Handheld Setup Guide

The handheld device allows you to access the Focus app anywhere you go on campus. Enter student tardies and print tardy passes and detention slips directly from the handheld device. You can also view student information, view emergency contact information, view student schedules, and take attendance.

What's Included?

In the box, you will receive the handheld device, a paper roll, a power adapter, and a micro USB cable.

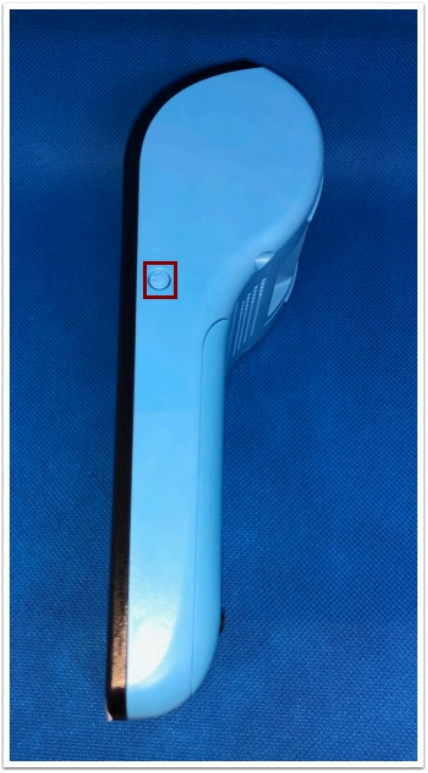
Getting Started

For devices received prior to August 1, 2019, following the Version 1 procedure. For devices received after August 1, 2019, follow the Version 2 procedure.

Version 1

1. Remove the protective sticker from the front of the handheld device.

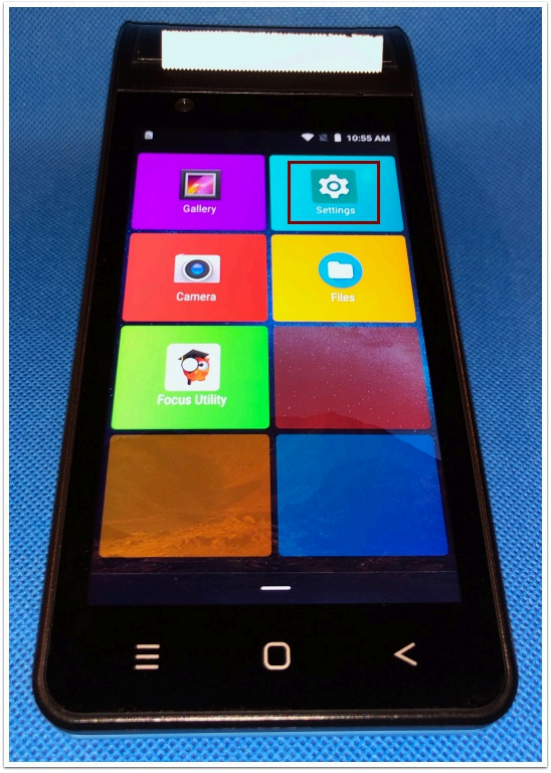
2. Turn on the handheld device by pressing and holding the power button on the right side for 3 seconds.



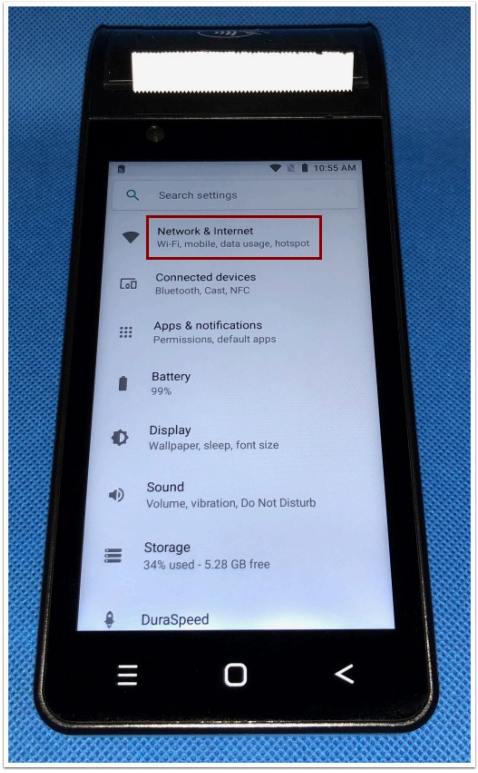
It may take a few seconds for the device to load and for the lock screen to display.

3. Swipe up on the lock screen.

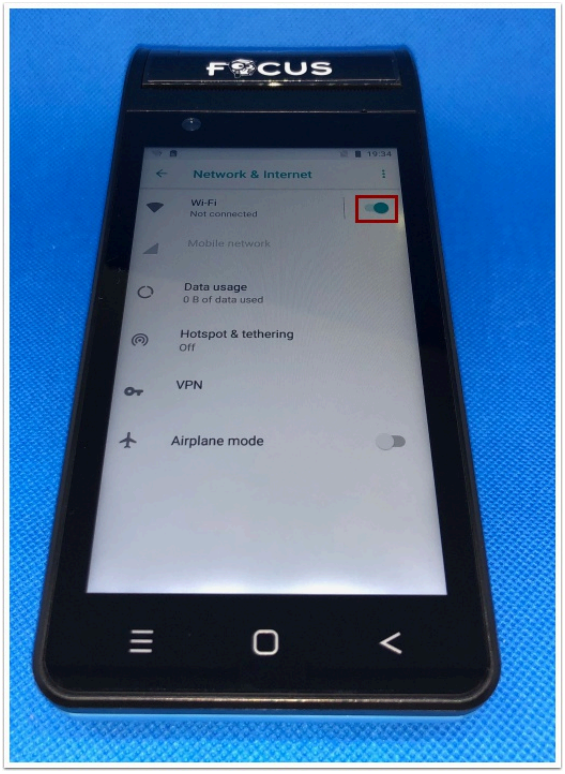
4. To connect the handheld device to the internet, tap **Settings** on the Home screen.



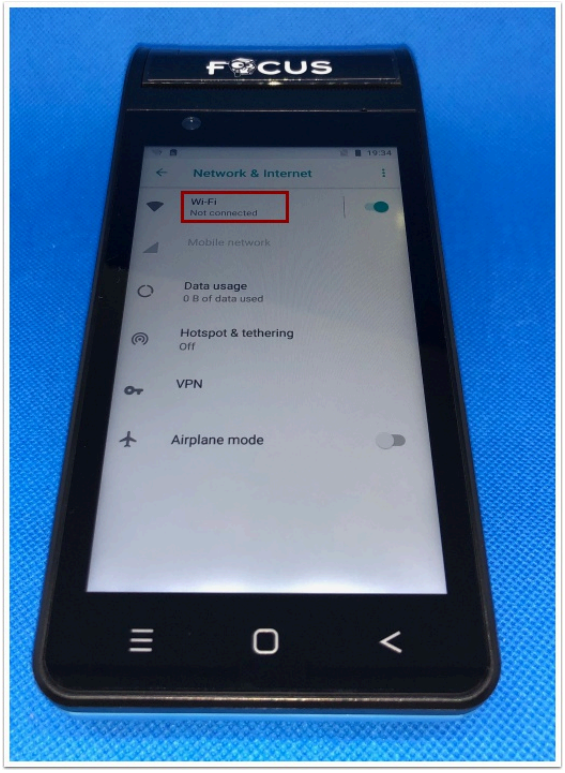
5. Tap **Network & Internet**.



6. Tap the **Wi-Fi** toggle to enable the wi-fi.

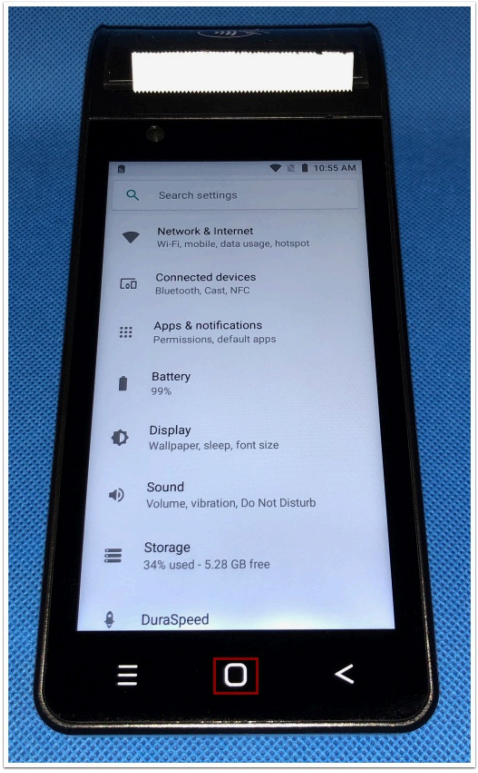


7. Tap **Wi-Fi** to view the list of available networks.

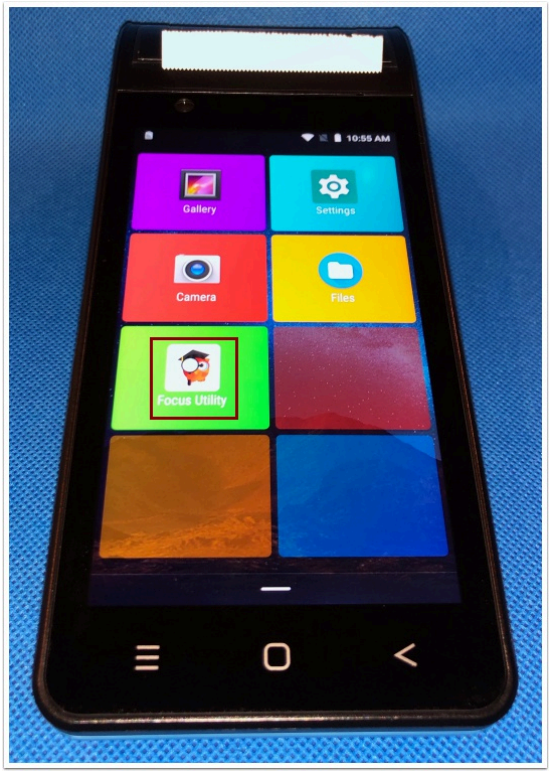


8. Tap the network you want to connect to, then follow prompts to enter your network password and connect to the network.

9. Tap the **Home** icon (square) at the bottom of the handheld device to return to the Home screen.

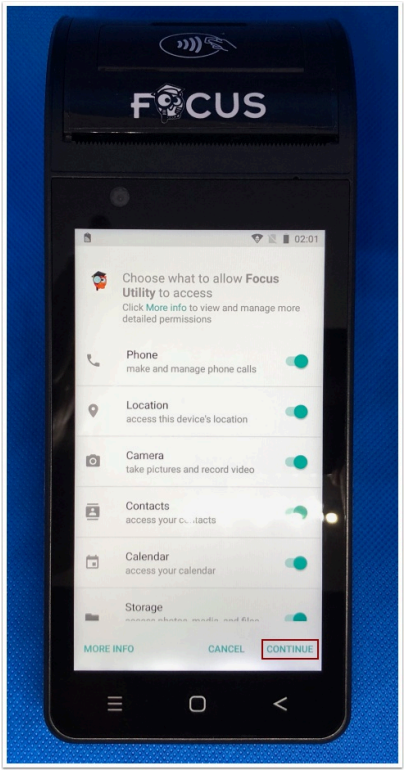


10. Tap the **Focus Utility** app.



If you do not see the Focus Utility app loaded on your handheld device, please contact Focus Support at 727-388-6000 or supportteam@focusschoolsoftware.com.

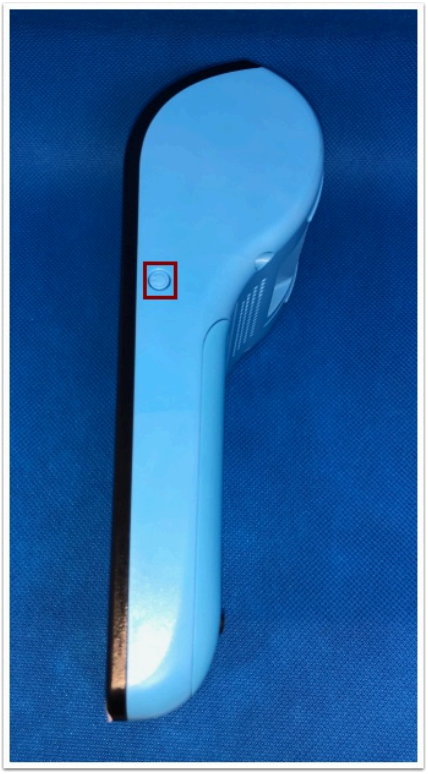
11. The first time you open the Focus Utility app, you must select the app permissions and tap **Continue**.



Version 2

1. Remove the protective sticker from the front of the handheld device.

2. Turn on the handheld device by pressing and holding the power button on the right side for 3 seconds.

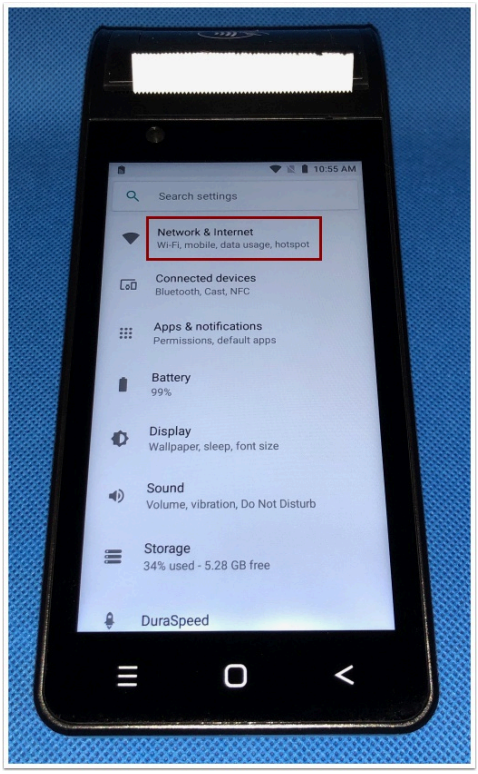


It may take a few seconds for the device to load and for the lock screen to display.

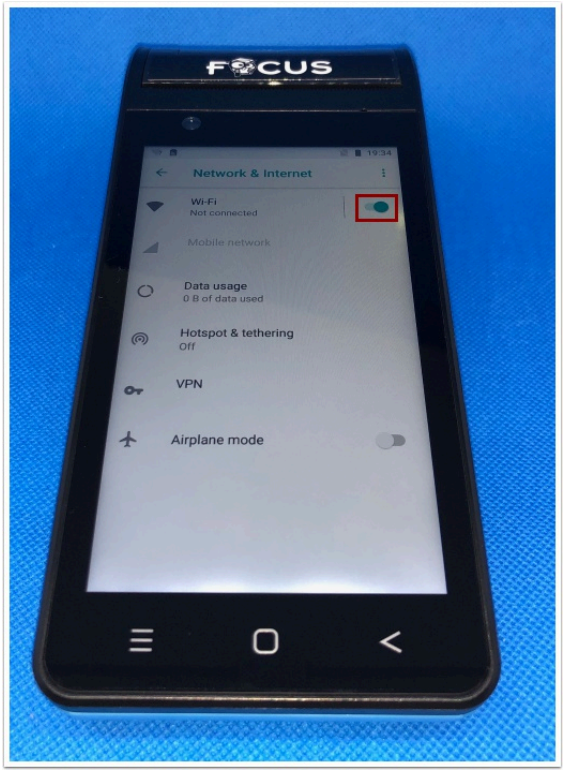
3. Swipe up on the lock screen.

4. To connect the handheld device to the internet, tap **Settings** on the Home screen.

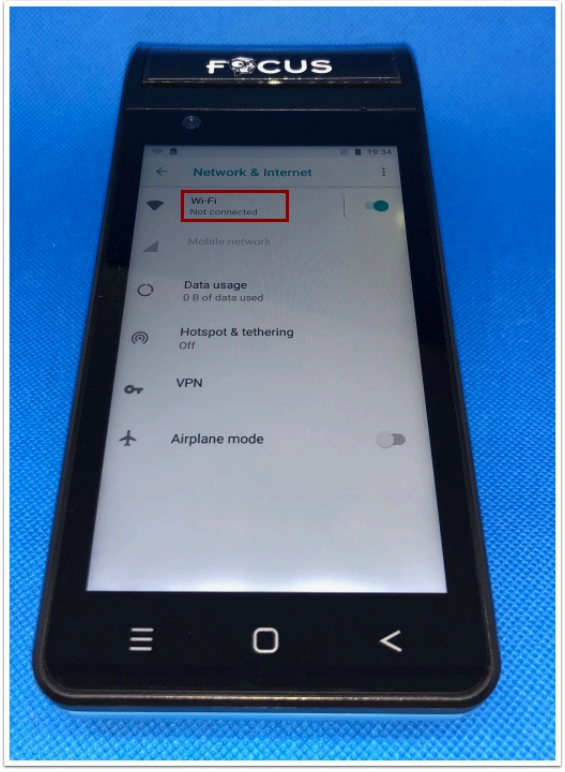
5. Tap **Network & Internet**.



6. Tap the **Wi-Fi** toggle to enable the wi-fi.

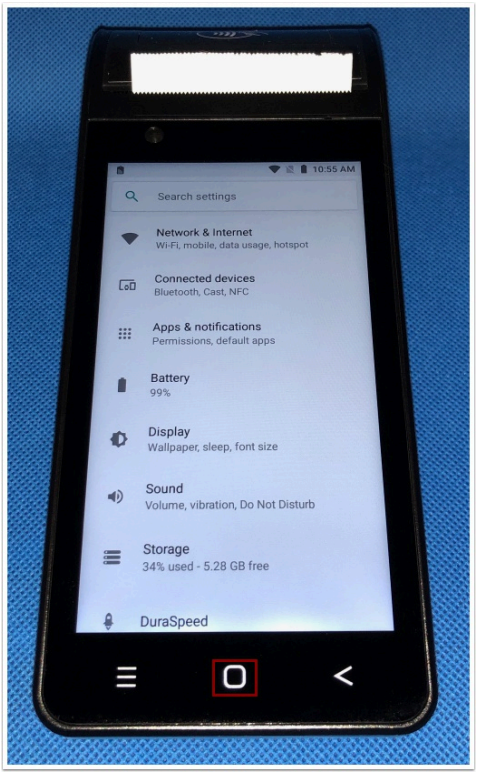


7. Tap **Wi-Fi** to view the list of available networks.

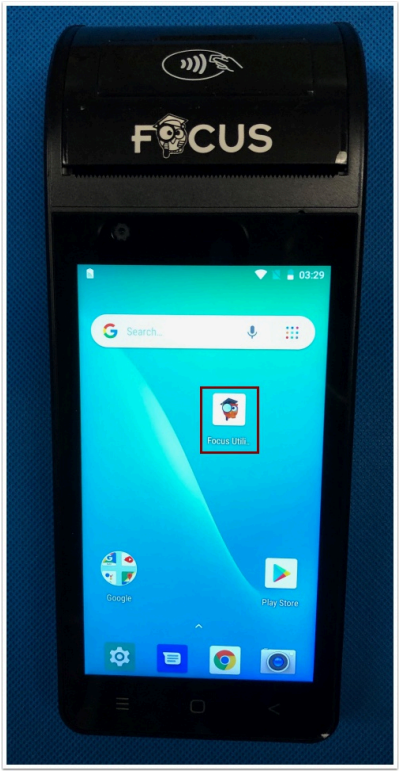


8. Tap the network you want to connect to, then follow prompts to enter your network password and connect to the network.

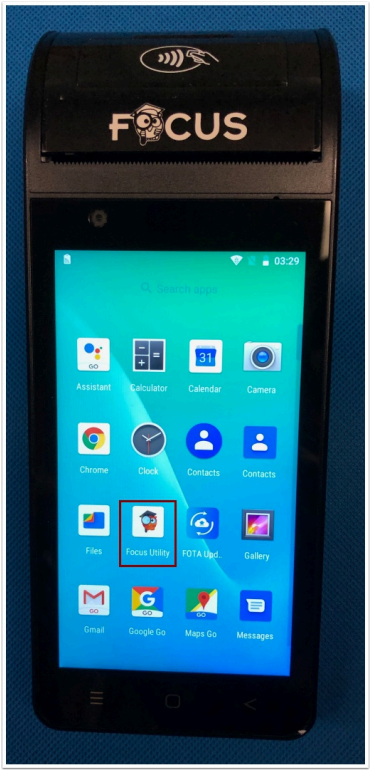
9. Tap the **Home** icon (square) at the bottom of the handheld device to return to the Home screen.



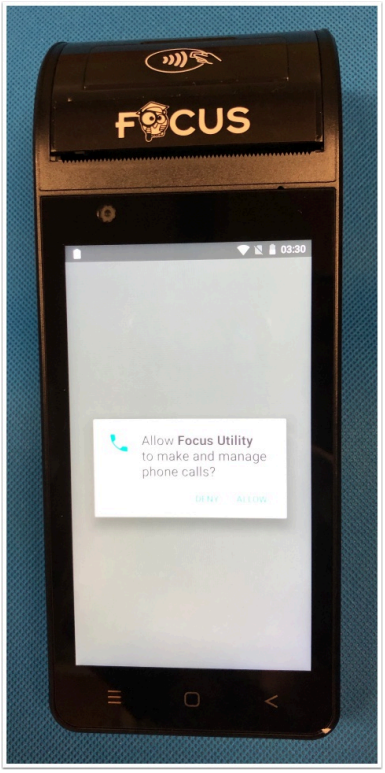
10. Tap the **Focus Utility** app.



If you do not see the Focus Utility app on the home screen, swipe up from the bottom of the screen *(up arrow)* to display the app drawer. If you do not see the Focus Utility app loaded on your handheld device, please contact Focus Support at 727-388-6000 or supportteam@focusschoolsoftware.com.



11. The first time you open the Focus Utility app, the app permissions may appear. Tap **Allow** or **Deny** to continue.



The first attempt to scan a student barcode may prompt the device to ask permission to the camera/media. Tap **Allow** if this occurs.

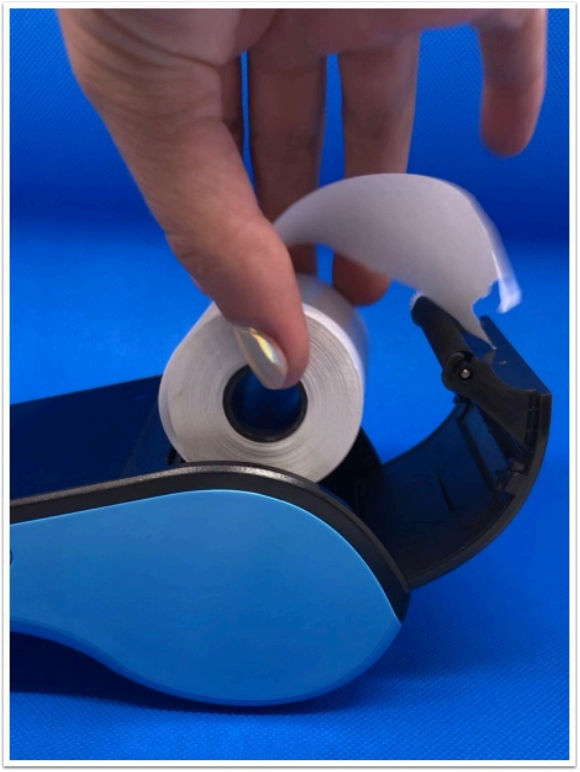
Loading the Printer Paper

The printer paper requirements for the handheld are 2 1/4" x 55'.

1. Open the paper door by lifting up the tab.

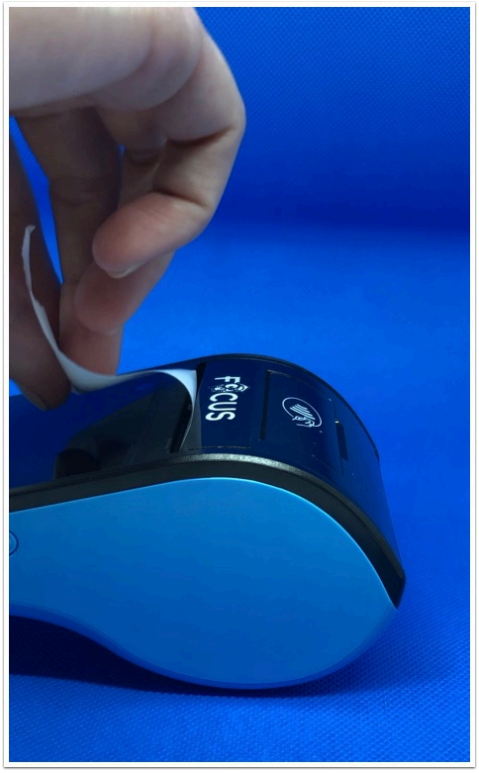
2. Unwrap the paper roll from its protective wrapping.

3. Insert the paper roll in the chamber, as shown.



4. Close the door.

5. Remove any excess paper, if desired.



To feed the paper roll through the slot, press and hold the button on the left side of the handheld device.

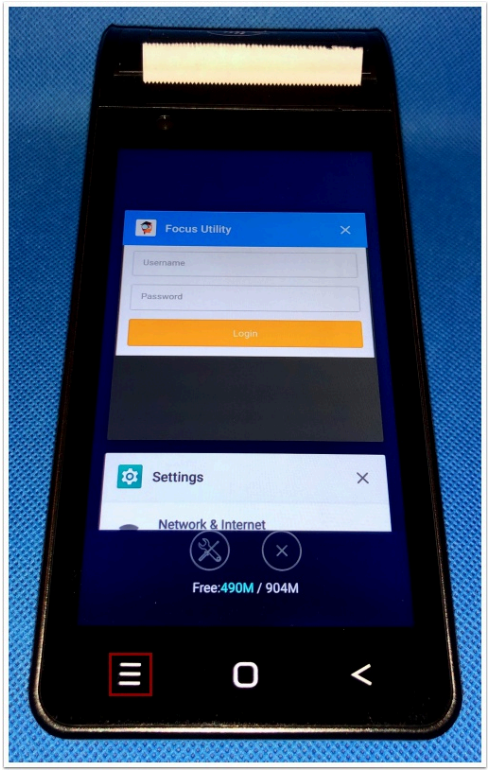
General Use

For devices received prior to August 1, 2019, following the Version 1 procedure. For devices received after August 1, 2019, follow the Version 2 procedure.

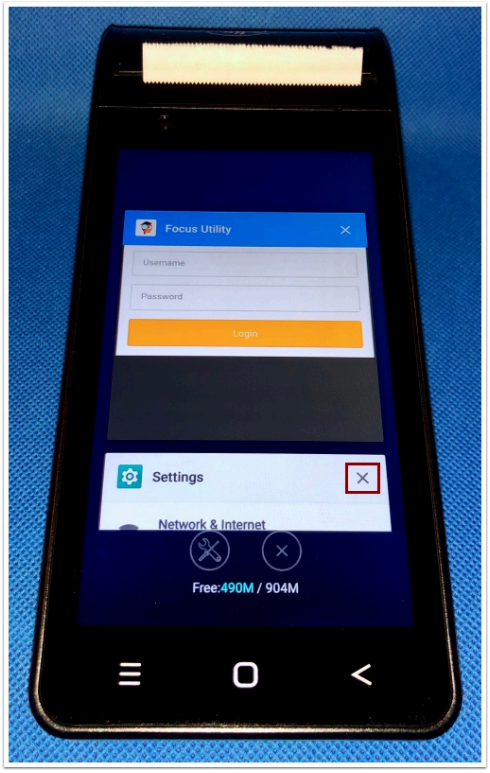
Version 1

Icons

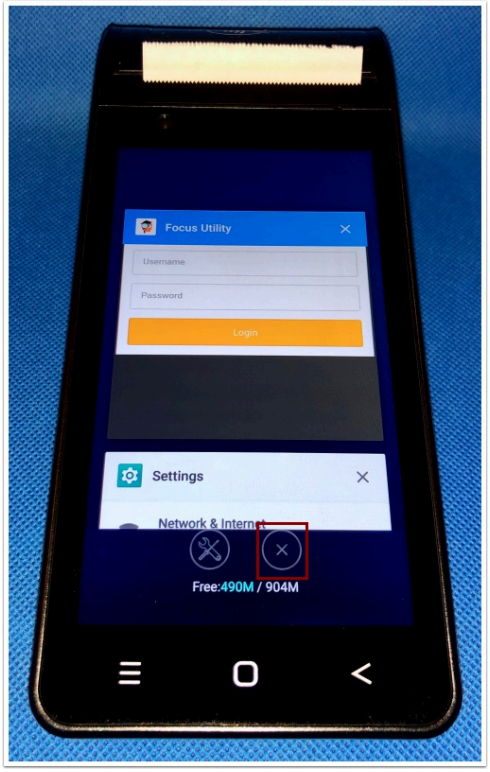
Tap the **Menu** icon (three lines) to view all the open apps.



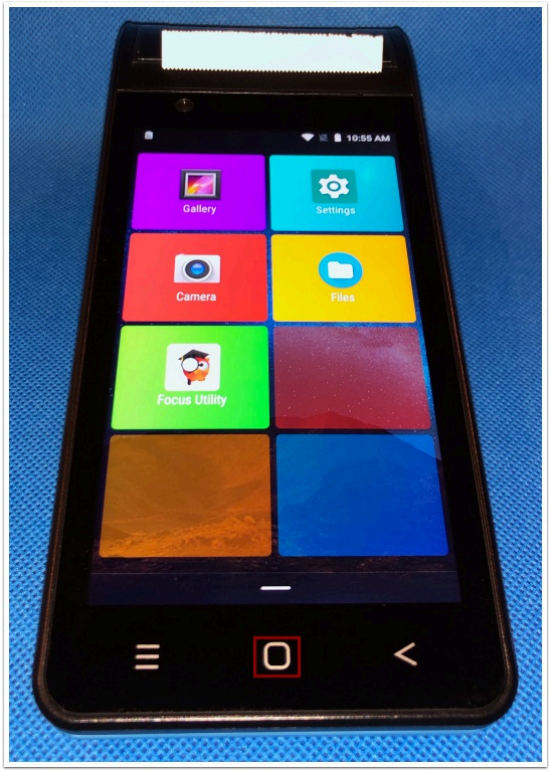
Scroll through and select the app you want to return to. To close an individual app, tap the **X** next to the app.



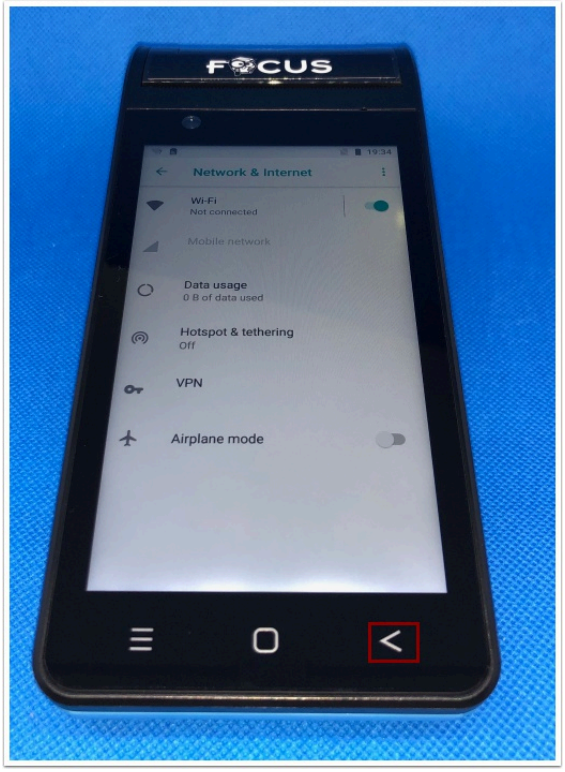
To close all apps, tap the **X** at the bottom of the screen.



Tap the **Home** icon (square) to return to the Home screen.

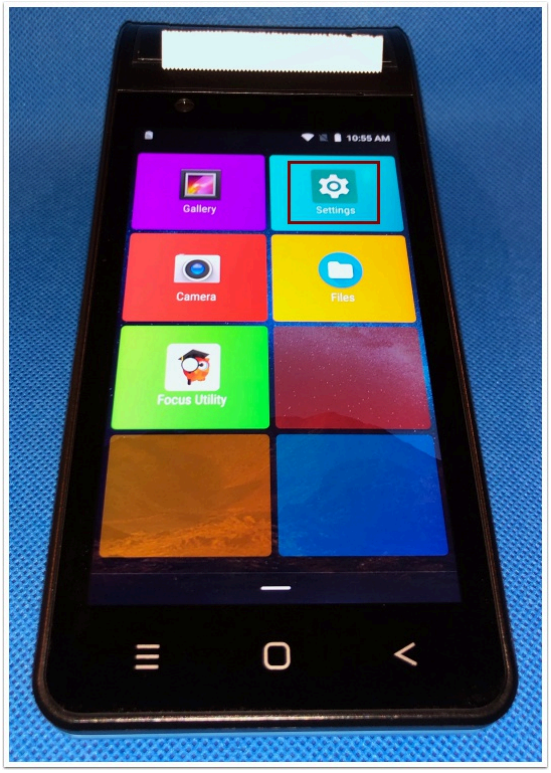


Tap the **Back** icon (left arrow) to go back to the previous screen.

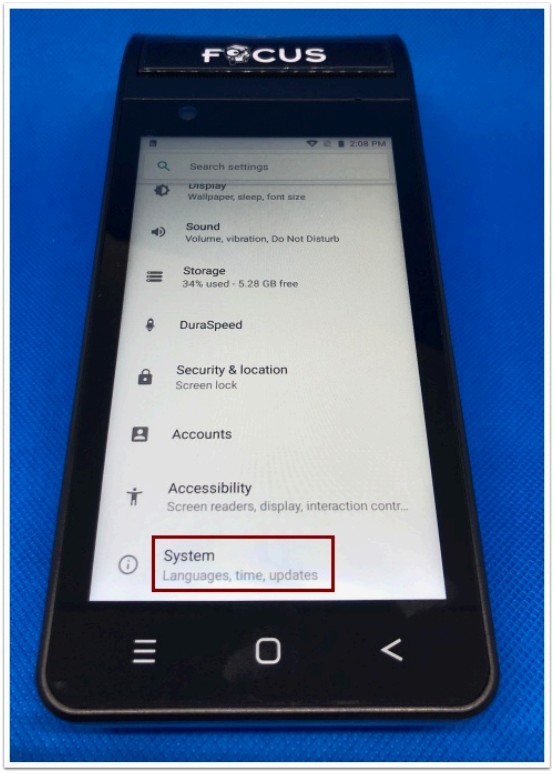


Changing the Time Zone and Disabling 24-Hour Format

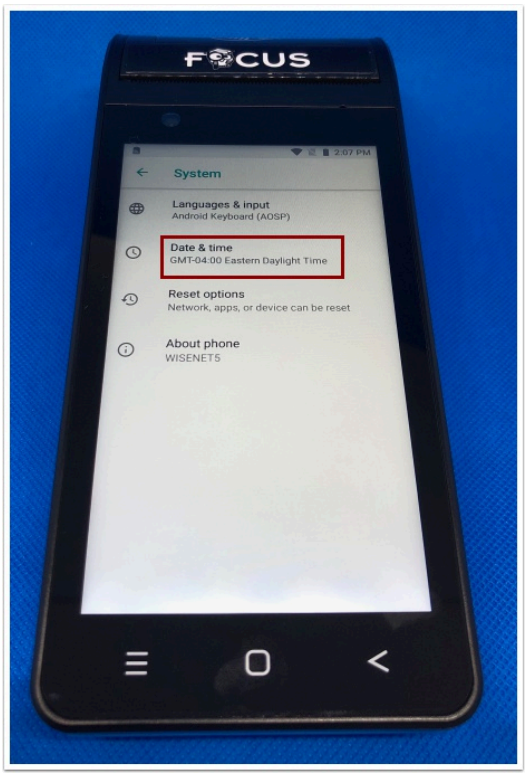
1. On the Home screen, tap **Settings**.



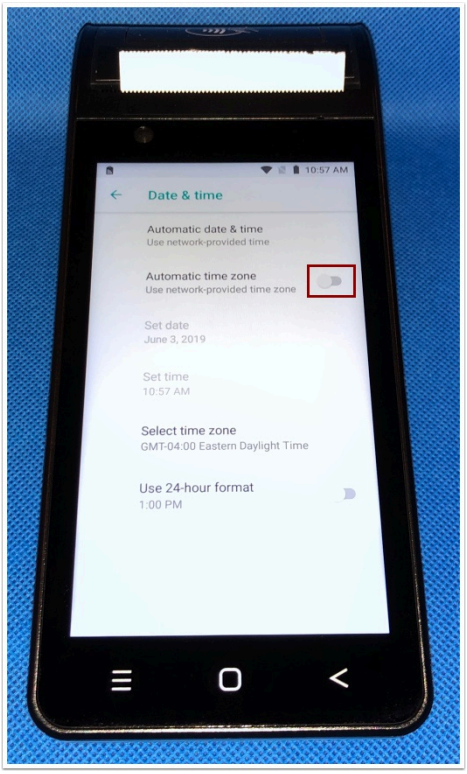
2. Tap **System**.



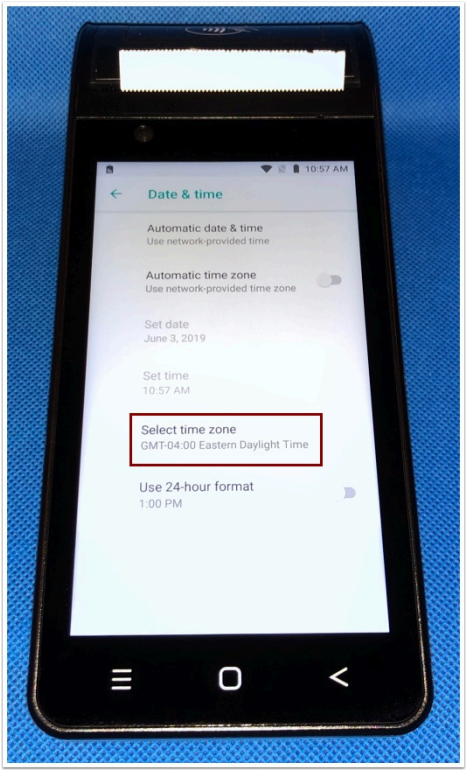
3. Tap **Date & time**.



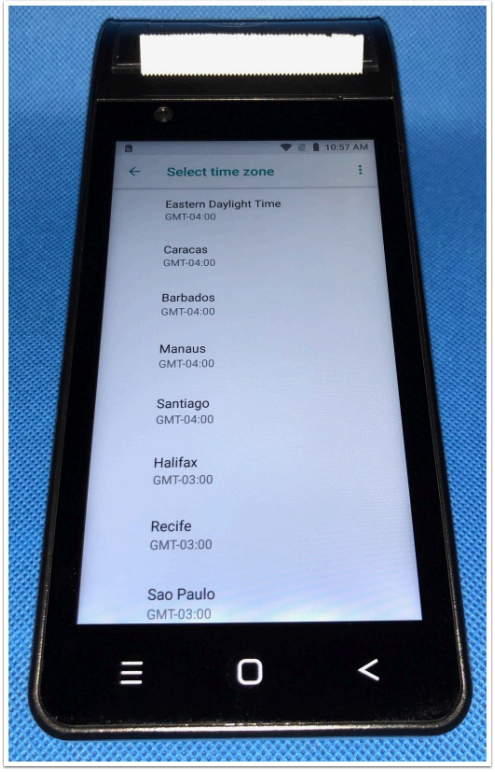
4. Tap the toggle to disable **Automatic time zone.**



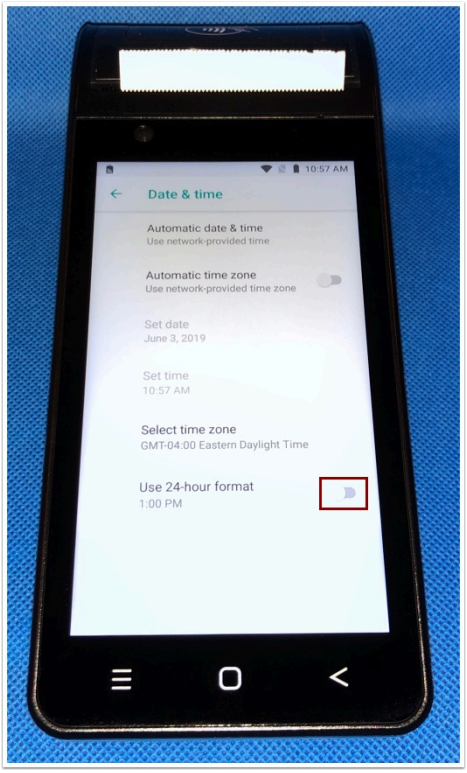
5. Tap **Select time zone**.



6. Select your time zone.

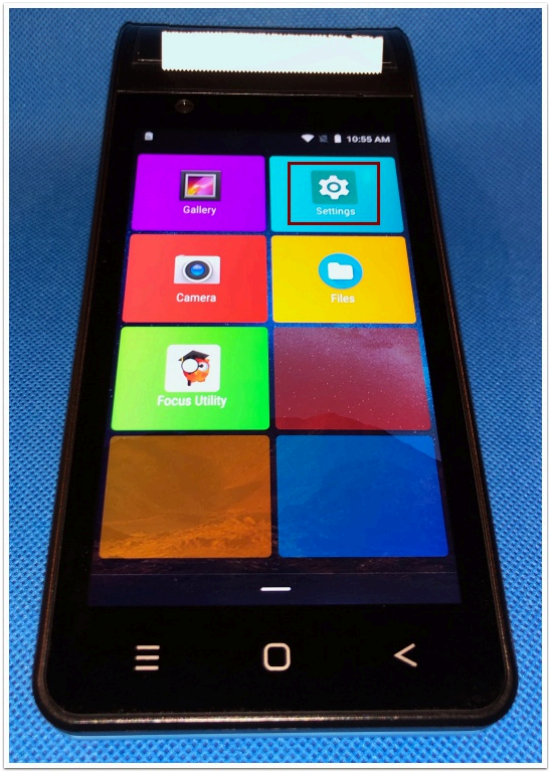


7. Back on the Date & time screen, tap the toggle to disable **Use 24-hour format**, if desired.

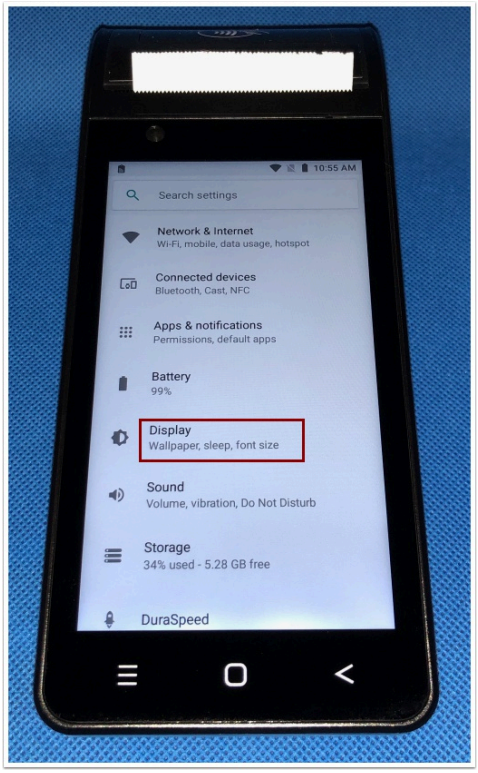


Changing the Device Sleep Time

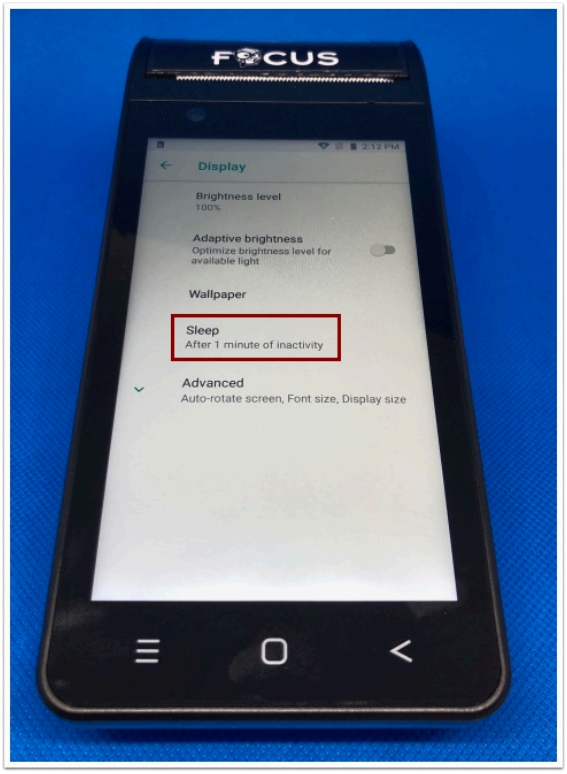
1. On the Home screen, tap **Settings**.



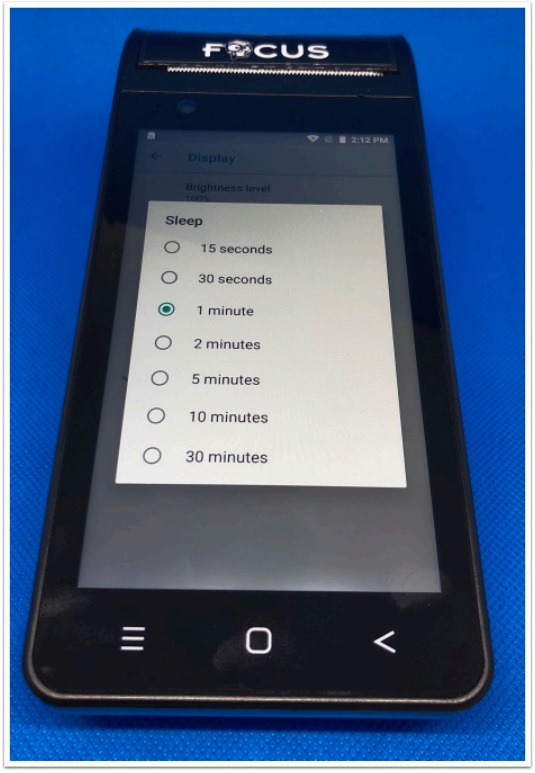
2. Tap **Display**.



3. Tap **Sleep**.

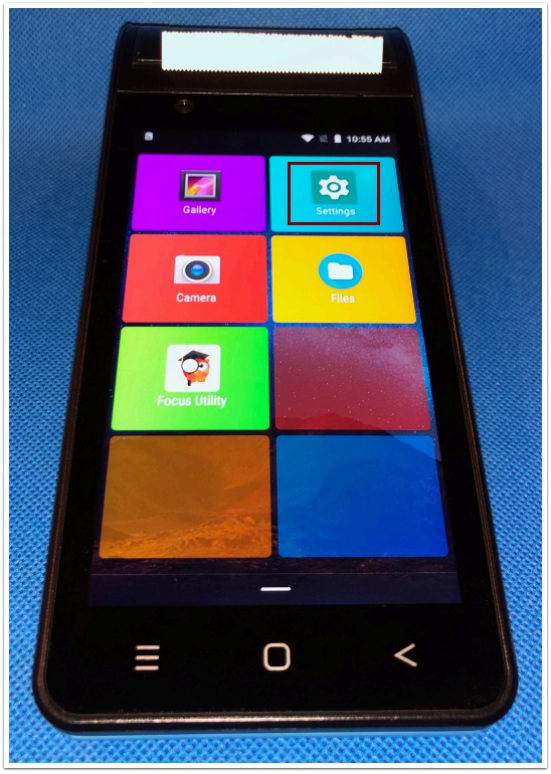


4. Select the desired length of time.

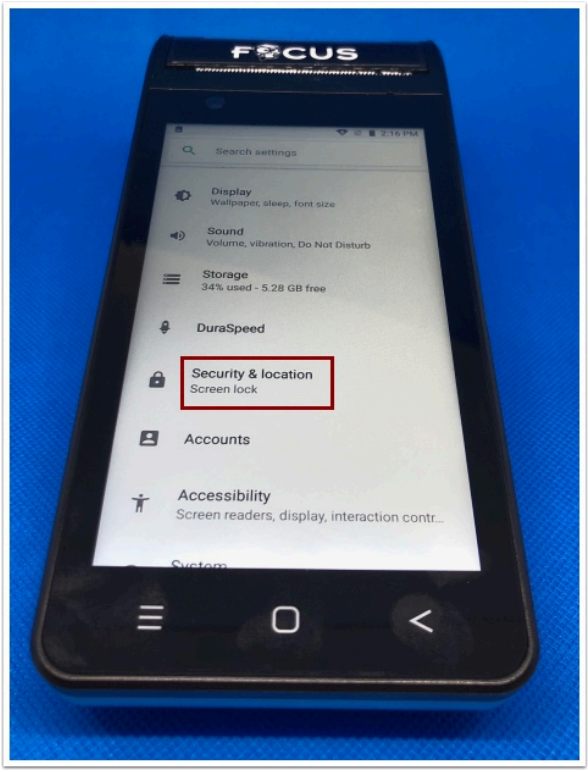


Setting Up the Lock Screen

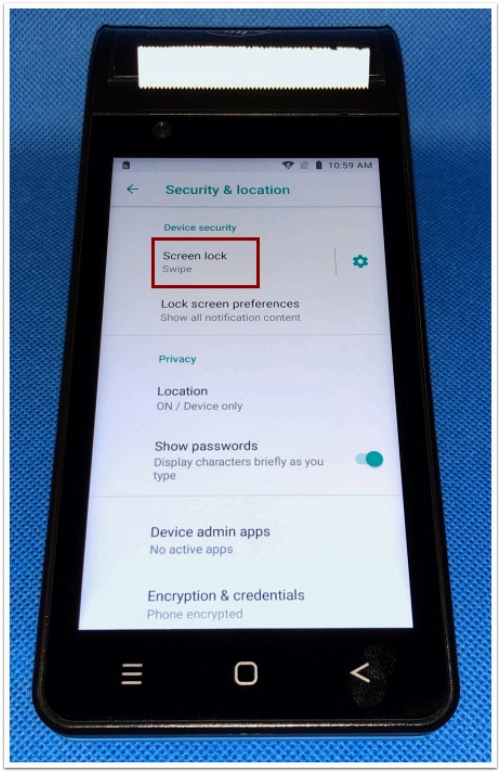
1. On the Home screen, tap **Settings**.



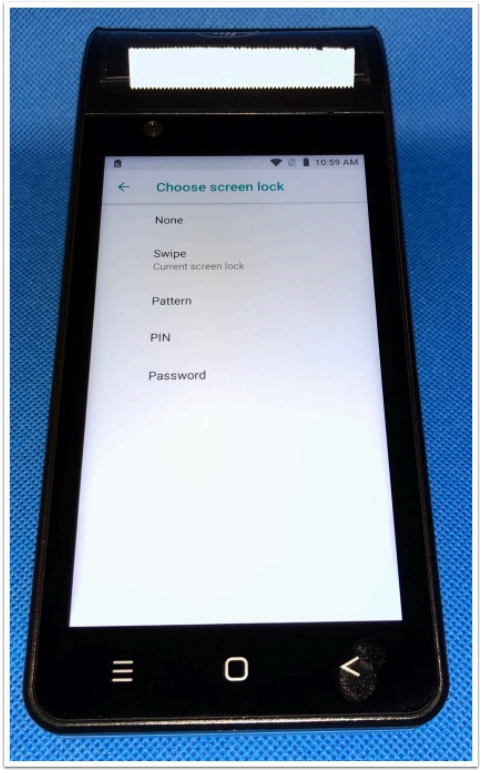
2. Tap **Security & location**.



3. Tap **Screen lock**.



4. Select the desired screen lock type.

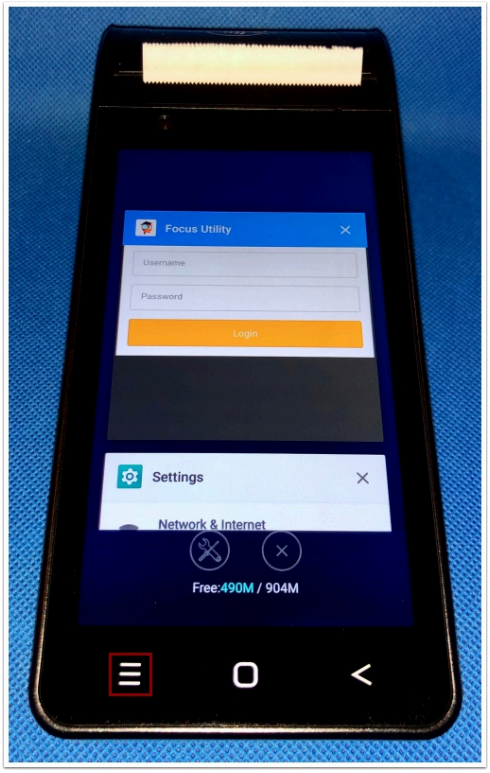


5. Follow the prompts to set the screen lock.

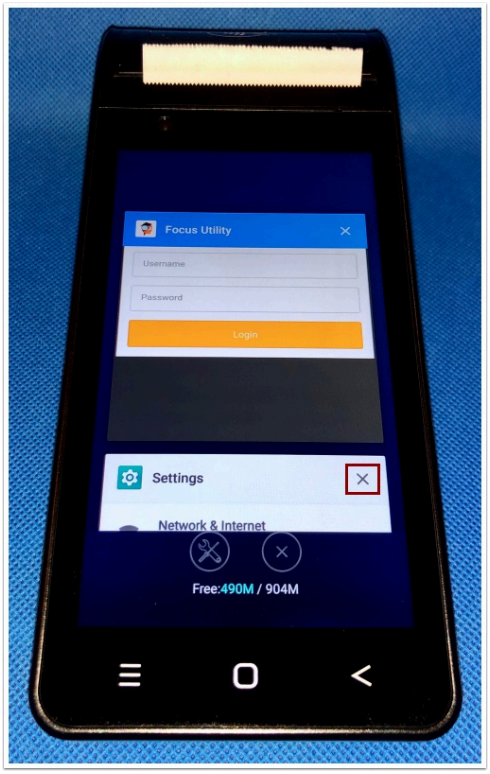
Version 2

Icons

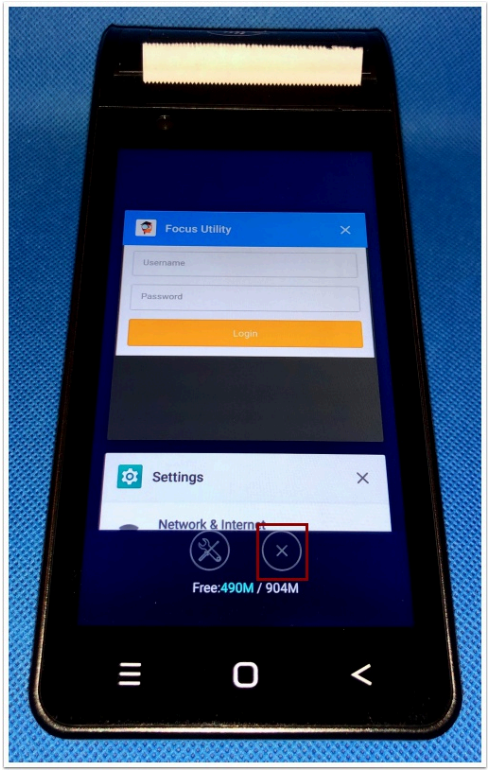
Tap the **Menu** icon (three lines) to view all the open apps.



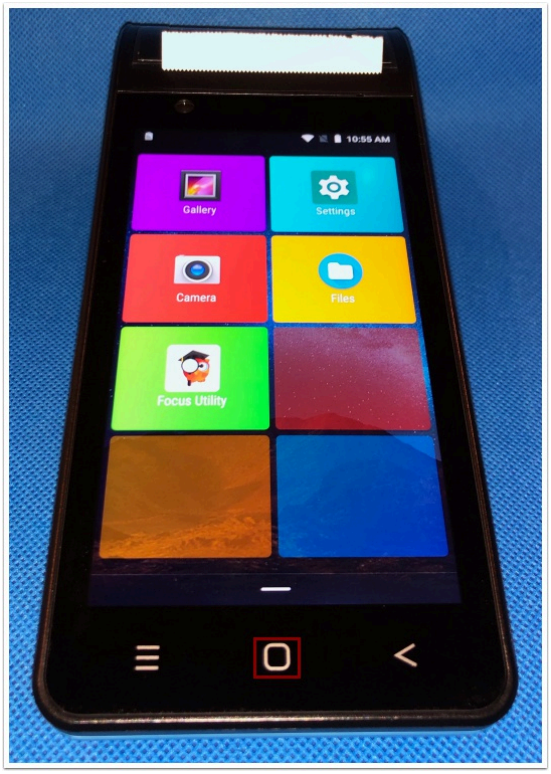
Scroll through and select the app you want to return to. To close an individual app, tap the **X** next to the app.



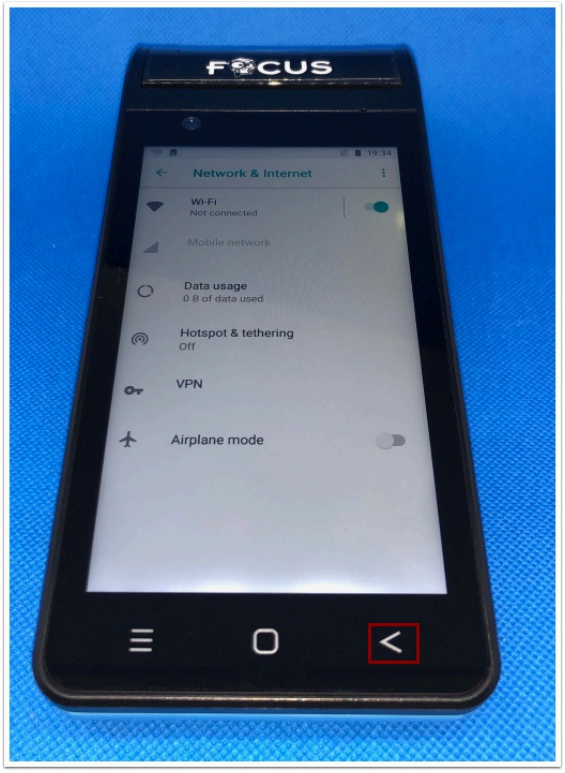
To close all apps, tap the **X** at the bottom of the screen.



Tap the **Home** icon (square) to return to the Home screen.

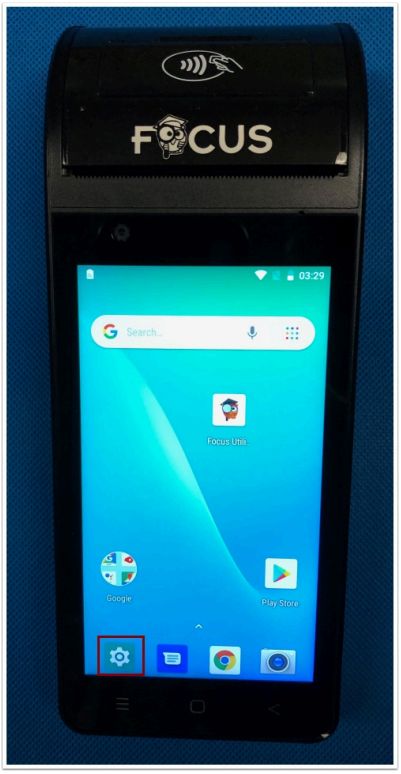


Tap the **Back** icon (left arrow) to go back to the previous screen.

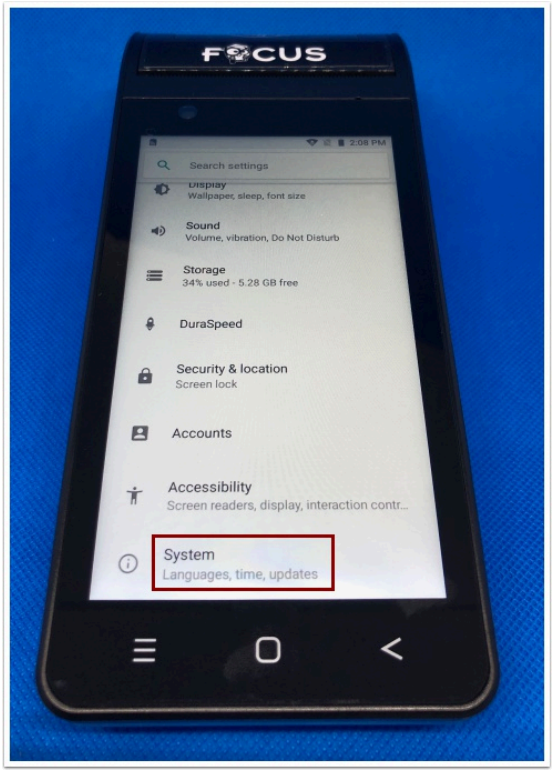


Changing the Time Zone and Disabling 24-Hour Format

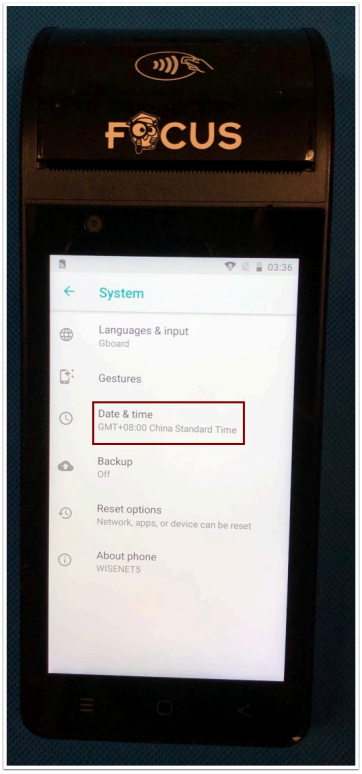
1. On the Home screen, tap **Settings**.



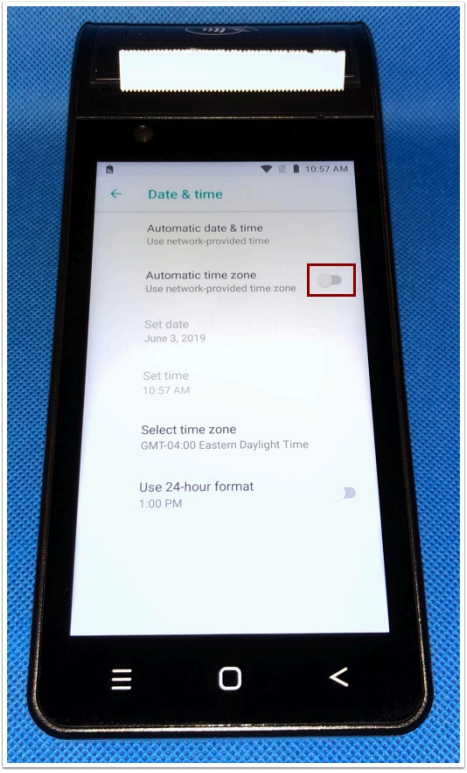
2. Tap **System**.



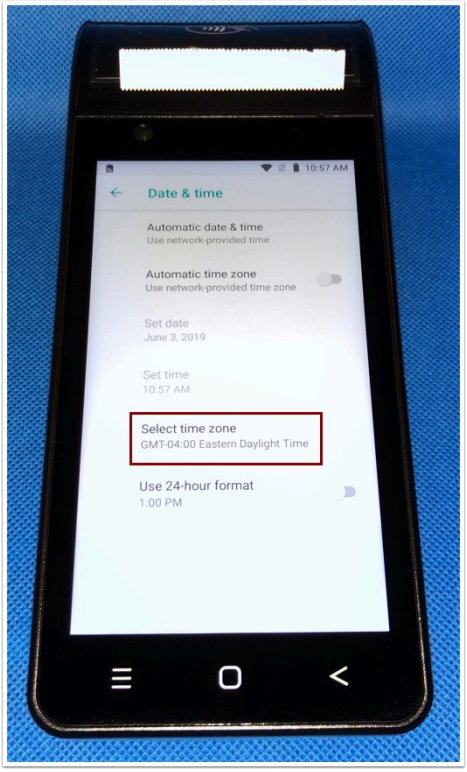
3. Tap **Date & time**.



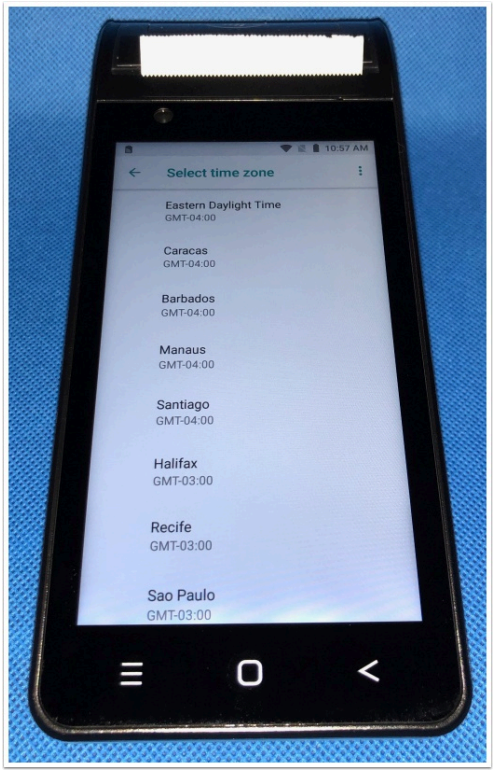
4. Tap the toggle to disable **Automatic time zone.**



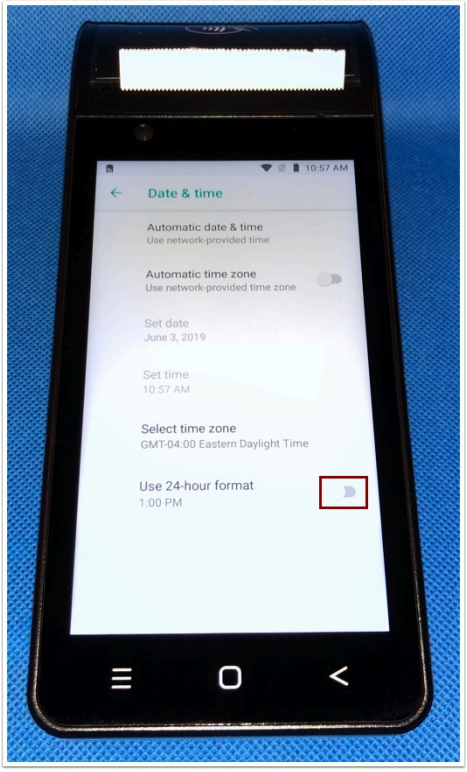
5. Tap **Select time zone**.



6. Select your time zone.

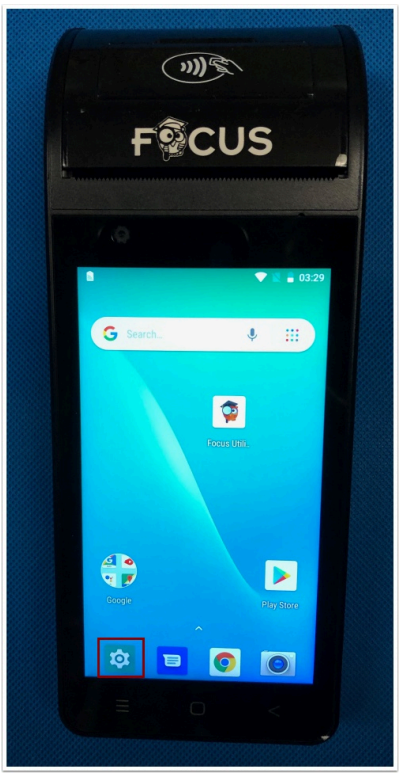


7. Back on the Date & time screen, tap the toggle to disable **Use 24-hour format**, if desired.

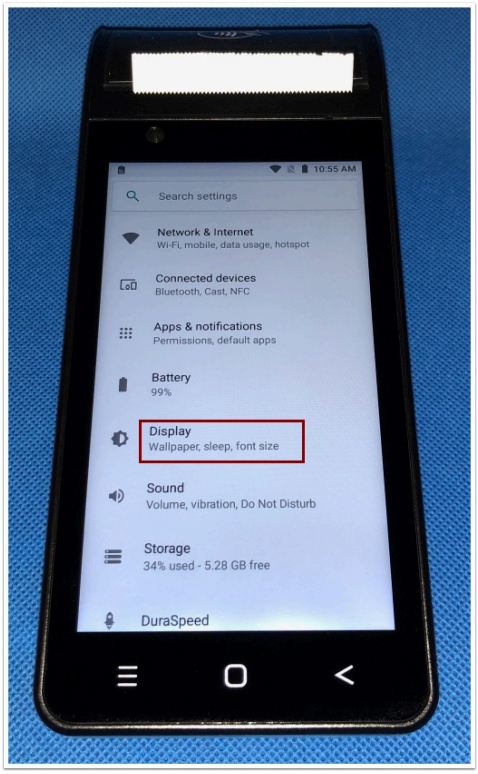


Changing the Device Sleep Time

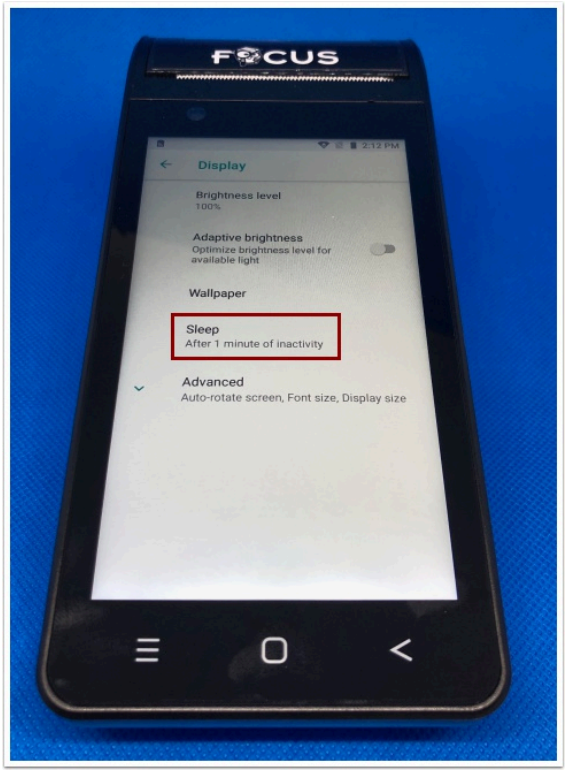
1. On the Home screen, tap **Settings**.



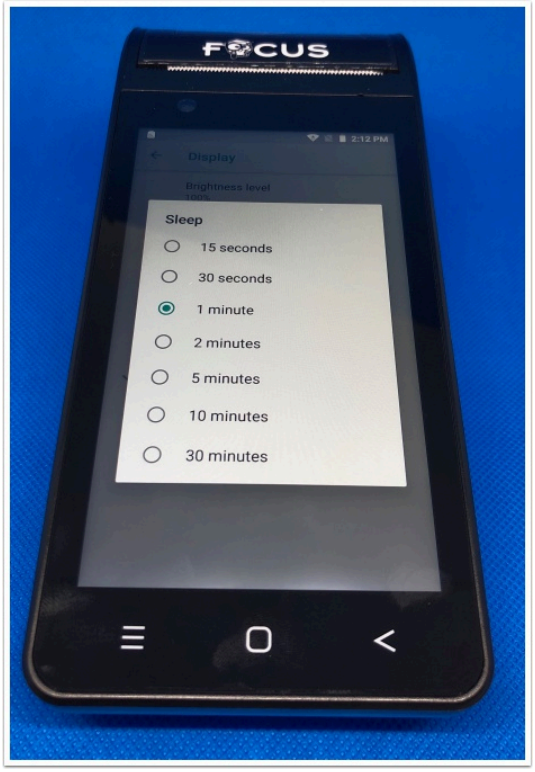
2. Tap **Display**.



3. Tap **Sleep**.

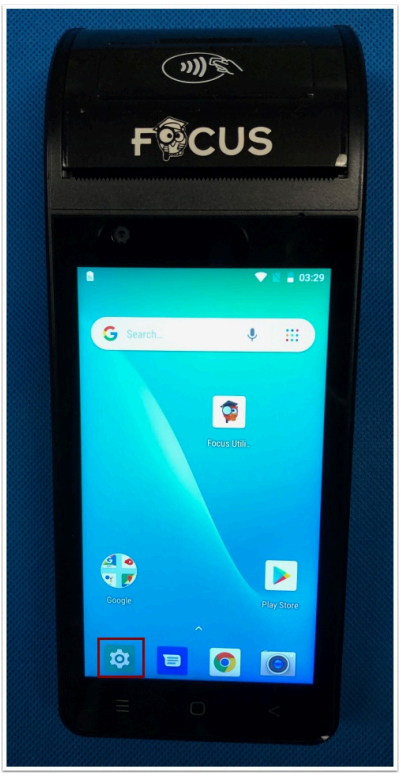


4. Select the desired length of time.

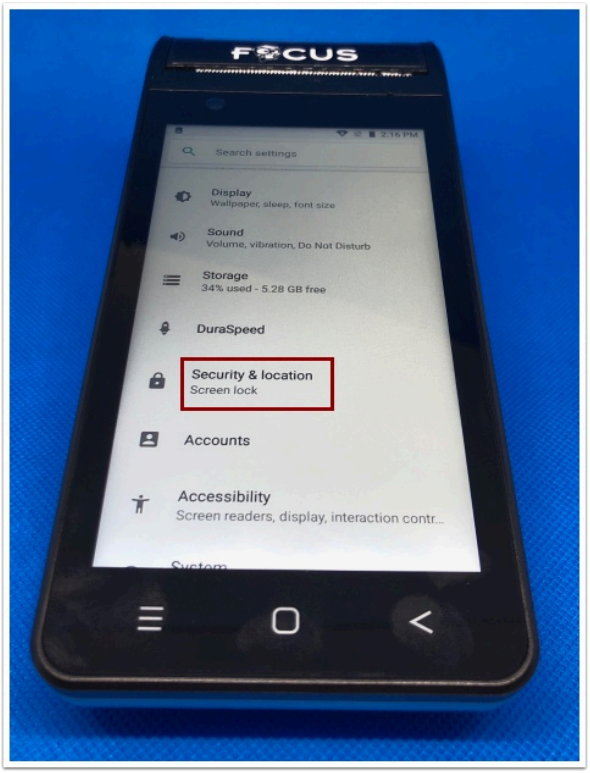


Setting Up the Lock Screen

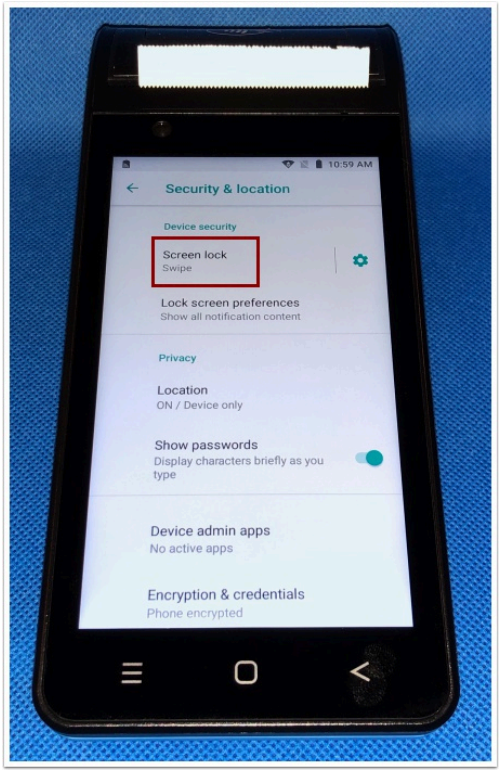
1. On the Home screen, tap **Settings**.



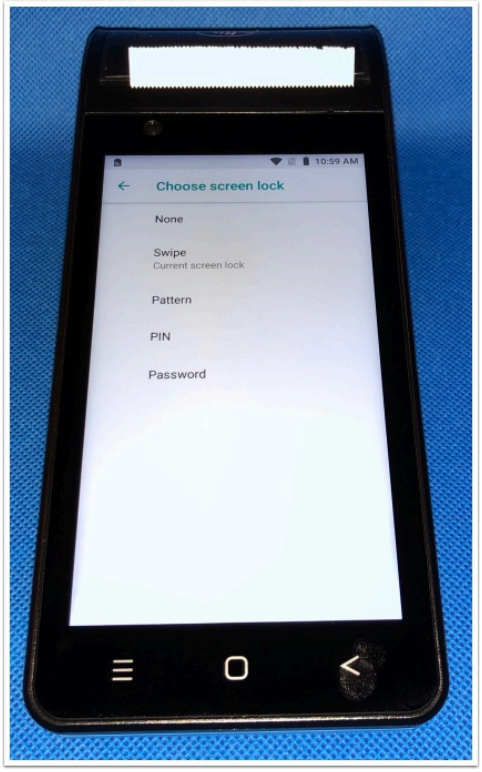
2. Tap **Security & location**.



3. Tap **Screen lock**.



4. Select the desired screen lock type.



5. Follow the prompts to set the screen lock.