[**Zebra RFID Handheld**](https://rftrack.zendesk.com/hc/en-us/articles/360042263312-VIDEO-2-Zebra-RFID-Handheld-Basics-Video) **& Samsung Tablet Basics**

Plug in the scanner. When the scanner is fully charged the led lights on the side of the screen will be green. The lights will be amber if not fully charged.

**Zebra RFID Handheld Sign in Procedures**

1. Red power button to turn on. Takes about 30 seconds.
2. To unlock scanner, swipe up from the padlock button.
3. Check for Wi-Fi connection by going to the Setting button (gear shape), tap on Network & Internet, and insure the Wi-Fi UConnect is turned on. Return to Home screen by the ‘O’ button on bottom of screen.
4. Tap on the ‘RF’ button. Check connection information making sure the Device Name says ‘rfid0X’ (from back of scanner) and RFTrack Server URL says https://rftrack.utah.edu/mobileapi.
5. Tap on the green ‘LOG IN’ button.
6. Follow the **Clear Scanner Browsing History** instructions below to clear the previous user.
7. On the Microsoft Sign in page, type in your RFTrack login such as: [uXXXXXXX@umail.utah.edu](mailto:uXXXXXXX@umail.utah.edu), tap on the blue return arrow button, or use down triangle to erase the keyboard, then tap the blue NEXT button.
8. This will take you to the ‘Sign in with your organizational account’, where you input your **CIS password**, tap on the blue ‘Sign in’ button. Do not save your password. This will prompt you to ‘Send Me a Push’, do so, and then tap on the blue ‘Continue’ button.
9. You should now be in the RFTrack Menu, where you can perform functions such as: ASSET INVENTORY, ASSET LOOKUP, ASSET LOCATOR, ADD NEW ASSET, ASSIGN ASSET TAG, SETTINGS, ASSIGN LOCATION TAG, TAG READER, ASSET TRANSFER, ABOUT & LOGOUT.
10. The black 3 lines hamburger menu bar in the upper left corner, will always take you back to the Menu Bar.

**Zebra RFID Handheld Sign Out Procedures**

1. Go to the Menu Hamburger Bar and tap on LOGOUT.
2. This may take you back to the LOG IN Screen, and Green RFTrack button. Do so and it will take you back to the Menu screen, where you tap on LOG OUT.
3. This get you back to the Microsoft ‘Pick an account’ and asks ‘Which account do you want to sign out of?’. Tap on your ‘access account name’ so that it is not stored in the scanner.

**Clear Scanner Browsing History**

CHROME retains the last user sign on information even if it is incorrect so it keeps you in an endless loop trying to sign on with a bad password. To CLEAR the HISTORY on the scanner:

1. Select RFTrack Login – takes you to the (HTTPS://) [login.microsoftonline.com](HTTPS://login.microsfotonline.com)
2. Select the three vertical dots ‘:’ in upper right corner
3. Select ‘Open in CHROME’
4. Select the three vertical dots ‘:’ in upper right corner
5. Select ‘History’
6. Select the blue ‘Clear browsing data’
7. Change Time range to ‘ALL Time’
8. Select the blue ‘Clear data’ in lower right
9. Select ‘O’ button on bottom of screen which returns you back to the main screen.
10. Tap on the ‘RF’ button to return to the green ‘LOG IN’ button.

**Other Helpful Hints**

1. To refresh the screen on the scanner, tap the red power button. To reboot or turn off, hold down the red power button and follow the prompt.
2. Use the spare battery if needed from the cradle to complete your inventory.
3. To raise or lower volume, go to settings button on bottom right of screen, scroll down to ‘sound’ then ‘Zebra Volume Control’, ‘Scanner volume’, and slide bar. To exit, tap on the circle button ‘O’ in bottom center of screen to return to home screen.
4. To adjust the screen timeout setting, go to the settings button, tap on ‘display’, then tap ‘sleep’, and select the timeout that you want; we recommend 30 minutes. To exit, tap on the circle button ‘O’ in bottom center of screen to return to home screen.

**Samsung Tablet Sign In/Out Procedures**

1. Power button in upper right corner of tablet.
2. Swipe to open screen.
3. Go to Settings (cog wheel) to see if Wi-Fi is turned on. Tap on Wi-Fi to make sure the UConnet or UGuest is connected. Press the ‘O’ button to get back to main screen.
4. Press the blue RFTrack button.
5. Follow the same login instructions from above.
6. The tablet features include: ASSET LOOKUP, UPLOAD IMAGE, ADD NEW ASSET, ASSIGN ASSET TAG, ASSET LOCATION TAG-do not use, ASSET TRANSFER, SETTINGS, ABOUT and LOGOUT.
7. The UPLOAD IMAGE and ASSIGN ASSET TAG are the best features of using the tablet.
8. Follow the same sign out procedures as listed above.
9. Power off the tablet.