

Instruction Guide

for the

SCANTEL[®] IM405

SCANNER



IMPERIAL SUPPLIES LLC

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1-800-558-2808 • Fax 1-800-553-8769 • www.imperialsupplies.com

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Getting Started

• Unpacking the scanner

The scanner is shipped in a single box containing:

- Scanner
- Barcode wand
- Four alkaline batteries
- Guide to the scanner
- Scanner Agreement
- Warranty Card

• Handling and Maintaining the ScanTel® IM405 scanner

- Protect the scanner and its accessories from excessive heat, cold, and moisture.
- The ScanTel® IM405 scanner contains alkaline batteries; do not store the scanner for more than two months without replacing the batteries.
- If the scanner fails to read the barcode labels try wiping off the tip of the scanner wand with a soft cloth.
- To keep your ScanTel® IM405 scanner in top working condition please clean the scanner by slightly moistening a clean, soft cloth with a mild non-abrasive cleaner or isopropyl alcohol and wiping the outside surfaces. Do not soak the cloth and do not spray or pour cleaning liquids directly on the scanner.

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

1-800-558-2808

Trouble Shooting

PROBLEM	REASON	SOLUTION
• Nothing comes across when sending order	<ul style="list-style-type: none"> • Sent order through ear piece of telephone • Scanner not at proper position to send order 	<ul style="list-style-type: none"> • Must put scanner to mouth piece of telephone to send • Unit needs to display "Send now?" Yes/No <ol style="list-style-type: none"> 1. If part # is displayed, press end key 2. Menu displayed, select #3 3. Send all orders? Yes/No 4. Dial 1-800-722-6835 – hit "Enter" 5. Send Now? Yes/No
• Order scrambles when sending	<ul style="list-style-type: none"> • Background noise • User has "Merlin" AT&T phone • Bad phone • Bad line • Using speaker phone 	<ul style="list-style-type: none"> • Reduce noise in immediate area • Need to hold the scanner on a 90° angle and press the scanner unit and the phone together as tightly as possible • Try a different phone or fax phone • Try calling back • Turn off speaker and use handset
• Won't scan	<ul style="list-style-type: none"> • Holding wand at wrong angle • Scanning too slow • Tip is dirty • Batteries low 	<ul style="list-style-type: none"> • Tilt wand on a 45° angle • Scan faster • Clean tip with soft cloth and alcohol • Replace with AA alkaline batteries
• Unit displays part number, never asks for a location code or P.O. number	<ul style="list-style-type: none"> • Previous order has not been erased 	<ol style="list-style-type: none"> 1. Hit "End" key 2. Order complete Yes/No – Hit "Yes" 3. Select #2 - Erase order(s) 4. Answer yes to both questions 5. Start order entry process again
• Scanner won't turn on	<ul style="list-style-type: none"> • Batteries are dead 	<ul style="list-style-type: none"> • Replace batteries with AA Alkaline batteries
• Letters on screen broken	<ul style="list-style-type: none"> • Internal components broken 	<ul style="list-style-type: none"> • Replace unit

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

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Advanced Scanner Instructions

Adding to existing order.

- Press 1. Enter order.
- **Enter order. Create new.**
- Press green right arrow key.
- **Enter order #1** __/__/__ (date).
- Press **enter**.
- Pressing **enter**, will allow you to enter more part numbers or to review your order. (see reviewing your order)
- Pressing **end**, will return you to the main menu. If you no longer want to keep this order in your scanner, follow the erase orders step on page 4.

Hand Entering of Part Numbers

- Enter the part number as it appears in the catalog or on your scanner label. When you hit enter, the scanner will move the number into place. For a number with a – (dash) in it, enter the first group of numbers, hit the – key (lower left corner) and then the last digit.

Reviewing Your Order(s)

- Orders can only be reviewed when screen shows Part # _____ - .
- With screen displaying Part # _____ - .
- Press the green top arrow key located on the left side of keypad once for each time you need to review a part number. This will continue allowing you to review purchase order and location fields.
- To delete a part number and its box quantity, press the “clear” key.
Delete item? Yes/No.
- A new part number and box quantity can be added to the scanner when it displays a blank part number field.
- The P.O. number and/or location fields can also be updated or changed anytime during your ordering process. To delete the original entry for either field, access the specific field, hit clear, enter the new entry, press enter.

Features

- **Automatic off**

To conserve battery power, the scanner turns itself off automatically after approximately one minute of inactivity.

- **Automatic return at on**

When you turn the scanner off (or when the scanner turns itself off), it remembers where it was in the data collection program. When you turn the scanner back on, it returns to that same point in the program. You do not need to review what you have done or perform any other start-up function to find your place.

- **Beeper**

The scanner has an internal beeper. The scanner will beep to warn you of problems or to prompt you to take an action.

- **Clock**

The scanner has a built-in clock that keeps track of the date (month, day, year and day of the week) and the time (hours, minutes and seconds). The clock operates continuously.

- **Power backup system**

The scanner has a power backup system which will protect stored orders for up to 20 minutes after you remove the scanner batteries.

Basic Scanner Instructions

To turn the scanner on, press the on/off key.

1. Erase Order(s)

- Press **number 2** key.
- **Erase all?** Press yes key.
- **Are you sure?** Press yes key.
- **Erased order(s)** (# of orders erased or no order).

2. Order Entry(s)

- Press **number 1** key.
- If adding to an existing order, go directly to instructions for “Adding to existing order” on page 6.
- **New order number 1.**
Press enter key.
- **Ord 1 Location** (up to 16 digits) numbers or letters. Use shift key for letters.
Press enter key (to bypass press enter key).
- **P.O. Number** (up to 16 digits) numbers or letters. Use shift key for letters.
Press enter key (to bypass press enter key).
- **Part # _____ - _**, if done-hit end.
Items ordrd R0000 (displays number of items on order).
 - To scan a barcode label- place tip of wand to the left or right of the label. Make sure the wand touches the label and then draw the wand across the label with a smooth, quick ,motion. The scanner will beep when the part number is entered.
 - Do not draw the reader across the label too slowly. More failures occur from scanning too slowly than from scanning too quickly.
 - To hand enter a part number, please see instruction on page 6.
Boxes, press the number of boxes wanted to order. Press Enter key.
- If order is done, press **end** key.
- **Exit? Yes/No.** Press **Yes** key.

Basic Scanner Instructions

3. Send Order(s)

- Press **number 3** key.
- **Send all? Yes/No.** Press yes key.
- Please dial **1-800-722-6835**. Press **enter** key.
- **Send Now? Yes/No.**
- Press the number **one (1)** key on the telephone anytime while listening to the recording. Next, you will hear “one moment please” a few seconds of music and a tone. After the tone ends hold the scanner tightly to the mouthpiece of the telephone and press the yes key.
DO: Hold the mouthpiece of the phone against the back of the scanner.
DON’T: Hold the earpiece of the phone against the back of the scanner.
- **Send OK? Yes/No.** Stay on the line to receive your confirmation number. If order is ok, press **yes** key. If order is received with errors, listen for further instructions.

4. Print Order(s)

- Disregard this step if you do not have a printer from Imperial.

To turn the scanner off, press the on/off key.

Bold print indicates the actual wording on the scanner screen or function key to use.

This scanner unit will automatically shut off when not in use. Simply push the on/off key to return to your previous screen.

Should you experience any problems or questions, please contact Imperial's Customer Service Department.

1-800-558-2808