Instruction Guide
for the

SCANTEL® IM580

SCANNER

Adding To An Existing Order

- Press [**1**] key to select ENTER ORDER.
- You will be asked if you want to add to existing order, enter 1 for yes.
- You will have an opportunity to edit PO and LOCATION.
- PART#: Resume adding part numbers to the order. To edit order, please see instructions below.
- If order is done, press the [**ESC**] key to EXIT.

Hand Entering Part Numbers

- Enter the part number as it appears in the catalog or on your scanner label. Press [**ENTER**] key.
- For a number with a dash [**-**] in it, enter the first group of numbers, hit the [**CMD**] key and then the dash key [**-**] and then the last digit.

Reviewing Your Order(s)

- Items can be reviewed from menu selection [**2**]**.**
- Use the [**7**] key to go back an item and the [**9**] key to move forward an item.
- To delete a part number and its box quantity, press the [**5**] key while reviewing.
- DELETE ITEM? Press the [**1**] key to confirm delete.
- The LOCATION and PO# fields can updated when you select ENTER ORDER from main menu.

Sending Orders

- Make sure the cradle is properly plugged into the phone line and the phone number dial prefix has been entered if you need to dial a special number to get an outside line (see System Setup).
- Press the [**4**] key to select SEND ORDER.
- Put unit back into the cradle and make sure the phone line is connected. Press [**SCAN**] to start sending the order.
- When the order is complete, you will get confirmation that the order was sent successfully.

Erasing Orders

- Press the [**3**] key to select ERASE ORDER
- ARE YOU SURE? Select [**1**] to confirm erase.

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Getting Started

Unpacking the scanner

The scanner is shipped in a single box containing:

- Scanner and Cradle or Serial/USB Cable
- Power Supply
- Telephone Cord
- Guide to the Scanner
- Scanner Agreement
- Warranty Card

Handling and Maintaining the ScanTel® IM580 Scanner

- Protect the scanner and its accessories from excessive heat, cold and moisture.
- If the scanner fails to read the barcode labels try wiping off the front of the reader of the scanner with a soft cloth.
- Before first use, please make sure scanner is fully charged. The LCD display on the scanner will show battery level.

Removing the Battery

- To remove the main battery, press down on the release button while pushing out the cover on the back of the unit. **We suggest that the battery not be removed, if possible.**

Charging

When starting to operate the IM580, the main battery must be fully charged before the first use. The IM580 is equipped with a 3.7V 600mAH Lithium-Ion battery. It takes 8 hours to fully charge the main battery when empty. We suggest users recharge the battery regularly after long hours of use. The icon shown on the lower right screen of the menu indicates the current battery level. The battery can be charged with the cradle provided by Imperial or the serial/USB cable provided.

If the barcode scanner is missing any of the above items,
please contact Imperial Supplies LLC.

1-800-558-2808

Scanner Usage

Main Menu

    1 – ENTER ORDER
    2 – REVIEW ORDER
    3 – ERASE ORDER
    4 – SEND ORDER

System Setup

The scanner is normally setup at Imperial so it is ready once you receive it. Enter the system setup menu to verify the information and enter any special dial codes needed to reach an outside line from your phone lines.

- Press **[CMD]** **[MENU]** then 5, then 1, to select DATE & TIME.
- Verify the date and time. Correct, if information is wrong. Press the **[ENTER]** key when done with field.
- Press **[CMD]** **[MENU]** then 6 to modify the account number, phone number, and date and time. Note this should only be done with Imperial assistance.

Enter new order

- Press the **[1]** key to select ENTER ORDER.
- Note if a prior order is still in the scanner and has been sent. If so, it will need to be deleted first to start a new order.
- PO#: (up to 20 digits) numbers or letters. Press the **[ALPHA]** key for letters. Press **[ENTER]** key (to bypass press **[ENTER]** key)
- LOCATION: (up to 20 digits) numbers or letters. Press the **[ALPHA]** key for letters. Press **[ENTER]** key. (to bypass press **[ENTER]** key)
- PART #: Press the **[SCAN]** key to scan the part number needed or hand enter the part number. If hand entering you will be required to press the **[ENTER]** key.
- BOX: Enter the number of boxes wanted and press the **[ENTER]** key or **[SCAN]** key.
- If order is done, press the **[ESC]** key to EXIT.

If you are experiencing problems with the Imperial barcode scanner,
please contact Imperial Supplies LLC.

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System Setup

Numeric Mode

The keyboard of the ScanTel® IM580 is initialized to normal mode after powered on. In normal mode, the cursor is a block sign and the keyboard is mainly used to input numeric data.

Command Mode

Pressing the [**CMD**] key sets the keyboard to command mode. In command mode, the cursor type remains the same and the keyboard is mainly used to input special characters. The letter "C" will appear above the battery when in command Mode.

Alpha Mode

Press the [**ALPHA**] key to toggle between normal mode and alpha mode of keyboard. In alpha mode, the keyboard is available to input upper case letters. In alpha mode, every numeric key contains three characters individually. You need to press the key once to get the first character, twice to get the second character and three times to get the third character. The character cycles back to the first character again. The letter "A" will appear above the battery when in alpha mode.

> **For example:**
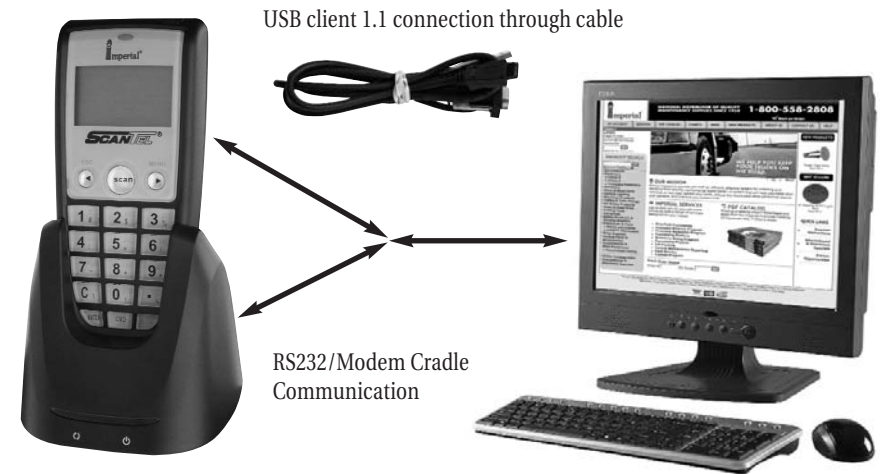> First press [**ALPHA**] to switch the system to alpha mode, the cursor type will be changed from block to underscore
> • To enter "A", press the key "A" once
> • To get "B", press the same key twice
> • To get "C", press the same key three times.

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Cradle/Cable

The main battery can only be charged by attaching to the IM580 charging/communication cradle or with the serial/USB cable connected to a computer with power supply.

USB client 1.1 connection through cable

RS232/Modem Cradle Communication

Cradle LED Icons

This LED light (Red) shows the power status of the cradle itself. An illuminated light indicates the cradle is charging. To identify if the terminal is fully charged, check the LCD on scanner.
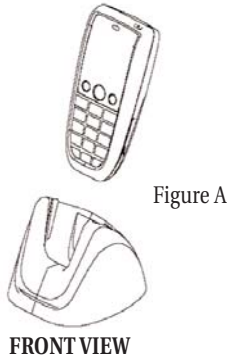
This LED light (Green) shows transmission status of the cradle itself. An illuminated light indicates that data is in transmission to Imperial.
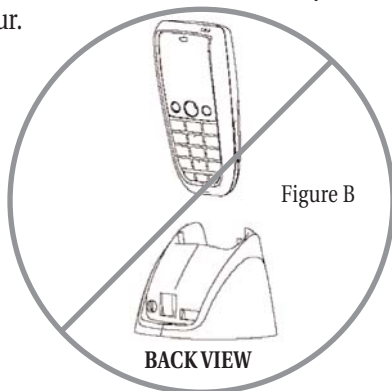
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Positioning Scanner into Cradle

1. Figure A—Proper Position

Figure A shows the proper way to insert your scanner while using the cradle to transmit data or to charge the battery.

Please note that the connector in the bottom of the cradle may be damaged if you use excessive force when inserting the scanner.

Figure A

FRONT VIEW

2. Figure B—Improper Position

Figure B shows the improper way to insert the scanner into the cradle.

Do not insert the scanner into the cradle incorrectly. It will not function properly and damage can occur.

Figure B

BACK VIEW

Using the Keyboard

The IM580 keypad consists of 18 keys and one power key; the keypad is configured into three different modes: Numeric mode, Command mode, and Alphabetic mode. The keypad is configured in Numeric mode by default, Command mode when the light green [**CMD**] key is selected or Alphabetic mode when the blue [**ALPHA**] key is selected.

Keypad Description

To power on the unit press the power key. The power key is on top right corner of the cover.

[**ESC**] Returns back to the previous menu.

[**SCAN**] Press to trigger scanning function or to perform as the [**ENTER**] key while entering boxes.

[**MENU**] Press to enter function mode, screen will show "F" above battery.

[**C**] Press to delete.

[**ENTER**] Press to save changes or to go to the next page.

[**ALPHA**] Press to switch to Alphabet Mode. Any alphabetical character (printed in blue) can be activated with the [**ALPHA**] key. The letter "A" will show above battery indicator when ALPHA mode is enabled.

[**CMD**] Press to perform symbols such as "#", "$" etc. Any symbol (printed in green) can be activated with the [**CMD**] key. The letter "C" will appear above battery indicator when in COMMAND mode.