



## **Guard Tour Management System**

### **User's Product Manual**

#### **INST4**

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## 1. What is guard tour system?

A guard tour system is a system for logging the patrols of employees in a variety of situations. It helps ensure that the employees make their appointed rounds at the correct intervals and offer a virtually indisputable record for legal or insurance reasons. Essentially, the system provides a means to record the time when the employees reach certain important points on their tours.

### Application

- 1) Security guard patrolling
- 2) Building guard patrolling
- 3) Community guard patrolling
- 4) Time & Attendance monitoring
- 5) Incident report & meter reading
- 6) Policeman patrolling
- 7) Military patrolling
- 8) Nurses' daily round
- 9) Remote equipment inspections and maintenance

## 2. System Components

- 1) INST4 reader
- 2) Pogo Pin connection cable
- 3) RFID tags (round shape black tag or cylinder glass tag)
- 4) Guard ID card
- 5) Software
- 6) Event wallet (optional)

## 3. Technical Specifications

### 1) INST4 Reader

#### Technical Information

Physical	Metal Body with rubber shell outside
Dimensions	148mm×47mm×30mm
Frequency	125KHz
Temperature	-40°C to + 85°C
Humidity	10% to 90% non-condensing
Memory	4Mb Flash ROM
Battery	3.7V Rechargeable Battery, 1150mAh
Data Record	6000 pieces' records
Card Detection	Auto induction card-reading

Reading Distance	3cm-5cm
Communication	Pogo pin connection cable
LED Specification	Irradiate distance 5-6m
Weight	243g

## Features

Flashlight, it is super convenient when using in the dark.

Silicon tank, metal body with rubber shell outside, super durable.

IP67 standard, Pogo pin connection cable, high download speed.

Non-contacting reading of RFID tag, completely water proof and guard proof, sabotage absorbent, resistant to electrical shock, super storage capacity 4 Mb Flash, 6000 records, power off protection, liquid crystal display, reading distance  $\leq 5$ cm.

Brilliant exterior design, easy operation, real time internal clock.

Low power consumption and long battery life.

## 2) RFID Tag



### Technical information

Reading Time	More than 1,000,000 times
Temperature	-40°C - +85°C
Life Span	More than 20years
Working Frequency	125KHz
Battery	None
Data Storage	Unique 64 bits serial number
Shape	Round, Nail, Key ring etc.
Weight	1.6g-3.6g

## 3) Charger

### Recharge

\* 2-3 hours each charging time

\* Connection the reader to the charger, and the red indicator will be steady on, which means the battery is being charged. The red indicator will turn to green when the battery is fully charged,

## 4) Pogo Pin connection cable

This Pogo pin connection cable can be used to connect between the reader and PC.

## 4. System Operation Flows

→1) Make a sketch of the checking places that the guard needs to check.

→2) Install tags on each checking place.

\*The round shape tag can be stuck or screwed on the wall.

\*For the cylinder glass tag, make a hole in the wall, and then put it inside and cover it.

→3) Install software and make settings in software, such as registering RFID tag/ guard ID number in software and naming it as checking place name/ guard name etc.

→4) The guard uses the reader to scan his ID card first and starts to patrol; he will go to each checking place and use the reader to scan tags installed on the wall.

→5) The guard will take the reader back to the control center and use USB cable to upload data to software.

## 5. System Requirements and Software Installation

### 1) Minimum System Requirements

\*Operating System: Windows2000/XP/Vista/Windows7

\*Performance: MMX/Pentium 233 MHz CPU, 32MB RAMS\*CD-ROM Driver and RS232/USB Port

\*16 color at 800\*600 pixels

### 2) Software Installation

\*Insert the CD of software into the appropriate drive and locate the software which matches with you product. Then double click the "Setup.exe" icon to begin the installation (make the USB port free during the installation). Follow the instructions on screen, the installation usually takes about 3 minutes to complete.

\*Open the software installed on the computer, enter the login interface, the default administration password is "999" and the operator password is "123". Please modify them after login.

\*For the details about setup and usage of the software, please refer to the "software manual" enclosed with the CD.

## 6. Usage of Reader

- a. Press "FUNC" 2 seconds or read tags ----- Start up.
- b. Red indicator light on means battery is being charged.
- c. Green indicator light on means battery is fully charged.
- d. Red indicator flashes every 3 seconds ----- The battery is low and needs to be charged ASAP.
- e. 1 Vibration with 1 flash of blue indicator ----- Reading is successful.
- f. 2 Vibration with 2 flash of blue indicator----- The reader is almost full.
- g. Red indicator flashes every 3 seconds ----- The battery is low and needs to be charged ASAP.
- h. 3 vibrations with 3 flashes of white indicator ----- There is a time error within the reader. It needs to be connected with the computer and get its time calibration.
- i. 4 vibrations with 4 flashes of white indicator ----- Something wrong with data storage.
- j. 6 vibrations with 6 flashes of white indicator ----- The reader is full; no more records can be

read. For this case, please make a full download of data to your PC and then erase the memory to reset; now your reader will be ready for the next load cycle of 60000 new recordings.

- k. Press light button for 2 seconds ----- Flashlight turn on.
- l. Turn off the flashlight ----- 1 vibration.

## **7. Notices**

- a. It is strictly forbidden burning the reader.
- b. It is strictly forbidden hitting or breaking the reader and EM signal cards intentionally.
- c. It is strictly forbidden opening the reader, or taking it apart into pieces expect changing the battery without professional guidance.
- d. It is strictly forbidden placing the reader in wet environment.
- e. It is strictly forbidden drying or warming EM signal cards by the fire.
- f. Keep them away from corrosives, detergent or chemical substances. Use alcohol to clean them.
- g. Make sure that the guard cards are not read in the middle of patrol routes, which can cause that the data will be showed by the software that no-name guard have the former part patrolling.

## **8. Warranty Policy**

All products are strictly tested and qualified before sale.

--Hardware devices sold by our company are covered by 1 year parts warranty.

--During 1 year warranty period, we will replace or repair units without charge, subject to any problem coming from product itself under ordinary usage condition. The one year warranty period begins when the new products are received by customer. We warrant its remanufactured products and non-warranty repair to hardware from defects in material and workmanship for a period of 90 days. The 90 days warranty period begins the date when repair or remanufactured product is shipped from us.

--This warranty does not apply on batteries and extra parts. This warranty is invalid if the product has been damaged by accident, abuse, misuse, product end of life, or misapplication or has been dismantled or repaired without the written permission of our company.

--In any condition, freight will be paid by customer.

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