



TECHNICAL MANUAL



Operating and Maintenance Instructions for

CRUNCH 250

ZZ001220 – ZZ001222

VS SECURITY PRODUCTS LTD

CRUNCH 250

OPERATING MANUAL

PRODUCTION STANDARD

CRUNCH 250 ZZ001220 – 230V 50Hz
CRUNCH 250 ZZ001222 – 115V 60Hz



WARNING

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

CAUTION

DO NOT ATTEMPT TO CRUNCH ANYTHING THAT IS NOT COVERED BY THE LIST OF ACCEPTABLE MEDIA.

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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This document refers to **CRUNCH 250**
Part No **ZZ001220 240/220volts 50Hz**
ZZ001222 115volts 60Hz

SECTION 1: SPECIFICATION

MEDIA DESTROYED	SATA, PATA, SCSI, Fiber Channel, Notebook/Laptop Hard Drives (3½" and 2½" all formats and types up to 1.66 height) 2½" Format SSD's <i>With optional SSD Adapter:</i>
CRUSH TIME	9 seconds (continuous operation)
DESTRUCTION CAPACITY	Per hour: 250 Full Height drives or 500 Laptop Hard Drives typical
POWER SUPPLY	115v 60Hz or 220v-240v 50Hz (Specify when ordering)
POWER CONSUMPTION	4A 115v 60Hz or 2A 220v-240v 50Hz
OPERATING ENVIRONMENT	Temperature: 41°F – 104°F (5°C – 40°C) Humidity: 10 to 80% (non-condensing)
MOUNTING	Free standing table top
PACKED DIMENSIONS (W x H x D)	26" x 19" x 15" - (67cm x 50cm x 40cm)
WEIGHT	74lbs (34 kg)
SHIPPING WEIGHT	86lbs (39 kg)
COMPATIBLE OPERATING SYSTEMS	Windows 8, Windows 7, windows Vista, Windows XP SP3 or higher (32-bit only)
CONNECTIVITY	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: BOX CONTENTS

Carefully remove your VS Security Products Crunch 250 from its shipping carton and verify that all parts are present. If there are missing or damaged parts contact **VS Security Products Ltd** or an authorized distributor immediately. If damage has occurred in transit the shipping company must be informed immediately. The carton and packaging should be retained for use in the event that the unit requires transit for any reason.

You should find the following:

- Crunch 250
- Mains Power Lead
- 2 off Adaptor type A (pre-loaded in Destruction Chamber)
- 2 off Adaptor type B
- Debris tray (pre-loaded in the Crunch 250)
- Manual / Warranty Card
- CD, including Software, and FTDI Drivers.
- USB Cable
- Optional - Barcode Scanner (if ordered)
- Optional - SSD Adaptor (if ordered)

SECTION 3: HARDWARE INSTALLATION

Care should be taken when moving/handling the Crunch 250.

3.1 Unpacking

The Crunch 250 is shipped inside a cardboard packing case.

Unpack the Crunch 250 carefully by disassembling the packing case and inspect it for signs of physical damage. If damage is apparent, a claim should be filed with the carrier immediately.

Once you have exposed the Crunch 250, you can carefully remove it from the packing box.

3.2 Positioning

Position the Crunch 250 on a hard flat surface at a comfortable working height. Ensure there are no obstructions to any of the air flow grills which are situated on both the left and right hand sides of the unit, and also underneath it. Ensure the operating environment is within the limits shown on page 5.

3.2 Power Wiring

Power connection is made to the CRUNCH 250 in the form of a IEC type electrical lead (supplied). The user should ensure that their power supply meets those outlined on page 5.

3.3 Pre-loaded items

Check that there are two pre-loaded Type A Adaptors in the Destruction Chamber and that the Debris Tray is situated in the bottom of the chamber. In the event that any of these items is missing contact your supplier before operating the unit.

SECTION 4: INTRODUCTION TO THE CRUNCH 250

The **Crunch 250** is a powerful and fast data destroyer which physically crushes a wide range of storage devices. The unit is supplied with basic adaptors for most common drive types including 3½" Half Height, Slim Line and Full Height Hard drives and 2½" hard drives. Data Logging software is also supplied as standard for use when the unit is plugged into a computer by the USB cable.

An optional adaptor for crunching Solid State Drives may also be purchased.

The Data Logging software is used to record details of the Hard Drives and other media which has been destroyed. Printable reports are available detailing date destroyed, operator's name, media owner, type and serial number of media, and more.

The **Crunch 250** may be operated either **with** or **without** the erasure logging function activated. **For information on stand-alone operation proceed to Section 6.1 below.**

SECTION 5: SOFTWARE INSTALLATION

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

5.1 Installing the Data Logging Software

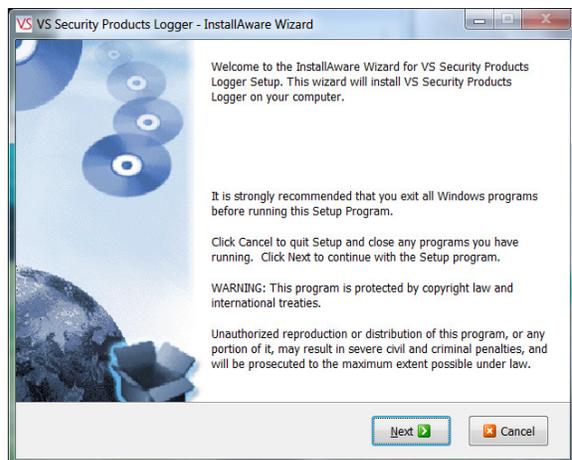
Insert the software installation disc into the CD/DVD drive in your PC, and wait for the VSSP software installation screen to appear. If the screen does not appear, open 'My Computer' and double click on your CD/DVD drive icon to launch the disc menu. Click on the VSSP_Logger_Auto exe file.

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

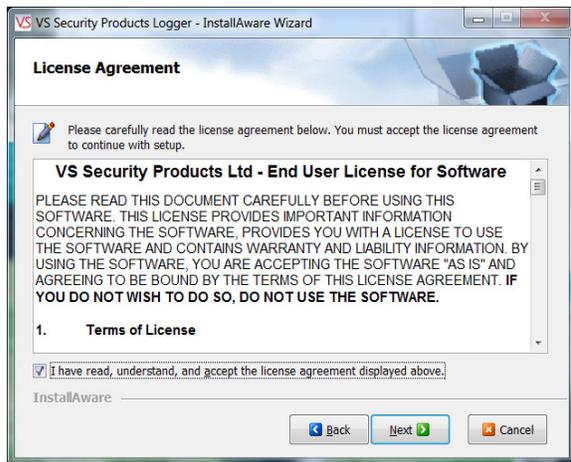


When the FTDI drivers have been installed (If they were not already present)

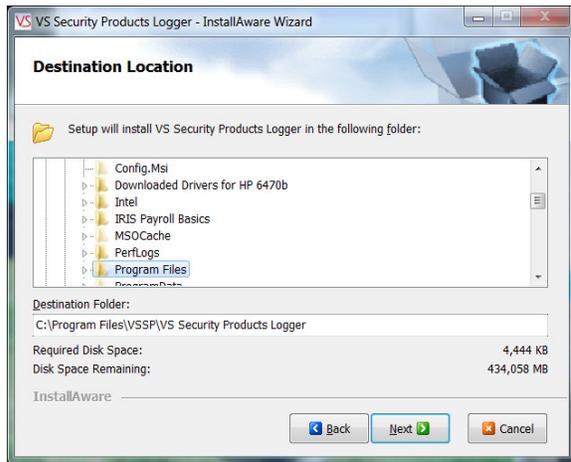
Click the **Install Logger** button.



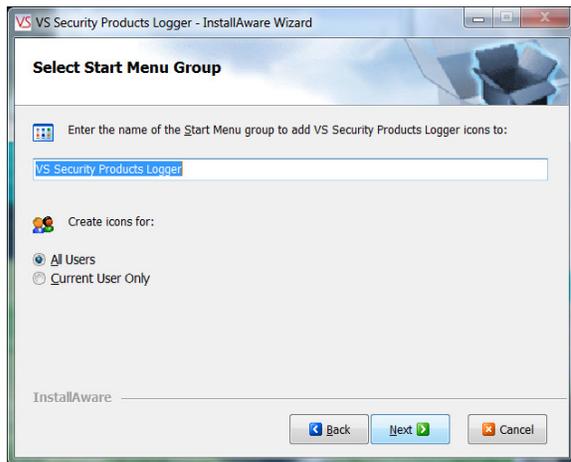
Close all Windows programs that are running and click **NEXT**



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

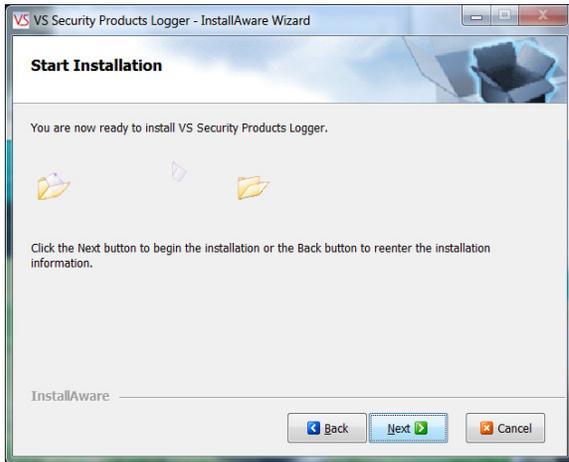


Check the suggested destination is acceptable and Click **NEXT**.



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

Click **NEXT** to start the Installation.



Click **FINISH** to complete the installation.



SECTION 6: OPERATION GUIDE

The **Crunch 250** can be operated either **with** or **without** the Data Logging as the customer wishes.

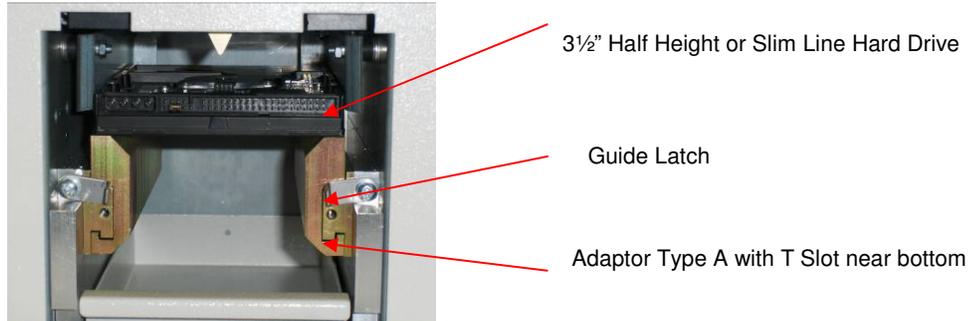
6.1 Operation without Data Logging

General

The Operator must ensure that the correct adaptors as described below are fitted inside the Destruction Chamber before commencing use. A Hard Drive **PCB UP (PC CARD UP)** is then introduced into the chamber and the door firmly closed. Pressing the green "Destroy" button on the right hand side of the display starts the 9 second destruction cycle. At the completion of the cycle the display reads "Media Destroyed Open Door" after which the media can be safely removed from the machine.

6.1.1 Destruction of 3½" Half Height and Slim Line Hard drives

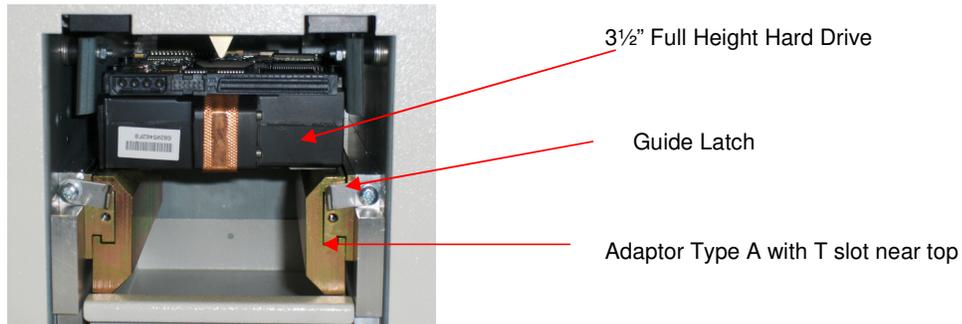
1. Fit 2-off Adaptor Type A into the Destruction Chamber by sliding them along the guide rails ensuring the T slot is near the **bottom**. Pull down the locking latches to secure the guides in place.



2. Ensure the Debris Tray is inserted in the bottom of the Destruction Chamber
3. Place the Hard Drive **PCB UP (PC Card UP)** on top of the Adaptors locating it fully within the Destruction Chamber
4. Close the door and ensure it is fully latched
5. Press the green "Destroy" button on the right hand side of the display
6. Observe the progress of the destruction cycle in the LCD display
7. When the cycle is complete the "Open Door" message shows and the Hard Drive can be safely removed from the Destruction Chamber

6.1.2 Destruction of 3 1/2" Full Height Hard drives

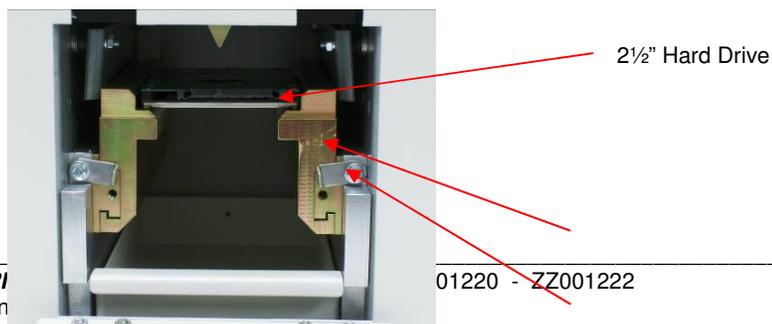
1. Fit 2-off Adaptor Type A into the Destruction Chamber by sliding them along the guide rails, ensuring the T slot is near the **top**. Pull down the locking latches to secure the guides in place.



2. Ensure the Debris Tray is inserted in the bottom of the Destruction Chamber
3. Place the Hard Drive **PCB UP (PC CARD UP)** on top of the Adaptors locating it fully within the Destruction Chamber
4. Close the door and ensure it is fully latched
5. Press the green "Destroy" button on the right hand side of the display
6. Observe the progress of the destruction cycle in the LCD display
7. When the cycle is complete the "Open Door" message shows and the Hard Drive can be safely removed from the Destruction Chamber

6.1.3 Destruction of 2 1/2" Hard Drives

1. Fit 2-off Adaptor Type B into the Destruction Chamber by sliding them along the guide rails ensuring the T slot is near the **bottom**. Pull down the locking latches to secure the guides in place.



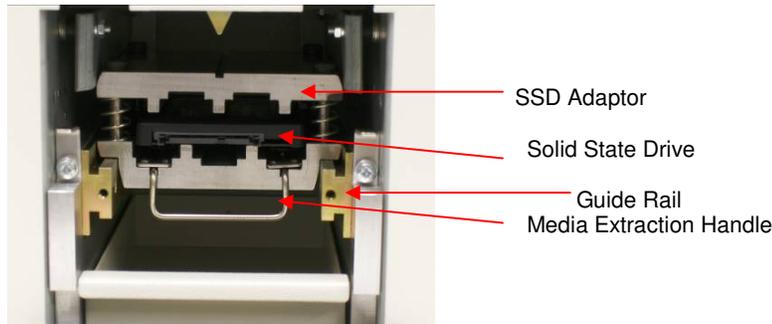
Adaptor Type B with T Slot near bottom

Guide Latch

2. Ensure the Debris Tray is inserted in the bottom of the Destruction Chamber
3. Place the Hard Drive on top of the Adaptors locating it fully within the Destruction Chamber
4. Close the door and ensure it is fully latched
5. Press the green "Destroy" button on the right hand side of the display
6. Observe the progress of the destruction cycle in the LCD display
7. When the cycle is complete the "Open Door" message shows and the Hard Drive (Or SSD) can be safely removed from the Destruction Chamber

6.1.4 Use of the Optional SSD Adaptor to destroy Solid State Drives

An SSD Adaptor is available as an optional purchase.



1. Hold the SSD adaptor with the media extraction handle towards the operator and insert in to the Destruction Chamber by sliding it along the guide rail.
2. Ensure that the SSD Adaptor snaps firmly into position in the centre of the Chamber and moves neither forward or back
3. Check that the Debris Tray is situated at the bottom of the chamber
4. Insert the Solid State Drive completely into the Adaptor
5. Close the door and ensure it is fully latched
6. Press the green "Destroy" button on the right hand side of the display
7. Observe the progress of the destruction cycle in the LCD display
8. When the cycle is complete the "Open Door" message shows and the media can be safely removed from the Destruction Chamber by gently pulling the media extraction handle to bring the Drive out of the Adaptor

6.1.5 Error messages and the Stop / Reverse Button

The Stop / Reverse button is located on the left of the LCD display panel. Instructions and Error Messages are shown in the display.

Message: "Incorrect insert or media type"

After insertion of the media to be destroyed into the Destruction Chamber and the latched closure of the safety door, the message **"incorrect insert or media type"** will be shown if the item inserted does not fit expected parameters of size or position, and the Destruction Cycle will not start.

To correct this, open the safety door and check the media type and position and correct as necessary.

Message: "user pressed stop"

In the event that the Operator wishes to stop the machine mid-cycle the Stop / Reverse button can be pressed. The message **"user pressed stop"** will be shown in the LCD. In order to reverse the Crunch 250 to the Start position the Stop / Reverse button must be pressed for more than 3 seconds and held down until the unit has returned to start. This ensures the crushing mechanism has been removed from the Media which in turn can now be removed from the Destruction Chamber.

The Destroy cycle can only be initiated from the Start position.

Message: "Error – Motor Stalled" and "Press and hold Reverse to Reset"

In the event of a cycle failure due to a stalled motor (jam/stall) or overheating of the motor (such as may occur if the item in the Destruction Chamber is not suitable to be crushed) the error message “**Error – Motor Stalled**” is shown, followed by the message “**Press and hold Reverse to Reset**”

To correct this, the Stop / Reverse button must be pressed for more than 3 seconds and held down until the unit has returned to start. If the Crunch 250 has overheated it will be necessary to wait until the motor has cooled sufficiently before the reset is effective.

Message: “motor stalled switch off”

If this message is shown in the LCD the Crunch 250 must be switched off.

The Crunch 250 should then be restarted and the operator should carry out any instructions that are shown in the LCD. If the message above is repeated and the unit does not reboot correctly switch the machine off and contact technical support.

6.2 Operation with Data Logging

General

To operate the Crunch 250 **with** logging software it must first be connected to a PC or Laptop with the program already loaded (see Section 5: Software Installation). Information is entered onto the software via keyboard or optional barcode scanner to speed up the data entry if required. Once the software has located the Crunch 250 it will remain connected while different Adaptors are fitted, if required, to complete a job where a variety of types of media are to be destroyed.

6.2.1 Destruction of 3½” Full Height Hard drives

1. Prepare the Destruction Chamber as described in 6.1.1 Points 1 and 2 above
2. Open the Data Logging program and click the “Find Machine” button and the Crunch 250 display will show it is in remote mode controlled by the computer
3. Enter data into the software as required
4. Place the Hard Drive **PCB UP (PC CARD UP)** on top of the Adaptors locating it fully within the Destruction Chamber
5. Close the door and ensure it is fully latched
6. Start the destruction cycle by clicking the “Destroy” button on the computer screen
7. Observe the progress of the destruction cycle in the LCD display
8. When the cycle is complete the “Open Door” message shows and the media can be safely removed from the Destruction Chamber
9. Repeat the process from 3. above for destruction of similar media

6.2.2 Destruction of 3½” Half Height and Slim Line Hard

1. Prepare the Destruction Chamber as described in 6.1.2 Points 1 and 2 above
2. Open the Data Logging program and click the “Find Machine” button and the Crunch 250 display will show it is in remote mode controlled by the computer
3. Enter additional data into the software as required
4. Place the Hard Drive **PCB UP (PC CARD UP)** on top of the Adaptors locating it fully within the Destruction Chamber
5. Close the door and ensure it is fully latched
6. Start the destruction cycle by clicking the “Destroy” button on the screen
7. Observe the progress of the destruction cycle in the LCD display
8. When the cycle is complete the “Open Door” message shows and the media can be safely removed from the Destruction Chamber
9. Repeat the process from 3. above for destruction of similar media

6.2.3 Destruction of 2½” Hard Drives

1. Prepare the Destruction Chamber as described in 6.1.3 Points 1 and 2 above
2. Open the Data Logging Program and click the “Find Machine” button and the Crunch 250 display will show it is in remote mode controlled by the computer
3. Enter additional data into the software as required
4. Place the media on top of the Adaptors locating it fully within the Destruction Chamber
5. Close the door and ensure it is fully latched
6. Start the destruction cycle by clicking the “Destroy” button on the screen
7. Observe the progress of the destruction cycle in the LCD display
8. When the cycle is complete the “Open Door” message shows and the media can be safely removed from the Destruction Chamber

- Repeat the process from 3. above for destruction of similar media

6.2.4. Use of the Optional SSD Adaptor to destroy Solid State Drives

- Prepare the Destruction Chamber as described in 6.1.4 Points 1 and 2 above
- Open the Data Logging Program and click the "Find Machine" button and the Crunch 250 display will show it is in remote mode controlled by the computer
- Enter additional data into the software as required
- Insert the Solid State Drive completely in to the Adaptor
- Close the door and ensure it is fully latched
- Start the destruction cycle by clicking the "Destroy" button on the screen
- Observe the progress of the destruction cycle in the LCD display
- When the cycle is complete the "Open Door" message shows and the media can be safely removed from the Destruction Chamber
- Repeat the process from 3. above for destruction of similar media.

Details of how to operate the Data Logging software are given in Section 7 below

To revert to using the Crunch 250 **without** the Data Logging Software, disconnect the USB Cable, close it down and reboot it.

SECTION 7: HOW TO USE THE DATA LOGGING 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 Degaussers 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 complete, the program collects destruction data from the machine and logs the data in a database.

The screenshot shows the VSSP Logger application window. The title bar reads 'VSSP Logger'. The main window has a menu bar with 'File' and 'Help'. The title of the report is 'MEDIA MANAGEMENT INFORMATION REPORT' with the 'VS Security Products' logo. The form is divided into several sections:

- Processing Company:** Fields for Company Name (VSSP), Operator (Victoria), Supervisor (David), and Degaussing on Site (Aldershot). A 'Clear' button is present.
- Media Owner:** Fields for Company Name (Voller Ltd) and Department (IT). A 'Clear' button is present.
- Media Information:** Fields for Type (Tape), Serial No., Capacity, Security Classification, and Remarks.
- Degausser/Crusher Details:** Fields for Date (19/06/2014), Time (16:31:15), Degausser/Crusher (Degausser), Model (DataGauss), Serial No. (14060428), Firmware Version (1.7), and Cycles (10).
- Buttons:** 'Resume', 'Print', and a prominent red 'DESTROY' button.
- Media Processed Table:** A table with columns: Record, Date, Time, Media SN, Capacitor Voltage, Magnetic Field Gauss, and Degaussed/De. The table contains four rows of data.

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 a printer attached to the computer including network printers.

7.1 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.

VSSP Logger
File Help

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 Serial No. Capacity
HDD 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

Media Processed

Record	Date	Time	Media SN	Capactor 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	Capactor 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

7.2 Connecting to a Machine

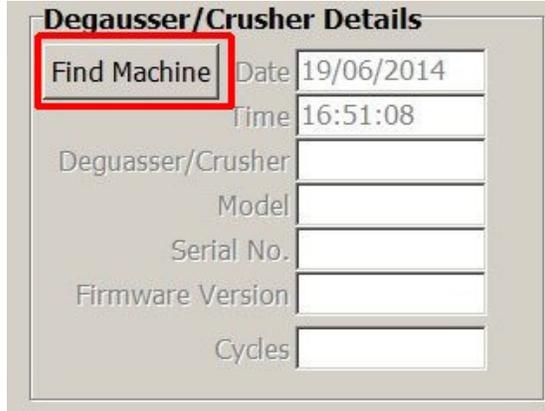
- 1) Plug one end of the USB lead into the VSSP Degausser / Crusher machine.
- 2) Plug the other end of the USB lead into a USB port on the computer that the VSSP Logger program is running on.
- 3) Turn the Degausser / Crusher machine on.

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

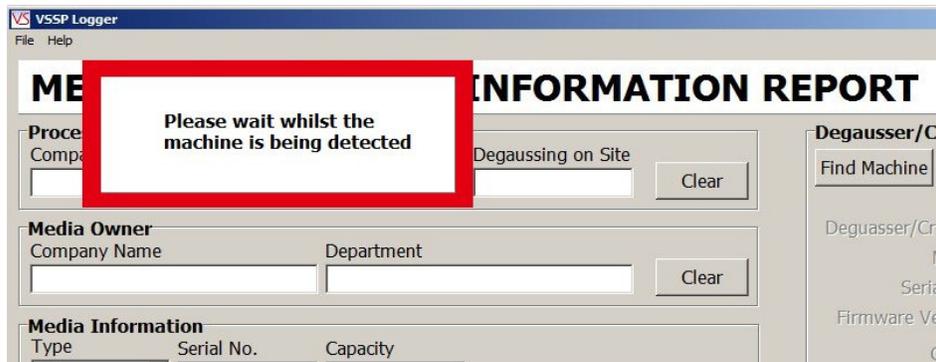
install is being carried out and the user may have to confirm that the driver installation should proceed. The USB interface is an FTDI device and there may be references to the FTDI driver.

If you are not clear on the driver install process, get a member of your IT support team to help you.

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



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)

7.3 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 instance 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' button 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

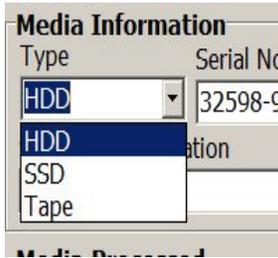
If the bar code scanner has been installed, it can be used to enter bar code data such as serial numbers directly into the relevant data entry box. So, if you wanted to read a bar code serial number into the 'Serial No' data entry box, first ensure that the cursor is in the box (either click in the box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



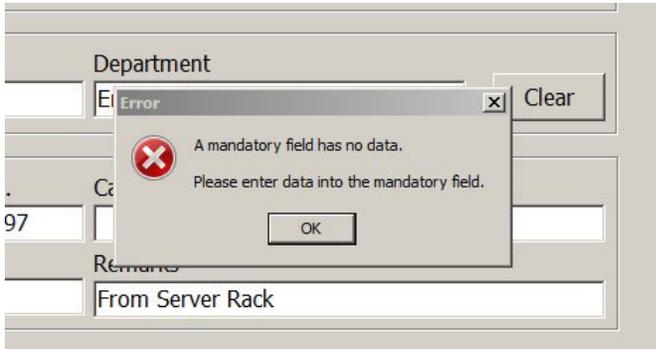
Select the required 'Media Type' by clicking with the mouse on one of the three entries (HDD, SSD or Tape).

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.

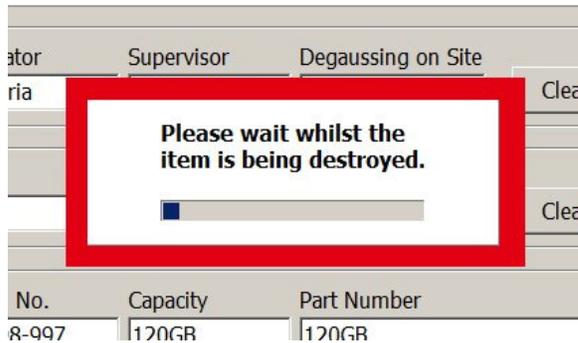
7.4 Destroying Media

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	Capactor 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

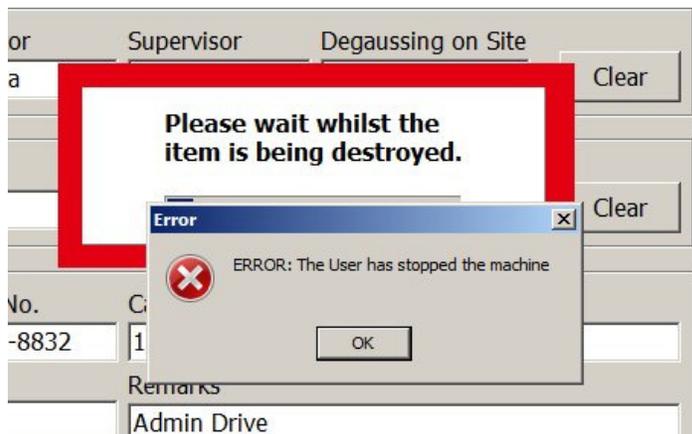
Date of Destruction

Time of Destruction

Media Serial Number

Result – Degaussed / Crushed (as applicable)

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

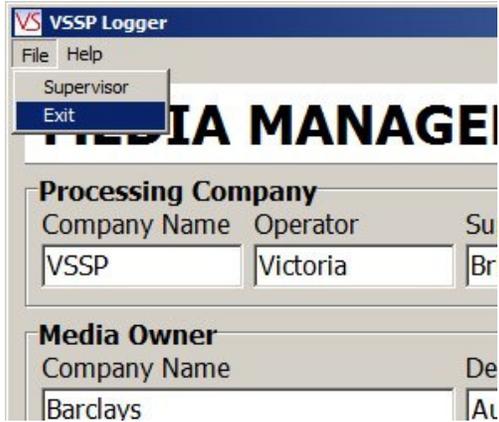


To clear the error dialog box, click the 'OK' button.

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

Media Processed						
Record	Date	Time	Media SN	Capactor 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

7.5 Closing the Logger



SECTION 8: INTERROGATING THE DATABASE

8.1 Selecting Records

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

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.

MEDIA MANAGEMENT INFORMATION REPORT

Processing Company
 Company Name: VSSP, Operator: Victoria, Supervisor: Brian, Degaussing on Site: Reading

Media Owner
 Company Name: Barclays, Department: Audit

Media Information
 Type: HDD, Serial No.: 321145, Capacity: 240GB, Part Number: N/A

Degausser/Crusher Details
 Date: 20/06/2014, Time: 12:28:52, Deguasser/Crusher: Degausser, Model: DataGauss, Serial No.: 14060428, Firmware Version: 1.7, Cycles: 20

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

8.2 Resuming Destruction after Interrogation

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

Degausser/Crusher Details
 Date: 20/06/2014, Time: 12:31:09, Deguasser/Crusher: Degausser, Model: DataGauss, Serial No.: 14060428, Firmware Version: 1.7, Cycles: 22

Buttons: Resume, Print, DESTROY

Magnetic Field Gauss	Degaussed/Destroyed
19922	Degaussed
20042	Degaussed
19982	Degaussed
19922	Degaussed

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

ME INFORMATION REPORT

Please wait whilst the machine is being detected

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 9: PRINTING RECORDS

9.1 Selecting a Record to Print

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

Media Processed						
Record	Date	Time	Media SN	Capacitor Voltage	Magnetic Field Gauss	Degaussed/Destroyed
6	20/06/2014	12:31:49	64250-965	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.

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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: Crusher
 Model: Crunch 250
 Serial Number: 14060428
 Firmware Version: 1.7
 Number of Cycles: 22

Destruction Details:

Result: Degaussed / Crushed (as appropriate)

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.

9.2 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 printing 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	Capacitor 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.

9.3 Resuming Destruction after Printing

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

Degausser/Crusher Details	
Date	20/06/2014
Time	12:31:09
Degausser/Crusher	Degausser
Model	DataGauss
Serial No.	14060428
Firmware Version	1.7
Cycles	22

Magnetic Field Gauss	Degaussed/Destroyed
19922	Degaussed
20042	Degaussed
19982	Degaussed
19922	Degaussed

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



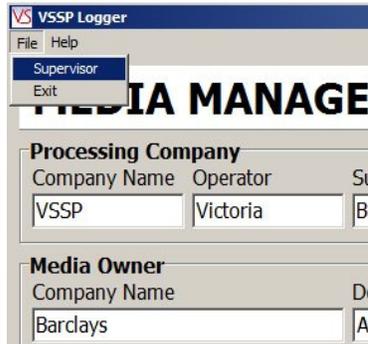
When the VSSP machine is located, the 'DESTROY' button will be enabled.

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.

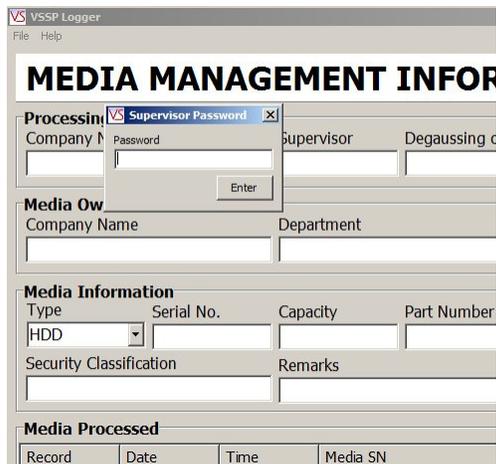
SECTION 10: SUPERVISOR SCREEN

10.1 Supervisor Password

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



This 'Password' screen will then 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.

The screenshot shows the 'VSSP Logger - Supervisor' window. At the top, it says 'DISPLAYED and MANDATORY RECORDS - Tick the box to cause the record to be Displayed and/or to be Mandatory'. The window is divided into several sections:

- Degaussing Company Records:**
 - Displayed:** Company Name, Operator, Supervisor, Degaussing on Site
 - Mandatory:** Company Name, Operator, Supervisor, Degaussing on Site
- Media Owner Records:**
 - Displayed:** Company Name, Department
 - Mandatory:** Company Name, Department
- Media Information Records:**
 - Displayed:** Type, Serial Number, Capacity, Part Number, Security Classification, Remarks
 - Mandatory:** Type, Serial Number, Capacity, Part Number, Security Classification, Remarks
- Equipment Records:**
 - Displayed:** Degausser/Crusher, Model, Serial Number, Firmware Version, Cycles

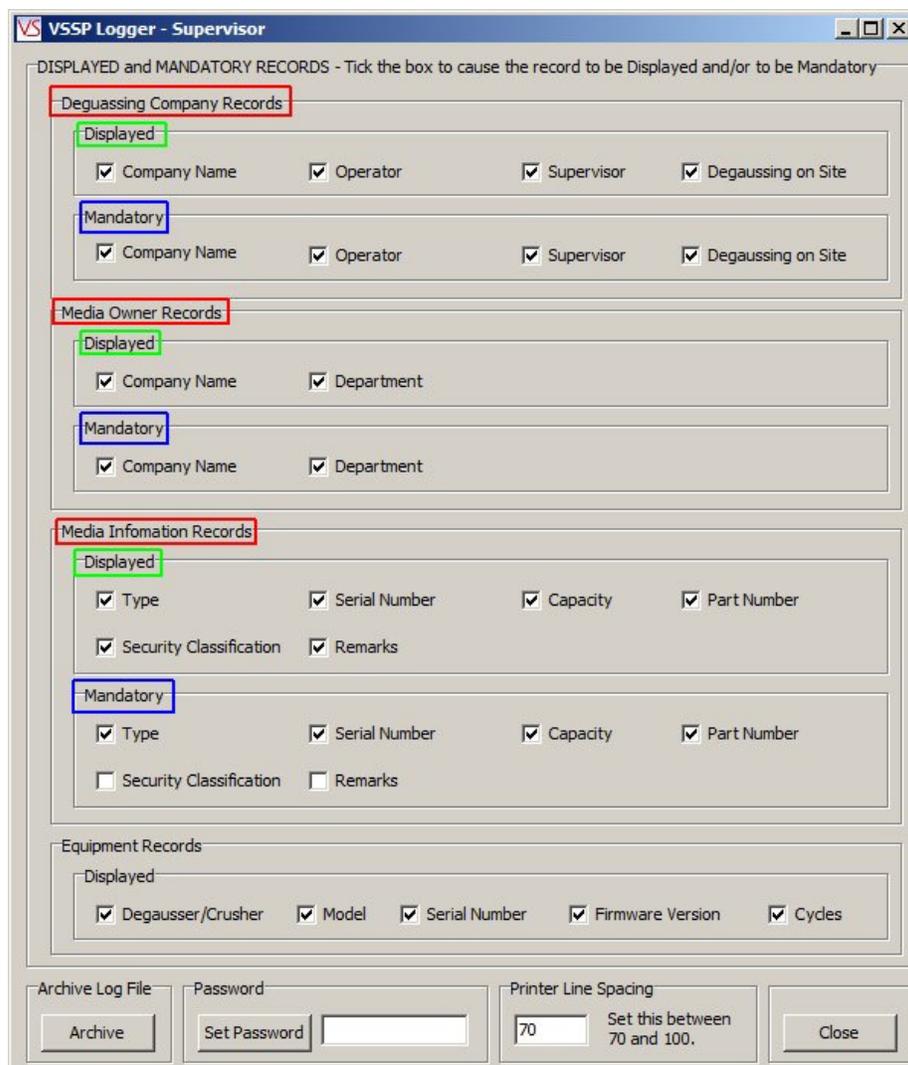
At the bottom, there are three main controls:

- Archive Log File:** An 'Archive' button.
- Password:** A 'Set Password' button followed by an empty text input field.
- Printer Line Spacing:** A numeric input field containing '70', with the text 'Set this between 70 and 100.' below it.

A 'Close' button is located at the bottom right of the window.

10.2 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.

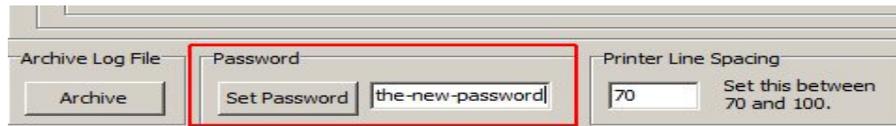
On the 'Mandatory' sub panel, a tick box with a tick in it will cause the corresponding Data Entry Box to be 'Mandatory' e.g. it must contain some data prior to the 'Destruction' button being clicked. If the Tick Box is not ticked, then the corresponding Data Entry Box is not 'Mandatory' and does not 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 not be displayed on the main screen.

10.3 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 the data entry box to the right of the 'Set Password' button and then click the 'Set Password' button.



10.4 Printer Line Spacing

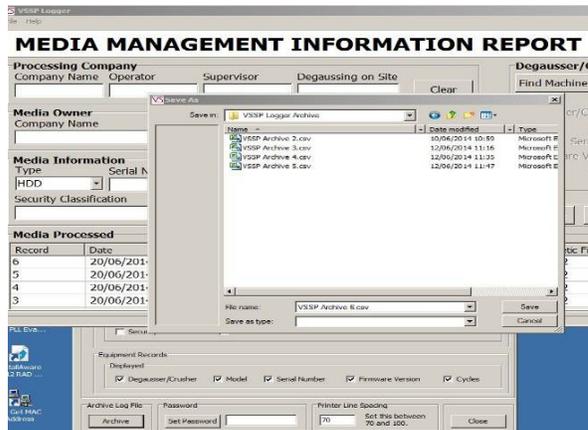
The 'Printer Line Spacing' setting allows the lines on the printed records to be adjusted. If the lines on the printer are too close together, increase the value of the line spacing set in the data entry box. Most printers will require a value of about 70; some printers require a higher value.



10.5 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 a **comma separated variable** file and choosing a **.csv** file extension allows suitable programs (such as a spreadsheet) to automatically open the file.

10.6 Archive File Format

The archive file format is a **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 11: SAFETY RECOMMENDATIONS

11.1 Gloves

It is recommended that suitable protective gloves are worn when handling the crushed media or debris in order to protect hands from sharp edges.

11.2 Swarf

It recommended that the Debris Collection Tray is emptied frequently to prevent the build up of swarf inside the Crunch 250.

SECTION 12: MAINTENANCE

12.1 Resetting the circuit breaker

The Crunch 250 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 Crunch 250 Degausser contains mains voltages and currents. For safety reasons, VS Security Products Ltd does not recommend that the covers be removed by anyone other than trained VS Security Products technicians.

12.2 Cleaning

Excess dust or debris should be regularly cleaned from the Destruction Chamber and Guide Rails using either a cloth and/or by vacuuming. The outside of the unit may be wiped with a soft cloth but no harsh cleaning agents should be used.

EC DECLARATION OF CONFORMITY
According to BS EN ISO/IEC 17050-1:2010 and 17050-2:2004

We hereby declare that the following equipment conforms to the Following Product Specifications, Safety EN ISO 12100-2:2009 and EN 60204-1:2006+AMENDMENT 1:2009.

Equipment Description:	Physical Hard Drive Destroyer
Model No:	ZZ201220 and ZZ201222
Type:	Crunch 250 + all options.
Manufacturer:	VS Security Products Ltd.
Address:	17 Pegasus Court, North lane, Aldershot, Hants, GU12 4QP, UK

This equipment has been designed and manufactured in accordance with the following Directives:

The Low Voltage Directive (2006/95/EC)
The Machinery Directive (2006/42/EC)

Name: D.G.TUCKER

Signed in Aldershot:



Position: DIRECTOR

Date of Signing:

17th November 2014

Being the responsible person appointed by the manufacturer or nominated representative of the manufacturer established in the EC.

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