



## Quick Start Guide

## **Thank you for ordering the GT2 Security Force Locator. Contained in this box you will find the following items:**

- ↘ GT2 Security Force Locator Device
- ↘ USB charging cord with plug-in adapter
- ↘ GT2 carrying holster
- ↘ RFID Tags (As per your order)

IMPORTANT NOTE: Prior to powering up the device, it is very important that the GT2 be charged for six (6) hours upon its first charge. Insert the mini USB connector of the included USB cable into the USB connector on the side of the GT2. Connect the other end of the USB cable to the included wall/car charging adapter. Plug the wall/car charging adapter into a wall power outlet and your GT2 is now charging.

Now that your GT2 is charging, you may power the device ON by pressing and holding the ENTER button for five (5) seconds, or until the LCD displays “PWR ON”.

## After powering on my GT2, what should I expect to see?

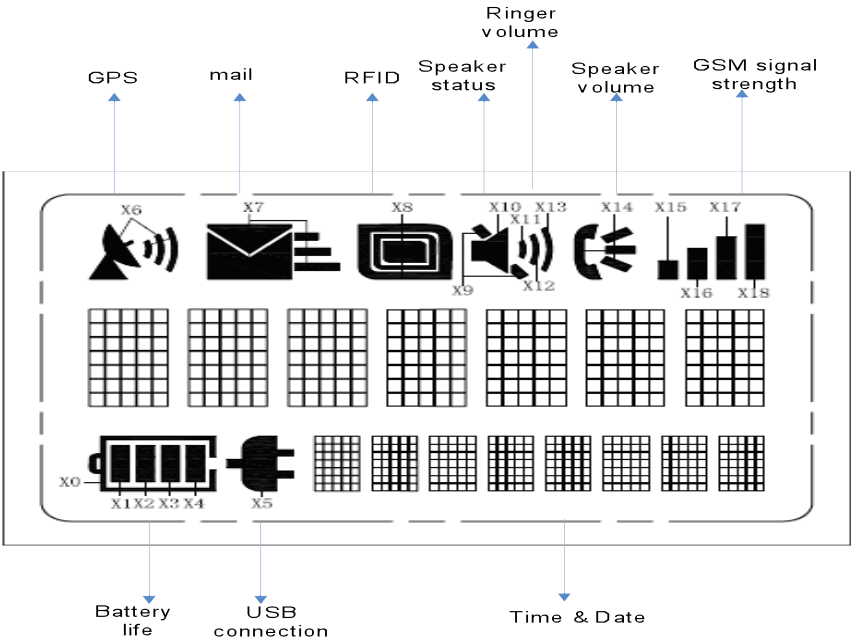
- 1** You can expect to see the word “READY” appear on the LCD display upon powering up the device.
- 2** **GSM:** Within the first minute, you can expect to see the GSM service level bars appear in the upper right corner of the LCD display. These bars indicate the GSM signal strength and connection to the GSM mobile network. Presence of the bars means your GT2 has the ability to transmit data.
- 3** **GPS:** If you are within satellite coverage when you power your GT2 on, you will notice within 5-7 minutes, the appearance of a satellite icon in the upper left corner of the LCD display. The appearance of this icon indicates that the GT2 has an acceptable connection with the GPS satellites. (The 5-7 minute duration is due to initialization, power up and map almanac downloads.)

**NOTE:** If you are indoors, when your GT2 is powered on, in most cases, the satellite icon will NOT appear in the left corner of the LCD display. Expect to acquire GPS connection within minutes of when your device has an unobstructed view of the sky.

## After powering on my GT2, what should I expect to see? *(continued)*

- 4 You will also see the battery level icon appear which is located in the lower left corner of the LCD display. The battery display has four (4) measurement bars indicating the strength of the battery level. The battery will typically power the device for 18 to 24 hours. It typically takes four (4) hours to recharge the GT2 completely.
  
- 5 Finally , the date and time will appear in the lower right corner of the LCD display. The default setting is GMT but you may set your time zone with the menu option button.

The LCD display has eight (8) icons plus an area to show messaging or feedback. See examples below.



Your GT2 is now ready for action. Wherever you walk or drive, the GT2 will be reporting your activity to the GuardTrax web site located at [www.myguardtrax.com](http://www.myguardtrax.com).

# How do I read an RFID tag with the GT2?

With the GT2 powered on, and the word “READY” listed on the LCD display, you are now prepared to begin reading RFID tags.

**1** Press and hold the “ENTER/RFID” button on the front of the GT2 until the display reads “RFID ON” and the ‘RFID’ icon appears in the display (p. 5). By holding the enter button down, you are turning on the RFID reader. Once you see the RFID icon, you may release the enter button, as the RFID will remain active for five (5) minutes. Holding the device up-right to any tag thereafter will result in a positive scan.

**2** The RFID tag is read by holding the RFID marking on the back of the device up against the tag. {Vibrate and/or Beep}



**3** The GT2 has now read the RFID tag. After reading the RFID tag, the LCD will show “RFID OK”, indicating a positive read, and the GT2 immediately uploads the tag information to the GuardTrax web site (assuming you have GSM connection).

**4** To conserve battery, you may hold down the “Enter/RFID” button to turn off the RFID function. The RFID icon will disappear from the display.

**NOTE:** The GT2 RFID reader will remain on for five (5) minutes or until another RFID tag is read, which will then reset the five (5) minute timer. If another tag is not read within the five (5) minute window, the RFID reader must be turned on again by following the steps listed above.

## How do I enter an incident code using the GT2?

With the GT2 powered on and the word “READY” listed on the LCD display, you are now prepared to begin entering incident codes.

- 1** Enter the desired code by pressing the numbers on the keypad.  
(Example: 123)
- 2** After entering the desired code, press the “ENTER” button on the keypad.
- 3** The LCD display will then read “SENT”
- 4** The GT2 has now sent the code together with your current GPS location point to the GuardTrax web site, where it will be displayed on the map as a keyed event.

**NOTE:** In order for incident codes to be viewed on the map, you must have a valid GPS connection shown by the satellite in the top left corner of the LCD display. If there is no valid GPS, the web site, maps and alerts will mark the location as the last known valid GPS location.

## Key Code / Key Code Definition

<b>111</b>	<b>Nothing to Report/All Clear</b>
<b>112</b>	<b>Window Damaged or Broken</b>
<b>113</b>	<b>Intruder/Unauthorized Person</b>
<b>121</b>	<b>Safety Hazard</b>
<b>122</b>	<b>Fire Hazard</b>
<b>123</b>	<b>Property Damage/Vandalism</b>
<b>131</b>	<b>Door Found Open/Ajar/Broken</b>
<b>132</b>	<b>Crime in Progress</b>
<b>133</b>	<b>Bomb Threat</b>
<b>211</b>	<b>Burglary/B&amp;E</b>
<b>212</b>	<b>EMS Notified/On-Property</b>
<b>213</b>	<b>LE Notified/On-Property</b>
<b>221</b>	<b>Client POC Requires Phone Call</b>
<b>222</b>	<b>Civil/Domestic Disturbance</b>
<b>223</b>	<b>Vehicle Incident</b>
<b>231</b>	<b>Workplace Violence Threat</b>
<b>232</b>	<b>Officer Use of Force</b>
<b>233</b>	<b>Workplace Accident</b>
<b>311</b>	<b>Patrol Stop Completed</b>
<b>312</b>	<b>Power Outage</b>
<b>313</b>	<b>Lighting: Burned Out/Broken</b>
<b>321</b>	<b>Violent Crime Observed/Reported</b>

## How do I make a phone call using the GT2?

The GT2 can be used as a limited mobile phone with its own dedicated phone number. When you ordered the GT2, we asked you to provide five (5) phone numbers that were programmed into the GT2. In order to call these numbers, a code is entered and the device places a phone call to the phone number which corresponds with the code you entered.

With the GT2 powered on, and the word “READY” on the LCD display, you are now prepared to begin making phone calls. In order for a call to be made, the GT2 must be connected to the GSM network. You can determine that the GT2 is connected to the GSM network by verifying the GSM signal strength bars located in the upper right corner of the LCD display. Also, as a note to remember, you are billed separately for mobile phone usage at \$.10 per minute.

- 1 Enter the call code desired. (Example 333)
- 2 After entering the call code, press the ENTER button.
- 3 Put the GT2 to your ear and wait as the call is connected (after approximately 10 seconds).
- 4 In order to hang up or disconnect a call in progress, press the CANCEL button.

**NOTE:** 911 emergency can not be one of the preprogrammed phone numbers, including the PANIC button.

## How do I receive a phone call using the GT2?

The GT2 can be used as a limited mobile phone with its own dedicated phone number. The GuardTrax phone number is kept secure in your Web interface account. Although the GT2 is limited to specific outgoing calls, it is not restricted for incoming calls. It is not advised that you give the number out to your security personnel as they could have friends and family members call into the device and incur undesired charges.

An incoming call to the GT2 will have a specific incoming call alert or ring. The call may be answered by pressing the “ENTER” button on the front of the GT2. If the call is not answered manually, the GT2 will auto-answer the call after three (3) rings and open the voice channel between the caller and the GT2. A call may be disconnected by pressing and holding the cancel button for three (3) seconds on the front of the GT2 if a call is active.

## How does the No-Motion feature of my GT2 work?

It is always very important to know that the GT2 is operational and transmitting GPS and RFID data to document the user's activities and location. The GT2 is therefore equipped with an ultra sensitive motion sensor. As long as the GT2 has motion, it will continue to operate and transmit data to the GuardTrax web site. If the device remains in a motionless state for 300 seconds, or five (5) minutes, the device will transmit a no-motion event to the GuardTrax web site. After transmitting the no-motion event, the device will go into a sleep mode until it has motion once more. As long as the device is in motion and has adequate battery life, it will transmit GPS and RFID data to the GuardTrax site.

## How do I initiate a PANIC button event?

The PANIC button serves as a safety feature of the GT2 so that in a crisis, the user only needs to hold the red PANIC button down for five (5) seconds in order to initiate a series of events.

### When the PANIC button is activated, the GT2 initiates two actions.

- 1 The GT2 sends a PANIC button event to the GuardTrax web site with the current GPS location of the GT2. The GuardTrax site then generates alert email and SMS messages to recipients on the notification list.
- 2 After immediately sending the event information to the GuardTrax web site, the GT2 automatically dials the PANIC button phone number so that the GT2 can connect an outgoing voice call to an emergency number.

**NOTE:** A PANIC button press can be cancelled by pressing the CANCEL button on the keypad.

## One of the new features of the GT2 is the Menu button. The menu feature will allow you to doing the following:

### Modify the ringer volume:

- ✎ [MENU] [ENTER] [ENTER] [up or down arrow key] [ENTER]
- ✎ In order to change the ringer volume, press the MENU key once and the display will read “OPTIONS”, then press the ENTER key so that the screen reads “RNG VOL” (Ring Volume). By pressing the ENTER key once more the current ring volume will appear on the display. The up or down arrows can then be used to toggle the ringer volume. Once the desired volume is set, press the ENTER key one final time. Soon after “READY” will appear on the display.

### Modify the speaker volume:

- ✎ [MENU] [ENTER] [up or down arrow key] [ENTER] [up or down arrow key] [ENTER]
- ✎ In order to change the speaker volume, press the MENU key once and the display will read “OPTIONS”, then press the ENTER key so that the screen reads “RNG VOL” (Ring Volume). Use the up or down arrows to toggle down to “SPK VOL” (Speaker Volume), then, press the ENTER key once more, the up or down arrows can then be used to toggle the speaker volume. Once the desired volume is set, press the ENTER key one final time.

## Modify the time zone display on the device.

- ↘ [MENU] [ENTER] [up or down arrow key] [ENTER] [up or down arrow key] [ENTER]
- ↘ In order to change the time zone display on the screen, press the MENU key once and the display will read “options”, then press the ENTER key so that the screen reads “RNG VOL” (Ring Volume). Use the up or down arrows to toggle down to “TM ZONE” (Time Zone). After toggling down to TM ZONE, press the ENTER key once more, the up or down arrows toggle the hour setting. The minute setting cannot be changed as the minutes are set to UTC time minutes setting. Once the desired hour is set, press the ENTER key one final time.

## View the version of firmware on the device.

- ↘ [MENU][ENTER] [up or down arrow key] to INFO [ENTER] [up or down arrow key] to FW REV [ENTER]
- ↘ In order to view the version of firmware running on your GT2, press the MENU key once and the display will read “options”, then press the ENTER key so that the screen reads “RNG VOL” (Ring Volume). Use the up or down arrows to toggle down to “INFO”, then, press the ENTER key again; the up or down arrows can then be used to toggle to “FW REV” (Firmware Revision). Press the ENTER key again to view the version of firmware being used by the GT2.

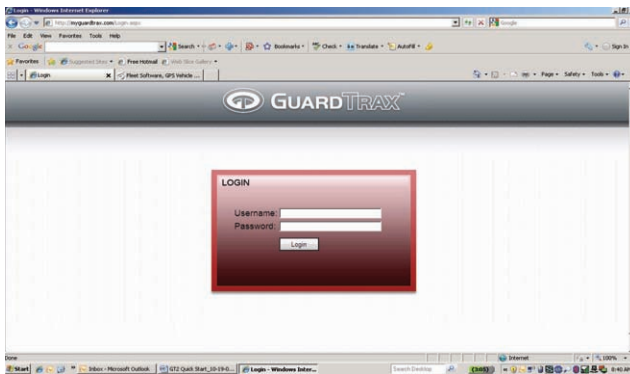
## View the device ID or IMEI.

- ↘ [MENU][ENTER] [up or down arrow key] to INFO [ENTER] [up or down arrow key] to ID [ENTER]
- ↘ In order to view the device ID or IMEI on your GT2, press the MENU key once and the display will read “options”, then press the ENTER key so that the screen reads “RNG VOL” (Ring Volume). Use the up or down arrows to toggle down to “INFO”, then, press the ENTER key again; the up or down arrows can then be used to toggle to “ID”. Press the ENTER key again to view the ID or IMEI of the GT2.

## View the last RFID tag number read by the device.

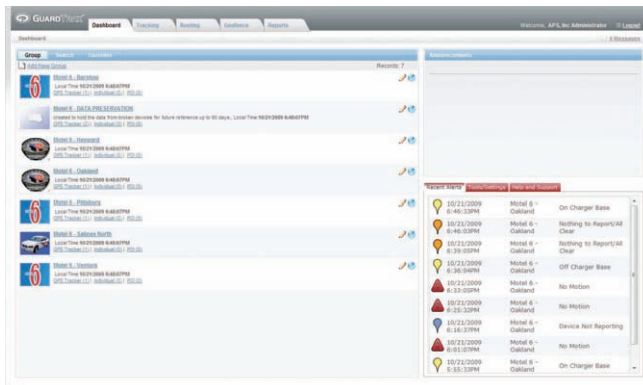
- ↘ [MENU][ENTER] [up or down arrow key] to INFO [ENTER] [up or down arrow key] to RFID [ENTER]
- ↘ In order to view the last RFID tag read by your GT2, press the MENU key once and the display will read “options”, then press the ENTER key so that the screen reads “RNG VOL” (Ring Volume). Use the up or down arrows to toggle down to “INFO”, then, press the ENTER key again; the up or down arrows can then be used to toggle to “RFID”. Press the ENTER key again to view the last RFID tag read by the GT2.

# ACCESSING YOUR GUARDTRAX ACCOUNT ONLINE

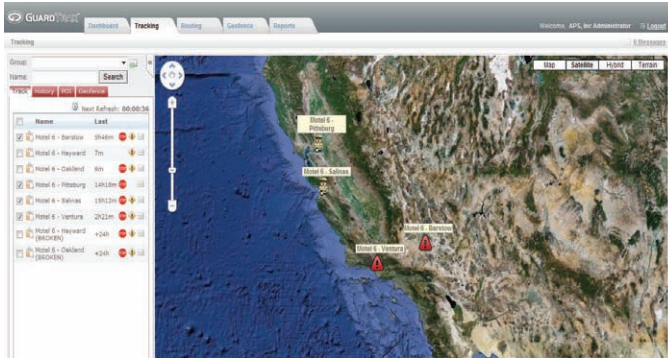


Navigate to: <http://myguardtrax.com>

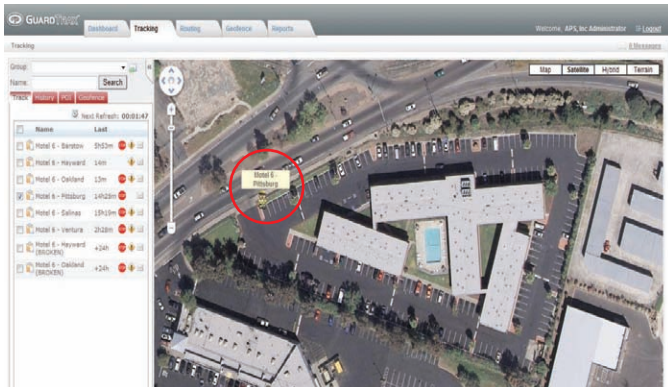
**Login information:** Prior to receiving your GT2 device, you should have received an e-mail containing your username and password for the GuardTrax web site.



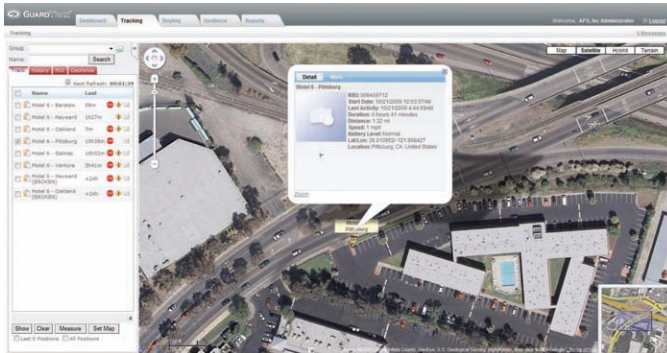
**NOTE:** This is your dashboard. GuardTrax Customer Care will have created a group for your initial set up (a group is an organization of various devices), entered your device(s) and created at least one user ID for you prior to receiving your device(s). Additional users and groups may be added upon request.



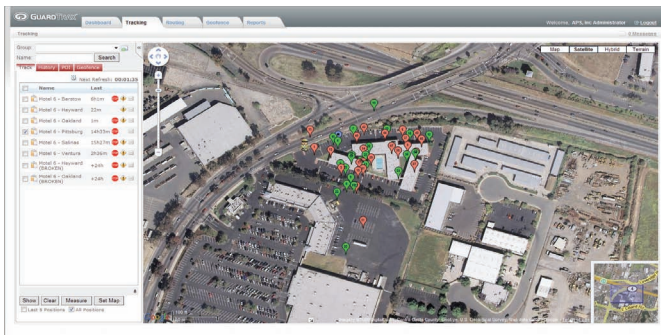
By clicking on the tracking tab, next to the dashboard tab, a satellite image map will display the locations of all GT2 devices wherever they are currently located.



By clicking on a single device name in the left hand column, the map will zoom in on the one specific device that you selected showing the most current position.



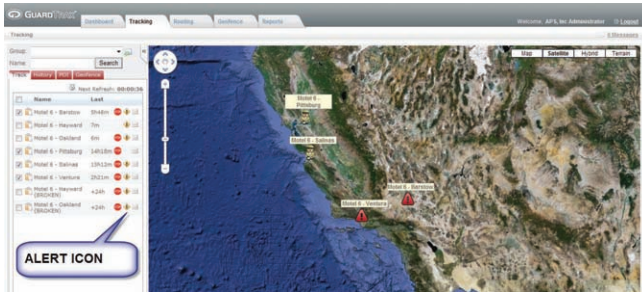
Specific details about each position can be viewed, such as speed, direction, time of the record, alerts or key codes, etc., by clicking on the displayed icon on the map.



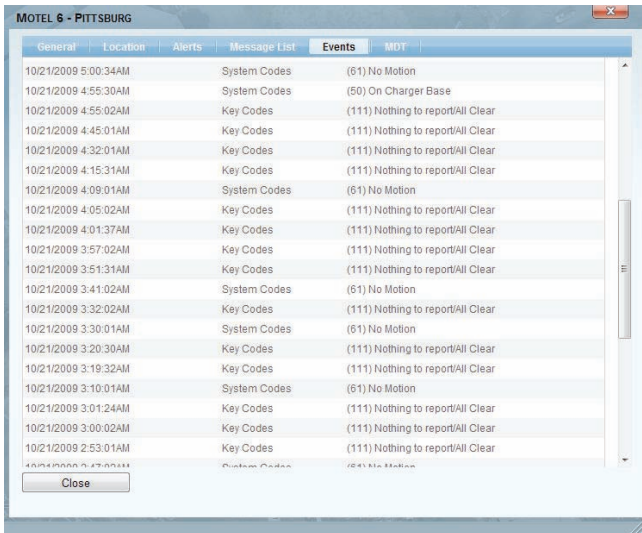
If you would like to view the history of the device for a particular day (12:00am – 11:59pm), you place a check mark in the box listed at the bottom of the left column labeled “All Positions”, meaning all positions for the current 24 hour session. After checking the box “All Positions”, click the box labeled “SHOW” and all of the historical positions from the day will be displayed.

**NOTE:** Each balloon on the map contains a number. The number functionality works in descending order. For example, the more recent the event, the lower the number.

# ALERTS & NOTIFICATIONS



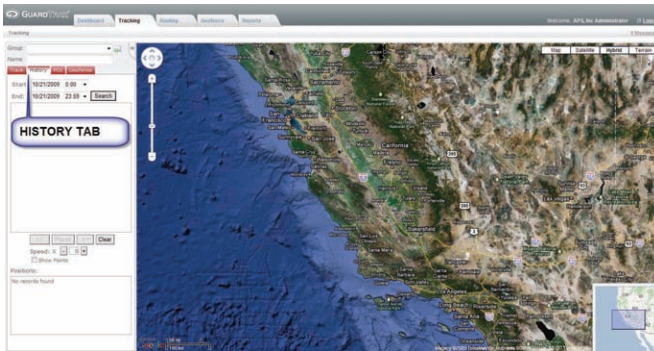
By clicking on the TRACKING tab at the top of the GuardTrax web site, a list of devices can be seen in the column on the left of the screen. To the right of the device name, there is a yellow diamond icon. By clicking on this icon, an information box will appear displaying Events, Alerts, and other important information.



This alert section will display any events received from the GT2 and any alerts that were generated by the GuardTrax web site to those persons whose names were listed in the email notification section.

# REPORTS

The GT2 reports security officer location and activities into the GuardTrax web site. As a user, you may retrieve the history reports in two different ways. You may view it through the mapping page or through the reports tab.



In order to view the history on the mapping page, click on the TRACKING tab from the DASHBOARD tab. Once the TRACKING tab is in view, on the left side of the screen, next to the map, there is a “History Tab”. By clicking on the history tab, specific dates can be input for viewing. NOTE: It is always better to view one day at a time. After inputting the desired date, click search. In the field below the dates, every device that resides in your account that had activity on the specified date will be listed. The mapping history can be displayed in two ways.

- **Instant Replay:** Just to the right of the device name and date, there is an arrow inside a circle. This is the play button. Simply, click on the play button and a sequence of points will begin to appear as if you are watching the security officer patrol the property point after point.
- **Every Point:** Just to the left of the device name, there is a small box. By clicking the box and placing a check mark in the box, all of the location points for the last 24 hours will appear at the same time. Through this view, it becomes very apparent where your security personnel are spending the majority of their time.

The other type of history report that can be run is the text/tabular report. To view reports via the reports tab, begin at the DASHBOARD tab and click on the REPORTS tab. Once at the REPORTS tab, a variety of reports can be run. All of the reports can be exported into a variety of formats, including Excel & PDF.

➤ **Alert Report:** This report will generate a tabular list of all alerts generated by a specific device during a specific date range.

**Alert Report**  
October 31, 2020 12:43:35

Date: October 28, 2020 - October 28, 2020

Organization	Alert	Alerted On	Alerted To	Alerted Location
<b>Organization: GT 2 Testing</b>				
10/28/2020	Alerts	07:2 On	Charger	Crowfield, NJ, United States
3:24:10PM	Alerts	07:2 On	Charger	Crowfield, NJ, United States
10/28/2020	Alerts	07:2 On	Charger	Crowfield, NJ, United States
3:28:20PM	Alerts	07:2 On	Charger	Crowfield, NJ, United States
10/28/2020	Alerts	07:2 On	Charger	Crowfield, NJ, United States
3:27:20PM	Alerts	07:2 On	Charger	Crowfield, NJ, United States
10/28/2020	Alerts	07:2 Low	Battery	Crowfield, NJ, United States
3:27:20PM	Alerts	07:2 On	Charger	Crowfield, NJ, United States
10/28/2020	Alerts	07:2 On	Charger	Crowfield, NJ, United States
3:42:00PM	Alerts	07:2 On	Charger	Crowfield, NJ, United States
10/28/2020	Alerts	07:2 M	Motion	Crowfield, NJ, United States
3:58:30PM	Alerts	07:2 M	Motion	Crowfield, NJ, United States
10/28/2020	Alerts	07:2 M	Motion	Crowfield, NJ, United States
4:04:20PM	Alerts	07:2 On	Charger	Crowfield, NJ, United States
10/28/2020	Alerts	07:2 On	Charger	Crowfield, NJ, United States
4:13:50PM	Alerts	07:2 On	Charger	Crowfield, NJ, United States
10/28/2020	Alerts	07:2 On	Charger	Crowfield, NJ, United States
4:22:50PM	Alerts	07:2 On	Charger	Crowfield, NJ, United States

➤ **Detailed Activity Report:** This report will generate a tabular list of all events, GPS points, and RFID reads that occurred during a specific date range.

**Detailed Activity Report**  
October 31, 2020 12:38:17

Date: October 28, 2020 - October 28, 2020

Date	Device	Location	Speed	Turn	History	Level	Consumption	Fuel
			mph		min		per hr	liters
10/28/2020	Start	Crowfield, NJ, United States	0 mph		1:00		0:00 mi	
10/28/2020	Moving	Crowfield, NJ, United States	0 mph		1:00		0:00 mi	
10/28/2020	Moving	Crowfield, NJ, United States	0 mph		1:00		0:00 mi	
10/28/2020	Moving	Crowfield, NJ, United States	0 mph		1:00		0:01 mi	
10/28/2020	Moving	Crowfield, NJ, United States	0 mph		1:00		0:01 mi	
10/28/2020	Server Room	Crowfield, NJ, United States	0 mph		1:00		0:01 mi	
10/28/2020	Moving	Crowfield, NJ, United States	0 mph		1:00		0:01 mi	
10/28/2020	(R) No Motion	Crowfield, NJ, United States	0 mph		1:00		0:01 mi	
10/28/2020	Moving	Crowfield, NJ, United States	0 mph		1:00		0:01 mi	
10/28/2020	Stop	Crowfield, NJ, United States	0 mph		1:00		0:01 mi	
10/28/2020	Utility Room	Crowfield, NJ, United States	0 mph		1:00		0:01 mi	
10/28/2020	Utility Room	Crowfield, NJ, United States	0 mph		1:00		0:01 mi	

➤ **Event Detail Report:** This report will generate a tabular list of all events generated by the GT2 during a specific date range.

➤ **RFID Scan Report:** This report will generate a tabular list of all RFID scans by a particular device or of a particular RFID tag. As an example, I can run a report telling me all RFID tags scanned by a specific device, or I can run a report telling me which devices scanned a specific tag and when those scans occurred.

**RFID Scan Report**  
October 31, 2020 12:20:59

Date:

Scan Name:

City:

Landmark: **Columbus Nova**

- 10/31/2020 12:20:01PM
- 10/31/2020 12:20:01PM
- 10/31/2020 10:50:13AM
- 10/31/2020 2:14:09PM

Landmark: **Server Room**

- 10/31/2020 9:46:02AM
- 10/31/2020 10:50:13AM
- 10/31/2020 10:50:13AM
- 10/31/2020 11:54:06AM
- 10/31/2020 2:14:09PM

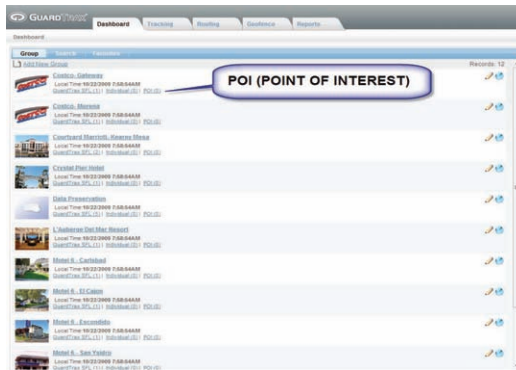
Landmark: **Utility Room**

- 10/31/2020 9:46:02AM
- 10/31/2020 9:54:13AM

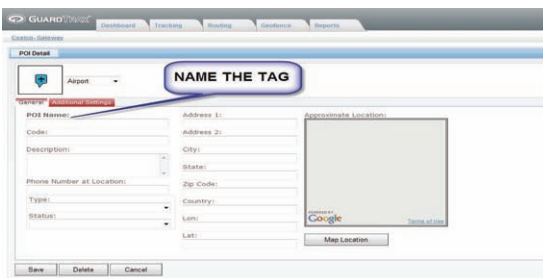
# ASSIGNING RFID TAGS WITHIN YOUR ACCOUNT

RFID tags are considered points of interest (POI) in the GuardTrax site. GuardTrax customer care has pre-loaded all of your RFID tags prior to your receipt of the device and equipment. The tags are assigned to your account and must be added to a specific group within your account and “named”. In order to begin this process:

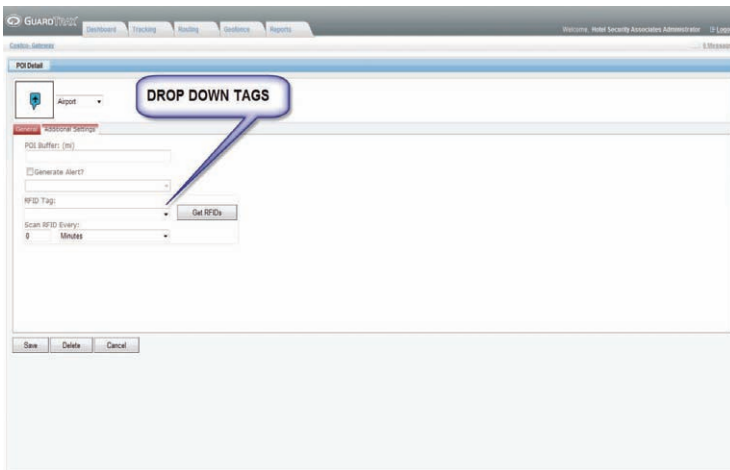
- 1 Go to your dashboard
- 2 Click on the POI link in the group in which you wish to add a new POI location and assign an RFID tag



- 1 Select ADD NEW
- 2 In the field “POI Name” on the “General” tab, type in the name of the POI or Tag. (Example: Conference Room 3rd Floor). If there is an address that you would like to assign to the tag, you may also do this here.



- 1 Click on the additional settings tab
- 2 Click on the drop down arrow to display a list of available tags
- 3 Select the tag number that you would like to assign to the POI (example: 20121) Optional: You may also check the box titled “Generate Alert” if you would like to receive an e-mail or SMS alert when this tag is read by the GT2.
- 4 Click SAVE to save this information



You have now provisioned an RFID tag for use. You may now begin to “read” the tags and they will begin to show up as events in the GuardTrax site.

