

Emergency Evacuation RFID Portal Set-up

Space portal boxes approximately 36 inches apart, the wheels indicate the front of the box (entrance)

Initial Set Up

1. Open both sliding doors
2. Run cables through lower slots of portal boxes
3. Connect color coded cables accordingly
4. Tighten cable connections.

Verify Cable Connection

1. Check cable color codes
2. Check cable connection from triangular WWAN to reader Ethernet port
3. Check reader power cable to surge protector connection

Power Up System

1. Power surge protector to external power outlet
2. Verify power surge protector powered on (switch on side)
3. Reader lights will flash green, amber, and red (process about 3 minutes)
4. Reader is successfully powered on when the steady green light is visible
5. Reader is reading wristbands when the amber light is on

Complete Set up

1. Remove aluminum threshold from back of secondary portal box
2. Place threshold over cables on the ground
3. Close both portal box doors

Confirm Set-Up

1. Call 512-373-1203 and to confirmation the portal system is online. The Portal Serial and portal location must be provided.
 - a. The portal serial is listed on a sheet inside the primary unit box. It has a format of C0000.
 - b. The portal location may be the city or the specific shelter site. For example, "San Antonio" or, "Alamodome".

TroubleShooting Tips

Issue	Onsite Action
Reader not reading tags	Call 512-373-1203 select Option 1 "Emergency Evacuation Services" (check polling/app)
No lights on reader	Check power
Red light on reader	Power off. Wait 1 minute. Power on

****NOTE :** Shut off power to reader prior to checking or disconnecting antenna cables