

How to Scan

When you first turn the scanner on you should see a menu screen entitled "UW Chem Inventory" with five menu choices:

SCAN: This will be your primary selection (We will go more in depth shortly)

VIEW: "Did I scan that already? Let me check". Select this and press ENTER to scroll through a list of the barcodes that have been scanned already on this particular scanner.

DISCARD: Ignore this. Any chemicals that are not scanned will be deleted anyway.

INVENTORY: Ignore this. It's for the chemstore inventory and it is useless to you.

PRIVILEGED: Ignore this. This allows access to admin functions of the scanner.

If this is not the first screen you see, press ESC until you reach it. Sometimes mashing ESC too many times will exit the scanning program. If this happens, press and hold the yellow/orange I/O button to force a hard shut down. Press the I/O button again to restart the scanner. It should automatically open the scanner program on boot.

TO SCAN:

- Select **SCAN** and press enter.
- On the screen "SCANNING Building" select the building that you are scanning in and press ENTER. Ensure that you exit the scanning menus and change this if you move between the buildings during your inventory.
- On the "Room in [BLDG NAME]" pop-up select the room you are scanning and press ENTER. Pay close attention to the room numbers and letters. Don't select 111 if you are actually scanning in 111A. Ensure that you exit the scanning menus and change this if you move between the rooms during your inventory.
- Now you may begin scanning by pointing the scanner at the chemical barcode and pulling the trigger. You may have to move the scanner closer or further away from the barcode to get it to read.

If the barcode is unreadable to the scanner, as sometimes happens with older or chemical stained barcodes, you may use the SWAP function on the scanning screen. This will open a "SWAP LABELS" pop-up window. You will then type in the old barcode in its entirety (it should be alpha-numeric). Then you will remove the old barcode and apply a new one. Finally you will scan the new barcode, select SWAP, and press ENTER. This will copy all of the old information

over to the new barcode and delete the old one. You do not need to scan the chemical again after swapping.

If at any point the scanner emits a beep and pops up a window that says **“UNRECOGNIZED BARCODE Please fill out a NewChemical form”** or **“Information Needed About This Chemical Please fill out a NewChemical form”** or you find an unbarcoded chemical that meets all of the requirements to be barcoded, you will need to hand write the chemical information IN ITS ENTIRETY on the provided forms. If these forms are not completely filled out then the chemicals can't be added correctly to the database and you or someone else in your group will have to sift through all of your chemicals to find the offending one and finish the paperwork.

That sums up the process! Remember that it is more efficient to do this process once correctly than twice.

CALL OR EMAIL IF YOU HAVE QUESTIONS!

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