



Check In/Check Out Quick Start Guide

Use this guide to install and perform initial setup of Check In/Check Out.

Initial Installation Steps:

1. RedBeam recommends reading the user manual (found on the CD) before installing. If you have downloaded the software (all software purchased outside the US is provided digitally only), the manual can be accessed after installation under *Programs->RedBeam->RedBeam Check In Check Out*.
2. Verify that your computer uses Microsoft Windows XP, 2003, Vista, 7 or 8. If using Vista, 7 or 8, please go to *Start->Control Panel->User Accounts* and disable User Accounts control before installing.
3. You must be logged in as a Local Windows Administrator to install. Temporarily disabling firewalls and anti-virus applications is recommended while installing.
4. From the CD or downloaded installation, double click on the setup icon. Follow the instructions to install the software.

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 cabled scanner from the box and plug the USB cable into any available USB port on your computer.
2. Pull the 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. Attach the communications cable to the back of your PC.
3. Place the mobile computer in the cradle and allow the battery to charge.
4. Go to *Start > Computer > System Properties* to check your operating system version. If you are running Windows XP, download and install Microsoft ActiveSync [here](#). If you are using Windows Vista or later, download the Windows Mobile Device Center 32-bit version [here](#) or the 64-bit version [here](#).
5. Once installed, you should notice the green ActiveSync or Mobile Device Center icon connecting in your tool bar. If the mobile computer does not connect, remove it and place it firmly back in the cradle. ActiveSync should connect.
6. Once ActiveSync connects, it will try to set up a partnership or ask you to set up your device. RedBeam recommends following the steps to do this. Unless you plan on syncing other programs on your PC to the mobile computer, when presented with the list of other programs to sync, uncheck all of the application check boxes. Complete any remaining steps. The device should then be connected.
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.