

CM30

System Managers Guide

Contents

Introduction	Pg 3
General Features	Pg 3
Overview	Pg 4
Menus	Pg 4
Accessing Menus	Pg 5
Default Values	Pg 5
Job / Matter ID	Pg 6
Main Function Keys	Pg 6
Getting Started	Pg 7
Menu Selections	Pg 8
Menu 1 - Input Setup	
Set Supervisor Code	Pg 9
Add ID	Pg 10
Delete ID	Pg 12
Setup Field	
Field On / Off	Pg 15
Field Mandatory	Pg 16
Auto Entry	Pg 17
Validation	Pg 17
Fast Find	Pg 19
Input Masking	Pg 20
Security	Pg 22
Input Prompts	Pg 23
Set Limits	Pg 24
Default Limits	Pg 24
Individual Limits	Pg 24
Show Job / Matter	Pg 26
Menu 2 - Reporting	
Screen Audits	Pg 27
Overall Totals	Pg 27
Individual Totals	Pg 29
Printed Audits	
Listing Reports	Pg 31
Summary Reports	Pg 33
Detail Reports	Pg 34
Set Prices	Pg 35
Menu 3 - Override	Pg 37

Menu 4 - Terminal Setup	
Network Options	
Network Status	Pg 38
Downloading	Pg 39
Comms Timeout	Pg 41
Timeout	Pg 42
Set Beep	Pg 43
Memory Usage	Pg 44
Set Clock	Pg 46
Set Language	Pg 49
Set Date Format	Pg 50
Enable Interrupt	Pg 51
Disbursement	Pg 52
Set Run Limit	Pg 53
Data Transfer	Pg 55
Menu 5 - Installation Options	
Initialise	
Complete	Pg 57
Transactions	Pg 61
Transactions & Validation Lists	Pg 63
System Number	Pg 65
Machine Number	Pg 66
Printer Settings	Pg 68
Warning Level	Pg 70
Interface Config	Pg 71
Direct Billing	Pg 71
Strobed Billing	Pg 72
Multipulse Billing	Pg 74
Latched Billing	Pg 76
Debounce Time	Pg 78
Hold Time	Pg 80
Appendix A - Samples of Printed Reports	
Listing Reports	Pg 82
Summary Report	Pg 83
Detailed Report	Pg 84

Introduction

The CM30 is a 45-key cost recovery product, it is designed to record transactions against up to 3 entry authorization fields on up to 4 price lines. It may be used in Standalone or Networked modes, and is broadly compatible with the present range of Smart Track software, while encompassing features of both the 5003 and 5104 models that will enhance the Standalone capability of Copyguard's cost recovery product line.

General Features

In order to enable the controlled equipment, up to 3 fields must be entered. The display will then track the events for each of up to 4 price lines, or, if Disbursement Mode is selected, entries for each of up to 4 categories (e.g. Postage, Faxes, Fedex, etc.) may be made.

The entry fields may be set to automatically accept data conforming to pre-set criteria, or may be set to require that the code is held within the units validation memory. To ease operation, 2 features allow fast entry of data:

Last User: Pressing the down arrow key displays the last entry for that field, and the option to accept it.

Fast Find: When enabled, this feature causes the unit to display matching records held in memory as the entry is typed in.

The three entry fields are referred to herein as User, Client and Job, although the prompts for these fields are configurable. Any of the fields may be split using a hyphen character that can be configured to appear automatically. The respective widths of these fields are 6, 16 and 8 (in total).

Overview

We recommend that you appoint an individual to act as System Supervisor for the installation and management of your Copyguard CM30 terminal. The remainder of this manual should be used by the System Supervisor. Other Users of the terminal need only refer to the User Instructions

Menus

Other than normal copy tracking, all copy management features of the CM30 are accessed through a series of menus, Five Menus are available:

Menu 1	Input Setup
Menu 2	Reporting
Menu 3	Override
Menu 4	Terminal Setup
Menu 5	Installation Options

Each of the 5 Main Menus has one or more sub-menus and these are listed on Page

Menus 1 and 2 will be used most frequently, Menu 1 provides input and deletion of authorized User, Client and Job ID's. Menu 2 provides reporting facilities, either via the display or a printer.

Menus 3 to 5 allow you to customize the CM30 to your requirements. The next section - Getting Started - provides some examples of settings which you might wish to change before using your CM30.

Accessing the Menus

Access to the menus is secured on three separate access levels:

Supervisor - only accesses those functions appropriate to the system operator: Input Setup, Reporting and Override.

Technician - also allows access to the Terminal Setup functions.

Universal - allows access to Installation Options as well as the other levels.

All setting up functions are accessed through the Menu system. To access the menu, from the Standby prompt, press <func> + <S>. The display will prompt for an access code.

The default codes for these levels are:

Supervisor: '0' - This code can be amended within the Input Setup menu

Technician: Fixed code of '805'.

Universal: Fixed code of '1941945'.

Default Values

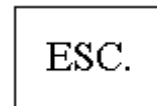
The CM30 terminal comes pre-loaded with factory set values for certain functions. These default values may be changed and will stay in effect until the 'Initialise' function is performed in Menu 5. After the initialize function is performed, all settings will return to their factory set default value. Default values are provided in the appropriate sections throughout this manual.

Job / Matter ID

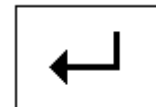
Some professions prefer to use the term "Matter" in preference to "Job". Your CM30 can be re-set to display "Matter" in place of "Job".

Main Function Keys

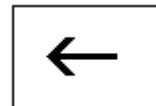
The ESC key is used to return to the previous menu level or to disengage from an activity. This key can be thought of as the 'NO' or 'FINISHED' key.



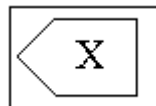
The ENT key is used to accept the current choice on the display. This key may be thought of as the 'YES' key. It is used to acknowledge that the display feature or change is desired.



The DEL key is used if an error is made while entering a character - the DEL key will delete the last character entered.



The CLR key can be used if an error is made while entering a number or character, for example, a 6 digit number, pressing CLR will clear the entire 6 digit number, and you may then re-enter the correct number.



The ARROW keys allow navigation through the menu Options and the amendment of values within the options once they have been chosen.



Getting Started

When first powered up, the unit will require Initialisation. (See also the section on Initialisation for further details on memory configuration)

This will also set up default values for all parameters and allow the unit to be placed into service in many cases without further adjustment.

Power up the unit, and after the Version number / date display clears, and either the Standby prompt or a Memory Error message appears (Memory Error will always appear on first power up or if the RAM is replaced) press <func> + <S>.

Now enter the code '1941945', followed by <ENT>. The first menu function, "1. Input Setup", will appear. (Note that if no keyboard entry is made for 30 sec, the unit will drop back one level until it's back to Standby - just like as if the ESC key had been pressed.)

Press the down arrow key once, and "5. Installation Options" will appear. Press <ENT> to select this range of functions. The first of these - "Initialise" - will appear. Press <ENT> again to select these functions. The first of these - "Complete" - will next appear. Press <ENT> again to select Complete Initialisation.

The display will now prompt "Are you sure?" and expect an input of either 'Y', 'y' or <ENT> to start initialisation, which takes a few seconds to clear the entire memory and set up the default values.

The next prompt will be "Accept defaults?". At this point, the unit needs to format the memory to hold the required number of User, Client and Job IDs. Pressing <ENT> or 'Y' will set up the default format of 1200 Users / 20000 Clients / 1000 Jobs, which leaves space for 4000 transactions.

The display will show the amount of transaction space available for a few seconds. At this point, the display will again show "Complete". Press <ESC> to go back a level, (display shows "Initialise") and then the up arrow key twice until the display shows "Machine Number."

Press <ENT> to select this, and set up the machine number. Note that a 3-digit entry is required, using leading zeroes as required. Now, the unit is ready to be connected to the polling network if required for fine tuning of the setup, although this is not a prerequisite for normal operation.

Menu Selections

<p>Menu 1 Input Setup</p> <p>User Field Add User Delete User Setup Field</p> <p>Client Field Add Client Delete Client Setup Field</p> <p>Job Field Add Job / Matter Delete Job Setup Field Show Job / Matter</p> <p>Supervisor Code</p> <p>Menu 2 Reporting</p> <p>Screen Audits Overall Totals Individual Totals</p> <p>Printed Audits User List Client List Job List User Summary Client Summary Job Summary User Detail Client Detail Job Detail</p> <p>Set Prices (applicable to print outs ONLY)</p>	<p>Menu 3 Override</p> <p>Override ON OFF</p> <p>Menu 4 Terminal Setup</p> <p>Network Options Network ON / OFF</p> <p>Downloading Immediate Download Deferred Download Download Time</p> <p>Timeout Set Beep Memory Usage Set Clock Set Language Set Date Format Enable Interrupt Disbursement OFF OPTIONAL Set up prompts ON Set up prompts</p> <p>Set Run Limit Data Transfer</p> <p>Menu 5 Installation Options</p> <p>Initialise Complete Transactions Trans. & Validation Lists</p> <p>System Number Machine Number Printer Settings Baud Rate Parity Append LF Append CR</p> <p>Warning Level Interface Config Direct Strobed Multipulse Latched Debounce Time</p> <p>Hold Time</p>
---	--

Menu 1 Input Setup

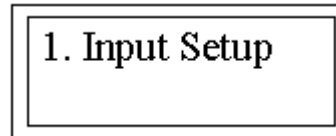
Menu 1 includes 4 sub-menus:

- User Field
- Client Field
- Job Field
- Set Supervisor Code

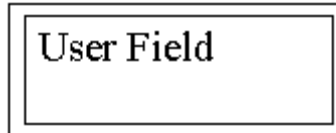
Set Supervisor Code Sub-Menu

This allows for the code which enables access to the Supervisor's menu functions to be changed. (The default access code for the Supervisor Menu functions is 0{zero})

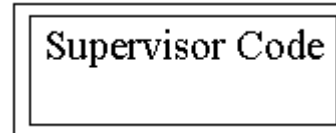
With Menu 1 Displayed:



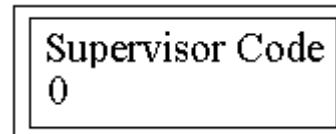
Press the ENTER key



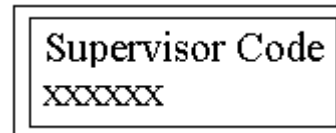
Scroll to the Supervisor Code Menu
Using the ▲ or ▼ keys



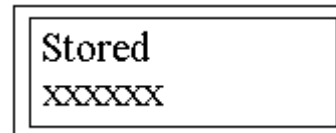
Press the ENTER key



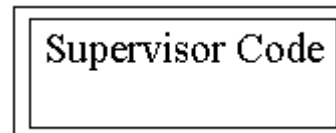
Amend the code using the keyboard
(the new code will be displayed on the
second line of the display)



Accept the code entered by pressing
the ENTER key



After a short period of time the display
will return to:



ID Field Sub-Menu's

Each of the above ID Field sub-menus has the following options available:

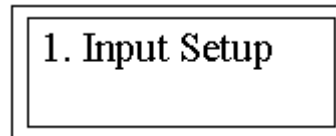
- Add ID
- Delete User (Delete One or Delete ALL)
- Setup Field

The Add ID function allows for new ID's to be added to the list currently stored in the terminal.

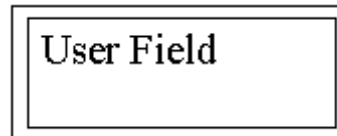
(The following details document the procedure involved in Adding & Deleting USER ID's - the procedures are the same for CLIENT and JOB ID's)

Adding an ID:

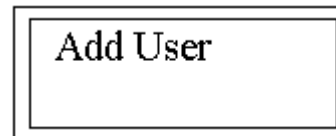
With Menu 1 Displayed



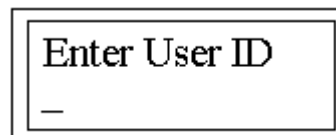
Press the ENTER key



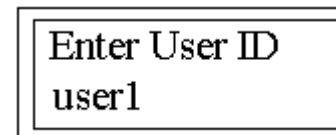
Pressing the ENTER key again will display



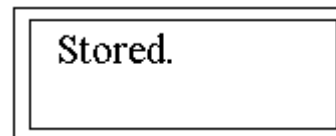
Press the ENTER key to accept the option



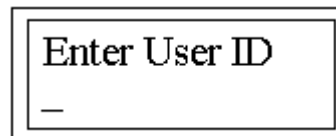
Type in the User ID to be stored i.e. user1



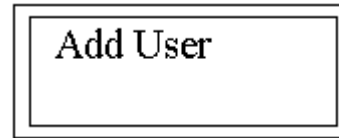
And press the ENTER key



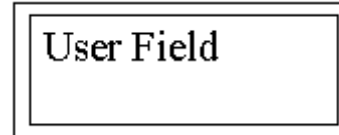
The display will then show



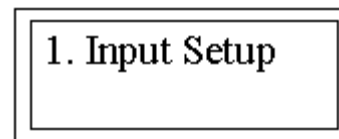
Pressing the ESCAPE key will return the display to



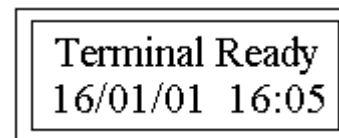
Each subsequent press of the ESC key will exit the user to the previous menu option and return the terminal to its standby display



Press ESC key...



Press ESC key again will revert the terminal to



The DELETE ID function allows for the deletion of either a SINGLE ID or the COMPLETE LIST of ID's.

When selecting the DELETE ONE option the terminal will prompt for the entry of the specific ID to be removed from the terminals memory.

Deleting a Single ID:

With Menu 1 displayed:

1. Input Setup

Press the ENTER key

User Field

Pressing the ENTER key again will display

Add User

Scroll to Delete User option using the ▲ or ▼ keys

Delete User

Press ENTER to accept the option

Delete One

To accept this option press ENTER

Enter User ID
_

Type in the ID to be deleted i.e. user1

Enter User ID
user1

Confirm the ID deletion by pressing ENTER

Deleted.

The display will then show

Delete One

If there has been a mistake in the ID which has been entered by the user for deletion pressing the ESC key will terminate the deletion process. The screen will display:

Delete One

As with all menu options, pressing the ESC key will return the terminal to the previous menu option.

Deleting a Complete list of ID's: (i.e. All User ID's, All Client ID's or All Job ID's)

With Menu 1 displayed

1. Input Setup

Press the ENTER key

User Field

Pressing the ENTER key again will display

Add User

Scroll to Delete User option using the ▲ or ▼ keys

Delete User

Press ENTER to accept the option

Delete One

Scroll to Delete ALL option using the ▲ or ▼ keys

Delete All

Press ENTER to accept the option

Are you sure?
(y/n)

Pressing Y to accept the DELETE ALL function flashes the following message

One Moment.....

Before displaying

LIST CLEARED

The display will then revert to

Delete All

If there has been a mistake and you do not wish to delete the complete ID list pressing N at the confirmation stage above will display

Memory Retained

Before reverting to

Delete All

As with all menu options, pressing the ESC key will return the terminal to the previous menu option.

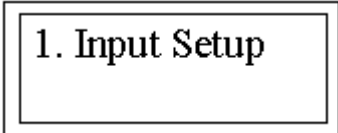
The Setup Field function provides the following options:

- Field ON / OFF
- Field Mandatory
- Auto Entry
- Validation
- Fast Find
- Input Masking
- Security
- Input Prompts
- Set Limits

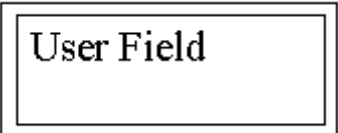
Field ON / OFF (default ON)

This allows the Supervisor to configure which ID's are required to be entered by a User before the terminal enables the copier i.e. User Only, Client Only, User & Client, Client & JobUser, Client & Job. The status is amended within the menu option using the arrow keys.

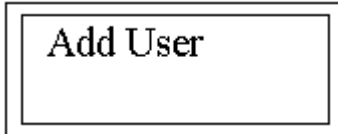
With Menu 1 displayed



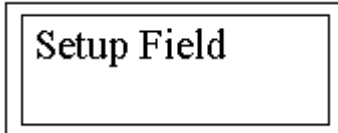
Press the ENTER key



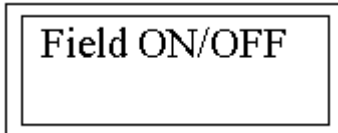
Pressing the ENTER key again will display



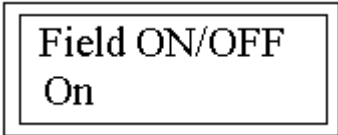
Scroll to Setup Field option using the ▲ or ▼ keys



Pressing the ENTER key will display

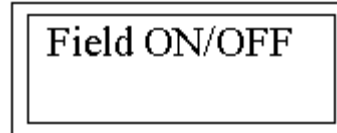


Accepting the menu option using the ENTER key will display

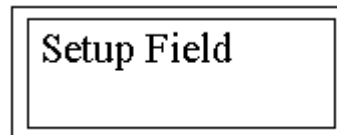


The settings for this option On or Off can be toggled through using the ▲ or ▼ keys.

To accept the status for the ID press ENTER and the display will return to



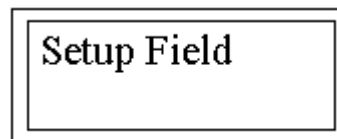
Pressing the ESC key returns the terminal to



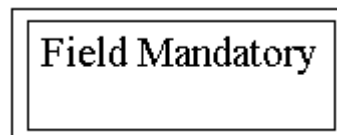
Field Mandatory / Optional (default Mandatory)

This allows the Supervisor to configure if an ID entry field is a Mandatory field (must be entered), or Optional where the entry of the ID can be skipped using the ENTER key. The status is amended within the menu option using the arrow keys.

With the Setup Field Menu option displayed

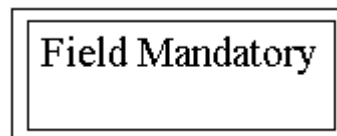


Press the ENTER key and then scroll to Field Mandatory option using the ▲ or ▼ keys

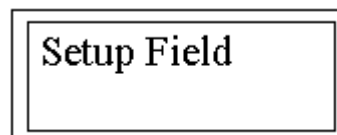


On pressing ENTER to accept the menu option the ON / OFF settings can be toggled through using the ▲ or ▼ keys.

To accept the status for the field press ENTER and the display will return to



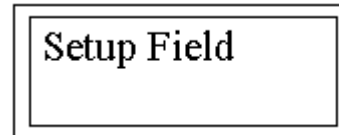
Pressing the ESC key returns the terminal to



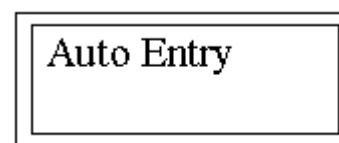
Auto Entry (default ON)

This allows input to the fields without validation - the data entered will be accepted, provided it conforms to the input masking requirements. The input will also be added to the validation list.

With the Setup Field Menu option displayed

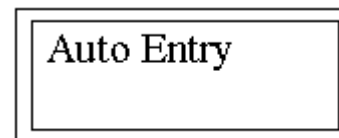


Press the ENTER key and then scroll to Auto Entry option using the ▲ or ▼ keys

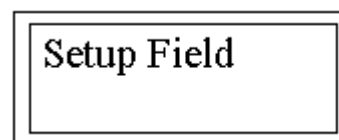


On pressing ENTER to accept the menu option the ON / OFF settings can be toggled through using the ▲ or ▼ keys.

To accept the status for the option press ENTER and the display will return to



Pressing the ESC key returns the terminal to



Validation (default ON)

The main option is whether to have inputs validated or not. Basically, if Auto Entry is set ON, then any entry conforming to the masking requirements will be accepted. If Auto Entry is OFF, then the entry must either be validated from the internal list or authorized from the Comms software. The internal list is always checked first. If the entry isn't found, and the network flag is set ON, the unit will then seek authorization from the Comms software. The table below summarizes the effect of the settings.

Entry validation table

Polled	Network	Auto Entry	Validation	Result
*	N	N	N	Entry deleted from list if present
*	N	N	Y	Entry MUST be on list. Network Auth. not sought
*	N	Y	N	Entry accepted and placed in list
*	N	Y	Y	Auto Entry overrides Validation
*	Y	N	N	Entry deleted from list if present
Y	Y	N	Y	Entry list checked, and then Network if NOT on list. Entered if OK
N	Y	N	Y	Must be on list
*	Y	Y	N	Entry accepted and placed in list
N	Y	Y	Y	Auto Entry overrides Validation
Y	Y	Y	Y	Special case. Network Auth

sought

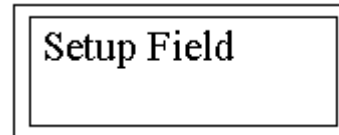
remove

* = don't care

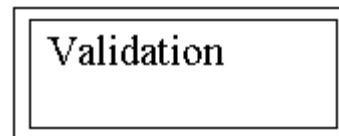
first, and if not authorized, from list.

To amend the Validation status:

With the Setup Field Menu option displayed

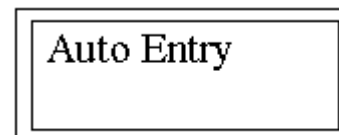


Press the ENTER key and then scroll to Validation option using the ▲ or ▼ keys

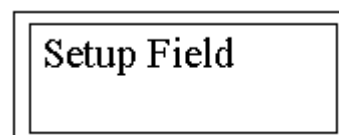


On pressing ENTER to accept the menu option the ON / OFF settings can be toggled through using the ▲ or ▼ keys.

To accept the status for the option press ENTER and the display will return to



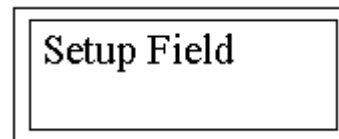
Pressing the ESC key returns the terminal to



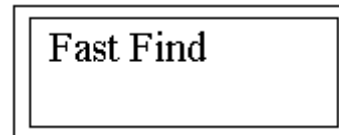
Fast Find (default ON)

This allows for simplified entry of ID's into the terminal. When enabled for an input field, this will display the first entry in alphabetical (or numerical) order found in the validation list as the characters are entered. For example, if the first character entered is 'S' the terminal will display the first name beginning with 'S', i.e. SAMUELS. If the next character entered is an 'M', the display would show the first name beginning with 'SM', i.e. SMALL. Any of these entries can be accepted by pressing the ENTER key. The entries will be validated in the normal way prior to acceptance.

With the Setup Field Menu option displayed

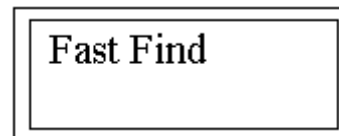


Press the ENTER key and then scroll to Fast Find option using the ▲ or ▼ keys

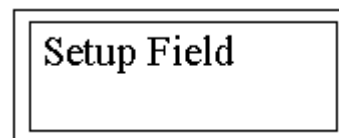


On pressing ENTER to accept the menu option the ON / OFF settings can be toggled through using the ▲ or ▼ keys.

To accept the status for the option press ENTER and the display will return to



Pressing the ESC key returns the terminal to



Input Masking (default - see text below)

In order to provide a flexible way of ensuring that IDs are correctly entered, especially in Auto Entry mode, a comprehensive input masking facility has been provided. The default - accept any character - can be changed to allow various combinations of characters to be accepted in any character position. Note that only the broad acceptance can be changed using the Smart Track software - Alpha / Numeric / Alphanumeric for all character positions. By setting the mask - a separate one for each field - on the unit itself, fine control over the range of input values can be exercised.

To set up the mask, a mask character must be set up for each character position in the input field. These characters are as follows:

X = don't care character, entry mandatory
x = don't care - entry optional (This is the default set up on init. for all the fields)
A = Alpha only, upper or lower case, entry mandatory
a = Alpha only, entry optional
U = Upper case only (auto), mandatory
u = Upper case, entry optional
L = Lower case only (auto), mandatory
l = Lower case, entry optional
M = Mixed alpha/numeric, force U/C, mandatory.
m = Mixed alpha/numeric, force U/C, optional.
N = Numeric only, mandatory
n = Numeric, entry optional
Z = Mixed alpha/numeric, force L/C, mandatory.
z = Mixed alpha/numeric, force L/C, optional.
- = fixed delimiter, displayed automatically. Occupies 1 character position.

Note that when setting the input masking, only the above characters will be accepted.

To amend the Input Masking parameters:

With the Setup Field Menu option displayed

```
Setup Field
```

Press the ENTER key and then scroll to Input Masking option using the ▲ or ▼ keys

```
Input Masking
```

Pressing the ENTER key again will display

```
Input Masking  
xxxxxx
```

The value displayed on the second line represents the current parameters for Input Masking. This setting can be amended using the keyboard to the applicable settings based upon the valid parameters.

For example, to set up a mask for the entry of the codes ABC123; BCD123; EFG345 you could amend the Input Masking setting to: AAANNN.

The terminal display will change to:

```
Input Masking  
AAANNN
```

To accept the status for the option press ENTER and the display will return to

```
Stored :  
AAANNN
```

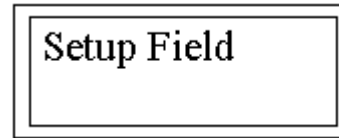
Pressing the ESC key returns the terminal to

```
Input Masking
```

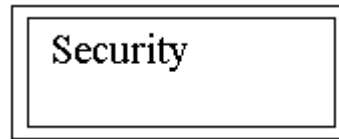
Security (default OFF)

This allows for security to be applied to the inputs - if the option is turned ON all keyboard entries will cause an asterix to appear on the screen in place of each character entered.

With the Setup Field Menu option displayed

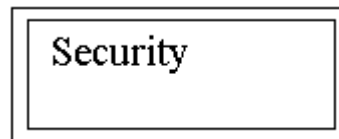


Press the ENTER key and then scroll to Security option using the ▲ or ▼ keys

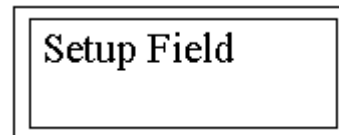


On pressing ENTER to accept the menu option the ON / OFF settings can be toggled through using the ▲ or ▼ keys.

To accept the status for the option press ENTER and the display will return to



Pressing the ESC key returns the terminal to



Input Prompts (default 'Enter....ID')

This allows for the prompt text to be amended for each of the input fields.

With the Setup Field Menu option displayed

```
Setup Field
```

Press the ENTER key and then scroll to Input Prompt option using the ▲ or ▼ keys

```
Input Prompt
```

Pressing the ENTER key again will display

```
User Prompt =  
Enter User ID
```

The value displayed on the second line represents the current display for the Input Prompt. This setting can be amended using the keyboard.

For example, if you wanted to change the prompt to "Type User ID"

The terminal display will change to:

```
User Prompt =  
Type User ID
```

To accept the status for the option press ENTER and the display will return to

```
Stored  
Type User ID
```

Pressing the ESC key returns the terminal to

```
Input Prompt
```

Set Limits (default = 0, no limit)

This allows a default limit to be set up for Users, Clients and Jobs separately, so that any IDs entered using Auto Entry will have this limit applied.

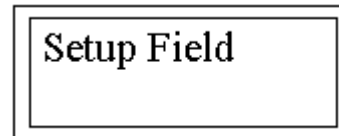
Individual limits may also be set for each User, Client or Job.

If the default limit is set, an option will appear to apply this limit to all existing entries in the list. Entering 'Y' or <ENT> at the prompt "Apply Default Limits?" will set each entry with the limit set.

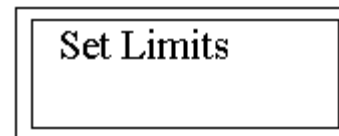
**** If limits for Individual accounts have been set up previously choosing the "Apply Default Limits" option will overwrite these individual limits ****

To set limits:

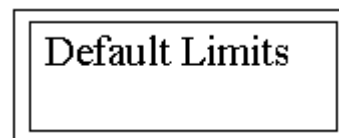
With the Setup Field Menu option displayed



Press the ENTER key and then scroll to Set Limits option using the ▲ or ▼ keys



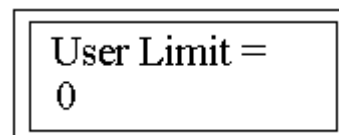
Pressing the ENTER key again will display



Pressing the ▲ or ▼ keys will toggle the display between "Default Limits" (see below) and "Individual Limits" (see Pg 25)

Setting Default Limits:

Pressing the ENTER key to select "Default Limits" will display



The value on the second line represents the copy limit value and is amended using the keyboard.

On pressing ENTER to accept the new value the display will show:

Apply default
limits ?

To apply the “default limit” which you have set press the ENTER key and the briefly display “Updating Limits” before changing to

Default Limits

Pressing the ESC key returns the terminal to

Setup Field

Setting Individual Limits:

Pressing the ENTER key to select “Individual Limits” will display

Enter User ID
_

The ID of the “account” to which the individual Limit is to be applied is entered using the Keyboard i.e. User 1

Enter User ID
user1

Pressing the ENTER key to accept the ID entered will show: (xxx represents the current limit applied to the specific “user1” ID

user1
xxx

The value of the limit is amended using the keyboard. To accept the value press the ENTER key and the display will briefly show “Stored.” before returning to

Enter User ID
_

Pressing the ESC key will return the terminal to

Individual
Limits

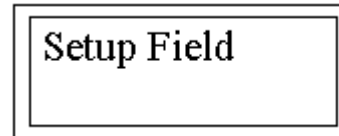
Pressing the ESC key again will return the terminal to the “Setup Field” menu option.

The Job ID field sub-menu has the following additional option available:

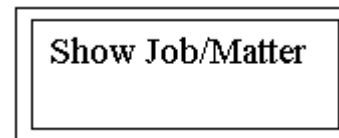
Show Job / Matter (default Job)

Some professions prefer to use the term "Matter" in preference to "Job". This allows the terminal to be configured as to which of these terms is displayed on screen.

With the Setup Field Menu option displayed

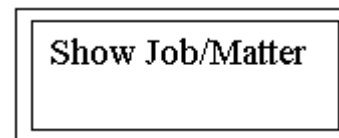


Press the ENTER key and then scroll to Show Job/Matter option using the ▲ or ▼ keys

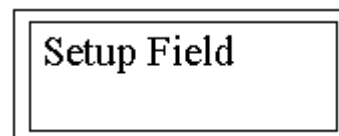


On pressing ENTER to accept the menu option the JOB / MAT (Matter) settings can be toggled through using the ▲ or ▼ keys.

To accept the status for the option press ENTER and the display will return to



Pressing the ESC key returns the terminal to



Menu 2 Reporting

Menu 2 includes 3 sub-menus:

- Screen Audits
- Printed Audits
- Set Prices

Screen Audits

This Sub-Menu provides the following options:

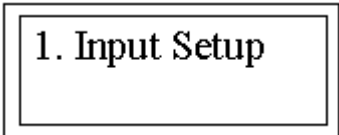
Overall Totals

This audit which is displayed on screen details the following information:

Overall	Total number of copies made
Acct	Total number of copies registered against Accounts
Override	Total number of copies made with terminal in "Override" mode
External	Total number of copies made when another copy control device has been in operation
Line 1	Total number of Price Line 1 copies made
Line 2	Total number of Price Line 2 copies made
Line 3	Total number of Price Line 3 copies made
Line 4	Total number of Price Line 4 copies made

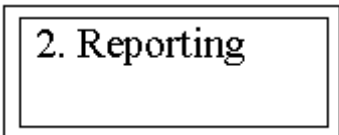
To view the Overall Totals:

With Menu 1 displayed



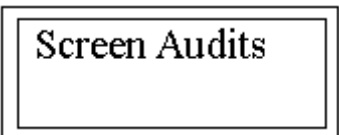
1. Input Setup

Scroll to the Reporting menu using the ▲ or ▼ keys



2. Reporting

Press the ENTER key to select the Reporting Menu, the screen will display:



Screen Audits

Pressing the ENTER key to select the option changes the display to

Overall Totals

To view the overall totals press the ENTER Key, the display will show (the applicable values will be displayed in place of the "x")

Overall = x
Acct = x

To view the next set of totals press the ENTER or the ▲ / ▼ keys. This will display

Override = x
External = x

To view the next set of totals press the ENTER or the ▲ / ▼ keys. This will display

Line 1 = x
Line 2 = x

To view the final set of totals press the ENTER or the ▲ / ▼ keys. This will display

Line 3 = x
Line 4 = x

Pressing the ENTER or the ▲ / ▼ keys again will display

Overall Totals

Pressing the ESC key will return the terminal to

Screen Audits

Pressing the ESC key will return the terminal to

2. Reporting

Individual Totals

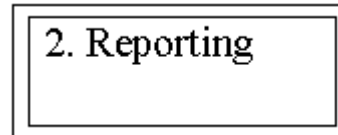
This option is broken into 3 separate Screen Audits:

- User Totals Total number of copies made by a particular User
- Client Totals Total number of copies made for a particular Client
- Job Totals Total number of copies made for a particular Job

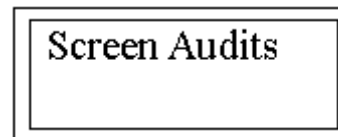
The user running the audit will be prompted to input the ID against which they want to report.

To view Individual Totals:

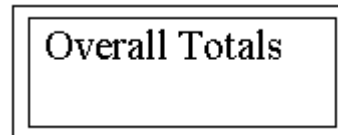
With Menu 2 displayed



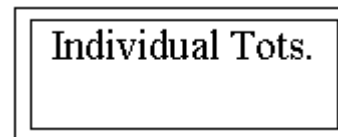
Press the ENTER key to select the Reporting Menu, the screen will display:



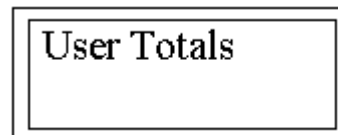
Pressing the ENTER key to select the option changes the display to



Scroll to the Individual Tots. option using the ▲ or ▼ keys



Pressing the ENTER key to select the option will display



Pressing the ▲ / ▼ keys will scroll through the options of User Totals, Client Totals & Job Totals.

Pressing the ENTER key will accept the option chosen i.e. User ID and the screen will display

```
Enter User ID
_
```

The ID to be reported on should be entered using the keyboard i.e. user1

```
Enter User ID
user1
```

Pressing ENTER to accept the ID displays the following screen. The figure on the second line of the display represents the total amount of copies performed by User1.

```
user1
194
```

Pressing the ESC key will return the terminal to

```
User Totals
```

Pressing the ESC key will return the terminal to

```
Individual Tots.
```

Pressing the ESC key again will return the terminal to

```
Screen Audits
```

Printed Audits

Prior to running a Printed Audit report the printer being used must be configured within the Printer Settings section of the Installation Options menu (see Pg 68)

This Sub-Menu provides the following options:

User Listing

This report prints a list of all the User ID's currently stored in the validation memory of the terminal

Client Listing

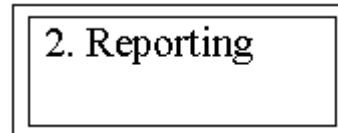
This report prints a list of all the Client ID's currently stored in the validation memory of the terminal

Job Listing

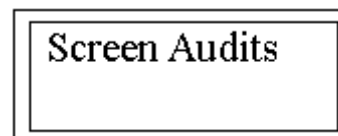
This report prints a list of all the Job ID's currently stored in the validation memory of the terminal

To run a Listings audit report: (see Pg 82 for a Sample Report)

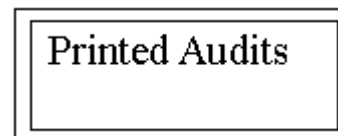
With Menu 2 displayed



Press the ENTER key to select the Reporting Menu, the screen will display:



Scroll to the Printed Audits option using the ▲ or ▼ keys



Select the option using the ENTER key, the screen will display



Pressing the ▲ / ▼ keys will scroll through the printed audit options available including User Listing, Client Listing & Job Listing.

For example, to run a User Listing report scroll to the User Listing option and press ENTER

User Listing

Pressing the ENTER key generates the report selected to the printer. At this time the terminal will display

Printing....

Before reverting to

User Listing

Pressing the ESC key will return the terminal to

Screen Audits

User Summary

This report prints a complete list of the User ID's currently stored in the validation memory, along with a total Copy Count carried out by each individual User ID. The Copy Count is also broken down to show the number of copies made against each price line in the terminal

Client Summary

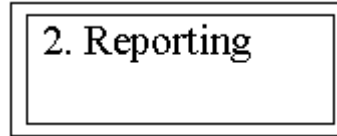
This report prints a complete list of the Client ID's currently stored in the validation memory, along with a total Copy Count carried out for each individual Client ID. The Copy Count is also broken down to show the number of copies made against each price line in the terminal

Job Summary

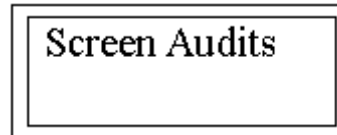
This report prints a complete list of the Job ID's currently stored in the validation memory, along with a total Copy Count carried out for each individual Job ID. The Copy Count is also broken down to show the number of copies made against each price line in the terminal

To run a Summary audit report: (see Pg 83 for a Sample Report)

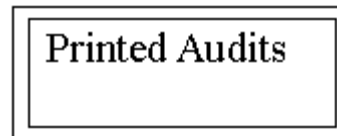
With Menu 2 displayed



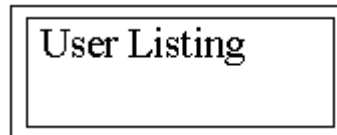
Press the ENTER key to select the Reporting Menu, the screen will display:



Scroll to the Printed Audits option using the ▲ or ▼ keys

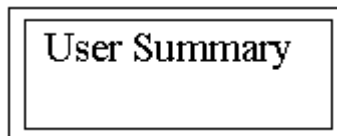


Select the option using the ENTER key, the screen will display



Pressing the ▲ / ▼ keys will scroll through the printed audit options available including User Summary, Client Summary & Job Summary.

For example, to run a User Summary report scroll to the User Summary option



As with Listings audit reports pressing the ENTER key will generate the selected report to the printer.

On completion of a Summary Report the terminal will display

User Details

This printed report can be broken into two sections. The first section of the report details the information given in the Screen Audit, Overall Totals report. The remainder of the report shows details on each transaction carried out by the individual User ID, including the number of copies made against each price line. (prior to printing out the second section of the report the user will be prompted to enter the User ID to be reported on)

Client Details

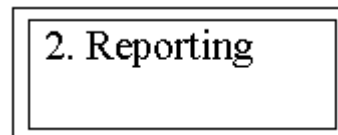
This printed report can be broken into two sections. The first section of the report details the information given in the Screen Audit, Overall Totals report. The remainder of the report shows details on each transaction carried out for the individual Client ID, including the number of copies made against each price line. (prior to printing out the second section of the report the user will be prompted to enter the Client ID to be reported on)

Job Details

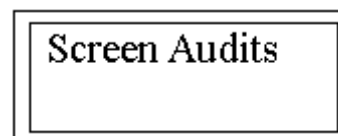
This printed report can be broken into two sections. The first section of the report details the information given in the Screen Audit, Overall Totals report. The remainder of the report shows details on each transaction carried out for the individual Job ID, including the number of copies made against each price line. (prior to printing out the second section of the report the user will be prompted to enter the Job ID to be reported on)

To run a Detailed audit report: (see Pg 84 for a Sample Report)

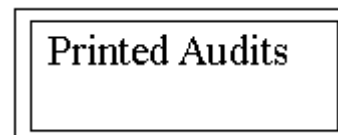
With Menu 2 displayed



Press the ENTER key to select the Reporting Menu, the screen will display:



Scroll to the Printed Audits option using the ▲ or ▼ keys



Select the option using the ENTER key, the screen will display



Pressing the ▲ / ▼ keys will scroll through the printed audit options available including User Details, Client Details & Job details.

For example, to run a User Details report scroll to the User Summary option

User Details

As with Listings and Summary audit reports pressing the ENTER key will generate the selected report to the printer.

During the process of the report being printed the terminal will prompt for the ID to be reported on

Enter User ID
—

The ID to be reported on is entered using the keyboard. The report will continue to be generated once the ID had been typed in and the ENTER key pressed to accept the entry.

Set Prices

This option allows for the prices to be set which are used in the printed reports detailed above.

With Menu 2 displayed

2. Reporting

Press the ENTER key to select the Reporting Menu, the screen will display:

Screen Audits

Scroll to the Set Prices option using the ▲ or ▼ keys

Set Prices

Pressing the ENTER key to accept the option displays

Price Line 1 =
5

To amend the price of a copy against Line 1 the value on the second line of the display should be changed to the applicable value using the numerical or the ▲ / ▼ keys i.e. amend the price of a copy on Price Line 1 to be 6.

Price Line 1 =
6

Pressing the ENTER key accepts the value and the Price Line moves to the next i.e. Line 2

Price Line 2 =
8

To amend the price value follow the procedures above. To leave the value unchanged press the ENTER key and the terminal will move onto Price Line 3. Follow this procedure for all 4 price lines.

On pressing the ENTER key when the cost for Price Line 4 has been set the terminal will revert to

Set Prices

Pressing the ESC key will return the terminal to

2. Reporting

Menu 3 Override

Menu 3 allows 2 operations:

Override OFF

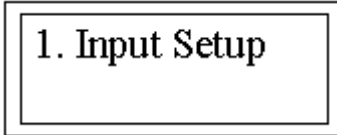
The copier cannot be used without at least one ID being inputted (User, Client or Job)

Override ON

This allows the copier to be used without entry of a User, Client or Job ID - access to the copier is therefore unrestricted.

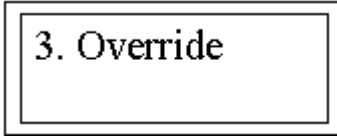
To amend the Override status:

With Menu 1 displayed



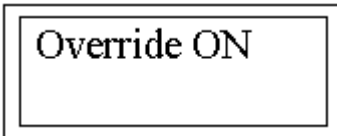
1. Input Setup

Scroll to the Override menu using the ▲ or ▼ keys



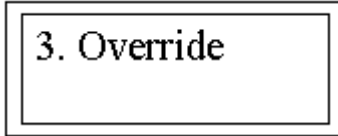
3. Override

Press the ENTER key to select the Override Menu, the screen will display:



Override ON

The Override status is amended using the ▲ or ▼ keys. To select the override status press the ESC key and the display will revert to



3. Override

On setting the Override status to ON and pressing the ESC key to return the terminal to standby operation the display will show



Override

**** This display warns that the use of the copier is currently UNRESTRICTED ****

Menu 4 Terminal Setup

Menu 4 includes 11 sub-menus:

- Network Options
- Timeout
- Set Beep
- Memory Usage
- Set Clock
- Set Language
- Set Date Format
- Enable Interrupt
- Disbursement
- Set Run Limit
- Data Transfer

Network Options

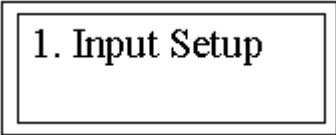
This Sub-Menu provides the following options:

Network (default OFF)

This allows the network status to be set-up at the terminal. If the terminal is connected to a network this status should be set to ON.

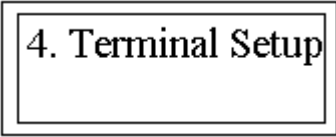
To amend the Network status:

With Menu 1 displayed



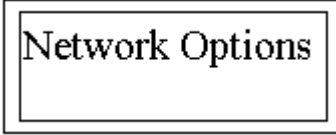
1. Input Setup

Scroll to the Terminal Setup menu using the ▲ or ▼ keys



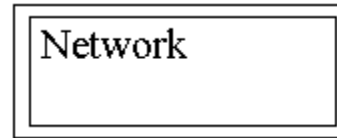
4. Terminal Setup

Press the ENTER key to select the Terminal Setup menu, the screen will display



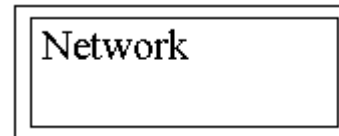
Network Options

Pressing the ENTER key to select the option will display

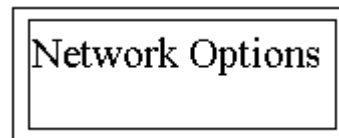


On pressing ENTER to accept the menu option the ON / OFF settings can be toggled through using the ▲ or ▼ keys.

To accept the status for the option press ENTER and the display will return to



Pressing the ESC key returns the terminal to



Pressing the ESC key again returns the terminal to

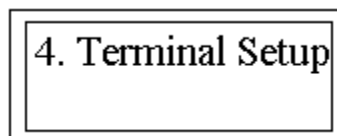


Downloading (default Immediate)

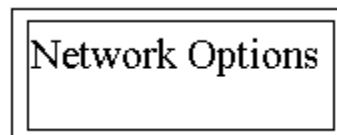
This setting controls the downloading of information from the terminal, when it is connected to a network. The downloading can take place IMMEDIATELY on the completion of a transaction or at a DEFERRED time which can be set within this option.

To amend the Downloading status:

With Menu 4 displayed



Press the ENTER key to select the Terminal Setup menu, the screen will display



Pressing the ENTER key to select the option will display

Network

Scroll to the Downloading menu using the ▲ or ▼ keys

Downloading

On pressing ENTER to accept the menu option the Immediate / Deferred download settings can be toggled through using the ▲ or ▼ keys.

To accept the status for the option press the ENTER key.

If the status is set to Immediate Download the display will return to

Downloading

If the status is set to Deferred download the display will show

Download Time

(This function allows for the time at which the downloading of transaction from the terminal is to be carried out – the terminal will ask for the applicable Hour and Minute setting)

This will be displayed for a short period of time before changing to:

Hour =
0

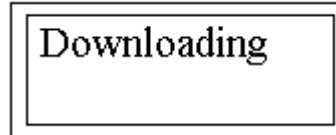
The value on the second line represents the hour (in a 24hr format) and can be amended using the arrow keys or by typing in the appropriate values on the number keys on the keyboard.

On pressing enter to accept the Hour value the display will change to

Minute =
0

The value on the second line represents the minutes and can be amended using the arrow keys or by typing in the appropriate values on the number keys on the keyboard.

On pressing enter to accept the Minute value the display will revert to



Comms Timeout (default 3000mSec)

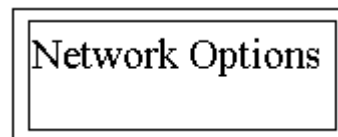
This setting controls the timeout value used during the communications carried out by the terminal whilst it is networked. The value set is the period of time that the terminal waits for communications to establish with the controlling PC before restarting the communications task.

To amend the Comms Timeout setting:

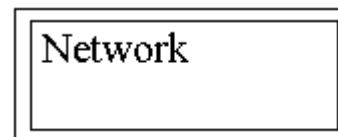
With Menu 4 displayed



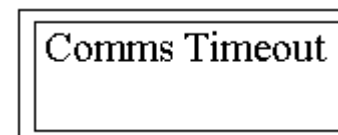
Press the ENTER key to select the Terminal Setup menu, the screen will display



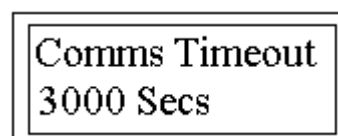
Pressing the ENTER key to select the option will display



Scroll to the Comms Timeout menu using the ▲ or ▼ keys

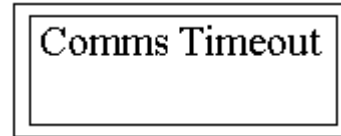


Pressing the ENTER key to accept the option displays



The value on the second line represents the value for the communications timeout setting and can be amended using the arrow keys.

Pressing the ENTER key to accept the value reverts the display to

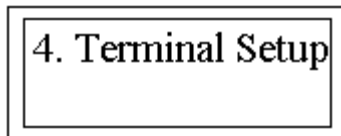


Timeout (default 60secs)

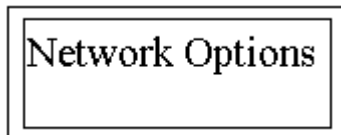
This setting controls the length of time that the terminal awaits for a key press or copier activity when carrying out a transaction. If this timeout period elapses without a key press or copy signal being received an escape command is automatically processed by the terminal. This ensures that if a copier is mistakenly left activated then it will be returned to a secure state when the timeout period has elapsed.

To amend the Timeout setting:

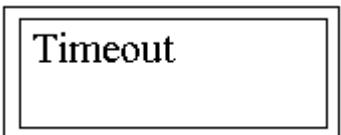
With Menu 4 displayed



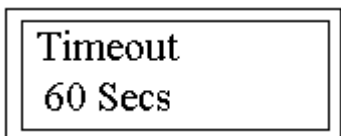
Press the ENTER key to select the Terminal Setup menu, the screen will display



Scroll to the Timeout menu using the ▲ or ▼ keys



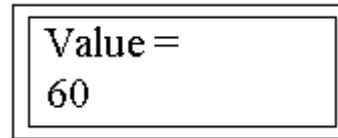
Pressing the ENTER key to accept the option displays



The value on the second line represents the value for the timeout setting and can

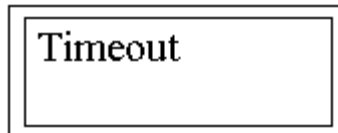
be amended using the arrow keys.

Pressing the ENTER key to accept the value
Displays (the number shown on the second line
represents the value set for the terminals
timeout function)



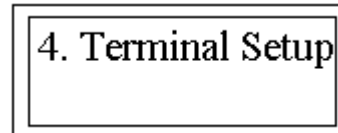
Value =
60

The display will then revert to



Timeout

Pressing the ESC key will return the terminal to



4. Terminal Setup

Set Beep (default ON)

This option determines if an audible tone is heard when a key is pressed on the terminal. If this setting is turned OFF, a beep will still sound when an error has been made.

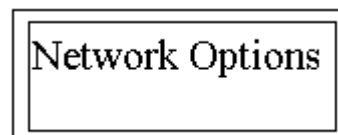
To amend the Set Beep status

With Menu 4 displayed



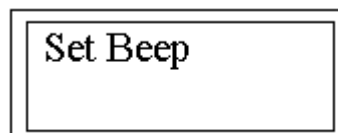
4. Terminal Setup

Press the ENTER key to select the Terminal
Setup menu, the screen will display



Network Options

Scroll to the Set Beep option using the
▲ or ▼ keys



Set Beep

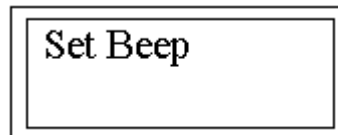
Pressing the ENTER key to accept the option displays



Set Beep
ON

The ON / OFF settings can be toggled through using the ▲ or ▼ keys.

To accept the status for the option press ENTER and the display will return to



Set Beep

Pressing the ESC key returns the terminal to



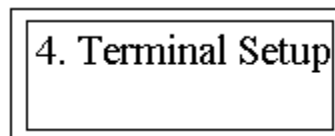
4. Terminal Setup

Memory Usage

This option displays the remaining available memory for the storage of User ID's, Client ID's, Job ID's and Transactional Records.

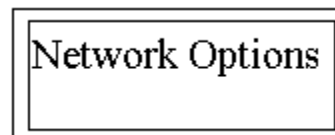
To display the remaining memory capacity:

With Menu 4 displayed



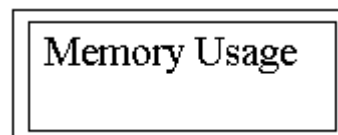
4. Terminal Setup

Press the ENTER key to select the Terminal Setup menu, the screen will display



Network Options

Scroll to the Memory Usage option using the ▲ or ▼ keys



Memory Usage

Pressing the ENTER key to accept the option displays

No. of users
= xxxxx

(xxxxx represents the number of additional User ID's that the terminal can store)

Pressing the ENTER key changes the display to

No. of clients
= xxxxx

(xxxxx represents the number of additional Client ID's that the terminal can store)

Pressing the ENTER key changes the display to

No. of jobs
= xxxxx

(xxxxx represents the number of additional Job ID's that the terminal can store)

Pressing the ENTER key changes the display to

Transactions
= xxxxx

(xxxxx represents the number of additional Transactional records that the terminal can store)

Pressing the ESC key returns the terminal to

Memory Usage

Pressing the ESC key again returns the terminal to

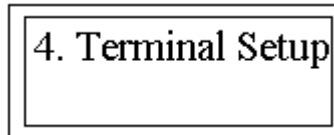
4. Terminal Setup

Set Clock

This option allows the setting of current date and time for the terminal's real time clock.

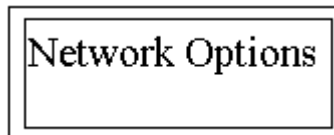
To set the terminals clock:

With Menu 4 displayed



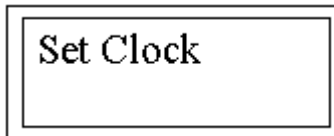
4. Terminal Setup

Press the ENTER key to select the Terminal Setup menu, the screen will display



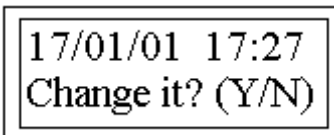
Network Options

Scroll to the Set Clock option using the ▲ or ▼ keys



Set Clock

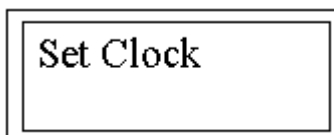
Pressing the ENTER key to accept the option displays



17/01/01 17:27
Change it? (Y/N)

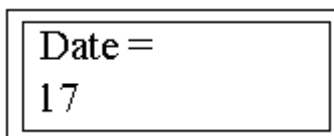
The top line of the display shows the current settings for the terminal's clock - date and time

If the setting are correct press the "N" key and the display will revert to



Set Clock

If the setting are incorrect press the "Y" key and the display will change to



Date =
17

The value on the second line represents the current date and can be amended using the arrow keys or by typing in the appropriate values on the number keys on the keyboard.

On pressing enter to accept the Date value
the display will change to

```
Month =  
1
```

The value on the second line represents the Month of the year (January = 1, February = 2...) and can be amended using the arrow keys or by typing in the appropriate values on the number keys on the keyboard.

On pressing enter to accept the Month value
the display will change to

```
Year =  
1
```

The value on the second line represents the Year value (Value of 1 = 2001, Value of 2 = 2002....) and can be amended using the arrow keys or by typing in the appropriate values on the number keys on the keyboard.

On pressing enter to accept the Year value
the display will change to

```
dd/mm/yy 17:27
```

The value on the top line represents the Day, Month and Year setting
which are stored in the terminal following the amendments made

After a short period of time the display will
change to

```
Hour =  
17
```

The value on the second line represents the hour (in a 24hr format) and can be amended using the arrow keys or by typing in the appropriate values on the number keys on the keyboard.

On pressing enter to accept the Hour value
the display will change to

```
Minute =  
0
```

The value on the second line represents the minutes and can be amended using the arrow keys or by typing in the appropriate values on the number keys on the keyboard.

On pressing enter to accept the Minute value the display will change to

dd/mm/yy hr:mn

The value on the top line represents the Day, Month, Year and Time setting which are stored in the terminal following the amendments made

After a short period of time the display will revert to

Set Clock

Pressing the ESC key will return the terminal to

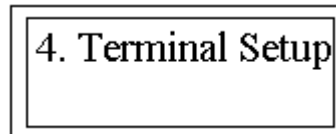
4. Terminal Setup

Set Language (default ENG)

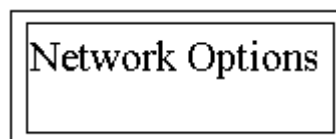
This option allows for the setting of the display language used by the terminal, English or Other.

To amend the Language setting:

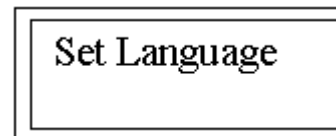
With Menu 4 displayed



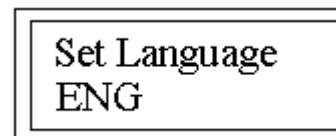
Press the ENTER key to select the Terminal Setup menu, the screen will display



Scroll to the Set Language option using the ▲ or ▼ keys

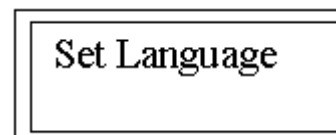


Pressing the ENTER key to accept the option displays

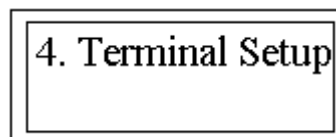


The English / Other setting can be toggled through using the ▲ or ▼ keys.

To accept the status for the option press ENTER and the display will return to



Pressing the ESC key returns the terminal to

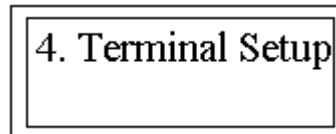


Set Date Format (default EUR)

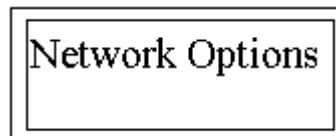
This option determines the date format used by the terminal, European or US.
(European – dd/mm/yy, US – mm/dd/yy)

To amend the Date Format setting:

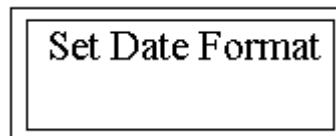
With Menu 4 displayed



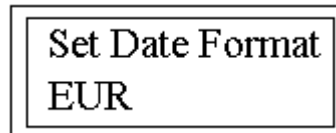
Press the ENTER key to select the Terminal Setup menu, the screen will display



Scroll to the Date Format option using the ▲ or ▼ keys

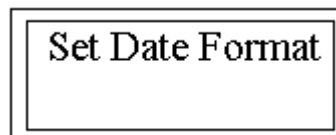


Pressing the ENTER key to accept the option displays

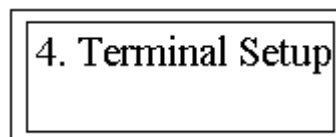


The European / US setting can be toggled through using the ▲ or ▼ keys.

To accept the status for the option press ENTER and the display will return to



Pressing the ESC key returns the terminal to



Enable Interrupt (default ON)

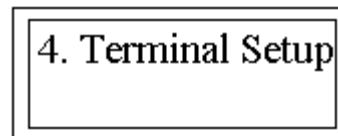
This option determines if it is possible for an active transaction to be interrupted in order to allow another transaction to occur.

If the option is set to ON and an interrupt takes place the current transaction (if it's not an interrupt transaction) will be closed and the terminal will return to standby mode. This enables a fresh set of ID's to be entered to commence a new transaction. When this transaction has been completed the previous interrupted transaction will be automatically restored.

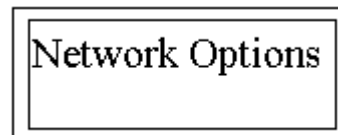
Note that the copy counts shown on the display before interrupt will be cleared, but they have been recorded by the terminal. Run counts and any applicable limits will be carried on from the interrupt point.

To amend the Interrupt status:

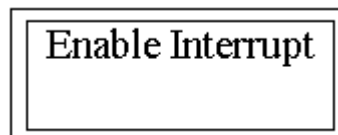
With Menu 4 displayed



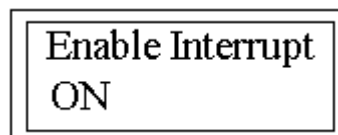
Press the ENTER key to select the Terminal Setup menu, the screen will display



Scroll to the Enable Interrupt option using the ▲ or ▼ keys

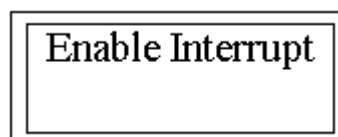


Pressing the ENTER key to accept the option displays

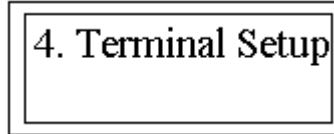


The status can be toggled through ON / OFF using the ▲ or ▼ keys.

To accept the status for the option press ENTER and the display will return to



Pressing the ESC key returns the terminal to



Disbursement (default OFF)

When set for operation in this mode, the terminal will accept a keyboard input rather than direct pulse billing from a copier.

This will allow a user to manually enter a count for say postage, prompted by the terminal. Where there is more than one category in operation, the arrow keys on the terminal will select the billing category, and the number keys will be used to enter in the amount to be charged.

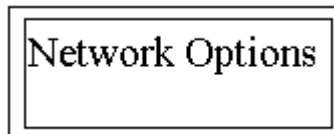
If Disbursement is set to optional, disbursement mode can be entered using the <D> or <M> key.

To amend the Disbursement status:

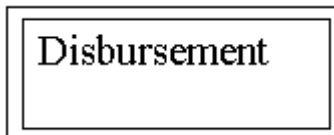
With Menu 4 displayed



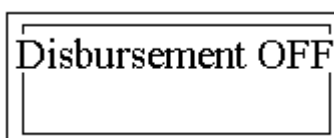
Press the ENTER key to select the Terminal Setup menu, the screen will display



Scroll to the Disbursement option using the ▲ or ▼ keys

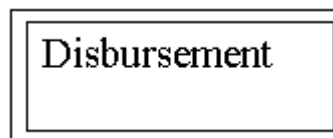


Pressing the ENTER key to accept the option displays

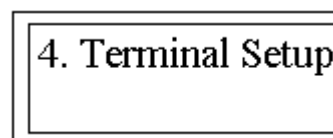


The status can be toggled through ON / OFF using the ▲ or ▼ keys.

To accept the status for the option press ENTER and the display will return to



Pressing the ESC key returns the terminal to



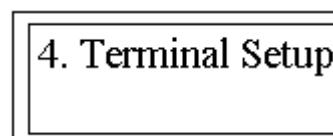
Set Run Limit (default = 0, no limit)

This option sets the value for the terminals Run Limit. This acts during a transaction - a run count (the total number of copies made over all the price lines) is compared to the Run Limit and the terminal automatically closes the transaction when the Run Limit has been reached.

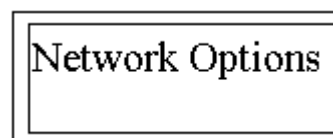
The Run Limit is cleared each time a new transaction is opened. (Interrupted transactions carry over the run count)

To amend the Run Limit settings:

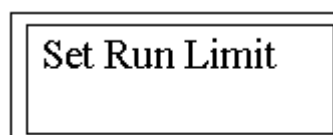
With Menu 4 displayed



Press the ENTER key to select the Terminal Setup menu, the screen will display



Scroll to the Set Run Limit option using the ▲ or ▼ keys



Pressing the ENTER key to accept the option displays

```
Set Run Limit
0
```

The value on the second line represents the Run Limit, to amend the setting enter the new value for the run limit using the number keys on the keyboard

To accept the value for the Run Limit press ENTER and the display will return to

```
Set Run Limit
```

Pressing the ESC key returns the terminal to

```
4. Terminal Setup
```

Data Transfer

The Data Transfer function allows you to set up one Copyguard CM30 with machine settings, User, Client and Job ID's, and transfer this information to another Copyguard CM30 terminal.

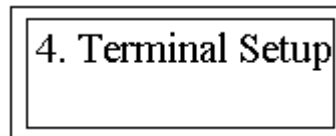
This feature eliminates the need to enter the same information manually on multiple terminals and ensures that the same settings are installed on all machines within the system.

Data transfer requires an Copyguard Data Transfer Cable, Stock Code 514200

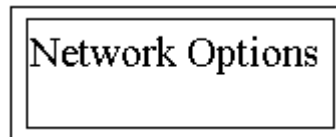
Using the Data Transfer Function:

Connect the 2 terminals using a Data Transfer Lead

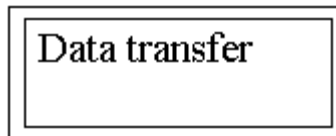
With Menu 4 displayed *on both terminals*



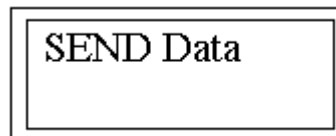
Press the ENTER key (*on both terminals*) to select the Terminal Setup menu, the screen will display



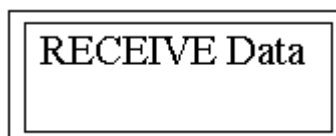
Scroll to the Data Transfer option using the ▲ or ▼ keys (*on both terminals*)



Pressing the ENTER key (*on both terminals*) to accept the option displays



On the terminal *to be programmed* change the status to RECEIVE Data using the ▲ or ▼ keys



Press the ENTER key on the RECEIVING terminal and then press the ENTER key on the TRANSMITTING terminal.

When data transfer has been completed, both displays will change to

Disconnect
and press ESC

At this point the Data Transfer cable can be disconnected from the terminals

Pressing the ESC key (*on both terminals*) will return the display to

Data transfer

Pressing the ESC key again will return the terminals to

4. Terminal Setup

Menu 5 Installation Options

Menu 5 includes 7 sub-menus:

- Initialise
- System Number
- Machine Number
- Printer Settings
- Warning Level
- Interface Config
- Hold Time

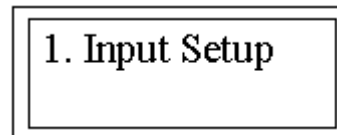
Initialise

This Sub-Menu provides the following options:

Complete

This operation ***clears the entire memory of the CM30***. When this is done all ID's and transactions are deleted and all factory default settings are re-installed.

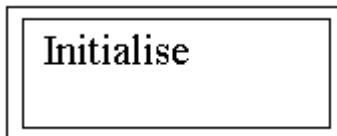
With Menu 1 displayed



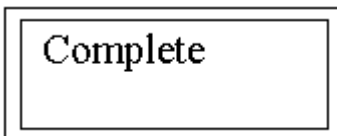
Scroll to the Installation Options menu using the ▲ or ▼ keys



Press the ENTER key to select the Terminal Setup menu, the screen will display



Pressing the ENTER key to select the option will display



Press the ENTER key to confirm the action,
the screen will display

Are you sure?
(y/n)

Press the "Y" key on the keyboard to confirm the action (**see below**) or the "N"
key to exit from the action (**see Pg 60**)

On pressing the "Y" key the display will
show

One Moment.....

Before showing the following for a short
period of time

Memory Cleared

The display will then change to

Accept defaults?

**Accepting the defaults will set the memory configuration to the factory
default settings. If the defaults are not accepted the user will be prompted
for the memory capacity to be given to the User, Client and Job ID's - the
terminal will then calculate the Memory remaining for Transactional
records**

Pressing the "Y" key will accept the
defaults and the display will show

Transactions
= 4080

Pressing the "N" key to set the memory configuration manually will display

No. of Users
= 1121

The number on the second line of the display represents the number of User ID's which can be stored in the terminal. The value is amended using the ▲ or ▼ keys and accepted by pressing the ENTER key

Pressing the ENTER key to accept the value changes the display to (the setting is amended as per User ID above)

No. of Clients
= 20400

Pressing the ENTER key to accept the value changes the display to (the setting is amended as per User ID above)

No. of Jobs
= 1017

Pressing the ENTER key to accept the value changes the display to

Transactions
= 4080

The value on the second line displays the number of transactional records that the terminal can store in the memory remaining

Pressing the ESC key will revert the display to

Complete

Pressing the ESC key returns the terminal to

Initialise

Pressing the ESC key again returns the terminal to

5. Installation
Options

...from Pg 58

On pressing the "N" key the display will show

Memory Retained

Before reverting to

Complete

Pressing the ESC key returns the terminal to

Initialise

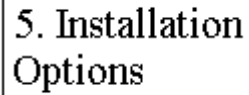
Pressing the ESC key again returns the terminal to

5. Installation
Options

Transactions

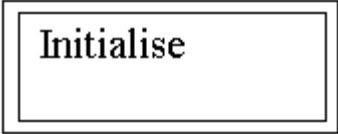
This operation ***clears the transactional memory of the CM30***. When this is done the transaction information (copy counts) is lost but the ID listings stored in the unit and the terminal settings remain in memory.

With Menu 5 displayed



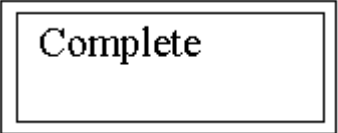
5. Installation
Options

Press the ENTER key to select the Installation Options menu, the screen will display



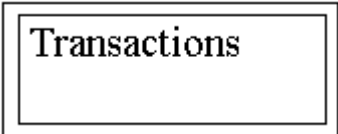
Initialise

Pressing the ENTER key to select the option will display



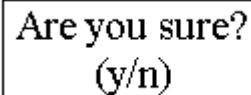
Complete

Scroll to the Transactions option using the ▲ or ▼ keys



Transactions

Press the ENTER key to confirm the action, the screen will display



Are you sure?
(y/n)

Press the "Y" key on the keyboard to confirm the action (***see below***) or the "N" key to exit from the action (***see Pg 62***)

On pressing the "Y" key the display will show



One Moment.....

Before showing the following for a short period of time

Transactions
CLEARED.

The display will then change to

Transactions

Pressing the ESC key returns the terminal to

Initialise

Pressing the ESC key again returns the terminal to

5. Installation
Options

...from Pg 61

On pressing the "N" key the display will show

Memory Retained

Before reverting to

Transactions

Pressing the ESC key returns the terminal to

Initialise

Pressing the ESC key again returns the terminal to

5. Installation
Options

Trans. & Validation Lists

This operation ***clears the transactional & ID memory of the CM30.*** When this is done the transactional information and the ID records are lost - only the terminal settings remain in memory.

With Menu 5 displayed

5. Installation
Options

Press the ENTER key to select the Installation Options menu, the screen will display

Initialise

Pressing the ENTER key to select the option will display

Complete

Scroll to the Trans. & Validation Lists option using the ▲ or ▼ keys

Trans. &
Validation Lists

Press the ENTER key to confirm the action,
the screen will display

Are you sure?
(y/n)

Press the "Y" key on the keyboard to confirm the action (*see below*) or the "N"
key to exit from the action (*see Pg 65*)

On pressing the "Y" key the display will
show

One Moment.....

Before showing the following for a short
period of time

Trans + Lists
CLEARED.

The display will then change to

Trans. &
Validation Lists

Pressing the ESC key returns the
terminal to

Initialise

Pressing the ESC key again returns the
terminal to

5. Installation
Options

...from Pg 64

On pressing the "N" key the display will show

Memory Retained

Before reverting to

Trans. &
Validation Lists

Pressing the ESC key returns the terminal to

Initialise

Pressing the ESC key again returns the terminal to

5. Installation
Options

System Number (default = 3)

Each site must use a unique System Number, this option allows the System Number for the terminal to be changed.

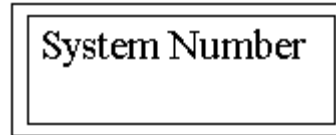
With Menu 5 displayed

5. Installation
Options

Press the ENTER key to select the Installation Options menu, the screen will display

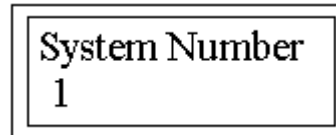
Initialise

Scroll to the System Number option using the ▲ or ▼ keys



A rectangular terminal window with a double border. The text "System Number" is centered on the first line.

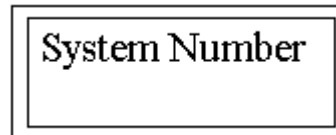
Press the ENTER key to select the option, the screen will display



A rectangular terminal window with a double border. The text "System Number" is on the first line and "1" is on the second line.

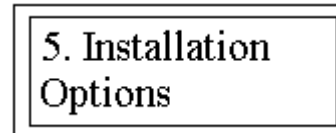
The number on the second line of the display represents the current setting for the System Number of the terminal. The value is amended using the ▲ or ▼ keys and accepted by pressing the ENTER key

Pressing the ENTER key to accept the System Number entered changes the display to



A rectangular terminal window with a double border. The text "System Number" is centered on the first line.

Pressing the ESC key will return the Terminal to



A rectangular terminal window with a double border. The text "5. Installation Options" is centered on the first line.

Machine Number (default = 001)

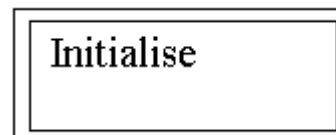
If you have more than 1 copier, you need to allocate a different number to each terminal. This option allows the Machine Number to be changed.

With Menu 5 displayed



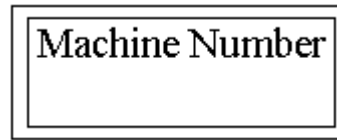
A rectangular terminal window with a double border. The text "5. Installation Options" is centered on the first line.

Press the ENTER key to select the Installation Options menu, the screen will display



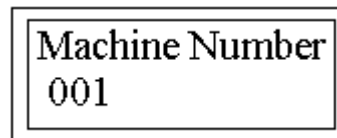
A rectangular terminal window with a double border. The text "Initialise" is centered on the first line.

Scroll to the Machine Number option using the ▲ or ▼ keys



Machine Number

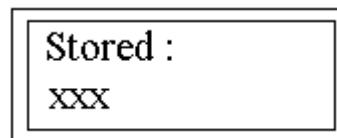
Press the ENTER key to select the option, the screen will display



Machine Number
001

The number on the second line of the display represents the current setting for the System Number of the terminal. The value is amended using the number keys and accepted by pressing the ENTER key. (The machine number entered must be a 3 figure number i.e. 001 for Machine No. 1... 010 for Machine No. 10)

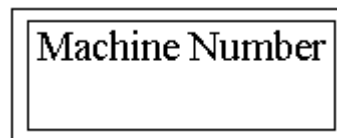
Pressing the ENTER key to accept the system Number entered changes the display to



Stored :
xxx

(the Machine number set will be shown in place of xxx on the second line of the display)

The terminal will then revert to



Machine Number

Pressing the ESC key will return the terminal to



5. Installation
Options

Printer Settings

This Sub-Menu provides the following options which allows the printer to be configured correctly: (the applicable settings should be listed in the Printer Manufacturers documentation supplied with the printer)

Baud Rate (2400 / 4800 / 9600 / 19200 / 38400)

Parity (ON / OFF)

Append CR (ON / OFF)

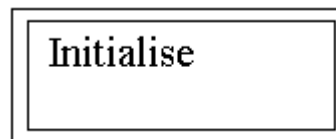
Append LF (ON / OFF)

To amend the Printer settings:

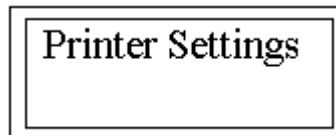
With Menu 5 displayed



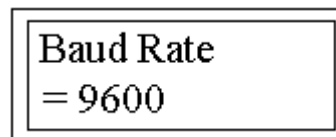
Press the ENTER key to select the Installation Options menu, the screen will display



Scroll to the Printer Settings option using the ▲ or ▼ keys



Press the ENTER key to select the option, the screen will display



The available values of 1200, 2400, 4800, 9600, 19200, 38400 can be toggled through using the ▲ or ▼ keys

Press the ENTER key to select the Baud Rate chosen, the display will change to

Parity = OFF

The ON / OFF status for Parity can be toggled using the ▲ or ▼ keys

Press the ENTER key to select the Parity setting chosen, the display will change to

Append CR
OFF

The ON / OFF status for Append CR can be toggled using the ▲ or ▼ keys

Press the ENTER key to select the Append CR setting chosen, the display will change to

Append LF
OFF

The ON / OFF status for Append LF can be toggled using the ▲ or ▼ keys

Press the ENTER key to select the Append LF setting chosen, the display will revert to

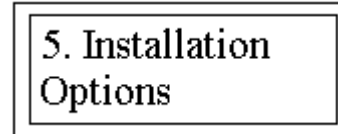
Printer Settings

Memory Warning Level (default = 95%)

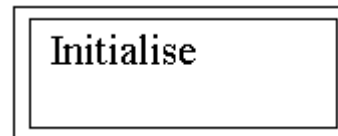
This setting for this option determines when the Supervisor (or User) is reminded that memory will shortly have to be cleared. When the memory capacity has reached the value set a warning will appear on the screen.

To amend the Memory Warning Level setting:

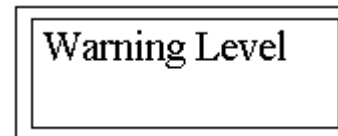
With Menu 5 displayed



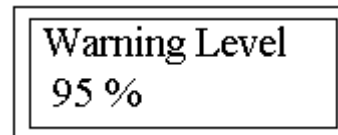
Press the ENTER key to select the Installation Options menu, the screen will display



Scroll to the Warning Level option using the ▲ or ▼ keys

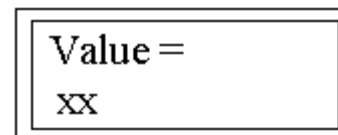


Press the ENTER key to select the option, the screen will display



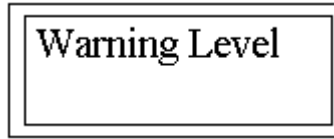
The value on the second line represents the memory capacity at which the warning will be given. The value is amended using the ▲ or ▼ keys

Press the ENTER key to select the value chosen, the display will change to



(the warning level set will be shown in place of xx on the second line of the display)

The terminal will then revert to



Pressing the ESC key will return the terminal to



Interface Config. (default = Direct, 00)

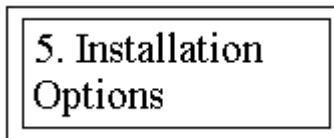
This Sub-Menu provides the following options:

Direct Billing

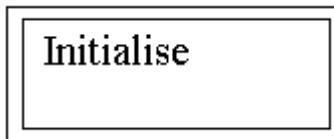
The 4 price inputs operate as 4 separate, direct billing inputs.

Setting the Interface Config to Direct Billing:

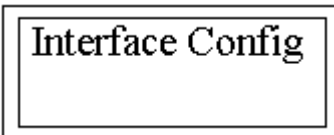
With Menu 5 displayed



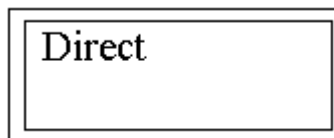
Press the ENTER key to select the Installation Options menu, the screen will display



Scroll to the Interface Config option using the ▲ or ▼ keys



Press the ENTER key to select the option, the screen will display



Press the ENTER key to select the Interface Config setting of direct, the display will show

Config = 0

Before reverting to

Direct

Pressing the ESC key will return the terminal to

Interface Config

Pressing the ESC key again will display

5. Installation
Options

Strobed Billing

Inputs on lines 2 and 3 select the price line and an Input on line 1 takes a copy at the selected price. Input 2 selects price 2, Input 3 selects price 3, Input 2 & 3 select price 4.

Setting the Interface Config to Strobed Billing:

With Menu 5 displayed

5. Installation
Options

Press the ENTER key to select the Installation Options menu, the screen will display

Initialise

Scroll to the Interface Config option using the ▲ or ▼ keys

Interface Config

Press the ENTER key to select the option, the screen will display

Direct

Scroll to the Strobed option using the ▲ or ▼ keys

Strobed

Press the ENTER key to select the option, the screen will display

Config = 20

Before reverting to

Strobed

Pressing the ESC key will return the terminal to

Interface Config

Pressing the ESC key again will display

5. Installation
Options

Multipulse Billing

The terminal billing will be carried out from Price 1 input only. The number of successive pulses with less than the "Interpulse Time" in mSecs between each pulse are counted and then when the "Interpulse Time" has passed since a pulse, the counter is compared with the values set in the Multipulse Count option for Size 2,3,4. If the number of pulses is not equal to the value set for one of the sizes, the next lowest value is selected. If the number of pulses is less than the value for Size 2, a Size 1 copy is selected.

Interpulse Time (default = 10mSec)

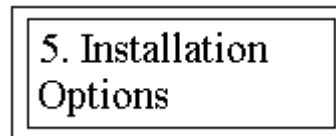
This option sets the period of time for which the terminal waits for a billing pulse when determining against which price line a copy will be billed.

Pulses / Line 1 - 4 (default = 1 pulse - line 1, 2 pulses - line 2, 3 pulses - line 3, 4 pulses - line 4)

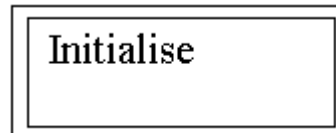
This option sets the number of pulses required for billing against the four price lines of the terminal. (The time between each successive pulse must be less than the Interpulse Time)

Setting the Interface Config to Multipulse Billing:

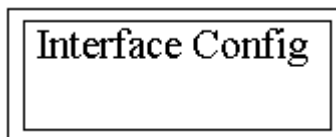
With Menu 5 displayed



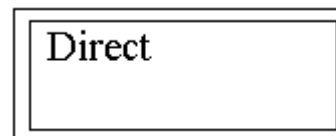
Press the ENTER key to select the Installation Options menu, the screen will display



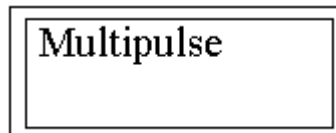
Scroll to the Interface Config option using the ▲ or ▼ keys



Press the ENTER key to select the option, the screen will display



Scroll to the Multipulse option using the ▲ or ▼ keys



Press the ENTER key to select the option,
the screen will display

Config = 40

Before changing to

Interpulse Time
10 mSec

The value on the second line represents the current setting for the Interpulse Time. It is amended using the ▲ or ▼ keys

Pressing ENTER to accept the value entered
for the Interpulse Time will display
(the value entered will be shown in place of xx)

Value =
xx

The display will change to

Pulses / Line
1 P/ L1

The value on the second line represents the number of pulses received from the copier for when a copy is taken against Price Line 1.

The number of pulses can be amended using the ▲ or ▼ keys

Pressing ENTER to accept the value entered
for the number of pulses received for a
Price Line 1 copy will display

Pulses / Line
2 P/ L2

The value on the second line represents the number of pulses received from the copier for when a copy is taken against Price Line 1.

The number of pulses can be amended using the ▲ or ▼ keys

Pressing ENTER to accept the value entered for the number of pulses received for a Price Line 2 copy will display

Pulses / Line
3 P/ L3

Settings for Price Line 3 & 4 are amended as per the procedures for Price Line 1 & 2 shown above.

Pressing the ENTER key to accept the value entered for the number of pulses received for a Price Line 4 copy will return the display to

Multipulse

Pressing the ESC key will display

Interface Config

Pressing the ESC key again will return the terminal to

5. Installation
Options

Latched Billing

Input on lines 2,3,4 will operate as steering inputs. That is, an input to the Price 2,3,4 line will not be treated as a billing pulse, but the **next** pulse to arrive at the normal **Line1** input will be treated as a Price 2,3,4 signal if it arrives within the "Latch Time".... of the steering pulse.

Latch Time (default = 8 sec)

This option sets the period of time for which the terminal waits for a pulse on Line 1 when determining against which price line a copy will be billed.

Setting the Interface Config to Latched Billing:

With Menu 5 displayed

5. Installation
Options

Press the ENTER key to select the Installation
Options menu, the screen will display

Initialise

Scroll to the Interface Config option using the
▲ or ▼ keys

Interface Config

Press the ENTER key to select the option,
the screen will display

Direct

Scroll to the Latched option using the
▲ or ▼ keys

Latched

Press the ENTER key to select the option,
the screen will display

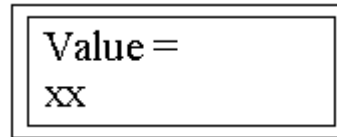
Config = 80

Before changing to

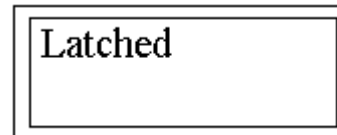
Latch Time
8 Secs

The value on the second line represents the current setting for the Latch Time. It is amended using the ▲ or ▼ keys

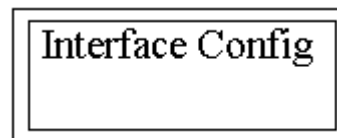
Pressing ENTER to accept the value entered for the Latch Time will display (the value entered will be shown in place of xx)

A rectangular box with a double border containing the text "Value =" on the top line and "xx" on the bottom line.

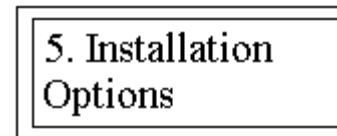
The display will change to

A rectangular box with a double border containing the text "Latched" centered on a single line.

Pressing the ESC key will display

A rectangular box with a double border containing the text "Interface Config" centered on a single line.

Pressing the ESC key again will return the terminal to

A rectangular box with a double border containing the text "5. Installation" on the top line and "Options" on the bottom line.

Debounce Time (default = 5mSec)

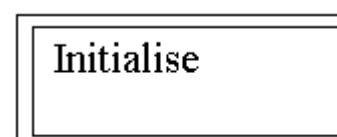
This option sets the period of delay between the receipt of a billing pulse from the copier and the time when the terminal commences to monitor for pulses again.

Setting the Debounce Time:

With Menu 5 displayed

A rectangular box with a double border containing the text "5. Installation" on the top line and "Options" on the bottom line.

Press the ENTER key to select the Installation Options menu, the screen will display

A rectangular box with a double border containing the text "Initialise" centered on a single line.

Scroll to the Interface Config option using the ▲ or ▼ keys

Interface Config

Press the ENTER key to select the option, the screen will display

Direct

Scroll to the Debounce Time option using the ▲ or ▼ keys

Debounce time

Press the ENTER key to select the option, the screen will display

Debounce time
5 mSec

The value on the second line represents the current setting for the Debounce Time. It is amended using the ▲ or ▼ keys

Pressing ENTER to accept the value entered for the Latch Time will display (the value entered will be shown in place of xx)

Value =
xx

The display will change to

Debounce time

Pressing the ESC key will display

Interface Config

Pressing the ESC key again will return the terminal to

5. Installation
Options

Hold Time (default = 5 sec)

This option is a Card return delay to allow late copies to be billed. This time must be set long enough to allow copies which were in progress when the card return was requested to be correctly billed.

Setting the Hold Time value:

With Menu 5 displayed

5. Installation
Options

Press the ENTER key to select the Installation Options menu, the screen will display

Initialise

Scroll to the Hold Time option using the ▲ or ▼ keys

Hold Time

Press the ENTER key to select the option, the screen will display

Hold Time
5 Secs

The value on the second line represents the current setting for the Hold Time. It is amended using the ▲ or ▼ keys

Pressing ENTER to accept the value entered for the Latch Time will display (the value entered will be shown in place of xx)

Value =
xx

The display will change to

Hold Time

Pressing the ESC key will display

5. Installation
Options

Appendix A

Samples of Printed Reports

Listing Report:

Infineer 5050	
Machine Number	001
Date	22/01/01 14:41
User Listing	
User ID	Limits
user1	100
user2	100
user3	50
user4	50
<hr/> <hr/>	
Memory Retained	

Summary Report:

Infineer 5050

Machine Number 001

Date 22/01/01 14:41

Overall Total = 17819
Line 1 Total = 12204
Line 2 Total = 1206
Line 3 Total = 2205
Line 4 Total = 2204
Account Total = 17819
Override Total = 0
External Total = 0

User Summary Report

User ID = user
Total 1 Total 2 Total 3 Total 4
11004 1005 1005 1004
Total = 14018
Value = 881.70

User ID = user1
Total 1 Total 2 Total 3 Total 4
200 200 200 200
Total = 800
Value = 76.00

User ID = user2
Total 1 Total 2 Total 3 Total 4
1 1 1 1
Total = 4
Value = 0.38

Report Total= 14822
Total Value =958.08

Memory Retained

Detailed Report:

Infineer 5050

Machine Number 001

Date 22/01/01 14:41

Overall Total = 17819
Line 1 Total = 12204
Line 2 Total = 1206
Line 3 Total = 2205
Line 4 Total = 2204
Account Total = 17819
Override Total = 0
External Total = 0

User Detail Report

User ID = user

Client ID = client

Job ID = job

Date	Tot. 1	Tot. 2	Tot. 3	Tot. 4
22/01/01	11000	1001	1001	1001
23/01/01	1	1	1	1
24/01/01	2	2	2	2
Subtot:	11003	1004	1004	1004

Client Subtotal = 14015

Value = 881.47

Client ID = client1

Job ID = job1

Date	Tot. 1	Tot. 2	Tot. 3	Tot. 4
22/01/01	1	1	1	0
Subtot:	1	1	1	0

Client Subtotal = 3

Value = 0.23

User Subtotal = 14018

Value = 881.70

Memory Retained