Scanner Setup Instructions
For use with FAS Inventory Software

Directions for installing the FAS CE Reader software onto your new mobile barcode scanner:

1. Upon receipt of your new scanner, fully charge the unit with the battery in the scanner.
2. Once the scanner is fully charged, perform any initial screen setup instructions per the manufacturer's directions, such as screen calibration or date/time settings.
3. Go to the PC Workstation from which the FAS Software will be operated. Be sure to download and install Microsoft ActiveSync onto the PC Workstation. ActiveSync can be downloaded free of charge from Microsoft.com. ActiveSync allows data to be transferred back and forth from the PC Workstation to the handheld scanner.
4. Connect the scanner to the PC Workstation via the USB drive or communication port.
5. ActiveSync should automatically synchronize the scanner to the PC workstation. Always connect as a GUEST when Active Sync prompts you. You must be set up as a GUEST sign on. Note: if synchronization does not occur automatically, go to the File Menu on the ActiveSync application and click the Connection Settings menu item. Be sure that all check boxes are checked, then click the "Connect" button.
6. To Load FAS CE READER software onto your Scanner:
    a. Go to the PC Workstation.
    b. Double-click on My Computer.
    c. Open the C: Drive.
    d. Open the Program Files folder.
    e. Open the folder titled FAS (Note: may be titled Sage Software or Best)
    f. Open the CE Reader folder.
    g. Double-click the Setup.exe (Setup Launcher, Best Software, Inc). Follow the directions to Install CE Reader.
7. On the PC workstation, open the FAS Asset Inventory program, Click INVENTORY on the toolbar. In the drop-down menu, Click on READER MANAGER. This will prompt a window for you to ADD the Scanner. Click on NEW and enter name of the new reader. In the READER BRAND, click on Windows OS and we suggest a Collector to be assigned (whether by Name or Department). At this point, Click on APPLY and, once the APPLY button is grayed, Click on OK.

Now you are ready to start an Inventory Session with FAS Asset Inventory.