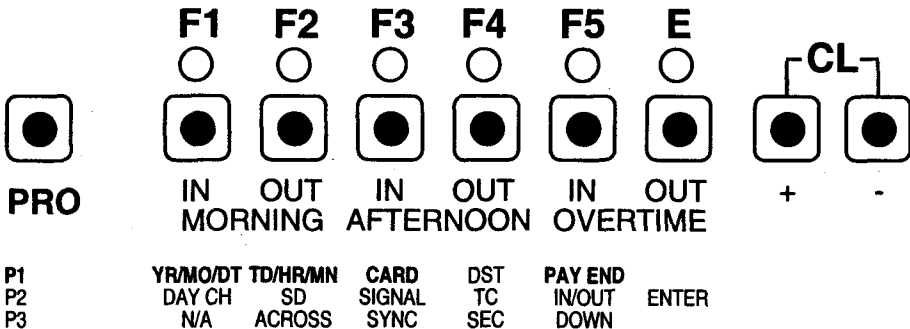


ATR 440 Quick Start

For unpacking and inspection instructions, see Section 2.1 of the *ATR 440 User's Manual*, page 5.

Basic programming instructions

The programming mode is entered by unlocking and removing the top cover from the ATR 440 with the power on. The IN/OUT buttons on the clock serve as function keys in the programming mode. The functions of each button are listed below and on the inside cover of the recorder.



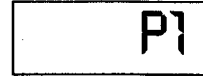
PRO: Press the PRO(gram) button to select the program group. If you're in P1 mode, press the PRO button again to enter the P2 program group. Pressing PRO again will take you to the P3 programming choices. *All programming on this Quick Start sheet takes place in the P1 programming mode.*

CL: Press the + and - button at the same time to cancel the existing program contents. Pressing the + button by itself advances the display, the - button backs it up.

The digital display is used when programming the settings. The portion of the display that is flashing is the component that you are currently setting. Press the + or - button to set the component. Then press the E button to enter and advance to the next feature or component.

Setting the year, month, and date

Open the top cover. The digital display reads P1.



Press the F1 key.

The year flashes on the left of the digital display. Set it by using the + or - key as described earlier. Then press the E key to enter and accept the setting.



The month flashes next. Set it the same way as previously described. Enter.



The date flashes next. Set and enter it.



The day of the week flashes next. *Make sure you set the day of the week correctly or the clock may not print correctly.* Enter.



The digital display will turn off. Continue programming the ATR 440 by pressing the F2 key.

Setting the time of day, digital display, and the print format

You may set the digital display to show the time in 12- or 24-hour format. The ATR 440 will print in the same format as chosen for the display. In the 12-hour format, the display will show AM or PM on the top of the display. *The print registration will indicate PM hours with the minutes underscored.* Example: At two fifteen in the afternoon, the recorder would print 02:15. In the 24-hour format the registration would be 14:15.

Either 12 or 24 will be flashing on the left hand side of the display. Select the desired format. Enter.



The hour flashes next. Set the hour. *Hours will always be programmed in the 24-hour format regardless of the display and print format chosen.*

The minute flashes next. Set the minutes. Enter.

The digital display will turn off. Proceed to the next step

**Selecting the time card type, minute format,
and day of week language**

The ATR 440 works with several different types of time cards, including those for weekly, biweekly, semimonthly or monthly pay periods. *It is very important to set the clock and spacing for the type of time card you will be using since it affects the printing position on the card.* The chart on page 15 of the *ATR 440 User's Manual* is a sampling of popular time cards that we have tested with the ATR 440 and their correct settings.

Press the F3 key.

The card type number flashes on the left-hand side of the display. *Please select only card type numbers 02, 12, 13, 14, 15, or 16 from the Time Card Specification Chart on page 15 of the ATR 440 User's Manual.* Select and enter the card type number.

Note: You must set both the card type and a previous pay period ending date (see Section 3.7, page 19 of the *ATR 440 User's Manual*). The recorder must then be allowed to advance to the day the week starts under its own power. *You cannot manually advance the recorder to that date.*

After selecting the card type number, the next character set will flash, allowing you to select how time or portions of the hour will print on your time cards. Select from 01-04 with 01 printing time in minutes, 02 in hundredths, 03 in twentieths, and 04 in tenths of an hour. Refer to the chart on page 16 of the *ATR 440 User's Manual* for time equivalents between the different methods used for portions of an hour. Select and enter how the portion of the hour will be printed.

The day/date language code flashes next. This setting controls how the day or date prints on a time card. See the chart on page 17 of the *ATR 440 User's Manual* for the imprint settings. Set this indicator. Enter.

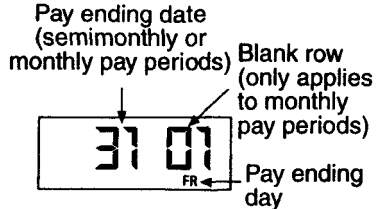
The digital display will turn off. Proceed to the next step.

Setting the previous pay period ending date

The ATR 440 is designed so that the last day of the pay period prints on the bottom row of your time card. On initial setup, be sure to select the previous pay period and not the current pay period ending date. This will assure that when you start using the ATR 440, the registrations will print in the correct row of your time card. For monthly and semimonthly pay periods, select the 31st as the pay ending date. ***Make sure that have selected the appropriate time card type*** (See Section 3.4, page 13 of the *ATR 440 User's Manual*).

Press the F5 key.

The pay ending date flashes. ***For semimonthly and monthly pay periods, leave the pay ending date set to 31.*** Set it. Enter.



The blank row number flashes. Leave this setting at 01 if you do not use a monthly pay period. If you are using a monthly time card, you will need to set one row on the card as a blank row since monthly time cards normally have 32 rows. Set the blank row number and enter.

The day of the week blinks next. This is the day of the week your weekly or biweekly pay period should end on. Time for this day should print on the last row of the time card. Set this and press the E button to enter it.

The display will turn off. Close the cover.

Your ATR 440 is now ready for use.

For additional features, including Daylight Saving Adjustment, day change, two color ribbon control, signal control, and the auto across the card feature, please refer to the *ATR 440 User's Manual*.