USER GUIDE

Safegard V5

2026/07/31

Bespoke Intelligent Damper Control & Monitoring System

SAFEGARDSYSTEMS
A Swegon Group company

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Preface

Disclaimers

- The information herein is subject to change without notice. Safegard Systems Ltd do not assume any liability arising out of the use of this product.
- Purchase of goods and services is subject to Safegard Systems Ltd Terms and Conditions.
- If not agreed otherwise, all wiring is by others.

Warnings ⚠

- Read and understand this document before installation. Follow all the instructions.
- This product forms part of a life-safety system. Failure to correctly store, handle, install, and maintain the product will directly put at risk the lives of the occupants and the fabric of the building.
- The responsible body shall be made aware that, if the equipment is used in a manner not specified by the manufacturer, the protection provided by the equipment may be impaired.
- Unauthorised modifications to Safegard panels and devices are not allowed, and will render the warranty void.

Conventions used in this document

Bold: Emphasis

Related Documentation

- Safegard V5 Catalogue.
- Smoke Fire Damper Interface (SFDI) Installation, Operation and Maintenance.
- V5 Damper Control Panel Installation and Maintenance.

Documentation feedback

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Operating Guide

This guide provides step-by-step instructions for key operations within your V5 system.

1. Browse the system

You can browse the system without logging in.

1.1 Browse zones and dampers - Homescreen

On the home screen, you can see:

- Centre: zones and their states
- Top right: sign-in (padlock) icon
- Top-right corner: menu (three-bar) icon
- Bottom left: dampers, IO, and logs (information panels)
- Bottom of the screen: version number, information button, channel symbols, and other status indicatiors.
  See Figure 1.

See the list of V5 symbols and icons in Appendix 1.

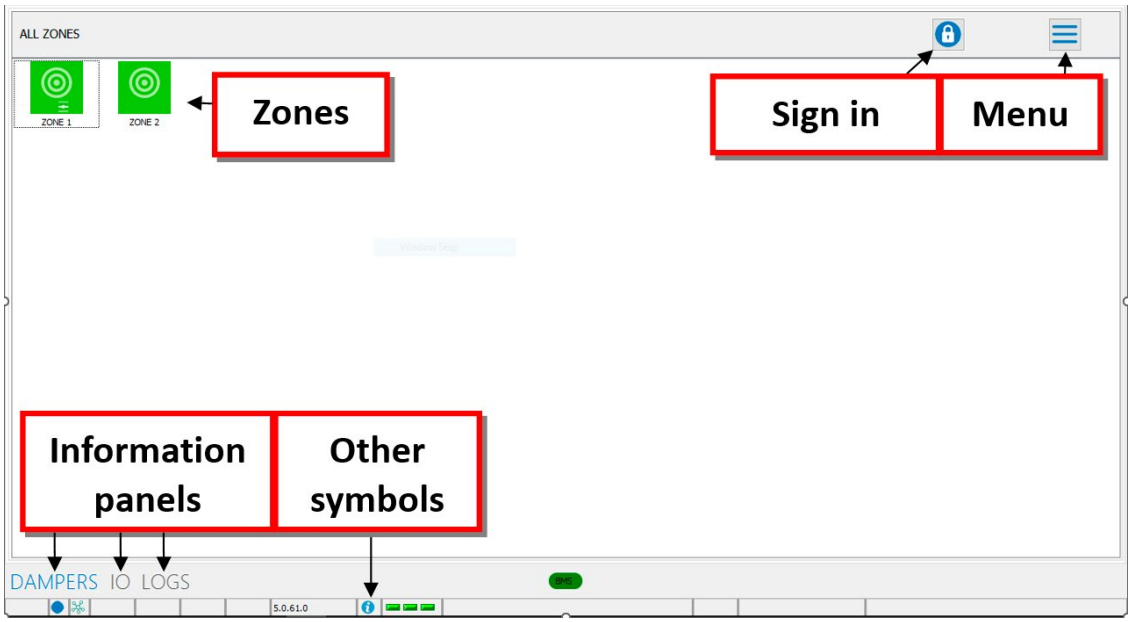

Figure 1. All zones - browsing.

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Select the zone to go down a level and see all dampers that have been programmed on the zone.

Select the upward pointing arrow in the top right-hand corner to go back (up a level).

See Figure 2.

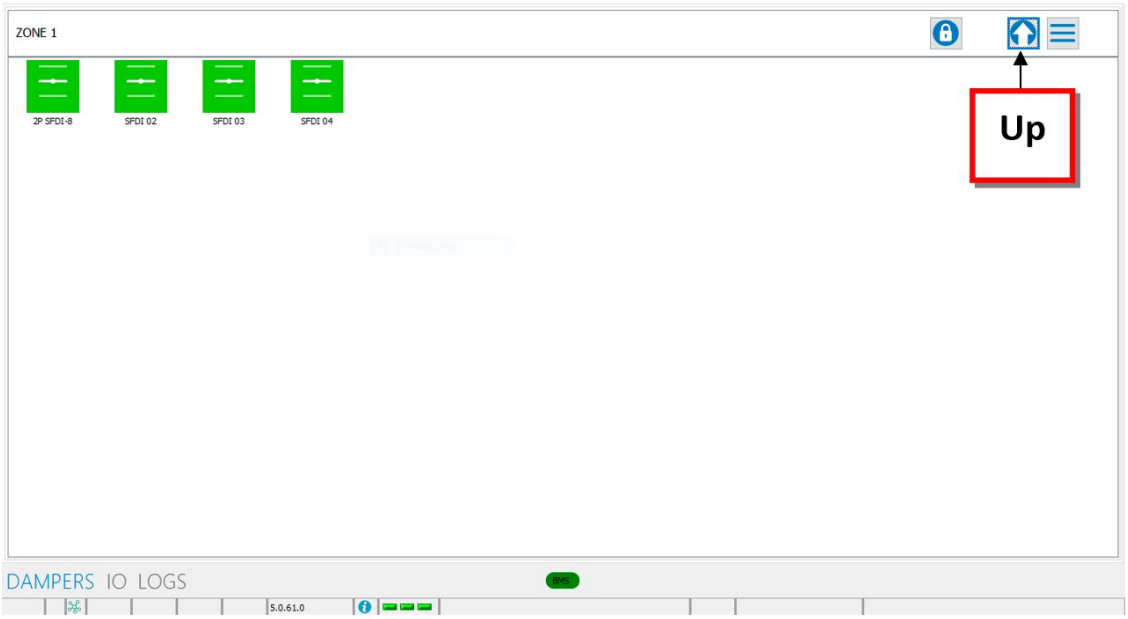

Figure 2. All dampers in a zone - browsing.

Select an individual damper to see more details about it.

See Figure 3.

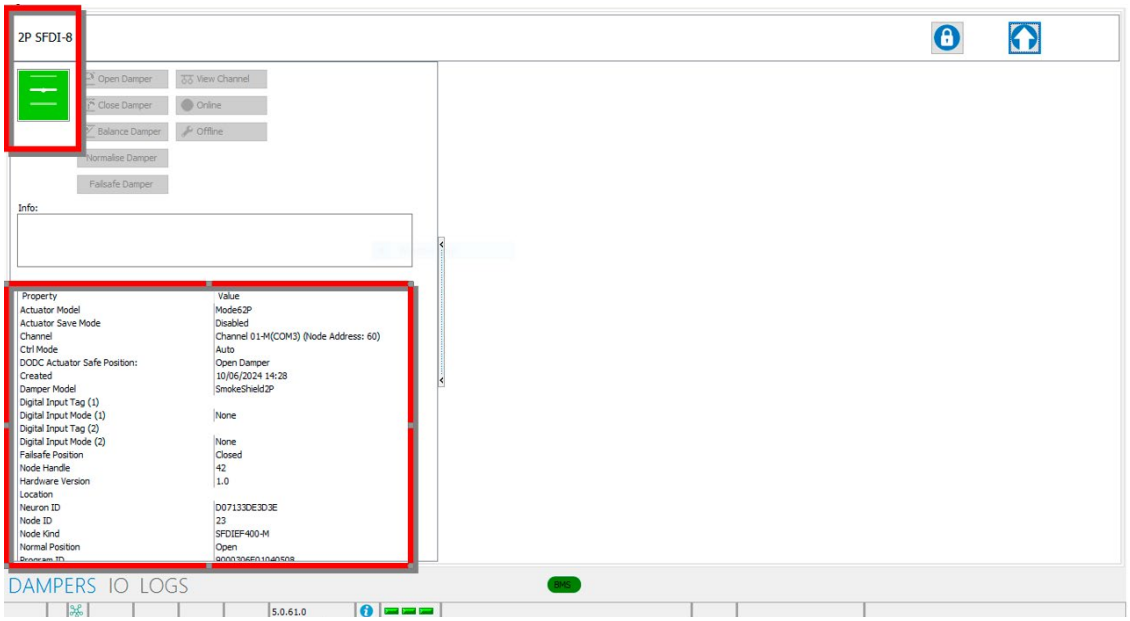

Figure 3. Individual damper - browsing.

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1.2 Browse inputs and outputs (IO)

Select the 'IO' text at the bottom of the screen to view the input and output devices on the system. *See Figure 4.*

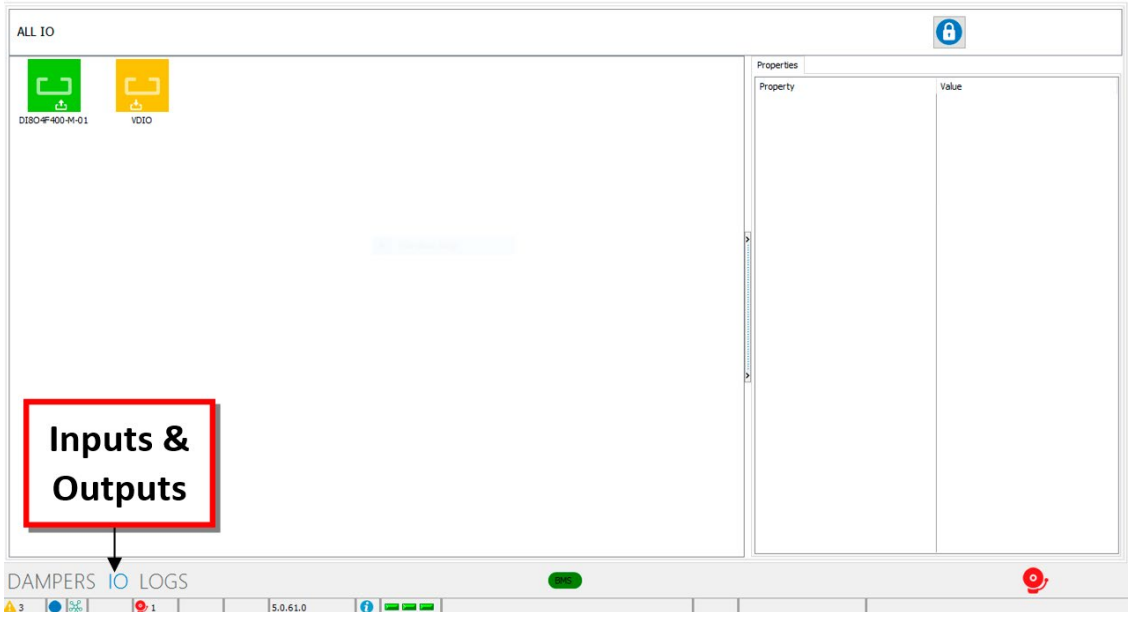

Figure 4. All dampers in a zone - browsing.

Select an individual input / output device to see details about it in the Properties table on the right. *See Figure 5.*

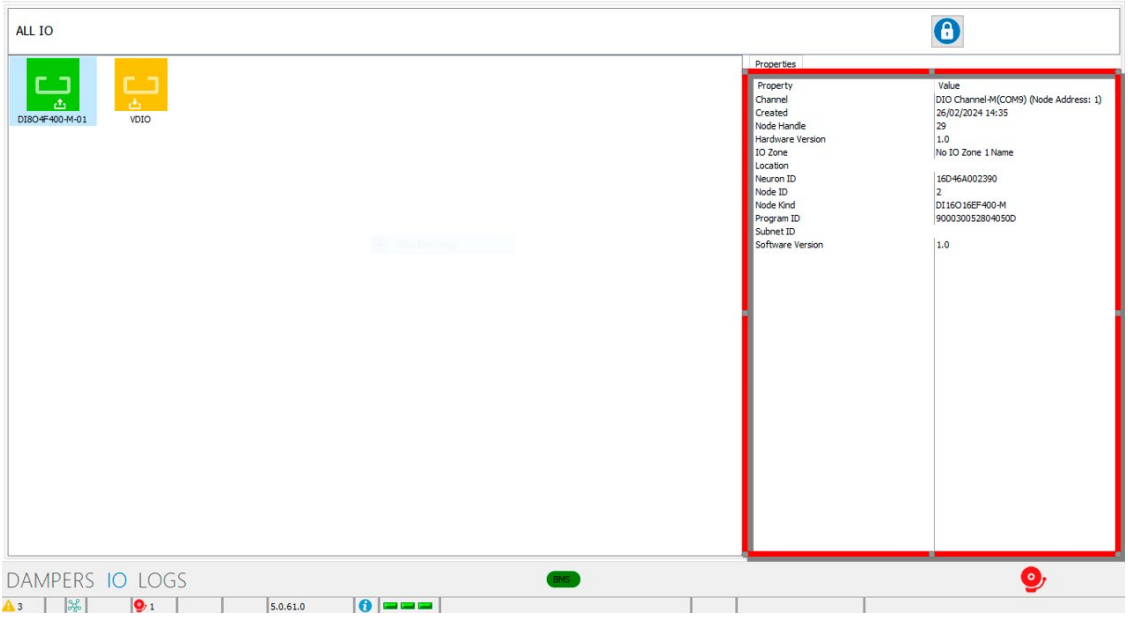

Figure 5. Device properties - browsing.

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Select an individual input / output device to see all inputs / outputs on it.

Select an input / output to see the information about it on the right.

See Figure 6.

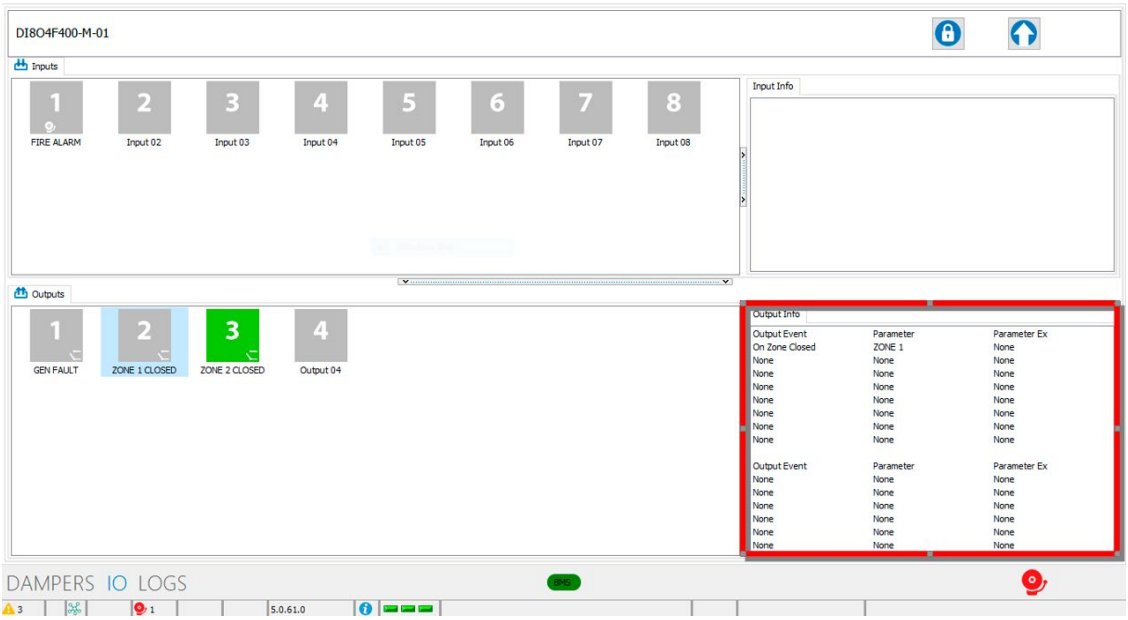

Figure 6. Inputs / outputs on a device - browsing.

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1.3 Browse logs

Select the 'LOGS' at the bottom of the screen to view the live logs on the system. You can see the current details on faults, inputs, and outputs.

See Figures 7 - 9.

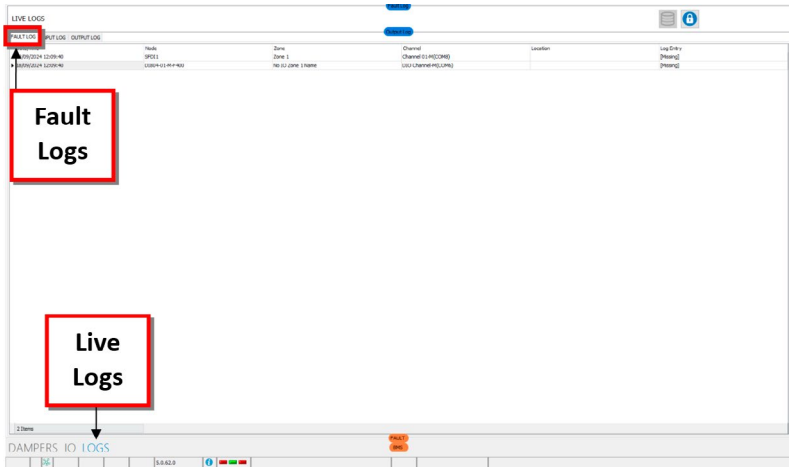

Figure 7. Live logs - faults - browsing.

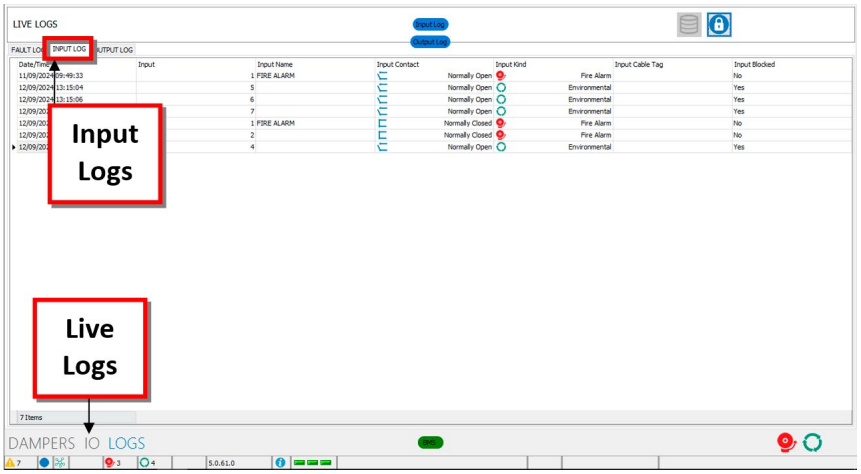

Figure 8. Live logs - inputs - browsing.

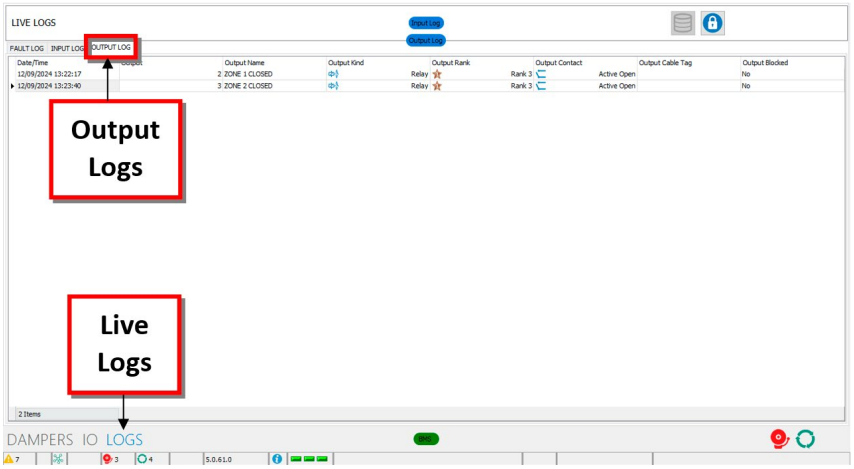

Figure 9. Live logs - outputs - browsing.

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2. User control

Sign into the system to be able to control the dampers and search the log archive.

2.1 Sign in

- Select the padlock icon in the top left corner.
- Security popup appears.
- Put in the PIN – the default user PIN is 000.
- Select the blue text next to the number pad (-> Sign In YOU ARE NOT SIGNED IN).
- Select OK to sign in, or
- Select the Cancel button to close this box - you will not be signed in.

See Figures 10 and 12.

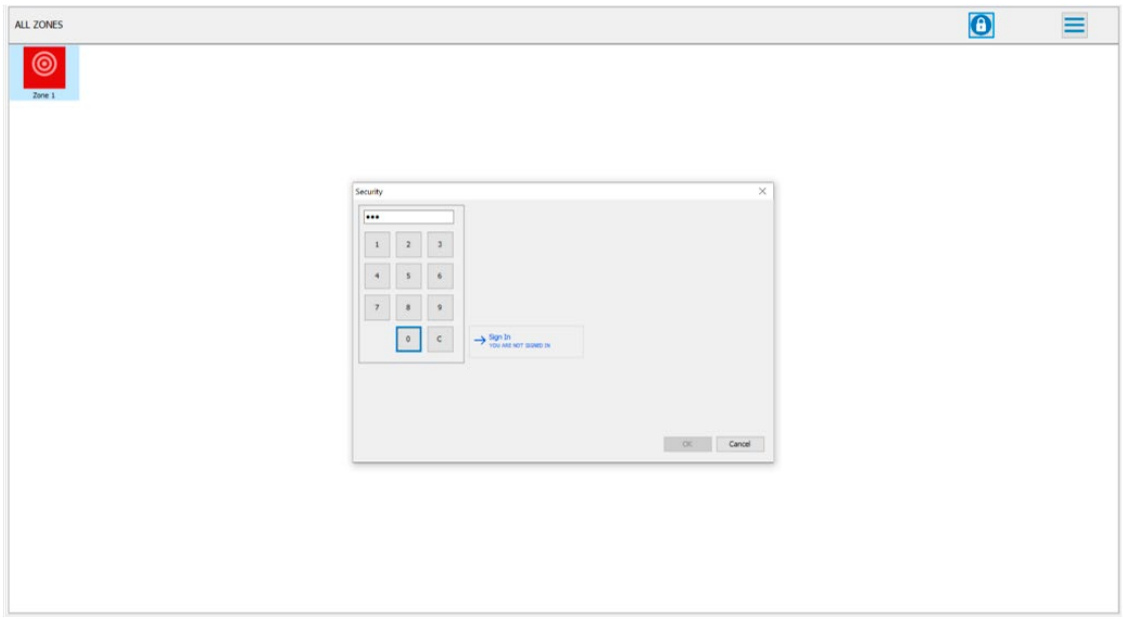

Figure 10. Sign in.

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2.2 Change PIN

After you select sign in, but before you select OK:

- Input a new pin (three numbers).
- Select the Change PIN button next to the numbers pad.
- Popup appears: Are you sure you want to change PIN to XXX?

> Yes (Change PIN).

> OK (Sign in with your new PIN).

Or:

> Cancel (You have changed your PIN, but you won't be signed in).

> No > OK (Sign in with your old PIN.

> Cancel (You won't be signed in).

See Figures 11 and 12.

You can only change PIN after you have signed in.

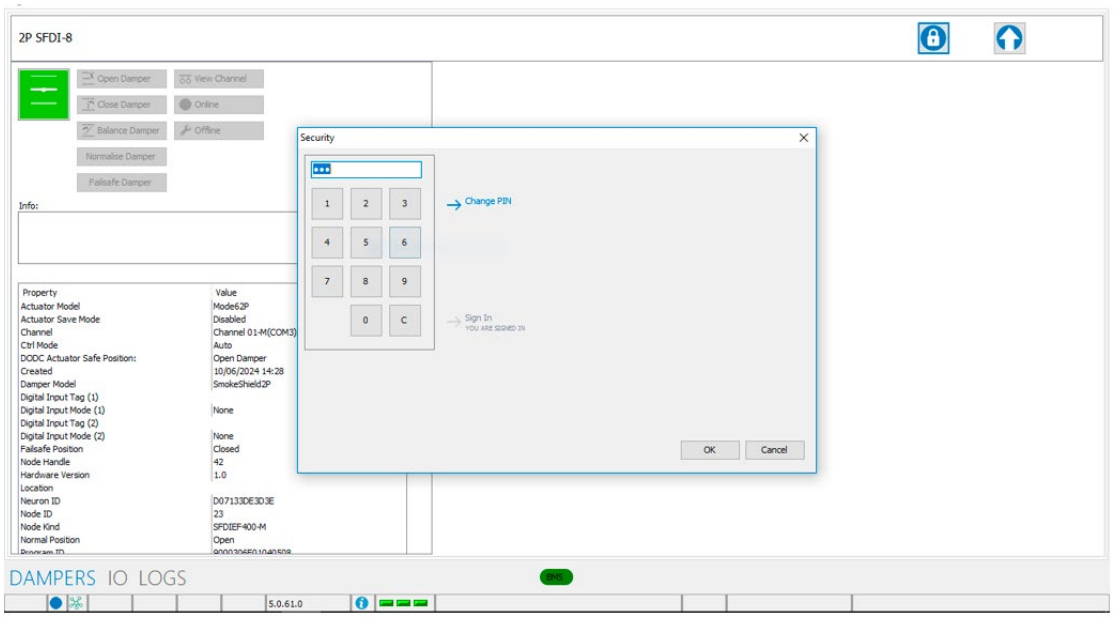

Figure 11. Change PIN.

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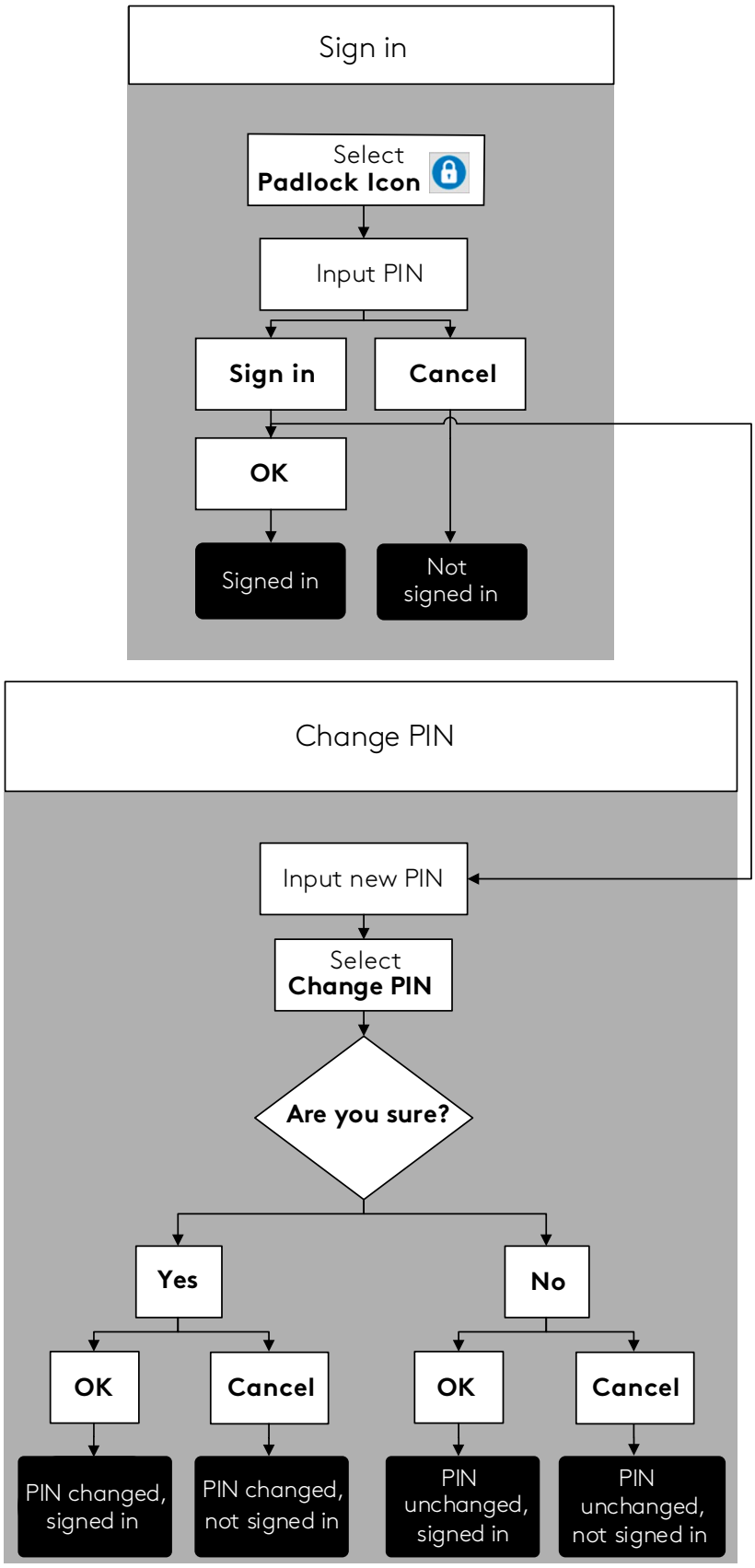

Figure 12. Sign in & Change PIN flowcharts.

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2.3 Log out

To log out of the system, select the padlock icon in the top right corner.

Figure 13. Sign out.

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2.4 Control zones

- Sign into the system.
- Go to the Homescreen (All Zones Screen).

See Figure 1.

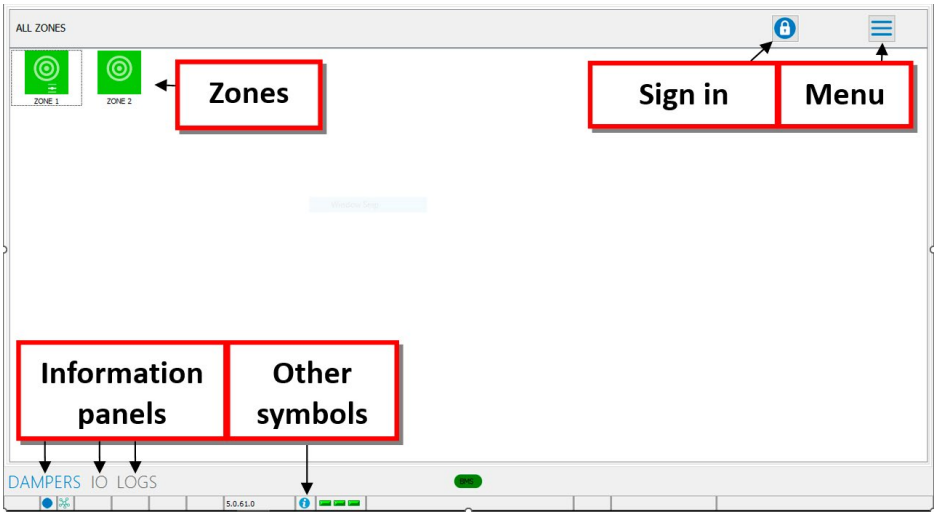

Figure 1. All zones - browsing.

- Open the menu (triple bar) icon in the top right corner.
- From the dropdown menu, select action:
  - **Open all zones:** Opens dampers in all zones.
  - **Close all zones:** Closes dampers in all zones.
  - **Normalise all zones:** Dampers in all zones go to their normal positions.
  - **Failsafe all zones:** Dampers in all zones go to their failsafe positions. (Failsafe position is set up in case of loss of power, and it is pre-programmed open or closed.)
  - **Start damper serial test:** Dampers in all zones close and open one at a time to confirm they are operating correctly.
  - **Stop damper serial test:** Stops damper test.

See Figure 14.

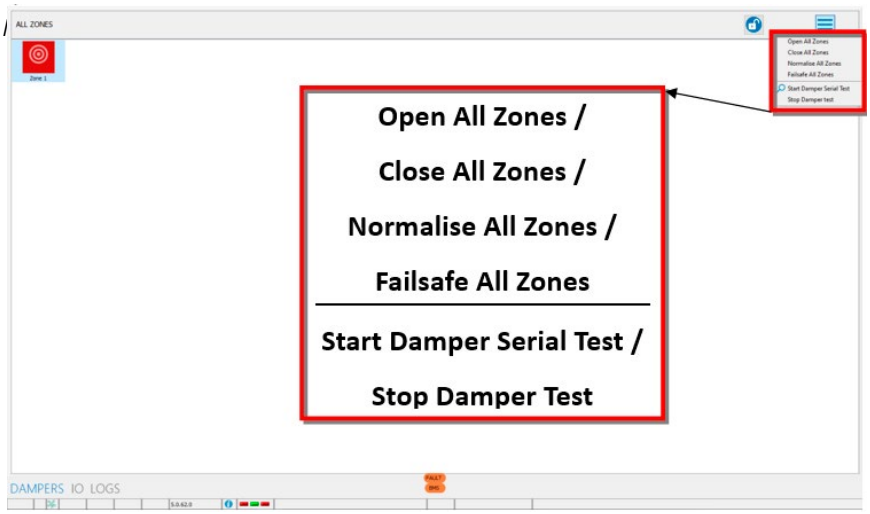

Figure 14. Select zone action.

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2.5 Control individual dampers

- Sign into the system.
- Go to the the Homescreen (All Zones Screen).

See Figure 1.

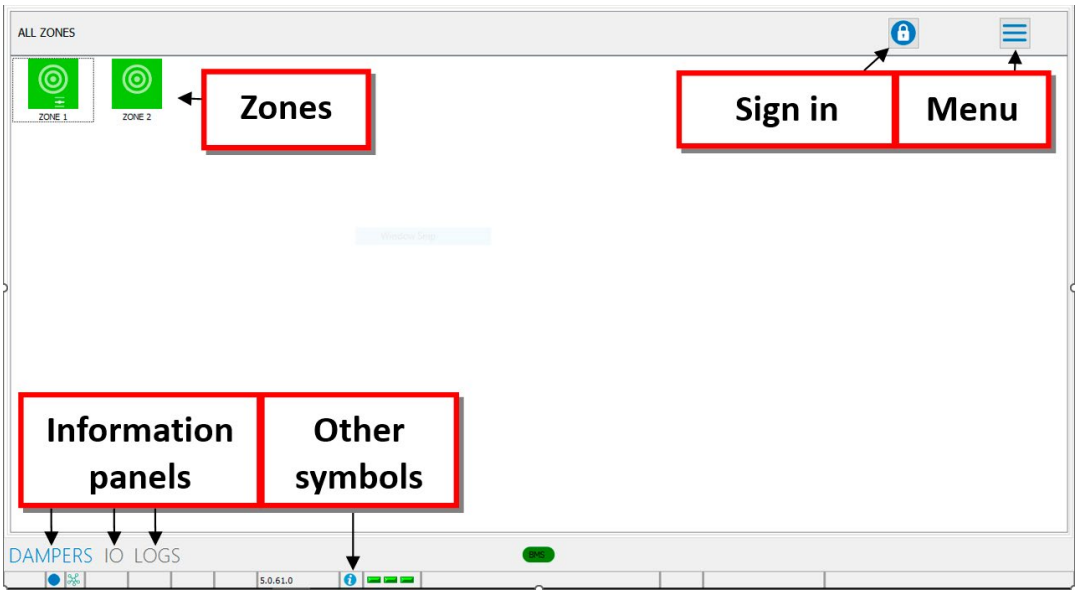

Figure 1. All zones - browsing.

- Select the zone to open it.
- Select a damper to go to the individual damper screen.
- Select the appropriate button to select action:

- **Open Damper:** Damper opens.
- **Close Damper:** Damper closes.
- **Balance Damper:** Available for a three-position damper with a single or multiple damper blades. The damper goes to a pre-programmed position between 0 and 90 degrees.
- **Normalise Damper:** Damper returns to its normal position.
- **Failsafe Damper:** Damper returns to the failsafe position.
- **View channel:** View the channel that the damper is installed on. You can see the number of dampers on the channel. The table below shows visual id, the nodes, and the zone they were programmed on. *See Image 16.*
- **Online:** Damper goes online.
- **Offline:** Damper goes offline. The damper icon turns yellow.

See Figures 15 and 16.

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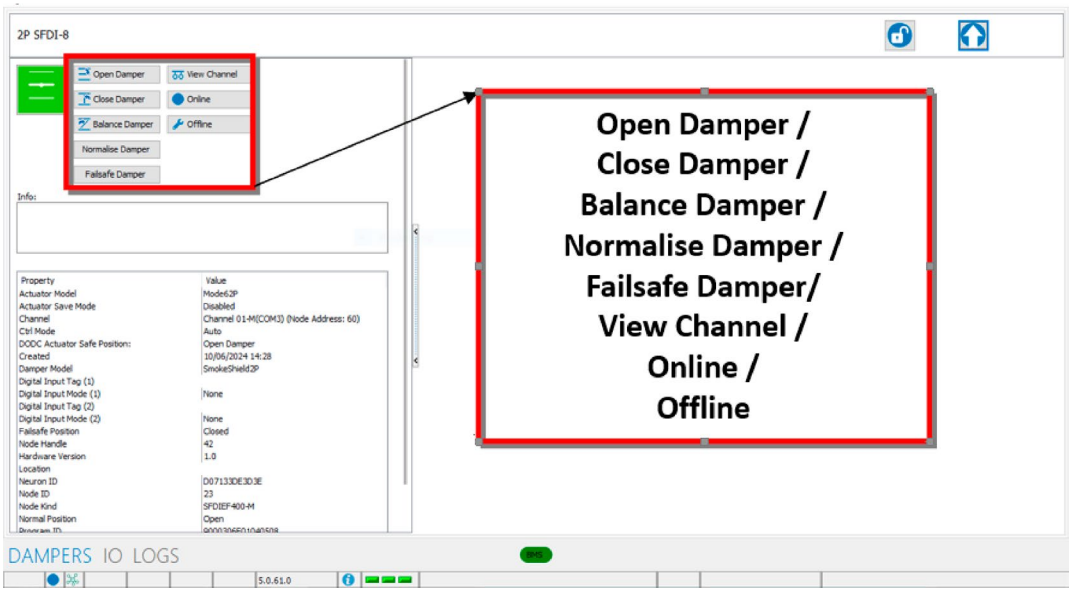

Figure 15. Control individual dampers.

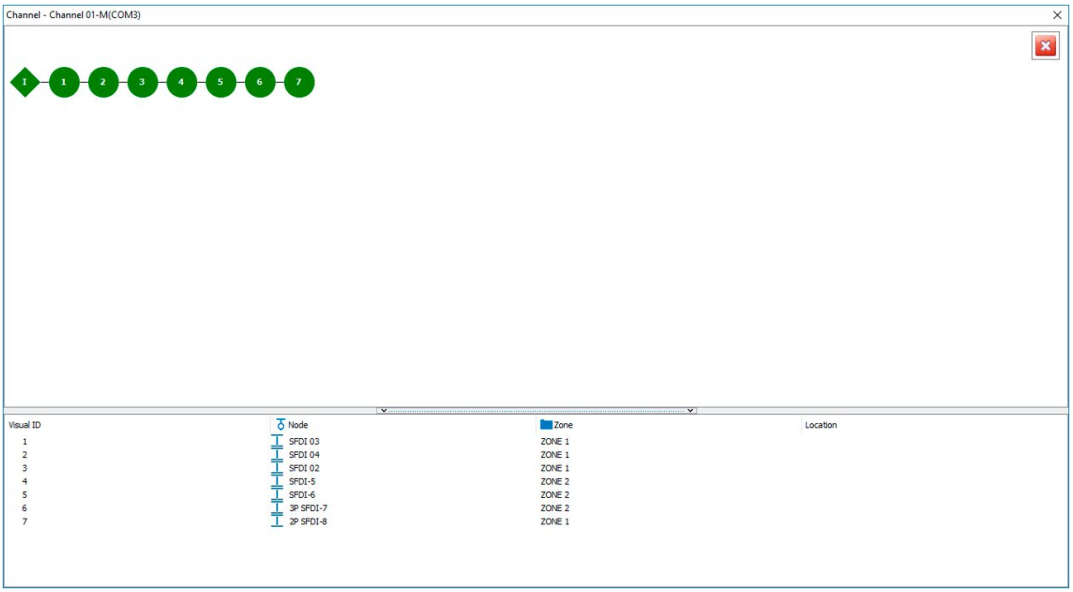

Figure 16. View channel.

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2.6 Search the logs archive

Sign into the system.

Select 'LOGS' at the bottom of the screen.

Select the coin icon left of the padlock to open the archive search.

See Figure 17.

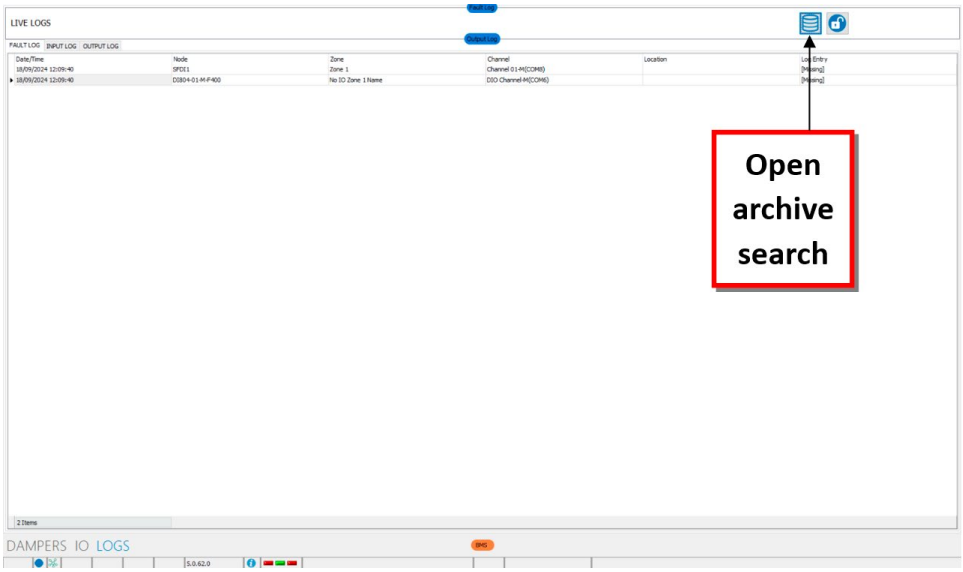

Figure 17. Open the archive search.

Choose the search criteria:

- **Query.**

Choose an event or activity from the dropdown menu:

- Query All Events,
- Query Fault Events,
- Query IO Events,
- Query System Events,
- Query User Damper Activity,
- Query User Zone Activity,
- Query User All Zones Activity, or
- Query User AHU Zone Activity.

- **Filter.**

Filter the date, from the dropdown menu:

- All Time,
- Today,
- Yesterday, or
- Specific Date.

If searching for a specific date, input the date in the lower frame, or select a date in the calendar in the dropdown menu.

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- **Key words.**

Input any key words, e. g. 3P (for three-position damper).

See Figure 18.

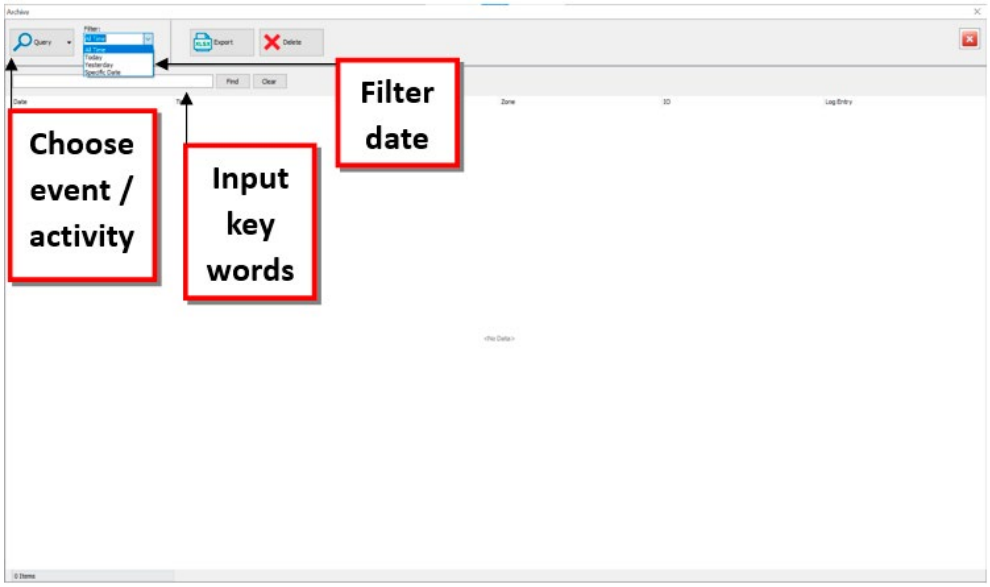

Figure 18. Search criteria.

View the details.

- **Option to export to XLS.**

Select the top ribbon Export button.

- **Option to delete archive.**

Caution! ⚠

Deleting the archive is irreversible.

Select the top ribbon *Delete* button. The entire archive will be deleted.

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3. Dealing with faults

If there is fault on the system, the flashing orange 'FAULT' message will appear at the bottom of the screen.

See Figure 19.

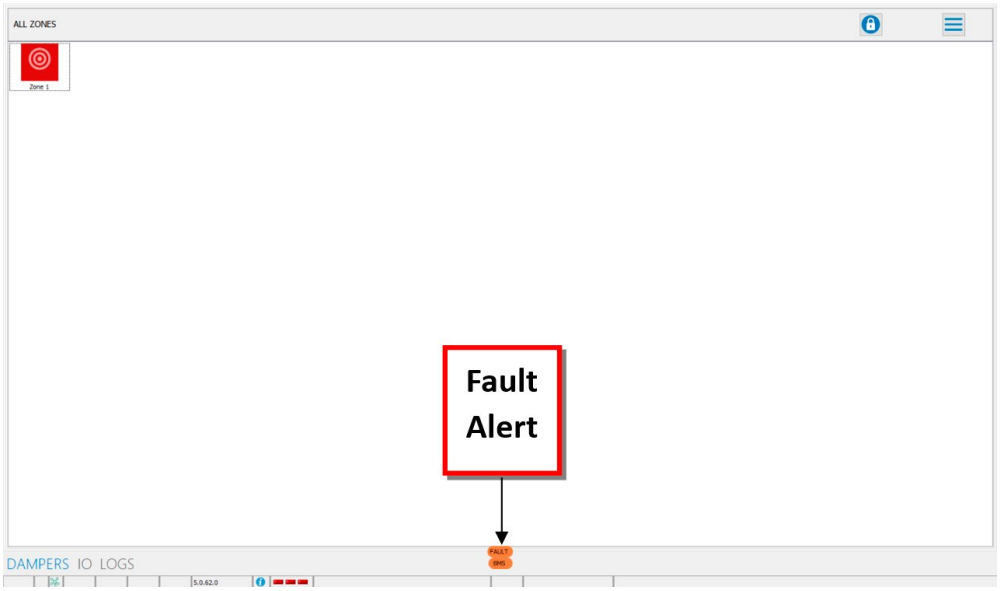

Figure 19. Fault alert.

- Open the live logs - faults panel
- Go to the zone in fault and identify:
  - where the fault is,
  - what damper is affected, and
  - what the fault is.

The unit in fault will have a red icon.

See Appendix: V5 Symbols and Icons.

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Appendix: V5 Symbols and Icons

Please note: This is not an exhaustive list of all possible icon - colour - symbol combinations, but rather examples of the most common ones.

Zone icons

	Zone healthy (green icon) and all dampers in zone open (bottom damper icon).
	Zone faulty (one or more dampers in zone is faulty).
	Zone healthy and dampers in zone closed under the dictates of an environmental input (circle of arrows).
	Zone healthy and dampers in zone closed under the dictates of a fire alarm input (alarm bell icon).
	Zone healthy and dampers in zone closed under the dictates of a firefighter input (firefighter icon).

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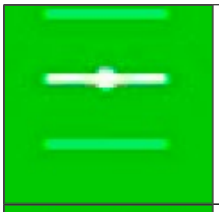
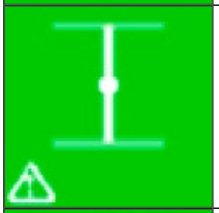
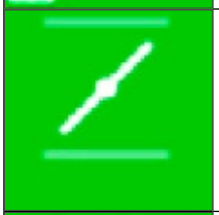
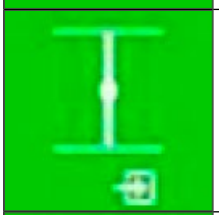
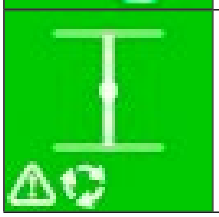
Damper icons

	Damper, fully open (damper icon) and healthy (green).
	Damper, fully closed (damper icon) and healthy (green) but not at its normal position (warning triangle).
	Damper, travelling and healthy, but not at its normal position (warning triangle). The required position indicated on the right (closed position).
	Damper, travelling and healthy, but not at its normal position (warning triangle). The required position indicated on the right (open position).
	Damper, in balanced position (normal position), and healthy.
	Damper, fully closed (normal position), healthy, and under the dictates of an auxiliary input (incoming arrow).
	Damper, fully closed, healthy, not in its normal position, and under the dictates of an environmental input (circle of arrows).

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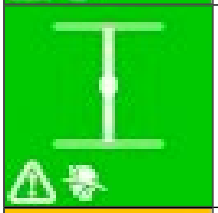
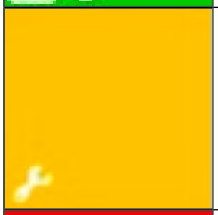
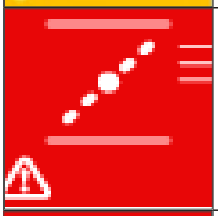
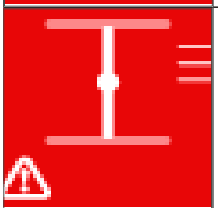
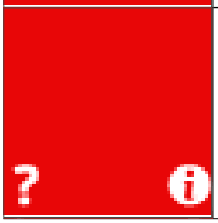
	Damper, fully closed, healthy, not in its normal position, and under the dictates of a fire alarm input (alarm bell icon).
	Damper fully closed, healthy, not in its normal position, and under the dictates of a firefighter override input (firefighter icon).
	Damper interface offline (spanner icon, yellow).
	Damper fault (red), in mid- position / position unknown. There is a feedback failure (warning triangle). Damper normal position open (three lines).
	Damper fault (red), in closed position. Damper normal position open (three lines). Damper not in normal position (warning triangle).
	Damper missing (red, no damper icon). Position unknown (question mark). Loss of power or communications to the SFDI, or loss of power to the actuator, or the ETR (Electric Thermal Release) has activated. More information available on the individual damper page (information sign).

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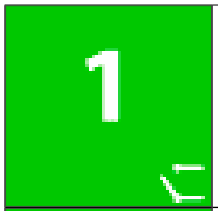
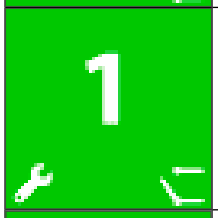
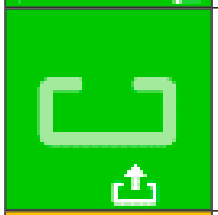
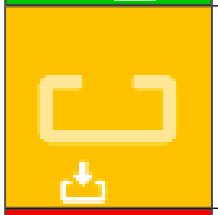
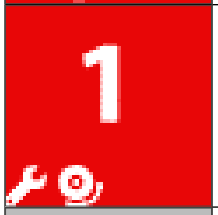
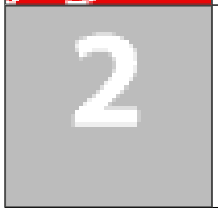
Input / output icons

	Normally open (bottom right symbol) output is active (green).
	Normally open output is active, and manually selected (spanner).
	Physical DIO (green) input active.
	Virtual DIO (yellow) input active.
	Input 1: fire alarm input active (red).
	Input 1: fire alarm input active (red), and manually selected (spanner).
	Input or output not active.

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Bottom ribbon symbols

FAULT	Fault on the system.
BMS	Healthy BMS communication.
BMS	BMS not functioning.
	Followed by a number, indicates the number of devices under input control, i. e. fire alarm.
	Network stabilised.
	Network communication indicator.
	Followed by a number, indicates the number of devices under environmental dictates.

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	Three active channels on the system.
	Fault on channels 1 and 3, channel 2 active and healthy.
	Details about the software.

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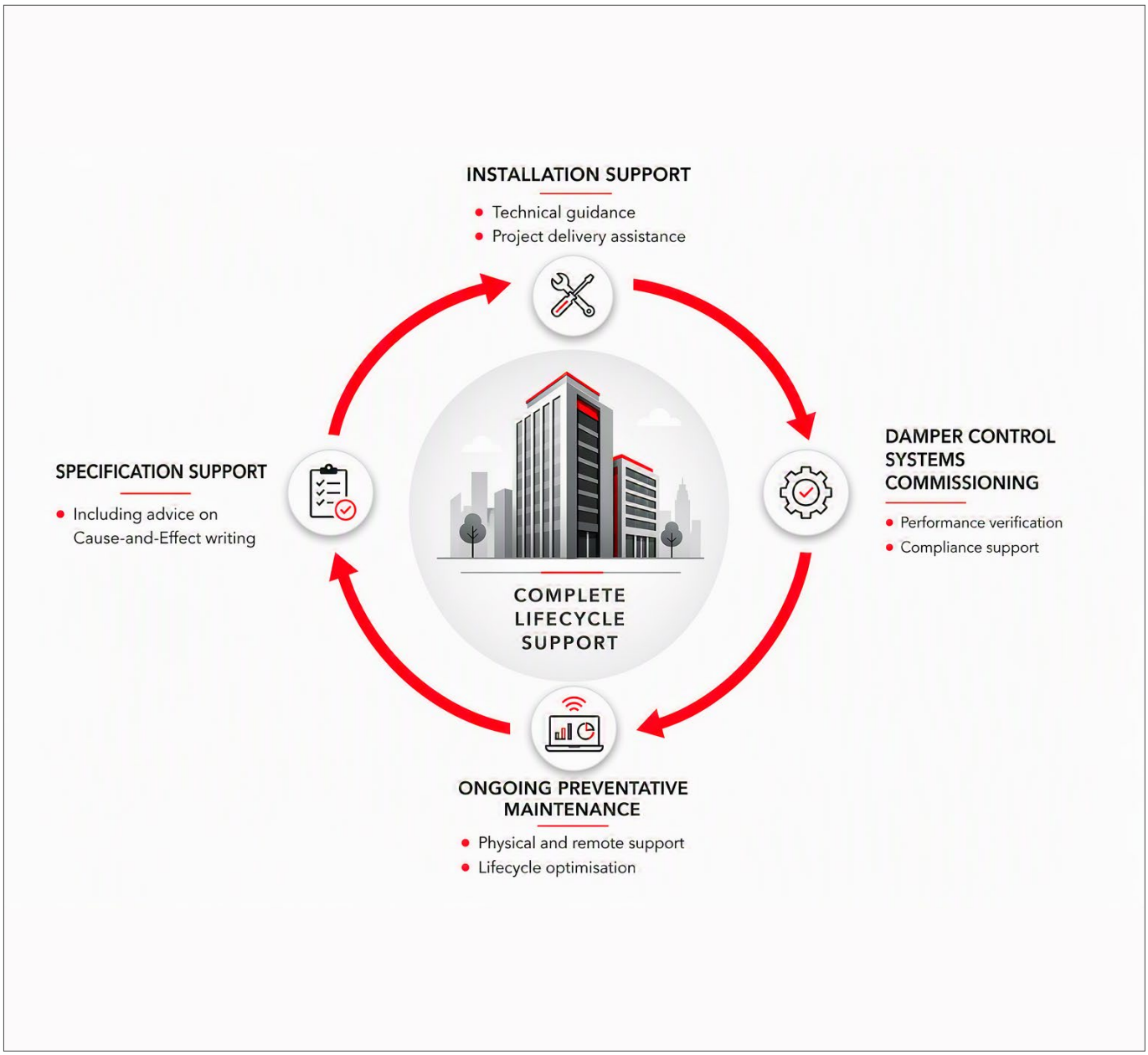

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