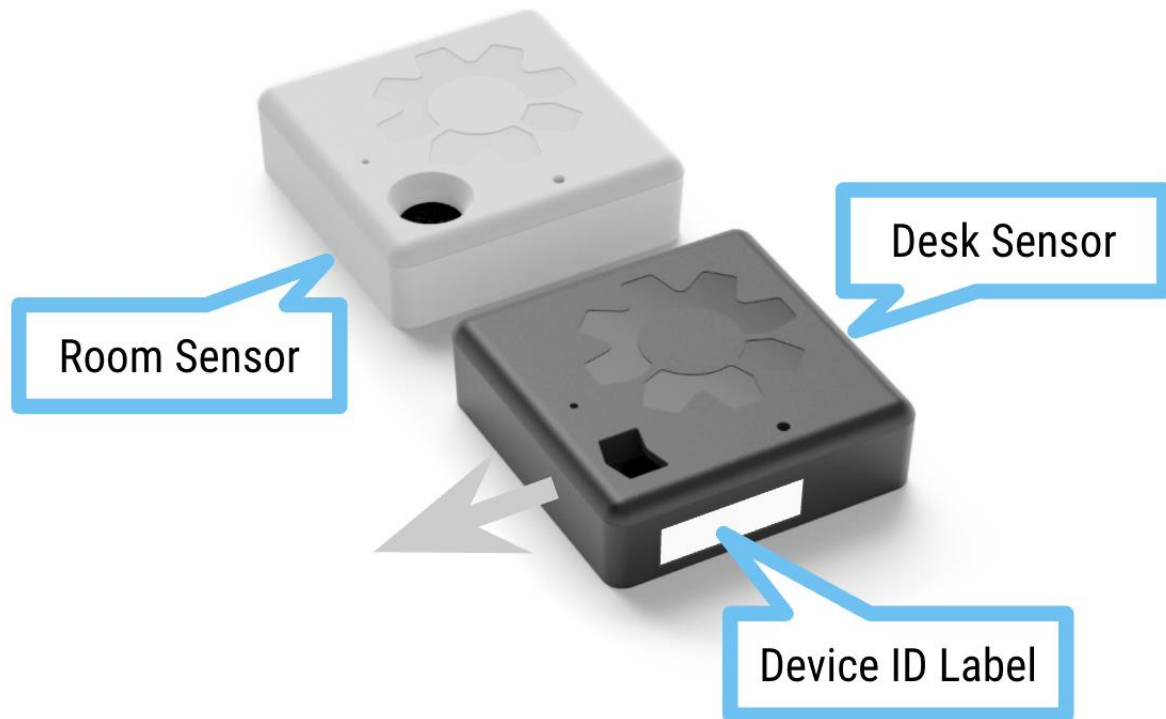


CoWorkr – WorkPoint Sensor Manual

11 APRIL 2022



Above Furniture-Mount and Ceiling-Mount WorkPoint Sensors

PURPOSE //

Information on how to use CoWorkr's WorkPoint Sensor

DEFINITIONS //

WorkPoint Sensor

CoWorkr "Workpoints" are battery-powered occupancy sensors that use passive infrared sensors for detecting human activity. While WorkPoints are traditionally used to provide high-res occupancy data on workstations, these devices may also be used to monitor small meeting spaces where the number of occupants is not needed.

- WorkPoints are always "on" meaning, if there's a battery in the device, they're sending out data. All sensors will ship to installers with batteries installed.
- WorkPoints include a double-stick backing that allows for a simple installation.
- WorkPoints have a Label with an ID and barcode

WorkPoint Versions:

V4 - Version 4 (2019+) "Motion" WorkPoint Sensor that uses a digital passive infrared sensing

DEVICE SETTINGS & CONFIGURATION //

CoWorkr WorkPoints do not have any configurable elements to the physical devices. They simply carry out the instructions provided by the firmware. Otherwise, the devices are able to turn on and off as well as send a notification.

Powering On/Off:

WorkPoints do not have an on/off switch. To power on a WorkPoint, simply insert the battery. To power off, remove the battery.

Notifications:

To send a notifications packet from the WorkPoint, press the button using a pinhole press tool. This will illuminate the LED and force the device to advertise a packet.

FIRMWARE AND FLASHING //

CoWorkr WorkPoints ship pre-flashed with the latest firmware. For updates to the firmware, the device must be attached to an installer's computer using a JTAG connector, wherein the firmware revision can be flashed onto the device. Firmware updates are not commonly done on production devices.

INSTALLATION //

Install Overview

Sensors are installed in locations specified by CoWorkr. Sensors have an ID that is used to find where each device should be installed on a provided, pre-designed floor plan that is issued by CoWorkr.

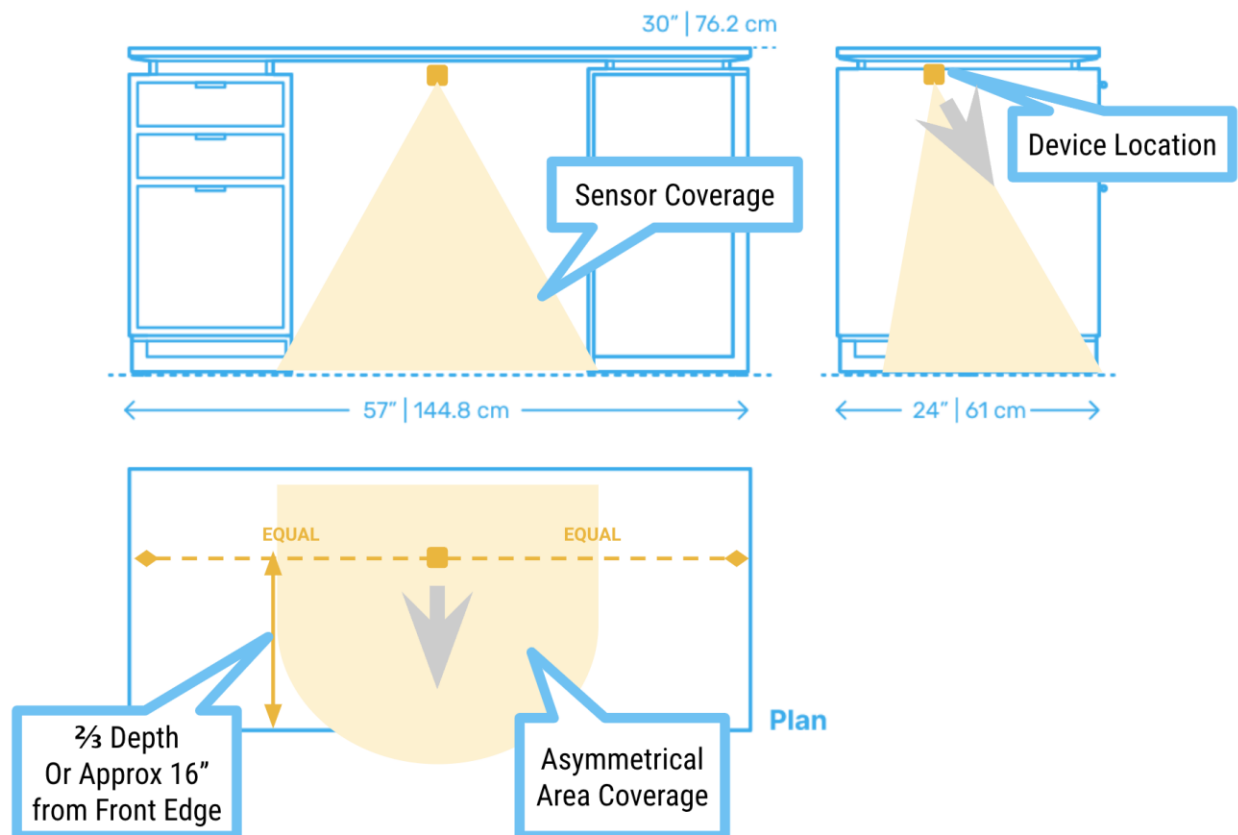
Use the (included) floor plans to locate each sensor. Sensors are typically ordered numerically so the installer should be able to make a continuous path through the floor plan while installing sensors in the order of the devices in the box.

Use the floor plans to plan how you will deploy yourself or your team to make the best use of your time.

Desk and Room WorkPoint Sensors are installed based on the installation type (on furniture or ceiling) that is shown on the floor plan. Desk WorkPoints are black and have a smaller opening that helps narrow the field of view of the space. Room WorkPoints (white) have a spherical field of view that maximizes the sensing area.

Desks and WorkStations

Furniture Type 1: Standard Workstation



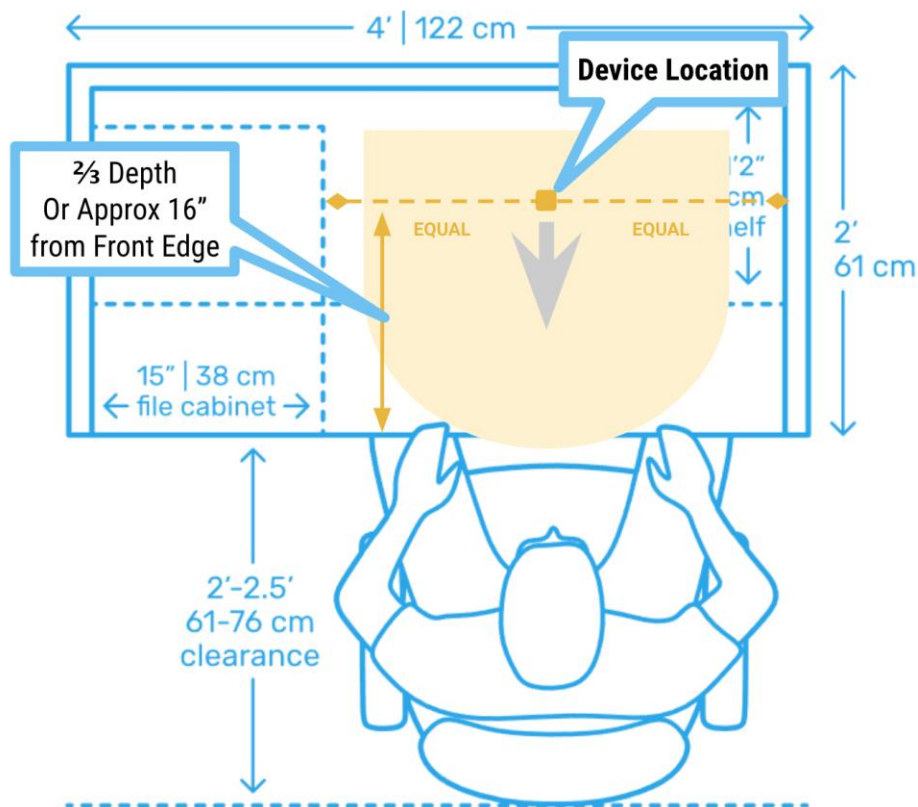
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Install Desk Sensor using the drawings to the right and checklist below as guidelines for specific placement.

- ☐ Center the sensor on the seated or standing position on the desk. This is typically in the middle.
- ☐ Position the sensor roughly $\frac{2}{3}$ back from the front edge of the table top.

- ☐ Orient the Sensor so the arrow on the black case is facing the front edge of the desk.
- ☐ Wipe the surface free of any oils
- ☐ Peel off the adhesive backing
- ☐ Stick the sensor to the location and hold in place, applying pressure, for at least 10 seconds.

Furniture Type 2: Offset Workstation

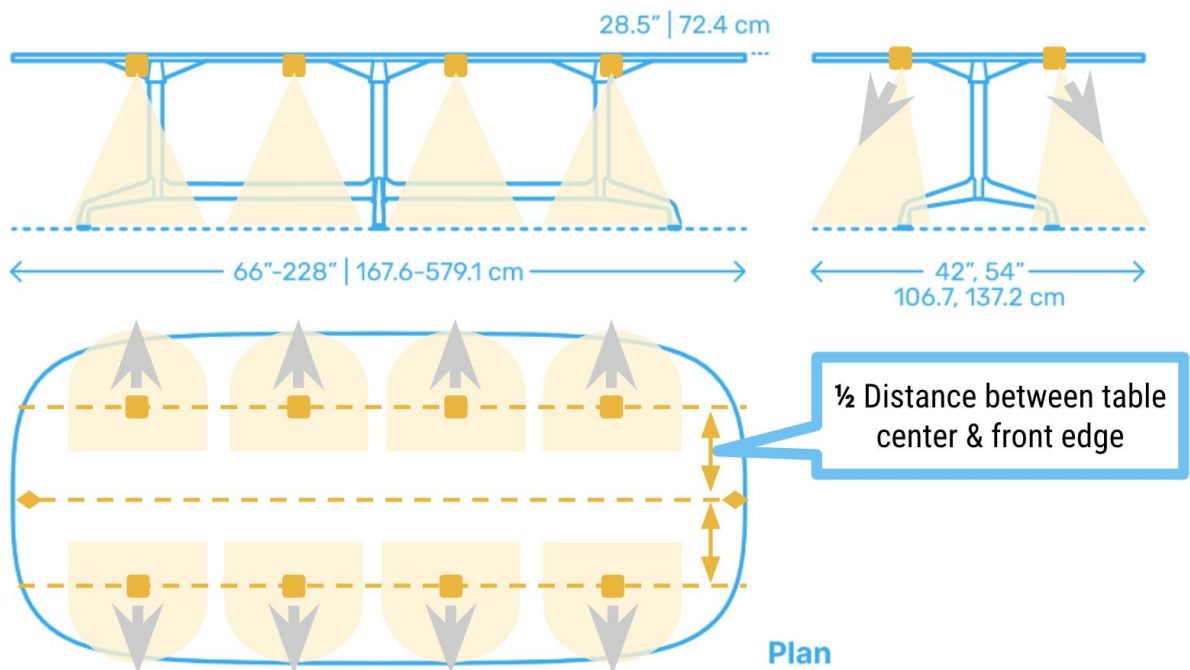


Install Desk Sensor using the drawings to the right and checklist below as guidelines for specific placement.

- ☐ Center the sensor on the seated or standing position on the desk. For offset seat, center on where the chair most likely will be located.

- ❑ Position the sensor roughly $\frac{2}{3}$ back from the front edge of the tabletop.
- ❑ Orient the Sensor so the arrow on the black case is facing the front edge of the desk.
- ❑ Wipe the surface free of any oils
- ❑ Peel off the adhesive backing
- ❑ Stick the sensor to the location and hold in place, applying pressure, for at least 10 seconds.

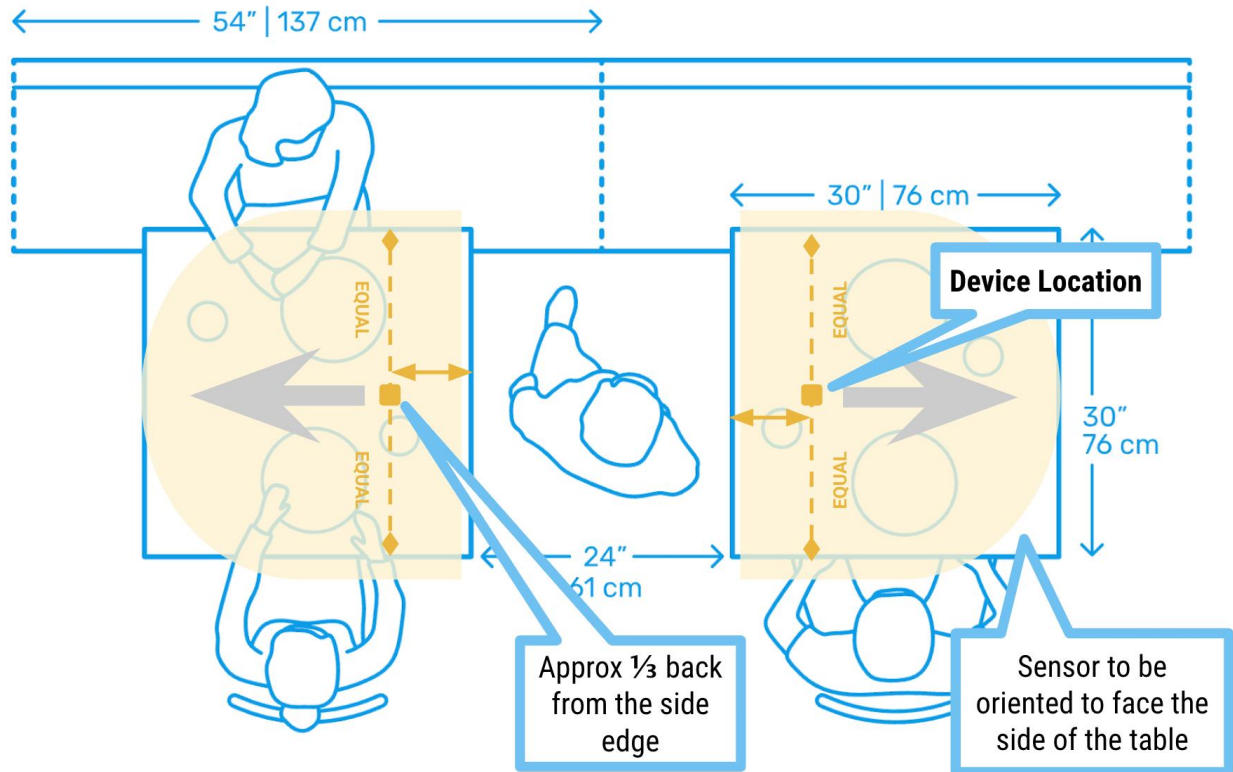
Furniture Type 3: Standard Meeting Table



Install Desk Sensor using the drawings to the right and checklist below as guidelines for specific placement.

- ❑ Center the sensor on the seated or standing position each location of the table. This should be based on the number of chairs.
- ❑ Position the sensor roughly $\frac{1}{2}$ way between the front edge and the middle of the table.
- ❑ Orient the Sensor so the arrow on the black case is facing the front edge of the desk.
- ❑ Wipe the surface free of any oils
- ❑ Peel off the adhesive backing
- ❑ Stick the sensor to the location and hold it in place, applying pressure, for at least 10 seconds.

Furniture Type 4: Banquets/Booths



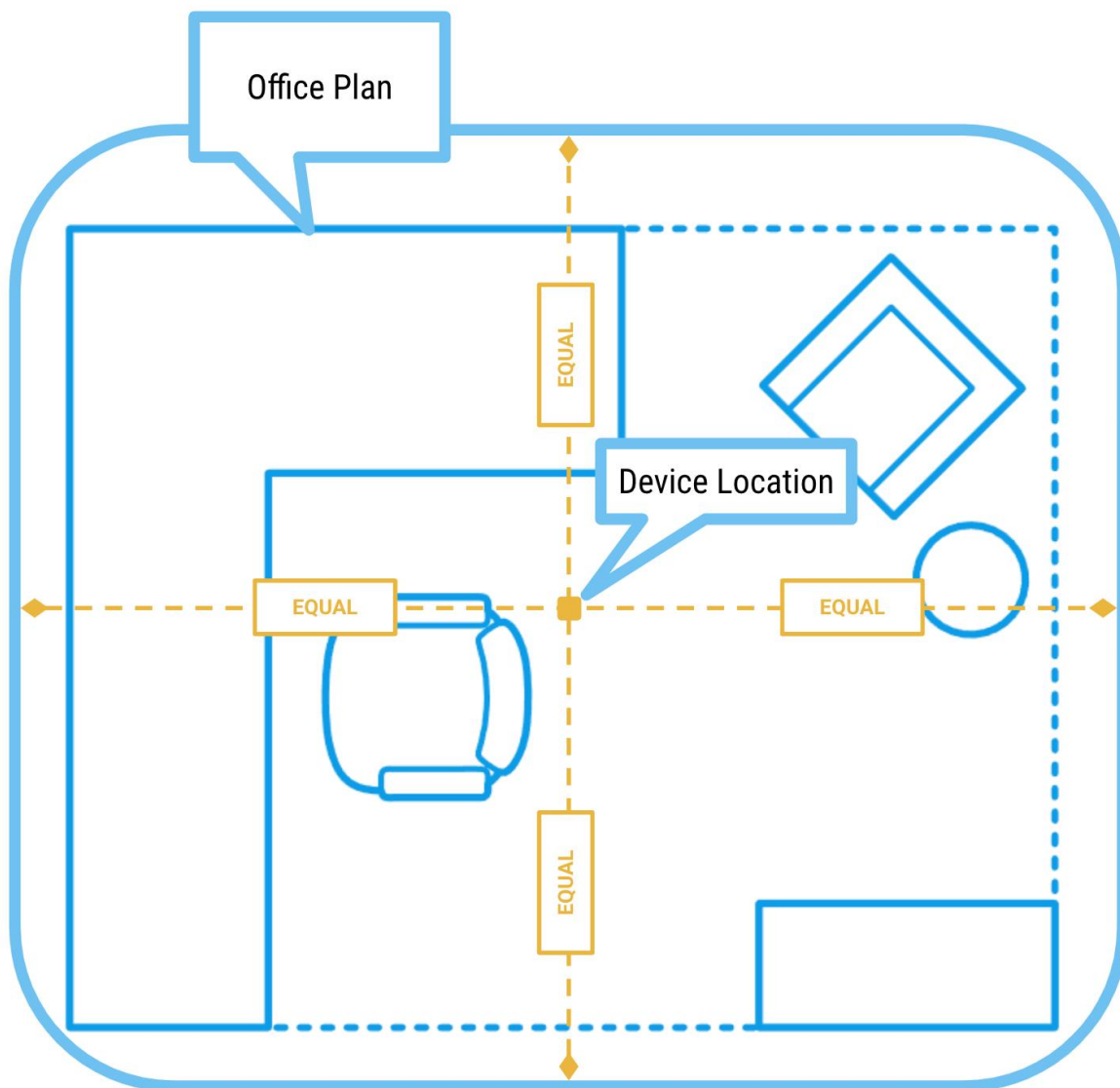
Install Desk Sensor using the drawings to the right and checklist below as guidelines for specific placement.

- ☐ Center the sensor on the seated or standing position on the desk. For offset seat, center on where the chair most likely will be located.
- ☐ Position the sensor roughly $\frac{2}{3}$ back from the front edge of the table top.
- ☐ Orient the Sensor so the arrow on the black case is facing the front edge of the desk.
- ☐ Wipe the surface free of any oils
- ☐ Peel off the adhesive backing
- ☐ Stick the sensor to the location and hold it in place, applying pressure, for at least 10 seconds.

Rooms

Using a WorkPoint Sensor with a Room Case, install the device by sticking it to the ceiling, facing downwards. Any movement in the entire room will trigger an occupancy reading. If a room is longer than 10 ft (3m) we suggest using 2 WorkPoints.

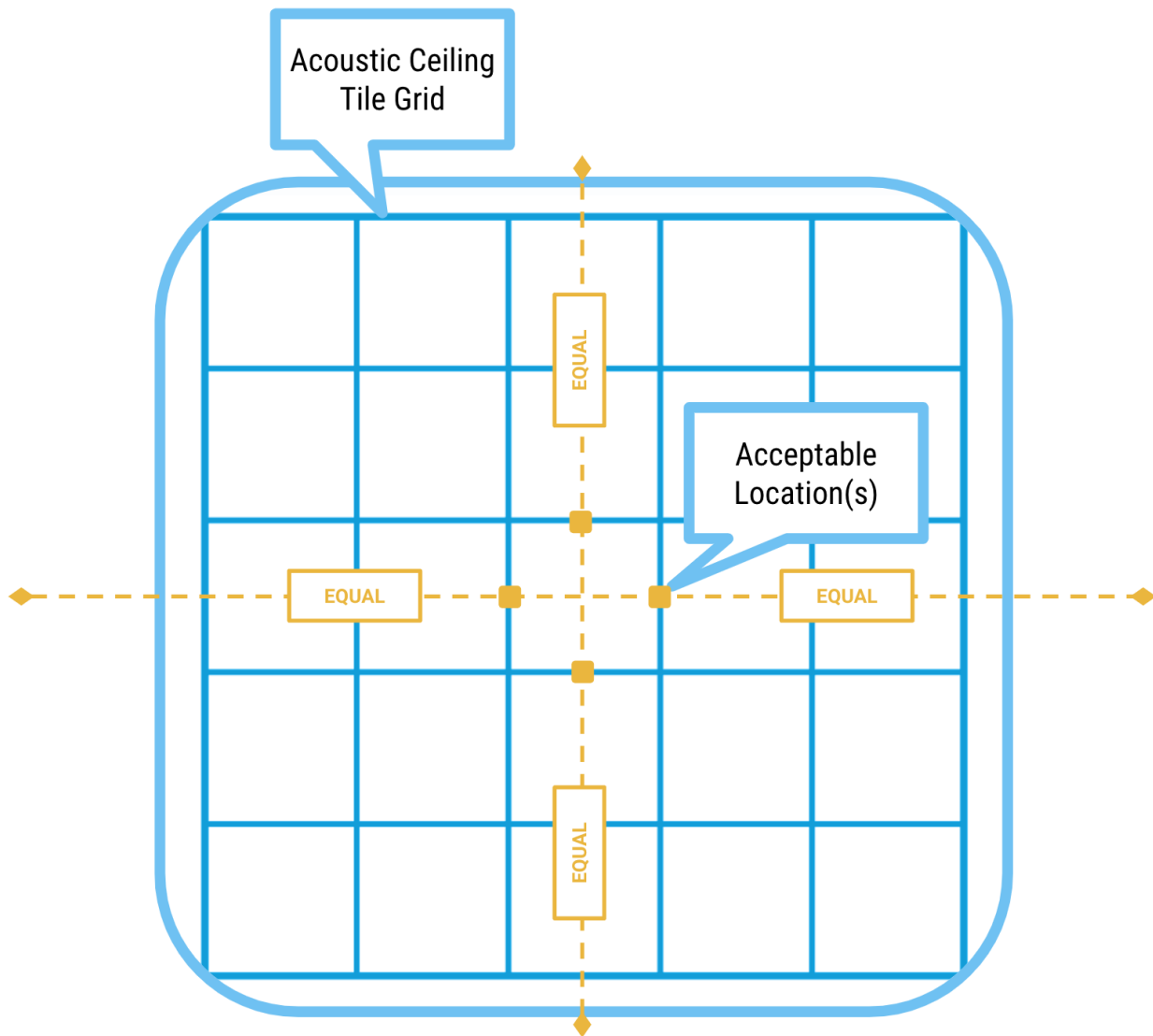
Room Type 1: Standard Room with Gypsum, Metal, or Wood Ceiling



Install the Room Sensor using the drawings to the right and checklist below as guidelines for specific placement.

- ☐ Center the sensor on the space. The sensor location on the plan should indicate if the sensor is centered on the room or above a specific area of the room.
- ☐ No Orientation of the Sensor is required (it's spherical)
- ☐ Wipe the surface free of any oils
- ☐ Peel off the adhesive backing
- ☐ Stick the sensor to the location and hold in place, applying pressure, for at least 10 seconds.

Room Type 2: StandardRoom on ACT Frame



Install the Room Sensor using the drawings to the right and checklist below as guidelines for specific placement.

- ☐ Center the sensor on the space. The sensor location on the plan should indicate if the sensor is centered on the room or above a specific area of the room.
- ☐ Locate the Sensor on the ACT Frame. This may be slightly off-center of the room.
- ☐ Do not Mount Sensors to ACT Tiles

- ❑ No Orientation of the Sensor is required (it's spherical)
- ❑ Wipe the frame free of any oils
- ❑ Peel off the adhesive backing
- ❑ Stick the sensor to the frame and hold in place, applying pressure, for at least 10 seconds.

FREQUENTLY ASKED QUESTIONS //

My WorkPoint isn't responding when I press the notification button, what's wrong?

- Was this WorkPoint previously assigned to another FloorPlan? The WorkPoint will need to be "Recycled" from its previous FloorPlan before it will show up on a new FloorPlan. Once it is recycled, it will show up on the new FloorPlan's list of unassigned devices.
- If it's not being used at another location, try opening the device to manually press the button on the board.
- If manually pressing the button doesn't result in the LED illuminating, check the battery.
- If replacing the battery does not work, please contact @CoWorkr and we'll send you a replacement.

A WorkPoint is showing offline on our FloorPlan, what can I do?

- If it's a single WorkPoint amongst multiple other online WorkPoints, it's likely the battery. Remove the WorkPoint from its case and try replacing the battery. If swapping the battery does not resolve the issue, please contact CoWorkr and we'll send you a replacement.
- If multiple WorkPoints are offline:
 - The WorkPoints may be out of range of the nearest Hub, try moving a Hub closer or a WorkPoint closer to the Hub to test its connection.

Sometimes a WorkPoint's signal may be blocked depending on its installed location. Please reach out to CoWorkr via chat or email (support@coworkr.co) if you think an extra Hub is needed.

- The nearest Hub may be offline. Check the nearest Hub on the FloorPlan to ensure it is online.

Will Motion WorkPoints detect workers walking by a desk?

- If installed under a desk (at a depth of at least 18" from the front edge) using the desk case, WorkPoint Sensors' vision will not reach the area in which people walk. It is always possible that sensors may detect a person brushing up against a desk when passing by. These short-term occupancy events are filtered out in the data.

Can WorkPoint Sensors pick up workers on the other side of glass walls or windows?

- No, the majority of glass used for partition walls will not allow WorkPoint Sensors to capture objects in motion on the opposite side. Other clear materials, such as polycarbonate or acrylic, may allow for partial detection of motion but the device's sensitivity will be greatly reduced.

Are WorkPoint Sensors dangerous to human health?

- WorkPoint Sensors use Bluetooth Low Energy (BLE) to communicate. The output power of CoWorkr Bluetooth Low Energy devices is so low, the FCC does not require them to be tested for Specific Absorption Rate (SAR), a measure of the rate at which energy is absorbed by the human body when exposed to RF radiation, including microwave radiation. Cellphones and laptops, on the other hand, must pass strict SAR testing requirements, since they operate at higher power levels.

How do I know if WorkPoint Sensors are collecting data?

- WorkPoint Sensors are always on. As long as the battery is charged, the device will broadcast data. It may appear that a WorkPoint Sensor is offline, however, if the connection to CoWorkr's cloud (your Hub) has been disconnected or powered off.

FCC Statement

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 to this device not explicitly approved by manufacturer could void your authority to operate this equipment.

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.

RF Exposure Information

The device has been evaluated to meet general RF exposure requirement. The device can be used in portable exposure condition without restriction.