

# FSU Property Scanning Procedures

## To Scan Barcodes:

- 1) To power up the scanner press and hold the red power button at the lower right corner.
- 2) You should be at the Main Menu, if not press ESC (upper left button) until you see the Main Menu. The Main Menu looks like this:

<b>MAINMENU</b>
<b>1. DATE ENTRY</b>
<b>2. REVIEW/EDIT</b>
<b>3. TRANSMIT DATA</b>
<b>4. ERASE DATA</b>

- 3) Press 1 on the keypad to begin data entry. The screen will look like this:

<b>LOCATION</b>
<b>BLUE=CONTINUE</b>
<b>ESC=DONE</b>

- 4) Press and hold the yellow button to scan your FSU location tag. When the location tag has been successfully scanned you will hear a beep and the display will look like this:

<b>ITEM NUMBER</b>
]
<b>..=Location</b>
<b>ESC=DONE</b>

- 5) Press the yellow button to scan the FSU property tag of the item. When scanned successfully you will hear a beep, and the display will look like this:

<b>ITEM NUMBER</b>
]
<b>L: 492000385474</b>
<b>..=Location</b>
<b>ESC=DONE</b>

In the display you will see the tag number of the last item tag scanned (L: 492000385474). At this point you are automatically ready to scan your next item at the current location, simply press the yellow button to scan your next tag, the scanner will beep and the display will auto update.

Repeat until all items at a particular location have been scanned.

- 6) Once all items at a location have been scanned, you can press “.” twice (right side, third button down, labeled “%#.”) to return to the Location tag scan mode. Follow above steps 4 and 5 to scan your next location and items.
- 7) Once you have completed your entire inventory press ESC. You will see this screen:

<b>FINISHED</b>
<b>WITH</b>
<b>DATA ENTRY?</b>
BLUE=YES
ESC=NO

Press either of the blue buttons to answer YES.  
 Next you will see a total count screen which will look like this:

<b>TOTAL COUNT</b>
ITEMS = 20
BLUE=CONTINUE

Pressing the blue button returns you to the Main Menu.

**To Review Scanner Data:**

- 1) At any point you can review the items you have scanned within the device. While at the Main Menu press 2 to review your collected data. Your screen will look like this:

<b>REVIEW/EDIT</b>
1.DATA START
2.DATA END
ESC=CANCEL

- 2) Pressing 1 will allow you to review your scan records from the beginning of your data and scroll forwards, while pressing 2 will allow you to review your records from the end and scroll backwards. Pressing 1 will bring up a screen like this:

<b>Location:</b>
0223A24000
<b>Item:</b>
492000385474
<b>1 Of 20</b>
1=Ed 2=Del 3=Scr
ESC=Quit

- 3) Press the up and down arrow keys (two middle buttons under the yellow button) to scroll through your collected tag records.

To power down the scanner, press the red power button.

### **Additional Tips:**

- The scanner will go into Sleep mode after several minutes of non-use. To continue scanning hold the power button and you will be returned to where you left off.
- You can return to any location at any time to do additional item scanning. Simply return to the Main Menu, select 1 for Data Entry, scan the Location tag and scan your items. The data will be saved for that location.
- You can stop the process at any time and review your data; See “To Review Scanner Data” above.
- When you exit the scan process and return later by pressing 1 for Data Entry, you will briefly see the message “Data Exists Adding to Data”, and you will automatically be taken to the Location screen where you can scan your location tag and continue scanning your items.
- On the Main Menu, and several of the other menus, you will see a battery power level indicator in the very lower right corner of the display. A full battery symbol means you have a full charge, the smaller the battery gets the less charge you have. Testing has shown a single full charge can last for over a week (depending of course on how many tags you scan a day). Also there is a back-up battery within the unit to protect your data should the battery go completely dead. You will have approximately 30 days to recharge the scanner to keep your data.
- When the scanner is not in use, please continue to keep the battery charged. This includes throughout the year when you are not scanning your inventory. Allowing the battery to go dead can cause a scanner to lose the formatting. As a result, the scanner will not function correctly and should be reprogrammed. We suggest you keep your scanner on the charger at all times or place it on the charger once a month to fully charge.