

## Instructions for Supervisors and Guards on Using The Magtouch Online system

### Emergency Numbers

Supervisor \_\_\_\_\_

Control Room \_\_\_\_\_

Police \_\_\_\_\_

Fire \_\_\_\_\_

### Clocking points

When on patrol take the Magtouch baton with and clock all the points along the way.

Points are clocked by touching the front of the baton to the centre of the point. If the light at the back of the baton flashes once then it was a successful touch. If the light flashes twice or not at all it was a bad touch.

If you have a Guard point you should clock this with the baton at the start & end of your shift plus before and after each patrol.

### Trouble shooting

*Screen is blank, but lights still work.*

The unit is not connecting to mains power. You can still upload by following the lights until the mains power is restored.

*Online unit does not download*

You will still need to do your patrols with the baton as the baton will store your patrol data. Notify a supervisor of the problem. As soon as the online unit is working the baton can be downloaded and all previous patrol data will be available.

*Some points do not work.*

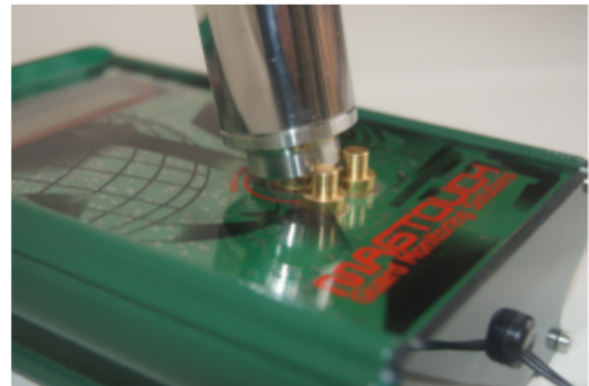
Notify the supervisor of faulty points immediately so that they can be replaced.

### Downloading the Magtouch Baton

After every patrol, you need to download the baton using the Online Unit. If this is not done correctly, the system can be setup to send a message that something is wrong and help could be called for. This ensures that even if you cannot get to a panic button help will arrive.

Before downloading ensure the Unit is in 'Ready' mode, Either 'Ready' will be displayed on the screen, or the second light will be on solid green.

To download, place the gold part of the baton on the top point of the download triangle, the outside of the baton must touch the bottom two.



When the screen displays 'Remove baton', or the second light flashes green at least 3 times, you can remove the baton. If the third light starts flashing, the download was not successful and needs to be done again, once the unit is back in 'Ready' mode

### Handover of batons

When you arrive on site, check that the baton is working properly. Report any new scratches or dent marks to your supervisor. This will ensure that you are not held responsible for damage caused by someone else.