

BI TAD[®]



User Guide

BI TAD[®]

User Guide

8-90-00134-1

Revision A

© 2022 BI Incorporated BI

Proprietary & Confidential



BI Incorporated (BI) prepared this manual for use by BI customers only. All comments concerning the contents should be directed to BI Incorporated, Attention: Marketing Department, 6265 Gunbarrel Avenue, Suite B, Boulder, CO 80301, USA. No part of this document covered by copyright may be reproduced in any form whether graphically, electronically, mechanically; including photocopying, recording, taping, or storage in an information retrieval system without prior written permission from BI.

Trademarks & Patents

The following are registered trademarks of BI Incorporated:

- BI Incorporated
- BI Incorporated logo
- BI TAD
- BI TAD logo
- BI TotalAccess
- BI TotalAccess logo

Table of Contents

Introduction

About this User Guide	1
Common Terms	1
Explanation of Icons	2
Obtaining Information.....	2

Chapter 1 Products

Product Overview.....	3
TAD.....	4
Alcohol Monitoring.....	4
Electronic Tamper Sensors	5
Field-Replaceable Battery.....	7
TAD Activity Graph	7
Calibration	8
HomeBase	9
Internal Battery	9
Color Touch LCD	9
Cellular Service	9
Location Positioning	10
Over the Air Updates.....	10
Tamper Reporting.....	10
Text Messaging.....	11
Curfew Monitoring	11
Range.....	11

Chapter 2 Safety Information

Federal Communications Commission (FCC).....	13
Innovation, Science, and Economic Development Canada	17
CSA/UL Recognized Component Mark	18
Disposal	18

Chapter 3 Installation & Removal

TAD.....	19
Assembling	19
Sizing	20

Attaching	20
Confirmation.....	21
Improper Installation	21
Removing.....	21
HomeBase LTE	22
Placement Guidelines	22
Installation in Residence.....	22
Installation in Office with Range Test Later	24
Removal.....	26
 Chapter 4 Frequently Asked Questions	
HomeBase FAQs	29
TAD FAQs.....	30
Troubleshooting	31
Alcohol Free Products	34
 Chapter 5 Maintenance	
TAD	45
Battery Replacement	45
Shipping.....	45
Cleaning and Storage.....	46
HomeBase	46
Disposal	46
 Appendix A Event Descriptions	
	47
 Appendix B Device Configurations	
	55

Introduction

ABOUT THIS USER GUIDE

This user guide provides all the essential information required to perform the following tasks:

- Proper use of the BI TAD® and BI HomeBase LTE equipment
- Equipment installation
- Monitoring unit configurations and event messages
- Troubleshoot equipment

COMMON TERMS

The following table describes terms commonly used in this guide.

Term	Description
Alert	An event that may be cause for concern. Certain events can be designated as alerts. BI TotalAccess® can notify specified contacts via fax, text, or email. For example, if a client enters during a Must Leave schedule (the event) and the event is configured as an alert, the status is changed from an event to an alert and the configured procedures are performed.
BI Monitoring Operations	The personnel who provide monitoring and customer service to agencies using BI products and services.
BI TotalAccess	BI's proprietary monitoring web-based software used by your monitoring center or BI Monitoring Operations. TotalAccess contains the parameters for each individual case, administers schedules and alerts, and notifies monitoring personnel of violations. Manage all BI products with the TotalAccess desktop version or on your mobile device with the BI TotalAccess Mobile app.
TAD	The bracelet installed around the client's ankle.
Client	The individual wearing the TAD bracelet.
Event	An occurrence that triggers a recorded log entry. Event log entries are stored in or sent to TotalAccess as a result of an event. For example, when the HomeBase LTE loses the cell signal, it stores a Cell Signal Lost message. Once the cell signal is acquired, the HomeBase LTE sends a <i>Cell Signal Lost</i> event along with the <i>Cell Signal Acquired</i> event.
HomeBase	The receiver installed in the client's residence.
Message	Event log entries that are stored in or sent to TotalAccess as a result of an event. For example, when the HomeBase loses power, it sends a <i>Power Loss</i> message to TotalAccess which reports a <i>Power Loss</i> event.
Monitoring Center	The office that uses TotalAccess to remotely monitor clients with BI's electronic monitoring equipment. Monitoring is either performed by BI Monitoring Operations or your own agency.
Radio Frequency Signal	A signal sent from the TAD (transmitter) to the HomeBase (receiver).
Tamper	An attempt to interfere with the proper functioning of the HomeBase or TAD.

EXPLANATION OF ICONS

Throughout this User Guide, icons and text are used to highlight important information

Below are explanations of the icons:



The Warning icon alerts you to items that can be harmful.



The Caution icon alerts you to low risk hazards that should be avoided.



The Notice icon indicates information considered important but not hazard-related. The Tip icon



indicates helpful information that can make doing things easier or faster.



The No Waste icon indicates to return BI products for recycling.



The Lithium Battery icon indicates proper use and disposal information.

Blue and Italic

Alert and event names are called out in this format.

Black

Device configuration names are called out in this format.

OBTAINING INFORMATION

For technical support, please contact BI Monitoring Operations:

hdmcsr@bi.com

1-800-666-3145

1-765-778-5760 Fax

For training, please contact the Training Department:

andrtraindept@bi.com 1-

800-666-3145 ext. 4730

For equipment orders, please contact Customer Business Services:

hdcbs@bi.com

1-800-241-5178 Option 1

Chapter 1

Products

PRODUCT OVERVIEW



TAD, the Transdermal Alcohol Detector, is an ankle-worn device that senses alcohol through the skin. It detects and reports alcohol events over a 0.020 transdermal alcohol concentration (TAC) threshold. To detect a potential drinking event, the alcohol detection module on the inner side of the device monitors moisture and vapor excreted from the client's skin for alcohol. If a client exceeds the 0.020 TAC threshold, an alcohol event will be recorded and transmitted to TotalAccess when within 50 feet of the HomeBase.

The HomeBase LTE is an enhanced electronic monitoring device equipped with multiple location

technologies including Global Positioning System (GPS), GLONASS, and Wi-Fi to accurately determine its location. The HomeBase receives transmissions about the TAD's status and communicates the messages to TotalAccess via an LTE network for better data capacity and transfer speed. The HomeBase includes a touch-screen display that allows the client to retrieve and acknowledge receipt of officer messages.

Used in conjunction with a BI HomeBase LTE receiver, TAD is an alcohol and curfew monitoring device. TAD is a radio frequency (RF) transmitter that emits alcohol detection data through the HomeBase to the TotalAccess. The TAD uses membrane electrode technology to determine whether a client is ingesting alcohol. The Alcohol Detection Module (ADM), which firmly rests against the client's bare ankle, monitors for alcohol levels. Along with alcohol monitoring, TAD with the HomeBase, can use RF monitoring to detect a client's presence or absence at a specified residence. TAD sends a constant radio signal to the HomeBase, which communicates with TotalAccess whenever the client enters or leaves home.

When a client returns home within 50 feet, the HomeBase downloads TAD's alcohol and curfew data and relays this information to TotalAccess. TotalAccess is programmed with information regarding the client's activity, including when the client is mandated to remain home, or when a client is authorized to be away from home such as work. If a curfew violation occurs, TotalAccess generates an alert. Additionally, any attempt to tamper with the TAD or HomeBase also generates an alert. Following agency procedures, the monitoring center promptly notifies the appropriate authority via email or text. The officer can follow up with a phone call or a personal visit to confirm the client's status.

KEY FEATURES TAD

- 24x7 transdermal alcohol detection
- Built-in radio frequency monitoring
- Fiber optic, field-replaceable strap
- Multiple tamper-resistant features
- Non-volatile memory
- Message buffer

HomeBase

- 3.5" color, LCD touch screen
- Cellular compatibility
- GPS, GLONASS, and Wi-Fi technologies
- Stackable design
- On-demand cell signal status
- 3-axis motion detection
- Case tamper detection
- 48-hour back-up battery
- 50,000 event storage in non-volatile memory
- Range test with on-screen instructions and automatic zone selection

TotalAccess is the central platform for all monitoring information, such as curfew schedules and alert notification methods. The HomeBase and TAD ID numbers are entered into the monitoring software during the client enrollment process. For more information on TotalAccess, contact your BI Account Executive or log into the software and access the Help System.

TAD

Product Specifications

- Size: 6.8 x 8.6 x 5.0 cm (2.7 x 3.4 x 2.0 in)
- Weight: 226.7 g (8.0 oz)
- Battery Type: Lithium Thionyl Chloride
- Battery Life: 2 years
- Antennas: Dual internal
- Operating Temperature: 0° C to 85° C
- Waterproof: Up to 5 meters for 30 minutes



TAD is a water-resistant, battery-operated alcohol and curfew monitoring device worn around the client's ankle that monitors alcohol levels through skin perspiration. This device relays the client's alcohol consumption level, identification number, battery status, and tamper status through radio frequency signals sent to the HomeBase receiver. In addition to alcohol monitoring technology, TAD has built-in radio frequency (RF) capability for

curfew requirements in conjunction with alcohol monitoring. For curfew requirements, TAD transmits curfew information through a 318 MHz non-commercial frequency, ultimately determining if a client is within a specified residence. All other information such as alcohol data is transmitted through a 2.4 GHz non-commercial frequency.

The TAD and HomeBase each have separate identification numbers that are entered into TotalAccess during every client enrollment. Once the computer links these numbers, the receiver can recognize its assigned TAD device.

The client continuously wears the TAD throughout the duration of the alcohol and/or curfew monitoring sanction. TAD does not affect a client's day-to-day activities; routine tasks such as showering, exercising, and working can still be performed.

The TAD package consists of the following components:



You must order the HomeBase separately.

Alcohol Monitoring

TAD is an ankle-mounted device designed to monitor client alcohol consumption. The following components are key functions of TAD.

Alcohol Detection Module

The **Alcohol Detection Module (ADM)** is a spring-loaded assembly that is always in contact with the client's ankle. The ADM determines the **Transdermal Alcohol Concentration (TAC)** reading. This reading indicates whether the client has been consuming alcohol and is displayed on Client Activity Reports as a TAC level with an associated time-stamp. For example, [TAD Alcohol Event TAC at or Above \[0.02\] 05/03/2012 13:30](#).



Recharge Solution

The alcohol sensor must be constantly lubricated for TAD to function properly.

Recharge Solution—housed within the casing of the TAD device—ensures constant lubrication. The distilled/de-ionized solution is specifically designed for TAD.

If the recharge solution becomes dry or frozen, TAD will not function properly. If the Recharge Solution is empty, a [Return to BI for Maintenance](#) message is sent to TotalAccess. Remove the TAD and return to BI for service. See “Removing the TAD device” on page 21.



Always have an ADM stopper in place when not using the TAD. If the stopper is not in place, the Recharge Solution can evaporate within a week.

Electronic Tamper Sensors

The TAD contains seven electronic sensors to alert tampering of the device has occurred.

Strap Tamper Sensor

The strap contains an embedded fiber-optic circuit to detect possible strap tampers. If a client attempts to cut or damage the strap (creating an open fiber-optic circuit), a [TAD Strap Tamper](#) message is reported to TotalAccess. Once the strap tamper has been corrected, a [TAD Strap Restore](#) message is reported to TotalAccess.

The TAD can only report the strap tamper status while in range of the HomeBase receiver. If the tamper and restore occur outside of the receiver's range, it will only send the [TAD Strap Restore](#) once in range of the HomeBase receiver.

Proximity Tamper Sensor

TAD includes a **Proximity Tamper Sensor** to determine if the client's ankle is appropriately contacting the ADM. If the client attempts to remove the TAD from his or her ankle, a [TAD Proximity Tamper](#) message is transmitted to TotalAccess. Once the TAD is properly returned to the client's ankle, a [TAD Proximity Restore](#) message is reported to TotalAccess. Each tamper message is time-stamped with the actual time the event occurred.

The TAD can only report the proximity tamper while in range of the HomeBase receiver. If the tamper occurs outside of the receiver's range, it will not send the tamper message(s) until it is within range of the HomeBase receiver. Each tamper message is time-stamped with the actual time the event(s) occurred once in range of the HomeBase receiver.

Motion Sensor

A **Motion Sensor** records the amount of time the device is stationary. The TAD motion detection parameter is adjustable in the device setup configuration in TotalAccess. If the TAD is stationary for a preconfigured time-period, a [TAD No Motion](#) message is reported to TotalAccess. Once the TAD begins moving following a stationary period, a [TAD Moving](#) message is transmitted to TotalAccess.

The TAD can only report motion detection while in range of the HomeBase receiver. If motion detection occurs outside of the receiver's range, it will not send the motion message(s) until it is within range of the HomeBase receiver. Each tamper message is time-stamped with the actual time the event(s) occurred once in range of the HomeBase receiver.

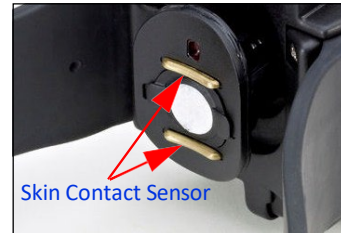
Water Sensor

A **Water Sensor** records the amount of time the TAD is submerged in water. If a TAD is submerged in water for more than 20 minutes, a [TAD In Water](#) message is reported to TotalAccess. Once the TAD has been removed from water, a [TAD Removed From Water](#) message is reported to TotalAccess.

The TAD can only report water detection while in range of the HomeBase receiver. If water detection occurs outside of the receiver's range, it will not send the water message(s) until it is within range of the HomeBase receiver. Each tamper message is time-stamped with the actual time the event(s) occurred once in range of the HomeBase receiver.

Skin Contact Sensor

To prevent a client from sliding material between the ankle and the ADM, TAD includes **Skin Contact Sensors** on the surface of the ADM, which determines if the client is attempting to block the alcohol reading. If the ADM registers low resistance, a [TAD Skin Resistance Low](#) message is sent to TotalAccess. If the skin resistance returns to its normal level, a [TAD Skin Resistance OK](#) message is sent to TotalAccess.



If the client's ankle loses contact with the ADM, a [TAD Skin Resistance High](#) message is transmitted to TotalAccess. Once the client's ankle re-establishes contact with the ADM, a [TAD Skin Resistance OK](#) message is reported to TotalAccess.

The TAD can only report this tamper event while in range of the HomeBase receiver. If this tamper event occurs outside of the receiver's range, the TAD will not send the tamper message(s) until it is within range of the HomeBase receiver. Each tamper message is time-stamped with the actual time the event(s) occurred once in range of the HomeBase receiver.

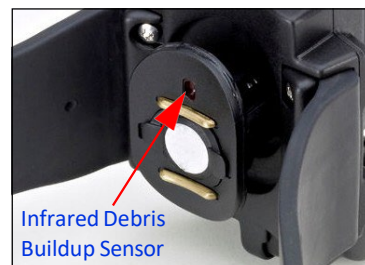
Temperature Sensor

The TAD includes a **Temperature Sensor** to ensure the device is not damaged by extreme heat or freezing temperatures. If the TAD temperature drops below 32°F, a [TAD Temperature Low](#) message is sent to TotalAccess. Conversely, if the TAD temperature exceeds 140°F, a [TAD Temperature High](#) message is sent to TotalAccess. Once the TAD temperature returns to normal, a [TAD Temperature OK](#) message is sent to TotalAccess. If you receive a [Return to BI for Maintenance](#) message in addition to the aforementioned messages, return the TAD to BI immediately to check for damage.

The TAD can only report this temperature reading while in range of the HomeBase receiver. If this tamper event occurs outside of the receiver's range, it will not send the temperature message(s) until it is within range of the HomeBase receiver. Each tamper message is time-stamped with the actual time the event(s) occurred once in range of the HomeBase receiver.

Infrared Debris Buildup Sensor

Dirt and debris can buildup between the client's ankle and the ADM, which can decrease the accuracy level of the alcohol readings. To warn you of this situation, TAD includes an **Infrared Debris Buildup Sensor**. If the sensor becomes blocked, TAD sends a [TAD IR Blocked](#) message to TotalAccess. If this message is received, remove the TAD from the client's ankle, clean the device, and replace the ADM filter. See "Shipping" on page 22. After the TAD is properly cleaned for 24 hours, a [TAD IR Cleared](#) message is sent to TotalAccess.



The TAD can only report this debris buildup while in range of the HomeBase receiver. If the sensor detects debris buildup outside of the receiver's range, it will not send the corresponding message(s) until it is within range of the HomeBase receiver. Each tamper message is time-stamped with the actual time the event(s) occurred once in range of the HomeBase receiver.

Field-Replaceable Battery

The TAD contains a field-replaceable battery, which lasts up to six months of continuous use before requiring replacement. A *TAD Battery Level Low* event is logged with TotalAccess when five days of battery life remain. After receiving this event, the TAD battery must be replaced immediately. Once the battery is replaced, the receiver reports a *TAD Battery Restore* event to TotalAccess.

If the TAD cannot download information to the HomeBase receiver before complete battery depletion, all alcohol data is stored until a new battery is installed. The TAD can hold 7,000 events, which is approximately seven day's worth of alcohol data. Following the new battery installation, all stored data is downloaded to the receiver. This storage feature, known as **Non-Volatile Memory**, prevents the loss of important information regarding alcohol data. For instructions on battery replacement, see page 45.

TAD Activity Graph

Alcohol samples are taken once per minute. After five consecutive samples an average TAC is reported. An alcohol event is recorded after six consecutive averages (30 minutes of data) are above the 0.020 TAC threshold. To review your client's alcohol, skin resistance, or temperature data, log into BI TotalAccess® and run the TAD Activity Graph report. The report can display up to the last 10 days of activity.

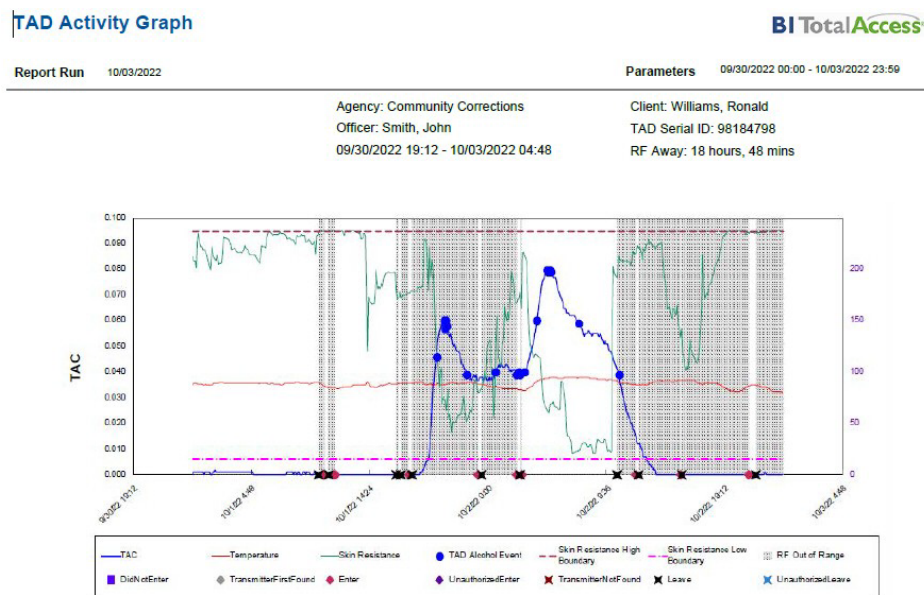
► To Run the Report

1. From the TotalAccess menu, click *Reports*. Enter *TAD* in the Report Search field, and then click *Run* under TAD Activity Graph. To schedule the report via email or fax on a daily or monthly basis, click *Schedule* under TAD Activity Graph - Recurring.
2. From the drop-down menu, select the method to receive the report.
3. Select a specific Officer of Client or click the x to clear the field. Enter the *Start Date/End Date* or click the date field and select the date from the calendar.



BI recommends viewing no more than three days at a time or the data will be difficult to read.

4. Select the parameters by checking the appropriate checkboxes, and then click *GO*.



Skin resistance is displayed in green, temperature is red, and TAC levels in blue. The example above shows a pattern of alcohol present after midnight for three days in a row. The shaded gray areas are used to indicate RF schedules. The TAD Activity Graph also reports related Events during the timeframe selected.

Calibration

TAD is always calibrated with a low alcohol solution, unlike breathalyzers which are usually calibrated with 0.1% alcohol solution. Because only 1% of the client's alcohol intake is absorbed through the skin, TAD must be calibrated accurately to detect small amounts of alcohol. Return the TAD device every six months to BI for calibration.

To help keep track of calibration dates, run the TotalAccess AMD Calibration Report. The report can also be scheduled to be delivered by email or fax on daily or monthly basis.

► To Run the Report

1. From the menu, click [Reports](#). Enter *AMD* in the Report Search field, and then click [Run](#) under AMD Calibration Report or to schedule the report via email or fax on a daily or monthly basis, click [Schedule](#).
2. From the drop-down menu, select the method to receive the report.
3. Select the appropriate *Customer*, *Agency*, or *Officer* from the drop-down menu or click the *All Agencies* checkbox to view all agencies available to your login. Click the x to clear the field.
4. Your email address is defaulted from your Profile or enter the delivery address to send the report.
5. From the *Interval* drop-down menu, select how often you would like to receive the report.
6. Click [GO](#).

Calibration dates in red represent devices with an expired calibration and should be returned to BI immediately. Calibration dates in green will expire in the next month and future calibration dates are shown in black.

AMD Calibration Report

BI TotalAccess[®]

Report Run 11/16/2022 08:36

Agency: Community Corrections

Device: TAD

Serial Number	Client Name	Device	Calibration
9805468	Kurtis, Tomas	TAD	12/05/2022
9801966		TAD	04/27/2023
9804565		TAD	10/12/2022
9800414	Davis, Tom	TAD	03/29/2022
9805118		TAD	01/21/2022
9806201		TAD	11/01/2021
9899998	Sanchez, John	TAD	12/12/2022
9899999	Pederson, Alan	TAD	03/15/2023

HOMEBASE



The HomeBase communicates with TotalAccess through a cellular service connection. The HomeBase reports information received through radio frequency signals sent from the TAD bracelet as well as data from the HomeBase such as location position fixes.

The HomeBase and TAD each have separate identification numbers that are entered into TotalAccess during client enrollment. Once TotalAccess links these numbers, the HomeBase recognizes its assigned TAD.

Internal Battery

If the power cord is disconnected or a power outage occurs, a **Power Loss** event is reported. During the period with no AC power, the HomeBase internal backup battery enables the HomeBase to continue monitoring the TAD's status for up to 48 hours.

When the battery has four hours of reserve power remaining, it reports a **Receiver Low Battery** message and also sends any unreported TAD messages to TotalAccess. Once AC power is restored, a **Power Restore** event is reported and the battery recharges within two hours. The battery will charge whether the unit is keyed on or off as long as plugged into a power source.

If the HomeBase cannot call TotalAccess, messages are stored until communication links are re-established. This storage feature, known as non-volatile memory, prevents the loss of important information regarding the TAD status. The HomeBase memory can hold 50,000 events in non-volatile memory.



When the HomeBase is keyed off, all messages are cleared from memory.

Color Touch LCD

The HomeBase has a 3.5 inch color touch screen which displays the date and time while the client is near. The resistive touch panel responds to a stylus or a fingertip. The screen goes to sleep when inactive for two minutes or when the power cord is unplugged for 30 minutes. Plug the power supply in or touch the screen to wake up the display. The LCD also includes a backlight, which turns on for 30 seconds when the client comes in range of the HomeBase and flashes when a text message is received.

Cellular Service

The HomeBase uses an LTE modem to communicate with TotalAccess. If the HomeBase experiences a loss of cell signal and does not obtain an adequate signal before the expiration of the **Cell Loss Window** (2-60 minutes), the HomeBase stores a **Cell Signal Lost** event. Once the HomeBase regains a cell signal, it sends a **Cell Signal Acquired** event to TotalAccess along with the previous **Cell Signal Lost** event. Both events are timestamped with the initial occurrence time.

PRODUCT SPECIFICATIONS

- Size: 7.6 X 16.5 X 19 cm (3.0 X 6.5 X 7.5 in)
- Weight: 573g (20.2 oz)
- Input: 100-240V
- Output: 9V 3A
- Length: 5 feet
- Battery Type: Lithium-ion rechargeable
- Antennas: Two internal
- Operating Temperature: 0° C to 40° C
- Humidity: Maximum 90% non-condensing
- Location Positioning: GPS, GLONASS, and Wi-Fi
- Antennas: RF and Cellular
- Cellular Network: LTE
- Message Buffer: 50,000
- RF Range (approximate):
High Range: 46 m (150 ft)
Medium Range: 23 m (75 ft)
Low Range: 11 m (35 ft)
- *The approximate distances were established indoors
- Serial Number Range: 2100000-2299999

Location Positioning



The HomeBase uses GPS and GLONASS to gather location information from a minimum of three satellites to calculate a two-dimensional position. If a location fix is not available within five minutes, then the HomeBase uses Wi-Fi to find a location fix. The *Position Acquisition Rate* determines how often the HomeBase records a location position. The rate can be configured to once a day, once a week, or once a month. Figure 1 shows location point types displayed in Enhanced Mapping.

The *Position Acquisition Rate* automatically changes to once a minute when the HomeBase is in motion. Once the HomeBase is stationary, the *Position Acquisition Rate* returns to the previous *Position Acquisition Rate* configuration. Location points are displayed in TotalAccess per the map legend.

HomeBase Location

TotalAccess can request the HomeBase to send its location immediately. From the Tools tab in TotalAccess, you can request a [Find Base Station](#) location. A [Locate Request Delivered](#) event is reported when TotalAccess contacts the HomeBase to send its location. The location request requires the HomeBase to acquire a position fix and send all stored data to TotalAccess. Once received, a [Locate Request Complete](#) event is reported. If the HomeBase fails to acquire a position fix or fails to contact TotalAccess a [Locate Request Failed](#) event is reported.

Over the Air Updates

Firmware updates are distributed in a controlled method to active HomeBase units as necessary. New features can be added to the HomeBase without returning the unit to BI for updates. Upon successful completion of the firmware update, the HomeBase reports a [FOTA Install Successful](#) event.

Tamper Reporting

The HomeBase has the ability to detect tampering with the unit.

Motion

The HomeBase contains a 3-axis accelerometer to determine if the unit is being moved. The *Base Station Motion Window* configuration determines the amount of time that unit must detect movement before the motion is reported to TotalAccess and can be set to 120 seconds, 60 seconds, 10 seconds, or turned off. For example, when the configuration is set to 120 seconds, the HomeBase sends a [Receiver Motion](#) event when the unit detects constant motion for 120 seconds. When it no longer detects motion for five minutes, the unit sends a [Receiver Stationary](#) event.

Case

The HomeBase contains a light sensor that detects light within the case to alert that the HomeBase case has been compromised or the client has attempted to open the case. The unit should be checked for evidence of tampers or damage to the case. When the HomeBase detects light for three seconds or more, the unit sends a [Receiver Case Tamper](#) event. When light is no longer detected within the case, the unit sends a [Receiver Case Restore](#) event.

GPS Jamming

Occasionally, high-powered frequencies can interrupt the signal between GPS satellites and GPS devices. A GPS jamming device is specifically designed to block cell phones or GPS enabled devices from making or receiving calls, connecting to the Internet, or finding the device's location. The HomeBase is capable of detecting GPS jamming frequencies to identify if the occurrence is intentional. If the HomeBase detects a decibel level higher than the GPS signal and has lost GPS for 15 minutes, it reports a [GPS Jam Detect](#) event to TotalAccess. Once the GPS jamming frequency reduces, the HomeBase sends a [GPS Jam Reset](#) event to TotalAccess. The HomeBase also utilizes Wi-Fi for location acquisition. Even with a GPS jamming device interrupting GPS signals, the HomeBase can report its location through Wi-Fi location acquisition.

Text Messaging

The HomeBase has the ability to receive officer-initiated messages sent from TotalAccess. For example, if you need to remind your client of a meeting or court date, you can send a “Remember your appointment” message. From the Tools menu, select a standard message or enter a custom 150 character message to send immediately or at a future date. You can also require the client to acknowledge receipt of the text message.

Depending on the *Base Station Notification Method* configuration, when the HomeBase receives a text message and the client is within 35 feet of the HomeBase, the display backlight will flash and the unit may emit a tone if configured. The following text message options are available:

- “Call your officer now.”
- “Please pay your fees immediately.”
- “Remember your appointment.”
- “Report to the office immediately.”
- Custom message

► To receive a notification message

1. Depending on the configuration setting, the HomeBase backlight blinks or will blink and emits a tone as notification of a new message.
2. The message appears on the display. If the client is not in range when the message is delivered, you may need to tap the display to view the message.
3. Read the entire message. If required, tap the **ACCEPT** button to acknowledge the message. An *Acknowledged* event is reported when accepted.



If there are multiple messages, the process above applies to each subsequent message.

The HomeBase will hold up to ten messages and allows you to scroll through the list to review at any time. When the 11th message is delivered, the first message is dropped and the last message is stored. All messages will be deleted when the HomeBase is keyed off or a firmware update is received.

► To review prior messages

1. Tap the **MESSAGES** button on the HomeBase display.
2. Hold the stylus or your finger on the blue scroll bar on the right side of the display and slide down to scroll through the messages.
3. Tap the desired message to review.
4. When finished reviewing, tap the **X** in the upper-right corner of the display.

Curfew Monitoring

The HomeBase allows you to monitor the presence or absence of the TAD bracelet attached to the client in relation to the HomeBase. Using TotalAccess, you can create specific schedules as to when the client is required to be at the location. You can also create schedules as to when the client may leave location or must be away from the location.

Range

Because many factors affect radio frequency signal range, it is helpful to understand the possible external elements that can alter range signals. Signal ranges can be affected by equipment elevation and obstructions between the TAD and the HomeBase.

Equipment elevation plays an important part in range. The higher the HomeBase is above ground, the greater the range. When the HomeBase is installed on a second floor, the actual range may be greater than normal. If the HomeBase is installed in a basement, the range may be less than normal. Place the HomeBase three feet above the ground floor—do not place it directly on the floor or on a surface higher than three feet.

Obstructions between the TAD and HomeBase may reduce the range or reception. Obstructions can be minor, such as a wall constructed with wood and plaster that absorb some of the signal; obstructions can also be significant, such as metallic surfaces or objects. For example, kitchen appliances might deflect the signal. Certain housing construction materials (e.g., metalized insulation) can also obstruct the signal.

The *Base Station Range* configuration sets the distance between the HomeBase and TAD before reporting an *Enter* or *Leave* event. The HomeBase range can be automatically or manually set to one of three range settings.

The HomeBase range configurations settings are:

- **Determine with Range Test.** Automatically configures the range setting to High, Medium, or Low based on the range test.
- **High.** Manually sets the range to approximately 150 feet
- **Medium.** Manually sets the range to approximately 75 feet
- **Low.** Manually sets the range to approximately 35 feet

The approximate distances listed above were established indoors with no obstructions between the HomeBase and TAD.



BI suggests performing a range test for each installation to verify the appropriate range setting.

When you configure the *Base Station Range* to one of the manual settings, then that is the range that the HomeBase will pick up transmissions from the TAD. For example, when you complete a range test with a result of *Medium Range Selected*, it means that the furthest distance that the client moved from the HomeBase during the range test was approximately 75 feet. If the client must remain in the residence, then change the *Base Station Range* configuration to Medium. If the client is allowed to go further than the residence, then you can set the *Base Station Range* configuration at High.

When you configure the *Base Station Range* to Determine with Range Test, the range is set to High. After you complete a range test, the range configuration is the result of the range test. For example, when you complete the range test with a result of *Medium Range Selected*, the range is configured to Medium or approximately 75 feet. (If necessary, please note this test result as it is not identified in TotalAccess at this time.) If the client is allowed to go further than the residence, then you must manually set the *Base Station Range* configuration to High.

Chapter 2

Safety Information

FEDERAL COMMUNICATIONS COMMISSION (FCC)

The FCC registration number is located on the HomeBase LTE label on the bottom of the unit and stamped in the TAD case.

United States FCC, Part 15

This equipment complies with Part 15 of the FCC Rules. If requested, this information must be provided to the telephone company. 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.

Any changes or modifications by the user to the equipment that are made without written approval by BI Incorporated could void the user's authority to operate the equipment.

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 (RF) energy. 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.

États-Unis FCC [Commission fédérale des communications], Partie 15

Cet équipement est conforme à la Partie 15 des Règles FCC. Si demandé, ces informations doivent être fournies à la compagnie de téléphone. L'opération est soumise aux deux conditions suivantes: (1) Cet appareil ne peut pas causer d'interférences nuisibles, et (2) cet appareil doit accepter toute interférence reçue, y compris les interférences qui peuvent causer un fonctionnement non désiré.

Tous changements ou modifications à l'équipement fait par l'utilisateur sans avoir reçu la permission écrite de BI Incorporé pourrait annuler l'autorité de l'utilisateur d'opérer l'équipement.

Cet équipement a été testé et il s'est avéré conforme aux limites pour un appareil numérique de Classe B, conformément à la Partie 15 des Règles FCC. Ces limites sont conçues pour fournir la protection raisonnable contre l'interférence dans une installation résidentielle. Cet équipement génère, utilise et peut rayonner l'énergie de fréquence radio (RF). S'il n'est pas installé et utilisé selon les instructions, il peut causer des interférences nuisibles aux communications radio. Cependant, il n'y a pas de garantie que des interférences ne se produiront pas dans une installation particulière.

United States FCC, Part 68

This equipment complies with Part 68 of the FCC rules. Located on the equipment is a label that contains, among other information, the ACTA registration number and ringer equivalence number (REN.) If requested, this information must be provided to the telephone company.

The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the REN's should not exceed five (5.0). To be certain of the number of devices that may be connected to the line, as determined by the total REN's contact the telephone company to determine the maximum REN for the calling area.

This equipment cannot be used on the telephone company-provided coin service or Party Line Service.

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order for you to make the necessary modifications in order to maintain uninterrupted service.

If trouble is experienced with this equipment, please contact: BI Incorporated at 6265 Gunbarrel Ave., Suite B, Boulder Colorado 80301, USA; 303-218-1000.

If the trouble is causing harm to the telephone network, the telephone company may request you to remove the equipment from the network until the problem is resolved.

This equipment uses the following USOC jacks: RJ11C

There are no customer-serviceable parts inside the TAD and HomeBase equipment. However, the TAD battery and power and phone cords which connect to the HomeBase LTE are replaceable.

États-Unis FCC, Partie 68

Cet équipement est conforme à la Partie 68 des Règles FCC. Situé sur l'équipement est une étiquette qui contient, parmi d'autres informations, le numéro d'enregistrement ACTA [Accord commercial anticontrefaçon] et le numéro d'équivalence de sonnerie (REN). Si demandé, ces informations doivent être fournis à la compagnie de téléphone.

Le REN est utilisé pour déterminer la quantité des appareils qui peuvent être connectés à la ligne téléphonique. Les REN excessifs sur la ligne téléphonique peuvent entraîner la non-sonnerie des dispositifs en réponse d'un appel entrant. Dans la plupart, mais pas tous les domaines, la somme d'un NES ne doit pas dépasser cinq (5.0). Afin d'être certain du nombre d'appareils qui peuvent être connectés à la ligne, tel que déterminé par les NES totaux, contactez la compagnie de téléphone pour déterminer le NES maximal pour le domaine d'appel.

Cet équipement ne peut pas être utilisé pour le service à pièces ni le service de ligne partagées fourni par la compagnie de téléphone.

Si cet équipement cause des dommages au réseau téléphonique, la compagnie de téléphone vous notifiera à l'avance que l'interruption temporaire de service peut être nécessaire. Si une notification à l'avance n'est pas pratique, la compagnie de téléphone notifiera le client dès que possible. Vous serez également avisé de votre droit de déposer une plainte auprès du FCC si vous croyez que cela est nécessaire.

La compagnie de téléphone peut apporter des modifications dans ses installations, ses équipements, ses opérations ou ses procédures qui peuvent affecter l'opération des équipements. Si cela se produit, la compagnie de téléphone vous fournira un préavis pour que vous puissiez apporter les modifications nécessaires afin de maintenir le service ininterrompu.

Si vous rencontrez des problèmes avec ces équipements, veuillez contacter: 6265 Gunbarrel Ave., Suite B, Boulder Colorado 80301, USA; 303-218-1000.

Si le problème cause des dommages au réseau téléphonique, la compagnie de téléphone peut vous demander de retirer l'équipement du réseau jusqu'à la résolution du problème.

Ces équipements utilisent les prises du USOC [Code de commande normalisée]: RJ11C

L'appareil ne contient aucune pièce susceptible d'être réparée par le client. Cependant, le cordon d'alimentation et le cordon téléphonique, qui se connectent à l'appareil, sont remplaçables.



Only use the power supply and phone cord provided with the equipment. Contact Customer Business Services (CBS) at 800.241.5178 option 1 or hdcbs@bi.com to order a replacements.

Utilisez uniquement le cordon d'alimentation et du téléphone qui sont fournis avec l'appareil. Contactez es Services à la clientèle commerciale (CBS) au 800.241.5178 option 1 ou hdcbs@bi.com pour commander des remplacements.

Requirements for Exposure to Radio Waves

This equipment meets international guidelines for exposure to radio waves. The TAD is designed not to exceed the limits for exposure to radio waves recommended by international guidelines. The guidelines were developed by an independent scientific organization (ICNIRP) and include a substantial safety margin designed to assure the safety of all persons regardless of age and health. The radio wave exposure guideline uses a unit of measurement known as the Specific Absorption Rate, or SAR.

The SAR limit for mobile devices is 1.6 W/Kg with a separation distance as follows:

Head – 0 mm Body
– 10 mm

Votre appareil porté sur soi est conçu pour ne pas dépasser les limites d'exposition aux ondes radio, qui sont recommandées par la ICNIRP (Commission internationale de protection contre les rayonnements non ionisants). Les directives comprennent une marge de sécurité substantielle conçue pour assurer la sécurité de toutes les personnes, indépendamment de leur âge et de leur santé.

La norme d'exposition pour les téléphones mobiles sans fil utilise une unité de mesure connue sous le nom de Débit d'absorption spécifique (SAR). La limite SAR [*Taux d'absorption spécifique*] est 1.6 W/kg avec une distance de séparation suivante:

Tête - 0mm W/Kg Corps
- 10mm W/Kg

Electromagnetic Interference/Compatibility

Nearly every electronic device is susceptible to electromagnetic interference (EMI) if inadequately shielded, designed, or otherwise configured for electromagnetic compatibility.

Interférence/compatibilité électromagnétique

Presque tous les appareils électroniques sont sensibles aux interférences électromagnétiques (EMI) s'ils ne sont pas protégés, conçus ou autrement configurés pour assurer la compatibilité électromagnétique.

Medical Devices

If a person using the TAD equipment also uses any personal medical device (i.e., pacemaker, hearing aid, etc.), consult the manufacturer of the personal medical device to determine if it is adequately shielded from RF energy. A physician may be able to assist in obtaining this information.

Appareils médicaux

Si une personne utilisant l'équipement TAD porte un appareil médical personnel quelconque (ex. stimulateur cardiaque, aide auditive, etc.), consultez le fabricant de cet appareil médical afin de déterminer s'il est correctement protégé contre les radiofréquences. Un médecin pourra être en mesure de vous aider à obtenir cette information.

Operational Warnings

There are certain areas where you want to avoid operation of any radio product.

Avertissements concernant le fonctionnement

Il est recommandé d'éviter d'utiliser un appareil radio dans certaines zones.

Potentially Explosive Atmospheres

Turn off any radio product prior to entering any area with a potentially explosive atmosphere unless it is a radio product type especially qualified for use as "Intrinsically Safe" (for example, Factory Mutual, CSA, or UL-approved). Do not remove, install, or charge batteries in such areas. Sparks in a potentially explosive atmosphere can cause an explosion or fire resulting in bodily injury or even death.

Atmosphères potentiellement explosives

Éteignez tout appareil radio avant de pénétrer dans une zone présentant une atmosphère potentiellement explosive, sauf s'il s'agit d'un appareil spécialement qualifié comme étant « intrinsèquement sûr » pour un tel usage (par exemple, homologué UL, CSA ou Factory Mutual). Veillez à ne pas retirer, installer ou recharger des piles dans ces zones. Dans une atmosphère potentiellement explosive, des étincelles peuvent provoquer une explosion ou un incendie entraînant des blessures corporelles, voire la mort.



The areas with potentially explosive atmospheres referred to above include fueling areas, such as below boat decks; fuel or chemical transfer or storage facilities; areas where the air contains chemicals or particles, such as grain, dust, or metal powders; and any other area where you would normally be advised to turn off your vehicle engine. Areas with potentially explosive atmospheres are often but not always posted.

Les zones potentiellement explosives mentionnées plus haut comprennent les aires de ravitaillement du carburant (ex. : sous le pont d'un bateau), les installations de transfert ou d'entreposage de carburants ou de produits chimiques ou des particules (grains, poussière ou poudre métallique) et tout autre lieu où il serait normalement recommandé de couper le moteur de votre véhicule. Les zones potentiellement explosives sont souvent, mais pas toujours, signalées.

Operation and EME Exposure

The equipment represented herein is designed to comply with the following national and international standards and guidelines regarding exposure of human beings to radio frequency electromagnetic energy (EME):

- United States Federal Communications Commission, Code of Federal Regulations; 47 CFR part 2 sub-part J.
- American National Standards Institute (ANSI)/Institute of Electrical and Electronics Engineers (IEEE). C95. 1-2005.
- Institute of Electrical and Electronics Engineers (IEEE). C95. 1-2005 Edition.
- International Commission on Non-Ionizing Radiation Protection (ICNIRP) 1998.
- Ministry of Health (Canada). Safety Code 6- Limits of Human Exposure to Radio Frequency Electromagnetic Fields in the Frequency Range from 3 kHz to 300 GHz (2015).
- Australian Communications Authority Radiocommunications (Electromagnetic Radiation - Human Exposure) Standard 2014.
- ANATEL (Agência Nacional de Telecomunicações), Brazil Regulatory Authority, Resolution 303 (July 2, 2002) "Regulation of the limitation of exposure to electrical, magnetic, and electromagnetic fields in the radio frequency range between 9 kHz and 300 GHz." Attachment to Resolution 303 from July 2, 2002. Updated on November 22, 2012.

INNOVATION, SCIENCE, AND ECONOMIC DEVELOPMENT CANADA

This product meets the applicable Innovation, Science, and Economic Development Canada technical specifications. 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.¹

Under Industry Canada regulations, this radio transmitter may only operate using an antenna of a type and maximum (or lesser) gain approved for the transmitter by Industry Canada. To reduce potential radio interference to other users, the antenna type and its gain should be so chosen that the equivalent isotropically radiated power (e.i.r.p.) is not more than that necessary for successful communication.

Le présent produit est conforme aux spécifications techniques applicables d'Innovation, Sciences et Développement économique Canada. Son fonctionnement est assujéti aux deux conditions suivantes: (1) cet appareil ne doit pas causer d'interférences nuisibles; et (2) cet appareil doit accepter toutes les interférences reçues, y compris celles pouvant entraîner un fonctionnement indésirable.

Conformément à la réglementation d'Industrie Canada, le présent émetteur radio peut fonctionner avec une antenne d'un type et d'un gain maximal (ou inférieur) approuvé pour l'émetteur par Industrie Canada. Dans le but de réduire les risques de brouillage radioélectrique à l'intention des autres utilisateurs, il faut choisir le type d'antenne et son gain de sorte que la puissance isotrope rayonnée équivalente (p.i.r.e.) ne dépasse pas l'intensité nécessaire à l'établissement d'une communication satisfaisante.

CS03 Compliance



The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe systems, if present, are connected together. This precaution may be particularly important in rural areas.



Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.



The Ringer Equivalence Number (REN) indicates the maximum number of devices allowed to be connected to a telephone interface. The termination of an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices not exceed five.

L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de dispositifs qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme des IES de tous les dispositifs n'excède pas cinq.

1. <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08449.html>

CSA/UL RECOGNIZED COMPONENT MARK

The equipment batteries are recognized by CSA/Underwriter Laboratories (UL). Representative samples of this component have been evaluated by UL and meet applicable safety requirements.

Les batteries de l'équipement sont reconnues par CSA/Underwriter Laboratories (UL). Des échantillons représentatifs de ce composant ont été évalués par UL et répondent aux exigences sécurité applicables.

DISPOSAL

Lithium Battery



Do not disassemble, short circuit, or dispose of in fire. Improper use may result in fire. Only use the BI power supply and cord. Return equipment to BI Incorporated for recycling.

Veuillez ne pas la démonter, court-circuit ou jeter au feu. Toute utilisation incorrecte peut causer un incendie. Utilisez uniquement l'alimentation et le cordon BI. Renvoyez l'équipement à BI Incorporated pour le recyclage.

Electronic Product



All electrical products that reach the duration of their functioning capabilities must be returned to BI Incorporated for recycling.

Tous les produits électriques qui atteignent la fin de leur durée de fonctionnement doivent être renvoyés à BI Incorporated pour le recyclage.

Chapter 3

Installation & Removal

TAD

Installation and Removal

Prior to installing the TAD and HomeBase, enroll the client in TotalAccess and assign the serial numbers in Device Setup. If you fail to provide this information, the TAD unit cannot function properly and your client cannot be monitored.

The installation process for the TAD unit involves 3 steps:

- Assembling the device
- Sizing for proper fit
- Attaching the device to the client

Discard the locking pins, ADM filter, and ADM stopper after each use. All other supplies are reusable and should not be discarded. Keep in mind that the battery should be replaced after six months of continuous use. Discard the battery cover when replacing the battery. You will need a spanner screwdriver, available in your TAD Toolkit, to change the strap.

Assembling

Before beginning to assemble the TAD unit, verify that you have the necessary parts:



Use the ADM Stopper when storing the TAD device.

► To assemble the TAD device

1. Insert the connector from the new battery into the connector from the TAD unit aligning the black and red wires.
2. Slide the battery into the battery well so the *PULL TAB* label is exposed at the opening of the battery well. Place the connector on top of the battery and then fold the *PULL TAB* label down.
3. Place the gray battery cap over the battery well. Using a coin or the battery cap tool (included in your TAD Toolkit), rotate the gray battery cap clockwise until secure. Connect the battery cover to the battery housing compartment. You will hear a distinct click when it is properly installed.
4. Replace the ADM Stopper with the ADM filter.

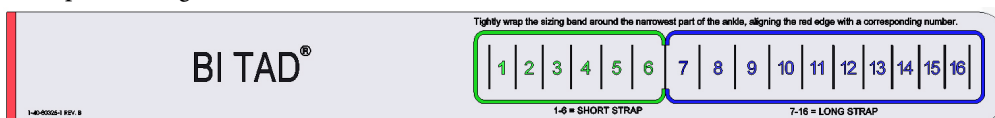


Sizing

To ensure proper operation, the TAD must be sized to fit the narrowest part of the client's ankle.

► To size the TAD device

1. While the client is standing, wrap the TAD sizing band around the narrowest part of the bare ankle, aligning the red edge with a corresponding number. Record the sizing number. For measurements 1-6, skip to next step Attaching.



2. For measurements 7-16, you will need to change to the adjustable strap. Using a spanner screwdriver, rotate each screw counter-clockwise until loose. Remove the strap clamp with the two screws, and keep for reassembly. Remove the short adjustable strap and replace with the standard adjustable strap.
3. Place the strap clamp over the strap. Secure the strap to the unit case with the strap clamp and screws from step 2. Using a spanner screwdriver, rotate each screw clockwise until secure.

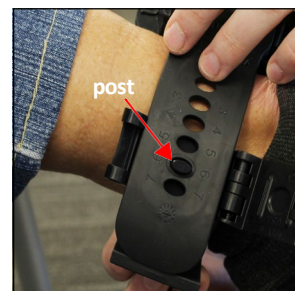
Attaching

When attaching the TAD to the client, keep the following requirements in mind:

- The strap sizing numbers must face outward (away from the leg).
- BI recommends the TAD be installed with the battery facing upward (toward the client's knee).

► To attach the TAD device

1. If the buckle has already been assembled, skip to step 2. Assemble the male and female hinges by inserting the wing-tipped end of the joint pin until flush with the buckle. Do not use any type of tool to insert the joint pin. This piece is now referred to as the buckle.
2. Insert the bridge into the corresponding numbered hole that you noted in step 1 of the previous section Sizing. The buckle's male hinge will go against the client's leg.

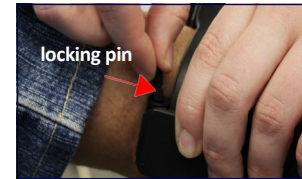


3. Wrap the adjustable strap around the client's ankle and inside the fixed strap.



Do NOT wrap the adjustable strap in front of the Alcohol Detection Module (ADM) because the strap will prevent the ADM from absorbing the client's perspiration.

4. Wrap the fixed strap around the client's ankle and on top of the adjustable strap. The ADM must be firmly pressed against the client's ankle with at least a 50% depression into the ADM cavity.
5. Align the bridge with the fiber-optic connector on the fixed strap. Press firmly on the fixed strap to hold both straps in place.
6. Close the buckle around the straps until the hinge loops are aligned.
7. Firmly press a locking pin into both sides of the buckle. The wing-tipped end must be inserted first. Do not use any type of tool to insert the locking pins.



Confirmation

TAD performs several routines upon installation and communicates with the HomeBase receiver. The following messages will appear when the TAD is successfully installed:

- *TAD Proximity Restore*
- *TAD Strap Restore*
- *TAD Install OK*
- *TAD Skin Resistance OK* (may take up to one hour to report)
- *TAD Recharge Solution OK*

Improper Installation

Improper installation of TAD components can cause the fiber-optic tamper circuitry to lose connection. The TAD senses this as an attempt to remove the strap and generates an alert each time the parts lose contact with each other. This can be a one-time, periodic, or frequent event. The unit must be removed and carefully inspected to determine if this is the cause. Possible assembly problems are:

- The bridge is not properly seated inside the fiber-optic connector.
- The locking pins were installed on the wrong end of the buckle.
- The locking pins broke, creating a loose fiber-optic connection.

If the TAD is not fitted properly, a proximity/skin resistance tamper may be transmitted. The device must be installed on the narrowest part of the bare ankle, and the ADM should be firmly pressed against the client's ankle with at least a 50% depression into the ADM cavity.

Removing the TAD device

After the client is discharged from your monitoring program, the TAD must be removed from the client's ankle and returned to BI. You may also need to remove the TAD if the battery, straps, buckle, or the unit case requires replacement. You will need a standard screwdriver to remove the unit.

The following parts are reusable:

- | | |
|----------------|----------------------------------|
| • Unit Case | • Fixed Strap |
| • Battery | • Adjustable Strap |
| • Battery Cap | • Short Adjustable Strap |
| • Strap Clamps | • Buckle (male and female hinge) |
| • Screws | |

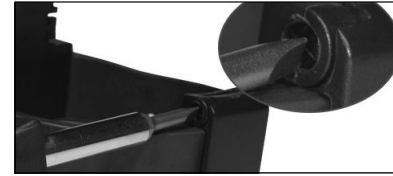
► To remove the TAD device

 Do **NOT** cut the strap to remove the device from the client's ankle.

1. While the unit is still on the client's ankle, insert a standard (flat-head) screwdriver into the notched groove on the locking pin. Turn the screwdriver counter-clockwise until the pin breaks. You must complete this step for both locking pins on each side of the buckle. Discard the locking pins.

 Use a 3/16" standard screwdriver or the standard bit marked 250SS5 (bit size 6-8) available in the yellow handle of the screwdriver included in your TAD toolkit. Do not use the spanner bit to remove the pins.

2. Pull firmly on the fixed strap to disengage the buckle from the strap.
3. Remove the TAD unit from the client.
4. Replace the ADM filter with an ADM stopper. Discard the ADM filter.
5. See "Shipping" on page 45 to return the unit to BI.



HOMEBASE INSTALLATION

The following section describes the HomeBase installation and removal. BI recommends that you personally install the unit inside the client's home and complete a range test.

If you plan to set up the unit in the office to send home with the client and perform the range test at a later date, see the *HomeBase Installation at the Office* section on page 24.

Placement Guidelines

To properly install the unit, you must first have a level surface, such as a wood table or counter near a power outlet. The power outlet should NOT be controlled by a light switch as the client or a family member may accidentally turn it off, which results in a power failure to the unit.

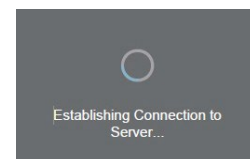
Review the following guidelines to ensure proper placement:

- Install the unit in the center of the home for complete coverage. If this is not possible, install the unit where the client spends the most time such as the bedroom.
- Place the unit three feet above the floor. Do not place the unit directly on the floor.
- Ensure the unit is not on top of or next to metal items, such as appliances, mirrors, or metal shelves.
- Keep out of direct sunlight and heavy traffic areas.
- Do not place anything on top of the unit.

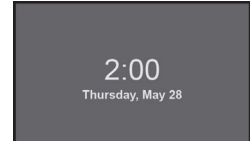
► HomeBase Installation in the Residence

Before installing the unit, make sure you have secured the TAD bracelet on the client ankle (see page 19). No special tools are required to install the unit, you will only need the officer key to turn on the unit.

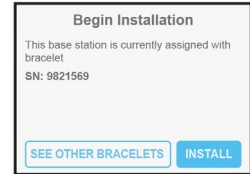
1. In the selected location, plug the power cord into the back of the unit and the other end into the wall socket. Do not plug the unit into an outlet that is controlled by a light switch. Accidentally turning off the switch and unit can cause false power fail alerts and run down the backup battery.



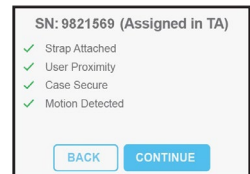
- Using your officer key, turn the unit keyswitch to the **ON** position. When the display shows the date and time, discreetly tap the unit display three times to enter the setup mode. The setup mode is available for one hour.



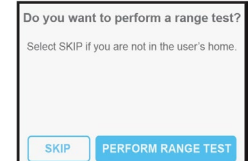
- The display shows the assigned TAD. Tap **INSTALL**, if the TAD serial number is correct. If the serial number is incorrect, key off the unit and call the BI Monitoring Operations to review the serial number assigned in TotalAccess.



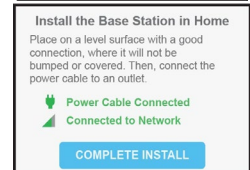
- Next, the TAD installation is verified. Tap **CONTINUE**, if the TAD status has all green marks. Otherwise tap **BACK**, fix the TAD installation, and then tap **CONTINUE**.



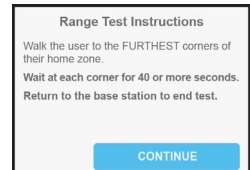
- Tap **PERFORM RANGE TEST**.



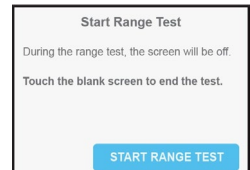
- If the power cable and network connection are green, tap **COMPLETE INSTALL**. If the cellular network is red, move the unit to a location with better cell service. This may be closer to a window or outer wall.



- Read the Range Test Instructions and then tap **CONTINUE**.

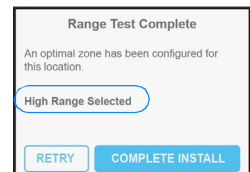


- During the range test, the unit will emit a tone approximately 15-30 seconds apart. When you are ready to begin, tap **START RANGE TEST**. Ask the client walk to different areas of the residence, pausing at each location to listen for the tone. If you do not hear a tone within 40 seconds, the TAD is out of range.



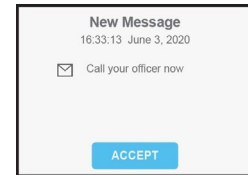
- Once the range test is complete, tap the display to end the range test.

 *The “xxx Range Selected” message is only applicable when Determine with Range Test is set in Device Configurations. If you have configured the range setting to High, Medium, or Low, that is the range setting.*



- If the range test found missed transmissions, you can move the unit to another location to improve the range, and then tap **RETRY** to complete another range test. If an optimal range was reported, then tap **COMPLETE INSTALL**. The display shows the time and date.

11. If you have access to the BI TotalAccess Mobile app, send a message from the Tools tab, otherwise please contact BI Monitoring Operations to send a message. Show the client how the message appears on the unit display, and how to tap **ACCEPT** to acknowledge the message.
12. Discuss all the Client Guide information with the client before giving the guide to the client.



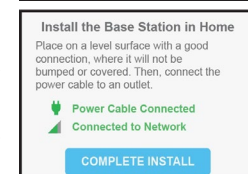
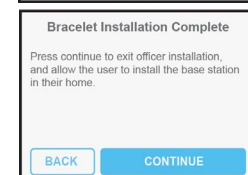
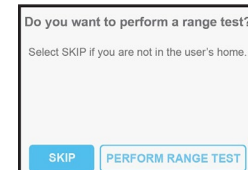
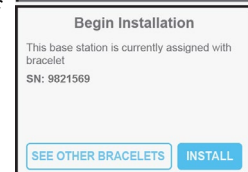
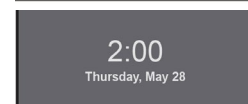
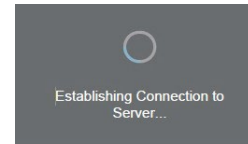
► HomeBase Installation at the Office with Range Test Later

Use the following instructions when sending the HomeBase with the client to place in the selected location and complete a range test at a later time.

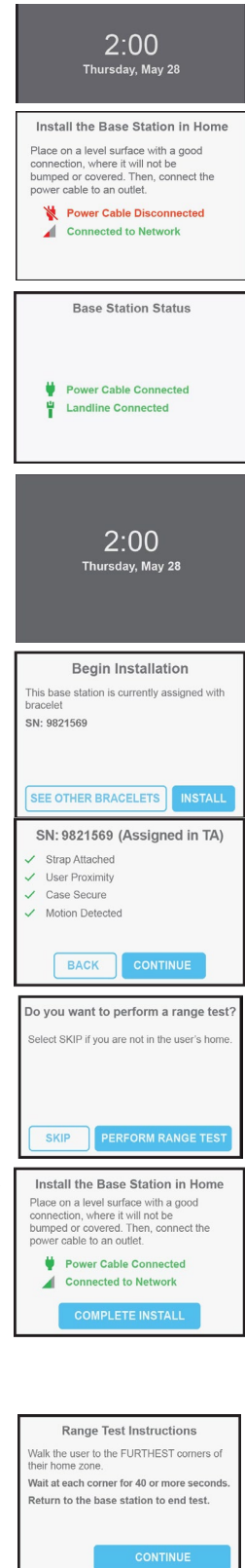
1. After installing the TAD bracelet on the client's ankle, plug the power supply into the unit, and the other end into a wall outlet. Use your officer key to turn on the unit.
2. When the display shows the date and time, discreetly tap the screen three times to enter the setup mode. Tap **INSTALL** when the display shows the assigned TAD.
3. Tap **INSTALL**, if the correct TAD is displayed. If the serial number is incorrect, key off the unit, verify the serial number assigned in TotalAccess, and change if necessary.
4. Tap **CONTINUE**, if the TAD status displays all green marks. Otherwise, tap **BACK** and fix the TAD installation.
5. Tap **SKIP** to perform the range test at a later date.

 **The unit range is set in Device Configurations. If set to Determine with Range Test, the setting is High until determined by the range test.**

6. Tap **CONTINUE** to complete the TAD installation.
7. Tap **Complete Install**.
8. Arrange a time to meet the client at the residence to complete the range test. Using the Client Guide, instruct the client on installing the unit in the residence. Then, discuss the Client Guide information with the client before giving the guide to the client.
9. Unplug the power supply and give to the client with the unit.



10. After arriving at the residence, the client should place the unit in the selected location and plug in the power cord. Once the display is updated to connected, the display shows the date/time.
11. When you arrive at the residence, check unit placement and the power supply outlet. Pull the power plug and then plug back in to force the unit to call for any updates. After the call is completed, discreetly tap the screen three times to enter the setup mode.
12. Tap *INSTALL* when the display shows the assigned TAD.
13. Tap *CONTINUE*, if the TAD status displays all green marks. Otherwise, tap *BACK* and fix the TAD installation, and then tap *CONTINUE*.
14. Tap *PERFORM RANGE TEST*.
15. If the power cable and network connection are green, tap *COMPLETE INSTALL*. If the cellular network is red, move the unit to a location with better cell service. This may be closer to a window or outer wall.
16. Read the Range Test Instructions and then tap *CONTINUE*.



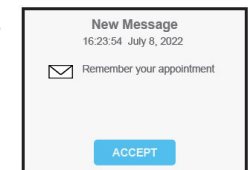
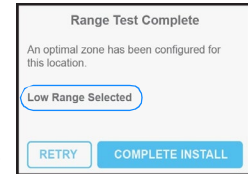
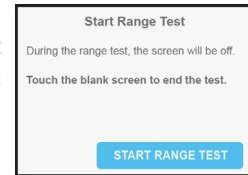
17. During the range test, the unit will emit a tone approximately 15-30 seconds apart. When you are ready to begin, tap **START RANGE TEST**. Ask the client walk to different areas of the residence, pausing at each location, and listen for the tone. If you do not hear a tone within 40 seconds, the TAD is out of range.

18. Once the Range test is complete, tap the display to end the range test.



The “xxx Range Selected” message is only applicable when Determine with Range Test is set in Device Configurations. If you have configured the range setting to High, Medium, or Low, that is the range setting.

19. If the range test found missed transmissions, move the unit to another location to improve the range. Tap **RETRY**, and complete another range test. If an optimal zone has been created, then tap **COMPLETE INSTALL**. The display shows the time and date.
20. If you have access to the BI TotalAccess Mobile app, send a message from the Tools tab, otherwise please contact BI Monitoring Operations to send a message. Show the client how the message appears on the unit screen, and to tap **ACCEPT** to acknowledge the message.
21. Remind the client of the Client Guide information given to them after installing the TAD.



Removing the HomeBase LTE

When a client is discharged from the program, the unit must be returned to the agency. Depending on your agencies protocol, the client can complete step 2 below and return the unit and power supply to the agency.

► To remove the HomeBase

1. Deactivate the client in TotalAccess.
2. Unplug the power supply from the wall outlet.
3. Using the officer key, turn the keyswitch to the **OFF** position.

Chapter 4

Frequently Asked Questions

HOMEBASE FAQS

Answers to questions most commonly asked by officers and clients regarding the HomeBase:

How does the unit determine a Low, Medium, or High result with the Determine by Range test configuration?

The range can be configured to: High (150 ft.), Medium (75 ft.), or Low (35 ft.) or you can set the range for “Determine with Range Test” which will select a range setting of High, Medium, or Low range based on the range test. For more information, see “Range” on page 11.

Why would the range be adjusted to medium or low?

If you want to limit the range of clients living in a residence near other residences, such as an apartment, you could set the range to low or medium. If the client went into the neighboring apartment, an out of range alert is reported. Always complete a range test to set the correct range.

Does living in a mobile home affect the range?

If the mobile home is constructed of metallic siding materials, the range may be reduced. BI recommends using the high range setting in these situations.

How long does it take for the unit’s battery to recharge after it is completely drained?

The HomeBase battery recharges within 2 hours. The battery automatically begins to recharge when power is restored.

If the unit cannot call TotalAccess at a scheduled call back period, what message will I see on my summary report?

Receiver Missed CallBack indicates a missed scheduled call.

Can the client use the cellular connection?

No, the client will not be able to call out or receive calls using the unit’s cellular connection.

Can you replace the HomeBase without replacing the TAD?

Yes. The HomeBase and TAD are paired by their identification numbers. Record the new HomeBase identification number in TotalAccess or contact the monitoring center prior to the replacement.

How do I return to the officer setup mode?

There are three ways to access the officer setup mode. From the Tools tab, you can click *Activate Setup Mode* or select *Send a custom message* with the message “install”, and tap *Send Now*. Check the Alerts & Events tab to ensure a Message or Setup event has been reported, and then tap the screen three times in the clock region to enter the officer setup mode. You can also key the HomeBase off for a minimum 60 seconds to allow the HomeBase screen to go blank and power down. Then key the HomeBase back on. When the display shows the date/time, tap the screen three times in the clock region to enter the officer setup mode.



If you have trouble with the officer setup mode, try gently tapping the screen in the clock region with the pad area of one finger at a slow, even pace until the *Begin Installation* screen appears.

TAD FAQs

Answers to questions most commonly asked by officers and clients regarding TAD:

How long does the TAD unit's battery last?

The battery operates for six months. The unit sends a low battery message to the receiver when there are approximately five days of power remaining. The shelf-life of a battery not in use is five years.

How can I test my TAD unit's battery?

The battery inside the TAD is composed of a lithium material that ensures a long shelf-life and stable operating voltage over a period of time. Because of this technology, the battery cannot be reliably tested. Even though the unit sends a low battery message to TotalAccess approximately five days before the battery expires, you should record battery usage to anticipate when it may need to be replaced.

What do I do when I get a TAD tamper message?

First you should inspect the unit. A TAD tamper message indicates the client has removed/attempted to remove the unit, or the client manipulated/attempted to manipulate the Alcohol Detection Module to circumvent the alcohol reporting function. Occasionally, you may discover the TAD was improperly installed. For more information, see “Installation & Removal” on page 19.

Can TAD be installed loose to allow room for leg swelling?

No. If TAD is not appropriately sized to the client's ankle, it will not properly monitor the client's alcohol consumption and may produce false tamper messages. The TAD contains proximity/skin resistance sensors to detect whether the Alcohol Detection Module is properly fitted against the client's ankle.

What message appears on the report if the client cuts the strap?

The *TAD Strap Tamper* message.

Can drug interaction produce a positive reading?

TAD responds to ethanol gas (chemical compound OH) measured through the client's sweat. If the drug oxidizes to ethanol form then there could be a reaction or reading by the TAD. Consult with the client's physician to better determine if there might be a reaction to any medication taken.

Can a client have an allergic reaction to the TAD?

BI recognizes a small percentage of clients will have sensitivity to any device worn. We realize these situations are rare; however, if there are any concerns about any medical conditions relative to a particular client, have the client consult with his or her physician.

What parts of TAD are reusable?

All straps, strap clamps, screws, hinges, and battery caps.

Should the numbers on the strap face inward (toward client's leg) or outward?

The sizing numbers must face outward so they can be seen once the unit is installed.

Can the client fly in a commercial aircraft while wearing a TAD?

Usually, no. The TAD may set off a metal detector. However, you can check with the airline.

What products are acceptable for clients to use while wearing a TAD? Please advise clients to read labels and base their product choice on the ingredient list. Products labeled as "alcohol-free" are only free of ethanol alcohol and can contain other forms of alcohol. The Alcohol-free section lists products that were researched and found to be alcohol free as of December 2020. Remember, manufacturers change product ingredients and brand names frequently. Always check the ingredient list for confirmation.

TROUBLESHOOTING

The following tables describe situations you might encounter while using the HomeBase.

Table 1: HomeBase

Symptom	Possible Causes	Solution
HomeBase display is blank or frozen	The unit is not plugged in.	Check the in-line power supply connections at the back of the unit and at the wall outlet.
	The display is in sleep mode.	Tap the display to "wake up". The date/ time should display.
	The unit is plugged into an outlet controlled by a light switch.	Plug the unit into an outlet <i>not</i> controlled by a wall switch
	Cellular service is unavailable.	If the "Establish Connection to Server" icon continues to spin after the HomeBase is keyed ON, key off the unit and relocate to another location in residence to improve cell reception.
	The screen is frozen.	Tap the screen and check if the ":" (colon) in the time clock is blinking. Reset the HomeBase by keying off the unit for a minimum 60 seconds, to allow the screen to go blank and the unit to power down, and then key back on. If the screen is still frozen (":" not blinking) replace and return the HomeBase to BI.
HomeBase beeps when the client comes home	There is a message waiting for the client.	Tap the display to read the message. You can also disable the alarm in unit configurations or contact the monitoring center to disable the alarm.

Table 1: HomeBase

Symptom	Possible Causes	Solution
HomeBase fails to communicate with TotalAccess	There may be no cellular service.	Check unit placement for good cellular coverage. Also, check for cellular outage in the area.
	No internal battery charge.	Check if the HomeBase has been in a Power Loss for greater than 48 hours. The HomeBase's internal back-up battery will shut off and the HomeBase will not be able to call out. Verify power to the HomeBase.
	The screen is frozen.	Tap the screen and check if the ":" (colon) in the time clock is blinking. Reset the HomeBase by keying off the unit for a minimum 60 seconds, to allow the screen to go blank and the unit to power down, and then key back on. If the screen is still frozen (":" not blinking) replace and return the HomeBase to BI.
HomeBase cannot acquire a position fix	GPS, AFLT, or WI-Fi is not available.	A position fix will be sent once GPS, AFLT, or Wi-Fi is available. If a No Position Fix Available reports repeatedly, relocate the Home base to another location.
A <i>Data Link Lost Error</i> is reported	The HomeBase connected with TotalAccess but the data did not transfer either due to a lost cell signal or issue with TotalAccess.	The data will transfer when the cell signal is good or the TotalAccess issue is resolved. To check cellular service, unplug the HomeBase AC power and check the cell signal strength icon. If necessary, relocate the HomeBase to another location in residence to improve cell reception.
A <i>Receiver Case Tamper</i> message reported	The HomeBase has been damaged or an attempt to open the HomeBase.	Check the device immediately for any signs of damage or tampers.
The HomeBase lost A/C power	The power supply was unplugged from the HomeBase or power outlet.	Ensure the power supply is securely connected to the HomeBase and there are no loose connections to the wall outlet.
	Electricity to the HomeBase is out.	Verify the residence has not experienced interruption in A/C power due to weather, faulty wiring, or non-payment of utility bill. Confirm the wall outlet is working properly. If not, try a different wall outlet.
	The HomeBase is plugged into a power outlet controlled by a light switch.	Plug the HomeBase into a working outlet not controlled by a switch.
The HomeBase reported that it detected movement	The HomeBase may be installed on an unstable surface.	Check the location of the HomeBase installation and ensure it is on a stable surface away from traffic or anything that would cause HomeBase motion.
	The client or someone is taking the HomeBase with him/her while traveling to another location	Check Enhanced Mapping to view the last HomeBase location. Click Find Base Station from the Tools page to find the HomeBase's current location.

Table 1: HomeBase

Symptom	Possible Causes	Solution
A <i>Transmitter Not Found</i> message received	TotalAccess may not have the correct TAD identification number.	Call your monitoring center to verify the identification number.
	The client may be out of range during installation.	Perform a range test. Check when client comes in range of the unit.
Frequent enter/leave events	HomeBase placement interference.	Verify the unit is three feet above the floor and not next to metal items, shelves, mirrors and out of direct sunlight and heavy traffic areas
	Wrong unit range configuration.	Check for the proper unit range configuration and/or complete a range test.
A <i>Unauthorized Leave</i> message is received while the client is inside the home	An object within the home is blocking the signal.	Ensure there are no objects on top of the HomeBase. Check HomeBase placement for objects such as walls, mirrors, electrical appliances, metal shelves, or mirrors. Relocate the unit if necessary.
	The client may be out of range of the unit.	Remind the client of the range parameters, or increase the range setting. Check Event History for Leave/Enter times to determine if there is a pattern for those event times. If there is a pattern, this may require more investigation with the client.
	The TAD battery is low or dead.	Check Alerts and Events for any Transmitter Low Battery messages.
	The Receiver Sensitivity setting under Device Configuration is set too low.	Check the Base Station Range under Device Configurations: • If set to Determine with Range Test, perform another range test. • If Base Station Range setting is changed, perform a range test.

Table 2: TAD

Symptom	Possible Cause	Solution
<i>Proximity Tamper</i> message is received	The TAD was removed from the client's ankle.	Check the device immediately for any signs of damage or tampers.
	The strap was installed too loose.	Check that the TAD rotates around the front and back of the ankle with resistance. Use the measurement band to accurately size the strap for the ankle and reinstall with a new strap.

Table 2: TAD

Symptom	Possible Cause	Solution
Strap Tamper message is received	The strap has been cut or damaged.	Check the TAD immediately for any signs of damage. Remove the TAD from the ankle to look for anything that may appear to look like the client was trying to remove the device.
	The strap has a crimp.	Check the strap for crimps, creases, or bends. Replace any strap showing evidence of having a crease or being bent.
	The TAD strap was installed incorrectly.	The adjustable strap needs to be installed on the side with the arrow.
	Debris is blocking fiber-optic circuit	Remove the TAD to verify no debris is visible.
TAD Battery Level Low message is received	The TAD's battery is low and must be replaced within 10 days.	Replace the battery or return to BI for battery replacement.
The HomeBase did not receive a signal from the TAD within six minutes after installation.	TAD battery dead or not installed.	Check the TAD battery level. Key the HomeBase off for 60 seconds to allow the HomeBase screen to go blank and the unit to power down, and then key back on. When the display shows the date/time, tap the screen three times in the clock area to enter the officer setup mode. Tap See Other Bracelets, and then tap Continue. If necessary, replace and return the TAD to BI.

Alcohol-Free Products

The following list is not intended to be all inclusive. The list is a starting point to finding everyday items that will not interfere with alcohol monitoring. The following products do **NOT** contain: alcohol; ethanol; methanol; wood alcohol; grain alcohol; pentanol; amyl alcohol; cetyl alcohol; ethylene glycol; glycerin; erythritol; xylitol; mannitol; sorbitol; volemitol; allyl alcohol; geraniol; propargyl alcohol; inositol; menthol; propylene glycol. Please advise clients to read labels and base their product choice on the ingredient list. Advise clients to read labels and base their product choice on the ingredient list.

Personal Hygiene Products

Baby Products:

Badger Baby Sunscreen Cream SPF34
 Burt's Bees® Baby Bee® Buttermilk Soap
 Burt's Bees® Baby Bee® Diaper Rash Ointment
 Burt's Bees® Baby Bee® Dusting Powder
 Burt's Bees® Baby Bee® Kissable Cheek Balm
 Burt's Bees® Baby Bee® Nourishing Baby Oil
 Healing Scents Baby Castile Bath and Shampoo
 Healing Scents Baby Love Bar Soap
 Healing Scents Baby Massage Oil
 Healing Scents Body Powder
 Just Naturals Baby Wash
 Molly's Suds® Laundry Powder

Natures Paradise Baby Organic Baby Oil
 Natures Paradise Baby Organic Conditioning Shampoo and Body Wash
 Natures Paradise Baby Organic Moisturizing Baby Lotion
 Natures Paradise Baby Organic Original 2in1 Shampoo and Body Skin Deep
 Natures Paradise Baby Organic Powder
 Natures Paradise Baby Organic Relief Cream
 Vermont Soap Aloe Baby Soap
 Vermont Soap Sudzy Putty

Bath Products:

Asutra Bath Salts - Muscle & Joint Relief; Natural Sleep Therapy; Detox & Slim Down
 Asutra Magnesium Flakes
 Burt's Bees® Mama Bee® Nourishing Body Oil
 Healing Scents Foot Bath
 Herbal Choice Mari Organic Bath Salts
 Herbal Choice Mari™ Organic Bath and Massage Oils
 Naples Soap Company Bath Bombs
 Vermont Soap Aromatherapy Bath Salts

Bodywash/Scrubs/Soap:

100% Pure Body Scrub
 Burt's Bees® Baby Bee® Buttermilk Soap
 Darcy's Botanicals™ Organic Coconut Lavender Milk Hair & Body Cleansing Bar
 Healing Scents 100% Castile Shampoo/Body Wash
 Healing Scents Bar Soaps
 Healing Scents Body Scrub - sugar and salt
 Herbal Choice Mari™ Organic Herbal Body Wash – various scents
 JustNurive® Acne Body Soap
 JustNurive® Turbinado Brown Sugar Body Scrub
 JustNurive® Gaiana Nutritive Soap
 Kiss My Face® Bar Soap – all varieties of olive oil bar soaps
 Naples Soap Company Natural & Sea Salt Soaps
 The Skinny® Vanilla Sugar Body Scrub
 Vermont Soap Bar Soap
 Vermont Soap Castile Liquid Soap

Bug Repellent:

Alpenglow® Alaska's Best Insect Repellent
 Badger Anti-Bug Balm Stick
 Badger Anti-Bug Sunscreen SPF 34
 Eco Roots Natural Bug Repellent Stick
 Herbal-Medi-Care™ Organic B-Away Spray
 Herbal-Medi-Care™ Organic B-B Stick
 Just Naturals Bug Spray

Deodorant

Alpenglow® Natural Deodorant
 Healing Scents Deodorant Powder
 Healing Scents Deodorant Solid
 Real Purity Stick Deodorant – Men's and Women's
 Schmidt's Deodorant Sticks and Jars – various scents
 The Skinny® Deodorant – various scents
 Vermont Soap Organic Deodorant

Facial Products:

100% Pure Luminous Primer
 Acure Marula Oil
 Herbal Choice Mari™ Eye Cream
 Herbal Choice Mari™ Organic Anti-X Cream
 Herbal Choice Mari™ Organic Skin Rejuvenator
 Just Naturals Rosewater Face & Body Mist
 Naples Soap Company Formula Face Oil: Dry, Normal, Oily
 Natures Paradise™ Shya Monet AntiAging Facial Firming Serum
 Natures Paradise™ Shya Monet AntiAging Foaming Face Cleanser
 Natures Paradise™ Shya Monet AntiAging Multi-Vitamin Moisturizer
 Vermont Soap Green Gold Herbal Moisturizer

Face Wash/Deep Pore Cleaner:

Healing Scents Acne Care Gel
 Healing Scents Acne Cleanser
 Healing Scents Facial Scrub
 Herbal Choice Mari™ Organic Facial Blemish Treatment - Night ONLY
 JustNurive® Adult Acne Facial Soap
 Natures Paradise™ Shya Monet AntiAging Foaming Face Cleanser
 The Skinny® Cleansing Balms – Clarifying, Calming, Repairing
 The Skinny® Vanilla Sugar Facial Scrub

Hair Dye:

Colora Natural Hair Coloring Cream
 Colora Natural Hair Coloring Powder
 The Henna Guys Henna Hair Dyes – various shades

Hair Styling Products:

Aloe Vera (directly from plant)
 Badger Argan Hair Oil for Dry Damaged Hair
 Badger Jojoba Hair Oil for Dry Scalp
 Badger Seabuckthorn Hair Oil for All Hair Types
 Darcy's Botanicals™ Cocoa Bean Natural Hair & Body Oil
 Darcy's Botanicals™ Organic Coconut Butter Styling Pomade
 Herbal Choice Mari Organic Hair Styling & Repair Oil

Hand Sanitizing Wipes:

Avant Alcohol-Free Foaming Hand Sanitizer

Lip Balm/Lipstick:

Bella Mari® Natural Mineral Lipsticks – various shades
 Bella Mari Natural Lip Color
 Burt's Bees® Beeswax Lip Balm
 Burt's Bees® Honey Lip Balm
 Burt's Bees® Lip Shimmer, Lip Shine, and Tinted Lip Balm
 Burt's Bees® Ultra Conditioning Lip Balm with Kokum Butter
 Burt's Bees® Strawberry Lip Balm
 Healing Scents Lip Balm
 Herbal Choice Mari™ Lip Balm
 Naples Soap Company Lip Balms: Blue Raspberry, Cherry

Lotions/Body Butter:

Burt's Bees® Baby Bee® Nourishing Baby Oil
 Burt's Bees® Lemon Butter Cuticle Cream

Burt's Bees® Mama Bee® Nourishing Body Oil
 Burt's Bees® Miracle Salve
 Burt's Bees® Res-Q Ointment
 Coconut Oil
 Healing Scents Whipped Body Butter
 Herbal Choice Mari™ Body Butters – various scents
 Herbal Choice Mari™ Organic Hand & Body Lotion Lavender, Rose, Lemongrass,
 Sweet Orange
 Naples Soap Company Moisturizer Stick – various scents
 Natures Paradise™ Body Organic Lotion – various scents
 Shea Butter 100% Pure (for example, de-luxe® brand Shea butter)
 Vermont Soap Arnica Salve
 Vermont Soap Green Gold Herbal Moisturizer
 Vermont Soap Organic African Shea Nut Butter
 Vermont Soap Unscented Green Gold

Make-up:

100% Pure® Fruit Pigmented Ultra Lengthening Mascara – various shades
 Bella Mari® Natural Mineral Blush – various shades
 Bella Mari® Natural Blemish Concealer Stick – various shades
 Bella Mari® Natural Mineral Bronzer – various shades
 Bella Mari® Natural Concealer Cream – various shades
 Bella Mari® Natural Mineral Eyeshadows – various finishes and shades
 Bella Mari® Natural Mineral Powder Foundation – various shades
 Bella Mari® Natural Moisturizing Foundation – various shades
 Bella Mari® Natural Mineral Finishing Veil
 Healing Scents Eye and Cheek Colors
 Healing Scents Mineral Foundation Powder
 Healing Scents Rice Powder

Make-up Remover:

evanhealy Coconut Cream Cleanser – face and eyes
 Healing Scents Eye Makeup Remover
 Herbal Choice Mari™ Organic Makeup Remover
 Natures Paradise™ Shya Monet Makeup Remover
 One Love Organics Skin Savior Multi-Tasking Wonder Balm
 The Skinny® Cleansing Balms – Clarifying, Calming, Repairing

Perfume/Body Spray:

Asutra Aromatherapy Mist
 Healing Scents Solid Perfumes – Jasmine Kisses, Rose Dreams
 Herbal Choice Mari™ Organic Body Mist – various scents
 Just Naturals Body Mist – various scents
 Kate's Magik Aura Mist – various scents
 Natures Paradise™ Body Organic™ Body Mist – various

Shaving Cream/Aftershave:

DIY Coconut Oil and Shea Butter
 Healing Scents Smooth Shaving Bar Soap
 Herbal Choice Mari™ Organic Aftershave, Moisturizing Balm
 Herbal Choice Mari™ Organic Perfume, Moisturizing Balm
 Herbal Choice Mari™ Natural Shaving Soap
 The Skinny® Shampoo & Body Bar

Shampoo/Conditioner:

Coconut Oil (leave-in conditioner)
 Darcy's Botanicals™ Eucalyptus Mint Herbal Scalp Conditioning Butter
 Darcy's Botanicals™ Organic Coconut Lavender Milk Hair & Body Cleansing Bar
 Healing Scents 100% Castile Shampoo/Body Wash
 Healing Scents Intensive Hair Treatment
 Healing Scents Hair Loss Shampoo
 Healing Scents Shea Butter Hair Treatment
 Healing Scents Tea Tree Shampoo
 Herbal Choice Mari™ Natural Shampoo – various scents
 Naples Soap Company Unscented Shampoo Bar
 Natures Paradise™ Organic PRO Moisturizing, Thickening, and Relaxing Hair Shampoo
 Neutrogena® T/Gel® Therapeutic Shampoo Original Formula
 The Skinny® Pure Beauty Balm

Soap/Hand Wash:

Burt's Bees® Baby Bee® Buttermilk Soap
 Healing Scents Hand Soap – various scents
 Herbal Choice Mari™ Hand Soap
 Herbal Choice Mari™ Natural Hand Made Soap Bars
 Just Natural™ Gaiana Nutritive Soap
 Just Natural™ Soften Skin Soap
 Kiss My Face® Bar Soap – all varieties of olive oil bar soaps
 Natures Paradise™ Organic Foaming Hand Wash – various scents
 Vermont Soap Bar Soap – various scents
 Vermont Soap Castile Liquid Soap – various scents

Sunscreen:

Babo Botanicals Clear Zinc Sport Stick Sunscreen SPF 30
 Badger Anti-Bug Sunscreen SPF 34
 Badger Clear Zinc Sunscreen Unscented – SPF30
 Badger Clear Zinc Sport Sunscreen Cream Tin – SPF40
 Badger Clear Zinc Sport Sunscreen Stick – SPF35
 Badger Clear Zinc Sport Sunscreen Unscented – SPF35
 Coconut Oil
 Herbal Choice Mari™ Natural SPF30 Face & Body Butter, Unscented
 Herbal Choice Mari™ Natural SPF30 Face & Body Lotion
 Herbal Choice Mari™ Natural SPF30 Tinted Face & Body Lotion
 Kiss My Face® Sport Hot Spots Bulk 30 SPF Sunscreen

Toothpaste & Mouthwash:

Baking Soda
 Eco Roots Mouthwash Tablets
 Eco Roots Toothpaste Tablets
 Essential Oxygen Food Grade Hydrogen Peroxide
 Healing Scents Breath Freshener Spray
 Herbal Choice Mari™ Natural Tooth Gel – various
 Herbal Choice Mari™ Organic Breath Fresh Spray
 Modere Mouth Rinse
 The Skinny® Nature's Mouthwash
 Vermont Soap Tooth Salts

Topical Products/Misc. Products Acure

Argan Oil 100% Certified Organic Burt's
 Bees® Res-Q Ointment
 Healing Scents Athlete's Foot Oil
 Healing Scents Cuticle Care
 Healing Scents Foot Powder
 Herbal-Medi-Care Anti-G Fungal – ointment, spray, and stick
 Herbal-Medi-Care Organic Arnica Stick
 Herbal-Medi-Care B-Ease – spray and stick
 Herbal-Medi-Care Organic Head & Neck
 Herbal-Medi-Care Natural I-Skin – cream and spray
 Herbal-Medi-Care Muscle & Tendon
 Herbal-Medi-Care Organic W-Stick for Warts
 JustNurtrive® Anti-Bacterial Clear Body Treatment
 Vermont Soap Shea Butter

Household

Air Freshener/Sanitizer:

Citrus Magic Spray Air Fresheners – Tropical Citrus Blend; Tropical Lemon;
 Organic Orange Zest
 Essential Oils with Oil Burner/Diffuser
 Just Naturals Air Spray - various scents
 Vermont Soap 100% Natural Green Car Cleaner
 Vermont Soap Air Fresh Aromatherapy Spray – various scents

Dish Soap:

Healing Scents Laundry and Cleaning Soap
 Liquid Castile Soap
 Vermont Soap Castile Liquid Soap – various scents

Home Disinfectant/Cleaners:

Clean Well™ Botanical Disinfecting Wipes
 Essential Oxygen Food Grade Hydrogen Peroxide
 Healing Scents Sweet Orange Household Cleaner
 Just Naturals Orange Degreaser Cleaner
 Vermont Soap Castile Liquid Soap – various scents
 Vermont Soap Liquid Sunshine Non-toxic Cleaner Concentrate
 Vermont Soap Liquid Sunshine Spray & Wipe Surface Cleaner
 Vermont Soap Yoga Mat Cleaner

Laundry Detergent/Fabric Softener/Stain Remover:

20 Mule Team Borax
 Arm & Hammer™ Super Washing Soda
 ECOS™ OxoBrite™ Multi-Purpose Stain Remover, Free & Clear
 Healing Scents Laundry and Cleaning Soap
 Molly's Suds® Laundry Powder
 Molly's Suds® Oxygen Whitener
 Molly's Suds® Wool Dyer Balls
 NaturOli Soap Nuts Powder

Pet Products

Healing Scents Pet Wash
 Healing Scents Pet's Ear Health Oil
 Vermont Soap Air Fresh Aromatherapy Spray – various scents

Vermont Soap Hot Spot Relief Spray

Vermont Soap Pet Shampoo

Websites

For more information about alcohol-free products, visit the following websites.

- badgerbalm.com
- burtbees.com
- darcysbotanicals.com
- healing-scents.com
- justnaturalskincare.com
- kissmyface.com
- mollysuds.com
- naplessoap.com
- naturesbrands.com
- naturesparadiseorganics.com
- pharmaca.com
- skinnyandcompany.com
- vermontsoap.com

Chapter 5

Maintenance

TAD

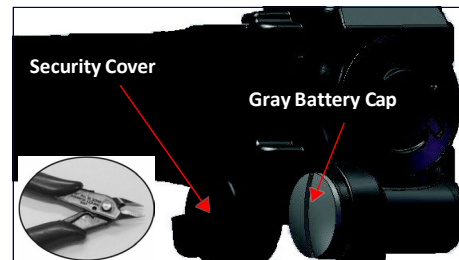
TAD requires very little maintenance in order to keep it working properly. The following instructions assist in changing the battery, shipping, and cleaning the unit.

Battery Replacement

When the TAD has five days of battery life remaining, a *TAD Battery Level Low* message is sent to TotalAccess. You must promptly replace the battery after receiving this message.

► To replace the battery with the connector

1. Using your cutting tool, remove the battery cover from the unit case and discard.
2. Using a coin or the battery cap tool, rotate the gray battery cap counter-clockwise until it disengages from the battery well. Remove the battery from the well by pulling on the *PULL TAB* label. Do NOT pull on the connectors.
3. Disconnect the battery connectors. Do NOT pull on the wires. Recycle the battery or return to BI for proper disposal.
4. Insert the connector from the new battery into the connector from the TAD unit aligning the black and red wires.
5. Slide the battery into the battery well so the *PULL TAB* label is exposed. Place the connectors on top of the battery and then fold down the *PULL TAB* label. Place the gray battery cap over the battery well. Using a coin or the battery cap tool, rotate the gray battery cap clockwise until secure.
6. Replace the battery cover ensuring it latches properly.



Shipping

The TAD may need to be shipped to another location or returned to BI for calibration, repair, or excess inventory.

► Shipping the TAD device

1. Remove the TAD following the removal instructions on page 21.
2. Replace the ADM filter with an ADM stopper.
3. Contact Customer Business Services (CBS) at [800.241.5178](tel:800.241.5178) or hdcbs@bi.com for a RMA.
4. Ship the TAD back to BI.



Verify an ADM stopper is installed prior to shipping. Return the straps and buckle with the TAD to ensure no additional charges are incurred.

Cleaning and Storage

BI recommends using disposable safety gloves when cleaning TAD. After client monitoring is complete, return the TAD to BI.

1. After removing the unit from the client's ankle, remove the ADM filter by lifting up on one side until it detaches from the ADM. Discard the ADM filter.
2. Attach an ADM stopper by positioning one side of the ADM stopper in place, and then press the other side until it snaps and locks into the ADM. The ADM stopper prevents contamination of the ADM and minimizes the evaporation of the recharge solution.
3. Remove the TAD battery. Ensure the gray battery cap is tightened securely to prevent water entering the battery chamber.
4. Put on disposable safety gloves. Spray the entire unit including the straps and buckle with a disinfectant, and let stand for five minutes. If necessary use a small soft brush to clean the debris buildup around the sensors. Do NOT use any products containing alcohol or pine oil to clean the unit as they may damage the case.
5. Rinse with tap water. Shake off any excess water and let air dry.

Store the unit in its original shipping case in a location where the temperature does not drop below 32°F.



The ADM stopper will need to be replaced with a new ADM filter prior to installation on a new client.

HOMEBase

After removing a HomeBase from a residence, wipe the unit and power supply with a damp cloth and allow to air dry. Do not use any abrasive materials as they may scratch the LCD. You can use a disinfectant if needed but do not use any cleaning products containing pine oil as these solvents may damage the plastic body. Store the HomeBase in its original box.

If space is limited, HomeBase units can be stacked to minimize the amount of storage space required. The TAD bracelets and power supplies can be stored separately.



Turn the HomeBase power switch to the OFF position before placing in inventory. If the switch is left in the ON position, the battery power drains in 48 hours.

DISPOSAL

Lithium Battery



Risk of explosion if battery is replaced by an incorrect battery type. Return used batteries to BI Incorporated for recycling.

Il y a risque d'explosion si la batterie est remplacée par un batterie de type incorrect. Retournez les piles usagées à BI Incorporated pour recyclage.

Electronic Product



All electrical products that reach the duration of their functioning capabilities must be returned to BI Incorporated for recycling.

Tous les produits électriques qui atteignent la fin de leur durée de fonctionnement doivent être renvoyés à BI Incorporated aux fins de recyclage.

Appendix A

Event Descriptions

The following table lists event messages that appear on summary reports for HomeBase and TAD units monitored by a BI's central monitoring computer. Events can be configured as alerts in TotalAccess.

HomeBase Event Messages

Event	Description
Acknowledged	The client acknowledged a message.
Callback	The HomeBase called TotalAccess to report its operational status. The time between callbacks is based on the Callback Frequency configuration.
Cell Signal Acquired	The HomeBase has acquired a cell signal when initially keyed on or after a <i>Cell Signal Lost</i> event.
Cell Signal Lost	The HomeBase lost its cellular signal and cannot communicate with TotalAccess.
Did Not Enter	The client is out of the HomeBase's range at the end of the RF May Leave or RF Must Leave schedule including any grace period.
Did Not Leave	The client did not leave the range of the HomeBase at the beginning of the RF Must Leave schedule including any grace period.
Data Link Lost Error	The HomeBase's communication with TotalAccess was interrupted, and the information did not transfer. This event is usually caused by a bad cellular connection.
Enter	The client entered the range of the HomeBase in compliance with the existing RF schedule.
Enter During Must Leave	The client left the range of the HomeBase and then returned during the RF Must Leave schedule including any grace period.
Event Log Overflow	The HomeBase has exceeded its maximum capacity of 50,000 stored events.
GPS Jam Detect	The HomeBase has detected GPS interference for a minimum of ten continuous minutes
GPS Jam Reset	The HomeBase no longer detects GPS interference.
Leave	The client left the range of the HomeBase in compliance with the existing RF schedule.
Leave During Must Leave	The client left the HomeBase range after the beginning of the RF Must Leave schedule including any grace period
Low Battery Restart	Power has been restored after complete depletion of the HomeBase's backup battery.
No Position Fix Available	The HomeBase cannot acquired a location through GPS, AFLT, or Wi-Fi location acquisition.
Position Fix Available	The HomeBase acquired a location through GPS, AFLT, or Wi-Fi location acquisition.

HomeBase Event Messages (Continued)

Event	Description
Power Loss	Power to the HomeBase has been interrupted for longer than five seconds. In the event of an outage or lack of power, the unit immediately switches to the backup battery.
Power Restore	Power to the HomeBase has been restored for longer than five seconds.
Receiver Case Restore	The HomeBase's case has been closed or restored following a tamper attempt.
Receiver Case Tamper	The HomeBase's case was opened or an attempt to open the case occurred.
Receiver Install Successful	The HomeBase and TAD have been installed correctly and are functioning properly.
Receiver Install Unsuccessful	The HomeBase and/or TAD have not been installed correctly and are not functioning properly.
Receiver Low Battery	The HomeBase's internal battery has approximately four hours of reserve power remaining.
Receiver Missed Callback	The HomeBase failed to call TotalAccess within 45 minutes of the scheduled callback time.
Receiver Motion Event	The HomeBase's motion detector has reported movement of the unit. The client may have attempted to relocate the equipment. The event includes a <i>Show Map</i> link to Enhanced Mapping to verify the location.
Receiver No Client Install	The HomeBase installation was not completed within the allotted time-frame.
Receiver Restart	The power switch on the HomeBase has been keyed to the <i>ON</i> position.
Receiver Stationary Event	The HomeBase has returned to a no motion state following a <i>Receiver Motion Event</i> . The event includes a <i>Show Map</i> link to Enhanced Mapping to verify the location.
Seeking Location	The HomeBase is attempting to acquire a location fix.
Transmitter First Found	The HomeBase recognized its assigned TAD upon initial installation or the HomeBase completed a restart.
Transmitter Not Found	The HomeBase did not receive a signal from the TAD within six minutes after installation. Monitoring does not occur until a <i>Transmitter First Found</i> event is received.
Unauthorized Enter	The client entered the range of the HomeBase during a time when there is no RF schedule in effect.
Unauthorized Leave	The client left the range of the HomeBase when he or she was scheduled to be home and the HomeBase has not received a signal from the TAD for the duration of the Leave Window.

TAD Event Messages

Message	Description
Alcohol Sensor Saturation	The ADM (Alcohol Detection Module) is fully saturated. Contact BI Monitoring Operations to verify the sensor functionality.
Alcohol Sensor Saturation Cleared	The ADM has been cleared after receiving an <i>Alcohol Sensor Saturation</i> event. If you have not confirmed the sensor functionality, contact BI Monitoring Operations.
Return to BI for Maintenance	The pre-configured (1-10 days) recharge solution check indicates the recharge solution is empty, rendering it unable to function properly. To correct this situation, remove the TAD device and return to BI.
Return to BI for Maintenance Reminder	The recharge solution has been empty for longer than 24 hours following the initial <i>Return to BI for Maintenance</i> message. Remove the TAD device and return to BI.
TAD Alcohol Event	The TAD device has detected the presence of alcohol through the ADM.
TAD Alcohol Log Overrun	The TAD device exceeded its maximum capacity of alcohol data. Each subsequent data collection will replace the oldest data log.
TAD Alcohol Threshold Exceeded	The TAD device reports this event when the client's TAC level is rising.
TAD Battery Level Low	The TAD device's internal battery is low and must be replaced within five days.
TAD Battery Level OK	The TAD device's internal battery is operating at its optimal power level.
TAD Battery Restore	The TAD device's battery was initially installed or the battery was replaced.
TAD Event Log Overrun	The TAD device exceeded its maximum capacity of non-volatile memory which is 7,000 events or approximately seven days of data. Inform the client to go within range of the HomeBase receiver to download the events.
TAD Hello	This event is generated every 4 hours indicating that the TAD device is functioning properly and a download has occurred. If a tamper takes place before the 4 hour download is scheduled to occur, no TAD Hello event will be generated.
TAD In Water	The TAD device has been submerged in water for more than 20 minutes.
TAD IR Blocked	Dirt and debris have collected between the client's ankle and the ADM, which can decrease the accuracy level of the alcohol readings. Remove the TAD device and clean the sensor with a dry Q-tip or soft brush. Replace the ADM filter, when contaminated.
TAD IR Cleared	The ADM has been cleared following a <i>TAD IR Blocked</i> event.
TAD Moving	The AMD is moving again following a <i>TAD No Motion</i> event.
TAD No Motion	The TAD device has been motionless for a pre-configured (0 - 1080 minutes) time period. This may indicate that the AMD is no longer attached to the client's ankle.
TAD Proximity Restore	The client's ankle has returned within proximity to the strap and the ADM following a <i>TAD Proximity Tamper</i> event.
TAD Proximity Tamper	The client's ankle is no longer within proximity to the strap and the ADM.
TAD Recharge Solution OK	The pre-configured (1-10 days) recharge solution check indicates that a sufficient amount of recharge solution is present to support proper operation.

TAD Event Messages (Continued)

Message	Description
TAD Removed from Water	The TAD device has been removed from water following a <i>TAD in Water</i> event.
TAD Skin Resist Log Overrun	The TAD device exceeded its maximum capacity of skin resistance data. Each subsequent data collection will replace the oldest data log. The client needs to go in range of the HomeBase to download data.
TAD Skin Resistance High	The skin resistance sensor was not in contact with the client's ankle for a pre-determined time-period or has detected the presence of foreign material such as paper or a sock.
TAD Skin Resistance Low	The skin resistance sensor has detected the presence of foreign material such as tape or foil, shielding the client's ankle from the ADM.
TAD Skin Resistance OK	The client's ankle is in contact with the ADM, and foreign material is not present between the client's ankle and the ADM.
TAD Strap Restore	The open fiber-optic circuit in the strap has been closed following a <i>TAD Strap Tamper</i> event.
TAD Strap Tamper	The strap has been opened or cut, creating an open fiber-optic circuit.
TAD Temp Log Overrun	The TAD device exceeded its maximum capacity of temperature data. Each subsequent data collection will replace the oldest data log. Inform the client to go within range of the HomeBase receiver to download the events.
TAD Temperature High	The TAD device temperature has exceeded the pre-determined limit (140° F).
TAD Temperature Low	The TAD device temperature has dropped below freezing (32° F).
TAD Temperature OK	The TAD device temperature has returned to an acceptable level after dropping below or exceeding the pre-determined limit.
TAD Watchdog Restart	The TAD device has restarted after being in an unknown state. All data is stored and the <i>TAD Strap Restore</i> and <i>TAD Strap Tamper</i> (if in range) messages will be reported.

Host Event Messages

Message	Description
Bracelet Still In Proximity Tampered State	The TAD is still in a tampered state. This message will report every 24 hours until the tamper has been restored.
Bracelet Still in Strap Tamper State	The TAD is still in a tampered state. This message will report every 24 hours until the tamper has been restored.
Client Activated	Indicates a new client has been enrolled.
Client Inactivated	Indicates a client was inactivated.
Client Reactivation	Indicates a previously inactive client has been reactivated.
Client Transferred	Indicates the client was transferred from one agency to another agency.
Did Not Acknowledge	The client did not acknowledge the delivered message.

Host Event Messages (Continued)

Message	Description
Did Not Enter	The client is out of the receiver's range at the end of the RF Must Leave schedule or RF May Leave schedule.
Did Not Leave	The client did not leave the receiver's range at the beginning of the RF Must Leave schedule or when the curfew period started.
Equipment Inspected - "Status" for xxx	An Equipment Inspection was completed in BI TotalAccess Mobile. Message includes equipment status and serial number.
Equipment Setup Incomplete - xxxxxxxx unassigned	Device numbers are not assigned to an active client's service plan. The client cannot be monitored until numbers are assigned.
Equipment Setup Incomplete - No Service Plan Assigned	The service plan was deleted from an active client who was previously assigned equipment and therefore cannot be monitored properly until the client has been reassigned a service plan and equipment.
FOTA Install Successful	The firmware update has been successfully installed over the air.
Locate Request Complete	The officer initiated a <i>Find Client Location</i> request through TotalAccess and the HomeBase reported it's current location to TotalAccess.
Locate Request Delivered	The HomeBase contacted TotalAccess to report the unit's current location.
Locate Request Failed	The officer initiated a location request through TotalAccess, but the HomeBase was unable to get a position fix.
Locate Request Submitted	An officer sent a request via TotalAccess to the HomeBase to report the unit's current location.
Missed Call Cleared	Indicates the HomeBase is no longer in a Missed Callback state. This event is received after a <i>Missed Callback</i> event. The condition preventing the HomeBase from calling TotalAccess has been corrected, and the late <i>Callback</i> event is received.
Notification Resumed	Indicates notification for the client was resumed because the suspension has expired or was removed by an officer.
Notification Suspended	Indicates notification was suspended for the client.
Receiver Install Successful	The receiver has been installed correctly and is functioning properly.
Receiver Install Unsuccessful	The receiver has been installed incorrectly and is not functioning properly.
Receiver Still Missed Call	The expected <i>Callback</i> from the HomeBase has not been received within 24 hours of the initial scheduled callback time.
Setup Mode Request Delivered	The request for officer setup mode was delivered to the HomeBase.
Setup Mode Request Submitted	The Activate Setup Mode was sent to the HomeBase from the Activate Base Station Setup Mode on the Tools page in TotalAccess.
Still No Motion	The TAD is still in a no motion state. This message will continue to report every 24 hours until a Transmitter Motion event occurs.
Text Message Delivered	The HomeBase received the officer-initiated text message from TotalAccess.
Text Message Failed	The HomeBase did not receive the officer-initiated text message.

Host Event Messages (Continued)

Message	Description
Text Message Submitted	An officer initiated a text message from the Tools tab in TotalAccess.
TAD Fail to Download Data	The client has not come in range to download data within 30 minutes of an <i>Enter</i> .
TAD Install OK	The TAD device's strap and proximity tampers have been restored following a tamper state. Upon initial installation, this event indicates the TAD device has been installed correctly to the client's ankle. If this event occurs after initial installation and is not officer initiated, this event indicates a potential tamper and requires visual inspection.
TAD No Alcohol Data	The host will generate this event when there is no alcohol data reported to TotalAccess for a pre-configured time period (1-8 days). This event will be logged even if the TAD device is communicating alcohol data to the HomeBase but the HomeBase has not communicated to TotalAccess.
TAD No Alcohol Data Cleared	TotalAccess has received alcohol data.
TAD No Enter/Leave Data	The host will generate this event when no <i>Enter</i> or <i>Leave</i> events are sent to TotalAccess for a pre-configured time period (1-8 days). This event will be logged even if the TAD device is communicating alcohol data to the HomeBase but the HomeBase has not communicated to TotalAccess.
TAD No Enter/Leave Data Cleared	TotalAccess has received an <i>Enter</i> or <i>Leave</i> event.
TAD Still in Proximity Tampered State	The TAD device is still in a proximity tampered state. This message will continue to report every 24 hours until the tamper has been restored.
TAD Still in Strap Tampered State	The TAD device is still in a strap tampered state. This message will continue to report every 24 hours until the tamper has been restored.
TAD Still No Alcohol Data	Alcohol data has not been sent to TotalAccess for 24 hours after a <i>TAD No Alcohol Data</i> event. TotalAccess will continue to send this event every 24 hours until alcohol data is received.
TAD Still No Enter/Leave Data	An <i>Enter</i> or <i>Leave</i> event has not been sent to TotalAccess for 24 hours after a <i>TAD No Enter/Leave Data</i> event. TotalAccess will continue to send this event every 24 hours until an <i>Enter</i> or <i>Leave</i> event is received.

Appendix B

Device Configurations

The following table describes the possible parameters and default settings for the HomeBase.

Configuration	Description	Default Setting	Possible Parameters
Base Station Range	The range setting for the HomeBase in relation to the TAD; how far the TAD can be from the HomeBase and still be in range. If a range test is performed using “Determine with Range Test”, the range setting is determined by the range test results. If the Base Station Range is “Determine with Range Test” and a range test is not completed, the range defaults to High. If a specific range is selected such as High, Medium, or Low, that is the range setting whether a range test is or is not completed.	High	Determine with Range Test; High: 150 ft. Medium: 75 ft. Low: 35 ft.
Base Station Notification Method	The method to receive notification about pending messages from the HomeBase. Method will apply when TAD is within 35 feet of HomeBase.	Flash Screen	Flash Screen and Play Audio; Flash Screen
Notification Volume	The HomeBase sounder volume.	Medium	Low; Medium; High
Callback Frequency	The number of minutes that may pass between calls from the HomeBase to TotalAccess. This determines how often TotalAccess will schedule the HomeBase to “callback” and report its operational status.	240	14-1440 minutes
Position Acquisition Rate	The rate at which the HomeBase collects its location.	1/Day	1/Day; 1/week; 1/Month
Missed Callback Window	The number of minutes that must pass following an expected <i>Callback</i> from the HomeBase before a <i>Missed Callback</i> alert will be reported by the central monitoring computer. Event notification of the client via the HomeBase is not taking place during this time because the HomeBase is no longer calling into TotalAccess. This should be treated with the same respect as a tamper status.	45 minutes	30-240 minutes
Leave Window	The number of minutes the TAD can be out of range of the HomeBase before a <i>Leave</i> or <i>Unauthorized Leave</i> message is reported to TotalAccess.	5 minutes	2-10 minutes
Display Brightness	The strength of the display illumination.	Medium	Low; Medium; High

Configuration	Description	Default Setting	Possible Parameters
Receiver Install Wait Period	The number of minutes from the HomeBase's first communication with TotalAccess to receive all required events to signal a successful installation. If all required events are received, TotalAccess generates a <i>Receiver Install Successful</i> event at the time of the last received event. If all the events are not received, TotalAccess generates a <i>Receiver Install Unsuccessful</i> event at the expiration of the Tracker Install Wait Period.	30 minutes	1-120 minutes; 0=Off
Receiver No Install Timeout	The number of minutes within which the client must connect the HomeBase to a power source when installing the HomeBase. If the client takes longer than the specified amount of time, TotalAccess generates a <i>Receiver No Client Install</i> message. If you receive this message, the client may be non-compliant.	1440 minutes	1-7200 minutes; 0=Off
Base Station Motion Window	The number of seconds the HomeBase must be in motion before it records a <i>Receiver Motion</i> event.	L=120s	0=no events; L=120s; M=60s; H=10s
Cell Loss Window	The number of minutes after the HomeBase loses cellular signal before it records a <i>Cell Signal Lost</i> message. This event is reported once cellular coverage is restored.	15 minutes	2-50 minutes

The following table describes the possible parameters and default settings for the TAD.

Configuration	Description	Default Setting	Possible Parameters
Max No Motion	Sets the amount of time the TAD unit must not be moved before a TAD No Motion message is reported to TotalAccess.	240	1-1080 minutes; 0=Off
TAD Reporting Threshold	Sets the Transdermal Alcohol Concentration (TAC) threshold.	0.04	.020-.10
No TAC Event before Threshold	Determines whether an alcohol event is stored in the event history log prior to reaching the TAC reporting threshold level.	Disabled	Disabled or Enabled
Recharge Solution Check Interval	Sets the number of days before the TAD unit starts the next Recharge Solution test.	1 day	1-10 days; 0=Off
Recharge Solution Check Time	Sets the number of minutes from midnight before the TAD unit starts the next Recharge Solution test.	360	0-1440 minutes
Baseline Check Interval	Sets the number of days before the TAD unit starts the next alcohol baseline.	1 day	1-10 days; 0=Off
Baseline Check Time	Sets the number of minutes from midnight before the TAD unit starts the next alcohol baseline.	360	0-1440 minutes
TAD No Enter/Leave Data Time	An alert is generated when a Leave or Enter message is not received for the selected number of days.	3 days	1-8 days; 0=Off
TAD No Alcohol Data Time	An alert is generated when alcohol data is not received for the selected number of days.	1 day	1-8 days; 0=Off

