

OrderFTP User's Guide

GETTING FAMILIAR WITH THE SCANNER:



SCANNING ITEMS TO ORDER:

You can scan either Richmond Master Shelf Labels or the UPC from the product.



To specify quantities to order either scan the item the desired number of times. For example if you want 3 cartons of Marlboros, scan the shelf label or UPC 3 times. The other method of specifying quantities is to use the quantity card supplied. To use the quantity card, first scan the item's shelf label or UPC, next scan the quantity card barcode next to the number you want to order.

RICHMOND MASTER DISTRIBUTORS © 2008 BAR CODE QUANTITY CARD



Scan Bar Codes (Add Items to Memory)

1. Aim the scanner at the sample bar code shown below.
2. Press and hold the large button on the scanner until you hear the tone and the blinking indicator turns solid green.
 - Make sure the scanner beam covers the entire bar code and extends as far out as indicated by the endpoints in the bar code below.
 - The scanner should be held approximately 2.5" from the bar code and at a slight angle.



For example if you want to order 10 cartons of Marlboros, scan the item's shelf label or UPC then scan the barcode next to the 10 on the quantity card. If you want to order 15 cartons, this can be done by scanning the item's label or UPC then scanning the 10 and then the 5 on the quantity card.

DELETING ITEMS FROM SCANNER:

Delete Bar Codes (Remove Items from Memory)

1. Aim the scanner at the bar code to be deleted from memory.
2. Press and hold the small Delete Button on the scanner until you hear a tone and the blinking indicator turns solid amber.

Note: If the sample bar code above is scanned three times there will be three listings of this bar code in the CS 1504's memory. To delete all three listings of the bar code from memory, scan the sample bar code three times using the small Delete button (-) on the scanner. Upon each minus scan you will receive a single beep. When the last entry has been deleted, a long double beep will be emitted indicating all listings of that bar code have been removed from memory.

Clear All

Use the small Delete Button to clear the scanner memory of all stored items.

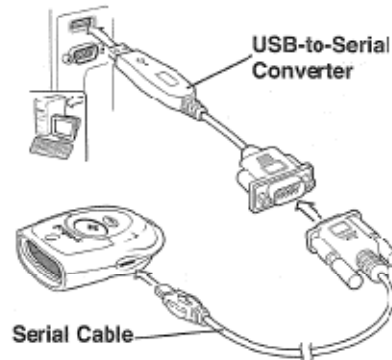
1. Aim the scanner *away* from any bar codes.
2. Press and hold the Delete Button for 6 seconds, until you hear a long beep.



CONNECTING THE SCANNER TO YOUR COMPUTER:

USB Connection

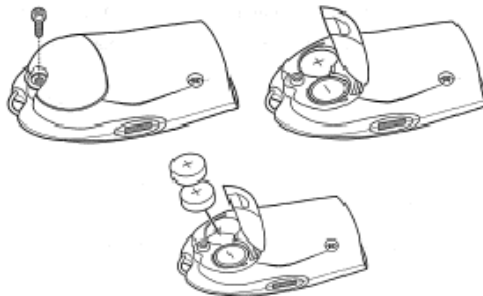
1. Connect the 9-pin connector of the serial cable to the 9 pin connector of the USB-to-Serial converter. Ensure that the connection is secure.
2. Connect the USB (4-pin) connector of the USB-to-Serial converter to the corresponding USB port on the back of the computer according to the manufacturer's directions. Ensure that the connection is secure.
3. Holding the other end of the serial cable with the arrow facing up, slide the connector into the data communication jack on the side of the scanner.



REPLACING THE SCANNER BATTERIES:

When it is necessary to replace the batteries:

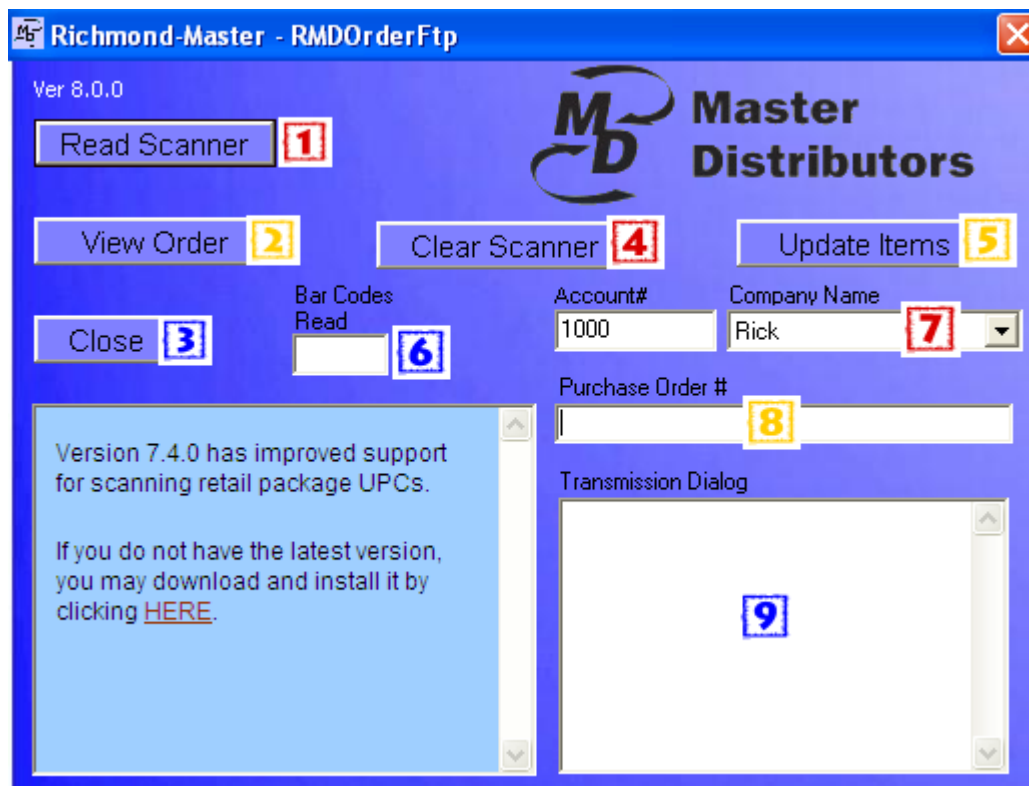
1. Remove screw securing the battery cover.
2. Lift battery cover.
3. Remove the old batteries.
4. Insert four new batteries noting the polarity.
5. Close battery cover and replace screw.



Low Battery Warning

The CS 1504 will indicate a low power state to the user by blinking the LED indicator red while trying to scan a bar code.

USING RMD ORDER FTP Program:



- 1** Read Scanner Button – This button will read the items from the scanner.
- 2** View Order Button – Opens up the current order form.
- 3** Close Button – Closes the program
- 4** Clear Scanner Button – Clears all information from Scanner
- 5** Update Items Button – Updates local database of Items
- 6** Bar Codes Read – Shows number of Items read from scanner
- 7** Account Info – Shows account # and Name for order.
- 8** Purchase Order # -- Enter a PO# if you would like one associated with order.
- 9** This window displays status of the program, such as if an order was sent.

Once you have scanned all Items for the order and have connected the scanner to the computer. Start the RMDOrderFtp program. If you have multiple accounts setup you can select which account you are creating the order for by clicking on the drop down list **7**. If you only have one account setup verify that the

Account # and Name are correct. If you would like a Purchase Order # associated with the order you can enter it in box **8**. Push the read scanner button **1**, the scanner will make several beeping noises and the box **6** will update with the number of items read from the scanner and the Order form will open up and display all the items for the current order.

Order form Screen:

Rick Account# 1000 PO#						
	RM Item #	UPC #	Qty	Status	Item Description	Sell Unit
	0934265	034000721146	1		ICE BREAKER STRW SOUR MINI TIN	1/BX
1	1038363	097000101806	1		MARLBORO SNUS RICH 6/S	1/CT
	1080787	025900398156	1		SS BLUNT XL PEACH IMP 25UP	1/BX
	1042019	799953034117	1		STOKERS TENNESSEE CHEW 160Z	6/BX
*						

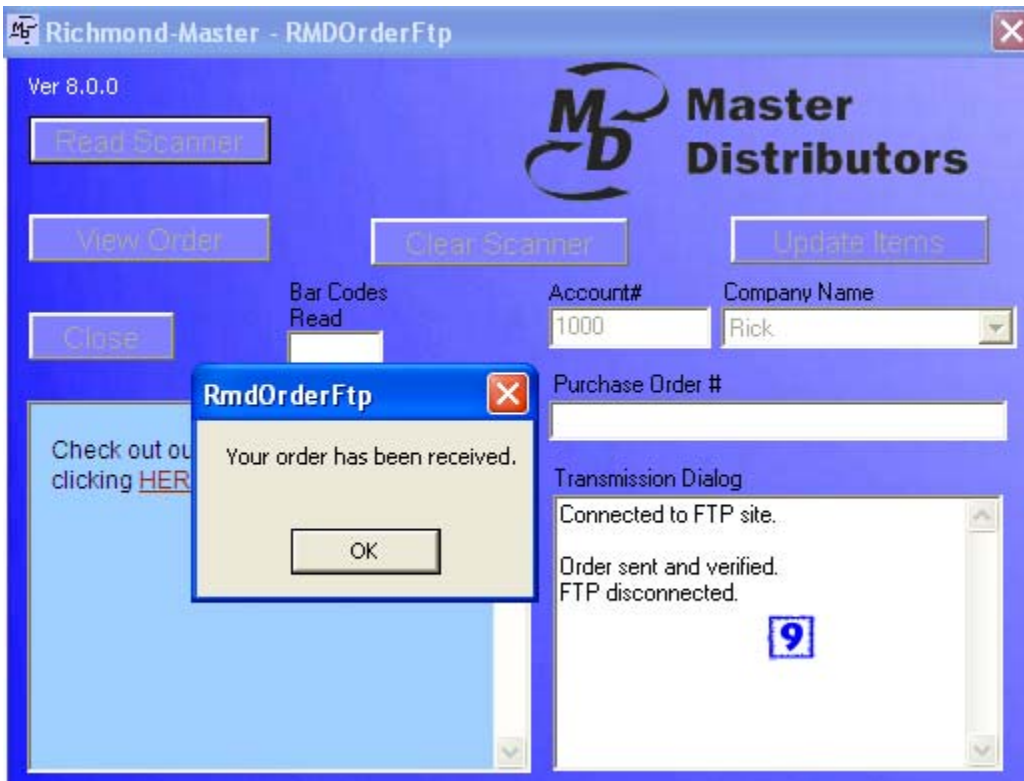
Search Tool - Find Items by Description **2**

3 Clear **4** Print **5** Send **6** Close

Item Total = 4 Qty Total = 4

- 1** Order Detail - Displays the item info and Quantity you would like to order.
- 2** Search Tool - You can search for an Item if you don't have UPC or Item #.
- 3** Clear Button - This will delete all items from current order.
- 4** Print Button - This will print the current order.
- 5** Send Button - This will send the current order.
- 6** Close Button - This will close the Order form.

You can review the current order in this screen and make adjustments as necessary in area **1**. You can manually adjust the quantity you wish to order or manually enter an item you may have missed by entering in a valid RM Item # and entering a quantity. Also you can search for an Item by description in area **2** if you do not know the RM Item #. You can also delete a line from the order by clicking just to the left of the RM Item #, the line will highlight in black and you can press the delete key on your keyboard and the line will be removed. The status field on the lines will show a X if the item is discontinued, you will not receive this item. An S will appear if the item is a substitute for another item #. A D will appear if the item is set to be discontinued in the future. Once your order is complete you can Print **4** your order, or send **5** your order. Once you send your order you will see a message that your order was received and the transmission dialog area **9** will say Order sent and verified.



EXTRA NOTES:

The scanner can only hold around 100 items. If the scanner becomes full it will give you several long beeps when you try to scan another item. You will need to connect the scanner to the computer and do the Read Scanner. If you have more items to scan you can close the Order form when it pops open then disconnect

the scanner and scan remaining items then connect the scanner again and Do the Read Scanner and you should have the remaining items added into your order.

If your order has a lot of Items that say "UNKNOWN" in the description, you need to do the Update Items.