

# Ghostwriter<sup>®</sup>

## Owner's Manual

For S700 Models



## 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*<sup>®</sup>

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

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

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

**Sales & Technical Support: 800.636.4450**

# Introduction

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

The Ghostwriter is a very flexible handwriting duplication machine. It can write signatures, phrases and small notes with any writing instrument on virtually any surface.

## 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 material 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.

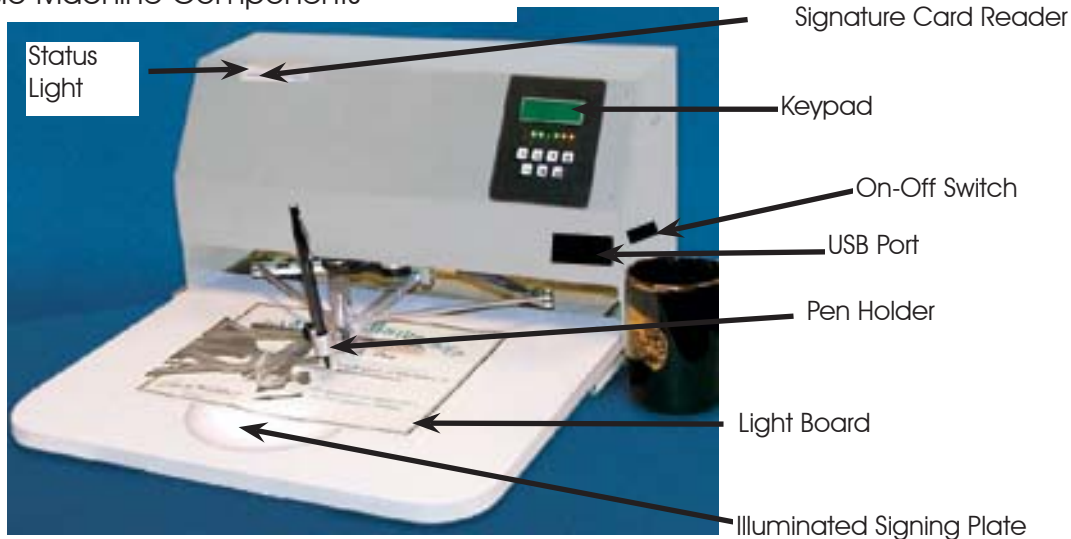
The Ghostwriter can sign the following specialty items:

- ❖ Books
- ❖ Speciality items
- ❖ Posters
- ❖ Banners



## Part 1: Components

### Basic Machine 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.

#### 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.

#### On-Off Switch

The **On-Off Switch** is located on the right side front of the machine.

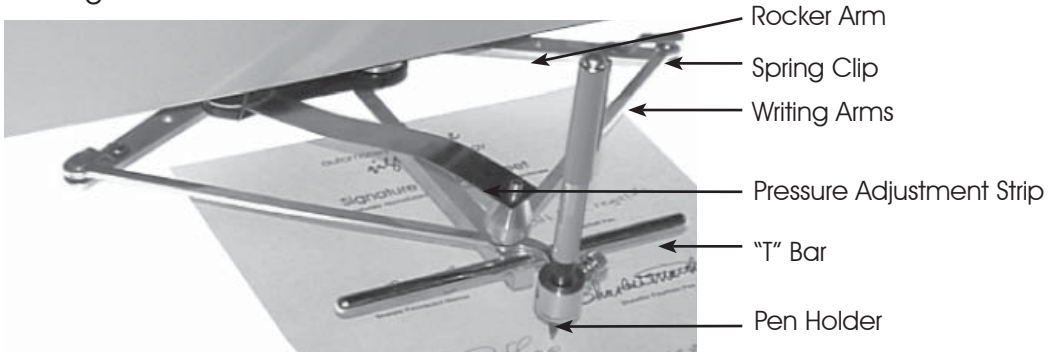
#### USB Port

The **USB Port** is used to load signature files from a USB Flash Memory Drive.

#### Light Board & Illuminated Signing Plate

The **Light Board** is located under the Ghostwriter. This board contains an **Illuminated Signing Plate** that is positioned under the Pen Holder. The machine signs within this area.

## Writing Head



### 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**.

### Writing Arms

The **Writing Arms** are the two arms that attach to the right and left **Rocker Arm** and intersect to form a "V". The arm on the bottom (brass end) goes in the left **Spring Clip**. The arm on top (silver end) goes in the right **Spring Clip**.

### 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. The **Pressure Adjustment Strip** is attached to the pressure assembly and sits on top of the **Castle Nut**.

### "T" Bar

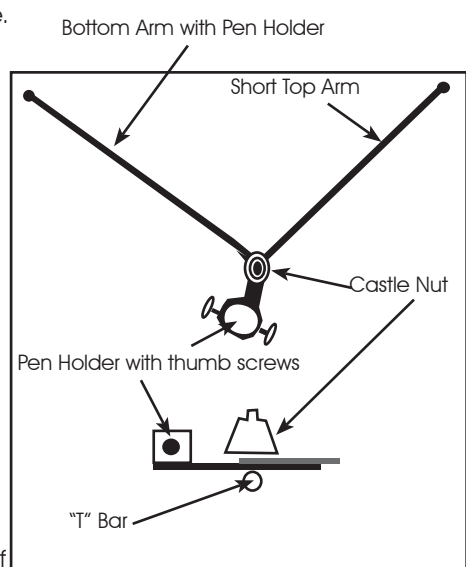
The **"T" Bar** picks up the writing arms. The **"T" Bar** is adjusted through the "Set Pen Height" setting.

### Pen Holder

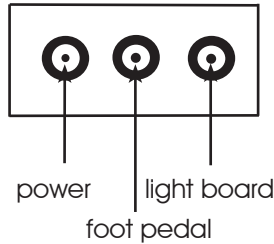
The **Pen Holder** on the **Writing Arms** holds the writing instrument during signature reproduction. Two thumb screws on the sides of the **Pen Holder** tighten to secure the pen or other instrument in the **Pen Holder**. The height of the pen is adjusted by the "Set Pen Height" setting option.

### 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.



## 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

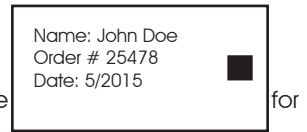
The **Foot Pedal Plug** is 12 volts.

### Light Board Plug

The **Light Board** is 12 volts.

### 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.



TOP

### Foot Pedal

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



BOTTOM





## Part 2: Machine Assembly

### Standard Machine Components

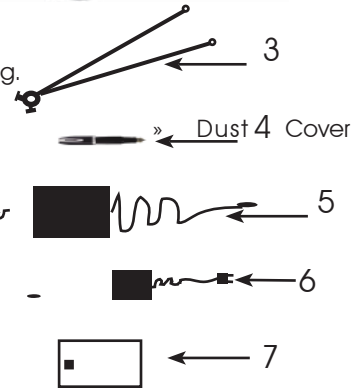
1. Ghostwriter Signature Machine
2. Writing Arms
3. Sheaffer Fountain Pen
4. Foot Pedal
5. Power Cord
6. Signature Card (purchased separately)



### Additional Options

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

- » Electric Lock
- » Signature Transfer Kit
- » Signature Carousel
- » Advanced Datalog Security
- » USB Flash Memory Drive



### Assembly of the Machine

1. Remove machine and packing foam from box and set on table.
2. Remove the accessories box, and packing foam. Machine should now be flat on the table.
3. The accessories box contains the writing arms, foot pedal, power cord, power supply, signature cards, and keys for electric lock (optional).
4. Locate the writing arms and install them on the machine. With the castle nut facing up, the top arm goes in the right spring clip and the bottom arm goes in the left spring clip.
5. Plug the foot pedal and power supply into the back of the machine. Plug the light board into the machine.
6. Plug the power cord into into the power supply, then plug the cord into the power outlet.
7. Insert the signature card in the card reader. If electric lock is installed, unlock the machine and turn on the power. The signing area illuminates, green blinks on the carder reader and LCD displays system status. You are now ready to start signing. The machine is assembled.
8. Keep the machine box and packing. If there are any problems with the machine assembly. Please contact customer service before proceeding with operating the machine.

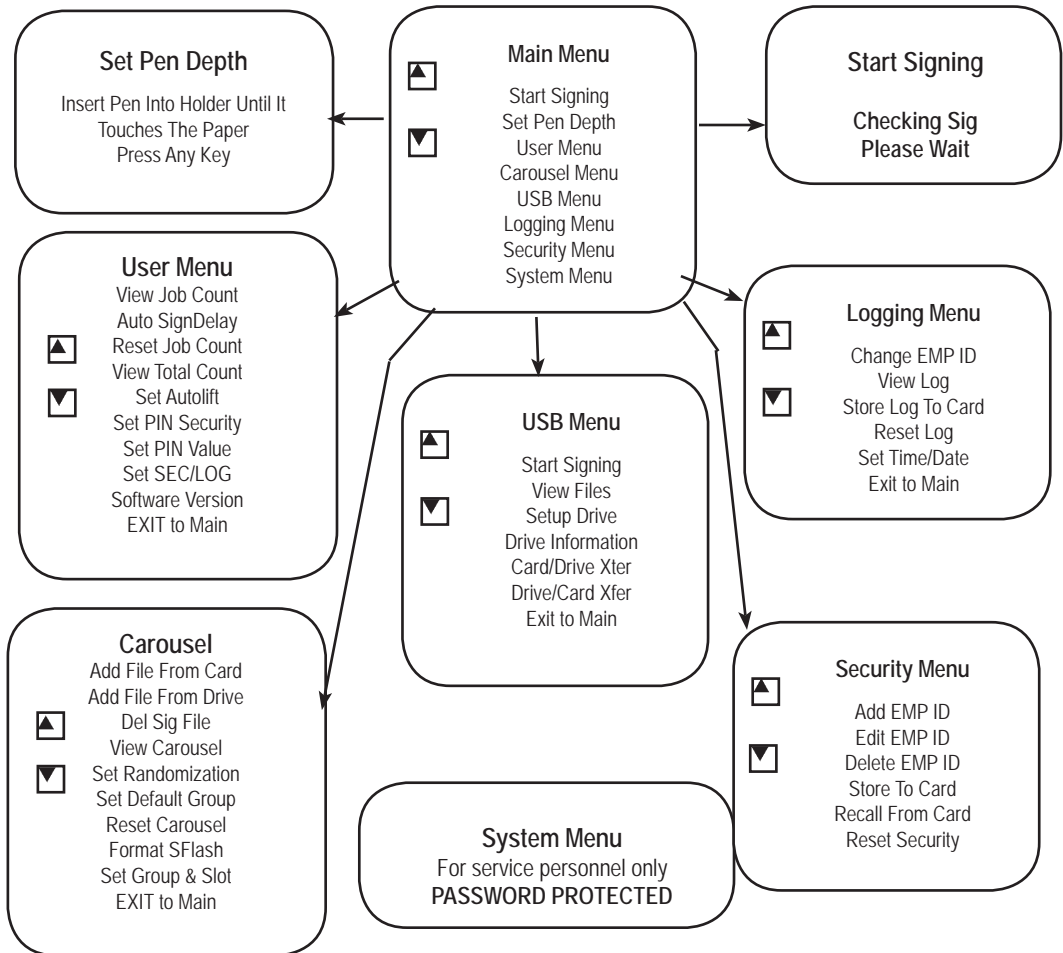


# Part 3: Operation

## Menu Screens Ghostwriter S700

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

Shortcuts from Main Menu ◀ Print once operation ▶ Set Pen Height



## Basic Operation




1. Press the on-off switch to the "on" position. The signing plate illuminates and the Ghostwriter loads.
2. Machine prompts for Employee ID "Enter EMP ID". If this is the first time operating the machine, enter the default EMP ID of 0001 and press . Machine prompts for Pass Code, enter default of 1000 and press .
3. Insert signature card into card reader. Light will start to blink. The Ghostwriter will load the signature file into the machine.
4. Once the file is loaded, the main menu will appear. The follow option should be visible on the screen, "Start Signing" and "Set Pen Height"
5. Using the down arrow button , move down once to "Set Pen Height" and press . The "T" bar and the writing arms will lower. Loosen the two (2) thumb screws on the pen holder, insert the pen of your choice into the pen holder until the tip of the pen touches the light board. Tighten the thumb screws. Press  to return to main menu.
6. Tape a 3" x 4" piece of paper or Post-it Note over the signing area of the light board. Press the Left Arrow button, , or the foot pedal. The machine signs the signature loaded from the signature card and stops. The signature signed on the paper will be your **template** for positioning signatures on documents.
7. Position the document to be signed over the template just created. Move the document so the template signature is in the correct position. Press the Left Arrow button  or the foot pedal to start the machine signing.
8. Remove the document from under the pen. Repeat these steps 7 and 8 until all documents are signed.

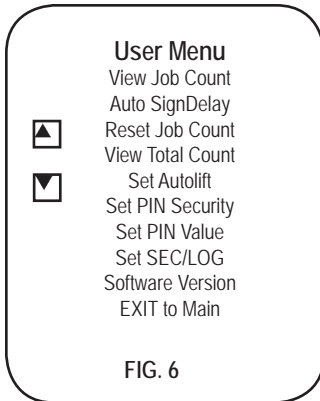
This is the basic operation of the machine. Your Ghostwriter is equipped with many more options to enhance productivity and security. The following sections cover the set-up and administration of these options.

## START SIGNING

"Start Signing" is the first operation located on the Main Menu. Press  to select. This section allows the operator to sign using automatic rewriter or "AUTO REWRITE". Using this operation, the Ghostwriter will continue to sign until the machine is paused by the operators. At the completion of signing a signature or phrase the machine will pause for a few seconds and then start to sign again. The pause between signatures can be increased or decreased in the USER MENU under Auto Sign Delay. AUTO REWRITE may also be started by holding down the foot pedal.

## USER MENU

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





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

**Auto Sign 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"

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

**SET Autolift.** Autolift is a feature used when signing large signatures, phrases or multiple lines. This feature is disabled as a factory setting and should be set for "0". To enable, Press enter , using the up arrow change "0" to "1" and press enter . Choose Set Pen Height to complete the process. *Set Pen Height must be done each time Autolift is enabled or disabled.*

*NOTE: If Autolift is enabled, and pen skips part of a signature or phrase, wipe off "T" bar and underside of writing arms with a tissue or cloth. If this doesn't fix the problem, disable Autolift and contact your service technician.*

**SET PIN SEC:** There are two (2) security options installed. (Datalog is enable as a factory default.) PIN security is the second option. This feature uses a 4 digit code that is entered each time the machine is turned on. There is only one (1) PIN code for all operators. To enable, change the setting from "0" to "1". (Datalog must be disabled first and the machine restarted.)

**SET PIN VALUE** sets the password for PIN security. 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. Factory default is 0001.

**SET SEC/LOG** enables or disables Datalog security. This is enabled by factory default. Default EMP ID is 0001 and default Pass Code is 1000. Default log-in has administrator rights.

**Software Version** displays current system version information

## USB Menu

This Ghostwriter features a USB port. This port offers added flexibility. Using a USB Memory Drive, signature files can be transferred from your computer to the Ghostwriter. You can load files from the USB Drive similar to a signature card.

USB Menu Selections:

**Start Print** enters the signing mode of the machine. Allows foot pedal operation or auto-rewrite. Operates the same as the option on the Main Menu, but access the USB Drive instead of the Signature Card.

**View Files** Loads a list of files stored on the USB Memory Drive. Files can be selected from the menu and loaded into the machine. Only one (1) file can be loaded at a time. Selecting a file from the list and pressing the foot pedal, signs the file one (1) time.

**Setup Drive** Formats the USB Memory Drive with the necessary file structure for the Ghostwriter. These folders will be visible on your computer, do not change, rename or delete these folders. These folders will be added to data already resident on the USB Memory Drive. No data will be deleted.

**Drive Information** shows the vendor and product name of the drive.

**Card/Drive Xfer** allows a signature file to be transferred from a smart card to the USB Memory drive. The file can then be stored on a computer.

**Drive /Card Xfer** allows a signature file to be transferred from a USB Memory drive to a smart card. The file can then be stored on a computer. This function overwrites any cards stored on the signature card.

NOTE: Rights to the USB Port can be enabled or disabled by the administrator for each user. The administrator can only access "Set-Up Drive" If datalog is disabled, all users will have access to the USB port.

## Carousel Menu

This Ghostwriter features a multiple signature carousel. This function enables the Ghostwriter machine to sign different signatures without the need to load files or change signature cards.

Using the features in the Carousel Menu you can load, delete, view and customize the carousel function of the machine. To use the signatures stored in the Carouel, all external storage devices must be removed.

*Adding a file to the carousel:* Select the "**Add File From Card**" option in the menu, select the group to store it in, and select the file from either the smart card. If loading a signature file from a USB Drive, use the **Add from Drive** option. Verify storage by pressing the + key. Repeat until all files are loaded.

*Deleting a file from the carousel:* Select the "**Delete File from Drive**" option in the menu, enter the group number, , and then the slot number, , press the - key to delete or any other key to cancel.

**View Carousel:** Allows you to view and/or sign individual signatures stored in the carousel.

**Set Randomization:** 0 causes the signatures in a group to sign in order, 1 causes the signatures to sign randomly.

**Set Default Group:** not available

**Reset Carousel:** Erases all files stored in the carousel.

**Format SFlash:** Erases all internal memory and formats the drive. Do not select unless instructed by a service technician.

**Set Groups and Slots:** Allows the operator to change the setup of carousel by assigned the number of groups and the slots in each group.

## Security Menu

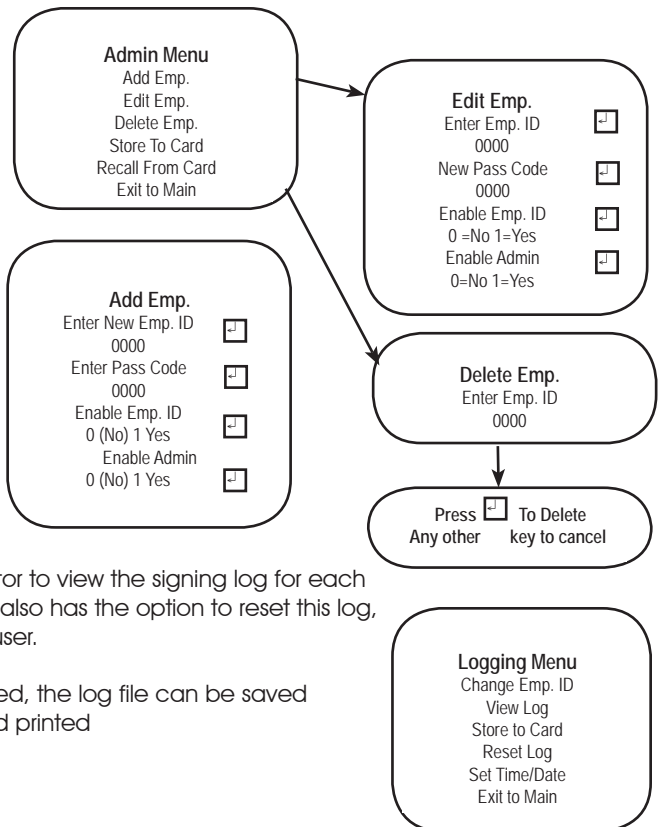
The Security Menu allows an administrator to setup, edit and delete machine users.

**Add Emp:** Select to add new user information and rights.

**Edit Emp:** Select to change password or rights of existing user.

**Delete Emp:** Select to delete user.  
Store to card: Select to backup current logins to smart card

**Recal From Card:** Select to restore logins from smart card



## Logging Menu

The Logging menu allows an administrator to view the signing log for each user of the machine. The administrator also has the option to reset this log, set time/date and change the current user.

If the Advanced Data Log was purchased, the log file can be saved to a smart card and viewed, edited and printed on a PC using the Data Log Utility.

## Signing Special Items

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

- » Books
- » Checks
- » Lithographs
- » Hats
- » CD Cases
- » Diplomas
- » Magazines
- » Posters
- » Certificates
- » Greeting Cards
- » Photographs
- » 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 repetitious 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 Card from Automated Signature Technology. 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 with the light board attached. This may range from a small book or magazine to a plastic CD case. To sign items thicker than 1/2", please contact technical support for more information regarding the removal of the light board.

### 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 make 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 optional electric lock prevents access to your signature machine by anyone who does not have a key. You may also remove the writing arms and store them in a secure cabinet or drawer. The signature card may also be removed from the machine and placed in a safe place.

## Troubleshooting

### Pen doesn't write or lower when it should.

Clean "T" bar and bottom of writing arms. This should fix the problem. If problem persists, disable autolift in the user menu and contact technical support. Machine will still operate. See the USER MENU section for more details.

### 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.

### 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.

# Multiple Signature Carousel Assignments

Signature Card

Group #

Order

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Form 100

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:**  \_\_\_\_\_

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

**2. Signature Sample & Authorization**

Inverted

(machine signs upside down)

Please print the name or phrase as signed :

\_\_\_\_\_  
\_\_\_\_\_

Automated Signature Technology  
112 Oak Grove Road, Suite 107  
Sterling, VA 20166  
US/CDA Toll Free: 800.636.4450 Phone: 703.397.0910  
Fax: 703.397.0914  
[www.signaturemachine.com](http://www.signaturemachine.com)