

# **Apple AirTag User Guide**

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## **1. Introduction**

The Apple AirTag is a small Bluetooth tracker that is designed to help users keep track of items of value that may easily be lost. The Apple AirTag allows for easy tracking of various items of differing sizes and shapes due to its compact size. This user guide will provide instructions for the setup and operation of the Apple AirTag.

## **2. Getting Started**

### **2.1 Contents of Package**

Upon purchase of an Apple AirTag, confirm that the package includes the following items:

- Apple AirTag
- CR2032 coin cell battery
- Apple AirTag Quick Start Guide

### **2.2 Prerequisites**

In order to use the Apple AirTag, the user must need the following:

- An Apple iPhone, iPod, or iPad running iOS 14.5 or later
- An Apple ID that is signed into iCloud
- The 'Find My' app installed on the user's device

### **2.3 AirTag Setup**

To ensure the proper setup of your Apple AirTag, follow these steps:

1. Ensure your Apple iPhone, iPod, or iPad is running on iOS 14.5 or later.
2. Ensure your device has an active and stable connection to the internet.
3. Remove the clear plastic tab from the AirTag to activate the battery.
4. Position the AirTag close to your Apple iPhone, iPod, or iPad.
5. A prompt will appear on your device's screen. Tapping the "Connect" button will begin setting up the Apple AirTag.
6. Follow the instructions as they show up on your device's screen to complete the setup.

7. You will be prompted to assign the AirTag to a certain item category, ensure that you have accurately done so.
8. Once the setup process is complete, the AirTag is ready to be used.

### **3.0 AirTag Operation**

#### **3.1 Attaching the AirTag**

To attach the AirTag to an item, proceed as follows:

Decide the item you would like to keep track of (e.g., vehicle, wallet, luggage)

Attach the AirTag onto or inside the item, ensuring the AirTag is firmly attached.

**Note:** If attaching the AirTag to a keyring, you may do so by sliding the keyring through the pre-existing opening on the AirTag.

#### **3.2 Device Pairing**

To start using the AirTag with your Apple device, it is necessary to pair them. The AirTag is designed to be used with the 'Find My' app. To pair your AirTag with your Apple device follow these steps:

1. Ensure Bluetooth is enabled on your Apple device.
2. Open the 'Find My' app on your Apple device.
3. Find and tap the "Items" tab at the bottom of the screen.
4. Tap the "+" icon to add a new item.
5. Follow the instructions on the device screen to pair the AirTag with your Apple device.

#### **3.3 Locating Items with AirTag(s)**

To locate any item with an AirTag, follow these steps:

1. Find and open the 'Find My' app on your Apple Device.
2. Find and tap the "Items" tab at the bottom of the screen.
3. From the list, select the item connected to the AirTag you are trying to locate.
4. The 'Find My' app will show the last known location of the AirTag and connected item on Apple Maps.
5. Use the map and the applicable guidance tools to locate your item.

#### **3.4 AirTag Sound Cues**

The Apple AirTag is capable of notifying users where an item is by playing a sound. To play sound on the AirTag, follow these steps:

1. Find and open the 'Find My' app on your Apple device.
2. Find and tap the "Items" tab at the bottom of the screen.
3. From the list, select the item connected to the AirTag you are trying to locate.
4. On the screen, you will see an option to "Play Sound." Doing so will signal the AirTag to play an audio cue.
5. Follow the sound to locate your item.

### **3.5 Precision Finding**

Precision Finding is an advanced technology that can be used with iPhone models 11 and up. This technology allows the user to get more precise locations and directions when attempting to locate their Apple AirTags. To use Precision Finding, follow these steps:

1. Open the 'Find My' app on your Apple device.
2. Tap the "Items" tab at the bottom of the screen.
3. From the list, select the item connected to the AirTag you are trying to locate.
4. On the screen, you will see an option to "Find" your item. Click the option and follow the on-screen instructions to use Precision Finding.

### **3.6 Activating Lost Mode**

Upon losing an item with an attached Apple AirTag, the user may enable Lost Mode. This mode allows users to receive notifications when the item and/or AirTag is found. To enable Lost Mode, follow these steps:

1. Open the 'Find My' app on your Apple device.
2. Tap the "Items" tab at the bottom of the screen.
3. From the list, select the item connected to the AirTag you are trying to enable Lost Mode on.
4. On the screen, you will see an option to "Enable Lost Mode." Click the option and follow the on-screen instructions to enable Lost Mode.

### **3.7 AirTag Removal and Disconnection**

To remove and disconnect an Apple AirTag from an item, follow these steps:

1. Locate the item with the attached Apple AirTag you wish to separate and disconnect.
2. Remove the AirTag by detaching it from the item or removing it from the keyring hole.
3. To disconnect the AirTag from 'Find My', open the 'Find My' app on your Apple device.
4. Tap the "Items" tab at the bottom of the screen.

5. From the list, select the item connected to the AirTag you are trying to disconnect it from.
6. Bring the item near your Apple device.
7. Tap “Remove Item” and then follow the on-screen instructions to disconnect the AirTag from the ‘Find My’ app.

## **4.0 AirTag Maintenance**

### **4.1 Battery Replacement**

The Apple AirTag runs on a CR2032 coin cell battery. This battery offers a long-lasting lifespan but may still lose power over time. When the battery is low, your Apple device will receive a notification in the ‘Find My’ app. When you receive this notification, it is time to change the AirTag battery. To replace the battery, follow these steps:

1. Rotate the steel backplate counterclockwise to loosen and remove it.
2. Locate and gently remove the old CR2032 coin cell battery.
3. Gently insert a new CR2032 coin cell battery with the positive side (+) facing up.
4. Ensure the backplate is aligned properly and rotate it clockwise until the backplate locks into position.

### **4.2 AirTag Cleaning Procedure**

For proper cleaning of your Apple AirTag, it is advised that you follow these guidelines:

1. Prior to cleaning, ensure the Apple AirTag is powered down.
2. To avoid static interference, use a lint-free cloth and gently wipe the surface of the AirTag.
3. Avoid getting any liquid or moisture inside the AirTag.
4. Avoid cleaning the AirTag with compressed air, chemicals, agents, and/or solvents when cleaning the AirTag, as these products will damage the AirTag.
5. Cleaning products such as Clorox wipes or 70 percent isopropyl alcohol may be used when cleaning the exterior of the AirTag.
6. Do not take the AirTag apart to clean the inside. AirTags should only be taken apart when replacing the CR2032 coin cell batteries.

## **5.0 Troubleshooting Your AirTag**

Should you encounter any issues with your Apple AirTag, consider heading to the troubleshooting section of the Apple AirTag support page. Additionally, you may contact Apple Technical Support for assistance with your issues regarding the Apple AirTag.