RFID Badging

- **Use the specified tag**. We can supply them to you or you can procure them on your own, but do not substitute a different tag that what is specified on your contract.

- Programming can be from our equipment (PadPro) using either a computer or by 'transcoding' a 1D or 2D barcode. Barcode programming is often preferable since you can use existing systems. Other RFID programming equipment should work if correctly configured.

- **Use a 4x4 inch badge holder.** The specified tag is slightly less than 4 inches long and must be oriented vertically on the badge, therefore a badge holder that is at least 4 inches tall is required. Standard 4x4 inch badge holders will work nicely, as will any badge holder taller than 4 inches. It is also best to use lanyards as opposed to the clip-on types.

- **Place the tag vertically**. Preferred location is usually on the left hand side due to human factors, but if using barcodes to program tags with a PadPro encoder, you must take the barcode location into consideration. It must line up correctly when the barcode is in the scan-able area. The specified tag is self-adhesive and can therefore simply be stuck on the back of the badge holder, or it can be placed into the badge holder should you wish, either stuck to the paper badge or free-floating.

- **When using dual tags (UHF and HF) do not overlap the tags**. The following picture illustrates a proper placement on a 4x4 badge holder when seen from the front. If only using UHF tags, ignore the HF tag outline.

- **You should expect a 'failure' rate of 1% to 2% on both the HF and UHF tags**. The tags are electronically tested at the time of manufacture, but it is not possible to remove non-functional tags from the strip. Instead, the non-functional tags are counted and deducted from the invoiced amount. In the case of HF tags, defective ones are marked with a small black square; these should not be used. The UHF tags are not marked. Also note that rough handling will damage the tags.

**Standard 4 inch
by 4 inch badge
holder**

**Jane Smith
New Co
Industries
Detroit, MI**

**UHF Tag placed
on back of badge**

**HF Tag placed inside
badge holder
(optional – only applies to
dual tag shows)**