FSU Inventory Scanner Set-up & Use for Windows PC

FSU Inventory Scanner kit:

1 FSU Property Scanner (Model: CipherLab 8100)
1 Scanner Cradle
1 Scanner Cradle Power Supply
1 USB Cradle to PC Connector Cable

Workstation Scanner Set-up:

The Inventory Software which contains all the software for your scanner is located on the Controller's Website at http://controller.vpfa.fsu.edu/services/asset-management. It is listed as the 'Inventory Scanner File' link under the Resources box. The FSU_Scanner.zip folder has several files.

Once you have your copy of the software, extract the folder of "CipherXpressV2_28" to your desktop. Below is a list of all the files you will see in the folder:

- The installation process that follows requires Administration rights. If you do not have Admin rights on your workstation please contact your IT Support department.

Revised 09/2014

Found in your *CipherXpressV2_28* folder, double click on the file "*Scanner_Driver.exe*" – this will start the installer for the Windows version of your scanner cradle driver (see below)…
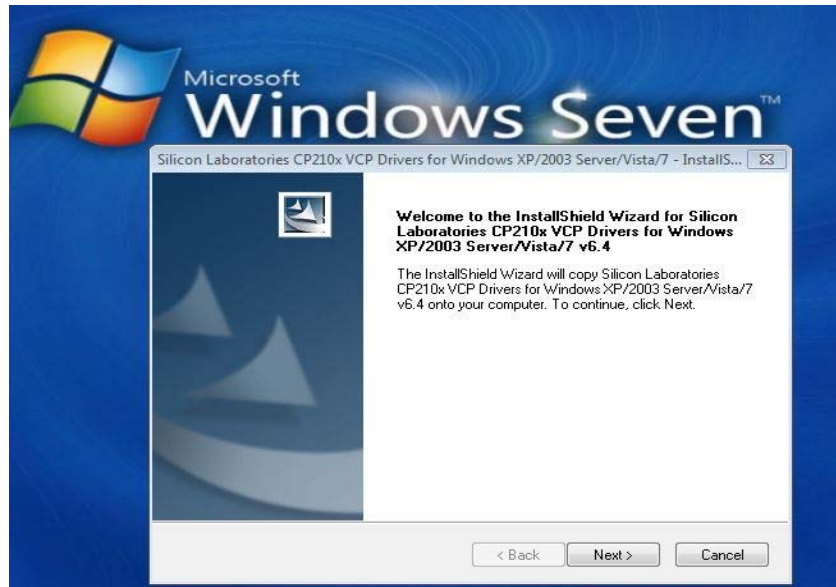
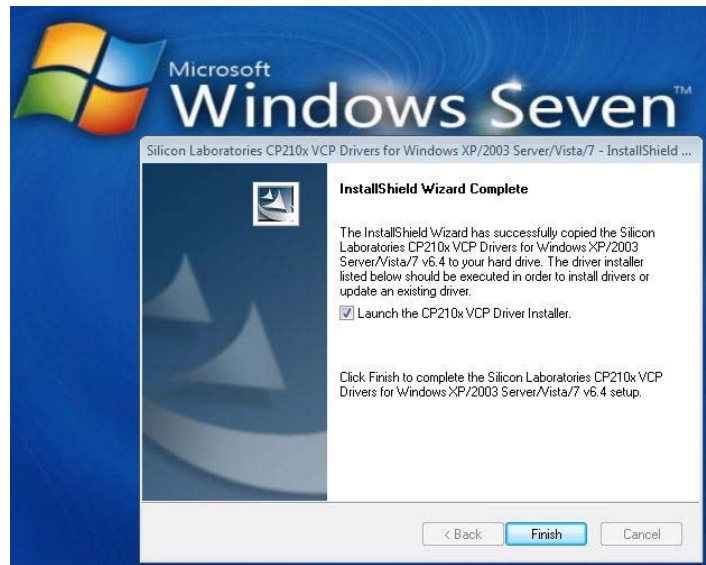Click Next and accept the license agreement and click Next again.

Click Next to accept the default location for the driver install
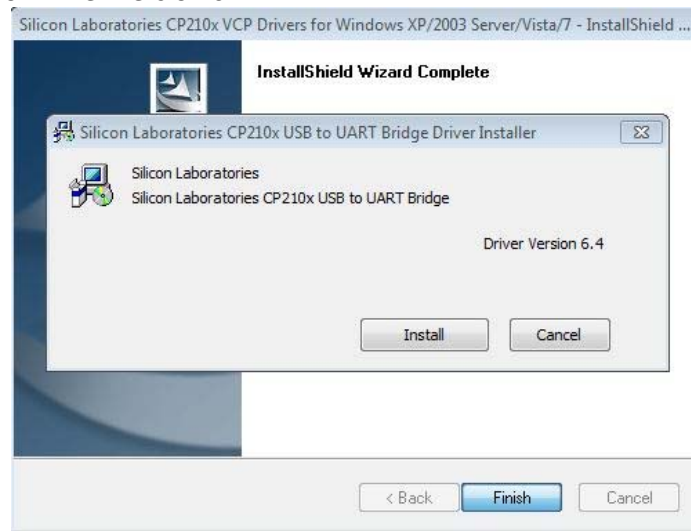(Location = *C:\SiLabs\MCU\CP210x\Windows_XP_S2K3_Vista_7*)…
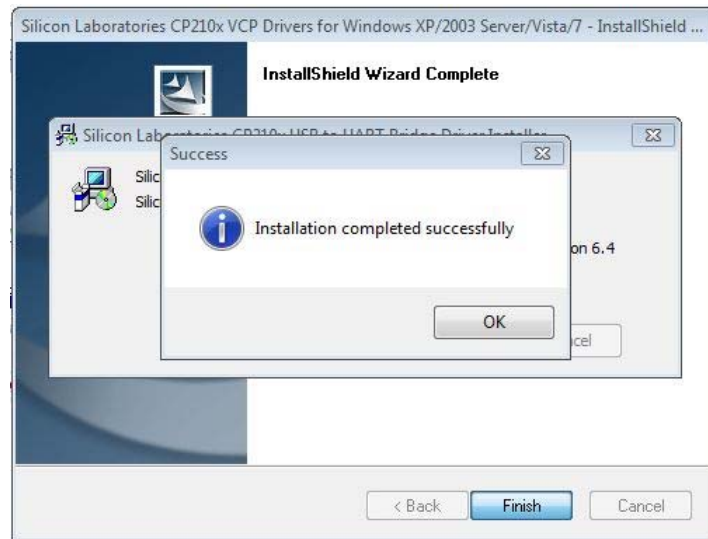
2

Click Install to start the installation…

Leave the check mark in the box for *Launch the CP210x VCP Driver Installer* and click Finish…

3

Click Install for the installation of Driver Version 6.4…

The installer will scan your system and install the driver, next you should see *Installation completed successfully*…

4

Click OK to complete the cradle driver installation.

Your Windows computer now has what it needs to communicate to the scanner and its cradle.

- Your Windows workstation is now ready to have the USB connector plugged in from the scanner cradle.

- Install the power adaptor for the cradle, and connect the USB cable between your computer and the cradle.

When you plug the USB cable into the PC you will see a notification on the lower right taskbar indicating the cradle being installed by Windows. You may want to note the COM number assigned to the device; in the example below the setting is COM4.
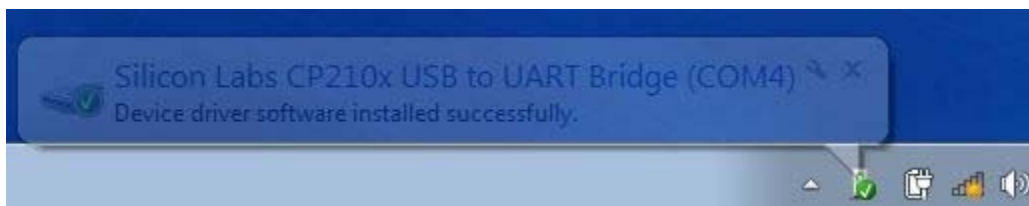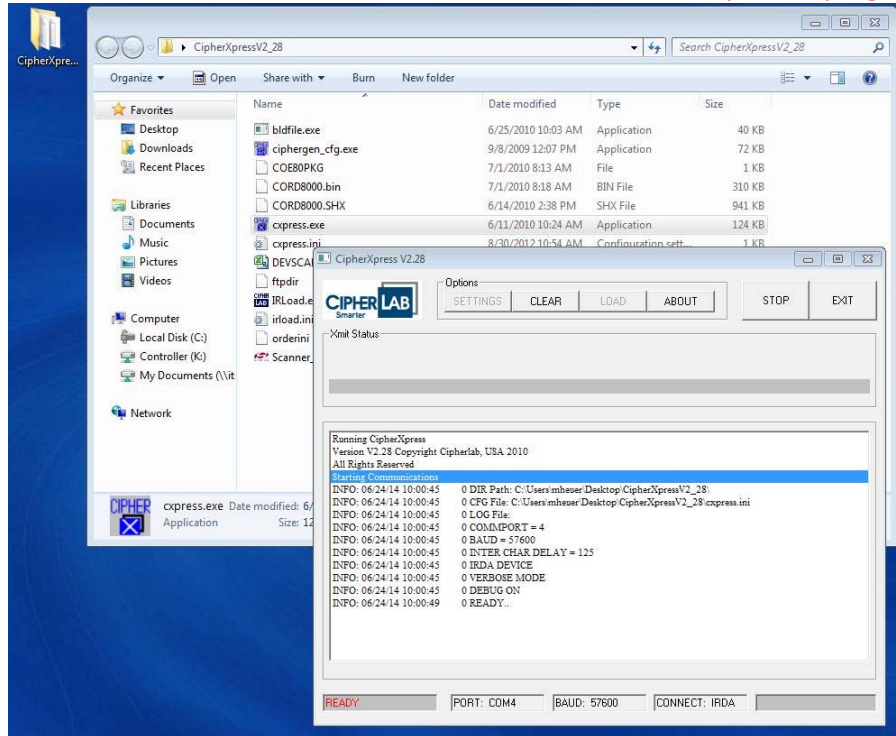

The cradle driver has now been installed for Windows.

Scanner Program Use:

Revised 09/2014

Found in your *CipherXpressV2_28* folder, double click on the file "*cxpress.exe*" – this will open the program CipherXpress V2.28.

- **The scanner itself does not have to be in its cradle to open the program.**

When the program first opens note the **READY** connection state in the bottom left corner of the program window, and the port number (PORT: COM4) in the window to the right of the connection state. This information tells you the program is set to the proper COM port, and is in good working communication to the scanner cradle. Your COM PORT may be set to something other than COM4.

- If you see something other than **READY** please see Troubleshooting Tips found on page 7 of this document.

Once the items of your department have been scanned by your handheld scanner follow the process below to download the scanner data file to your PC….

1) **Start Scanner Download:**
- Holding the scanner in your hand (it does not have to be cradled at this point) turn on scanner by pressing the red power button (front, lower right button).
- Press either of the blue buttons to advance to the main menu.
- Press the number 3 on the keypad to select the 3rd option of "TRANSMIT DATA" from the main menu of the scanner.
- As the screen now indicates "PLACE UNIT IN CRADLE", and again as the screen indicates press either of the blue buttons to send data to the workstation.

6

Revised 09/2014

- You should see the various steps of data processing in the CipherXpress program during transmission. Below is an example of what you will see in the data window as the program downloads from the scanner...
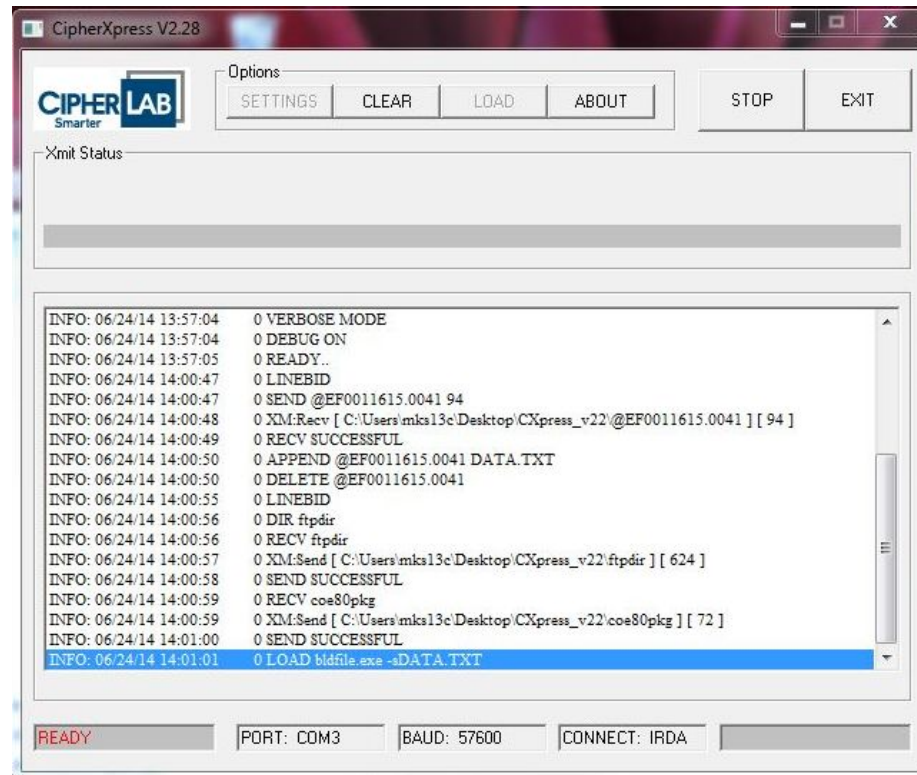
- **Data transmission is complete when the hand held scanner displays "SUCCESSFUL".**
- You should now see the updated file "DEVSCAN.CSV" in your "*CipherXpressV2_28*" folder with the current time and date.
- Click the EXIT button (upper right) to close the program.

2) Update the name of your scanner data file:
- Right click the "DEVSCAN.CSV" file in your *CipherXpressV2_28* folder, select Rename, and rename the file to the first 3 digits of your department's budget number followed by the 6 digits of the date. As an example, if the Controller's Office were to rename their scanner data file on 09/14/14, then the new file name would be "029091414.CSV".
- If a second scanner data file was created on the same day with additional inventory items you can add an A, B or C to the end of the file name for subsequent downloads in the same day (as in "029091014A.CSV").
- Important Note: *DO NOT open the .csv file before sending it to Property Services*. It can be opened for review after your email has been sent.
- DO NOT delete the file from your scanner after you send it. Property Services will notify you via email when your file has been received and the data successfully uploaded to OMNI. Upon receipt of this email, you may choose Option 4 on the scanner to delete your file(s).

3) Email files to Property Services:
- Create an email to: PAS-PropertyForms@fsu.edu
- Attach a copy of your updated scanner file (example: 029091414.CSV).
- Click Send & you're done!

Revised 09/2014

Troubleshooting Tips:

If you do not see **READY** in the lower left window, first double check all cable connections, both to the computer and the scanner cradle.

If all your connections are good, it may be that the CipherXpress program is looking to the wrong COM port when opened. If so the program will open with a small window indicating "COMM OPEN FAILED PORT=5" as seen in the example below…
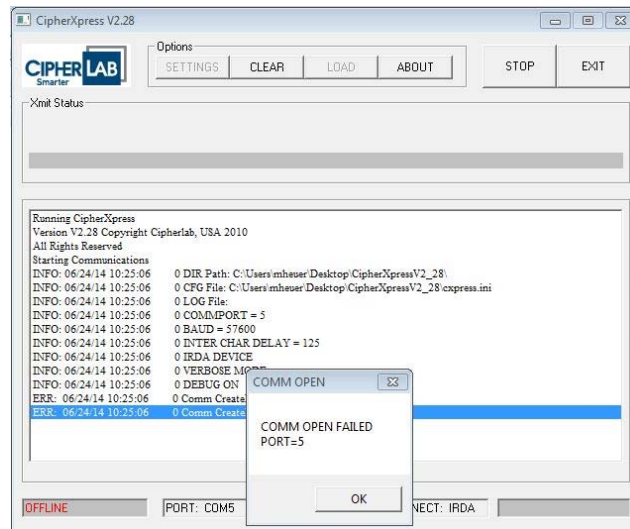

Note **OFFLINE** in the connection state window and PORT: COM5 to the right.

The problem being reported shows the cradle software is looking at COM PORT 5, but the cradle is really on COM PORT 4.

To fix this small problem, click OK in the COMM FAILED box, then click on the SETTINGS button.

When the SETTINGS window opens, click the pull down button for the "ComPort" settings window. Scrolling the available ports up or down will show you which is the current proper port for the Silicon Labs cradle driver (COM4 in the example below)…

8
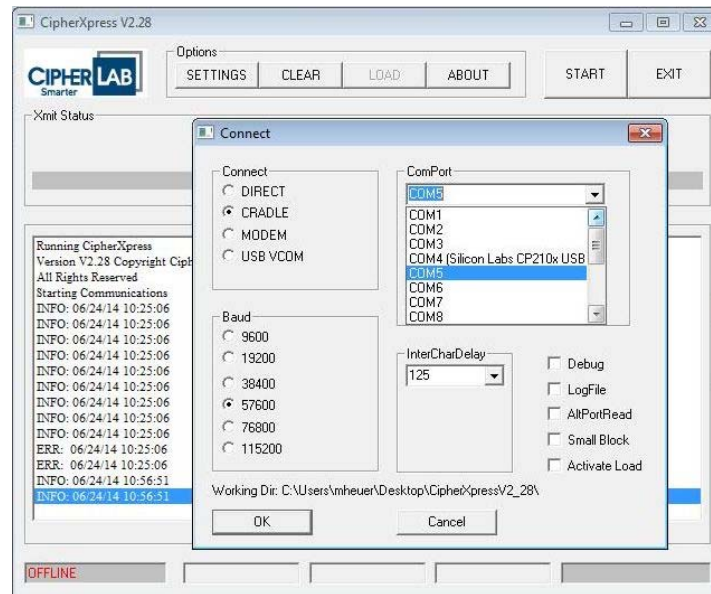
Click on COM4 to set the correct port and click the OK button to close the SETTINGS window.
Next you will see a request to restart the program, click Yes…
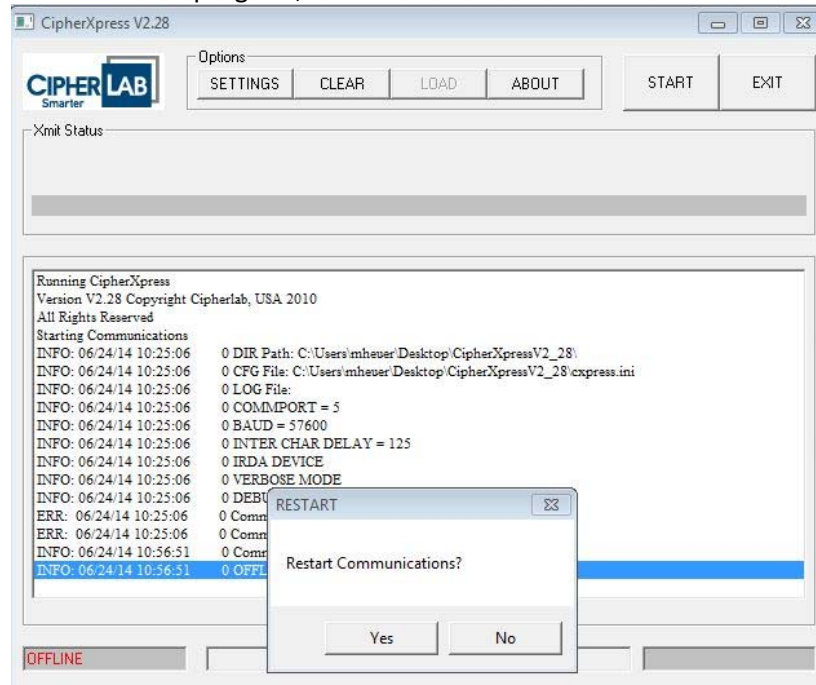
When the program restarts with the proper COM Port selected, you should see the screen below…

Revised 09/2014
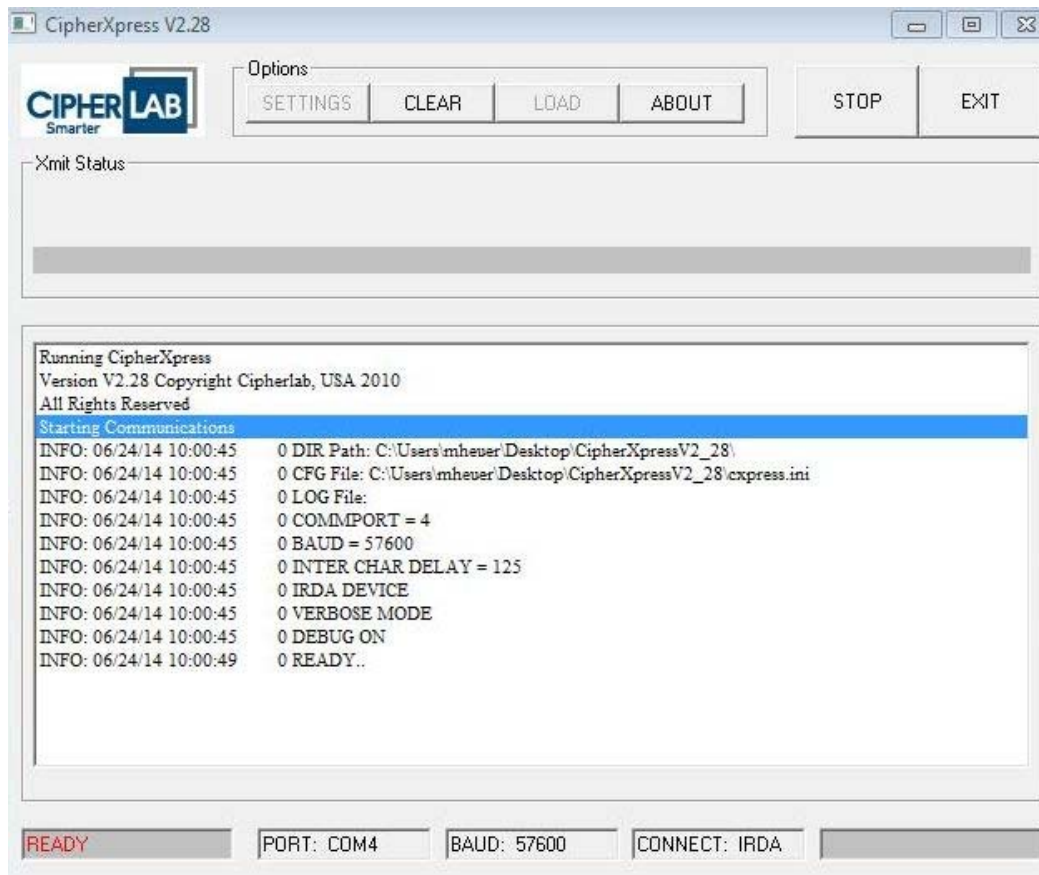
Again please note the **READY** connection state in the bottom left corner of the program window, and the port number (PORT: COM4) in the small window to the right of the connection state. This information tells you the program is set to the proper COM port, and is in good working communication to the scanner cradle.

If you have any questions or concerns in the set-up or use of your scanner please feel free to contact:

Mark Heuer
IT Support Specialist
Controller's Office
PH#: 645-7753
Email: MHeuer@admin.fsu.edu

Revised 09/2014