



# **TECHNICAL MANUAL**

## **Operating and Maintenance Instructions**



## **SDD-MASTER SECURE DATA DEGAUSSER WITH DATA LOGGING**

# **SDD-Master**

## **Secure Data Degausser**

### **OPERATING MANUAL**

**PRODUCTION STANDARD**

**ZZ201201 – 115V 60Hz**

**ZZ201202 – 230V 50Hz**

**WARNING: TO AVOID ELECTRIC SHOCK HAZARDS, THE COVER SHOULD ONLY BE REMOVED BY AUTHORISED PERSONNEL**

**CAUTION: IT IS RECOMMENDED THAT MAGNETIC STORAGE MEDIA IS KEPT AT LEAST 2 METRES FROM THE DEGAUSSER**

**IMPORTANT: THE POWER ON/OFF SWITCH USED ON THIS EQUIPMENT IS NOT AN ISOLATING SWITCH. IT IS RECOMMENDED THAT THIS EQUIPMENT SHOULD BE OPERATED FROM A SEPARATE SWITCHED ISOLATOR.**

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## SECTION 1: SPECIFICATION

<b>MEDIA HANDLING</b>	Independent scientific testing confirms this degausser erases Longitudinal (LMR) & Perpendicular (PMR) hard disk media with a coercivity up to 5000 Oersteds and magnetic tape media with a coercivity up to 2800 Oersteds. <b>Media Includes:</b> 2.5", 3.5" and 1.8" hard drives (up to a physical max of 4" x 1" x 5.8" (WxHxD) DLT, S-DLT, LT01, LT02, LT03 and LT04 3480/3490/3490e, 3590, 9840 & T9940 tape Ultrium & Redwood SD-3 tape & cartridges Mammoth 1 & 2, 8mm, AIT1 & 2, M2 tape DDS1, 2, 3, 4 & 5, DD-2 & DFT-1 & DFT-2
<b>THROUGHPUT</b>	40 hard drives or cartridges per hour typical
<b>DUTY CYCLE</b>	Continuous
<b>CYCLE TIME</b>	80 seconds typical
<b>OPERATING VOLTAGE</b>	230v (50Hz) or 115v (60Hz) – unit dependant
<b>CURRENT</b>	10 amps typical 230 V 50 Hz 16 amps typical 115 V 60 Hz
<b>TEMPERATURE</b>	5°C (41 °F) to 40°C (104 °F)
<b>HUMIDITY</b>	10% to 80% non-condensing
<b>MOUNTING</b>	Free standing table top
<b>DIMENSIONS</b>	620mm x 672mm x 884mm (24.41" x 26.46" x 34.8")
<b>DIMENSIONS (PACKED)</b>	920mm x 920mm x 1180mm (36.22" x 36.22" x 46.46")
<b>WEIGHT</b>	149kg (328.5lbs)
<b>COMPATIBLE OPERATING SYSTEMS</b>	Windows 8, Windows 7, windows Vista, Windows XP SP3 or higher (32-bit only)
<b>CONNECTIVITY</b>	Bi Universal serial Bus. 2.0 Full Speed (USB)



### ENVIRONMENTAL PROTECTION

Waste electrical products should not be thrown away with household waste.  
Please recycle where facilities exist.  
Check with your local authority or retailer for recycling advice.

VS Security Products reserves the right to amend or modify the specifications and design criteria applying to these products

## SECTION 2: INTRODUCTION TO THE SDD-MASTER DEGAUSSER

The SDD-Master generates one of the strongest erasure fields of any degausser on the market. Where security is of the utmost importance, users can quickly sanitise their media without the need for disassembly.

### Operation

The SDD-Master is a bench mounted, chamber degausser, making operation safe, effective and simple for anyone. Operators simply lift the perspex lid, insert the media into the caddie, close the lid and press the 'Start' button via the control panel or the data logging system. Media is transported into the degausser where the magnetic field is generated by a powerful pulse discharge. While inside the degausser, media is automatically rotated and a further two magnetic discharges are applied, ensuring complete erasure. The entire process takes just 80 seconds. The processor controlled SDD-Master continuously monitors the operation ensuring that the erasure cycle is completed. The operator is immediately alerted to any interruptions in the erasure cycle on the LCD control panel.

An adaptor is supplied for Degaussing small media such as 2.5", 1.8" hard drives and 4mm cartridges.

The SDD Master also comes with the unique VS Security Products Data Logging Systems which allows the operator to record all the details of the media being erased, the owner of the media, details of the degausser and most importantly confirmation the media has been erased.

## SECTION 3: BOX CONTENTS

Carefully remove your VS Security Products SDD Master from its shipping crate. The top and one long side which are secured by bolts should be removed and the unit can then be removed from the crate. Please check that all parts are present. If there are missing or damaged parts contact *VS Security Products Ltd* or an authorized distributor immediately.

You should find the following:

- SDD Master Degausser
- Mains Power Lead
- Small Media Adaptor
- Manual with CD. (CD includes Software, and FTDI Drivers)
- Warranty Card
- 2 Keys
- USB Cable
- Bar Code Scanner

## SECTION 4: HARDWARE INSTALLATION

**Care should be taken when moving/handling the SDD Master.**

### 4.1 Power Wiring

Power connection is made to the SDD-Master degausser in the form of a high current IEC type electrical lead (supplied). The user should ensure that their power supply meets those outlined on page five.

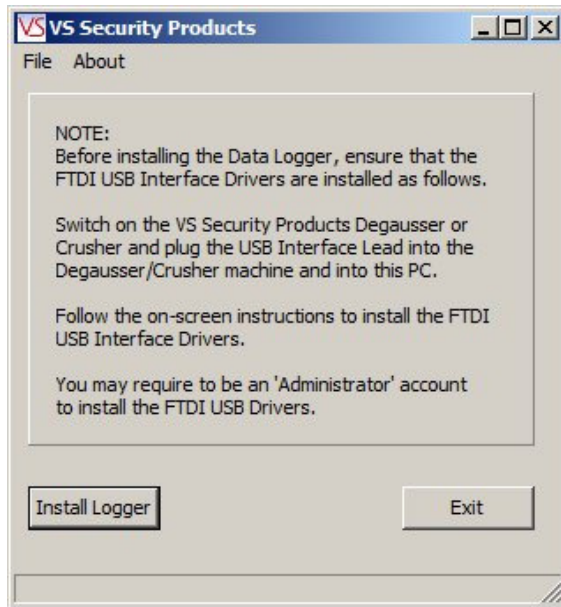
## SECTION 5: SOFTWARE INSTALLATION

The following details the installation procedure for the VSSP Data Logging Software.

### 5.1 Installing the Data Logging Software

Insert the software installation disc into the CD/DVD drive in your PC, and wait for the VSSP software installation screen to appear. If the screen does not appear, open 'My Computer' and double click on your CD/DVD drive icon to launch the disc menu. Click on the VSSP\_Logger\_Auto exe file.

The following screen will then appear regarding FTDI Interface Drivers. Follow the on screen instructions to install the drivers.



When the FTDI drivers have been installed (If they were not already present)

Click the **Install Logger** button on the window.

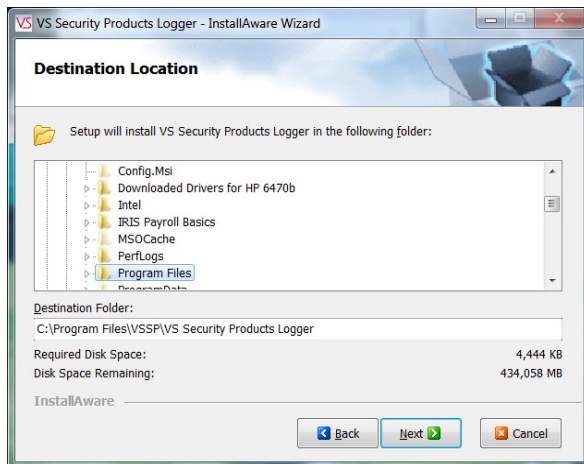
Close all Windows programs that are running and click **NEXT**



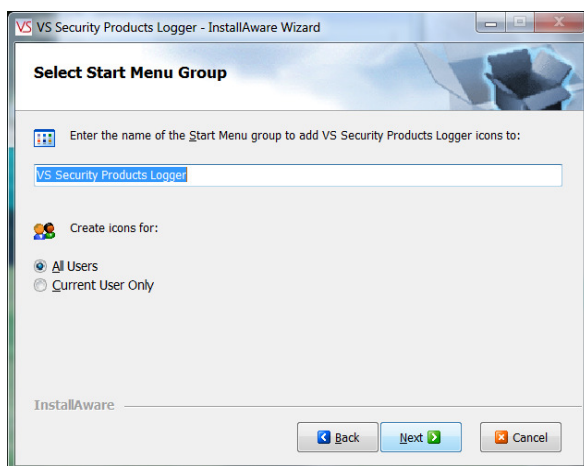
Tick the box to confirm you accept the software licence conditions and Click **NEXT**



Check the suggested destination is acceptable and Click **NEXT**.

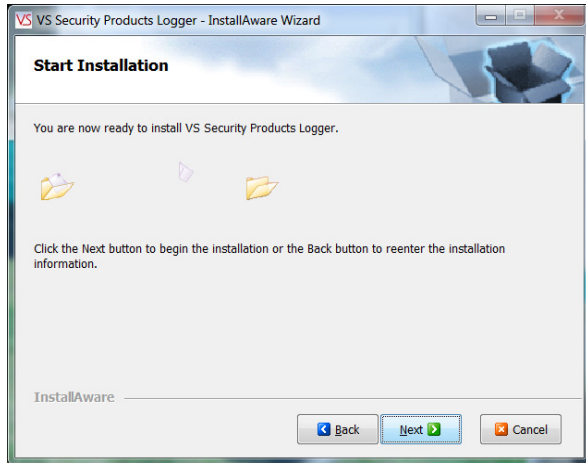


Select Number of Users and Click **NEXT**.

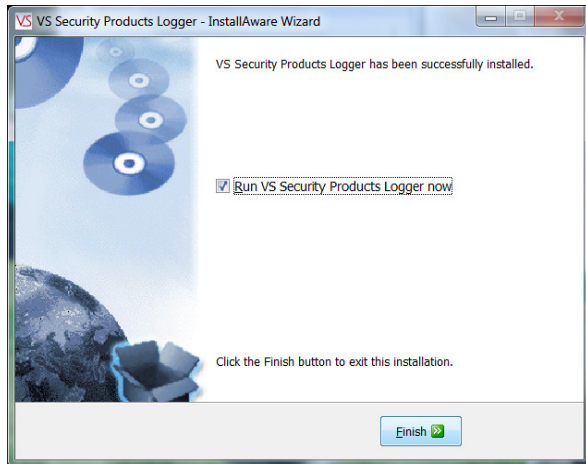




Click **NEXT** to start the Installation.

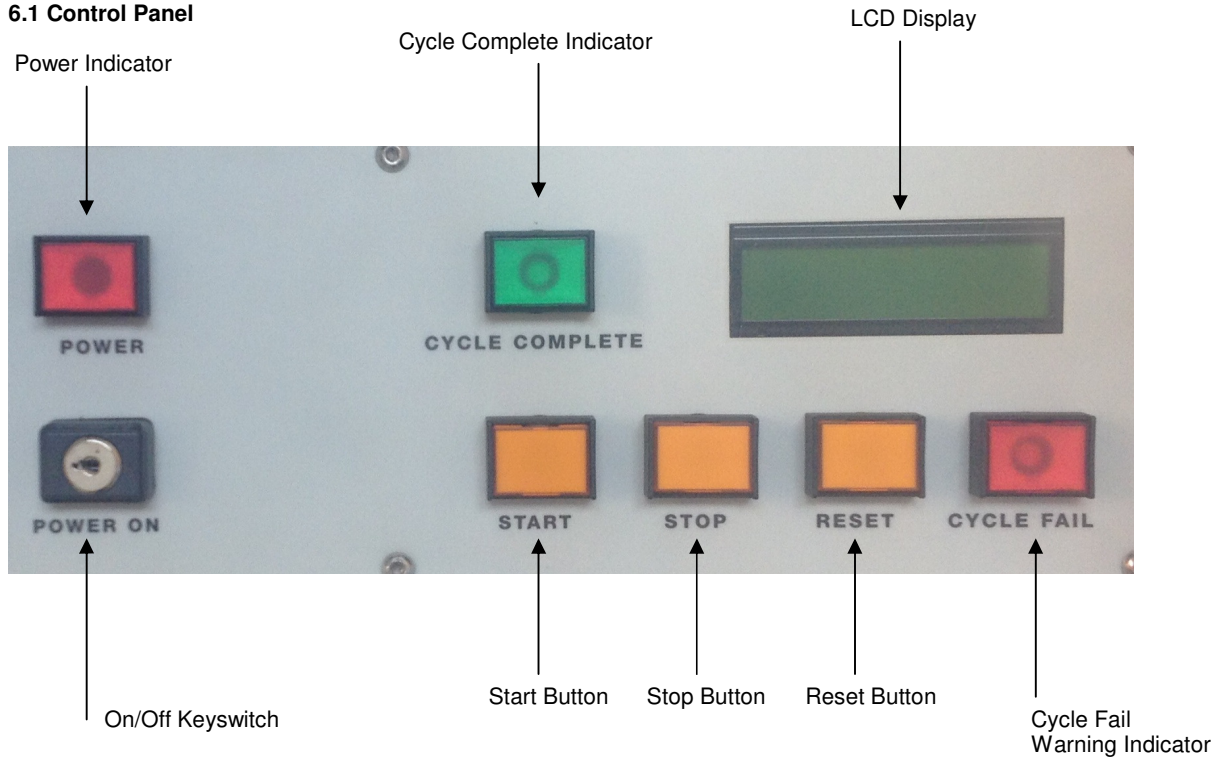


Click **FINISH** to complete the installation.



## SECTION 6: CONTROLS

### 6.1 Control Panel



### 6.2 Using the Control Panel

The SDD-Master degausser has been carefully engineered for convenience and simplicity of operation. The unit has a number of unique features which are outlined below.

### 6.3 On/Off Keyswitch

The On/Off Keyswitch is used to power on and power off the SDD-Master Degausser. The key used in the switch is unique to your machine so should be kept safe. If the key is lost, please contact your nearest support department to order a replacement key.

### 6.4 Power Indicator

Once the unit is powered on, the power indicator will illuminate. This will extinguish when the unit is powered off.

### 6.5 Start Button

Once you have placed media in the unit, the start button is used to begin the Degauss cycle. The LCD panel will display the progress of the cycle, and its completion is confirmed by the green cycle complete indicator.

### 6.6 Stop Button, Reset Button and Warning Indicator

Should you need to stop the degauss cycle the unit is fitted with a stop button.

The reset button is used to reset the unit after any user intervention or cycle fail.

The cycle fail red indicator will illuminate should the unit detect any problem during the degauss cycle. The user should reset the unit and re-attempt the degauss cycle if this occurs.

If the cycle fail indicator lamp continually illuminates indicating repeat failure, you should contact your nearest VS Security Products support department for further assistance.

## SECTION 7: OPERATION GUIDE

The SDD Master can be operated with or without the Erasure Logging as the customer wishes.

### 7.1 Operation without Erasure Logging

7.1.1 Connect the unit to the power supply

7.1.2 Activate the power keyswitch, and then press the red power button

7.1.3 Once the unit is ready, open the media caddy cover, and insert the media to be erased into the caddy.



**HDD inserted into caddy ready for erasure**

7.1.4 Close the cover over the media enclosure, and when you are ready, press the start button. The caddy will automatically proceed into the degausser so that it is perfectly positioned in the magnetic field for erasure. The caddy will automatically rotate between pulses to ensure complete and even erasure.

7.1.5 Once the degauss cycle is complete, the caddy will emerge from the body of the unit and park in its start position. The green indicator lamp will illuminate. It is now safe to raise the lid and remove the degaussed media.



**Media caddy cover in its closed position**

### 7.1.6 Degaussing Small Media

To degauss small media such as 2.5", 1.8" Hard Drives and 4mm cartridges a Small Media Adaptor is supplied. The Adaptor ensures the small media is protected and does not become jammed inside the degausser and should always be used when small media are erased. Simply place the media inside the adaptor and then place the adaptor in the caddy as you would a hard drive in the normal way.

### 7.2 Operation with Erasure Logging

When erasure logging is required simply connect the degausser to a PC or laptop using the USB cable supplied and open the logging program.

This will enable logging of all the information related to the erasure and provide a printed report if required. The information logged includes details of the: processing company (including the operator and supervisor); media owner; degausser machine details; media type, serial number, capacity and part number. Information is entered onto the software via keyboard or optional barcode scanner to speed up the data entry if required.

When the logging program has been opened on the PC and the SDD Master is connected, the operator simply clicks on the "Find Machine" button for all the unit details to be automatically entered into the log including model, serial number and firmware version. The SDD Master display will show it is in remote mode controlled by the PC.

Further data regarding operator, customer and media is then entered via keyboard (or optional barcode scanner) before the Hard Drive or Tape is placed into the degausser and the media caddy cover closed. The erasure is commenced by clicking the "Destroy" button on the screen which activates the degauss cycle.

A window opens on the screen showing the progress of the degaussing cycle. When the display shows the degauss cycle is complete the media caddy cover can be opened and the media removed. The entire process takes just 80 seconds. Throughout the whole erase cycle the on-board processor monitors the erase procedure ensuring that it is completed correctly. The operator is immediately alerted to any interruptions in the cycle by messages on the screen.

The lower portion of the screen now shows the details of the erasure including Date, Time, Media Serial number, Capacitor Voltage, Magnetic Gauss Field and confirmation that the media was degaussed successfully. If this data is highlighted and the print button pressed all the details on the screen along with all the data entered will be printed as a report. As new media is erased the details will be added to the Media Processed Log in the lower half of the screen. By highlighting erase records, the logs of one or more can be printed as required.

There is a Supervisor Section in the Software which is Password protected. This allows the Supervisor to decide which fields are required and which fields must be completed by the Operator. The log record is stored in the PC and can be archived at any time or exported as a .csv file.

After degaussing, hard drives should not be reused as they are stressed in the erasure process and parts can be damaged. Backup tapes cannot be used after erasure as the control track may be erased in the degaussing process

To use the degausser without the Data Logging software disconnect the USB cable and reboot the degausser.

## SECTION 8: ERASURE LOGGER SOFTWARE

### Overview

The VSSP Data Logger is a Microsoft © Windows application program that allows users to automatically log the erasing or destruction of media by VSSP Degausser and Crusher machines. It is connected to the Degausser or Crusher via a USB cable. Degaussing or Crushing can be started from the program by clicking the 'Destroy' button.

When the Degaussing or Crushing is completed, the program collects destruction data from the machine and logs the data in a database.

**MEDIA MANAGEMENT INFORMATION REPORT** VS Security Products

**Processing Company**  
 Company Name: VSSP Operator: Victoria Supervisor: David Degaussing on Site: Aldershot [Clear]

**Media Owner**  
 Company Name: Voller Ltd Department: IT [Clear]

**Media Information**  
 Type: Tape Serial No.: Capacity: Security Classification: Remarks:

**Degausser/Crusher Details**  
 Date: 19/06/2014 Time: 16:31:15  
 Degausser/Crusher: Degausser Model: DataGauss  
 Serial No.: 14060428 Firmware Version: 1.7 Cycles: 10

[Resume] [Print] **DESTROY**

Record	Date	Time	Media SN	Capacitor Voltage	Magnetic Field Gauss	Degaussed/De:
4	19/06/2014	16:30:41	22322-90	420	19982	Degaussed
3	19/06/2014	16:30:03	830002297	420	19982	Degaussed
2	19/06/2014	16:26:31	533-554-221	420	19982	Degaussed
1	19/06/2014	16:26:05	3822-44-55	420	19982	Degaussed

Information about the processing company, the media owner and the media can be entered in the data boxes on the main screen. This information is stored in the database together with the media destruction information when the media destruction is completed.

It is possible to interrogate the database to retrieve the destruction information record. This record or a number of records can be printed out using any printer attached to the PC including network printers.

## 8.1 Logger Operation

### Starting the Logger

To start the logger double click on the program icon or select the program from the programs list and click on the program title.

**MEDIA MANAGEMENT INFORMATION REPORT** VS Security Products

**Processing Company**  
 Company Name: Operator: Supervisor: Degaussing on Site: [Clear]

**Media Owner**  
 Company Name: Department: [Clear]

**Media Information**  
 Type: HDD Serial No.: Capacity: Security Classification: Remarks:

**Degausser/Crusher Details**  
 Find Machine Date: 19/06/2014 Time: 16:51:08  
 Degausser/Crusher: Model: Serial No.: Firmware Version: Cycles:

[Resume] [Print] **DESTROY**

Record	Date	Time	Media SN	Capacitor Voltage	Magnetic Field Gauss	Degaussed/De:
--------	------	------	----------	-------------------	----------------------	---------------

The first time the program is started the Media Processed box will be empty, this is because the database contains no records.

Media Processed						
Record	Date	Time	Media SN	Capacitor Voltage	Magnetic Field Gauss	Degaussed/De:

Also the Degausser/Crusher machine details will be blank, this is because the logger is not connected to a machine yet.

Degausser/Crusher Details	
Find Machine	Date 19/06/2014
	Time 16:51:08
Degausser/Crusher	
Model	
Serial No.	
Firmware Version	
Cycles	

### 8.2 Connecting to a Machine

- 1) Plug one end of the USB lead into the VSSP Degausser or Crusher machine.
- 2) Plug the other end of the USB lead into a USB port on the computer that the VSSP Logger program is running on.
- 3) Turn the VSSP machine on.

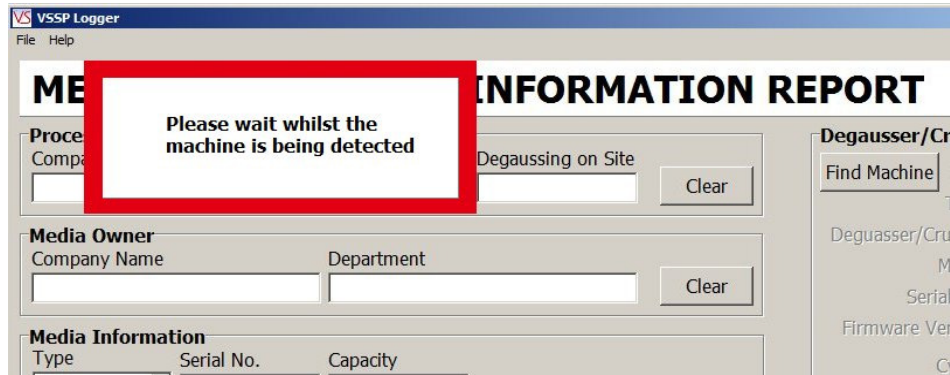
**NOTE:** If this is the first time this machine has been connected to this computer, there may be a delay as the USB drivers are installed. There may also be various dialog boxes displayed to the user whilst the USB driver install is being carried out and the user may have to confirm that the driver installation should proceed. The USB interface is an FTDI device and there may be references to the FTDI driver.

If you are not clear on the driver install process, enlist a member of your IT support team for assistance.

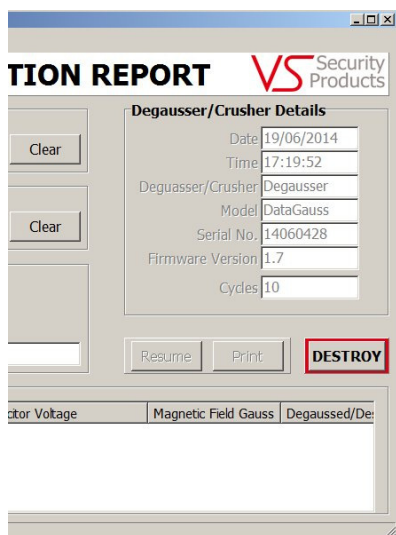
- 4) When the FTDI USB driver has installed, click the 'Find Machine' button on the VSSP Logger Main screen.

Degausser/Crusher Details	
Find Machine	Date 19/06/2014
	Time 16:51:08
Degausser/Crusher	
Model	
Serial No.	
Firmware Version	
Cycles	

This will cause the logger to look for a VSSP machine:



When the machine has been located, the machine details are displayed in the Degausser/Crusher Details box.



**NOTE:** The 'DESTROY' button is now enabled.

The current Date and Time which are read from the Computer are displayed in the machine details along with the following machine data:

- The type of machine (Degausser or Crusher)
- The machine Model Name (in the above example 'DataGauss')
- The machine Serial Number (in the above example 14060428)
- The machine firmware version (in the above example 1.7)
- The number of 'cycles' (e.g. degaussing or crushing operation) the machine has executed (in the above example 10)

### 8.3 Data Entry

Before an item of media can be degaussed or crushed, various data fields must be filled out.

**NOTE:** Not all data fields may be mandatory (e.g. they can be left blank), this depends upon the settings the supervisor has made for the logger.

**NOTE:** Not all data fields may be displayed, this depends upon the settings the supervisor has made for the logger.



In the example below, all the data fields are displayed and all have text completed:

Processing Company			
Company Name	Operator	Supervisor	Degaussing on Site
VSSP	Victoria	David	Aldershot
Clear			

Media Owner	
Company Name	Department
Dell	Engineering
Clear	

Media Information			
Type	Serial No.	Capacity	Part Number
HDD	32598-997	120GB	GX119TY0
Security Classification	Remarks		
Secret	From Server Rack		

**NOTE:** When entering data, the 'Tab' key will cause the cursor to skip to the next data entry box.

In normal use the data in the 'Processing Company' panel and the 'Media Owner' panel is retained after each time the 'DESTROY' button is clicked and media is destroyed. However, the data in the 'Media Information' panel is cleared every time the 'DESTROY' button is clicked and media is destroyed.

The 'Clear' buttons in the 'Processing Company' panel and the 'Media Owner' panel can be used to clear all the entries in the panel if required.

## **Bar Code Scanner**

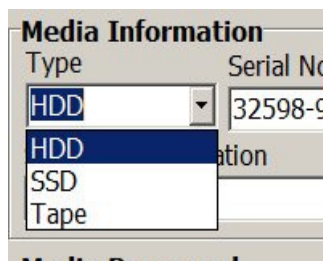
If the bar code scanner has been installed, it can be used to enter bar code data such as serial numbers directly into the relevant data entry box. So, if you wanted to read a bar code serial number into the 'Serial No' data entry box, first ensure that the cursor is in the box (either click in the box with the mouse or use the 'Tab' key to move the cursor to the box).

Then point the Bar Code Scanner at the bar code and press the 'Read Trigger' on the scanner. When the bar code scanner has scanned the bar code the data will be automatically inserted in the box.

**NOTE:** The bar code scanner can be used to enter data into any of the data entry boxes.

### **Media Type**

The 'Media Type' box has a drop down list which is revealed by clicking on the down arrow on the right of the box.



Media Information	
Type	Serial No
HDD	32598-9
HDD	ation
SSD	
Tape	

Select the required 'Media Type' by clicking with the mouse on one of the three entries (HDD, SDD or Tape).

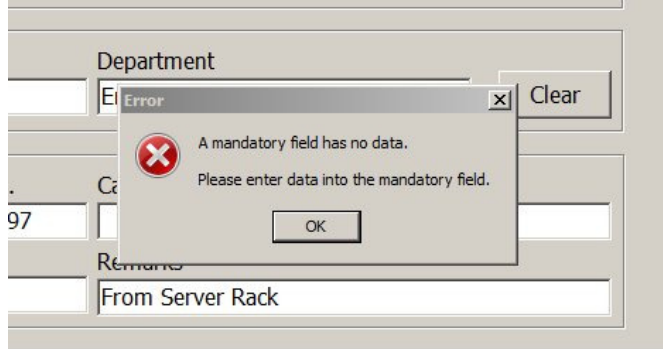
**NOTE:** All the information entered in the data boxes will be stored in the database media destruction record together with machine details, the time and date of destruction and the destruction data returned from the machine.



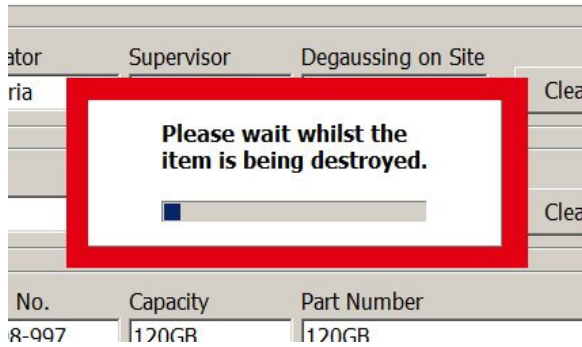
## 8.4 Destroying Media

When the required data has been entered in the data boxes, the user can click on the 'DESTROY' button to destroy the media.

**NOTE:** If one or more of the 'mandatory' data entry boxes (as defined by the supervisor) is blank, then the following warning message will be displayed and the destruction will not start.



When all the relevant data boxes have entries, destruction will commence and the following screen is displayed:



When the destruction process has completed, the destruction data is shown in the 'Media Processed' box:

Media Processed						
Record	Date	Time	Media SN	Capacitor Voltage	Magnetic Field Gauss	Degaussed/De:
1	19/06/2014	17:58:01	32598-997	420	19982	Degaussed

The data shown in the 'Media Processed' box is a 'snapshot' of the data record and shows the key data:

Record Number

Date of Destruction

Time of Destruction

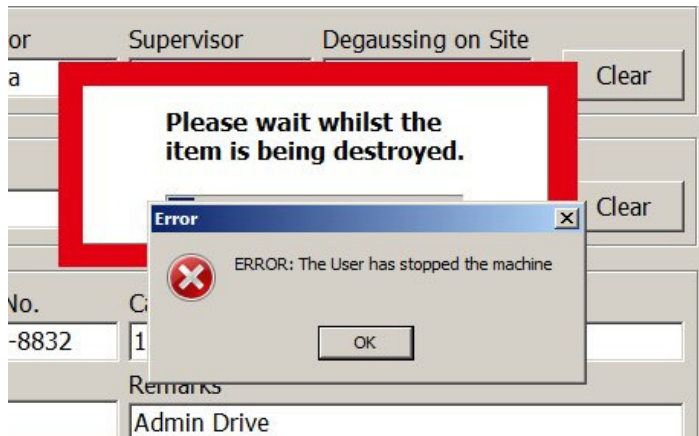
Media Serial Number

Degausser Capacitor Voltage

Degausser Magnetic Field Gauss

Result – Degaussed

If there was an error during destruction then the an error dialog box will be displayed:

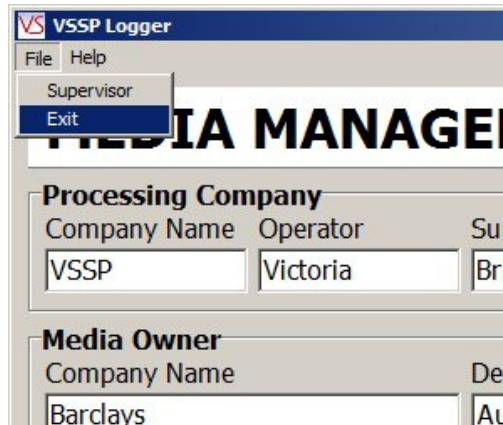


To clear the error dialog box, click the 'OK' button.

The 'Media Processed' box will now show that the destruction failed:

Media Processed						
Record	Date	Time	Media SN	Capacitor Voltage	Magnetic Field Gauss	Degaussed/Destroyed
2	19/06/2014	18:06:12	66554-8832	0	0	FAILED - User Stop
1	19/06/2014	17:58:01	32598-997	420	19982	Degaussed

### 8.5 Closing the Logger



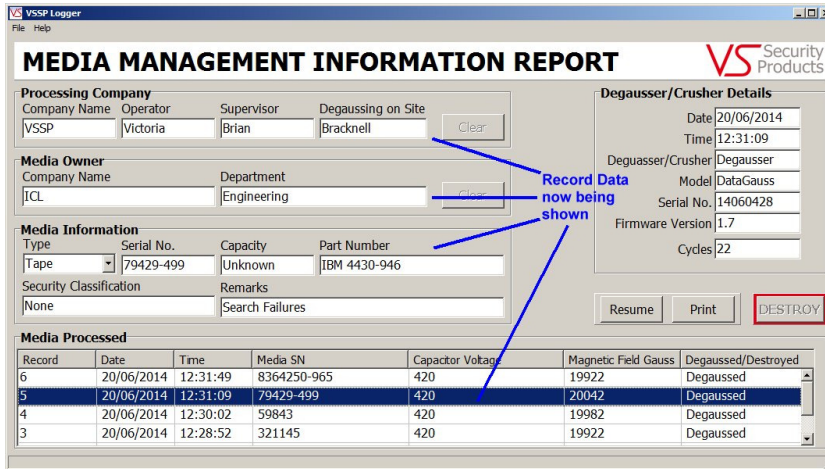
## SECTION 9: INTERROGATING THE DATABASE

### 9.1 Selecting Records

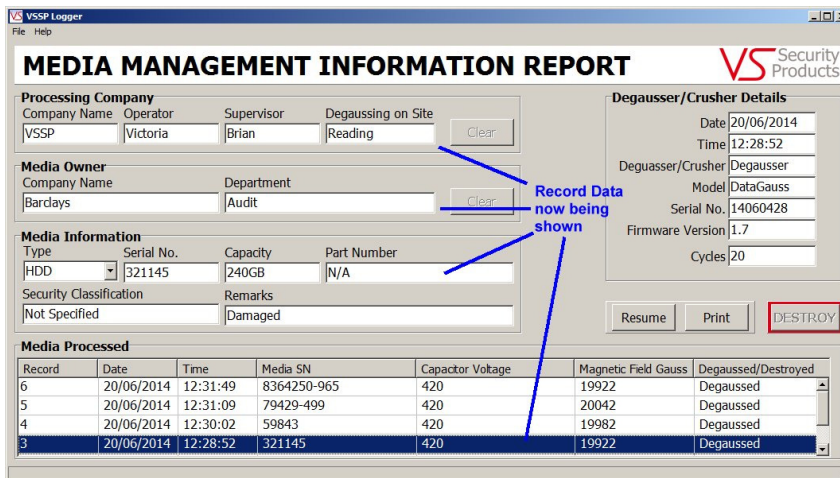
To select a record to be viewed, click on the record to be viewed in the 'Media Processed' List.

Media Processed						
Record	Date	Time	Media SN	Capacitor Voltage	Magnetic Field Gauss	Degaussed/Destroyed
6	20/06/2014	12:31:49	8364250-965	420	19922	Degaussed
5	20/06/2014	12:31:09	79429-499	420	20042	Degaussed
4	20/06/2014	12:30:02	59843	420	19982	Degaussed
3	20/06/2014	12:28:52	321145	420	19922	Degaussed

The record will then be highlighted and the record data shown in the data entry fields above.

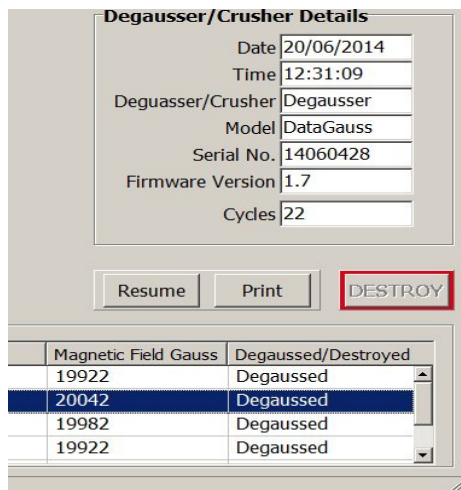


**NOTE:** The 'DESTROY' button is now disabled.  
 The above can be repeated for each record that is to be viewed.

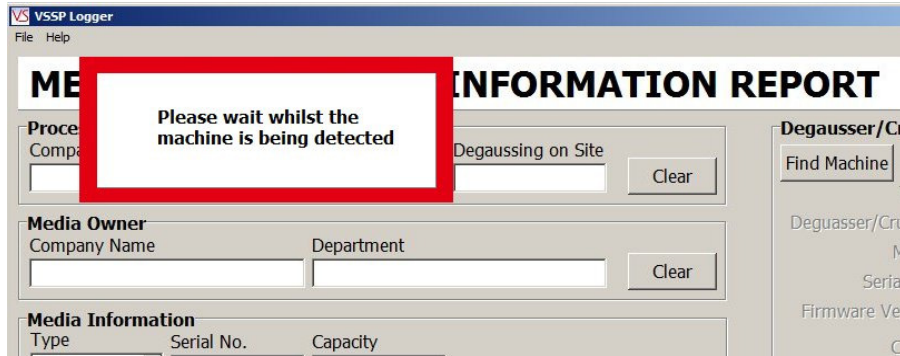


## 9.2 Resuming Destruction after Interrogation

When the database records are being interrogated the 'DESTROY' button is disabled. To enable the button, click the 'Resume' button.



This will then cause the machine to check that the VSSP machine is still connected:



When the VSSP machine is located, the 'DESTROY' button will be enabled.

**NOTE:** Any 'Processing Company' and 'Media Owner' data entry boxes that had data entered prior to interrogating the database will have that data re-entered into them when the 'Resume' button is pressed.

## SECTION 10: PRINTING RECORDS

### 10.1 Selecting a Record to Print

To select a record to be printed, click on the record to be printed in the 'Media Processed' List.

The screenshot shows a table titled 'Media Processed'. The table has seven columns: Record, Date, Time, Media SN, Capacitor Voltage, Magnetic Field Gauss, and Degaussed/Destroyed. The second row (Record 5) is highlighted in blue. A blue arrow points to the 'Media SN' field of the highlighted row with the text 'Select Record to be Printed'.

Record	Date	Time	Media SN	Capacitor Voltage	Magnetic Field Gauss	Degaussed/Destroyed
6	20/06/2014	12:31:49	8564250-965	420	19922	Degaussed
5	20/06/2014	12:31:09	79429-499	420	20042	Degaussed
4	20/06/2014	12:30:02	59843	420	19982	Degaussed
3	20/06/2014	12:28:52	321145	420	19922	Degaussed

The record to be printed will then be highlighted. Now click the 'Print' button, the normal print dialog box will be displayed. Select the printer to which the record is to be sent, set the number of copies required and click OK. The Record Data is now sent to the printer.

**Media Destruction Record**

**Company**

Name: VSSP  
Operator: Victoria  
Supervisor: Brian  
Degaussing on Site: Yes

**Media Owner**

Company Name: ICL Engineering  
Department: Engineering

**Media Information**

Type: HDD  
Serial Number: 79429-499  
Capacity: Unknown  
Part Number: IBM 4430-946  
Security Classification: None  
Remarks: Search Failures

**Degausser/Crusher Details**

Date: 20/06/2014  
Time: 12:31:09  
Degausser/Crusher: Degausser  
Model: DataGauss  
Serial Number: 14060428  
Firmware Version: 1.7  
Number of Cycles: 22

Destruction Details:  
Capacitor Voltage: 420  
Magnetic Field Gauss: 20042  
Result: Degaussed

-----

The date and time of the printing is stated at the top of the record page.

**NOTE:** The line spacing of print used can be set by the supervisor.

**10.2 Selecting Multiple Print Records**

The printing of multiple records can be achieved by left clicking the mouse on the first record required, holding the left click button down and dragging the mouse down to the last record to be printed. This will highlight all the records between the first and last selected.

Record	Date	Time	Media SN	Capacitor Voltage	Magnetic Field Gauss	Degaussed/Destroyed
6	20/06/2014	12:31:49	8364250-965	420	19922	Degaussed
5	20/06/2014	12:31:09	79429-499	420	20042	Degaussed
4	20/06/2014	12:30:02	59843	420	19982	Degaussed
3	20/06/2014	12:28:52	321145	420	19922	Degaussed
2	20/06/2014	12:28:02	35-3928-335	420	19982	Degaussed
1	20/06/2014	12:27:00	35-3928-874	420	19982	Degaussed

Alternatively, highlight the first record to be printed, hold the shift key down and select the last record to be printed. This will cause all records in between to be printed.

If you require to print multiple records that are not sequential, click the first record to be printed, hold the Control (Ctrl) key down and click the individual records to be printed.

Record	Date	Time	Media SN	Capactor Voltage	Magnetic Field Gauss	Degaussed/Destroyed
5	20/06/2014	12:31:09	79429-499	420	20042	Degaussed
4	20/06/2014	12:30:02	59843	420	19982	Degaussed
3	20/06/2014	12:28:52	321145	420	19922	Degaussed
2	20/06/2014	12:28:02	35-3928-335	420	19982	Degaussed
1	20/06/2014	12:27:00	35-3928-874	420	19982	Degaussed

When you have selected the records to be printed, click the 'Print' button, the normal print dialog box will be displayed. Select the printer to which the record is to be sent, set the number of copies required and click OK. The Record Data is now sent to the printer.

**NOTE: Each record is printed on a separate page.**

### 10.3 Resuming Destruction after Printing

When the database records are being printed the 'DESTROY' button is disabled. To enable the button, click the 'Resume' button.

This will then cause the machine to check that the VSSP machine is still connected:

When the VSSP machine is located, the 'DESTROY' button will be enabled.

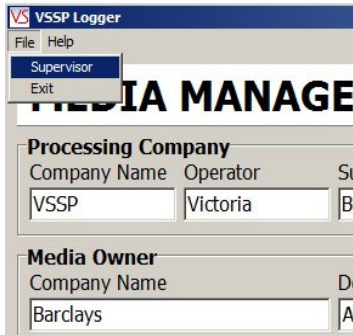
**NOTE:** Any 'Processing Company' and 'Media Owner' data entry boxes that had data entered prior to printing will have that data re-entered into them when the 'Resume' button is pressed.



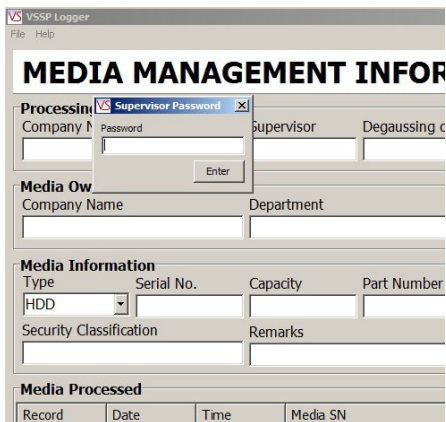
## SECTION 11: SUPERVISOR SCREEN

### 11.1 Supervisor Password

To show the 'Supervisor' screen, click on the 'File' menu and select 'Supervisor'.



This will cause the 'Password' screen to be displayed



To enter the 'Supervisor' screen, the correct password must be entered.

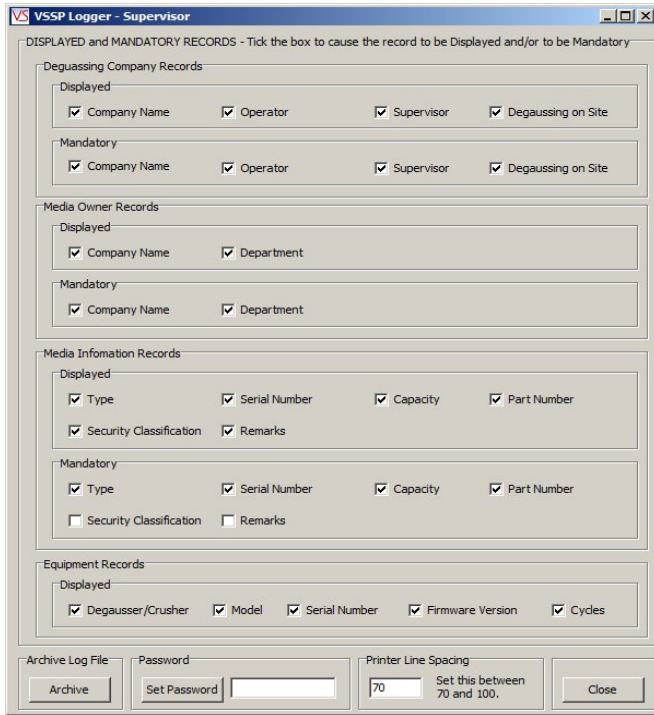
The default password is: **password**

Note this is all lower case.

The password can be changed in the supervisor screen.

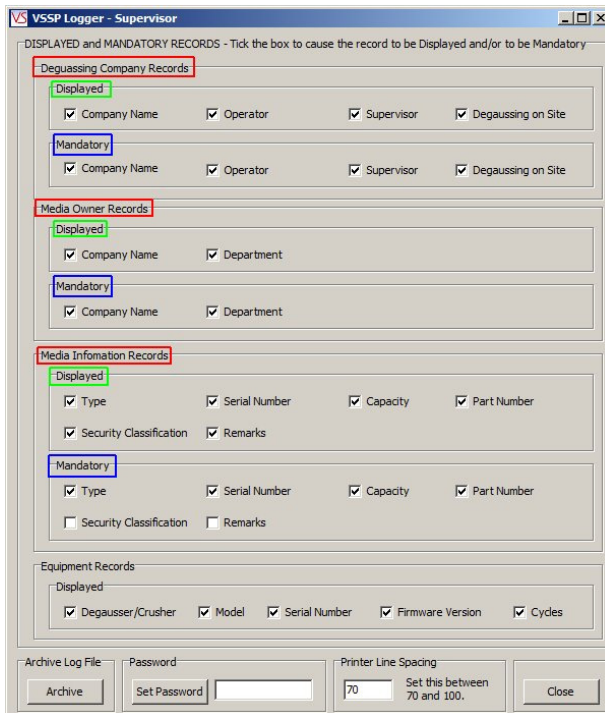
**NOTE: If supervisor password has been changed, please make a note of it. Once changed it cannot be reset to the default password even if the program is un-installed and re-installed.**

If the correct password is entered, the supervisor screen will be displayed.



## 11.2 Supervisor Screen

The supervisor screen has sections for each of the data entry panels:





The 'Data Entry' panels (highlighted by Red boxes) are as follows:

- Degaussing Company Records
- Media Owner Records
- Media Information Records.

Each 'Data Entry panel' has two sub panels:

the 'Displayed' sub panel (highlighted by Green boxes)

the 'Mandatory' sub panel (highlighted by Blue boxes).

Each 'Displayed' and 'Mandatory' sub panel has a number of 'Tick Boxes' that correspond to the Data Entry Boxes on the Logger main screen.

On the 'Displayed' sub panel, a tick box with a tick in it will cause the corresponding Data entry Box to be displayed on the Logger main Screen. If the Tick Box is not ticked, then the corresponding Data Entry Box will not be displayed on the Logger main Screen. This allows the supervisor to specify exactly which Data Entry boxes are to be displayed on the Logger main screen.

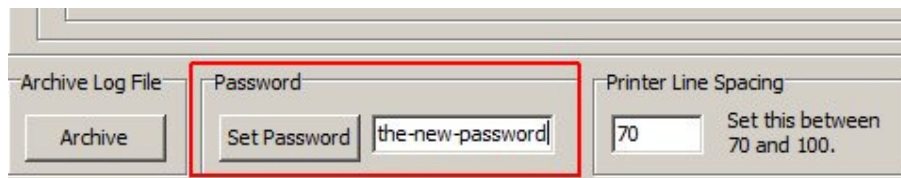
On the 'Mandatory' sub panel, a tick box with a tick in it will cause the corresponding Data Entry Box to be 'Mandatory' e.g. it must contain some data prior to the Destruction button being clicked. If the Tick Box is not ticked, then the corresponding Data Entry Box is not 'Mandatory' and does not have to contain data prior to the Destruction button being clicked. This allows the supervisor to specify exactly which Data Entry boxes must contain data on the Logger main screen prior to destruction taking place. The 'DESTROY' button is inhibited until all 'Mandatory' Data Entry Boxes have data.

The 'Equipment Records' panel allows the supervisor to specify which equipment records are displayed on the Logger main screen. If a particular record tick box is ticked, the record will be displayed on the main screen. If a particular record tick box is not ticked, the record will be not be displayed on the main screen.

### 11.3 Setting the Password

**NOTE: When supervisor password has been changed, please make a note of it. Once the password has been changed it cannot be reset to the default password even if the program is un-installed and re-installed.**

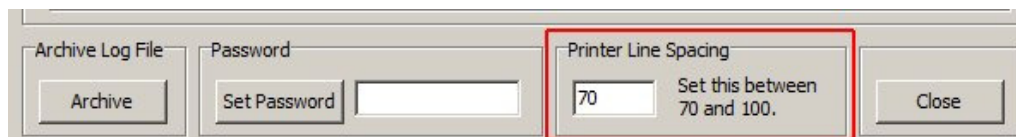
To change the supervisor password, enter the new password into that data entry box to the right of the 'Set Password' button and then click the 'Set Password' button.



### 11.4 Printer Line Spacing

#### Printer Line Spacing

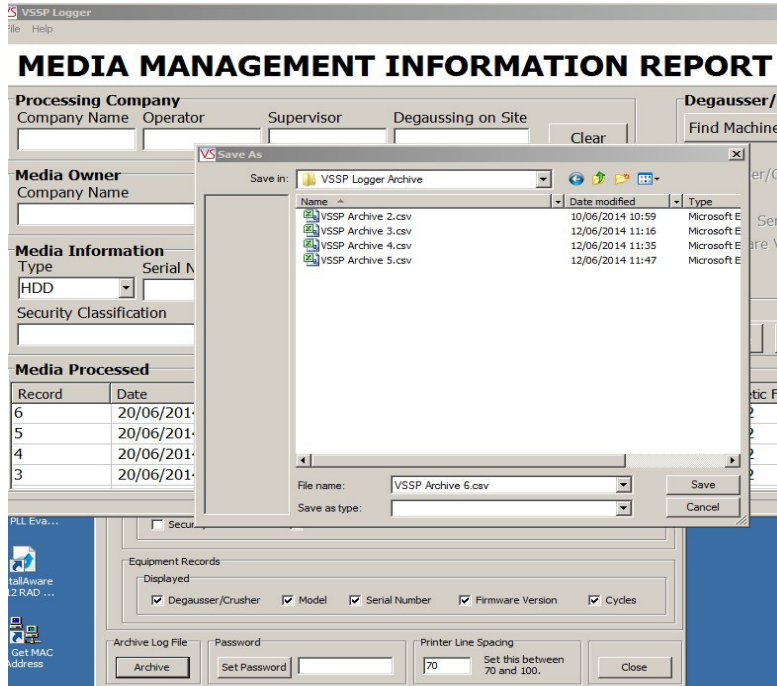
The 'Printer Line Spacing' setting allows the lines on the printed records to be adjusted. If the lines on the printer are too close together, increase the value of the line spacing set in the data entry box. Most printers will require a value of about 70, some printers require a higher value.



## 11.5 Database File Archive

### Database File Archive

The 'Archive Log File' button allows the supervisor to 'Archive' (e.g. store) the current log file, this also causes a new empty log file to be created. Clicking the button will display a standard Windows Save File dialog box. The supervisor can then choose a location (e.g. drive and/or folder) to store the archive file. The supervisor can also name the file as required.



The file name can be defined by the supervisor, however, it is recommended that the file extension is **.csv** as the file format is an **comma separated variable** file and choosing a **.csv** file extension allows suitable programs (such as a spreadsheet) to automatically open the file.

### 11.6 Archive File Format

The archive file format is an **comma separated variable** file. Each field in the record is separated (de-limited) from the next field by a comma. The fields contain alpha numeric text. A comma is not allowed within a field.

The fields in the record are as follows:

Field Contents

=====

- 01 - Record Number (Numeric starting at 1)
- 02 - Date
- 03 - Time
- 04 - Machine Type
- 05 - Machine Model
- 06 - Machine SN
- 07 - Machine FW
- 08 - Machine Number of Cycles
- 09 - Company Name
- 10 - Operator
- 11 - Supervisor
- 12 - Site
- 13 - Media Owner
- 14 - Media Department
- 15 - Media Type
- 16 - Media Info SN
- 17 - Media Info Capacity
- 18 - Media Info PN

- 19 - Media Info Class
- 20 - Media Info Remarks
- 21 - Capacitor Voltage (Volts)
- 22 - Magnetic Field Strength (Gauss)
- 23 - Result (Degaussed, Crushed, Failed etc.)

## **SECTION 12: SAFETY RECOMMENDATIONS**

**It is recommended that people with any form of heart pace-makers or implants etc. avoid close proximity to any equipment of this type without appropriate medical advice.**

**Operators of the SDD-Master Degausser should ensure they remove any wrist watches prior to using the unit, and that any credit cards or other magnetic devices are placed out of range.**

## **SECTION 13: MAINTENANCE / SERVICING**

### **13.1 Lamp Replacement**

To prevent shock hazard, switch off the mains power before replacing lamps. Illuminated lenses on the indicators pull off for lamp replacement.

### **13.2 Resetting the circuit breaker**

The SDD-Master Degasser is not equipped with any on-board fuses that require replacement. All the systems within the unit are protected by the circuit breaker which is located on the rear of the unit – this can be manually reset by the user.

If the unit fails in any way, the user should verify the condition of the circuit breaker prior to contacting support.

**The SDD-Master Degausser contains extremely high electrical voltages and currents. For safety reasons, VS Security Products do not recommend the covers be removed by anyone other than trained VS Security Products technicians.**

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