

**CN1000 COPY MANAGER**  
**Quick reference guide**

**To open an account :**

1. Press and hold the **PROG** key until it beeps.
2. Dial-in the supervisor access code followed by **ENTER**.
3. **Operator** mode is visible on the display.
4. Press on **PROG**.
5. **Open account** is visible on the display.
6. Press on **ENTER**.
7. **Account XXXX** is briefly visible on the display followed by **Limit: XXXXX**
8. **Limit XXXXX** is the by default copy limit the system is proposing you. If this limit is good, press on **ENTER**.
9. If you wish another limit, (example 1000), press on **1-0-0-0** followed by **ENTER**. *Attention, this limit will apply to all account you will create in this operation.*
10. **PIN=0000000** is visible on the display.
11. Enter the digit of the account you wish to create (between 4 and 8 digits= example; **747200** and confirm with **ENTER**. (or swipe a card)
12. **PIN=0000000** is again visible on the display. Repeat to create another account or press on **EXIT twice** to get out.

**To close an account :**

1. Press and hold the **PROG** key until it beeps.
2. Dial-in the supervisor access code followed by **ENTER**.
3. **Operator** mode is visible on the display.
4. Press on **PROG** twice.
5. **Close account** is visible on the display.
6. Press on **ENTER**.
7. **PIN=0000000** is visible on the display.
8. Enter the number of the account you wish to close and confirm with **ENTER**.
9. Erased will appear briefly on the display.
10. **PIN=0000000** is again visible on the display. Repeat to close another account or press on **EXIT twice** to get out.

**To change the limit of copy on an account:**

1. Press and hold the **PROG** key until it beeps.
2. Dial-in the supervisor access code followed by **ENTER**.
3. **Operator** mode is visible on the display.
4. Press on **PROG**.
5. **Open account** is visible on the display.
6. Press on **ENTER**.
7. **Account XXXX** is briefly visible on the display followed by **Limit: XXXXX**
8. Press **ENTER**.
9. **PIN=0000000** is visible on the display.
10. Enter the number of the account you wish to change followed by **ENTER**.
11. **Change limit = > / Cancel = C** is visible on the display.
12. Press **ENTER**.
13. Enter the new limit (*Attention, the new limit cannot be lower that the amount of copies already done*)
14. Press **ENTER**.
15. **Programmed** will come up briefly on the display.
16. Enter another code or press on **EXIT twice** to get out.

**To reset an account without closing it :**

1. Press and hold the **PROG** key until it beeps.
2. Dial-in the supervisor access code followed by **ENTER**.
3. **Operator** mode is visible on the display.
4. Press on **INFO**.
5. **Search account** is visible on the display.
6. Press **ENTER**.
7. **PIN=0000000** is visible on the display.
8. Enter the number of the account you wish to reset and press **ENTER**.
9. **PIN= XXXXXXXXX** is visible on the display along with the amount of copies done.
10. Press and hold **C** until the account falls to zero.
11. Press on **EXIT twice** to get out.