

## Introduction & important information - please read before use!

### **Introduction:**

Thank you for purchasing a signature pad from StepOver. This product has been designed to offer the highest level of reliability and comfort. By observing a few precautionary measures however, you can also contribute to ensuring the device is not damaged and that it is used to the full for its intended purpose.

**Please note that damage to the signature pad occurring as a result of neglect or a breach of the precautions mentioned below are not covered by the statutory guarantee.**

**Please therefore read the following before use.**

### **Application and use of the signature pad:**

StepOver signature pads are suitable for both left-handers and right-handers and have been designed for use at the counter, in the office and for field-based staff. They capture both the visible signature of the signer and the speed and pressure flow of the signature in very high resolution. Use of the signature pad for purposes other than to record signatures may damage the device.

The StepOver signature pad is an advanced data processing device so please treat it accordingly – as carefully as you would a mobile computer or PDA. Only use the plastic pen supplied for signature. The sensor surface of the pad should come on no account into direct contact with ballpoint pens or other sharp objects. Also avoid heavy impacts, applying any great pressure to the device and tracing around the edges of the sensor with a pen. Ensure not to kink or tighten the connector cable.

### **Caution! Glass:**

The sensor surface (signature field) of the signature pad is made of a glass pane with a film covering. For normal transportation conditions, and when dropped from table height, this is adequately protected by the casing. However, if the glass does break as a result of an accident, the film prevents the glass splinters from causing injury.

### **The correct environment for your signature pad:**

Please be aware of the correct environment during use, transportation and storage of your signature pad. The signature pad should only be used in dry conditions. Using and keeping the device in particularly hot or cold places (parked car in summer or winter) or in a damp environment (sauna, bathroom, swimming pool, etc.) may lead to damage to the device. As is the case with all electronic devices, the signature pad does not take kindly to water!

### **The signature pad:**

The status light is located below the screen of your signature pad on the left. If this light is not ON, the signature pad is not connected to the computer or the computer is not switched on. If the signature pad is connected to the computer and the computer is switched on, the status light is ON (orange). A green status light indicates that a signature is ready for capture. The pad has a pen slot on the right-hand side. To the right of the screen, a hole in the case is used to insert the pen in the upright position. A standard mini USB connector is provided on the left-hand side. To connect the signature pad to your computer, insert the USB cable supplied into this connector. If so required,

the cable supplied can be replaced with a longer (up to 5m) or a shorter cable with the same connector pins. On the underside of the device are two or three holes (depends on the type of signature pad) for screw heads used for mounting to a table top. The tabletop kit (screws, stoppers and drilling template) can be ordered as an option from StepOver GmbH.

### **Getting started with the signature pad:**

If you already have a computer with pre-installed software from your company or your supplier, you need only to connect the signature pad. Do this by connecting the cable end (mini USB connector) to your pad and the other cable end to the appropriate connector on your computer.

After switching the computer on, the status light of the signature pad below the screen on the left lights orange. On initial connection of the signature pad, the software detects a new signature device and a dialogue window opens up. Closely follow the instructions in the dialogue window. Your signature pad is ready to use after a one-off configuration. The status light turns green as soon as the software requests a signature. You can now sign.

### **Signing correctly:**

For signature on the signature pad, please use the plastic pen supplied. Sign in the same way you would do on paper. The extremely flat design and the offset screen of your signature pad enable you to use the case of the signature pad as a hand rest.

If you are left-handed, press the "rotate" button before signing. This is displayed on the right of your signature pad screen before signature. You can then turn the signature pad 180° to bring the hand rest into the right position for you.

If you so wish, you can lay a piece of paper over the signature pad and use a standard ballpoint pen or similar to sign.

Please note that normal printing and writing paper can be used. Using paper that is too thick (such as multilayered paper or card) considerably worsens the capturing of the signature.

**Never use a ballpoint pen or similar to sign directly on the sensor surface (signature field)!**

### **Cleaning and maintenance:**

Use only a slightly damp cloth or kitchen roll to clean your signature pad. Ensure that liquid is not permitted to enter the device. Do not use any types of cleaning agent (e.g. detergents, glass cleaners) on your signature pad!

### **Optional equipment:**

- Protective bag or case for the signature pad, in order to transport it safely.
- Table and wall mounting set

**We wish you all the best in using your signature pad!**

**Your StepOver team**

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