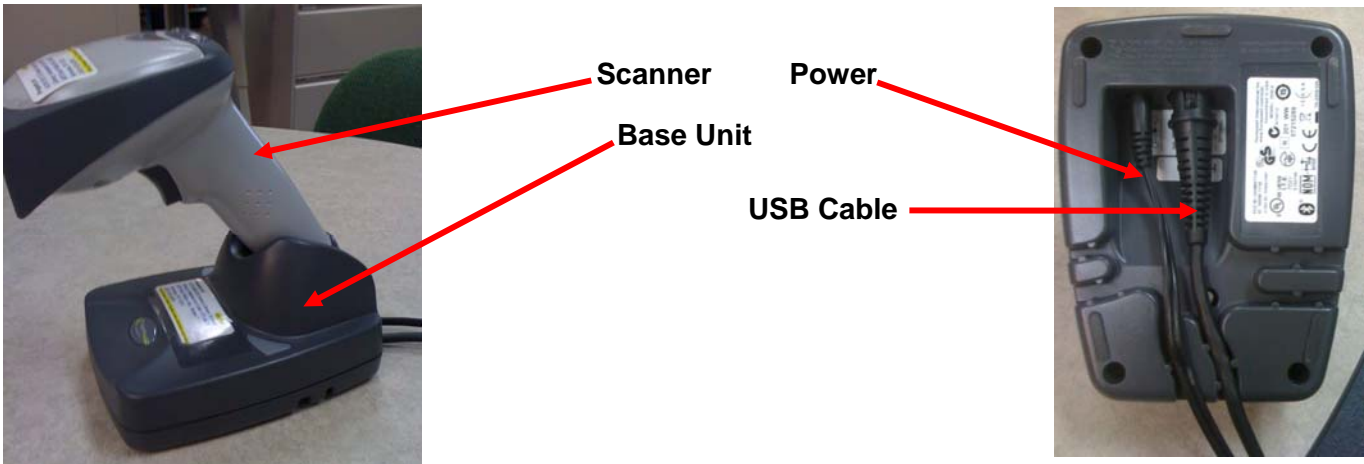


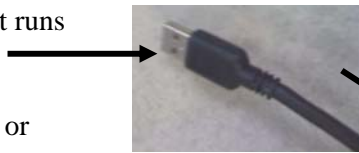
# Using the 3820 Cordless Scanner

## PARTS OF THE SCANNER



1. **Hooking up the scanner** to a computer (steps are the same if you need to move it to a different computer as well):

- a. **Plug the USB Cable** into your Computer that runs from the Base Unit (*the part that plugs into the computer looks like this*)
- b. **Plug the Power Supply Cable** into an outlet or power strip



2. **Open** Circulation/Cataloging/Group Editor/Report

- a. Scan in barcodes
  - Good Scan - you will **hear** a beep and **see** a **green** light flash on top of the scanner.
  - Bad scan - you will hear 3 consecutive beeps and/or a **red** light flash on top of the scanner

3. When you move **“out of Bluetooth range”** of the Base Unit as it is setup currently:

- a. Scanner will automatically beep 5 times
- b. Continue to scan (you will **hear a ratcheting sound** along with the **beep** and **green light**). That “ratcheting” sound lets you know that you are still “out of range” and that the barcodes you are scanning are being stored in the scanners buffer.
- c. The buffer holds 499 10-digit barcodes. (I tested it.)
- d. **IMPORTANT – Scanner will automatically transmit the barcodes to the base unit and computer the moment you move back into range of the base unit.** (You will hear beeps and other little noises)

Because of this, **you need to have the program you’re using open and active** on the computer that the scanner is hooked up to. *If you don’t the data will just get emptied out.*

Call or email when you’re ready to move onto the next steps:

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