
Copy Audit Numeric

Copy Audit Numeric Hardware Installation

Version: 14

Date: 03-Dec-2018 16:54

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1. Compare the contents of your Copy Audit packing slip to the items shown in Figure 1 below to ensure you received all of the necessary cables.

Note: The Ethernet cable is not included and the items pictured below may not be exactly as shown



Figure 1

Figure 1

2. Turn the copier off and connect the supplied copier interface cable to the applicable mating connector on the photocopier. Make sure you use the copier interface cable specifically designed for that device. See Figure 2 below.



Figure 2

*Figure 2***ⓘ Warning!**

The connections at the copier end of the copier interface cable vary greatly between copier manufacturers. Failure to use the appropriate TRS-supplied copier interface cable can result in damage to the Copy Audit device and/or copier.

3. Connect the other end of the copier interface cable to the Keyswitch, as shown in Figure 3. 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. Please contact your copier technician to assist in the connection of copier control equipment to their devices.

ⓘ Warning!

Connecting the copier interface cable into the wrong side of the Keyswitch can result in damage to the Copy Audit device and/or to the copier itself.

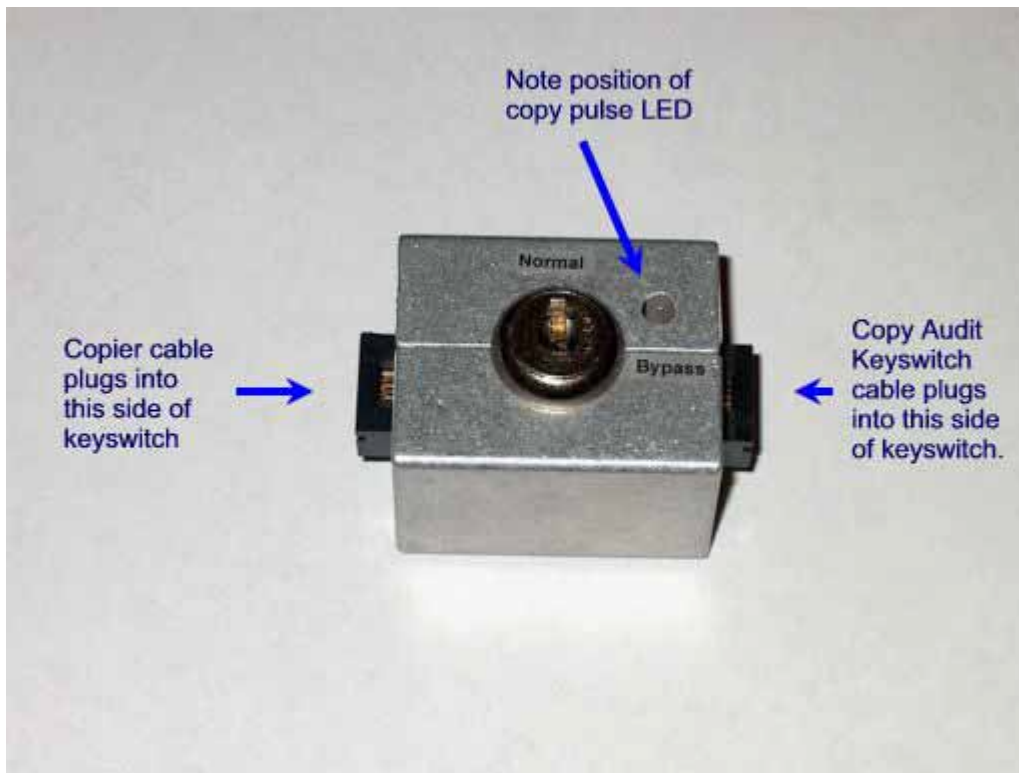


Figure 3

Figure 3

4. Connect the Keyswitch Module Cable from the Keyswitch to the 4-pin connector on the Copy Audit (Figure 4).



Figure 4

Figure 4

When plugging the copier cables into the Keyswitch Module, note the orientation of the notch on the cable ends (Figure 5). Incorrectly connected cables may result in bent pins and equipment malfunction.



Figure 5

Figure 5

5. Attach the Keyswitch securely to the copier in an out of the way place, using the Velcro strips attached.

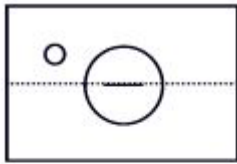
6. Next, connect the TRS supplied power supply to a 110-volt A/C power outlet and into the round power supply connector on the back of the Copy Audit device. You will hear a short beep. The time and date will appear on the screen of the Copy Audit device. The copier should now be inoperable.

ⓘ Warning!

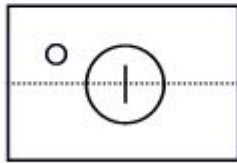
Using a non-TRS supplied power supply will result in damage to the Copy Audit device.

7. Refer to the Copy Audit Operational Test section to test the system.

Copy Audit Operational Test



Bypass



Normal

Figure 6

1. Once all the 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 Copy Audit keypad. If this is not the case, recheck all connections in the installation section.
2. Next, turn the key to the normal position. The copier should now require use of the Copy Audit keypad to make copies.

Testing the Copy Audit Count Feature

The Copy Audit copy count feature can be tested in the "service" mode prior to connecting to the network.

1. Press the blank white key on the keypad. The display will prompt for a password which is 1234 by default.
2. The display will then show ENTER COMMAND. Press 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.
3. If the number of copies is correct, press the CANCEL key to return the Copy Audit device to the idle mode.
4. The Copy Audit copy count feature can also be tested after connecting to the network. The instructions below assume the Print Audit Copy Audit software has been installed and is configured properly. Refer to the Copy Audit Manual from the link below for more information on configuring field prompts. Print Audit 6 Manual (Copy Audit instructions included in the full manual)
5. Press the ENTER key. The display prompts for a PIN or the prompts you setup. 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.
6. If the number of copies is correct, press the CANCEL key to return the Copy Audit device to the idle mode.
7. If the copier enables but does not count copies, check all connections and try again or refer to the Troubleshooting section below.

Copy Audit Operating Mode

1. **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. Follow the steps below to make copies. Note: This example is for a standard Copy Audit system using two input prompt screens. Refer to the Copy Audit tab of Print Audit for the prompt settings.
 - a. Press 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. Then press the ENTER key.
 - b. The display then 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. Press the ENTER key.
 - c. Press the ENTER key. The display will show the Client Code above and the Copy Audit will enable the copier. Copying may now commence.
 - d. Press the CANCEL key when the copy run is complete. A record of the copier transaction will appear in the Print Audit Job Manager. The display will return to the time and date "idle" mode. If you receive an error message saying "Invalid PIN Code" or "Invalid Code" please see Trouble Shooting section
2. **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, Copy Audit is in the override position. The copier is enabled and can be used without the Copy Audit device. The override feature should only be used when Copy Audit is removed. Refer to Figure 6 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, please follow the instructions below.

1. Press the blank white key on the Copy Audit keypad. The display shows ENTER PASSWORD. Enter your password and press ENTER.
2. The display shows ENTER COMMAND, please choose from the options below, and then press ENTER.

| Command | Function |
|---------|------------------------------------|
| 1 | Turns the Copy Audit Beeper On/Off |
| 8 | Puts Copy Audit in Service Mode* |

**Note: Service mode 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. Refer to Figure 3 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.