



Smallbiz Software Setup Procedure

Single User Systems ONLY!

This document will assist you in loading Smallbiz onto a computer system for the first time or when transferring Smallbiz from another computer.

Important Notes:

- This document is designed to help you install a **blank instance** of Smallbiz. It does not configure Smallbiz for practical use in a salon.
 - **Initial installation** and activation are typically included in the purchase price, while the **setup/configuration** is covered by training costs.
 - Subsequent **loading/transferring** of Smallbiz onto other machines **is not included** in support costs.
 - Smallbiz support is **not intended for computer novices**. However, these instructions should be sufficient for a computer-literate person. Additional assistance is chargeable.
 - **For a minimal fee**, Smallbiz support can reload your program and data, often at a lower cost than hiring a local technician.
 - If **transferring Smallbiz from another machine**, refer to the *“Transfer Smallbiz from One Computer to Another”* document **first** (available on the Smallbiz website under the *Support* tab).
 - **For network and cloud access systems, Smallbiz support must perform the setup**—please contact support to arrange this.
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What You Will Need:

- A **Downloaded Smallbiz Install 'Disk'** dated after **1/1/2018**.
 - If you need one, contact support.
 - See the "*Downloading a Smallbiz Install*" document on the Smallbiz website under the [Members Portal](#) tab.
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Installing Smallbiz:

1. Start Installation

- Navigate to the folder where the **downloaded Smallbiz system** is stored and run **setup.exe**.

2. Follow the Prompts

- Accept the **default options** unless you have a specific reason to change them.
- When prompted for an **installation code**, you can:
 - Call Smallbiz **technical support** for the codes.
 - **OR** Click "**Cancel**" to activate a **30-day trial period** (this allows you to proceed without immediate registration).

3. Complete Installation & Reboot

- Once installation is finished, **reboot your computer** before attempting to use Smallbiz.
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Troubleshooting Installation Issues:

● Security Issues:

- Each installation is tied to a **specific user and disk**—using another person's installation disk will cause issues.
- Previous **demo-disk usage** may also interfere. Contact Smallbiz for assistance.

● Security Code Provision:

- **Free for Advantage Club members.**
- **Nominal fee** for non-members to validate entitlement.

● Temporary Security Bypass:

- Temporary bypass options will appear on-screen if Smallbiz support is unavailable.
 - **Common Problems with Installation:**
 - Ensure **administrator permissions** are used when installing.
 - Disable antivirus software **if blocking installation**.
 - If errors occur:
 - Uninstall "**MySQL Server 5.5**" and **Smallbiz** via Windows *Add/Remove Programs*.
 - Restart the installation process.
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Setting Up the Computer Environment & Peripherals

1. Adjust Desktop Settings:

- **Screen Saver & Power Settings** → Set to "**Never**"

2. Adjust Date, Time & Location:

- Ensure the system's **location matches your physical location**.
- Set the language to **English (Australia)**.
- Correct the **date & time** settings.

3. Install Internet Connection:

- Ensure a **broadband internet connection** is installed and operational.
- Test web access to confirm connectivity.
- Check **firewall settings** (see below).

4. Install Antivirus Software:

- Install **AVG Anti-Virus** or your preferred security software.

5. Configure Firewalls & Security Software:

- Allow **full access** to:
 - **C:\Program Files (x86)\Smallbiz\Smallbiz32.exe**
 - Ensure all **users have full read/write privileges** for this directory.
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Configuring Peripherals

6. Install USB Till Opener (If Purchased from Smallbiz)

- Plug in the **USB till opener**—Windows should automatically detect and install drivers.
- To adjust settings in Smallbiz:
 - Navigate to **Menu → Sales → Sales Setup**.
 - Select **Com: Appropriate COM Port**.
 - Set **Baud Rate: 9600**.
 - Set **Hex: 070707**.
 - Click "**Draw Test**"—the **green light should flash** if installed correctly.

7. Test Barcode Scanner

- Barcode scanners are **plug-and-play**.
 - Plug in the scanner—it should be detected automatically.
 - To test:
 - Open **Notepad/Word** and scan a barcode—it should appear as text.
 - The scanner should **automatically move to a new line after scanning**.
 - Smallbiz uses **Symbology 128**—ensure the scanner is set accordingly.
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