

# 510ARcs

## Reference Manual

### Volunteer/Community Service Application

**NEW  
500  
Volunteers  
30,000  
punch file**



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510AR.com

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## Please read before using

The 610AR replaces manual sign-in log sheets used to calculate Volunteer hours worked for entry into a spreadsheet maintained for a school, food bank, or other Volunteer service facilities. The AR also supports Court Mandated Community Service Volunteering where Volunteers have open ended number of hours to be served. The AR also can print labels using a continuous roll of adhesive thermal paper. Labels can be pasted on re-useable magnetic swipe cards or to clothing as a faculty security ID badge.

### NOTE

*The AR's data is secure as the unit is completely standalone and does not require a connection to a PC nor the Internet, nor a phone line.*

AR products work in Real-Time. This not only means that your data is always available live and up to the minute, it also means you eliminate the possibility of lost or corrupted data problems, which can occur with "polling devices" as they transfer data at various intervals. Volunteers are able to view/print their own day/cumulative period hours when logging out.

The AR maintains a Punch (log) File (up to 30,000 records) and Volunteer Profile File (up to 500) that its internal computer used to produce printable records of Volunteer hours separate from other sign-in/sign-out punch books. It makes tabulations instantaneously.

There is no need to ask Volunteers to keep a running total of their hours as the AR does it for them. Volunteers can instantly print a running total of hours for the service period (monthly or continuous) and for the current day when they log out for the day.

The AR also maintains a separate, printable page or "pull sheet" recording for each Volunteer, as well as an accurate total of all Volunteers for the recording period and submission to:

- PTA President when requested for preparation of the PTA Annual Report.

- Court or Parole Officer for completion of Court-ordered Community Service

The AR has the option of using a telephone line or a direct communication feature to connect to a PC. A number of formatted files, including Pull Sheets, can be accessed for storage and later retrieval. CSTI's optional PC UTILITY program enables remote telephone polling, or a local direct connection to the AR Time Recorder. See Addendum I at the end of this instruction.

## Operation Procedures

Here's a summary of how it works if a Security Badge is needed.

1. **Volunteer Checks In:** A Volunteer arrives and checks in using the 510AR Mod cs.
  2. **Nametag Is Printed:** A personalized Volunteer nametag instantly prints.
  3. **Grab & Go:** The Volunteer grabs the nametag, puts it on, and gets to work.
- Yep, that's it. No more, handwritten labels, or wasted badges. Everything happens real-time, providing an efficient, yet personalized Volunteer experience.

The AR is configured to be up and punching in minutes Simply plug it in, adjust the time to your location, and give your Volunteers a Punch ID. The machine is shipped with generic employees pre-loaded, starting with 101 to 650

ID 101 (name is VOLUNTEER 101). You have the option of changing the generic name (i.e. ID 101=VOLUNTEER 101) to a real name (ID 101=JACK), adding a department number, start time, mag card swiper, and punch options.

BEGIN, #95,01/10/2015						
#06	TIME CARDS				THU	
10/01/2015	By ID				1:08p	
	Community Service					
	Rolling Period					
	UNION OFFICE					
---	IVORY		179		200	
TUE 09/01	IN	10:29	OUT	16:55	6:26	
WED 09/02	IN	10:04	OUT	16:59	6:55	
THU 09/03	IN	10:05	OUT	16:59	6:54	
FRI 09/04	IN	13:07	OUT	16:55	3:48	
SAT 09/05	IN	8:54	OUT	14:01	5:57	
WED 09/09	IN	10:01	OUT	18:55	8:54	
THU 09/10	IN	9:51	OUT	17:52	8:01	
FRI 09/11	IN	10:05	OUT	17:53	7:48	
SAT 09/12	IN	8:54	OUT	13:55	5:01	
TUE 09/15	IN	10:09	OUT	17:52	7:43	
WED 09/16	IN	10:55	OUT	17:57	7:02	
THU 09/17	IN	10:04	OUT	17:54	7:50	
SAT 09/19	IN	8:56	OUT	14:51	5:55	
MON 09/21	IN	10:04	OUT	17:52	7:48	
TUE 09/22	IN	10:30	OUT	17:55	7:25	
WED 09/23	IN	9:42	OUT	17:48	8:06	
THU 09/24	IN	9:59	OUT	17:56	7:57	
FRI 09/25	IN	10:01	OUT	17:24	7:23	
FRI 09/25	IN	17:25	OUT	17:25	0:00	
SAT 09/26	IN	8:58	OUT	11:53	2:55	
SAT 09/26	IN	11:53	OUT	11:53	0:00	
SAT 09/26	IN	11:54	OUT	14:55	3:01	
MON 09/28	IN	10:20	OUT	17:56	7:36	
TUE 09/29	IN	10:05	OUT	13:56	3:52	
WED 09/30	IN	9:57	OUT	17:00	7:03	
-SUN-	-MON-	-TUE-	-WED-	-THU-	-FRI-	-SAT-
:	15:24	25:25	38:00	30:42	18:59	22:49
---	Period Total					151:19

You can also add your own 3-line Report Header. **Line 1 of the Header also prints on Badge Labels and Security Receipts.**

The AR stores Volunteer profile information: **name, ID code, punch options, department/category, start time, and magnetic card number.** An internal battery ensures data stored in the

AR is retained in the event of a power outage.

The Volunteer application functions as a Monthly or Continuous (for court mandated Community Service) attendance recorder. Each Volunteer has a page or "pull sheet", identified by their ID number that can be printed at any time. The AR allows instant, real-time printing selected reports using the current Punch File or a saved Punch File (from the previous period).

### What is included

- AR recorder
- Paper roll 2 1/4 in by 85 ft
- Power adapter
- 2 Manager access cards
- Database for 500 Volunteers (300 punch logs each per period)

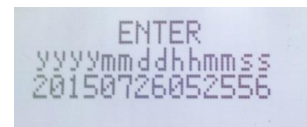
### Installation

The AR should be located near an electrical outlet; and telephone connection, if the optional communications phone kit and UTILITY PC program will be used. . An optional 43 in high, podium-style stand is available on the [510AR.com](http://510AR.com) website

Plug the included power adapter into a 120 VAC electrical outlet and connect it to the AR. The display screen will light and show the idle prompt's time, day, and date, which be easily adjusted to your location. Reports have a 3-line header, which can be changed at any time with code 78. All codes are listed at the end of this this instruction

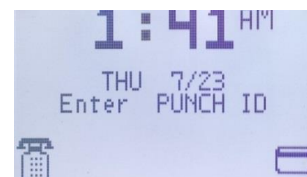
**To Change Date and Time** When you receive your AR you may have to set the time to your time zone

- Swipe Manager Access Card
- Press F4
- Enter pass code 7424 (which spells "RICH")
- Press F3
- The current date and time are shown as a guide

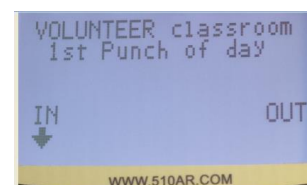


### Idle Prompt

The idle prompt shows the date and time in AM/PM hh:mm format, the default modem ON icon on the left and the Card Reader ON icon the right. Both the card reader and modem ON features can be turned OFF.



### To Punch IN and OUT



Key-enter the ID number or swipe a magnetic card followed by the green ENTER key. Current punch status is displayed below the Volunteer name and a down arrow points to the next punch option. In the example shown, the Volunteer is *punching IN* by pressing the left purple key below the down arrow. When punching OUT, press the right purple below the right down arrow. The display will show the hours worked today and the total for the recording period.



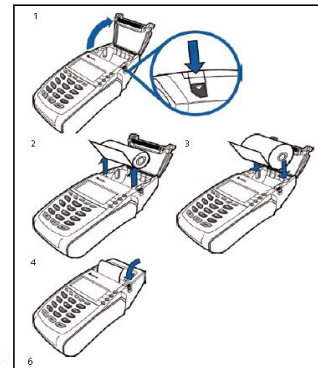
## Day End

The day automatically ends at 23:45 (11:45 PM), and cannot be changed. At this time any Volunteer still punched IN will be punched out and given a <FP> Failed Punch note on their Time Card. This can be corrected by manager code 8. If Volunteers work thru midnight, this can be allowed by individual option X

## Loading Paper

To load the paper into your AR:

- Press down on the button located on the right side of the recorder to unlatch the paper roll cover, then lift the cover up and back.
- Remove any partial roll of paper in the printer tray.
- Hold the roll so the paper feeds from the bottom of the roll.
- Drop the paper roll into the printer tray.
- Close the gently cover until small the glue outside



paper roll cover by pressing directly on the it clicks shut, allowing a amount of paper past residue to extend the printer door.



Thermal Printer

Mag Card  
Swipe Reader

LOG IN  
Purple key

LOG OUT  
Purple key

Print Receipt  
(Alpha) key

Clear Back Enter Key

Space

## Recorder Overview

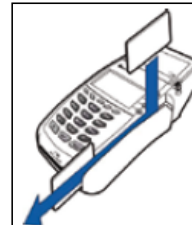
## Manager Access Functions

Press the left purple key or swipe the manager access card to enter the management mode: print reports, register Volunteers, etc. Access using the left purple can be disabled using the **restricted function** described below. Note that once entering the management mode, you have 1 minute to start functions before the AR reverts back to the default idle prompt.

The Manager Access card.is printed with the most often used codes.

### AR Manager Access Codes

- 1 Add/edit employee
- 3 Day flash
- 4 Who's in now
- 5 All employee punches
- 6 Individual employee punches
- 7 Daily total hours
- 8 Fix day totals
- 95 Last period's punches



## Swipe the Access Card to display the manager access functions.

**Press F1** to select functions using the screen addressed function menu. See chart of function selections following.

```
FUNCTION MENU F1
FUNCTION NUM ENTRY F2
SAVED DATA MODE F3
RESTRICTED F4
```

**Press F2** to direct enter a selected code. See the code list following.

**Press F3** to access and edit Pull Sheets saved from the last recording month.

- F1 prints saved "pull sheets" (time cards)
- F2 prints saved Volunteer profile file
- F3 prints saved day hours
- F4 allows correction of individual saved day hours

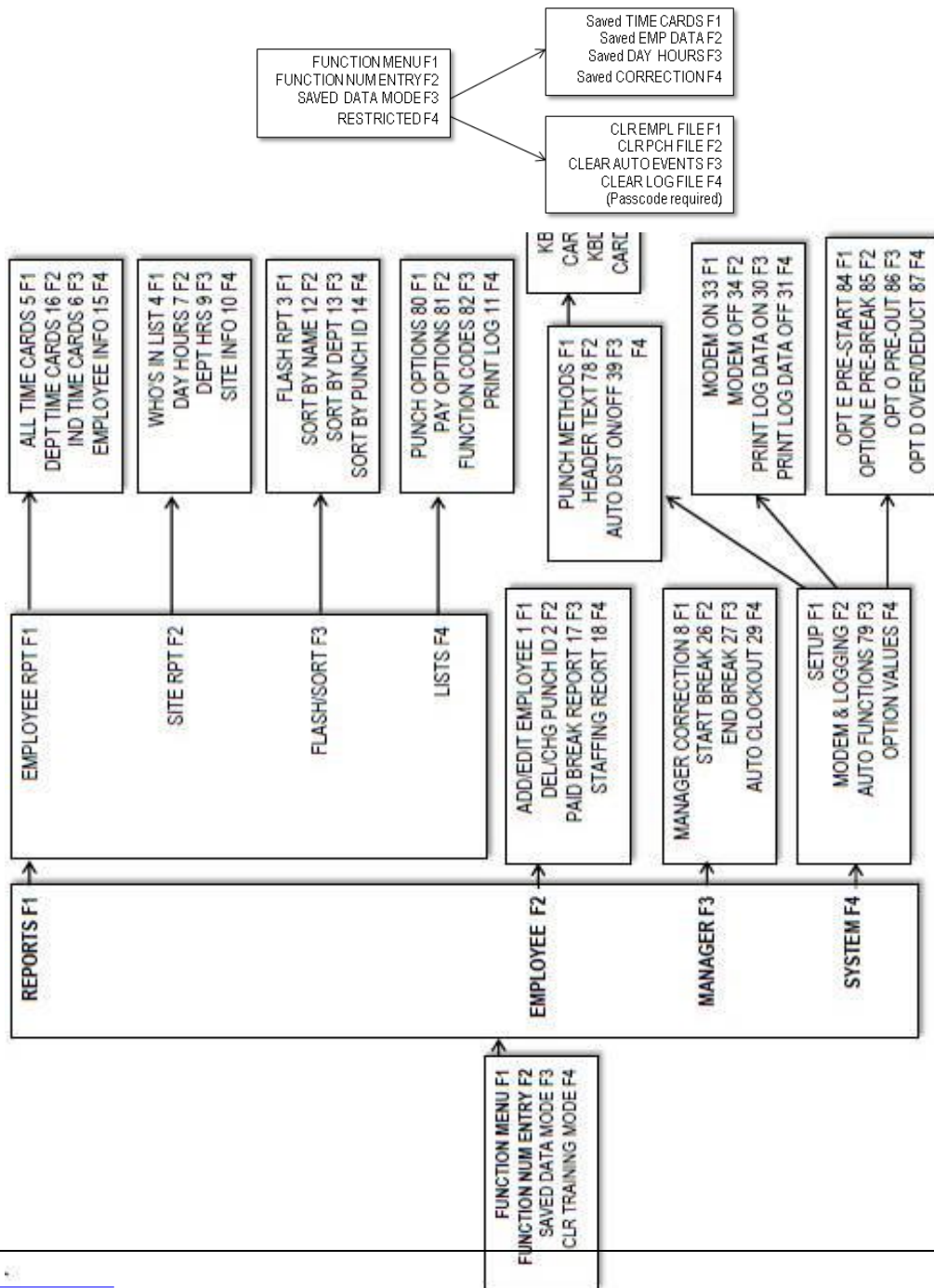
```
Saved TIME CARDS F1
Saved EMP DATA F2
Saved DAY HOURS F3
Saved CORRECTION F4
```



**Press F4 RESTRICTED** to clear names and punches and reset the AR. The AR allows for training of employees on the use of the recorder. Clearing is protected with pass code 9086867220. Entering pass code 7424 disables use of left purple key for manager access, 14 removes SUN-MON subtotals on selected reports, and 7 restores them.

CLR EMP FILE F1  
 CLR PCH FILE F2  
 CLEAR AUTO EVENTS F3  
 CLEAR LOG FILE F4

- F1 Clears employee file (Employee profiles Name etc. only are cleared)
- F2 Clears Punch File (Current Punch File only is cleared; Saved Punch File is not cleared)
- F3 Clear auto events (Auto-events only are cleared)
- F4 Clear log file (250-transaction log file only is cleared)





## Selected Function Codes

Swipe Manager Access Card, Press F2 to direct enter a code

- 1 Add/Edit. Volunteer.** Add New Volunteers to the Profile File or Edit Existing Volunteers
- 2 Delete/Chg Punch ID.** Delete Terminate Volunteers or change a Punch ID. Deleted Volunteers Remain in the Database Until Code 25 Clears the Time Cards
- 3 Print Flash Report.** Total number OFF CLOCK, ON CLOCK, Day Hours, Period Hours, FTPs (failed to punch) MCs (manager corrections)
- 4 Print Who's in List.** Prints All Volunteers Currently Logged In
- 5 Print All Time Cards.** Prints All Active Volunteer Pull Sheets (Volunteers that have not logged IN/OUT during the period do not print)
- 6 Print Individual Pull Sheet.** Prints Tally (Pull)Sheet for a selected Volunteer
- 7 Total Day-Hours for Period.** Prints total hrs by day of week, no punches
- 8 Manager Correction.** Allows Coordinator to Correct <fp> Failed Punch Errors by Adding Total Time Worked for Individual Volunteer for any day
- 9 Print Dept. Hours Report.** Prints Total Hours Worked in Each Department
- 10 Print Site Info.** Prints Default Values and List of Auto Functions
- 11 Print Log.** Prints Last 250 Transactions including Punches
- 12 Sort by Name.** Sorts Pull Sheets in Alphabetical Order
- 13 Sort by Dept.** Sorts Pull Sheets by Department
- 14 Sort by ID Number.** Sorts Pull Sheets in ID Order (preferred)
- 15 Print Volunteer Profile.** Prints Volunteer Profile (ID, Name, etc.)
- 16 Print Dept. Pull Sheets.** Prints Pull Sheets for Selected Department
- 25 Month Close.** Clears Log Punches for Start of New Recording Period
- 29 Auto Clock Out.** Clocks Out Those with Option O
- 33 Turn Modem On.** Answers Phone in one Ring, Icon Shows On Idle Prompt
- 34 Turn Modem Off.** Will not answer Phone, no Icon on Idle Prompt
- 36 Card Reader On.** Enables Card Reader Icon Shows On Idle Prompt

**38 Card Reader Off.** Disables Card Reader No Icon on Idle Prompt  
**75 Save Period Data.** Saves Current Punch File as Saved Punch File  
**78 Set/Edit Header Text.** Enter 3-Line Header Text (First Line Prints On Receipt and Label)  
**79 Set Auto Functions.** Set Functions Scheduled Performed Automatically by Day and Time  
**82 Print Function Code List.** Prints Complete List of Function Codes  
**86 Set/Edit Option O Pre-Out.** Sets Time that Volunteer must be logged IN before Automatic Punch Out  
**95 Print Saved Pull Sheets.** Pull Sheets from saved Punch File

## **Volunteer Profiles**

You can

1. Continue to use the AR with the installed database (code 15 to print)
2. You can change existing Volunteer preferences such as name, department, ID, start time, if used, and mag card (code 1)
3. You can add new Volunteers using actual names and punch ID's (code 1)
4. You can terminate (delete) any Volunteer ID (code 2)

## **Sort Volunteer Profile**

Reports are generated in real time using the profile to access the employee Punch File. The profile consists of Name, Punch ID, options, Department, Start Time, and Mag Card. The profile can be pre-sorted in 1) Punch ID order, 2) Name order, or 3) Department order. To enhance printing speed, sort the profile in the same order that a reports is desired.

Swipe Manager Access Card  
Press F2

- Enter code 12** to sort by Name.
- Enter code 13** to sort by Dept
- Enter code 14** to sort by Punch ID (preferred)

## **Print Volunteer Profiles.**

Swipe the manager card:

Press F2 to enable function entry by numeric code.

**Enter code 15** PRINT VOLUNTEER INFORMATION to print a list of all Volunteers in the database along with the Volunteer NAME, OPTIONS, START TIME, and SWIPE CARD number.

## **Entering Letters**

You select letters by first pressing the number with the wanted character and then ALPHA button (above the "2" key) as many times to have the desired character appears on the display. DO NOT USE ANY SPECIAL CHARACTERS AS THAT MAY CAUSE A SORTING ISSUE.

1 = Q Z .  
 2 = A B C  
 3 = D E F  
 4 = G H I  
 5 = J K L  
 6 = M N O  
 7 = P R S  
 8 = T U V  
 9 = W X Y  
 0 = - space  
 \* = , ' "  
 # = ! : ;



## To Enable/Disable Automatic Daylight Savings Time

### APPLICATION NOTE

Some states have chosen not to observe Daylight Savings Time. States that don't currently participate are Arizona and Hawaii and should turn this feature OFF.

The AR default adjusts for local savings time. It automatically corrects daylight saving time at 2 AM on the second Sunday in March and the first Sunday in November.



Swipe Manager Access Card

Press F2

**Enter code 39** DAYLIGHT SAVING ON/OFF

Press left purple button for YES and right for NO

## To Change 3-line report header

Swipe Manager Access Card

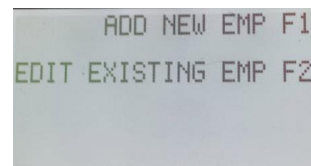
Press F2

**Enter code 78** SET/EDIT HEADER TEXT Prints 3-line header on all reports

ENTER LINE 1 text. Press F1 to clear (line 1 prints also on Service Receipts and labels)

ENTER LINE 2 text

ENTER LINE 3 text



## To add New Volunteers

Swipe Manager Access Card

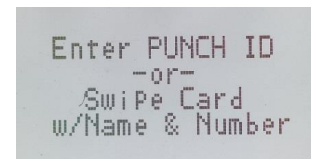
Press F2

**Enter code 1** ADD/EDIT VOLUNTEER

Press F1 ADD NEW EMP

Enter PUNCH ID (up to 11 digits or swipe mag card with pre-encoded Name/ID or DL or Credit Card)

NAME: up to 21 alpha/numeric char



DEPT: up to 4 alpha/numeric char or ENTER to skip

OPTIONS: up to 8 alpha char or ENTER to skip

START TIME: hh:mm or ENTER to skip

SWIPE MAG CARD: or ENTER to skip

Note: Use the DEPT field to enter required service hours for Court Mandated Community Service Volunteers

```
                CLEAR F1
ID Num   5323
Name is
        New Hire_
```

**Press F1** to clear or press yellow backspace key to edit. When completed, press the left purple key to SAVE or the right purple key to CANCEL. Next prompt PRINT LABEL, YES or NO.

Note: The options field can be used to set generic (anonymous) names

- 1) S = Staff
- 2) V = Volunteer
- 3) P = Partner in Ed
- 4) C = Community Service
- 5) L = Local Board
- 6) M = Military
- 7) G = Group

```
SMITH JOHN
ID=          5323
DePt=       VOL
Options=     R
Start Time=  ---:--
Card=       None
SAVE        CANCEL
```



### To Edit Existing Volunteer

Swipe Manager Access Card

Press F2

**Enter code 1** ADD/EDIT EMPLOYEE

**Select F2** EDIT EXISTING EMP. Follow prompts to edit employee, when completed press the left purple key to SAVE or the right purple key to CAN. You can clear a prompt by pressing F1 or edit by pressing the yellow backspace key.

```
                ADD NEW EMP F1
                EDIT EXISTING EMP F2
```

```
                CLEAR F1
ID Num   101
Name is
        Reynaldo Hernandez
```

### To Terminate (delete) or to Change Punch ID (code 2)

#### APPLICATION NOTE

TRM will be tagged to employee ID (code 15 Print Empl Info). Employees with the TRM status no longer can punch IN/OUT and remain in the punch file until the end of the pay period (code 75).

Swipe Manager Access Card

Press F2

**Enter code 2** DELETE / CHG PUNCH ID

Enter punch ID then select:

F1 to terminate ID (The letters TRM will be tagged to that employee's ID (code 15 Print Empl Info). All employees with the TRM status no longer can punch IN/OUT, but remain in the Punch File until the end of the pay period (code 75).

F2 to change punch ID (Punches in the Punch File will be deleted)

F3 to remove now (Immediately removes that ID and associated punches)

```
                TERMINATE F1
                CHANGE PUNCH ID F2
                REMOVE NOW F3
                VOLUNTEER
```

**Relative Punch Options:** no option = exact time

**O** auto punch out, can be an auto function, automatically punches Volunteer out,

86 SET/EDIT OPTION O PRE-OUT time before Volunteer must be ON clock before punch out can be implemented) default is 15 min

**R** Round punch to 1/4 hr, default punch is exact time

The options field can be used to replace the Name with a generic (anonymous) name

**S** = Staff

**V** = Volunteer

**P** = Partner in Ed

**C** = Community Service

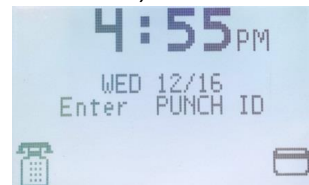
**L** = Local Board

**M** = Military

**G** = Group

### **Activate magnetic card/badge reader** (Default is Card Reader ON)

The Card Reader ON Icon appears on the bottom right corner of the display.



Swipe Manager Access Card

Press F2

**Enter code 38** to turn reader OFF or 36 to turn ON.

**Activate Volunteer magnetic card/badge.** The AR unique magnetic card/badge reader concept allows any magnetic striped card/badge to be associated to any Volunteer ID, and to be reused later for another Volunteer.

Randomly select any encoded card and write ID on the card as a reference. Cards can be horizontal or vertical, and can have a slot punched for a lanyard or clip.

Swipe Manager Access Card

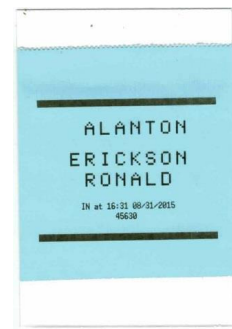
Press F2

### **Enter code 1** ADD/EDIT VOLUNTEER

*Note Profile file should be sorted in ID order (code 14) to reduce any delay.*

Follow prompts, when completed press the left purple key to SAVE or the right purple key to CANCEL. The card is now associated with that Volunteer. *To remove a card, follow the above procedure and when requested to swipe a card "press F1 CLEAR", which removes the card association.*

**To print a magnetic card label** (Linerless, colored 60-ft rolls produce 250-300 labels/roll), place a thermal label roll in the AR paper compartment, enter code 1 ADD/EDIT VOLUNTEER, enter ID number, follow prompts to print label. Affix label to a swipe card.



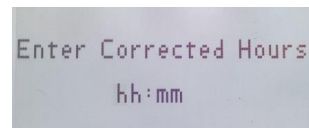
### **To re-use a Volunteer magnetic card:**

ADD NEW EMP F1  
EDIT EXISTING EMP F2

Make sure there is no activity on the card. Do not activate or re-use a card until the former Volunteer has been deleted (code 2).

Swipe Manager Access Card  
Press F2  
**Enter code 1** ADD/EDIT VOLUNTEER

**Select F2** EDIT EXISTING EMP  
Follow prompts, delete the former Volunteer, when completed press the left purple key to SAVE or the right purple key to CANCEL



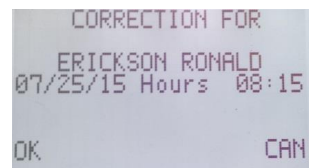
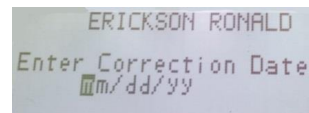
### To Make Manager Corrections for Current Recording Month

First print all time card report (code 5) to determine if any Volunteer has <FP> failed punch errors

Swipe Manager Access Card  
Press F2  
**Enter code 8** MANAGER CORRECTION

Enter Punch ID  
Correct <FP> failed punch errors by entering hours worked using format: mm/dd/yy.  
Note that code 8 adds to the hours if used for the current day, but replaces hours for past/future days

Code 8 can also be used to enter total hours for an employee that has not punched.  
When completed, *press the purple button below* OK to accept



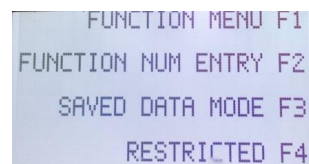
ID 101 corrected <FP> for 4 hr 15 min for total day hours

IN	VOLUNTEER	101		101	
THU	06/16	IN	16:30	OUT	17:30
				VOID	
THU	06/16	IN	17:30	<FP>	:_:_
					4:15
THU	06/16	Manager	Correction		
FRI	06/17	IN	8:00		
				Period Total	4:15

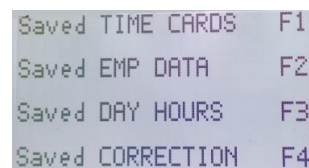
### To Make Manager Punch Corrections for Saved Recording Month

This feature is used if the manager failed to make punch corrections during the active recording month

Swipe Manager Access Card  
**Press F3** to enter the SAVED DATA MODE to access and edit Time Cards saved from the last recording month



**Press F1** Saved TIME CARDS to print saved Time Cards and locate any days that Volunteers have an uncorrected <FP>.



**Press F4** Saved CORRECTION to replace Volunteers <FP> with total hours worked for a day. Entering ID, select the day using format mm/dd/yy



and then entering total time worked. This feature can also be used to enter total hours for a Volunteer that has not punched. Note that the code is additive, and if used more than once for a single day, the hours entered on that day will be added together

**Press F1** to re-print corrected saved Time Cards

**To Terminate or to Change Punch ID (code 2)**

Swipe Manager Access Card  
Press F2

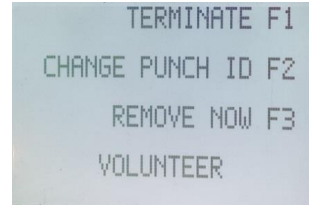
**Enter code 2** DELETE / CHG PUNCH ID

Enter punch ID then select:

F1 to terminate ID (The letters TRM will be tagged to that employee's ID (code 15 Print Empl Info). All employees with the TRM status no longer can punch IN/OUT, but remain in the Punch File until the end of the pay period (code 75).

F2 to change punch ID (Punches in the Punch File will be deleted)

F3 to remove now (Immediately removes ID and associated punches from the Punch File)

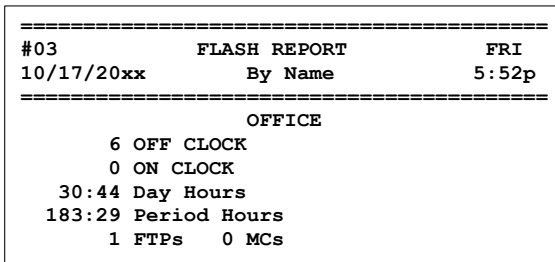


**To Print Status of All Volunteers**

Swipe Manager Access Card  
Press F2

**Enter code 3** PRINT FLASH REPORT

Displays Number Volunteers OFF clock, ON clock, total of Day Hours, Period Hours, FTPs (failed punch) MCs manager corrections.



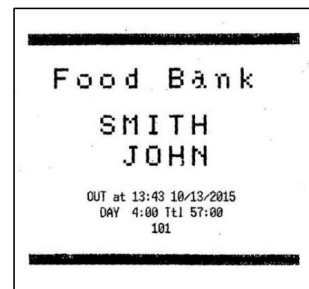
**To Print Service Confirmation Receipt when punching OUT, Volunteers can print a service receipt showing their individual cumulative time record,**

Press the PRINT key after punching IN/OUT to print a confirmation receipt, includes site name, Volunteer name, time, month day year, and ID number. Illustration shows log OUT receipt.

- When logging IN: time and date print
- When logging OUT: time, date, hrs for day and hrs for period print

Receipt line 1 is the same as report header line 1. If 12 characters or less, printing is double height, double wide. Line 1 is edited by code 78.

- Facility name
- Volunteer name
- Time punched OUT
- Month/day/year
- Hours for the current day
- Hours total from start date
- ID number



**To Print Stick-on Badge** Press PRINT key when logging IN. A receipt prints 1) showing the facility name 2) the Volunteer's name, the time and date, and the ID number. Affix 3/4-inch adhesive tape to the top of the receipt and apply directly to the Volunteers left shoulder. If you are a first time Volunteer, the badge will just have your ID number. If you are a regular Volunteer, the Volunteer Coordinator will revise the name field and your name will print.





½ in adhesive carrier attached to top of receipt

Label on shirt held by adhesive carrier



### To Print Reports

Swipe Manager Access Card  
Press F2

Enter the code for desired report (most often used codes are printed on the Manager Card, all codes are listed in the back of this instruction).

```

FUNCTION MENU F1
FUNCTION NUM ENTRY F2
SAVED DATA MODE F3
RESTRICTED F4
  
```

### Sample Pull Sheet

A single Time Card (tally sheet) is printed for each Volunteer. If cleared weekly, a card has 7 days, bi-weekly 14 days, etc. In the example, the total does not include hours for <fp> days until manager corrections (code 8) are made, sum total updates immediately and a new report should be taken.

The total hours for each day of the week (MON-SUN) is printed at the bottom of each time card. This is useful on weekly recording, but not on 2 or more weeks, and the total day printing can be removed. Swipe the Access Card.

Press F4 and enter 14 as the passcode to remove the daily totals

or 7 to restore them...

### Who's at Work Now

Swipe Manager Access Card  
Press F2

Enter code 4

Prints Who's IN 4 report: upper case shows Volunteer is currently punched IN and lower case Volunteer is on break.

Punched-out-when-report-taken-¶	Last-name-first¶	Punch-ID-(payroll-#)¶	Dept-1¶
¶	JONES · BILL	5732	1¶
<FP> failed-punch-yet-to-be-corrected¶	TUE · 10/29 · IN · 10:05 · OUT · 15:13	· 5:08¶	
	WED · 10/30 · IN · 10:08 · <FP> · · · ·	· ¶	
	THU · 10/31 · IN · 10:08 · OUT · 13:02	· 2:54¶	
	FRI · 11/01 · IN · 10:09 · OUT · 15:37	· 5:28¶	
	SUN · 11/03 · Manager · Correction	· 5:00¶	
	MON · 11/04 · IN · 10:05 · OUT · 15:05	· 5:00¶	
	TUE · 11/05 · IN · 10:07 · OUT · 15:13	· 5:06¶	
	WED · 11/06 · IN · 10:06 · OUT · 15:04	· 4:58¶	
	THU · 11/07 · IN · 9:06 · OUT · 11:05	· 1:59¶	
Manager-corrected-code-8¶	FRI · 11/08 · IN · 10:03 · <FP> · · · ·	· ¶	
	FRI · 11/08 · Manager · Correction	· 5:30¶	
	SAT · 11/09 · IN · 13:39 · OUT · 14:46	· 1:07¶	
	MON · 11/11 · IN · 10:05 · OUT · 14:15	· 4:10¶	
	TUE · 11/12 · IN · 10:04 · OUT · 14:56	· 4:52¶	
51:12 Sum-total-of-all-Hrsmin¶	¶	· · · · ·	Period Total · 51:12¶

#04	WHO'S IN LIST	MON
10/28/2013		7:11p
	WHSE	
IN SMITH MARIAN	14217	99
IN JONES LUIS	17267	98
in KING ANA	19278	98
in FERNSTRON SHOMAR	20041	98
in SAGREDO LUIS	22840	99

## Site Setup and Auto Functions

Code 10 prints the AR default values for options O, E, N, the auto events set times and other defaults specific for your machine.

### APPLICATION NOTE

The AR can be set to perform up to 25 functions automatically from a time schedule that is set with Code 79 (Code 80 prints available options). Code 10 prints the AUTO EVENTS time table. All events can be performed manually, but some might be better done on a date or time that management is not available.

## Set Auto Event Functions

### APPLICATION NOTE

Several functions can be set to happen at the same time. They will be performed in the order listed. If you want to clear all auto events enter code 96.

Individual functions can be set for every day or any day. If you have a 2-week month, take 2 weekly reports or let the Punch File "roll" and manually clear the month.

### Swipe Manager Access Card

Press F2

Enter code 79

Prompt shows event #01 data.

Press the left purple key under NEXT to go the next sequential event, the 2<sup>nd</sup> purple key DEL to remove the event, the 3<sup>rd</sup> EDIT to change the event, or the right purple key PREV to go back the previous event. If you want to save & exit press F1.

The next prompt will allow the day of week 0-6, or every day 7, or monthly 8 or 9 on the 16<sup>th</sup> day. Press the number associated with the day that you want.

```

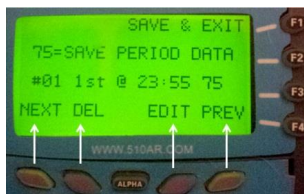
H10      SITE INFORMATION      WED
10/30/2013      6:30p

                               VMSSE
PRG DATE = OCT 21 2013
OPTION B PRE-BREAK = 15 mins
OPTION O PRE-OUT = 15 mins
OPTION E PRE-START = 10 mins
OPTION D (Deduct for break at DRY CLOSE)
22 day hours over 20788 (00 mins)
---then deduct DEDUCT (30 mins)
OPTION N (Min DRY HOURS at DRY CLOSE)
--- DRY HOURS = 8 hours minimum
KBD-PUNCH = YES
CARD-PUNCH = NO
PRINT LOG DATA = NO
AUTO BRIGHT SAVING = YES
Date of Saved Data = 10/27/2013
UNIT SERIAL NUMBER = 766-154-998
RMK = 1024 Mb
FLASH = 2048 Mb
COM3 = 4 Conexant Bantsee modem

---AUTO EVENTS---
#01 DLY @ 23:59 24 DRY CLOSE
#02 SAT @ 05:00 34 SORT PUNCH ID
#03 SUN @ 02:00 05 TIME CREDS
#04 SUN @ 02:00 01 DRY HOURS
#05 SUN @ 03:00 75 SAVE PERIOD DATA
#06 SUN @ 03:00 25 PERIOD CLOSE
#07 DLY @ 23:45 33 MODEM ON
#08 DLY @ 12:00 26 START BREAK
#09 DLY @ 12:30 27 END BREAK
#10 ERI @ 11:44 29 AUTO CLOCKOUT
    
```

Codes to change OPTIONS  
 85 SET/EDIT OPTION B PRE-BREAK  
 86 SET/EDIT OPTION O PRE-OUT  
 84 SET/EDIT OPTION E PRE-START  
 87 SET/EDIT OPTION D OVER & DEDUCT

Code 79 SET AUTO FUNCTIONS  
 4 PRINT WHO'S IN LIST  
 5 PRINT ALL TIME CARDS  
 7 PRINT DAY HOURS  
 9 PRINT DEPT HOURS REPORT.  
 12 SORT by NAME  
 13 SORT by DEPT  
 14 SORT by PUNCH ID  
 17 PRINT PAID BREAK REPORT  
 24 DAY CLOSE  
 25 PERIOD CLOSE  
 26 START BREAK (OPTION B)  
 27 END BREAK (OPTION B)  
 29 AUTO CLOCKOUT (OPTION O)  
 30 PRINT LOG DATA ON  
 31 PRINT LOG DATA OFF  
 33 MODEM ON  
 34 MODEM OFF  
 35 KBD PUNCH ON  
 36 CARD PUNCH ON  
 37 KBD PUNCH OFF  
 38 CARD PUNCH OFF  
 75 SAVE PERIOD DATA



```

0=Su 1=Mo 2=Tu 3=We
4=Th 5=Fr 6=Sa 7=DLY
8=1st 9=16th

#01 DLY @ 23:59 24
    
```

In the example below Event 3 was selected and the next prompt shows SUN and allows the next step which is to enter the time on WED that the event is to happen in the format hh:mm.

```

0=Su 1=Mo 2=Tu 3=We
4=Th 5=Fr 6=Sa 7=DLY
8=1st 9=16th

#03 SUN @ 02:00 05
    
```

```

SAVE & EXIT
Enter Time of Event
#03 WED @ 02:00 05
    
```

## To Purge Completed Community Service Volunteers

Report 7 lists the service hours of all Volunteers' period to date. In the example below ID 179 must complete 90 hours. To date he has completed 85

Volunteer 201 signed up for 100 hours and has recorded 108 hrs. This Volunteer has completed his service: Enter code 6 and print a pull sheet for ID 201 and placed in his file. The last receipt printed by ID 201 should be taken by the Volunteer to his patrol officer to get a release. 201 should be deleted from the AR using Function 2, and selecting F3 REMOVE NOW.

```

TERMINATE F1
CHANGE PUNCH ID F2
REMOVE NOW F3
VOLUNTEER
  
```

```

=====
#07          DAY HOURS REPORT          TUE
01/05/2016    By Pay#                12:47p
=====
                food bank
                community service
                UNION OFFICE
--- VOLUNTEER                179                90
--/--    1/4    1/5 12/30 12/31 12/18 12/26
-SUN- -MON- -TUE- -WED- -THU- -FRI- -SAT-
__:_    6:44  6:43 17:21 19:42 14:54 19:58
                Period Total                85:22
-----
--- VOLUNTEER                1962                50
--/--    1/4    1/5 12/30 12/31 12/18 12/26
-SUN- -MON- -TUE- -WED- -THU- -FRI- -SAT-
__:_    _:_    0:39  _:_    _:_    _:_    _:_
                Period Total                0:39
-----
--- VOLUNTEER                201                100
--/--    1/4    1/5 12/30 12/31 12/18 12/26
-SUN- -MON- -TUE- -WED- -THU- -FRI- -SAT-
__:_    9:47 20:09 18:33 24:08 15:16 20:21
                Period Total                108:14
-----
--- VOLUNTEER                745                20
--/--    1/4    1/5 12/30 12/31 12/18 12/26
-SUN- -MON- -TUE- -WED- -THU- -FRI- -SAT-
__:_    _:_    6:21 12:04  4:48 11:53 19:12
                Period Total                54:18
                Report Total                248:33
  
```



## REPORTS

### The following reports can be printed at any time

- 3 Print Flash Report** Total number OFF CLOCK, ON CLOCK, Day Hours, Period Hours, FTPs (failed to punch), MCs (manager corrections)
- 4 Print Who's IN List** Prints All Volunteers Currently Logged IN
- 5 Print All Time Cards** (Pull Sheets) Prints All Active Volunteers Time Cards (Volunteers not Logged IN/OUT during the Period Do Not Print)
- 6 Print Individual Time Card (pull Sheet)** Prints Individual Pull Sheet
- 7 Print Day Hours** Report Prints Hours Worked Each Day Without Punches
- 9 Print Dept. Hours** Report Prints Total Hours Worked in Each Department
- 10 Print Site Info** Prints Default Values and List of Auto Functions
- 11 Print Punch** Prints last 250 Transaction including Punches
- 15 Print Employee Information** Print Volunteer Profiles
- 16 Print Dept. Time Cards** Prints Time Cards (pull sheet) for Selected Department
- 18 Print Current Staffing Report** in 1 Hour Increments
- 80 Print Punch Option List** Print List of Punching Options
- 82 Print Function Code List** Prints Complete List of Function Codes (included at end of this instruction)
- 95 Print Saved All Time Cards** Volunteer Time Cards (pull sheets) from Past Period

```

#03          FLASH REPORT          SAT
xx/25/201x   By Name              2:31p
=====
UNION OFFICE
6 OFF CLOCK
0 ON CLOCK
0:00 Day Hours
199:27 Period Hours
0 FTPs 0 MCs
    
```

```

#10          SITE INFORMATION      TUE
0x/12/201x   By Name              11:59p
=====
AR EMPLOYEE CLOCK
WATCHUNG NJ
908686-7220
PROG DATE = SEP 01 2014
OPTION B PRE-BREAK = 15 mins
OPTION O PRE-OUT = 15 mins
OPTION E PRE-START = 10 mins
OPTION D (Deduct for break at DAY CLOSE)
---If day hours over (60 mins)
---then deduct (30 mins)
OPTION N (Min DAY HOURS at DAY CLOSE)
---DAY HOURS = 8 hours minimum
KBD-PUNCH = YES
CARD-PUNCH = NO
PRINT LOG DATA = NO
AUTO DAYLIGHT SAVING = YES
7 DAY = YES
Date of Saved Data = 05/10/2015
UNIT SERIAL NUMBER = 211-172-843
RAM = 2048 kb
FLASH = 4096 kb
COM3 = 4 Conexant Banshee modem
---AUTO EVENTS---
#01 DLY @ 23:59 24 DAY CLOSE
#02 SUN @ 1:00 12 SORT NAME
#03 SUN @ 1:00 17 BREAK REPORT
#04 SUN @ 1:00 18 DAILY SCHEDULE
#05 SUN @ 1:00 5 TIME CARDS
#06 SUN @ 1:00 75 SAVE PERIOD DATA
#07 SUN @ 1:00 25 PERIOD CLOSE
#08 DLY @ 23:45 33 MODEM ON
#09 DLY @ 9:30 34 MODEM OFF
#10 DLY @ 12:00 26 START BREAK
#11 DLY @ 12:30 27 END BREAK
    
```

```

#05          ALL TIME CARDS      FRI
xx/24/201x                                       9:04a
=====
Card System Technologies
510AR
UNION NJ
--- FERNSTROM GAYLORD 0037 1
MON 04/20 IN 12:15 OUT 17:45 5:30
TUE 04/21 IN 12:15 OUT 17:30 5:15
WED 04/22 IN 12:30 OUT 13:00 0:30
WED 04/22 IN 13:00 OUT 18:00 5:00
THU 04/23 IN 14:15 OUT 18:00 3:45

-SUN- -MON- -TUE- -WED- -THU- -FRI- -SAT-
_: _ 5:30 5:15 5:30 3:45 _: _: _:
Period Total 20:00

--- IVORY 179
MON 04/20 IN 10:05 OUT 11:53 1:48
MON 04/20 IN 12:17 OUT 18:00 5:43
TUE 04/21 IN 10:05 OUT 17:37 7:32
WED 04/22 IN 10:00 OUT 17:57 7:57
THU 04/23 IN 10:22 OUT 18:02 7:40

-SUN- -MON- -TUE- -WED- -THU- -FRI- -SAT-
_: _ 7:31 7:32 7:57 7:40 _: _: _:
Period Total 30:40

--- JOLLIFFE ROB 0562 1
MON 04/20 IN 17:00 OUT 18:30 1:30
WED 04/22 IN 16:30 OUT 17:00 0:30

-SUN- -MON- -TUE- -WED- -THU- -FRI- -SAT-
_: _ 1:30 _: _ 0:30 _: _: _:
Period Total 2:00

--- JOLLIFFE SUE 4478 1
MON 04/20 IN 10:01 OUT 16:05 6:04
TUE 04/21 IN 10:05 OUT 16:06 6:01
WED 04/22 IN 10:00 OUT 12:55 2:55
WED 04/22 IN 12:56 OUT 16:01 3:05
THU 04/23 IN 9:58 OUT 15:02 5:04

-SUN- -MON- -TUE- -WED- -THU- -FRI- -SAT-
_: _ 6:04 6:01 6:00 5:04 _: _: _:
Period Total 23:09

Report Total 75:49
    
```

## Preloaded 500 Profile ARcs

Models 510ARcs, 570ARcs, and 610ARcs have the capacity to process 500 profile accounts with a punch file of 30,000 entries. The units are loaded with 450 accounts 101 to 554 with the generic name "VOLUNTEER". The remaining 50 accounts are reserved for other entries. The school Volunteer and similar applications clear on the 1<sup>st</sup> of the month and the Court Mandated Community Service application is opened and never clears. Registration forms and sample Excel sheets can be printed from the 510AR.com website.

### 1. VOLUNTEER REGISTRATION FORM

#### LOG IN

- 1) First time you log in: Print your name by the next available ID number. This will be your number every time you Volunteer at the School.
- 2) Type your ID number into the machine and press the green ENTER key.
- 3) Press the left purple key indicated as IN on the screen.
- 4) Press the PRINT key.
- 5) Carefully tear off badge, attach adhesive carrier, and place on your left shoulder. If you are a first time Volunteer, the badge will just have your ID number. If you are a regular Volunteer, your name will print.

#### LOG OUT

- 1) Type your ID number and press the green ENTER key.
- 2) Press the right purple key indicated as OUT on the screen.

#### PRINT RECEIPT

If you require proof of Volunteering, as for the Military or a company as in Partners in Education, produce a receipt of service by pressing the PRINT key when logging out

### 2. COMMUNITY SERVICE REGISTRATION FORM

#### LOG IN

- 1) First time you log in: Write your complete Court Docket number by the next available ID number. This will be your number until your Volunteer service time is completed. Use it every time you Volunteer at this facility.
- 2) Type your ID number into the machine and press the green ENTER key.
- 3) Press the left purple key indicated as IN on the screen.
- 4) Press the PRINT key the first time that you log IN to print a Service Receipt. Save the receipt as an ID number reference for future visits.

#### LOG OUT

- 1) Type your ID number and press the green ENTER key.
- 2) Press the right purple key indicated as OUT on the screen.
- 3) Press the PRINT key to print your Service Receipt
- 4) Verify that your hours are correct, then deposit in the Receipt container.

**VOLUNTEER REGISTRATION FORM**

LOG IN

1) First time you log in: Print your name by the next available ID number. This will be your number every time you volunteer at the School.

2) Type your ID number into the machine and press the green ENTER key.

3) Press the left purple key indicated as IN on the screen.

4) Press the PRINT key.

5) Carefully tear off badge, attach adhesive carrier, and place on your left shoulder. If you are a first time volunteer, the badge will just have your ID number. If you are a regular volunteer, your name will be printed.

LOG OUT

1) Type your ID number and press the green ENTER key.

2) Press the right purple key indicated as OUT on the screen.

ID	Last Name	First Name
101		
102		
103		
104		
105		
106		
107		
108		
109		
110		
111		
112		
113		
114		
115		
116		
117		
118		



**COMMUNITY SERVICE REGISTRATION FORM**

**NOTE**

Registration forms shown can be printed from the 510AR.com website.

ID	Date Completed
112	
113	
114	
115	
116	
117	
118	



<p><b>----AUTO FUNCTION CODES----</b></p> <p>03 Flash Report  04 Who's IN List  05 Print All Pull Sheets  07 Day Hours Report  09 Dept Hours  10 Site Info  11 Print Log  12 Sort by Name  13 Sort by Dept  14 Sort by Punch ID (preferred)  15 Employee Information  17 Paid Break Report  18 Staffing by Hour Report  19 Saved Staffing by Hour  20 X Option Enable  21 X Option Disable  22 Print X Option State  24 Day Close (Apply D &amp; N Options)  25 Period Close  26 Start Break (Option B)  27 End Break (Option B)  29 Auto Clock out (Option O)  30 Print Log Data On  31 Print Log Data Off  33 Modem On  34 Modem Off  35 Kbd Punch On  36 Card Punch On  37 Kbd Punch Off  38 Card Punch Off  75 Save Period Data</p>	<p><b>--OTHER FUNCTION CODES--</b></p> <p>01 Add/Edit Employee  02 Delete / Chg Punch ID  06 Individual Time Card  08 Manager Correction  16 Dept Time Card  39 Daylight Saving On/Off  78 Set/Edit Header Text  79 Set Auto Functions  80 Print Punch Opt List  81 Print Pay Opt List  82 Print Function Code List  84 Set/Edit Option E Pre-Start  85 Set/Edit Option B Pre-Break  86 Set/Edit Option O Pre-Out  87 Set/Edit Option D Over &amp; Deduct</p> <p><b>----PUNCH OPTION CODES----</b></p> <p>B Break  D Deduct Break Time  E Move Punch to Start Time  N Min 8 Hours  O Auto Punch Out  R Round to Nearest 1/4 Hour  U Paid Break  S Staff  V Volunteer  P Partner In Ed  C Community Service  L Local Board  M Military  G Group  X Work Past Midnight</p>	<p><b>---- HOST ONLY -----</b></p> <p>#41 Load A Punch Record  #88 Send Saved Staffing Report  #90 Send Saved Data  #91 Send Current Data  #92 Set Header Line 1  #93 Set Header Line 2  #94 Set Header Line 3  #95 Send Saved Pull Sheet  #96 Clear Auto Event List  #97 Remote Auto Event  #98 Remote Hire  #99 Set Time &amp; Date</p>
---	--	---

**Table of Function Codes**



## Volunteer AR Procedures Guide

(\*Function codes performed automatically, daily and monthly, are listed in the 10 Site Information report. Swipe Manager Access card and select F2 to access Function codes}

**Daily** (Note that the AR should be sorted in ID order (code 14) to reduce any delay)

### Monthly

5*	Print all pull sheets	Prints all active Volunteer pull sheets (Volunteers that have not logged IN/OUT during the period do not print)
6	Print individual pull sheet.	Prints individual pull sheet
16	Print dept. time cards	Prints all pull sheets for a selected department/category
25*	Month close	Auto-function automatically clears log times for start of new recording period
75*	Save month data	Auto-function automatically saves current Punch File as Saved Punch File

### Saved Time Cards (last month)

95	Print saved pull sheets	Print all pull sheets saved from last period
----	-------------------------	--

### As needed during current month

3	Print Flash report	Total number OFF CLOCK, ON CLOCK, Day Hours, Period Hours, FTPs (failed to punch), MCs (manager corrections)
4	Print Who's IN List	Prints Name and ID number of persons still logged IN
9	Print dept hours report	Prints total hours worked in each category (dept)
7	Print day hours w/o punches	Print hrs by day of week, no punches
10	Print site info	Prints default values and list of auto functions that are done daily and monthly
11	Print punch log	Prints an activity transaction log of all events. Loop of the last 250 events
12	Sort by name.	Sorts pull sheets in alphabetical order
13	Sort by dept.	Sorts pull sheets by department (category)
14*	Sort by ID number.	Sorts pull sheets in ID order (preferred)
15	Print Volunteer profiles	Prints profile of all Volunteers (ID, NAME, DEPT, OPTIONS, START TIME, and BADGE number)

\*. Automatic set by auto-functions. See report 10 for a list of the auto-functions

## Addendum I Communications

The AR's are standalone units and do not require a PC or Internet connection to operate. They also have two active communication ports that allow a PC (laptop or desktop) to transmit and receive formatted text files to be stored in the PC. One port is a telephone connection and the other is a serial RS232 port. The phone port requires that the AR to be connected to an analog telephone line and the serial port is connected by a short cable (e.g., 15 ft.) to the PC DB9 com port.

PC's no longer have serial or modem ports. They have USB ports that use modular USB adapters to interface via phone modem or RS232 serial cable. We provide a PHONE or DIRECT UTILITY program on a USB dongle (flash drive). You can connect via the removable dongle, or move the UTILITY program the PC's hard drive.



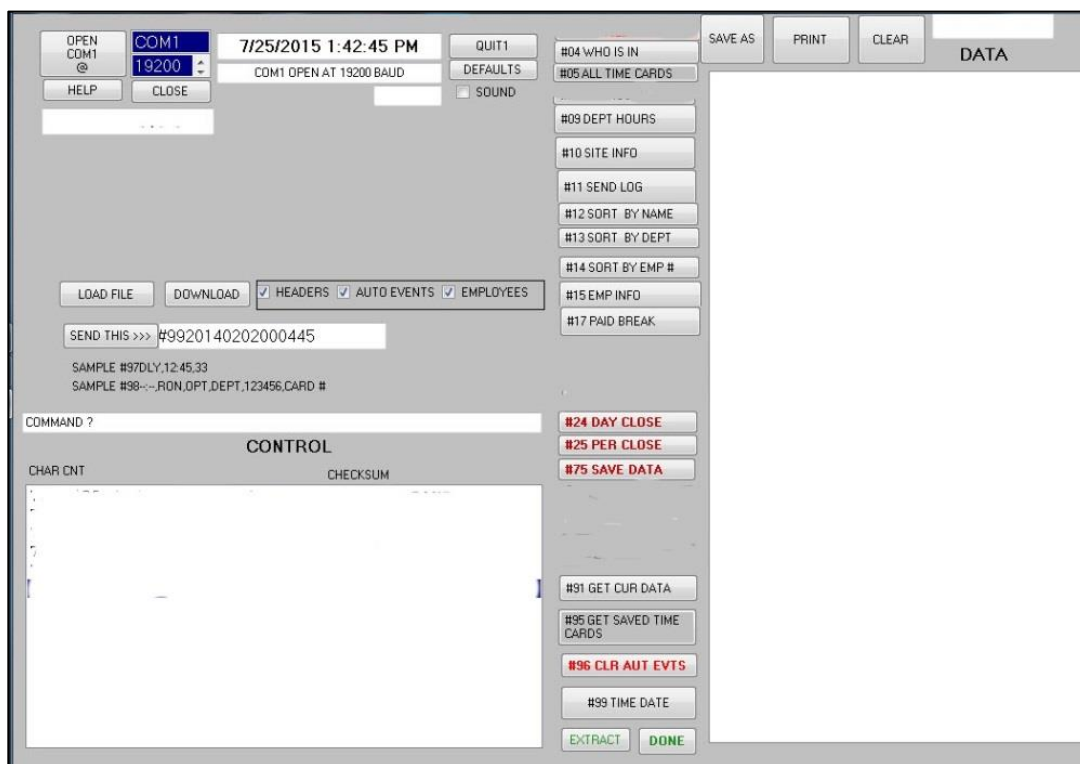
A **SERIAL** dongle connects to PC's USB port



A **PHONE** dongle connects to PC's USB port



The **Tools UTILITY** PC App can be purchased separately on a USB dongle



**Card System Technologies  
2012A Morris Ave  
Union, NJ 07083**

Ph: 908-686-7220

Web: 510AR.com for ordering equipment and supplies

Web: CardSystemTechnologies.com

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