

Turn the power on by pressing the On/Off button. It will take 30 seconds for the device to boot up. When clicking or selecting items on the screen, use the four buttons to the left of the screen (F1 – F4) and the stylus, which is stored on the back of the reader. The badge reading sensor is located on the back right of the device.

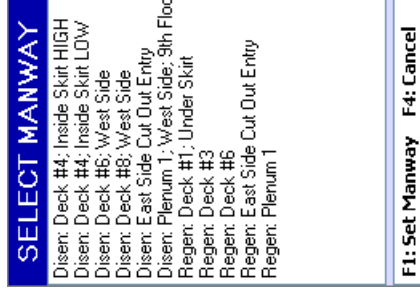
Turning on the Reader



Using the XPressEntry Handheld Reader

Logging In:

The XPressEntry Reader program will load automatically. When the Login screen appears, tap your badge to the badge sensor on the back of the reader (or press **F2: Manual Entry** to manually key in your badge number and click OK). Next, select the manway you are monitoring from the list and then press **F1: Set Manway**. After a manway has been set, the screen will switch to Entry Mode. If you cannot log in, check with an administrator to verify that your role has been correctly set.



Tracking Users in Entry and Exit Mode:

While in Entry Mode, an employee entering through the manway needs to present their badge to the safety attendant. Scan the badge with the badge sensor or press **F3: Manual Entry** to key in the user's badge number. After a successful entry is stored, information about last activity will be displayed in the upper half of the screen.

To track employees when they exit through the manway, press **F1: Change Mode** to switch from Entry Mode to Exit Mode before reading their badge or keying in their badge number. In Entry Mode, press F1 again. Note that Entry Mode and Exit Mode use different color schemes.

To monitor a different manway, press **F2: Manways** and select the new manway from the list. Press **F1: Set Manway** to confirm your new location and go to Entry Mode.

If a user is not found, XPressTools will ask you to update the employee list. If they are still not found, radio the cart to put them in the system.

Exit: This option will end this session. Log out the safety attendant and shut down the XPressEntry application. Use this before shutting off the reader. To shut off the device after exiting the XPressEntry program, press and hold the On/Off button. Be sure to replace the stylus.

Logout: This option will end this session and log out the current safety attendant without quitting the XPressEntry program. Another safety attendant can log in or the setup screen can be accessed.

Setup: View or edit configuration settings. Changes to Setup should only be made under the supervision of the cart operator. Setup is also available from the login screen.

Activity: View a log of all activity generated on this device. Toggle between queued but unsent activity (**F1: Queued**) and all activity (**F2: Log**). The All Activity Log can be erased by **F3: Clear Log**.

Occupancy: View the current number of occupants for each vessel. Select a single zone and press **F1: View Occupants** to get a list of all occupants currently in that zone.

Send Message: Select a short message from the list of preset messages and press **F1: Send Message** to send it to the cart. Press **F4: Cancel** to return to Entry / Exit Mode without sending a message.

Message: Select a short message from the list of preset messages and press **F1: Send Message** to send it to the cart. Press **F4: Cancel** to return to Entry / Exit Mode without sending a message.

Menu functions: From Entry or Exit Mode, you can access other functions by pressing **F4: Menu**, and selecting a menu option. To go back to the previous screen from many of these options, press **F4: Back** again.



To switch back to

