Garner SCAN-1
MEDIA DESTRUCTION REPORT PACKAGE

Installation and Operation Guide

To be used with Garner TS-1 and HD-3WXL Degaussers

TABLE OF CONTENTS

General Information

The Garner SCAN-1 Media Destruction Report Package is to be used with Garner TS-1 and HD-3WXL degaussers. The Garner SCAN-1 Media Destruction Report Package allows you to create detailed, auditable reports of the serial numbers of degaussed hard drives. Simply download Garner's SCAN-1 Media Destruction Report Software to your computer. Using the handheld barcode scanner and USB cable provided with the SCAN-1 Package, you are prepared to effortlessly generate detailed, auditable reports of degaussed hard drive serial numbers.

For assistance from Garner Products, Inc. call (916) 784-0200 or (800) 624-1903.

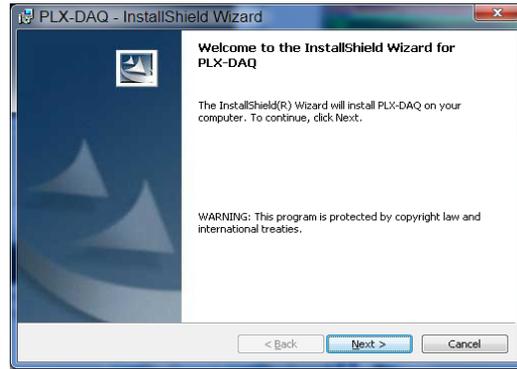## SCAN-1 Media Destruction Report Package Content

The SCAN-1 Media Destruction Report Package includes:
- Garner Media Destruction Report Software available via download off Garner's website
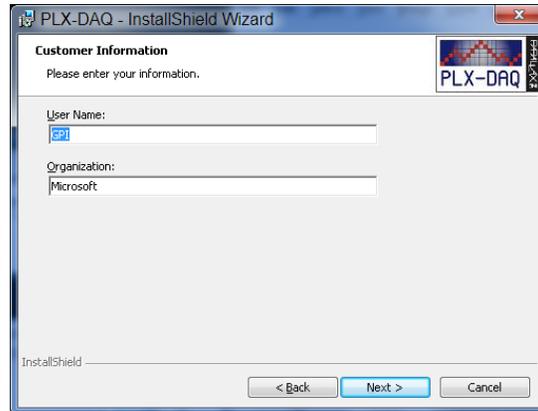- USB cable
- Hand held scanner

Garner SCAN-1 Media Destruction Report Software Installation Guide

To install software provide with the Garner SCAN-1 package, perform the following steps:	
1) Go to **www.garner-products.com/scan-1** 2) Select file *Garner Media Destruction Report Software* 3) Save the file. 4) Open up a Windows® Explorer window and double-click the installation file for your version of Windows. See box on right for correct file.	Windows XP: Select "**install – XP**" Windows Vista, 7, 8: Select "**install – 7**"
5) After you double click on the icon, a window will open, showing the actions being taken during this phase of the installation. A directory named "***Destruction Report***" will be placed on the Desktop of the current user. This folder will contain the destruction report template(s) and any destruction session reports generated. Press any key to continue.	
6) Click "Yes" to grant permission for the installation to continue.	

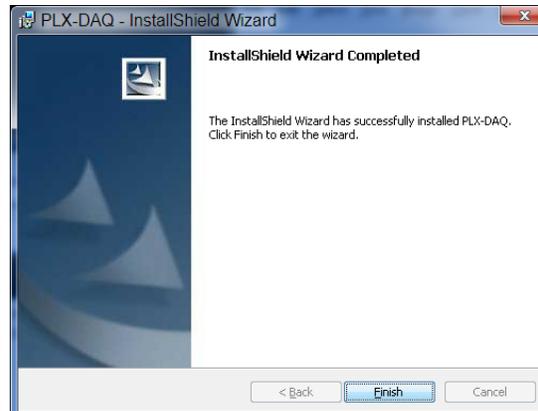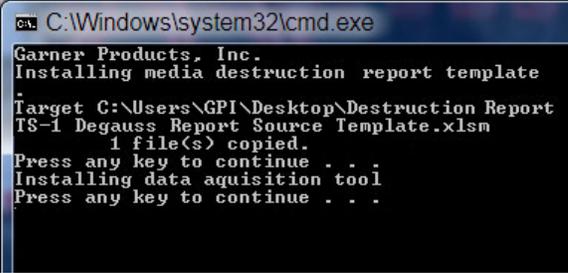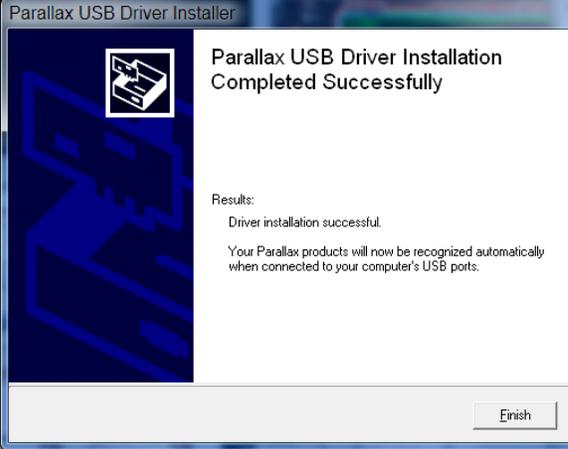|	
7) When the InstallShield Wizard appears, click "Next" to install the Data Acquisition Tool.	
8) Type in the user name in the Customer Information window and click "Next" to continue. Note: You can also click "Next" to skip this step.	
9) In the Setup Type window, select "Typical" and click "Next."	
10) Click "Finish" to complete the installation.	

11) Once the Data Installation Tool is complete, the Windows system screen will appear. Press any key to continue.	C:\Windows\system32\cmd.exe Garner Products, Inc. Installing media destruction report template . Target C:\Users\GPI\Desktop\Destruction Report TS-1 Degauss Report Source Template.xlsm 1 file(s) copied. Press any key to continue . . . Installing data aquisition tool Press any key to continue . . .
12) Click "Yes" to continue to install the USB driver.	User Account Control Do you want to allow the following program to make changes to this computer? Program name: Parallax USB Driver Installer Verified publisher: Parallax Inc. File origin: Removable media on this computer Show details Yes No Change when these notifications appear
13) Click "Install" to install the USB Driver.	Parallax USB Driver Installer Welcome to the Parallax USB Driver Installation Wizard This program installs the required drivers for Parallax products such as the PropScope and the Board of Education. Details: Parallax Inc CDM Driver Package - Bus & VCP Driver v2.10.00 (01/27/2014) Note: Any preexisting installation of this driver will be verified and updated if necessary. To continue, click Install. Install Cancel
14) After the installation is complete, click "Finish."	Parallax USB Driver Installer Parallax USB Driver Installation Completed Successfully Results: Driver installation successful. Your Parallax products will now be recognized automatically when connected to your computer's USB ports. Finish

|	
15) Using the provided USB cable, connect the degausser to the computer. 16) Turn on the degausser. The driver you just installed will recognize the degausser and assign a COM port number to it. Note: It may take a few minutes as Windows will try to find the latest driver online. 17) Press any key to continue.	
18) The Device Manager window will now appear. Expand the "Ports (COM & LPT) section. Look for the "USB Serial Port (COM_)". **Note the number after "COM" as you will need it later.** In this example, COM4 is the assigned port. 19) Installation is complete. Close the window.	
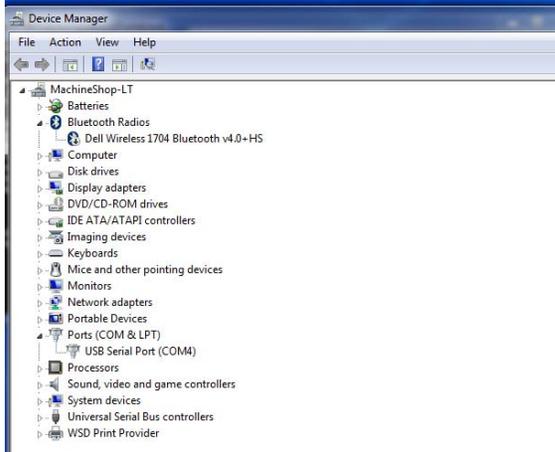
1. Using the USB cable supplied with the Garner SCAN-1 package, connect the USB port on the degausser to an open USB port on the computer. *The HD-3WXL USB port is located on the front panel, below the power switch. The TS-1 USB port is located on the back panel.*

2. Connect the hand scanner supplied with the Garner SCAN-1 package to another open USB port on the computer.

3. Locate the "Garner Media Destruction Report Template" Excel® file. Open the file by double clicking the file name. *If a banner appears requesting to enable content, enable content. (This may only happen the first time the file is opened.)*

4. Upon opening the Degauss Report Source Template, a message warning of ActiveX controls will appear. Press the "OK" button to continue.

Another warning about running macros may appear. Allow the macro to run.

5. When the Media Destruction Report opens, there will be a communications window labeled "Session Report." Drag the communications window off the side of the Report as illustrated in the image below.
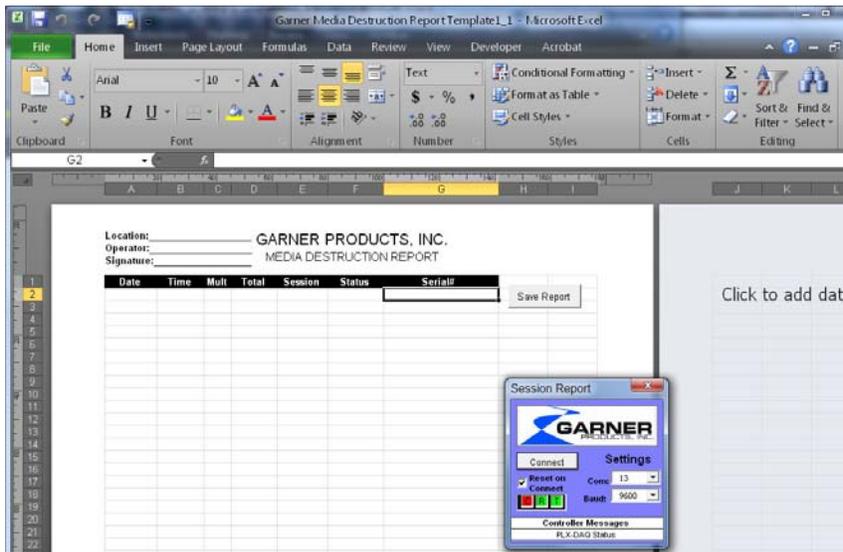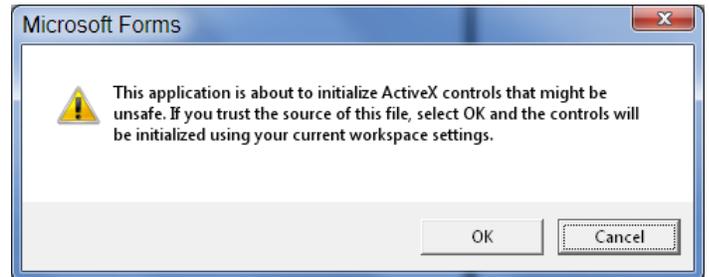
6. Turn on the degausser and wait for the "Ready" message to appear on the degausser's display.

7. The settings for the communications window should be 9600 Baud. The port communication ("Com") number should be the Com number you noted when performing Step 15 of the Garner Media Destruction Report Software Installation Guide. (The image here is showing COM 13. Your Com number may be different from the one pictured.)

8. Press the "Connect" button. When connected, the box with the "C" should turn green indicating the connection is good. If the correct COM is selected, the degausser will reset and the "Connect" button will change to "Disconnect". This setting should remain set for future sessions. If you are having trouble connecting, follow Step 9 below. Otherwise, continue with Step 10.

9. If the degausser does not reset after completing Step 8 above, to determine the COM Port Number of a Virtual COM Port, open the Device Manager by clicking Start > and type "DEVMGMT.msc" into the run/search box.   In the Device Manager list, look in Ports and find the "USB Serial Port". (In the example below, it is COM 4.)
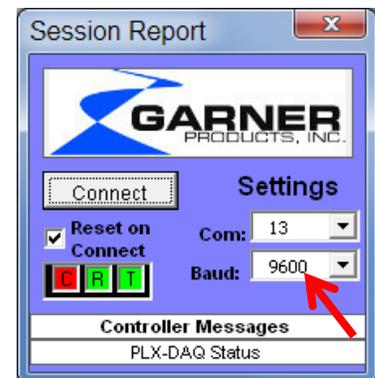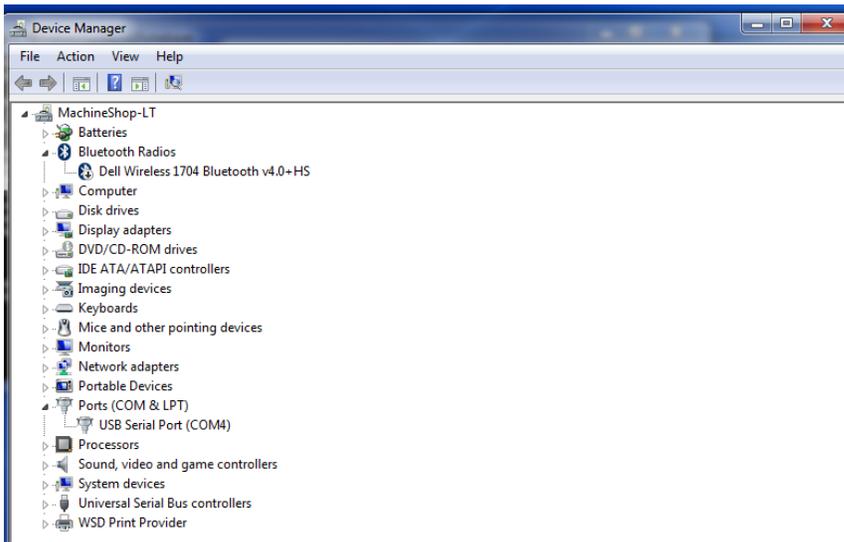
After determining the correct COM Port Number, close the Device Manager window and click the drop-down arrow on the Com setting in the Session Report pictured above. Select the correct Com number and press the "Connect" button.

Note: The Virtual COM Port number may change on different computers, when you install additional devices, or when you switch the USB connection to a different USB port.

10. Once the degausser and the computer are connected, click on the cell directly below the "Serial" header. (See Step 5 illustration above.)

11. Scan the serial number bars on the hard drive to be erased. There may be several sets of scan bars on a hard drive, so be careful to scan the "S/N" barcode. The serial number will appear in the cell highlighted earlier. The cell will automatically advance to the next line.

12. Insert the hard drive you just scanned into the degausser. After the degauss cycle is complete and the media has exited the degausser, information about the erasure will appear in the first row of the Media Destruction Report. The next row will automatically be selected for the next drive.

13. At the end of the session, press the "Save Report" button next to the Serial number column. (See image below) This will save the session to a new Excel file, as illustrated. The file will save in the same folder as the source template. The file name will be "Degauss Report" and a date time stamp in ISO 8601 format (YYYY-MM-DD_HH-MM). This will create chronological file names for the reports, avoiding duplicate file names and loss of report data, i.e."Degauss Report 2014-11-25_08-16".
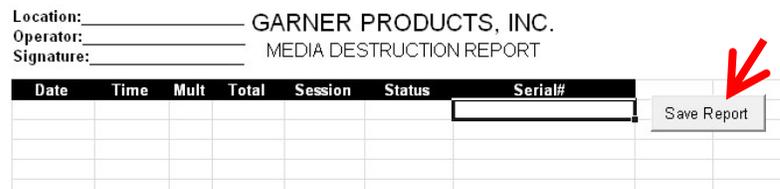
14. Press the "Disconnect" button in the Session Report communications window.

15. Close Excel.

16. Power down the degausser. *Note: If you power down the degausser before pressing the "Save Report" button, report data will be erased.*

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GARNER PRODUCTS, INC.
90 DAY LIMITED WARRANTY

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Garner Products, Inc. ("Garner") warrants this Garner-branded product ("Product") against defects in materials and workmanship for a period of 90 days from the date of purchase by the original end-user ("end-user") as evidenced by end-user's packing slip or invoice ("Warranty Period"). No Product may be returned except upon prior written permission by Garner and shipment to factory with transportation charges prepaid.

If a defect arises and a valid claim is received within the Warranty Period, at its option, Garner will either: (1) repair the Product, or (2) exchange the Product.

This warranty does not apply to: (a) cosmetic damage, including but not limited to scratches, dents and broken plastic; (b) freight damage; (c) consumable parts; (d) damage caused by accident, abuse, power surge, neglect, misuse, water, fire, earthquake or other external causes; or (h) if any Garner serial number has been removed or defaced.

No Garner dealer or reseller is authorized to make any modification, extension, or addition to this warranty.

DISCLAIMER
THIS WARRANTY SET FORTH ABOVE IS EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE OR USE.

LIMITATION OF LIABILITIES
IN NO EVENT SHALL GARNER BE LIABLE TO ANY PARTY FOR ANY SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY NATURE THAT ARISE FROM ANY BREACH OF WARRANTY OR CONDITION, OR UNDER ANY OTHER LEGAL THEORY, INCLUDING BUT NOT LIMITED TO LOSS OF USE, LOSS OF REVENUE, LOSS OF BUSINESS, OR LOSS OF GOODWILL.

GARNER'S MAXIMUM LIABILITY SHALL NOT EXCEED THE PURCHASE PRICE OF THE PRODUCT WHICH GIVES RISE TO THE CLAIM. END-USER'S SOLE AND EXCLUSIVE REMEDY FOR ANY CAUSE OF ACTION, WHETHER ARISING FROM BREACH OF CONTRACT OR TORT, IS A CLAIM FOR DAMAGES WHICH IN NO EVENT WILL EXCEED THE PRICE OF THE SPECIFIC PRODUCT AS TO WHICH THE CLAIM IS MADE.

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WARRANTY RETURN POLICY

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If a problem occurs with this Product, contact Garner directly by **Email at Info@Garner-Products.com** or by **phone at (916) 784-0200** to obtain technical support and/or to get a Return Authorization Number (RA#).

All returns must be specifically authorized by Garner prior to shipment and returned to Garner **FREIGHT PREPAID** with the RA# marked prominently near the shipping label.

Enclose proper documentation, including RA#, the return address, a name and phone number of the contact person, the serial number of the merchandise being returned and a description of the reason for the return. Omission of any of this information may delay service. Garner recommends end-user insure the shipment; otherwise end-user accepts the risk if Product is lost or damaged in shipment.

Garner will pay to ship the repaired or replacement Product if end-user's delivery address is in the United States (excluding Puerto Rico and U.S. possessions and territories); otherwise Garner will ship the Product to end-user freight collect. Garner will select method for return shipment. Alternate shipment methods may be made at end-user's expense.