Two Line LCD Display

Navigation Arrow Buttons

Speed Buttons

Standard Output Harness

Alphanumeric Keyboard

Standard 12 Pin Termination

Change

STOP

Enter

Two Line LCD Display

On bootup, you see the name of your Alpha, the version of your Alpha's software, and the number of accounts and jobs (or their equivalents) available for use, for the currently installed memory, and the current configuration.

Navigation Arrow Buttons

Use these arrows to navigate (or get around) when you are in the *Administration mode*. The right (white) arrow gets you into a menu item, the up and down arrows gets you to a submenu item, and the left arrow helps you "escape" to a higher level of menu, or back to user mode.

The right (white) arrow also acts as a SHIFT button to access white characters on the alphanumeric keyboard.

Speed Buttons

These four buttons are specialized function buttons like the F buttons on your computer keyboard. The only important button to remember is F1, which you need to get into the *Administration mode*.

Alphanumeric Keyboard

Your Alpha comes with a full keyboard, just like a computer. This means that you have access to the full alphabet, all the numerals, and most all of the diacritical marks you would need.

To access the white characters on a key, simply press and hold down the SHIFT button (white or right arrow) while pressing the desired key.

Bottom Three Control Buttons

There are three control buttons on the bottom of the Alpha. The STOP button is for the user to indicate that he or she is finished copying.

The C or CHANGE button is used in programming to change the value of a setting.

The E or ENTER button is used to enter an Account Name or Password in normal use, and to enter new or changed values of a setting in programming.

Entering Administration Mode

To enter *Administration mode*, press F1, then press the sequence 1 2 3 5 7 E . (You can change this Administration password if you like.) To exit from any part of the Administration menu, keep pressing the left arrow (escape) until you return to the user prompt ("Enter your name").

Entering a New Account / Job Name

Entering a new *Account Name* is easy. First enter *Administration mode* (see above). Since **Accounts** is the first menu item, press the right (white) arrow to enter that menu item. Scroll down one line to **Create Account** and press the right arrow again to enter that submenu item. The display will say: "Enter your name", with a cursor prompt on the second line. Simply type in the *Account Name* you want, and press E (for enter).

Your new *Account Name* will now appear on the first line, with the cursor on the second line. If you want to enter another *Account Name* on the second line, you can type it in now. You can keep doing this until you are finished entering all the new *Account Names* you need to enter.

Depending on what "language" your Alpha is set up for, the expressions *Client* or *UserID* may be substituted for *Account Name*.

To enter a new *Job* (or equivalently *Matter* or *Project*), follow the same procedure, but start from the **Jobs** menu item in *Administration mode*.

Setting Prices

There are up to four prices available in the Alpha, although most of the time only one price, **Price 1**, is used.

To change **Price 1** from its default of 10¢, first enter *Administration Mode*, and scroll down to **Price Setup**. Press the right (white) arrow to enter that menu item. You will see **Price 1** and its current value.

To change the value of **Price 1**, press C (for change), enter the new value, and press E (for enter). Your new value will now appear. Be sure to enter the price you want in pennies. Your Alpha is set up to display prices in decimal (or money) mode. If you prefer to charge for copies in units, scroll down past the other three *prices* to the **Decimal Point** submenu item, and change its value from 1 (for ON) to 0 (for OFF).

Assigning Maxima

Each *Account Name* and *Job* has one of ten quotas (or *maxima*) assigned to it as an upper limit on the amount of copying that can be done in the name of that *account* or *job*. First you assign values to the ten *maxima*, then you assign one of these *maxima* to an individual *Account Name* or *Job*.

To change the value of a *maximum*, enter *Administration mode*, and scroll down to **Maxima**. Press the right (white) arrow to enter that menu item, scroll down to the *maximum* you want to change (1 through 10), and follow the change procedure given above in **Setting Prices**. To assign one of the ten preset *maxima* to a specific *Account Name* or *Job*, go the **Edit Max. Acc.** in the **Accounts** menu item, and **Edit Max. Job** in the **Jobs** menu item, respectively, and follow the usual change procedure. Note that all *Account Names* and *Jobs* are assigned **Max. 1** unless otherwise specified.

Using Your Optional Printer

Your optional serial portable printer comes ready to work on your Alpha. Simply connect your Alpha to your printer and turn it ON. Enter the *Administration mode*, and scroll down to the **Printer** menu item. Press the right (white) arrow to enter that menu item. Scroll up or down to select the submenu you want to print, and then press the right arrow to start printing.