

USING A POWER SCAN BARCODE SCANNER FOR RECONCILIATION

1. Plug the scanner base into your computer using the provided USB cable.
2. Open a blank Excel document and select cell A1. Be sure to save your document before you start scanning and save after scanning each sublocation.
3. Turn scanner on: Hold trigger for 5 seconds. *(A flashing green light and rapid beep will indicate when the scanner is on).*

Scan the QR codes below. *(Frame barcode using the laser guide and pull the trigger. A green light and beep will indicate a successful scan).*



4. Enter Setup Mode



5. Enable Batch Mode



6. Exit Setup Mode

7. Scan Sublocation.
8. Scan containers within sublocation.



9. Send Batch (Sends all scanned barcodes from the sublocation to your excel sheet)

Please note: To confirm barcodes are being read, check and save your Excel sheet after scanning each sublocation. The barcodes should populate in the Excel sheet. See example below.

10. Repeat for all sublocations.



11. Power off

	A	B	C
Sublocation Barcode →	1 UC0000032180		
	2 UC0000032160		
Container Barcodes ←	3 UC0000059010		
	4 UC0000032193		
	5 UC0000020029		
	6		

