Keychain Barcode Scanner –— User Guide

www.henryschein.com/dental

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Quick Start

Congratulations

Thank you for purchasing the Keychain Barcode Scanner. The scanner is a portable pocket-sized device that offers you an alternative method to order items on the Website. This quick and simple solution enables you to scan product codes and/or ordering quantities directly from a product list or shelf label and then upload the scanned items to your order on the Website, simply by connecting the scanner to your computer using a USB or Serial Cable.

Scan Button   Cable Connector Jack

Battery Cover

(Underneath)

> **Note**: If you have not already done so, please review the Setup Instructions enclosed with your scanner before using it on the Website.

Scanner Features

- •Small and lightweight – Fits onto a keychain and is easily carried in pocket or purse
- •Allows scanning of item codes and quantities
- •Previously scanned item codes and quantities can be deleted
- •Can store up to 300 item codes without scanning quantities
- •Can store up to 150 item codes with a quantity value of 1 for each product
- •Can perform up to 5,000 scans with a new set of batteries
- •Real-time clock – Each barcode is time/date stamped
- •Non-volatile Memory – Retains scanned item codes even when batteries are removed
- •Battery operated – Uses 4 Silver Oxide Watch Batteries
- •Serial Connector or USB Connector compatible
- •Compatible with Internet Explorer Browser

What's Included with your Scanner

The Barcode Keychain Scanner is packaged with a USB Communication set, an Owner's Guide, and Setup Instructions.

What you need to get started

To scan item barcodes with the Keychain Barcode Scanner, you'll need:

- Keychain Barcode Scanner
- USB or Serial Cable
- IBM or IBM-compatible computer with a mouse
- Pentium II (or better) processor with a memory of at least 32MB
- Windows 2007, Windows XP, or newer
- Hard Disk with at least 75 MB of free space
- Internet Connection for Website Access
- Internet Explorer for Website Access
- Adobe Acrobat for printing Barcodes

**Note**: To use the Keychain Barcode Scanner, you must use Microsoft Internet Explorer.

Safari, Firefox, nor Chrome can be used.
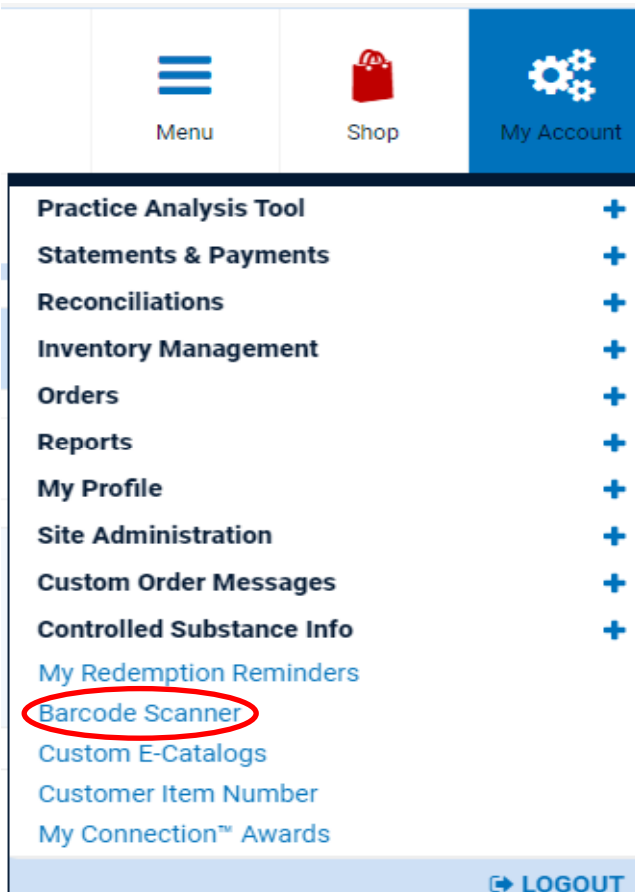
Download Microsoft Internet Explorer

Setting up the Scanner

Before using the Keychain Barcode Scanner, you must setup the scanner according to the type of connection used. To setup your scanner, see the Setup Instructions listed below.

1. Open Internet Explorer, Login to the Henry Schein Website, and click on **My Account** in the top-right corner of the Website
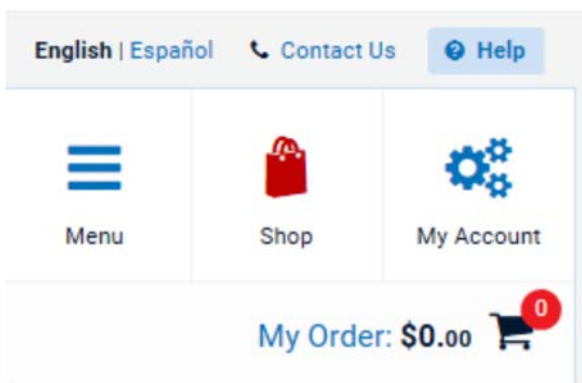
2. Under **My Account**, click on **Keychain Barcode Scanner**

3. After clicking on **Keychain Barcode Scanner**, follow the 3 steps for Activation

4. For *Step 1*, Click **Run** to install the driver and complete installation
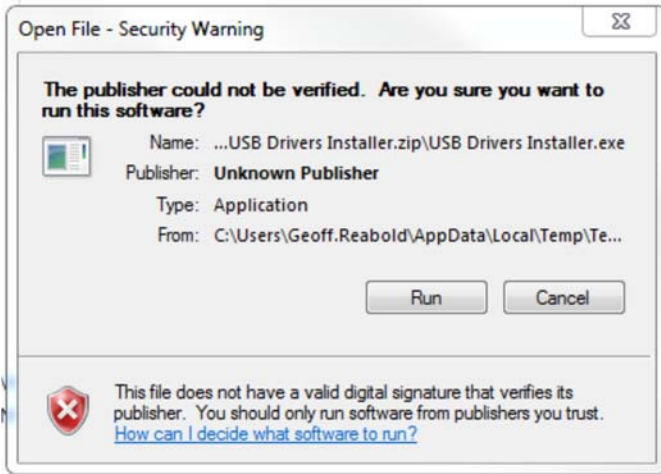
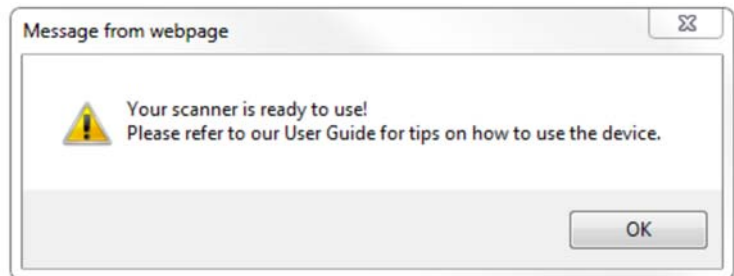5. For *Step 2*, Click the corresponding **Download Here** according to your Operating System and click **Run** to begin
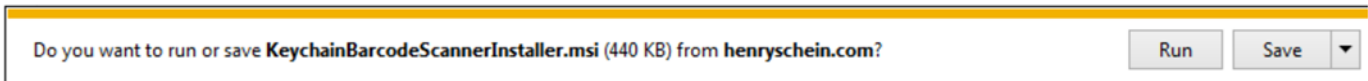
6. Once all Drivers are installed, click Enable Scanner and you should receive the "Scanner Ready to Use" Message.

If you need further assistance with the Scanner Setup Process, please call e-Commerce Technical Support at 1-800-711-6032

Using the Scanner with the Website

Summary: Adding Products to your Order

To add products to your Order:

1. Print a list of Barcode Labels if necessary. For more information on this, please see the next section.
2. Simply point and click to scan the desired item codes and quantities. Aim the scanner at the desired barcode from a product list or shelf label. Press and hold the large button on the scanner until you hear the tone and see the blinking light indicator turn solid green.

> **Note**: Make sure the scanner beam covers the entire barcode and extends as far out as indicated by the end-points of the barcode. The scanner should be held approximately 2.5 inches from the barcode and at a slight angle.

3. Connect the scanner to the computer using the USB cable.
4. If using the scanner to order products on the Website:
   a. Login by entering your UserID and Password
   b. Go to the My Order Page
   c. Use the Blue Hyperlink "Upload Scanned Items"
   d. The scanned items will automatically be added to your order page
   e. Review and submit your order
5. If using the scanner to perform Inventory Management Functions: a. Please see "Web Inventory Management User Guide" Document

Printing Item Barcodes

To print Item Barcodes:

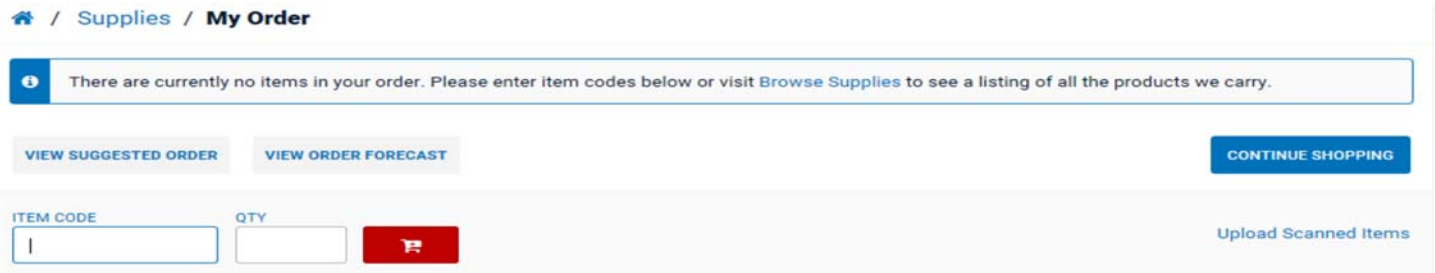1. Go to the Order from History Page
2. Click on the Barcode Icon

3. Select either Barcode Labels, Tags, or List
4. Please See the "Barcodes User Guide" Document for the remaining instructions.

Scanning Item Codes and Ordering Products

To scan item codes and add them to your current Order:

      1. Connect the scanner to the computer using the USB Cable.

      2. Go to the My Order Page

      3. Click **Upload Scanned Items**

      4. The scanned items are automatically added to your Order Page

> **Note:** If an Internet Connection is not detected once the scanner is connected, a message of "the items will be stored offline temporarily" will be displayed. Once the Internet Connection is detected, an option to "Load offline Orders" is displayed. When selected, all items previously stored are uploaded to the Current Order.

      5. If the scanner is connected, all the products stored are automatically transferred to your Order. A "Processing, please wait" message is displayed while the data is transferred to your Order. Once the transfer is completed, your Order page is refreshed and displays the newly added items from the scanner. The last item scanned is displayed at the top of your Order Page. If the scanner is not connected, a message "Device is not detected. Please connect the scanner to the computer" is displayed. Once the scanner is connected, the items stored in the scanner are automatically transferred to your Order. However, if there are no products stored in the scanner, a message "No items are present on scanner. Please scan your items and re-upload" is displayed.

      6. Review the Order and click **Check Out** to submit the Order

Setting Keychain Barcode Scanner Ordering Preferences

To set the scanner default ordering quantity:

      1. Click Keychain Barcode Scanner on the My Account Page
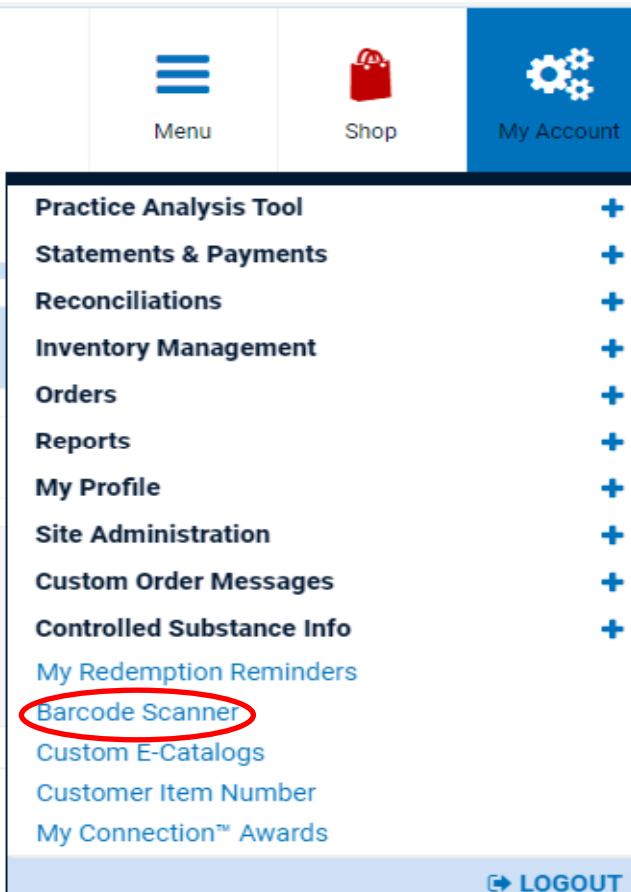
      2. Select the default ordering preference to either:
           a. Last quantity ordered
           b. Set Quantity to 1

Scanner Ordering Preference:
Set my default ordering quantity equal to:
○ Last quantity ordered:(if never ordered, a quantity of 1 will be used)
◉ Quantity equal to 1

Note: All quantity values scanned will override the default settings in selected on this page.

Deleting Barcodes

Deleting Barcodes using the Website

To delete previously scanned products:

1. Go to the Keychain Barcode Scanner Page and click the link "Print a list of Item Quantity Barcodes."
2. Click the Print Button
3. Close the pop-up window
4. Scan the Item Code to be deleted from the Barcode Labels
5. Scan the Delete Barcode from the Item Quantity Barcodes
6. Repeat Steps 1 to 6, if necessary.