

7 STEPS QUICK GUIDE

Step 1: Software Installation

Figure 1



Insert your Software USB which is included to SmartPen Set, to your computers USB port. Follow the necessary steps, and install Smart Pen 3.0 software to your computer. Before installation make sure that **".Net Framework 3.5 or Higher"** version is installed on your computer. ".Net Framework 3.5 or higher versions are necessary for operating Smart Pen 3.2. If .Net Framework or Higher versions are not installed in your computer you can find it in your Software USB or you can download it from **"<https://www.polimek.com.tr/en/download-center/helperSoftware>"**

The first usage informations are; User name: **"admin"** Password: **"admin"**.

Figure 2



Step 2: Provision of Communication

Connect your Communication Socket to your USB port of your computer.(See.Figure 2)

Install **"PL2303 driver"** software from Utility Softwares folder in your CD or you can download it from **"<https://www.polimek.com.tr/en/download-center/helperSoftware>"**.

After installation, your computer's "System Properties/ Hardware/Device Manager under Ports (Com & LPT)" section it appears.(See Figure 2.1) After connecting your Smart Pen to your computer, Open your Smart Pen 3.2 Software and under the Configuration menu, click **"Port Settings"** section "Search" to ensure the program to recognize your SmartPen and communication port. (See Figure 2.2)

Figure 2.1



Figure 2.2

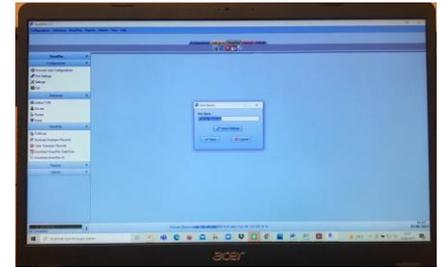


Figure 3



Step 3: Definon of TOMs

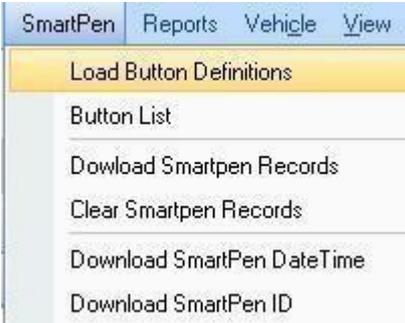
Define Officer and Location Buttons which are included in to the SmartPen set to the software. Officer Buttons are in Officer Buttons section. Location Buttons are part of the Location Buttons section. (See Figure 3)

For Identification process; Click **"New Record"** (+) button and enter a unused Registration number along with the Name information. After clicking Define button, touch your Officer or Location Button ONCE which you have been introduced to program then place your SmartPen to the communication port.

Complete your registration with approving your process.

Step 4: Loading Button Definitions to SmartPen

Figure 4

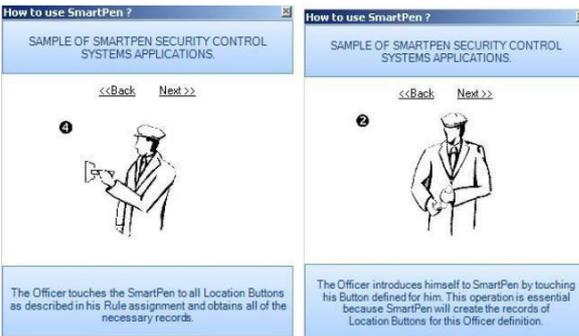


For SmartPen to recognize points and keep records, you must teaching your Officer and Location Buttons to the SmartPen is required.

Make sure that SmartPen is connected to your computer and click to the Teach Load Button Definitions button under SmartPen menu section. (See Figure 4)

Step 5: Recording Logs

Figure 5



Before Officer starts security tour, Officer touches to SmartPen with Officer Button to make sure that SmartPen knows who When Officer is touring, touches to Location Buttons with Smartpen. Before every tour Officer must touch the Smartpen with his Officer Button. When Officer or Location buttons touches to Smartpen, Smartpen gives vibrating and visible warning.

Step 6: Downloading the Records

Figure 6



Smartpen saves all the rule information to its own memory. For Rule information reports, recording logs on Smartpen memory should be transferred to a computer through Smartpen Communication Slot via Smartpen 3.0 software. Place SmartPen tho the communication slot. Under the SmartPen menu bar, click Download SmartPen Records. (See Figure 6) After transferring records to the computer, SmartPen must be removed from communication slot. Leaving SmartPen in the Communication Slot for no apparent usage will create unnecessary energy consumption and discharge the battery in a short time.

Step 7: Taking Reports

Figure 7



After downloading records to the software, your informaitons are ready to be reportable. Under the Reports menu lace "Officer" or "Location Button" report. Enter the date range that you want to report (See Figure 7.)



Pay Attention... The product is an electronic product. Do not attempt to open the product for repair, you will damage the electronics and the product will not work. Do not tamper with the product. If you break it, it will be out of warranty and you will have to pay for the repair.

The product will serve for many years when we use it in accordance with the instructions for use. However, when you cannot operate the product, contact with Polimek sales@polimek.com.tr . Polimek service will try to solve your problem by connecting with remote desktop. When technical repair is required, it will be sent to Polimek's address by "using the national postal service (ups,dhl,fedex, etc. not with)" together with th malfunction form. Do not send by ups,dehl,fedex,etc. any means other than national postal service. Submissions other than postal are not accepted.