

## Reviewing Your Order(s)

- Orders can only be reviewed when you are entering orders and at the **PART #** prompt. Press the **Left/Right** Arrow keys to review the parts.
- To delete a part number and its box quantity, press the **[C]** key while reviewing.
- **DELETE ITEM? NO/YES.** Press the **ENT** (yes) key to delete.
- A new part number and box quantity can be added to the scanner when it displays a blank **PART #:** field.
- The **LOCATION** and **PO #** fields can also be updated or changed anytime during your ordering process by pressing the **left arrow** key. To change either field press the **ENT** key to **EDIT** then update or press the **[C]** key to delete.

## SEND ORDER(S)

- Press #3 key to select **SEND ORDER.**
- **SEND ALL? NO/YES** press **ENT** (YES) key.
- **PROCEED? NO/YES** press **ENT** key.
- Please put unit back into the cradle and make sure the phone line is connected.
- Press **ENT** key for **READY** or the **ESC** key to **CANCEL.**
- When the order is completed you will get confirmation the order was sent successfully.

## ERASE ORDER(S)

- Press #2 key to select **ERASE ORDER.**
- **ERASE ALL? NO/YES** Press **ENT** (YES) key to delete all orders from scanner or press **ESC** key to delete individual orders.
- **ARE YOU SURE? NO/YES** press **ENT** key.
- **ERASED ORDER(S):** (# of orders erased).

**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 **ⓘ** key to return to your previous screen.

IMPERIAL SUPPLIES LLC

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1-800-558-2808 • Fax 1-800-553-8769 • [www.imperialsupplies.com](http://www.imperialsupplies.com)

# Instruction Guide

for the

**SCANTEL**<sup>®</sup> IM630

## SCANNER



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# Getting Started

## • Unpacking the scanner

The scanner is shipped in a single box containing:

- Scanner
- Cradle
- Power Supply
- Telephone Cord
- Guide to the Scanner
- Scanner Agreement
- Warranty Card

## • Handling and Maintaining the ScanTel® IM630 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 scanner with a soft cloth.
- Before first use, please make sure scanner is fully charged. Middle light on cradle should be green once fully charged.

## • Install Main Battery

1. Remove the batter door from the ScanTel® IM630 by turning the screw on the battery cover to the left.
2. Insert the battery into the main battery chamber by sliding the head (2 points sticking out) into the locking position first.
3. Reinstall the battery door and tighten the screw on the battery door again.



*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 – ERASE ORDER  |
| 3 – SEND ORDER  | 4 – SYSTEM SETUP |

## ENTER NEW ORDER

- Press #1 key to select **ENTER ORDER**
- If adding to an existing order, please see instructions below.
- **ENTER ORDER CREATE NEW** <> Press **ENT** (YES) key
- **NEW ORDER NUMBER #1** <> Press **ENT** key
- **ORDER # LOCATION:** (up to 16 digits) numbers or letters. Press the **ALPHA** key for letters. Press **ENT** key. (to bypass press **ENT** key)
- **ORDER # PO#:** (up to 16 digits) numbers or letters. Press the **ALPHA** key for letters. Press **ENT** key. (to bypass press **ENT** key)
- **PART #:** - press the **GREEN** key to scan the part # needed or hand enter the part #. If hand entering you will be required to press the **ENT** key.
- **BOX:** - enter the number of boxes wanted and press the **ENT** key
- If order is done, press the **ESC** key **EXIT?** then press the **ENT** key to confirm you wish to exit the order.

## Adding to Existing Order

- Press #1 key to select **ENTER ORDER**
- **ENTER ORDER CREATE NEW** <> Press the right arrow key to select the proper order then press **ENT** (YES) key.
- **PART #:** - you can now resume adding part #'s. To edit order, please see instructions below.
- If order is done, press the **ESC** key **EXIT?** then press the **ENT** key to confirm you wish to exit the order

## Hand Entering of Part Numbers

- Enter the part number as it appears in the catalog or on your scanner label. Press the **ENT** key and the scanner will move the number into place.
- For a number with a – (dash) in it, enter the first group of numbers, hit the **Cmd** key and then the dash key (7) and then the last digit.

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

# 1-800-558-2808

- **NUMERIC Mode**

Keyboard of the ScanTel® IM630 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 and use F1-F4 for function-keys.

- **COMMAND Mode**

Pressing [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, make hot-key functions, and use F5-F8 for function-keys.

- **ALPHA Mode**

Press [ALPHA] key to toggle between normal mode and alpha mode of keyboard. In alpha mode, the cursor is an underscore sign and the keyboard is available to input upper case letters. In alpha mode, every numeric key contains 3 characters individually. You need to press the key once to get the first character, twice to get the second character and 3 times to get the third character. The character cycles back to the first character again.

**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 3 times.

### System Setup

The scanner is normally setup at Imperial so it is ready to go 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 #4 key to select **SYSTEM SETUP**
- Press #1 key to select **DATE & TIME**
- Verify the date and time and correct if information is wrong, press **ENT** key when done with field
- Press #2 key from **SYSTEM SETUP** to update the **PHONE NUMBER**
- Some locations may require a 9 or 8 to be dialed to get an outside line. Enter the special dial string in **DIAL STRING PREFIX** field and press **ENT** key. Leave blank if your location does not require a special dial sequence for outside lines
- The phone number should never need to be changed and should be 1-888-691-1540, press **ENT** key to accept phone #.

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- **Charging**

Before using ScanTel® IM630, the main battery must be installed and fully charged. The ScanTel® IM630 is equipped with 3.7V 880m.A.H Lithium-Ion battery. It should take 2 to 3 hours to fully charge the main battery. To charge the main battery, mount the unit on the cradle; connect the power adapter from the back of the cradle to any power outlet. While charging, the LED above the power icon will display red, when it is fully charged the LED will turn green. The main battery should be sufficient for daily operation up to 12 hours. However, since the actual operation may vary, it is possible to result in shorter operating hours.



- **Cradle**

Main battery can only be charged through attaching to the ScanTel® IM630 charging/communications cradle.



- **Cradle LED Icons**



This icon indicates communication. When ScanTel® IM630 is transferring data with the host computer, this LED will flash, showing that the data is transferring.



This icon indicates the charging of the main unit. When the cradle is charging the main battery; the LED will be red; when fully charged, the light will turn green.



This LED light shows the power status of the cradle itself. When it's lit, it indicates the cradle is powered.

- **Connecting Cradle**

The cradle has three plugs on the back and requires a power source for plugging the unit in and an open phone jack for sending the orders to Imperial. The phone jack must be an analog connection and not a digital connection used on some phone systems. Safest mode is to plug the cradle into the wall jack (**IN** on cradle) that your fax machine utilizes and then plug the fax machine into cradle (**OUT** on cradle) to allow the fax machine to continue proper operation.

- The first plug DC is for power, the unit must be plugged in to operate.
- The second plug is marked **IN** and should be plugged into a wall phone jack plug.
- The third plug is marked **OUT** and can be used to plug the existing device, usually a fax machine into it.

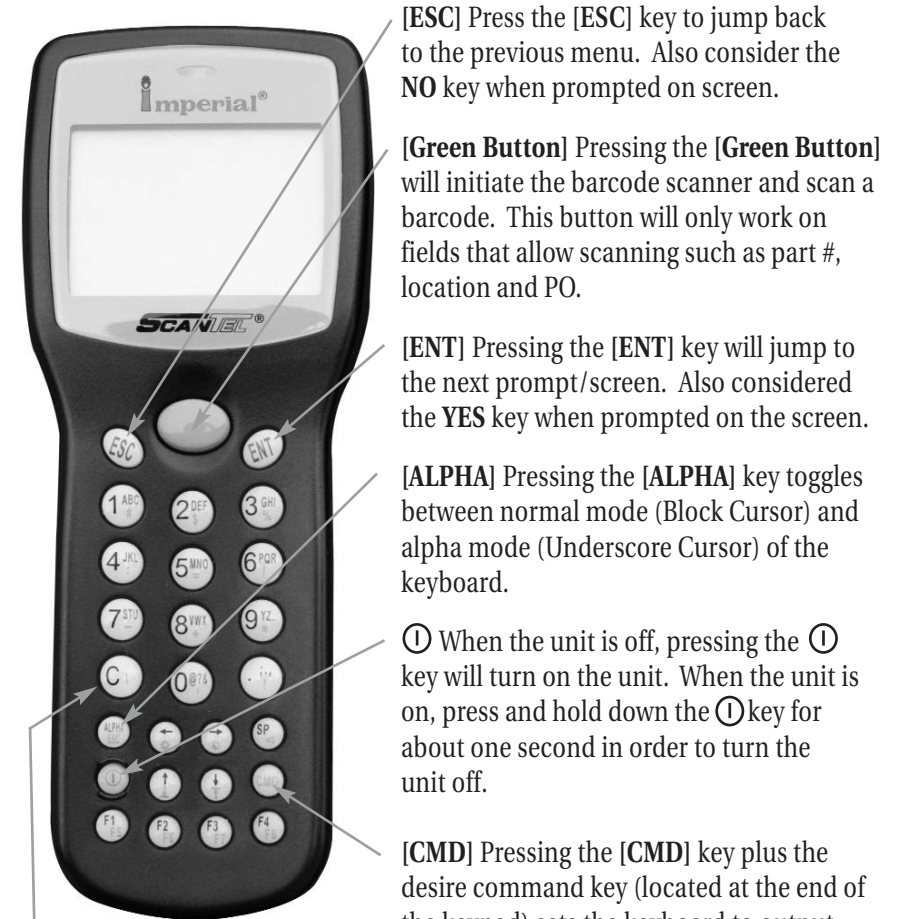


- **Power On**

After fully charging the unit, the LED light turns green and you are now ready to turn on the unit. Press the power key **⓪** on the keypad to turn on the ScanTel® IM630!

- **Using the Keyboard**

The keypad of ScanTel® IM630 consists of 27 rubber keys; the keyboard is configuring into three different modes: **numeric mode, command mode, and alphabetic mode.** All keys except **⓪** key may produce a sound (tone) when pressed. Keys of upper four rows have larger size for easier key pressing to input numbers.



[C] Pressing [C] when entering data will erase the last character entered. Pressing the [C] key in review mode will delete the item.