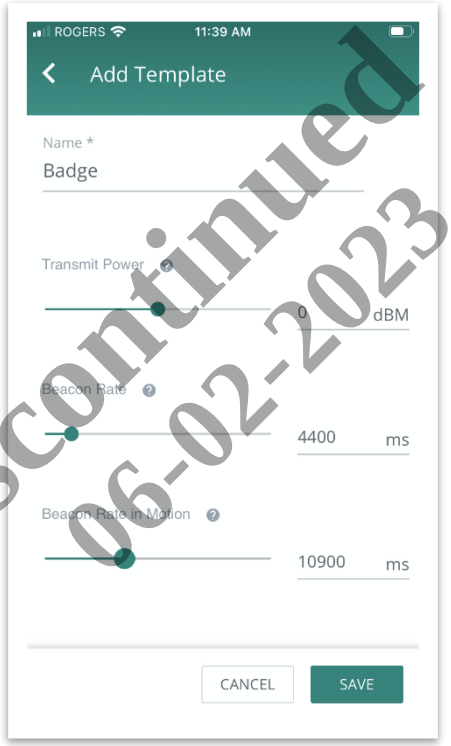
Tag Configuration Manager Manual **Trellix**

This document is intended for installers, set-up technicians and IT professionals of Trellix products.

Important: Engage appropriate network security professionals to ensure all lighting control system hardware and servers are secure for access. Ensure IT professionals review the WaveLinx network architecture document found at the end of this manual.

Network security is an important issue. Typically, the IT organization must approve configurations that expose networks to the Internet. Be sure to fully read and understand customer IT Compliance documentation.



Discontinued 06-02-2023

COOPER Lighting Solutions

⚠ WARNING

Read all the instructions thoroughly before installing this product.

This manual provided information on the installation and operation of Trellix Locate. For proper operation it is important to follow the instructions.

The purpose of this document is to provide sufficient instructions for installation and basic troubleshooting.

Discontinued
06-02-2023

Contents

1 – About this Document 1
1.1 – Key Terms 1
1.2 – What's New 1
1.3 – Related Documentation 1
2 – Overview 2
2.1 – Requirements 2
2.2 – Communication Distance 2
2.3 – Tag Hardware and Activation Details 2
3 – Managing Tags 4
3.1 – Scanning and Viewing Tags 4
3.2 – Filtering the Tag List 4
3.3 – Search the Tag List 4
3.4 – Viewing Tag Battery Level and Other Details 4
3.5 – Editing Tag Configuration 4
3.6 – Turning a Tag Off 5
3.7 – Factory Resetting a Tag 5
3.8 – Bulk Editing Tags by Setting 5
3.9 – Bulk Editing Tags by Template 5
3.10 – Changing the Password on One or More Tags 5
3.11 – Adding a Password to One or More Tags 6
3.12 – Removing the Password from One or More Tags 6
3.13 – Factory Resetting One or More Tags 6
3.14 – Editing Tag Templates 6
3.15 – Creating and Deleting Custom Tag Templates 7

Discontinued
06-02-2023

Discontinued
06-02-2023

1 – About this Document

This document describes how to use the Trellix Tag Configuration Manager app to view and edit the properties of Trellix Locate Tags.

IMPORTANT
This document does not cover the initial Trellix Locate installation and setup. Please refer to the Trellix Core Quick Start Guide if you are installing Trellix Locate for the first time.

The information and procedures in this document assume that

- You have downloaded the Trellix Tag Configuration Manager app from the Apple App Store or Google Play Store to your phone
- You have one or more Trellix Bluetooth beacons in close physical proximity

1.1 – Key Terms

The terms listed below are used in this document.

- **Tag** – A Bluetooth Low Energy (BLE) device, sometimes referred to as a Beacon, that broadcasts its identifier and potentially other information to nearby portable electronic devices.
- **Bluetooth LE (BLE)** – A wireless personal area network technology aimed at novel applications in the healthcare, fitness, beacons, security, and home entertainment industries.
- **Media Access Control (MAC) address** – The MAC address of a device is a unique identifier assigned to a Network Interface Controller (NIC). For communications within a network segment, it is used as a network address for most IEEE 802 network technologies, including Ethernet, Wi-Fi, and Bluetooth.

1.2 – What's New

The latest changes are described in the table below.

Change	Description
New Factory Reset option	The Factory Reset feature lets you reset modified Tag settings, including the password, to factory default values
New Remove Password option	The Remove Password feature lets you disable password protection
New Add Password option	The Add Password feature lets you enable password protection with a new password
New Turn Off option	The Turn Off feature lets you turn off a single Tag, if it has a password configured and a physical button to turn it back on
Filter on multiple Tag Types	You can now select more than one Tag Type when filtering the list of displayed Tags
View Humidity data	You can now view the Humidity value for S1 Tags on the Tag Detail and Edit Tag screens
Beacon rates	Tag stationary and in-motion beacon rates can now be set from 1 to 30 seconds

Discontinued 06-02-2023

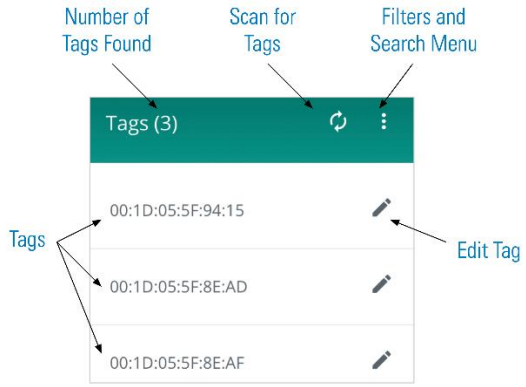
1.3 – Related Documentation

Refer to the documents listed below for additional information.

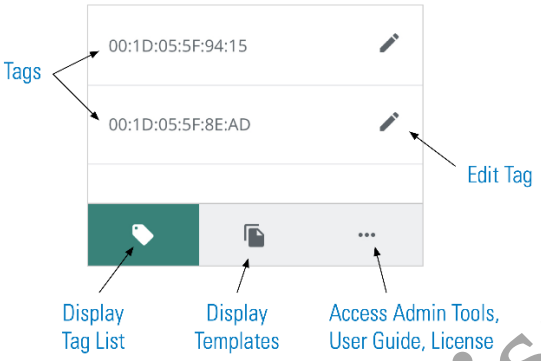
Document	Description
Trellix Locate User Manual	This manual covers the normal use of a Trellix Locate system

2 – Overview

The Trellix Tag Configuration Manager is a mobile app for iOS and Android phones. It lets you view and edit the properties of Cooper BLE (Bluetooth LE) Tags.



Main Screen – Top



Main Screen – Bottom

Discontinued 06-02-2023

2.1 – Requirements

Trellix Tag Configuration Manager has been tested with iOS 13 and 12, and with Android 10 and 9. For Android devices, Cooper recommends the following for best results: Google Pixel 2, Google Pixel 3, Samsung Galaxy 8, or Samsung Galaxy 9. You must have Bluetooth enabled on your mobile device to use any Tag Configuration Manager features.

2.2 – Communication Distance

The Tag Configuration Manager is designed to work with Tags within 3 meters (10 feet) of your mobile device.

2.3 – Tag Hardware and Activation Details

The table below describes the hardware for each Tag type and how it is activated.

Model	Description	Activation	Features
TRX-TAG-BDG (C7)	Badge – 2 Year	• Press and hold external power button for 3 seconds • LED will illuminate for 5 seconds and then the Tag will start broadcasting	2-year battery, motion sensor, RFID sensor, external button
TRX-TAG-AST2 (E7)	Asset – 2 Year	• Open the rotatable housing, then press and hold internal button for 3 seconds • LED will illuminate for 5 seconds and then the Tag will start broadcasting	2-year battery, motion sensor, internal button
TRX-TAG-AST2 (i3)	Asset – 5 Year	• Insert battery to activate	5-year battery
TRX-TAG-AST2 (E8)	Asset – 1 Year	• Pull tab to remove plastic sheet and activate	9-month battery, motion sensor

Model	Description	Activation	Features
TRX-TAG-AST2 (S1)	Sensor – 3 Year	• Press and hold external button for 3 seconds	3-year battery, motion sensor, temperature sensor, humidity sensor, external button
TRX-TAG-AST2 (B6)	Bracelet – 1 Year	• Activated by magnet	1-year battery

Discontinued
06-02-2023

3 – Managing Tags

This section covers the Tag viewing and editing operations.

NOTE
Due to a limitation in the current Android platform, it is strongly recommended that you use iOS to manage Tags.

3.1 – Scanning and Viewing Tags

Follow these steps to scan and view nearby Tags:

NOTE
For Android devices, allow 30 seconds after initiating a scan before starting another scan.

1. Tap in the navigation bar to display the list of Tags.
2. If the icon is spinning, the app is already scanning for nearby Tags. Otherwise, tap to start a scan.
3. A scan will run for 120 seconds. After that time, up to 100 Cooper Tags within range will be displayed on the list.

3.2 – Filtering the Tag List

Follow these steps to filter the Tags listed after scanning:

1. Tap , and then tap **Filters**.
2. To filter by type, tap **All Tag Model**, and then tap to select one or more types (e.g., **B6**, **E7**).
3. To filter by state, tap **Programmed and Default**, and then tap the desired state (e.g., **Programmed Only**).
4. To filter by RSSI, tap **All RSSI Values** and then:
   a. To filter by a specific value, tap **One RSSI Value Only**, and then slide or enter the **RSSI Value**.
   b. To filter by a range of values, tap **Range of RSSI Values**, and then slide or enter the **Minimum Value** and **Maximum Value** to define the range.
5. Tap **Apply Filters**.
6. To remove one filter, tap beside it. Tap **Clear all filters** to remove them all.

Discontinued 06-02-2023

3.3 – Search the Tag List

Follow these steps to filter the Tags listed after scanning:

1. Tap , and then tap **Search**.
2. Enter a string that appears in one or more of the listed Tags.
3. Tap to clear the search string, or tap **X** to quit the search.

3.4 – Viewing Tag Battery Level and Other Details

To view the battery level of a Tag, and other details (e.g., Model, Status), tap the Tag in the list. Tap it again to hide the details.

3.5 – Editing Tag Configuration

Follow these steps to view and edit Tag configuration:

NOTE
Setting the Beacon Rate for a Tag to more than 10 seconds (10,000 milliseconds) may lead to issues with future updates.

1. In the Tag list, tap beside the Tag you want to edit.
2. Enter the Tag's password. Optionally, select **Remember this password** to reuse it until you quit the app.
3. Tap **Connect**, and then wait for the Tag editing screen to appear.
4. View the **Battery Level** of this Tag.
5. Edit Tag properties such as **Transmit Power**, **Beacon Rate**, and **Beacon Rate in Motion** by:
   a. Editing the properties directly, or
   b. Tapping **Use a Tag Template**, and then selecting a template.
   c. Tapping **Save**.
6. When the update completes, tap **<** to return to the Tags list.

3.6 – Turning a Tag Off

Follow these steps to turn off a single Tag:

NOTE
A Tag must have a password configured, and a physical button to turn it back on, to use this procedure.

1. In the Tag list, tap ✎ beside the Tag you want to edit.
2. Enter the Tag's password. Optionally, select **Remember this password** to reuse it until you quit the app.
3. Tap **Connect**, and then wait for the Tag editing screen to appear.
4. Toggle the **On** button, and then tap **Power Off** to confirm. You will be returned to the Tags list.

NOTE
The Tag you turned off will remain in the Tags list until the next scan is initiated.

3.7 – Factory Resetting a Tag

Follow these steps to restore the configuration of a single Tag to its factory default values:

1. In the Tag list, tap ✎ beside the Tag you want to edit.
2. Enter the Tag's password. Optionally, select **Remember this password** to reuse it until you quit the app.
3. Tap **Connect**, and then wait for the Tag editing screen to appear.
4. Tap **Factory Reset**, and then tap **Reset Tag** to confirm. You will be returned to the Tags list.

3.8 – Bulk Editing Tags by Setting

Follow these steps to modify one or more selected settings, on multiple Tags, in a single operation:

1. Tap ••• in the navigation bar, and then tap **Admin Tools**.
2. Tap **Continue** to confirm you are authorized to access these features.
3. Tap **Bulk Edit**.
4. Select the Tags you want to edit, or tap **Select All** to edit all available Tags. To limit the Tags listed, tap ⋮ to access the Filter and Search features.
5. Tap **Next**, then select **Change settings individually**, and then tap **Next**.
6. For each setting you want to change (e.g., **Beacon Rate**), select it, and then slide or enter the new value.
7. Tap **Update Tags**, then enter the password that applies to all selected Tags. Optionally, select **Remember this password** to reuse it until you quit the app.
8. Tap **Connect** and monitor the update progress. When it completes, tap **X** to return to the Admin Tools.

Discontinued 06-02-2023

3.9 – Bulk Editing Tags by Template

Follow these steps to apply settings stored in a template to multiple Tags in a single operation:

1. Tap ••• in the navigation bar, and then tap **Admin Tools**.
2. Tap **Continue** to confirm you are authorized to access these features.
3. Tap **Bulk Edit**.
4. Select the Tags you want to edit, or tap **Select All** to edit all available Tags. To limit the Tags listed, tap ⋮ to access the Filter and Search features.
5. Tap **Next**, then select **Apply a template**, and then tap **Next**.
6. Select the template to apply, and then tap **Update Tags**.
7. Enter the password that applies to all selected Tags. Optionally, select **Remember this password** to reuse it until you quit the app.
8. Tap **Connect** and monitor the update progress. When it completes, tap **X** to return to the Admin Tools.

3.10 – Changing the Password on One or More Tags

Follow these steps to change the password of one or more Tags in a single operation:

NOTE
Passwords are case-sensitive. They must be eight characters long and consist only of alphanumeric characters (no spaces or special characters).

1. Tap ••• in the navigation bar, and then tap **Admin Tools**.
2. Tap **Continue** to confirm you are authorized to access these features.
3. Tap **Change Password**.
4. Select the Tags that require a password change, or tap **Select All** to change it on all available Tags. To limit the Tags listed, tap ⋮ to access the Filter and Search features.
5. Tap **Next**, then enter the **Old Password** (must be the same on all selected tags), and then enter and confirm the **New Password**.
6. Tap **Save Password** and monitor the password change progress. When it completes, tap **X** to return to the Admin Tools.

3.11 – Adding a Password to One or More Tags

Follow these steps to add a password to multiple Tags in a single operation:

NOTE
Passwords are case-sensitive. They must be eight characters long and consist only of alphanumeric characters (no spaces or special characters).

1. Tap ••• in the navigation bar, and then tap **Admin Tools**.
2. Tap **Continue** to confirm you are authorized to access these features.
3. Tap **Add Password**.
4. Select the Tags that require a password, or tap **Select All** to apply one to all available Tags. To limit the Tags listed, tap ⋮ to access the Filter and Search features.
5. Tap **Next**, and then enter and confirm the **New Password**.
6. Tap **Add Password** and monitor the password addition progress. When it completes, tap **X** to return to the Admin Tools.

3.12 – Removing the Password from One or More Tags

Follow these steps to remove the password from multiple Tags in a single operation:

1. Tap ••• in the navigation bar, and then tap **Admin Tools**.
2. Tap **Continue** to confirm you are authorized to access these features.
3. Tap **Remove Password**.
4. Select the Tags that require the password removed, or tap **Select All** to remove it from all available Tags. To limit the Tags listed, tap ⋮ to access the Filter and Search features.
5. Tap **Next**, then enter the existing **Password** (must be the same on all selected Tags), and then tap **Connect**.
6. Tap **Remove Password** to acknowledge the warning message and remove the password.
7. Monitor the password removal progress. When it completes, tap **X** to return to the Admin Tools.

3.13 – Factory Resetting One or More Tags

Follow these steps to factory reset multiple Tags in a single operation:

1. Tap ••• in the navigation bar, and then tap **Admin Tools**.
2. Tap **Continue** to confirm you are authorized to access these features.
3. Tap **Factory Reset**.
4. Select the Tags that require a reset, or tap **Select All** to reset all available Tags. To limit the Tags listed, tap ⋮ to access the Filter and Search features.
5. Tap **Next**, then enter the **Password** (must be the same on all selected Tags), and then tap **Connect**.
6. Tap **Reset Tags** to acknowledge the warning message and factory reset the Tags.
7. Monitor the factory reset progress. When it completes, tap **X** to return to the Admin Tools.

Discontinued 06-02-2023

3.14 – Editing Tag Templates

Tag Templates contain preset values for common use cases, such as People Tracking.

NOTE
A template is used to apply the preset values when setting up a Tag, but this does not create a connection between the template and that Tag. If you modify the template later, the Tag will not be affected.

Follow these steps to use Tag templates:

1. Tap 🗎 to show the available templates.
2. To view the template setting details (e.g., **Transmit Power**, **Beacon Rate**), tap it in the list. Tap it again to hide the details.
3. Tap ✎ beside a template to rename it, then edit the **Name**, and then tap **Save**.

3.15 – Creating and Deleting Custom Tag Templates

Follow these steps to add a new Tag template to the existing ones:

1. Tap to show the available templates.
2. Tap **+** to create a new template.
3. Enter a **Name** for this template.
4. Slide or enter the **Transmit Power**, **Beacon Rate**, and **Beacon Rate in Motion** values this template will hold.
5. Tap **Save** to create the template.
6. To delete a custom **Tag Template**, tap beside it.

NOTE
The built-in templates cannot be deleted.

Discontinued
06-02-2023

FCC Statement

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

(1) This device may not cause harmful interference.
(2) This device must accept any interference received, including interference that may cause undesired operation.

Note: The grantee is not responsible for any changes or modifications not expressly approved by the party responsible for compliance. Such modifications could void the user's authority to operate the equipment.

Note: The 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.

This device complies with FCC radiation exposure limits set forth for an uncontrolled environment. This equipment must be installed and operated in accordance with provided instructions and the antenna(s) used for this transmitter must be installed to provide a separation distance of at least 20 cm from all persons.

Warranties and Limitation of Liability

Please refer to www.cooperlighting.com/WarrantyTerms for our terms and conditions.

Garanties et limitation de responsabilité

Veuillez consulter le site www.cooperlighting.com/WarrantyTerms pour obtenir les conditions générales.

Garantías y Limitación de Responsabilidad

Visite www.cooperlighting.com/WarrantyTerms para conocer nuestros términos y condiciones.

Discontinued
06-02-2023

Cooper Lighting Solutions
1121 Highway 74 South
Peachtree City, GA 30269
P: 770-486-4800
www.cooperlighting.com
For service or technical assistance:
1-800-553-3879

Canada Sales
5925 McLaughlin Road
Mississauga, Ontario L5R 1B8
P: 905-501-3000
F: 905-501-3172

© 2021 Cooper Lighting Solutions
All Rights Reserved
Printed in USA
Publication No. MN503097EN
February 2021

Cooper Lighting Solutions is a registered trademark.

All other trademarks are property of their respective owners.

Product availability, specifications, and compliances are subject to change without notice.