

# *GuardTrak II*

## **User's Manual**



*Securing your world*

# **PRECAUTIONS**

## **Safety**

Do not start up any defective devices, but contact your GuardTrak supplier for advice. The PC docking station 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 PC system.

Items 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
- PC docking station box with integrated battery charger
- GuardTrack Management software on CD
- RS-232 connecting cable
- USB connecting cable
- Power supply for station box: Adaptor INPUT AC100-240V  
OUTPUT 6V ...3A
- Start & End cards
- 1 Master chip
- 3 Personnel tags
- 10 Checkpoint chips

## **Optional & Additional items**

- Personnel identification tags
- Incident cards
- Checkpoint chips

## **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 must 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 PC docking station 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, 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 checkpoints chips are numbered so that every checkpoint is assigned a code. The checkpoints chips are labeled at the manufacturer. Up to 250 checkpoints are possible. These are coded from number 1-250.

### **IMPORTANT:**

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

## Master chip

The master chip is used for setting the GuardTrak hand-held device. It allows the program to be set and recorded data to be evaluated and adjusted.

### **IMPORTANT:**

*\* Keep the master chip at a secure place in order to prevent manipulation. Security personnel chips*

*\*\* 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 Tags**

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 the 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.

By using these cards, it will highly enhance the capabilities of the software, e.g. patrol time surpassed the time allowance & missed checkpoints will be highlighted in red, patrol tour not according to set checkpoint sequence will be indicated by a special symbol, patrol start & end time/data will be highlighted in green and shows the total patrol time. These additional features will be shown in the "PRINT" section of the software, when "ALL TYPES" is chosen.

## **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 PC docking station onto a level, dry surface near an electric power source.

Insert the connecting cable from the adaptor into the PC station and the plug to the mains socket. Connect the 9-pole D-Sub connector to a free serial interface on your PC and the other end of the connector to the PC station using the enclosed cable. See figure 1.

Install the PC software onto your PC system

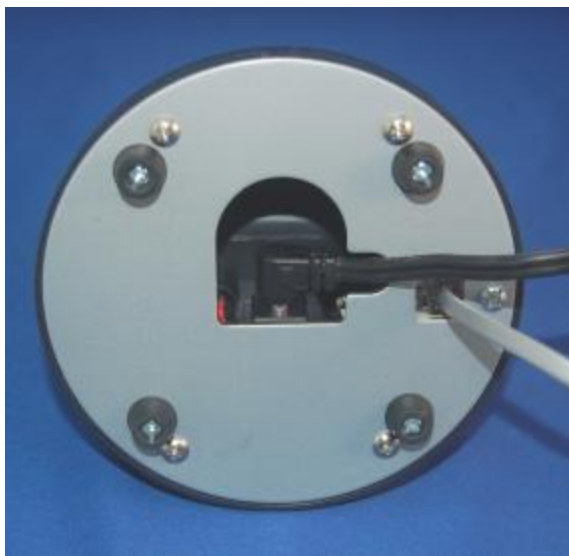


Fig.1



## **4. RECORDINGS**

A recording at a checkpoint is made by holding the GuardTrak hand-held device in front of the checkpoint (See figure 2). 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. 2

### **Incident card recordings**

When there is an incident at or near a checking point, i.e. broken window, unlocked door, etc, the guard will 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 incident. One or more incidents can be recorded at any particular checking point.

### **IMPORTANT:**

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

## **5. EVALUATING THE RECORDED DATA**

The evaluation of the recordings is made via the PC docking station. After the completion of the guard round, the GuardTrak hand-held device is placed back into the PC docking station, and the recorded data can be transferred to the PC.

## **6. DELETING THE RECORDED DATA**

Please see instructions from the software.

## **7. SOFTWARE INSTALLATION**

1. Insert CD into an appropriate drive.
2. Program contains an auto-run (install) function.

## **8. WORKING WITH THE SOFTWARE**

Instructions for the software can be found on the CD provided.

## **9. DATA BACKUP**

We recommend backing up your recorded data to a different data carrier, such as CD/R, USB port.

## **10. 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.

## **11. CARE & MAINTENANCE**

The following information should be observed for continuous operating availability and safety of the device 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 PC docking station**

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 data for the station box**

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

Dimensions: (HWD): 97 x 110 x 110 mm

Weight: approx. 265 gram

Temperature range: Room temperature

### **Technical data for the checkpoint chips**

Dimensions: diameter 30mm

Coded: from 1-250