How to install an asset tag onto equipment:

Asset Tag Attach + Detach

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| **Badge 1 with solid fill** | Check the Cognosos asset tag placement guide to see the correct location and orientation of the tag per equipment type. |  |
| **Badge with solid fill** | Clean the area on the equipment where the tag will be installed with isopropyl alcohol wipe, or similar. Dry the cleaned area with a paper towel, or air dry. |  |
|  | *Warning with solid fillNever submerse asset tag or equipment into liquids.* |  |
| **Badge 3 with solid fill** | Peel the red adhesive backing from a corner and remove completely. |  |
| **Badge 4 with solid fill** | Press and hold the tag on the equipment for a minimum of 10 seconds. Make sure that the tag is securely placed on the selected equipment. |  |
| **Badge 5 with solid fill** | Associate tag in the Cognosos Asset Management Portal (https://portal.cognosos.net/). (See “attach tag” instructions the RTLS Healthcare User Guide or Healthcare Knowledge Base.) |  |

***Need Assistance?*** Check out the Healthcare section of the Knowledge Base or contact us at [support@cognosos.com](mailto:support@cognosos.com).

How to detach an asset tag from equipment:

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| **Badge 1 with solid fill** | Insert Cognosos key between the asset tag and the cradle mount. Clean both the asset tag and the cradle mount with isopropyl alcohol. |  |
| **Badge with solid fill** | Starting at the corner of the cradle mount, slide a metal edge scraper or flat head tool and gently apply even pressure away from yourself. Remove tag from equipment and store in a designated bin or drawer. |  |
| **Badge 3 with solid fill** | Clean the residual adhesive with isopropyl alcohol or light abrasive pad until no adhesive markings remain on the equipment. |  |
| **Badge 4 with solid fill** | Detach tag from the asset using the Cognosos Portal (https://portal.cognosos.net/). This is very important to keep the inventory and the equipment’s historical data accurate. (See “detach tag” instructions in the RTLS Healthcare User Guide or Knowledge Base.)  *If you need to continue monitoring the asset from which the tag was removed, secure a new tag onto the asset and attach the tag using the portal.* |  |

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