

*And for advanced operation...*

## Train Order "Try It" Pack

Pre-printed Train Order forms for realistic dispatching of model trains. Forms marked CFB (Coated Front & Back) are printed on carbonless copy paper; index sheet included for use as a copy blocker.

### #84189 Train Order Try It Pack

Contains one pad each of #84184 CFB Clearance Form A, #84185 CFB Form 19, #84186 CFB Form 31 and #84187 plain paper Track Warrant. 50 sheets per pad.

**For details, visit [micromark.com](http://micromark.com)**

*Note: Pads of extra forms are available separately.*

The image shows four different forms from the Train Order "Try It" Pack. At the top left is 'CLEARANCE FORM A' with fields for 'To C.R.E.' and 'At'. Below it is 'Form 19' with fields for 'Train Order No.' and 'Date'. To the right is 'Form 31' with fields for 'To', 'At', and 'Date'. At the bottom right is a 'TRACK WARRANT' with a list of instructions for use, including '1. Track Warrant No.', '2. Proposed from', '3. Proposed to', '4. Work between', '5. This section repeat at', '6. This section repeat at', '7. This section repeat at', '8. This section repeat at', '9. This section repeat at', '10. This section repeat at', '11. This section repeat at', '12. This section repeat at', '13. Other specific instructions', '14. This section repeat at', '15. This section repeat at', '16. This section repeat at', '17. This section repeat at', '18. This section repeat at', '19. This section repeat at', '20. This section repeat at'.

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340 Snyder Avenue, Berkeley Heights, NJ 07922  
[www.micromark.com](http://www.micromark.com) [MMTechService@micromark.com](mailto:MMTechService@micromark.com)

## INSTRUCTIONS FOR #82916 CAR ROUTING SYSTEM



### System of Operation

The basic system consists of car cards and waybills. A car card (*figure 1*) accompanies each car on your railroad, whether it is parked or is travelling in a train. It has a pocket in which a waybill (*figure 2*) is inserted. Each waybill has four destinations written on it, but only one destination is visible when it's placed in the car card pocket. During an operating session, trains are made up to move cars to these destinations. Between sessions, the Train Master can cycle (flip over) the waybills to the next destination number to continue car routing.

The image shows a car card with fields for 'KIND', 'AAR', 'R.R./No.', 'DESC.', 'EMPTY CAR', 'RETURN TO:'. It has a pocket for a waybill. The pocket is labeled 'Pocket Micro-Mark #82916'. The card is folded in half, with the top edge of the pocket on the left and the bottom edge on the right. The card is labeled 'figure 1'.

The image shows a freight waybill with fields for 'KIND', 'AAR', 'R.R./No.', 'DESC.', 'FREIGHT WAYBILL 1', 'EMPTY CAR', 'RETURN TO:'. It has four destinations written on it: 'R. C. CO. CO.', 'CHIMNEY ROCK, N.J.', 'R. C. CO. CO.', 'CHIMNEY ROCK, N.J.'. The waybill is labeled 'figure 2'.

*figure 2*

*figure 1*

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340 Snyder Avenue, Berkeley Heights, NJ 07922  
 Tech Support: 908-464-1094  
[www.micromark.com](http://www.micromark.com) [MMTechService@micromark.com](mailto:MMTechService@micromark.com)

Set Up

- For each car on your layout, fill out a car card in the spaces provided. Include the following:
- Kind of car: hopper, box, flat, etc.
  - AAR designation (see sample list below)
  - Railroad and Number: such as UP180974
  - Description: usually the color of the car

F — Flat Car	M — Maintenance of Way	T — Tank Car
G — Gondola Car	N — Caboose	V — Ventilator Car
H — Hopper Car	R — Refrigerator Car	X — Box Car
L — Special Car	S — Stock Car	

A more comprehensive list of AAR designations may be found on the internet at <http://www.opsig.org/pdf/AARFreightCarCodes.pdf>

Fold up the bottom of the card, then tape each side to form a pocket for a waybill.

Now fill out a waybill for each car as well, alternating destinations between on-line (visible) and off-line (invisible or staging) locations:

- Consignee: The company or industry name to which the car is to be delivered
- Address: The town and state in which the consignee is located
- Routing: The railroads on which the car is to travel, in sequential order
- Via: The delivering railroad(s) if different than your “main” railroad
- Shipper: The name of the industry making the shipment
- Address: The town in which the shipper is located
- Lading: the description of the shipment’s contents

Be careful to route cars to sensible locations (example: avoid routing stock cars to an oil refinery). Place the waybill in the car card pocket.

Attach a bill box to the fascia board at each town on your layout and add labels to the front of each bin. In simple form, the left-most bin may be labeled for cards headed in that direction (example: if West is to the left, then label the bin WESTBOUND). Follow the same thinking for the right-most bin, and label the center bin SET-OUT or with the town name. Large yards or towns may require more than one bill box to keep your cards organized properly.

Now, distribute your freight cars around your layout. Do not concern yourself at this point with a starting location that matches the waybill. Place the car cards in the proper bins based on *destination*. Remember...the car card always stays with the car. If the car is parked, then place the card in the bill box located on the layout fascia;

if it is in a train of cars, create a deck of cards for the train, arranging the cards in the same order as the cars appear in the train. You may want to secure the deck with a binder clip and hang it on a hook near the crew call board.

This is the basic set-up to begin operation. For more detailed instructions and for more advanced approaches to operation, see Tony Koester’s book, “Realistic Model Railroad Operation.”

Operation

To get a “feel” for operation, assemble a train in one of your yards. Example: let’s start at an Eastern yard. (Trains head WEST from here...correct?) Assemble a short train using WESTBOUND cars from the yard, and head down the line, carrying the train’s car card deck with you. When you arrive at each town, check the waybills in the WESTBOUND bin of the bill box for pick-ups. Check the waybills for your train for set-outs (those to be delivered). Perform the switching moves in each town as required until you reach the end of the line. When a car is set-out, place its card in the back of the bin. When picking up cars, choose the cards in the front of the bin first. This will assure a complete rotation of all cars.

Do the same for an EASTBOUND train. You may even want to deadhead some locomotives to the middle of the line and start a train there if there are many cars waiting for pick-up. Trains that have the maximum number of cars allowed by your railroad may have to leave pick-ups for other trains.

When all cars have reached their destination, the session is ended and it’s time to cycle all or some of the waybills. Then reposition the car cards in the bill boxes.

Other Notations

Locomotive cards (figure 3) should be placed on the top of the deck of cards for a train. Yard Masters can then hand the deck of cards to the train crew to begin a run. Locomotive cards are useful for designating a loco’s DCC address and various DCC function numbers. Maintenance records can be written on the back of the loco card for easy reference.

Use the Bad Order slips (figure 4) when something goes awry, like a derailment, train parting or other problem. Write the trouble on the slip and place in the card pocket. Set-out the car at the nearest siding, or designate one of the tracks in a yard as a rip track...a track where car repairs are made. Tending to these problems will quickly bring your layout into top-notch operating condition.

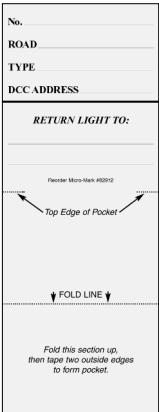


figure 3



figure 4