

## LOCK Basics

The LOCK is a device that is carried by the person who installs equipment on participants. The LOCK has two functions that are required during installation. The first function which is activated when you push the PRU+ button, allows access to Special Function Mode / Extended Special Function Mode on the PRU+ (See Page 36 for more information on Special Function Mode and Page 38 for more information on Extended Special Function Mode). The second function which is activated when you push the PID button will reset the strap circuitry on a PID (See Page 11 for more information on resetting the PID).

### Replacing the Battery

The LOCK uses a standard 9V alkaline battery (non-rechargeable). To replace the battery push the two round "buttons" on each side of the LOCK at the same time. This will cause the bottom cover cap to be released. You can then simply replace the battery that is currently in the LOCK.

### Low Battery Indicator

The LOCK will indicate if the battery is low by flashing green / red when any button is pushed. The LOCK may continue to operate for several installations after the light starts flashing.

The LOCK



## FVU Basics

The Field Verification Unit (drive-by) is designed to receive signals from the PID while away the participant is away from their area of confinement. The small portable package allows an officer to drive to a site away from the area of confinement and determine if the participant is located in the area. The FVU is supplied with an AC adapter for use at the office and a cigarette lighter car adapter for use while travelling in a vehicle. The FVU will also run off standard AA batteries that are easily replaceable. The FVU is supplied with a standard rubber duck (stubby) antenna (range : 450' / 137m). There is also available (optional) a Mag-Mount antenna that gives the FVU greater range (range : 600' / 183m). The display is backlit so that it is easily read while in no light surroundings.

When the FVU is turned on (switch is located on the right side of the FVU) it displays the title screen indicating the current software version (ie: 1.7), as shown below.

```
SureTrac FVU
-----
version 1.7
-----
```

This title screen will be displayed for several seconds, and the display will then be cleared. The date and time will be displayed next, as shown below.

```
01/05    12:10
-----
-----
```

The format for the date is mm/dd and hh:mm. When the FVU receives a signal from a PID it will display the code of the PID and the alarm status on the bottom line, as shown below.

```
0201/05S  L 12:10
-----
```

The PID code (021) is displayed in the bottom left corner of the display. The alarm status messages are displayed next to the code. "S" indicates a Strap Tamper is present on this transmission. "L" indicates a low PID battery is present on this transmission.

### Setting up the FVU

1. Connect the appropriate antenna to the antenna connector on the left side of the FVU.
- 2a. Batteries:  
Slide open the battery compartment door on the bottom of the FVU and insert six (6) AA batteries according to the diagram inside the compartment.
- 2b. AC Wall Adapter  
Plug the AC adapter cord into the power connector on the left side of the FVU and plug the transformer into a standard 110VAC outlet.
- 2c. Cigarette Lighter Adapter  
Plug the cigarette lighter cord into the power connector on the left side of the FVU and plug the other end into an automobile cigarette lighter socket.

### Setting the date and time

To set the date and time, press the clock set button using the tip of a pen or similar object. A flashing cursor will be displayed under the month of the display. Press the back light button to adjust the month. Use the clock set button to move to the day, hour and minute settings and adjust them with the back light button. When done, press the clock set button one more time. The cursor will disappear and the FVU will resume normal operation.

## **CMU Basics**

The Cellular Module Unit provides the ability to “Actively” monitor participants even if the participant does not have a telephone line (or lives in an area with no telephone coverage). Using the cellular network, the CMU allows the PRU to communicate with the central computer. Once the CMU has been activated by the local cellular company, simply follow the Installation procedures below and the CMU will work seamlessly with the PRU.

### Installation

Place the CMU on a stable surface near the PRU and close to an AC power outlet.

Connect the PRU to the CMU by plugging the PRU’s telephone cord into the jack on the CMU.

Plug the CMU’s AC power cord into an available 110VAC outlet

Activate the CMU by using a pen or other similar object to turn the power switch on. The power switch will illuminate when the unit is active.

Proceed with the normal PRU installation instructions.

### Removal

1. Follow the normal de-installation instructions for the PRU.
2. De-activate the CMU by using a pen or other similar object to turn the power switch off. The power switch will not be illuminated when the unit has been de-activated.
3. Unplug the CMU from the 110VAC outlet.

## **PRU+ Installation Procedures**

There are several methods of installation available with the PRU+. The PRU+ can monitor a participant's compliance to their curfew with or without being connected to a telephone line. The PRU+ communicates with the central monitoring computer using a standard telephone line (Active Mode) and/or may also monitor when no telephone line is available by periodically connecting it to a telephone line (Passive Mode) to download its information. The following pages describe both types of installation in detail.

The latest version of the firmware (v2.1) introduces a new style of installation that will drastically simplify the installation of the PRU+ set. Quick Install guides the installer through all necessary criteria to install a PRU+ in the participant's area of confinement. Once these criteria have been met the PRU+ will automatically call into the Central Computer and pick up the final configuration settings including the participant's curfew information. **Note: curfew information is not initially in the PRU+ and must be received from the central computer.**

Classic Installation has been preserved for installations that require additional information. Classic Installation uses Test Mode to assist in the installation process. Although more steps are needed to install the PRU+ using Test Mode the installer has a greater degree of flexibility in complex installations, especially if variable range is needed.

Each set of instructions (Active / Passive) has separate sections for Quick Install or Classic Installation. These sections guide the installer through the same steps in the installation process but using that particular installation method. During installation choose the method desired (Quick Install or Classic) and use only the section selected.

## Active Mode Installation

These instructions should be used if the participant is to be monitored via a telephone line in the participant's residence. The PRU+ will call into the Central Computer on a regular basis reporting all activity.

### Pre-Installation

#### A. If your equipment is monitored by our Monitoring Center:-

- Fax the Enrollment Form to the Monitoring Center, giving as much time as possible before the PRU+ is to be installed at a participant's residence. The Monitoring Center **must** be notified before the PRU+ calls in. See Passive Mode Operation (See Page 24) for more details on installation of a PRU+ in a passive monitoring situation.

#### B. If you monitor your own equipment:-

- Assure you have entered the participant data on your system before you install the PRU+ in the participant's residence. See Passive Mode Operation (Page 24) for more details on installation of a PRU+ in a passive monitoring situation.

### PRU+ Installation - Quick Install

Use this method if you are going to use the Quick Install Feature found in Firmware Version 2.1.


1. **Position the PRU+:** Remove the PRU+ and AC power adapter from the case. Place the PRU+ in a central location, preferably closer to the participant's bedroom than their living area, elevated at least three feet / ninety centimetres from the floor.
2. **Plug in the PRU+:** Plug one end of the AC power adapter into a standard 110 Volt electrical outlet and the other end into the PRU+. **Note : Do not connect the telephone line.** The PRU+ will turn on, displaying the title screen. It will then display the date and time screen. The power and charge LED will be lit. The charge LED will go out when the PRU+ internal battery is fully charged.
3. **Clear Stored Events:** Press and hold the  PRU+ button on the LOCK until the PRU+ prompts "Please Wait...". When the display prompts "B=Function Mode" press "B" button once. The display will prompt "B=Clear Events". Press "B", the display will now prompt "A=\*\* Clear \*\* / B=Cancel". Press "A" to clear all events.
4. **Enter Quick Install:** Press "A" button once. When the display prompts "B=Quick Install", press the "B" button to enter Quick Install. Follow the messages on the top line. Plug the telephone line into the jack marked LINE on the back of the PRU+. The display will then prompt "Waiting for PID"



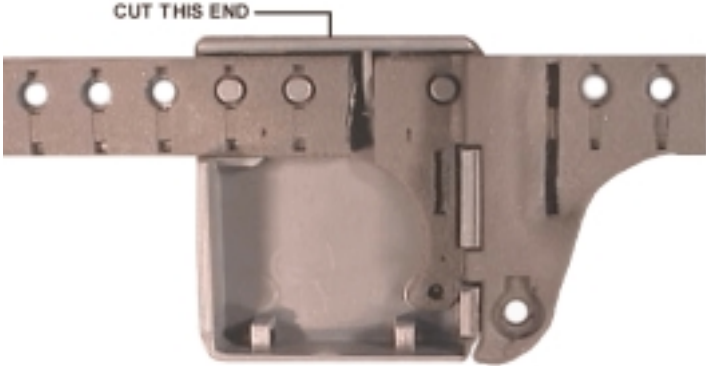
Figure 3: Installing the battery in the PID

Transmitter - showing battery well

Battery

5. **Install the Battery:** Remove the PID , baseplate, one strap, one locking bar, one locking pin and the battery from the case. Simply place the battery into the PID battery well so that the alignment mark on the battery lines up with the alignment mark on the PID. Rotate the battery counterclockwise until the tabs on the battery slide under the two lock down posts. (See Figure 3 : installing the battery in the PID).
6. **Size the Strap:** Attach the wide end of the strap to the PID baseplate. With the baseplate on the outside of the leg, wrap the strap around the participant's leg, just above the ankle. Size the strap so that it fits comfortably around the participant's leg. Cut off any excess strap that is above the two hole positions that will fit into the other side of the strap (See Figure 4 : Strap installation)

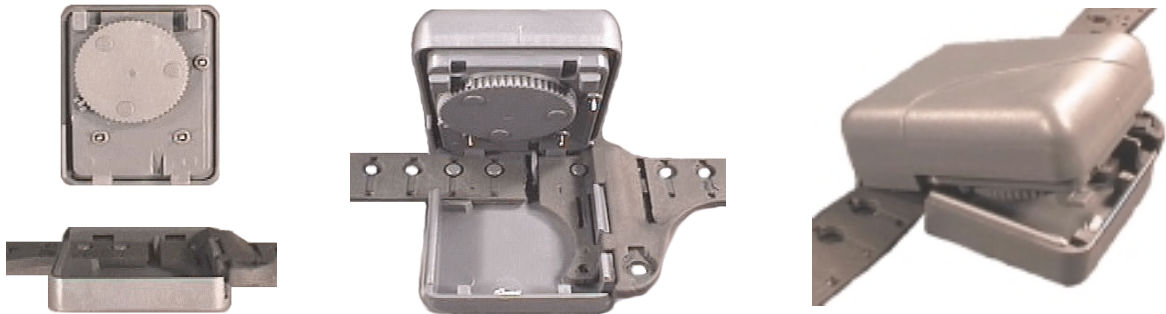
Figure 4 : Strap Installation





7. **Install Strap and PID:** Replace the baseplate and strap around the leg, and attach the narrow end that has been cut to length to the baseplate. Push the PID into the baseplate at the strap end. The PID is now hinged to the baseplate. Firmly close the PID and baseplate together by pushing down on the open end.

*Figure 5 : Attach the PID to the baseplate*



8. **Install Locking Mechanism:** Insert the slider bar under the strap into the hole in the side of the PID (See Figure 6 : Slider Bar) so the end of the slider bar is flush with the strap. Press a pin through the hole in the strap and into the slider bar. This locks the PID together.

*Figure 6 : Slider Bar*




9. **Check Strap Tightness:** Check the strap tightness on the side opposite the PID. There should not be a space of more than ½ inch or 1.4 centimetres between the strap and the skin.

### Installation Completion

10. **Reset the PID:** When the PRU+ has received a signal from the PID, the display on the PRU+ should prompt "Check strap". Use the LOCK's PID button to reset the alarms on the PID. If the alarms have been properly reset, the PRU+ will prompt "Everything ok, Calling in now" and will immediately start to call into the Central Computer
11. **Installation complete:** When "Call Successful" is displayed, installation is complete.

Use this method if you are going to use the standard installation technique.

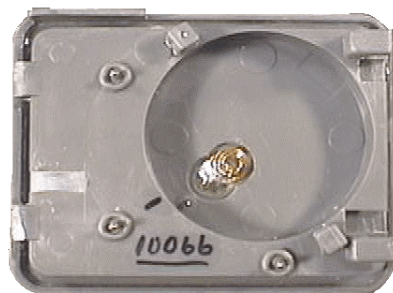
1. **Position the PRU+:** Remove the PRU+ and AC power adapter from the case. Place the PRU+ in a central location, preferably closer to participant's bedroom than their living area, elevated at least three feet / ninety centimetres from the floor.
2. **Plug in the PRU+:** Plug one end of the AC power adapter into a standard 110 Volt electrical outlet and the other end into the PRU+. **Note : Do not connect the telephone line.** The PRU+ will turn on, displaying the title screen. It will then display the date and time screen. The power and charge LED will be lit. The charge LED will go out when the internal battery in the PRU+ is fully charged.
3. **Clear Stored Events:** Press and hold the PRU+ button on the LOCK until the PRU+ prompts "Please Wait...". When the display prompts "B=Function Mode" press "B" button once. The display will prompt "B=Clear  Events". Press "B", the display will now prompt "A=\*\* Clear \*\* / B=Cancel". Press "A" to clear all events.
4. **Test for RF Signal Strength:** Press "A" button twice. When the display prompts "B=Test Mode", press the "B" button to enter Test Mode. Look at the top line marked "RFStr". The display will have a value on the top line that indicates the signal strength of the last transmission of the PID displayed. Position the participant on the outer limits of the area of confinement and note the value displayed. To reduce the range the PRU+ will monitor the participant set the RSSI setting in Extended Special Function Mode to this value minus 15%. (See page 38.)  
*Note setting this value higher will reduce the size of the area of confinement.*

### PID Installation

5. **Install the Battery:** Remove the PID, baseplate, one strap, one locking bar, one locking pin and the battery from the case. Simply place the battery into the PID battery well so that the alignment mark on the battery lines up with the alignment mark on the PID. Rotate the battery counterclockwise until the tabs on the battery the two lock down posts. (See Figure 3 :

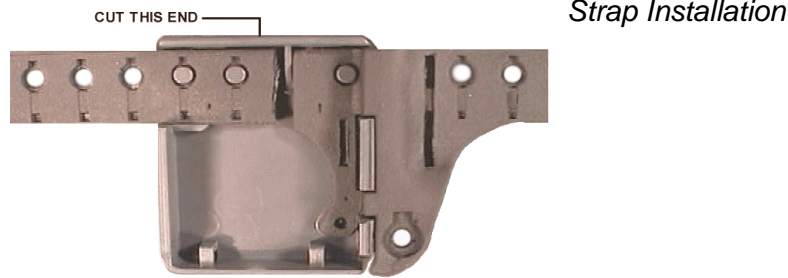
slide under installing the battery in the PID).

*Figure 3:  
Installing the  
battery in the  
PID*



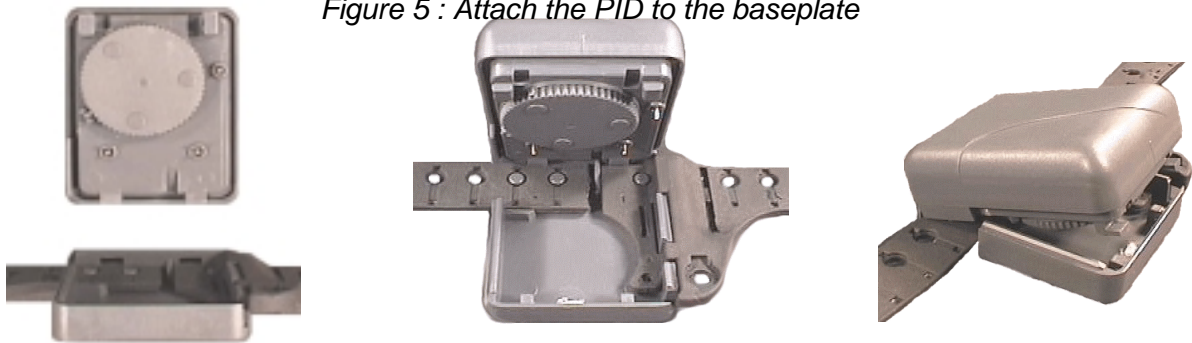
6. **Size the Strap:** Attach the wide end of the strap to the PID baseplate. With the baseplate on the outside of the leg, wrap the strap around the participants leg, just above the ankle. Size the strap so that it fits comfortably around the participant's leg. Cut off any access strap that is above the two hole positions that will fit into the other side of the strap (See Figure 4 : Strap installation)

Figure 4 :



7. **Install Strap and PID:** Replace the baseplate and strap around the leg, and attach the narrow end that has been cut to length to the baseplate. Push the PID onto the baseplate at the strap end. The PID is now hinged to the baseplate. Firmly close the PID and baseplate together by pushing down on the open end.

Figure 5 : Attach the PID to the baseplate



8. **Install Locking Mechanism:** Insert the slider bar under the strap into the hole in the side of the PID (See Figure 6 : Slider Bar) so the end of the slider bar is flush with the strap. Press a pin through the hole in bar. This locks the bar. This locks the PID together.

Figure 6 : Slider Bar



9. **Check Strap Tightness:** Check the strap tightness on the side opposite the PID. There should not be a space of more than ½ inch or 1.4 centimetres between the strap and the skin.

#### Installation Completion


10. **Test the PID Signal:** Watch the PRU+ in test mode, to ensure that the signal from the PID is being received. The PID code number will be displayed and the PRU+ will beep to indicate it has received the signal from the assigned PID. Note: during the first 5 seconds after the PRU+ receives the signal there will be a "+" immediately in front of the PID number. This will disappear after 5 seconds. If the PID signal is not received within 1 minute, remove the PID and check that the battery is properly installed.
11. **Reset the PID:** When a signal has been received by the PRU+, use the LOCK's PID button to reset the alarms on the PID. Wait until the next signal from the PID. If the alarms has been properly reset, the PID number will be displayed, with no icons following it.
12. **Complete the Installation:** On the PRU+, press the "A" button until "B=Exit" is displayed. Press button "B" to exit. **Note: the telephone is now connected to the PRU+.** Connect the telephone line to the wall and to the "LINE" jack on the PRU+. The PRU+ will call the Central Computer. When "Call Successful" is displayed, installation is complete.

De-Installation / Removal**A. If your equipment is monitored by our Monitoring Center:-**

- Fax the Inactivation Form to the Monitoring Center on the same day that the unit is to be removed from the participant's residence. It is important that the PRU+ does not continue to call into the CC after the Inactivation form has been sent. If the PRU+ cannot be retrieved from the residence have the participant disconnect the telephone cord until it can be picked up.

**B. If you monitor your own equipment:-**

- Assure the participant's sentence ends on the same day that the unit is removed from the participant's residence.

1. **Turn the PRU+ Off:** Press and hold the  PRU button on the LOCK until "Please Wait..." is displayed on the PRU+. When "A=Turn PRU Off" is displayed, press button "A" on the PRU+. Disconnect the AC power adapter from the standard 110 volt electrical outlet. The PRU+ will turn off in approximately five seconds.
2. **Disconnect the PRU+:** Disconnect the AC power adapter from the back of the PRU+. Disconnect the telephone cord from the PRU+ and wall jack. Place the PRU+, AC power adapter and telephone cord into the carry / storage case.
3. **Remove the Pin and slider bar:** Using a tool such as a small screwdriver, rotate the locking pin on the PID all the way around two times (in both directions). This will break the locking pin and will enable the slider bar to be removed.
4. **Remove the PID from the Baseplate:** Remove the locking pin and slider bar. At the slider bar end, lift the PID away from the baseplate (like opening a clam shell).
5. **Remove the Battery:** Remove the battery from the PID by pulling it out of the battery well and place it in the plastic container in the carry / storage case. **DO NOT TRY TO TURN THE BATTERY.**
6. **Remove the strap:** Remove the strap from the baseplate. Replace the baseplate back onto the PID and return the PID to the carry / storage case.

## **Passive Mode**

Passive Mode is used when a telephone line is unavailable at the participant's house. The PRU+ can store up to 2500 separate events in its internal memory. This allows the PRU+ to be placed in the area of confinement to monitor the participant. The PRU+ can then be brought in and downloaded at a later date. After the PRU+ transfers all of its information to the central computer a complete record of the participant's activity will be available. The information stored inside the PRU+ should be downloaded at least once per week.

### **Important Information Regarding Passive Mode Operation**

Since the PRU+ will be placed in a participant's home without constant contact with the Central Computer, it is important that the PRU+ make an initial call to the Central Computer before the unit is placed in the participant's home. This call will enable the PRU+ to receive the necessary curfew and time information from the CC to start monitoring the participant. The call can be done from any telephone prior to installation in the participant's residence. The PRU+ **WILL NOT** be able to monitor the participant if this initial call is not performed.

*Note : Do not turn the PRU+ off or reset the unit after the PRU+ has successfully completed its call or it will lose all of the stored curfew information.*

If the initial setup call is performed at your office, confirm if your office requires an additional digit to access an outside line. If an additional digit (ie. 9) is required before an outside line is accessible then this digit can be inserted into the dial string by changing the dial prefix setting in Extended Special Function Mode. For more information on changing the telephone number refer to Extended Special Function Mode on page 38.

After the operating PRU+ has been taken to the participants home the PRU+ must be plugged into the wall outlet. Once this has been done the report will indicate an ..info ac ok event. The unit is equipped with a motion sensor that will indicate movement. (See Individual Status Log Report on Page 50) This message is important because it could potentially indicate that the participant is taking the PRU+ with him / her when he / she leaves the area of confinement.

## Passive Mode Installation

These instructions should be used if the participant is to be monitored without the use of a phone line in the participant's residence. The PRU+ needs to be downloaded on a regular basis so that the stored events can be viewed.

### Pre-Installation

#### A. If your equipment is monitored by our Monitoring Center:-


- Fax the Enrollment Form to the Monitoring Center, giving as much time as possible (½ hour minimum) before the unit is to be hooked up to an participant. The Monitoring Center **must** be notified before the unit calls in.

#### B. If you monitor your own equipment:-

- Assure you have entered the participant data on your system before you proceed with the installation. The curfew call back ranking should be set to '0'.

### PRU Installation - Quick Install

Use this method if you are going to use the Quick Install Feature found in firmware version 2.1.

1. **Plug in the PRU+:** Plug one end of the AC Adapter into a 110 Volt AC Outlet and the other end into the PRU+. The PRU+ will turn on, displaying the title screen. It will then display the date and time screen. The power and charge LED will be lit. The charge LED will go out when the unit is fully charged.
2. **Clear Stored Events:** Press and hold the  PRU+ button on the LOCK until the PRU+ prompts "Please Wait...". When the display prompts "B=Function Mode" press B button once. The display will prompt "B=Clear Events". Press B the display will now prompt A=\*\* Clear \*\* / B=Cancel. Press A to clear all events.
3. **Enter Quick Install:** Press A button once. When the display prompts "B=Quick Install", press the B button to enter Quick Install. Follow the messages on the top line. Plug the telephone line into the jack marked LINE on the back of the PRU. The display will then prompt "Waiting for PID"

### PID Installation

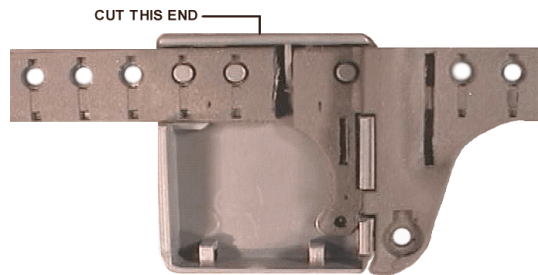
4. **Install the Battery:** Remove the PID , baseplate, one strap, one locking bar, one locking pin and the battery from the case. Simply place the battery into the PID battery well so that the alignment mark on the battery lines up with the alignment mark on the PID. Rotate the battery counterclockwise until the tabs on the battery slide under the two lock down posts. (See Figure 3 : installing the battery in the PID).

Figure 3:  
Installing the  
battery in the  
PID



5. **Size the Strap:** Attach the wide end of the strap to the PID baseplate. With the baseplate on the outside of the leg, wrap the strap around the participants leg, just above the ankle. Size the strap so that it fits comfortably around the participant's leg. Cut off any access strap that is above the two hole other side of the installation)

Figure 4 : Strap

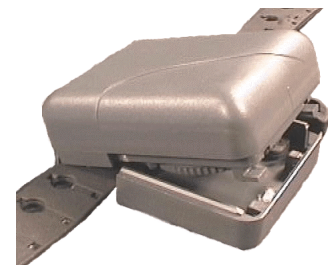
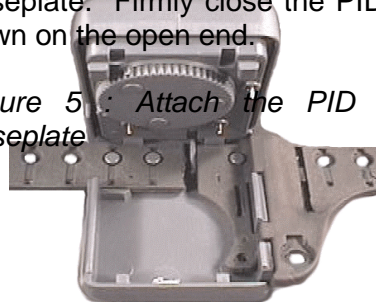


Installation

6. **Install Strap and PID:** Replace the baseplate and strap around the leg, and attach the narrow end that has been cut to length to the baseplate. Push the PID onto the baseplate at the strap end. The PID is now hinged to the baseplate. Firmly close the PID and baseplate together by pushing down on the open end.



Figure 5 : Attach the PID to the  
baseplate

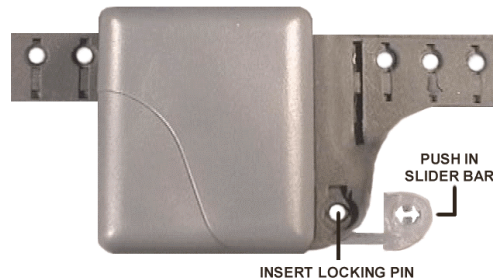






7. **Install Locking Mechanism:** Insert the slider bar under the strap into the hole in the side of the PID (See Figure 6 : Slider Bar) so the end of the slider bar is flush with the strap. Press a pin through the hole in the strap and into the slider bar. This locks the PID together.

Figure 6 : Slider Bar



8. **Check Strap Tightness:** Check the strap tightness on the side opposite the PID. There should not be a space of more than  $\frac{1}{2}$  inch or 1.4 centimetres between the strap and the skin.

#### Installation Completion

9. **Reset the PID:** Once a signal has been received, the display should prompt “Check strap” Use the LOCK’s PID button to reset the strap tamper on the PID. If the strap sever has been properly reset, the PRU+ will prompt “Everything ok, Calling in now” and will immediately start to call into the Central Computer
10. **Complete the Installation:** When “Call Successful” is displayed, initial setup is complete.
11. **Position the PRU+:** Remove the PRU+ and AC Adapter. Place the PRU+ in a central location, preferably closer to the participant’s bedroom than their living area, elevated at least three feet / ninety centimetres from the floor. Assure that the PRU+ is plugged into AC power when it reaches the participant’s home (be careful that the AC outlet that the PRU+ is plugged into cannot be switched off with a light switch).