AMANO®

MJR-PLUS

Electronic Calculating Time Recorder

Complete Operations Manual

Proprietary Notice

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Amano Cincinnati, Inc. reserves the right to make equipment changes and improvements, which may not be reflected in this document. Portions of this document may have been updated to include the latest hardware or firmware version, if applicable.

To ensure safe use of this time recorder/stamp, be sure to thoroughly read this manual in its entirety before any attempt is made to operate the equipment. After you have finished reading this manual, be sure to store it in a safe place for future reference.

Thank You….

For purchasing another fine product from Amano Cincinnati, Inc.
For Safe and proper operation, please carefully read the manual before using the time clock and save it for reference.

Warranty Notice

Any claim for warranty, express or implied, due to the clocks failure to properly receive the radio signal because of interference, whatever may be the source of this interference, are hereby expressly excluded.

***Note*:** This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Supplier's Declaration of Conformity
47 CFR §2.1077 Compliance Information

Unique Identifier: MJR-PLUS

Responsible Party - U.S. Contact Information

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FCC Compliance Statement
This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

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GUIDELINES FOR SAFE OPERATION...

To ensure safe operation, please carefully read the following warnings and cautions prior to using the MJR-PLUS Electronic time recorder.

⚠ Warning	
	Do not disassemble the unit. There is a high voltage present inside, possibly leading to an electric shock.
	Do not modify the unit. Modifications may cause a fire and/or electric shock.
	If any anomaly occurs, for example, heat or smoke is generated or an odor is emitted, unplug the unit immediately and contact your dealer for servicing. There is a danger that further use may cause a fire or electric shock.
	Do not use any voltage of the power source other than designated. Do not share a single outlet with another plug. These may lead to fire or shock hazards.
	Do not damage, break, or modify the power cord. Do not put a heavy object on, pull, or forcefully bend the cord, either. These may damage the cord, possibly resulting in a fire or electric shock.
	If foreign matter should get in the unit (including a piece of metal, water, or liquid), disconnect the plug from the outlet immediately and contact your dealer for servicing. There is a danger that further use may cause a fire or electric shock.
	Do not plug or unplug the unit with a wet hand. You may get an electric shock.

⚠ Caution	
	Do not place the unit on an uneven or tilted surface. This may result in injuries due to the unit dropping or falling off.
	Do not put a water-filled container or a metal object on top of the unit. If water is spilled or the metallic object slips inside, a fire or shock hazard may occur.
	Do not install the unit in a humid or dusty environment. It may cause a fire or electric shock.

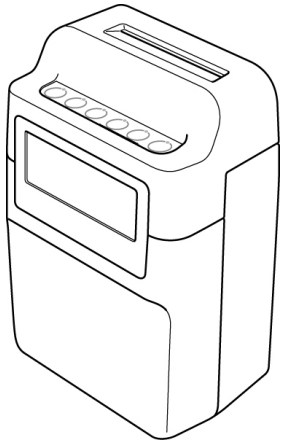
	Do not place the unit near kitchen counter or humidifier. Oil, smoke, or steam generating from them may cause fire or shock hazards.
	Do not yank the power cord to disconnect from the outlet. Hold the plug with your hand to do so, or the cord may be damaged, possibly. leading to a fire or electric shock.
	Remove the line cord plug from the outlet before transferring the unit, or it may damage the cord, possibly leading to a fire or electric shock.
	Be careful not to contact the print head, as you may get hurt or burned.
	Make sure to insert the power plug as far as it will go. Improper insertion of the plug may develop fire or shock hazards.
	Do not insert or drop any other timecard than specified into the slot. Such misuse may cause a fire or electric shock.
	If the unit should be dropped or the case is broken, unplug the unit and contact your dealer for servicing. Further use may lead to a fire or shock hazard.

Relation to the Health and the Environment

The plastic currently used for the outer enclosure of this apparatus does not contain the halogen substance.

Chapter 1: Overview

Operation Summary



The MJR-PLUS is an advanced electronic time recorder that calculates daily and weekly and semi-monthly employee hours based on user-defined options and operating parameters.

The MJR-PLUS allows you to define the following parameters and user-defined options:

- Rounding
- Daily Overtime
- Weekly Overtime
- Semi-Monthly Overtime
- Pay Period Selection
- Day Change Options
- Overtime Options
- Hour, Minute, and Date Imprint Formats
- Fixed Break Deduction
- Automatic Break Deductions
- Revision Zones
- Exception Zones
- Paid Break Time
- Backlight Off Time Period
- Time Clock Settings

Both the operating and user-defined parameters in the MJR-PLUS are configured using programming cards. A set of (3) Basic Programming cards and (3) Advanced Programming cards are included with the MJR-PLUS.

MJR-PLUS does not require user registration (ID numbers) for stand-alone operation. Hours are stored for each user in the MJR-PLUS under a special user number that is encoded on both sides of the timecard. This information is stored in the MJR-PLUS for two pay periods and then it is automatically deleted. This information can also be manually deleted by using one of the programming cards supplied with the MJR-PLUS. When the programmed pay period has ended, a new timecard must be issued. When a new timecard is issued, the MJR-PLUS stores the data for the card under a new user number, therefore eliminating the need for enrollments.

When all parameters are configured in the MJR-PLUS, it is ready for use. Employees simply punch IN and OUT. These punches will appear on the timecard in their corresponding columns.

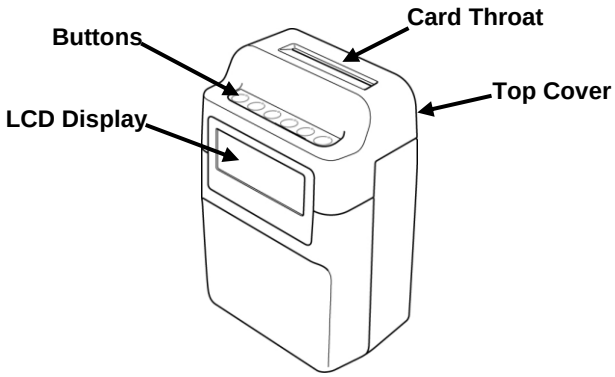
DATE	DAY	IN	CODE	OUT	CODE	HOURS WORKED	ACCUMULATED		
							HOURS	OT1	OT2
2	TU	7:58		2:05		6:00	6:00		

The number of hours that appear in the DAILY NET, REG, OT1, and OT2 columns are dependent on the options programmed. Hours that appear in the DAILY NET column are the daily totals for a given day, which may include Rounding, Breaks, or Revision Zones (if programmed).

Hours that appear in the REG, OT1, and OT2 columns are accumulated totals that will be calculated for each day that there is a pair of punches. (Exceptions are made when the OUT punch is a hash mark)

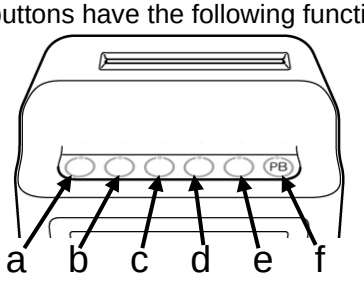
DATE	DAY	IN	CODE	OUT	CODE	HOURS WORKED	ACCUMULATED		
							HOURS	OT1	OT2
2	TU	8:30		2:20		5:45	5:45		
2	TU	3:14		6:06		8:30	8:00	0:30	
2	TU	7:07		9:55		11:30	8:00	3:30	
2	TU	10:00		11:46		13:15	8:00	4:00	1:15
3	WE	7:52		11:50	#				
3	WE	12:05	#	5:34		9:45	16:00	5:45	1:15
3	WE	5:59		7:11		11:00	16:00	7:00	1:15
3	WE	9:18		5:32		19:15	16:00	8:00	8:30
4	TH	8:40		10:30		1:45	17:45	8:00	8:30
4	TH	10:40	*	4:38		7:45	20:00	11:45	8:30
4	TH	5:52		6:06	#				
4	TH	6:21	#	8:12		10:15	20:00	14:15	8:30

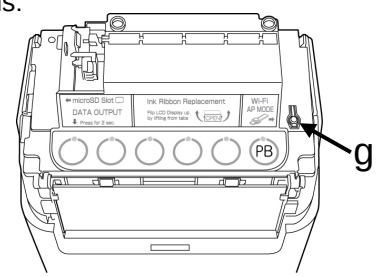
External View



Button Functions

In the normal mode, all buttons are disabled. In the programming mode, the buttons have the following functions:

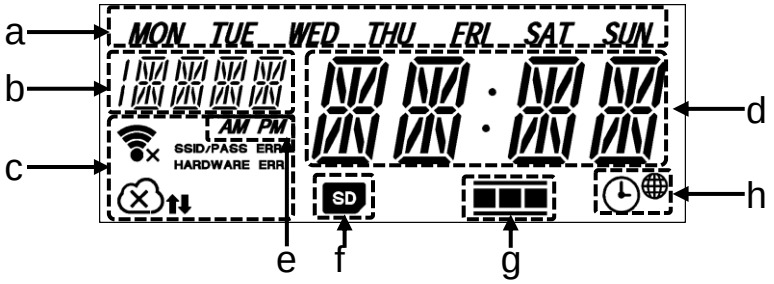




Button No.	Function	Description of Function
a	**Data output**	Output the time clock data by operating during microSD operation.
b	**Select Item**	Increase (or decrease) the value (or number)
c	**Select Item**	Increase (or decrease) the value (or number)
d	**Select Item**	Increase (or decrease) the value (or number)
e	**Select Item**	Increase (or decrease) the value (or number)
f	**PB/Next/End**	Pressing it during normal operation allows for Paid Break time clocking. Enters data into memory and advances to the next step or ejects the card when there are no more selections on the programming card.
Not Shown	**Illuminated LED**	When a specific code number has to be entered in programming mode, an illuminated LED underneath a button displays the current setting.
g	**Wi-Fi AP Mode**	Transition to AP MODE by operating during Wi-Fi operation.

The LCD Display

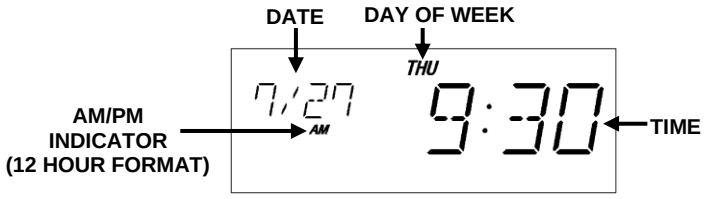
The LCD display on the front panel displays the current date, time and day of the week, along with programming information and error codes.



Number	Function	Description of Function
a	**Day of week/ Guide**	Display the day of the week during normal operation. Indicates programming step on card in Programming Mode.
b	**Date/Time**	In programming mode, this indicator is used to set a value, date, or time.
c	**Network**	Display the network status.
d	**Time/ Programming**	Displays hours and minutes during normal operation. Displays a value, date, or time in programming mode. Displays an error code when an error occurs.
e	**AM/PM**	AM/PM indicator is displayed when the hours imprint format is set to 12-hour format.
f	**microSD**	Indicate the insertion status of the microSD.
g	**Indicator**	No function. Visible only in programming mode.
h	Clock synchronization	It lights up when the clock is synchronized via the internet.

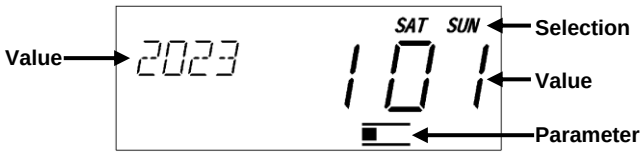
Normal Operation

During normal operation, the time and date are displayed.



Programming Mode

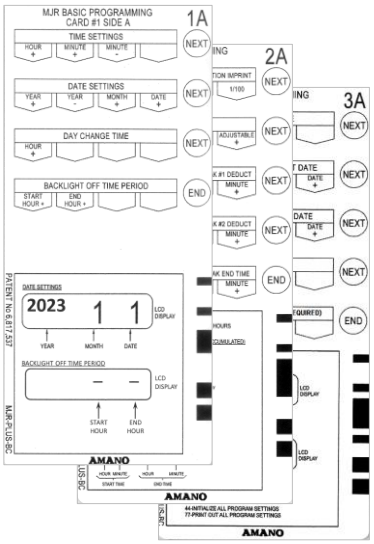
In the programming mode, the display will appear as follows:



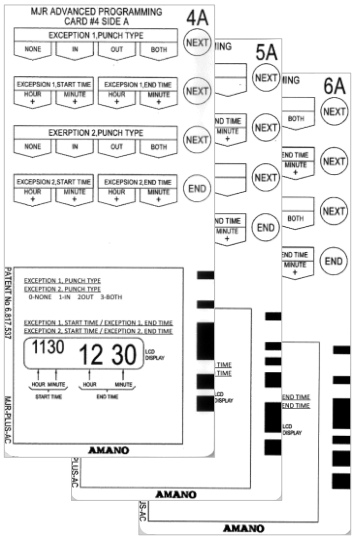
***Note*:** In the programming mode, time is displayed in a 24-hour format.

Other Components

- (3) Basic Programming Cards



- (3) Advanced Programming Cards



Chapter 2: Getting Started

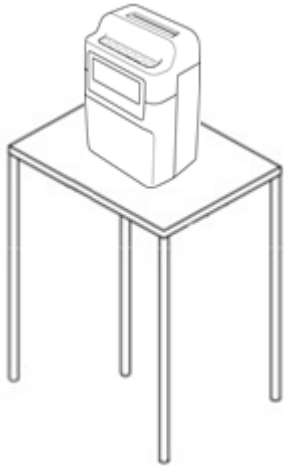
Placement/Location

When choosing a mounting location for your MJR-PLUS, you should consider the following:

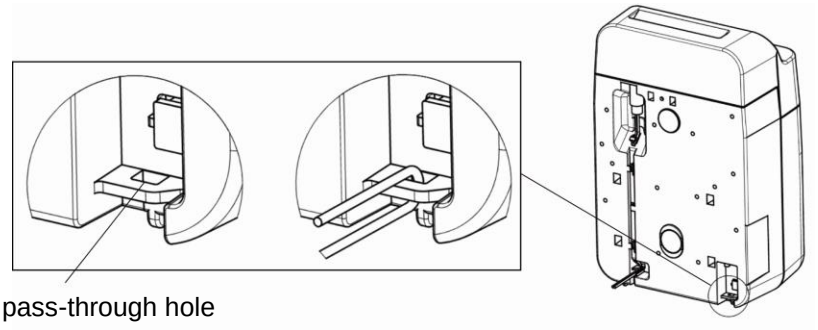
- The mounting surface or hardware must be capable of supporting the unit's weight, 1.1 kg (2.42 lbs.)
- The area must be within the specified operating temperature range: -10°C~40°C (14°F~101°F), 30%Rh~90% Rh.
- The unit should be in close proximity to a power source or wall outlet.
- The following conditions should not exist:

Desktop Installation

The MJR-PLUS should be placed on a level surface.



To prevent falling, you can secure the MJR-PLUS with a wire or cable tie. If you want to secure it, please connect it to the pass-through hole on the back of the MJR-PLUS.



pass-through hole

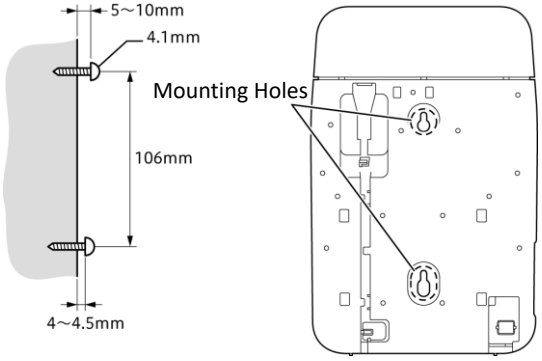
WARNING!: Wire or cable ties are not included. Please prepare a wire or cable tie that is adjusted to the appropriate length to prevent falling.

Wall Mounting

WARNING!: Screws for wall mounting are not included. Please prepare screws that are suitable for the strength and material of the wall. Two screws with a diameter of 4.1mm are required.

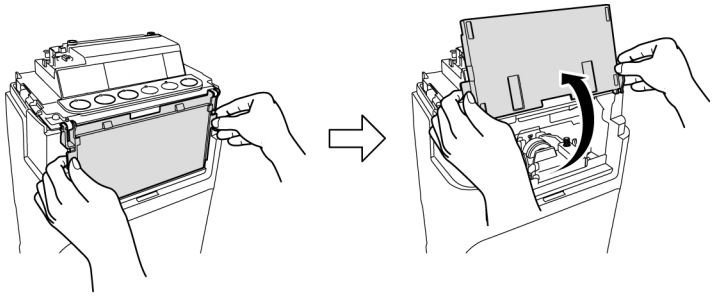
WARNING!: Please make sure that there is no looseness after tightening the screws.

1.Pre-install the screws on the wall.
2.Pre-install the screws on the wall to hang the main unit on the mounting holes.

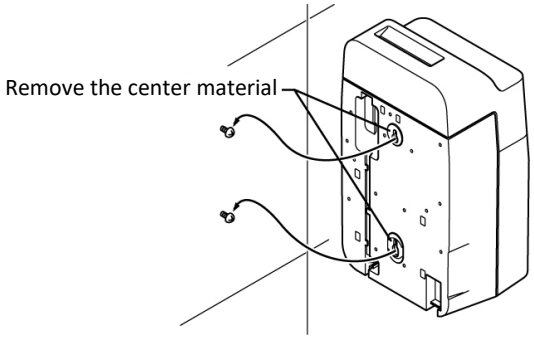


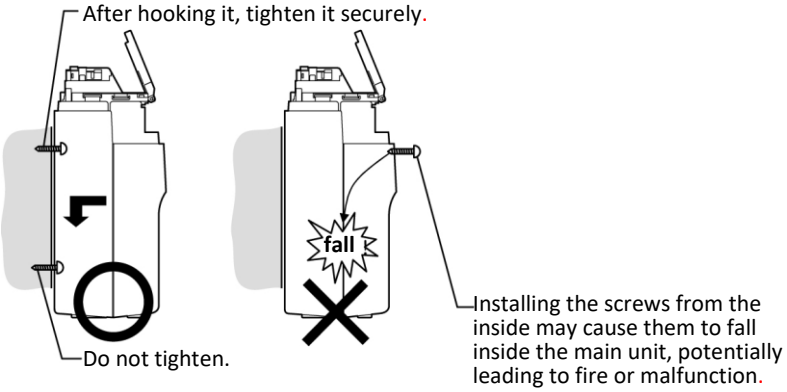
3.Remove the Top Cover.

4. Hold the knobs on both sides of the display unit as shown in the diagram and lift it up until you hear a click sound.

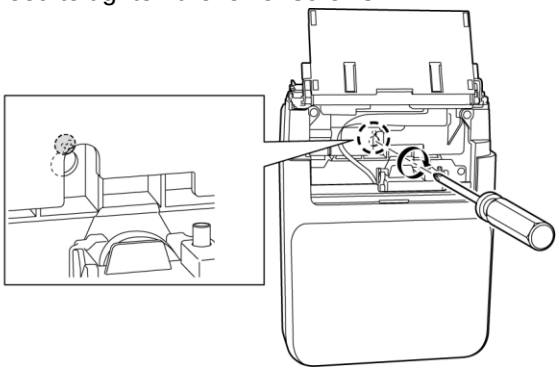


5. Hook the mounting holes of the main unit onto the screws pre-installed on the wall.





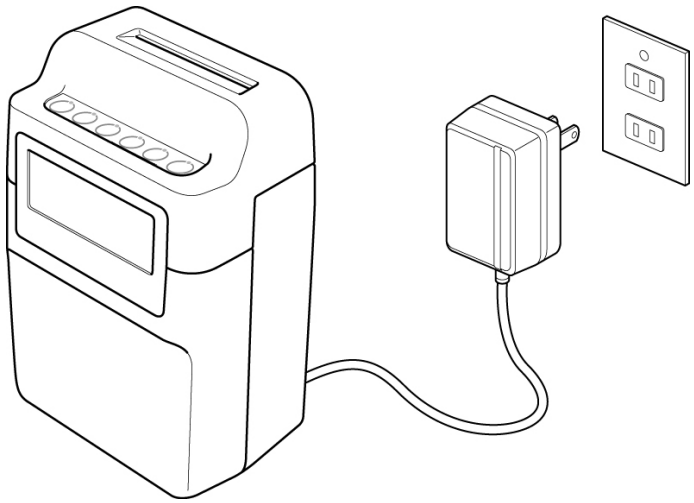
6. After hooking, check the screws from the inside and tighten them. There is no need to tighten the lower screws.



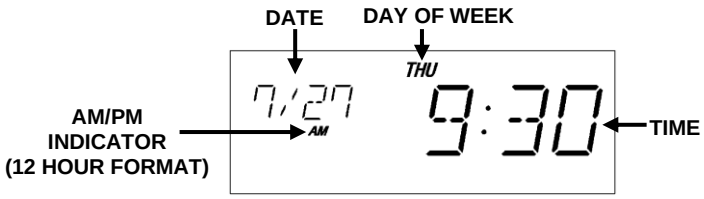
7. Finally, return the display unit to its original position and attach the upper case.

Power Connection

Plug the power cord.

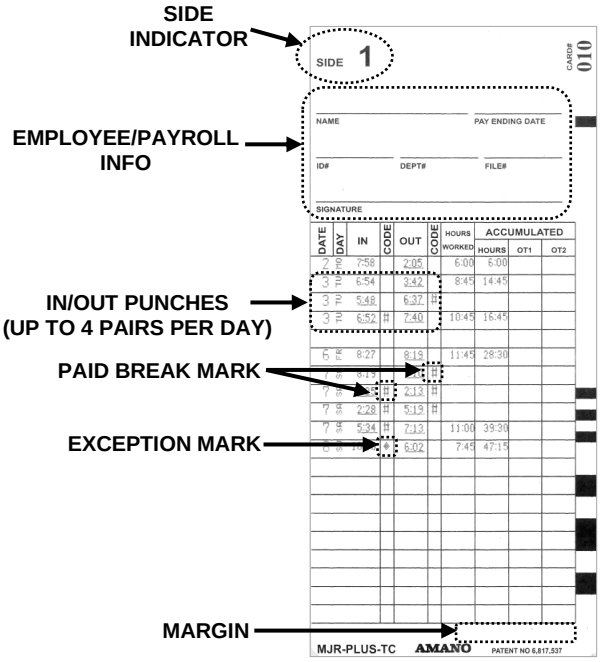


When the AC power is properly connected, the MJR-PLUS will cycle the print mechanism and display the currently programmed day of the week, date and time.

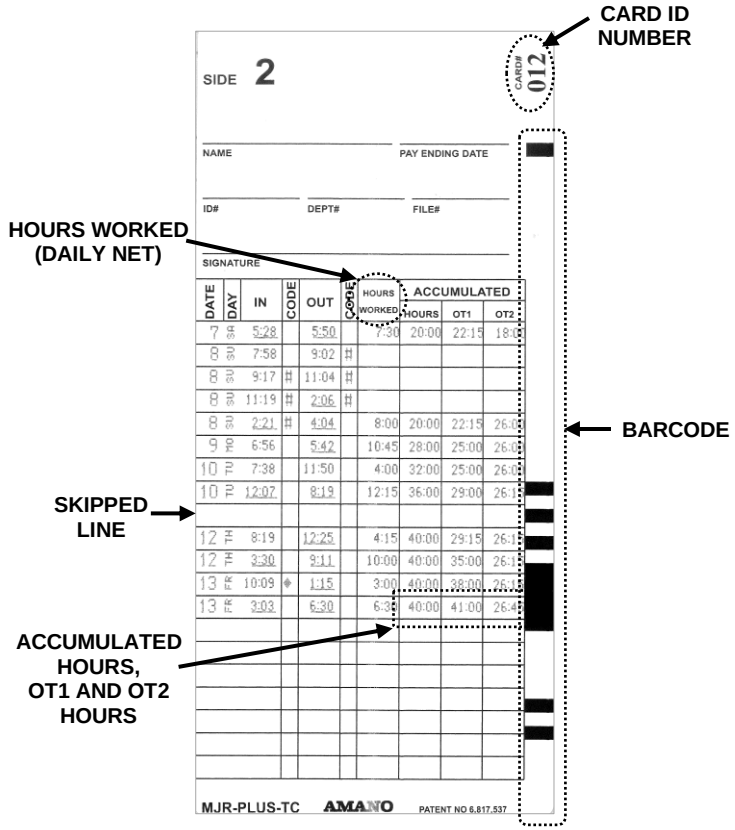


The Time Card

The MJR-PLUS is designed for use with the following timecard:



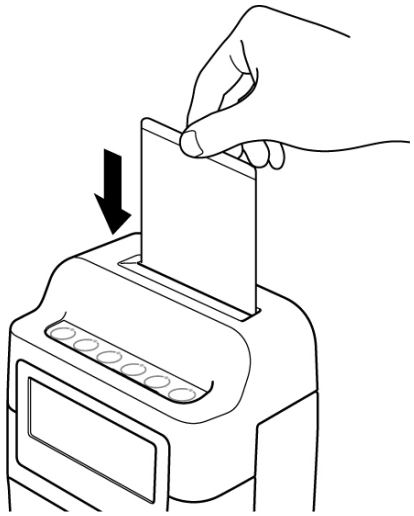
Item	Function/Description
Side Indicator	Indicates the side of the timecard being used. Printing will always be done on Side 1. When Side 1 is fully filled with time clock data, printing will then be done on Side 2.
Employee/Payroll Information	Employee/Payroll information is handwritten in this area.
IN/OUT Punches	All time punches are recorded in these columns. Up to 4 pairs of punches can be made during one day. If there are no punches made for a particular day, the MJR-PLUS will skip a line upon.
Exception Mark	A diamond mark will be printed next to the punch time if the punch is within an Exception Zone.
Paid Break Mark	If you select the PB button and punch, a hash mark will be printed next to the punch time.
Margin	If the Card Data Clear command is used "**********" will be printed in this area.



Item	Function/Description
Card ID Number	This number is used by the MJR-PLUS to store data from the timecard.
Barcode	The Card ID Number in barcode format.
HOUR WORKED (Daily Net)	This column displays the total amount of hours for a given pair of punches or a day. This total may include Rounding, Breaks, or Revision Zones (if programmed).
Accumulated Hours, OT1 and OT2 Hours	These columns display the accumulated totals for each day that has a Daily Net calculation (starting with the first day of the Pay Period). The accumulated total for the Pay Period will be printed on the last line used on the timecard.

How to Insert a Timecard

1. Make sure that there is power to the MJR-PLUS.
2. When inserting the timecard for the first time, please insert it from Side 1. Once the printing area on Side 1 is full, you can then insert Side 2.
3. Gently insert a timecard into the card throat. The card will automatically be fed in, printed and ejected. Do not force it in or attempt to pull it out before it has been fully ejected.



WARNING!: Please keep the right margin (Barcode area) on either side of the time card clear from dust, dirt or marks.

***Note*:** When you select the PB button and insert the timecard, the OUT column and the IN column of the next line will be printed with the duration set for Paid Break Time. If the OUT column is printed but the IN column cannot be printed because Side 1 is full, the LCD display will show "CHG SIDE" and the timecard will be ejected. In that case, please flip the timecard to Side 2 and insert it again.

Chapter 3: Programming

Introduction

The MJR-PLUS must be programmed and configured before use. Basic Programming consists of time, date, imprint, and display formatting, as well as Pay Period, Time Rounding, Auto Breaks, Fixed Break, Overtime, Daylight Saving Time (DST), and Day Change Time adjustments. By setting the Paid Break Time and selecting the PB button, you can print the break duration on the timecard.

Advanced Programming mode involves creating Exception and Revision Zones. An Exception Zone prints a Diamond next to the punch time on the timecard during a specified period. A Revision Zone "revises" a punch time (IN or OUT punch) inside a specific period to a pre-configured time to prevent employees from accumulating extra time by punching in early or punching out late. Up to (6) Exception and (6) Revision Zones can be programmed.

Programming Tips

- To eject a programming card, you must advance though all of the settings.
- To return to a previous programming step, you must advance through the card, re-insert the card and press the Next button until the desired step is reached.
- An illuminated LED on the button displays the current setting.

Time and Date Settings:

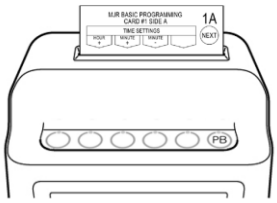
- Holding down each button indicated by the programming card will rapidly increase or decrease the values in the display.
- Start times and dates have to be entered first.
- To disable a Break, Zone, Daily OT #1 and #2, or Weekly OT #1 and #2, Backlight off time, press the Hours button and advance the hours display past "23" until it reaches "**- - - -**".
- All times must be entered in 24-hour format.
- For dates, each month is indicated by a number (January = 1).

Basic Programming

Time Settings

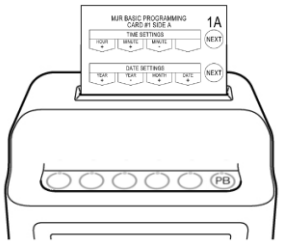
To set the time (Hours and Minutes), perform the following:

1. Insert MJR Basic Programming Card #1 Side A. The card will stop at the Time Settings (Hour and Minutes) position.



2. Press the buttons indicated by the programming card to configure the hour and minutes to the desired setting.

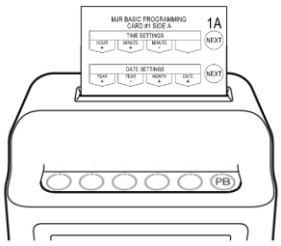
3. Press the Next button to enter the values selected. The card and the display will advance to the Date Settings position. You may also press the Next button to advance through all settings until the card is ejected.



Date Settings

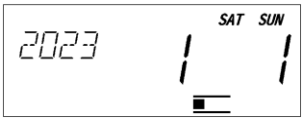
To set the date (Year, Month, and Date), perform the following:

1. If you have not already done so, insert MJR Basic Programming Card #1 Side A and advance it to the Date Setting position by pressing the Next button once.

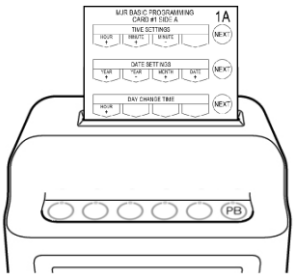


2. Press the buttons indicated by the programming card to configure the year, month, and date.

   ***Note*:** The year will scroll chronologically forward from 2023 to 2099.



3. Press the Next button to enter the values selected. The card and the display will advance to the Day Change Time position. You may also press the Next button to advance through all settings until the card is ejected.

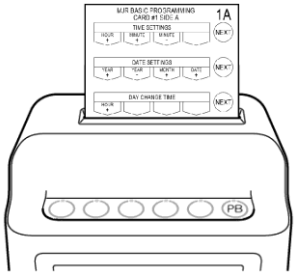


Day Change Time

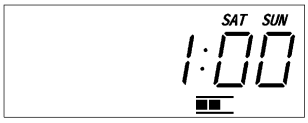
The Day Change Time is the time of day that a normal business day ends. It advances the virtual time used for time calculation from the current business day to the next or following business day.
The MJR-PLUS is shipped with a default Day Change Time of 1:00 AM. If you wish to change this setting, perform the following.

WARNING!: Altering the Day Change Time will affect your time calculations.

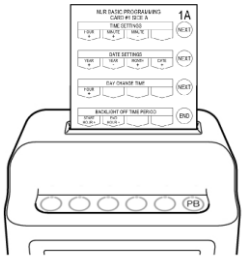
1. If you have not already done so, insert MJR Basic Programming Card #1 Side A and advance it to the Day Change Time position by pressing the Next button twice.



2. Press the button indicated by the programming card until the desired hour, 00:00 (Midnight) through 23:00, for the Day Change Time appears in the display.



3. Press the Next button to enter your selection. The card and the display will advance to the Backlight Off Time Period position. You may also press the Next button to advance through all settings until the card is ejected.

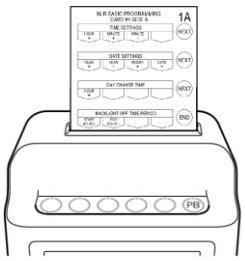


Backlight Off Time Period

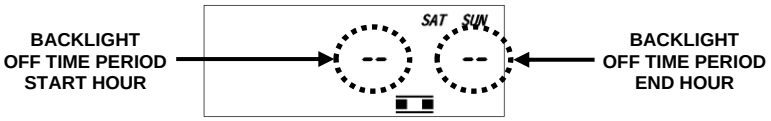
You can set the time period to turn off the LCD display. The "- -" display indicates that the LCD display is set to be always on.

To configure the Backlight Off Time Period, perform the following:

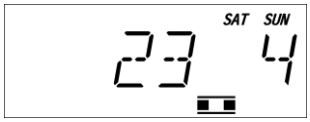
1. If you have not already done so, insert MJR Basic Programming Card #1 Side A and advance it to the Backlight Off Time Period position by pressing the Next button three times.



2. The display will appear as follows:



3. Press the buttons indicated by the programming card for the Backlight Off Time Period.



4. Press the End button to enter the values selected and eject the card.

Pay Period Type and Start Day

The Pay Period Type and Starting day can be configured to your specific needs. Available Pay Periods are:

• Weekly: Pay Period starts weekly on the day specified.

• Bi-Weekly (This Week): Pay Period is every two weeks. This setting means "This Week is the Pay Period".

• Bi-Weekly (Next Week): Pay Period is every two weeks. This setting means "Next Week is the Pay Period".

• Semi-Monthly: The Pay Period is every half month and starts on the 1st or 16th of each month. There is no need to specify the start date.

***Note*:** The "This Week" and "Next Week" for Bi-Weekly automatically switch as the clock advances.

If a Bi-Weekly Pay Period Type is selected, the overtime. calculation will be based on the threshold level set in the Weekly OT #1 and #2 settings. (Refer to MJR Basic Programming Card #2 Side B). You then have the option of calculating these levels on a weekly or bi-weekly basis. (Refer to MJR Basic Programming Card #3 Side A). If Bi-Weekly is selected, the Weekly OT#1 and OT#2 threshold levels will be doubled.

Pay Period Type	Overtime Type
Weekly	Ignore.
Bi-Weekly (This)	Weekly: Ignore.
Bi-Weekly (Next)	Bi-Weekly: Weekly OT threshold is doubled in the 1st Week.
Semi-Monthly	Ignore.

Example 1: Current Week = **1st Week**
Pay Period Type = Bi-Weekly (Next) Overtime Type = **Weekly**
Weekly OT #1 Hours = 20:00 Weekly OT #2 Hours = 45:00
➡ Weekly OT #1 Hours = 20:00 Weekly OT #2 Hours = 45:00

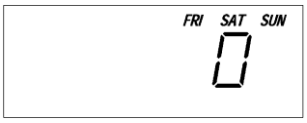
Example 2: Current Week = **1st Week**
Pay Period Type = Bi-Weekly (Next) Overtime Type = **Bi-Weekly**
Weekly OT #1 Hours = 20:00 Weekly OT #2 Hours = 45:00
➡ Weekly OT #1 Hours = 40:00 Weekly OT #2 Hours = 90:00

Example 3: Current Week = **2nd Week**
Pay Period Type = Bi-Weekly (This) Overtime Type = **Ignore (Weekly or Bi-Weekly)**
Weekly OT #1 Hours = 20:00 Weekly OT #2 Hours = 45:00
➡ Weekly OT #1 Hours = 40:00 Weekly OT #2 Hours = 90:00

To configure the Pay Period Type and day that it will start on, perform the following:

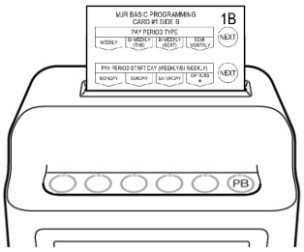
1. Insert MJR Basic Programming Card #1 Side B.
   The card will stop at the Pay Period Type position.

2. Select the Pay Period Type by pressing the corresponding button indicated by the programming card. The codes for the Pay Period Type are as follows:



Code	Pay Period Type
0	Weekly (Default)
1	Bi-Weekly (Ends THIS week)
2	Bi-Weekly (Ends NEXT week)
3	Semi-Monthly

3. Press the Next button to enter the values selected. The card and the display will advance to the Pay Period Start Day position. If you have set it to Semi-Monthly, the Pay Period Start Day will be skipped as it is not necessary to set it.



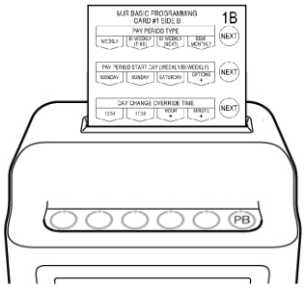
4. Press the button indicated by the programming card for the desired Pay Period Start Day or you may select a code for the Pay Period Start Day by pressing the "Options" button.

Continue pressing the "Options" button until the number corresponding to the desired day appears.

Code	Day
MON	Monday
TUE	Tuesday
WED	Wednesday
THU	Thursday
FRI	Friday
SAT	Saturday
SUN	Sunday

* MON = Default

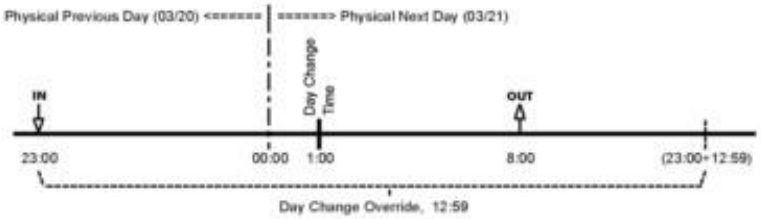
5. Press the Next button to enter the values selected. The card and the display will advance to the Day Change Override Time position. You may also press the Next button to advance through all settings until the card is ejected.



Day Change Override

The Day Change Override Time determines if an employee's OUT punch will correspond to the next or previous day when their shift spans the Day Change Time. It is in this window of time (HH:MM) that an OUT punch must occur to be recorded for the previous day. If the time of the OUT punch does not exceed the Day Change Override window, the OUT punch will be printed in column 2 of that (previous) day. If the OUT punch exceeds the Day Change Override window, it will be considered an IN punch for the following or next day, and no calculation will be made for the previous day.

Example 1:

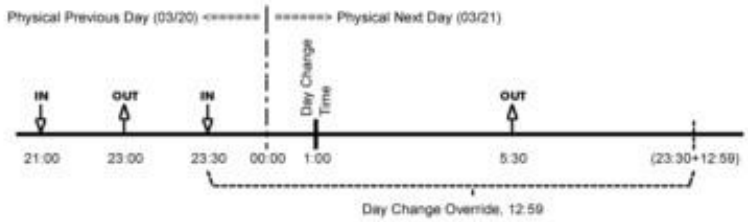


IN	OUT	Daily Net
23:00	08:00	9:00

The time line and punch card show:

With Day Change Override set to 12:59, the employee is allowed to punch OUT after the Day Change Time and have the OUT punch count toward the previous day's hours.

Example 2:

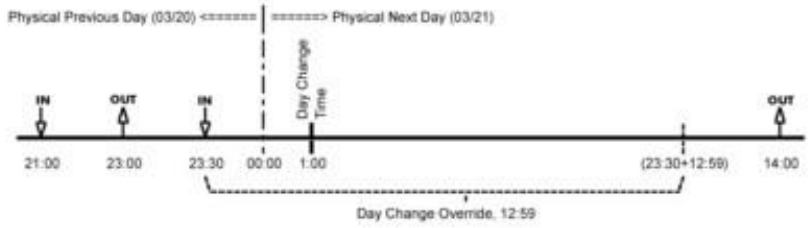


IN	OUT	Daily Net
21:00	23:00	2:00
23:30	5:30	6:00

The time line and punch card show:

That Day Change Override of 12:59 is from the last IN punch. The employee has up to and including 12:59 hours from the last IN punch to punch OUT and have the the OUT punch count toward the previous day's hours.

Example 3:



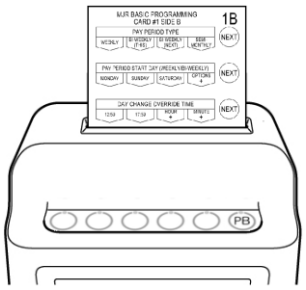
IN	OUT	Daily Net
R 21:00	R 23:00	2:00
R 23:30		
R 14:00		

The time line and punch card show:

The last OUT (14:00) punch is past (outside) the 12:59 Day Change Override. Therefore, the last OUT (14:00) punch will be taken as an IN punch for the next day and no calculations will be made for the previous day (03/20) because there is no OUT punch.

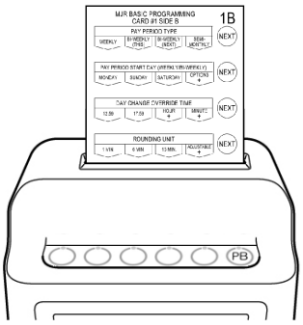
The default value of the Day Change Override is set to 12:59 (12 hours and 59 minutes from the IN punch). If you wish to change this setting, perform the following:

1. If you have not already done so, insert MJR Basic Programming Card #1 Side B and advance it to the Day Change Override Time position by pressing the Next button once or twice.



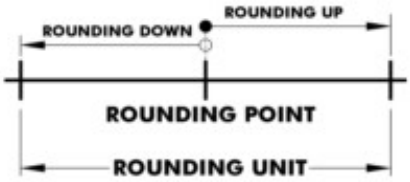
2. Make a selection by pressing the button indicated by the programming card for the preset values of 12:59, 17:59, or enter in your own Day Change Override by pressing the Hours and Minutes buttons.

3. Press the Next button to enter your selection. The card and the display will advance to the Rounding Unit position. You may also press the Next button to advance through all settings until the card is ejected.



Time Rounding

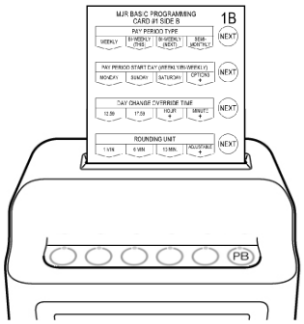
Time Rounding is used to simplify the calculation of accumulated hours. When an IN/OUT punch equals or is greater than the Rounding Point, that time is rounded up to the next Rounding Unit. When an IN/OUT punch is less then the Rounding Point, it is rounded down to the previous Rounding Unit.



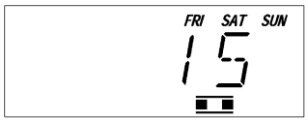
If you are using Revision Zones, the Rounding Unit and Rounding Point will be ignored and the settings of the Revision Zones will be applied to the punch.

The Rounding Unit is set to a default of (15) and the Rounding Point default is set to (8). To set the Rounding Unit and Point, perform the following:

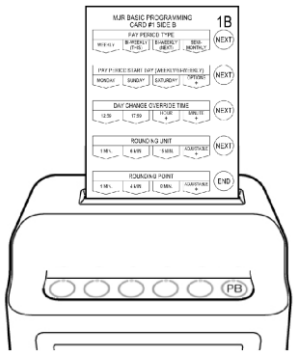
1. If you have not already done so, insert MJR Basic Programming Card #1 Side B and advance it to the Rounding Unit position by pressing the Next button twice or three times.



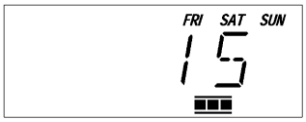
2. Make a selection by pressing the buttons indicated by the programming card. The choices are: 1 Minute, 6 Minutes, 15 Minutes (Default), or Adjustable (1 through 60 minutes). If you are using the Adjustable setting, press the button indicated until the desired value appears in the display.



3. Press the Next button to enter your selection. The card and the display will advance to the Rounding Point position. You may also press the Next button to advance through all settings until the card is ejected.



4. Select by pressing the buttons indicated by the programming card. The choices are: 1 Minute, 4 Minutes, 8 Minutes (Default), or Adjustable (1 through 60 minutes). If you are using the Adjustable setting, hold down the button indicated until the desired value appears in the display.



***Note*:** The Rounding Unit must be greater than the Rounding Point.

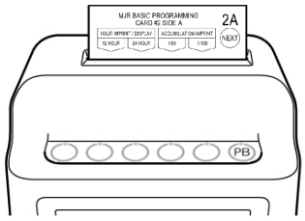
5. Press the End button to enter the value selected and eject the card.

Imprint and Display Mode

The MJR-PLUS allows you to select the printing format of the hours on the timecard. The hours setting also applies to the hours format in the LCD display. For hours, you can choose either 12-hour (AM/PM, default with PM hours underlined) or a 24-hour (military) format. For the Accumulation Imprint, 1/60th's (Default) or 1/100th's of a minute can be selected. The Accumulation Imprint setting only applies to the Daily Net and Accumulated Hours columns on the timecard. In and out punch times only print in minutes.

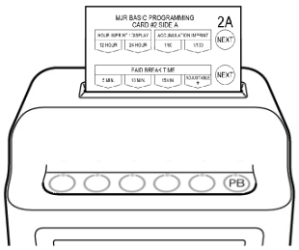
To change these settings, perform the following:

1. Insert MJR Basic Programming Card #2 Side A. The card will stop at the Hour Imprint / Display position.



2. Press the buttons indicated by the programming card to set the desired format for both the Hour and Accumulation Imprint type.

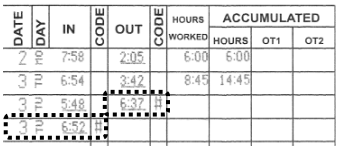
3. Press the Next button to enter your selection. The card and the display will advance to the Paid Break Time. You may also press the Next button to advance through all settings until the card is ejected.



Paid Break Time

When you insert the timecard with the PB button pressed at the timing of an OUT punch on the MJR-PLUS, it will be recorded as a Paid Break punch, and both the OUT and IN punches will be printed simultaneously. A hash mark will be printed next to the time. The time difference between the OUT and IN punches can be set as the Paid Break Time.

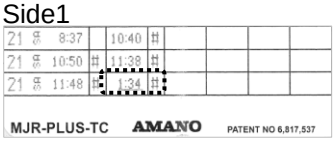
Example 1:
Paid Break Time = 15 min. Current Date & Time = 9/3/2024 PM6:37
Punch Timing = 2nd OUT Punch



DATE	DAY	IN	CODE	OUT	CODE	HOURS WORKED	ACCUMULATED HOURS	OT1	OT2
2	MO	7:58		2:05		6:00	6:00		
3	TU	6:54		3:42		8:45	14:45		
3	TU	5:48		6:37	#				
3	TU	6:52	#						

Example 2:
Paid Break Time = 10 min. Current Date & Time = 9/21/2024 PM1:34
Punch Timing = 3rd OUT Punch (Last row of Side1)

Side1



21	SA	8:37		10:40	#				
21	SA	10:50	#	11:39	#				
21	SA	11:48	#	1:34	#				

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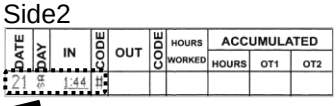
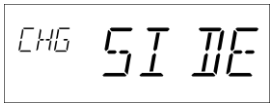
Side2

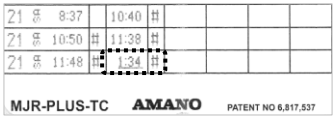


DATE	DAY	IN	CODE	OUT	CODE	HOURS WORKED	ACCUMULATED HOURS	OT1	OT2
21	SA	1:44	#						



***Note*:** If the timecard specified in "CHG SIDE" is left for a while without being inserted, the system returns to normal operation. In this case, the topmost DATE, DAY, IN, and IN CODE columns of Side 2 will be blank. If a timecard designated "CHG SIDE" in Example 2 is left uninserted for some time and the timecard is punched out at 3:30 PM, it will print as follows.

Side1



21	SA	8:37		10:40	#				
21	SA	10:50	#	11:39	#				
21	SA	11:48	#	1:34	#				

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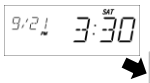
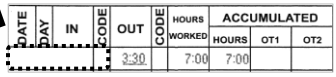


Side2

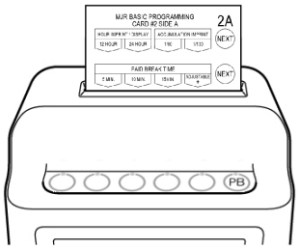


DATE	DAY	IN	CODE	OUT	CODE	HOURS WORKED	ACCUMULATED HOURS	OT1	OT2
				3:30		7:00	7:00		

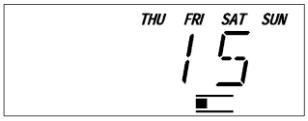
***Note*:** The Paid Break punch is only recorded on the timecard and does not get transmitted to TimeGuardian. Additionally, the Paid Break punch does not affect DAILY NET, ACCUMULATED HOURS, OT1, and OT2.

To configure the Paid Break Time, perform the following:

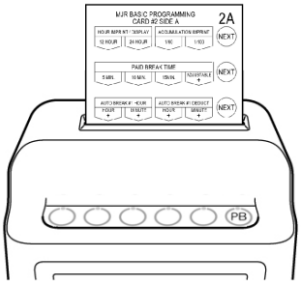
1. If you have not already done so, insert MJR Basic Programming Card #2 Side A and advance it to the Paid Break Time position by pressing the Next button once.



2. Select by pressing the buttons indicated by the programming card. The choices are: 5 Minute, 10 Minutes, 15 Minutes (Default), or Adjustable (1 through 60 minutes). If you are using the Adjustable setting, press the button indicated until the desired value appears in the display.



3. Press the Next button to enter your selection. The card and the display will advance to the Auto Break #1 position. You may also press the Next button to advance through all settings until the card is ejected.

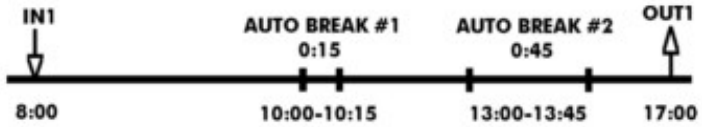


Automatic Break

Up to two Automatic Breaks can be programmed in the MJR-PLUS. Each break deduction is limited to a maximum of four hours. The amount of time set for each break is automatically deducted provided that the employee works the minimum number of hours to qualify for each break.

Example 1: One IN and OUT punch per day.

IN1 = IN Punch 1 = 8:00	Auto Break 1 Hours = 2:00
OUT1 = Out Punch 1 = 17:00	Auto Break 1 Deduct = 0:15
	Auto Break 2 Hours = 5:00
	Auto Break 2 Deduct = 0:45

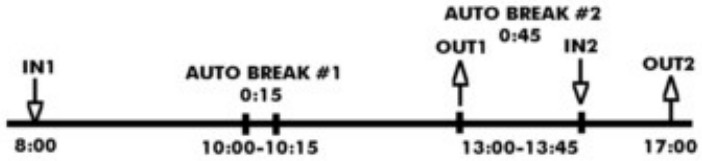


Scenario 1: An employee punches in for the day at 8:00 hours. At 10:00 hours, Auto Break #1 will begin. At this time, the clock will deduct a 0:15 minute break for the employee.

At 13:00 hours, Auto Break #2 will begin. At this time, the clock will deduct a 0:45 minute break for the employee. At 17:00 hours, the employee will punch out for the day. Their total accumulated hours for the Daily Net Total will be 8:00 hours (17:00-8:00-0:15-0:45=8:00).

Example 2: Two IN and OUT punches per day.

IN1 = IN Punch 1 = 8:00	Auto Break 1 Hours = 2:00
OUT1 = Out Punch 1 = 13:00	Auto Break 1 Deduct = 0:15
IN2 = IN Punch 2 = 13:45	Auto Break 2 Hours = 5:00
OUT2 = Out Punch 2 = 17:00	Auto Break 2 Deduct = 0:45

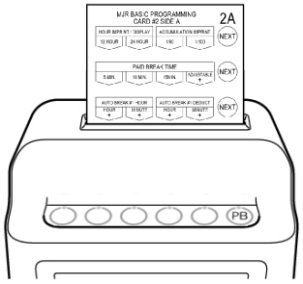


Scenario 2: An employee punches in for the day at 8:00 hours. At 10:00 hours, Auto Break #1 will begin. At this time, the clock will deduct a 0:15 minute break for the employee.

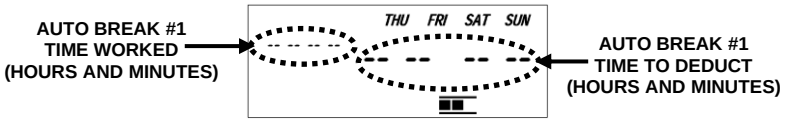
At 13:00 hours, Auto Break #2 will begin, and the employee will punch out. At 13:45 hours, the employee will punch back in. At this time, the clock will deduct a 0:45 minute break for the employee. At 17:00 hours, the employee will punch out for the day. Their total accumulated hours for the Daily Net Total will be 8:00 hours (17:00-8:00-9:00-0:15-0:45=8:00).

To set Auto Break 1 and Auto Break 2, perform the following:

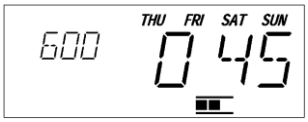
1. Insert MJR Basic Programming Card #2 Side A and position it to the Auto Break position by pressing the Next button twice.



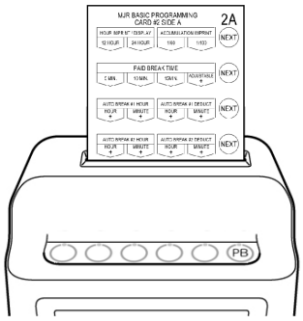
2. The display will appear as follows:



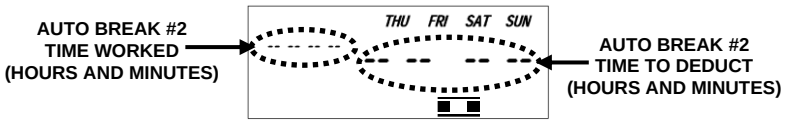
3. Press the buttons indicated by the programming card for the time (hours and minutes) required to work to qualify for the break deduction and the time to be deducted.



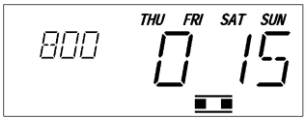
4. Press the Next button to enter your selections. The card and the display will advance to the Auto Break #2 position. You may also press the Next button to advance through all settings until the card is ejected.



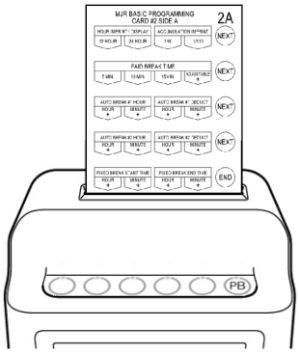
5. The display for the Auto Break #2 position will appear as follows:



6. Press the buttons indicated by the programming card for the time (hours and minutes) required to work to qualify for the break deduction and the time to be deducted.



7. Press the Next button to enter your selections. The card and the display will advance to the Fixed Break position. You may also press the Next button to advance through all settings until the card is ejected.

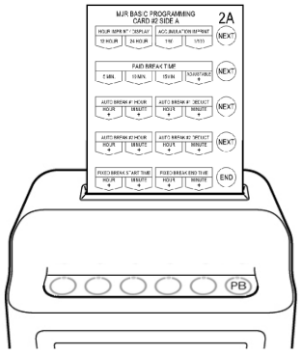


Fixed Break

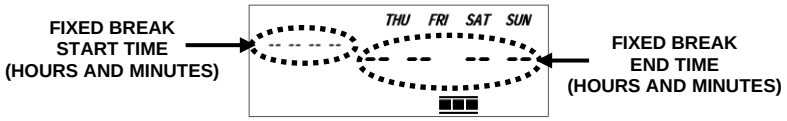
A single Fixed Break can be programmed. The break is defined by the Start and End Times entered. The amount of time for the Fixed Break is deducted automatically in the Daily Net calculation if the user is still punched IN between the Start and End Times of the break. The Fixed Break Time will be automatically deducted even if the break is not punched.

To set the Start and End Times for the Fixed Break:

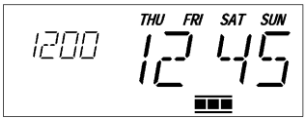
1. If you have not already done so, insert MJR Basic Programming Card #2 Side A, and advance it to the Fixed Break position by pressing the Next button four times.



2. The display will appear as follows:



3. Press the buttons indicated by the programming card for the Start and End times (hours and minutes) of the break.



4. Press the End button to enter the value selected and eject the card.

Daily and Weekly Overtime

Overtime can be calculated on a daily or weekly basis; two levels of overtime can be set for each one. For overtime to be calculated, you must set the number of hours to be worked in a day and/or a week before overtime can be accumulated. Overtime hours in the OT1 and OT2 columns are accumulated for the pay period as follows:

DATE	DAY	IN	CODE	OUT	CODE	HOURS WORKED	ACCUMULATED		
							HOURS	OT1	OT2
2	FR	8:30		2:20		5:45	5:45		
2	FR	3:14		6:06		8:30	8:00	0:30	
2	FR	7:07		9:55		11:30	8:00	3:30	
2	FR	10:00		11:46		13:15	8:00	4:00	1:15
3	SA	7:52		11:50	#				
3	SA	12:05	#	5:34		9:45	16:00	5:45	1:15
3	SA	5:59		7:11		11:00	16:00	7:00	1:15
3	SA	9:18		5:32		19:15	16:00	8:00	8:30
4	SU	8:40		10:30		1:45	17:45	8:00	8:30
4	SU	10:40	◆	4:38		7:45	20:00	11:45	8:30
4	SU	5:52		6:06	#				
4	SU	6:21	#	8:12		10:15	20:00	14:15	8:30

The OT1 Column contains a cumulative total of all Daily OT1 and Weekly OT1 Hours that have exceeded the Daily or Weekly OT1 thresholds.

The OT2 Column contains a cumulative total of all Daily OT2 and Weekly OT2 Hours that have exceeded the Daily or Weekly OT2 thresholds.

The OT1 and OT2 totals for the Pay Period will be printed on the last line used on the timecard.

Example: Daily Overtime

If the Daily OT #1 is set to 7, and the employee works 10 hours, the employee will receive 3 hours overtime for that day.

If the Daily OT#1 is set to 7 and Daily OT#2 is set to 10 hours, and the employee works 11 hours, the employee will receive 3 hours in Daily OT#1 and 1 hour for Daily OT#2 for that day.

Daily and Semi-Monthly Overtime

Overtime can be calculated on a daily or semi-monthly basis; two levels of overtime can be set for each one. For overtime to be calculated, you must set the number of hours to be worked in a day and/or a semi-monthly before overtime can be accumulated. Overtime hours in the OT1 and OT2 columns are accumulated for the pay period as follows:

DATE	DAY	IN	CODE	OUT	CODE	HOURS WORKED	ACCUMULATED		
							HOURS	OT1	OT2
2	MO	8:30		2:20		5:45	5:45		
2	MO	3:14		6:06		8:30	8:00	0:30	
2	MO	7:07		9:55		11:30	8:00	3:30	
2	MO	10:00		11:46		13:15	8:00	4:00	1:15
3	TU	7:52		11:50	#				
3	TU	12:05	#	5:34		9:45	16:00	5:45	1:15
3	TU	5:59		7:11		11:00	16:00	7:00	1:15
3	TU	9:18		5:32		19:15	16:00	8:00	8:30
4	WE	8:40		10:30		1:45	17:45	8:00	8:30
4	WE	10:40	◆	4:38		7:45	20:00	11:45	8:30
4	WE	5:52		6:06	#				
4	WE	6:21	#	8:12		10:15	20:00	14:15	8:30

The OT1 Column contains a cumulative total of all Daily OT1 and Semi-Monthly OT1 Hours that have exceeded the Daily or Semi-Monthly OT1 thresholds.

The OT2 Column contains a cumulative total of all Daily OT2 and Semi-Monthly OT2 Hours that have exceeded the Daily or Semi-Monthly OT2 thresholds.

The OT1 and OT2 totals for the Pay Period will be printed on the last line used on the timecard.

Example: Daily Overtime

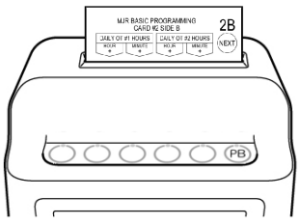
If the Daily OT #1 is set to 7, and the employee works 10 hours, the employee will receive 3 hours overtime for that day.

If the Daily OT#1 is set to 7 and Daily OT#2 is set to 10 hours, and the employee works 11 hours, the employee will receive 3 hours in Daily OT#1 and 1 hour for Daily OT#2 for that day.

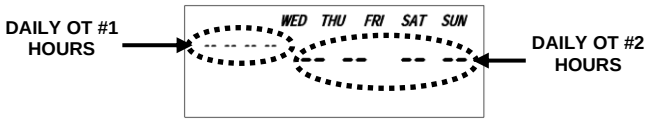
Daily Overtime

To set the Daily OT threshold levels, perform the following:

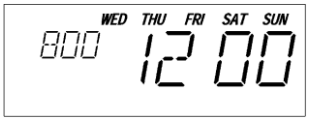
1. Insert MJR Basic Programming Card #2 Side B. The card will stop at the Daily OT position.



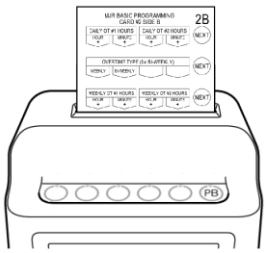
2. The display will appear as follows:



3. Press the buttons indicated by the programming card for the time (hours and minutes) required to work before Daily OT #1 and #2 threshold levels are met.



4. Press the Next button to enter your selection. The card and the display will advance to the Overtime Type position. You may also press the Next button to advance through all settings until the card is ejected.
   If you have set it to Weekly, the Overtime Type will be skipped as it is not necessary to set it. If you have set it to Semi-Monthly, both the Overtime Type and Weekly OT will be skipped as they are not necessary to set.

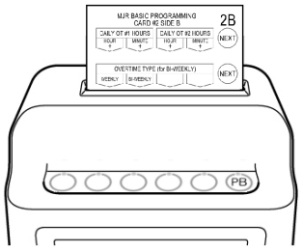


Overtime Type

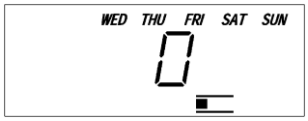
This parameter is used to set how Weekly OT #1 and OT#2 threshold levels will be calculated for a Bi-Weekly Pay Period Type. If either Bi-Weekly Pay Period Type is selected, the overtime calculation will be based on the threshold level set in the Weekly OT #1 and #2 settings. (Refer to MJR Basic Programming Card #2 Side B). You then have the option of calculating these levels on a weekly or bi-weekly basis based on the accumulated number of hours for both weeks.

To select the Overtime Type, perform the following:

1. If you have not already done so, insert MJR Basic Programming Card #3 Side A, and advance it to the Overtime Type position by pressing the Next button three times.



2. Press the button for the desired Overtime Type as indicated by the programming card. A code will appear in the display. The codes are: 0 = Weekly, 1 = Bi-Weekly.



3. Press the Next button to enter your selection. The card and the display will advance to the Weekly OT (Overtime) position. You may also press the Next button to advance through all settings until the card is ejected.

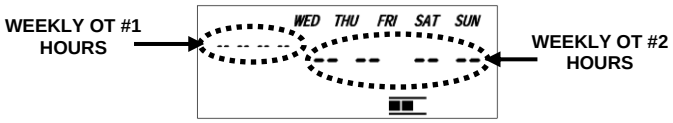
Weekly Overtime

This parameter can be set only when Pay Period Type of MJR Basic Programming Card #1 Side B is Weekly or Bi-Weekly.

To set the Weekly OT threshold levels, perform the following:

1. Insert MJR Basic Programming Card #2 Side B and position it to the Weekly OT position by pressing the Next button once or twice.

2. The display will appear as follows:



3. Press the buttons indicated by the programming card for the time (hours and minutes) required to work before Weekly OT #1 and #2 threshold levels are met.

***Note*:** The maximum time that can be set for each Weekly OT level is 49:59.

***Note*:** For a Bi-Weekly Pay Period, if the Overtime Type (MJR Basic Programming Card #2 Side B) is set to Bi-Weekly, the Weekly OT threshold levels will be doubled (maximum of 99:58). However, the LCD display will show the actual duration without being doubled.

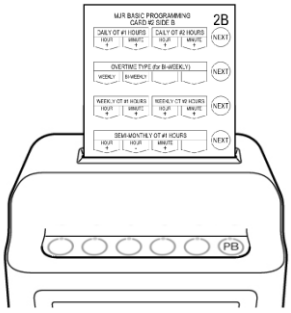
4. Press the Next button to enter the values selected and eject the card.

Semi-Monthly Overtime

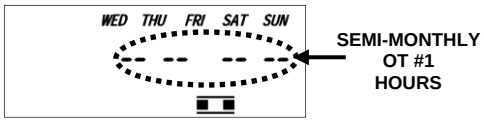
This parameter can only be set for the Semi-Monthly Pay Period Type on MJR Basic Programming Card #1 Side B.

To set the Semi-Monthly OT #1 threshold levels, perform the following:

1. Insert MJR Basic Programming Card #2 Side B and position it to the Semi-Monthly OT #1 position by pressing the Next button once.



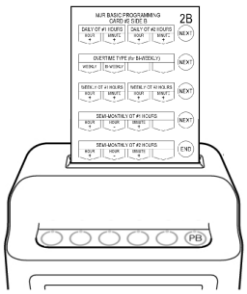
2. The display will appear as follows:



3. Press the buttons indicated by the programming card for the time (hours and minutes) required to work before Semi-Monthly OT #1 threshold levels are met.

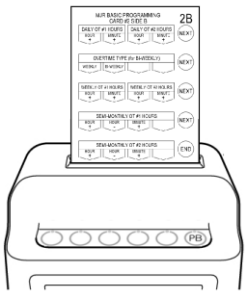
***Note*:** The maximum time that can be set for each Semi-Monthly OT level is 99:59.

4. Press the Next button to enter your selection. The card and the display will advance to the Semi-Monthly OT #2 position. You may also press the Next button to advance through all settings until the card is ejected.

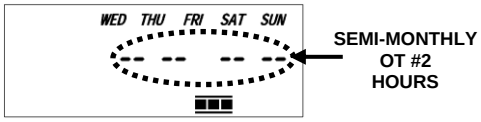


To set the Semi-Monthly OT #2 threshold levels, perform the following:

1. Insert MJR Basic Programming Card #2 Side B and position it to the Semi-Monthly OT #2 position by pressing the Next button twice.



2. The display will appear as follows:



3. Press the buttons indicated by the programming card for the time (hours and minutes) required to work before Semi-Monthly OT #2 threshold levels are met.

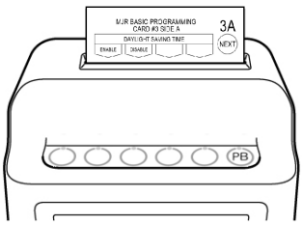
***Note*:** The maximum time that can be set for each Semi-Monthly OT level is 99:59.

4. Press the End button to enter the values selected and eject the card.

Daylight Saving Time

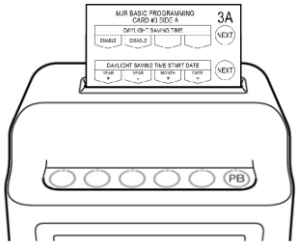
The MJR-PLUS is shipped from the factory with the Daylight-Saving Time (DST) feature enabled. However, it can be disabled if so desired. The procedure for enabling/disabling DST is as follows:

1. Insert MJR Basic Programming Card #3 Side A. The card will stop at the Daylight Saving Time position.



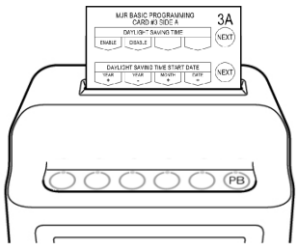
2. Press the one of the buttons indicated by the programming card to either enable or disable Daylight Saving Time.

3. Press the Next button to enter your selection. The card and the display will advance to the Daylight-Saving Time Begin Date position. You may also press this button to advance through all settings until the card is ejected.
***Note*:** If "Disable" is selected, pressing Next will advance to the Card Data Clear position.

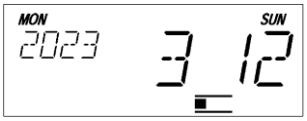


If DST is enabled, the MJR-PLUS will automatically calculate the DST begin date from year to year. If you wish to manually change this date, follow the procedure below.

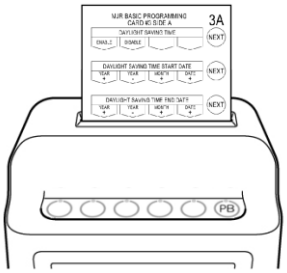
1. If you have not already done so, insert MJR Basic Programming Card #3 Side A and advance it to the Daylight Saving Time Begin Date position by pressing the Next button once.



2. Press the buttons indicated by the programming card to increase the year, month, and date to the desired setting.

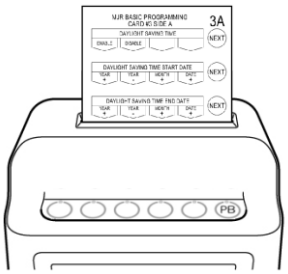


3. Press the Next button to enter the values selected. The card will advance to the Daylight Saving Time End Date position. You may also press the Next button to advance through all settings until the card is ejected.

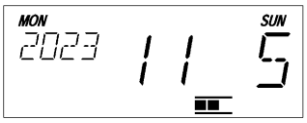


If DST is enabled, the MJR-PLUS will automatically calculate the DST end date from year to year. If you wish to manually change this date, follow the procedure below.

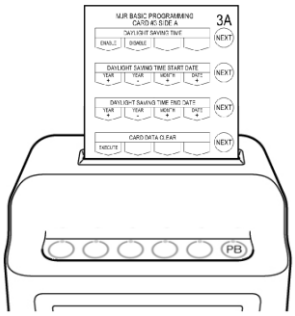
1. If you have not already done so, insert MJR Basic Programming Card #1 Side B and advance it to the Daylight Saving Time End Date position by pressing the Next button twice.



2. Press the buttons indicated by the programming card to increase the year, month, and date to the desired setting.



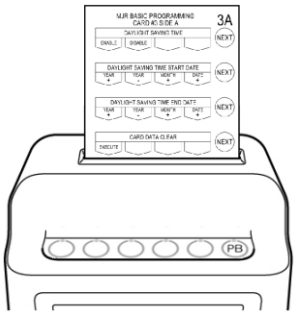
3. Press the Next button to enter the values selected. The card and the display will advance to the Card Data Clear position. You may also press the Next button to advance through all settings until the card is ejected.



Card Data Clear

Since the MJR-PLUS stores time data by timecard number, it may be necessary to manually clear a particular card number and its corresponding time data from memory. This feature is useful if the time card is no longer used or the time card (user) limit has been reached. To clear the card data, perform the following:

1. If you have not already done so, insert MJR Basic Programming Card #3 Side A and advance it to the Card Data Clear position by pressing the Next button once or three times.



2. Press the button indicated by the programming card to clear card data. The programming card will be ejected.

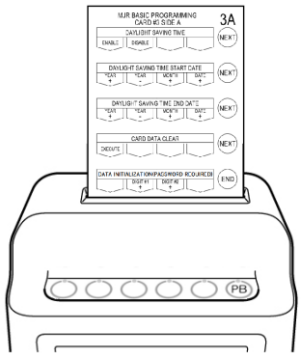
3. Insert the timecard you want to clear. When the timecard is ejected, the data associated with that timecard number will be cleared from the MJR-PLUS's memory and "**********" will be printed in the Margin section of the timecard.

Data Initialization

This selection is used to print out programmed settings or reset your MJR-PLUS programmed settings to their default values.

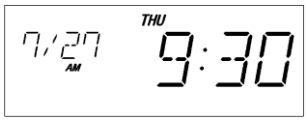
To do either operation, perform the following:

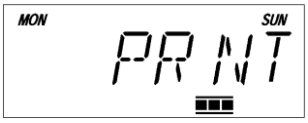
1. If you have not already done so, insert MJR Basic Programming Card #3 Side A, and advance it to the Data Initialization position by pressing the Next button twice or four times.



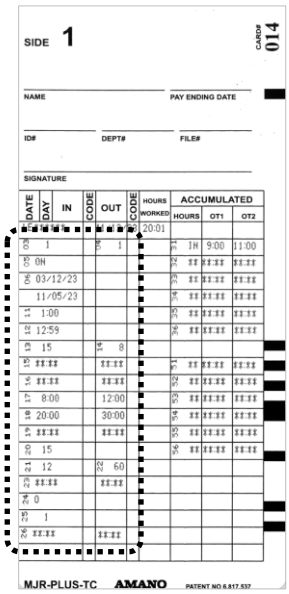
2. Press the buttons indicated by the programming card to enter in a code to either initialize (44) or print out (77) programmed settings.

3. Press the End button to enter your selection and eject the card. If code 44 was entered, the MJR-PLUS will beep and return to normal operation mode. If code 77 was entered, insert a blank timecard. The programmed settings will be printed on this card with the basic and advanced settings.

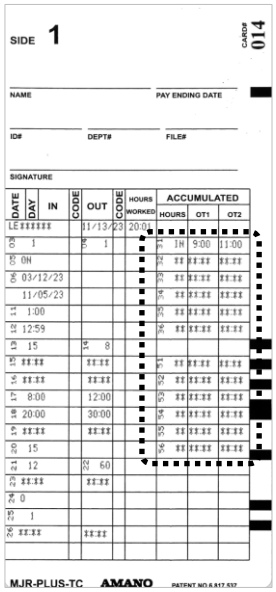




***Note*:** Network settings are not initialized by entering code 44. If you want to reset the network settings to their default values, enter code 66. For more details on network settings, please refer to Chapter 4: TimeGuardian Integration.



No.	Programming Item	Default
03	Pay Period Type	0 (Weekly)
04	Pay Period Start Day	1 (Monday)
05	Daylight Saving Time	1 (Enable)
06	Daylight Saving Time Start | End Date	03/12/23 | 11/05/23
11	Day Change Time	1:00
12	Day Change Override Time	12:59
13	Rounding Unit	15
14	Rounding Point	8
15	Auto Break #1 Hour/Deduction	**:**/**:**
16	Auto Break #2 Hour/Deduction	**:**/**:**
17	Daily OT #1/#2 Hours	**:**/**:**
18	Weekly OT #1/#2 Hours	**:**/**:**
19	Semi-Monthly OT #1/#2 Hours	**:**/**:**
20	Paid Break Time	15
21	Hour Imprint/Display | Accumulation Imprint	1(12H) | 0(1/60th's)
23	Fixed Break Start/End Time	**:**/**:**
24	Overtime Type	0 (Weekly)
25	Time Clock Settings	1 (MJR-PLUS Wi-Fi)
26	Backlight Off Time Period	**:**/**:**



No.	Programming Item	Default
31	Exception 1 Punch Type	0
	Exception 1 Start/End Times	**:**/**:**
32	Exception 2 Punch Type	0
	Exception 2 Start/End Times	**:**/**:**
33	Exception 3 Punch Type	0
	Exception 3 Start/End Times	**:**/**:**
34	Exception 4 Punch Type	0
	Exception 4 Start/End Times	**:**/**:**
35	Exception 5 Punch Type	0
	Exception 5 Start/End Times	**:**/**:**
36	Exception 6 Punch Type	0
	Exception 6 Start/End Times	**:**/**:**
51	Revision 1 Punch Type	0
	Revision 1 Start/End Times	**:**/**:**
52	Revision 2 Punch Type	0
	Revision 2 Start/End Times	**:**/**:**
53	Revision 3 Punch Type	0
	Revision 3 Start/End Times	**:**/**:**
54	Revision 4 Punch Type	0
	Revision 4 Start/End Times	**:**/**:**
55	Revision 5 Punch Type	0
	Revision 5 Start/End Times	**:**/**:**
56	Revision 6 Punch Type	0
	Revision 6 Start/End Times	**:**/**:**

Time Clock Settings

In the Time Clock Settings, you choose how to use the time clock. For detailed instructions, please refer to Chapter 4: TimeGuardian Integration. When "Time Guardian std" or "Time Guardian Cloud" is selected, the "HOURS WORKED" and "ACCUMULATED" fields on the timecard will not be printed. Working hours are calculated by "Time Guardian."

MJR-PLUS Wi-Fi

DATE	DAY	IN	CODE	OUT	CODE	HOURS WORKED	ACCUMULATED		
							HOURS	OT1	OT2
2	MO	8:30		2:20		5:45	5:45		
2	TU	3:14		6:06		8:30	8:00	0:30	
2	TH	7:07		9:55		11:30	8:00	3:30	
2	FR	10:00		11:46		13:15	8:00	4:00	1:15

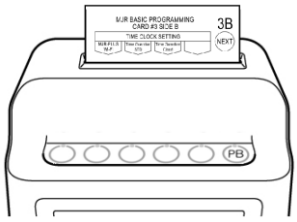
TimeGuardian std or TimeGuardian Cloud

DATE	DAY	IN	CODE	OUT	CODE	HOURS WORKED	ACCUMULATED		
							HOURS	OT1	OT2
2	MO	8:30		2:20					
2	TU	3:14		6:06					
2	TH	7:07		9:55					
2	FR	10:00		11:46					

Select "MJR-PLUS Wi-Fi" if you use MJR-PLUS as a stand-alone device.

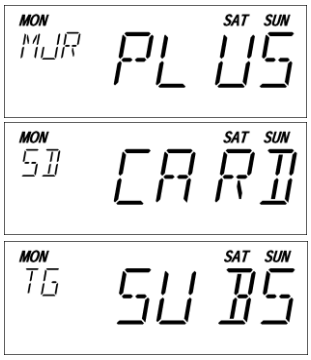
To configure the Time Clock Settings that it will start on, perform the following:

1. Insert MJR Basic Programming Card #3 Side B. The card will stop at the Time Clock Settings position.



2. Select the Time Clock Settings by pressing the corresponding button indicated by the programming card. The codes for the Pay Period Type are as follows:

Code	Pay Period Type
MJR PLUS	MJR-PLUS Wi-Fi
SD CARD	TimeGuardian std
TG SUBS	TimeGuardian Cloud



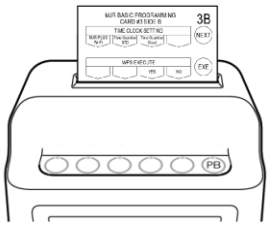
3. Press the Next button to enter the values selected. The card and the display will advance to the WPS Execute position. If you have set TimeGuardian std, the WPS setup will be skipped as it is not used.

WPS Execute

The Time Clock Settings on MJR Basic Programming Card #3 Side B can only be accessed through MJR-PLUS Wi-Fi or TimeGuardian Cloud. It is also possible to input the SSID/PASSWORD from a browser without using WPS. For more details, please refer to Chapter 4: TimeGuardian Integration.

To connect to Wi-Fi using WPS, do the following:

1. Insert MJR Basic Programming Card #3 Side B and position it to the WPS Execute position by pressing the Next button once.



2. The display will appear as follows:

3. After setting the Wi-Fi router to be connected to the WPS execution state, press the Yes button on MJR-PLUS and press the Exe button to execute WPS. The execution result will be displayed after a while.

***Note*:** If you get an "E-xx" error (see Chapter 5: Error Codes), refer to the Wi-Fi router's manual.

***Note*:** To cancel, press the NO button and press the EXE button.

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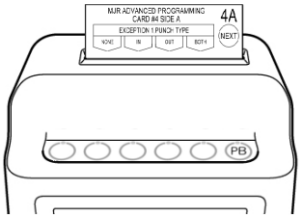
Advanced Programming

Exception Zones

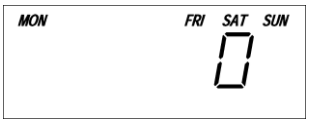
An Exception Zone is used to print a diamond symbol next to the punch time on the timecard during a specified period. This symbol serves to represent a punch that is within a specified time frame set by the user to indicate when an employee arrives late or leaves early.

To create Exception Zone 1, perform the following:

1. Insert MJR Advanced Programming Card #4 Side A. The card will stop at the Exception 1, Punch Type position.

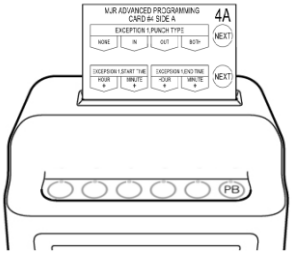


2. Select the Punch Type for Exception 1 from the choices indicated by the programming card and the code on the display. They are:

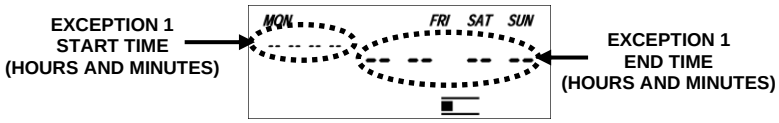


Code	Punch Type
0	None
1	IN
2	OUT
3	Both (IN and OUT)

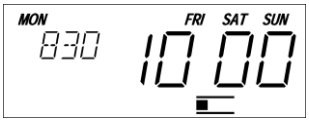
3. Press the Next button to enter your selection. The card and the display will advance to the Exception 1, Start and End Time position. You may also press this button to advance through all settings until the card is ejected. If None was selected, the card and display will advance to the Exception 2, Punch Type position.



4. The display will appear as follows:



5. Press the buttons indicated by the programming card for the Start and End times of the Exception.

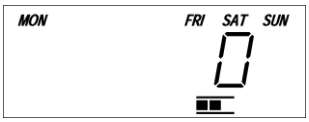


6. Press the Next button to enter the values selected. The card and the display will advance to the Exception 2, Punch Type position. You may also press this button to advance through all settings until the card is ejected.

To create Exception Zone 2, perform the following:

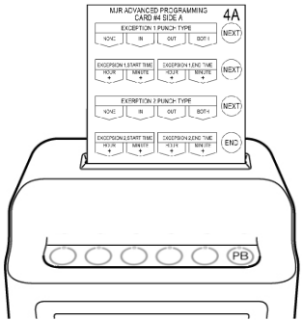
1. If you have not already done so, insert MJR Advanced Programming Card #4 Side A, and advance it to the Exception 2, Punch Type position by pressing the Next button twice.

2. Select the Punch Type for Exception 2 from the choices indicated by the programming card and the code in the display. They are:

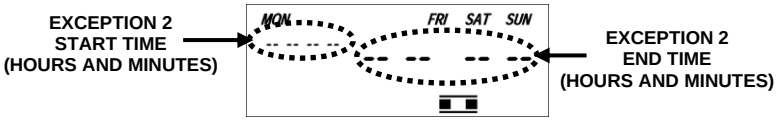


Code	Punch Type
0	None
1	IN
2	OUT
3	Both (IN and OUT)

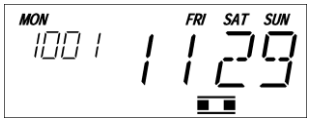
3. Press the Next button to enter your selection. The card and the display will advance to the Exception 2, Start and End Time position. You may also press the Next button to advance through all settings until the card is ejected. If None was selected, the card will be ejected.



4. The display will appear as follows:



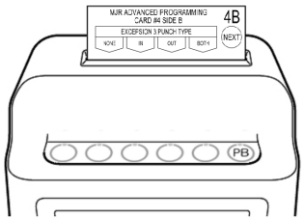
5. Press the buttons indicated by the programming card for the Start and End times of the Exception.



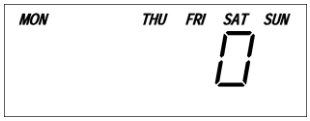
6. Press the End button to enter the values selected and eject the card.

To create Exception Zone 3, perform the following:

1. Insert MJR Advanced Programming Card #4 Side B. The card will stop at the Exception 3, Punch Type position.

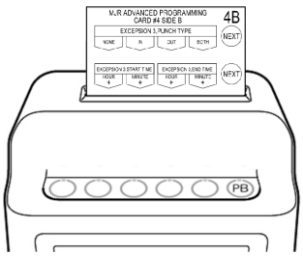


2. Select the Punch Type for Exception 3 from the choices indicated by the programming card and the code in the display. They are:

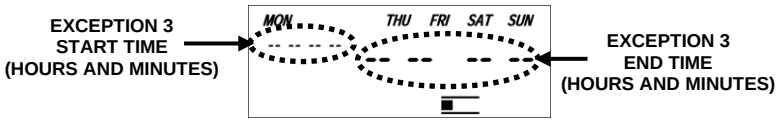


Code	Punch Type
0	None
1	IN
2	OUT
3	Both (IN and OUT)

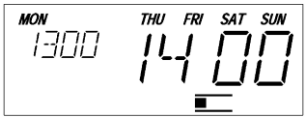
3. Press the Next button to enter your selection. The card and the display will advance to the Exception 3, Start and End Time position. You may also press the Next button to advance through all settings until the card is ejected. If None was selected, the card and display will advance to the Exception 4, Punch Type position.



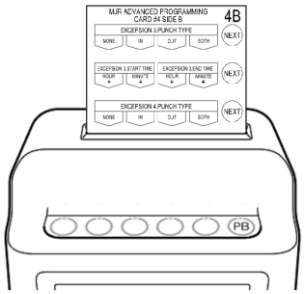
4. The display will appear as follows:



5. Press the buttons indicated by the programming card for the Start and End times of the Exception.

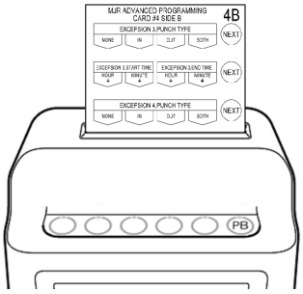


6. Press the Next button to enter the values selected. The card and the display will advance to the Exception 4, Punch Type position. You may also press the Next button to advance through all settings until the card is ejected.

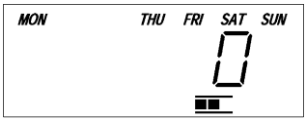


To create Exception Zone 4, perform the following:

1. If you have not already done so, insert MJR Advanced Programming Card #4 Side B, and advance it to the Exception 4, Punch Type position by pressing the Next button twice.

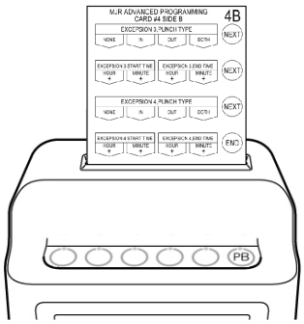


2. Select the Punch Type for Exception 4 from the choices indicated by the programming card and the code in the display. They are:

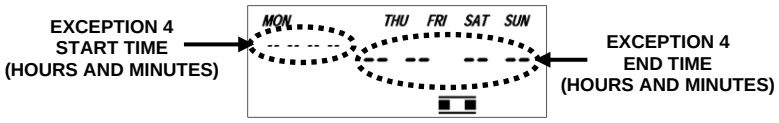


Code	Punch Type
0	None
1	IN
2	OUT
3	Both (IN and OUT)

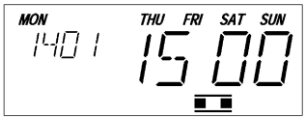
3. Press the Next button to enter your selection. The card and the display will advance to the Exception 4, Start and End Time position. You may also press the Next button to advance through all settings until the card is ejected. If None was selected, will be ejected.



4. The display will appear as follows:



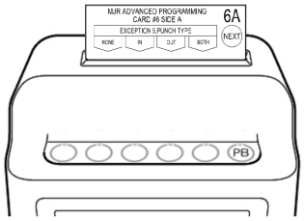
5. Press the buttons indicated by the programming card for the Start and End times of the Exception.



6. Press the End button to enter the values selected and eject the card.

To create Exception Zone 5, perform the following:

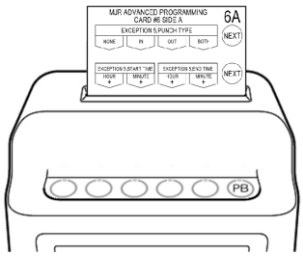
1. Insert MJR Advanced Programming Card #6 Side A. The card will stop at the Exception 5, Punch Type position.



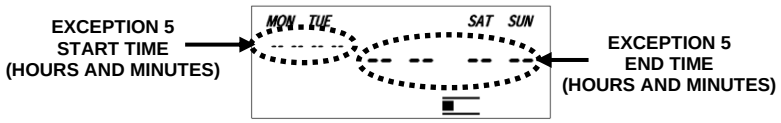
2. Select the Punch Type for Exception 5 from the choices indicated by the programming card and the code in the display. They are:

Code	Punch Type
0	None
1	IN
2	OUT
3	Both (IN and OUT)

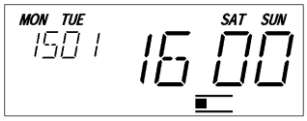
3. Press the Next button to enter your selection. The card and the display will advance to the Exception 5, Start and End Time position. You may also press the Next button to advance through all settings until the card is ejected. If None was selected, the card and display will advance to the Exception 6, Punch Type position.



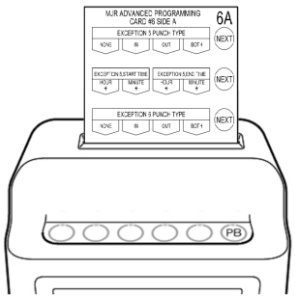
4. The display will appear as follows:



5. Press the buttons indicated by the programming card for the Start and End times of the Exception.



6. Press the Next button to enter the values selected. The card and the display will advance to the Exception 6, Punch Type position. You may also press the Next button to advance through all settings until the card is ejected.



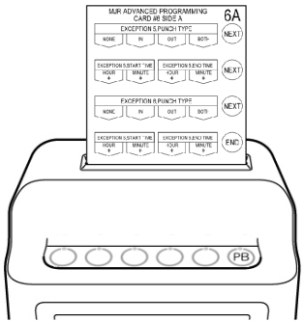
To create Exception Zone 6, perform the following:

1. If you have not already done so, insert MJR Advanced Programming Card #6 Side A, and advance it to the Exception 6, Punch Type position by pressing the Next button twice.

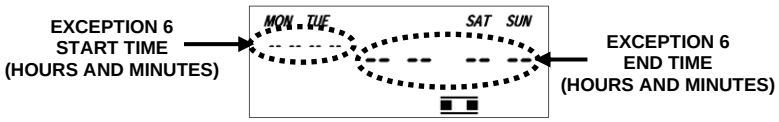
2. Select the Punch Type for Exception 6 from the choices indicated by the programming card and the code in the display. They are:

Code	Punch Type
0	None
1	IN
2	OUT
3	Both (IN and OUT)

3. Press the Next button to enter your selection. The card and the display will advance to the Exception 6, Start and End Time position. You may also press the Next button to advance through all settings until the card is ejected. If None was selected, the card will be ejected.



4. The display will appear as follows:



5. Press the buttons indicated by the programming card for the Start and End times of the Exception.

6. Press the End button to enter the values selected and eject the card.

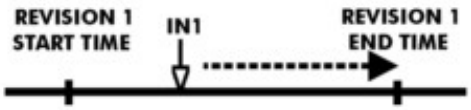
Revision Zones

A Revision Zone is a window of time in which the employee may punch in or out (not both), but the MJR-PLUS will not begin or end calculation at the moment of punch. A punch time in a Revision Zone will be "revised" to a pre-configured time. A Revision Zone consists of a Punch Type, Start Time, and End Time. If the Punch Type is set to IN, then the actual punch time within the Revision Zone will be revised to the Revision Zone End Time. If the Punch Type is set to OUT, then the actual punch time within the Revision Zone will be revised to the Revision Zone Start Time.

When a Revision Zone is enabled, the MJR-PLUS considers "revised" punch times to be the official IN or OUT punches. This feature will prevent employees from accumulating extra time by punching in early or punching out late. Up to (6) Revision Zones can be created.

Example: IN Punch Revision Zone

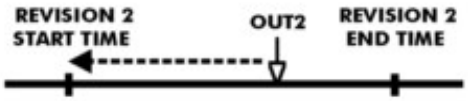
Revision 1 Start Time = 7:30 Punch Type = IN
Revision 1 End Time = 8:00 Actual Punch Time (IN1) = 7:39



Since the Punch Type = IN, the Actual Punch Time of 7:39 will be printed out on the time card, and revised internally to 08:00 for calculation purposes.

Example: OUT Punch Revision Zone

Revision 2 Start Time = 17:00 Punch Type = OUT
Revision 2 End Time = 17:30 Actual Punch Time (OUT2) = 17:19



Since the Punch Type = IN, the Actual Punch Time of 17:19 will be printed out on the timecard, and revised internally to 17:00 for calculation purposes.

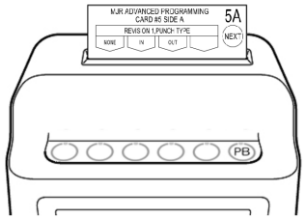
***Note*:** No two Revision Zones with the same punch type can overlap.

Example: (Overlapping Revisions)
Revision #1: Punch Type = IN Beginning Time = 7:00 End Time = 7:30
Revision #2: Punch Type = IN Beginning Time = 7:30 End Time = 8:00

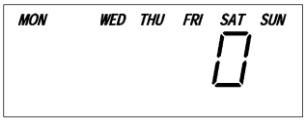
Example: (Non-Overlapping Revisions)
Revision #1: Punch Type = IN Beginning Time = 7:00 **End Time = 7:30**
Revision #2: Punch Type = IN **Beginning Time = 7:31** End Time = 8:00

To create Revision Zone 1, perform the following:

1. Insert MJR Advanced Programming Card #5 Side A. The card will stop at the Revision 1, Punch Type position.



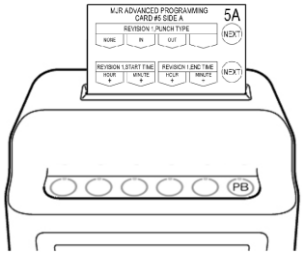
2. Select the Punch Type for Revision 1 from the choices indicated by the programming card and the code in the display. They are:



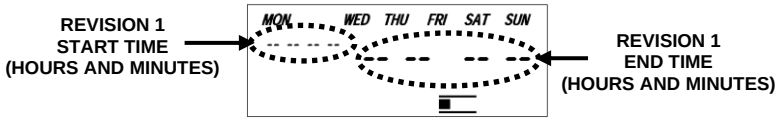
Code	Punch Type
0	None
1	IN
2	OUT

If None is selected the card and display will advance to the Revision 2, Punch Type position.

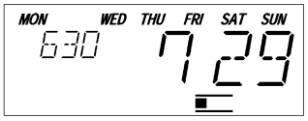
3. Press the Next button to enter your selection. The card and the display will advance to the Revision 1, Start and End Time position. You may also press the Next button to advance through all settings until the card is ejected. If None is selected, the card and display will advance to the Revision 2, Punch Type position.



4. The display will appear as follows:



5. Press the buttons indicated by the programming card for the Start and End times (hours and minutes) of the Revision.

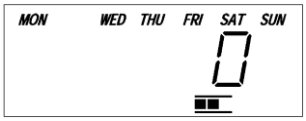


6. Press the Next button to enter the values selected. The card and the display will advance to the Revision 2, Punch Type position. You may also press the Next button to advance through all settings until the card is ejected.

To create Revision Zone 2, perform the following:

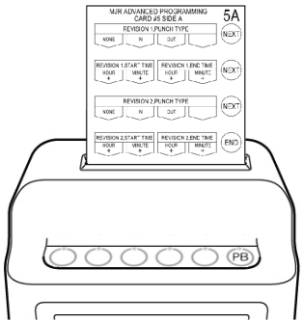
1. If you have not already done so, insert MJR Advanced Programming Card #5 Side A, and advance it to the Revision 2, Punch Type position by pressing the Next button twice.

2. Select the Punch Type for Revision 2 from the choices indicated by the programming card and the code in the display. They are:

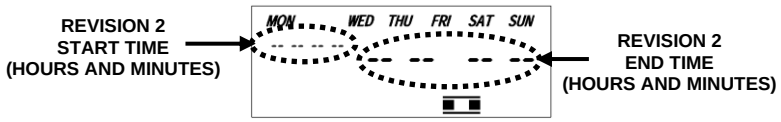


Code	Punch Type
0	None
1	IN
2	OUT

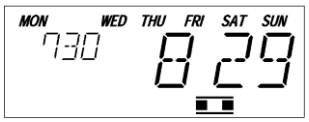
3. Press the Next button to enter your selection. The card and the display will advance to the Revision 2, Start and End Time position. You may also press the Next button to advance through all settings until the card is ejected. If None is selected, the card will be ejected.



4. The display will appear as follows:



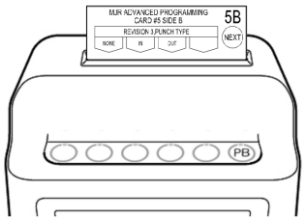
5. Press the buttons indicated by the programming card for the Start and End times (hours and minutes) of the Revision.



6. Press the End button to enter the values selected and eject the card.

To create Revision Zone 3, perform the following:

1. Insert MJR Advanced Programming Card #5 Side B. The card will stop at the Revision 3, Punch Type position.

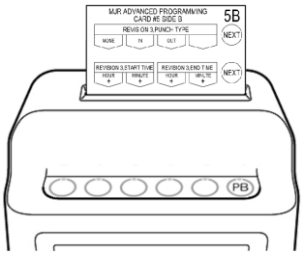


2. Select the Punch Type for Revision 3 from the choices indicated by the programming card and the code in the display. They are:

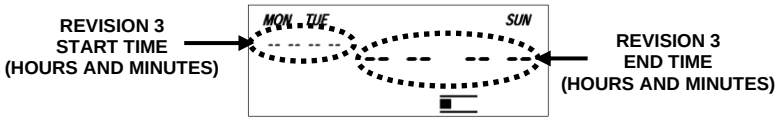
Code	Punch Type
0	None
1	IN
2	OUT

If None is selected (Code 0), the card and display will advance to the Revision 4, Punch Type position.

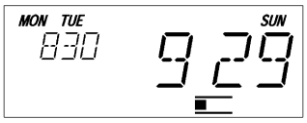
3. Press the Next button to enter your selection. The card and the display will advance to the Revision 3, Start and End Time position. You may also press the Next button to advance through all settings until the card is ejected. If None is selected, the card and display will advance to the Revision 4, Punch Type position.



4. The display will appear as follows:



5. Press the buttons indicated by the programming card for the Start and End times (hours and minutes) of the Revision.



6. Press the Next button to enter the values selected. The card and the display will advance to the Revision 4, Punch Type position. You may also press the Next button to advance through all settings until the card is ejected.

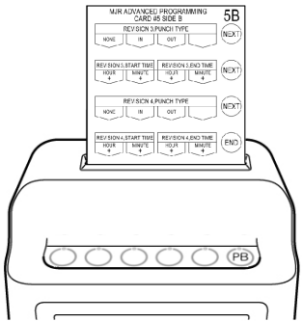
To create Revision Zone 4, perform the following:

1. If you have not already done so, insert MJR Advanced Programming Card #5 Side B, and advance it to the Revision 4, Punch Type position by pressing the Next button twice.

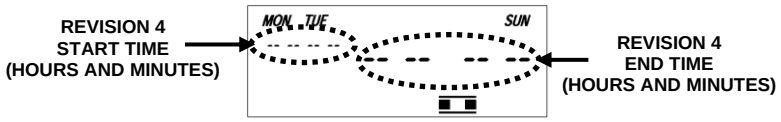
2. Select the Punch Type for Revision 4 from the choices indicated by the programming card and the code in the display. They are:

Code	Punch Type
0	None
1	IN
2	OUT

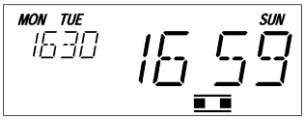
3. Press the Next button to enter your selection. The card and the display will advance to the Revision 4, Start and End Time position. You may also press the Next button to advance through all settings until the card is ejected. If None is selected, the card will be ejected.



4. The display will appear as follows:



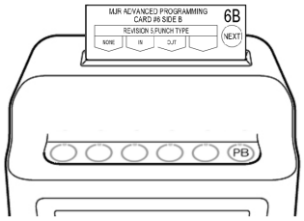
5. Press the buttons indicated by the programming card for the Start and End times (hours and minutes) of the Revision.



6. Press the End button to enter the values selected and eject the card.

To create Revision Zone 5, perform the following:

1. Insert MJR Advanced Programming Card #6 Side B. The card will stop at the Revision 5, Punch Type position.

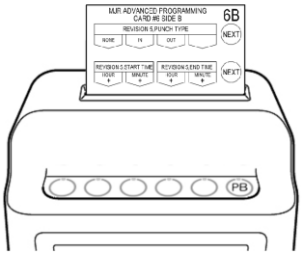


7. Select the Punch Type for Revision 5 from the choices indicated by the programming card and the code in the display. They are:

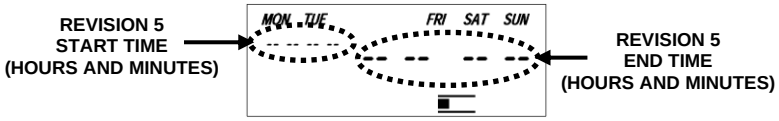
Code	Punch Type
0	None
1	IN
2	OUT

If None is selected the card and display will advance to the Revision 6, Punch Type position.

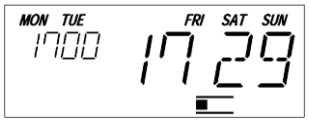
2. Press the Next button to enter your selection. The card and the display will advance to the Revision 5, Start and End Time position. You may also press the Next button to advance through all settings until the card is ejected. If None is selected, the card and display will advance to the Revision 6, Punch Type position.



3. The display will appear as follows:



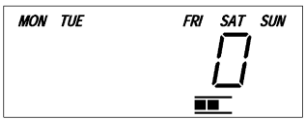
4. Press the buttons indicated by the programming card for the Start and End times (hours and minutes) of the Revision.



5. Press the Next button to enter the values selected. The card and the display will advance to the Revision 6, Punch Type position. You may also press the Next button to advance through all settings until the card is ejected.

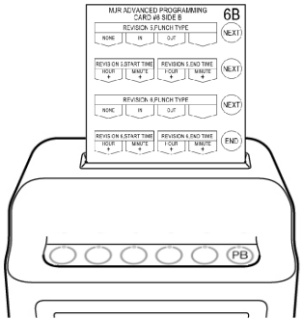
To create Revision Zone 6, perform the following:

1. Select the Punch Type for Revision 6 from the choices indicated by the programming card and the code in the display. They are:

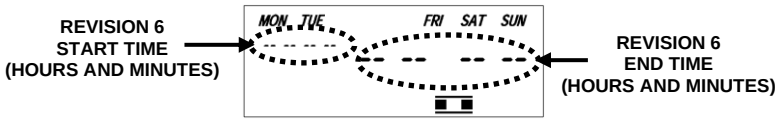


Code	Punch Type
0	None
1	IN
2	OUT

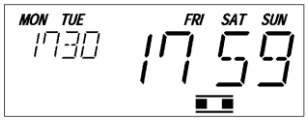
2. Press the Next button to enter your selection. The card and the display will advance to the Revision 6, Start and End Time position. If None is selected, the card will be ejected.



3. The display will appear as follows:



4. Press the buttons indicated by the programming card for the Start and End times (hours and minutes) of the Revision.



5. Press the End button to enter the values selected and eject the card.

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Chapter 4: TimeGuardian integration

Introduction

Operation	Programming Card #3 SIDE B [TIME CLOCK SETTING] Item Name
Free cloud operation	MJR-PLUS WiFi (Default)
License on-premises operation	Time Guardian std (stand alone soft)
Subscription cloud operation	Time Guardian Cloud

The MJR-PLUS time clock comes with a free “MJRcloud” base as default, this free data base will allow you to see the “IN” and ‘OUT” punches from all employees.

https://mjrcloud.com

If you need a more advanced Time and Attendance control system, this clock (MJR-PLUS) can be incorporated with our AMANO “ Time Guardian” or “Time Guardian Cloud”.

- The “License on-premises” option requires the purchase of our Time Guardian Software, (The data is transferred from the clock via micro-SD card 32 MB or less)

  For detailed information on this software, you can email or call to:

  TGSUPPORT@AMANO.COM

  1800-896-7035 / 1800-253-9836

- The “Subscription Cloud” option requires to sign in and subscribe to the following site.

  Note:
  You will be able to sign in for a 15 days FREE trial.

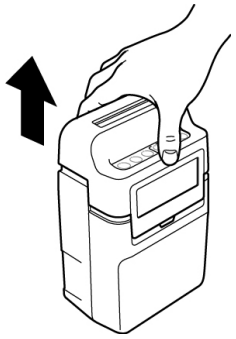
https://admin.timeguardian.app

Integration with Licenced (Stand alone software) Version of TimeGuardian

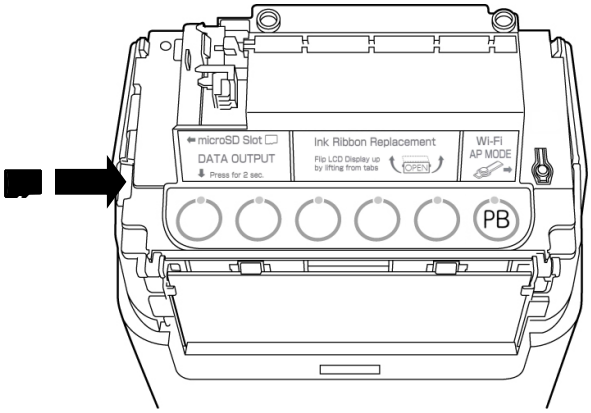
As stated in the introduction, when using the Licensed Version of TimeGuardian, please set [Time Guardian std] using Programming Card #3 SIDE B. In the On-Premises Version of TimeGuardian, you can import the clocking data obtained from MJR-PLUS through a microSD card into your PC. To perform data aggregation on the PC, the time cards printed by MJR-PLUS will not include aggregate printouts.

The following shows the procedure for extracting stamped data from MJR-PLUS.

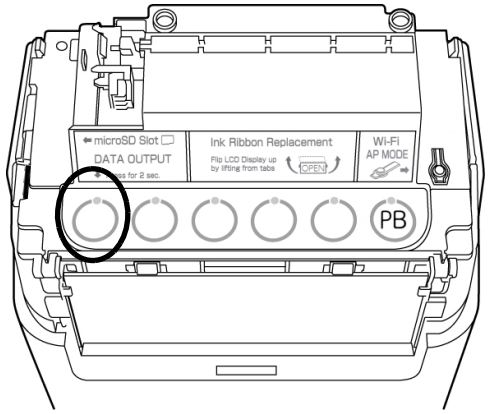
1. Remove the Top Cover.



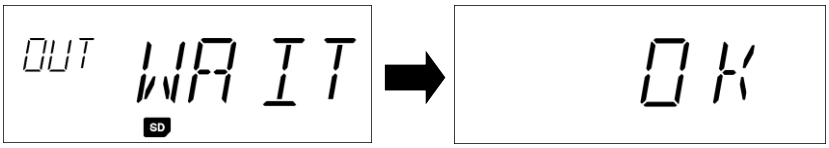
2. Insert the microSD into the slot on the left side.

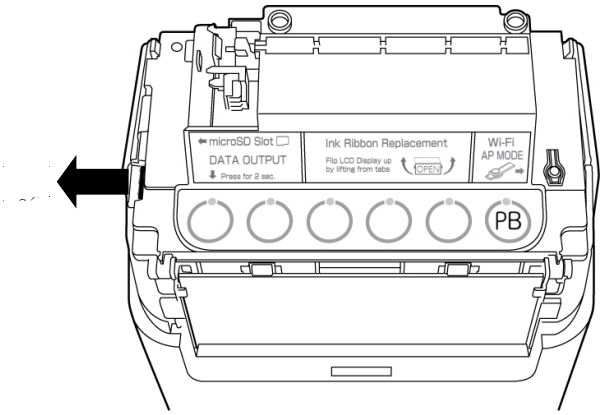


3. Press the leftmost [DATA OUTPUT] button for 2 seconds or more.



4. Remove the microSD when OK is displayed on the LCD.





5. Migrate the microSD data to your PC. Please refer to the on-prem TimeGuardian manual for the procedure.

Integration with Subscription Cloud version of TimeGuardian

As described in Introduction, when using the Subscription cloud version of TimeGuardian, set [MJR-PLUS Wi-Fi] or [Time Guardian Cloud] in Programming Card #3 SIDE B. The cloud version of TimeGuardian transfers the time stamp data retrieved from MJR-PLUS via the Internet to the cloud version of TimeGuardian. In paid cloud operation, totals are not printed on the timecards printed by MJR-PLUS because the cloud service side performs the totals. In the free cloud operation, the cloud service side does not perform totals, so the totals are printed on the time card printed by MJR-PLUS.

WARNING!: To use the cloud version of TimeGuardian, be sure to register as a user. If the Wi-Fi settings are made before user registration and the stamped data is transferred, the stamped data will be lost. In addition, services differ between the paid cloud and the free cloud. If you transfer the stamped data to a service for which you have not registered as a user, the stamped data will be lost.

MJR-PLUS Wi-Fi I/F

Item	specification
Frequency Band	2.4GHz
Authentication	WEP, WPA-PSK, WPA2-PSK
Encryption	WEP, AES/TKIP

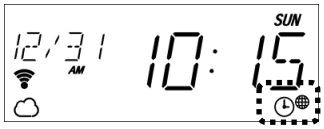
***Note*:** MJR-PLUS does not support operation without Authentication setting and without Encryption setting. In other words, MJR-PLUS always requires a password setting when connecting to a Wi-Fi router.

***Note*:** MJR-PLUS connects to the cloud version of TimeGuardian via HTTP (fixed port number 80).

Clock synchronization function

The cloud version of TimeGuardian has a function to synchronize clocks by sending clock information to MJR-PLUS. Automatically synced between 0:00 and 0:59. Therefore, please note that it will not be synchronized if you are offline during that time. In order for this function to work properly, it is necessary to set the time zone on the cloud version of TimeGuardian. For the procedure, refer to the manual for the cloud version of TimeGuardian.

***Note*:** MJR-PLUS turns on the clock icon at the bottom right of the LCD when synchronization is successful.



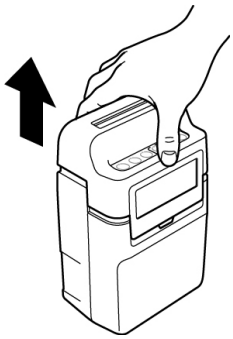
Wi-Fi AP MODE

Please refer to WPS Execute in Chapter 3 when configuring Wi-Fi settings using WPS. Here, we will explain Wi-Fi AP MODE in which MJR-PLUS becomes an access point and connects to PCs and smartphones one-on-one. Wi-Fi AP MODE allows you to configure the following settings.

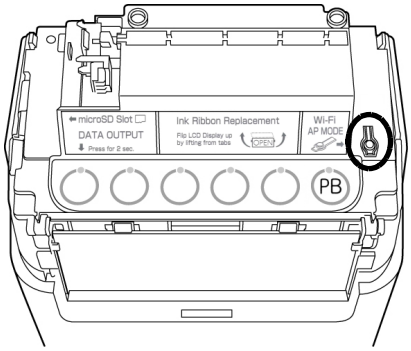
- Wi-Fi(STA) Settings: SSID(STA), KEY(STA)
- IP Address Settings: DHCP, IP, DNS
- Proxy Settings: Proxy
- Wi-Fi(AP) Settings: User Name(AP LOGIN), Password(AP LOGIN)

To operate Wi-Fi AP MODE, perform the following:

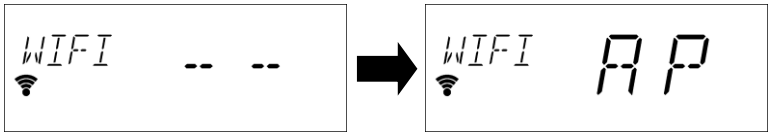
1. Remove the Top Cover.



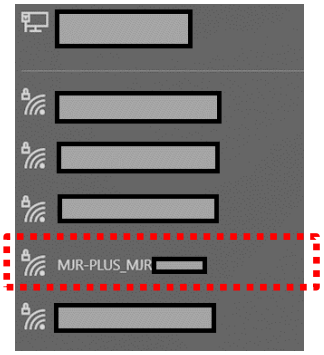
2. Press the [Wi-Fi AP MODE] button on the rightmost mechanical switch for 2 seconds or more.



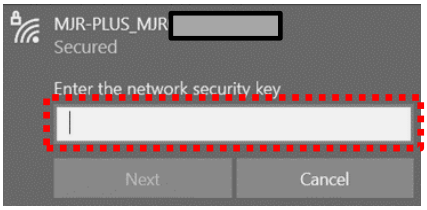
3. Wait until the AP appears on the LCD.



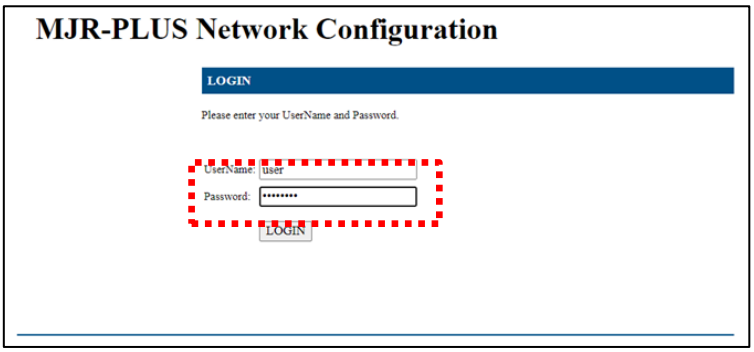
4. Connect to MJR-PLUS via Wi-Fi from a connection device such as a Windows PC or Android terminal. Select "MJR-PLUS_MJR*******" (******* is a 7-digit number) on the device/PLC as shown below. MJR******** including 7 digit number is written on the sticker next to the MJR-PLUS main unit.



5. Enter the Key (Password) to connect. The initial value is "abcdef1234567".

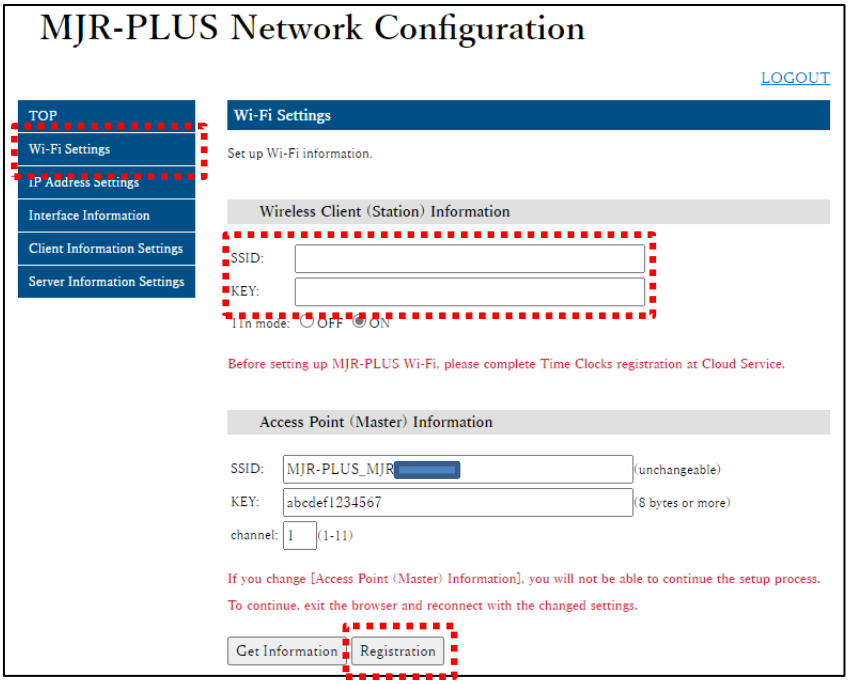


6. A browser will automatically launch. If it doesn't start up manually, start up your browser and enter 192.168.1.1 in the address bar. When the LOGIN screen is displayed, enter User Name and Password. The initial values are "user" and "userpass" respectively.



***Note*:** If multiple networks (for example, both wired LAN and wireless LAN) exist on the connected device, it may not be possible to connect successfully. Work in single network conditions.

7. To set the SSID and KEY (Password) of a Wi-Fi router that can connect to the Internet, select "Wi-Fi Settings" on the left tab on the browser, enter the SSID and KEY, and then click "Registration" on the bottom. Press the button.



8. DHCP is enabled by default when connecting to a Wi-Fi router. When connecting with a fixed IP, select "IP Address Settings" on the left tab on the browser, set IPv4 Information to "MANUAL", and then enter the IP address.

9. If your Internet connection requires proxy settings, select "Client Information Settings" on the left tab of your browser and enter HTTP Proxy Settings.

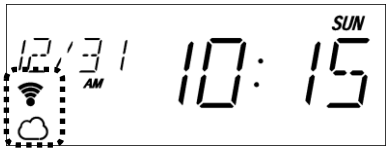
10. To change the account information for logging in to this Wi-Fi AP MODE, select "Server Information Settings" on the left tab on the browser and enter the "user name" and "password" of the HTTP Server.

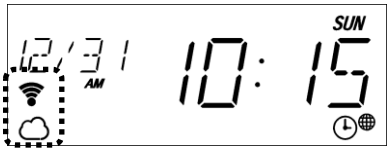
> ***Note*:** If you want to reset the values set by these operations to the initial values, enter code 66 in Data Initialization on MJR Basic Programming Card #3 Side A.

11. To end the settings, press LOGOUT on the upper right and replace the top cover of MJR-PLUS.

12. You can check if the MJR-PLUS is connected to the Wi-Fi router by checking that the Wi-Fi icon and cloud icon light up during normal operation. If the MJR-PLUS cannot connect to the Wi-Fi router, the cross icon next to the Wi-Fi icon will blink or "SSID/PASS ERR" will be displayed.

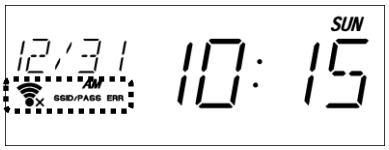
Wi-Fi router connection successful





***Note*:** MJR-PLUS turns on the clock icon at the bottom right of the LCD when synchronization is successful with the clock synchronization function.

Wi-Fi router connection failure

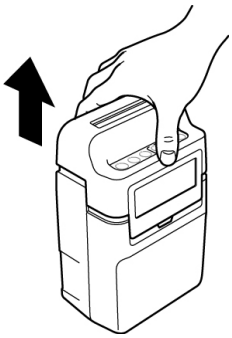


***Note*:** The browsers supported by Wi-Fi AP MODE are Microsoft Edge Ver115 or higher, Android version Google Chrome Ver116 or higher, Safari Ver16 or higher, Firefox for Mobile Ver110 or higher. (as of November 2023)

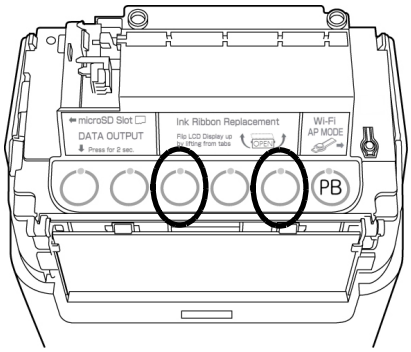
Confirm MAC address.

You may want to register the MAC address of MJR-PLUS to your Wi-Fi router. In such a case, please check the MAC address of MJR-PLUS by the following operation. Here we take the case of MAC address "12:34:56:78:9A:BC" as an example. On the LCD display, "12:34:56" is expressed as the first six digits of the MAC address, and "78:9A:BC" is expressed as the last six digits of the MAC address.

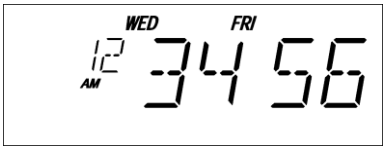
1. Remove the Top Cover.



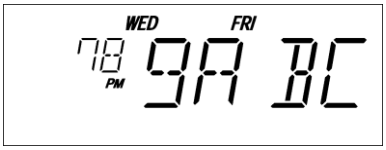
2. Press the 3rd and 5th buttons from the left at the same time for more than 2 seconds.



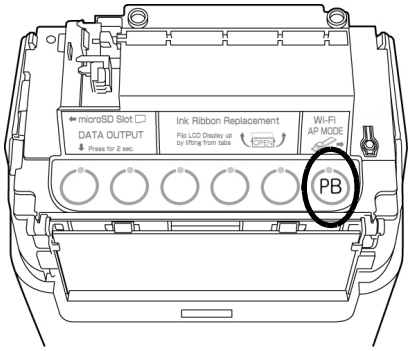
3. The first six digits of the MAC address are displayed on the LCD. At this time, AM lights up on the LCD.



4. If you press the third button from the left, the last six digits of the MAC address will be displayed. At this time, PM lights up on the LCD.



5. To end the operation, press the rightmost PB button.



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Chapter 5: Maintenance and Troubleshooting

Cleaning (Exterior)

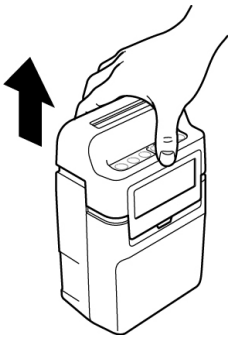
WARNING!:

- Unplug the unit before attempting to clean it.
- Do not touch the plug with wet hands.
- Always hold the plug when removing it from the power receptacle.
- Wiping the case with volatile chemicals such as benzene or thinner will cause it to become deformed and discolored.

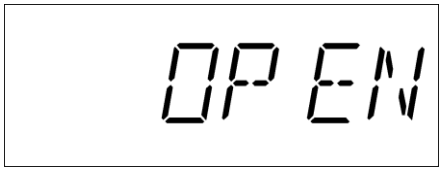
The case can be cleaned by gently wiping it with a soft cloth moistened with either water or a neutral cleanser.

Top Cover Removal

Remove the Top Cover.



If the cover is removed when the power is on, the word "OPEN" will appear in the LCD display. If the Wi-Fi function is enabled, "WIFI" will be displayed on the left.

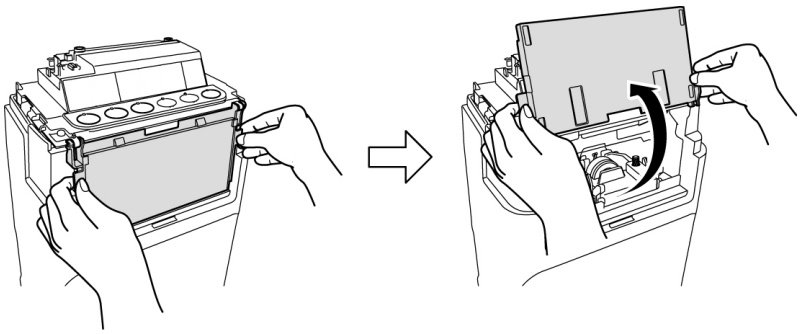


Ribbon Replacement

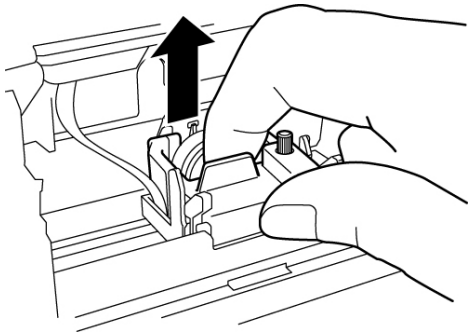
The Ribbon Cartridge (P/N CE-320050) should be replaced when the imprint becomes too light.

To replace the ribbon:

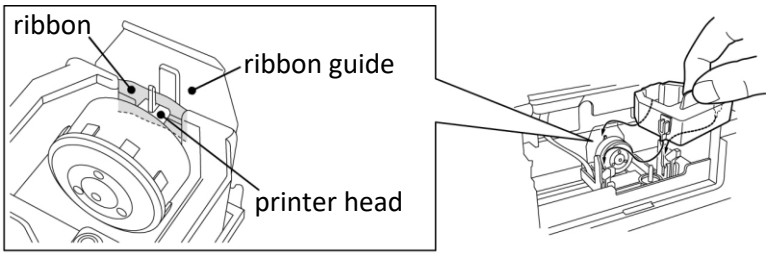
1. Remove the Top Cover.
2. Unplug the power cord from the power source.
3. Flip the Display up as shown. Be careful not to touch the area shown.



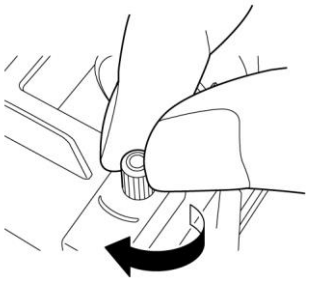
4. Pinch the ribbon as shown in the illustration and pull it forward to remove it.



5. Insert a new ribbon between the ribbon guide and the printer head.



6. Press the ribbon down until it clicks into place. Turn the knob clockwise to remove any slack in the ribbon.



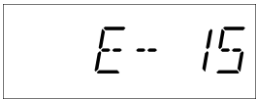
7. Put the Top Cover back on.
8. Plug the power cord back into the power source. The display will show current date and time.

Troubleshooting

Problem	Possible Cause	Solution
Card will not feed into unit.	• Power failure. • Power connection is loose.	• Wait until power is restored. • Check connection.
Card ejected without printing.	Card inserted upside down or on wrong side.	Turn card around and try again.
Gaining/Losing time.	Time Setting is wrong.	Re-enter the Time Settings.
Wrong Date	Date Setting is wrong.	Re-enter the Date Settings.
Light Imprint	Ribbon cartridge is worn.	Replace ribbon cartridge.
Misprinting	Ribbon cartridge is not in right place.	Place it in right position.
LCD shows SSID/PASS ERR	• there is an obstacle • long distance • Misconfiguration	Place it near the Wi-Fi router without any obstacles. Check SSID and PASSWORD.
Error code	See Error Code Charts	

Error Codes

The table below lists the possible Error Codes that may appear in the display and their causes.

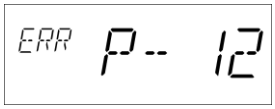


Error Code	Description	Possible Cause and Solution
E-00	EEPROM Error	Internal error. Contact your local Amano service dealer or representative.
E-01	Card Error	Wrong side of card inserted. Verify Pay Period and the correct side.
E-02	Home Position	Internal printer error. Contact your local Amano service dealer or representative.
E-03	Dot Pulse	
E-04	Timing Pulse	
E-05	Row Position	
E-06	Gain Sensor	
E-07	Start Mark	Verify that right (Barcode) margin of card is free of dust, dirt, or marks. Insert new timecard. If error persists, contact your local Amano service dealer or representative.
E-08	Check Code	
E-09	Stop Mark	
E-11	Invalid Button	An invalid button was selected, and a card was inserted.
E-12	Invalid Card	Incorrect card type was inserted.
E-13	Read Error	Card removed before it is processed.
E-14	Feed Error	Card fed into card throat incorrectly.
E-15	8-Punch	Card already has 8-punch daily maximum.
E-17	Previous Punch	Timecard for printing is earlier than previous punch.
E-21	No Card Data	No data for card inserted (after card
E-22	No Clock Data	No internal clock data.
E-23	Duplicate Data	There are two sets of data for the same timecard number. Clear card data.
E-30	Card Row	Number of lines to print exceeds card row specification.
E-50	Wi-Fi Error	Other Wi-Fi connection errors.
E-51	Wi-Fi Timeout	Wi-Fi connection timeout error.
E-70	SD Error	SD card access error.
E-71	SD Hard Error	SD card hardware error.

Error Code	Description	Possible Cause and Solution
E-98	Password	Incorrect password entered.

Parameter Error Codes

The table below lists the possible Parameter Error Codes that may appear in the display when a parameter is incorrectly set.



Error Code	Programming Card	Description
P-01	Basic Programming Card #1 Side A	Time Settings
P-02		Date Settings
P-03		Day Change Time
P-04		Backlight Off Time Period
P-05	Basic Programming Card #1 Side B	Pay Period Type
P-06		Pay Period Start Day
P-07		Day Change Override Time
P-08		Rounding Unit
P-09		Rounding Point
P-10	Basic Programming Card #2 Side A	Hour/Minute Imprint Format
P-11		Paid Break Time
P-12		Auto Break #1
P-13		Auto Break #2
P-14		Fixed Break Start/End Time
P-15	Basic Programming Card #2 Side B	Daily OT#1/#2
P-16		Overtime Type
P-17		Weekly OT#1/#2
P-18		Semi-Monthly OT#1
P-19		Semi-Monthly OT#2
P-20	Basic Programming Card #3 Side A	Daylight Saving Time
P-21		Daylight Saving Time Begin Date
P-22		Daylight Saving Time End Date
P-23		Card Data Clear
P-24		Data Initialization
P-25	Basic Programming Card #3 Side B	Time Clock Settings
P-26		WPS Execute

Error Code	Programming Card	Description
P-31	Advanced Programming Card #4 Side A	Exception 1, Punch Type
P-32		Exception 1, Start/End Time
P-33		Exception 2, Punch Type
P-34		Exception 2, Start/End Time
P-35	Advanced Programming Card #4 Side B	Exception 3, Punch Type
P-36		Exception 3, Start/End Time
P-37		Exception 4, Punch Type
P-38		Exception 4, Start/End Time
P-39	Advanced Programming Card #6 Side A	Exception 5, Punch Type
P-40		Exception 5, Start/End Time
P-41		Exception 6, Punch Type
P-42		Exception 6, Start/End Time
P-43	Advanced Programming Card #5 Side A	Revision 1, Punch Type
P-44		Revision 1, Start/End Time
P-45		Revision 2, Punch Type
P-46		Revision 2, Start/End Time
P-47	Advanced Programming Card #5 Side B	Revision 3, Punch Type
P-48		Revision 3, Start/End Time
P-49		Revision 4, Punch Type
P-50		Revision 4, Start/End Time
P-51	Advanced Programming Card #6 Side B	Revision 5, Punch Type
P-52		Revision 5, Start/End Time
P-53		Revision 6, Punch Type
P-54		Revision 6, Start/End Time

Replacement Parts and Accessories

The following replacement parts and accessories are available for the MJR-PLUS. Parts and accessories can be ordered through your local Amano dealer.

Part Number	Description
CE-320050	Ribbon Cartridge
LE-309550	Timecard Set (100 cards)
LE-310050	Basic Programming Cards (Set of 3)
LE-310150	Advanced Programming Cards (Set of 3)

Default Programming Values

Basic Programming1

Item	Initial Value	Input Data
Time Setting	12:00	Hour/Minute (∀)
Date Setting	2023/01/01	YYYY/MM/DD
Pay Period	0	0: Weekly 1: Bi-Weekly (This) 2: Bi-Weekly (Next) 3: Semi-Monthly
Pay Period Start Day	1	1: Monday 2: Tuesday 3: Wednesday 4: Thursday 5: Friday 6: Saturday 7: Sunday
Overtime Mode	0	0: Weekly 1: Bi-Weekly
Day Change Time	01:00	0:00 - 23:59
Day Change Override	12:59	0:00 - 23:59
Daylight Saving Time	1	0: None 1: Enable
DST Begin Date	2023/03/12	YYYY/MM/DD
DST End Date	2023/11/05	YYYY/MM/DD
Hour Imprint/Display	1	0: 24 Hour (Military) 1: 12 Hour (AM/PM)
Accumulation Imprint	0	0: 1/60th's of a minute 1: 1/100th's of a minute
Backlight Off Time	:	00:00 - 23:00
Data Initialization		Password Input 44: Initialize 77: Print

Basic Programming2

Item	Initial Value	Input Data
Time Clock Settings	MJR PLUS (1)	SD CARD (0): TimeGuardian std MJR PLUS (1): MJR-PLUS Wi-Fi TG SUBS (2): TimeGuardian Cloud
Paid Break Time	15	5/10/15(/1 - 60)
Rounding Unit	15	1/6/15(/1 - 60)
Rounding Point	8	1/4/8(/1 - 60)
Daily OT1	:	00:00 - 23:59
Daily OT2	:	00:00 - 23:59
Weekly OT1	:	00:00 - 49:59
Weekly OT2	:	00:00 - 49:59
Semi-Monthly OT1	:	00:00 - 99:59
Semi-Monthly OT2	:	00:00 - 99:59
Auto Break #1	:	00:00 - 23:59
Auto Break #1 Deduction	:	00:00 - 03:59
Auto Break #2	:	00:00 - 23:59
Auto Break #2 Deduction	:	00:00 - 03:59
Fixed Break Start Time	:	00:00 - 23:59
Fixed Break End Time	:	00:00 - 23:59

Advanced Programming

Item	Initial Value	Input Data
Exception 1-6 Punch Type	0	0/1/2/3
Exception 1-6 Start Time	:	00:00 - 23:59
Exception 1-6 End Time	:	00:00 - 23:59
Revision 1-6 Punch Type	0	0/1/2
Revision 1-6 Start Time	:	00:00 - 23:59
Revision 1-6 End Time	:	00:00 - 23:59

Chapter 6: Specifications

Power Requirements:	Input: AC 110-120V 60Hz Output: DC12V 2A
Power Consumption:	Normal: 0.1A (1W), Max: 1.8A (17W)
Dimensions:	236 mm H X 156 mm W X 100 mm D (9.29" H X 6.14" W X 3.94" D)
Weight:	1.1 kg (2.42 lbs.)
Ambient Conditions:	-10°C~40°C (14°F~101°F), 30%Rh~90%Rh
Lithium Battery:	3 years during storage 5 years during operation
Print Head:	18,000,000 characters
Ribbon:	140,000 characters or more (more than 24,000 punches). Amano P/N CE-320050
Employee Capacity:	100 Employees. Model (MJR-PLUS/100E) 50 Employees, Model (MJR-PLUS/050E)
Timecard:	Amano MJR-PLUS Timecard
Storage Media:	microSD or microSDHC (32GB or less)
Standards Compliance:	RoHS compliant

Important Notice Regarding Software

The software package installed in this product includes software licensed to Amano Cincinnati, Inc directly or indirectly by third party developers. Please be sure to read this notice regarding such software.

■ Notice Regarding GNU GPL/LGPL-applicable Software

This product contains software that is subject to the following GNU General Public License ("GPL") or GNU Lesser General Public License ("LGPL"). These establish that customers have the right to acquire, modify, and redistribute the source code of said software in accordance with the terms of the GPL or the LGPL.

If you wish to obtain the source code, please access the following URL and submit your request using the inquiry form.
https://amano.com/contact-us/
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