Hand Held Scanning Instructions

1. Turn the handheld on using the **GREEN** power button.

   a. The main menu of the handheld appears as follows:

   IPM Main Menu
   F3=Auditing
   F4=Collect Data

   Choose **F3, Auditing**. On this menu, **Collect Data** is for receiving new equipment.

b. The Auditing Menu appears:

   F1= Esc|Audit
   F2= Collect Data
   F3= Upload to PC
   F4= Import Data

   Choose **F2, Collect Data**.

c. The handheld asks “Did you import data from pc?”. **F3= yes, F4= no**. Answer **F4** to this question.

d. Next, enter the Scan Location using the 2 letter building code, and the 3-4 number/letter of the room without any spaces, dashes, or other characters.

   Ex: FH141

   To use the letters on the keypad, you must hit the ALPHA key. When the alpha key is selected, the underline character space changes to a carrot ^. The alpha key must be deselected in order to use the numerical keypad. Hit ENTER after entering the building/room.

   The scanner is ready to scan inventory tags. Be sure to change locations when you move to a different area. The F4 key is used to back up one screen to change the location.

**Some tips:**

- When in doubt, scan it. It doesn’t matter how many times you scan an item, the inventory system will update with the most recent scan.

- **CLEAR** and **BKSP** buttons can be used to correct errors in the building/room entry as you are entering the letters and numbers. If you have passed that screen to the scanning screen, just F4 to go back and re-enter the correct building/room.

- The scanner has an automatic shut off feature after about 5 minutes of inactivity. When you turn the scanner back on (GREEN power button), it will be right where you left it when it shut off.

- Do not key tag numbers into the keypad. We can tell if an item was scanned or keyed, and for audit purposes, the tag numbers must be scanned. Keyed entries will be disregarded.