

## USING THE SCANNER

### ***1. To scan a room of inventory items:***

- Power on the scanner
- Click on the Microsoft windows icon in the left hand lower corner
- Scroll up and click on the ITScriptNet icon
- Select Collect Data
- Enter your GullNet userid (not your Emplid but user id)
- Select the building from the drop down list (To speed up the process you can hit the keyboard button in the lower right hand corner and then type in the first letter of the building name).
- Select the room from the drop down list (To speed up the process you can hit the keyboard button in the lower right hand corner and then type in the first letter or number of the room).
- Select the department from the drop down list (To speed up the process you can hit the keyboard button in the lower right hand corner and then type in the first letter or number of the department code).
- Enter the Recipient name.
- Using the stylus, click in the Tag Number field.
- Point the scanner at the tag of the first item and hit the yellow button in the middle of the scanner ( you should hear a beep as it scans the tag number). The item just scanned should then populate the Last Tag Scanned field.
- Point the scanner at additional items and hit the yellow button in the middle of the scanner (you should hear a beep as it scans the tag number)
- After your batch is complete, click Exit.
- On the scanner, click on the OK button in the bottom right hand corner.
- Power off by holding the red button in for a few seconds.

### ***Items that could not be scanned:***

SU Tag Number	Description	Location	Reason Tag was Not Scanned

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