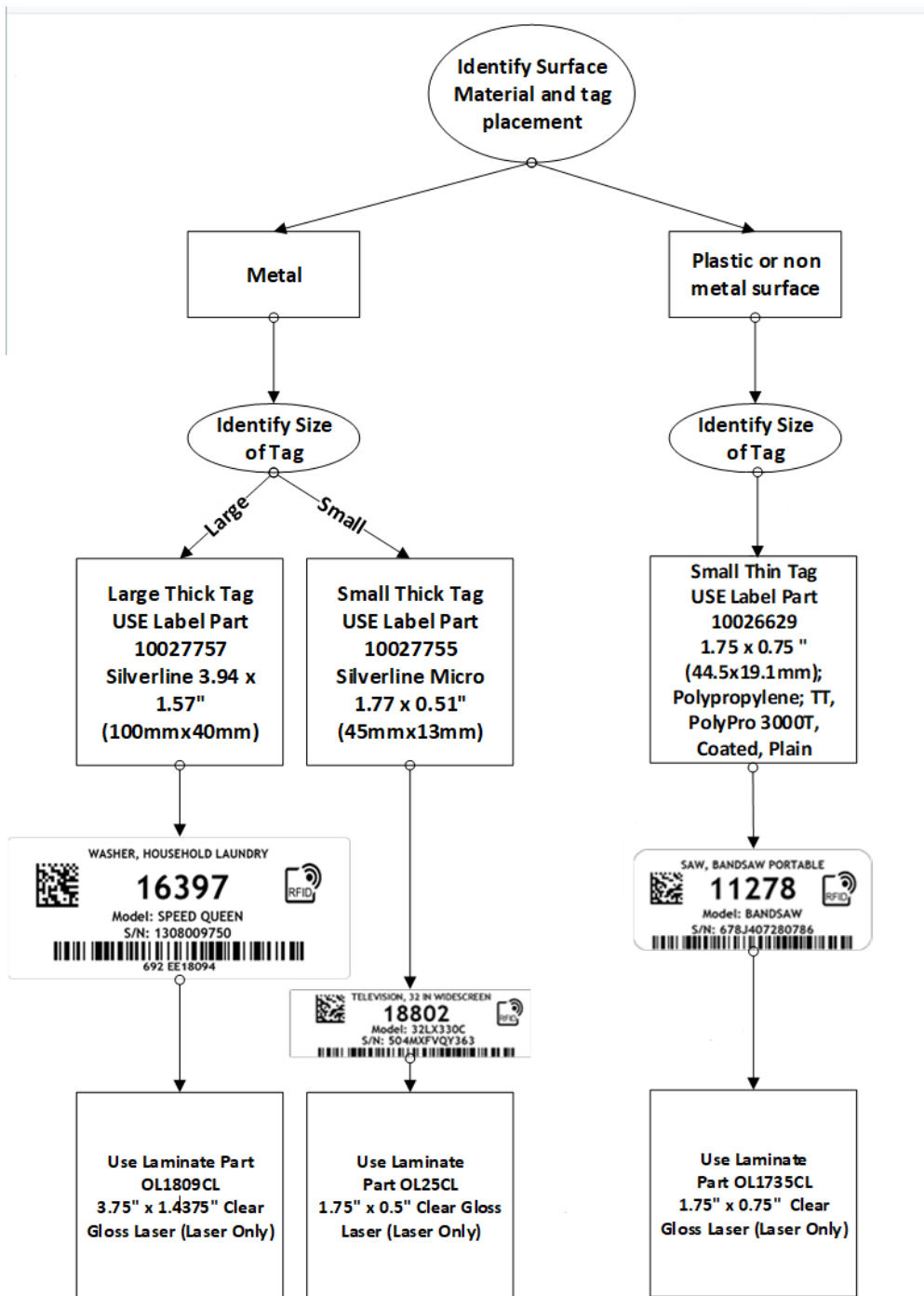


## RFID Equipment Tag Options and Application

Follow the steps below to determine what type of tag to use based on the equipment type.



## STEP ONE – Is the surface metal or non-metal?

- The thick tags have a layer of insulation to separate the RFID chip from a metal surface, thus preventing the chip from grounding out. Use a thick tag for any metal surface. The thick tags will also work on non-metal surfaces.



- The thin tags are appropriate only for non-metal surfaces. Examples include monitors, vehicle windshields, and medical equipment without a metal surface. If placed on a metal surface, the RFID chip will ground out and will not be readable by an RFID scanner.

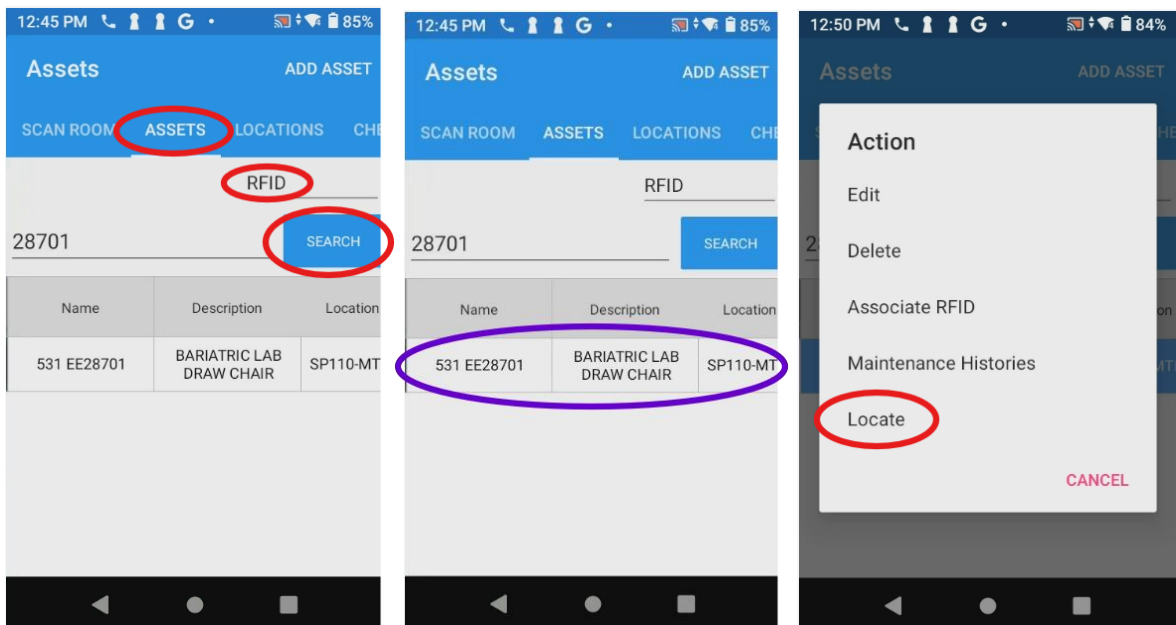


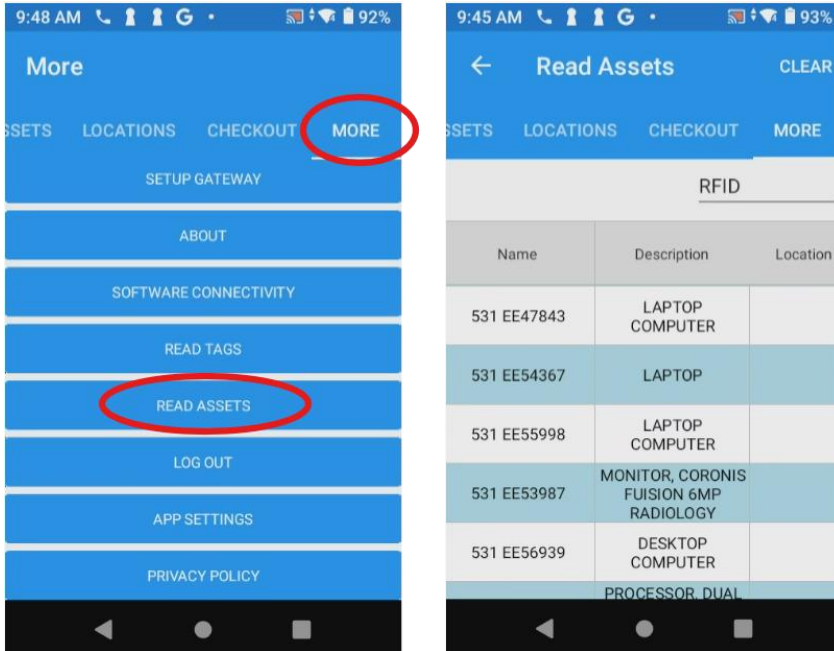
## STEP TWO – Identify the size of tag to be used

- When determining the size of the tag (small vs large) for either tag type, evaluate the size of the asset. If the asset is large and has enough space for the larger tag, use the larger size.
- Be careful not to place a tag on an area that gets overheated as this could degrade the tag.
- If you are unsure of the surface material, evaluate how the appropriate size of the metal mount and standard tags work with the asset. Place each tag option (at different times) on the asset and use the RFID scanner to read the

tag types to see which one gives the best result.

- Apply the tag on a place on the asset that would generally be visible or near open space.
- Once you have selected and placed the asset tag, a best practice is to test the new printed and placed asset tag to validate the RFID and barcode work as expected.
  - Using the RFID scanner to test a tag, go to the “Assets” tab and type in the EE number and then Locate, or go to the “More” tab and tap “Read Assets”, then use RFID mode to read the tag. Be aware that “Read Assets” will read all tags in the area.
  - Tap the result, circled in purple below.
  - Tap Locate, then squeeze the trigger to begin attempting to read the RFID tag.
  - Moving closer to and further away from the asset will allow you to determine from how far away the tag can be read.
  -





- The scanner should be able to read the tag from 1 – 3 feet away. If the tag does not read within this range, adjust the placement of the tag to another location on the asset or try a different tag type.

**STEP THREE – Once Tags are printed and tested, apply the appropriate size overlaminates to the tag**

- The overlaminates are important for protecting the print on the tag. Select the overlaminate that best fits the size of the tag and align the size of the overlaminate with tag size.