



Enabling Safer Communities

3M Electronic Monitoring



3M™ Two-Piece GPS Offender Tracking System

Installation and Operation Guide



3M

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FCC Information

Contains FCC ID: XPYLISAU200

3M Electronic Monitoring has not approved any changes or modifications to this device by the user. Any changes or modifications could void the user's authority to operate the equipment.

This device complies with FCC radiation exposure limits set forth for an uncontrolled environment and meets the FCC radio frequency (RF) Exposure Guidelines. This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter and must be kept in its carrying pouch in order to maintain compliance with the RF exposure requirements for bodily contact.

This device complies with Part 15 of the FCC Rules and Industry Canada license-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

FEDERAL COMMUNICATIONS COMMISSION (FCC) Part 15 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.

CE Information



This symbol according to the European Directive indicates that the Waste of Electrical and Electronic Equipment (WEEE) must not be disposed of as unsorted municipal waste and must be collected separately. Please contact an authorized representative of the manufacturer or an authorized waste management company for information concerning the decommissioning of your equipment.



Caution: Risk of explosion if batteries are not handled appropriately.

- ▶ The batteries are not designed to be replaced.
- ▶ The device should be opened by authorized personnel only.
- ▶ Do not expose the batteries to temperatures exceeding 55°C when the product is operational.

SAFETY INFORMATION

Please read, understand, and follow all safety information contained in these instructions prior to the use of this 3M Electronic Monitoring device. Retain these instructions for future reference.

Intended Use:

This 3M Electronic Monitoring device is part of an electronic monitoring system, which performs data transfer using cellular network to a monitoring platform. This device has not been tested for and is not intended for use on airplanes, in hazardous environments, in healthcare facilities, or where cellular phones or other intentional transmitters are restricted.

Explanation of Signal Word Consequences



WARNING:

Indicates a hazardous situation which, if not avoided, could result in serious injury or death



CAUTION:

Indicates a hazardous situation which, if not avoided, could result in minor or moderate injury and/or property damage.

NOTICE:

Indicates a situation which, if not avoided, could result in property damage.

WARNING

- Avoid placing a device next to an implanted electronic device (e.g., don't carry the device in a shirt or jacket pocket directly near an implanted device).
- **To reduce the risks associated with fire or explosion:**
 - Do not intentionally open or damage the device.
 - Do not enter areas with potentially explosive atmosphere. Potentially explosive areas are often, but not always, clearly marked.
- **To reduce the risks associated with hazardous voltage:**
 - Do not modify AC/DC power adapter plug.
 - Do not force the power plug into an outlet where it does not fit.
 - Use only a 3M provided power adapter to recharge or power the device.
 - Do not unplug AC/DC adapter by power cord. Handle the adapter by the body only.
 - Do not modify, decorate, or attempt to service the device. Return to 3M authorized personnel or location for repair or service. There are no user serviceable parts.
 - Do not attempt to charge the device using an outdoor outlet. Only use the AC/DC adapter indoors.
 - Do not expose power adapter to rain, steam or wet conditions.
 - Do not submerge the device, or hold the device under running water, while it is charging.
 - Do not submerge the device, or hold the device under running water.

CAUTION

- **To reduce the risks associated with hot surfaces:**
 - Do not touch thermal pads on device or charger if charging is interrupted.

WARNING

- **To reduce the risks associated with fire or explosion:**
 - Do not attempt to access or replace battery. Battery is not user-replaceable. The device shall be opened by 3M authorized service only.
 - Ensure storage temperature of device is within the range as specified in device manual.

CAUTION

- **To reduce the risks associated with sharp points:**
 - Use caution when handling pin trays.

WARNING

- **To reduce the risks associated with fire or explosion:**
 - Risk of explosion if battery is replaced by an incorrect type. Dispose of used batteries according to the instructions.
 - Do not use device outside of the operation temperature range specified in device manual. Contact the agency representative from which you are monitored to get operation temperature range.
- **To reduce the risks associated with hazardous voltage:**
 - If the device or power cord becomes damaged, contact the agency representative from which you are monitored.

NOTICE

- Only authorized personnel can turn off or remove the device.

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1 Introduction

The 3M™ Two-Piece GPS Offender Tracking system (also referred in the application as 2 Piece (2Track)) combines highly advanced Global Positioning Satellite (GPS) technology and 3M Electronic Monitoring field-proven RF monitoring expertise. Both of the 2 Piece (2Track) system components, the RF Transmitter and the Tracker unit, are integrated elements of 3M Electronic Monitoring System.

The monitored Offender wears a body-secured RF Transmitter. This RF Transmitter is associated with a GPS Tracker unit, which must be near the Offender at all times.

The monitored Offender is assigned a personalized curfew schedule and a geographic limitation program (zones), which are downloaded into the Tracker unit. As the Offender travels, the Tracker unit automatically acquires a GPS position fix to constantly monitor the Offender's location. The Tracker then compares this data with the Offender's schedule and program, and periodically reports locations and violations to the monitoring center.

2 Installing the 2 Piece (2Track)

Installing the 2 Piece (2Track) system involves:

- ▶ Collecting the appropriate installation equipment and tools
- ▶ Verifying that the Offender is registered in the 3M™ Offender Management Software
- ▶ Activating the 2 Piece (2Track) Tracker unit

Installation Equipment

The kit of installation equipment includes the following items:

- ▶ Tracker unit with carrying pouch and power adapter
- ▶ RF Transmitter with strap holder
- ▶ Locking clips



Warning: The Tracker unit's battery must be fully charged.

Verify the battery's status by plugging the charger into the Tracker unit and removing it. The Tracker unit's screen displays a power bar to indicate the charge level of the battery.



Note: Whenever the 2 Piece (2Track) unit is being carried directly on the Offender's body, such as carried by hand or clipped to a belt, the unit must be kept in its carrying pouch in order to maintain compliance with the RF exposure requirements for bodily contact.

Installation Tools

You will also need the following installation tools:

- ▶ Manual Reset Device (MRD) – for activating the RF Transmitter
- ▶ Strap locking tool – for locking the RF Transmitter
- ▶ 0.2" (5mm) flat head screwdriver – for opening the locking clip
- ▶ Snake eye screwdriver – for changing the straps of the RF Transmitter

Offender Information in the 3M™ Offender Management Software

Verify the following Offender details in the 3M™ Offender Management Software application:

- ▶ Offender's name and address
- ▶ Offender's program type – 2TRACK Active
- ▶ Equipment serial numbers – these must match the serial numbers on the equipment you are planning to activate:
 - ▶ Tracker unit serial number
 - ▶ RF Transmitter serial number



Note: The relevant serial numbers are visible on the back or side of each equipment item.

- ▶ Tracker unit SIM card details

For more information about working with the 3M™ Offender Management Software, refer to the *Monitor Operator's Manual*.

3 Installing the RF Transmitter

Prior to the RF Transmitter's installation, check that you have the following equipment items:

- ▶ RF Transmitter (Tx) and Strap holder
- ▶ Locking clips (male and female)
- ▶ Strap holder
- ▶ Electronic key
- ▶ Locking tool
- ▶ 0.2" (5mm) flat head screwdriver – for opening the locking clip
- ▶ Snake eye screwdriver – for changing the straps of the RF Transmitter

Activating the RF Transmitter

Before the RF Transmitter can be attached to the Offender, you must first activate the RF Transmitter.

To activate the RF Transmitter:

1. Hold the free end of the RF Transmitter strap in your hand with the metal pins pointing towards you.
2. Hold the MRD in your other hand, with the two connection points facing the metal pins.



3. Press the metal pins on the RF Transmitter onto the two connection points on the MRD and hold them in this position.
4. On the MRD, press 'ON'. The red LED on the MRD turns on for 2 seconds and then flashes for another 2 seconds. The flashing indicates that the RF Transmitter has passed the first phase of its activation.



Note: If the RF Transmitter failed to receive the activation command, the red LED on the MRD turns off after initially being on for two seconds. If the MRD's battery is low, the red LED flashes for two seconds immediately after the 'ON' button is pressed.

5. After the red LED flashes, place the RF Transmitter on its side on a non-metal surface and leave it untouched for 60 seconds to allow it to calibrate. The RF Transmitter is now activated.

Attaching the RF Transmitter

1. Place the strap holder over the short strap of the RF Transmitter.



2. Attach the female part of the clip to the underside of the short strap ensuring that the closed end of the clip fits snugly onto the end of the strap.



3. Wrap the RF Transmitter around the wrist or ankle at its narrowest point.

4. Lay the long strap over the female part of the clip ensuring that the strap pins and the clip studs are protruding through the holes in the long strap.
5. Slide the strap holder over the end of the long strap in order to hold the strap in place.
6. Move the RF Transmitter around the wrist or ankle to ensure that it fits comfortably.
7. Place the male part of the clip over the female part, ensuring that the grooves on each side of the clips match.
8. Place one side of the locking tool underneath the clip and close the two parts together. A clicking sound should be heard, indicating that the clip is properly locked.



Remember: Be sure to collect all the installation equipment at the Offender's curfew site. This includes any locking clips that may have broken during the installation.

4 Activating and Configuring the Tracker Unit

The Offender's Tracker unit monitors the Offender's location and compares that location to the Offender's program. Location and violation information is communicated to the monitoring station periodically, depending on the Offender's program and Tracker unit type.

Tracker units can also send and receive cellular calls.



Figure 1 Tracker Unit

Activating the Tracker Unit



Note: When navigating menus with the Tracker unit:

- (▲) and (▼) scroll through the menu options
- (◆) selects the currently highlighted option
- (◀) navigates back to the previous menu

To activate the Tracker unit:

1. Connect the Tracker unit to the power charger to turn the unit on.

The Tracker unit's display screen prompts you to activate the unit.



Note: In some cases it might take up to one minute and a half for the Tracker unit to turn on.

2. Unplug the power charger from the Tracker unit.
3. Call the monitoring center personnel to verify that a manual download request is waiting in the queue.
4. Press (◆). The display screen presents the list of possible dialing methods for the Tracker unit.
5. Scroll through the options, and select **DIAL USING WIRELESS**.

The following sequence occurs.





Note: During this sequence, do not press any buttons until the Tracker unit displays *Waiting for GPS*. If you do so, you will cancel the activation process.

- ▶ The Tracker unit calls the monitoring center and its screen displays *Contacting Datacenter*.
- ▶ After the Tracker unit downloads the Offender's program, the Tracker unit searches for a signal from the RF Transmitter and its screen displays *Searching for Bracelet*.



Note: If the RF Transmitter has not been successfully activated, the Tracker unit will not locate the RF Transmitter and the Tracker activation is aborted.

- ▶ After the Tracker unit receives a signal from the RF Transmitter, the Tracker unit searches for a GPS signal, and its screen displays *Waiting for GPS* with an indicator bar.

6. Holding it upright, bring the Tracker unit outside to a location open to the sky. As the unit receives a GPS signal, the indicator bar fills to the right.

After a GPS signal is acquired, the Tracker unit emits a beep and displays *GPS Acquired Activation Successful*.

7. Press (◆) to acknowledge the activation. The current date and time are displayed.

The Tracker unit is now active.

Configuring the Tracker Unit

The Officer menu enables you to define the internal settings of the Tracker unit.



To access the Officer menu:

- ▶ Rapidly press the following button sequence:

(▲) (▲) (▼) (▲) (▼) (▼) (◆)

The Officer menu appears in the Tracker unit's display screen.

Configure the Tracker Unit using the following options available in the Officer menu:

Menu Option	Description
Vibrate / Beep	Change the alert mode
ID Numbers	Display the ID numbers of the assigned hardware
Alarm Set	Set the Tracker unit as an alarm clock
Beep Volume	Change the volume of the alert tone
Time Format	Change the way the time is displayed
Firmware Ver.	Display the current firmware version for the Tracker unit
Bracelet Test	Verify the RF Transmitter signal reception
Set Brac S/N	Temporarily assign a RF Transmitter to an unassigned Tracker unit
De-Activate	Deactivate the Tracker unit
Modem Info	Displays the cellular signal strength and enables the Officer to initiate a cellular call
Satellite Bar	Verify the GPS signal reception from the GPS satellites

5 Operating the Tracker Unit

Inform the Offender of the following procedures and ensure that the Offender understands how to correctly operate the units of the 2 Piece (2Track) system.

Initializing the Tracker Unit from Idle Mode

After the Tracker unit is inactive for 10 seconds, the unit enters Idle mode.

To initialize the unit from Idle mode:

- ▶ Press any button. The unit initializes.

Acknowledging a Message

When certain predefined violations occur, the Tracker unit displays a message commanding that the Offender rectify the violation. Alternatively, messages of any kind can be manually sent to the Offender from the monitoring center. The message appears in the Tracker unit's display screen and the Tracker unit alerts the Offender to the message using its defined notification method. The Offender must then acknowledge that the message was received.

If the message is an indication of a Tracker unit hardware issue, the notification is repeated until the issue is resolved and the

message is acknowledged. Tracker unit hardware issues include the following events:

- ▶ Tracker Battery Low
- ▶ Motion No GPS
- ▶ Tracker Case Open

To acknowledge a message:

- ▶ Press (◆). The notification stops and the message disappears from the display screen.

Viewing Previous Messages

To view previous messages:

1. Press (◆) to open the menu.
2. Scroll to the **Messages** option and press (◆) to select it. The list of stored messages is displayed, in order of date and time.
3. Scroll through the messages and press (◆) to view details about a message.

To exit the messages list:

- ▶ Press (◀) until you have returned to the main display.

Charging the Tracker Unit

The Tracker unit should be charged using its charger unit whenever in the curfew site, or for at least two hours a day.

Managing Phone Calls

The Tracker unit can operate like a cellular phone to enable you to make and receive phone calls.



Making an Outgoing Call

The Tracker unit enables you to make outgoing calls to any of the predefined phone numbers configured for the phone.

To make a call:

1. Press (◆) to open the menu.
2. Scroll to the **Call List** option and press(◆). The list of predefined phone numbers is displayed.
3. Press (◆) to select a phone number and initiate the call.

Answering an Incoming Call

The Tracker unit can also receive incoming calls. When a call is incoming, the phone rings and the *Incoming Call – Answer* message is displayed.

To answer a call:

- ▶ Press (◆) to answer the call.

Changing the Speaker Volume During a Call

While a call is in progress, the call duration is displayed, and the following menu options are available:

- ▶ Speaker Volume
- ▶ Hang Up

To change the speaker volume:

1. While a call is in progress, scroll to the **Speaker Volume** option and press (◆). The *Higher* and *Lower* options are displayed.

2. Select **Higher** to increase the speaker volume and **Lower** to decrease the speaker volume.

Ending a Call

To end a call:

- ▶ Scroll to the **Hang Up** option and press (◆) to end a call.

General Rules for the Offender

The Offender must abide by the following rules:

- ▶ **Always** keep the Tracker unit with you
- ▶ **Whenever** the Tracker unit vibrates, beeps, or plays music, you must read the message displayed in the display screen
- ▶ **Whenever** you receive a message and are instructed to perform a task, you must comply
- ▶ **Whenever** you receive a message, you must acknowledge the message
- ▶ **Never** attempt to open the Tracker unit
- ▶ **Never** attempt to open the RF Transmitter strap clip
- ▶ **Never** attempt to cut or break the RF Transmitter strap
- ▶ **Never** leave the designated curfew site during an in-house curfew time frame
- ▶ Any attempt to tamper with the 2 Piece (2Track) equipment will be detected by the monitoring center and will be considered a violation of your program



6 Dismantling the 2 Piece (2Track) Equipment

Dismantling the 2 Piece (2Track) equipment involves:

- ▶ Performing an End of Service, when applicable
- ▶ Packing the Tracker unit
- ▶ Removing, deactivating, and packing the RF Transmitter

Before Dismantling

Before leaving the monitoring center, check that you have the following dismantling tools:

- ▶ Manual Reset Device (MRD) – for deactivating the RF Transmitter
- ▶ 0.2" (5mm) flat head screwdriver – for opening the RF Transmitter clip

In addition, make sure to bring the original carrying cases for the Tracker unit and RF Transmitter.

Performing an End of Service

In some cases, it is required to remove the 2 Piece (2Track) equipment before the Offender's defined program is completed. In this case, you must perform a manual end of service procedure before disconnecting and removing the equipment.

1. Call the monitoring center and ask the monitoring personnel



to perform a manual end of service.

2. The monitoring center personnel will call back to confirm a successful end of service. You can now disconnect and pack the 2 Piece (2Track) equipment.

Packing the Tracker Unit

After receiving the End of Service signal from the monitoring center, the Tracker unit enters Dismantling mode. The unit stops all activity and waits until 120 seconds after the power is disconnected from the unit, at which point the unit turns off. Pack the Tracker unit and its carrying case in their original package.

Removing the RF Transmitter

After disconnecting and packing the Tracker and Base units, you can remove the RF Transmitter.

1. Being careful not to damage or cut the strap, insert a screwdriver into the grooves of the clip and gently pry the clip pieces apart.

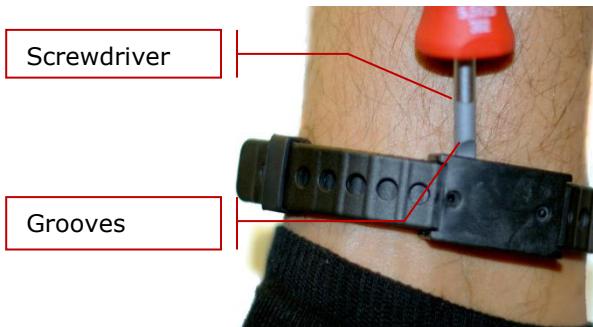


Figure 2

Dismantling the RF Transmitter Clip



2. Collect all the fragments of the broken clip. Do not leave any disposable items.

Deactivating and Packing the RF Transmitter

Deactivating the RF Transmitter is essential to preserving the unit's internal battery.

1. Hold the RF Transmitter along the strap with the metal pins pointing towards you. Make sure to support the underside of the strap in your hand.
2. Hold the MRD in your other hand, with the OFF button pointing towards the open, free end of the strap and away from the RF Transmitter body.
3. Press the metal pins on the RF Transmitter onto the two connection points on the MRD and hold them in this position.
4. Hold down the OFF button on the MRD for one second.

The red LED on the MRD turns on for two seconds. If the RF Transmitter successfully received the deactivate command, the red LED on the MRD flashes for two seconds.



Note: If the RF Transmitter failed to receive the deactivate command, the red LED on the MRD turns off after initially being on for two seconds. If the MRD's battery is low, the red LED flashes for two seconds immediately after the OFF button is pressed.

5. Pack the RF Transmitter into its original carrying case.

7 Maintaining the 2 Piece (2Track) Equipment

Regular cleaning of your 2 Piece (2Track) equipment is recommended, using 3M Electronic Monitoring approved products.

After cleaning, 3M Electronic Monitoring recommends that you perform a visual inspection of all units to check for cracks or any other damage, before redeploying into the field.

Cleaning the Tracker Unit

To clean the Tracker unit:

1. Remove the unit from its carrying case.
2. Spray the surface of the unit with an alcohol based cleaner (optional).



Note: 3M Electronic Monitoring recommends Citrus Base cleaner by 3M™ (<http://solutions.3m.com/>).

3. Using a damp cloth, wipe the outside of the unit.



Caution: Do not, under any circumstances, submerge or place the unit under running water.

4. Using a dry cloth, or paper towel, dry the outside of the unit.
5. Once the unit is dry, return it to its carrying case.

Cleaning the RF Transmitter

The following RF Transmitter cleaning methods are approved by 3M Electronic Monitoring:

- ▶ Manual Cleaning – using a soft brush and approved cleaning product.
- ▶ Using a Dishwasher – together with an approved cleaning product.

To clean the RF Transmitter manually:

1. Remove the RF Transmitter from its carrying case.
2. If there are clips on the RF Transmitter, remove the 'female' and 'male' parts before cleaning.
3. Remove the strap holder from the RF Transmitter.
4. Hold the RF Transmitter by the end of the long strap and either:
 - ▶ Spray the RF Transmitter with 3M™ Citrus Base cleaner, or an alcohol based equivalent.

Or

- ▶ Using a damp cloth or towel, clean the RF Transmitter with soapy water.

5. Using a dry cloth or towel, dry the outside of the RF Transmitter and place it on a towel with its inner side facing up.
6. Using a soft brush, gently brush the inner side of the RF Transmitter along the tracks.
7. After cleaning, wash the RF Transmitter in clean water.
8. Using a dry cloth or towel, dry the RF Transmitter thoroughly.
9. Place the strap holder back on to the short strap of the RF



Transmitter.

10. Place the RF Transmitter back into its carrying case.

To clean the RF Transmitter using a dishwasher:

1. Remove the RF Transmitter from its carrying case.
2. If there are clips on the RF Transmitter, remove the 'female' and 'male' parts before cleaning.
3. Remove the strap holder from the RF Transmitter.
4. Place the RF Transmitter into the dishwasher machine.
5. Use a pH neutral or slightly acidic cleaning agent.



Note: 3M Electronic Monitoring recommends Hepi dishwashing Products by Thurn-produkte (<http://www.thurn-produkte.de/>).

6. Choose the shortest cycle, at a maximum temperature of 52°C.
7. Once the RF Transmitter is dry, place the strap holder back onto the short strap of the RF Transmitter.
8. Place the RF Transmitter back into its carrying case.

Replacing the RF Transmitter Straps

Any of the following may indicate the need to replace a RF Transmitter strap:

- ▶ Visible damage to one or both sides of the strap
- ▶ Strap tamper alarm generated, with no visible damage to the RF Transmitter
- ▶ RF Transmitter does not activate



Note: If only one side of the strap is damaged, you may want to leave the undamaged side in place and replace only the damaged side of the strap.

The following equipment items are required to replace the RF Transmitter straps:

- ▶ 1 RF Transmitter body
- ▶ 1 pair of replacement straps:
 - ▶ 1 pin side
 - ▶ 1 non-pin side
- ▶ Screwdriver
- ▶ Extra screws
- ▶ Extra strap clips (male and female)
- ▶ Electronic key

To replace the RF Transmitter straps:

1. Using the screwdriver, open the screw(s) that holds the strap clasp to the RF Transmitter and remove the strap clasp.
2. Gently shake the strap loose from the RF Transmitter body, being extra careful not to damage the metal pins on the RF Transmitter body.
3. Position the new strap over the RF Transmitter body. Notice that the two small holes on the strap have to lie exactly over the two metal pins.
4. Gently place the strap down over the metal pins and press down along the seam of the strap, snugly fitting the entire strap to the RF Transmitter body.
5. Put the strap clasp back in place with the wider side pointing in-wards.



6. Close the screw(s) with the screwdriver. It has to be closed firmly, but not too tight since this can damage the strap.
7. Test the new strap by re-activating the RF Transmitter.



Note: After the calibration, if the RF Transmitter does not reset, repeat steps 1-6 making sure that the strap is positioned correctly over the pins. Then perform another calibration test.

If you changed only one side of the strap and the RF Transmitter does not reset, replace the other side of the strap as well.