

2.4 Model 9440 Portable Scanner

The portable scanner has three basic uses.

- The scanner can wand barcodes from items on the shelves to take inventory.
- The scanner can wand barcodes of items being collected for reshelving to record noncirculating item use.
- The scanner can record certain circulation transactions

without being connected to the host computer in the library.

After the day's activities are complete, the scanner unit is brought to a PC or the server and a cable connected to the computer is plugged into the scanner. An operator then uses a Unicorn utility to upload the data in the scanner to the host computer. A special scanner report can then be scheduled to load the data into the Unicorn database. If inventory data was loaded, another report will list items in the database that were not found in the inventory scan of the shelves. The scanner is plugged to recharge overnight.

A library may have as many scanners recording data as necessary. Each operates independently, like a separate workstation. Each scanner's recorded data must be loaded into the Unicorn database. A scanner will hold approximately 1000 transactions (total activity).

The scanner has a liquid crystal display that displays the current four lines of input. Up to 16 lines of previously displayed data may be viewed by pressing the Alt key (below the F1 key) and the B key. To return to the current lines of the screen, press Alt-A. The Alt key makes a single low beep when pressed.

The cursor is an underscore mark (_). After you type data in any field you must press the Enter key to process it.

If data has been recorded in the scanner, you will hear a single high beep when you press Enter.

If you are typing data in a field and you make a mistake, use the <Backspace> key and type the data correctly.

If you are typing data in a field and you need to exit that particular function entirely, use the Backspace key to empty the data field, and then press the appropriate function key for the next command.

If you press Enter without typing or wandering in any data, the screen just continues to redisplay the prompt.

If you press the function key for a command and don't enter any data and don't press any keys, the scanner will exit the command after one minute and return to the ENTER

FUNCTION_ prompt. After five minutes with no activity, the scanner will shut itself off. When the On-Off key is pressed, the scanner will come back on and display the screen just as it was left from the last command.

2.4.1 System Messages

If you see the cursor blinking and the beeps of the scanner change, then the batteries are getting low. Press Alt-B to see a diagnostic message from the scanner.

The message may be LOW BATT. This means the battery pack is low. If possible, stop operations and attach the power supply and plug into an electrical socket to charge. It will take approximately 14 hours to recharge. The scanner may be operated with the power supply while the battery pack is charging. If the power supply can't be used, you may insert an optional alkaline battery pack and continue operations. If neither power supply nor spare battery pack is attached after the LOW BATT message is received, the scanner will shut itself off after 10-30 minutes of continuous operation.

The data recorded by the scanner will be saved in the scanner's memory by the backup battery. The backup battery will run for several years. It supplies power to the scanner when the regular battery pack gets low. The backup battery remembers the data recorded in a particular session including date and time, even when the scanner is turned off or the regular battery pack is removed.

Chapter 3

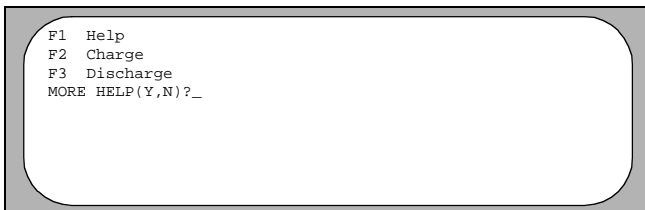
Scanner Function Keys (Model 9440 Only)

3.1 Primary Scanner Functions Keys

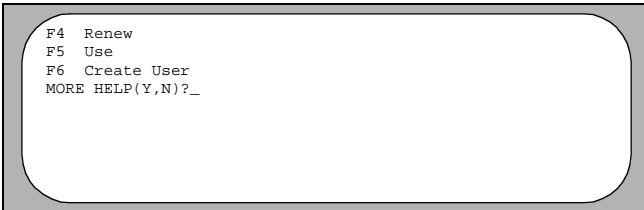
The scanner's operation is controlled by function keys. There are four function keys at the top of the keypad, just below the display screen. Each of the four function keys produces a different command if the Alt key is pressed first. Listed below are the eight commands at the primary command level.

Function Key	Command	Function Key Combination	Command
F1	Help	ALT then F1 (F5)	Use
F2	Charge	ALT then F2 (F6)	Create User
F3	Discharge	ALT then F3 (F7)	Pay
F4	Renew	ALT then F4 (F8)	Switch FKEYS

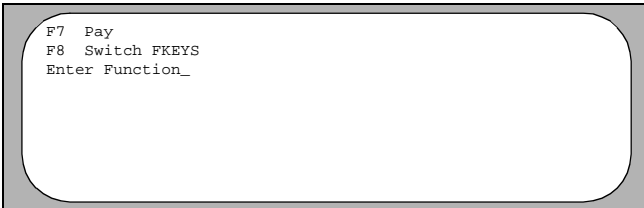
The list of commands is always available by pressing F1 (Help Key Display). The Help Key Display shows all the keys available for the current command level. If you press F1 the following screen displays



You may press any function key while you are viewing the Help key display. If you press N for no and Enter, the ENTER FUNCTION:_ prompt displays on the screen. If you press Y for yes and Enter, a screen with the next three function keys displays.



You may press any function key while you are viewing the Help key display. If you press N for no and Enter, the ENTER FUNCTION:_ prompt displays on the screen. If you press Y for yes and Enter, a screen with the last two function keys displays and the ENTER FUNCTION:_ prompt displays.



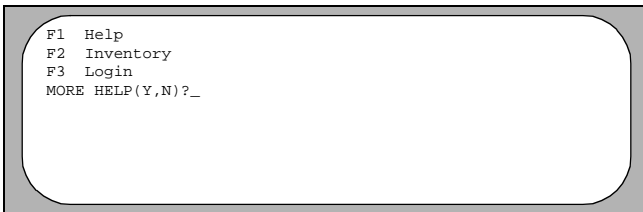
The SWITCH FKEYS command changes the function key definitions from the current set of commands to the another set of commands. By selecting SWITCH FKEYS again, the command set is changed back to its previous set of definitions. If you choose SWITCH FKEYS (F8 = pressing Alt- F4) at the primary command level, then the second command level is selected.

3.2 Secondary Scanner Functions Keys

After you choose SWITCH FKEYS (F8 = pressing Alt-F4) at the primary command level, to select the second command level, the message SECONDARY FUNCTIONS ACTIVE displays. All the function keys except F1 (Help) and F8 (Switch FKEYS) have new meanings. Listed below are the eight commands at the secondary command level.

Function Key	Command	Function Key Combination	Command
F1	Help	ALT then F1 (F5)	Initialize
F2	Inventory	ALT then F2 (F6)	Clear
F3	Login	ALT then F3 (F7)	Transmit
F4	Time	ALT then F4 (F8)	Switch FKEYS

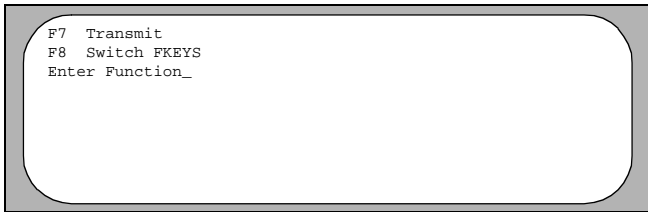
The list of commands is always available by pressing F1 (Help Key Display). The Help Key Display shows all the keys available for the current command level. If you press F1 the following screen displays.



You may press any function key while you are viewing the Help key display. If you press N for no and Enter, the ENTER FUNCTION_ prompt will appear on the screen. If you press Y for yes and Enter, a screen with the next three function keys displays.



You may press any function key while you are viewing the Help key display. If you press N for no and Enter, the ENTER FUNCTION_ prompt will appear on the screen. If you press Y for yes and Enter, a screen with the last two function keys displays and the ENTER FUNCTION_ prompt displays.



If you choose F8 at the secondary command level, the primary commands are reactivated and the message PRIMARY FUNCTIONS ACTIVE displays.