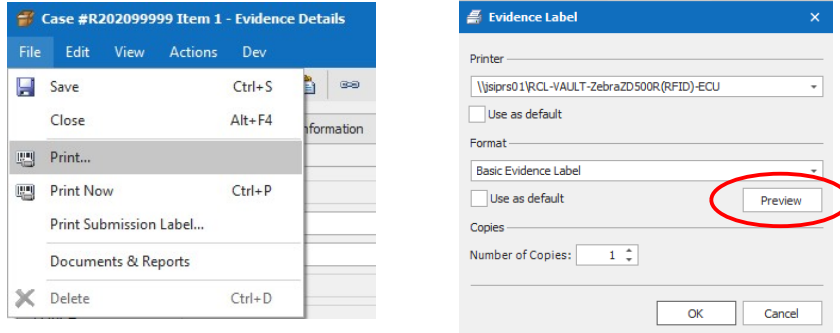


Instructions for RFID Handheld Scanners

1.0 Determine the Submission ID (e.g. N2E1234567, etc.) for the piece of evidence in question. This is the number below the barcode on the evidence label.

1.1 You can preview the evidence label to find the number without having to reprint the label.

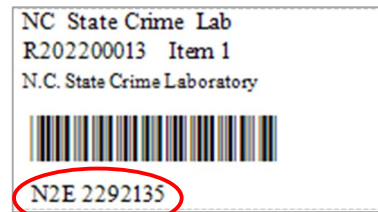


1.2 If you need to print a label, use the “Basic Evidence Label” template with a non-RFID label (paper sticker).

Evidence Label (RFID sticker):

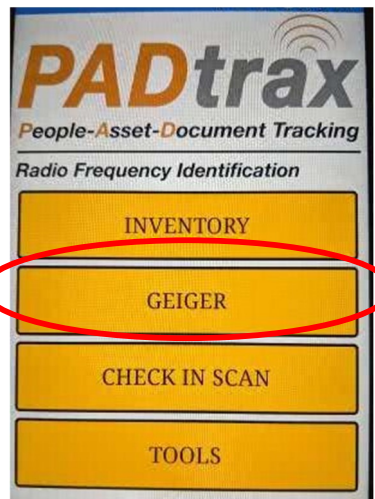
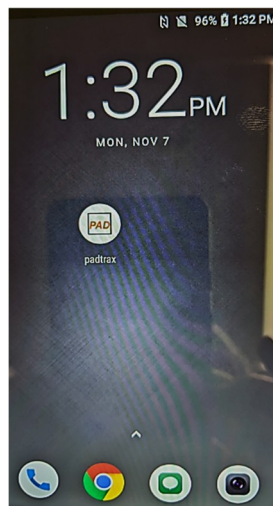


Old Evidence Label (paper sticker):

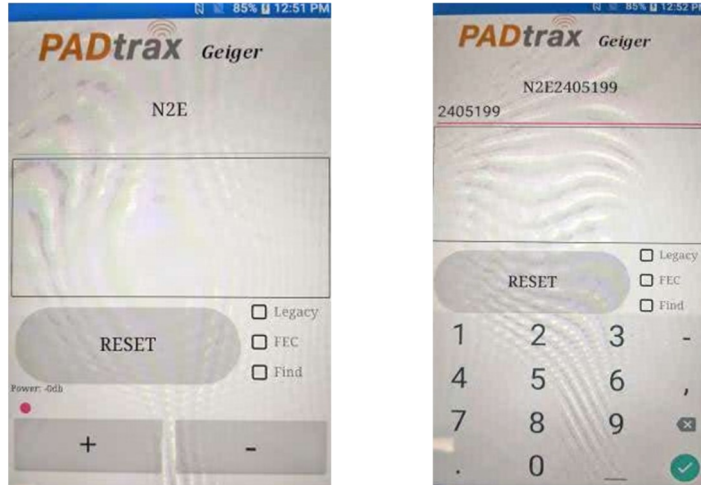


2.0 Power on the handheld device (press and hold button on left side), then swipe up on the screen to unlock.

3.0 Click on the PADtrax icon to launch the app. Once open to the PADtrax app’s Home Screen, click on the Geiger button.



- 4.0 Click the Reset button to clear any previous searches and to display the keyboard, then type in the Submission ID from the evidence label.
- 4.1 You only need to type in numbers that follow the N2E of the submission ID, the app will automatically include the N2E prefix.
- 4.2 Click the green checkmark in the bottom right to set the number.

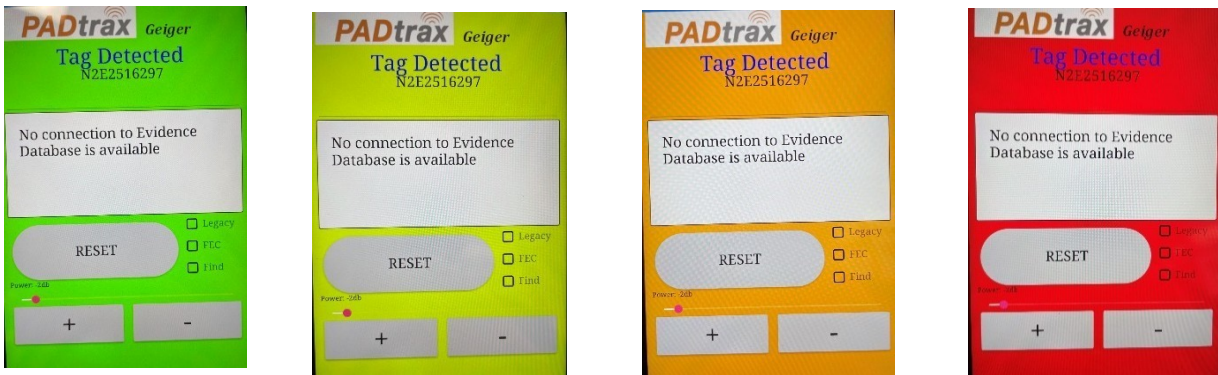


- 5.0 Pull the trigger on the handheld device to initiate Search mode. While you are holding down the trigger, the device will display “Searching”.
- 5.1 You must continue to hold down the trigger as you move over evidence.
- 5.2 Ignore the “No connection to Evidence Database is available” message. As long as the device is beeping, it is reading the RFID tag.



- 6.0 When searching for an item, start at Full Power, which is the default. The power level is located above the pink dot on the bottom left (“Power: 0db”).

- 7.0 Start by attempting to determine the general location of the item (row, cabinet, refrigerator, etc.). If the tag in question is nearby, the device will beep, the display will turn green, and the message “Tag Detected” is displayed.
- 8.0 Once you’ve determined the general location, reduce the power. Reducing the power will require that you be a little more directional with the antenna, mounted on the front of the handheld device. This will begin to guide you towards the item (specific shelf, bin, etc.).
 - 8.1 The power level is controlled by the large + and – buttons on the display.
 - 8.2 As you adjust the power, the level is displayed above the pink dot (“Power: -2db”, “Power: -4db”, etc.)
- 9.0 As you get closer to the item in question, the display will change color from green, to yellow, to orange, then to red. The beeps will also become higher in pitch and more frequent.



- 10.0 As you narrow down the location, continue to lower the power. If you lower it so much that you no longer get any beeps, raise the power back up one level and retry.
- 11.0 Once the item is successfully located, the screen will turn red, the message “Tag Detected” is displayed, and a different-sounding beep will occur.
- 12.0 Scanning tips and tricks:
 - 12.1 You will need to open the doors of cabinets or refrigerators in order to scan inside.
 - 12.2 The signal is produced by the entire antenna on the front of the device, not just the clear window at the top by the display. Take that into consideration as you aim to scan the items.
 - 12.3 If items are tightly packed, place the antenna flat against the bin while scanning. You may need to spread out the evidence to ensure tags do not interfere with each other and all the tags are properly read.
 - 12.4 Metal objects (shelves, filing cabinets, evidence packaging, etc.) make this process a little trickier. Metal can both cause the RF to bounce off of it, as well as completely shield the RFID tag or detune it.