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HAND HELD LASER WAND AND HOME BASE

The following information provides guidelines for the proper installation, usage and maintenance of a Hand Held laser wand and home base. **WHETHER YOU ARE USING A LASER WAND FOR THE FIRST TIME OR HAVE USED ONE FOR YEARS, WE RECOMMEND YOU READ THIS DOCUMENT AND FOLLOW THE GUIDELINES SET FORTH.**

A **LASER WAND** is used to scan boxes/files into and out of the warehouse for tracking purposes. The **HOME BASE** is used to transmit the scanned data from the laser wand onto the PC. The following information is designed to acquaint new users to this hardware as well as to serve as a reminder to others who have been using the laser wand and home base for some time.

GENERAL GUIDELINES - IMPORTANT

- ⇒ Before using a laser wand for the first time OR when you get a new battery, it is recommended that you charge it for 24 hours and then COLD Reset (See instructions in the Troubleshooting Section.)
- ⇒ It should be noted that although the Eprom should never be removed from

the laser wand, should the removal ever be necessary, it should be replaced in the following manner:

Hold the ridged ends of the Eprom between thumb and forefinger. One narrow side of the Eprom will have one line notched into it and the opposite narrow side has 2 lines notched. The Eprom also has two double rows of PINS at each end of the bottom that will go into matching slotted bars at each end of the wand itself. Match the notched lines on the Eprom (single to single and double to double) with identical ones on the laser wand itself. Do NOT force the Eprom onto the wand. If you are having difficulty, place one side of the Eprom into the appropriate slotted end and gently lower the other end onto the wand. It might be necessary to take the tip of a ball-point pen and GENTLY press the slotted bar on the wand until the Eprom falls into place.

- ⇒ When using your laser wand for the first time, perform only 5-6 scans, download and upload to test the wand. This will familiarize you with the use of the wand and the download/upload process.
- ⇒ Do not scan too many items before downloading the wand -- we recommend

NO more than 900-1,000 scans. It is also a good idea to have everyone out of the Corporate Keeper® and go into single user (ALT + M) while downloading and uploading a large wand dump.

DO NOT RECHARGE YOUR BATTERY AFTER ONLY USING IT FOR A SHORT PERIOD OF TIME SINCE THIS WILL DIMINISH THE CAPACITY OF YOUR BATTERY. The battery **remembers** how much power has been used and will not deliver beyond that amount. Therefore, only recharge the battery after approximately 3,000 scans. Small companies with less usage may find it necessary only to recharge their batteries on a monthly basis.

⇒ "Deep Cycle" the laser wand every 2-4 weeks **regardless of usage**. This is a process where the battery is totally discharged and then fully charged. (See Troubleshooting section for details.)

⇒ Instruct ALL personnel using the laser wand they must log off the wand after they have completed all of their tasks. Failure to log off can result in erroneous scans being entered into the laser wand.

⇒ **NEVER** "clear" a wand until all of the scans have been downloaded AND uploaded into the Corporate Keeper®.

⇒ **NEVER** remove the Eprom while the battery is attached to the laser wand. This will result in the LOSS of all scans on the wand at that time.

⇒ When information from the laser wand is being downloaded or uploaded, this procedure may "lock" others out of the Corporate Keeper®. Since the information being entered into the software is critical and affects many

areas of the software, it is recommended that no other activities be performed while a wand is being uploaded into the Corporate Keeper®--especially if this is a large wand dump.

⇒ It is recommended that you have at least two batteries for each wand - one for backup.

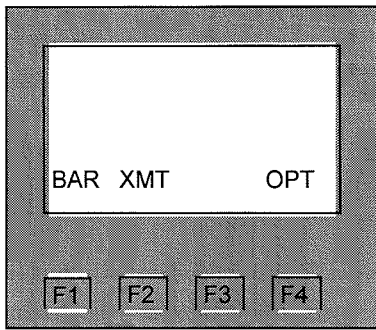
⇒ It is NOT necessary to change the year on your laser wand, the software has been designed to perform this function for you.

LASER WAND

NOTE: The laser wand reads best when held approximately 12 inches from the label.

- Hold the laser wand with the front of the unit facing you. Turn the Laser Wand on by pulling the red trigger towards you. A message will appear on the screen asking you to enter your initials. These initials will appear in the Activity Reports when the information from the wand is uploaded into the Corporate Keeper®. Key your initials and press <Enter>. The ENTER key is located at the lower right corner of the face of the wand. The window on the wand will display the available options
- To activate the desired option, press the appropriate blue key (F1, F2, F3, or F4) located directly below your selection. Note: You can toggle between screens with the [MODE] key which is located just to the right of the F4 key

WHEN YOU FIRST LOG ON TO THE LASER WAND, YOU WILL HAVE THREE INITIAL OPTIONS:

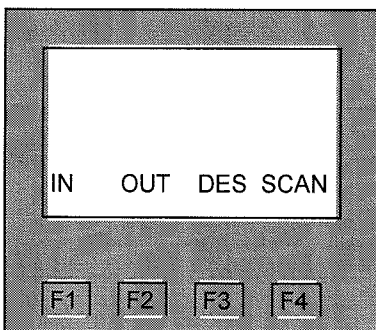


BAR and OPT will give you another screen with additional options. XMT is used ONLY to transfer data from the laser wand to the PC and no other option screen will be provided.

BAR (F1) - additional options:

- 1) **F1 - IN** - Scan box/file in
- 2) **F2 - OUT** - Scan box/file out
- 3) **F3 - DES** - Scan box for destruction
- 4) **F4 - SCAN** - Scan file into staging area

When you make one of the above selections, the wand will prompt you regarding WHAT should be scanned. (box, file, location, etc.) Should you scan the wrong item, the wand will emit a low tone and a red light will flash at the top. A correct scan will emit a high tone and a green light will appear at the top.



IN (F1) - Scan items in – Within this selection, you will be given two options (F1) Boxes and (F2) Files

- **BOX (F1)**
Scan box label
Scan location label
 - **FILE (F2)**
Scan box label
Scan file label
- The program is designed to allow multiple file scans into one box. You must hit <MODE> to scan files into a different box.

OUT (F2) - Scan items out. As with scanning items in, you will be provided with two choices (F1) box or (F2) file.

- **BOX(F1)**
Scan Box Label
- **FILE(F2)**
Scan File Label

DES (F3) - Scan a box as destroyed. Only supervisors should have authority to use this function -- a PASSWORD can be built into the laser wand for added security. Any supervisor who does not know the password must call Andrews at 1-800-807-2093.

- Scan Box Label

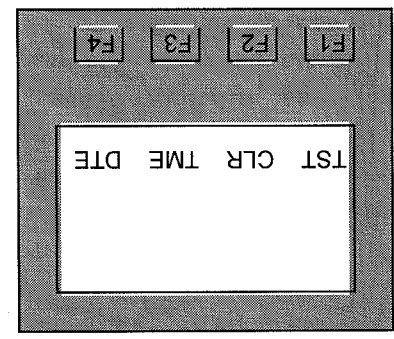
SCAN (F4) - Scans a file into the "staging area". This function is used by records centers who process a large number of files into and out of boxes. The F4 selection is used to scan a file into the "staging area" of the warehouse where the interfiles (files being returned to the records center for storage) can be sorted for ease in refiling back into the appropriate box.

- Scan file bar code

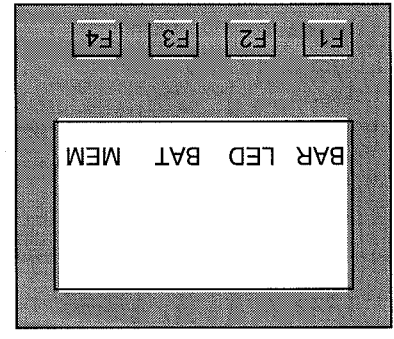
XMT (F2) is used only when you are downloading information from the wand.

This function downloads the scans from the wand to the computer—See the Home Base section for further details.

OPT-(F4) provides you with options to test, clear the wand, and change the time and/or date.



TST (F1) - Test gives you four options



- 1) **F1 BAR** - Test a Bar Code.
- 2) **F2 LED** - Test red and green lights on the wand.
- 3) **F3 BAT** - Test battery - 5.9 is highest reading.
- 4) **F4 MEM** - Test number of items scanned in the wand's memory.

CLR (F2) - Clear

Clears wand of all scans - must make sure upload has processed BEFORE clearing scans from wand.

TME (F3) - Do Not Use

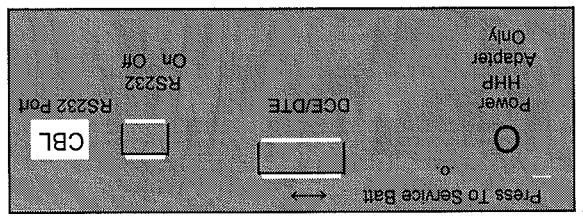
DTE (F4) - Do Not Use

HOME BASE

The home base is a multi-function unit:

- Enables the user to download the information scanned by the laser wand to the Corporate Keeper®.
- Recharges your batteries.
- If desired, the home base can be used as a storage center for the laser wand—MAKE SURE **CHARGER** BUTTON ON TOP OF HOME BASE IS TURNED TO THE **OFF** POSITION.

The diagram below provides a detail of the BACK of the home base.



Power HHP Adapter - connects to power source.

Press To Service Batt. - Used to "deep cycle" battery.

DCE/DTE - ALWAYS select DCE.

RS232 - Always have button in the OUT (ON) position.
RS232 Port - Connection for the 9-pin cable from the Home Base to the computer.

Setting Up the Home Base

- Plug home base into an electrical outlet
- Connect a 9-pin (male/female) cable from the home base (RS232 Port) to your PC.
- Set up a COMPort to be used in the transmission of information from the home base to the Corporate Keeper®.

Contact your hardware specialist if you are unsure how to define a COMport.

Download Information from Laser Wand to Home Base

- Pull red trigger on laser wand towards you.
- Key in initials and press <Enter>.
- Place the wand in the cradle of the home base--making sure it is inserted securely (green light will come on).
- From the Main Menu of the Corporate Keeper®, select **(T) Tracking Access**.
- Select **(W) Dump Bar Code Data** from the Tracking Access Menu.
- On the laser wand, select **F2(XMT)**.
- A "bar" will appear on your PC's monitor reflecting the transfer of scans from the laser wand to the PC. You will receive a message on the laser wand when the transfer is complete.
- Each wand dump is given a unique number using the date the wand was uploaded and an alpha character (A through Z in ascending order). An example might be: 012097A.BAR.
Note: Newer versions will read 97020001.BAR. The first two digits of this number represent the year, the next three represent the day of the year according to the Gregorian Calendar (1-365) and the last three denote the number assigned to the wand dump (up to 999).

Upload Information to the Corporate Keeper®

- From the Main Menu-select **(T) Tracking Access**.
- Select **(U) Upload Bar Code Data** from the Tracking Access Menu.
- Press the **END** key on your keyboard--this will take you to the bottom of the list of wanddumps to be uploaded. If there is more than one wanddump, you must be very careful and upload them in

chronological order. **Should you upload wands out of order, you will corrupt the activity information for your scanned items.**

- The system will ask you if you want to transfer this information - answer **Yes**.
- If there were any errors in the wanddump, the system will ask you if you want to print this list -- always select "Yes".
- After the upload, you must remember to clear the wand.

TROUBLESHOOTING

Low Battery

Should you receive a "low battery" warning while using the laser wand, immediately download and upload the scans already stored in the laser wand and recharge the battery in the home base. Failure to comply with these instructions may result in your being "locked out" of the wand and you could lose the scans already stored in the wand.

Charging a Battery BEFORE It NEEDS Charging

This could result in diminished capacity in your wand since it "remembers" the amount of power that has already been used. Instead of having a 4-5 hour capacity on your laser wand, charging a battery before necessary can result in reduced capacity.

Deep Cycle

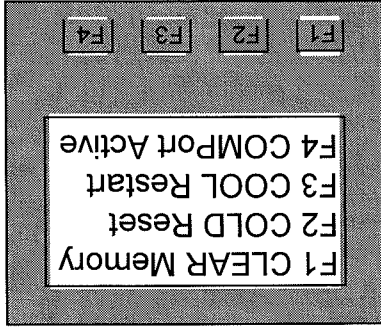
Every laser wand should be deep cycled on a 2-4 week basis. A log should be maintained to insure that all batteries in your inventory are deep cycled on a regular basis to insure maximum effectiveness.

BE SURE THE CHARGER BUTTON IS TURNED TO THE OFF POSITION. Otherwise, this could reduce the life of the battery.

COLD Reset

When you first receive your wand or when you get a new battery, it is recommended you charge the battery for 24 hours and then COLD Reset the unit. The steps for this process are outlined below.

- Place the Eprom in the laser wand.
- Place battery on the laser wand.
- Press the MODE key.
- Pull the red trigger.
- Select F2.
- The screen on the laser wand will look like this for the above example. Refer to cold reset/cool restart instructions discussed under Laser Wand "Lock Ups":



NOTE: From this screen, F1 and F4 are NEVER used

Laser Wand "locks Up"

Should your laser wand "lock up", you have three options to clear the unit. Always attempt these options in the order given.

- 1) Partial Battery Pull - Pull the battery forward about 1/2 inch and then push it back into place.
- 2) Cool Restart - (See instructions below) - scans will be retained in wand.

Deep cycling involves inserting the battery into the auxiliary battery well on the home base (located just to the right of the cradle section of the home base) and press the PRESS TO SERVICE BATT. button located on the BACK of the home base. This will result in the battery being totally discharged AND then the unit will automatically fully recharge the battery. Approximately two hours is required for the discharge and eight hours for the recharge. You CANNOT deep cycle a battery in the cradle portion of the home base.

Home Base - If problem occurs, check the following items FIRST. Verify:

- 1) Connection to electrical source is secure.
- 2) RS232 is in the OUT (ON) position.
- 3) Check the 9-pin cable connection and make sure it is secure at both ends (home base AND PC).
- 4) Switch set to DCE.

Wand Usage/Maintenance

- Charge every 3,000 scans.
- Every 2-4 weeks, deep cycle your battery inventory.
- If you have more than one wand: Number them (can use some type of adhesive numbering system) and instruct personnel that the wands MUST be dumped in numerical order.
- You may want to restrict usage on certain wands; i.e., WAND 1 - out scans, emergencies and priorities only and WAND 2 - scanning files/boxes IN only.
- Limit number of scans on wand at any given time to no more than 900-1,000.

Storing the Laser Wand

When the wand is not in use, you may keep it in the cradle of the home base; however,

- 3) Cold Reset - (See instructions below) -
SCANS IN THE WAND WILL BE LOST.

IT IS IMPORTANT TO NOTE THAT A PARTIAL BATTERY PULL AND COOL RESTART WILL RETAIN THE SCANS IN MEMORY ON THE WAND -- **COLD RESET WILL RESULT IN LOSING ALL SCANS THAT ARE IN THE WAND.**

COOL RESTART -- Procedure/RESULT

- Press C and pull trigger/ERROR MESSAGE.
- Pull trigger/CLEAR SCREEN.
- Press mode and pull trigger/4 CHOICES APPEAR.
- **Press F3/COOL RESTART.**
- Press mode/WAND TURNS OFF.
- Pull trigger.
- Download scans immediately.

COLD RESET -- Procedure/RESULT

(NOTE - ALL SCANS WILL BE LOST USING THIS SELECTION)

- Press C and pull trigger/ERROR MESSAGE.
- Pull trigger/CLEAR SCREEN.
- Press mode and pull trigger/4 CHOICES APPEAR.
- **Press F2/COLD RESET.**
- Press mode/WAND TURNS OFF.
- Pull trigger.

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