



Check In/Check Out Quick Start Guide

Use this guide to install and perform initial setup of RedBeam Check In/Check Out. A complete user manual is included on this CD.

Full user instructions can also be found in the application under *Help*.

Initial Installation Steps:

1. Verify that your computer uses Microsoft Windows XP, 2003 or Vista. *If using Vista, please go to Start->Control Panel->User Accounts and disable User Accounts control before installing.*
2. Place the CD in the CD ROM Drive and access the CD ROM folder.
3. Open and view or print the *User Manual*. RedBeam recommends reading the user manual before installing the software.
4. Double click on the setup icon. Follow the instructions to install the software. If you are installing for users with limited access logins, refer to page 5 of the user manual for additional instructions.

Software Setup:

1. When you launch the software for the first time, you will be asked if you want to store data on this PC. If so, click "Yes". If not, please first install the software on the PC where the data will reside and then return and install on this PC.
2. You will be asked to enter a new password for the server. Your initial user ID will be "sa" (for system administrator). Please make a note of this user ID and password in case you want to network your system later.
3. You will be asked if you want to load demo data. If so, click "Yes". You can purge the data at anytime by going to *Admin->Purge* in the system.
4. Once the system launches, begin entering your *Master Data* by clicking on the *Master Data* tab. This is data that is used by the rest of the system. It includes your organization, buildings, rooms, items, employees, departments, item types, units of measure, vendor, manufacturers, model numbers, statuses and projects.
5. When your *Master Data* is set up, click on the *Transactions* tab to begin checking your items in and out.
6. Go to *Reporting->Label Printing* to print location and item barcode labels.

Hardware Setup:

Standard Edition

1. Remove the RedBeam CCD Barcode Scanner from the box and plug the USB cable into any available USB port on your computer.
2. Pull the red trigger to insure that the laser light activates. You can scan into any field in the system by putting your cursor in the field and scanning.

Mobile Edition

1. Remove the cradle for the mobile computer from the box and plug in the power supply and communications cable.
2. Attached the communications cable to the back of your PC.
3. Place the mobile computer in the cradle and allow the battery to charge.
4. Download and install Microsoft ActiveSync by going to www.microsoft.com and selecting Downloads, then Mobile Devices and then clicking the Microsoft ActiveSync link.
5. Once installed, you should notice the green ActiveSync icon connecting in your tool bar. If ActiveSync does not connect, remove the mobile computer from the cradle. Place it firmly back in the cradle. ActiveSync should connect. If it still does not connect, open the ActiveSync program on your PC by going to Start->Programs->Microsoft ActiveSync. From the File menu, select the Get Connected option.
6. Once ActiveSync connects, it will try to set up a partnership with your mobile computer. RedBeam recommends selecting "Yes" to set up a partnership. Click "Next". Unless you plan to sync this device in multiple cradles, click "Yes, I want to synchronize only with this computer". Click "Next". Unless you are using other programs, uncheck all of the application check boxes and click "Next". When setup is complete, click "Finish". The ActiveSync icon will turn green.
7. In the RedBeam Check In/Check Out program, go to the Sync Handheld tab and click the "Sync with the Handheld" button. The first time you do this, the program will load to your mobile computer. Click the button a second time to sync your data.

Support:

If you have a valid support contract and need additional support, please call RedBeam, Inc. at 678-373-0390. If you need to purchase a support contract, please contact your RedBeam Reseller.