executorNET

Set Up Procedure

1 Charge the Battery

Install battery in the handheld unit and charge the battery by connecting the handheld to the USB cable and plugging it into the wall charger provided. Charge the battery for no less than 10 hours.

2 Contact Your IT Department

While your battery is charging, contact your IT department and determine whether the device should access the internet via the ActiveSync communication software (disc provided) or through your facility's internal Wi-Fi (wireless) connection. The desktop method is recommended for connecting to the internet as Wi-Fi communication can often be unstable in certain areas of a facility.

3 Establish Your Internet Connection

ActiveSync Method

Important: Do not connect your handheld to the computer until the ActiveSync software has been installed!

Typically, your IT department will need to install the ActiveSync software due to "administrative privilege" restrictions in your facility. Once ActiveSync has been installed, connect the handheld to your computer via the same USB cable you used to charge the unit.

The ActiveSync program will initiate on the workstation screen and the connection process will start. When the program first opens, it will ask if you wish to establish a "Partnership". Click Cancel and a "Guest" status will be established. Note that the top of the screen will say "Connected as Guest". In order to bypass this process in the future and automatically connect as a "Guest", your IT Department can obtain a file containing the necessary registry setting from the software vendor, Computer Software Architects.

Wi-Fi (Wireless) Method

If syncing the handheld using Wi-Fi, you may need your IT Department to enter a security WEP code and ensure that the handheld is communicating with an appropriate "hotspot" or wireless access point. However, if your Wi-Fi access is unrestricted, the handheld may automatically locate the nearest wireless access point. Select the network you want to connect to and tap Connect.

4 Verify Internet Access

To verify internet access, tap on the Internet Explorer icon on the handheld and type in a web address of your choice (for example, www.google.com). If the web page you requested appears, the handheld has successfully connected. If the web page does not come up, this means your IT Department may need to set-up "proxy server" settings on the handheld and/or assure that an internal firewall is not blocking access to the internet.

5 Download ExecutorNET Program

Call Computer Software Architects @ 1-888-598-3596 (the toll free Help Line) and they will work with you to have the ExecutorNET program downloaded, installed and configured on the handheld.

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Lit. No. AC 10-112 rev. 04/10

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