

## QUICK SETUP GUIDE

Insignia  
Locator Tag

NS-TAG4PK

## PACKAGE CONTENTS

- Insignia tag with preinstalled CR2032 battery (4)
- *Quick Setup Guide*

## FEATURES

- Bluetooth technology + Find My network helps you to find missing or lost backpacks, keys, and purses
- Small, lightweight design can be easily carried around
- Audible buzzer alerts you when you are within range of your missing item
- Distance range works within 65 ft. (20 m) indoors and up to 164.04 ft. (50 m) outdoors

Before using your new product, please read these instructions to prevent any damage.

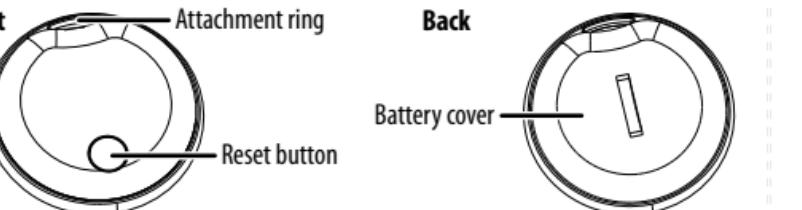
## COMPATIBILITY

- Compatible with Apple devices only
- iPhone and iPod touch models with iOS 14.5 and newer\*
- iPad models with iPadOS 14.5 and newer\*
- iMac and MacBook with macOS 12.5 and newer\*

## Notes:

- \*Tag is compatible as of 2025
- Depending on the version, Find My app usage may vary from these instructions. Follow the instructions within the app to set up and change settings.
- On computers, the Find My app can only display your Insignia tag's location. Use a smartphone or a tablet to access other features.

## OVERVIEW



## SETTING UP YOUR INSIGNIA TAG

- 1 On your smartphone or tablet:
  - a. Turn on Bluetooth.
  - b. Turn on location services: Tap **Settings > Privacy & Security**, then turn on **Location Services**. Swipe down and tap **Find My** to allow access to the location, then turn on **Precise Location**.
- 2 Remove the insulation strip from the battery to activate it. It beeps once and enters pairing mode.

3 Open the **Find My** app.4 Tap **Items**, tap + (add).5 Tap **Add Other Item**, then when "Insignia Tag" appears on your screen, tap **Connect**.6 Enter a name for your Insignia tag/item, then tap **Continue**.7 Select an emoji to represent your Insignia tag/item, tap **Continue**, then **Agree**.

## 8 Attach the Insignia tag to your item.

## LOCATING YOUR ITEM

1 Open the **Find My** app.2 Tap **Items**, then tap the name of your Insignia tag:

- If your Insignia tag is within range, it will show on the map with the location and last updated time.

OR

- If your Insignia tag is not within range, it will show its last known location and time. If you want to receive notifications when it comes within range, go to **Notifications**, then tap **Notify When Found**.

## FINDING YOUR ITEM

If you lose the item your Insignia tag is connected to, you can play a sound on your Insignia tag:

1 Open the **Find My** app.2 Tap **Items**, then tap the name of your Insignia tag.3 Tap **Play Sound** to play a short sound on your Insignia tag.

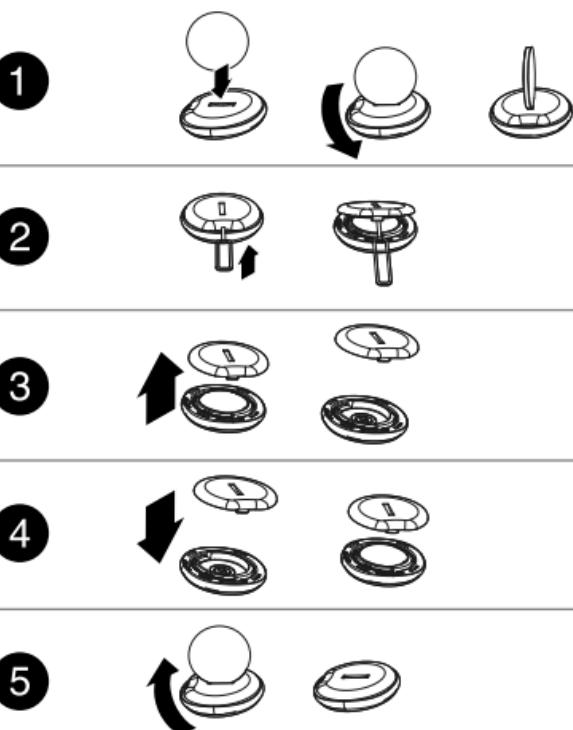
**Note:** If your Insignia tag is out of range, it will not play the sound.

## REPLACING THE BATTERY

## 1 Use a coin or similar tool to remove the battery cover.

## 2 Replace with a new CR2032 battery, making sure the + symbol faces the correct direction.

## 3 Replace the battery cover and rotate it clockwise to secure.



## RESETTING YOUR INSIGNIA TAG

You may reset your Insignia tag to remove all data from it.

- 1 Open the **Find My** app.
- 2 Tap **Items**, then tap the name of your Insignia tag.
- 3 Tap **Remove Item**.
- 4 Press the reset button on your Insignia tag once, then press and hold it for five seconds. It beeps twice when the reset is successful.
- 5 Set up your Insignia tag. See "SETTING UP YOUR INSIGNIA TAG" for instructions.

## DETECTING UNWANTED PAIRING

Find My accessories include features to discourage people from trying to locate you without your knowledge. If an unknown Insignia tag is detected moving with you over time you will be notified in one of two ways:

- If you have an Apple device, Find My will send a notification to your device. This is available on compatible devices (see "Compatibility" section).
- OR
- If you do not have an iOS device, the Insignia tag occasionally emits a sound when it is not with its owner and is moved.

## TROUBLESHOOTING

### My Insignia tag is not connecting.

- Make sure that Bluetooth is turned on.
- Make sure that location services are turned on and the Find My app is allowed permissions.
- Make sure that you have removed the battery's insulation strip.
- Make sure that your Insignia tag has enough battery. See "REPLACING THE BATTERY" for instructions.

### I can't find my Insignia tag/my item isn't there.

- Your item may be out of range. It will show its last known location until it is moved back within range.
- If your item is lost, you can play a sound to locate it. See "FINDING YOUR ITEM" for instructions.
- If you have your Insignia tag, but it is not showing up on your Find My app, it may need to be reset. See "RESETTING YOUR INSIGNIA TAG" for instructions.
- If you have your Insignia tag, but it is not showing up on your Find My app, it may need a new battery. See "REPLACING THE BATTERY" for instructions.



For more information, visit [www.insigniaproducts.com](http://www.insigniaproducts.com)

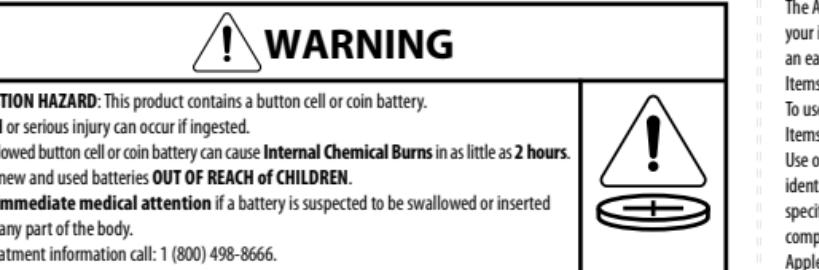
To use the Apple Find My app to locate this item, the latest version of iOS, iPadOS, or macOS is recommended.

The Find Items app on Apple Watch requires the latest version of watchOS.

Use of the Works with Apple badge means that a product has been designed to work specifically with the technology identified in the badge and has been certified by the product manufacturer to meet Apple Find My network product specifications and requirements. Apple is not responsible for the operation of this device or use of this product or its compliance with safety and regulatory standards.

Apple, Apple Find My, Apple Watch, Find My, iPhone, iPad, iPadOS, Mac, macOS and watchOS are trademarks of Apple Inc. iOS is a trademark or registered trademark of Cisco in the U.S. and other countries and is used under license.

## SAFETY INFORMATION



a) Remove and immediately recycle or dispose of used batteries according to local regulations and keep away from children. Do NOT dispose of batteries in household trash or incinerate.

b) Even used batteries may cause severe injury or death.

c) Call a local poison control center for treatment information.

d) Compatible battery type is CR2032.

e) Nominal battery voltage is 3VDC.

f) Non-rechargeable batteries are not to be recharged.

g) Do not force discharge, recharge, disassemble, heat above 50°C/122°F or incinerate. Doing so may result in injury due to venting, leakage or explosion resulting in chemical burns.

h) Ensure the batteries are installed correctly according to polarity (+ and -).

i) Do not mix old and new batteries, different brands or types of batteries, such as alkaline, carbon-zinc, or rechargeable batteries.

j) Remove and immediately recycle or dispose of batteries from equipment not used for an extended period of time according to local regulations.

k) Always completely secure the battery compartment. If the battery compartment does not close securely, stop using the product, remove the batteries, and keep them away from children.

## SPECIFICATIONS

- **Dimensions:** 1.34 x 1.34 x .33 in. (34.2 x 34.2 x 8.6 mm)
- **Weight:** .29 oz. (8.3 g)
- **Bluetooth:** BLE 5.1
- **Battery:** CR2032 / 225 mAh

## LEGAL NOTICES

### About Apple Find My

The Apple Find My network provides an easy, secure way to locate compatible personal items using the Find My app on your iPhone, iPad, Mac, or the Find Items app on Apple Watch. About Apple Find My The Apple Find My network provides an easy, secure way to locate compatible personal items using the Find My app on your iPhone, iPad, Mac, or the Find Items app on Apple Watch.

To use the Apple Find My app to locate this item, the latest version of iOS, iPad OS, or mac OS is recommended, The Find Items app on Apple Watch requires the latest version of watchOS.

Use of the Works with Apple badge means that a product has been designed to work specifically with the technology identified in the badge and has been certified by the product manufacturer to meet Apple Find My network product specifications and requirements. Apple is not responsible for the operation of this device or use of this product or its compliance with safety and regulatory standards.

Apple, Apple Find My, Apple Watch, Find My, iPhone, iPad, iPadOS, Mac, macOS and watchOS are trademarks of Apple Inc. FCC compliance

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, and (2) this device must accept any interference received, including interference that may cause undesired operation.

### FCC Caution:

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

### FCC Statement:

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 Exposure: This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.

### RSS-Gen statement:

This device contains licence-exempt transmitter(s)/receiver(s) that comply with Innovation, Science and Economic Development Canada's licence-exempt RSS(s). Operation is subject to the following two conditions:

1. This device may not cause interference.
2. This device must accept any interference, including interference that may cause undesired operation of the device.

Ce dispositif contient des émetteurs exonérés de permis(s)/récepteurs(s) qui sont conformes aux RSS (s) exemptés de licence du Canada. L'opération est soumise aux deux conditions suivantes :

1. Cet appareil peut ne pas causer d'interférences.
2. Ce dispositif doit accepter toute interférence, y compris les interférences qui peuvent provoquer un fonctionnement indésirable de l'appareil.

**RSS-102 Statement**

This equipment complies with IC RSS-102 radiation exposure limits set forth for an uncontrolled environment.

Cet équipement est conforme aux limites d'exposition aux radiations IC CNR-102 établies pour un environnement non contrôlé.

## ONE-YEAR LIMITED WARRANTY

Visit [www.insigniaproducts.com](http://www.insigniaproducts.com) for details.

## CONTACT INSIGNIA:

For customer service, call 1-877-467-4289 (U.S. and Canada)

[www.insigniaproducts.com](http://www.insigniaproducts.com)

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