

SYSTEM CONFIG

- **After logging in, the user is presented with the System Config screen**
- This is the main screen from which all menus can be accessed

USERS

- **The Digital Shredder has two user levels :administrators and operators**
- User permissions vary depending on user level
- The user screen allows an administrator to add, edit or remove users
- **Administrators also have full unit control** including the ability to **export** or **purge log data** and **set process** defaults

SET DATE/TIME

- **This screen allows for the date and time to be set**
- To set the date and time, press the “today” button on the bottom of the screen and adjust the fields as necessary/Press save

PRINTER

- **The printer button located at the bottom left is used to configure the printer**
- This screen allows the user to perform a test print

HISTORY

- **The history screen is used to access the audit log**
- All machine activity is stored in this log
- The log contains general machine activity such as logins and logouts as well as information on every hard drive that has been decommissioned by the machine
- The log entry includes the hard drive serial number, operator username, the erasure process used and the date and time of the beginning and end of the operations
- All log data can be exported by an Administrator in CSV format to a USB drive by using the USB port on the back of the machine

UPDATE

- **When software updates for the Digital Shredder are released by EDT, they can be installed by using the update screen**
- Software updates are available for download from EDT’s corporate website
- Simply download the update file, load it to a USB drive and place it in the USB port on the back of the machine
- When the USB drive is recognized , click the update button in the bottom right corner of the screen to update the software

RESTORE

- **The restore screen allows the user to restore the machine to an earlier software version should an update not install correctly**

DEFAULT OPS

- **The default ops screen allows a user to set the default operations that will be executed on a drive when it is inserted into a drive bay**
- Insert a drive and simply select the “Run” button without having to select the individual operations for each drive that is inserted into the machine. This saves considerable time when processing multiple drives
- However, the user also has the ability to vary from the default operations on any drive
- **The operations available include: Use Secure Erase if possible , use default overwrite method , create default partition, disk image and print certificate**
- The “Use Secure Erase if possible” setting will Secure Erase the drive when possible
- If Secure Erase is not available , The Digital Shredder will proceed to the next selected operation
- The “Use default overwrite method” allows for the user to select a standard overwrite routine
- The ”Create default partition” creates a single partition equal to the maximum storage capacity of the drive
- **If “ Create default partition” is selected , the user can choose the “Format disk” option and select the file format for the partition**
- File formats available include FAT16, FAT32,NTFS,EXT2 and EXT3
- The “Disk Image” setting allows for the drive to be imaged using a source drive located in another bay
- The source drive must be inserted in the far right drive bay
- **The final menu item is the “Print Certificate “ setting**
- When this option is turned on, a printed certificate is produced when the operations are completed
- If this option is off. the Digital Shredder will still store all decommission information which can be printed at a later date

OPERATIONS

- **The operations screen visually represents the three drive bays**
- When a drive is inserted , the hard drive`s serial number will appear above the corresponding bay
- When the bay is selected, the user is presented with the default ops screen
- Here, the user can review the operations about to be executed on the drive and then run them by selecting the “Run” button at the bottom of the screen
- **After selecting “Run” , the user can check the status of the drive in two ways**
- First , an estimate of the completion percentage is displayed on the screen above the relevant drive bay
- Second, a LED indicator in the drive bay indicates the drive`s current status
- When the LED is off, the bay is available for use
- A Green LED indicates that a drive is loaded and ready but no operation is taking place
- A Blinking Green LED indicates that the operations executed on the drive are complete and the drive can be ejected
- A Red LED indicates tha an erasure operation is currently being executed. During this time the drive is mechanically locked and password protected
- An Orange LED indicates that the drive is being reformatted or re-imaged