

# Punch Card Job Tray

- The input forms / documents are handed to the punch operator in this tray.
- The punch operator keys the data into punch cards, which are stored in the tray and passed to the verifier operator.
- The verifier operator types the data again into the already punched card, sensors determine whether the holes in the card correspond to the key pressed.
- If there is an error or the operator presses the wrong key, the verifier flags an error and waits. The operator has 3 attempts to press the correct key, on the third mismatch the verifier punches a semi-circular notch above the error column.
- If the whole card is correct, the verifier punches a semi-circular notch at the back edge of the card.
- If there are any incorrect cards, the verified job is returned to the punch operator who re-punches the incorrect cards and stands them up in the tray.
- The verifier operator then re-verifies the re-punched cards.
- The final check that all is correct involves looking along the trailing edge of the batch of cards to ensure that all are notched.

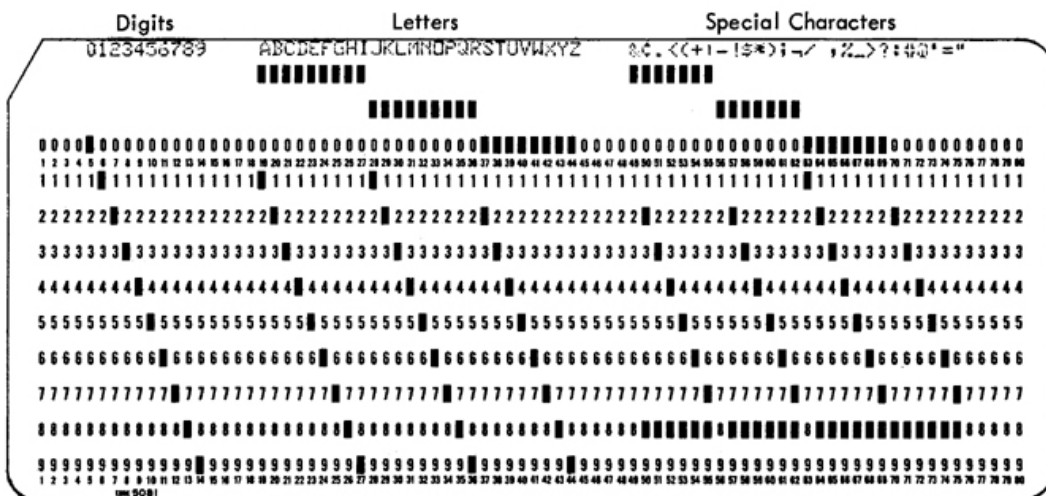


Figure 4. Card Codes and Graphics for 64-Character Set