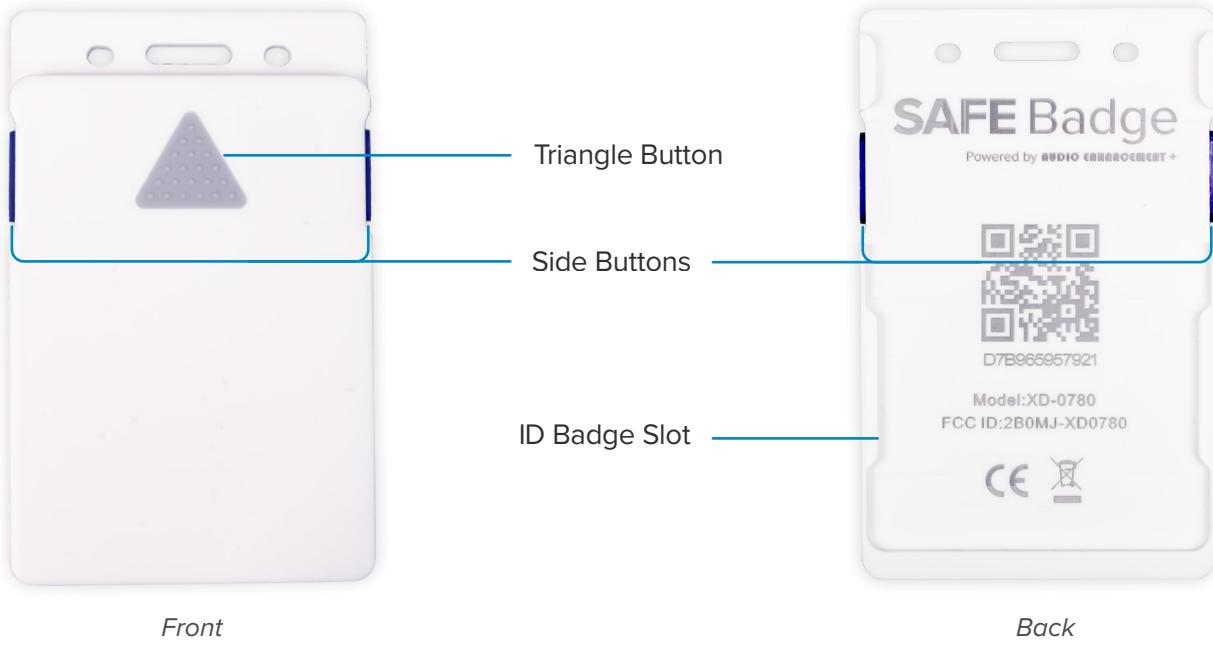


SAFE BADGE

QUICK START GUIDE



DESCRIPTION

Timely help for teachers is essential, whether managing minor disruptions or major emergencies. The SAFE (Signal Alert for Education) System® uses Audio Enhancement's classroom audio tech to send critical alerts to first responders and administrators. The new SAFE Badge* is a wearable device that lets staff quickly and discreetly call for help, improving response times. Designed for K-12 and compatible with EPIC (Education Paging & Intercom Communications) System®, it integrates seamlessly with campus tools like PA and digital signage.

FUNCTIONAL SUMMARY

ACTIVATION

- Turn the badge on for use

ALERT INITIATING

- Sends SAFE Alert
- Sends Escalated SAFE Alert

ALERT PROCESSING

- Uses the EPIC System to notify the appropriate personnel

BADGE CONFIGURATION

- Enables customization of button behavior and assignments

BATTERY MONITORING

- Tracks battery levels and sends notifications when low

DEVICE MANAGEMENT

- Supports Badge-user assignment, Equipment tracking, and status checks

*Patent Pending

INTERFACES

ALERT BUTTONS

- (2) Side Alert Buttons
- (1) Front Escalated Alert Button

LEDS

- Blinking Red - Active event
- Unacknowledged Active Event - Stops blinking after the alert is acknowledged or after 60 seconds

LANYARD HOLES

- (1) Standard Size Hole
- (2) Smaller Size Hole

BADGE RAILS

WIRELESS CONNECTION

GETTING STARTED

Activating the Badge

The badge is shipped turned off. To turn it on:

- Press and hold the *Triangle* button for 3 seconds. Without releasing the *Triangle* button press both *Side* buttons for 3 seconds. A red *LED* on the badge will flash and vibrate for 1 second, confirming activation.

In EPIC

1. Go to *Settings > System Settings > User Management > Equipment*.
2. Input the Badge ID (The last 5 digits of the BLE MAC address found on the back as a QR code).
3. Assign the badge to a user.

SENDING AN ALERT

Sending a SAFE Alert (Default Setting)

1. Press and hold both *Side* buttons for more than 2 seconds. The SAFE Badge LED will begin to blink red and will vibrate once, confirming that the alert has been received by the SAFE Receiver.
2. The SAFE Badge will vibrate three times when the alert is acknowledged by a user in the EPIC System, and the red *LED* will stop flashing.

Sending an Escalated Alert (Default Setting in EPIC)

1. First, initiate the Safe Alert.
2. Then, release the *Side* buttons and press the *Triangle* button. After 2 seconds, the red *LED* will begin to flash and vibrate once confirming that the alert has been received by the SAFE Receiver.
3. The badge will vibrate three times when the alert is acknowledged by a user in EPIC and the red *LED* will stop flashing.

NOTE

At least one SAFE Alert Badge Dongle must be present for the badge to function as described below.

HOW THE BADGE WORKS

- When an Alert is initiated, the SAFE Badge communicates with the SAFE Receiver.
- The SAFE Receiver then sends the alert through the MS device to EPIC through the school network.
- Admins can configure buttons settings in EPIC based on school preferences, [see page 7](#).

How Alerts Work

1. A user presses the badge buttons to send an alert.
2. The badge will transmit the alert via the SAFE Receiver to an MS device or a CZA-1300. When the message is received the SAFE Badge will vibrate once and the LED will begin to flash red.
3. The receiver forwards the alert to the EPIC System through the school network.
4. EPIC processes the alert and notifies assigned personnel. Once the alert has been acknowledged, the SAFE Badge will vibrate 3 times and the LED will stop blinking.

CONFIGURATION IN EPIC

SAFE Badge Activation

1. In EPIC navigate to *Settings > Devices > Individual Device Edit*.
2. Mark *SAFE Badge Enabled* as Yes, and set the *SAFE Badge Remote Port* option to whichever wireless BLE device the SAFE Badge will be connected to (Figure 1).

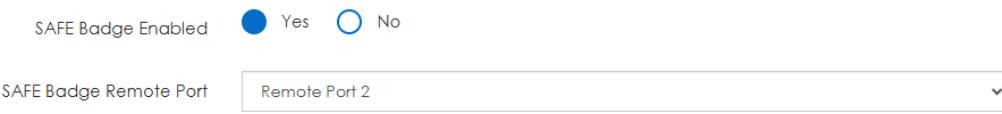


Figure 1

Badge Assignment & Management

1. In EPIC navigate to *Settings > System Settings > User Management > Equipment*.
2. Add and assign a badge to a user, by selecting the badge as a *User Equipment Type* (Badge or Teacher Mic).
3. Enter the *Badge ID*, which can be found on the back side of the badge (if using a scanner, there is a convenient QR code that can be scanned for ease of use).

NOTE

Use the CSV import feature for bulk uploads and ensure the battery life in EPIC is checked before use.

Alert Configuration & Testing

1. Navigate to *Settings > Events > Alert Configurations*.
2. Test that the connection is active and stable by initiating an Alert in EPIC (Figure 2).

The screenshot shows the 'Alert Configuration' tab selected in the top navigation bar. The page is divided into two main sections: 'Two Stage Alert' and 'Single Button Alert'.
Two Stage Alert: A note says: 'A Two Stage Alert will trigger an initial SAFE Alert that can be escalated by holding the second step button(s).'. A dropdown menu is set to 'Hold Side Buttons for SAFE Alert then Hold Triangle Button to Escalate'.
Single Button Alert: A note says: 'A Single Button Alert Configuration will trigger an immediate alert of either type.'. Two dropdown menus are labeled 'Select the Button to Trigger a SAFE Alert' and 'Select the Button to Trigger an Escalated Alert', both set to 'Please Select the Button'.
A note at the bottom states: 'If you have teacher microphones that do not have a triangle button, then alerts or alert steps that require the triangle button will not function properly.'

Figure 2

Single Button Alert

- The Escalated Alert is dependent on the first button press of the badge.
- *Side* button press = SAFE Alert.
- *Side* button press followed by a *Triangle* button press = Escalated Alert.
- The *Side* button or *Triangle* button can be configured independently to initiate a SAFE Alert or Escalated Alert.

CSV Import Guide

1. Equipment Type: Data must be *badge* or *microphone* (Figure 3).
2. Email Address: Case sensitive – must be identical to the way it's entered in EPIC (Figure 3).
3. Username: Case sensitive – must be identical to the way it's entered in EPIC.
4. Restriction: Use email or username as unique identifier, you cannot use both in the same import. If you use both it will only use the email as the unique identifier and the rest of them are assigned to the first user in the list.

Badge ID	Equipment Type	Username	Email
D9ADC	badge		
A9D11	microphone		

Figure 3

BUTTON CONFIGURATION IN EPIC

The SAFE Badge buttons can be configured by navigating to *Settings > Events > Alert Configurations* in EPIC. The default settings are as follows:

- Press *side* buttons to send a SAFE Alert.
- After setting off the SAFE Alert pressing the center *triangle* button will initiate an Escalated Alert.

These settings can be adjusted in EPIC for the following actions:

- Modify button functions.
- Assign a button to have immediate, independent activation of escalation.
- Disable certain button actions.

BATTERY NOTIFICATIONS

EPIC sends automatic email notifications when a badge battery reaches certain levels, they are as follows:

- 20% (High Priority Notification) - The assigned user and support contact group receive an email recommending a replacement soon.
- 10% (Critical Notification) - The assigned user and support contact group receive an urgent email warning that the battery requires immediate replacement.

TROUBLESHOOTING

BADGE NOT ACTIVATING

The SAFE Badge could have a dead battery, or be out of range. Check the battery status in EPIC, or replace the badge if necessary.

NO ALERT IN EPIC

The SAFE Badge could be experiencing connectivity issues. Check your SAFE Receiver and ensure the MS device is online.

NO LED OR VIBRATION

The SAFE Badge could have a low battery or be out of range. Check the battery status in EPIC, and ensure the receiver is within range.

CHECK DEVICE STATUS IN EPIC

In EPIC Navigate to *Settings > System Settings > User Management > Equipment*. Locate the SAFE Badge or device, and ensure it is listed as *Active* and connected.

CONTACT SUPPORT

For further assistance, contact our support team by calling 800.932.3578, emailing them at Support@AudioEnhancement.com, or speaking to them via live chat at AudioEnhancement.com/Support. Support is available Monday - Friday 5:00 AM - 6:00 PM MST.

FCC STATEMENT

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- This device may not cause harmful interference.
- This device must accept any interference received, including interference that may cause undesired operation.

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

NOTE: 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 energy and, 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. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

RF WARNING STATEMENT

The device has been evaluated to meet general RF exposure requirement. The device can be used in portable exposure condition without restriction.

IC WARNING

English:

The device has been evaluated to meet general RF exposure requirement. The device can be used in portable exposure condition without restriction.

French:

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes :

(1) l'appareil ne doit pas produire de brouillage, et

(2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement."

L'appareil a été évalué pour répondre aux exigences générales en matière d'exposition aux RF. L'appareil peut être utilisé en condition d'exposition portable sans restriction.