounting unit = 15 and the tolerance = 7.

**Table 5: Interval Rounding/Non-Accumulation Calculation Example**

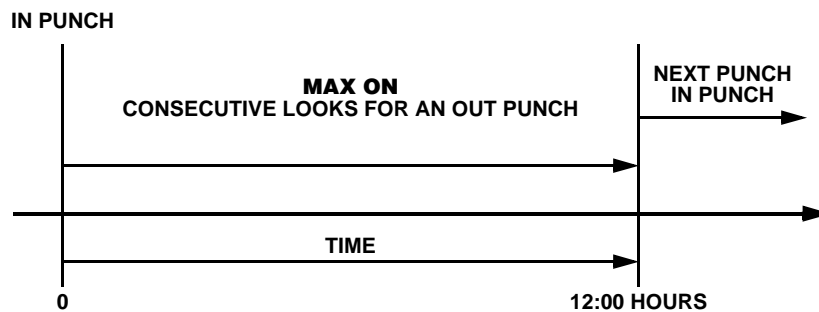
<b>Date</b>	<b>In Punch</b>	<b>Out Punch</b>	<b>Non-Accumulation Schedule</b>	<b>Interval Total</b>	<b>Card Total</b>
12/01/94	09:00	10:08	10:00 to 12:00	01:00	01:00
12/02/94	10:08	12:08	10:00 to 12:00	00:15	01:15
12/03/94	10:00	13:25	10:00 to 12:00	01:30	02:45
12/04/94	08:55	11:30	08:00 to 09:00 11:00 to 12:00	02:00	04:45
12/05/94	08:29	11:10	08:00 to 09:00 11:00 to 12:00	02:00	06:45

## Time Before the Next Punch Counts as an In Punch

You can program Consecutive to specify how long (**MAX ON**) before the next punch is considered an in punch. Consecutive assumes that if an out punch is not registered within the **MAX ON** period, the employee has forgotten to punch out. The **MAX ON** parameter specifies the interval in hours and minutes. Refer to Figure 11 for a **Max On** example.

---

**FIGURE 11** **MAX ON Example**



If **MAX ON** is enabled and a punch is recorded beyond the **MAX ON** interval, the line above the in punch on the timecard remains blank for a manual entry. The message *MISSED PUNCH* prints in the total area and all card totals after this message are underlined.

## Timecard Totals

Two types of totals can be printed on the timecard:

- Interval/Elapsed Time Total
- Card Total

**Interval/Elapsed Time** total is the total time between punches and **Card Total** is the sum of all **Interval/Elapsed Time** totals.

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# Installing

This chapter describes the installation procedure for Consecutive. It describes the possible configurations, wiring, possible required options, and the mechanical steps to perform the installation.

Installing Guidelines

Taking Inventory

Removing Consecutive Cover

Removing Chassis From Back Plate

Mounting Back Plate

Installing the Optional Items

Wiring Guidelines

Installing the Chassis

Installing a Ribbon Cassette

Providing Power to Consecutive

---

## Installation Guidelines

Consecutive can be installed in many different configurations. One factor that affects the configuration is the number of Consecutives in the installation. If there is only one Consecutive with an *Option Relay* kit installed, it can be used to activate a signaling device (bell).

When there are more than one Consecutive, there are two possible configurations. A master Consecutive that synchronizes the time on other Consecutives (slaves) or a master clock controller that synchronizes the time on all Consecutives (slaves). To function as a master clock, an *Option Relay* kit must be installed in the master Consecutive, but it cannot activate a signaling device (bell). A slave Consecutive with an *Option Relay* kit installed could activate a signaling device (bell).

Different master clocks produce different time correction signals. To install Consecutives with a master clock controller, you will need to determine from the master clock which correction signal it produces.

To have a Consecutive function as a slave, *the Master Clock Interface Option* must be installed in each slave. Each slave that has an *Option Relay* kit can activate a signaling device (bell).

To provide reserve power to Consecutives when main power is interrupted, *a Reserve Power* battery kit needs to be installed in each Consecutive.

To perform the installation, go to page 27 and follow the procedures described in the remainder of this chapter.

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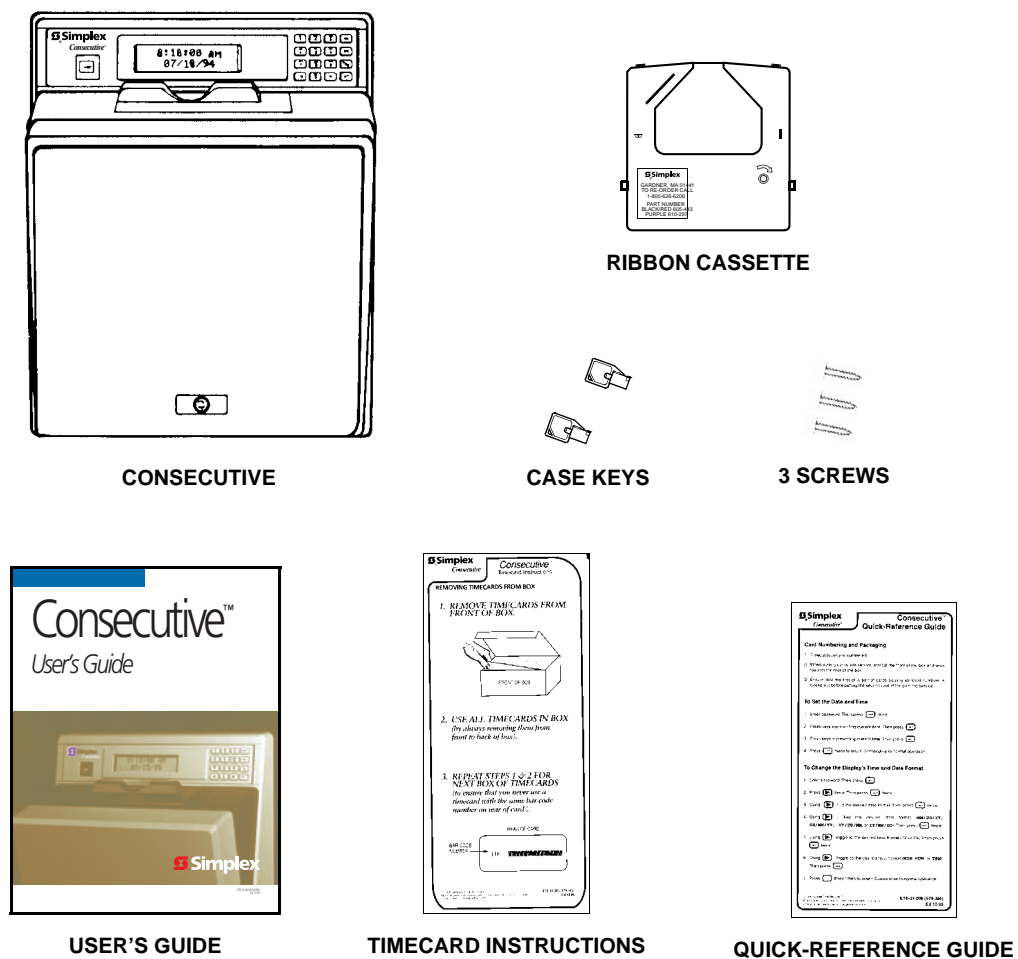
# Taking Inventory

Upon unpacking Consecutive, inspect the contents of the carton(s) for shipping damage. If damage is apparent, immediately file a claim with the carrier and notify Simplex.

**IMPORTANT:** Do not install a Consecutive that appears damaged.

Refer to Figure 12 for the contents of the Consecutive carton.

**FIGURE 12** Consecutive Carton Contents



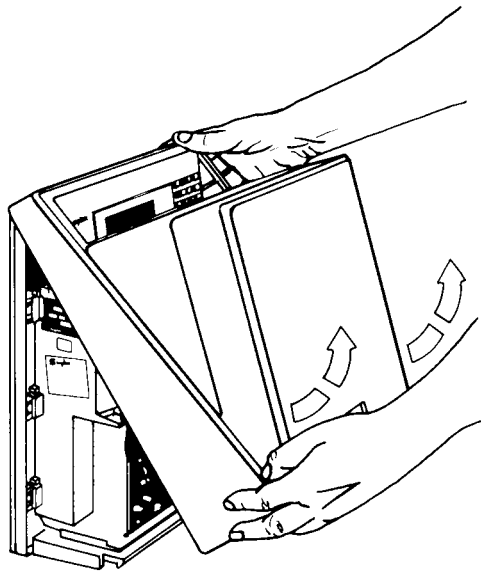
## Removing the Consecutive Cover

To remove the Consecutive cover:

1. Unlock Consecutive with a case key (found in the shipping packet).
2. Remove its cover as shown in Figure 13.

**FIGURE 13**

**Removing the Consecutive Cover**



## Removing Chassis From Back Plate

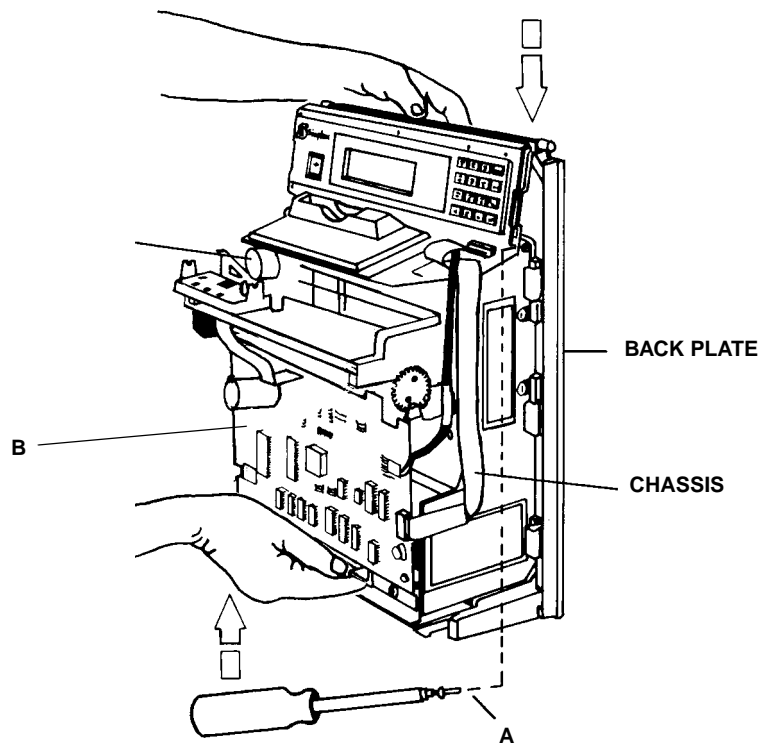
To remove the chassis from the back plate:

1. Use a Torx wrench with a T-15 Torx bit to remove (but do not discard) screw A.
2. Lift the chassis from the back plate, while exerting downward pressure on the back plate.

**IMPORTANT:** Do not lift the chassis by placing your hand under printed circuit board B.

FIGURE 14

Removing Chassis From Back Plate



## Mounting the Back Plate

To mount the back plate:

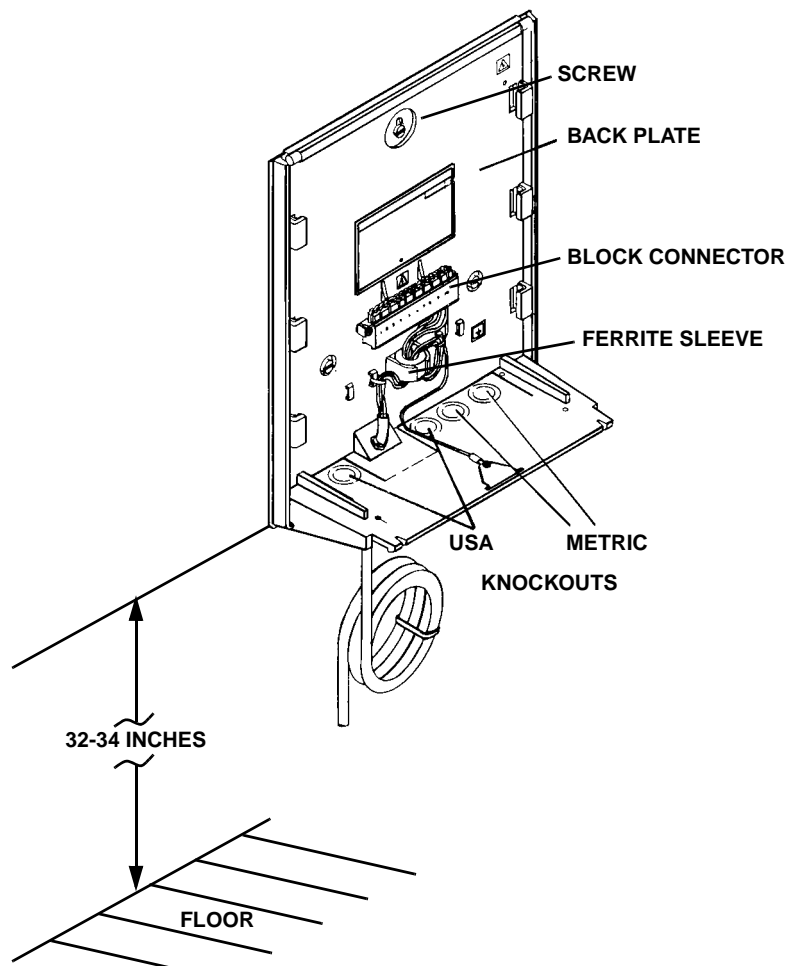
1. Mount the back plate on a wall, 32 to 34 inches (81 to 86 cm) from the floor, using the three screws that came in the shipping packet. Refer to Figure 15.

*Note: If Consecutive is to be powered from a wall outlet, mount the back plate within 6 ft. (1.9 meters) of the outlet.*

2. Hit the required knockout sharply with a hammer to remove it.

*Note: The "USA" knockouts accommodate 1 in. conduit; the "METRIC" knockouts accommodate 25 mm conduit.*

FIGURE 15 Mounting the Back Plate



## Installing the Optional Items

This section describes optional items that may be required for a specific installation.

### Installing Option Relay

To have Consecutive serve as a master clock or to have the ability to ring a bell, an *Option Relay* kit (shipped separately) must be installed in Consecutive. Consecutive cannot serve as both a master clock and as a bell ringer, but a slave Consecutive could ring a bell that is connected to a Consecutive which is configured as a master.

To install the *Option Relay* kit, follow the instructions that accompany the relay.

### Installing Consecutive Slave Modification

Consecutive must be modified to operate as a slave. To modify, the *Master Clock Interface Option* kit is required. The kit contains three resistors, one of the three, the 47K Ohm (Yellow, Violet, and Orange), is required for the modification.

To install the *47K Ohm resistor*, follow the instructions that are included with the kit.

---

## Wiring Guidelines

The following guidelines should be adhered to when wiring Consecutive.

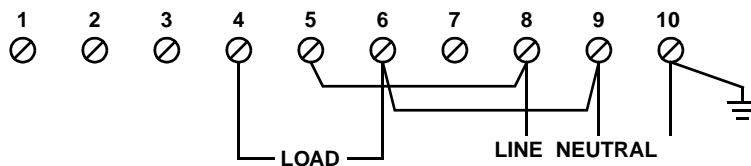
- All wiring must conform with all applicable electrical codes.
- If hard-wired, the power wires may not share conduit with signal, clock system, or secondary clock wiring.
- All power wires (plugged into outlet or hard-wired) must go through the ferrite sleeve *twice* (See page 30, Figure 15).

### Wiring Power for an External Device (Bell)

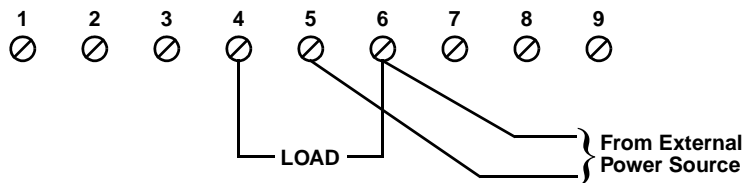
Figure 16 shows the connector block wiring of a stand-alone clock or master clock that provides power to an external device. The top part of the figure shows the wiring if you want to use the line power to power an external device, while the lower part of the figure shows the wiring to use for an external power source to power an external device. Which wiring scheme is used depends upon the power requirements of the external device. An external device (LOAD) is either a Consecutive slave, sync-wired indicating clock, or signaling device.

**FIGURE 16** Power Wiring for an External Device

If Using Line Power



If Using an External Power Source





## Wiring Consecutive

Figures 17, 18, 19 and 20 provide examples of how Consecutive can be wired.

1. Locate the figure that resembles your site-specific installation.
2. Wire your Consecutive(s) using the located figure as a guide.

## Wiring a Stand-Alone Consecutive

Figure 17 shows a stand-alone Consecutive that is connected to ring a bell.

**FIGURE 17** Consecutive Used as a Bell Ringer

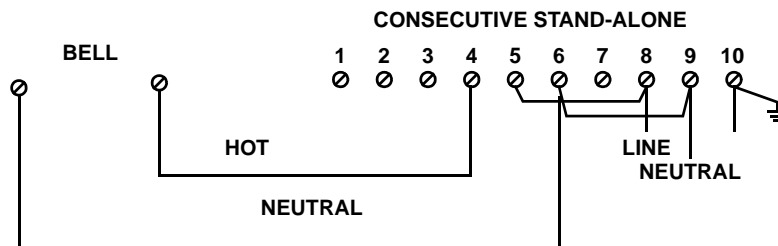
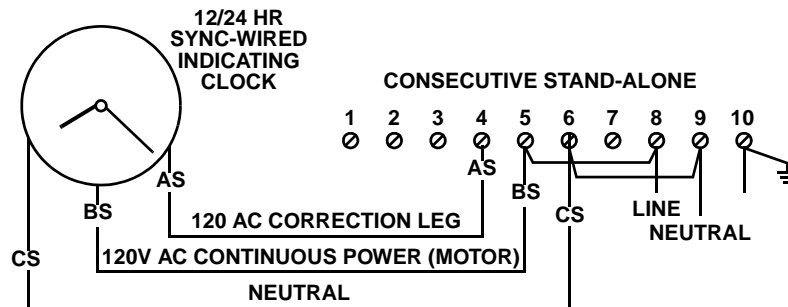


Figure 18 shows a stand-alone Consecutive that uses its time to correct a clock.

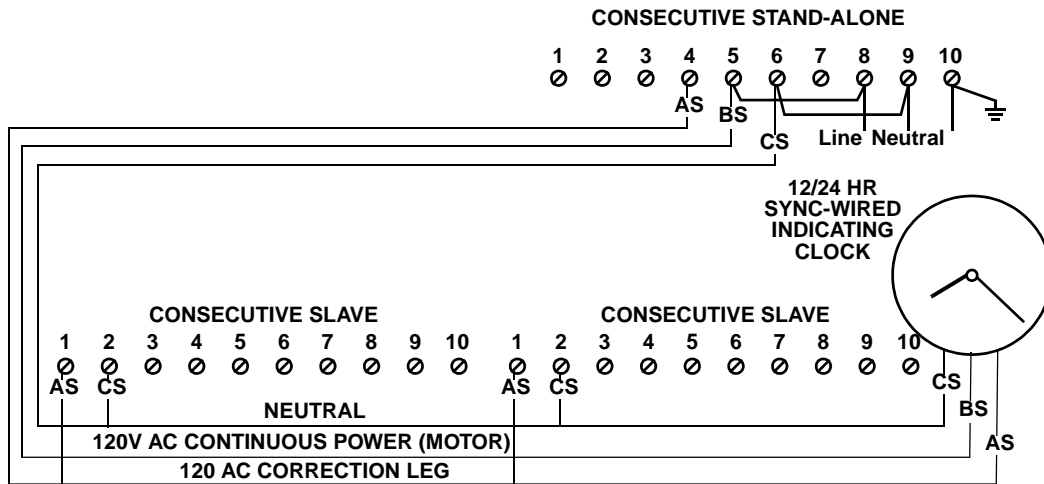
**FIGURE 18** Consecutive Correcting an Indicating Clock



## Wiring a Master Consecutive to Correct Consecutive Slaves

Figure 19 shows a Consecutive master clock that corrects two Consecutive slaves and a 12/24 Hr Sync-Wired Indicating Clock.

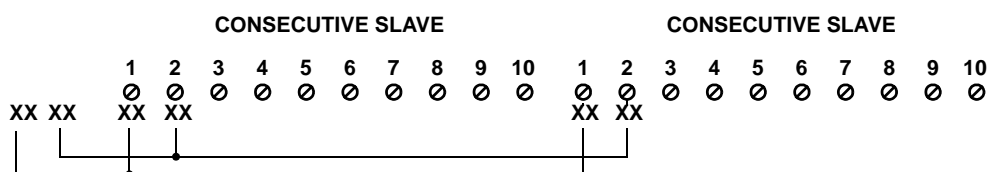
**FIGURE 19** Consecutive Acting as a Master Clock Correcting Consecutive Slaves



## Wiring a Master Clock to Correct Consecutive Slaves

Figure 20 shows a master clock controller (not a Consecutive master clock), wired to correct two Consecutive slaves. XX in Figure 20 represents any of the signals listed in the subsection *Wiring a Master Clock* under **Terminal 1** and **Terminal 2**. The actual correction signals required are site specific. You will have to determine from the master clock at your site which correction signals are required.

**FIGURE 20** A Master Clock Correcting Consecutive Slaves



## Wiring a Master Clock

The following table lists the possible signals that can be connected to terminals 1 and 2 of the connector block on the Consecutive back plate.

If the master clock system type is:	Terminal 1	Terminal 2
BCD or Extended BCD	+ (Plus)	- (Minus)
12 or 24-Hr Sync-Wired	AS = 120V AC Correction Leg	CS = Neutral
58 or 59-Minute Impulse (duplex)	AB = +24V DC	PC = -24V DC
58 or 59-Minute Impulse (3-wire)	B = +24V DC	C = -24V DC
30 or 60-Second Reverse Polarity	+	-

The following applies to the 12 or 24-Hr Sync-Wired master clock.

1. Consecutive is to function as a master time center for 24-Hour synch-wired secondary clocks.
2. For timekeeping purposes, Consecutive is to function as a 24-Hour synch-wired secondary clock.

## Installing the Chassis

To install the chassis onto the back plate:

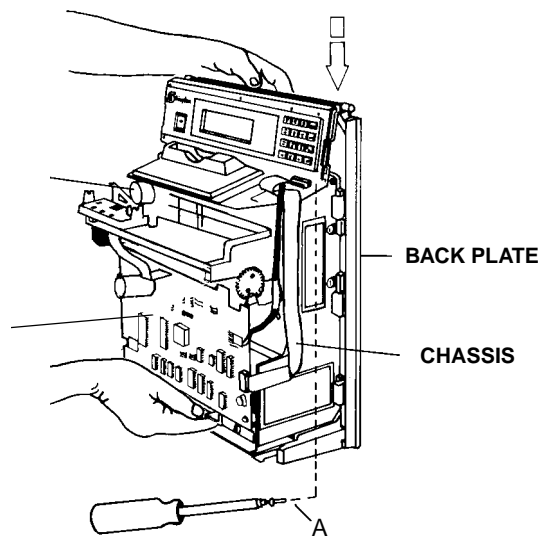
**Note:** The mechanical card stop must be set appropriately for the type of timecard used.

1. With the back of the chassis facing you, locate the 1 in. x 3 in. “card stop position” label.
2. Loosen the screw that secures the card stop to the chassis.
3. Move the card stop to the appropriate position marked on the label.
4. Secure the stop in place.
5. Lower the chassis onto the back plate as shown in Figure 21.
6. Secure the chassis to the back plate with screw A.

**IMPORTANT:** Do not lift the chassis by placing the hand under printed circuit board B.

FIGURE 21

Installing the Consecutive Chassis



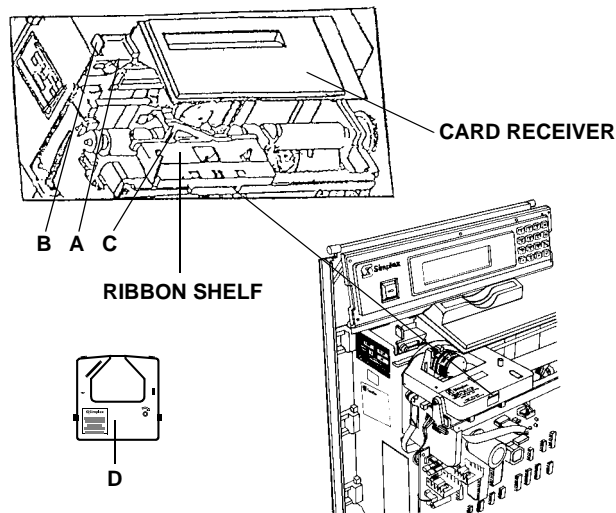
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## Initially Installing a Ribbon Cassette

To initially install a ribbon cassette:

---

**FIGURE 22** Installing a Ribbon Cassette



1. Loosen screw A.
  2. Slide latch B to the left as far as possible—the card receiver's left end lifts away from the ribbon cassette.
  3. Slide latch C to the right as far as possible—it will extend from the right side of the ribbon shelf approximately 3/4 in. (1.9 cm).
  4. Turn takeup spool D in the direction of the raised arrow two full turns.
  5. Slide the nose of the cassette over the printhead.
  6. Snap *both* sides of the cassette onto the ribbon shelf.
  7. Slide latch B to the right as far as possible.
  8. Tighten screw A.
  9. Slide latch C to the left as far as possible.
-

## Providing Power to Consecutive

This section describes the power sources for Consecutive.

### Power Reserve Battery Installation (optional)

A battery can be installed in Consecutive to provide reserve power when the main power to Consecutive is interrupted. This optional battery, which is shipped separately, can provide back-up power for 72 hours or up to 100 punches.

To install the battery, follow the installation instructions that accompany the battery.

### Applying Power

To apply power to Consecutive, perform one of the following:

- Plug in the AC cord if you are using the AC cord that is attached to Consecutive.
- Turn on the power switch or circuit breaker, if you have hard-wired the power to Consecutive.

The LCD may display one of the following:

**RAM EMPTY  
RE-PROGRAM**

**BAD TIME  
BAD DATE**

The message indicates that Consecutive needs to be programmed. Proceed to *Chapter 3 Programming* for the Consecutive programming instructions.

---

---

# Programming

This chapter describes how to program Consecutive by entering the values for the System, Global, and Card parameters. To help you navigate efficiently through the parameter categories, a description on navigating the parameter hierarchical structure is included.

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Default Password

Main Menu

Navigating the Parameters

Using the KeyPad

System Parameters

Global Parameters

Card Parameters

---




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## Default Password

Before you can enter the data, you must enter a password to access the Main Menu. The password prevents unauthorized persons from entering data into memory. Consecutive comes with a default password that you use initially to gain access. After gaining access, the default password should be changed to prevent unauthorized persons from gaining access to the system after determining the default password from this manual.

### Gaining Initial Access

To initially gain access:

Step	Description	Display
1.	Apply power to Consecutive.	<div style="border: 1px solid black; padding: 5px; text-align: center;">RAM EMPTY RE-PROGRAM</div>
	<i>Note: Another possibility is that the display may contain a date and time.</i>	or
		<div style="border: 1px solid black; padding: 5px; text-align: center;">BAD TIME BAD DATE</div>
2.	Enter the default password (1111): Press  once, press  four times, followed by pressing  once.	<div style="border: 1px solid black; padding: 5px; text-align: center;">MAIN MENU &lt;SYSTEM PARM&gt;</div>

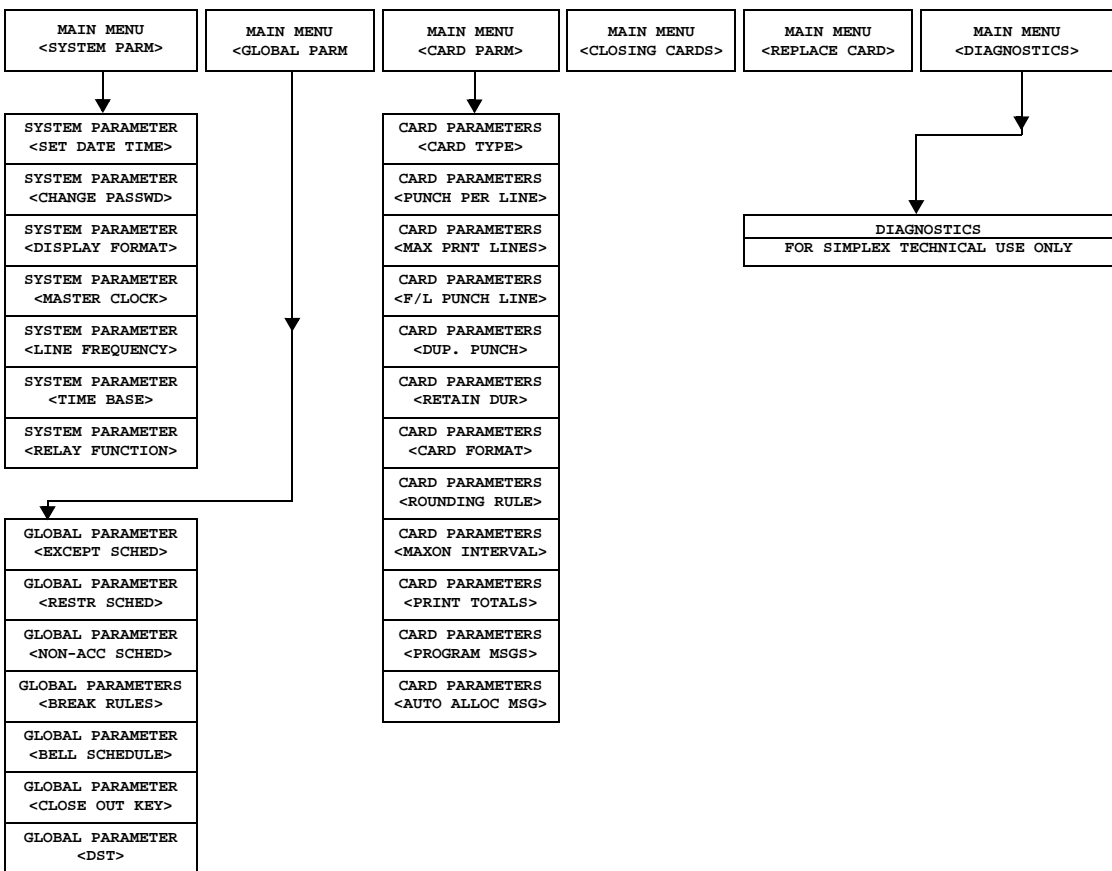
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# Parameter Hierarchical Structure

Consecutive parameters are arranged in an hierarchical structure with the Main Menu as the highest level. See Figure 23 below, which shows the hierarchical structure.

**FIGURE 23** Parameter Hierarchical Structure







## Main Menu

The Main Menu consists of six parameter categories, which are listed in Table 6 below.





**Table 6: Main Menu Parameter Categories**

Category	Description
System Parameters <SYSTEM PARM>	Parameters that are system specific, such as, date, time, password, display format, master clock, line frequency, timebase, and the relay function.
Global Parameters <GLOBAL PARM>	Parameters that globally affect the reports (timecards), such as, daylight saving time, restriction schedule, exception schedule, non-accumulation schedule, bell schedule, <i>card close out</i> key (button), and timecard messages.
Card Parameters <CARD PARM>	Parameters that determine the type of reports generated by Consecutive (Payroll, Job Cost, or Elapsed Time). The parameters include: number of punches per line; maximum number of print lines; position of the first and last print lines; duplicate punch (punching the same card more than once within two minutes); number of days memory will be retained; format for printing time; rounding rules; maximum time between in and out punches; print totals; program messages; and automatic allocation messages.
Closing Cards <CLOSING CARDS>	Allows you to batch <i>close out</i> cards. This operation is described in <i>Chapter 4 Operating</i> .
Replace Card <REPLACE CARD>	Allows you to replace a timecard. This operation is described in <i>Chapter 4 Operating</i> .
Diagnostics <DIAGNOSTICS>	The Diagnostic parameters are intended for Simplex technical use only, and are not covered in this publication.

## Navigating the Parameter Menus


Four keys (  ,  ,  , and  ) are used to navigate through the parameter menus. These keys are described in the table below.






*Note: The descriptions of the following keys assume that Consecutive is in the program mode. Program mode is when a password has been entered to allow access to memory.*

Key	Description
	Displays the parameter choice <i>before</i> the presently displayed choice. Used to navigate through the Main Menu or one of the six categories. Useful when you want to move to another menu choice quickly. The < and > symbols outside of a menu option (for example, <SYSTEM PARM>) indicates that other choices can be accessed with this key.
	Displays the parameter choice <i>after</i> the presently displayed choice. Used to navigate through the Main Menu or one of the six categories. Useful when you want to move to another menu choice quickly. The < and > symbols outside of a menu option (for example, <SYSTEM PARM>) indicates that other choices can be accessed with this key.
	Used at the Main menu to select one of the six parameter categories. Once within a parameter category, using this key sequentially displays and prompts you for the parameter values.
	Used to move to the next highest menu level. After programming Consecutive, you can repeatedly press this key until you hear the motor run. This key pressing puts Consecutive in the <i>punch mode</i> (the date and time are displayed). Consecutive has to be in punch mode to process the timecards. If no keys are pressed during a ten-minute period, Consecutive automatically returns to the <i>punch mode</i> .

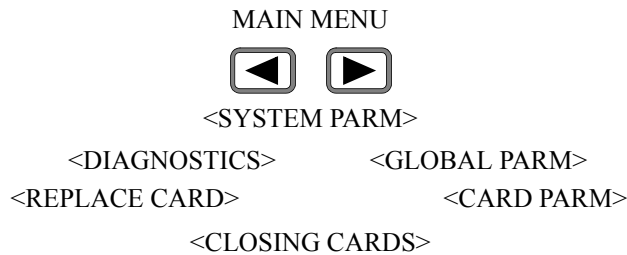
## Navigating the Main Menu

Refer to Figure 24 on the next page for the six parameter categories in the Main Menu. Pressing




 once displays the menu choice *before* the presently displayed menu choice. For example, if <GLOBAL PARM> is displayed, pressing this key displays <SYSTEM PARM>. Pressing the key again wraps the display from <SYSTEM PARM> to <DIAGNOSTICS>.

The  key functions the same as the  key, except the menu choice *after* the presently displayed menu choice displays. For example, if <GLOBAL PARM> is displayed and you press , <CARD PARM> displays. If you continue pressing , the display menu choice wraps around, that is, pressing  at the <DIAGNOSTICS> menu choice displays the <SYSTEM PARM> choice.

**FIGURE 24** Navigating the Main Menu





### Selecting an Option From the Main Menu





Press  at the Main Menu to select one of the six categories of parameters. For example, if <SYSTEM PARM> (Main Menu) is displayed, pressing  enters the <SYSTEM PARM> category. Likewise, if the <GLOBAL PARM> is displayed, pressing  takes you into the Global Parameters category.


### Navigating Within a Category of Parameters



Once within a category of parameters, there are two ways to navigate:


1. Press  and  keys to sequentially display the sub-menu choices like it was described in navigating the Main Menu. These keys are useful for proceeding to a parameter choice quickly.

*OR*

2. Press  to have Consecutive prompt you for the parameter values. Repeatedly pressing this key sequentially displays the parameter choices and prompts for their values. For example, if <SET DATE TIME> parameter is displayed and you repeatedly press  and also provide all the requested prompt values, then all the System Parameters are sequentially displayed up to the last System Parameter (<RELAY FUNCTION>). Pressing  at the <RELAY FUNCTION> exits the System Parameters and Consecutive starts displaying the Global Parameters (<DST>) category. By continuing to press  and providing the requested prompt values, Consecutive sequentially displays

the parameters and can at times progress to the next parameter category (for example, System parameters to Global parameters). Refer to Figure 23 (page 41) for which categories you can progress to (shown by an arrow) by repeatedly pressing .

Press  to move up to the previous menu level. For example, if **<SET DATE TIME>** is displayed, pressing  displays **<SYSTEM PARM>** (Main Menu).

**Note:** To deactivate Consecutive's keypad, repeatedly press  until you hear the motor run. Consecutive displays the following message (*PLEASE WAIT* is blinking):

**PRINTER BUSY  
PLEASE WAIT**

**Note:** Only a Consecutive that is in its normal state (a deactivated keypad with the time displayed) can process (punch) timecards. An activated keypad automatically deactivates itself if no keys are pressed during a ten-minute period.

---

## Using the Keypad

Figure 25 shows the keypad keys and their functions.

**FIGURE 25** Keypad Operations Chart

KEYPAD OPERATIONS CHART							
Key	Name or Number	Alpha Data	Function	Key	Name or Number	Alpha Data	Function
	1	SP , . '			9	V W X	
	2	A B C			0	Y Z -	
	3	D E F					MOVE LEFT
	4	G H I					MOVE RIGHT
	5	J K L					ESCAPE
	6	M N O					CLEARs DATA
	7	P Q R					CHANGES TO ALPHA DATA
	8	S T U					ENTER DATA

### Entering Alpha Characters



To enter alpha characters (letters, spaces, and punctuation marks):

- Press the key that represents the desired alpha character ( = A, B, C; = J, K, L; = W, X, Y; etc.).
- Press until the desired character appears on the display.
- Repeat steps 1 and 2 until all desired alpha characters are displayed.
- Press .





## 48 Using the Keypad

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- B. Press  to clear the display. Press the keys required to correct the entire entry and then press  to accept the corrected data. For example:

To correct the date from 02/10/94 to 02/10/95

**SET SYSTEM  
DATE : 02/10/94**

1. Press  to clear the entire program parameter displayed on the LCD.
2. Enter the desired date. *Note: When you try to enter an invalid character, Consecutive beeps.*
3. Press  to enter the corrected data.

**SET SYSTEM  
DATE : MM/DD/YY**

**SET SYSTEM  
DATE : 02/10/95**

**SET SYSTEM  
DATE : 02/10/95**

---



# System Parameters

The system parameters are the parameters which are system specific. The system parameters are:

**Table 7: System Parameters**

Parameter	Function
<SET DATE TIME>	Changes the current date or time.
<CHANGE PASSWD>	Changes the programmable password.
<DISPLAY FORMAT>	Changes the display date and hour format.
<MASTER CLOCK>	Determines the type of master clock input.
<LINE FREQUENCY>	Selects either 60 or 50 Hz.
<TIME BASE>	Selects if either AC or DC power is used.
<RELAY FUNCTION>	Selects between master clock output or bells.

*Note: The system parameter descriptions start and end at the Main Menu <SYSTEM PARM> for reference purposes. After entering a parameter, you **do not** need to return to the Main Menu <SYSTEM PARM> to enter another parameter.*


## Setting Date and Time

Sets the current date and time.

**Default:** 12:00:00




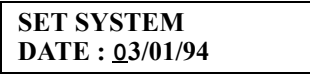
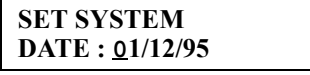

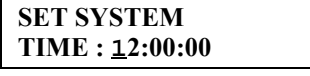
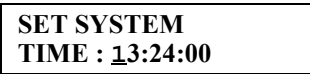




03/01/94

To change the current date and time:

Step	Description	Display
	If in punch mode (time and date is displayed), press  and enter the password.	<div style="border: 1px solid black; padding: 5px; display: inline-block;">           MAIN MENU            &lt;SYSTEM PARM&gt;         </div>

## 50 System Parameters

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Step	Description	Display
1.	Press  once to display <SET DATE TIME>.	
2.	Press  once to display DATE: MM/DD/YY.	
3.	Enter the current month, day, and year value. For example, if you wanted January 12, 1995 Enter 011295.  <i>Note: The cursor indicates where the entered digit is placed.</i>	
4.	Press  once to display the TIME : HH:MM:SS.	
5.	Enter the current hour, minutes, and seconds value. For example, if you wanted 24 minutes and zero seconds past 1 p.m., you would enter 132400. The hour value is always entered in the 24-hour format.  <i>Note: The cursor indicates where the entered digit is placed.</i>	
6.	Press  once. Time is now saved.  If you want to return to the Main Menu, press  twice.	 








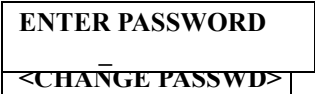






## Changing the Password

Sets a 4-digit password that allows only authorized persons to access Consecutive memory (allowing changes to the parameters).

**Default:** Press  four times.

---

To change the programmable password:

Step	Description	Display
	If in punch mode (time and date is displayed), press  and enter the password.	
1.	Press  once.	
2.	Press  once to display <b>&lt;CHANGE PASSWD&gt;</b> .	
3.	Enter a 4-digit password, followed by pressing  to accept it.	
	<i>Note: Asterisk characters (*) are displayed instead of the password.</i>	
4.	Re-enter the password you entered in Step 3 to verify that you entered it correctly.	
5.	Press  once to accept the password.	
6.	If you want to return to the Main Menu, press  once.	
		

## Setting the LCD Time/Date Display Format

Determines the following display formats:

Date formats: MM/DD/YY, DD/MM/YY, YY/DD/MM, and YY/MM/DD.

Hour formats: 12 or 24.

## 52 System Parameters

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Fractional Hour format: minutes, tenths, and hundredths.









**Defaults:** Date Format = MM/DD/YY

Hour Format = 12









Fractional Hour = MIN (minutes)

Display Punch = DATA : <NO>

To change the display date and hour format:

Step	Description	Display
	If in punch mode (time and date is displayed), press  and enter the password.	<b>MAIN MENU</b> <b>&lt;SYSTEM PARM&gt;</b>
1.	Press  once, followed by pressing  twice to display <b>&lt;DISPLAY FORMAT&gt;</b> .	<b>SYSTEM PARAMETER</b> <b>&lt;DISPLAY FORMAT&gt;</b>
2.	Press  once to display <b>&lt;DATE FORMAT&gt;</b> .	<b>DISPLAY FORMAT</b> <b>&lt;DATE FORMAT&gt;</b>
3.	Press  once to display the <b>&lt;MM/DD/YY&gt;</b> .	<b>DATE FORMAT</b> <b>&lt;MM/DD/YY&gt;</b>
4.	Press  to display the desired date format. Each time you press  a different format is displayed. The choices are: Choice            Example: (January 27, 1995)  MM/DD/YY            01/25/95 DD/MM/YY            25/01/95 YY/DD/MM            95/25/01 YY/MM/DD            95/01/25	<b>DATE FORMAT</b> <b>&lt;DD/MM/YY&gt;</b>
5.	Press  once to select the displayed date format and display the <b>&lt;HOUR FORMAT&gt;</b> .	<b>DISPLAY FORMAT</b> <b>&lt;HOUR FORMAT&gt;</b>

---

Step	Description	Display
6.	<p>Press  to display the <b>FORMAT: &lt;12&gt;</b>.</p> <p>You can choose between one of two hour formats: &lt;12&gt; and &lt;24&gt;. If you choose 12, then 2 in the afternoon would be 0200 p.m. If you choose &lt;24&gt; then 2 in the afternoon would be 1400.</p> <p>Press  to select the desired hour format.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>DISPLAY HOUR FORMAT : &lt;12&gt;</b></p> </div>
7.	<p>Press  once to display <b>&lt;FRACTIONAL HR&gt;</b>.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>DISPLAY FORMAT &lt;FRACTIONAL HR&gt;</b></p> </div>
8.	<p>Press  once to display <b>FRACTION : &lt;MIN&gt;</b>.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>DISPLAY HOUR FRACTION : &lt;MIN&gt;</b></p> </div>
9.	<p>Press  once to accept your choice and display <b>DATA : &lt;NO&gt;</b>.</p> <p>Press  to select &lt;YES&gt;.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>DISPLAY HOUR FRACTION : &lt;TEN&gt;</b></p> </div>
10.	<p>When &lt;YES&gt; is selected, the second line of the LCD displays the punch information using the timecard print format.</p>	
11.	<p>Press  once to accept your choice and display <b>&lt;MASTER CLOCK&gt;</b>.</p> <p>If you want to return to the Main Menu, press  once.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>SYSTEM PARAMETER &lt;MASTER CLOCK&gt;</b></p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p><b>MAIN MENU &lt;SYSTEM PARM&gt;</b></p> </div>

## Setting Master Clock Interface















The Master Clock Interface program allows you to program Consecutive to receive time correction from a master clock. If operated as a slave, Consecutive periodically obtains timekeeping information from a master time center or from another Consecutive which is programmed to operate as a master time center.

**Default:** None (stand-alone or slave)

## 54 System Parameters

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To program the type of master clock input:





Step	Description	Display
	If in punch mode (time and date is displayed), press  and enter the password.	
1.	Press  once to display the <b>&lt;SET DATE TIME&gt;</b> .	
2.	Press  four times to display the <b>&lt;MASTER CLOCK&gt;</b> .	
3.	Press  once to display the master clock options.	
4.	Press  to display an option.	
	Press  once to accept the option and display <b>&lt;LINE FREQUENCY&gt;</b> .	
5.	If you want to return to the Main Menu, press  once.	

### Setting Line Frequency






Consecutive can be programmed to operate from either 50 or 60 Hz power. If Consecutive is installed in a country that uses 50 Hz power, then you need to change the line frequency.

**Default:** 60

To change the line frequency:

Step	Description	Display
	If in punch mode (time and date is displayed), press  and enter the password.	
1.	Press  once to display the <b>&lt;SET DATE TIME&gt;</b> .	

---




Step	Description	Display
2.	Press  three times to display <LINE FREQUENCY>.	SYSTEM PARAMETER <LINE FREQUENCY>
3.	Press  once to display <60>.	LINE FREQUENCY <60>
4.	Press  once to change to <50>.	LINE FREQUENCY <50>
5.	Press  once to accept the change and display the <TIME BASE>.	SYSTEM PARAMETER <TIME BASE>
6.	If you want to return to the Main Menu, press  once.	MAIN MENU <SYSTEM PARM>

## Setting the Time Base

Consecutive can be programmed to use either the input power frequency (AC) or an internal quartz crystal (DC) as a timekeeping source. Simplex suggests that you select <DC> if your primary power source tends to be inaccurate, or if your facility frequently uses an unregulated power source in emergency situations.









**Default:** AC

To change from AC to DC:

Step	Description	Display
	If in punch mode (time and date is displayed), press  and enter the password.	MAIN MENU <SYSTEM PARM>
1.	Press  once to display <SET DATE TIME>.	SYSTEM PARAMETER <SET DATE TIME>
2.	Press  twice to display <TIME BASE>.	SYSTEM PARAMETER <TIME BASE>

## 56 System Parameters

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









Step	Description	Display
3.	Press  to display <AC>.	
4.	Press  once to display the <DC>.	
5.	Press  once to accept the <DC> value and display <RELAY FUNCTION>.	
	If you want to return to the Main Menu, press  once.	

### Programming the Relay Function

If Consecutive contains the *option relay* kit, it can *either* sound signals *or* send correction signals to Consecutive slaves or 24-hour, sync-wired secondary clocks.

**Default:** Bells






To select between master clock output or bells:

Step	Description	Display
	If in punch mode (time and date is displayed), press  and enter the password.	
1.	Press  once to display the <SET DATE TIME>.	
2.	Press  once to display <RELAY FUNCTION>.	
3.	Press  once to display <BELLS>.	
4.	Press  once to display <MASTER CLK OUT>.	

---



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Step	Description	Display
5.	Press  once to accept the <MASTER CLK OUT> value and display the <GLOBAL PARM>.	
	<p><i>Note: At this point, you can start entering Global parameters, you do not have to return to the</i></p> 	
6.	If you want to return to the Main Menu (<SYSTEM PARM>), press  once.	

---

## Global Parameters

The global parameters are parameters that affect all cards punched on the clock. The Global parameters are:

**Table 8: Global Parameters**

Parameter	Function
Exception Schedule <EXCEPT SCHED>	Divides each day by up to 12 intervals during which punches are allowed, but are highlighted (underlined).
Restriction Schedule <RESTR SCHED>	Divides each day by up to 12 intervals during which no punches are allowed.
Non-Accumulation Schedule <NON-ACC SCHED>	Divides each day by up to 12 intervals during which punches are allowed, but time is not added to the totals.
Break Rules <BREAK RULES>	Automatically subtracts a fixed amount of time from the total time worked for each punch pair.
Bell Schedule <BELL SCHEDULE>	Divides each day by up to 64 bell events. Each bell event defines when a bell is rung and for how long.
Card Close Out <CLOSE OUT KEY>	Enables and disables the use of the <i>card close out</i> button.
Daylight Saving Time <DST>	Makes automatic corrections for daylight saving time.

*Note: The global parameter descriptions start and end at the Main Menu <GLOBAL PARM> for reference purposes. After entering a parameter, you **do not** need to return to the Main Menu <GLOBAL PARM> to enter another parameter.*

## Setting the Exception Schedule

Each day can be divided into up to 12 *Exception Intervals*—intervals during which punches are underlined to indicate that they fall outside of what should be expected from those who work normal time periods.

*Note:* A single exception interval cannot span midnight (for example, start at 23:00 and end at 1:00). Such an exception interval requires two schedule entries: one from 00:00 to 00:59 (inclusive); the second from 23:00 to 23:59 (inclusive).

Exception schedules can be edited, copied, and deleted.


**Default:** No exception schedule.


### To Edit an Exception Schedule:

Step	Description	Display
1.	Press <input type="text" value="ABC"/> and the four-digit password followed by <input type="text" value="↵"/> . Then press <input type="text" value="▶"/> to display <b>&lt;GLOBAL PARM&gt;</b> .	<b>MAIN MENU &lt;GLOBAL PARM&gt;</b>
2.	Press <input type="text" value="↵"/> to display the <b>&lt;EXCEPT SCHED&gt;</b> .	<b>MAIN MENU &lt;EXCEPT SCHED&gt;</b>
3.	Press <input type="text" value="↵"/> <input type="text" value="▶"/> to display <b>&lt;ENABLED&gt;</b> .	<b>EXCEPTION SCH. &lt;ENABLED&gt;</b>
4.	Press <input type="text" value="↵"/> to display <b>TIME &lt;MON&gt;</b> .	<b>DAILY EXCEPTION TIME &lt;MON&gt;</b>
5.	Either press <input type="text" value="↵"/> (to select Monday) or repeatedly press <input type="text" value="▶"/> until desired day of week (DOW) appears. Then press <input type="text" value="↵"/> to display <b>TIME &lt;EDIT&gt;</b> .	<b>DOW EXCEPTION TIME &lt;EDIT&gt;</b>
6.	Press <input type="text" value="↵"/> to display <b>HH:MM TO HH:MM</b> .	<b>DOW EXCEPT 01 <u>HH:MM</u> TO HH:MM</b>
7.	Enter the times representing the start and end of exception interval 01. Then press <input type="text" value="↵"/>	

## 60 Global Parameters



















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Step	Description	Display
8.	Repeat step 7 as required to enter all remaining exception intervals. Then repeatedly press  until Consecutive returns to its normal state.	




**Note:** To delete an exception interval entry, press  until you reach the unwanted entry.

Then press  













### To Copy an Exception Schedule:





Step	Description	Display
1.	Press  and the four-digit password followed by  . Then press  to display <GLOBAL PARM>.	
2.	Press  to display <EXCEPT SCHED>.	
3.	Press  to display <ENABLED>.	
4.	Press  to display <b>TIME</b> <MON>	
5.	Either press  (to select Monday) or repeatedly press  until desired day of week (DOW) appears. Then press  to display <b>TIME</b> <EDIT>.	
6.	Press  to display <b>TIME</b> <COPY>.	
7.	Press  to display <b>DOW TO</b> <ALL>.	

---

Step	Description	Display
8.	Using the  key, select the day(s) you want the entered exception schedule copied to. Choices are: <ALL>, <MON-FRI>, and every remaining day of the week.	
9.	Press  . Then repeatedly press  until Consecutive returns to its normal state.	

#### To Delete an Exception Schedule:

Step	Description	Display
1.	Press  and the four-digit password followed by  . Then press  to display <GLOBAL PARM>.	MAIN MENU <GLOBAL PARM>
2.	Press  to display the <EXCEPT SCHED>.	GLOBAL PARAMETER <EXCEPT SCHED>
3.	Press  to display <ENABLED>.	EXCEPTION SCH. <ENABLED>
4.	Press  to display TIME <MON>.	DAILY EXCEPTION TIME <MON>
5.	Either press  (to select Monday) or repeatedly press  until desired day of week (DOW) appears. Then press  to display TIME <EDIT>.	DOW EXCEPTION TIME <EDIT>
6.	Press  to display TIME <DELETE>.	DOW EXCEPTION TIME <DELETE>
7.	Press  to display DOW ? <NO>.	DEL EXCEPT TIME DOW ? <NO>
8.	Press  to display DOW ? <YES>.	DEL EXCEPT TIME DOW? <YES>

Step	Description	Display
9.	Press  to delete the selected day's exception schedule. Display reads:	
10.	Either press  once and then repeat steps 5 through 9 to delete another day's exception schedule, or repeatedly press  until Consecutive returns to its normal state.	

## Setting the Restriction Schedule













Each day can be divided into up to 12 Restriction Intervals—intervals during which punches are not allowed.







*Note:* A single restriction interval cannot span midnight (for example, start at 23:00 and end at 01:00). Such a restriction interval requires two schedule entries: one from 00:00 to 00:59 (inclusive); the second from 23:00 to 23:59 (inclusive).


Restriction schedules can be edited, copied, and deleted.

**Default:** No restriction schedule

**To Edit a Restriction Schedule:**









Step	Description	Display
1.	Press  and the four-digit password followed by  . Then press  to display <GLOBAL PARM>.	
2.	Press   to display <RESTR SCHED>.	
3.	Press   to display <ENABLED>.	
4.	Press  to display <b>TIME</b> <MON>.	

Step	Description	Display
5.	Either press  (to select Monday) or repeatedly press  until desired day of week (DOW) appears. Then press  to display <b>TIME</b> <EDIT>.	<b>DOW RESTRICTION TIME</b> <EDIT>
6.	Press  to display <b>HH:MM TO HH:MM</b> .	<b>DOW RESTRICT 01 HH:MM TO HH:MM</b>
7.	Enter the times representing the start and of end of restriction interval 01. Then press  .	
8.	Repeat step 7 as required to enter all remaining restriction intervals. Then repeatedly press  until Consecutive returns to its normal state.	

*Note:* To delete a restriction interval entry, press  until you reach the unwanted entry.









Then press  .

#### To Copy a Restriction Schedule:











Step	Description	Display
1.	Press  and the four-digit password followed by  . Then press  to display <GLOBAL PARM>.	<b>MAIN MENU &lt;GLOBAL PARM&gt;</b>
2.	Press   to display <RESTR SCHED>.	<b>GLOBAL PARAMETER &lt;RESTR SCHED&gt;</b>
3.	Press   to display <ENABLED>.	<b>RESTRICT SCH. &lt;ENABLED&gt;</b>
4.	Press  to display <b>TIME</b> <MON>.	<b>DAILY RESTRICT TIME</b> <MON>

## 64 Global Parameters

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


Step	Description	Display
5.	Either press  (to select Monday) or repeatedly press  until desired day of week (DOW) appears. Then press  to display <b>TIME</b> <EDIT>.	<b>DOW RESTRICTION TIME</b> <EDIT>
6.	Press  to display <b>TIME</b> <COPY>.	<b>DOW RESTRICTION TIME</b> <COPY>
7.	Press  to display <b>DOW TO</b> <ALL>.	<b>COPY RESTR FROM DOW TO</b> <ALL>
8.	Using the  key, select the day(s) you want the entered restriction schedule copied to. Choices are: <ALL>, <MON-FRI>, and every remaining day of the week.	
9.	Press  . Then repeatedly press  until Consecutive returns to its normal state.	

### To Delete a Restriction Schedule:

Step	Description	Display
1.	Press  and the four-digit password followed by  . Then press  to display <GLOBAL PARM>.	<b>MAIN MENU &lt;GLOBAL PARM&gt;</b>
2.	Press   to display <RESTR SCHED>.	<b>GLOBAL PARAMETER &lt;RESTR SCHED&gt;</b>
3.	Press  to display <ENABLED>.	<b>RESTRICT SCH. &lt;ENABLED&gt;</b>
4.	Press  to display <b>TIME</b> <MON>.	<b>DAILY RESTRICT TIME</b> <MON>
5.	Either press  (to select Monday) or repeatedly press  until desired day of week (DOW) appears. Then press  to display <b>TIME</b> <EDIT>.	<b>DOW RESTRICTION TIME</b> <EDIT>

---



Step	Description	Display
6.	Press  to display <b>TIME &lt;DELETE&gt;</b> .	<b>DOW RESTRICTION TIME &lt;DELETE&gt;</b>
7.	Press  to display <b>DOW ? &lt;NO&gt;</b> .	<b>DEL RESTR TIME DOW ? &lt;NO&gt;</b>
8.	Press  to display <b>DOW ? &lt;YES&gt;</b> .	<b>DEL RESTR TIME DOW ? &lt;YES&gt;</b>
9.	Press  to delete the selected day's restriction schedule. Display reads:	<b>DOW RESTRICTION TIME &lt;DELETE&gt;</b>
10.	Either press  once and then repeat steps 5 through 9 to delete another day's restriction schedule, or repeatedly press  until Consecutive returns to its normal state.	

## Setting the Non-Accumulation Schedule







Each day can be divided into up to 12 *Non-Accumulation* intervals—these are periods of time during which punches may occur, but time is not accrued.














*Note:* A single non-accumulation interval cannot span midnight (for example, start at 23:45 and end at 00:15). Such a non-accumulation interval requires two schedule entries: one from 00:00 to 00:14 (inclusive); the second from 23:45 to 23:59 (inclusive).




Non-accumulation schedules can be edited, copied, and deleted.

**Default:** No non-accumulation schedule











**To Edit a Non-Accumulation Schedule:**










Step	Description	Display
1.	Press  and the four-digit password followed by  . Then press  to display <b>&lt;GLOBAL PARM&gt;</b> .	<b>MAIN MENU &lt;GLOBAL PARM&gt;</b>
2.	Press    to display <b>&lt;NON-ACC SCHED&gt;</b> .	<b>GLOBAL PARAMETER &lt;NON-ACC SCHED&gt;</b>

Step	Description	Display
3.	Press   to display <ENABLED>.	
4.	Press  to display <b>TIME</b> <MON>.	
5.	Either press  (to select Monday) or repeatedly press  until desired day of week (DOW) appears. Then press  to display <b>TIME</b> <EDIT>.	
6.	Press  to display <b>HH:MM TO HH:MM</b> .	
7.	Enter the times representing the start and end of non-accumulation interval 01. Then press 	
8.	Repeat step 7 as required to enter all remaining non-accumulation intervals. Then repeatedly press  until consecutive returns to its normal state.	









*Note:* To delete a non-accumulation interval entry, press  until you reach the unwanted entry. Then press  










#### To Copy a Non-Accumulation Schedule:

Step	Description	Display
1.	Press  and the four-digit password followed by  . Then press  to display <GLOBAL PARM>.	
2.	Press    to display the <NON-ACC SCHED>.	
3.	Press  to display <ENABLED>.	

Step	Description	Display
4.	Press  to display <b>TIME &lt;MON&gt;</b> .	<b>DAILY NON-ACCUM TIME &lt;MON&gt;</b>
5.	Either press  (to select Monday) or repeatedly press  until desired day of week (DOW) appears. Then press  to display <b>TIME &lt;EDIT&gt;</b> .	<b>DOW NON-ACCUM TIME &lt;EDIT&gt;</b>
6.	Press  to display <b>TIME &lt;COPY&gt;</b> .	<b>DOW NON-ACCUM TIME &lt;COPY&gt;</b>
7.	Press  to display <b>DOW TO &lt;ALL&gt;</b>	<b>COPY N-ACC FROM DOW TO &lt;ALL&gt;</b>
8.	Using the  key, select the day(s) you want the entered non-accumulation schedule copied to. Choices are: <ALL>, <MON-FRI>, and every remaining day of the week.	
9.	Press  . Then repeatedly press  until Consecutive returns to its normal state.	








#### To Delete a Non-Accumulation Schedule:







Step	Description	Display
1.	Press  and the four-digit password followed by  . Then press  to display <GLOBAL PARM>.	<b>MAIN MENU &lt;GLOBAL PARM&gt;</b>
2.	Press    to display the <NON-ACC SCHED>.	<b>GLOBAL PARAMETER &lt;NON-ACC SCHED&gt;</b>
3.	Press  to display <ENABLED>.	<b>NON-ACCUM SCH. &lt;ENABLED&gt;</b>
4.	Press  to display <b>TIME &lt;MON&gt;</b> .	<b>DAILY NON-ACCUM TIME &lt;MON&gt;</b>

Step	Description	Display
5.	Either press  (to select Monday) or repeatedly press  until desired day of week (DOW) appears. Then press  to display <b>TIME</b> <EDIT>.	<b>DOW NON-ACCUM TIME</b> <EDIT>
6.	Press  to display <b>TIME</b> <DELETE>.	<b>DOW NON-ACCUM TIME</b> <DELETE>
7.	Press  to display <b>DOW ?</b> <NO>.	<b>DEL NON-ACC TIME DOW?</b> <NO>
8.	Press  to display <b>DOW ?</b> <YES>.	<b>DEL NON-ACC TIME DOW?</b> <YES>
9.	Press  to delete the selected day's non-accumulation schedule. Display reads:	<b>DEL NON-ACCUM TIME</b> <DELETE>
10.	Either press  once and then repeat steps 5 through 9 to delete another day's non-accumulation schedule, or repeatedly press  until Consecutive returns to its normal state.	

## Setting the Break Rules

You can specify automatic deductions to be made to the calculated elapsed time totals for each punch pair. The deduction or duration is subtracted after a set time or threshold is worked.

Step	Description	Display
1.	Press  and the four-digit password followed by  . Then press  to display <GLOBAL PARM>.	<b>MAIN MENU &lt;GLOBAL PARM&gt;</b>
2.	Press     to display the <BREAK RULES>.	<b>GLOBAL PARAMETER &lt;BREAK RULES&gt;</b>

Step	Description	Display
3.	Press  to display <NO>.	<b>AUTOMATIC BREAK DEDUCTION? &lt;YES&gt;</b>
4.	Press  . Then press  to display (HH:MM) : 00:00.	<b>BREAK THRESHOLD (HH:MM) : 00:00</b>
5.	Enter threshold length. Then press  to display	<b>BREAK DURATION (HH:MM) : 00:00</b>
6.	Enter break length time. Then press  to save.	
7.	Repeatedly press  until Consecutive returns to its normal operation.	

## Setting the Bell Schedule

Each day can have up to 64 *Bell Events*—each of which causes the *Option Relay* to close its contact at a programmed *time* and for a programmed *duration* of operation.

- Consecutives that lack the *Option Relay* kit cannot ring bells.
- A Consecutive can function as a bell ringer or as a master clock, but not as both.
- Bell times need not be entered chronologically (Consecutive automatically arranges bell times in chronological order).








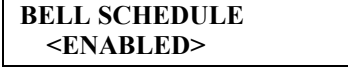

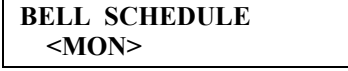








Bell schedules can be edited, copied, and deleted.


**Default:** No bell schedule

**To Edit a Bell Schedule:**

Step	Description	Display
1.	Press  and the four-digit password followed by  . Then press  to display <GLOBAL PARM>.	<b>MAIN MENU &lt;GLOBAL PARM&gt;</b>










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







Step	Description	Display
2.	Press     to display <BELL SCHED>.	
3.	Press   to display <ENABLED>.	
4.	Press  to display <MON>.	
5.	Either press  (to select Monday) or repeatedly press  until desired day of week (DOW) appears. Then press  to display <EDIT>.	
6.	Enter  to display AT HH:MM 03 SEC.	
7.	Enter the time and duration for bell event 01 on the selected day. Then press 	
8.	Repeat step 7 as required to enter all remaining bell events. Then repeatedly press  until Consecutive returns to its normal state.	

*Note:* To delete an bell event, press  until you reach the unwanted entry. Then press












### To Copy a Bell Schedule:

Step	Description	Display
1.	Press  and the four-digit password followed by  . Then press  to display <GLOBAL PARM>.	
2.	Press     to display the <BELL SCHEDULE>.	










Step	Description	Display
3.	Press  to display <ENABLED>.	BELL SCHEDULE <ENABLED>
4.	Press  to display <MON>.	BELL SCHEDULE <MON>
5.	Either press  (to select Monday) or repeatedly press  until desired day of week (DOW) appears. Then press  to display <EDIT>.	DOW BELL SCHED <EDIT>
6.	Press  to display <COPY>.	DOW BELL SCHED <COPY>
7.	Press  to display <b>DOW TO</b> <ALL>.	COPY BELL SCH.FR DOW TO <ALL>
8.	Using the  key, select the day(s) you want the bell schedule copied to. Choices are: <ALL>, <MON-FRI>, and every remaining day of the week.	
9.	Press  . Then repeatedly press  until Consecutive returns to its normal state.	

**To Delete a Bell Schedule:**

Step	Description	Display
1.	Press  and the four-digit password followed by  . Then press  to display <GLOBAL PARM>.	MAIN MENU <GLOBAL PARM>
2.	Press     to display <BELL SCHEDULE>.	GLOBAL PARAMETER <BELL SCHEDULE>
3.	Press  to display <ENABLED>.	BELL SCHEDULE <ENABLED>
4.	Press  to display <MON>.	BELL SCHEDULE <MON>

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Step	Description	Display
5.	Either press  (to select Monday) or repeatedly press  until desired day of week (DOW) appears. Then press  to display <b>&lt;EDIT&gt;</b> .	<b>DOW BELL SCHED &lt;EDIT&gt;</b>
6.	Press  to display <b>&lt;DELETE&gt;</b> .	<b>DOW BELL SCHED &lt;DELETE&gt;</b>
7.	Press  to display <b>DOW ? &lt;NO&gt;</b> .	<b>DEL BELL SCHED DOW ? &lt;NO&gt;</b>
8.	Press  to display <b>DOW ? &lt;YES&gt;</b> .	<b>DEL BELL SCHED DOW ? &lt;YES&gt;</b>
9.	Press  to delete the selected day's bell schedule. Display reads:	<b>DOW BELL SCHED &lt;DELETE&gt;</b>
10.	Either press  once and then repeat steps 5 through 9 to delete another day's bell schedule, or repeatedly press  until Consecutive returns to its normal state.	

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## Enabling/Disabling Card Close Out











If enabled, the *Card Close Out Button*, when pressed prior to inserting a card into the Consecutive's card receiver, causes:

- a. Consecutive to beep and display 

CARD WILL BE  
CLOSED OUT
- b. Consecutive to print on the card either "Closed" or "C" (depending on space availability).
- c. Consecutive to print totals (in the case of an out punch) and messages on the card if applicable.
- d. Consecutive to remove all data associated with the card's number from memory—allowing another card bearing the same number to be used.

**Default:** Disable
















### To Enable Card Close Out Button:

Step	Description	Display
1.	Press  and the four-digit password followed by  . Then press  to display <GLOBAL PARM>.	<div style="border: 1px solid black; padding: 2px; display: inline-block;">MAIN MENU &lt;GLOBAL PARM&gt;</div>
2.	Press    to display <CLOSE OUT KEY>.	<div style="border: 1px solid black; padding: 2px; display: inline-block;">GLOBAL PARAMETER &lt;CLOSE OUT KEY&gt;</div>
3.	Press  to display <DISABLED>.	<div style="border: 1px solid black; padding: 2px; display: inline-block;">CLOSE OUT KEY &lt;DISABLED&gt;</div>
4.	Press  to display <ENABLED>.	<div style="border: 1px solid black; padding: 2px; display: inline-block;">CLOSE OUT KEY &lt;ENABLED&gt;</div>
5.	Press  to enter <ENABLED>. Display reads:	<div style="border: 1px solid black; padding: 2px; display: inline-block;">GLOBAL PARAMETER &lt;DST&gt;</div>
6.	Press  twice (Consecutive returns to its normal state).	

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### To Disable Card Close Out Button:




Step	Description	Display
1.	Press  and the four-digit password followed by  . Then press  to display <GLOBAL PARM>.	
2.	Press    to display the <CLOSE OUT KEY>.	
3.	Press  to display <ENABLED>.	
4.	Press  to display <DISABLED>.	
5.	Press  to enter <DISABLED>. Display reads:	
6.	Press  twice (Consecutive returns to its normal state).	

## Entering Automatic Daylight Saving Time










You can program Consecutive to set itself automatically to and from daylight saving time (<DST>) at the appropriate time every year. Daylight Saving Time needs to be set only once, because Consecutive automatically adjusts for the next year by using its internal calendar. If your area does not recognize daylight saving time, leave the <DST> parameters disabled.









**Default:** DST Disabled

### To Program Automatic Daylight Saving Time:

Step	Description	Display
	If in punch mode (time and date is displayed), press  , enter the 4-digit password, and then press  .	

---

Step	Description	Display
1.	Press  once to display the <GLOBAL PARM>.	MAIN MENU <GLOBAL PARM>
2.	Press  once to display <DST>.	GLOBAL PARAMETER <DST>
3.	Press  once to display <DISABLE>.	DAYLIGHT SAVINGS <DISABLE>
4.	Press  once to display <ENABLE>.	DAYLIGHT SAVINGS <ENABLE>
5.	Press  once to display SUNDAY <FIRST>. Scroll choices for Sundays are: <FIRST> (default) <SECOND> <THIRD> <FOURTH> <LAST>	SPRING FORWARD SUNDAY <FIRST>
6.	Press  enough times to display the desired Sunday. <FOURTH> is used as an example.	SPRING FORWARD SUNDAY <FOURTH>
7.	Press  once to accept the displayed Sunday of the month and to display MONTH <APRIL>. There is a scroll choice for each of the twelve months (default is <APRIL>).	SPRING FORWARD MONTH <APRIL>
8.	Press  enough times to display the desired month. <MAY> is used as an example.	SPRING FORWARD MONTH <MAY>
9.	Press  to accept the displayed month and display TIME : 02:00.	SPRING FORWARD TIME : 02:00
10.	Enter the desired time value. For example, to have 03:00, enter 0300. The cursor under the time indicates where the entered digit will be placed.	SPRING FORWARD TIME : 03:0 <u>0</u>

Step	Description	Display
11.	Press  once to accept the SPRING FORWARD time and to display <b>SUNDAY &lt;LAST&gt;</b> .	<div style="border: 1px solid black; padding: 5px;"> <b>FALL BACK SUNDAY &lt;LAST&gt;</b> </div>
12.	Select the desired Sunday of the month with the  .  The scroll choices for which Sunday are: <b>&lt;FIRST&gt;</b> (default) <b>&lt;SECOND&gt;</b> <b>&lt;THIRD&gt;</b> <b>&lt;FOURTH&gt;</b> <b>&lt;LAST&gt;</b>	<div style="border: 1px solid black; padding: 5px;"> <b>FALL BACK SUNDAY &lt;FIRST&gt;</b> </div>
13.	Press  once to accept the FALL BACK Sunday and to display <b>MONTH &lt;OCTOBER&gt;</b> .	<div style="border: 1px solid black; padding: 5px;"> <b>FALL BACK MONTH &lt;OCTOBER&gt;</b> </div>
14.	Press  to display the desired month. <b>&lt;NOVEMBER&gt;</b> is used as an example.	<div style="border: 1px solid black; padding: 5px;"> <b>FALL BACK MONTH&lt;NOVEMBER&gt;</b> </div>
15.	Press  to accept the FALL BACK month and to display <b>TIME : 02:00</b> .	<div style="border: 1px solid black; padding: 5px;"> <b>FALL BACK TIME : 02:00</b> </div>
16.	Enter the desired time value. For example, to have 03:00, enter 0300. The cursor under the time indicates where the entered digit will be placed.	<div style="border: 1px solid black; padding: 5px;"> <b>FALL BACK TIME : 03:00</b> </div>
17.	Press  to accept the FALL BACK time and to display <b>&lt;RESTR SCHED&gt;</b> .  If you want to return to the Main Menu <b>&lt;SYSTEM PARM&gt;</b> , press  once.  Then press  once.	<div style="border: 1px solid black; padding: 5px;"> <b>GLOBAL PARAMETER &lt;RESTR SCHED&gt;</b> </div> <div style="border: 1px solid black; padding: 5px;"> <b>MAIN MENU &lt;SYSTEM PARM&gt;</b> </div>







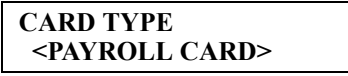




# Card Parameters

The card parameters option specifies the type of report Consecutive is to process (*Payroll, Job Costing, or Elapsed Time*), as well as the specific printing features within these reports. The Card parameters are:

Card Type	Card [Print] Format
Punches per Line	Rounding Rule
Maximum Print Lines	Maximum On Interval
First/Last Punch Line	Print Totals
Duplicate Punches	Program Messages
Retain Duration	Automatic Allocation of Messages











## Card Type

*Note: Payroll cards are used to track employee time; Job Cost cards to track time spent on the job; and Elapsed Time cards to track elapsed time events.*

Step	Description	Display
1.	Press  , the keys representing the 4-digit password,    .	
2.	Press  twice to display <b>&lt;PAYROLL CARD&gt;</b> .	
3.	Using  , select the desired card type ( <b>&lt;PAYROLL&gt;</b> (default), <b>&lt;JOB COST&gt;</b> , or <b>&lt;ELAPSED TIME&gt;</b> ).	
4.	Press  to display <b>&lt;PUNCH PER LINE&gt;</b> .	
5.	Go to step 2 of <b>Punches per Line</b> (next page) or repeatedly press  until Consecutive returns to its normal state.	

## Punches per Line







*Note:* <1> causes the in and out punches to print on separate lines; <2> causes both punches to print on the same line.





Step	Description	Display
1.	Press  , the keys representing the 4-digit password,     . Then press  once.	<b>CARD PARAMETERS</b> <b>&lt;PUNCH PER LINE&gt;</b>
2.	Press  to display <X> (default: <X> = <1>).	<b>PUNCHES PER LINE</b> <b>&lt;X&gt;</b>
3.	Using  , choose between <1> and <2>.	
4.	Press  to display <b>&lt;MAX PRNT LINES&gt;</b> .	<b>CARD PARAMETERS</b> <b>&lt;MAX PRNT LINES&gt;</b>
5.	Go to step 2 of <b>Maximum Print Lines</b> (below) or repeatedly press  until Consecutive returns to its normal state.	

## Maximum Print Lines

*Note 1:* Changing this parameter causes Consecutive to clear all cards.














*Note 2:* If card length is 8 inches, Maximum Print Lines = 14 lines; If card length is 9.5 inches, Maximum Print Lines = 22 lines.


Step	Description	Display
1.	Press  , the keys representing the 4-digit password,     . Then press  twice.	<b>CARD PARAMETERS</b> <b>&lt;MAX PRNT LINES&gt;</b>

Step	Description	Display
2.	Press  to display <XX> (default: <XX> = <14>).	<b>MAX PRINT LINES</b> <XX>
3.	Using  , choose the number of print lines consecutive is to handle (Max. = 22; Min. = 2).	
4.	Press  to display <F/L PUNCH LINE>.	<b>CARD PARAMETERS</b> <F/L PUNCH LINE>
5.	Go to step 2 of <b>First/Last Punch Line</b> (below) or repeatedly press  until Consecutive returns to its normal state.	

## First/Last Punch Line














*Note: Line 1 is at the top of the card's print field.*

Step	Description	Display
1.	Press  , the keys representing the 4-digit password,     . Then press  three times.	<b>CARD PARAMETERS</b> <F/L PUNCH LINE>
2.	Press  to display <X> (default: <X> = <1>).	<b>FIRST PUNCH LINE</b> <X>
3.	Using  or  , scroll to the desired number. Then press  to display <XX> (default: <XX> = <14>).	<b>LAST PUNCH LINE</b> <XX>
4.	Using  or  , scroll to the desired number. Then press  to display <DUP. PUNCH>.	<b>CARD PARAMETERS</b> <DUP. PUNCH>

Step	Description	Display
5.	Go to step 2 of <b>Duplicate Punches</b> (below) or repeatedly press  until Consecutive returns to its normal state.	

## Duplicate Punches

*Note: Enabling this parameter prevents the same card from being punched twice within a two-minute time span.*









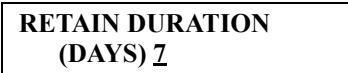



Step	Description	Display
1.	Press  , the keys representing the 4-digit password,     . Then press  four times.	
2.	Press  to display <DISABLED>.	
3.	Using the  key, choose between <DISABLED> and <ENABLED>. Then press  to display <RETAIN DUR>.	
4.	Go to step 2 of <b>Retain Duration</b> (next page) or repeatedly press  until Consecutive returns to its normal state.	



### Retain Duration










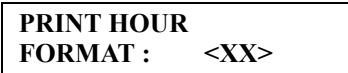
*Note 1:* This parameter sets the number of days (min. = 1; max. = 998) cards stay in memory if not punched again.










*Note 2:* A 999 entry causes cards to stay in memory until manually closed out.

Step	Description	Display
1.	Press  , the keys representing the 4-digit password,     . Then press  five times.	
2.	Press  to display <DAYS> <u>1</u> .	
3.	Enter desired number. Then press  to display <CARD FORMAT>.	
4.	Go to step 2 of <b>Card Format</b> (below) or repeatedly press  until Consecutive returns to its normal state.	

### Card [Print] Format
















*Note:* This parameter determines the format used by Consecutive to print the time and date.











Step	Description	Display
1.	Press  , the keys representing the 4-digit password,     . Then press  six times.	
2.	Press   to display <b>FORMAT :</b> <XX> (default: <XX> = <12>).	

Step	Description	Display												
3.	Using the  key, choose between <12> and <24>. Then press  twice to display <b>FRACTION : &lt;XXX&gt;</b> (default: <XXX> = <MIN>). <ul style="list-style-type: none"> <li>• Fraction choices are &lt;MIN&gt;, &lt;HUN&gt; (for 100ths of hours), and &lt;TEN&gt; (for 10ths of hours).</li> </ul>	<div style="border: 1px solid black; padding: 5px;"> <b>PRINT HOUR</b>  <b>FRACTION : &lt;XXX&gt;</b> </div>												
4.	Press  twice to display <b>&lt;XXXXXXXX&gt;</b> (default: <XXXXXXXX> = <DD-MONTH>).	<div style="border: 1px solid black; padding: 5px;"> <b>DATE FORMAT</b>  <b>&lt;XXXXXXXX&gt;</b> </div>												
5.	Using the  or  key, select the date format from the list below. Then press  to display <b>&lt;ROUNDING RULE&gt;</b> .	<div style="border: 1px solid black; padding: 5px;"> <b>CARD PARAMETERS</b>  <b>&lt;ROUNDING RULE&gt;</b> </div>												
	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <b>&lt;DD-MONTH&gt;</b> </div> <div style="text-align: center;">  </div> </div> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><b>&lt;DOM&gt;</b></td> <td style="text-align: center;"><b>&lt;MONTH-DD&gt;</b></td> </tr> <tr> <td style="text-align: center;"><b>&lt;DOW&gt;</b></td> <td style="text-align: center;"><b>&lt;DOW-DD&gt;</b></td> </tr> <tr> <td style="text-align: center;"><b>&lt;NONE&gt;</b></td> <td style="text-align: center;"><b>&lt;DD-DOW&gt;</b></td> </tr> <tr> <td style="text-align: center;"><b>&lt;YY/MM/DD&gt;</b></td> <td style="text-align: center;"><b>&lt;DOW DD-MONTH&gt;</b></td> </tr> <tr> <td style="text-align: center;"><b>&lt;YY/DD/MM&gt;</b></td> <td style="text-align: center;"><b>&lt;MONTH-DD DOW&gt;</b></td> </tr> <tr> <td style="text-align: center;"><b>&lt;DD/MM/YY&gt;</b></td> <td style="text-align: center;"><b>&lt;MM/DD/YY&gt;</b></td> </tr> </table>	<b>&lt;DOM&gt;</b>	<b>&lt;MONTH-DD&gt;</b>	<b>&lt;DOW&gt;</b>	<b>&lt;DOW-DD&gt;</b>	<b>&lt;NONE&gt;</b>	<b>&lt;DD-DOW&gt;</b>	<b>&lt;YY/MM/DD&gt;</b>	<b>&lt;DOW DD-MONTH&gt;</b>	<b>&lt;YY/DD/MM&gt;</b>	<b>&lt;MONTH-DD DOW&gt;</b>	<b>&lt;DD/MM/YY&gt;</b>	<b>&lt;MM/DD/YY&gt;</b>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>Acronyms</b></p> <p>DD = Date                      DOM = Date of Month                      DOW = Day of Week                      MM = Month                      YY = Year</p> </div>
<b>&lt;DOM&gt;</b>	<b>&lt;MONTH-DD&gt;</b>													
<b>&lt;DOW&gt;</b>	<b>&lt;DOW-DD&gt;</b>													
<b>&lt;NONE&gt;</b>	<b>&lt;DD-DOW&gt;</b>													
<b>&lt;YY/MM/DD&gt;</b>	<b>&lt;DOW DD-MONTH&gt;</b>													
<b>&lt;YY/DD/MM&gt;</b>	<b>&lt;MONTH-DD DOW&gt;</b>													
<b>&lt;DD/MM/YY&gt;</b>	<b>&lt;MM/DD/YY&gt;</b>													
6.	Go to step 2 of <b>Rounding Rule</b> (next page) or repeatedly press  until Consecutive returns to its normal state.													

### Rounding Rule (Punch Rounding)

*Note: This parameter determines the rules under which Consecutive rounds punches.*

Step	Description	Display
1.	Press  , the keys representing the 4-digit password,     . Then press  five times.	<b>CARD PARAMETERS</b> <b>&lt;ROUNDING RULE&gt;</b>
2.	Press  to display <b>&lt;PUNCH&gt;</b> .	<b>ROUNDING RULES</b> <b>&lt;PUNCH&gt;</b>
3.	Either: A. If punches are to be rounded, press   to display <b>&lt;YES&gt;</b> . Then go to step 4. B. If only intervals are to be rounded, press  to display <b>&lt;INTERVAL&gt;</b> . Then go to step 7a.	<b>PUNCH ROUNDING?</b> <b>&lt;YES&gt;</b>
		<b>ROUNDING RULES</b> <b>&lt;INTERVAL&gt;</b>
4.	Press  to display <b>UNIT (MM) : &lt;XX&gt;</b> (default: <b>&lt;XX&gt; = &lt;1&gt;</b> ). Then repeatedly press the  or  key until desired accounting unit appears. • Available accounting units are: 1 2 3 4 5 6 10 12 15 20 30	<b>PUNCH ACCOUNTING</b> <b>UNIT (MM) : &lt;XX&gt;</b>
5.	Press  to display <b>TOLERANCE(MM):XX</b> (default: <b>XX = 00</b> ). Then press the keys representing the desired tolerance for in punches.	<b>IN PUNCH</b> <b>TOLERANCE:(MM)<u>XX</u></b>
6.	Press  to display <b>TOLERANCE(MM):XX</b> (default: <b>XX = 00</b> ). Then press the keys representing the desired tolerance for out punches.	<b>OUT PUNCH</b> <b>TOLERANCE:(MM)<u>XX</u></b>















Step	Description	Display
7.	Press  to display <INTERVAL>. Then either:	<b>ROUNDING RULES</b> <INTERVAL>
	A. If intervals are to be rounded, press   to display <b>ROUNDING? &lt;YES&gt;</b> . Then go to step 8.	<b>INTERVAL</b> <b>ROUNDING? &lt;YES&gt;</b>
	B. If intervals are <i>NOT</i> to be rounded, repeatedly press  to display <b>MAX ON ENABLE ? / &lt;YES&gt;</b> . Then go to step 11.	<b>MAX ON ENABLE ?</b> <b>&lt;YES&gt;</b>
8.	Press  to display <b>UNIT (MM) : &lt;XX&gt;</b> (default: XX = < 1>). Then repeatedly press the  or  key until desired accounting unit appears.	<b>INTV ACCOUNTING</b> <b>UNIT (MM) : &lt;XX&gt;</b>
9.	Press  to display <b>TOLERANCE(MM):XX</b> (default XX = 00). Then press the keys representing the desired tolerance.	<b>INTERVAL</b> <b>TOLERANCE(MM):XX</b>
10.	Press  to display <MAXON INTERVAL>.	<b>CARD PARAMETERS</b> <MAXON INTERVAL>
11.	Go to step 2 of <b>Maximum On Interval</b> (below) or repeatedly press  until consecutive returns to its normal state.	

## Maximum On Interval

**Note 1:** Every in punch starts the MAX ON (Maximum On) Interval's timer.








**Note 2:** Consecutive treats an in punch followed by a subsequent punch which falls outside the Maximum On Interval's duration as an orphan (an in punch that is not paired with an out punch), and the subsequent punch as another in punch.


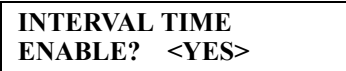


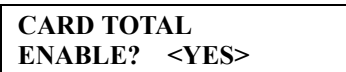



*Note 3: MAX ON is not an option for Elapsed Cards.*

Step	Description	Display
1.	Press  , the keys representing the 4-digit password,     . Then press  four times.	
2.	Press  to display <YES>. <b>SUGGESTION:</b> Leave MAX ON enabled.	
3.	Press  to display <HH:MM> : <u>XX:XX</u> (default XX:XX = 12:00). Then enter desired MAX ON Interval length.	
4.	Press  to display <PRINT TOTALS>.	
5.	Go to step 2 of <b>Print Totals</b> (below) or repeatedly press  until Consecutive returns to its normal state.	

### Print Totals (Interval and Card Totals)

*Note: Enabling INTERVAL TIME causes Consecutive to print the elapsed time between each punch pair in the card's 1st totals column; enabling CARD TOTAL causes Consecutive to print the running elapsed time totals of all punch pairs in the card's 2nd totals column.*

Step	Description	Display
1.	Press  , the keys representing the 4-digit password,     . Then press  three times.	

Step	Description	Display
2.	Press  to display <b>ENABLE? &lt;YES&gt;</b> for Interval Time.	
3.	Using the  key, choose between <YES> and <NO>. Then press  to display <b>ENABLE? &lt;YES&gt;</b> for the Running Total.	
4.	Press  to display <b>&lt;PROGRAM MSGS&gt;</b> .	
5.	Go to step 2 of <b>Program Messages</b> (below) or repeatedly press  until Consecutive returns to its normal state.	








## Program Messages

















**Note 1:** Consecutive can be programmed for up to 10 nine-character messages. Each message prints to the right of a time registration, and may be either selectively or automatically printed.

If selectively printed, the employee uses the  or  key to select the desired message before punching.

If automatically printed, the employee simply punches, and Consecutive prints the appropriate message.

**Note 2:** If program messages are **NOT** to be printed, ensure that both OPERATION MSG and AUTO-ALLOCATION are **<DISABLED>**. Then press  until Consecutive returns to its normal state.

Step	Description	Display
1.	Press  , the keys representing the 4- digit password,     . Then press  twice.	

Step	Description	Display
2.	Press  to display <DISABLED>.	<div style="border: 1px solid black; padding: 5px; text-align: center;">           OPERATION MSG &lt;DISABLED&gt;         </div>
3.	Using the  key, enable OPERATION MSG. Then press  to display <NEW>.	<div style="border: 1px solid black; padding: 5px; text-align: center;">           OPERATION MSG &lt;NEW&gt;         </div>
4.	<p>Either:</p> <p>A. If messages have not been entered previously (or another message is to be added), press , the keys required to form the message, . Then, if applicable, repeat to enter another message.</p> <ul style="list-style-type: none"> <li>Upon entering the final message, press   to display &lt;AUTO ALLOC MSG&gt;. Then go to step 6.</li> </ul> <p>B. If an existing message is to be edited or deleted, use the  or  key to find the relevant message. Then either (a) press  twice to allow the message to be edited or (b) press    to allow the message to be deleted.</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;">           CARD PARAMETERS &lt;AUTO ALLOC MSG&gt;         </div>
5.	<p>If applicable, repeat step 4.B. to edit or delete another message.</p> <ul style="list-style-type: none"> <li>After finishing all editing and deleting, press   to display &lt;AUTO ALLOC MSG&gt;. Then go to step 6.</li> </ul>	<div style="border: 1px solid black; padding: 5px; text-align: center;">           CARD PARAMETERS &lt;AUTO ALLOC MSG&gt;         </div>
6.	<p>Go to step 2 of <b>Automatic Allocation of Messages</b> (next page) or repeatedly press  until Consecutive returns to its normal state.</p>	

## Automatic Allocation of Messages

**Note:** This parameter allows Consecutive to automatically print messages to the right of every time stamp as follows:

- The 1st-entered message in the message buffer prints to the right of the card's 1st in punch; the 2nd-entered message prints to the right of the 1st out punch; the 3rd-entered message prints to the right of the 2nd in punch, etc.
- After printing the last-entered message, the print cycle repeats.

**SUGGESTION:** For tracking employee time, enable OPERATION MSG, and leave AUTO-ALLOCATION disabled.

**DO NOT ENABLE AUTO-ALLOCATION IF Consecutive IS TO PRINT IN AND OUT PUNCH PAIRS ON THE SAME LINE.**

Step	Description	Display
1.	Press <span style="border: 1px solid black; padding: 2px;">A B C</span> , the keys representing the 4-digit password, <span style="border: 1px solid black; padding: 2px;">←</span> <span style="border: 1px solid black; padding: 2px;">▶</span> <span style="border: 1px solid black; padding: 2px;">▶</span> <span style="border: 1px solid black; padding: 2px;">←</span> . Then press <span style="border: 1px solid black; padding: 2px;">◀</span> once.	<b>CARD PARAMETERS</b> <b>&lt;AUTO ALLOC MSG&gt;</b>
2.	If applicable, press <span style="border: 1px solid black; padding: 2px;">←</span> <span style="border: 1px solid black; padding: 2px;">▶</span> to display <b>&lt;DISABLED&gt;</b> . Then press <span style="border: 1px solid black; padding: 2px;">←</span> to return to MAIN MENU, <CLOSING CARDS>.	<b>AUTO-ALLOCATION</b> <b>&lt;DISABLED&gt;</b>



---

# Operating

This chapter describes the tasks that you may have to perform on a daily basis. It describes using the *card close out* button, punching, understanding operator messages, printing timecard messages, closing out cards, replacing a card, and resetting Consecutive.

Introduction

Card Numbering and Packaging

Punching In and Out

Interpreting Operator Messages

Closing Out Cards

Printing Messages on Timecards

Replacing a Timecard

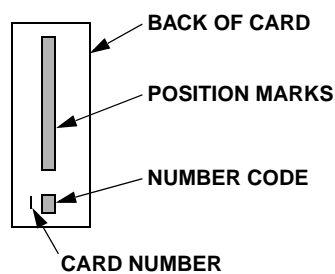
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## Introduction

As described in *Chapter 1 Overview*, Consecutive supports three applications: *Employee Payroll*, *Job Costing*, and *Elapsed Time*. As shown in Figure 27, marked on the back of each timecard is a bar-coded numeric code, above this code are position marks, and a card number is next to the numeric code. As you insert the timecard, Consecutive reads the bar code to associate this card number with information stored in memory.

---

**FIGURE 27****Bar-Code Markings on Timecard**

Each time you insert a timecard, Consecutive determines the next position by reading the position marks, and stopping the card at that position. At the stopped position, Consecutive:

- associates the punch information with the card number
- stores the punch information into memory
- prints information on the timecard
- sounds a beeper when printing is complete
- releases the timecard

There are two standard Consecutive timecards: a 9.5-inch card and an 8-inch card. The 9.5-inch card holds a maximum of 44 punches; the 8-inch holds a maximum of 28 punches.

---

## Card Numbering and Packaging

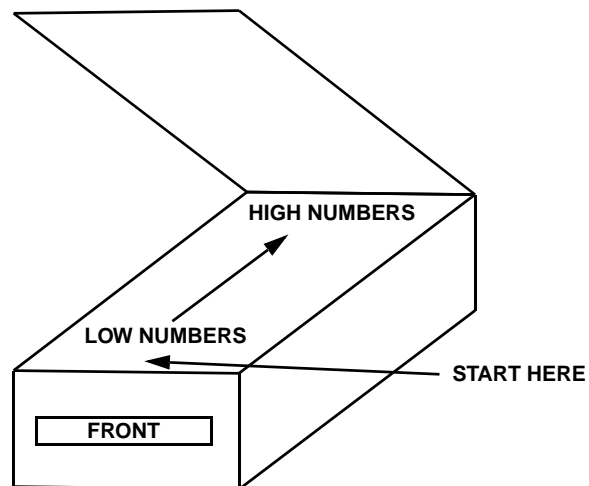
The timecards are pre-numbered. Card numbers within a single box are not important as long as there are no duplicate card numbers. A few missing card numbers are not a problem as long as the card numbers are used in sequence.

As Figure 28 shows, the lowest card number is in the front of the box and the card numbers increase to the highest numbered card in the back of the box. You should first use the lowest numbered card in the front of the box and continue using the cards to highest numbered card. After using all the cards in a box, start at the front of the next box and proceed once again from the lowest numbered card in the front of the box to the highest numbered card in back of the box.

**IMPORTANT:** Start using the cards in the front of the box and work towards the back of the box.

FIGURE 28

Card Numbering



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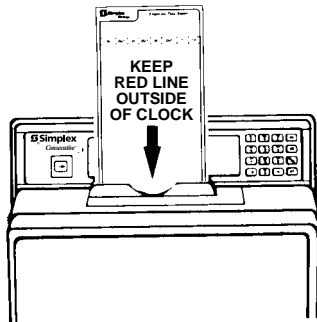
## Punching In and Out

As shown in the Figure 29, insert your timecard into the card receiver.

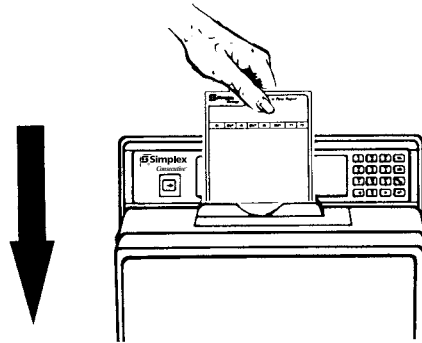
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**FIGURE 29** Timecard Insertion

1. ALIGN TIMECARD.



2. PUSH DOWN with a smooth, continuous motion until the card stops.






3. WAIT FOR PRINTING TO STOP (indicated by a beep).




Remove the card from the card receiver after Consecutive prints the current time on the card.

**Note:** *If the insertion does not result in a print, and there is no beep, COMPLETELY REMOVE THE CARD. Then try again.*

## Interpreting Operator Messages

Consecutive displays error and information messages on the display that is located in the center of the front panel. The following table describes the meaning of these messages.

Message	Description	Beep
RAM EMPTY RE-PROGRAM	The first time the system powers up, after a reboot, or a reset with the memory cleared.	None
DUPLICATE PUNCH WAIT TWO MINUTES	<b>Duplicate Punch</b> parameter is enabled for this card, which means no two punches can be within two minutes of each other.	Until card is removed
PUNCHING IS RESTRICTED	All cards are restricted at this time.	Until card is removed
CARD FULL CARRYOVER <NO>	This card is full. There is one of two things you can do: (1) Use a new card with no information carried over or (2) carry the information over to a new card and the old card number is removed from memory. The old card number can be used for new information.	8 seconds or until card is removed
1:42:20 PM 03/10/95	To use a new card with no information carried over, press  . The display will contain the time and date.	None
CARD FULL CARRYOVER <YES>	To carry the information over to a new card and remove old card number from memory, press  to select <YES>.	None
INSERT A NEW TIMECARD	Press  to have Consecutive prompt for a new card. You have 5 seconds to insert the card before Consecutive times out.	None
OPERATION CODE numeric code	Appears if you press any number keys before inserting the card.	None

Message	Description	Beep
<b>OPERATION MSG</b> <programming msg's>	Appears if you press  or  before inserting a card. You can select up to ten programmed messages.  <i>Note: The number of possible messages is from none to ten, the available number of messages depends upon the number of messages presently in Consecutive.</i>	None
<b>CARD WILL BE CLOSED OUT</b>	The <i>Closed Out Card</i> button is enabled, and it was pressed.	Short Beep
<b>INSERT TIMECARD</b>	Appears after the  is pressed at the end of selecting an operation message or numeric code.	Short Beep
<b>SYSTEM ERROR RESET</b>	System Error has occurred. You may have to reset the system (refer to <i>Chapter 5</i> for the system reset procedure) or enter the program mode and exit. Once entering the program mode, the specific error is displayed.	None

---

## Program Mode Messages

The following messages are displayed when entering the program mode after a system error.

<b>Message</b>	<b>Description</b>	<b>Beep</b>
<b>PRINTER ERROR NON CONFIG</b>	Print Error: Software error.	None
<b>PRINTER ERROR BAD PARAMETERS</b>	Print Error: Software error.	None
<b>PRINTER ERROR OUT OF SPEC</b>	Print Error: Not able to position horizontal motor.	None
<b>PRINTER ERROR NO TACHS</b>	Print Error: Print head cannot find print position.	None
<b>PRINTER ERROR HOME FAILED</b>	Print Error: Printhead unable to find its home position.	None
<b>PRINTER ERROR HOME TWICE</b>	Print Error: Printhead saw home sensor twice.	None
<b>PRINTER ERROR FAST TACHS</b>	Print Error: Printhead moving too fast.	None
<b>PRINTER ERROR UNKNOWN RETURN</b>	Print Error: Software error.	None










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## Using the Card Close Out Button

On the left side of the front panel (Consecutive) is a button called the *Card Closed Out* button. If you press the insertion button and insert a timecard, Consecutive prints on the card “CLOSED” or “C” (depending on space availability). For Consecutive to print the message, the button has to be programmed to the <ENABLED> state (see page 73). After pressing the button, you have up to 5 seconds to insert the timecard before it times out. The information associated with the card number is removed from memory. This card number can now be used for new information.

*Note:* If the button is disabled, the card must be closed out from the keyboard.



### Using the Keyboard:

Step	Description	Display
1.	Press  and the four-digit password, followed by  . Then press  three times to display <CLOSING CARDS>.	
2.	Press  to display the <b>CARD NUMBER.</b>	
3.	Either: <ol style="list-style-type: none"> <li>Insert the timecard (causing Consecutive to close the card automatically).</li> <li>Type the card number (for example, 50). Then press  to display <b>CARD NUMBER 50_.</b> Then insert timecard number 50.</li> </ol>	
4.	Repeatedly press  until Consecutive returns to its normal state.	



## Printing Messages on Timecards

The following options are available for printing messages on timecards:

- A. Manual Entry: Employees enter a number of nine or fewer characters via the keyboard prior to punching.
  - Requires pressing up to nine number keys, and then punching the card.
- B. Selective Entry: Employees select from a menu of choices (for example, <OFFICE>, <MTCE>, <MACHINING>, or WELDING>) by pressing either  or  to choose one of the messages prior to punching.
  - Requires that messages have been entered into Consecutive, and that OPERATION MSG is enabled (see page 86).
- C. Automatic Entry, one message: The same message automatically appears behind each time stamp. For example, CLOCK 1.
  - Requires that ONE message has been entered into Consecutive, and that AUTO-ALLOCATION is enabled.
- D. Automatic Entry, cyclic: A different message appears behind each of a series of time stamps. For example, CALLED, DISPTCHED, ARRIVED, and COMPLETED.
  - Requires that only the above messages have been entered, in order, into Consecutive, and that AUTO-ALLOCATION is enabled.






**Note:** In cases A. and B., the card must be punched within 5 seconds of the time the number is entered or the selection is made.

---

## Replacing a Timecard

You can replace a lost or damaged timecard with another timecard. The total hours, not the punches, from the old card are transferred to the new card number. The old timecard number can be used for new information.

### To Replace a Card:

Step	Description	Display
	If in punch mode (time and date is displayed), enter the password.	MAIN MENU <SYSTEM PARM>
1.	Press  twice to display the <REPLACE CARD>.	MAIN MENU <REPLACE CARD>
2.	Press  to display the ENTER NUMBER_.	INSERT OLD CARD/ ENTER NUMBER _
3.	One of two actions you can take: (1) Insert the old timecard and have Consecutive read the card number or (2) enter the old card number (for example, enter 50).	INSERT OLD CARD/ ENTER NUMBER 50_
4.	Press  to accept the old card number and display ENTER NUMBER for the new card number.	INSERT NEW CARD/ ENTER NUMBER_
5.	One of two things you can do: (1) Insert the new timecard and have Consecutive read the card number or (2) enter the new card number (for example, enter 75).	INSERT NEW CARD/ ENTER NUMBER 75
6.	Press  to accept the new card number and display the <REPLACE CARD>.	MAIN MENU <REPLACE CARD>
	If you want to return to Main Menu, <SYSTEM PARM>, press  twice.	MAIN MENU <SYSTEM PARM>

---

# Maintenance and Troubleshooting

This chapter describes maintenance tasks such as replacing a ribbon cassette or resetting Consecutive. A troubleshooting section is also included in this chapter.

Replacing a Ribbon Cassette

Resetting Consecutive

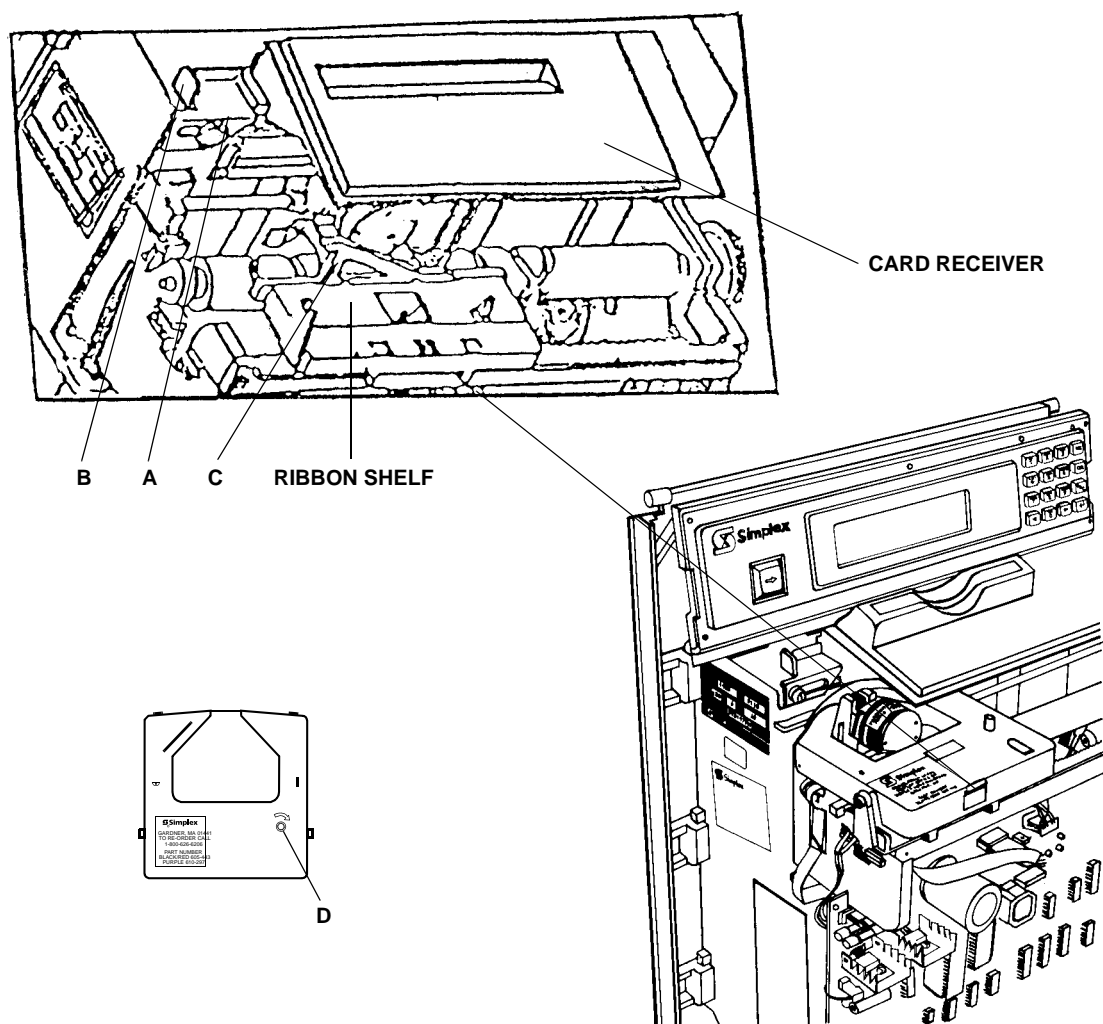
Troubleshooting

---

## Replacing a Ribbon Cassette

To replace a ribbon cassette:

**FIGURE 30** Replacing a Ribbon Cassette



To replace the ribbon cassette (refer to Figure 30):

1. Loosen screw A.
  2. Slide latch B to the left as far as possible—the card receiver's left end lifts away from the ribbon cassette.
  3. Slide latch C to the right as far as possible—the latch extends from the left side of the ribbon shelf approximately  $\frac{3}{4}$  in. (1.9 cm).
  4. Pop both sides of the ribbon cassette straight up—remove it carefully, so as not to displace the card receiver.
  5. Turn the takeup spool D of the new ribbon cassette two full turns in the direction of the raised arrow.
  6. Slide the nose of the cassette over the printhead.
  7. Snap *both* sides of the new ribbon cassette onto the ribbon shelf.
  8. Slide latch B to the right as far as possible.
  9. Tighten screw A.
  10. Slide latch C all the way to the left.
-

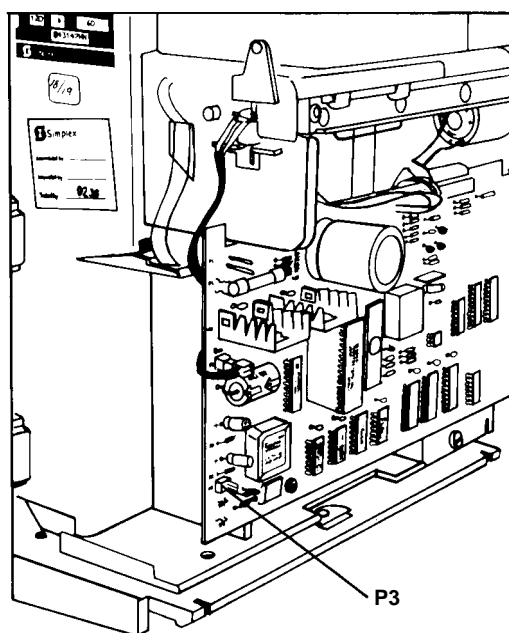
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## Resetting Consecutive

Consecutive must be reset whenever (1) the time on the display stops advancing or (2) cards cannot be punched (although Consecutive does not display reasons for the punch failures).

FIGURE 31

Resetting Consecutive



To reset Consecutive:

Unlock and remove the cover from Consecutive.

Using the tip of a screwdriver or the metal tip on a ball-point pen as a shorting device, short the pins on connector plug P3 together. See Figure 31.

After shorting the pins on the connector plug P3, Consecutive repositions its printhead mechanism, displays *PRINTER BUSY, PLEASE WAIT*, and then displays the current time with advancing seconds.

---

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## Troubleshooting

This section describes possible cause of incorrect timekeeping and program loss.

### Incorrect Time or Program Loss

Improper signal circuit suppression can cause a Consecutive to lose time and/or its program. Therefore, when installing more than one signal-sounding Consecutive, perform the following procedure:

Check to see that the 0 ohm resistor (found near the *Relay Option* relay) is properly positioned. The correct position is:

- position 32 for one signaling device (bell)
- position 34 for more than one signaling device (bell)

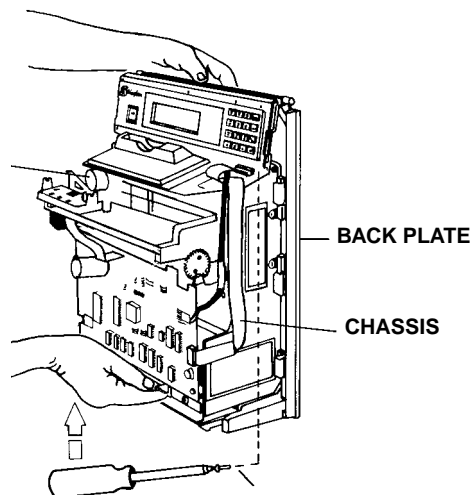
### Consecutive Runs Ahead or Behind the Master Clock

If Consecutive runs 30 or 60 seconds ahead or behind the master clock, perform the following corrective action.

1. Remove Consecutive from its back plate, as shown in Figure 32.

**FIGURE 32**

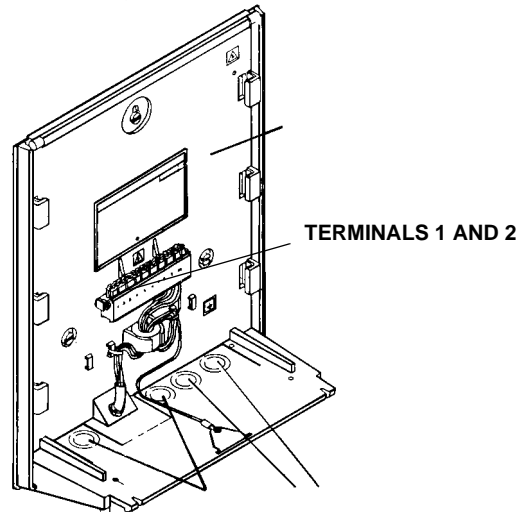
**Removing Consecutive From its Back Plate**



2. Reverse the wires on terminals 1 and 2 as shown in Figure 33.

**FIGURE 33**

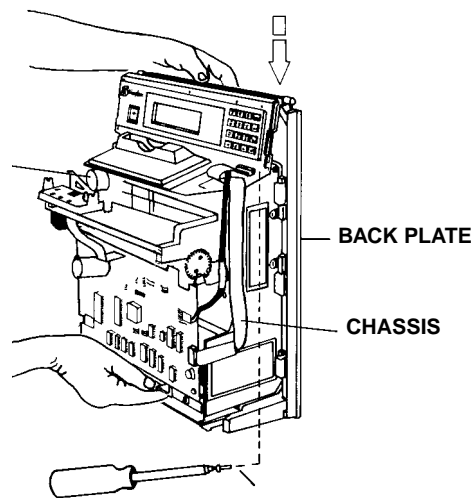
**Reversing the Wires on Terminals 1 and 2**



3. Slip the chassis on the back plate as shown in Figure 34.
4. Set Consecutive to the correct time.
5. Secure the chassis in place with screw A.

**FIGURE 34**

**Installing Chassis on Back Plate**





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# Fractional Hours

This Appendix lists the fractional hour values for minutes, hundredths, and tenths.

Fractional Hour Values

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## Fractional Hours Table

Table A-1 lists the fractional hour values for minutes, hundredths, and tenths.

**Table A-1: Fractional Hours**

Minutes	Hundredths	Tenths	Minutes	Hundredths	Tenths
0	.00	.0	30	.50	.5
1	.01	.0	31	.51	.5
2	.03	.0	32	.53	.5
3	.05	.0	33	.55	.5
4	.06	.0	34	.56	.5
5	.08	.0	35	.58	.5
6	.10	.1	36	.60	.6
7	.11	.1	37	.61	.6
8	.13	.1	38	.63	.6
9	.15	.1	39	.65	.6
10	.16	.1	40	.66	.6
11	.18	.1	41	.68	.6
12	.20	.2	42	.70	.7
13	.21	.2	43	.71	.7
14	.23	.2	44	.73	.7
15	.25	.2	45	.75	.7
16	.26	.2	46	.76	.7
17	.28	.2	47	.78	.7
18	.30	.3	48	.80	.8
19	.31	.3	49	.81	.8
20	.33	.3	50	.83	.8
21	.35	.3	51	.85	.8
22	.36	.3	52	.86	.8
23	.38	.3	53	.88	.8
24	.40	.4	54	.90	.9
25	.41	.4	55	.91	.9
26	.43	.4	56	.93	.9
27	.45	.4	57	.95	.9
28	.46	.4	58	.96	.9
29	.48	.4	59	.98	.9





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