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## SYSTEM OVERVIEW

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

The Auditor™ has been designed to track and monitor all photocopying usage by ensuring that only authorized users have access to the photocopier. This is accomplished by requiring the copier user to enter an access number before the photocopier may be used. This access number or account number in most cases will have been pre-stored in the Auditor™ by you the System Supervisor. The user enters the appropriate account number (up to 10 digits) and then touches the ENT (Enter) Key. If the account number is valid, the Auditor™ will unlock the copier and copies may be made in the usual manner.

All copies made against this account number will be recorded in the memory of the Auditor™. At the end of the billing or tracking cycle, the Supervisor may print a report of the copying activity, or the information may be viewed through the 2 line display. Report printing may be accomplished by using an optional Copyguard® cable and any printer that utilizes an RS 232 Serial port.

The Auditor™ 750 will hold up to 700 account numbers (the Auditor™ 3000 will hold up to 2938). Additionally, you may assign an account to become a member of a Group. This is helpful if you would like to track not only individual usage, but that of the overall department, project, etc. The Auditor™ 750 and 3000 will track up to 50 groups.

There are several machine settings that may be made to customize the Auditor™ to meet your specific application

requirements. Features such as the ability to assign limits to control the number of copies an account may make, or the maximum number of copies per billing cycle that could be made on the photocopier, may be set to your specifications. These settings, and others, have already been loaded in the Auditor™ with default values. That is, a pre-determined amount has already been set. If you would like to change these settings you may do so. However, if the default setting is satisfactory, there is no need for you to alter the settings.

Machine functions and setting of the Auditor™ are organized within S menus. These menus are only available to the Supervisor by way of a Supervisor Access Code. Without this security code these menus cannot be accessed. It is within these menus that the Supervisor will establish valid account numbers, assign groups, set limits, print reports, etc. The Auditor™ is shipped with a factory set Supervisor Code, and may be changed to provide greater security. It is very important that the Supervisor carefully record this access code in a safe place.

### IMPORTANT NOTICE

Included with the Auditor™ is a **By-Pass Plug**. This plug is used in the unlikely event that the Auditor™ malfunctions. Should this happen, the Auditor™ is unplugged, and the By-Pass Plug inserted into the connector. This will enable the copier to be used as though there were no control device installed.

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

## GENERAL MACHINE FEATURES

### ACCOUNT NUMBER

Unless you are using the "auto entry" feature (see page 26) you must establish valid account numbers for user access. These numbers are stored in the system's memory and when entered, all copies made against this number will be recorded.

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

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

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

Limits may be set for each account. The limit value set, is the maximum number of copies that may be made by that account during the billing or tracking period. When the limit is reached the account number will no longer be valid. When an account is opened, it is automatically set to the default limit value. The Supervisor may specify the default value by changing the "Set Default Account Limit" setting in the "Account and Group Set-up" menu number 1.

Account numbers may be designated as members of a Group. This is useful when

monitoring both employees and departments or projects. Each account, when opened, is automatically set to the default group. The Supervisor may select which group number is the default by modifying the "Set Default Group" setting in the Account and Group Set-up menu number 1.

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

#### Key Points

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

The Auditor™ 750 will store up to 700 account numbers (Auditor™ 3000 - 2938)

Accounts may be assigned to a group.

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

Accounts may be opened, closed, cleared or deleted.

All cleared copy counts are added to the "Cleared Copies"

The Auditor™ will store up to 50 Groups

The default group is selectable by the Supervisor

Group Limits are selectable by the Supervisor

## LIMITS

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

- Account number
- Groups
- Machine Total

When required, a message will be displayed that indicates the limit has been reached, any copying is no longer available to the account, group or in the case of machine limit, for the copier.

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

## DEFAULT VALUES

The Auditor TM comes pre-loaded with values set for certain functions, such as account copy limits, machine limits, etc. (Please see Menu List Page 8 for a list of all default values). These values are set to the least restrictive values. For example, the default account limit is set to the maximum number of copies that may be made, thus providing unrestricted copying by each account.

Default values may be changed. Changes to the default values will remain in effect until they are changed again, or until the "Clear All Memory" function is performed. After the "Clear All Memory" function is performed, all settings return to their default values as listed on Page 8.

## SUPERVISOR ACCESS CODE

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

▲▼▼▲ (Access Code) **ENT**

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

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

Without this Access Code the Supervisor may not gain access to the menus to make changes, print reports, or add or delete accounts. If this access code is lost, it will be necessary to place a service call to your installing dealer to reinstate the default setting.

**Please record your Supervisor Access Code for future reference.**

## Key Points

The "Set Supervisor Access Code" is listed in menu 5 - Installation Options.

Up to a 10 digit Access Code may be stored.

Changed Access Codes will remain in effect until changed again\* or until the "Clear All memory" function is performed.

The default Supervisor Access Code is 0

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

## GETTING STARTED

## MANAGING

### Menu List

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

	<b>Menu</b>	<b>Default Settings</b>	<b>Max Settings</b>
<b>Menu 1</b>	<b>Account and Group Set-up</b> Account Set-up Set Default Account Limit Set Default group Set Group Limits	  65,520 copies 1 999,999 copies	  65,520 copies  999,999 copies
<b>Menu 2</b>	<b>Reporting</b> View Accounts View Overall Totals View Group Totals Print Report Print Limits		
<b>Menu 3</b>	<b>Override</b> Override    OFF		
<b>Menu 4</b>	<b>Machine Set-up</b>  Set Machine Limit Set Run Limit Set Auto Entry Set Conceal Input Set No. of Entry Attempts Set Lockout Time Data Transfer	  999,999 copies 65,520 copies OFF OFF 4 60 seconds	  99,999 copies 65520 copies   99 3275 seconds
<b>Menu 5</b>	<b>Installation Options</b> Clear All Memory Set Machine Number Set Supervisor Access Code Comms Set  Set Hold Time	  1 0 Baud rate = 9600, Parity OFF Bits/Char = 8, Append Line Feed = Off  5 seconds - used by technician    only	

## ACCESSING AND MODIFYING MENU FEATURES

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

### Basic Keyboard Instructions

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

**ENT**

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

**DEL**

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

**ESC**

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

**CLR**

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

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

## SUPERVISOR ACCESS

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

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

When the Auditor™ is switched on the display will read:

**Enter Account #:**

Touch ▲▼▼▲ 0 **ENT**

You must type this key sequence **EXACTLY**.

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

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

**Supervisor Menu.  
Select Function**

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

**Note: The Auditor™ has been shipped with a pre-stored supervisor access code of 0. You may change this to a more secure code by modifying the Supervisor Access Code, refer to menu 5 - Installation Options. If you change this access code, be certain you record this access code for future reference.**

## CLEARING THE MEMORY

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

### Clearing the Memory

Start with the display reading:

**Supervisor menu  
Select function**

Use the ▲ or ▼ key until the display reads:

**5 - Installation  
Options**

Touch **ENT** the display will read:

**Clear All  
Memory?**

Touch **ENT** the display will read:

**Access Code:**

Type: **1 9 4 1 9 4 5**

Touch **ENT** the display will read:

**Press (ENT)  
to confirm**

Touch **ENT** the display will read:

**Enter Account #**

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

## MENU 1 - ACCOUNT AND GROUP SET - UP

This section will explain the operation of the features found in Menu 1 - Account and Group and Set-up.

These include:

**ACCOUNT SET-UP  
SET DEFAULT ACCOUNT LIMIT  
SET DEFAULT GROUP  
SET GROUP LIMITS**

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

### ACCOUNT SET-UP

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

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

### ADDING ACCOUNTS

Unless you are utilizing the Auto Entry feature, you must pre-store all account numbers. This process is referred to as "Adding an Account" or "Opening an Account". This function is performed by selecting the "Account Set-up" option.

By opening an account you have established a valid account number and thus have authorized copier usage. An account may be assigned to a group, and may also be given a limit as to the number of copies that may be made. If no group

or limit is assigned, the account will be assigned the default values.

### Adding an Account

Starting at the display prompt of:

**1 - Account and  
Group Set-up**

Touch **ENT** the display will read:

**Account Set-up**

Touch **ENT**: the display will read:

**Enter Account #**

Type in the desired account number and touch **ENT**

**Note: If you make a typing error you may use the DEL key to delete the error, or the CLR key to erase the entire entry.**

The display will read:

**+ ADD + this  
Account ? (ENT)**

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

To add the account touch **ENT**

The display will briefly show the message *Account Added* and will then display the Current default settings for group and limit.

The display will read:

# 1234567890	G 01
C 0 L	65,250

# = Account number  
G = Group (default setting)  
C = Current copy count  
L = Account Limit (default setting)

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

Touch **ENT**

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

Touch **Esc**

## ASSIGNING AN ACCOUNT TO A GROUP

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

### Changing the Group Number

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

# 1234567890	G 01
C 0 L	65,250

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

Type 0 and the cursor will automatically be positioned in the Group field. Type in the desired Group number and

Touch **ENT**

INOTE: If you make a typing error you may use the DEL key to delete the error, or the CLR key to erase the entire entry.

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

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

Touch **ENT** the display will read:

# 1234567890	G 02
<b>Account Open</b>	

Touch **ENT**

and the display will confirm your settings.

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

Touch **ENT**

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

Touch **ESC** the display will read:

<b>Account Set-up</b>
-----------------------

## ACCOUNT LIMITS

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

### Changing the Account Limit

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

#	1234567890	G 01
C	0 L 65,250	

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

By typing 0 and the desired Group number and touching **ENT**

The flashing cursor will move to the Limit area. If you have just entered a Group number, you are ready to simply key in the desired limit value.

Type in the desired limit value and

Touch **ENT**

**Note: If you make a typing error you may use the DEL key to delete the error, or the CLR key to erase the entire entry.**

The display will read:

#	1234567890	G 02
Account Open		

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

Touch **ENT**

If you have completed entering account numbers

Touch **ESC** the display will read;

Account	Set - up
---------	----------

Touch **ESC** the display will read:

1	- Account and
	Group Set - up

## DELETING ACCOUNTS

When an account number is no longer needed, it may be deleted from the account list. Copy counts must be cleared before an account may be deleted (see Clearing An Account, Page 15). Cleared copy counts will be added to the "Cleared Copies" totals.

### Deleting an existing Account

Start at the display prompt of:

1	- Account and Group
	Set - up

Touch **ENT** the display will read:

Account Set - up
------------------

Touch **ENT** the display will read:

<b>Enter Account #:</b>
-------------------------

Type in the desired account number  
Touch **ENT**

**Note: If you make a typing error you may use the DEL key to delete the error, or the CLR key to erase the entire entry.**

The display will read:

#	1234567890	G 01
C	250	L 65,250

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

Touch **CLR** the display will read:

<b>-CLEAR - this Account? (ENT)</b>
---

Touch **ENT**

The display will briefly read:

<b>- CLEAR - this Account CLEARED</b>
---

In a moment the display will read:

#	1234567890	G 01
C	0	L 65,250

Touch **DEL**

The display will read:

<b>* DELETE * this Account ? (ENT)</b>
--

Touch **ENT**:

The account has now been deleted. Any cleared copy counts stored with this

account will be recorded in the "Cleared Copies" totals.

The display will read:

<b>Enter Account #</b>
------------------------

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

Touch **ESC** the display will read:

<b>Account Set-up</b>
-----------------------

Touch **ESC** the display will read:

<b>1 - Account and Group Set-up</b>
---

## CLOSING AN ACCOUNT

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

### Closing an Existing Account

Starting at the display prompt of:

<b>1 - Account and Group Set-up</b>
---

Touch **ENT** the display will read:

<b>Account Set-up</b>
-----------------------

Touch **ENT** the display will read:

**Enter Account #**

Type in the desired account number

Touch **ENT**

**Note: If you make a typing error you may use the DEL key to delete the error, or the CLR key to erase the entire entry.**

The display will read:

# 1234567890 G 01  
C 0 L 65,250

Type 0 and

Touch **ENT ENT'**,

The display will read:

# 1234567890 G 01  
Account Open

Touch **DEL** The display will read:

# 1234567890 G 01  
Account Closed

Touch **ENT** The display will read

**Enter Account #**

To **Re-open** an account, follow the procedure until it says Touch **DEL**. Instead of touching **DEL** Touch **CLR**. The display will read:

# 1234567890 G 01  
Account Open

Touch **ENT**

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

Touch **Esc** the display will read:

**Account Set-up**

Touch **Esc** the display will read

- **Account and Group Set-up**

### CLEARING AN ACCOUNT

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

#### Clearing Copy Counts

Starting at the display prompt of:

1 - **Account and Group Set-up**

Touch **ENT!** the display will read:

**Account Set-up**

Touch **ENT** the display will read:

**Enter Account #:**

Type in the desired account number

Touch **ENT**

**Note: If you make a typing error you may use the DEL key to delete the error, or the CLR key to erase the entire entry.**

The display will read:

# 1234567890 G 01 C  
236 L 65,250

Touch **CLR** the display will read:

- CLEAR - this  
Account ? (ENT)

Touch **ENT** the display will read:

# 1234567890 G 01  
C 0 L 65,250

If the account should be deleted,

Touch **DEL** the display will read:

\*DELETE\* this  
Account? (ENT)

Touch **ENT** the display will read:

Enter Account #:

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

Touch **Esc** the display will read:

Account Set-up

Touch **ESC** the display will read:

1 - Account and  
Group Set-up

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

## SET DEFAULT ACCOUNT LIMIT

Account limits may be set to ensure that users do not exceed the number of copies they are entitled to make. When an account is opened it is automatically set to the default setting. You may specify the default value for the account limit, by selecting the "Account Limit Default" selection. The value entered in this selection will cause all accounts that are opened after making the change to have this limit. Once changed, this value will remain in effect until changed again, or until the "Clear All Memory" function is performed, which will cause the factory set default to be reinstated. The factory default setting is 65,520 copies.

### Changing the Default Account Limit

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

1 - Account and  
Group Set-up

Touch **ENT** the display will read:

Account Set-up

Use the ▲ or ▼ keys until the display reads:

Set Default Account Limit

Touch **ENT** the display will read:

Default Limits  
= XXXXX

(Current Limit)

Type in desired limit value

Touch **ENT** the display will read:

**New Value =  
xxxxx OK?**

If this is the correct value

Touch **ENT** the display will briefly show:

**xxxxx Stored**

Then reads:

**Set Default  
Account Limit**

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

## SETTING THE GROUP DEFAULT

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

To set the Group default, start with the display reading:

**1 - Account  
and Group**

Touch **ENT** the display will read:

**Account Set-up**

Use the **▲** or **▼** keys until the display reads:

**Set Default  
Group**

Touch **ENT** the display will read:

**Default Group  
xx**

Type in the desired group number.

Touch **ENT**

**Note: If you make a typing error, you may use the DEL key to delete the error, or the CLR key to erase the entire entry.**

The display will read

**New Value =  
xx O K?**

If this is the correct value

Touch **ENT**

the display will briefly show:

**xx Stored**

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

The display will read:

**Set Default  
Group**

## SETTING GROUP LIMITS

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

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

To set Group limits, start with the display reading:

**1 - Account and Group Set-up**

Touch **ENT** the display will read:

**Account Set-up**

Use the ▲ or ▼ keys until the display reads:

**Set Group Limits**

Touch **ENT** the display will read:

**Enter Group 1**

Type in the desired group number

Touch **ENT**: the display will read:

**Enter Group x  
Limitxxxx(current limit)**

Type in the desired limit value

Touch **ENT** the display will read:

**New Value =  
xxxx O K?**

Touch **ENT** the display will read:  
(If this is incorrect, touch **ESC** and repeat procedure.)

The display will read:

**Enter Group x**

**(This will be the next higher group number)**

If you wish to continue setting group limits, repeat this procedure. If you are finished with group limits,

Touch **ESC** the display will read:

**Set Group Limits**

Touch **ESC** the display will read:

**1 - Account and Group Set-up**

## MENU 2 - REPORTING

This section will explain the operation of the features found in Menu 2 - Reporting

These include:

**VIEW ACCOUNTS**  
**VIEW OVERALL TOTALS**  
**VIEW GROUP TOTALS**  
**PRINT REPORT (Includes Clearing Copy Counts)**  
**PRINT LIMITS**

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

### VIEW ACCOUNTS

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

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

### Viewing Accounts

To view account activity, start with the display reading:

**2 - Reporting**

Touch **ENT** the display will read:

**View Accounts**

Touch **ENT** the display will read:

**Enter Account #**

Enter the first account number you wish to view and:

Touch **ENT** the display will read:

#	1234567890	G	01
C	24367	L	65,520

# = Account Number  
G = Group Number  
C = Current copy count L  
= Account Limit

If you wish to view additional accounts, You may use the ▲ or ▼ keys to scroll through the account list.

If you wish to view a particular account,

Touch **ENT** the display will read

**Enter Account# :**

Enter the desired number and repeat the procedure.

When you are finished viewing accounts,

Touch **Esc** the display will read:

**View Accounts**

Touch **ESC** the display will read:

**2 - Reporting**

## Clearing Account Totals

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

When the display reads:

#	1234567890	G	01
C	24367	L	65,520

Touch **CLR** the display will read:

<b>-CLEAR - this Account ? (ENT)</b>			
--	--	--	--

Touch **ENT** the display will read:

#	1234567890	G	01
C	0	L	65,520

If the account should be deleted,

Touch **DEL** the display will read:

<b>*DELETE* this Account? (ENT)</b>			
---	--	--	--

Touch **ENT** the display will briefly show:

<b>*DELETE* this Account? Deleted</b>			
---	--	--	--

Then reads:

<b>Enter Account #</b>			
------------------------	--	--	--

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

If you are finished with this section:

Touch **ESC** the display will read:

<b>View Accounts</b>
----------------------

Touch **ESC** the display will read:

<b>2 - Reporting</b>
----------------------

## VIEW OVERALL TOTALS

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

To clear totals, a Clear Copy Count function must be performed (22).

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

<b>2 - Reporting</b>
----------------------

Touch **ENT** the display will read:

<b>View Accounts</b>
--------------------------

Use the **▲** or **▼** until the display reads:

<b>View Overall Totals</b>
--------------------------------

Touch **ENT** the display will read:

**Total : xx**

(Total number of copies made)

Touch the ▲ or ▼ the display will read:

**Accounts xx  
Override xx**

(Total number of copies made that have been assigned to accounts)

Touch the ▲ or ▼ the display will read:

**External xx  
Cleared xx**

(Total number of copies made via external method, e.g. coin op device, and copies cleared from system since last overall memory clear)

You may continue to use the ▲ or ▼ keys to scroll through this list. When you are finished viewing the machine totals,

Touch **ESC** the display will read:

**View Overall  
Totals**

**Note: Overall machine totals may only be cleared during the complete copy count clearing procedure. Please refer to Clear All Copy Counts on Page 23.**

## VIEW GROUP TOTALS

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

### Viewing Group Totals

To view group totals, start with the display reading:

**2 - Reporting**

Touch **ENT** the display will read:

**View Accounts**

Use the A or V until the display reads:

**View Group  
Totals**

Touch **ENT** the display will read:

**Enter Group            1**

Key in the desired group and

Touch **ENT** the display will read:

**Enter Group            x  
Total :                xx**

(Current Total)

If you wish to view another Group, type in the desired group number and

Touch **ENT**

or you may use the ▲ or ▼ keys to scroll through the list.

When finished viewing group totals,

Touch **Esc** the display will read:

**View Group  
Totals**

Note: Group totals may only be cleared during the complete copy count clearing procedure. Please refer to Clear All Copy Counts on Page 23.

## PRINTING A REPORT

A report may be printed that details all copying activity by account number, group and overall totals. To print a report you must have a Copyguard supplied cable that is specific to the printer you will be using. Virtually any printer with an RS 232 Serial port may be used for report printing. For additional information, please contact your Copyguard dealer.

### Attaching the Cable

**Note: Power should be turned off before connecting cables.**

Attach the supplied cable to the **Auditor™** at the back of the unit. The **Auditor™** cable utilizes a round, 6 pin connector, and is labeled "Auditor™". Attach the other end of the cable to printer. This end will be labeled "Printer". Ensure that you have securely connected the cables and that power is on at the printer and paper is loaded.

### Selection of print option

There are two types of reports that may be printed from the **Auditor™**.

## Print Report

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

## Print Limits

The Print Limits report will print a report showing all accounts and all groups that have been opened, regardless if there have been any copies made. This report is useful when a complete account list is required.

## Printing

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

Start with the display reading:

**2 – Reporting**

Touch **ENT** the display will read:

**View Accounts**

Use the ▲ or ▼ until the display reads:

**Print Report**

or

**Print Limits**

Touch **ENT**

and the report will begin to print.

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

**Press (CLR) to  
clear memory**

If you would like to retain the memory,

Touch **ESC**

If you would like to clear all copy totals back to 0.

Touch **CLR** the display will read:

**Press (ENT) to  
confirm**

Touch **ENT** the display will read:

**Print Report**

### **CLEARING COPY COUNTS WITHOUT PRINTING**

Whether you are printing a report or viewing account activity on the screen; in order to clear the copy counts back to zero, you must "print" the report. If you are not using a printer, do the following

Start with the display reading:

**2 - Reporting**

Touch **ENT** the display will read:

**View Accounts**

Use the ▲ or ▼ keys until the display reads:

**Print Report**

Touch **ENT** the display will briefly read:

**Printout .....**

In a few moments the display will read:

**Press (CLR) to  
Clear memory**

Touch **CLR** the display will read:

**Press (ENT) to  
Confirm**

Touch **ENT** the display will read:

**Print Report**

Touch **ESC** the display will read:

**2 - Reporting**

## MENU 3 - OVERRIDE MENU

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

### OVERRIDE

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

### OVERRIDE

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

## CHANGING THE OVERRIDE SETTING

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



3 - Override

Touch **ENT** the display will read:



Override xx

Use the ▲ or ▼ until the display shows the desired setting, and

Touch **ENT** the display will flash:



OK? Stored

And will then display:



Override xx

ON or OFF

Touch **ESC** the display will read:



3 - Override

## MENU 4 - MACHINE SET-UP

This section will explain the operation of the features found in **Menu 4 - Machine Set-up**. These include:

**SET MACHINE LIMIT**  
**SET RUN LIMIT**  
**SET AUTO ENTRY**  
**SET CONCEAL**  
**SET NO. OF ENTRY ATTEMPTS**  
**SET LOCKOUT TIME**  
**DATA TRANSFER**  
**SET TIME-OUT**  
**SET BEEP**

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

### SET MACHINE LIMIT

#### Machine Limit

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

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

**4 Machine  
Set up**

Touch **ENT** the display will read:

**Set Machine  
Limit**

Touch **ENT** the display will read:

**Machine Limit  
= xxxxxx**

(Current Setting)

Type in the desired machine limit

Touch **ENT**

**NOTE: If you make a typing error you may use the DEL key to delete the error, or the CLR key to erase the entire entry.**

The display will read:

**New Value-  
xxxxx OK?**

Touch **ENT** the display will briefly show:

**xxx stored**

then reads:

**Set Machine Limit.**

## SET RUN LIMIT

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

### Changing The Run Limit

To change the Run Limit, start with the display reading

**4 - Machine  
Set-up**

Touch **ENT** the display will read:

**Set Machine  
Limit**

Use the **▲** or **▼** key until the display reads:

**Set Run Limit**

Touch **ENT** the display will read:

**Run Limit  
= xxxxxx**

(Current Setting)

Type in the desired run limit

Touch **ENT**

**Note: If you make a typing error you may use the DEL key to delete the error, or the CLR key to erase the entire entry.**

**New Value =  
xxxxx O K?**

The display will read:

Touch **ENT** the display will briefly show:

**xxx stored**

then

**Set Run Limit**

## SET AUTO ENTRY

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

the memory is full. Alternatively, unneeded accounts may be deleted in the normal manner. The Auto Entry feature may be turned OFF and all accounts that have been previously entered will remain as valid account numbers.

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

**4 - Machine Set-up**

Touch **ENT** the display will read:

**Set Machine Limit**

Use the **▲** or **▼** key until the display reads:

**Set Auto Entry**

Touch **ENT** the display will read:

**Auto Entry = xx**

Use the **▲** or **▼** until the display reads the desired setting

Touch **ENT** the display will flash:

**OK? Stored**

and will then display

**Set Auto Entry**

Touch **ENT** the display will read:

**4 - Machine Set-up**

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

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

**4 - Machine Set-up**

Touch **ENT** the display will read:

**Set Machine Limit**

Use the **▲** or **▼** key until the display reads:

**Set Conceal**

Touch **ENT** the display will read:

**Conceal Input = xx**

Use the **▲** or **▼** key until the display reads the desired setting,

Touch **ENT** the display will read:

**OK? Stored**

and will then display:

**Set Conceal**

Touch **ENT** the display will read:

**4 – Machine  
Set-up**

## **SET NUMBER OF ENTRY ATTEMPTS**

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

### **Number of Auto-entry Attempts**

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

**- 4 - Machine  
- Set-up**

Touch **ENT** the display will read:

**Set Machine Limit**

Use the **▲** or **▼** key until the display reads:

**Set No. of Entry  
Attempts**

Touch **ENT** the display will read:

**Entry Attempts =  
#####**

(Current Setting)

Type in the desired number of attempts:

Touch **ENT**

**Note: If you make a typing error you may use the DEL key to delete the error, or the CLR key to erase the entire entry.**

The display will read:

**New Value -  
xxxxx OK?**

Touch **ENT** the display will briefly show:

**xxx stored**

then reads:

**Set No. of Entry  
Attempts**

Touch **ESC** the display will read:

**4 - Machine  
Set-up**

## SET LOCKOUT TIME

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

### Lockout Time

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

**4 - Machine  
Set-up**

Touch **ENT** the display will read:

**Set Machine  
Limit**

Use the **▲** or **▼** key until the display reads:

**Set Lockout  
Time**

Touch **ENT** the display will read:

**Lock Time (sec)  
xx  
(current setting)**

Type in the desired number of seconds and

Touch **ENT**

**Note: If you make a typing error you may use the DEL key to delete the error, or the CLR key to erase the entire entry.**

The display will read:

**New Value = xxxx  
O K?**

Touch **ENT** the display will briefly

**xxx stored**

then read:

**Set Lockout  
Time**

Touch **ESC** the display will read:

**4 - Machine  
Set-up**

## DATA TRANSFER

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

### Data Transfer

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

**4 - Machine Set**

Touch **ENT** the display will read:

**Set Machine  
Limit**

Use the **▲** or **▼** keys until the display reads:

**Data Transfer**

At this time, insert data transfer cable, **Copyguard®** Product Code No. 3015, into the six-pin DIN receptacle on the back of each **Auditor™**

Touch **ENT** the display will read:

**Transmit: -  
Press (ENT)**

Use the **▲** or **▼** keys to set the **Auditor™**

to transmit or receive. The unit you send data to will be the receiving unit. The unit you are sending data from is the transmitting unit. When both units are set appropriately,

Touch **ENT'** on the receiving unit.

The display will read:

**Receiving Data. .**

Touch **ENT** on the transmitting unit.

The display will read:

**Transmission ...**

After successfully completing transmission, both displays will read:

**Complete - Please  
Disconnect**

Touch **ESC** the display will read:

**Data Transfer**

Touch **ESC** the display will read:

**4 - Machine  
Set-up**

## SET TIME-OUT

When a user enters an account number and gains access to the copier, the **Auditor™** enables the copier to perform. When copying is complete, the user should touch the **ESC** key to return the unit to the secure mode - waiting for another account number to be entered. If the user forgets to touch the **ESC** key, the **Auditor™** will wait a pre-determined amount of time and then automatically return to the secured mode. The Set Timeout feature allows the Supervisor to specify this amount of time. The amount of time entered (in seconds) will remain in effect until changed, or until the "Clear All Memory" function is performed, at which time, the setting will return to the factory default setting of 60 seconds.

### Changing the Time-out Setting

To change the Time-out setting, start with the display reading:

**4 – Machine  
Set-up**

Touch **ENT** the display will read:

**Set Machine  
Limit**

Use the **▲** or **▼** key until the display reads:

**Set Time-out**

Touch **ENT** the display will read:

**Time-out (sec) =  
xx**

**(Current Settings)**

Type in the desired number of seconds

Touch **ENT**

**Note: If you make a typing error you may use the DEL key to delete the error, or the CLR key to erase the entire entry.**

The display will read:

**New Value =  
xxxx OK?**

Touch **ENT** the display will briefly Show:

**xxx stored**

then reads

**Set Time-out**

Touch **ESC** the display will read:

**4 – Machine  
Set-up**

## SET BEEP

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

### Setting the beep

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

**4 - Machine  
Set-up**

Touch **ENT** the display will read:

**Set Machine  
Limit**

Use the **▲** or **▼** key until the display reads:

**Set Beep**

Touch **ENT** the display will read;

**Beep =  
xx**

(Current Setting)

Use the **▲** or **▼** keys until the desired setting is displayed,

Touch **ENT** the display briefly shows:

**Beep  
xx OK? Stored**

Then reads:

**Set Beep**

Touch **ESC** the display will read:

**4 - Machine  
Set-up**

## MENU 5 INSTALLATION OPTIONS

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

**CLEAR ALL MEMORY**  
**SET MACHINE NUMBER**  
**SET SUPERVISOR ACCESS CODE**  
**COMMS. SET**  
**SET HOLD TIME**

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

### CLEAR ALL MEMORY

The Clear All Memory feature allows the Supervisor to erase the **entire memory** of the **Auditor™**. When this is done, all account numbers, settings, and copy counts are deleted, and all factory set default values are re-installed. This is an extremely important function, and it is important that this is not done inadvertently. To ensure the memory is not cleared by mistake, a special Access Code must be entered to perform this function. This Access Code is non-changeable. The Access Code is 1941945.

### Clearing the Memory

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

**5 – Installation  
Options**

Touch **ENT** the display will read:

**Clear All  
Memory?**

Touch **ENT** the display will read:

**Access Code**

Type **1941945 ENT**

This must be typed **Exactly**

The display will read:

**Press ENT to  
Confirm**

Touch **ENT** The display will read

**Enter Account # :**

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

The unit is now in the user mode. To gain access to the menus, enter the Supervisor Key Sequence and default access code.

**▲▼▼▲ 0 ENT**

## SET MACHINE NUMBER

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

### Changing the Machine Number

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

**5 – Installation  
Options**

Touch **ENT** the display will read;

**Clear All  
Memory?**

Use the **▲** or **▼** keys until the display reads:

**Set Machine No.**

Touch **ENT** the display will read:

**Machine No. =  
XX**

(Current Setting)

Type in the desired machine number

Touch **ENT** the display will read:

**New Value =  
xxx OK?**

**Note:** If you make a typing error you may use the **DEL** key to delete the error, or the **CLR** key to erase the entire entry.

Touch **ENT** the display will briefly show:

**xxx Stored**

then read:

**Set Machine No.**

Touch **ESC** the display will read:

**5 - Installation  
Options**

## SET SUPERVISOR ACCESS CODE

Access to the menus is secured by a special key sequence followed by a Supervisor Access Code. This code may be up to 10 digits. **It is of the utmost importance that this code not be lost.** Without this code access to the menus, account set-up, report printing, etc. will be denied. If the code is lost, a service call must be placed. When you change this code, **record it in a safe place** for future reference. The Supervisor Access Code entered in this option will remain in effect until changed, or until the Clear All Memory function is performed, which will return the access code to the factory set default of 0.

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

**5 – Installation  
Options**

Touch **ENT** the display will read:

## Clear All Memory?

Use the ▲ or ▼ keys until the display reads:

**Set Supervisor  
Access Code**

Touch **ENT** the display will read:

**Supervisor Code= xx**  
(Current Access Code)

Type in the desired Supervisor Access Code and

Touch **ENT**

**Note: If you make a typing error you may use the DEL key to delete error, or the CLR key to erase the entire entry.**

The display will read:

**New Value =  
xxxxx O K?**

**Record your Supervisor' Access Code in a safe place. If lost, a service call will need to be placed.**

Touch **ENT** the display will briefly read

**xxx  
Stored**

then reads:

**Set Supervisor  
Access Code**

Touch **ESC** display will read:

**5 - Installation  
Options**

## COMMUNICATIONS SETTINGS

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

**Baud Rate –**

- 150
- 300
- 600
- 1,200
- 2,400
- 4,800
- 9,600 Default Setting**

**Parity –**

- Odd
- Even
- Off Default Setting**

**Bit/Character –**

- 7
- 8 Default Setting**

**Append Line Feed**

- Off Default Setting**
- On

## Changing the Communications Settings

To change the communications settings, start with the display reading:

**5 - Installation  
Options**

Touch **ENT** the display will read:

**Clear All  
Memory**

Use the **▲** or **▼** keys until the display reads:

**Comms. Set**

Touch **ENT** the display will read:

**Baud rate = xxxx**  
(Current Setting)

Use the **▲** or **▼** to scroll through the available baud rate settings. When the desired baud rate is displayed,

Touch **ENT** the display will read:

**Parity xx**

Use the **▲** or **▼** keys until the desired Setting is displayed and

Touch **ENT** the display will read:

**Bits / Character  
= xx**  
(Current Setting)

Use the **▲** or **▼** keys until the desired setting is displayed and

Touch **ENT** the display will read:

**Append  
Line Feed -**  
(Current Setting)

Use the **▲** or **▼** keys until the desired setting is displayed and

Touch **ENT** the display will read:

**Comms. Set**

**Note: You may bypass any setting by simply touching the ENT key to move to the next settings.**

Touch **Esc** the display will read

**5 - Installation  
Options**

### SET HOLD TIME

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

**The SET HOLD TIME setting  
Should only be adjusted by your  
Service technician or on  
instructions from Copyguard®**

## USER MESSAGES

### Pin Error

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

### Copy Limit

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

### Group Limit

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

### Machine Limit

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

### Machine Locked!

This message indicates that one of two conditions has occurred:

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

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

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

**Enter Account #**

**Enter Account #  
Override ON**

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

**Memory Full**

Memory capacity has been reached.

## USER INSTRUCTIONS

### Using the Auditor™

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

### Making Copies

To enable the copier, simply key in an assigned account number and

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

#	1234567890	G01
C	0	L 65,520

# = Account Number entered

G = Group number assigned to this Account

C = Number of copies made by this Account

L = Number of copies this account is Eligible to make

When copying is complete

Touch **ESC**

to return to the secure mode.

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

<b>Pin Error</b>
------------------

Re-enter the number.

If the display reads:

<b>Machine Locked!</b>
------------------------

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

### Display Messages

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

<b>Copy Limit</b>
-------------------

<b>Group Limit</b>
--------------------

<b>Machine Limit</b>
----------------------

<b>Machine Locked!</b>
------------------------

If the display reads:

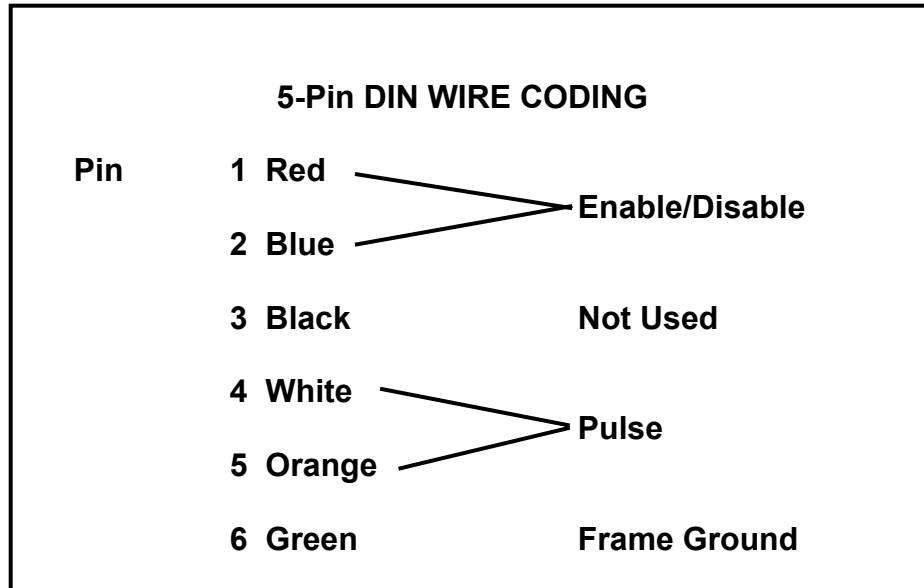
<b>Enter Account #</b>
------------------------

and after account number is entered

<b>Enter Account # Override ON</b>
--

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

## TECHINICAL INSTRUCTIONS



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

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

**Green Wire** – If the copier is not grounded to earth. **DO NOT USE**

If you have any questions, please contact the Technical Hot Line at 800-755-9599 between the hours of 6:00 am and 3:00 pm Pacific Time

- Note**
- 1) The contacts of the enable relay are rated at **0.3A - 125V AC**  
**3A – 24V DC**
  - 2) The input (pulse) will accept AC or DC input – 5V to 35V as standard.