



Welcome to CERTIFY!

Welcome to your new CERTIFY SnapXT Thermal Scanning solution. Below is a Quick Start guide for you. Your device works in both Online & Offline mode. You must Activate your device one time in order to begin utilization. Upon activation you will receive the latest SnapXT application updates.

If for some reason you run into any issues, we are here for you 24x7, 365. If you are in need of support, please e-mail us at support@certify.me or call us at 650-425-3050.

Before you turn on your device, please make sure you have an online account and your SnapXT Device's Serial # is listed under the Device section of your CERTIFY.me Portal Account, it is also displayed on the back of the device under the barcode.

Create your CERTIFY.me Portal Account (MUST COMPLETE THIS FIRST!)

1. To create your CERTIFY.me Portal Account
2. Visit <https://portal.certify.me>
3. Click on the "sign up" button on the Top Right Corner
4. Follow the instructions to create your account
5. Make sure your device is added to the Devices section on your Account

Initial Activation & Latest Download

After the device is added to your portal...

1. Unpack the SnapXT device from the Box
2. Plug in the 8 prong White & Green Power Cord into the Back of the SnapXT Device
3. Plug in the Round Power Coupling of the Box Shaped Power Cord into the power coupling of the White & Green Power Cord
4. Plug the Box Shaped Power Cord into the Wall
5. The SnapXT Device should turn on after 10 Seconds
6. Once the unit turns on, Swipe Up from the Bottom on the Screen to arrive on the Apps Panel
7. Click on the Settings Icon
8. Click on the WiFi Icon
9. Connect to your Wi-Fi using your Credentials
10. Return to Apps Panel, click on the EZ MDM App, the latest SnapXT Device will automatically download, set up time varies and may take anywhere from 1 to 15 mins depending on your Internet speed
11. Upon completion, you should be back on the Apps Panel
12. Click on the CERTIFY Snap Application
13. Tap on left corner to go to application settings, there is no icon there, this is purposeful, no one tries to log into your device.
14. Enter last 6 digits of the device's serial number
15. Tap Device Settings, then tap Online Activation Status
16. Make sure device is online and added to the portal



Using CERTIFY SnapXT Offline

If you would like to use CERTIFY SnapXT Offline, after Activation, please follow the directions below:

1. Launch the CERTIFY SnapXT Application
2. Tap on the top Left Corner of the screen. There is no Icon there, this is purposeful, so no one tries to log into your device
3. After touching the top left corner, the device Log In screen will appear
4. Enter the last 6 digits of the Serial Number found on the back of device
5. On the setting screen, toggle on the Disable "Add to CERTIFY.me Cloud"

For Information Regarding Facial Recognition, QR Code and Other Workflow and Functionalities Please Visit [Help.CERTIFY.me](https://help.certify.me)