

3820 Cordless Scanner

Multiple Image Scanner Operation

To put the image scanner in multiple image scanner mode, follow the directions and scan the barcode below. Once you scan this barcode, the image scanner is unlinked from its own base and must be placed into the base to re-link. You can link up to 7 scanners to one base unit.

These directions are assuming that you have 1 cordless scanner and base unit already connected to the computer you will be using for scanning. If not, connect one of your scanners to the computer before going forward with these directions.

At the Beginning of each day of inventory:

1. If you are **using your Mandarin Server** with your scanners:
 - a. Log into the Mandarin Server as: m3admin
2. If you are **using another computer:**
 - a. Log on as you normally would in a way that will allow you to save documents.

Linking the Scanners

1. Remove Scanner from Base Unit (*this will now be the Shared Base Unit*) that is connected to the computer and set aside.
2. Take **one of your additional scanners** from its base
3. Scan **Multiple Image Scanner Operation** Barcode
4. Place it on **Shared Base Unit** (*the one hooked up to the computer*)
 - a. You will hear it “talking” to new base unit, making a connection
 - b. When finished linking, (it will be quiet) set aside on counter

**** Do NOT put scanner back in its own base unit at this point. (Only do this at the end of the day so it charges overnight)**

Repeat steps 2 - 4 with the rest of your extra scanners



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At the End of the day:

Put all scanners back on their own base units for charging.

Frequently Asked Question(s):

- Q.** What if I accidentally put the scanner back on its own base during the day?
- A.** Repeat steps 2-4 again with the scanner, and go back to scanning.

Problems/Questions: Call Laurie Egan (315) 431-8489 or legan@ocmboces.org