GuardTrak

User's Manual

Securing your world

PRECAUTIONS

Safety

Do not start up any defective devices, but contact your GuardTrak supplier for advice. The station box is intended for operation in enclosed, dry spaces. Use a level, dry surface for setting up.

Intended use

This device is exclusively intended for collecting and evaluating data. Any other use will be regarded as unauthorized. Any damage to the device due to unauthorized use, the manufacturer will not accept liability. Unauthorized modification to the device will invalidate the manufacturer's liability for any damage thereby arising.

Maintenance & Repairs

The device may only be opened by trained staff. During maintenance work and repairs, the device must be disconnected from the power supply. Check the disconnected parts first to ensure they are not charged before continuing the work. Working with the electrical components of the device may only be carried out by a trained electrician or by people instructed and monitored by an electrician and in conformity with the rules of electrical engineering.

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1. INTRODUCTION

The GuardTrak system allows the recording of the guard rounds by electronic collaboration of a wall station (checkpoint chips), hand-held device and station box.

Features such as the time and date are preset at the factory. However, we recommend reading this manual before you start using your GuardTrak system.

Package Contents

- GuardTrak data collecting hand-held device
- Station box with integrated printer and battery charger
- Mains power for station box: Adaptor INPUT AC100-240V
  OUTPUT 6V …..3A
- 1 Master chip
- 3 Personnel tags
- 10 Checkpoint chips
- 1 Thermal paper roll

Optional & Additional Items

- Personnel identification tags
- Start & End cards
- Incident cards
- Checkpoint chips
- Thermal paper roll (width 57mm)

2. GENERAL SYSTEM DESCRIPTION

GuardTrak hand-held device

The GuardTrak hand-held device is used for recording the guard round data during the guard patrol. It saves the recorded data in the hand-held device until they are evaluated. The GuardTrak hand-held device is powered by an integrated rechargeable lithium battery.

Battery operation of the GuardTrak hand-held device

The GuardTrak hand-held device can be deployed on the move because it is equipped with a rechargeable lithium battery. In order to ensure operating ability at all times, the battery must be charged i.e. any unused hand-held device should be placed into the station box or the charging box. The charging operation is indicated by the continually glowing red and green LED.

Loading status of the rechargeable battery

The battery loading status is electronically monitored. If the GuardTrak hand-held device is not replaced into the station box for charging, the battery it will lose its charge.
The GuardTrak hand-held device protects the integrated battery against quick discharge with an in-built “shock sensor”. When the hand-held is placed down e.g. on a table, after 10 seconds, it will switch to “Sleep mode”, indicated by both LED lights being off. This will reduce the electricity consumption of the electronic components. The hand-held device will immediately switch back to “Standby mode” when moved or picked up. This will be indicated by a continuous glowing red LED light.

First time charging of the hand-held device requires minimum of 12 hours, thereafter, a minimum of 6 hours is required

Checkpoints

The checkpoints chips are to be installed at the locations to be checked. They are not sensitive to external influences such as impact, dirt or weather. The individual checkpoint chips are numbered so that every checkpoint is assigned a code. The checkpoint chips are labeled at the manufacturer. Up to 250 checkpoints are possible and are coded from number 1-250.

The checkpoint chips can be attached into place by either, a screw, a nail or glue.

IMPORTANT:

***Do not attached chips on to a metal surface*.**

Master chip

The master chip is used for setting the GuardTrak system.
It allows the program to be set and recorded data to be evaluated.

IMPORTANT:

**** Keep the master chip at a secure place in order to prevent manipulation*.**

***** Every time the Master chip has been scanned, you have 30 seconds to start your inputs. If no inputs have been made after 30 seconds, you will need to scan the Master chip again to proceed.***

Security Personnel Tag

The security personnel tag's purpose is the identification of the guard person if the hand-held device is used by different personnel. When the device is handed over, the guard holds his security staff tag next to the hand-held device. When this is done, all recordings in the intervening time are allocated to this security staff no. The security staff tags are available with numbers from 1-250.

Start & End Cards

The optional "Start" & "End" cards are used when the management/controller wants to track the exact time the guard starts and finish his or her rounds. Before the guard starts the round, he or she will take the "Start" card and make a recording onto the hand-held device. After completing the round, the guard will make a second recording onto the hand-held device with the "End" card.

Incident Cards

The optional incident cards, consisting of 10 cards, coded 1-10, will be carried by the guard during his or her round.
Incident situation for each incident card is to be determined by the user/controller. For example: code 1 card, unlocked door, code 2 card, broken window, etc. When a representation for each card has been determined, a sticker label can then be attached to the card.

3. PREPARATION

Place the station box onto a level, dry surface near an electric power source. Insert the connecting cable into the station box as in figure 1. Then insert the plug to the main power supply.

Fig. 1

Insert the hand-held device into the station box. Once the hand-held device is placed in the station box, it will immediately go into the “battery charging” mode. The LCD screen on the station box will be blank. To display the current time, press either the **FUNC**, **+** or **Print** buttons. To display the date, press the **–** button. Both features will show for 15 seconds, after which, will revert back to “battery charging” mode.

4. SETTING THE DATE, TIME & SUMMER TME

Hold the master chip to the back of the GuardTrak hand-held device as in figure 2, you will hear an acoustic signal “beep” and see a flash of green LED light. Press the **Func** button for 3 seconds then, you will hear an acoustic signal “beep” from the station box and the LCD screen will show **01**. You may now set the Date & Time.

Fig. 2

IMPORTANT

Every time the Master card has been scan, you have 30 seconds to start your inputs. If no inputs have been made after 30 seconds, you will need to scan the Master card again to proceed.

Setting the Year

1) Press the **Func** button so that the LCD indicates **01**.

2) Enter the current year with the **+** or **–** buttons.

3) Press the **Print** button to store programmed year.

Setting the Month

4) Press the **Func** button so that the LCD indicates **02**.

5) Enter the current month with the **+** or **–** buttons.

6) Press the **Print** button to store the programmed month.

Setting the Day

7) Press the **Func** button so that the LCD indicates **03**.

8) Enter the current day with the **+** or **–** buttons.

9) Press the **Print** button to store the programmed day.

Setting the Hour

10) Press the **Func** button so that the LCD indicates **04**

11) Enter the current hour with **+** or **–** buttons.

12) Press the **Print** button to store the programmed hour.

Setting the Minutes

13) Press the **Func** button so that the LCD indicates **05**.

14) Enter the current minute with the **+** or **–** buttons.

15) Press the Print button to store the programmed minutes.

Setting the Time Display

16) Press the Func button so that the LCD indicates 06.

17) Enter the time display, 12 or 24 hours, with the **+** or **–** buttons.

18) Press the **Print** button to store the programmed time display.

Setting the Summer Time

Starting Month

19) Press the **Func** button so that the LCD indicates **07**

20) Enter the month when summer time starts with the **+** or **–** buttons.

21) Press the **Print** button to store the programmed starting month.

Starting Day

22) Press the **Func** button so that the LCD indicates **08**.

23) Enter the day when summer time starts with the **+** or **–** buttons.

24) Press the **Print** button to store the programmed starting day.

Ending Month

25) Press the **Func** button so that the LCD indicates **09**.

26) Enter the month when summer time ends with the **+** or **–** buttons.

27) Press the **Print** button to store the programmed ending month.

Ending Day

28) Press the **Func** button so that the LCD indicates **10**.

29) Enter the day that summer time ends with the **+** or **–** buttons.

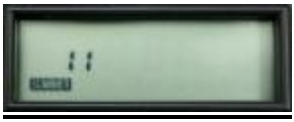
30) Press the **Print** button to store the programmed ending day.

Summer Time On or Off

31) Press the **Func** button so that the LCD indicates **11**.

32) Enter summer time, On or Off, with the **+** or **–** buttons.

33) Press the **Print** button to store the programmed summer time On or Off.



* When summer time is “On”, the wording **SUMMER** will be shown at the bottom left hand corner on the LCD.

5. RECORDINGS

A recording at a checkpoint is made by holding the GuardTrak hand-held device in front of the checkpoints (see figure 3). A successful recording is indicated by an acoustic signal (beep) and by a flash of green LED from the hand-held device. When the recording is made, the current date, time and checkpoint number will be saved in the hand-held device.

The hand-held device is not required to touch the checkpoint to make a recording. By holding the hand-held device within 5cm in front of the checkpoint will activated a recording.

Fig. 3

Incident card Recordings

When there is an incident at or near a checking point, i.e. broken window, un-locked door etc., first make a recording at the nearest checkpoint to the incident with the hand-held device, then a second recording on the card which indicated that particular event. One or more events can be recorded at any particular checking point.

IMPORTANT:

Recordings can only be made from the back (Grey) side of the hand-held device.

6. EVALUATING THE RECORDED DATA

The evaluation of the recorded data is made via the station box. After the completion of the guard round, the GuardTrak hand-held device is placed back into the station box, which the data can be printed.

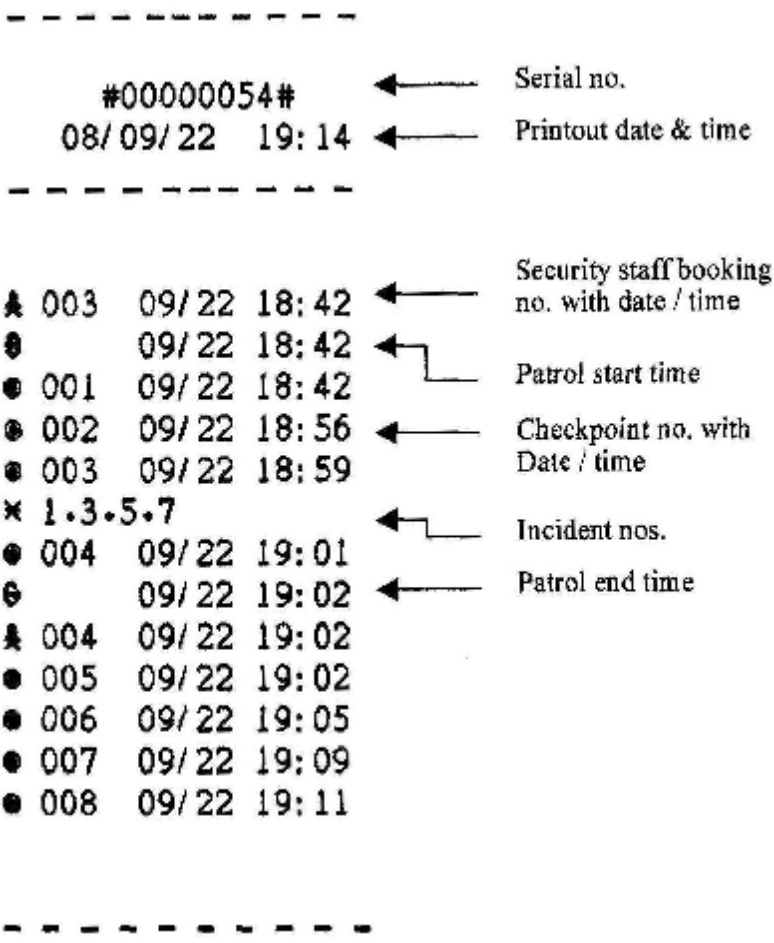
After you have placed the hand-held device into the station box, press any button on the station box to connect the hand-held device to the station box, you will hear an acoustic signal “beep” and the LCD on the station box will show the current time. Hold the master chip behind the hand held device, you will hear an acoustic signal “beep” and see a flash of green LED light. Press the “PRINT” button for three seconds, the recorded data will be immediately printed out. The printing process can be cancelled by taking the hand-held device out of the station box.
This process can be repeated as often as required as long as the GuardTrak hand-held device is located in the station box and no new recording at a checkpoint has been made.

Warning: HOT – Do not touch the print thermal plate from the thermal print head after a printout has just been made.

7. DELETING THE RECORDED DATA

The recorded data can be deleted by first printing out the stored data in the hand-held device. Then make a recording with the hand-held device at the nearest available checkpoint. As soon as you hear an acoustic signal “beep” and by a flash of green LED from the hand-held device, the previously stored data will be deleted.

8. Printout Sample (not actual size)



*Print data for the patrol start & end time and the Incidents numbers are only available when used with the optional **Start & End cards** and **Incident cards**.

9. Red & Green LED and acoustic reference for the hand-held device:

Battery charging:
When the hand-held device is first placed into the station box, both the Red & Green LED will be on. After 1 minute of inactivity, the hand-held device will go into sleep mode, and only the Green LED will be on.
When the battery is fully charged, both LED will be off.

Standby:
Red light on

Scanned:
Red LED will be on with a flash of Green LED and acoustic signal, (beep).

Battery low:
Just before the hand-held device goes into sleep mode, the Red LED will flash five (5) times.

Downloading data:
Both the Red & Green LED flashes constantly until all the data had been downloaded.

Memory capacity down to 200:
Just before the hand-held device goes into sleep mode, both the Red & Green LED flashes five (5) times.

Sleep mode:
Both the Red & Green LED will be off.

10. INSTALLING THE PAPER ROLL

1) Open the clear printer cover.

2) Remove the paper guide roller from the print mechanism: place two fingers on the guide roller and roll the roller towards yourself. The guide roller will dislodge from its' holding position. See figure 4.

Fig. 4

3) Place a new paper roll into the holder.

4) Pull paper from the paper roll so that approx. 3 inches of the paper is hanging over the print mechanism. See figure 5.

Fig. 5

4) Place the guide roller on top of its' holding position, with the paper underneath. See figure 6.

Fig. 7

Place two fingers on top of the roller and push forwards until it is lodged back into it holding position. At the same time, you will also hear a "click".

5) Guide the paper through the tear-off slot in the printer cover and close the cover.

IMPORTANT

The paper strip must not be pulled during the printing process.

11. CARE & MAINTENANCE

The following information should be observed for continuous operating availability and safety of the devices is maintained.

The GuardTrak hand-held device

The hand-held device should be occasionally cleaned using a damp cloth. No abrasive or aggressive cleaners should be used to clean the housing. Ensure that the holder sling is undamaged. Unused hand-held device should be replaced back into the station box or charging box so that the battery is charged and the hand-held device remain ready for use. If you experience any functional faults, contact your GuardTrak supplier for assistance.

The Station box

Use a soft and dry cloth to clean the station box. If you find any components are faulty, contact your GuardTrak supplier. For your own protection, you should remove the power cables from the sockets. Do not use any faulty cables connections.

Under no circumstances should you carry out any repairs to the electronics of GuardTrak hand-held device and station box on your own. If you find any functional faults you should contact your GuardTrak supplier for assistance.

12. TECHNICAL DATA

Technical data for the hand-held device

Power supply: Rechargeable lithium battery (3.7V)

Standby: max 30 days without charging

Charging time: at least 6 hours, when the battery is discharged

Battery lifetime: 2 years, during normal use

Booking memory: 3200 recordings

Dimensions: (HWD) 210 x 73 x 40 mm

Weight: approx. 240 gram

Temperature range: -10°C to + 55°C

Technical date for the station box

Power supply: Adaptor INPUT AC100-240V
OUTPUT 6V ….3A

Dimensions: (HWD) 240 x 139 x 90 mm

Weight: approx. 949 gram

Temperature range: Room temperature

Technical data for the checkpoint chips

Dimensions: diameter 30mm

Coded: from 1-250