



AuditorMe™

USER GUIDE

Thank you for purchasing the newest addition to our Auditor Series, The **Copyguard® AuditorMe™** Copier Control Device. We appreciate your business and we are certain that this unit will meet and exceed your current office requirements for tracking and monitoring your copier usage.

The *AuditorMe™* will print to your existing **Copyguard® Printer** and will utilize your existing **Copyguard® Data Collection Software**, but you will need to purchase new cables that are unique to the *AuditorMe™*.

By choosing to buy a **Copyguard®** product, you have a complete network for support available to you should you require technical or operational assistance. Your installing dealer is your first line of support for service, supplies, questions etc. However, if you find you need additional technical or operational help, please feel free to contact Copyguard at (800) 755-9599. Additionally, if you have suggestions or comments on how we can improve our products, please let us know. Email us at Service@Copyguard.com

BEFORE YOU BEGIN

Before beginning to set-up the system, it is recommended that the “Clear All Memory” function is performed. This will ensure the system is “clean”, with all default settings set to their factory default settings. (See Page 10)

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SYSTEM OVERVIEW

Before you begin installing the *AuditorMe™*, it may be helpful to gain an overview of what the *AuditorMe™* has been designed to do, how it works and some helpful hints that will ensure a successful installation.

The *AuditorMe™* has been designed to track and monitor all photocopy usage by ensuring that only authorized users have access to the copier. This is accomplished by requiring the copier user to enter an access number before the copier may be used. This access number or **account number** in most cases will have been pre-stored in the *AuditorMe™* by you the System Supervisor. The user enters the appropriate account number (up to 10 digits) and then touches the **OK** key. If the account number is valid, the *AuditorMe™* will unlock the copier and copies can be made in the usual manner. All copies made against this account number will be recorded in the memory of the *AuditorMe™*. At the end of the billing or tracking cycle, the Supervisor may print a report of the copying activity, or the information may be viewed via the display. Report printing may be accomplished by using an optional Copyguard® cable and any printer that utilizes an RS 232 Serial Port.

The *AuditorMe™* will hold up to 10,000 account numbers. Additionally, you may assign an account to become a member of a Group. This is helpful if you would like to track not only individual usage, but that of the overall department project, etc.

The *AuditorMe™* will track up to 100 groups.

There are several machine settings that may be made to customize the *AuditorMe™* to meet your specific application requirements. Features such as the ability to assign limits to control the number of copies an account may make, or the maximum number of copies per billing cycle that could be made on the copier, may be set to your specifications. These settings, and others, have already been loaded in the *AuditorMe™* with default values. That is, a pre-determined amount has already been set. If you would like to change these settings you may do so. However, if the default setting is satisfactory, there is no need for you to alter the settings. Machine functions and setting of the *AuditorMe™* are organized within menus. These menus are only available via the Supervisor Access Code. Without this security code these menus cannot be accessed. It is within these menus that the Supervisor will establish valid account numbers, assign groups, set limits, print reports, etc. The *AuditorMe™* is shipped with a factory set Supervisor Code, and may be changed to provide greater security. **It is very important that the Supervisor carefully record this access code in a safe place.**

IMPORTANT NOTICE

Included with the *AuditorMe™* is a **by-pass plug**. This plug is used when the copier needs to be operational with the *AuditorMe™* being disconnected. To use the by-pass plug, the *AuditorMe™* is unplugged, and the by-pass plug inserted into the connector. This will enable the

copier to be used as though there we no control device installed.

Please do not lose this plug. Store it in a safe place in case it is needed.

GENERAL MACHINE FEATURES

Account Number

Unless you are using the “auto entry” feature (see page 28) you must establish valid account numbers for user access. These numbers are stored in the system’s memory and when entered, all copies made against this number will be recorded.

During normal use, an account is considered “open”. It is however possible to Close an account. Closing an account will allow the account activity to be printed, but will not allow further use of the account number. This is helpful when a project, client case or authorized user is no longer permitted to make copies, but the copy counts need to be printed on the next report. Closed accounts can be reopened or deleted.

Copy counts stored in accounts may be cleared. By clearing an account, all copy counts are deleted from the account list. These counts are reflected in the “Cleared Copies” total.

Accounts may be completely deleted from the accounts list. When an account is deleted **all copies in the account must first be cleared.**

Limits may be set for each account. The limit value set is the maximum number of copies that may be made by that account during the billing or tracking period. When the limit is reached the account number will no longer be valid. When an account is opened it is automatically set to the default limit value. The Supervisor may specify the default value by changing the “Set Default Account Limit” setting in the

“Account and Group Set-up” menu number 1.

Account numbers may be designated as members of a Group. This is useful when monitoring both employees and departments or projects. Each account, when opened, is automatically set to the default group. The Supervisor may select which group number is the default by modifying the “Set Default Group” setting in the Account and Group set-up menu number 1.

Limits may be set on group totals as well as individual account numbers.

Key Points

Account number may be from 1 to 10 digits in length.

The *AuditorMe*™ will store up to 10,000 account numbers.

Accounts may be assigned to a group from 1 to 100.

Account numbers may have a limit assigned (maximum number of copies that may be made).

Accounts maybe opened, closed, cleared or deleted.

All cleared copy counts are added to the “Cleared Copies” totals.

The *AuditorMe*™ will store up to 100 Groups.

The default group is selectable by the Supervisor.

Group limits are selectable by the Supervisor.

LIMITS

The *AuditorME™* offers several ways to ensure appropriate use of the copier. By the use of the **LIMIT** feature, the supervisor may limit the number of copies by:

Account number

Groups

Machine Total

A Limit message is displayed when you have reached the preset Limit. Copying is no longer available to the account, group or in the case of machine limit, for the copier.

MENUS

All machine settings and functions, other than normal copy tracking is performed from the **MENUS**. By accessing the menus, the supervisor may add, delete, or clear accounts, print reports, clear copy counts, set limits, and set the unit to specific settings. The menu area is reserved for use by an authorized supervisor.

DEFAULT VALUES

The *AuditorME™* comes pre-loaded with values set for certain functions, such as account copy limits, machine limits, etc., (Please see Menu List Page 7 for a list of all default values). These values are set to the maximum number of copies that may be made, thus providing unrestricted copying by each account. Default values may be changed. Changes to the default values will remain in effect until they are changed again, or until the “Clear All Memory” function is performed. After the “Clear All Memory” function is performed, all settings return to their default values listed on Page 8.

SUPERVISOR ACCESS CODE

Access to the menus is secured by a Supervisor Access Code. A special key sequence along with the Supervisor Access Code must be entered in order to make changes to the system via the menus. A special key sequence must be entered prior to the Supervisor Access Code to differentiate it from a normal account number. This key sequence and Access Code must be entered exactly. The key sequence is :

← ↑ ↑ ← (Access Code) <OK>

The default setting for the Supervisor Access Code is 0. This code may be changed by selecting the “Set Supervisor Access Code” selection found in 5 – Installation Option Menu. Once changed, the stored Access Code will remain in effect until changed again, or until the “Clear All Memory” feature is performed, at which time the Supervisor Access Code will return to the default setting of 0.

Please note: It is very important to record the Supervisor Access Code.

Without this Access Code the Supervisor may not gain access to the menus to make changes, print reports, or add or delete accounts. If this access code is lost, it will be necessary to follow a special procedure to display the Supervisor Code (See page 7).

Please record your Supervisor Code for future reference.

KEY POINTS

The “Set Supervisor Access Code” is listed in menu 5 – Installation Options.

Up to a 10 digit Access Code may be stored.

Changed Access Codes will remain in effect until changed again, or until the

“Clear all Memory” function is performed.

The default Supervisor Access Code is 0.

Do not lose this Access Code. Access to the menus is denied without the Supervisor Access Code.

LOST SUPERVISOR CODE

If the Supervisor Code is lost, use the following sequence to display the Code.

Unplug the *AuditorME™* from power.

Press the UP Key and Plug in the terminal to power.

Release the UP Key.

Press ↑ Press the DOWN Key

Press ↑ Press OK

This procedure must be accomplished with 2 seconds.

GETTING STARTED

Managing Menus

Menu List

All of the Supervisor functions are listed within 5 menus. These menus are organized by the Key of activity to which the function relates. The menus and their functions are listed below, along with the factory default settings.

	Menu	Default Settings	Max Settings
Menu 1	Account and Group setup Account setup Set default account limit Set default group Set group limits	65,520 copies 1 999,999 copies	65,520 copies 999,999 copies
Menu 2	Reporting View accounts View overall total View group totals Print report Print limits Clear all totals		
Menu 3	Override Override	OFF	
Menu 4	Machine setup Set machine limit Set run limit See auto entry Set conceal input Set entry attempts Set lockout time Data transfer Set timeout Set beep	999,999 copies 65,520 copies OFF OFF 4 60 seconds 60 seconds ON	999,999 copies 65,520 copies 99 3275 seconds 3275 seconds
Menu 5	Installation Options Clear all memory? Set machine no. Set supervisor access code Set comms. Set hold time	1 0 Baud Rate=9600 Parity Off Bits/Char = 8 Append Line Feed = Off 5 seconds	

ACCESSING AND MODIFYING MENU FEATURES

You may use the ▲ key and the ▼ key to scroll through the menus. When the desired menu is displayed, touching the **OK** key will access the first selections within that menu. You may then continue to use the ▲ key and the ▼ key to scroll through these selections. When the desired selection is displayed, touching the **OK** key will access that feature. (Please refer to Page 8 for a list of the menus and the selections within each menu).

Basic Keyboard Instructions

The following describes the function keys and how they are used within the menus.

The **OK** key is used to accept the current settings shown in the display. This key may be thought of as the “YES” key. It is used to acknowledge that this is the feature or change desired.

The ← key is used in two ways. If, while entering a numeric value, you make an error, the ← key will delete the last character entered. It is also used to delete an account from memory or to close an account.

The ⬅ key is used to return to the previous menu level. For example, if the display reads “Account Set-up” (the first selection in the Account and Group Setup menu) touching ⬅ will cause the system to return to the main menu list and show “1 – Account and Group Setup. By touching ⬅ key at the main level, the system will display “Supervisor menu. Select Function”. By touching ⬅ a third time, the system will return to the “user-mode” with the “Enter Account #” message displayed.

The **1** key is used to clear an entire entry. For example, if when entering an account number, you misKey the first of a 6 digit number, touching **1** will cause the display to clear the entire 6 digit number. You may then re-enter the correct number. The **1** key is also used to clear copy counts from an account and to reopen a closed account.

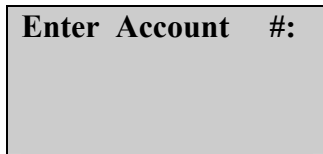
Before beginning installation, take a few moments and practice moving through the menus.

SUPERVISOR ACCESS

Access to the menus is secured by a special key followed by entering the stored Supervisor Access Code. The default access code is “0”.

You must first enter the Supervisor Key Sequence followed by the Access Code to gain access to the menus.

When the *AuditorMe*[™] is switched on the display will read

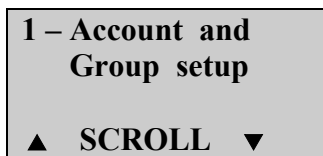


Touch ← ↑ ↑ ← 0 OK

You must key this sequence **EXACTLY**.

The key sequence of ← ↑ ↑ ← must be entered before the access code to distinguish it from a normal account. This key sequence ensures that the Supervisor Access Code is not inadvertently entered as an account number.

If the Supervisor Access Code has been entered properly, the display will read.



You may now use ▲ or ▼ to scroll through the menus.

Note: The *AuditorMe*[™] has been shipped with a pre-stored supervisor access code of 0. You may change this to a more secure code by modifying the Supervisor Access code, refer to

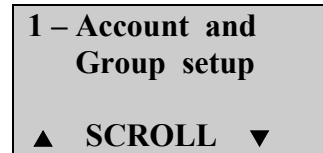
menu 5 – Installation Options. If you change this access code, be certain you record this access code for future reference.

CLEARING THE MEMORY

Before beginning to set-up the system, it is recommended that the “Clear All Memory” function is performed. This will ensure the system is “clean”, with all default settings set to their factory default settings.

Clearing the Memory

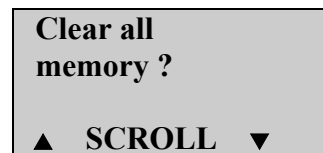
Start with the display reading:



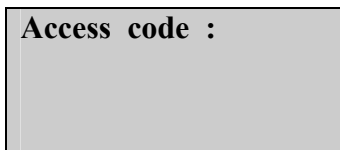
Use the **SCROLL** keys until the display reads:



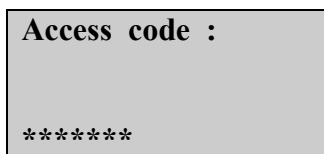
Touch **OK** the display will read:



Touch **OK** the display will read:



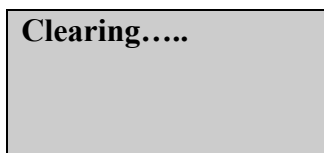
Key: 1 9 4 1 9 4 5. The numbers will appear as asterisks on the display.



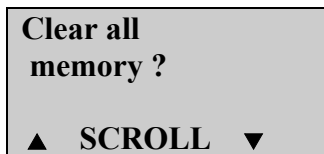
Touch **OK** the display will read:



Touch **OK** the display will read:



After a few seconds the display will read



Touch **↑** to exit the menu option.

You have now cleared all the memory and may begin setting up the system to your own specifications.

MENU 1 – ACCOUNT AND GROUP SETUP

This section will explain the operation of the features found in **Menu 1 – Account and Group setup**.

These include:

ACCOUNT SETUP SET DEFAULT ACCOUNT LIMIT SET DEFAULT GROUP SET GROUP LIMITS

NOTE: You must enter your Supervisor Access Code in order to gain access to the menu selections. Please refer to Supervisor Access Code on Page 6 and 10.

ACCOUNT SETUP

The following functions are available within the Account Set-up menu selection.

1. Add an account
2. Assign an account to a group
3. Set an account limit
4. Delete and existing account
5. Close and reopen an account
6. Clear the copy counts from an account.

ADDING ACCOUNTS

Unless you are utilizing the Auto-Entry feature, you must pre-store all account numbers. This process is referred to as “Adding an Account” or “Opening an Account”. This function is performed by selecting the “Account Setup” option. By opening an account, you have established a valid account number and thus have authorized copier usage. An account may be assigned to a group and may also be given a limit as to the number of copies that may be made. If no group or limit is assigned, the account will be assigned the default values.

Adding an Account.

Starting at the display prompt of:

```
1 - Account and
  Group setup
▲ SCROLL ▼
```

Touch **OK** the display will read:

```
Account setup
▲ SCROLL ▼
```

Touch **OK** the display will read:

```
Enter Account #:

```

Key the desired account number and touch **OK**.

Note: If a keying error occurs, you may use the ← key to delete the error.

The display will read:

```
1234
ADD this
Account ? <OK>
```

Note: This message will only be displayed if this account number has not been previously stored. If the account has previously been assigned, the display will show the current account status for this number.

To add the account touch **OK**.

The display will briefly show the message Account Added and will then

display the current default settings for group and limit.

The display will read:

```
#1234      G001
C      0 L 65520
```

= Account number

G = Group (default setting)

C = Current copy count

L = Account Limit (default setting)

If you **do not** wish to change the group or the limit and wish to enter another account number.

Touch **OK**

If you **do not** wish to change the group or the limit and do not wish to enter another account number

Touch ↵

ASSIGNING AN ACCOUNT TO A GROUP

The *AuditorMe*™ has the capability to track copier usage by user and by Groups. Groups are assigned to users and all copying activity of group members is consolidated into Group Totals. This is helpful when tracking both employee and department usage.

Changing the Group Number

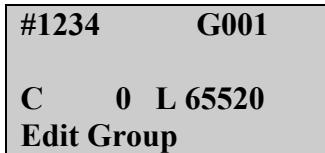
If you wish to assign an account number to a group other than the default group you may do so when the display reads:

```
#1234      G001
C      0 L 65520
```



This may be done either at the time of originally opening the account number or by recalling the account number from the Account setup selection.

Touch 0 and the cursor will automatically be positioned in the Group field. The display will read.

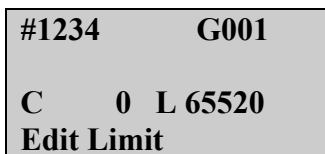


Key the desired Group number and

Touch **OK**

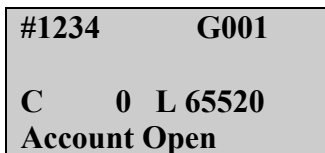
Note: If a keying error occurs, you may use the ← key to delete the error.

The display will show the group number that you have just entered, and the cursor will move to the Limit area. The display will read:



If you **do not** wish to change the limit

Touch **OK** the display will read:



Touch **OK**

And the display will confirm your settings.

If you **do not** wish to change the limit and wish to enter another account number

Touch **OK**

If you **do not** wish to enter another account number or change any account settings

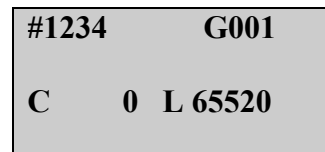
Touch ↑ the display will read:

ACCOUNT LIMITS

You may set a limit on the number of copies that an account may make. Once this limit is reached, no additional copies may be made until the copy counts are cleared or the limit is raised. If no limit is set upon opening an account, the limit will be set at the default setting.

Changing the Account Limit

If you wish to change the limit for this account you may do so when the display reads:



This may be done either at the time of originally opening the account number, after changing the group number, or by recalling the account number from the Account Set-up selection.

By touching **0** and then **OK**, the cursor will move to the Limit area. If you have just entered a Group number, you are ready to simply Key the desired limit value.

The display will read:

#1234	G001
C	0 L 65520
Edit Limit	

Key the desired limit value and
Touch **OK**

Note: If a keying error occurs, you may use the ← key to delete the error.

The display will read:

#1234	G001
C	0 L 65520
Account Open	

And the display will confirm your settings. If you wish to enter another account number

Touch **OK**

If you have completed entering account details, Touch ↑ the display will read:

Enter Account #:

Touch ↑ the display will read

Account setup
▲ SCROLL ▼

Touch ↑ the display will read

1 – Account and Group setup
▲ SCROLL ▼

DELETING ACCOUNTS

When an account number is no longer needed, it may be deleted from the account list. Copy counts **must** be cleared before an account may be deleted (see Clearing An Account Page 17). Cleared copy counts will be added to the “Cleared Copies” totals.

Deleting an existing Account

Start at the display prompt of:

1 – Account and Group setup
▲ SCROLL ▼

Touch **OK** the display will read:

Account setup
▲ SCROLL ▼

Touch **OK** the display will read:

Enter Account #:

Key the desired account number and

Touch **OK**

Note: If a keying error occurs, you may use the ← key to delete the error.

This display will read:

#1234	G001
C	250 L 65520

If there are any copy counts attributed to this account, they must be cleared at this time.

Touch **1** the display will read:

1234
**CLEAR this
account ? <OK>**

Touch **OK**

The display will briefly read:

Account CLEARED

In a moment the display will read:

#1234 G001
C 0 L 65520

Touch ←

The display will read:

1234
**DELETE this
account ? <OK>**

Touch **OK**

The account has now been deleted. Any cleared copy counts stored with this account will be recorded in the “Cleared Copies” total.

The display will read:

Enter Account #:

You may now delete, add or modify additional accounts. To exit, Touch **1** the display will read:

Account setup
▲ SCROLL ▼

Touch **1** the display will read:

**1 – Account and
Group setup**
▲ SCROLL ▼

CLOSING AN ACCOUNT

Closing an account will prohibit any additional copying against the account number, but will **not** delete it from the system. This feature is helpful when an account number should no longer be used, but the copy counts are required on the next report. After the report is printed, it may then be appropriate to delete the account. A closed account may be re-opened.

Closing an Existing Account

Starting at the display prompt of:

**1 – Account and
Group setup**
▲ SCROLL ▼

Touch **OK** the display will read:

Account setup
▲ SCROLL ▼

Touch **OK** the display will read:

Enter Account #:

Key the desired account number

Touch **OK**

Note: If a keying error occurs, you may use the ← key to delete the error.

This display will read:

#1234	G001
C	250 L 65520

Key 0 and

Touch **OK**, Touch **OK** again

The display will read:

#1234	G001
C	0 L 65520
Account Open	

Touch ←

The display will read:

#1234	G001
C	0 L 65520
Account Closed	

Touch **OK**, Touch **OK** again

The display will read:

Enter Account #:

You may now delete, add or modify additional accounts. To exit:

Touch ↑ the display will read:

Account setup
▲ SCROLL ▼

Touch ↑ the display will read

1 – Account and Group setup
▲ SCROLL ▼

CLEARING AN ACCOUNT

Clearing an account will delete all copy counts from that account. The account, it's group and it's limit settings will remain valid. The cleared copies are added to the "Cleared Copies" totals. Copy counts must be cleared before an account may be deleted.

Clearing Account Totals

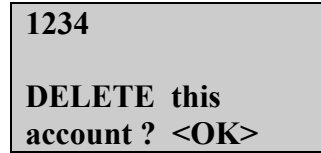
Starting at the display prompt of:

1 – Account and Group setup
▲ SCROLL ▼

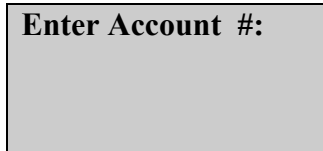
Touch **OK** the display will read:



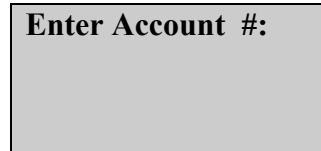
Touch ← the display will read:



Touch **OK** the display will read:



Touch **OK** the display will read:



Key the desired account number

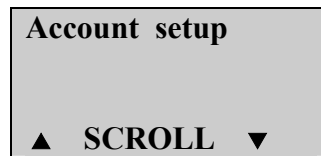
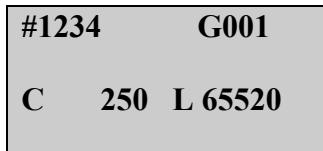
You may now delete, add or modify additional accounts. If you are finished with this section:

Touch **OK**

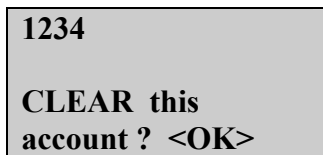
Note: If a keying error occurs, you may use the ← key to delete the error.

Touch ↵ the display will read:

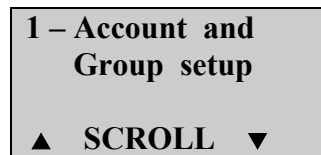
This display will read:



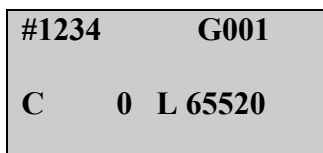
Touch **1** the display will read:



Touch ↵ the display will read



Touch **OK** the display will read:



The copy counts have been cleared from the account, but will be added to the "Cleared Copies" totals.

SET DEFAULT ACCOUNT LIMIT

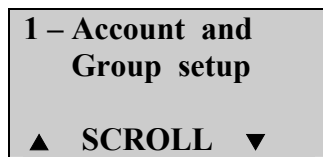
If the account should be deleted

Account limits may be set to ensure that users do not exceed the number of copies they are entitled to make. When an account is opened it is automatically set to the default setting. You may specify the default value for the account limit, by selecting the "Account Limit Default" selection. The value entered in this selection will cause **all** accounts that are opened **after** making the change to

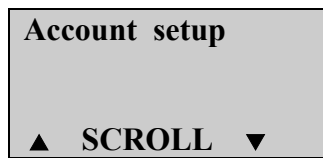
have this limit. Once changed, this value will remain in effect until changed again, or until the “Clear All Memory” function is performed, which will cause the factory set default to be reinstated. The factory default setting is 65,520 copies.

Changing the Default Account Limit

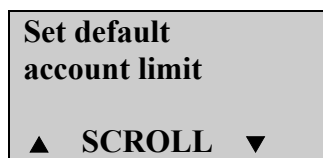
To change the account limit default setting, start with the display reading:



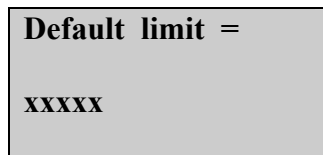
Touch **OK** the display will read:



Use the SCROLL keys until the display reads:



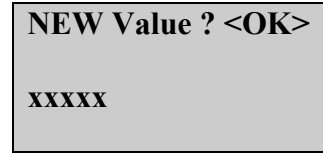
Touch **OK** the display will read



(Current Limit)

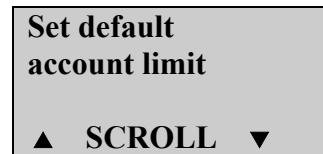
Key the desired limit value.

Touch **OK** the display will read:



If this is the correct value, (If this is incorrect, touch **↑** and repeat procedure).

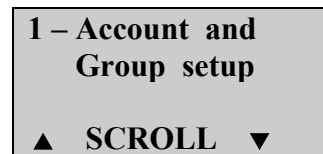
Touch **OK**, the display will show.



SETTING THE GROUP DEFAULT

When an account is opened it is automatically assigned to the default group. You may change this default group number by selecting the “Set Group Default” selection. The value entered in this selection will cause **all** accounts that are opened **after** making the change to be assigned to this group. Once changed, this value will remain in effect until changed again, or until the “Clear All Memory” function is performed, which will cause the factory set default to be reinstated. The factory default setting is Group 1.

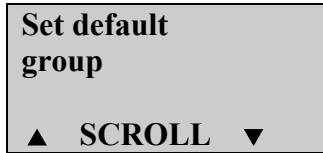
To change the Group default setting, start with the display reading:



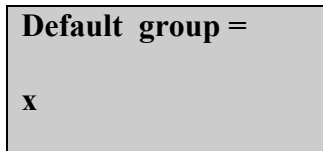
Touch **OK**, the display will read:



Use the SCROLL keys until the display reads:



Touch **OK** the display will read:

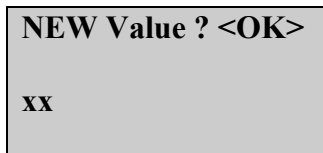


Key the desired group number.

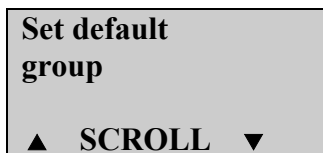
Touch **OK**

Note: If a keying error occurs, you may use the ← key to delete the error.

The display will read:



If this is the correct value touch **OK** the display will show:
(If this is incorrect, touch ↵ and repeat procedure).

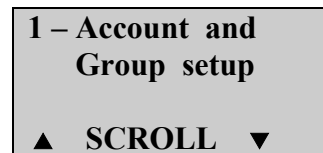


SETTING GROUP LIMITS

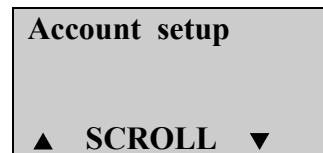
Similar to the account limit feature, you may set a limit on the number of copies that may be made by an entire Group. As account numbers are entered and copies are made, the system tracks and logs the totals for all copies made to the account and to the assigned group. When a group limit is reached, no additional copying may be done by any member of the group.

Group limits may be changed by selecting the "Set Group Limits" menu option. You may assign limits to each group. You may specify the default value for the group limit, by selecting the "Set Group" selection. The value entered in this selection will cause **all** accounts that are opened with the appropriate group **after** making the change to have this limit. Once changed this value will remain in effect until changed again, or until the "Clear All Memory" function is performed which will cause the factory set default to be reinstated. The factory default setting is 999,999 copies.

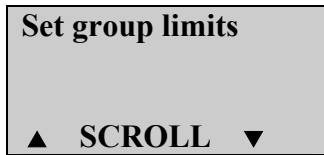
To set Group limits, starts with the display reading:



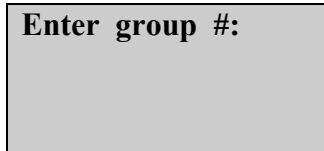
Touch **OK** the display will read:



Use the SCROLL keys until the display reads:

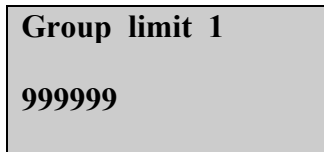


Touch **OK** the display will read:



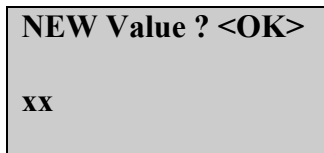
Key the desired group number.

Touch **OK** the display will read:



Key the desired limit value

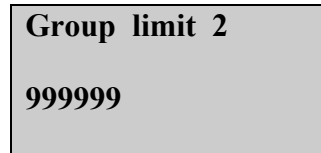
Touch **OK** the display will read:



Touch **OK** the display will read:

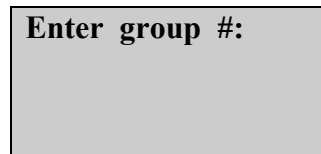
(If this is incorrect, touch **↑** and repeat procedure).

The display will read:

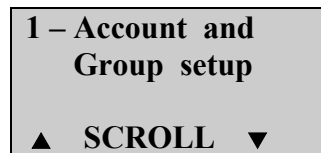


(This will be the next higher group number)

If you wish to continue settings group limits, repeat this procedure. If you are finished with group limits, Touch **↑** the display will read:



Touch **↑ ↑** and the display will read:



MENU 2 – REPORTING

This section will explain the operation of the features found in **Menu 2 – Reporting**.

These include:

VIEW ACCOUNTS
VIEW OVERALL TOTAL
VIEW GROUP TOTALS
PRINT REPORT (Includes Clearing Copy counts)
PRINT LIMITS
CLEAR ALL TOTALS

NOTE: You must enter your Supervisor Access Code in order to gain access to the menu selections. Please refer to SUPERVISOR ACCESS CODE on Page 6 and 10.

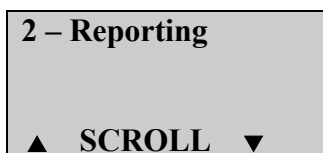
VIEW ACCOUNTS

By selecting the View Accounts option, the Supervisor may look at the account status of individual accounts, or the entire account list. The display will show the account number, the assigned group, the total copies currently tracked to that account number, and the account limit.

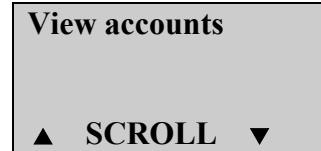
While in the “View Account” selection the Supervisor may “Clear” the copy counts from the designated account. These cleared copies will be reflected in the “Cleared Copies” totals.

Viewing Accounts

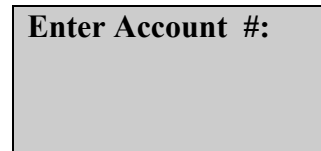
To view account activity, start with the display reading:



Touch **OK** the display will read

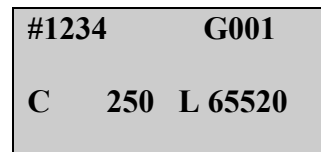


Touch **OK** the display will read



Enter the first account number you wish to view and

Touch **OK** the display will read:



= Account Number

G = Group Number

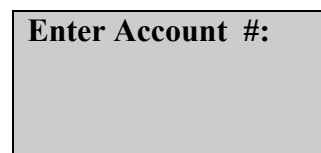
C = Current copy count

L = Account Limit

If you wish to view additional account, you may use the SCROLL keys to scroll through the account list.

If you wish to view a particular account:

Touch **OK** the display will read:



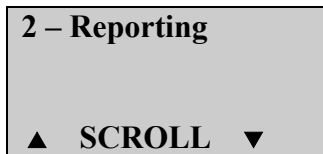
Enter the desired number and repeat the procedure.

When you are finished viewing accounts.

Touch **↑** the display will read:



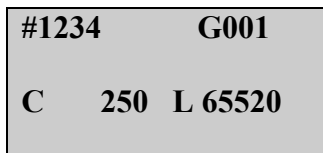
Touch **↑** the display will read:



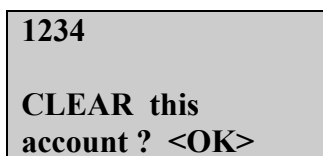
Clearing Account Totals

You may clear account totals while in the “View Account” mode. Follow the instructions for viewing accounts above.

When the display reads:



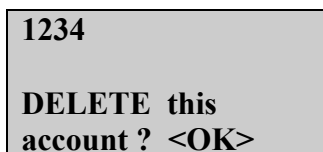
Touch **1** the display will read:



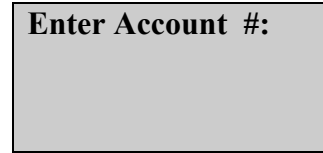
Touch **OK** the display will read:

If the account should be deleted:

Touch **←** the display will read:



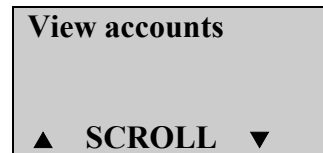
Touch **OK** the display will show:



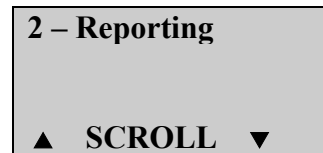
You may continue to clear copy counts by repeating this procedure. The copy counts will be cleared from the account list and added to the “Cleared Copies” totals.

If you are finished with this section:

Touch **↑** the display will read:



Touch **↑** the display will read:

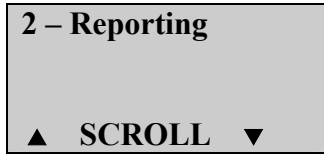


VIEW OVERALL TOTALS

Overall machine totals may be viewed by this selection of the View Overall Totals option. This feature will display the total copies made since the last Clear Copy Counts. It will also display the total number of copies made that have been charged to accounts, made while in the override mode, made via an external method (e.g. coin op) and the total number of copies that have been cleared or deleted from the account list. Overall totals may not be cleared while viewing.

To clear totals, a Clear Copy Count function must be performed (see page 25)

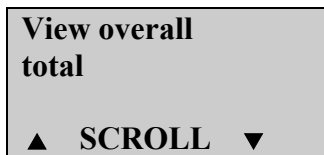
To view overall machine totals, start with the display reading:



Touch **OK** the display will read



Use the SCROLL keys until the display reads:

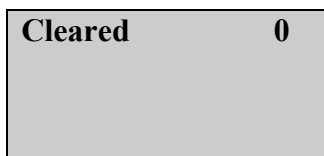


Touch **OK** the display will read:

Total	0
Account	0
Override	0
External	0

Total number of copies made
Total number of copies assigned to accounts
Total number of override copies
Total number of copies made via external method, e.g coin op device

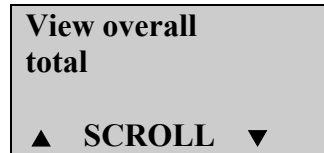
Touch the SCROLL keys the display will read:



Copies cleared from system since last overall Memory Clear

You may continue to use the SCROLL keys to scroll through this list. When you are finished viewing the machine totals.

Touch **↑** the display will read:



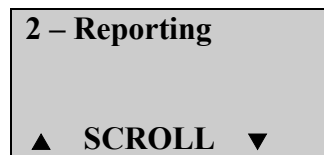
Note: Overall machine totals may be cleared during the complete copy count clearing procedure. Please refer to Clear All Copy Counts on Page 25.

VIEW GROUP TOTALS

The View Group Totals feature allows the Supervisor to view the cumulative copy counts attributed to each group. Totals may not be cleared while viewing group totals. To clear group totals the Clear Copy Count function must be performed.

Viewing Group Totals

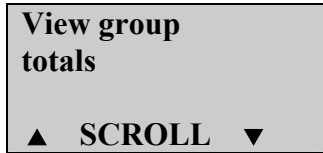
To view group totals, start with the display reading:



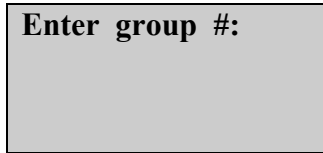
Touch **OK** the display will read



Use the SCROLL keys until the display reads:

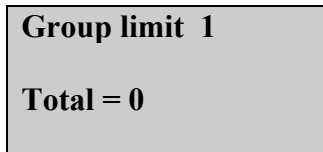


Touch **OK** the display will read:



Key the desired group and

Touch **OK** the display will read:



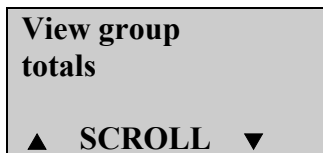
(Current Total)

If you wish to view another Group, key the desired group number or touch **OK** to scroll through the Group numbers

Touch **OK**

When finished viewing group totals.

Touch **↑** **↑** the display will read:



Note: Group totals may only be cleared during the complete copy count clearing procedure. Please refer to Clear All Copy Counts on Page 22.

PRINTING A REPORT

A report may be printed, that details all copying activity by account number, group and overall totals. To print a report you must have a Copyguard supplied cable that is specific to the printer you will be using. Virtually any printer with an RS232 Serial port may be used for report printing. For additional information, please contact your Copyguard dealer.

Attaching the Cable

Note: Power should be turned off before connecting cables.

Attach the supplied cable to the *AuditorMe™* at the back of the unit. The *AuditorMe™* cable utilizes a 9 pin connector. Attach the other end of the cable to printer. Ensure that you have securely connected the cables and that power and select lights are on at the printer and paper is loaded.

Selection of Print Option

There are two Keys of reports that may be printed from the *AuditorMe™*.

Print Report

The Print Report selection will print a report showing all copying activity by account, group and machine totals. This report is normally used during the reporting period. This report reflects only those accounts that have made copies. See sample printout on page 43.

Print Limits

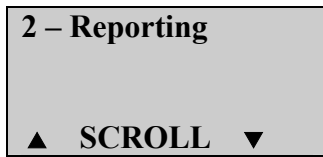
The Print Limits report will print a report showing all accounts and all groups that have been opened, regardless if there have been any copies made.

This report is useful when a complete account list is required. See sample printout on page 43.

Printing

Ensure that you have securely connected the cables and that power and select lights are on at the printer and paper is loaded.

Start with the display reading:



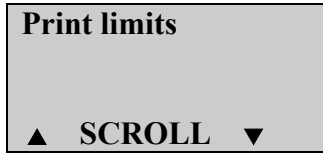
Touch **OK** the display will read



Use the SCROLL keys until the display reads:



or



Touch **OK**

And the report will begin to print.

If you have chosen *Print Report*, when the printing is complete the display will read:



If you would like to retain the memory,

Touch **↑**

If you would like to clear all copy totals back to zero:

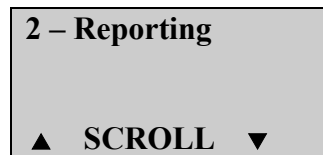
Touch **OK** the display will read:



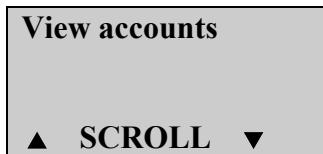
CLEARING COPY COUNTS

If you are not using a printer and wish to Clear Copy Counts, do the following:

Start with the display reading:



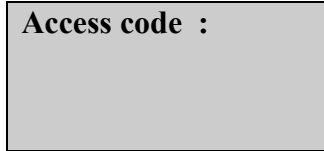
Touch **OK** the display will read



Use the SCROLL keys until the display reads:

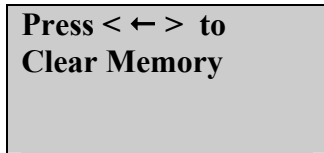


Touch **OK** the display will read



Key the Supervisor Access Code and touch **OK**

The display reads



Touch ←

The display reads



Touch **OK**

If you do not wish to Clear the Totals touch ↵

MENU 3 – OVERRIDE MENU

This section will explain the operation of the features found in **Menu 3 – Override**. These include: **OVERRIDE**

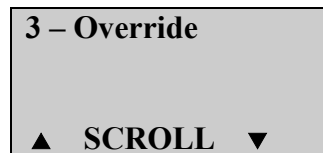
NOTE: You must enter your **Supervisor Access Code** in order to gain access to the menu selections. Please refer to **SUPERVISOR ACCESS CODE** on page 6 and 10.

OVERRIDE

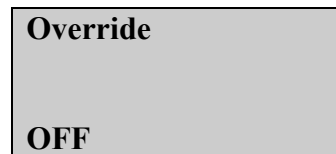
The Override feature allows the Supervisor to set the copier in an “open mode”. By enabling the override feature the copier will not require an account number to be entered. Any copying will be accepted, and all copy counts will be logged to the Override account. The Override mode will stay in effect until reset by the Supervisor, or until a Clear All Memory function is performed, which will set the unit back to the factory default. The factory default setting for Override is OFF.

CHANGING THE OVERRIDE SETTING

To change the Override setting start with the display reading:

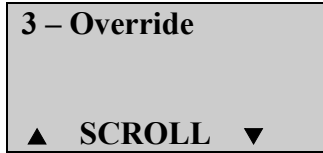


Touch **OK** the display will read:



Use the SCROLL keys until the display shows the desired setting, and

Touch **OK** the display will read



MENU 4 – MACHINE SETUP

This section will explain the operation of the features found in **Menu 4 – Machine setup**. These include:

- SET MACHINE LIMIT**
- SET RUN LIMIT**
- SET AUTO ENTRY**
- SET CONCEAL INPUT**
- SET ENTRY ATTEMPTS**
- SET LOCKOUT TIME**
- DATA TRANSFER**
- SET TIMEOUT**
- SET BEEP**

NOTE: You must enter your **Supervisor Access Code** in order to gain access to the menu selections. Please refer to **Supervisor Access Code** on page 6 and 10.

SET MACHINE LIMIT

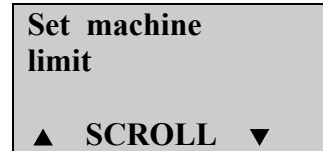
Machine Limit

The set machine limit feature allows the Supervisor to set the maximum number of copies that may be made on the copier during a billing or tracking period. Once the maximum number of copies has been made, no additional copying may be accomplished until the copy counts are cleared, or the limit value is raised. This setting will remain in effect until changed, or until the Clear All Memory function is performed, at which time, the machine limit will return to the factory default setting of 999,999 copies.

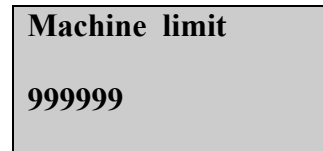
To change the Machine limit, start with the display reading:



Touch **OK** the display will read:



Touch **OK** the display will read:



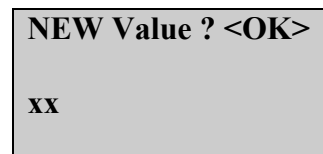
(Current Setting)

Key the desired machine limit

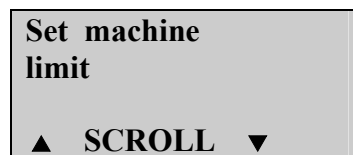
Touch **OK**

Note: If a keying error occurs, you may use the **←** key to delete the error.

This display will read:



Touch **OK** the display will show

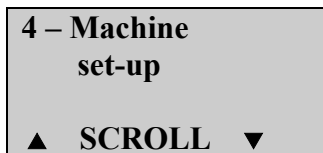


SET RUN LIMIT

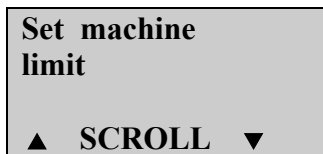
The Set Run Limit feature allows the Supervisor to set the maximum number of copies that may be made at one time. This feature is provided for those customers that wish to ensure that their low volume or convenience copiers are not misused by running high volume or lengthy jobs. When the maximum number of copies is reached during a copy job run, the copier will stop and the user will be “locked out” from additional copying. The display will read “Run Limit”. The Run Limit setting will remain in effect until another user enters their account number, or until the Supervisor changes the run limit length, or until the Clear All Memory function is performed, at which time, the limit will return to the factory default setting of 65,520 copies.

Changing the Run Limit

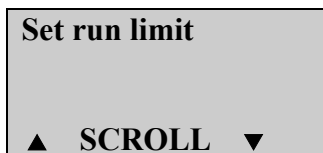
To change the Run Limit, start with the display reading



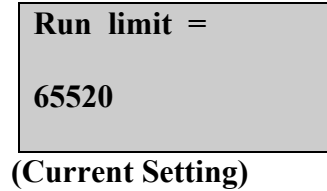
Touch **OK** the display will read:



Use the SCROLL keys until the display reads:



Touch **OK** the display will read:

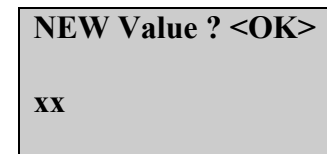


Key the desired run limit

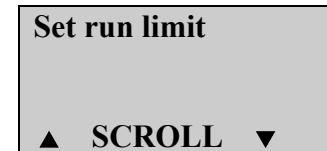
Touch **OK**

Note: If a keying error occurs, you may use the ← key to delete the error.

The display will read:



Touch **OK** the display will show:

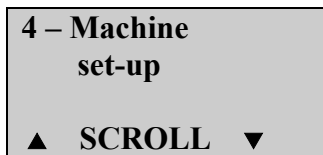


SET AUTO ENTRY

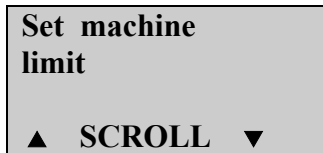
The Auto Entry feature, when ON, allows **any** account number to be entered via the keypad without having been pre-stored. This feature is helpful when the application is concerned solely with tracking copying activity for bill back, as opposed to securing the copier against unauthorized use. When the Auto Entry feature is ON, any number may be entered and all copies made against this number will be traced – just as if this had been a pre-stored account number. Account numbers opened by way of Auto Entry will contain default values for the assigned group and limit.

When using the Auto Entry feature it may be necessary to perform a “Clear All Memory” from time to time. This will need to be done when the memory is full. **Alternatively, unneeded accounts may be deleted in the normal manner.** The Auto Entry feature may be turned OFF and all accounts that have been previously entered will remain as valid account numbers.

To change the Auto Entry setting, start with the display reading:



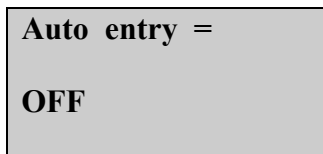
Touch **OK** the display will read:



Use the SCROLL keys until the display reads:



Touch **OK** the display will read:



Use the SCROLL keys until the display reads the desired setting.

Touch **OK** the display will read:



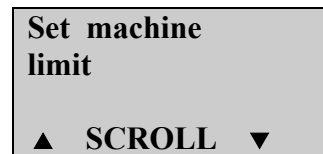
SET CONCEAL INPUT

The Conceal Input feature offers extra security by replacing the account number with a “*” on the display. When the Conceal Input feature is ON; the display will show “*” instead of the account number. This feature assures the user that by-standers cannot view their account number and subsequently use the number inappropriately. Once set, this feature will remain in effect until it is changed, or until the Clear All Memory function is performed and all default settings are returned to the factory set values. The factory set default value is Conceal Input OFF.

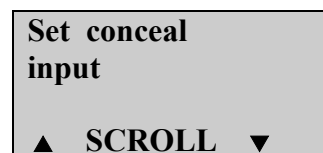
To change the Conceal setting, start with the display



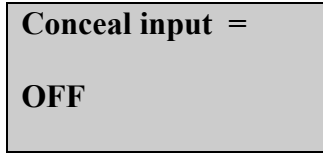
Touch **OK** the display will read:



Use the SCROLL keys until the display reads:

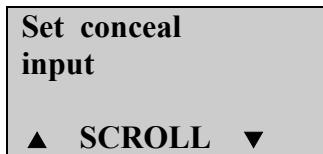


Touch **OK** the display will read:



Use the SCROLL keys until the display reads the desired setting,

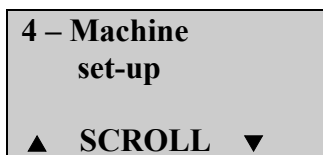
Touch **OK** the display will read:



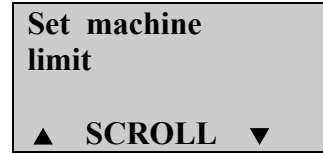
SET ENTRY ATTEMPTS

The Set Entry Attempts feature allows the Supervisor to set the maximum number of attempts that a user may make to enter a valid account number. This feature is provided for those applications where security is of prime importance. If a user makes more than the allotted attempts to enter a valid account number, the *AuditorMe*™ will lock for the amount of time specified in the “Set Lockout” option. The number of entry attempts that is entered in this option will remain in effect until changed, or until the Supervisor Mode is accessed.

To change the Number of Entry Attempts start with the display reading:



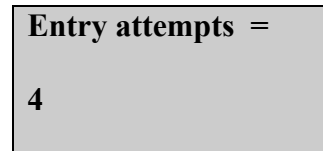
Touch **OK** the display will read:



Use the SCROLL keys until the display reads:



Touch **OK** the display will read:



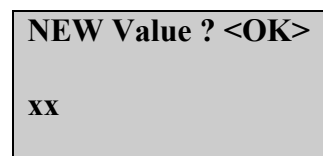
(Current Setting)

Key the desired number of attempts:

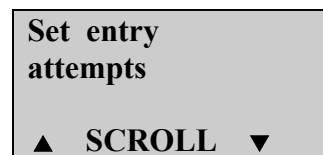
Touch **OK**

Note: If a keying error occurs, you may use the ← key to delete the error.

The display will read:



Touch **OK** the display read:

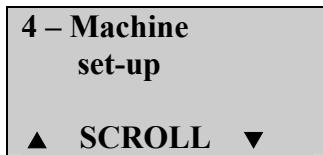


SET LOCKOUT TIME

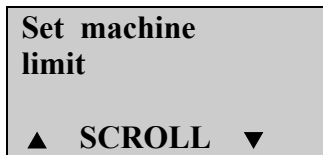
The Set Lockout Time feature allows the Supervisor to specify the amount of time that the unit should be locked when the “Number of Entry Attempts” is violated. The amount of time entered (in seconds) will remain in effect until changed. Or until the “Clear All Memory” function is performed, at which time, the setting will return to the factory default setting of 60 seconds.

Lockout time

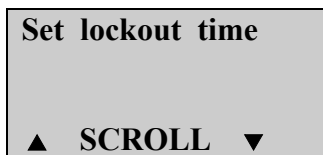
To change the Lockout Time, start with the display reading:



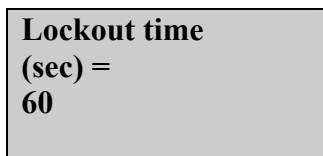
Touch **OK** the display will read:



Use the SCROLL keys until the display reads:



Touch **OK** the display will read:



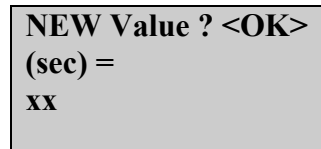
(Current Setting)

Key the desired number of seconds and

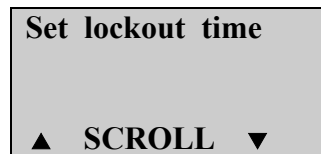
Touch **OK**

Note: If a keying error occurs, you may use the ← key to delete the error.

The display will read:



Touch **OK** the display will show:



DATA TRANSFER

The Data Transfer feature allows the Supervisor to set up one *AuditorMe*™ with machine settings and account numbers and transfer this information to other *AuditorMe*™ unit. This feature eliminates the need to enter the same information in multiple machines and ensures the same settings are installed on all machines within a system. It should be noted, however, that certain features, such as Machine Number, should be unique to each machine.

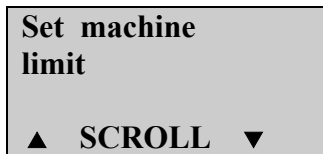
NOTE: You must first Clear Copy Counts (page 25) on Transmitting machine and Clear All Memory (page 10 or 34) on the receiving machine.

Data Transfer

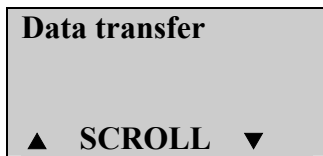
To enable the Data Transfer feature, the display on both units should read:



Touch **OK** the display will read:

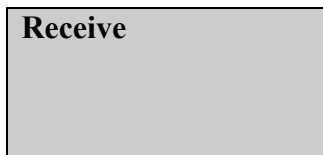


Use the SCROLL keys until the display reads:



At this time, insert data transfer cable, **Copyguard**[®] Product Code No. 3019, into the six-pin DIN receptacle on the back of each *AuditorMe*[™]

Touch **OK** the display will read:



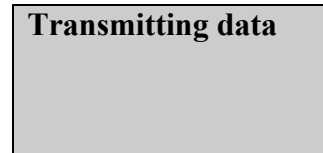
Use the SCROLL keys to set the *AuditorMe*[™] to transmit or receive. The unit you send data to will be the receiving unit. The unit you are sending data from is the transmitting unit. When both units are set appropriately, Touch **OK** on the receiving unit.

The display will read:



Touch **OK** on the transmitting unit.

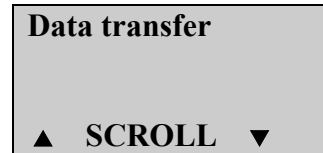
The display will read:



After successfully completing transmission, both displays will read:



Touch **⌵** the display will read:



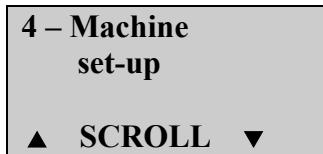
SET TIMEOUT

When a user enters an account number and gains access to the copier, the *AuditorMe*[™] enables the copier to perform. When copying is complete, the user should touch the **⌵** key to return the unit to the secure mode – waiting for another account number to be entered. If the user forgets to touch the **⌵** key, the *AuditorMe*[™] will wait a pre-determined amount of time and then automatically return to the secured mode. The Set Timeout feature allows the Supervisor to specify this amount of time. The amount

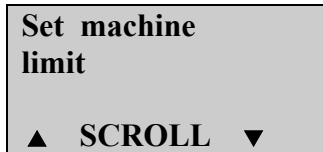
of time entered (in seconds) will remain in effect until changed, or until the “Clear All Memory” function is performed, at which time, the setting will return to the factory default setting of 60 seconds.

Changing the Time Out setting

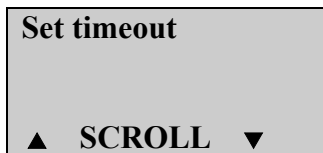
To change the Timeout setting, start with the display reading:



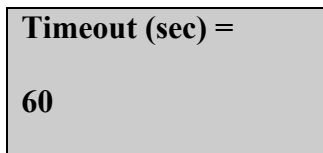
Touch **OK** the display will read:



Use the SCROLL keys until the display reads:



Touch **OK** the display will read:



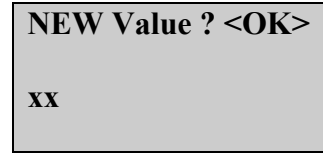
(Current Settings)

Key the desired number of seconds

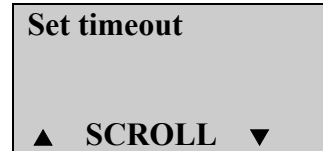
Touch **OK**

Note: If a keying error occurs, you may use the ← key to delete the error.

The display will read:



Touch **OK** the display will show:

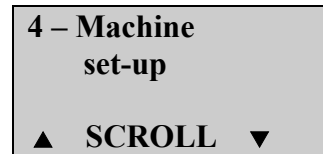


SET BEEP

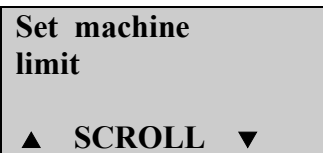
As keys are touched on the *AuditorMe™* and audible tone is emitted. The Supervisor may choose to suppress the tone. However, it has been shown that the audible tone provides valuable feedback to the user, and it is recommended to retain the beep.

Setting the beep

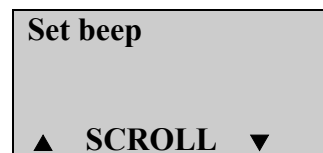
To change the beep setting, start with the display reading:



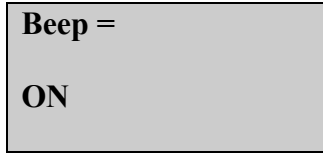
Touch **OK** the display will read:



Use the SCROLL keys until the display reads:



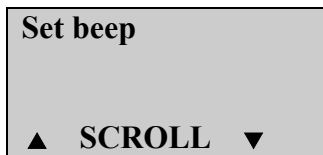
Touch **OK** the display will read:



(Current Settings)

Use the SCROLL keys until the desired setting is displayed.

Touch **OK** the display reads:



MENU 5 INSTALLATION OPTIONS

This section will explain the operation of the features found in **Menu 5 – Installation Options**. These include:

CLEAR ALL MEMORY
SET MACHINE NO
SET SUPERVISOR ACCESS CODE
SET COMMS.
SET HOLD TIME

NOTE: You must enter your Supervisor Access Code in order to gain access to the menu selections. Please refer to SUPERVISOR ACCESS CODE on pages 6 & 10.

CLEAR ALL MEMORY

The Clear All Memory feature allows the Supervisor to erase the **ENTIRE MEMORY** of the *AuditorMe™*. When this is done, all account numbers, settings, and copy counts are deleted, and all factory set default values are re-installed. This is an extremely important function, and **it is important that this is not done inadvertently**. To ensure the memory is not cleared by mistake, a

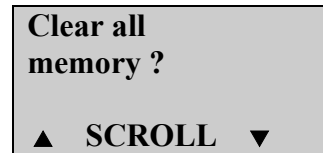
special access code must be entered to perform this function. This access code is non-changeable. The Access code is **1941945**.

Clearing the Memory

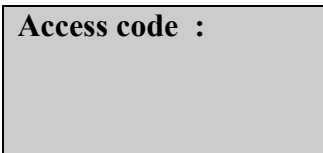
To clear all memory and reset all default values to their factory default settings, start with the display reading:



Touch **OK** the display will read:



Touch **OK** the display will read:



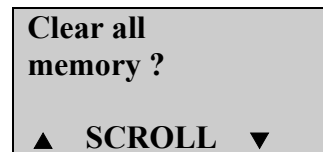
Key **1 9 4 1 9 4 5 OK**

This must be keyed **EXACTLY**.

This display will read:



Touch **OK** the display will read:



The unit has now been cleared of all account information and returned to factory default settings.

SET MACHINE NUMBER

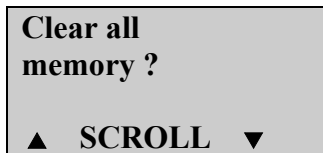
The Set Machine Number feature allows the Supervisor to assign a unit number to each *AuditorMe™*. This machine number will be printed on all reports and is designed to help eliminate any confusion as to the organization of the report.

Changing the Machine Number

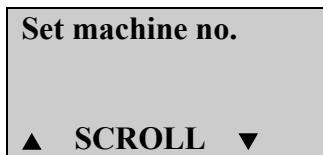
To change the machine number, start with the display reading:



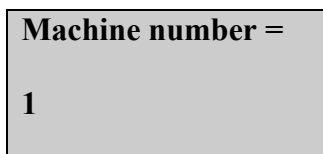
Touch **OK** the display will read:



Use the SCROLL keys until the display reads:



Touch **OK** the display will read:



(Current Setting)

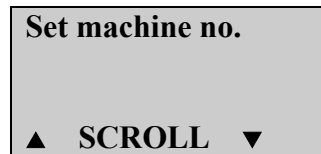
Key the desired machine number

Touch **OK** the display will read:



Note: If a keying error occurs, you may use the ← key to delete the error.

Touch **OK** the display will show:



SET SUPERVISOR ACCESS CODE

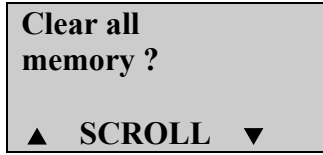
Access to the menus is secured by a special key sequence followed by a Supervisor Access Code. This code may be up to 10 digits. **It is of the utmost importance that this code not be lost.**

Without this code access to the menus, account set-up, report printing, etc., will be denied. If the code is lost, see page 7. When you change this code, **record it in a safe place for future reference.** The Supervisor Access Code entered in this option will remain in effect until changed, or until the Clear All Memory function is performed, which will return the access code to the factory set default of 0.

To change the Supervisor Access Code, start with the display reading:



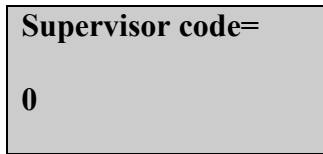
Touch **OK** the display will read:



Use the SCROLL keys until the display reads:



Touch **OK** the display will read:



(Current Access Code)

Key the desired Supervisor Access Code and

Note: If a keying error occurs, you may use the ← key to delete the error.

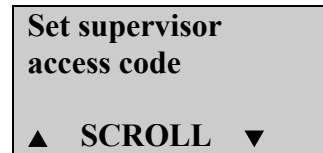
Touch **OK**

The display will read:



Important!
Record your Supervisor Access Code in a safe place.

Touch **OK** the display will read:



COMMUNICATIONS SETTINGS

To increase the versatility in external communication (i.e. printer, computer) certain settings are adjustable. However, the default setting should not need to be changed for most applications.

Adjustable Settings

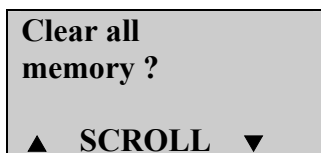
Baud Rate	2400	
	4800	
	9600	Default
	19200	
	38400	
Parity	Odd	
	Even	
	Off	Default
Bits per char	7	
	8	Default
Append Line Feed	OFF	Default
	ON	

Changing the Communication Settings

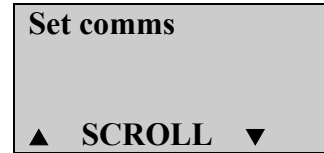
To change the communications settings start with the display reading:



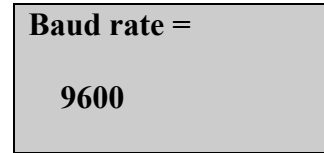
Touch **OK** the display will read:



Use the SCROLL keys until the display reads:



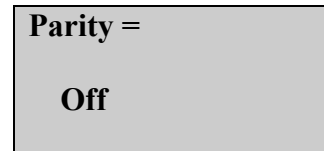
Touch **OK** the display will read:



(Current Setting)

Use the SCROLL keys scroll through the available baud rate settings. When the desired baud rate is displayed

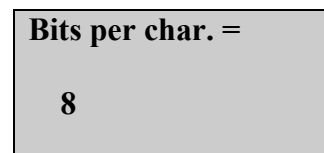
Touch **OK** the display will read:



(Current Setting)

Use the SCROLL keys until the desired setting is displayed and

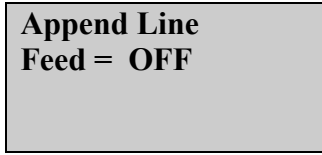
Touch **OK** the display will read:



(Current Setting)

Use the SCROLL keys until the desired setting is displayed and

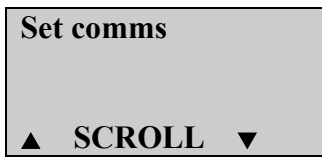
Touch **OK** the display will read:



(Current Setting)

Use the **SCROLL** keys until the desired is displayed and

Touch **OK** the display will read:



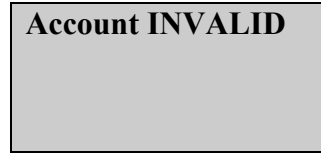
Note: You may bypass any setting by simply touching the OK key to move on to the next setting.

SET HOLD TIME

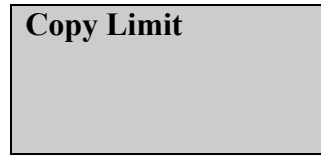
The Set Hold Time feature sets the delay time between closing the user's account and when the unit reverts to standby.

Call Copyguard® or your service technician before adjusting the Hold Time.

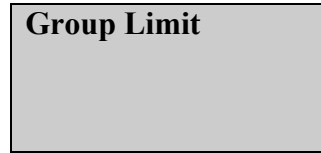
MESSAGES



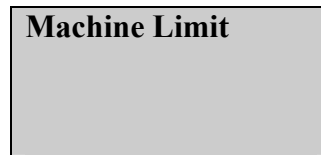
An invalid account number has been entered and access to the copier has been denied.



The maximum number of copies that an account is eligible to make has been reached. To reactivate this account, the limit value may be raised, or the current copy count may be cleared.



The maximum number of copies that may be made by a group has been reached. To reactivate this group, the copy counts should be cleared or the group limit may be raised.



The maximum number of copies that may be made on the copier has been reached. To reactivate the copier, copy counts should be cleared or the machine limit may be raised.

Machine Locked

Enter Account #:

This message indicates that one of two conditions has occurred.

1. A user has exceeded the maximum number of attempts to enter a valid account number. This message will be cancelled and the system will be unlocked after the programmed Lock-out has expired.

The Supervisor Access Code may be entered while the machine is locked.

2. A user has exceeded the Run Limit value. This message will be cancelled and the system will be unlocked when an account number, different than the abusing account number, is entered.

Memory Full

Memory capacity has been reached. The maximum number of Account Numbers has been reached. You must delete account numbers or Clear All Memory.

Enter Account #:

**Enter Account #:
Override ON**

The above message indicates that the system is set in the Override Mode. No account number need be entered, and all copies made will be logged against the Override Account. To return the system to the normal mode of tracking copies by account number, set the Override feature to the OFF setting.

USER INSTRUCTIONS

Using the AuditorME™

Once the AuditorME™ has been installed and the appropriate machine settings made, the system will be ready for general use.

Making copies

To enable the copier, simply Key an assigned account number and

Touch **OK** and the display will read:

#1234	G001
C 250	L 65520

= Account number entered

G = Group number assigned to this account

C = Number of copies made by this account

L = Number of copies this account is eligible to make.

When copying is complete

Touch **↑**

To return to the secure mode

If an invalid account number is entered, the following message will be displayed:

Account INVALID

Re-enter the number

If the display reads:

Machine Locked

The maximum number of attempts to enter an account number has been reached. The machine is now locked for a pre-determined amount of time. Contact the System Supervisor.

Display Messages

If any one of the following messages should appear, please contact the System Supervisor.

Copy Limit

Group Limit

Machine Limit

Machine Locked

If the display reads:

Enter Account #:

and after account number is entered

Enter Account #:
Override ON

This indicates that the system is set in the Override Mode. No account number need be entered, and all copies made will be logged against the Override account.

TECHNICAL INSTALLATION

Each unit comes with a generic installation harness. The harness has a 5-DIN receptacle with 6 color coded wires. It is recommended that you purchase a copier specific Snap In harness to save time and effort in the installation of the *Auditor Me™*

Pin	Colour	Function
1	Red	Enable/Disable
2	Blue	
3	Black	Not Used
4	White	Pulse
5	Orange	
6	Green	Frame Ground

Red and Blue Wires – These are for the Enable/Disable Circuit. This is a closure for a floating relay contact that will enable the copier to a ready condition.

White and Orange – These are for the pulse circuit. Polarity of these two wires is not a factor.

Green Wire – Not Used

If you have any questions, please contact the Technical Hotline at (800) 755-9599.

- Note:**
- 1) **The contacts of the enable relay are rated at**

0.3A – 125V AC
3A - 24V DC
 - 2) **The input (pulse) will accept AC or DC input – 9V to 35V as Standard. An internal change can be made to accommodate Voltage outside this range i.e 5V.**
 - 3) **These are Copyguard® color codes and will not match colors on your copier.**

*** IF COPIER IS NOT GROUNDED TO EARTH DO NOT USE GREEN WIRE.**

SAMPLE REPORT

	Auditor																									
Assigned machine number -----	Machine number = 2																									
Total copies made on the copier -----	TOTAL COPIES																									
	Total : 117																									
Total copies made by accounts -----	Account : 117																									
Total copies made on Override Mode -----	Override :																									
Copies made via another automated device -----	External :																									
Total copies cleared from account list prior to printing -	Cleared :																									

	GROUP TOTALS																									
Assigned groups with totals and limits -----	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Group</th> <th style="width: 20%;">Total</th> <th style="width: 20%;">Limit</th> <th style="width: 30%;"></th> </tr> </thead> <tbody> <tr> <td>01</td> <td>60</td> <td>999999</td> <td></td> </tr> <tr> <td>02</td> <td>16</td> <td>999999</td> <td></td> </tr> <tr> <td>03</td> <td>23</td> <td>999999</td> <td></td> </tr> <tr> <td>04</td> <td>18</td> <td>999999</td> <td></td> </tr> </tbody> </table>	Group	Total	Limit		01	60	999999		02	16	999999		03	23	999999		04	18	999999						
Group	Total	Limit																								
01	60	999999																								
02	16	999999																								
03	23	999999																								
04	18	999999																								

Print List shows all account numbers -----	ACCOUNT TOTALS																									
# signifies account closed -----	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Account</th> <th style="width: 15%;">Total</th> <th style="width: 15%;">Limit</th> <th style="width: 10%;">Group</th> <th style="width: 30%;"></th> </tr> </thead> <tbody> <tr> <td># 123</td> <td>16</td> <td>65520</td> <td>02</td> <td></td> </tr> <tr> <td>147</td> <td>23</td> <td>65520</td> <td>03</td> <td></td> </tr> <tr> <td>258</td> <td>30</td> <td>65520</td> <td>01</td> <td></td> </tr> <tr> <td>369</td> <td>30</td> <td>65520</td> <td>01</td> <td></td> </tr> </tbody> </table>	Account	Total	Limit	Group		# 123	16	65520	02		147	23	65520	03		258	30	65520	01		369	30	65520	01	
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# 123	16	65520	02																							
147	23	65520	03																							
258	30	65520	01																							
369	30	65520	01																							

Signifies printout is complete -----	End of Records																									
Status of memory -----	Memory Cleared																									
	Memory Retained (If																									
	you do not Clear																									
	Memory at the end of																									
	Print Reports or Print																									
	Limits).																									