Defense Property Accountability System (DPAS) Microsoft ActiveSync Reference Document

The ActiveSync software is used to transfer data between Web DPAS and the scanner (PDCD).

This document covers:

- Download and Install ActiveSync
- Establishing an ActiveSync Partnership
- Windows Vista Sync Center
    - o Establishing a Sync Center Partnership:
    - o If Scanner is Not Compatible with Windows Sync Center
    - o Sync with Windows Mobile Device Center
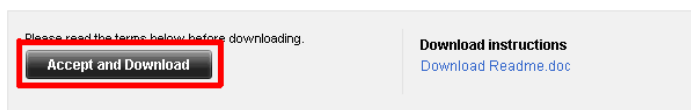
Download and Install ActiveSync

Downloading and installing software onto governmental computers may be restricted. Please check your agency's policy before proceeding.

1. Click the following Download link to access the ActiveSync Download website:
   Download (Hold **CTRL** + **Click**)
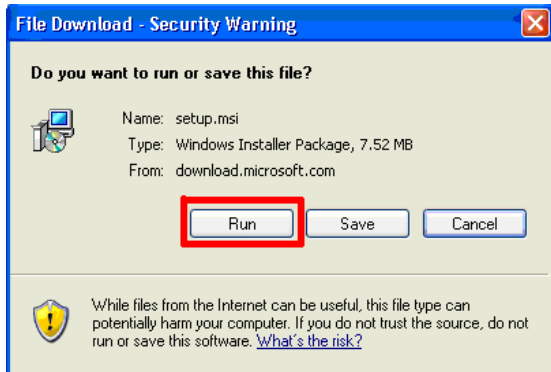
   -- **or** --

    Visit www.microsoft.com and search for ActiveSync.

2. Click the **Accept and Download** button.
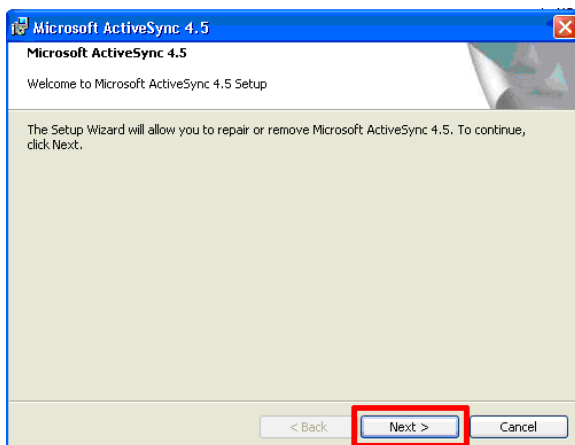
   ActiveSync 4.5 Download

Click **RUN**.

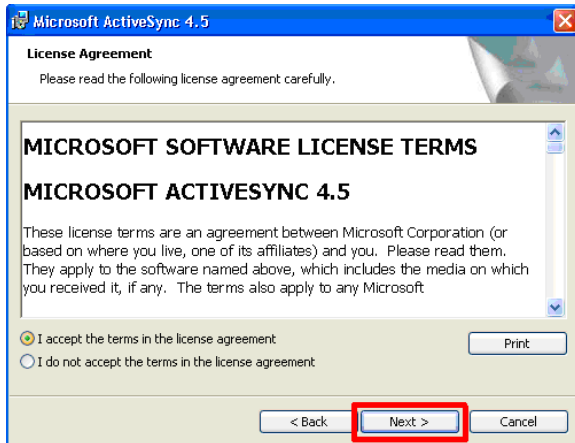3. Click **RUN** (If not prompted by security warning, skip to **STEP 5**).
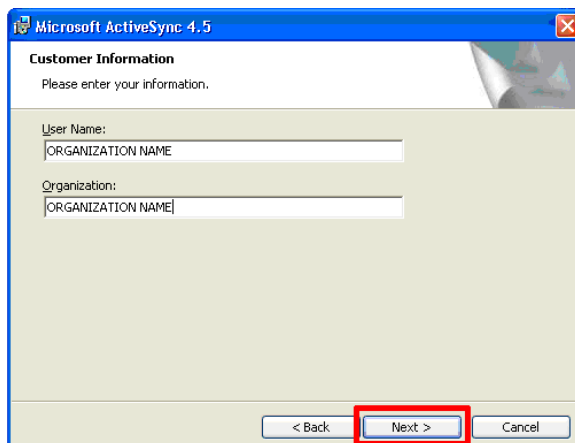

4. Click **Next**.

5. Click the radio button to the left of **I accept the terms in the license agreement** and click **Next**.
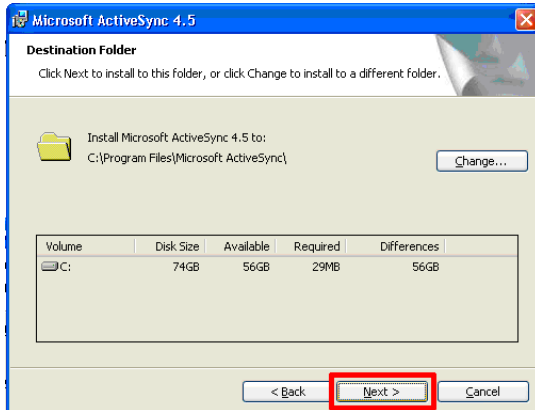

6. Enter information:

   - Enter your Agency/Organization Name into **User Name**:
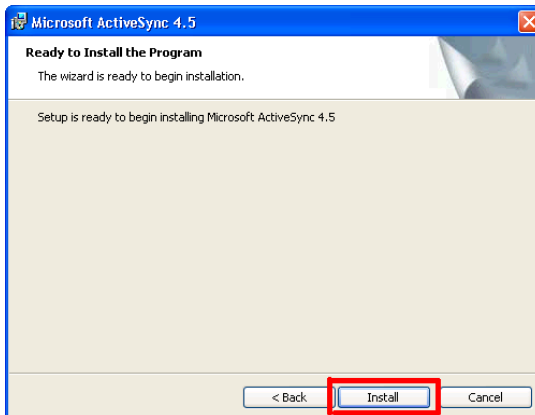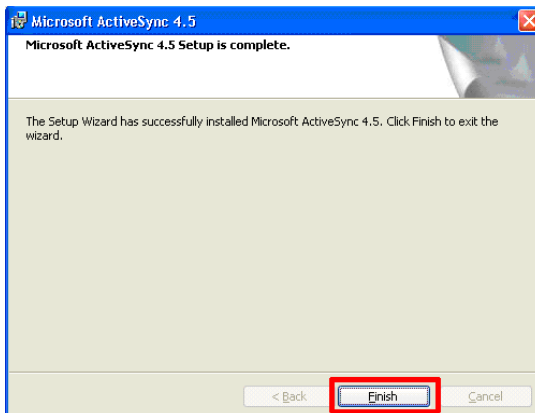   - Enter your Agency/Organization Name into **Organization**:
   - Click **Next**

7. Click **Next**.

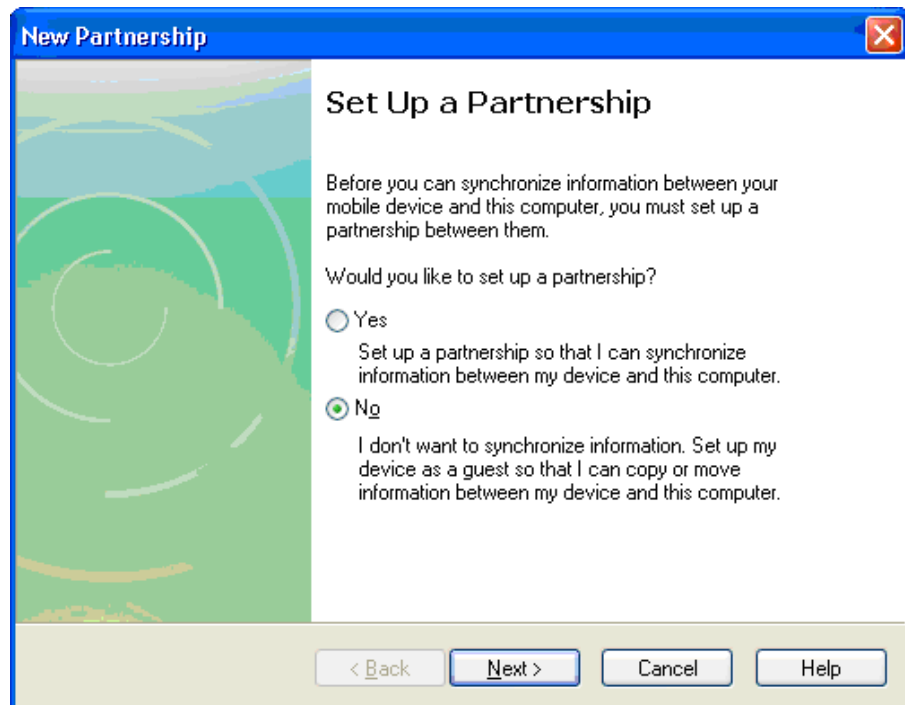8. Click **Install**.

9. Click **Finish**.

Establishing an ActiveSync Partnership

For the computer to recognize the scanner, a partnership must first be established. To ensure the scanner can be used with any computer, we utilize Guest partnerships as described below.

1. ActiveSync should be installed and running on the PC. You should see the ActiveSync icon in the Windows system tray.
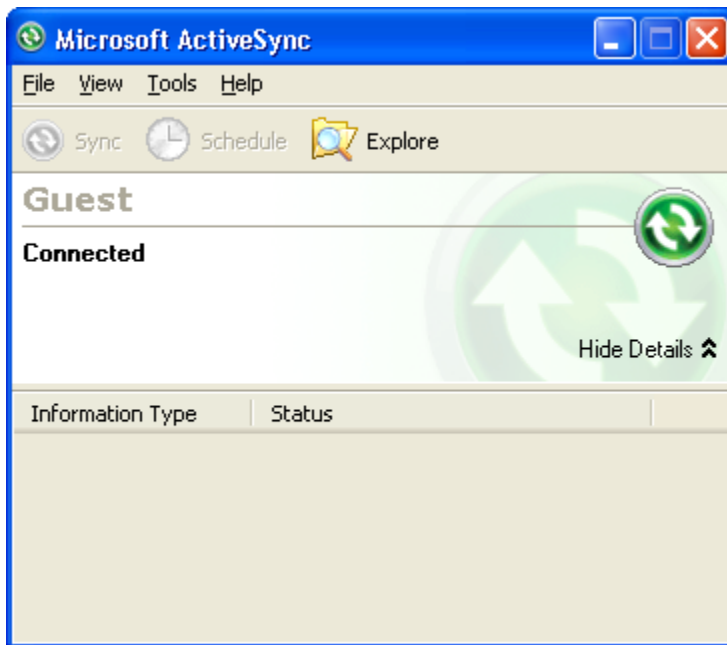

2. The scanner's cradle should be connected to the PC using either a USB or serial connection (USB is recommended).
3. Place the scanner in the cradle.
4. The **New Partnership** window appears
5. Select the **No** radio button so that we create only a temporary, or Guest, partnership. (For Pocket PC 2003 scanners, select **Guest partnership**).
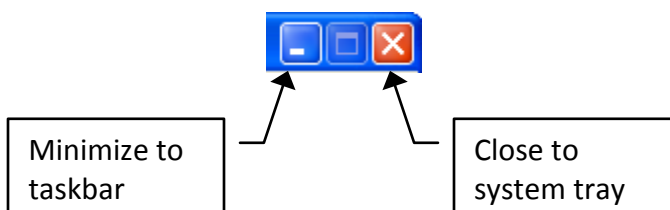6. Select the **Next** button.

7. Microsoft ActiveSync application will appear indicating a Guest Partnership has been established and the scanner is connected.

8. You can minimize ActiveSync so that it remains on your Windows taskbar or you can select the X to close ActiveSync to the Windows system tray.

Minimize to taskbar

Close to system tray

Windows Vista Sync Center

Web DPAS was designed to work with Windows XP. There are some users performing Inventories who are using computers with Windows Vista. Windows XP uses Active Sync to communicate with the scanner. Vista does not have/cannot install ActiveSync because there is a version built into the Operating System called Sync Center.

Establishing a Sync Center Partnership

1. The scanner's cradle should be connected to the PC using either a USB or serial connection (USB is recommended).
2. Place the scanner in the cradle.
3. Open Sync Center by navigating to **Start > All Programs > Accessories** and selecting **Sync Center**.
4. In the left pane of Sync Center, click **Set up new sync partnerships**.
5. Click the name of the scanner in the list of available sync partnerships.
6. On the toolbar, click **Set Up**.
7. To start syncing immediately, click **View sync partnerships**, click your device in the list of sync partnerships, and then, on the toolbar, click **Sync**.
   HINT: If your device does not appear in this list, try connecting it again or turning it off and on. Then try clicking the refresh button in Sync Center.

If Scanner is Not Compatible with Windows Sync Center

Previous versions of Microsoft ActiveSync will not install or run on Windows Vista. All of the features previously available in Microsoft ActiveSync are available in Windows Mobile Device Center (WMDC) which will install on Windows Vista. This application can be downloaded from Microsoft's web site.

Sync with Windows Mobile Device Center

1. The scanner's cradle should be connected to the PC using either a USB or serial connection (USB is recommended).
2. Place the scanner in the cradle.
3. Once connected, the Windows Mobile Device Center (WMDC) window will appear on your computer desktop.
4. Click **Connect** without setting up your device (Setting up the device is just to create an email partnership).

5. The WMDC main page will appear with a graphic of your device or device type on the left. A green check will appear below the graphic with the word Connected, indicating that your device is connected to the computer.