

# Copyguard® Copymanager 10™

## CONTENTS

<b>1 Introduction</b>	Page 3
<b>2 Major Features</b>	Page 3
<b>4 Getting the Best From Your CM10 Terminal</b>	Page 4
<b>5 Basic Operational Functions</b>	
5.1 Keyboard Operation	Page 5
5.2 Operating the Copymanager 10 by Card	Page 7
5.3 Operating the Copymanager 10 by Personal Identity Number Code	Page 8
<b>SETTING UP AND ADMINISTERING THE SYSTEM</b>	
<b>6 The Supervisor Card</b>	
6.1 Technical Code 805	Page 9
6.2 System Manager Code 945	Page 9
<b>7 How to Use the Supervisor Card Functions</b>	Page 11
7.1 Printout	Page 12
7.2 Print Limit	Page 13
7.3 Read Accounts	Page 13
7.4 Set Account Limits	Page 14
7.5 Set Groups	Page 16
7.6 Set Group Limits	Page 17
7.7 Set Account Status	Page 17
7.8 Set Timeout	Page 18
7.9 Beep	Page 19
7.10 Run Limit	Page 19
7.11 Machine Limit	Page 20
7.12 Override	Page 20
<b>The following functions are applicable to PIN access only:</b>	
7.13 Set PIN Codes	Page 21
7.14 Security	Page 23
7.15 Entry Attempts	Page 24
7.16 Lockout Time	Page 25
<b>8 Data Transfer</b>	Page 26
<b>9 Comms Set</b>	Page 27
<b>10 Hold Time</b>	Page 27
<b>11 Machine No.</b>	Page 28

<b>12 Language</b>	Page 28
<b>13 Init</b>	Page 29
<b>14 Enter Sys No</b>	Page 29
<b>15 Read Sys No</b>	Page 30
<b>16 Default Settings</b>	Page 31
<b>17 Max Settings</b>	Page 31
<b>Appendix A: Samples of Printouts and Print Limits Data</b>	Page 32
<b>Appendix B: Sample of Sheet for Listing P.I.N. Code Users</b>	Page 33

## 1. INTRODUCTION TO THE COPYGUARD® COPYMANAGER 10™

The CM10 offers cost effective control over a wide range of copiers, printers and other host machines.

The versatile terminal enables managers to allocate and monitor costs incurred in using expensive office equipment, thus eliminating waste and indiscriminate usage.

There are many other positive benefits: Management now has the ability to make equipment accessible only to authorized users; you can monitor who is using the machines and to which group or department they belong; you can determine how many copies, faxes or prints are produced, and allocate the costs accordingly.

The CM10, along with its extended memory version, the CM10E, can be programmed to provide copy limits for individual users and groups; set limits on the length of copy runs, and put limits on the total number of copies available from a particular machine.

## 2. MAJOR FEATURES

The Copymanager 10 has been designed and developed to provide a broad spectrum of operational and administrative functions in a module which incorporates the latest advances in Copyguard's Card and PIN System technology.

- \* It is compatible with a wide range of equipment essential in today's office environment. While the terminal is equally effective when working alongside facsimile machines (with Fax Interface Module) and laser printers, and computers, it is most often used in conjunction with photocopiers. For that reason, this System Managers' Guide describes the functions of the terminal in terms of 'copies', to avoid repeated references to 'prints' fax pages' etc.
- \* The CM10 gives management, in summary and detailed forms, essential audit and administrative information.
- \* The CM10 is user friendly and easily operated using either a plastic card with a magnetic stripe or a PIN Code. Another version of the CM10, the Copyguard CM10EE is operated by using both a card and PIN Code.

The CM10 offers cost benefits to all kinds of organizations, from single copier sites to large and complex multi machine installations.

#### 4. GETTING THE BEST FROM YOUR COPYMANAGER 10 TERMINAL

The CM10 is designed to give years of trouble free service. To keep it working efficiently, it will benefit from regular routine maintenance. The following advice is given here at the outset to help you get the best from the CM10 from Day One.

The terminal should periodically cleaned and wiped over with a damp, lint-free cloth. Do not use solvents, waxes or abrasive cleaning agents.

The most common reason for card errors or poor reading is dirt on the magnetic heads of the Card Reader. This is due to contamination from dirty cards. Special Card Cleaning Kits are available from Copyguard and should be used regularly to clean the magnetic heads. On most sites, this should be done monthly; in busy locations, it may be necessary to do this more regularly.

**Prolonging the life of the battery:** The CM terminal is directly powered from the main electricity supply, with a backup battery to retain the memory. As it uses very little power, it is recommended that it is permanently connected to electrical power.

The life of the backup battery is considerably extended if the main power supply is permanent. The battery should last up to ten years when continually connected. On the other hand, if it is constantly disconnected, the battery life will be shorter.

**Care of Cards:** Some simple precautions will ensure that User Cards and System Management Cards continue to function effectively:

- \* **Keep in a safe place when not in use**
- \* **Protect from dirt and damage**
- \* **Do not bend or deform**
- \* **Do not expose to high temperatures**
- \* **Do not expose to strong magnetic fields**
- \* **Avoid handling the magnetic stripe**

Any contamination should be wiped off with a damp, clean cloth and then dried before swiping through the Card Reader.

## 5. BASIC OPERATIONAL FUNCTIONS

The Copymanager terminal has the following capacities:

	<u>COPYMANAGER 10</u>	<u>COPYMANAGER 10E</u>
<b>Card Access</b>	Up to 1,500 User Accounts	Up to 6,000 User Accounts
<b>Pin Access</b>	Up to 950 User Accounts	Up to 4,000 User Accounts

The Copymanager 10EE is designed for operation by both PIN Code and Card. Call your copier dealer for further details.

These Accounts can be combined in up to 60 Groups or Departments for administrative purposes.

Each individual user Account is assigned a Card Serial Number or a PIN Code, as the case may be. Each Account may be given a Copy Limit by the System Manager.

A run limit may be assigned, to limit the number of copies per visit to the machine. An overall Machine Limit can be used to prevent over use.

Accounts may be designated Open or Closed by the System Manager as required. For example, an Account may be Closed to inhibit the unauthorized use of 'lost' cards or to disable a PIN which has been misappropriated or to allow specific users access to a specific machine.

Account totals can be read directly from the Display Screen by the System Manager. Reports can be printed on the Copyguard Printer or most serial port printers with a printer cable from Copyguard. Please specify the number of pins ( 9 or 25 pin) on the serial port connection of your printer. Copyguard also has Data Collection Software available to download information from the CM10 to your DOS based computer.

Once the Accounts data has been read, printed or downloaded, the System Manager has the option of deleting the information or retaining it in the terminal's memory.

### 5.1 Keyboard Operation

The simple keyboard illustrated on page 2 is literally the key to the many functions this compact terminal is capable of performing.

When entering numbers such as PIN Codes, Account Limits, Run Limits etc., the cursor on the Display Screen will pulsate (flash) at the position the digits should be entered.

As you key in the number, the digits will progressively appear on the Screen.

The entry is completed by pressing the ENT (Enter) Key; the data is then stored.

If a mistake is made in keying, press the DEL (Delete) Key to backspace over the last digit(s) and key in the correct number(s). To clear a whole line of incorrect digits, you may press the CLR (Clear) Key and begin again.

When the System Manager is setting up Limits etc., using the Supervisor Card (See Section 6), the ENT Key, the CLR Key, and the  $\Delta$  and  $\nabla$  Selection Keys have slightly different functions than those described above.

If no data has been entered, the CLR Key will allow the active Account Number to be changed. If some data has been keyed, it will clear the input line as described above.

In case of the ENT Key, if no data has been keyed, pressing it will turn the Repeat Function on and an 'R' will appear at the top right of the Display Screen. Pressing it again will turn this function off. If data has been keyed, the ENT Key will operate as normal.

The  $\Delta$  and  $\nabla$  selection Keys allow the options on the Supervisor Card to be scrolled through.

**Before describing the System Management procedures for setting up and administering the Copymanager 10, it is worthwhile at this stage to explain how users operate the terminal.**

## 5.2 Operating the Copyguard Copymanager by Card

To gain access to the host machine, users must swipe the card assigned to them through the card reader in the channel on the right hand side of the CM10 terminal. In its standby mode, the terminal causes the copier to be disabled until a valid card is swiped. The screen displays...

**INSERT CARD>>**

Swipe the card, in the direction of the arrow on the card, from the rear of the terminal towards the front in a clean motion, without force.

The screen displays, for example...

**Acct. No. 9**  
**Copies 17**

The user Account number displayed will be the same as that encoded on the card. The number of copies starts at zero when you first use your Account and the total increases as copies are made.

If the display shows...

**READ ERROR**

...carefully swipe the card through again, ensuring that the card glides along the channel. When the Account is opened, use the copier as normal. The Copymanager 10 will count the copies and store the data.

Every 15 seconds, while the Account is open, but no copies are being produced, beeps will sound and the screen will momentarily display information about the Copy Limits which may have been set on the individual user's card and on the Group (department) to which it is assigned. Following is an example...

**Acct. <LIMITS> Grp**  
**100      1000**

When finished copying, press any key to close the Account to return the terminal to its standby mode. The screen displays...

**Account Closing.**

If a user neglects to close the Account, it will shut down automatically after 60 seconds, or in the specified Time-out period programmed by the System Manager.

### 5.3 Operating the Copyguard Copymanager 10 by Personal Identity Number Code

To operate the host equipment, the user must enter a valid PIN Code on the numerical keypad of the CM10 terminal.

In the standby mode, a ■ cursor pulsates and the screen displays

```
PLEASE ENTER
PIN ■
```

Key in you PIN Code and enter it by pressing the <ENT> key. The screen will display, for example...

```
Acct. No. 123
Copies 43
```

The Account number displayed is the one allocated to that particular PIN Code; it is not normally the same number as the PIN Code itself, for security and other reasons. The number of copies start at zero when an Account is first used and the total increases as copies are made.

If the screen displays

```
PLEASE ENTER
PIN-ERROR!
```

...the Code was not a recognized valid PIN. Try your PIN again. If an incorrect PIN is entered three times, the terminal will shut down temporarily and display the message:

**CALL OPERATOR**--When the Lock out time expires (default is 60 seconds) the display will return to:

```
PLEASE ENTER
PIN ■
```

Once you have opened your Account, make copies as normal. Every 15 seconds, while the account is open, but no copies are being produced, beeps will sound and the screen will momentarily display information about the Copy Limits which may have been imposed on your Account and the Group to which it is assigned. Following is an example:

```
Acct.<LIMITS> Grp
NONE      1000
```

This means there is no limit on your Account but your Department or Group is limited to 1,000 copies. When finished copying, press any key to close the Account to return the terminal to its standby mode. The screen displays...

```
Account closing
```

If the user neglects to close the Account, it will close automatically after 60 seconds, or in the specified Time-out value programmed by the System Manager.

## SETTING UP AND ADMINISTERING THE SYSTEM

The System Manager on site is responsible for tailoring the functions of the Copymanager to the requirements of the particular environment in which it is located.

Basic configuration will have been done by the Technician during installation. This will have included setting up the terminal for Card or PIN Access, its Language, System Number, Machine Number and Initialization. These procedures require use of the Supervisor Card and a special Technical Code. System managers should not need to perform any Technical Set-up tasks.

### 6. The Supervisor Card

The most important tool for the control, monitoring and administration of the system is the Supervisor Card. This card allows the System Manager to set up various parameters, tailored to the needs of the location. These functions are described briefly here, with detailed information given in Section 7 and its Sub-sections.

#### 6.1 Technical Code 805

- A. All of Code 945 functions
- B. Enter Sys. No.--Allows use of cards with identical system number and no other
- C. Read Sys. No.--Allows Supervisor to read system number of account card
- D. Init--Clears total memory of machine (account numbers and copies) and resets CM10 back to factory default settings.

1. Set System Type--Card or P.I.N. (NOTE: Factory default System Type is Card)

#### 6.2 System Manager Code 945

##### A. The Operator Menu

**Printout:** Produces hard (paper) copy printout of all relevant user Account and Group totals when the terminal is connected to an optional Printer.

**Print Limits:** Produces hard copy of the copy limits set for each Account and Group when the terminal is connected to a Printer.

**Read Accounts:** This allows the manager to review the status of individual user Accounts and Group Accounts.

**Set Account Limits:** Allows a copying limit on any user Account.

**Set Group Limit:** Allows a copying limit to be set for any group.

**Set Group:** Enables user Accounts to grouped by Department or in any other administrative combination the System Manager chooses.

**Set Account Status:** Allows user Accounts to be Open and Closed in order to restrict the use of host machines to authorized Account users.

**Set Time-out:** Sets the period in seconds from when the last copy has been made to when the host machine is automatically disabled by the CM10.

**Beep:** Allows the terminal's beep tone to be turned On or Off.

**Run Limit:** Sets the maximum number of copies which can be produced by a particular host machine.

**Override:** Allows managers to override the system to allow free access to the copier.

**B. Data Transfer**--Allows transfer of Machine setting from one CM10 to another

**C. Comms Set**--Communication settings to Print Report

**D. Hold Time**--Sets the delay time between closing the user's account and when the unit reverts to standby

**E. Machine No.**--Recommended when using more than one CM10 on site

**F. Language**--English, French, The Netherlands

**The following functions only apply to PIN Access Systems: (Section 7.13)**

**Set PIN Codes:** Allows the Personal Identity Numbers to be set up for individual user Accounts.

**Security:** Allows the PIN to be displayed or hidden when keyed into the CM10

**Entry Attempts:** Sets the number of times a user is permitted to try keying a valid PIN before the machine locks up. (The default is 4).

**Lockout Time:** Sets the time that the terminal 'locks up' while displaying the message: CALL OPERATOR! This display usually follows the set number of attempts by a user to enter an invalid PIN Code. (The default is 300 seconds or 5 minutes).

## 7. HOW TO USE THE SUPERVISOR CARD FUNCTIONS

All the functions available for maximizing control by the Copymanager 10 in its Card Access configuration are accessed by the Supervisor Card. The functions relating to PIN Access Systems are explained in Sub sections 7.13 through 7.16.

To access the Menu, swipe the Supervisor Card through the card reader channel in the manner describe on Page 6. The screen displays...

**Enter Code**

Enter the number 945. This is the special System Manager's Code and should be memorized. The screen displays...

**Enter Code**

\*\*\*

(The actual numbers are not shown on the screen for security reasons).

Press ENT. The screen now displays...

**SELECT FUNCTION**

Press ∇ The screen now displays...

**Operator Menu**

Press ENT. The screen now displays...

**OVERRIDE**

This function allows System Managers to use the host machine without copies being charged to an account.

To proceed to the actual Menu, press the Δ selection key. The screen will display the interim message...

**SELECT FUNCTION**

Press the Δ selection key to scroll through the Menu. The functions are displayed in the order described in Section 6.1. As the listing is on a loop, the display of functions is repeated if the Δ (forward) Selection Key or ∇ (backward) Selection Key is pressed repeatedly.

Normally, the ENT Key is the one to press in order to access the particular function on the screen.

Similarly, the ESC Key is the one to press in order to exit from a function on the screen., To exit completely from the Menu, press the ESC a further two times. The OVERRIDE option is again offered during the exit procedure.

The twelve functions available in the Operator Menu are described in detail in Sub-sections 7.1 through 7.12 starting below.

The numerals 0-9 which appear in brackets after most of the functions are the ‘Hot Key’ digits which can be pressed for faster access. When the System Manager becomes familiar with the way functions work, a single stroke Hot Key can be used for most routine tasks instead of scrolling through the Menu using the Selection Keys to locate the functions.

Example: To routinely read accounts information from the Display Screen, swipe the Supervisor Card, the 945, then press ENT, then press  $\Delta$  to obtain SELECT FUNCTION, then press the number 3. This immediately accesses the first display in Read Accounts (Hot Key 3), namely the number of copies since this particular machine was last cleared.

### 7.1 Printout (1)

Scroll through the Menu until SELECT FUNCTION appears. Press  $\Delta$  Selection Key and the following appears on the screen...

**Printout (1)**

If an optional Printer is connected, by pressing the ENT Key you will obtain a printed copy of all recorded transactions since the last time the Account Totals were reset. This includes Group Totals and copies made in Override mode, plus External copies. External copies occur when you have another system connected to your copier, such as a Coin-Op. The CM10 counts each copy produced through the use of the Coin-Op.

**NOTE: A sample Printout appears in Appendix A.**

After the printout is completed, the screen displays...

**Press <CLR> to  
clear Memory**

If the CLR Key is then pressed, the screen will display the following message so that you may verify that this is your intention...

**Press <ENT> to  
confirm**

When the ENT Key is pressed, ALL accumulating totals will be cleared from the terminal’s memory and the totals set to Zero. This does not clear Account numbers. By pressing any other key, you will retain the totals. To cancel the printing process at any stage, press the ESC Key.

Scroll  $\Delta$  to the next option the Menu...

## 7.2 Print Limit (2)

If an optional Printer is linked to the terminal, press the ENT Key when this function is displayed on the screen...

**Print Limits (2)**

You will obtain a detailed printout of Account Limits and Group Limits for Groups and individual user Accounts. If the Copymanager 10 is set up for PIN Access, all the PIN Codes are printed.

**NOTE: A sample of a Print Limits printout appears in Appendix A.**

Press the ESC Key to exit from this function.

## 7.3 Read Accounts (3)

This function is accessed by using the Δ Selection Key. The screen displays...

**Read Accounts(3)**

Press the ENT Key. For example, the screen displays...

**Machine No. 1  
Total 270**

This shows that 270 copies have been recorded at this terminal since it was last cleared. Press the Δ Key to read any Override (O/R) or External (Ext) copies. The screen displays...

**Accounts 263  
O/R 7 Ext 0**

Press the ENT Key again. The screen shows...

**Group No. 0  
Total 200**

The top line shows the Group (0-60) and the bottom line the corresponding total number of copies for that Group. If accounts are not allocated to Groups by the System Manager, everything goes under Group No. 0 by Default. To read the Account details of other Groups, press the Δ Key until they have appeared on the screen and been noted.

Press the ENT Key again. For example, the screen displays...

**10 TOT 120  
Lim 200 GP 0**

This shows that user Account No. 10 has a Total (TOT) of 120 copies, the limit for this Account is 200, and the user is in Group No. 0.

Use the  $\Delta$  Key to read the next Account which has actually used the terminal since it was last cleared of copy counts. This may take a few seconds, as the terminal checks through its records to find the next Account No. which has a non-zero total. Accounts with no copies are not shown.

If you wish to view a specific individual Account, or Group, enter its number and then press ENT. Details will be displayed on the screen.

When the Accounts have been read and noted, press ESC to exit.

**Clearing the Account Totals:** If you wish to clear the totals, then you must return to the first display which appeared when you accessed the Read Accounts...

<p><b>Machine No. 1</b> <b>Total 270</b></p>
--

Press the DEL Key. The screen will display...

<p><b>Press &lt;Clear&gt; to</b> <b>clear Memory</b></p>
--

Press the CLR Key. The screen will advise you to verify your intentions...

<p><b>Press &lt;ENT&gt; to</b> <b>confirm</b></p>
---

Press the ENT Key. The display shows...

<p><b>Machine No. 1</b> <b>Copies 0</b></p>
---

The copy totals have now been cleared. All totals, including Override and External copies have been zeroed. Press ESC to exit.

**NOTE: This Clearing procedure does NOT affect Account Limits, Group Limits any other settings, including P.I.N. Codes (where applicable).**

#### 7.4 Set Account Limits (4)

You may set limits on all or any user Accounts by using this function. The Default Limit is 0 on all accounts, which means that every user may make unlimited copies unless the System Manager imposes restrictions.

Press the  $\Delta$  Key until this display appears on the screen....

<p><b>Set Acct.</b> <b>Limits (4)</b></p>
---

Press the ENT Key. The screen displays...

<b>Acct. No. 0</b> <b>Limit 0</b>
--------------------------------------

**DO NOT CHANGE THIS ACCOUNT.** Account No. 0 is a Service Account which is used by maintenance personnel when servicing the host machine.

Use the  $\Delta$  to go to the next display...

<b>Acct. No. 1</b> <b>Limit 0</b>
--------------------------------------

Example: To set a limit on this account of 1,000 copies, just key the digits 1000 over the pulsating cursor on the screen and press ENT. The screen will display...

<b>Acct. No. 1</b> <b>Limit 1000</b>
---

Press ENT again. The limit is then set.

Follow the above procedure for all the Accounts requiring limits.

To save time scrolling through many Account Numbers, it is also possible to enter limits on specific Accounts by pressing the CLR key and then keying the relevant Account Number (Example: 167). Press ENT Key. The screen displays Account No. 167 and the pulsating cursor invites you to enter the new Limit (Example: 250). The screen now displays...

<b>Accounts No. 167</b> <b>Limit 250</b>
---

Press the ENT Key to enter this, and proceed as above.

You may use the Repeat Function to set limits on large numbers of Accounts which are to be given the same limit. Example: The Systems Manager wishes to set a Limit of 100 copies on all consecutive user Accounts numbered between 17-290.

Scroll using the  $\Delta$  Key until Acct. No. 17 appears on the screen. Press ENT before keying the Limit. The Repeat Symbol R appears on the top right of the screen...

<b>Acct. No 17 R</b> <b>Limit 0</b>
--

Key the digits 100 and press ENT. Now key the digits 290 over the cursor pulsating in the space to the right of Acct. No. Press the ENT Key.

All consecutive Accounts between 17 - 290 now have a limit of 100.

**NOTE: When a limit is reached during copying, no more copies can be produced until EITHER a higher limit is set, or the Account data is read and the Totals reset by the System Manager.**

Press ESC to exit from this function. Press  $\Delta$  Key to move to the next function in the Operator Menu. This happens to be Set Group Limits (Hot Key 5). However, for the purposes of this Guide, it will be better to move to Set Groups (Hot Key 6), and come back to Set Group Limits afterwards.

### 7.5 Set Groups (6)

The set Groups function allows individual Accounts to be grouped together by departments or other administrative units appropriate to the location of the terminal. You may put Accounts into any one of sixty Groups, numbered 1-60. (Account No. 0 is a Service Account and should not be used).

Press the  $\Delta$  Key until the screen displays...

**Set Groups (6)**

Press ENT and then press  $\Delta$  to bypass Act. No 0...

**Acct. No. 1  
Group No. 0**

...is now displayed on the screen. Zero is the Default setting; all Accounts are assigned to Group No. 0 from the outset.

To put Account No. 1 into a suitable Group, key the new number (Example: 17 ) over the pulsating cursor and then press ENT. The screen displays...

**Acct. No. 1  
Group No. 17**

Repeat this procedure until you have assigned Accounts into Groups, as you require.

To save time scrolling through many Account numbers, you may press CLR and key in the digits of the Account number you wish to go into. Press ENT after you have keyed the Group number.

**NOTE: The procedure for changing existing Groups should only be started after any existing Copy Totals have been Cleared (see Sub section 7.3). If an existing Account with copies on it is moved from one Group to another, the copies already made will be recorded against the old Group, while all new copies will be recorded against the new Group. This means that, at the next Printout, Group and Account Totals will not reconcile).**

Press ESC to return to the functions in the Operator Menu.

Press  $\nabla$  Key to access the Set Group Limits function.

## 7.6 Set Group Limits (5)

This allows the System manager to set Limits on the number of copies a whole department may make. Group Limits are independent of Account Limits.

Press the ENT Key. The screen displays...

<b>Group No. 0</b> <b>Limit 0</b>
--------------------------------------

Key in the new limit and press ENT.

Alternatively, you can use the CLR Key and enter the Group Number you want to go to. Press the ENT Key. This saves time scrolling up and down using the Selection Keys.

To put limits on large numbers of groups (example, Group 1 - Group 20) where the Limit is the same in each case, follow this procedure:

At the starting Group, press ENT before keying the Limit. This activates the Repeat Function. The letter R appears on the top right of the screen...

<b>Group No. 1 R</b> <b>Limit 0</b>
--

Key the Limit, for example 10000, and press ENT key again. The screen displays...

<b>Group No. 1 R</b> <b>Limit 10000</b>
--

Now key the Group Number of the finishing Group and press ENT. All Groups - through 20 have been given the same new Limit of 10,000 copies.

Press ESC to exit from this function. Press  $\Delta$  until the screen displays Set A/C (Account) Status.

## 7.7 Set Account Status (7)

This allows any Account to be Open or Closed. In the Default setting, all Accounts are Open (except the Service Account, No.0 which is closed).

The screen displays...

<b>Set A/C Status</b> <b>(7)</b>
-------------------------------------

Press the ENT Key. Bypass Account. No. 0 by pressing the  $\Delta$  Key. The screen displays...

<b>Acct. No. 1</b> <b>Open ■</b>
-------------------------------------

The ■ cursor pulsates. If you wish to keep the status of Account No. 1 Open, then press the Δ Key to move to Account No. 2. However, if you wish to close Account No. 1, press ENT. The screen displays...

<p><b>Acct. No. 1</b> <b>Closed</b></p>
---

Press Δ to move up to Account No. 2 and so on..

Alternatively, you may press the CLR Key and key in the digits of any Account number you may wish to change.

Example: The holder of Card 157 reports that it is missing. You decide to Close the Account to prevent unauthorized use of the card.

Select the function Set A/C Status. Press ENT Key. Press CLR Key. The screen displays...

<p><b>Acct. No. ■</b></p>
---------------------------

Key the digits over the pulsating ■ cursor and press ENT. the screen displays...

<p><b>Acct. No. 157</b> <b>Open</b></p>
---

Press ENT and the screen displays...

<p><b>Acct. No. 157</b> <b>Closed</b></p>
---

Press ESC to exit; the screen will revert to Set A/C Status.

**To Re-open an Account:** Press ENT when

<p><b>Act. No. 157</b> <b>Closed</b></p>
--

... is displayed on the screen, the Account will be Open again. Press ESC Key to exit from the procedure.

## 7.8 Set Timeout (8)

This function sets the Timeout, the period which elapses between the last copy being made and when the host machine is disabled by the terminal. The Default setting of the time is 60 seconds, but it could be extended to as long as 3276 seconds if necessary.

If no count pulses (indicating copies, fax pages, prints, etc.) are recorded for the duration of the timer, then the terminal reverts to Stand-by mode awaiting the next user. If can, of course be re-enabled by the current user re-inserting their card or re-keying their PIN Code.

Where there is a recurring need for a longer period, as when duplexing, artwork is often assembled between copies, or frequent paper changes are made or when fax transmissions are often subject to delays, the System manager may extend the Timeout period, 240 seconds is usually enough for these functions.

This is done by selecting the Set Timeout function in the Operator's Menu. Press ENT. The screen displays...

<p><b>Set Timeout (8)</b> <b>60s</b></p>
--

The cursor pulsates over the 6. Key in the new value. Press ENT then press ESC. The CM10 will now allow a Timeout of the seconds programmed.

Press Δ Key to select the next function on the Menu.

### 7.9 Beep (9)

When turned On (which is the default), the audible beep on the terminal sounds every time a card is swiped, a key is pressed and when the Limits display is shown during normal operation. It also sounds twice as a warning when the end of the Timeout period is imminent.

To turn it off: When the screen displays...

<p><b>Beep (9)</b> <b>ON</b></p>
--------------------------------------

Press ENT. The screen will show Beep OFF. Press ESC to exit from the procedure.

### 7.10 Run Limit

This function allows the System Manager to impose a limit on the number of copies which can be taken by any user in a single visit to the host machine. This procedure helps to divert long copy runs away from a small machine to a larger, more cost-effective machine, which management may have designated to handle lengthy runs. The user can only use the machine again after at least one other person has made copies.

Example: You decide to set a limit of 50 copies per user visit to the host machine. (This total can be reached by making 25 copies of 2 originals, or 50 copies of one original, or 5 copies of 10 originals, etc.

Select the Run Limit function. Press ENT. The screen displays...

<p><b>Run Limit</b> ■</p>
-------------------------------

The ■ cursor pulsates, awaiting a value. Key 50 and press ENT. The screen displays...

```

Run Limit
50
  
```

Press ESC. The limit is set and the screen reverts to Run Limit.

Press Δ to select the next function.

### 7.11 Machine Limit

This places a limitation on the number of copies a host machine may make. the procedure is similar to that used for setting Run Limits.

Press ENT. The screen displays...

```

MACHINE LIMIT
■
  
```

Key in the required value over the ■ cursor. Example: 10,000. Press ENT. The screen displays...

```

MACHINE LIMIT
10000
  
```

Then press ESC to exit.

**NOTE: The host machine will be disabled when the limit is reached. It will remain so until the System Manager either sets a higher limit or reads and clears the Accounts.**

### 7.12 Override (0)

The Override function allows System Managers to make copies without restriction.

Select this function. Press the ENT Key. The screen displays...

```

OVERRIDE
  
```

When you start to make copies, the screen displays the total number of copies you have made since the terminal was last cleared. It will display a message like this...

```

OVERRIDE
Copies 59
  
```

...and will record the copies you make on this run.

All Override copies are logged by the terminal and appear on the Printout.

The Supervisor Card must be swiped to disable the Override function.

## FOLLOWING INSTRUCTIONS APPLY ONLY TO COPYMANAGER 10'S SET UP FOR P.I.N. ACCESS

The maximum number of user Accounts on the Copymanager 10 is 950. The extended memory version Copymanager 10E has a capacity of 4,000 user Accounts.

The essential thing to note is that data collection and administration is based on the Account Numbers, not the PIN Codes. These may be different.

Example: The user allocated to Account No. 10 may have the PIN Code 1222. When the PIN 1222 is entered, the terminal will recognize it, and display the information that this is Account No. 10. All copy totals, individual and Group limits, etc. relevant to that user are recorded as Account No. 10.

System Managers should keep a tabulated sheet which lists:

- **Name of User**
- **Accounts Number**
- **Pin Code**
- **Group**

Copies of this sheet should be kept safely for reference and periodic amendment, as required..

**NOTE: A Sample Sheet is shown in Appendix B.**

**CAUTION: If you have been using the Copymanager 10 as a card system, take a report of you copy counts before continuing. The following process will clear the memory of the machine and return all the settings back to factory default.**

**To Set your Copymanager to PIN Access.**

Swipe the Supervisor Card and enter the Code **805**. The screen displays...

SELECT FUNCTION

Use the ∇ Key until the screen displays...

Ini. ?

Press ENT twice. The screen displays...

System type  
= Card

Press the ∇ Key and the screen displays...

System type  
= P.I.N.

Press ESC twice. The screen displays...

**Please Enter  
PIN - ■**

### 7.13 Set PIN Codes

Swipe the Supervisor Card and enter the Code **945**. Press ENT. The screen displays...

**SELECT FUNCTION**

Press the ▽ Key and the screen displays..

**Operator Menu**

Press ENT and the screen displays...

**OVERRIDE**

Press the ▽ Key until the screen displays...

**Set PIN Codes**

Press ENT. The screen will first display Account No. 0. **Do Not Use This.** It is a Service Account for the host machine maintenance personnel. Press Δ again. The screen displays...

**Acct. No. 1  
PIN= 0**

Enter the PIN Code digits for Account Number over the pulsating cursor. (Example: 1234). The screen displays...

**Acct. No. 1  
PIN= 1234**

Press the ENT Key. To move up to the next Account, press Δ.

When Account No. 2 appears on the screen, enter the appropriate PIN digits and press ENT.

Continue this procedure until you have entered the PIN Codes for all the Account Numbers you need.

**Repeat Function:** If you have to allocate PIN Codes to a large number of Accounts, and it is too laborious to enter them individually, there is a faster and easier way to do it by using consecutive numbers which are Offset by using any number up to 99.

Example: You wish to allocate PIN Codes to all Account Numbers between 1-400. You have chosen 7 as the Offset number. This means that if the PIN Code for Account No. 1 is 1234, then the PIN Code for Account No. 2 will be  $1234 + 7 = 1241$ ; the PIN Code for Account No. 3 will be  $1241 + 7 = 1248$  and so on up to Account No. 400 (the terminal will add the Offset number automatically as it goes along).

Select PIN Code function. Press the CLR Key. Enter the digit of the STARTING Account Number you wish to go to (Account No. 1). Press ENT.

Press ENT again to initiate the Repeat Function.

The capital letter R appears on the top right of the screen. Now enter the starting PIN Code (1234). The screen displays...

Acct. No. 1	R
PIN = 1234	

Press the ENT Key.

Now enter the digits of the FINISHING Account Number you wish to go to (Accounts No. 400) and press the ENT Key.

Now enter the Offset number (7) and press the ENT Key.

The Copymanager 10 will now go through all the Accounts from Acct. NO. 1 to Acct. No. 400, assigning the PIN Codes in accordance with the setting you have programmed.

A hard copy Printout of the new PIN Codes may be obtained by connecting the optional Printer and following the steps detailed in Section 7.2, Print Limits.

Alternatively, you may use the  $\Delta$  Key to read the PIN Codes.

There is another, more random and therefore more secure, way of assigning PIN Codes to Account Numbers. Press CLR and key in the Account Number you want to go to. Press ENT. Just Pick an occasional Account Number to use and note its PIN Code. This helps to randomize the choice of PIN Codes for security purposes.

When you have finished with the Set PIN Codes function in the Operator Menu, press ESC to exit from this option and press the  $\Delta$  Key to go immediately to the next important function, Security.

## 7.14 Security

This function allows the System Manager to EITHER make it possible for users to key in their own Account Number directly (Security setting OFF, which is the Default setting) OR require users to key in their PIN Code before being able to access the copier (Security setting ON).

In other words, the OFF Setting means that when a valid Account Number is entered, the terminal enables the host machine with requesting the appropriate PIN Code for that Account. The ON option is more secure. When a valid Account Number is entered, the terminal prompts the user to enter the appropriate PIN Code for that Account. Only when a valid PIN Code is keyed, together with the appropriate Account Number, will the terminal enable the host machine.

It is IMPERATIVE that security is ON if PIN Codes have been programmed into the terminal for it to function properly.

Scroll to the Security function.

The setting 'toggles' between ON and OFF using the ENT or  $\Delta \nabla$  keys.

Set Security ON if PIN Codes have been entered.

Press ESC to exit when the desired setting is displayed on the screen.

Press the  $\Delta$  to the next option, Entry Attempts.

### 7.15 Entry Attempts

This function sets the number of attempts users are allowed to make to key in a valid PIN Code. If a wrong PIN Code is entered more than the number of times set by the System Manager, the terminal temporarily shuts down and the screen displays...

#### CALL OPERATOR

The Default setting is 4 attempts. Any number from 1-99 can be entered instead. If you wish to change this setting, press ENT. The display shows...

<p><b>Entry Attempts</b> =4</p>
-------------------------------------

Key the new number and press ENT. Press ESC to exit from this function. Press the  $\Delta$  Key to move to the last function in the Operator Menu, Lockout Time.

### 7.16 Lockout Time

This function is used to set the period of time the terminal is disabled after a user has exceeded the set number of Entry Attempts.

In essence, Lockout Time is a deterrent measure to reduce the likelihood of users attempting to find out Codes other than their own, and to prevent access to the system by unauthorized persons.

When the Lockout Time has been triggered, the screen displays...

<p><b>CALL OPERATOR</b></p>
-----------------------------

To return the Copymanager 10 to normal before the Lockout Time elapses, the System Manager should swipe the Supervisor Card through the terminal channel. This will return the terminal to stand-by mode.

The Default is 300 seconds (5 minutes).

To change this, press ENT when Lockout Time is selected and is showing on the screen. The screen now displays...

<b>LOCKOUT TIME</b> <b>=300 S</b>
--------------------------------------

Key in the new number of seconds and press ENT. Press ESC to exit from this function.

**This completes the instructions relating to the functions relevant to the operation of the Copymanager 10 in its PIN configuration.**

## 8. Data Transfer

Data transfer is used for copying the memory from the one unit to another, e.g. to set up several units with the same PIN codes, Limits, etc.

You cannot do a Data Transfer with copy counts on the transmitting Copymanager 10.

You should initialize the receiving the Copymanager 10 (see Section 13, page 30) before proceeding.

When the Copymanager 10 displays SELECT FUNCTION, use the  $\nabla$  Key until the display reads Data Transfer. Press ENT. The display reads...

**Txmit:-  
PRESS <ENTER>**

Pressing any key except <ENT> or <ESC> will toggle this to:

**Receive:-  
PRESS <ENTER>**

Set the transmitting Copymanager 10 to: Txmit:-

Set the receiving Copymanager 10 to: Receive:-

Connect the data transfer cable to both Copymanagers via the 6 Pin round receptacle on the back of the machine.

Press ENT on the Receiving Machine and the display shows...

**Receiving data**

Press ENT on the Transmitting Machine and the display shows...

**Transmission**

After 10 seconds or so, the transmitting machine will show the Txmit:- prompt again. The receiving machine will return to SELECT FUNCTION. At this point, the process is complete, and the machine number of the transmitting will have been incremented, ready for a further transmission if required.

Press ESC on the transmitting Copymanager 10 and the display returns to SELECT FUNCTION. Press ESC once more and the Copymanager returns to the User Mode.

## 9. Comms Set

The Comms Set allows the Supervisor to set the communication parameters in the Copymanager 10.

At the SELECT FUNCTION prompt, use the ▽ Key until the display reads...

**Comms. Set**

Press ENT and the display shows...

**Baud = 2400**

To change the baud rate, press the Δ Key until it displays the baud rate you want. (The Copyguard IDP printer uses a baud rate of 9600 as do most newer serial port printers). When the correct baud rate is displayed, press ENT. The display will show...

**Par. OFF**

To change this setting press the Δ Key until it displays the option you want. Par. OFF is the correct setting for the Copyguard IDP 3110 Printer.

Press ENT and the display shows...

**Bit/ch. = 8**

Using any key except ESC will toggle this setting to Bit/ch. = 7; the correct setting for the Copyguard IDP 3110 Printer is 8. Press ESC and the display will return to SELECT FUNCTION.

## 10. Hold Time

The Hold Time sets the delay between closing the account, and reversion to standby (INSERT CARD->> or ENTER PIN #). The default Hold Time is five seconds and should be long enough to ensure that all copies in progress when the copier is disabled are correctly allocated to the account.

To change the Hold Time, press the ▽ Key at the SELECT FUNCTION prompt until the display shows...

**Hold Time**

Press ENT and the display shows...

**5 S**

Enter the number of seconds you wish to set the Hold Time and press ENT. Press ESC to return to SELECT FUNCTION.

## 11. Machine No.

This allows the Supervisor to assign numbers to machines in a multiple installation. At the SELECT FUNCTION prompt, press the ▽ Key until the screen displays...

**Machine No.**

Press ENT. The display shows...

**Machine No. 1**

Using the Δ Key will increase the number or you can enter the number you want. Pressing CLR will return the number to 1. When the correct number is displayed, press ENT. Press ESC to return to SELECT FUNCTION.

## 12. Language

This allows the Supervisor to set the language that will be used in the Copymanager 10. The options are: English, French and Netherlands. To change this setting, press the ▽ Key at the SELECT FUNCTION prompt until the display shows...

**Language**

Press ENT and the display shows...

**Language  
English**

Press any key except ESC to change the language. When the Copymanager is set to the language you want, press ESC and the display returns to SELECT FUNCTION.

**This concludes the functions under the Supervisor Code 945.**

### The following functions are set using the Technical Code 805.

As you can see, all of the above Supervisor functions can be utilized under the Technical Code 805, but the following functions cannot be utilized under the Supervisor Code 945. Once the following functions are set, it is best that the Supervisor uses the Code 945 to set the other functions, so that the machine is not accidentally initialized. Once the machine is initialized, the PIN Codes and the copy counts are permanently cleared from the machine and all of the settings are returned to factory default.

#### 13. Init.

This function clears the total memory of the Copymanager 10 and resets it back to factory default settings. This function should be performed upon installation of the Copymanager 10 in the event that the memory has been corrupted in shipment. Memory corruption can also be caused by power surges and static electricity. After the machine has been programmed and you suspect that the memory has been corrupted, **do not initialize** the Copymanager until you have called one of our technicians to verify that this function is necessary.

To initialize the Copymanager 10: Swipe the Supervisor Card and enter the Code 805 and press ENT. The display will show...

#### SELECT FUNCTION

Press the ∇ Key until the display shows...

**Init.?**

Press ENT and the machine is initialized. Press ESC to return to the SELECT FUNCTION prompt.

#### 14. Enter Sys No.

This function allows only cards with the same system number to be used with this Copymanager 10. In other words, cards from a different location cannot be used on your systems because the system numbers do not match.

To set the system number press the Δ Key until the display shows...

**Enter Sys. No.**

Press ENT and then press the Δ Key and the display shows...

**Enter Sys. No. ■**

Enter the system number you wish to use and press ENT. The display will return to SELECT FUNCTION.

NOTE: The user cards are encoded with a universal system number and will be changed to your machine system number the first time it is used.

## 15. Read Sys. No.

This function allows the Supervisor to read system number of account cards.

At the SELECT FUNCTION prompt, use the Δ Key until the display shows...

**Read Sys. No.**

Press ENT and the display shows...

**INSERT CARD- >>**

Swipe through the card you wish to read. The display shows...

**Sys. No. = xxx**

Press ESC and the display returns to SELECT FUNCTION.

Press ESC once more to return to User Mode.

**16. Default Settings**

	<b>CARD</b>	<b>PIN</b>
<b>No. of Accounts</b>	<b>1500</b>	<b>950</b>
<b>No. of Groups</b>	<b>60</b>	<b>60</b>
<b>PIN Code</b>	<b>N/A</b>	<b>0</b>
<b>User Account Limit</b>	<b>0 (No Limit)</b>	<b>0</b>
<b>Group Account Limit</b>	<b>0</b>	<b>0</b>
<b>Run Limit</b>	<b>0</b>	<b>0</b>
<b>Machine Limit</b>	<b>0</b>	<b>0</b>
<b>Timeout</b>	<b>60 secs</b>	<b>60 secs</b>
<b>Entry attempts</b>	<b>N/A</b>	<b>4</b>
<b>Beep</b>	<b>ON</b>	<b>ON</b>
<b>Security</b>	<b>N/A</b>	<b>OFF</b>
<b>A/C Status</b>	<b>OPEN</b>	<b>OPEN</b>
<b>User Account Group</b>	<b>0</b>	<b>0</b>
<b>Lockout Time</b>	<b>N/A</b>	<b>300 secs</b>

**17. Max Settings**

	<b>CARD</b>	<b>PIN</b>
<b>No. of Accounts</b>	<b>1500</b>	<b>950</b>
<b>No. of Groups</b>	<b>60</b>	<b>60</b>
<b>PIN Code</b>	<b>N/A</b>	<b>999999</b>
<b>User Account Limit</b>	<b>32767</b>	<b>32767</b>
<b>Group Account Limit</b>	<b>999999</b>	<b>999999</b>
<b>Run Limit</b>	<b>65520</b>	<b>65520</b>
<b>Machine Limit</b>	<b>999999</b>	<b>999999</b>
<b>Timeout</b>	<b>3276 secs</b>	<b>3276 secs</b>
<b>Entry Attempts</b>	<b>N/A</b>	<b>99</b>
<b>Lockout Time</b>	<b>N/A</b>	<b>3276 secs</b>

**Appendix A: Sample Printouts**

**Sample Printouts of Copies Made  
Menu Option Printout**

	<b>Copy Management System V1.27</b>			
<b>A</b>	<b>Machine number 001</b>			
	<b>TOTAL COPIES</b>			
<b>B</b>	<b>Overall:-</b>			
<b>C</b>	<b>Account:-</b>			
<b>D</b>	<b>Override:-</b>			
<b>E</b>	<b>External:-</b>			
<b>F1</b>	<b>Service acct 1 :-</b>			
<b>F2</b>	<b>Service acct 2 :-</b>			
	-----			
	<b>GROUP TOTALS</b>			
	<b>Group no.</b>	<b>Total</b>	<b>Limit</b>	
<b>G</b>	0	34	0	
	-----			
	<b>ACCOUNT TOTALS</b>			
	<b>Account no.</b>	<b>Total</b>	<b>Limit</b>	<b>Group</b>
<b>H</b>	1	5	0	0
	123	10	0	0
	321	1	0	0
	456	2	0	0
	654	2	0	0
	741	1	0	0
	789	12	0	0
	852	1	0	0
	-----			
<b>I</b>	<b>End of records Memory retained</b>			

**Sample Printout of Master Information:  
Menu Option Print Limits**

	<b>Copy Management System Group / Account Settings Machine No. 001</b>				
<b>A</b>	-----				
	<b>GROUP DETAILS</b>				
<b>B</b>	<b>Group no. Limit</b>				
	-----				
	<b>ACCOUNT TOTALS</b>				
	<b>Account No.</b>	<b>Limit</b>	<b>Group</b>	<b>O/C (PIN)</b>	
<b>C</b>	0	0	0	#	123
<b>D</b>	1	0	0		456
<b>E</b>	2	0	0		789
	3	0	0		147
	4	0	0		258
	5	0	0		369
	6	0	0		321
	7	0	0		654
	8	0	0		987
	9	0	0		741
	10	0	0		852

- A= Machine number**
- B= Group Details**
- C= Account Details**
- D= # Denotes a closed account**
- E= Applies to PIN systems only**

- A= Machine number (Used to identify different terminals on a multi terminal site)**
- B= Overall number of copies**
- C= Copies made by account card**
- D= Copies made in override mode**
- E= Copies detected from a 3d party system (e.g. coin-op)**
- F= Copies made using service account cards**
- G= Group Totals**
- H= Account Total**
- I= Indicates if datat is cleared or stored**

