



Booking Card: The Card should be swiped through the slot with the black stripe to the front and facing up. After every successful booking, your current Flextime balance will be displayed.

Display: The Display will normally show either 'ARRIVE' or 'DEPART' and the current system time.

Arrival Booking: Press the Arrive key and swipe your card.

Depart Booking: Press the Depart key and swipe your card.

Information: Press the Information key and swipe your card. Your current Booking Status and your Flextime balance will be displayed. Booking Status: ABSENT; PRESENT; ABS. BA. (Absent on Business Absence);

Business Absence (Departure): Ensure that the terminal display reads "Depart". Press the Briefcase Button and then swipe your card through the reader. The display on the terminal will now show "Depart BA".

Business Absence (Arrival): This must be your first booking of the day. Business Absence arrivals can only be registered if you have not yet booked into work and have been out on business before arriving at work. If you have already booked yourself off on Business Absence merely book yourself in as normal

Otherwise ensure the display shows "Arrive". Press the Briefcase Button and swipe your card through the reader. The display will then show "Arrive BA".

Power Up (Optional): If there is no mains power to the Terminal, press this key to activate the Terminal, then make a booking as normal.

Error Messages:

#59 WRONG BOOKING	You have not followed the correct ARRIVE-DEPART-ARRIVE-DEPART booking sequence.
#73 NO RECORD	Your Card data is not present in the Terminal. Make a manual record of your bookings and contact your Supervisor.
0469 STX MISSING	Your Card has not been read correctly by the Terminal, or your Card may be faulty. Try to make the booking again. If the fault persists, make a manual record of your bookings and contact your Supervisor.
OTHER ERRORS	Your Card has not been read correctly by the Terminal; the Terminal or your Card may be faulty. Try to make the booking again. If the fault persists, make a note of the error displayed, make a manual record of your bookings and contact your Supervisor.

Additional Advice:

#59 WRONG BOOKING:

On First Arrive:	You have forgotten to Depart on your previous working day. Make a Depart booking, followed immediately by an Arrive (or Arrive on Business) booking.
On Lunch Depart:	You have forgotten to Arrive today. Make an Arrive booking, followed immediately by a Depart booking.
On Lunch Arrive:	You have forgotten to Depart for lunch. Make a Depart booking, followed immediately by an Arrive booking.
On Last Depart:	You have forgotten to Arrive at lunch time. Make an Arrive booking, followed immediately by a Depart (or Depart on Business) booking.