



## CopyMate<sup>®</sup>



For All Copymate<sup>®</sup> Models (900, 2500, SD)

# Notes

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# CopyMate®

## 1. CopyMate® Express Facts

Thank you for buying the CopyMate®

The CopyMate® account controller provides the following capabilities:

### **Battery Backup**

The memory used in the CopyMate® is a 32K nonvolatile RAM. It's data retention life is > 10 years. Each individual memory location has its own lithium battery backup.

### **900 to 2500 Accounts**

Each account number can be up to 10 digits long  
Each account can be limited from 1 to 65000 copies  
Each account can be assigned a division number

### **Machine Number**

The supervisor can assign each CopyMate® unit a Machine Number

### **Location Number**

The supervisor can assign each CopyMate® a Location Number

### **Copy Cost**

The account manager can assign a copy cost to be used as a cost factor for each account

### **User Definable Supervisor Code**

The designated supervisor can change the default supervisor's code which provides access to the Setup and System functions:

### **Auto Enable**

Unit can be set to automatically create new accounts as pins are entered. This is especially useful when the device is used as an accounting method as the user need not worry about setting up accounts ahead of time.

### **User Definable Management Code**

The supervisor can change the default management code. The management code provides the ability to Add, Delete, and set limits on user accounts. The management code also allows the ability to extract data to a pc or serial printer device.

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The CopyMate® line of products is designed to be reliable and simple to use. In keeping with this design principal, ACDI has added all the features necessary to enhance the power and flexibility of the CopyMate®.

## Bonus Features:

- **Run Limit** - Sets the maximum number of copies that may be run in one copy session.
- **Machine Limit** - Sets the maximum number of copies run on the copier (all accounts).
- **Reset System** - Resets all system variables (max all limits and delete all accounts).
- **Master Limit** - Sets all account limits at once.
- **Master Ratio (CopyMate SD)** – Allows a copy/master reference ratio to be set for data collection.
- **Account Transfer** – Transfers accounts set up on one CopyMate to another CopyMate.

## Options:

- SKT-40 dot matrix printer

## Specifications:

Size:	H 3.5" x W 4.5" x d 7.5"
Power:	115vac (12vdc UL approved class 2 transformer)
Security:	Supervisor and Management Pin Codes
Shipping:	Weight: 2lbs.
Warranty:	Two years

Please read this manual completely to achieve a good understanding of the unit's operation although the CopyMate® has many features, it is very simple to operate once the supervisor has read this manual. Users need only enter a valid account code to operate the controlled device.

- Use only a 12vdc class-2 power supply (16vac or higher)
- Do not drop the CopyMate® or the power supply
- Understand the Supervisor and Management functions before you attempt to use them
- **Do not attempt to service the CopyMate® unit**

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## 2. Preparations

### Unpacking

Once you have opened the carton, check for the following items:

- 1 CopyMate® controller
- 1 12VCD power supply (Class 2UL/CSA Listed Only!)
- 1 User's Guide (this manual, or cd rom)
- 1 Machine harness (used to connect the CopyMate® to the controlled device)

### Operational Features/Nomenclature

- 1. Display – Two line x 16 characters (each line) LCD
- 2. Keypad with operator markings
  - Add (A) – cycles through supervisor or management menus or used to add accounts in management mode
  - Enter (B) – Used to accept an entry
  - Clear (C) – Used to abort an operation or release the keypad
  - Delete (D) – Used to delete accounts in management mode
  - Asterisk (\*) – Used to increment values (supervisor and management functions)
  - Pound (#) - Used to decrement values (supervisor and management functions)
- 3. Power Input 0 Input from the power supply
- 4. Machine Harness Input/Output – Connector for the machine harness
- 5. Printer Port/Data Port – Output port for serial printer or PC Accounting Software
- 6. RS-485 Port – For Future Use

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## 3. Operation

The CopyMate series of controllers provides access control for copiers, printers, duplicators, and fax machines. The operation is quite simple in that the user need only enter a valid account number and the device under control will operate normally: There are several options open to determine how the CopyMate unit functions. These options are normally setup by a 'key operator' whom we will call the supervisor. The supervisor can set several options using a special code. After the unit is setup to operate, the accounting side of operations (such as collecting data and initializing accounts) is controlled by the person assigned to enable accounts. We call this person the account manager. The supervisor and account manager can, of course, be the same person. The supervisor and account manager have separate access codes and each can be changed by the supervisor only. The reason behind two different codes is to allow for setup option security and to eliminate the need to bypass setup options during normal account maintenance. In the following sections each function will be discussed.

### User Operation

Once accounts have been activated, users will follow the procedure outlined below to use the copier (or other device):

Key in the account number (if the Auto enable is not activated, \* will appear for each entry). If the entered number is valid (an active account), the following will display:

DIVISION 000

L 65000 C 00000

The division number is displayed for approximately one second

L = Copy limit.

The account will be disabled once this limit is reached

C = Copies.

The number of copies made on this account number

Copies can be made normally (copy session). When the copy session is finished press Clear (C) and the copier will disable.

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## Supervisor Mode

The supervisor mode is accessed by entering the supervisor code.

The default code is 1000072209.

There are nine selections in the supervisor menu:

1. Access Code
  - Supervisor Code
  - Management Code
2. Delete All Accounts
3. Auto-Enable
4. Time-Out
5. Machine Number
6. Location Number
7. Run Limit
8. Reserved
9. Reset System

When the supervisor's code is entered, "SUPERVISOR MODE" will be displayed. This is the home screen for the supervisor mode. After exiting most selections, this screen will be displayed. Each menu option can be reached by pressing 'ADD' (A) to sequentially move from one option to the next or you can press the options number (listed above) to go directly to the menu option. Once the desired option is displayed, press 'ENTER' (B) to select the option (see appendix A). Each of the supervisor options are described below:

### 1. Access Codes

There are two options under "ACCESS CODES" Supervisor Code and Management Code.

When the home screen is displayed SUPERVISOR MODE:

Press 'ADD' (A) or 1

ACCESS CODE will display

Press 'ENTER' (B) to select this option" SUPERVISOR CODE" will display. This is the option to select when you wish to change the supervisor's code.

If you wish to change the supervisor's code,

Press 'ENTER' (B) (to bypass this option press 'ADD' (A) to go to the management code option or press 'CLEAR' (C) to leave this menu)

"ACCT#" will display

Enter a new supervisor's code. If an invalid character is pressed, the process will be aborted.

If you do not enter a number here, the supervisor's code will initialize to 10 blanks.

If the number that you have entered is currently in use,

"ACCOUNT EXISTS" will flash on the screen and you will need to use another number.

To abort this process, press 'CLEAR' (C).

The second menu option under "SECURITY CODES" is "MANAGEMENT CODE". This will be the next selection after changing "SUPERVISOR CODE" or by pressing (A) when "SUPERVISOR CODE" is displayed.

To change the management code, access the menu option by:

Pressing "ENTER" (B): "MANAGEMENT CODE" will display.

This is the option to select when you wish to change the management code.

To change the management code;

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Press 'ENTER' (B) (to bypass this option press 'ADD' (A) or press CLEAR' (C) to leave this menu)

"ACCT#" will display

Enter a new management code.

The code can be from 1 to 10 digits long.

If an invalid character is pressed, the process will be aborted.

If you do not enter a number here, the management code will initialize to 10 blanks.

If the number that you have entered is currently in use,

"ACCOUNT EXISTS" will flash on the screen and you will need to use another number.

To abort this process, press "CLEAR" (C).

Warning! Once you have changed the supervisor's code, you will not be allowed into the supervisor's menu if you forget the code!!!

Record this number and store in a safe place.

## 2. Delete All Accounts

This is menu option 2. This option can be reached from the home screen by pressing 'ADD' (A) once or by selecting the option number (2). This option should be selected only if you wish to clear all accounts from memory. If this option is activated, all account information will be lost!

Press "ENTER" (B) to select the option

"DEL ALL ACCOUNTS?" will appear

To abort the process, press any key other than "\*"

To carry out the process,

Press "\*" "ACCOUNTS ERASED"

Will display briefly and then the home screen will display

## 3. Auto-enable (On or Off)

The Auto-Enable feature is used when users should be allowed to enter new accounts without management privileges. A case where Auto-enable should be activated is in an accounting or law office where access is not restricted and users must be able to activate new accounts easily. When activated, the CopyMate® will operate differently in the following manner:

Numbers entered will appear instead of "\*". If the account entered does not exist, it will be added automatically with a group number of 001 and a copy limit of 65000.

If Auto enable is not activated numbers entered will appear as "\*" and accounts must be enabled individually using the management code as described later.

To toggle Auto enable between the on and off...

From the home screen ("SUPERVISOR MODE") press "ADD" (A) two times or press the option number (3)

"AUTOENABLE" will display

Press "\*" to change to on or press "#" to change to off

Press "CLEAR" (C) to return to the home screen

## 4. Time-out (1 to 255)

The time-out feature determines how long an account can be active when no activity has occurred. This feature will automatically disable the copier and return to the opening screen "CopyMate® 2500+" after the time-out setting has been reached with no activity (no copies

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made). This is useful to help avoid unauthorized use of an account when a user leaves the account enabled after the copy session. The default time-out is 1 minute.

To change the time-out:

Press "ADD" (A) 3 times from the home screen or press the option (4)

"TIME-OUT 001" will display – set for 1 minute

Press "\*" to increase the time-out (1=1 minute, 10=10 minutes, maximum number is 255)

Press "#" to decrease the time-out (you will notice that these numbers will change very fast)

When the time-out has been set

Press "CLEAR" (C) to return to the home screen

## 5. Machine Number (0 to 255)

This setting is optional. By default, the machine number is 001. It is useful to set a machine number when you have more than one machine in use. The machine number will display when power is applied and it will be printed on the usage report when a printer is used for data collection.

To change the machine number:

Press "ADD" (A) 4 times from the home screen or press the option number (5)

"MACHINE NUMBER 001" will appear

Enter the new machine number and press "ENTER" (B)

To abort the process, press "CLEAR" (C)

The home screen is now displayed

## 6. Location Number (0 to 255)

This setting is optional. By default, the location number is 001. It is useful to set a location number when you have more than one machine in use. The location number will display when power is applied and it will be printed on the usage report when a printer is used for data collection.

To change the location number:

Press "ADD" (A) 5 times from the home screen or press the option number (6)

"LOCATION NUMBER 001" will appear

Enter the new machine number

Press "Enter" (B)

To abort the process press "Clear" (C) The home screen is now displayed

To leave the supervisor mode, press "CLEAR" until the opening screen is displayed

("CopyMate® 2500+). At this point, check the operation of any setting that have been changed. If the supervisor and/or management codes have been changed try them now.

## 7. Run Limit/Ratio Tracking (0 to 65000)

Press 7 or press "A" until "7. Run Limit" is displayed

Press ENTER (B) – The current run limit will display briefly and then 00000 will display

Enter the desired run limit (or press Clear (C) to exit

Pressing ENTER (B) with 00000 displayed will set the run limit to zero

(Machine disabled!)

Ratio Tracking – (CopyMate® SD Only)

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Allows the supervisor to disable any account that violates the pre-set copy to master ratio.

Select "YES" to enable this feature. After selection is made, press Clear (C)

"LIMIT 65000" (or the current run limit that has been set) will display briefly followed by "LIMIT 00000"

Enter the new run limit and press enter

If enter is pressed while 00000 is displayed, the run limit will be set to 65000 unlimited

## **8. Machine Limit (0 to 999999)**

Press 8 or press "A" until "8. Machine Limit" is displayed

Press ENTER (B) – "LIMIT" will display

Enter the desired machine limit ( or press Clear (C) to exit

Pressing ENTER (B) with 00000 Displayed will set the run limit to zero

(Machine disabled!)

Note: The next display screen will be "PRESS\* TO ZERO MACHINE COUNT". Once the machine count is greater than the machine limit, the copier will be disabled. If you wish to zero the machine count then press "\*", otherwise, press clear (C) to leave the machine count.

## **9. Re-set System**

Press 9 or press "A" until "(. Reset System" is displayed

Press ENTER (B) to select this feature

The message" Press # TO RESET SYSTEM VARIABLES" is displayed

Press "#" to reset (or press Clear to abort)

WARNING! Selecting this option will delete accounts

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## Management Mode

The management mode is provided to allow the account manager to accomplish routine tasks including adding, deleting, and print accounts. Account maintenance is accomplished by accessing the management mode using the management code.

The factory default for this code is 1000002234.

If you wish, use the flow chart in appendix

A. There are nine options in the management menu:

1. Add Accounts
2. Delete 1 Account
3. Change Division
4. Change Limit
5. Change Copy Cost
6. Clear Period Data
  - Limits & Copies
  - Zero Copy Counts
  - Max All Limits
  - Max Division Limits
7. Data Extraction
  - Read Accounts
  - Print one Account
  - Print All Accounts
  - Read Division Totals
  - Print Division Totals
  - Sort Accounts
  - Transfer Accounts
  - PC Download
8. Division Limits
9. Master Limit

When the management code is entered, "MANAGEMENT MODE" will be displayed. This is the home screen for the management code. After exiting most selections, this screen will be displayed. Each menu option can be reached by pressing 'ADD' (A) to sequentially move from one option to the next or you can press the options number (listed above) to go directly to the menu option. Once the desired option is displayed, press 'ENTER' (B) to select the option (see appendix A).

Each of the management options are described below:

### 1. Add Accounts

This option is used to add individual accounts. This includes setting the division number and copy limit. To add an account:

Press the option number (1) "ADD ACCOUNTS?" will display.

Press "ENTER" (B) "ACCT#" will display

Enter the account number that you wish to activate

Press "ENTER" (B)

"PRESS <A> TO ADD" will appear

To activate the account, press "ADD" (A), to abort, press "CLEAR" (C)

"LIMIT 00000" will appear

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Enter the copy limit (enter 65000 if you want to max)

Press "ENTER" (B) to accept

"DIVISION 000" will appear

Enter a division number up to 255

Press "ENTER" (B)

"ACCT#" will appear the unit is ready to accept the next account number

Press "CLEAR" (C) when you have finished adding accounts

If you make a mistake entering an account or its limit or division, the error can be corrected using one of the options below.

## 2. Delete 1 Account

This option is used to delete individual accounts. Once an account has been deleted, its copy information is lost. If you make a mistake entering an account number during the add function, use this option to delete the unwanted account.

To delete an account:

Press "ADD" (A) 1 Time or press the option number (2)

"DELETE 1 ACCOUNT" will display

Press "ENTER" (B)

"ACCOUNT #" will display

Enter the account number that you wish to delete

Press "ENTER" (B)

"PRESS <D> TO DELETE" will appear

To delete an account, press "DELETE" (D), to abort, press "CLEAR" (C)

If you pressed "CLEAR" to abort, "DELETE 1 ACCOUNT" will display

If you pressed (D), "ACCOUNT DELETED!" will flash and then "Acct#" will display...the unit is ready to delete the next entry.

Press "Clear" (C) to abort and "DELETE 1 ACCOUNT" will display.

"CLEAR" returns you to the home screen, and (A) will move you to the next menu option (CHANGE DIVISION)

## 3. Change Division

This option is used when you have entered an account number and want to change the division that is associated with the account. This number can be any number up to 255.

To change a division number:

Press "ADD" (A) 2 times from the home screen or press the option number (3) from anywhere else "CHANGE DIVISION" will display Press "ENTER" (B) to select this option

"ACCT#" will display if a valid account number is entered,

"DIVISION 000" will display (current division will be shown)

Enter the new division number (you do not press enter first, if you do, the division number will be set to 000)

Press "ENTER" (B)

"CHANGE DIVISION" will display...

## 4. Change Limit

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This option is used when you have entered an account number and want to change the copy limit that is associated with that account. The copy limit can be any number form 00000 to 65000 (00000 is disabled).

To change a copy limit:

Press "ADD" (A) 3 times from the home screen or press the option number (4)

"CHANGE LIMIT" will display

Press "ENTER" (B) to select this option

"ACCT#" will display

If a valid account number is entered,

"LIMIT 65000" will display (current limit will be shown)

Press "ENTER" (B)

"LIMIT 00000" will display

Enter the new copy limit or press "CLEAR" (C) to abort

Press "ENTER" (B)

"ACCT" will display...ready for the next account to change

Press "CLEAR" (C) to exit

## 5. Change Copy Cost

The copy cost selection allows a price per copy to be assigned for all copiers made. This reference cost can be used for billing or charge-back purposes. The cost will only appear on printed reports using the "PRINT ACCOUNTS" selection discussed in menu option 7. This setting is optional. The default setting is .05.

To set copy cost:

Press "ADD" (A) 4 times or press the option number (5)

"CHANGE COPY CST" will display

Press "ENTER" (B)

"COPY CST 0.00" will display (the current copy cost will display) Press "\*" to increase this cost or press "#" to decrease this cost – the numbers will increment/decrement very quickly

Press "CLEAR" (C) when finished

"CHANGE COPY CST" will display

Press "CLEAR" (C) to exit (return to the home screen) or Press "ADD" (A) to go to the next option (clear period data)

## 6. Clear Period Data

This option has 4 additional options:

- 1) Limits & Copies – Sets all limits to max (65000) and sets all copy counts to 00000
- 2) Zero Copy Counts – Sets all copy counts to 00000, does not change limits
- 3) Max All Limits – Sets all copy limits to 65000, does not change copy counts
- 4) Max Division Limits - Sets all division limits to 999999 does not change copy counts

Use these options carefully! Resetting copy counts will erase all copy information for the period.

### 1. Limits & Copies

To set all limits to max and clear all copy count:

Press: "ADD" (A) 5 times from the home screen or the Option number 6

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"CLR PERIOD DATA" will be displayed

Press "ENTER" (B)

"LIMITS & COPIES" will be displayed

Press "ENTER" (B) to reset accounts (press "CLEAR" (C) to abort)

"DATA RESET OK!" will flash indicating that the selection was completed "LIMITS & COPIES" will be displayed

Press "CLEAR" (C) to abort

"DATA RESET OK!" will flash indicating that the selection was completed

"LIMITS & COPIES" will be displayed

Press "CLEAR" (C) 2 times return to the home screen

## 2. Zero Copy Counts

To clear all copy counts press:

"ADD" (A) 5 times from the home screen or press the option number (6)

"CLR PERIOD DATA" will display

Press "ENTER" (B)

Press "ADD" (A) 1 time

"ZERO COPY COUNTS" will display

Press "ENTER" (B) to reset accounts (press "CLEAR" (C) to abort)

"DATA RESET OK!" will flash indicating that the reset was completed

"ZERO COPY COUNTS" will display

Press "CLEAR" (C) 2 times to return to the home screen

## 3. Max All Limits

To set all account limits to 65000:

Press "ADD" (A) 5 times from the home screen or press the option number (6)

"CLR PERIOD DATA" will display

Press "ENTER" (B)

Press "ADD" (A) 2 times

"MAX ALL LIMITS" will display

Press "ENTER" (B) to reset accounts (press "CLEAR" (C) to abort)

"DATA RESET OK!" will flash indicating that the selection was completed

"MAX ALL LIMITS" will display

Press "CLEAR" (C) 2 times to return to the home screen

## 4. Max Division Limits

To set all division limits to 999999:

Press "ADD" (A) 5 times from the home screen or press the option number (6)

"CLR PERIOD DATA" will display

Press "ENTER" (B)

Press "ADD" (A) 3 times (or press menu option 4)

"MAX DIV. LIM." will display

Press "ENTER" (B) to reset accounts (press "CLEAR" (C) to abort)

"DATA RESET OK!" will flash indicating that the selection was completed

"MAX DIV. LIM" will display

Press "CLEAR" (C) 2 times to return to the home screen

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## 7. Data Extraction

This selection allows viewing, transferring, or printing of account information. One of these selections should always be used before clearing period data. If you only need to view a few accounts, simply enter the account code from the opening screen and record the information. The data extraction option has 8 options:

1. Read Accounts- Displays total active accounts and each account with its limit and division number.
2. Print 1 Account – Print one account with it's limit, division, copy count, and cost
3. Print accounts – Prints total active accounts and each account with its limit, division, copy count and cost factor.
4. Read Division Totals – Displays division copy limits and copies made
5. Print Division Totals – Prints division limits, and copy Totals
6. Sort Accounts \_ Sorts accounts in ascending order
7. Transfer Accounts – Allows the transfer of account information from one CopyMate to another )requires transfer cable)
8. PC Download – Allows account data to be downloaded to a PC requires PC download cable)

### 1. Read Accounts

To read all accounts, press:

“ADD” (A) 6 times from the home screen or press the option number (7)

“DATA EXTRACTION” will display

Press “ENTER” (B) “READ ACCOUNTS: will display

Press “ENTER” (B) “ACTIVE ACCOUNTS” will display for 1 second “ACTIVE 0000” will display (the actual number of active accounts will display)

Press “ENTER” (B) ACCT#” will appear listing the first account number

Press “ENTER” (B) “DIVISION 000” will display for 1 second (the actual division number will be displayed followed by: L 65000 C 00000”

L = actual limit set, C = actual copies made on this account

Press “ENTER” (B) to display the next account and continue the process until all accounts have been read.

To redisplay a division press “\*”

To move to the next count, press “ENTER” (B)

To move back through the accounts, press “#”

To go to the last account, press “D” Press “CLEAR” (C) at any time to exit

### 2. Print 1 Account

Allows selection of individual accounts for printing.

Requires 80 column serial printer and cable.

To print 1 account, press:

“ADD” (A) 6; times from the home screen or press the option number (7)

“DATA EXTRACTION” will display

Press “ENTER” (B) “READ ACCONTS” will display

Press “ADD” (A) “PRINT 1 ACCOUNT” will appear

Press “ENTER (B) “ACCT# 0” will Display

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Enter the account number you wish to print "ENTER" (B) The account data will print then the menu option will display

## 3. Print All Accounts

Requires 80 column serial printer and cable.

To print all accounts press:

"ADD" (A) 6 times from the home screen or press the option number (7)

"DATA EXTRACTION" will display

Press "ENTER" (B) "READ ACCOUNTS" will display

Press "ADD" (A) 2 times "PRINT ACCOUNTS" will appear

Press "ENTER" (B) "PRINTING..." will appear and the account data will print.

Press Clear" © to exit this option

## 4. Read Division Totals

This option allows printing of all division copy totals. To print division totals, press:

"ADD" (A) 6 times from the home screen or press the option number (7)

"DATA EXTRACTION" will display

Press "ENTER" (B) "READ ACCOUNTS" will display

Press "ADD" (A) three times or select the menu option (4) "READ DVI TTLs" will appear

Press "ENTER" (B) Division data will be displayed: Division number Division Limit  
(displays briefly) Division Copies

To redisplay a division, press "\*"

To move to the next division press "ENTER" (B)

To move back through the divisions, press "#"

Press CLEAR" (C) to exit this option

## 5. Print division totals

This option allows printing of all division copy totals.

To print division totals press:

"ADD" (A) 6 times from the home screen or press

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## 4. Troubleshooting

The CopyMate® is designed to provide years of trouble-free service. If you experience a problem, first write down the observed symptoms then follow the tips below. If the unit continues to malfunction, call your dealer for service.

Symptom	Probable Cause	Solution
No Display	Power supply not connected or not plugged-in	Ensure that the wall transformer is connected to the CopyMate® and is plugged into the outlet
Printer does not print	1) Improper cable, cable connection 2) Defective or incorrectly configured printer	Ensure that printer cable is connected correctly  Test the printer Baud rate = 9600, Language = U.S., Data Length = 8 bits, no parity

Disconnect power and Call ACDI before opening the unit!

# Notes

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ACDI  
Little Rock, AR  
Phone: (501) 664-3433  
Fax: (501) 664-8085  
1 (800) 990 – ACDI  
[www.acd-inc.com](http://www.acd-inc.com)