

## Installing the COPY AUDIT System on the Photocopier

Check the contents of your COPY AUDIT Packing Slip to the items shown in Figure 1 below. Refer to Figure 1 for component terminology. Your items may differ slightly.



**Figure 1**

- A Copy Audit unit
- B Keyswitch to Copy Audit cable
- C Keyswitch
- D Copier Cable
- E Ethernet Cable
- \* Power supply not shown – varies with country



Turn the copier off.

Connect the supplied copier interface cable to the applicable mating connector on the photocopier. See example to left.

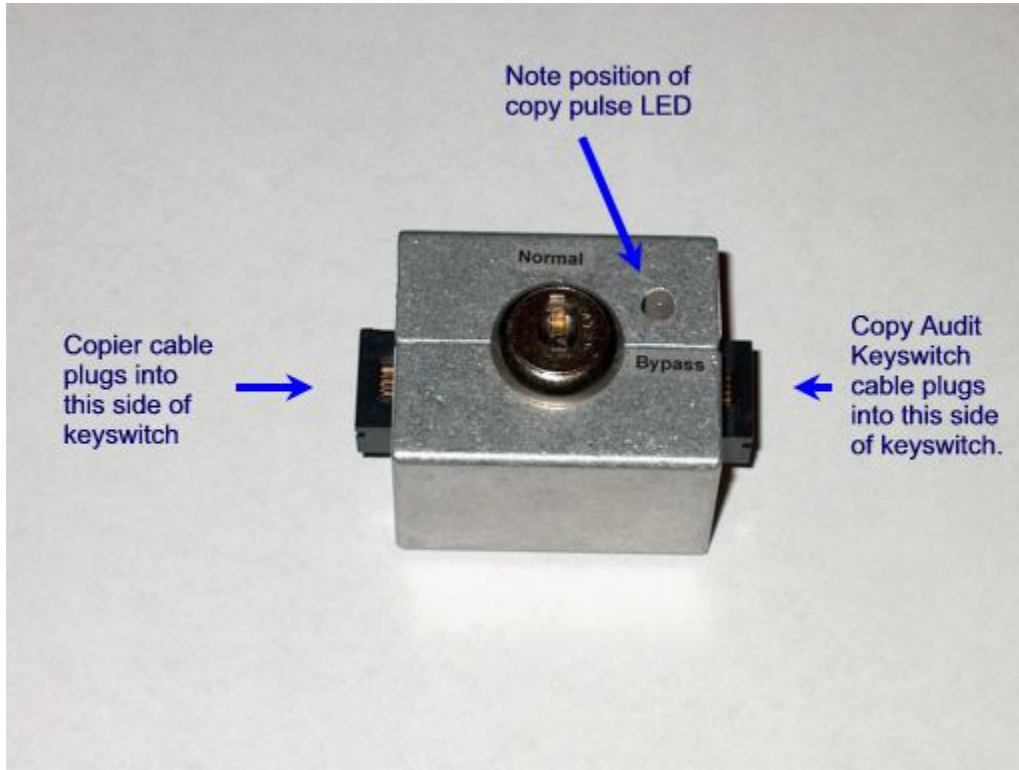
Note: The connections at the copier end of the copier interface cable vary greatly between copier manufacturers.

Make sure you use the copier interface cable specifically designed for that copier.

Failure to use the proper TRS-supplied copier interface cable can result in damage to the Copy Audit unit and/or copier.

Some copiers require unique vendor-specific setup codes on the copier to activate the port to both recognize the COPY AUDIT system and to generate a pulse when copies are made. Other copiers simply require the removal of a by-pass plug. Most Copier Technicians are knowledgeable regarding the connection of copier control equipment to their copiers.

Connect the other end of the copier interface cable to the Keyswitch, as shown in Figure 2.



**Figure 2**

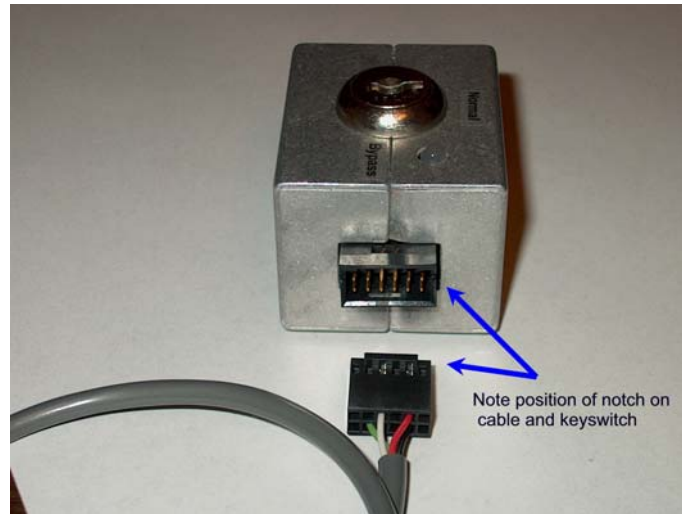
Connecting the copier interface cable into the wrong side of the keyswitch can result in damage to the COPY AUDIT unit and/or to the copier itself.

Make the remaining connection of the Keyswitch Module Cable from the Keyswitch to the 4-pin connector on the COPY AUDIT (Figure 3).



**Figure 3**

When plugging the copier cables into the Keyswitch Module, note the orientation of the notch on the cable ends (Figure 4). Incorrectly connected cables may result in bent pins and equipment malfunction.



**Figure 4**

Adhere the Keyswitch securely to the copier and out of the way, using the Velcro strips attached.

Next, connect the TRS-supplied power supply to a 110-volt A/C power outlet and into the round power supply connector on the back of the COPY AUDIT unit.

Note: Failure to use only the TRS-supplied power supply will result in damage to the COPY AUDIT unit.

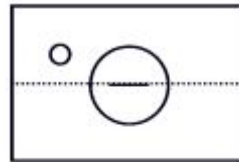
You will here a short beep and the time and date will appear on the screen of the COPY AUDIT unit.

If the COPY AUDIT is correctly attached and any necessary configuration of the copier to recognize the Copy Audit has been performed, the copier should be inoperable.

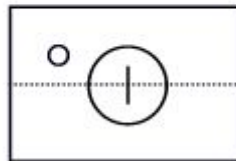
Refer to the COPY AUDIT Operational Test section to test the system.

## COPY AUDIT Operational Test

Once all cables are connected and the COPY AUDIT power supply is plugged in, turn the key to the bypass position. Make a copy and ensure that the copy pulse LED flashes with each copy output. In the bypass mode the copier should allow copies without requiring use of the ADD System. If this is not the case, recheck all connections in the installation section.



Bypass



Normal

Figure 5

Next, turn the key to the normal position. The copier should now require use of the COPY AUDIT System to make copies.

### Testing the copy count features *prior* to connecting to the network

The COPY AUDIT can be tested in the "service" mode. Touch the blank white key. The display prompts for a Password. The default password is 1234. The display shows ENTER COMMAND.

Touch the 8 key. The display shows SERVICE MODE on the top line of the display and COPIES = on the bottom row. The copier is now enabled. Make a few copies watching the display to be certain that all copies made are recorded.

If all is correct, touch the CANCEL key to return the COPY AUDIT to the idle mode.

### Testing the copy count features *after* connecting to the network

The instructions below assume the Copy Audit Software has been installed and is configured properly. Refer to the Copy Audit Manual on the Copy Audit CD for specifics on configuring field prompts.

Touch the ENTER key. The display prompts for a PIN or Account Code code.

The copier should now be enabled and ready to make copies. Make a few copies and watch that the COPY AUDIT displays the correct number of copies made.

If the system is functioning correctly, touch the CANCEL key to return the COPY AUDIT to the idle mode.

If the copier enables, but does not count copies, check all connections and try again or refer to the troubleshooting section.

## **Operating Modes**

### **Normal Mode**

The COPY AUDIT is ready for "normal" use when displaying the time and date prompt. This is also referred to as the "idle" state. To make copies, follow the steps below.

Note: This example is for a standard COPY AUDIT system using two input prompt screens. Refer to the Copy Auditing tab of the Copy Audit program for prompt settings.

1) Touch the ENTER key. The display prompts for a "PIN" Code.

Enter the PIN Code (or any other Field 1 descriptive code) to which copies are to be recorded. The characters entered will be masked on the second line of the display.

2) Touch the ENTER key. The display prompts for a "Client Code"  
Enter the Client Code (or any other Field 2 descriptive code) to which copies are to be recorded. The characters entered will be displayed on the second line of the display.

3) Touch the ENTER key. The display will show the Client Code above and the COPY AUDIT will enable the copier. Copying may now commence.

4) Touch the CANCEL key when the copy run is complete. A record of the copier transaction will appear in the Print Audit Viewer program. The display will return to the time and date "idle" mode.

Possible Normal Mode Error Messages

"Invalid PIN Code" or "Invalid Code" See Trouble Shooting section.

### **Keyswitch Override Mode**

The override key switch is located on top of the keyswitch module. When the key is inserted and turned so that the key slot is running parallel to the split in the keyswitch enclosure, the COPY AUDIT is in the override position. The copier is enabled and can be used without the COPY AUDIT. The override feature should only be used when the COPY AUDIT is removed. Refer to Figure 5 in the COPY AUDIT Operational Test section to differentiate the normal and override positions.

## Key Operator Command Codes

Key Operator Command Codes are unit-level codes that function independent of the COPY AUDIT software commands

To enter the Key Operator Mode, touch the blank white key on the COPY AUDIT.  
The display shows ENTER PASSWORD.  
Enter your password.  
The display shows ENTER COMMAND.

Enter the command from the table below:

Command	Function
1	Change the COPY AUDIT beeper from on to off.
8	Put COPY AUDIT in a "service mode". The COPY AUDIT does not require entry of client and/or user codes. The COPY AUDIT enables the copier and will not disable the copier until the Cancel key is pressed.

## **Trouble Shooting**

### **Copier will not enable and no copies can be made.**

Remove the copier interface cable from the keyswitch. Look into the keyswitch. Check to see that no pins are bent. Straighten any bent pins and reconnect. Repeat this procedure at the opposite end of the keyswitch, removing the keyswitch module cable.

### **Copier enables and copies can be made, but no copies are displayed on the Copy Audit display.**

Remove the copier interface cable from the keyswitch. Look into the keyswitch. Check to see that no pins are bent. Straighten any bent pins and reconnect. Repeat this procedure at the opposite end of the keyswitch, removing the keyswitch module cable.

### **Copier does not require the use of the Copy Audit to make copies.**

Check to see that any necessary configuration of the copier to recognize an external counter has been performed. If the copier will make copies while the copier interface cable is detached from the keyswitch, you know this is the problem.

### **Keyswitch makes buzzing noise when connected**

Check to see that the copier interface and keyswitch module cables are plugged into the keyswitch correctly. See Figure 2 above

### **“Invalid PIN Code” or “Invalid Code” appears when entering codes into the Copy Audit unit**

Check the Copy Audit Software - User and Security and Validation Values tabs – for PIN or Client/Job values.