It is recommended that you leave your scanner base plugged into the wall at all times. The scanner, like most, loses its charge after an hour or so out of the base.

**MetroLogic Scanner Configuration Procedure**

**Batch or Reconciliation Mode:** (use this to reconcile inventory and do bulk status changes (i.e. bulk delete) ONLY)

1. Scan the “Recall Defaults” barcode
   i. [Barcode Image]

2. Scan the “Enter configuration mode” barcode
   a. (You should hear three beeps)
      i. [Barcode Image]

3. Scan “Enable Keyboard Wedge Emulation”
   a. (You should hear a low then a high then a low beep)
      b. if you do not, scan the “enter configuration mode” barcode again
      i. [Barcode Image]

4. Scan “Stand-Alone Keyboard Emulation”
   i. [Barcode Image]

5. Scan “Enable Manual Activation Mode”
   i. [Barcode Image]

6. Scan “Enable Inventory Mode”
   i. [Barcode Image]

7. Scan “No Cradle Transmit”
   i. [Barcode Image]

8. Scan “Exit configuration mode” barcode.
   i. [Barcode Image]

Scan “Clear Inventory Recorder” barcode.
   [Barcode Image]

**Before:** put cursor in empty box:

**After:** bar codes are one per line

Instructions:

1. Do one of the following:
   - If uploading from a Pico barcode scanner, click on “Upload Pico Barcodes”
   - For any other kind of barcode scanner, cut & paste the barcodes

2. Click “Send to ChemAx”

Before: bar codes are one per line

When finished: Scan “Transmit all records” barcode.

[Barcode Image]

**Transmits bar codes when you scan the “transmit all records” barcode on this sheet.**

**BEFORE you scan 200 barcodes, verify the scanner is properly charged and uploading by scanning 2-5 barcodes and uploading them. Several of us have learned this the “hard” way. :—>**

**YOU MUST “PAIR’ YOUR SCANNER TO ITS BASE (BY SCANNING THE BASE’S BARCODE FOR 3 SECONDS EVERYTIME IT LOOSES POWER AND HAS TO BE RECHARGED OR IT WILL NOT SCAN**
### Single Barcode Mode:
(Use this to scan one bar code at a time, after Oct 20, 2005. When you are entering multiple new containers into inventory, the cursor should go to the next container bar code input box automatically for multiple containers)

1. Scan the “Recall Defaults” barcode
2. Scan the “Enter configuration mode” barcode  
   (You should hear three beeps)
3. Scan “Enable Keyboard Wedge Emulation”  
   (You should hear a low then a high then a low beep, if you do not, scan the “enter configuration mode” barcode again)
4. Scan “Stand-Alone Keyboard Emulation”
5. Scan “Enable Manual Activation Mode”
6. Scan “No Cradle Transmit”
7. Scan “Disable Line Feed Suffix”
8. Scan “Disable Carriage Return”
9. Scan “Enable Tab Suffix”
10. Scan “Exit configuration mode” barcode.

### Adding Containers to Inventory

#### One container at a time

<table>
<thead>
<tr>
<th>Container Barcode</th>
<th>Content Size/Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>500.0 mL</td>
</tr>
</tbody>
</table>

After:

#### More than one container

<table>
<thead>
<tr>
<th>Container Barcode</th>
<th>Content Size/Unit</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>500.0 mL</td>
<td></td>
</tr>
<tr>
<td></td>
<td>500.0 mL</td>
<td></td>
</tr>
<tr>
<td></td>
<td>500.0 mL</td>
<td></td>
</tr>
</tbody>
</table>

After:

You must “pair” your scanner to its base (by scanning the base’s barcode for 3 seconds every time it loses power and has to be recharged or it will not scan.)