Instruction Manual SAFEDI Eventbox

The SAFEDI Eventbox was designed to ensure the recording of close contacts during events, so that the chain of infection can be traced in the case of an infection. The SAFEDI Eventbox is the mobile version of the SAFEDI Synchro Hubs and thus an "all-round carefree package" for synchronizing the SAFEDI-IDs in the anonymous close contact diary – without the need for a smartphone or an app. The SAFEDI Eventbox also serves as a charging station for the SAFEDIs.

About this document

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This document contains the following information about the SAFEDI Eventbox:
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Target group
This document is intended for the users of SAFEDI Eventboxes.

Preservation
The instruction manual is an integral part of the product.
Throughout the life of the product, keep the instruction manual complete and accessible with the SAFEDI Eventbox. If lost or damaged, a replacement copy can be requested from the manufacturer or can be downloaded from the website (www.safedi.com/help-center).
If the product is sold, the instruction manual must be given to the new owner as part of the product.

Safety
- Before operating the device, firstly read and understand the instruction manual.
- Operation of the device is only to be carried out by authorised personnel.
- Only operate the device in perfect condition.
- Damaged devices should be removed from operation immediately and marked clearly as "defective".
- Only connect SAFEDIs to the device.
- Never connect third-parts devices.

Layout

Fig. 1: SAFEDI Eventbox (open) – symbol image

Fig. 2: SAFEDI Eventbox detail "switch" – symbol image

❶ – Tablet
❷ – Power supply
❸ – On/off switch and transport mode switch
❹ – 60 pcs. SAFEDIs with position numbers
❺ – Transport mode switch
❻ – Eventbox number

Operation

Turning on the SAFEDI Eventbox
Turn on the SAFEDI Eventbox:
1. Connect the power cable to the power supply on the SAFEDI Eventbox.
2. Connect the power cable to a suitable power socket.
3. Turn on the tablet.
4. Connect the tablet to the Internet:
Press the "Home Button" on the tablet / select "Settings –> Wi-Fi Settings" / select a suitable Wi-Fi / "connect" or, if the tablet has LTE with an optional SIM-card, insert the SIM-card / enter PIN / set up connection.
5. Start the SAFEDI app on the tablet.
6. Deactivate the transport safety ("❺" - push the switch to the left).

IMPORTANT: The case must be placed on a horizontal surface! The tablet must be connected to the Internet!

7. Switch on the SAFEDI Eventbox with the on/off switch ("❸" switch position -> "I").
- All SAFEDIs display their charging status: flashing green or blue if the battery is being charged or light ups constantly, when the battery is full.
- The tablet starts to synchronize SAFEDIs. This can take several minutes.
- The color of the LED status display changes to blue. Now the data has been transferred and the SAFEDIs are fully charged.

Distribution of SAFEDIs to visitors
IMPORTANT: During the collection or return of the SAFEDIs, ensure appropriate distances between visitors to avoid close contact recordings! If necessary, take other suitable measures to protect against infection!
It is recommended to clearly regulate access to the distribution by means of barriers and to keep sufficient safety distances!

1. Assign personal data for each SAFEDI position number, e.g. enter the SAFEDI position number, date, name and contact details of the visitors into a list.
2. Give the contact details of the event organiser to every visitor and ask them to contact this in the case of an infection.
3. Visitors then remove the assigned SAFEDI from its charging port.
4. Visitors must attach the SAFEDI using the attachment clip to the front upper area of the body.

IMPORTANT: The device must be attached to the top layer of clothing and must be visible.
If necessary, rotate the attachment clip until the name "SAFEDI" can be read horizontally. The easiest method is to turn the clip between two open palms.
Visitors must leave the distribution area immediately after receiving their SAFEDIs, in order to avoid close contact recordings.

Sound Settings

The SAFEDIs are delivered in the "Mute" mode. This means that only a one-time signal sounds once a close contact has been recorded.

Warning signal activation: The activation of the warning signal can be controlled centrally via the SAFEDI Synchro Hub. To do this, open the settings in the SAFEDI Synchro Hub app on the tablet, move the slider at "Mute SAFEDIs" to the left and click on "Save". The sound setting will be activated during the next synchronization of the SAFEDIs. This also applies when the sound is deactivated.

Returning the SAFEDIs

After the event has ended or when leaving the event, the SAFEDIs must be returned to the distribution location.
1. The person that distributed the SAFEDIs will return each device to its assigned charging port, according to its position number.
2. Ensure that the charging process starts (LED starts to flash).

The synchronization is processed automatically. If the LED flashes or lights up blue continuously, the synchronization of the respective SAFEDIs is complete.

Close Contact Diary Synchronization

IMPORTANT:
The SAFEDI Eventbox must be synchronized on the same day as the event. The synchronization is processed automatically, once a SAFEDI has been plugged into the Eventbox! The recorded SAFEDI-IDs, as well as the date of the close contacts, are transferred to the Cloud. This is the prerequisite for an exact analysis and traceability of close contacts.
1. The SAFEDI Eventbox must be turned on.
2. The Eventbox WiFi must be activated.
3. Plug the SAFEDI into the assigned position on the SAFEDI Eventbox.
4. The synchronization and battery charging start automatically.
5. Once a SAFEDI has been synchronized and fully charged, the LED lights up blue.

Turning off the SAFEDI Eventbox

Ensure that all SAFEDIs are correctly plugged in at their assigned positions and are synchronized, i.e. all LEDs are flashing or are constantly blue. If all LEDs light up blue constantly blue, they are fully charged and ready for the next use.

IMPORTANT: Before turning off the SAFEDI Eventbox, the transport mode must be activated: Activate the transport mode (Move "y" to the right). Wait until all SAFEDIs light up turquoise.

Legal advice and information on what to do in the case of an infection

This information is provided as an attachment to the quotation.
–> see document Information on reporting cases of infection in the SAFEDI Portal

Possible faults and remedies

(Symptom: Cause –> Remedy)
Device does not respond (no display, no signals):
Battery empty –> Charge battery
Battery is not charging:
Cable not (correctly) connected –> Connect or charging device is not plugged in –> Check connections on both sides of the cable –> Plug in charging device
SAFEDI LED lights up green, despite long charging time:
No Internet connection –> Connect to the Internet!
SAFEDI fully charged and synchronized in the Eventbox – lights up and no longer responds after disconnecting: Sleep mode is active –> reconnect and disconnect again and "move" the device!

Further information: www.safedi.com/help-center

Cleaning

Wipe the device with a damp cloth and a little mild detergent or disinfectant.

Storage

Store the SAFEDI Eventbox under the following conditions:
• In a dry location.
• Protected from dust and weather conditions.
• In accordance to permitted ambient temperature and humidity (see section Technical Data).

Packaging and Transport

Add dry granules to the packaging.

Disposal

Case	Aluminium, Plywood, Foam
Cable	Copper
Electronic Parts	WEEE

Technical Data

Name	SAFEDI Eventbox
Article Number	129150
Case Material	Aluminium anodized, Plastic, Plywood, Foam
Rated Voltage	230 V AC, 50 Hz
Rated Current	100 mA
Cable Length	1,4 m
Ambient Temperature	2° C - 40° C
Ambient Humidity	Non-condensing Protection Class IP 20
Dimensions W×H×T:	540 x 385 x 185 mm
Tablet Type	Samsung Galaxy Tab A 10.1 Wi-Fi
EU-Declaration of Conformity	See www.safedi.com

Manufacturer

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