

automated
signature
technology

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Ghostwriter[®]
Owner's Manual
T Series: Effective Oct. 1, 2011



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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

Introduction

Thank you for purchasing the Ghostwriter, the nation's premier autopen machine.

The Ghostwriter is our smallest and most versatile signing machine. It is highly flexible, and can write signatures, phrases and small notes with any writing instrument on virtually any surface.

The Ghostwriter

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

The machine comes with a signature card which 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

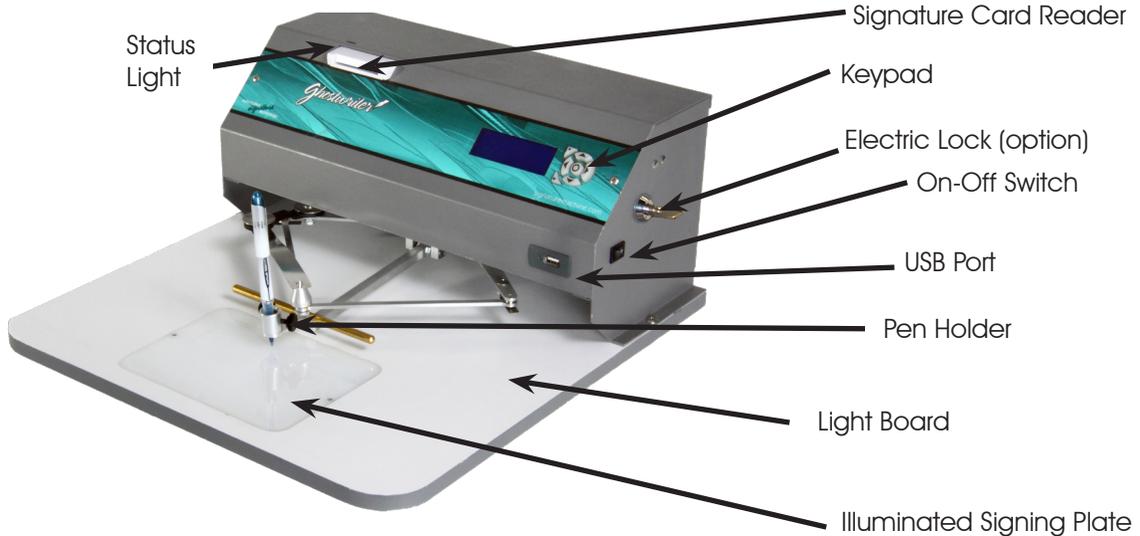
Table Of Contents

Here's where you can find specific topics involving The Ghostwriter:

Components.....	Page 3
Machine Assembly.....	Page 7
Machine Operation.....	Page 10
Signing Special Items.....	Page 13
Security.....	Page 14

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.

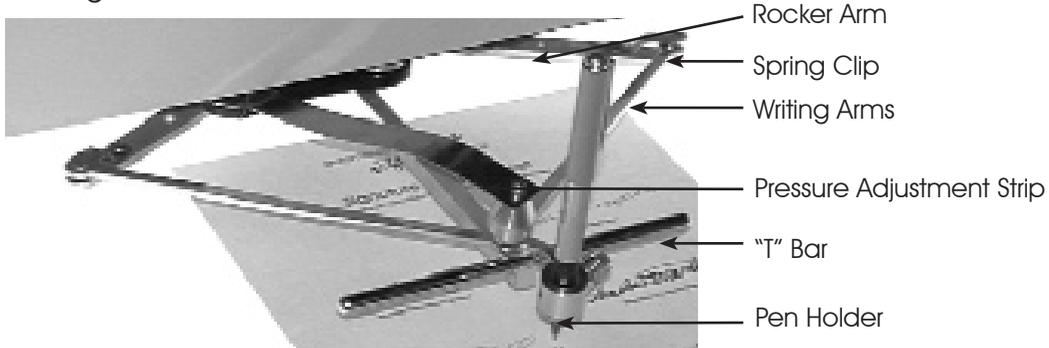
Light Board & Illuminated Signing Plate

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.

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, restricting electricity to the machine.

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

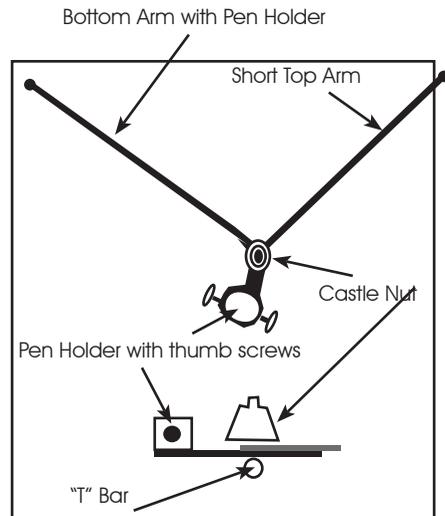
The **Pressure Adjustment Strip** is the stainless steel strip that follows the pen during the signing motion applying pressure to the pen. This strip can be bent to change the pen pressure from light for a felt tip pen to heavy for a bold signature from a ball point pen. The **Pressure Adjustment Strip** is attached to the pressure assembly and sits on top of the **Castle Nut**.

"T" Bar

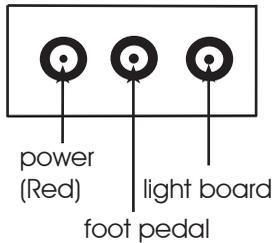
The **"T" Bar** picks up the writing arms. The **"T" Bar** is adjusted through the "Set Pen Height" setting.

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.



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 marked red and located on the outside (left) of the plug panel

Foot Pedal Plug

The **Foot Pedal Plug** is the center plug.

Light Board Plug

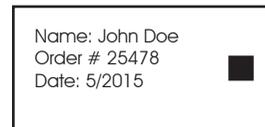
The **Light Board** is located on the inside (right) of the plug panel.

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. Gold chip is toward the machine and up.

Foot Pedal

Press the **Foot Pedal** to sign the documents one at a time.



Signature Card Top



Signature Card Bottom

Part 2: Machine Assembly

Standard Machine Components

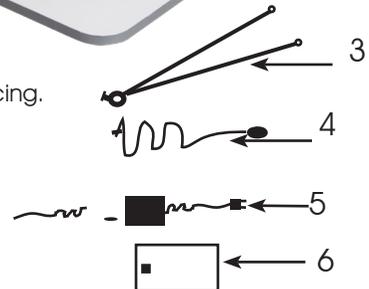
1. Ghostwriter Signature Machine
2. Light Board
3. Writing Arms
4. Foot Pedal
5. Power Cord
6. Signature Card (purchased separately)



Additional Options

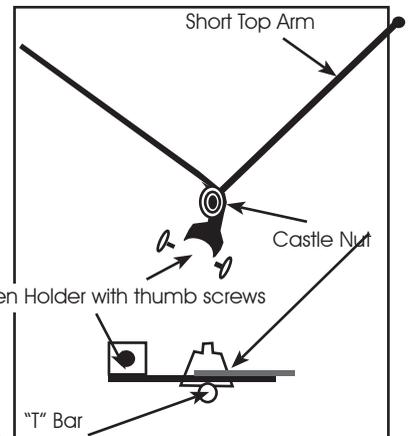
The following options are available for purchase. Please call for pricing.

- » Electric Lock
- » Dust Cover
- » 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. 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.



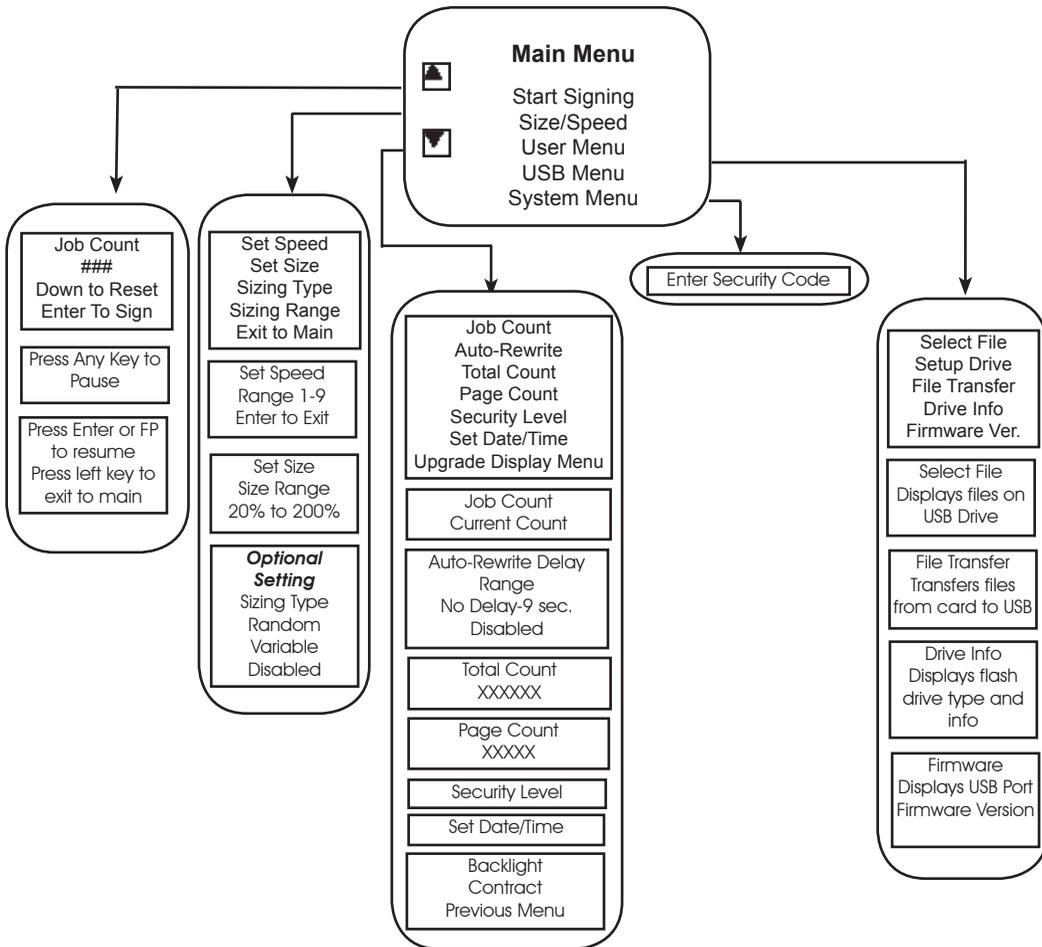
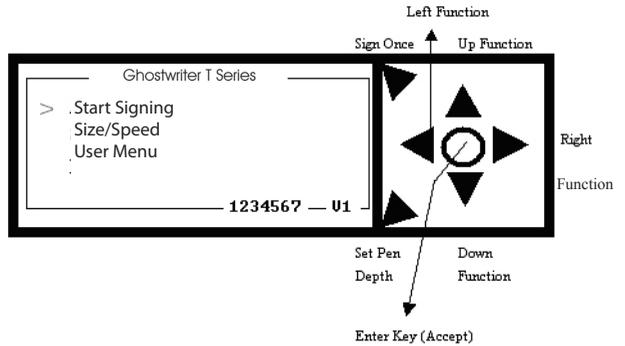
8. Keep the machine box and packing. If there are any problems with the machine assembly Please contact customer service before proceeding with operating the machine.

Menu Screens Ghostwriter T Series

Please see screen for detailed machine operation instructions.

Button Operations

- ▣ and ▢ scroll through menu selections. The highlighted text is the selected option.
- ◀ and ▶ move the cursor left or right.
- accepts settings or menu options.
- ▣ Manually sign once
- ▣ Set pen height



Part 3: Operation

Basic Operation

1. Press the on-off switch to the "on" position. The signing plate illuminates and the Ghostwriter loads.
2. Machine prompts for Pass Code, enter default of 0001 and press **O**.
For, S500, S600 and S700 models using Data Log, enter Username 0001 and 1000 as the passcode. This log-in has administrative privileges. If no security is enabled, skip to 3.
3. Insert signature card into card reader. Status 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 LCD should read "Start Signing" and "Set Size". Press the bottom left button to "Set Pen Depth". **Do not insert pen in holder first.** Wait until the "T" Bar lowers and writing arms extend. Then insert the pen into the pen holder..
5. 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 **O** 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 top left button or the foot pedal to sign once. 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 top left 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 setup and administration of these options.

START SIGNING

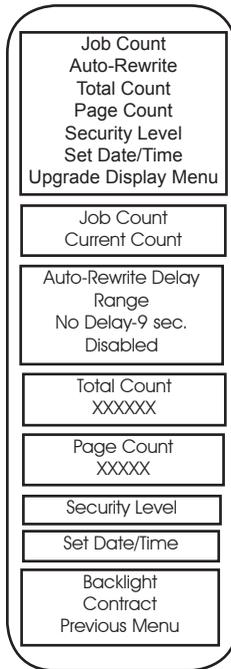
"Start Signing" is the first operation located on the Main Menu. Press **□** to select. This section allows the operator to sign using automatic rewrite or "AUTO REWRITE". Using this operation, the Ghostwriter will continue to sign until the machine is paused by the operator. At the completion of signing 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.

SET SIZE (Variable Signature Size)

“Set Size” is available as an **option** on all Ghostwriter models. This option allows the user to increase or decrease the size of a signature file. Changing the signature size may require the pen speed to be adjusted. To change the size, press **O** and using the down arrow to reduce the size or up arrow to enlarge. Original size is 100. A file may be reduced to 25 or enlarged to 200.

SET SPEED

“SET SPEED” allows the pen speed or writing speed of the machine to be increased or decreased. This function is a standard option on all models. Press **O** and using the down arrow to reduce or up arrow to increase change the writing speed of the pen. 1 is the slowest, 9 is the fastest, and 4 is default.



USER MENU

The User Menu contains features and functions that help manage the Ghostwriter and offer security. The User Menu is accessed from the main menu. Use the Down Arrow **▼** to scroll down to the User Menu selection and press Enter . Press any key to exit from the function. The machine returns to the main menu.

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

Auto-Rewrite 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.

Page Count is used to limit the number of signatures to be signed.

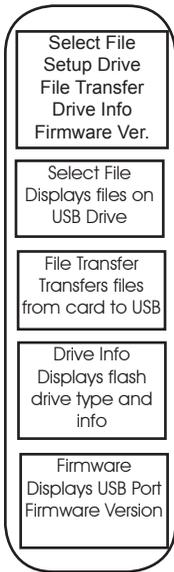
Total Count is the total number of signatures signed.

Security Level allows different security modes to be enabled or disabled. The choices are PIN, Multipin, UserID, UserID/Logging, Disabled. PIN is available on all models. The default PIN code is 0001. If USER ID is enabled, enter 0001 and then 1000 for the passcode. Not all options are enabled on all machines.

Set Date/Time allows the date and/or time to be changed.

Upgrade Options allows new features to be added to the Ghostwriter. Factory will provide a code to be entered.

Backlight adjusts to brightness and contrast of the display.



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:

Select File lists the files stored on the USB Drive. Use the arrow to index and O to select the desired file.

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. Drives that include Windows encryption or security features are not recommended.

File Transfer 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 Information shows the vendor and product name of the drive.

Firmware shows the version of the USB host controller.

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.

Signing Special Items

The Ghostwriter can sign many items, some of which 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 made 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 oil or lubricant can be applied.

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 affect 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 the power switch 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.

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