

1067 Barcode Scanner – Use in LibCode Stocktake

Use 'Scan & Store' if you want to scan away from your computer (whether you are in the Library or another area of the school)

To enable scan & store mode:

1. Scan 'Start' barcode



2. Scan 'Enable Scan & Store' barcode



3. Scan 'Exit' barcode



If the memory becomes full while you are stocktaking the scanner will beep 4 times to let you know!

Once you have scanned in the barcodes you want in this round, go back to your computer, open LibCode, Circulation, Stocktake, Add, Choose 'NO' for pause on error and make sure your cursor is in the Barcode box ready to accept scans...

Now we transmit the barcodes from your scanner into LibCode

1. Scan 'Start' barcode



2. Scan 'Transmit' barcode



3. Scan 'Exit' barcode



WAIT just a little longer than you think you should! You will see the barcodes being entered automatically, beeping twice to indicate it's finished.

(We suggest you open NotePad and download the barcodes into a document as well so you have a copy you can save!)

Right! Now that you have your scanned barcodes in LibCode you might want to go off tomorrow and do another section... So there is no confusion we MUST clear the barcodes from the scanner's memory that you have already downloaded...

To clear this data from the scanner's memory:

1. Scan 'Start' barcode



2. Scan 'Clear Data' barcode



3. Scan 'Confirm' barcode



4. Scan 'Exit' barcode



You can now continue scanning your next lot of books and repeat the steps to inload these barcodes into LibCode.

When completely finished scanning your stocktake you should set your scanner to normal mode:

1. Scan 'Start' barcode



2. Scan 'Disable Scan & Store' barcode



3. Scan 'Exit' barcode



Your scanner will now be in normal mode and ready to plug in and use for Circulation.