Using the Physical Inventory Scanner

Using the physical inventory scanner is an easy and efficient way to record and update your physical inventory. Since the scanner is portable, you can move freely around your store and scan barcodes of all your inventory items, enter quantities and then return the scanner to its cradle to upload the data to QuickBooks Point of Sale.

To Scan Barcodes:

1. Turn scanner on.

2. Press **ESC** until you see the main menu on the scanner's LCD screen.

3. Select **1. Collect**.

4. There are two scanning options:

   Select **1. Scan Barcode** if you want to scan each and every unit of an item; the scanner will automatically enter a quantity of one for each scan.

   Select **2. Scan&Entr Qty** if you want to scan one unit of an item and then manually enter the counted number of units.

5. Hold the scanner at a slight angle so you see the red reflection of the laser on the barcode.

6. Press the yellow button to scan the bar code. (You can also manually enter the item number or UPC and then press either enter key on the side of the scan key.)

7. If you chose **1. Scan Barcode**, a count of one will automatically be entered for the item you scanned. If you chose **2. Scan&Entr Qty**, use the keypad to enter the total number of units for the item you scanned and press the enter key.

8. Repeat for all items you are scanning.

To Upload Scans to Point of Sale:

1. Set up your Physical Inventory Scanner.

2. Place the scanner into the cradle and turn the scanner on. The scanner icon will display in the bottom right of your computer screen.

3. Launch Point of Sale. Select **Start Physical Inventory** from the Inventory menu.

4. From the **I Want To** menu, select **Add Counts from Scanner** and follow the displayed instructions.

To Clear Scans from the Physical Inventory Scanner:

Select **Clear Scanner Memory** from Point of Sale's **I Want To** menu and follow the onscreen instructions; or, to manually clear scans:

1. Set up your Physical Inventory Scanner.

2. Turn scanner on.

3. Press **ESC** until you see the main menu on the scanner's LCD screen.

4. Select **3. Utilities.**

5. Select **Delete Data.**

6. Select **Last One** to delete the last scan only, or **All Data** to clear all scans from memory.
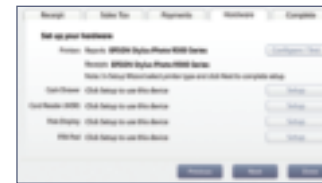
7. Press **1** to confirm and **2** to cancel.

Note: More information on how to use the physical inventory scanner to conduct a physical inventory can be found by accessing Point of Sale's in-program Help. Search the Help Index by using the keyword **Physical Inventory Scanner**.

Important! Intuit QuickBooks Point of Sale software must be installed before connecting your hardware. To install hardware for Point of Sale, you will need your Point of Sale installation CD. If you don't have your installation CD, driver files are available at http://support.quickbooks.intuit.com

USB Port

You will need one available USB port to connect and use this device.

Representative images only; actual product may vary.
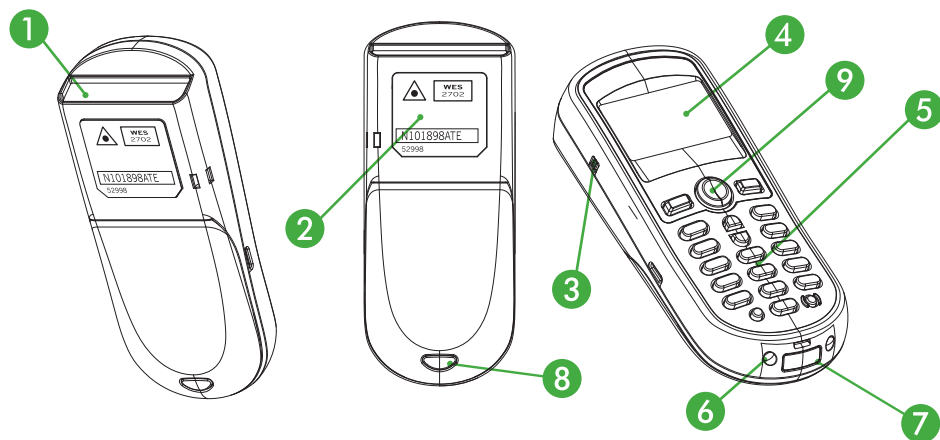
Physical Inventory Scanner Setup

1. Plug one end of the power supply into the cradle. Plug the other end into a power source.

2. Attach one end of the USB cable to the cradle.

3. Insert the Li-ion battery into the back of the scanner. Turn on the physical inventory scanner and insert it into the cradle.

Note: The scanner has a lithium-ion rechargeable battery pack. To charge the battery, leave the scanner inserted in the cradle and the cradle plugged into a power source.

Physical Inventory Scanner Installation

1. Insert your Point of Sale CD into your CD-ROM drive.
   (Cancel the Installation Wizard if it launches.)

2. Launch Point of Sale. Select **Hardware Setup Wizard** from the **File** menu.

3. Follow the onscreen instructions to install the physical inventory scanner. **Do not attach the scanner to your PC until prompted to do so**.

Scanner Features   Keypad Functionality

Scanner Features

1 Output window (laser)
2 Safety and product label
3 Speaker
4 LCD display
5 Keypad
6 Charging and communication contacts
7 IR communication port
8 Battery compartment release
9 Scan button

Representative images only; actual product may vary.

Keypad Functionality

1 **Power:** Powers the unit on or off. To prevent accidental shutdown, it requires 1.5 seconds of pressing the power button to power unit on/off.

2 **Alphanumeric:** Use to input alpha characters or numbers.

3 **Backspace:** Use the Backspace key to toggle back one space or press down more than 1 second to send a "clear" code.

4 **Enter:** There are two enter keys on either side of the scan key. Use for command execution or input confirmation.

5 **Scan:** Press this button to trigger the scanner to read a barcode.

6 **Escape:** Use the Escape key to stop and exit the current function.

7 **Arrow:** Use to toggle up and down between menu selections.

8 **Toggle for Alpha (a):** When the system is in alpha mode, a small icon will be shown in the lower right corner of the display. When in alpha mode, each numeric key can be used to input one of three capital letters located on that numeric key.

Function (FN): Press this key at the same time with one of the numeric keys to generate a function. Press this key with the UP/DOWN arrows to adjust the LCD contrast. Press this key with the ENTER key to turn the backlight on/off.