

## Turning ON

Hold down the button labelled 'Power' for 1-2 seconds then release it. The TA600 should now be ON.

## Turning OFF

Hold down the button labelled 'Power' for about 3 seconds then release it. The TA600 should now be OFF.

## Auto OFF

The TA600 may automatically turn itself off if unused for more than 2 hours. Should this occur, simply turn the unit ON.

## Scanning the Badge

1. Hold the badge with the dark magnetic stripe at the bottom and in view.
2. Insert the edge of the badge in the slot.
3. Apply a slight and even pressure and swipe the badge through the entire length of the slot. Note: The badge can be swiped in either direction.
4. The Red/Green light will indicate the result of your swipe. If the swipe was successful, the light will turn green and three brief beeps will sound. Also, the badge information will be shown on the LCD display.
5. If there was an error, the light will turn red and the unit will sound a long beep. If this happens, simply swipe the badge again.



## Viewing Lead Details

If you have just scanned a lead, a portion of the information stored will appear on the screen. To see all of the lead information:

1. Use the thumbwheel to select the lead you wish to expand.
2. Click the thumbwheel to expand the lead. The thumbwheel can now be used to scroll up and down through the lead.
3. Click the thumbwheel again to return to regular operation.

## Entering Qualifiers

To enter followup codes or qualifiers:

1. Press the button labelled 'Qualify'. A new screen will appear showing the followup codes programmed in the unit.
2. Using the thumbwheel, scroll to the qualifier you wish to add and click the thumbwheel. A small checkmark will appear beside it.
3. Enter as many codes as required, then press 'Qualify' to return to normal operation.