

## Important Product Information

The serial number of your new Ghostwriter signature machine is located on the back panel. For future convenience, please record the information here.

**Model:** *Ghostwriter*

Serial Number: \_\_\_\_\_

Date Installed: \_\_\_\_\_

Service Rep: \_\_\_\_\_

**Sales & Technical Support: 800.636.4450**



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## Introduction

Thank you for purchasing the Ghostwriter, our smallest and most versatile signing machine.

The flexibility of the Ghostwriter allows signature reproduction with any common writing instrument on almost any material that needs a personal signature.

This manual contains information to achieve the highest quality signature reproduction from your signature machine.

## Ghostwriter

### *Description*

The Ghostwriter is designed to be trouble free and user friendly. The Ghostwriter reproduces a quality signature on virtually any type of document, photograph or other media that will fit under your writing instrument.

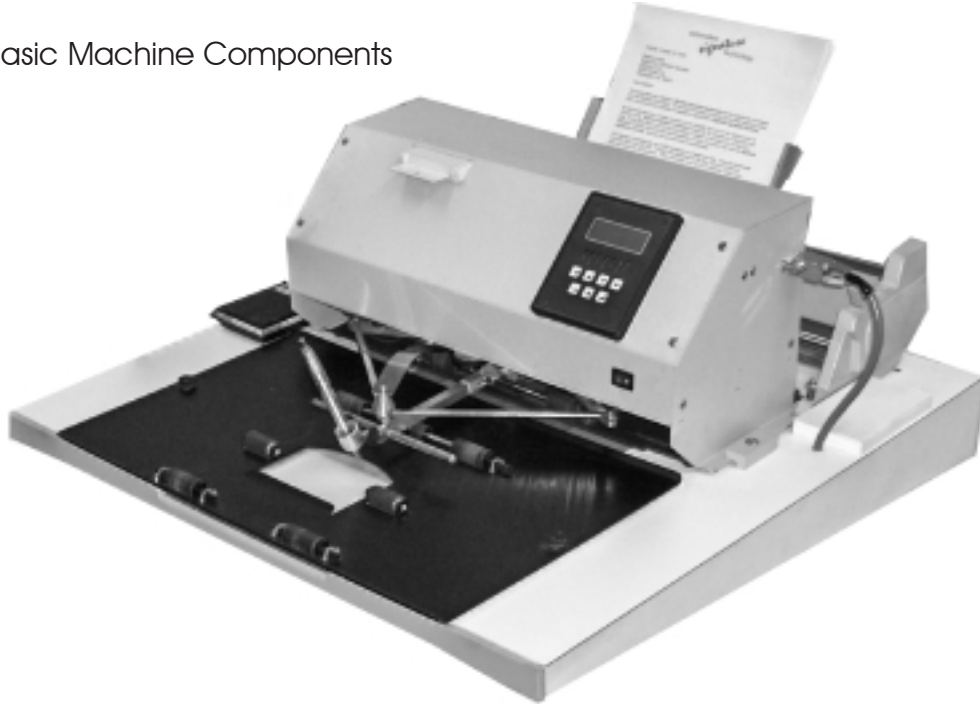
The signature card contains the desired signature and is interchangeable with other Ghostwriter signature machines. Any number of signature cards may be ordered to best utilize your signature machine.

The Ghostwriter can sign the following specialty items.

- ◆ Books
- ◆ Special item endorsements (balls, hockey pucks, odd shaped and sized items)
- ◆ Posters
- ◆ Banners



## Basic Machine Components



## Part 1: Components

### Signature card reader

The Signature Card Reader is located on the top left side of the Ghostwriter. The status light is located on the top of the machine. The Signature Card is inserted into the front of the reader. This status light will blink green when the reader is accessing the signature card.

### Keypad

The buttons on the keypad vary in function depending on the menu options that appear on the screen. See the LCD panel for function key listing.

### Electric lock [optional]

The electric lock is located on the right side of the machine. Once locked, it will prevent any operation of the machine.

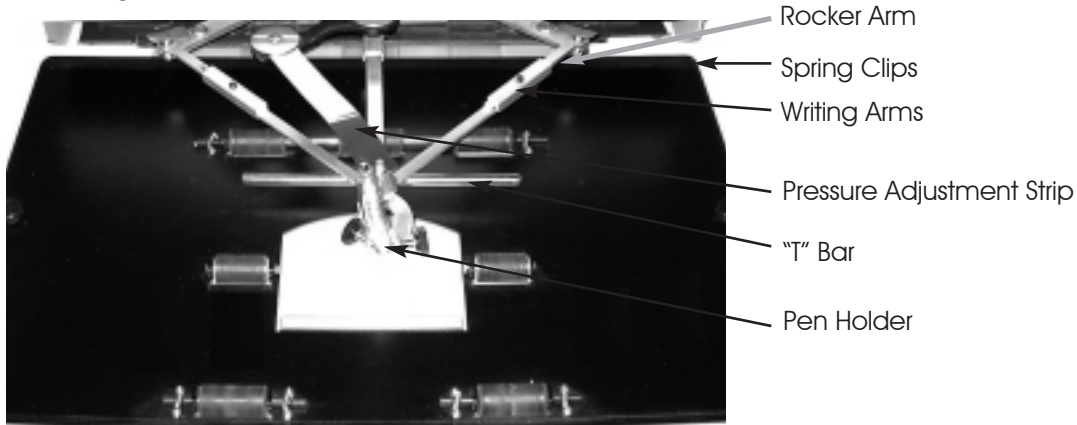
### On-Off switch

The on-off switch is located on the bottom right front of the machine.

### Writing head

The writing head holds the pen and signs the signature. See page 4 for details.

### Writing Head



### Light board & illuminated signing plate

The Light Table is located under the Ghostwriter. This table contains an illuminated area that is positioned under the writing arms. The machine signs within this area. The Light Board is not required for machine operation and may be removed if necessary.

### Rocker arms

The rocker arms connect the writing arms to the machine.

### Spring clips

Spring Clips are located at the ends of the rocker arms and hold the ends of the writing arms.

**Adjustable Writing Arms.** (#2 on diagram) The adjustable writing arms are unique to the SigTech 4000. These writing arms are comprised of a right side (short side) and a left side (long side). The right side has a pivot bearing on the end and a ball bearing on the other.

### Pressure adjustment strip

The pressure adjustment strip is the stainless steel strip that follows the pen during the signing motion applying pressure to the pen. This strip can be bent to change the pen pressure from light for a felt tip pen to heavy for a bold signature from a ball point pen.

### "T" bar

The "T" Bar picks up the writing arms. The "T" bar is adjusted through the "Set Pen Height" setting.

### Pen holder

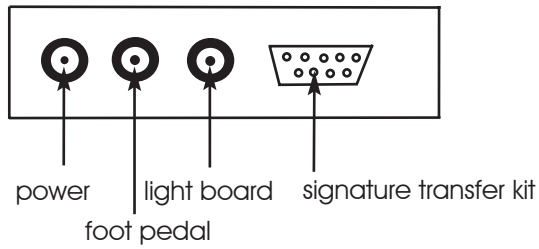
The pen holder on the writing arms holds the writing instrument during signature reproduction. Two thumb screws on the sides of the pen holder tighten to secure the pen or other instrument in the pen holder. The 800.636.4450

[www.signaturemachine.com](http://www.signaturemachine.com)



height of the pen is adjusted by the "Set Pen Height" setting option.

### Plug Panel



### Plug panel (above)

The plug panel is located on the back of the machine. The ports are listed below.

### Power plug

The power port is a 24 volts.

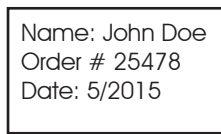
### Foot pedal plug

The Foot Pedal Port is 12 volts.



TOP

(optional)



BOTTOM

### Light board plug

The light table is 12 volts.

### Signature transfer plug

This plug is for the Signature Transfer cable included with the Signature Transfer Kit

Signature card

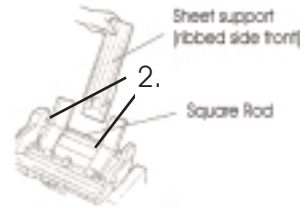
The Signature Card is a smart card storage device for signatures, phrases and drawings. The Signature Card is inserted into the smart card reader.

Foot Pedal

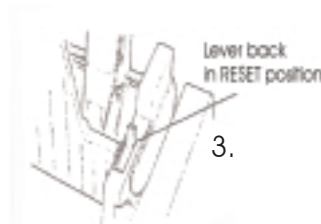
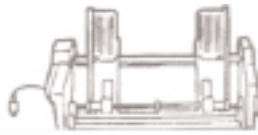
Use the Foot Pedal to sign the documents. If you change the signature card while using the foot pedal, reload the signature card from the User Menu

## Other Machine Parts

**Paper Control Tray.** Controls paper during auto-feed of documents. Removable for manual operation.



1.

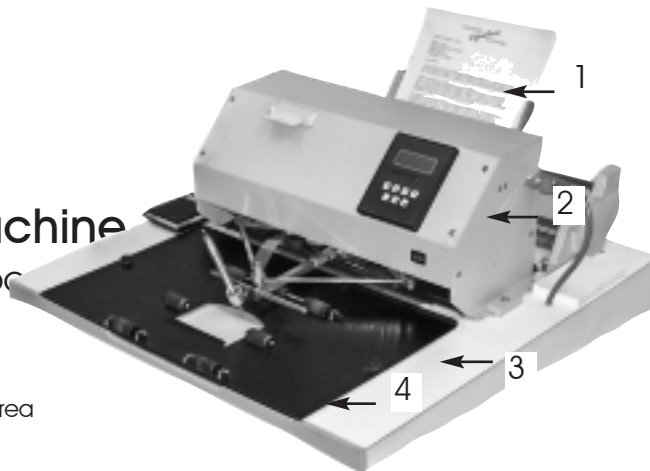


**Paper Catch Tray.** Placed outward during auto-feed to catch documents.

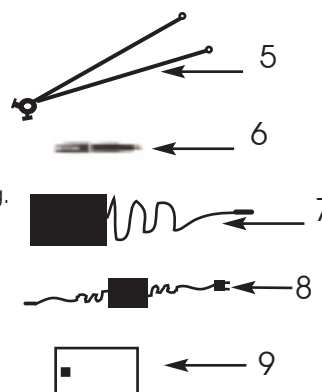
**Sheet Feeder**

1. Sheet feeder interface plug
2. Right and left paper holder
3. Paper bail lever
4. Lock lever

## Part 2: Machine Standard Machine Components



1. Paper Feeder
2. Ghostwriter signature machine
3. Light board with illuminated signing area
4. Paper Control Tray
5. Writing arms
6. Sheaffer fountain pen
7. Foot pedal
8. Power cord
9. Signature Card (purchased separately)



### Additional Options

The following options are available for purchase. Please call for pricing.

- » Electric lock
- » Dust cover
- » Writing arms for large pens
- » Signature transfer kit

### Assembly of the Machine

1. Open the top of the box
2. Remove the machine wrapping in packing materials and set on a table or desk.
3. Remove the packing material.
4. Plug the foot pedal into the back of the machine.
5. Make sure the light table is plugged into the back of the machine.
6. Plug the small jack of the power cord into the back of the machine and the other end into the power supply. Then plug the cord from the power supply into the a power outlet.
7. Locate paper control tray. It screws into the light board. This tray is needed for auto-feed operation.
8. Locate the paper catch tray. It slides into the front of the machine. It catches the paper after it is

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Automated Signature Technology

signed

9. Locate Signature Card and have ready for machine operation.

8. See next section for machine operation.

9. Keep box and packing for return shipment to factory.

800.636.4450

[www.signaturemachine.com](http://www.signaturemachine.com)

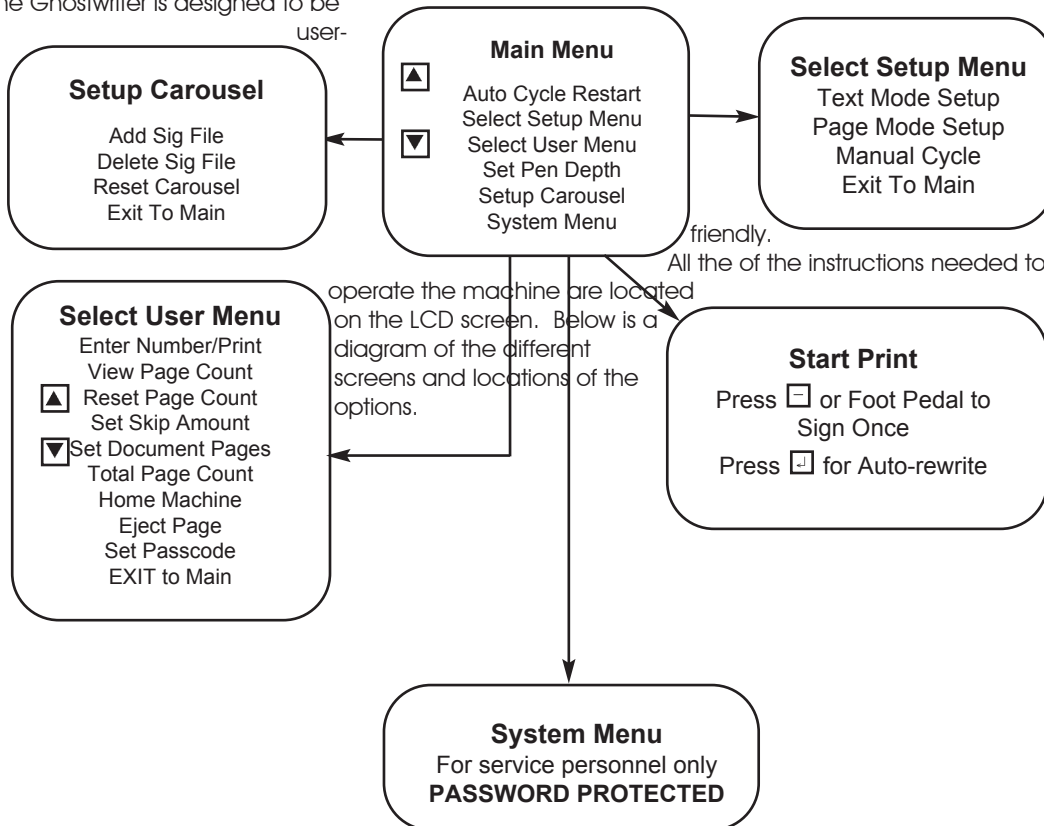
### Menu Screens Ghostwriter Basic

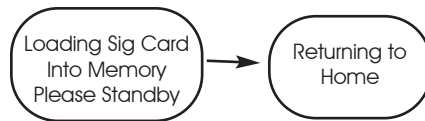
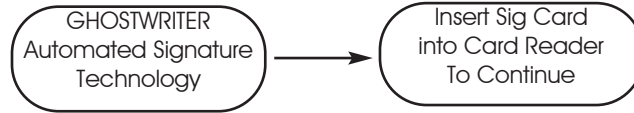
Please see screen Part 3: Operation instructions.

### Button Operations

- ▾ and ▲ scroll through menu selections. The highlight text is the selected option.
- ◀ and ▶ move the cursor left or right.
- ⏎ (enter) accepts settings or menu options.

The Ghostwriter is designed to be user-





- Main Menu**
- Auto Cycle Restart
  - Select Setup Menu
  - Select User Menu
  - Set Pen Depth
  - Setup Carousel
  - System Menu



### Basic Operation

1. Press the on-off switch to the on position. The signing plate illuminates and the LCD displays the following information.

Insert pen into the holder until it touches the paper.  
Press Any Key

**FIG. 2**

**FIG. 1** 2. Insert desired signature card into the machine, chip side up and pointing toward the machine. The Ghostwriter accesses the card (green indicator light blinks) and the LCD screen changes to the following as the Ghostwriter loads the signature and homes the machine to the proper setting.

3. Once loaded, the machine is ready for operation, Figure 1. Using  move the selection bar until **Set Pen Depth** is highlighted and press . The "T" Bar lowers, Figure 2. Loosen thumb screws and insert the pen of your choice into the pen holder, tighten the thumb screws and press any key to continue. The LCD returns to the main menu, Figure 1.

4. Press Foot Pedal and machine signs

5. Tape a piece of paper or place a post-it note over the signing area. Press the foot pedal to sign the paper. The machine starts signing the signature. The LCD displays the name of the signature being signed and the count signed.

Once the signature is signed, the machine returns to the rest position. The signed paper (template) is the location where the machine signs each and every time. Use this template for manual signing or to setup the signing position for auto-feed signing.

**Congratulations! You have completed the the basic set-up  
and operation of the Ghostwriter.**

## Auto-Feed Setup

From the main menu, select **Setup Menu**. From this menu, you can setup the machine to sign using the 2 auto feed modes or manual sign (same as the foot pedal from the Main Menu)

### User Menu


View Job Count  
Auto Print Delay  
Reset Job Count  
Home Machine  
Reload Sig Card  
View Total Count  
Remote Control  
Set Password  
Software Version  
Smart Card Info  
EXIT to Main

**Text Mode Setup** This signing mode is used if the signing position on the document varies from top to bottom. For example, signing form letters.

**Page Mode Setup** This signing mode is used if the signing position on the document does not vary on the page.


**Manual Cycle** This signing mode allows documents to be signed using a button on the keypad or the foot pedal. Operator feeding is required.

### Page Mode

Place documents into the feeder. Select **PAGE MODE SETUP** to feed the first sheet, it will move the page edge to the edge of the signing area and stop. Use the **DOWN** arrow to move the documents' target signing area to the template area. If you overshoot, use the **UP** arrow move the target area up relative to the template on the signing area. Once the signature block is in the correct position, press  to sign that document and press **+** to start automatically signing the all documents in the sheet feeder at this setting. If this setting needs to be moved to better position the signature, press any key to pause and use the arrows to move the target area and press **+** to continue.

### Text Mode

Place documents into the feeder and select **TEST MODE SETUP** to feed the first sheet, it will




move the first text found to the edge of the signing area\*\*. Use the down arrow to move the documents' target area to the template area. If you overshoot the target area, you may use the up arrow move the target area up to better position the document. Once the signature is in the correct position, press  to sign that document or press + to start automatically signing the all documents remaining in the sheet feeder using this setting. If the setting needs to be moved to better position the signature, press ANY KEY TO Pause and use the UP/DOWN arrows to move the signing area and press + to continue the signing/feeding cycle.

The Ghostwriter MAX will continue to cycle until the feeder is empty or a misfeed happens. PAPER ERROR will appear on the display. Rectify the problem and press AUTO to continue.

To use the last signing position, select AUTOCYCLE RESTART from the main menu.

\*\* If your document has printed areas on the bottom of the document (like your organizations' address) you will need to change the skip amount in the USER SETUP MENU on the main menu. Changing the skip amount will allow the scanner to skip over an area at the bottom of a document before "looking" for text on you document. Changing the number will allow 1/10 inch of space to skip for each number (i.e. 10 scanner will allow 7/10ths inch of your document before "looking" for text)\*\*

## USER MENU

The User Menu contains features and functions that help manage the Ghostwriter and offer security. Each of the selections in the User Menu is discussed in this section. The User Menu, figure 6, is accessed from the main menu. Use the  to scroll down to the User Menu selection and press . To select these options, use the arrow keys to move the selection bar and press . Press any key exit from the function. The machine returns to the main menu.

**View Job Count** displays the number signed since the counter was reset.

**Auto Print Delay** is the amount of time the machine pauses between signature signing in Auto-rewrite mode. The factory setting for this function is 2. This setting can be changed by using the left and right arrows to move the cursor to the appropriate digit and the up and down arrows to increase or decrease the number.

**Reset Job Count** resets the job counter to "0"

**Home Machine** tests the position of the writing arms and other components of the writing mechanism and returns them to operating position if necessary.

**Reload Sig Card** is used to load a new signature file into the machine. This may also be done by turning the machine off and back on.

**View Total Count** is the total number of signatures signed by the Ghostwriter.

**Remote Control** is used with the Signature Transfer Kit option. This function allows the operator to access the machine from a PC to transfer signatures. PC software and accessories sold separately.



contact your sales representative for Signature Transfer Kit pricing.

**Set Password** is enabled by Sigtech personnel. This function requires a 4 digit password to be entered into the key pad before operation of the machine. Use Set Password to change the current password setting. The user must input the old password before entering a new password.

## Setup Carousel

The Carousel allows different variations of the same signature to be loaded into the machine. Up to 15 signature files can be loaded. These files are stored in the machine until they are deleted using the Carousel menu. To add a signature file, select Setup Carousel from the Main Menu and then select Add Sig File. Insert the signature card into the reader and press the plus key to store. Continue until all the signatures are loaded.

Ghostwriter MAX will use signatures stored in the Carousel unless there is a card in the card reader.

## SYSTEM MENU

The System Menu selection on the main menu is only for use by trained service personnel. This selection is password protected. Settings in this area should not be changed unless instructed by a technical representative.

## Signing Special Items

The Ghostwriter signs many items, some items may require machine modification.

- |               |             |                  |
|---------------|-------------|------------------|
| » Books       | » CD Cases  | » Certificates   |
| » Checks      | » Diplomas  | » Greeting Cards |
| » Lithographs | » Magazines | » Photographs    |
| » Hats        | » Posters   | » T-Shirts       |

### Signing items that are opaque

When the signature template is not visible for placement through the item to be signed, it may require that lines or guides be put on the deck around the piece. This will allow for repetitive placement of the signature on the item.

### Signing large documents or posters

Large documents may require the signature placement to be in the far left or right areas of the document. This position may require an inverted Signature Matrix from SigTech. An inverted Signature Card signs the signature upside down on the illuminated signing plate. This allows the

operator to rotate the documents upside-down before signing and place the signature on the documents correctly. Please consult customer service if you have any questions, concerning the need for an inverted Signature Card.

#### Signing thick items

With a standard Ghostwriter signature machine you may sign items up to ½ inch thick. This may range from a small book or magazine to a plastic CD case.

#### Pens and other writing instruments

You can use virtually any writing instrument you choose. We recommend that you test several types prior to beginning your project. The more you use the Ghostwriter, the more familiar you will become with what pen works best for you. Using different writing instruments enables you to add variation to the signature. Consideration of paper texture and weight will also vary the signature reproduction.

Special pens Some pens will not fit in the standard pen holder on the writing arms. If you have a pen or marker that doesn't fit, contact Automated Signature Technology for the solution. We offer custom pen holders to fit specialty pens.

## Part 4: Security Information

### Security

All organizations are concerned about security. There are several basic options available for your machine. An electric lock prevents access to your signature machine by anyone who does not have a key. You may also remove the writing arms so that they may be placed in a secure cabinet or drawer. The signature card may also be removed from the machine and placed in a safe place.

In addition to a lock the following options are available for advanced logging and security.

#### Simple Security

This is included in all Ghostwriter model. It includes one username and password for the machine.

#### Data Log Security

All operators will need to enter a unique, four digit employee ID number. The system will allow the Administrator to keep track of the date, time, signature and number of signatures that were cycled. The data log is accessible only by the Administrator's unique password.

#### Advanced Data Log Security Option With Printing Capabilities

In addition to the Data Log Security, the Administrator attaches a standard printer to the Ghostwriter. This feature will allow the administrator to print the reports and store them in printed form for reference.

### Warranty Information

SigTech signature machines are shipped to your office by SigTech factory personnel. They are guaranteed against defects of materials and workmanship for a period of 90 days. This contract may be extended. If you have any problems, call our service department. Please contact your SigTech Representative regarding annual maintenance contracts.

Gold Service Plan (available in most metropolitan areas)

*Factory repair with on-site preventive maintenance and unlimited telephone and e mail support*

Covers all parts, labor and shipping costs. Machines will be repaired in our factory within two business days or a replacement machine will be shipped to you in its place. Annual, scheduled preventive maintenance will be performed in your office by one of our technicians. During the servicing of the signature equipment, we will clean, lubricate, make all necessary adjustments, and replace any parts needed for the proper operation of the machine, and repair or replace any worn components.

Silver Service Plan

*Factory repair and unlimited telephone and e mail support*

Covers all parts, labor and shipping costs. Machines will be repaired in our factory within five business days or a replacement machine will be shipped to you in its place.

## Part 5: Troubleshooting

LCD displays "Sensor out of range" error

Turn the machine off and back on. Machine should recalibrate and return to normal. If problem is not resolved. Contact technical support.

The writing arms stick to the "T" bar

The bottom of the arm can become worn and may need to be smoothed and lubricated. Any common light oil helps.

The writing arms pop out of the clips on the rocker arms

Remove the ball from the clip and squeeze the clip together with the rocker arm. This will tighten the clip and hold the arm in the holder.

The pen makes scratchy noises while signing

Check the pen for any damage to the tip. Rolling ball, fountain and felt tip pens can become damaged and it will effect the quality of reproduction. You can also decrease the pressure on the pen by removing the pressure strip or bending it up.

Signing area is not illuminated

Check to make sure that the machine has power and is on.

No power

Check to make sure that the power cord is plugged securely into the module on the back of the machine and into a live wall outlet. If the machine has power to the LCD and foot pedal, contact technical support.

## Notes

### Foot pedal does not start the machine

Check to make sure that the machine is turned on and the foot pedal is plugged into the appropriate plug in the back of the machine.

### Signature does not load into the machine

Check the signature card to ensure that the chip is facing up and that the card is pushed into the reader. If problem persists, contact technical support

## Technical Support

If problem is not resolved, please call technical support toll free **800-636-4450** and a representative will help assess the problem. Please have your model and serial number available.



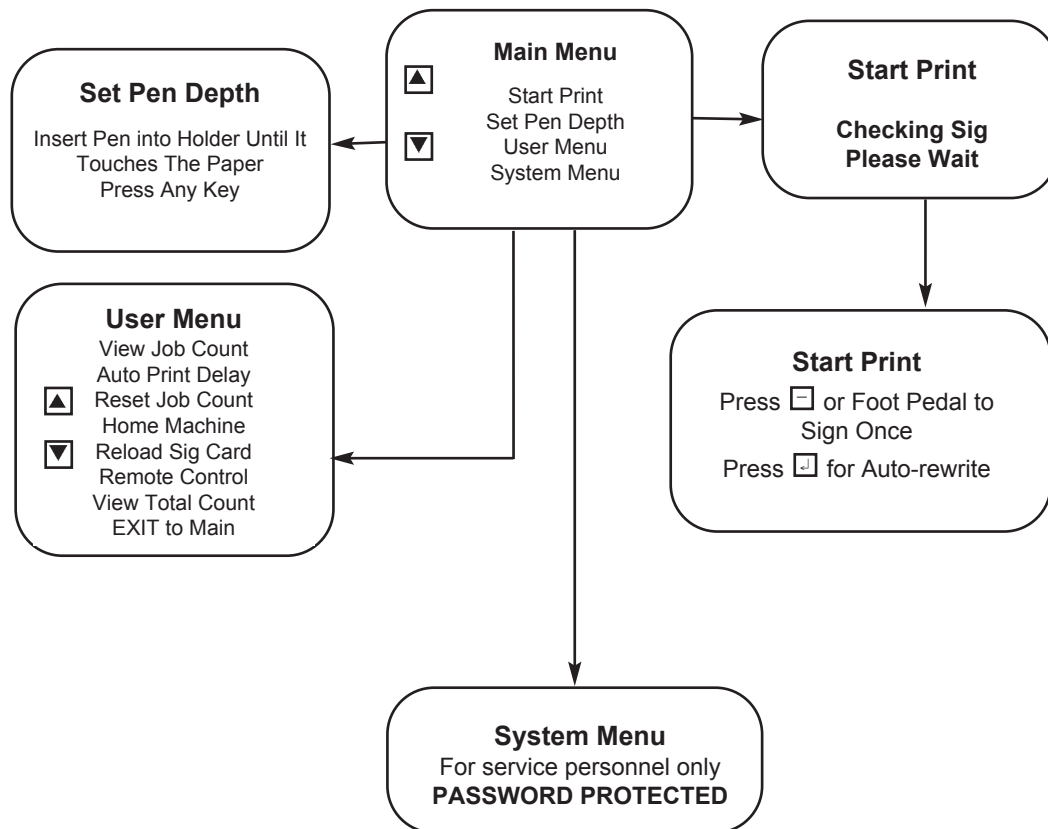
### Menu Screens Version 19

Please see screen for detailed machine operation instructions.

#### Button Operations

- ▼ and ▲ scroll through menu selections. The highlight text is the selected option.
- ◀ and ▶ move the cursor left or right.
- ⏎ (enter) accepts settings or menu options.

Cut along dotted line to remove.



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Please complete each section of this form. Providing the necessary information prevents delays in your order. Orders may be faxed and please follow up with originals in the mail.

**1. Contact & Ordering Information**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Payment:  Invoice  Credit Card

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Cardholder \_\_\_\_\_

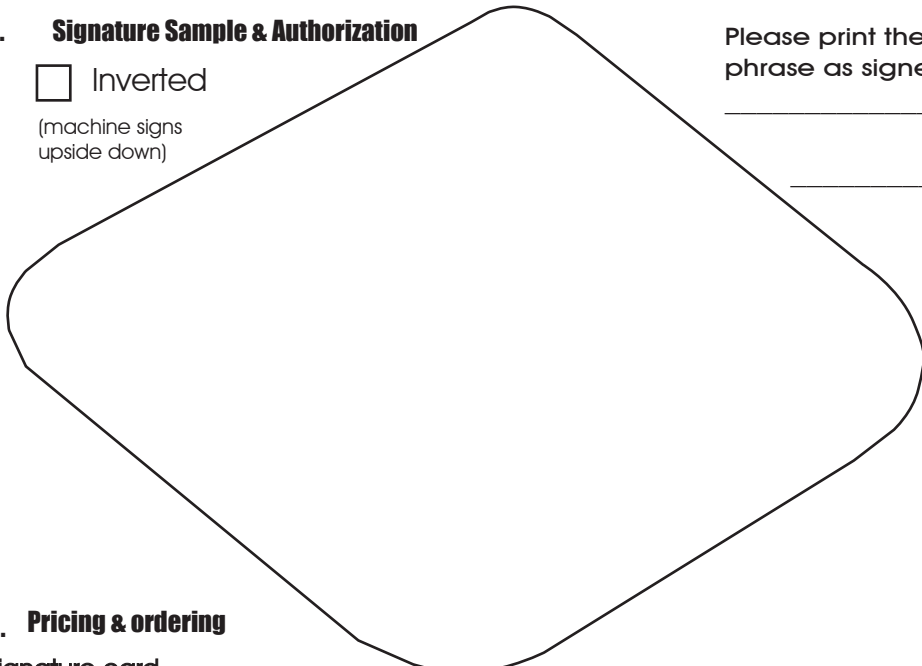
**2. Signature Sample & Authorization**

Inverted  
(machine signs upside down)

Please print the name or phrase as signed :

\_\_\_\_\_

\_\_\_\_\_



**3. Pricing & ordering**

Signature card

5 business days.....\$150.00  Same Day Rush.....\$199.00

Additional Charges

Add a phrase.....\$10/word  Overnight Shipping.....\$10.00

*All orders are shipped 2nd Day. This timeframe needs to be added to the service times above  
Prices are effective as of June 1, 2005. Prices subject to change without notice.*

Do not write on this back. Intentionally left blank.







































