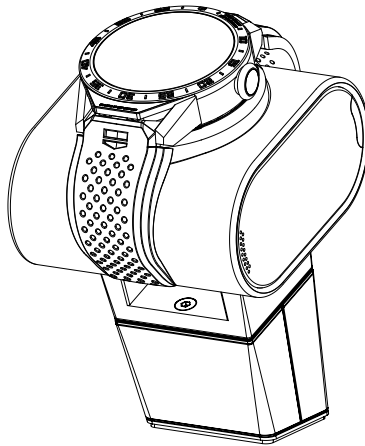


# **OUTFORM™**

## Smart Security Cushion Display (For CW2)

**UM100335**



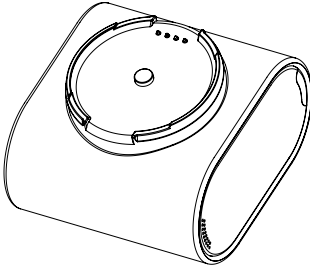
User Guide

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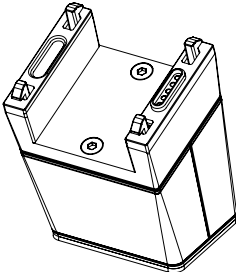
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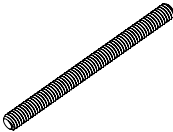
Smart Cushion



Cushion Pedestal



Threaded Rod



Small Threaded Screw



Screw Nut



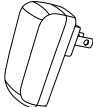
Smart Tag



USB Cable

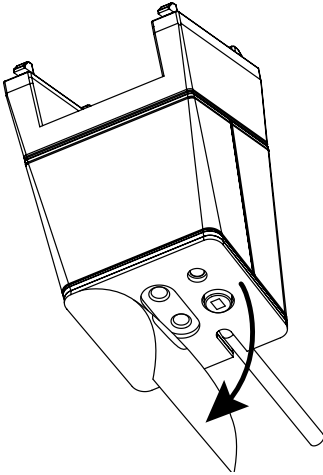


Adapter

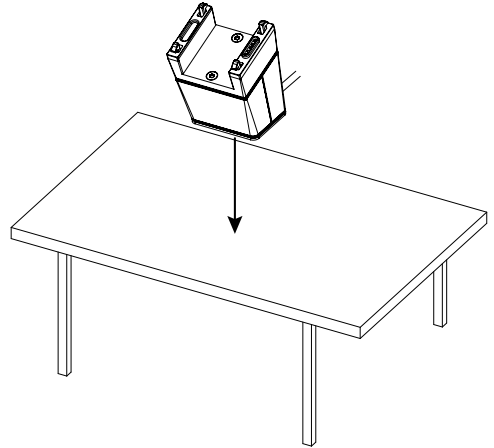


**Note:** For step 2 if needed drill a hole in the table for the power cable to go through.

Step 1. Remove the protective film from the bottom of the pedestal.

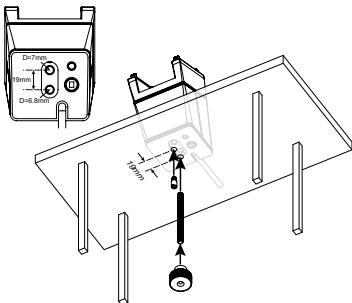


Step 2. Firmly press the pedestal onto a surface for ten seconds to ensure adhesion.

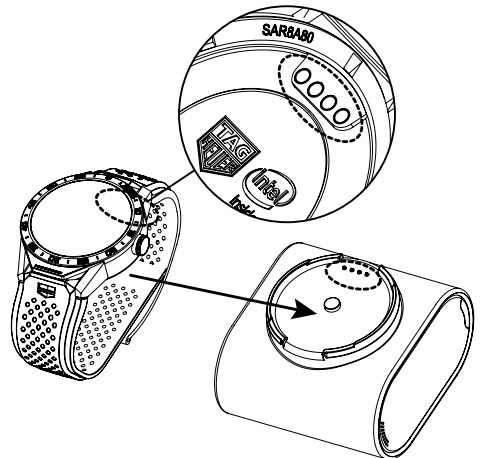


**Note:** Follow step 3 if a stronger connection to the table is needed.

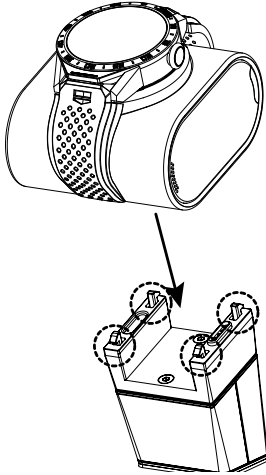
Step 3. Use the jig provided to measure and drill the holes in the bottom of the display table. Insert the threaded rod and threaded screw through their respective holes. Turn them clockwise into the base of the pedestal. Add a washer onto the threaded rod then screw the screw nut onto the rod by hand until the pedestal is secure.



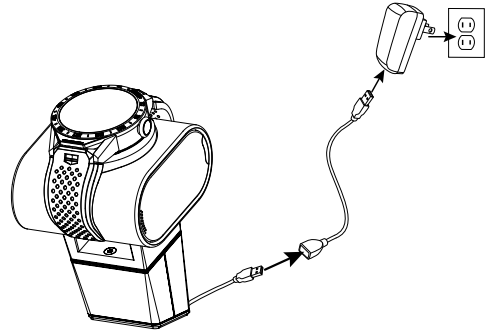
Step 4. Slide watch onto the smart cushion, undo the watch strap buckle if needed and make sure that the spring pins on the cushion touch the contacts on the back of the watch face.



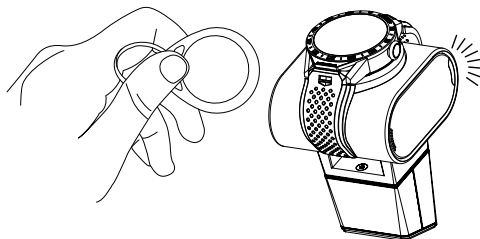
Step 5. Push the smart cushion onto the four latches on top of the pedestal. Make sure that the spring pins on the cushion touch the contacts pedestal.



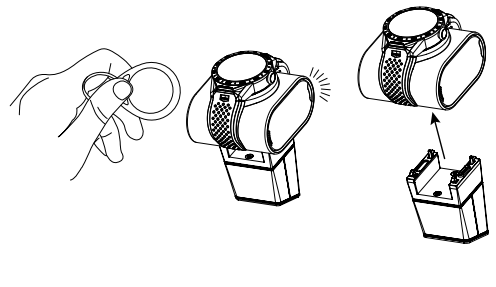
Step 6. Plug the usb charger into the power supply cable. Plug the cable into a nearby power outlet. The watch charges and the alarms are active.



Step 7. In case the alarm turns on, hold the tag against the backside of the pedestal to silence the alarm.

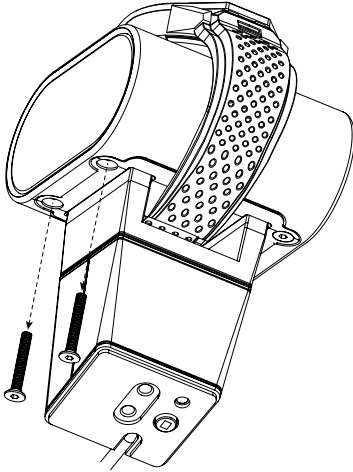


Step 8. Hold the tag against the back of the pedestal for a few seconds more to detach the cushion.

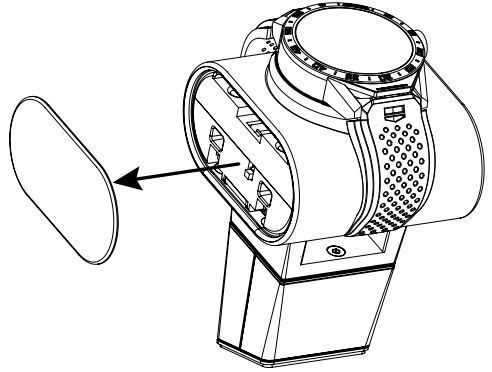


**Note:** These steps describe how to remove the cushion from the pedestal if the store loses power.

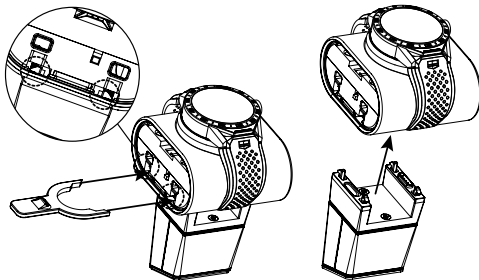
Step 1. Use the screwdriver to remove the two screws located under the left side of the cushion.



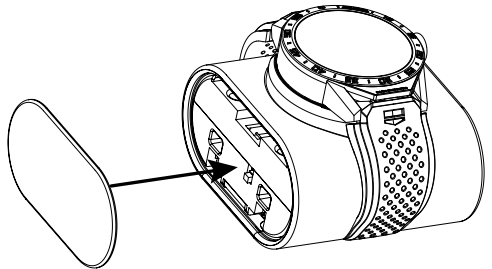
Step 2. Carefully remove the left side cushion panel. The panel will be loosened upon removal of the two screws.



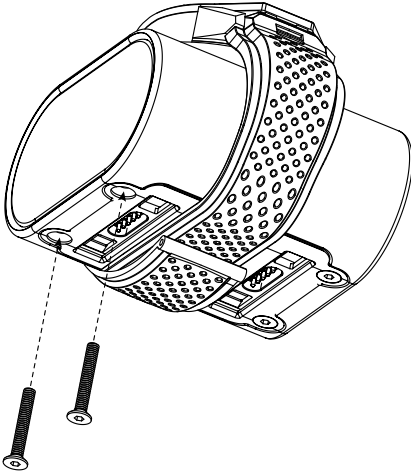
Step 3. Use the forked key to insert into the two small slots to detach the cushion from the pedestal.



Step 4. Replace the left side panel of the cushion removed in step 2.

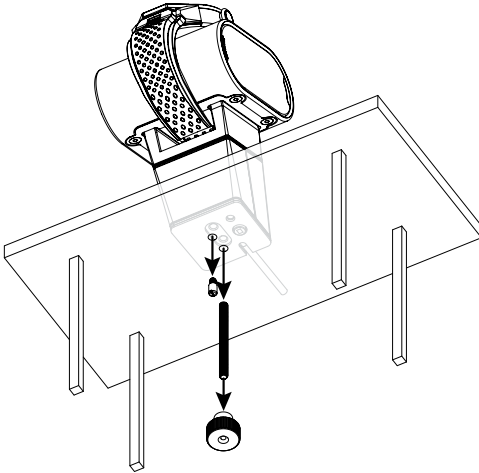


Step 5. Use the screwdriver to install the two screws removed in step 1 securing the side panel in place.

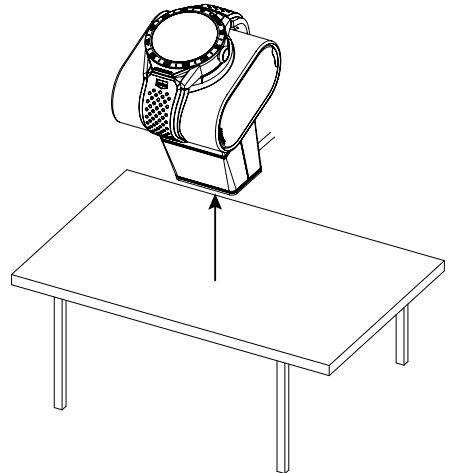


**Note:** The switch is used to delete all data from the staff and management cards.

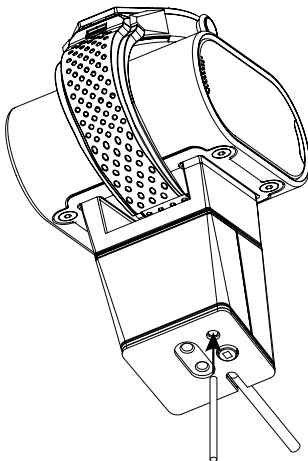
Step 1. Remove the screw nut by hand and remove the small screw with a screwdriver from under the display table and remove the threaded bolt.



Step 2. Carefully lift the pedestal up from the display table.



Step 3. Use a small rod, insert it into the bottom of the pedestal press the reset button and hold for three seconds to erase the data from the staff and manager cards.

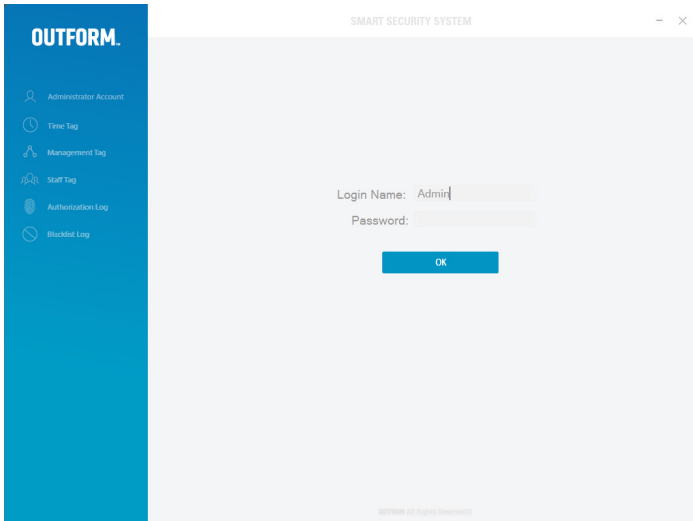




The following steps describe how to install the software needed to use the Smart Tags and how to use the smart tags.

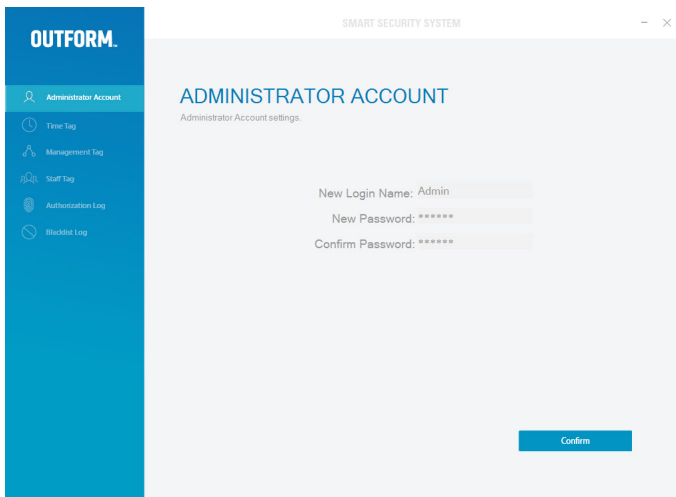
## Installing the Software

Install the “smart cushion” software into the windows operated P.C/laptop. Open the software. The default “Login Name” is Admin, leave the “Password” box blank and click “OK”.



## Administrator Account

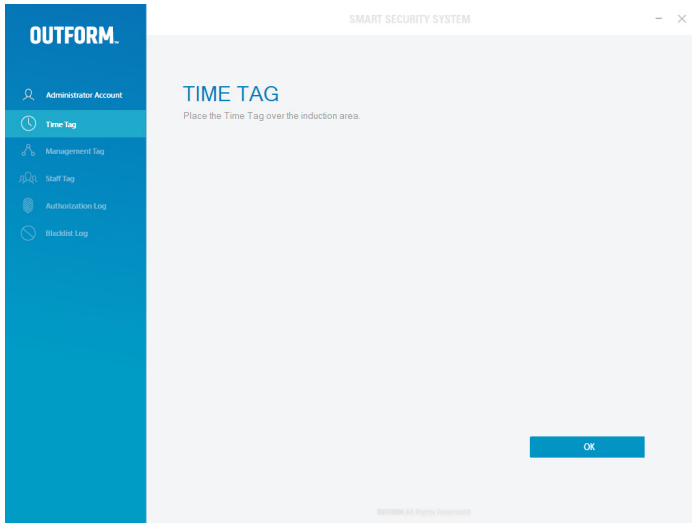
A new window will load start changing to a new “Login Name” and new “Password”. Click “Confirm”. The default new password is 123456.



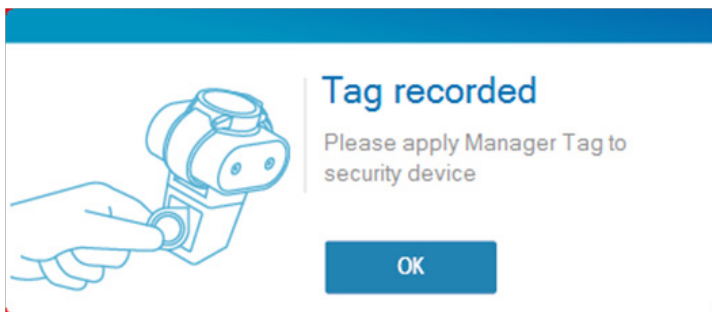
**Note:** If for any reason the password is forgotten delete the software from your P.C or laptop and install the software again. When installation is reinstalled all previous Tag data is lost. After software installation is complete proceed to re authorize all Tags.

## Time Tag

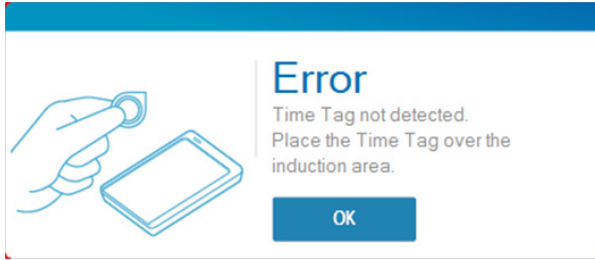
Once you click confirm after changing the user name and password the “Time Tag” window will open. Place the “Time Tag” over the card reader and click “OK”.



The Timer recorded box will pop up. The “Time Tag” is set successfully. Place the “Time Tag” on the back of the security device and click “OK”.

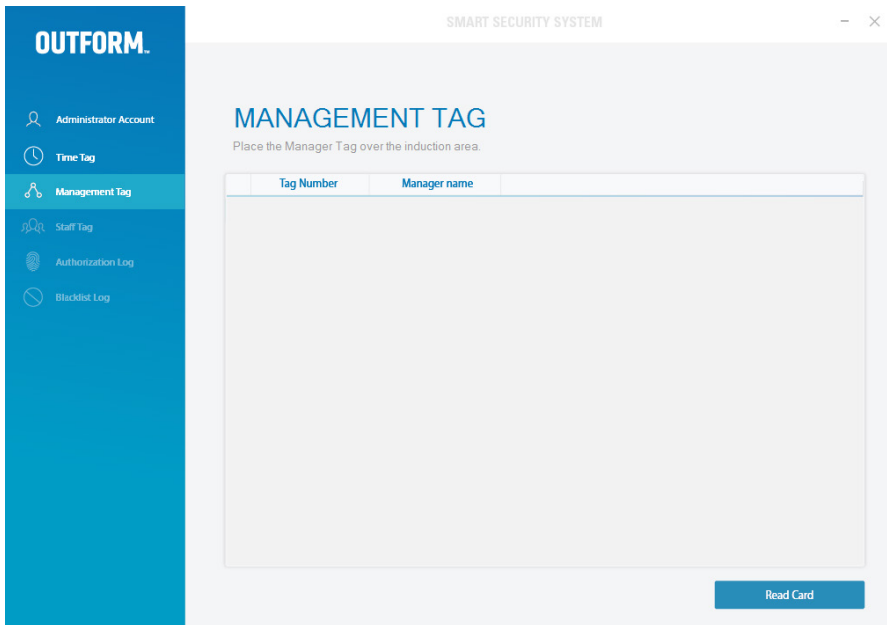


**Note:** If the following image is shown, there has been an error. The error occurred because the “Time Tag” has not been detected by the card reader. Place the “Time Tag” over the card reader again and click “OK”. Refresh the smart cushion with a “Time Tag” every month/season to stop any errors occurring.



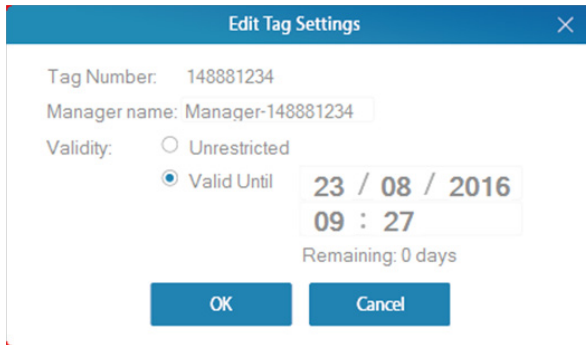
## Management Tag

Click on the "Management Tag" tab in the program window. Place the "Management Tag" on the card reader and click "Read Card".

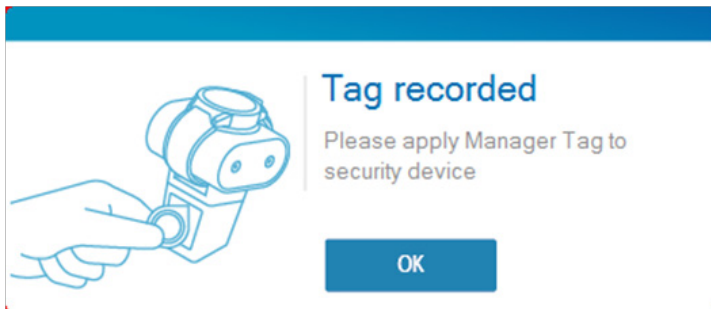


Once "Read Card" has been selected the "Edit Tag settings" box will pop up. Enter "Manager name", "Validity" by clicking either "Unrestricted" or "Valid until". If "Valid until" is selected edit the date and time to suit you and click "OK" to finish.

**Note:** Make sure that the "Management Card" is placed over the card reader properly to avoid any errors.



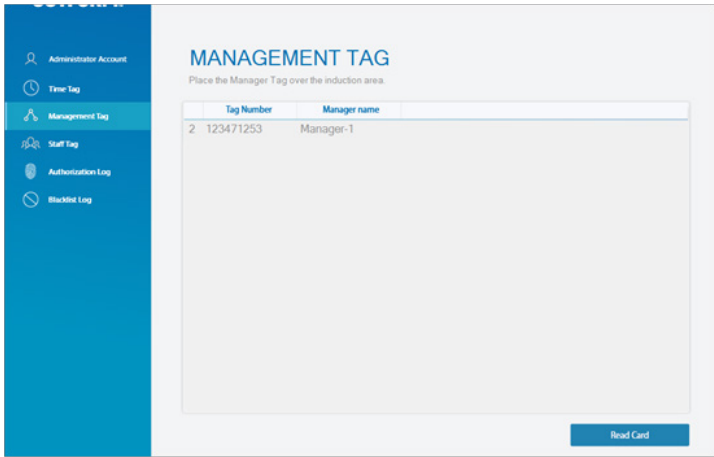
Once this is completed there will be two successive beeps to confirm the Tag has been set successfully. The “Tag recorded” box will pop up. Apply the “Management Tag” to the security device. and click “OK”.



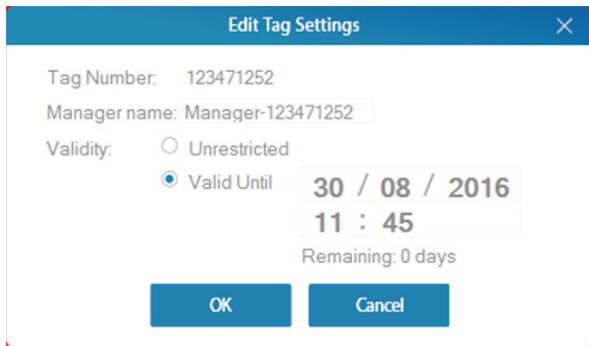
When applying the “Management Card” to the security device there will be a short beeping sound to indicate that the “Management Tag” has been successfully set.

## Setting up a second Management Tag

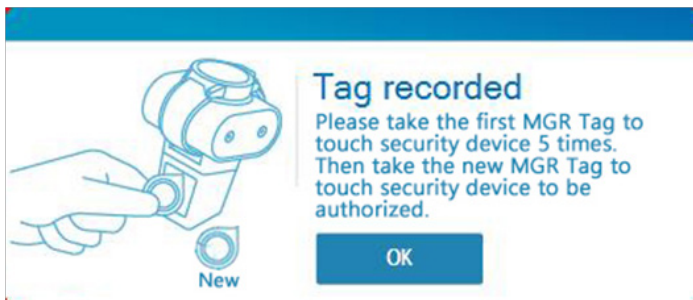
The software allows the user to set up a second “Management Tag” To set up a second “Management Tag” place the new “Management Tag” on the card reader and click “Read Card”.



The “Edit Tag Settings” box will pop up. Enter the data just as the first Manager Tag set up procedure and click “OK”



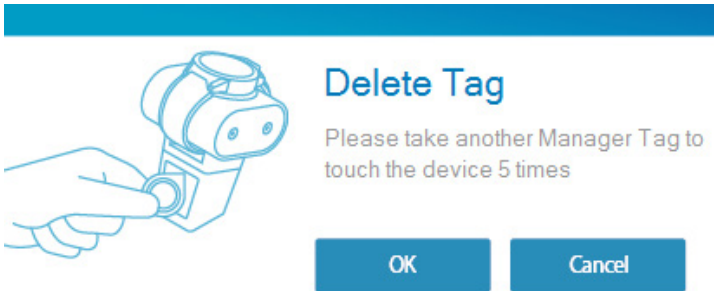
The “Tag recorded” box will pop up to show the second “Management Tag” has been successfully set up. Take the first “Management Tag” and apply it to the back of the security device 5 times, after each successful touch there will be a beeping sound. Now take the new “Management Tag” and touch it against the security device once for it to be authorized.



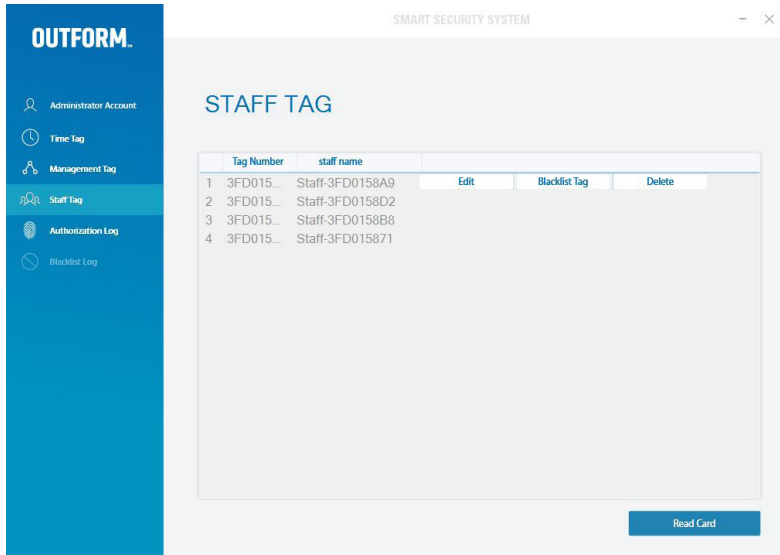
While applying the first “Management Tag” to the security device the LED light will flash until you apply the new “Management Tag”. The LED will stop flashing once the second “Management Tag” has been set up successfully.

## Deleting a Management Tag

If for any reason one of the “Management Tags” is lost, its authority will need to be deleted from the software in order to access the security device. Place the existing “Management Tag” against the card reader and click “Read Card” to identify the lost “Management Tags” unique number. After this information has been realized select the account with the lost number and click “Delete”. Then take the existing Tag off of the card reader and touch the existing Tag against the security device 5 times and Click “OK” to delete.

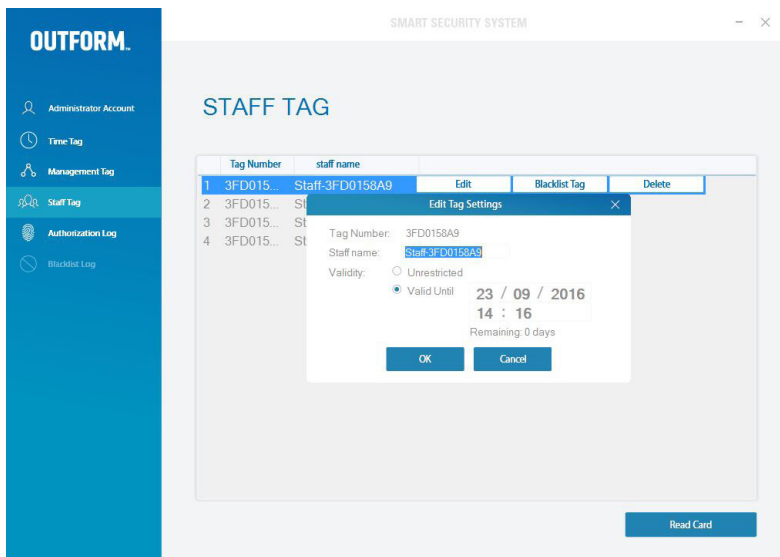


The lost “Management Tag will now be deleted from the software.

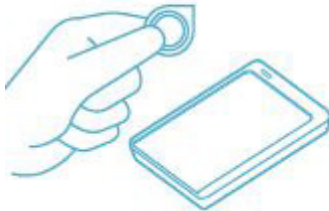


## Staff Tag

Place the "Staff Tag" over the card reader and click "Read Card" the "Edit Tag Settings" box will pop up. Enter the staff name and "Validity" and click "OK".



If the following Error message appears it means there has been an error. This is because the "Staff Tag" was not placed properly on the card reader. Place the "Staff Tag" over the card reader properly and try again.



## Error

Please place Staff-3FD0158A9 Tag over the induction area.

OK

## Deleting a Staff Tag

To delete a "Staff Tag" from the software first select the desired Tag and click "Delete" the "Delete Tag" box will pop up. Click "OK" to delete the Tag.

## Delete Tag

Do you will want to delete the Staff Tag from the system?

OK

Cancel

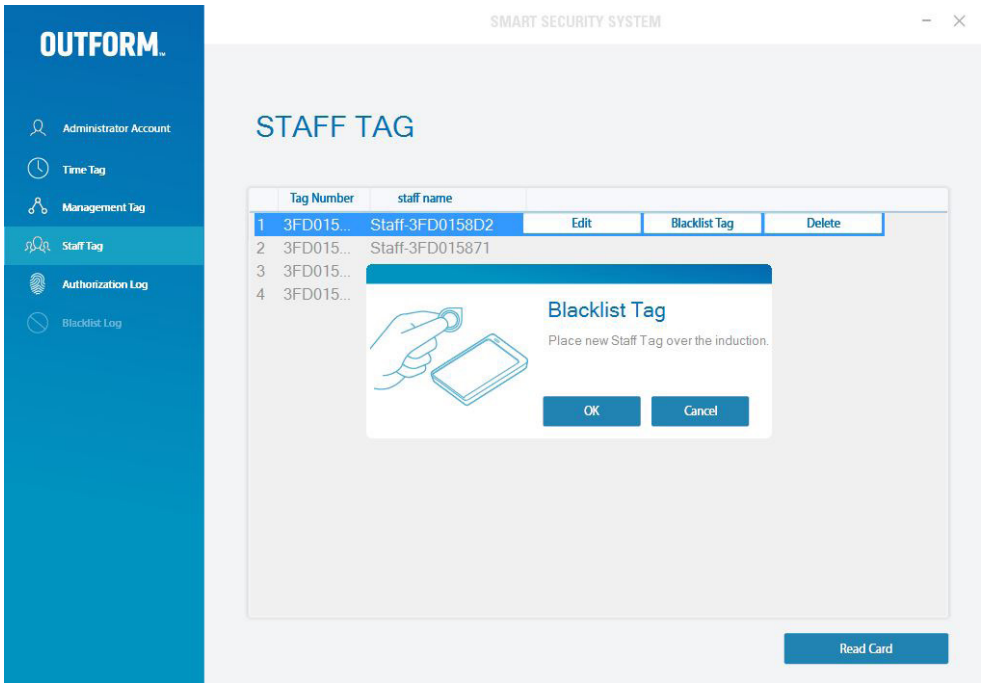
When a "Staff Tag" is deleted from the software it is still valid and is able to open the security device. Keep this Tag in a safe location until given to a new employee. To set up the old Tag for a new employee follow the steps as before.

## Blacklist Tags

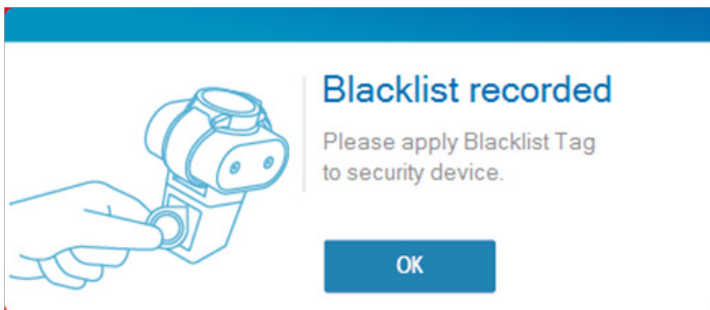
### Delete a Staff (Without returning Staff Tag)

Click on the desired Staff name and click on "Blacklist Tag" The "Blacklist Tag" box will pop up. Place a new "Staff Tag" over the card reader and click "OK".





The Blacklist Tag is successfully set up. Now apply the Blacklisted Tag to the security device and click “OK”.



**Note:** Once a Tag has been “Blacklisted” it can not be used again as a “Staff Tag”.

## **Time Tag**

If a "Time Tag" is lost then touch one of the "Management Tags" to the security device 10 times. Then repeat the procedure on page 7.

## **Management Tag**

If a "Management Tag" is lost then touch the other "Management Tag" to the security device 10 times. Then repeat the procedure on page 8 only this time select "Validity" in the "Edit Tag Settings" box.

## **Staff Tag**

If a "Staff Tag" is lost then touch one of the "Management Tags" to the security device 10 times. Then repeat the procedure on page 12.

The Authorization Log shows the current Tags information which includes the Tag number, Tag name, when it was activated, when it expires and the time remaining until expiration. To see this data click on the "Authorization Log" tab in the software window.

- The "Management Tags" are on top of the list by default.
- "Unrestricted" will show in the "Time Remaining Column" if "Unrestricted" was selected while in the "Edit Tag Settings" box.

Tag Number	Name	Activated	Expired	Time Remaining
000... 123461...	Manager-1	2016/08/25 0...		Unrestricted
000... 123461...	Manager-2	2016/08/25 0...		Unrestricted
000... 123471...	Staff-3	2016/08/25 1...	2016/08/26 1...	1 days 0 hours
000... 123471...	Staff-2	2016/08/25 0...	2016/08/26 0...	1 days 0 hours
000... 123471...	Staff-2	2016/08/25 0...	2016/08/25 0...	0 days 0 hours
000... 123471...	Staff-1	2016/08/25 0...	2016/08/26 0...	1 days 0 hours

- "Deleted" will show in the "Time remaining" column if that Tag has been deleted.

Tag Number	Name	Activated	Expired	Time Remaining
000... 123461...	Manager-1	2016/08/25 0...		Unrestricted
000... 123461...	Manager-2	2016/08/25 0...		Unrestricted
000... 123471...	Staff-3	2016/08/25 1...	2016/08/26 1...	1 days 0 hours
000... 123471...	Staff-2	2016/08/25 0...	2016/08/26 0...	Deleted
000... 123471...	Staff-2	2016/08/25 0...	2016/08/25 0...	0 days 0 hours
000... 123471...	Staff-1	2016/08/25 0...	2016/08/26 0...	1 days 0 hours

- "Blacklisted" will show in the "Time remaining" column if Tag has been blacklisted.

Tag Number	Name	Activated	Expired	Time Remaining
000... 123461...	Manager-1	2016/08/25 0...		Unrestricted
000... 123461...	Manager-2	2016/08/25 0...		Unrestricted
000... 123471...	Staff-3	2016/08/25 1...	2016/08/26 1...	1 days 0 hours
000... 123471...	Staff-2	2016/08/25 0...	2016/08/26 0...	Deleted
000... 123471...	Staff-2	2016/08/25 0...	2016/08/25 0...	Blacklisted
000... 123471...	Staff-1	2016/08/25 0...	2016/08/26 0...	1 days 0 hours

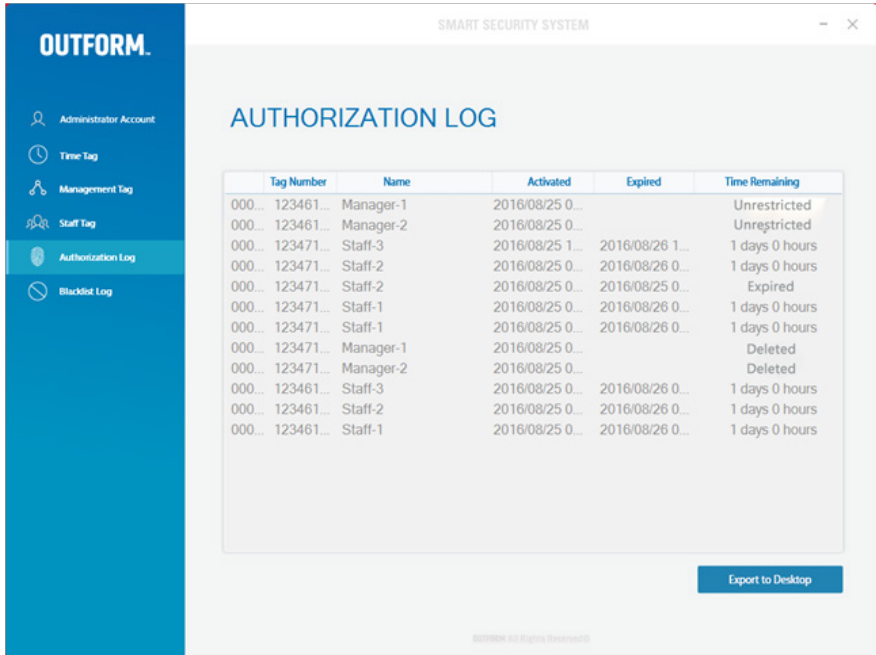
- "Expired" will show in the "Time remaining" column if Tag is not within validity

Tag Number	Name	Activated	Expired	Time Remaining
000... 123461...	Manager-1	2016/08/25 0...		Unrestricted
000... 123461...	Manager-2	2016/08/25 0...		Unrestricted
000... 123471...	Staff-3	2016/08/25 1...	2016/08/26 1...	Expired
000... 123471...	Staff-2	2016/08/25 0...	2016/08/26 0...	Deleted
000... 123471...	Staff-2	2016/08/25 0...	2016/08/25 0...	Blacklisted
000... 123471...	Staff-1	2016/08/25 0...	2016/08/26 0...	1 days 0 hours

## Exporting Authorization Log to Excel

To export go to “Authorization Log” in the software window then click “Export to Excel” and choose the destination of the save file and click “SAVE”. The excel file can show one months worth of data at a time.

**Note:** If the Tag is valid for less than 1 hour the “Time remaining” column will say 1 hour as it is the lowest minimum unit.



## Exporting Blacklist Log To Excel

To export a “Blacklist Log” click on “Blacklist Log” in the program window click on “Export to Excel” and choose the destination of the save file and click “Save”.

**BLACKLIST LOG**

	Tag Number	Name	Status	Blacklisted date
1	123471283	Staff-3	Blacklisted	2016/08/30 14:17

Export to Desktop

**FCC Statement:**

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Caution: Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

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