

How to Dedicate and Un-dedicate a Reader and Host Pair

1. Turn on both the Reader and the Host by pressing the power buttons.
2. At the login screen, scan "Administrator" into the user ID and password fields by aiming the barcode scanner at the administrator barcode on the Reader and pressing the yellow scan key on the front or side of the Host. Scan the administrator barcode twice to populate both the user ID and password fields.*
3. Using the stylus, touch discovery icon  in the top right of the Host screen. This will locate any available Readers and the Reader icon(s) will be displayed on the Host screen.
4. If there is currently a dedicated Reader, it will display with a lock icon above it.
5. **To Undedicate a Reader** – Use the stylus to press and hold on the appropriate dedicated Reader displaying the lock icon until a menu appears. Select [Undedicate]. The lock icon will be removed from that Reader.
6. **To Dedicate a Reader** – Locate the appropriate Reader icon on the host screen. Ensure that the Reader serial number displayed underneath the Reader icon on the Host display screen matches the serial number on the Reader to be dedicated. Use the stylus to press and hold on the appropriate Reader until a menu appears. Select [Dedicate]. The dedicated Reader icon will display with a lock icon above it.
7. Log out of administrator mode by using the stylus to touch  at the top of the Host display screen. At the message screen "Logging out. Continue?", select [Yes].

*VCA hospitals require a VCA specific password. Please contact your IT department for assistance.