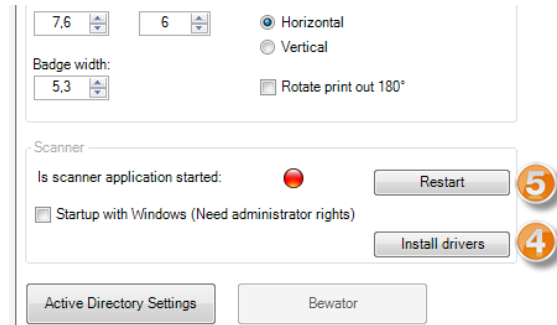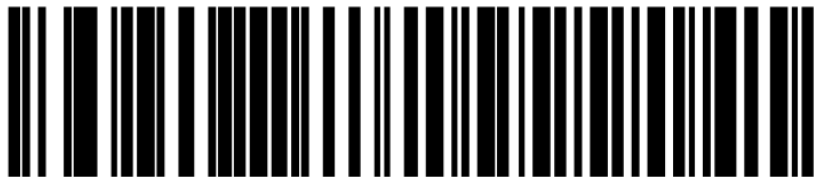**Follow below steps to make a full test of Barcode reader.**

1. Make sure you have a Motorola or Symbol barcode reader compatible with VisitLog system. If you have any questions, contact support at support@riwsoftware.com

2. Keep the barcode reader unplugged

3. Go to "Local settings" under "Administrations":

4. Install drivers by click the button named: "Install Drivers". (Be sure it's not removing already installed drivers at the first guide form.)

5. Start the scanner application (tray application) by click the button named: "Restart". De red icon should be green when its active.

6. Put the USB cable from barcode reader into pc

7. **Test the barcode reader mode (If fail go to d, else continue to 8):**
   a. Set mouse pointer to an area possible to write text, ex: Notepad, word etc
   b. Read a barcode from any box or device or paper
   c. If the barcode give a text in the text area, the barcode reader is not programed for serial reading (Test failed). It has to be reprogramed by next task.
   d. Reprogram from Keyboard input (by default) to serial input. Only if above test was failed. Use below barcode. Read it with scanner and the scanner is reprogrammed.

8. Now test to print a badge from visitlog and scan the barcode at the badge with the scanner.

9. The visitor should be logged in or out. Message should be seen at the screen.

10. Ready!   (If still any problems, please contact support at: suppot@riwsoftware.com)