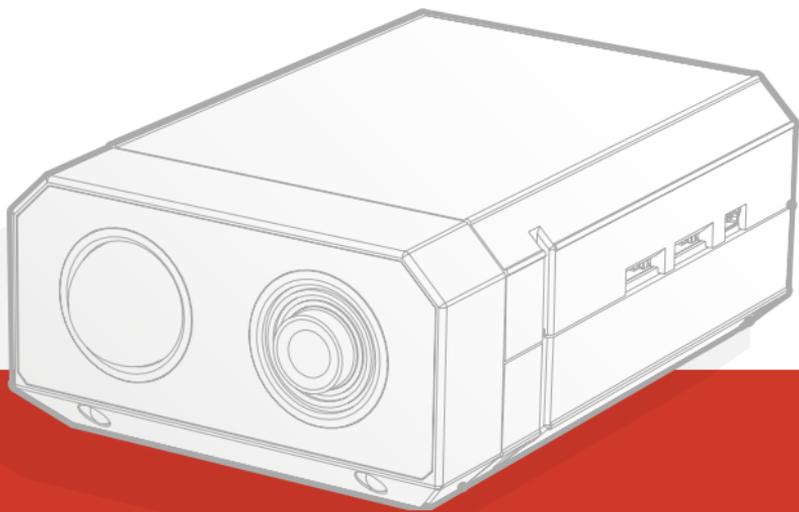




Venner  
DruGuardian

en OPERATING MANUAL



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## 1. Device description

Venner DruGuardian™ is a multi-functional security device that monitors and records drug cabinet access. It acts primarily to deter drug theft and tampering whilst optimising staff and patient safety.

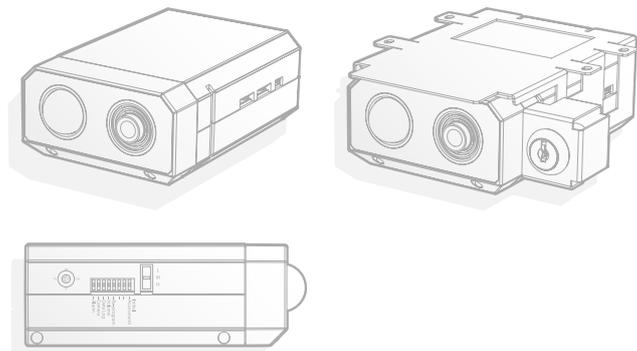


Figure 1: Venner DruGuardian™

Each Venner DruGuardian™ unit incorporates the following functions:

- Drug cabinet desertion alarm
- Removable micro SD card containing images captured from wide angle camera
- Removable micro SD card containing data (time and alarm)
- Rechargeable battery (long life)
- Three levels of security
- Automatic tagging of both micro SD cards (image and data files) with a unique 12-digit radio-frequency identification (RFID), linking files to the location of Venner DruGuardian™ (where the cradle is fixed)
- Access data and images stored on micro SD cards

When opening the drug cabinet door (exposure to light) Venner DruGuardian™ records detailed time and alarm data while the wide angle camera captures images in front of the Venner DruGuardian™, facilitating identification of persons in the vicinity.

In addition to capturing data and images, a motion sensor will detect movement in front of Venner DruGuardian™ and activate the alarm should the drug cabinet be left unattended for a pre-set period of time (approx. 25 seconds to 1 hour).

An initial assessment option is available, where the alarm function is disabled for two weeks in order to obtain base line data. The alarm function automatically reactivates after the two week period has ended.

### 1.1 Technical specifications

Accessories included	Cradle, 2 cradle keys, 4 self-tapping screws, mini screwdriver, 2 micro SD cards
Weight	0.7kg
Dimension (including cradle)	52mm (h) x 137mm (w) x 139mm (l)
Ingress protection	IP22
Mains supply to charger	100–240 VAC, 2A charging
Backup	Backup 4.8V, 1000mAh
Power	5VDC
Battery output	Main 3.7V, 7800mAh
USB port	USB mini B

## 2. Operating instructions

### 2.1 Operative switches

#### 2.1.1 Alarm delay rotary switch

The alarm delay rotary switch has 16 positions that determine the time delay before the alarm commences. Using the small screwdriver provided, rotate the switch until the dot is adjacent to the user required time delay.

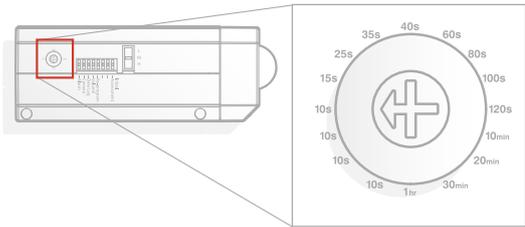


Figure 2: Alarm delay rotary switch [the alarm delays shown are approximate]

The alarm will initially emit an intermittent beep which increases in duration, before progressing to a continuous beep, ending only when movement is detected again. The selected delay is indicative only and begins following an initial pause (approx. 15 seconds).

#### 2.1.2 Function switches

There are 8 function switches on the device which are normally turned ON (upwards) during set up.

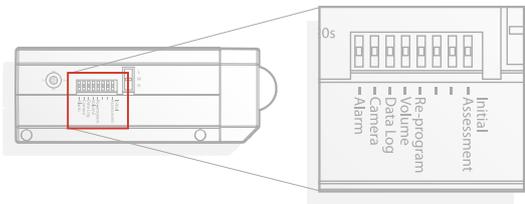


Figure 3: Side view of Venner DruGuardian™ function switches

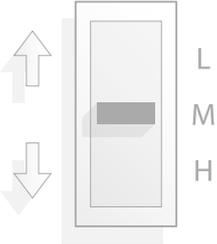
		ON (up)	OFF (down)
1	Alarm	Audible alarm is turned ON	Audible alarm is turned OFF, unit will still collect open/close and photographic data
2	Camera	Photos from the camera are stored on the image micro SD card	The camera is disabled and no photos from the camera are stored on the image micro SD card
3	Data log	Door opening times and alarm data are stored on the data micro SD card	No information is stored on the data micro SD card
4	Volume	Alarm volume set to Normal	Alarm volume low for quiet locations
5	Re-program	Normal Operation	May be set to OFF for additional security
6	Redundant	Normal operation	Normal operation
7	Redundant	Normal operation	Normal operation
8	Initial assessment	Normal operation	The alarm function is disabled for two weeks in order to obtain base line data. The alarm function automatically reactivates after the two week delay.

Figure 4: Function switches

NB: Setting switches 2 or 3 to OFF will reduce battery usage.

### 2.1.3 Security level switch

Three security levels: low, medium or high may be set based on user requirement.



- L (Low)**  
A series of photos is taken when the cabinet door is opened (exposure to light).
- M (Medium)**  
A series of photos is taken when the cabinet door is opened, followed by a subsequent series when movement is detected again.
- H (High)**  
Photos are taken continuously when cabinet doors open until the doors are closed.

Figure 5: Venner DruGuardian™ security level switch

### 2.2 LED battery indicator

The battery indicator illuminates different LED colours which represents:

LED battery indicator	Description
Solid GREEN	The battery is fully charged
Dim RED	The main battery is about 20% charged and needs charging
Solid RED	The main battery is discharged and the unit is now using the backup battery. The main battery needs charging
Solid BLUE	Charging (Charge time 16 hours)

Figure 6: LED battery indicator

**CAUTION:** Recharge the device when the Dim or Solid RED battery indicator illuminates (refer to Section 3).

### 2.3 Using the device

Ensure that both micro SD cards are inserted into the SD card slots of the Venner DruGuardian™. Set the required alarm delay, security level and ensure all function switches are ON (upwards).

**CAUTION:** Check that the device has sufficient battery during set up (battery indicator illuminates Solid GREEN).

The device can be charged using the mains charger, USB charger or a USB battery pack as provided by your supplier (refer to Section 3). Check with the supplier if the unit is to be constantly powered via an AC-DC power supply.

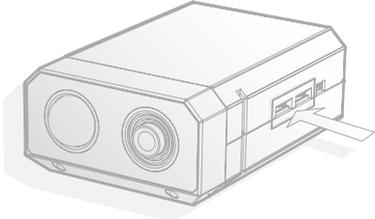


Figure 7: Right side view of Venner DruGuardian™ showing micro SD card slots

Fit the cradle to the drug cabinet in the required orientation (below the shelf or on top of the shelf), ensuring the key lock mechanism is facing in front.

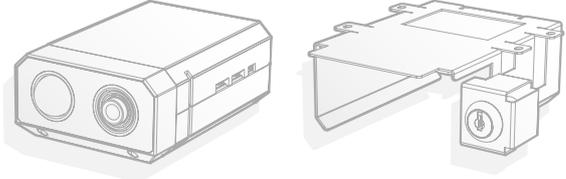


Figure 8a: Venner DruGuardian™ and cradle if affixing below shelf

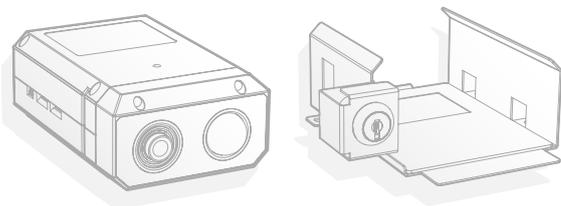


Figure 8b: Venner DruGuardian™ and cradle if affixing above shelf

Lock the Venner DruGuardian™ into the cradle, remove the key and store it in a safe place. All devices in the same institution will be accessible with the same key.

**CAUTION:** Only the nominated person for the institution should have access to the key.

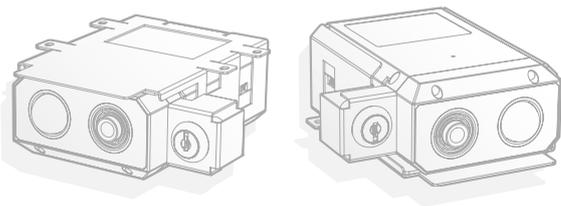


Figure 9: Venner DruGuardian™ loaded in cradle for below or above shelf

Close the drug cabinet door, ensuring no penetration of light. The Venner DruGuardian™ is now active.

To test the device is working, open the drug cabinet door and ensure no movements in front of the cupboard. After a delay the alarm should trigger. To stop the alarm either move in front of the cupboard or close the door.

During normal operation Venner DruGuardian™ will monitor and record activity in front of the open drug cabinet. If the drug cabinet is abandoned for a period of time (determined by the alarm delay rotary switch), the alarm will initially emit an intermittent beeping sound, progressing to a constant beeping sound until movement is detected.

In addition to door opening and closing times the data micro SD card will record when the alarm progressed from intermittent to constant sound. Captured images from the camera will be stored on the image micro SD card along with a time stamp and location cradle RFID code reading.

Contents from both micro SD cards can be uploaded onto [www.VennerDruGuardian.com](http://www.VennerDruGuardian.com) to generate a range of reports for analytical purposes. Visit the website for detailed instructions.

Replacing the micro SD cards:

(i) Remove Venner DruGuardian™ from the cradle. Be sure to note down the cradle RFID code and the physical location of the cradle, in order to associate the data downloaded from each Venner DruGuardian™ later. This should be stored with the nominated person/key holder.

(ii) Remove one or both micro SD cards – each card will contain the 12-digit RFID code from the fixed cradle. If the same SD card is shared between multiple cradles, it will contain all RFID codes from the fixed cradles according to the sequential arrangement it had been in.

(iii) Replace the micro SD cards making sure the cards are unlocked if appropriate.

### 3. Battery and charging

There are two ways of charging the Venner DruGuardian™:

1. Using the mains charger or USB charger from your Venner DruGuardian™ supplier:
  - Remove the Venner DruGuardian™ from its cradle
  - Set all 8 function switches to OFF (downwards)
  - Connect the mains charger to the socket at the rear of the unit or to the USB socket
  - After charging for 16 hours, remove the charger, and it is now ready for use (refer to Section 2.3)

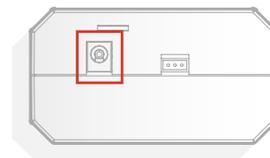


Figure 10: Mains charger socket

## 2. Using a USB battery pack:

- There is no need to remove the Venner DruGuardian™ from its cradle but the cabinet door will need to be kept shut to prevent the unit from activating
- Connect the USB battery bank charger to the mini B USB socket at the side of the unit
- Charge for 16 hours

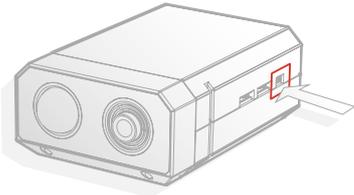


Figure 11: Mains to USB or USB battery pack charging socket

## 4. Service and maintenance

Should you experience any mechanical issues/faults with Venner DruGuardian™, please contact your supplier to arrange for collection and replacement.

## 5. Cleaning

Disconnect Venner DruGuardian™ from the mains power supply or the USB socket prior to cleaning. The device exterior may be cleaned with alcohol and/or chlorhexidine-based cleaning products and thereafter wiped over with a moist or dry soft cloth.

Visit [www.VennerDruGuardian.com](http://www.VennerDruGuardian.com) for a list of recommended cleaners and disinfectants for the device.

**CAUTION:** Care should be taken to prevent liquid from getting inside the device during cleaning.

## 6. WARNINGS AND PRECAUTIONS

Do not attempt to open Venner DruGuardian™. The device is a sealed unit and any attempts to modify or open up the device will void its warranty automatically.

Do not force open the key lock. Ensure only nominated personnel(s) can access Venner DruGuardian™'s key and device-related information at all times.

## 7. Warranty

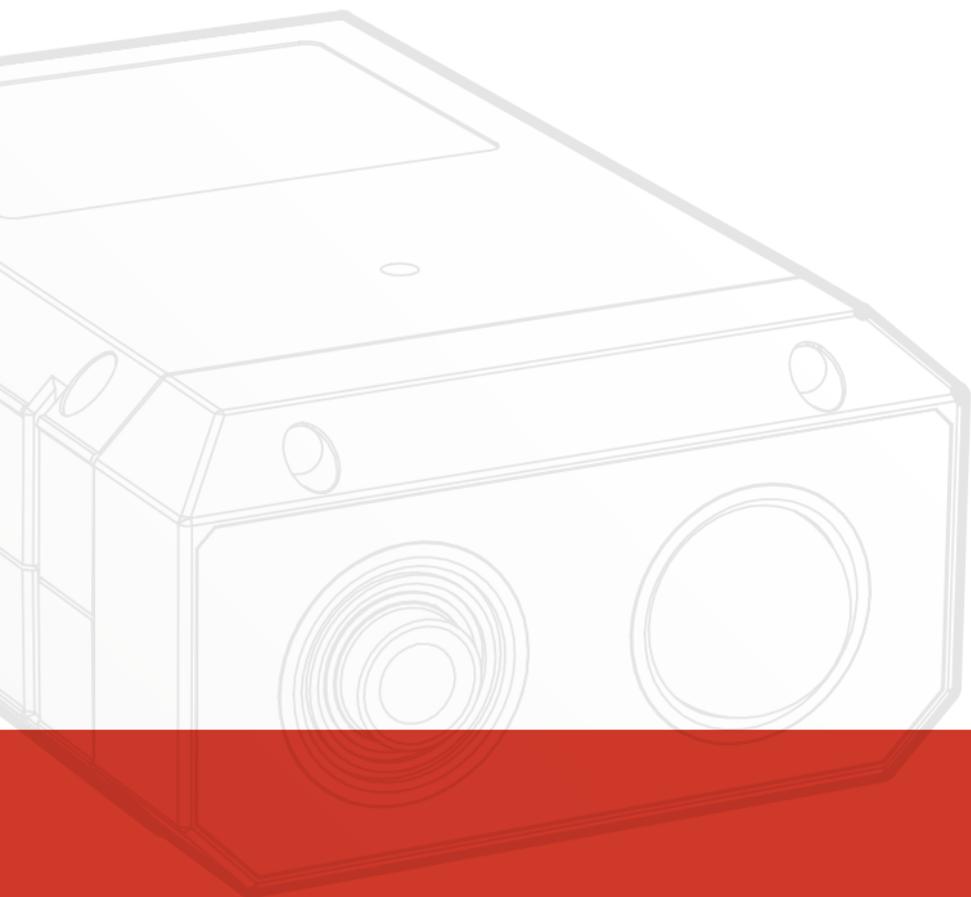
Venner Medical (Singapore) Pte Ltd (VMSG) warrants the hardware products to be free from defects in material and workmanship under normal use and service. VMSG's obligation under this warranty is limited to correcting any defect in the product through replacement of the device with another. Devices should be regularly checked by the customer for defects.

This device is not a substitute for secure drug storage or governance. This device is designed to limit the occurrence of unsupervised unsecured drug storage facilities. Responsibility for drug security rests with the user, and whilst this device may reduce the opportunities available for theft or tampering and may assist in the detection of culprits and the elimination of suspicion of innocent persons, VMSG will not be held responsible should incidents occur. VMSG will not provide any guarantee of continuous uninterrupted function of the device or that images will be captured in an identifiable manner on the cameras. Venner DruGuardian™ should be regularly checked for correct functioning.

## 8. Symbols used on labelling

The following symbols appear on the device and packaging material.

	Consult operating manual		Keep dry
	Direct current		Keep away from sunlight
<b>IP22</b>	Protection of equipment against ingress of solid foreign objects $\geq 12.5$ mm diameter. Protection against access to hazardous parts with hands, large tools, etc. Protection against vertically falling water drops when equipment is tilted up to $15^\circ$ .		Date of manufacture
			Legal manufacturer (EU) and Manufactured for (US)
			Authorised representative in the European Community
	WEEE wheeled bin. This product contains electrical and electronic components that may contain materials which, if disposed with general waste, could be damaging to the environment. Residents of the European Union must follow specific disposal or recycling instructions for this product. Residents outside the European Union must dispose or recycle this product in accordance with local laws or regulations that apply.		European Conformity mark
			This side up
			Catalogue number
			Serial number
			Batch code
			Quantity
	Device should be stored and used between $4^\circ\text{C}$ and $40^\circ\text{C}$		Box number



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