

INSTRUCTIONS ON HOW TO USE THE PORTABLE INVENTORY SCANNER  
12/7/04  
“Scan Instructions For Dumbies”

ALWAYS BEST TO PUT FRESH BATTERIES IN SCANNER EACH YEAR

Use the laminated card with the bar codes

1. Scan the “Start” bar code under Start Configuration
2. Scan the “Enable Scan & Store” bar code under Operation Mode
3. Scan the “Exit” bar code under Exit Configuration Mode

Now start scanning the books. The scanner will beep each time it scans a book. If it does not beep, it hasn't scanned the book.

Scan in sections, ie Non-Fiction 100-200 then download to computer. That way if it doesn't work properly you only have to go back and re-scan that section instead of starting completely over.

To download to the computer:

1. Remove the battery adapter from the scanner and hook up to the cable attached to the computer
2. Open Text Editor
3. Scan the “Start” bar code under Start Configuration
4. Scan the “Transmit” bar code under Transmit Stored Data – the circ # from the scanned books should be downloading into your text edit document. If not, something didn't work.
5. Once information is downloaded – Scan the “Start” bar code
6. Scan the “Clear Data” bar code under Clear Stored Data
7. Scan the “Confirm” bar code under Clear Stored Data
8. Scan the “Exit” bar code