This Quick Reference Guide (QRG) demonstrates use of the handheld devices to access CareAware. Generally, the clinical staff uses the Zebra TC-52 device, while the EVS and transport teams use the Zebra TC-21 device. These devices operate in a similar way.
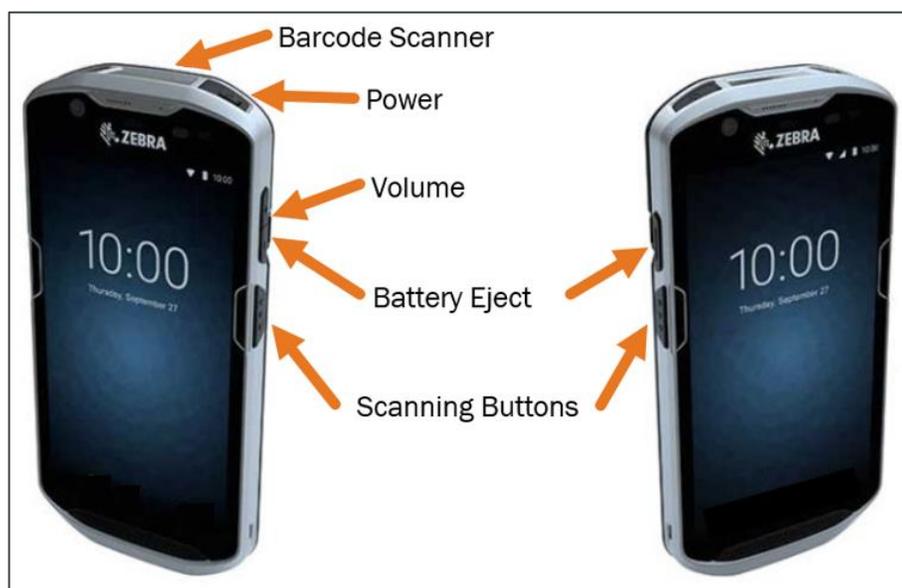
Overview and Maintenance of the Device

You can use the handheld device to send and receive messages, access the embedded staff directory to call a member of the staff, send and receive photos using Quick Messenger, and receive alerts. In addition, the clinical staff can access the patient list, patient charts, view patient vitals, scan and document medication administration, and scan and document specimen collection.

Device Overview

➢ **From the device screen:**

STEP 1: Review the device's function keys.

- At the top of the device is a barcode scanner used to scan medications, specimen bar code labels, and patient armbands.
- The scanning buttons on the left and right side of the device start the scanning process.
- The power button is on the top right corner of the device.
- The top button on the right side is the volume button.
- Just under the volume button are the battery release or eject buttons.

Indicate Battery Life and Swap

STEP 1: The battery life indicator is at the top of the screen. Examine the table below for an explanation of battery life status.

	Off **Indication:** Device is not charging. Device is not inserted correctly in the cradle or connected to a power source. Charger/cradle is not powered.
	Slow Blinking Amber (1 blink every 4 seconds) **Indication:** Device is charging.
	Slow Blinking Red (1 blink every 4 seconds) **Indication:** Device is charging but battery is end of life.
	Solid Green **Indication:** Charging complete.
	Solid Red **Indication:** Charging complete but the battery is at end of useful life.
	Fast Blinking Amber (2 blinks/second) **Indication:** Charging error: Temperature is too low or too high. Charging has gone on too long without completion (typically eight hours)
	Fast Blinking Red (2 blinks/second) **Indication:** Charging error but the battery is at end of useful life: Temperature is too low or too high. Charging has gone on too long without completion (typically eight hours)

STEP 2: Assume you need to change the device's battery. From the home screen, tap the **Admin** button.
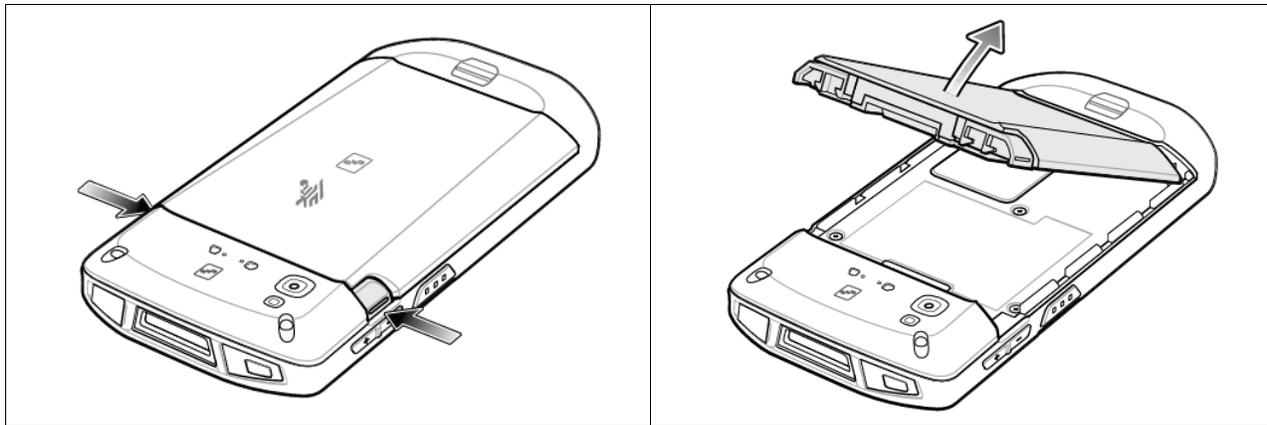
STEP 3: Then tap the **Zebra Battery Manager**.

STEP 4: Tap **Swap**. Review the warnings to ensure you change the battery safely.

STEP 5: When you complete the warning review, tap **I understand proceed with swap**.

STEP 6: Press the battery eject latches to release the battery. Then lift and remove the battery.

STEP 7: Insert the replacement battery, bottom first, into the battery compartment, and press the battery down until the battery release snaps into place.

STEP 8: Press the **Power** button to turn the device on.

Cleaning the Device

To clean the device, use only approved cleaning and disinfecting agents, which are available in each department. Review the table below for a list of approved products.

3% Hydrogen Peroxide and 97% Water solution	Medipal Alcohol Wipes
10% Bleach (Sodium Hypochlorite 0.55%) and 90% Water Solution *	Metrex CaviWipes
91% Isopropyl Alcohol and 9% Water Solution	Metrex CaviWipes1
Azowipe	PDI Easy Screen® Cleaning Wipe
Brulin BruTab 6S Tablets*	PDI Sani-Cloth AF3 Germicidal Disposable Wipe
Clinell Universal Sanitising Wipes	PDI Sani-Cloth Bleach Germicidal Disposable Wipe *
Clorox Dispatch Hospital Cleaner Disinfectant Towels with Bleach *	PDI Sani-Cloth HB Sani-Germicidal Disposable Wipe
Clorox Formula 409 Glass and Surface Cleaner	PDI Sani-Cloth Plus Germicidal Disposable Cloth
Clorox Healthcare Bleach Germicidal Wipes *	PDI Super Sani-Cloth Germicidal Wipe
Clorox Healthcare Hydrogen Peroxide Wipes	Progressive Products Wipes Plus
Clorox Healthcare Multi-Surface Quat Alcohol Wipes	Sani Professional Disinfecting Multi-Surface Wipes
Diversey D10 Concentrate Detergent Sanitizer	Sani-Hands® Instant Hand Sanitizing Wipes
Diversey Dimension 256 Neutral Disinfectant Cleaner	SC Johnson Windex Original Glass Cleaner with Ammonia-D
Diversey Oxivir Tb Wipes	Spartan Hepacide Quat II
Diversey Virex II 256 One-Step Disinfectant Cleaner	Sterets Alcowipe
Metrex CaviCide	Steris Coverage Plus Germicidal Surface Wipes
Metrex CaviCide1	Veridien Viraguard

Login/Logout of CareAware

➢ **From the CareAware home screen:**

STEP 1: Login to the Messenger application.

- Tap Messenger app.
- Enter your Cerner username and password.
- Note: Do not select remember password because this is a shared device.
- Tap Login.

STEP 2: Create a 4-digit pin. The first time you login you're prompted to create a pin. The pin is a shorter way to quickly access the apps on the device. The pin cannot be 1 2 3 4. Tap **Create**.

STEP 3: Enter a 4-digit pin, then tap the blue check.

NOTE: When you enter a number you see that number briefly, then it is covered by a square.

STEP 4: To confirm the pin, tap the blue check again.

STEP 5: Tap **Done**.

STEP 6: Tap the TOC icon and review the options. The most recent messages display at the top. You also find notifications, as well as contacts including all personnel, their location, care position, profiles, and communication resources within the organization. You can search for specific patients and filter the search by unit or department. When you are busy with a patient and cannot respond to a message you can change your status to do not disturb or DND.

STEP 7: If you need to change your pin, tap **Security**.

STEP 8: To logout of the device tap **Logout**