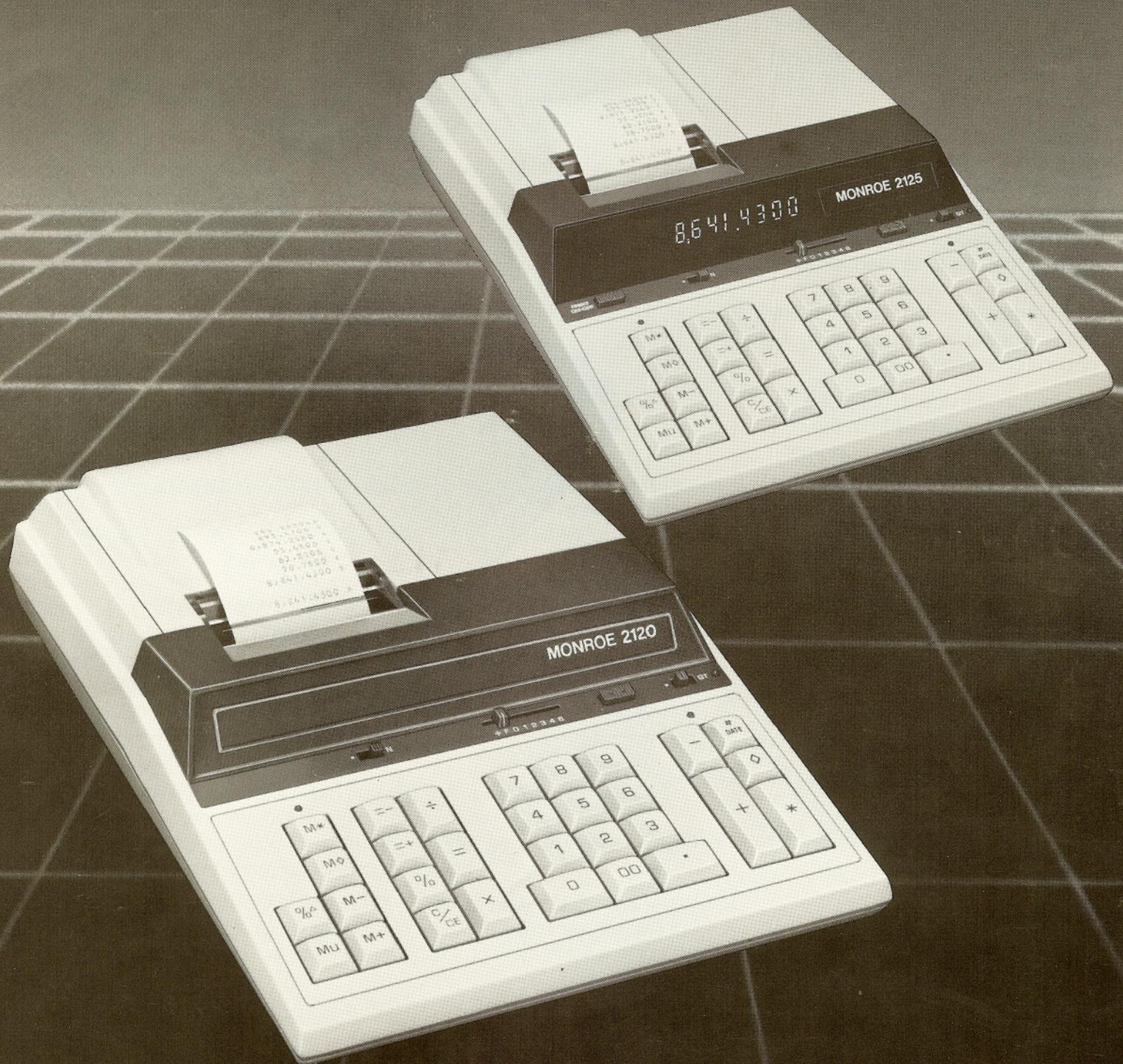


# OPERATING INSTRUCTIONS

# Models 2120/2125



**MONROE**  
Systems For Business

## Our Service is Legendary

Your Monroe 2120/2125 was built with the highest standards of quality and workmanship. Because we have over seventy years of experience in the design and manufacture of fine figurework equipment, you have a product you can rely upon. Quality . . . Performance . . . Value . . . in calculators for yourself or your Company, comes from our Company.

Monroe 2100 Series Calculators are backed by a comprehensive warranty that covers all parts, labor and travel. And that same comprehensive protection, and convenient service, can be extended for as long as you own your calculator. The Monroe Maintenance Guarantee is renewable annually at your option for a small charge.

At Monroe, service is not just a slogan, it's a promise from the company that has made customer service a top priority. When you need us, we come to your office — usually on the same day. With over 200 company-owned branches located throughout the United States and Canada, there's sure to be one near you.



**2120**



**2125**

**MONROE**  
Systems For Business

The American Road, Morris Plains, New Jersey

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# About your 2120/2125

Your new 2120/2125 will give you the opportunity to solve a variety of figurework problems more accurately and efficiently than ever before. This instruction book will help you by providing complete, step-by-step information on the operation and application of your 2120/2125. Whether you're an experienced operator or a beginner, you'll gain a practical, working knowledge of your 2120/2125 after reading this book.

We want to be sure you take advantage of the many benefits Monroe value has to offer. If you have any questions about a particular feature or application, don't hesitate to call your local Monroe representative.

Monroe Model 2120/2125  
Serial Number

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Please record the Serial Number of your new calculator in the space provided above and retain this instruction booklet for your records and future reference. The Serial Number is located on the bottom pan of the calculator.

Thank you,

**Monroe Systems For Business**

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## WARNING

This equipment generates and uses radio frequency energy and if not installed and used properly, that is, in strict accordance with the manufacturer's instructions, may cause interference to radio and television reception. It has been type tested and found to comply with the limits for a Class B computing device in accordance with the specifications in Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient the receiving antenna
- Relocate the computer with respect to the receiver
- Move the computer away from the receiver
- Plug the computer into a different outlet so that computer and receiver are on different branch circuits

If necessary, the user should consult the dealer or an experienced radio/television technician for additional suggestions. The user may find the following booklet prepared by the Federal Communications Commission helpful:

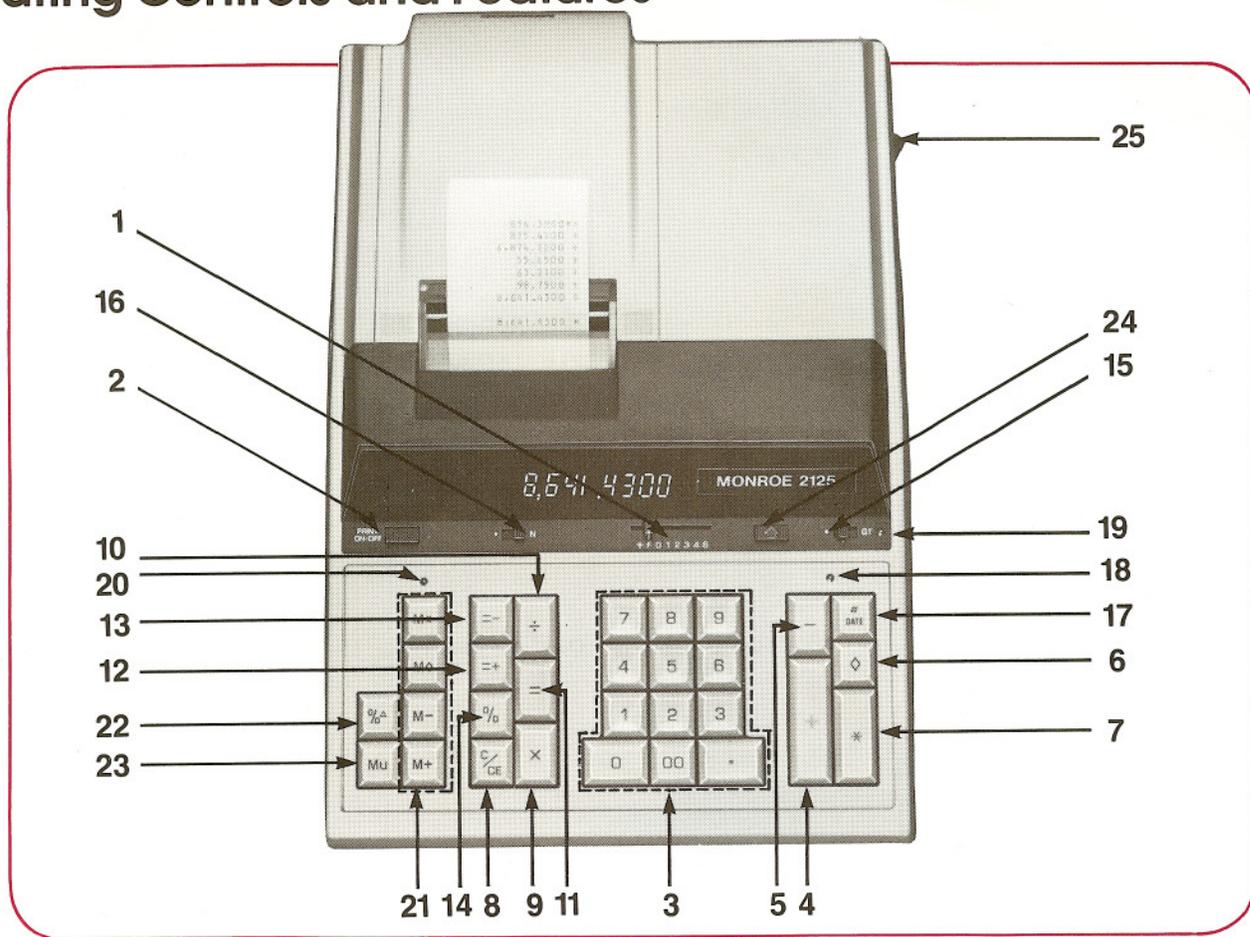
"How To Identify And Resolve Radio-TV Interference Problems"

This booklet is available from the U.S. Government Printing Office, Washington D.C. 20402. Stock No. 004-000-00345-4

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# Operating Controls and Features



**1. Decimal Selector.** Allows selection of up to eight decimal settings +, F, 0, 1, 2, 3, 4, 6. For example, when set at 2, all totals and results will contain two decimal places; at 0 no decimals will be printed or displayed. In the Floating (F) decimal setting, results are expressed to maximum decimal accuracy. When working with dollars and cents, the Decimal Selector can be set at Add Mode (+), eliminating the need to enter the decimal point.

**2. Print On/Off Key ( Model 2125).** Allows the choice of operating with both print and display or display only. When in "Print Off" (display only), a small "D" will be illuminated on the left side of the display. Changing to print/display will cause the "D" to disappear and an audit symbol (P) to print.

**3. Numeric Key Pad.** Enter numbers 0 thru 9 and a decimal point just as you would write them. The entry will not be printed until a function key is depressed.

**4. Plus Key.** Adds an amount to the Accumulator. To add the same amount more than one time (repeat addition), enter that amount once and depress the Plus key as many times as necessary.

**5. Minus Key.** Subtracts an amount from the Accumulator. To subtract the same amount more than one time (repeat subtraction), enter that amount once and depress the Minus key as many times as necessary.

**6. Subtotal Key.** Prints but does not clear the Accumulator.

**7. Total Key.** Prints and clears the Accumulator.

**8. Clear/Clear Entry Key.** a. If the last key depressed was numeric, depression of the Clear/Clear Entry key will automatically clear the entry. b. If the last key depressed was other than numeric, depression of the Clear/Clear Entry key will cause a "C" to print on the tape and will automatically clear that entry, a pending multiplication or division operation and the constant.

**9. Times Key.** To multiply, enter the first number (multiplicand) and depress the Times key; then enter the second number (multiplier) and depress any Equals or Percent key, i.e., Equals, Equals Plus, Equals Minus, Percent, Memory Plus, or Memory Minus, to obtain a result.

**10. Divide Key.** To divide, enter the number to be divided (dividend); depress the Divide key. Then enter the second number (divisor) and depress any Equals or Percent key, i.e., Equals, Equals Plus, Equals Minus, Percent, Memory Plus, or Memory Minus, to obtain a result.

**11. Equals Key.** Completes multiplication or division.

**12. Equals Plus Key.** Similar to the Equals key; depression of this key yields the result of a multiplication or division operation. The result, however, will automatically be added to the Accumulator.

**13. Equals Minus Key.** Similar to the operation of the Equals Plus key, except amounts are subtracted from the Accumulator.

**14. Percent Key.** Calculates percentages and has percent increase and net decrease capabilities.

**15. GT Switch.** In the Neutral Mode position, any entry made with the Plus or Minus key and any result obtained from depression of the Equals Plus or Equals Minus key is either added to or subtracted from the Accumulator.

In the Grand Total (GT) position any entry that is added to or subtracted from the

Accumulator is also added to or subtracted from the GT Accumulator. A second depression of the subtotal  $\square$  or Total  $\square$  key will give the grand subtotal or grand total respectively of all previously accumulated entries.

**16. ■N Switch.** In the Neutral Mode (■) position, the switch is off. In the N Count (N) Position, every Plus  $\oplus$ , Minus  $\ominus$ , Equals Plus  $\oplus$  or Equals Minus  $\ominus$  key depression is counted. The Accumulator and its N-Count or the GT Register and GT N-Count can be printed by depression of the Subtotal  $\square$  or Total  $\square$  key. If the Equals  $\square$  key is depressed immediately after the Subtotal  $\square$  or Total  $\square$  key, the average of the entries is printed.

**Note: Correctable N Count.** A depression of Minus  $\ominus$  immediately following an erroneous Plus  $\oplus$  or Equals Plus  $\oplus$  key depression will correct the Accumulator and its N Count. If GT is on, then the GT register and its N Count will be corrected as well. A depression of Plus  $\oplus$  will correct an erroneous depression of Minus  $\ominus$ , or Equals Minus  $\ominus$ , in the same manner.

**# DATE 17. Non-Add/Date Key.** Prints identifiers on the tape such as invoice numbers and dates (month, day, year). This key will also function as a print key printing completed entries, intermediate and final results. To obtain date configuration (i.e., 1 5 81), enter the month, depress the Decimal Point  $\square$  key, enter day and the year, then depress the Non-Add/Date  $\square$  key. On the 2125, when in the display only mode (Print Off), depression of the Non-Add/Date  $\square$  key will print the amount in the display.

**18. Accumulator Lamp.** When illuminated, indicates that an amount is being retained in the Accumulator.

**19. Grand Total Lamp.** When illuminated, indicates that an amount is being retained in the Grand Total Accumulator.

**20. Memory Lamp.** When illuminated, indicates that an amount is being retained in Memory.

#### 21. Memory System

**M+ Memory Plus.** Adds entries directly into Memory. This key will also complete pending calculations and accumulate the results to Memory.

**M- Memory Minus.** Subtracts entries directly from Memory. This key will also complete pending calculations and subtract the result from Memory.

**M◊ Memory Subtotal.** Prints but does not clear Memory.

**M\* Memory Total.** Prints and clears Memory.

**%Δ 22. Percent Change/Gross Margin Key.** Automatically compares any two amounts, prints the actual numerical difference between them, then calculates and prints the percent change or the gross margin percentage.

**Mu 23. Markup.** From a known cost of goods and a desired gross margin, this key automatically calculates and prints the amount of Markup and the selling price.

#### 24. Paper Advance.

#### 25. On-Off Switch.

**Decimal System.** Entries may contain any combination of whole and decimal digits, up to a maximum of 12 digits. However, internally there is a 24-digit calculating capability. The decimal setting may be changed between calculations without affecting the accuracy of a number entered or accumulated.

**Add Mode.** For ease of operation when working with dollars and cents, set the Decimal Selector at Add Mode (+) and the last two digits in any entry followed by depression of the Plus  $\oplus$ , Minus  $\ominus$ , Memory Plus  $\oplus$  or Memory Minus  $\ominus$  key will automatically be accepted as decimals. Exception: if an actual decimal entry is made, the calculator will accept and print it, overriding the Add Mode (+) setting for that entry.

**Units/Price Mode.** Designed for convenience when calculating extensions. With the decimal selector at Add Mode (+), all numbers entered followed by depression of the Times  $\times$  key will be accepted as whole numbers (units) unless an actual decimal entry is made. The last number entered followed by depression of the Equals  $\square$ , Equals Plus  $\oplus$  or Equals Minus  $\ominus$  key will automatically be accepted as having two decimal places (dollars and cents). Memory Plus  $\oplus$  and Memory Minus  $\ominus$  will function in the same manner when completing calculations.

**Automatic Punctuation.** On the tape and display (Model 2125), a comma automatically punctuates every third whole digit to the left of the decimal point.

**Extended Capacity.** If a result exceeds the 12-digit output capacity but does not exceed the 24-digit calculating capacity, then the result will be printed and displayed in scientific notation.

For example: if a calculation result was "222,333,444,555,000." it would be expressed in scientific notation as "2.22333444555 x 10<sup>14</sup>". The printer would print the amount as "2.22333444555 14", which indicates that to write the extended capacity amount in standard format, the decimal point must be moved 14 digits to the right.

Note: the printer will show 12 significant digits and the exponent. The display will show 9 significant digits and the exponent.

**Overflow.** When a live entry contains more than 12 digits (display and print capacity) or a calculation result contains more than 24 digits (calculating capacity), a series of red dots will print indicating an overflow condition. The display will show a "0." (Model 2125). The entry and/or result is automatically cleared and the calculator is ready for further calculations. Constants and N Counts are not affected by this overflow condition.

**Underflow.** In a result or total containing a combination of whole and decimal digits, the decimal point will shift right, regardless of decimal setting in order to show the 12 most significant digits. In results containing more than 12 whole digits the calculator will go into extended capacity.

**Reverse Underflow.** When a result should normally be 0, based on the current decimal setting, the calculator will float the result showing as many digits as possible. For example, the problem 2 divided by 625, with the Decimal Selector set at (2), would yield a result of 0.00 without Reverse Underflow. With this feature, however, a significant result of 0.0032 is given.

#### Automatic Calculation Mode

**Correction.** If you accidentally depress the Times  $\times$  key instead of the Divide  $\square$  key (or vice-versa), it is not necessary to clear the calculator. Merely depress the correct function key (in this case, the Divide  $\square$  key) and proceed with the calculation.

**Two Key Rollover.** Allows an operator to depress a numeric or function key while the previous key is depressed or being released. This capability enables the operator to increase speed and productivity.

**Clear Accumulator Indicator.** If the Accumulator contains the value zero, a unique symbol (\*) prints with the first entry into the Accumulator.

# Applications

## Addition Result Multiplied by a Number

Decimal at +, ■■■ GT at ■, ■■■ N at ■

Example:

$$(2.77 + 14.98 + 3) \times 12.12 = 251.49$$

Enter	Depress	Print
	*	0.00 *
277	+	2.77 *+
1498	+	14.98 +
3.	+	3.00 +
	*	20.75 *
	x	20.75 x
1212	=	12.12 =
		251.49 *

## Addition and Subtraction with N Count to Figure Average

Decimal at +, ■■■ GT at ■, ■■■ N at N

Example:

2.00	
+0.95	
+0.00	N Count = 5
-0.50	Average = 0.34
-0.75	
<hr/>	
1.70	

Enter	Depress	Print
	*	0.00 *
200	+	2.00 *+
95	+	0.95 +
0	+	0.00 +
50	-	0.50 -
75	-	0.75 -
	*	0.05 *
	=	1.70 *
		0.34 *÷

## Group and Grand Total with N Count

Decimal at +, ■■■ GT at GT, ■■■ N at N

Example:

1.23	1.59
+1.23	-3.57
-4.56	+12.50
+7.89	
<hr/>	
5.79	10.52

N Count = 4    N Count = 3

5.79 + 10.52 = 16.31 Grand Total  
4 + 3 = 7 Grand Total N Count

Enter	Depress	Print
	*	0.00 *
	*	0.00 *
		0.00 G*
123	+	1.23 *+
	+	1.23 +
456	-	4.56 -
789	+	7.89 +
	*	0.04 *
		5.79 *
159	+	1.59 *+
357	-	3.57 -
1250	+	12.50 +
	*	0.03 *
		10.52 *
	*	0.07 *
		16.31 G*

## Simple Multiplication

Decimal at 2, ■■■ GT at ■, ■■■ N at ■

Example:  $12.3 \times 15 = 184.50$

Enter	Depress	Print
12.3	x	12.30 x
15	=	15.00 =
		184.50 *

## Chain Multiplication

Decimal at 2, ■■■ GT at ■, ■■■ N at ■

Example:  $12.3 \times 4.2 \times 2.5 = 129.15$

Enter	Depress	Print
12.3	x	12.30 x
4.2	x	4.20 x
2.5	=	2.50 =
		129.15 *

## Constant Multiplication

Decimal at 2, ■■■ GT at ■, ■■■ N at ■

Example:  $1.65 \times 211 = 348.15$   
 $1.65 \times 59 = 97.35$   
 $1.65 \times 67 = 110.55$

Enter	Depress	Print
1.65	x	1.65 x
211	=	211.00 =
		348.15 *
59	=	59.00 =
		97.35 *
67	=	67.00 =
		110.55 *

## Units/Price Mode

Decimal at +, ■■■ GT at ■, ■■■ N at ■

Example:  $6 \times 6.47 = 38.82$   
 $8 \times 1.19 = 9.52$

Enter	Depress	Print
6	x	6.00 x
647	=	6.47 =
		38.82 *
8	x	8.00 x
119	=	1.19 =
		9.52 *

## Accumulative Multiplication

Decimal at +, ■■■ GT at ■, ■■■ N at ■

Example:  $(23.5 \times 10.18) = 239.23$   
 $-(4.6 \times 9.75) = -44.85$   
 $194.38$

Enter	Depress	Print
	*	0.00 *
23.5	x	23.50 x
1018	=+	10.18 =+
		239.23 **
4.6	x	4.60 x
975	=-	9.75 =-
		44.85 *
	*	194.38 *

## Accumulative Multiplication with Group and Grand Total with N Count\*

Decimal at +, ■■■ GT at GT,  
■■■ N at N

**Example:**

(10 × 1.50) =	15.00
+(12 × 1.75) =	+21.00
+(12 × 1.25) =	+15.00
-(12 × 1.15) =	-13.80

37.20

N Count = 4

(100 × 1.25) = 125.00

-(5 × 7.50) = -37.50

87.50

N Count = 2

37.20 + 87.50 = 124.70 Grand Total

4 + 2 = 6 Grand Total N Count

Enter	Depress	Print
	* 000	0.00 *
	* 000	0.00 G *
10	×	10.00 ×
150	=+	1.50 =+
		15.00 **
12	×	12.00 ×
175	=+	1.75 =+
		21.00 *
125	=+	1.25 =+
		15.00 *
115	=-	1.15 =-
		13.80 *
	* 004	37.20 *
100	×	100.00 ×
125	=+	1.25 =+
		125.00 **
5	×	5.00 ×
750	=-	7.50 =-
		37.50 *
	* 002	87.50 *
	* 006	124.70 G *

## Simple Division

Decimal at +, ■■■ GT at ■,  
■■■ N at ■

**Example:** 375 ÷ 500 = 0.75

Enter	Depress	Print
375	÷	375.00 ÷
500	=	500.00 =
		0.75 *

## Constant Division

Decimal at +, ■■■ GT at ■,  
■■■ N at ■

**Example:**

48 ÷ 3 =	16.00
12 ÷ 3 =	4.00
10.5 ÷ 3 =	3.50

Enter	Depress	Print
48	÷	48.00 ÷
3	=	3.00 =
		16.00 *
12	=	12.00 =
		4.00 *
10.5	=	10.50 =
		3.50 *

## Accumulative Division

Decimal at +, ■■■ GT at ■,  
■■■ N at ■

**Example:** (1493 ÷ 11.73) = 127.28  
-( 392 ÷ 5.55) = -70.63  
56.65

Enter	Depress	Print
	*	0.00 *
1493	÷	1,493.00 ÷
11.73	=+	11.73 =+
		127.28 **
392	÷	392.00 ÷
5.55	=-	5.55 =-
		70.63 *
	*	56.65 *

## Percent of Number

Decimal at +, ■■■ GT at ■,  
■■■ N at ■

**Example:** What is 16% of 150?

Enter	Depress	Print
150	×	150.00 ×
16	%	16.00 %
		24.00 *

## Different Percents of a Number

Decimal at +, ■■■ GT at ■,  
■■■ N at ■

**Example:** What is 16%, 25%, 18%, 42% of 150?

Enter	Depress	Print
150	×	150.00 ×
16	%	16.00 %
		24.00 *
25	%	25.00 %
		37.50 *
18	%	18.00 %
		27.00 *
42	%	42.00 %
		63.00 *

## Percent of One Number to Another

Decimal at 2, ■■■ GT at ■,  
■■■ N at ■

**Example:** What percent of 150 is 60?

Enter	Depress	Print
60	÷	60.00 ÷
150	%	150.00 =
		40.00 %

# Applications

## Percent of One Number to Different Numbers

Decimal at +, ■■■ GT at ■,  
■ ■■ N at ■

**Example:** What percent of 150 is 60, 30, 50, 75?

Enter	Depress	Print
60	÷	60.00 ÷
150	%	150.00 =
		40.00%
30	%	30.00 =
		20.00%
50	%	50.00 =
		33.33%
75	%	75.00 =
		50.00%

## Discount

Decimal at +, ■■■ GT at ■,  
■ ■■ N at ■

**Example:** What is the amount of discount and the cost of an article marked \$28.40 less 12.5%?

Enter	Depress	Print
28.4	×	28.40 ×
12.5	%	12.50 %
		3.55 * (Discount)
	-	24.85 % - (Cost)

## Add-on

Decimal at +, ■■■ GT at ■,  
■ ■■ N at ■

**Example:** What is the tax and the total cost of an article marked \$24.25? Tax is 4%.

Enter	Depress	Print
24.25	×	24.25 ×
4	%	4.00 %
		0.97 * (Tax)
	+	25.22 % + (Total Cost)

## Chain Discount

Decimal at +, ■■■ GT at ■,  
■ ■■ N at ■

**Example:** What is the net amount and the amount of discount, given \$125.50 less a chain discount of 10%, 5%, 2%?

Enter	Depress	Print
	*	0.00 *
12550	+	125.50 * +
	×	125.50 × (Gross)
10	%	10.00 %
		12.55 * (Discount)
	-	112.95 % -
	×	112.95 ×
5	%	5.00 %
		5.65 * (Discount)
	-	107.30 % -
	×	107.30 ×
2	%	2.00 %
		2.15 * (Discount)
	-	105.15 % - (Net)
	-	105.15 -
	*	20.35 * (Total Disc.)

## N Count Correction Operations, Incorrect amount entered on + key

Decimal at +, ■■■ GT at ■,  
■ ■■ N at N

**Example:**

20.00	
+30.00	Number of correct entries = 4
+40.00	Average = 35.00
<del>+60.00</del>	
+50.00	
140.00	

Enter	Depress	Print
	*	0.00 *
		* 000
2000	+	20.00 * +
3000	+	30.00 +
4000	+	40.00 +
(Wrong Entry) 6000	+	60.00 +
(Correction)	-	60.00 -
(Valid Entry) 5000	+	50.00 +
	*	* 004
		140.00 *
	=	35.00 * ÷

## Incorrect Amount Entered on =+ or =-, for accumulation to the Adding Register.

Decimal at +, ■■■ GT at ■,  
■ ■■ N at N

**Example:**

12.00 ×	<del>1.19 =+</del>	1.15 =+	13.80
4.00 ×	<del>4.56 =-</del>	1.23 =-	4.92
		Subtotal	8.88
56.00 ÷	<del>13.00 =+</del>	12.00 =+	4.67
			13.55

Correct N-Count = 3 Average = 4.52

	Enter	Depress	Print
		* 000	
			0.00 *
	12	×	12.00 ×
(Wrong Entry)	119	=+	1.19 =+
			14.28 **
(Correction)		-	14.28 -
(Valid Entry)	115	=+	1.15 =+
			13.80 **
	4	×	4.00 ×
(Wrong Entry)	456	=-	4.56 =-
			18.24 *
(Correction)		+	18.24 +
(Valid Entry)	123	=-	1.23 =-
			4.92 *
		◇ 002	
			8.88 ◇
	56	÷	56.00 ÷
(Wrong Entry)	13	=+	13.00 =+
			4.31 *
(Correction)		-	4.31 -
	56	÷	56.00 ÷
(Valid Entry)	12	=+	12.00 =+
			4.67 *
		* 003	
			13.55 *
		=	4.52 * ÷

## Memory Addition and Subtraction

Decimal at +, ■■■ GT at ■,  
■■■ N at ■

**Example:**

25.76
+ 9.48
+ 9.48
- 2.71
- 2.71
+ 8.85
48.15

Enter	Depress	Print
	M*	0.00 M*
2576	M+	25.76 M+
948	M+	9.48 M+
	M+	9.48 M+
271	M-	2.71 M-
	M-	2.71 M-
885	M+	8.85 M+
	M*	48.15 M*

## Accumulative Division to Memory

Decimal at +, ■■■ GT at ■,  
■■■ N at ■

**Example:**  $(1493 \div 11.73) = 127.28$   
 $-(392 \div 5.55) = -70.63$   
56.65

Enter	Depress	Print
	M*	0.00 M*
1493	÷	1,493.00 ÷
11.73	M+	11.73 =
		127.28 M+
392	÷	392.00 ÷
5.55	M-	5.55 =
		70.63 M-
	M*	56.65 M*

## Percentage Distribution

Decimal at 2, ■■■ GT at ■,  
■■■ N at ■

**Example:**

City	Sales in Thousands	Percent of Sales
A	\$ 123	8.99%
B	456	33.33
C	789	57.68
	<u>\$1,368</u>	<u>100.00%</u>

Enter	Depress	Print
	*	0.00 *
123	+	123.00 *+
	÷	123.00 ÷
456	+	456.00 +
789	+	789.00 +
	*	1,368.00 *
	%	1,368.00 =
		8.99%
	+	8.99 *+
456	%	456.00 =
		33.33%
	+	33.33 +
789	%	789.00 =
		57.68%
	+	57.68 +
	*	100.00 *

## Accumulative Multiplication to Memory

Decimal at +, ■■■ GT at ■,  
■■■ N at ■

**Example:**

$(23.5 \times 10.18) = 239.23$
$-(4.6 \times 9.75) = -44.85$
194.38

Enter	Depress	Print
	M*	0.00 M*
23.5	x	23.50 x
10.18	M+	10.18 =
		239.23 M+
4.6	x	4.60 x
9.75	M-	9.75 =
		44.85 M-
	M*	194.38 M*

## Proration

Decimal at 2, ■■■ GT at ■,  
■■■ N at ■

**Example:** Find the floor rental expense for each department.

Dept.	Floor Space Square Feet	Rental Expense
A	875	\$2,053.96
B	1,480	3,474.13
C	1,375	3,227.65
	<u>3,730</u>	<u>\$8,755.74</u>

Enter	Depress	Print
	*	0.00 *
8755.74	÷	8,755.74 ÷
875	+	875.00 *+
1480	+	1,480.00 +
1375	+	1,375.00 +
	*	3,730.00 *
	x	3,730.00 X
875	=+	875.00 = +
		2,053.96 **
1480	=+	1,480.00 = +
		3,474.13 *
1375	=+	1,375.00 = +
		3,227.65 *
	*	8,755.74 *

# Applications

## Payroll

Decimal at +, ■■■ GT at GT,  
■■■ N at ■

### Example:

Date 9-22-81, Employee No. 245  
An employee worked 44 hours at an hourly rate of \$3.35 with time and a half for overtime hours. Federal withholding at 14.4%, FICA at 6.65% and dues of \$3.50. What is the gross pay, amount of each deduction, total deductions and net pay?

Enter	Depress	Print
	*	0.00 *
	*	0.00 G *
9.2281	# DATE	9 22 81
245	# DATE	#245
4	x	4.00 x
1.5	x	1.50 x
335	=+	3.35 = +
		20.10 * * (overtime pay)
40	x	40.00 x
335	=+	3.35 = +
		134.00 * (regular pay)
	*	154.10 * (gross pay)
	x	154.10 x
.144	==	0.144 = -
		22.19 * *
.0665	==	0.0665 = -
		10.25 *
350	-	3.50 -
	*	- 35.94 * (total deduction)
	*	118.16 G * (net pay)

## Percent and Amount of Change

Decimal at 2, ■■■ GT at ■,  
■■■ N at ■

### Example:

This Month	Last Month	Difference	Percent Change
\$675,433	\$590,806	\$84,627	14.32%

Enter	Depress	Print
	*	0.00 *
675433	+	675,433.00 * +
590806	-	590,806.00 -
	÷	590,806.00 ÷
	=	590,806.00 =
		1.00 *
	*	84,627.00 * (Amt. of Increase)
	%	84,627.00 =
		14.32 % (Percent of Increase)

## Invoicing

Decimal at +, ■■■ GT at ■,  
■■■ N at ■

### Example:

Date 2/3/81  
Invoice #00125

48 Cases @ \$1.23 per case =	\$ 59.04
54 Cases @ \$4.32 per case =	233.28
33 Cases @ \$5.22 per case =	172.26
	<u>\$464.58</u>
Less 12% Discount	-55.75
Tax 6%	+24.53
Shipping Charge	+15.88
Return Credit	- 7.39
	<u>\$441.85</u>

Enter	Depress	Print
	*	0.00 *
2.381	# DATE	2 3 81
.00125	# DATE	#00125
48	x	48.00 x
123	=+	1.23 = +
		59.04 * *
54	x	54.00 x
432	=+	4.32 = +
		233.28 *
33	x	33.00 x
522	=+	5.22 = +
		172.26 *
	*	464.58 *
	x	464.58 x
12	%	12.00 %
		55.75 *
	-	408.83 % -
	x	408.83 x
6	%	6.00 %
		24.53 *
	+	433.36 % +
	+	433.36 * +
1588	+	15.88 +
739	-	7.39 -
	*	441.85 *

## Invoicing with Total Quantity

Decimal at 2, ■■■ GT at ■,  
■■■ N at ■

### Example:

Date 2/3/81  
Invoice #00126

38 cases @ \$1.25 per case =	\$ 47.50
62 cases @ \$4.38 per case =	271.56
41 cases @ \$7.32 per case =	300.12
141 cases	<u>\$619.18</u>

Less 12% Discount	- 74.30
Tax 6%	+ 32.69
Shipping Charge	+ 16.00
Return Credit	- 3.29
	<u>\$590.28</u>

Enter	Depress	Print
	*	0.00 *
	M*	0.00 M *
2.381	# DATE	2 3 81
.00126	# DATE	#00126
38	M+	38.00 M +
	x	38.00 x
1.25	=+	1.25 = +
		47.50 * *
62	M+	62.00 M +
	x	62.00 x
4.38	=+	4.38 = +
		271.56 *
41	M+	41.00 M +
	x	41.00 x
7.32	=+	7.32 = +
		300.12 *
	M*	141.00 M *
	*	619.18 *
	x	619.18 x
12	%	12.00 %
		74.30 *
	-	544.88 % -
	x	544.88 x
6	%	6.00 %
		32.69 *
	+	577.57 % +
	+	577.57 * +
16.00	+	16.00 +
3.29	-	3.29 -
	*	590.28 *

## **%** Percent Change

+ F012346

What is the amount of change and percent of change from 4,500 to 5,200?

Enter	Depress	Print
5,200	÷	5,200.00 ÷
4,500	%Δ	4,500.00 %C
	Amount of Change	700.00 Δ
	Percent of Change	15.56 %Δ

## Percent Change with Constant First Factor

Compare the production figures below to the 1981 production output of 15,371 units.

Year	Units
1978	12,480
1979	16,267
1980	13,785

+ F012346

Enter	Depress	Print
1981	#/DATE #1981	
15,371	÷	15,371. ÷
1978	#/DATE #1978	
12,480	%Δ	12,480. %C
		2,891. Δ
		23. %Δ
1979	#/DATE #1979	
16,267	%Δ	16,267. %C
	-	896. Δ
	-	6. %Δ
1980	#/DATE #1980	
13,785	%Δ	13,785. %C
		1,586. Δ
		12. %Δ

## **%** Gross Margin

What is the profit (Margin) and the Gross Margin of a product that sells for \$133.33 and costs \$100.00?

+ F012346

Enter	Depress	Print
133.33	x	133.33 x
100.00	%Δ	100.00 %
	Profit (Margin)	33.33 M
	(Gross Margin)	25.00 %M

## Gross Margin with Constant Selling Price

Based on a selling price of \$2,000.00, what are the profit advantages of decreasing the current cost of \$1,500.00 to \$1,450.00? To 1,365.00? To 1,295.00?

+ F012346

Enter	Depress	Print
2000	x	2,000.00 x
1500	%Δ	1,500.00 %
	Profit (Margin)	500.00 M
	(Gross Margin)	25.00 %M
1450	%Δ	1,450.00 %
	Profit (Margin)	550.00 M
	(Gross Margin)	27.50 %M
1365	%Δ	1,365.00 %
	Profit (Margin)	635.00 M
	(Gross Margin)	31.75 %M
1295	%Δ	1,295.00 %
	Profit (Margin)	705.00 M
	(Gross Margin)	35.25 %M

## Markup

An item costs \$100. A store selling the item uses a 25% gross margin. What is their profit on the item and what will the selling price be?

+ F012346

Enter	Depress	Print
100	x	100.00 x
25	Mu	25.00 % <sup>M</sup> <sub>U</sub>
	(Profit)	33.33 % <sup>M</sup> <sub>U</sub>
	(Selling Price)	133.33 *

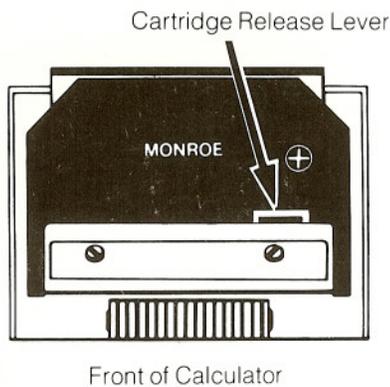
# General Information

## Installation of MARC 2 Cartridge

### Removal

1. Tear off excess paper at the tear-off knife.
2. To open the door, place thumbs on the serrated surfaces located on each side of the printer opening and push toward the back of the calculator against the raised ridges. Lift the cover up and back.
3. Pull cartridge release lever toward front of calculator until cartridge pops up. (Fig. A)
4. Grasp cartridge and pull up.

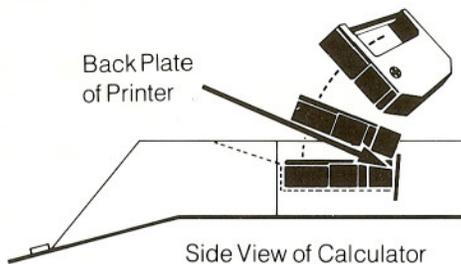
Fig. A



### Insertion

1. Place back side of cartridge against back plate of the printer, making sure that the ribbon is in front of the paper. (Fig. B)
2. Apply a steady downward force to the front of the cartridge until you feel and hear it snap into position.
3. Close door by exerting downward pressure on its front. Push down as far as it will go, then push the back of the door toward front of calculator and snap it in place.

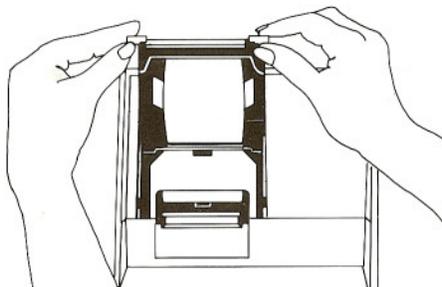
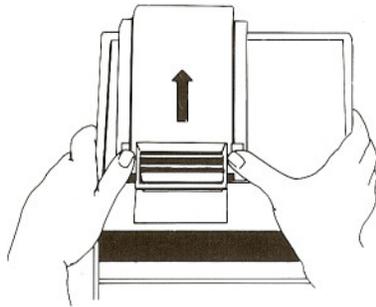
Fig. B



## Installing Paper Tape

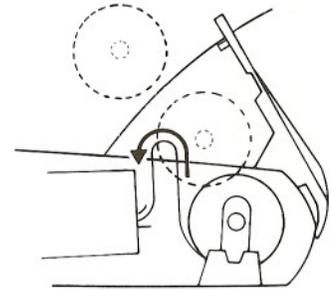
To ensure ease of installation, read the instructions completely before installing a new paper roll. Then follow the instructions step by step.

1. Tear off excess paper at the tear-off knife.
2. To open the door, place thumbs on the serrated surfaces located on each side of the printer opening and push toward the back of the calculator against the raised ridges. Lift the cover up and back.

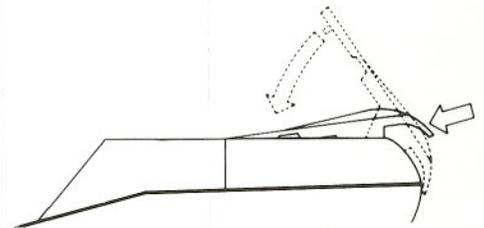


3. Lift up and remove old paper roll continuously pulling any remaining paper in the calculator from the printing mechanism.

4. With the leading edge of the new paper roll, feeding from the bottom, place the new roll into position between the two flexible paper roll holders.



5. Placing the paper on the "V notched" lower guide shelf and under the "curved" upper guide, feed the paper into the rear of the printer mechanism until you meet resistance (approx. 1 to 1.5 inches). Depress the paper advance button until the paper extends several inches beyond the printer mechanism. Feed the paper through the opening of the tear-off knife located in the front of the cover.
6. Close cover by exerting downward pressure on its front. Push down as far as it will go, then push the back of the cover forward and snap it in place.



7. Tear off any excess paper.

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