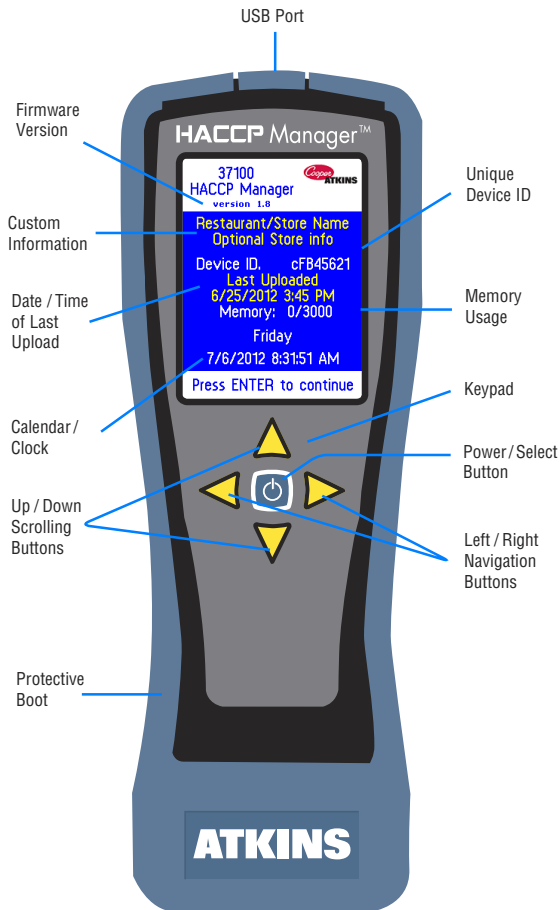


## THE HANDHELD (37100)



### HACCP MANAGER™ SYSTEM REQUIREMENTS

- Windows XP, Vista, Windows 7
- Universal Serial Bus (USB) port
- 512 MB of memory
- 500 MB of hard disk space
- Compact Disk (CD) drive

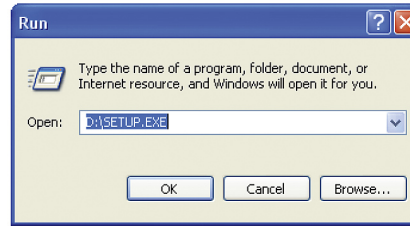
For specific and detailed operating instructions please refer to the User Guide. To access the User Guide, on the main toolbar, click **Help>Contents**.

### 1. INSTALLING HACCP MANAGER™ SOFTWARE (Administrator privileges required)

Insert CD into disk-drive on computer and follow the instructions of the installation wizard.

If using *Windows XP*, and the installation does not start automatically:

- click on the **start** button.
- click on the **RUN** icon then edit the text as shown below e.g., if your CD-ROM drive is "D:" then change the drive letter to read "D:\SETUP.EXE".

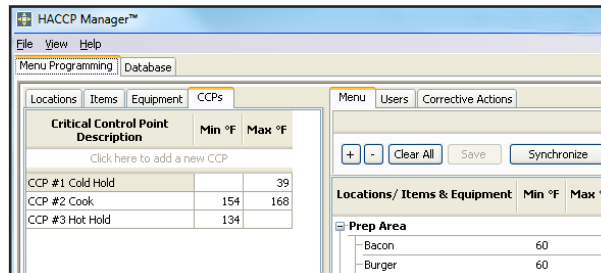


If using *Windows 7 / Vista*, the Autoplay dialog will automatically appear. Select and click **RUN SETUP.EXE**. If the installation does not start automatically, click on the button then follow these instructions:  
*Vista* - click on **RUN** icon then edit the dialog box as noted above.  
*Win. 7* - click in "Search programs & files" box and edit the text as above.

If errors occur during installation, contact Cooper-Atkins Technical Support.

### 2. LAUNCHING THE HACCP MANAGER™ PROGRAM

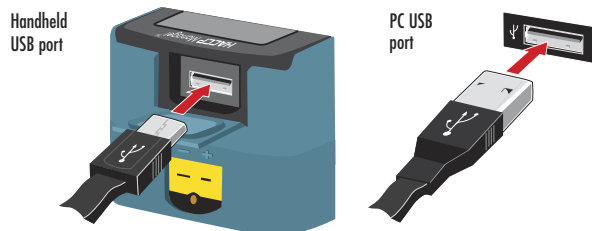
Click the start button on the bottom of the taskbar, then click on the icon. The following dialog box will display. You are now ready to program data.



Refer to the *User Guide>The HACCP Manager Database* for detailed instructions on menu programming.

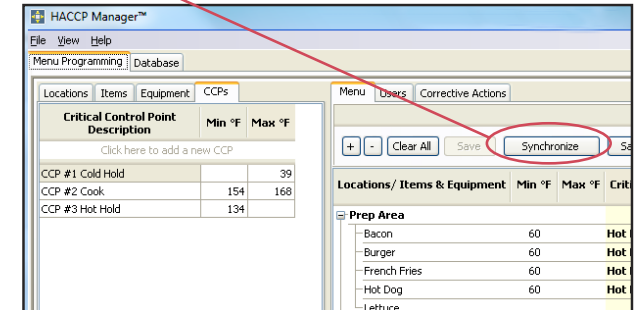
### 3. SYNCHRONIZING MENUS WITH THE HANDHELD

To transfer programmed menu items, connect the PC to the Handheld with the USB cable.



### 3. SYNCHRONIZING MENUS WITH THE HANDHELD (CONTINUED)

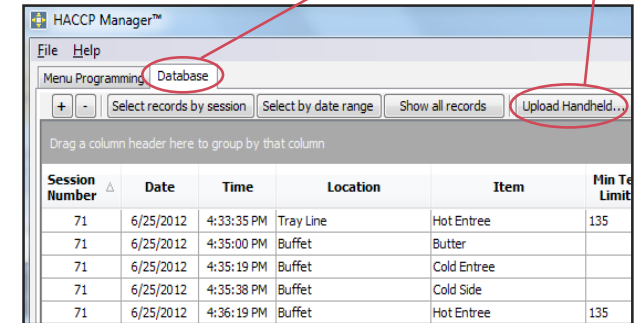
Press the **Synchronize** button on the *Menu Programming* tab.



Menus will be downloaded to the Handheld. Once the transfer has completed, unplug the Handheld from the PC. You are now ready to record data. Refer to the *User Guide>The HACCP Manager Handheld* for instructions.

### 4. UPLOADING RECORDED DATA FROM THE HANDHELD TO THE PC

Once data is recorded, it can be uploaded onto a PC. Connect the Handheld to the PC as outlined in step 3. Select the *Database* tab and then click on the **Upload Handheld...** button.



Refer to the *User Guide>The HACCP Manager Database* for detailed instructions on reviewing data.

### 5. POWERING THE HANDHELD ON/OFF

Press the **Power/Select** button once to turn the unit on. Press and hold the Power/Select button (for 2 seconds) to turn the unit off.

### 6. CHARGING THE BATTERY

- To charge the battery, either:
- connect the handheld to the PC as shown in step 3. The PC must be running in order for the battery to be charged.
- connect the USB cable to the wall adapter (supplied) and the Handheld USB port. Allow to charge for at least three hours.

### FOR TECHNICAL SUPPORT CONTACT:

Cooper-Atkins Corporation  
 33 Reeds Gap Road, Middlefield, CT 06455-0450 U.S.A.  
 860-347-2256 • Fax: 860-347-5135  
 Email: techsupport@cooper-atkins.com  
 www.cooper-atkins.com