



Auditor Pro

Operator Manual



000200

intimus Auditor Pro

Operator Manual

Typ/Type:

349



Before operating, please read the Operating Instructions!

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1 Safety Information



DANGER!

Risk of injury! Damage to the machine!

- ☞ The machine's power supply must be near the machine and easily accessible!
- ☞ Only use the machine in closed, tempered (10-25 °C) spaces.



The device may not be used by several people at the same time!

The safety elements' design is based on safe one-person operation.



No operator-serviceable parts inside unit. Maintenance to be done only by trained personnel!



In case of danger, disconnect the machine with the mains switch or emergency stop button, or disconnect the power plug



Check input voltage before plug in!

2 Overview

2.1 Administrator Setup

Use this administrator manual during initial set up of your **Auditor Pro** system and to perform administrative functions, such as retrieving reports, adding and removing users, and changing user passwords.

2.2 Introduction

The **intimus Auditor Pro** Erasure Verification System is used with the intimus 20000, 20000S, 9000, and 8000 hard drive degaussers and intimus Crusher hard drive destroyer.

The Auditor Pro captures JPG images of the erased hard drive and collects information about the degauss and crush cycle.

Auditor Pro creates Certificates of Erasure and Destruction. The **intimus Auditor Pro** comes equipped with USB and Ethernet ports allowing for direct printing, exporting to USB devices including optical & thumb drives, and transferring to the network via FTP. It is easy and convenient to download the CSV database and JPG images, or to print or create PDF Certificates of Erasure and Destruction directly from the **Auditor Pro**.

2.3 Storage Capacity

intimus Auditor Pro can store up to 16G of memory. When memory is 90% full, a warning will appear for administrator to export and delete data. At 95%, **Auditor Pro** will not collect any more data.

2.4 Verification Processing Options

The system can operate in one of two modes: "Verification Mode" with prompts for new operators; and "Processing Mode" for faster processing.

2.5 Input devices

Touch Screen:

An on screen keyboard appears on all screens that require you to enter data. You can also connect a keyboard and mouse via USB port to the **Auditor Pro** system.

Use the included stylus for ease of use.



Bar-Code Scanner:

The hand held scanner allows you to scan hard drive serial numbers to auto populate the "Serial Number" field. In facilities that use bar-code ID badges, the scanner also enables users to log in by scanning their ID badges.

Image Capture Systems



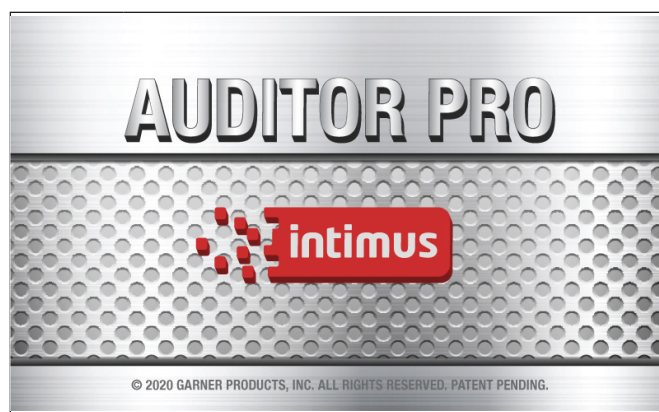
Export Options:

USB: Flash Drives, Optical Drives, Print

Ethernet: FTP

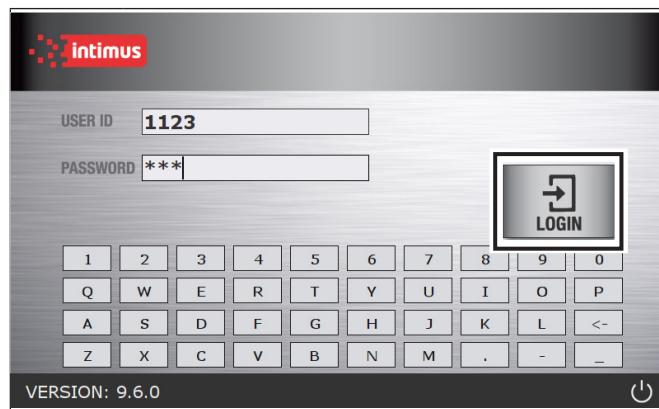
3 Getting Started with Auditor Pro

Note: Auditor Pro is factory set with prompts allowing operator to view and accept or reject each hard drive image after the drive is degaussed. Prompts can be disabled by an administrator to shorten processing time



Step 1: Power

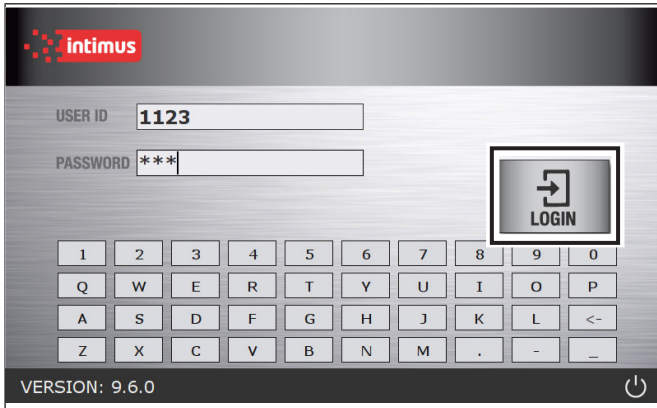
- Turn on your intimus degausser and/or hard drive destroyer intimus Crusher
- Turn on power to the **Auditor Pro**
- Tap the splash screen to continue.



Step 2: LOGIN Screen

- Enter your User ID
- Enter your Password
- Press the LOGIN button

4 Witness Login



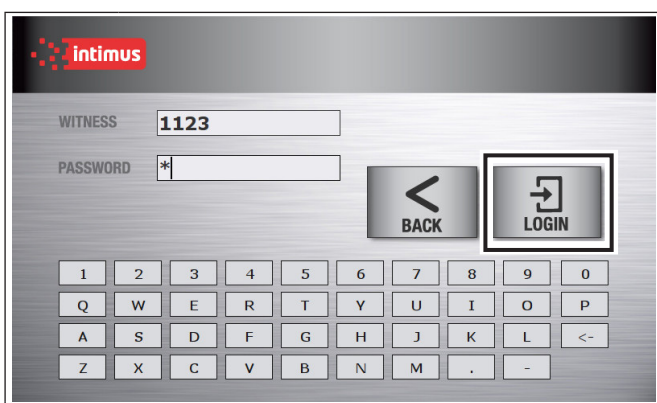
Step 1: LOGIN Screen

- Enter your User ID
- Enter your Password
- Press the LOGIN button



Step 2: Main Menu Screen

- Press "WITNESS"



Step 3: Witness Login Screen

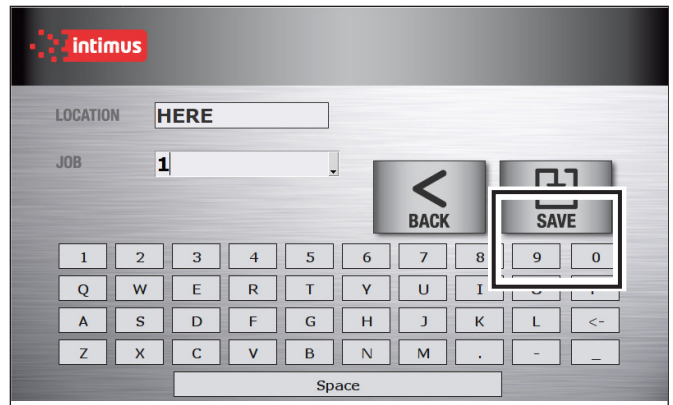
- Enter WITNESS ID
- Enter witness password
- Press LOGIN

5 Add Location or Job#



Step 1: Main Menu Screen

- Select LOCATION



Step 2: Location Screen

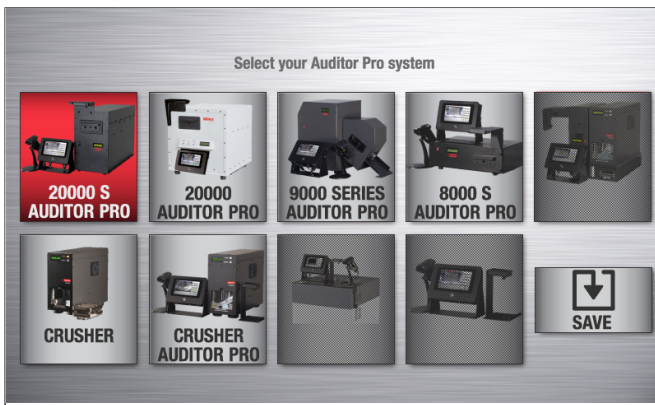
- Enter the name of your location in LOCATION field
- Enter job number or select previous job # from drop down arrow in JOB field
- Press SAVE

6 Configure Auditor Pro System



Step 1: Main Menu Screen

- Press CONFIGURE SYSTEM



Step 2: Login/Shut down Screen

- Select your **Auditor Pro** unit[s] (selected unit[s] button[s] will be highlighted)
- Press SAVE

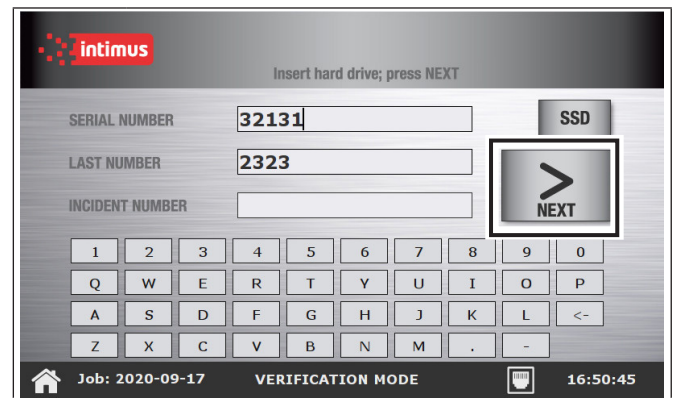
7 Degaussing and Destroying with Auditor Pro

Degauss only steps 1-4 & 8 • Degauss and Destroy steps 1-8



Step 1: Main Menu Screen

- Press DATA ENTRY



Step 2: Media

- Enter media serial number using scanner or input manually
- If desired, input INCIDENT NUMBER
- Press NEXT



Step 3: Insert Media and Degauss

- Insert media into degausser drawer/slot
- Close drawer to automatically start degauss cycle
- For intimus 20000 only: Press ERASE to start degauss cycle


**Step 4a: Image Capture
(20000S, 20000, 8000S series)**

- When degauss cycle is complete, open drawer and wait
- **Auditor Pro** automatically captures an image of the degaussed media
- If only degaussing, go to step 8


Step 4b: Image Capture (9000 series)

- When the degauss cycle is complete, media will be released into image capture device
- The **Auditor Pro** automatically captures an image of the degaussed media
- If only degaussing, go to step 8


Step 5: Image Verification

- Verify the clarity of the image
- If acceptable, press ACCEPT and remove media
- If the image is blurry, press REJECT and repeat steps 2-4


Step 6: Destroy with Crusher

- Place media into Crusher crush chamber and close door
- Press OK on Auditor Pro
- Press DESTROY on Crusher
- When crush cycle is complete, open door
- Remove media
- If post crush image is not enabled, go to step 8
- For SPACESAVER and 9000 series, go to step 8


Step 7: Post Crush Image Capture

- Place destroyed media in the degausser drawer
- Press OK to capture POST CRUSH image


Step 8: Final Verification

- Verify final image
- If acceptable, press ACCEPT and remove media
- If the image needs to be retaken, press RETAKE

8 Destroying with 240/360 Crusher / 360 Destroyer



Step 1: Media

- Enter media serial number using scanner or input manually
- If desired, input INCIDENT NUMBER
- Select YES or NO to capture after crush image
- Select SSD if you are destroying an SSD using the SSD-1
- Press NEXT



Step 2: Before Crush Image Capture

- Place media on imaging platform
- Press OK to capture BEFORE CRUSH image



Step 3: Image Verification

- Verify the clarity of the image
- If acceptable, press ACCEPT and remove media

- If the image is blurry, press REJECT and repeat steps 1-2



Step 4: Destroy Media

- Place media into Crusher crush chamber and close door
- Press OK on **Auditor Pro**
- Press DESTROY on Crusher
- When crush cycle is complete, open door
- Remove media
- If post crush image is not enabled, go to step 6



Step 5: Post Crush Image Capture

- Place crushed media on imaging platform
- Press OK to capture BEFORE CRUSH image



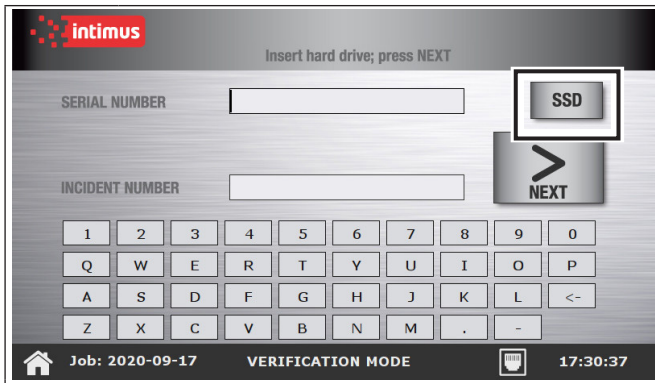
Step 6: Final Verification

- Verify final image
- If acceptable, press ACCEPT and remove media
- If the image needs to be retaken, press RETAKE

9 Solid-State Media Destruction Verification

Auditor Pro is factory set to take before and after images of SSD media. Instructions to change these settings are in the Administrator Manual.

- If acceptable, press ACCEPT and remove media
- If the image is blurry, press REJECT and repeat steps 1-2



Step 1: Data Entry - SSD

- Press SSD
- Enter SSD serial number using scanner or input manually
- If desired, input INCIDENT NUMBER
- Press NEXT



Step 4: Before Crush Image Verification

- Place SSD-1 into PD-5 crush chamber
- Insert solid-state media into SSD-1 using an SSD-MT media transport sleeve
- Close door
- Press DESTROY on Crusher
- Press OK on **Auditor Pro**
- When crush cycle is complete, open door
- Remove media
- If post crush image is not enabled, go to step 6



Step 2: Before Crush Image Capture

- Place media in the degausser drawer or imaging platform
- Press OK to capture BEFORE CRUSH image
- **Note: images of solid-state media is not possible when using the 9000 series**



Step 5: Post Crush Image Capture

- Place media in the degausser drawer or imaging platform
- Press OK to capture POST CRUSH image



Step 3: Before Crush Image Verification

- Verify the clarity of the image



Step 6: Final Verification

- Verify final image
- If acceptable, press ACCEPT and remove media
- If the image needs to be retaken, press RETAKE

10 Logging out and powering down the system



Step 1: Main Menu Screen

- Go to the menu bar and press LOGOUT to end your session



Step 2: Power Down

- Press the power button
- The **Auditor Pro** will automatically power down
- Press POWER icon on the individual unit(s) to turn off the degausser/destroyer

11 Connecting Auditor Pro to a Degausser or Destroyer after turning on Auditor Pro



Step 1: Connection cable

- Connect Auditor Pro connection cable to degausser/destroyer



Step 2: Main Menu

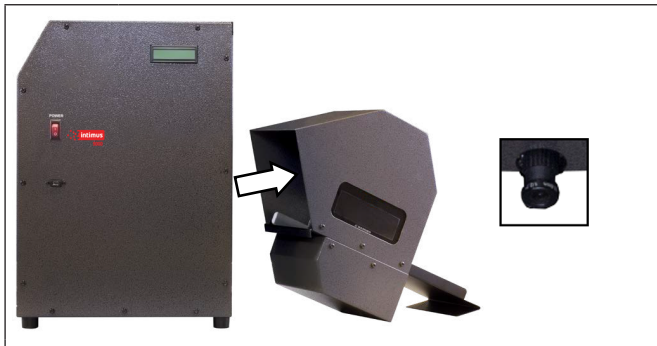
- Press CONNECT

12 Focusing Camera



Focusing Camera

- Place hard drive in media drawer/imaging platform with serial number label facing up (do not close drawer)
- Select ADJUST CAMERA from **Auditor Pro** main menu
- You will see the camera view on the **Auditor Pro** screen
- Use the knob on the camera to adjust the focus



Focusing 9000 series Camera

- Detach Image Capture device from 9000 series by sliding towards you
- Place a hard drive inside of the device
- Select ADJUST CAMERA from **Auditor Pro** main menu
- The view from the camera will appear on the **Auditor Pro** screen
- Reach in from back side to adjust camera lens watching the image on the **Auditor Pro** screen for clarity

13 Troubleshooting:



Problem: Screen freezes

Solution: Turn off **Auditor Pro** system, press the power button under the screen. Hold the button down for three seconds and release. Then turn **Auditor Pro** back on.



Problem: Image is blurry, 20000S/8000S series

Solution: Media drawer is being opened too slowly. Open media drawer more quickly.



Problem: Control head does not advance to image after degauss cycle is complete

Solution: Check cable connection from **Auditor Pro** to degausser

14 Disposal of the machine



Always dispose of the machine at the end of its service life in an environmentally responsible way. Do not toss any part of the machine or its packaging into the garbage.

15 Technical Data

Auditor Pro

Power Supply: 90-240 VAC, 47-440 Hz

Power Consumption: 15 W

Storage Capacity: 16 GB

Fuse: 250 VAC H3, 15 A

Weight: 1,8 kg

Dimensions (H x D x W): 6,3 x 16,7 x 24,3cm

16 Certificate of Conformity

Konformitätserklärung Certificate of Conformity Attestation de Conformité Certificado de Conformidad



Bezeichnung der Maschine:	Bedieneinheit für Festplattenvernichter
Type of machine:	Operating Unit for hard drive destruction
Description de la machine:	Unité de contrôle pour la destruction du disque dur
Descripción de la máquina:	Unidad de control para la destrucción del disco duro
Modell / Model / Modèle / Modelo:	Auditor Pro
Typ / Type / Type / Tipo:	349
Artikel-Nr. / item number / numéro d'article / número de la pieza:	3499XX
Baujahr / year of manufacture / année de production / año de producción:	siehe Typenschild / see name plate / voir plaque d'identification / mirar la placa de identificación

Hiermit wird bestätigt, dass vorgenanntes Produkt den Anforderungen der **Niederspannungs-Richtlinie 2014/35/EG** sowie der **EMV-Richtlinie 2014/30/EG** einschließlich allen bis heute veröffentlichten Änderungen bzw. Nachträgen entspricht. Das vorgenannte Produkt entspricht folgenden harmonisierten bzw. nationalen Normen:

We do hereby certify that the above mentioned product meets the requirements set forth in **EEC-Low-Voltage-Directive 2014/35** and **EMC 2014/30/EEC** including all changes and addendums to date thereto. The above mentioned product meets the following harmonized and national standards:

Nous Vous Confirmons que le produit cité ci-dessus correspond aux directives de basse tension **2014/35/CEE** ainsi qu'à la directive **CEM 2014/30/CEE**, ci-inclus toutes les modifications ainsi que tous les suppléments publiés jusqu'à ce jour. Le produit mentionné correspond aux normes citées ci-après:

Confirmamos que los productos arriba citados cumplen las exigencias de las directivas de baja tensión **2014/35/CEE** y **CEM 2014/30/CEE**, incluidas todas las modificaciones publicadas hasta la fecha. Los productos citados corresponden con las siguientes normas:

Harmonisierte Normen / harmonized standards
normes harmonisées / normas armonizadas

EN 55011:2009+A1:2010
EN 61000-6-1:2007
EN ISO 12100:2010
EN ISO 62368-1:2014

Nationale Normen / national standards
normes national / normas nacional

CE-Bevollmächtigter / authorized person of CE / personne autorisée de la CE / persona autorizada por CE:
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