

## Metrologic Voyager BT Scanner – Use in LibCode Stocktake

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

To enable inventory mode:

Scan 'Enable Inventory Mode'

Enable Inventory Mode



*The scanner is now in inventory mode. Any barcode that is scanned will be stored in the memory of the scanner for downloading into your stocktake at a later time.*

Now that you have the scanner in 'Inventory Mode' you can scan the barcodes of any resources for stocktaking (in small batches to begin with until you are confident with the scanner)

Once you have scanned in all the barcodes you want to, 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 send your scanned barcodes from your scanner into Libcode:

Scan 'Transmit All Records' to download all of the barcodes

Transmit All Records



*Wait just a little longer than you think you should! You will see the barcodes being entered automatically. (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 barcode in LibCode you might want to go off tomorrow and do another section... So there is no confusion we MUST clear the barcodes you have scanned already.

To clear the memory, scan 'Clear All Records'

Clear All Records



*The barcodes will now have been cleared and you are set to start another batch of barcodes.*

Once you have completed scanning and transmitting your barcodes, scan 'Clear All Records' and then 'Disable Inventory Mode'

The scanner will now be returned to normal scanner mode.

To return to normal scanning:

Clear All Records



Disable Inventory Mode



*This takes you back to normal mode which allows you to scan straight into your computer from a distance of up to 10metres.*