

Using the MiniSCAN CS 1504 Consumer Memory Scanner

Note: The manufacturer of this product has not released drivers for the Windows Vista[®] operating system. Therefore, we cannot provide support for the MiniSCAN device under Windows Vista.

Instructions for the Scanner

- 1. **Scan Bar Codes**: Aim the scanner at the bar code and press the large (+) button until you hear a tone and the blinking indicator turns solid green.
- 2. **Delete Individual Scanned Bar Codes**: Aim the scanner at the bar code to be deleted and press the Delete button (-) until you hear a tone and the blinking indicator turns solid amber.
- 3. Clear All Scanned Bar Codes: Press and hold the Delete button (-) for six seconds until you hear a long tone.
- 4. **Low Battery Warning**: The MiniSCAN will indicate a low battery warning by blinking the LED indicator red when trying to scan a bar code.

Refer to the Troubleshooting section of the Owner's Guide if you are experiencing any problems with the operation of the unit.

Installing the Driver

- 1. Insert the Shelby Systems v5 CD and exit the v5 installer. The driver for this device is located on the v5 installation CD.
- 2. Connect the unit to your workstation using the cable provided.

3. Click **Next** to continue through the Found New Hardware Wizard.

Found New Hardware Wizard		
	Welcome to the Found New Hardware Wizard	
	Windows will search for current and updated software by looking on your computer, on the hardware installation CD, or on the Windows Update Web site (with your permission). <u>Read our privacy policy</u>	
	Can Windows connect to Windows Update to search for software?	
	🔘 Yes, this time only	
	Yes, now and every time I connect a device	
	No, not this time	
	Click Next to continue.	
	< Back Next > Cancel	

4. Select to Install from a list or specific location and click Next.



5. The driver is located on the Shelby Systems v5 installation CD. Replace "D" with your CD drive letter if it is different from the example below. Click **Next**.

Found New Hardware Wizard
Please choose your search and installation options.
 Search for the best driver in these locations. Use the check boxes below to limit or expand the default search, which includes local paths and removable media. The best driver found will be installed. Search removable media (floppy, CD-ROM)
 Include this location in the search: D:\Misc\Drivers\miniSCAN Don't search. I will choose the driver to install. Choose this option to select the device driver from a list. Windows does not guarantee that the driver you choose will be the best match for your hardware.
<pre></pre>

6. Click **Finish** to exit the Found New Hardware Wizard.

Found New Hardware Wiz	ard
	Completing the Found New Hardware Wizard The wizard has finished installing the software for:
	< Back Finish Cancel

Before Using the MiniSCAN for the First Time

 Navigate to the Attendance Processing area of the Attendance application. Click on the By Name ID # tab and then click the Import Scanned Attendance button.

File Edit Records Reports Utility Help	
Sunday School	
Mark as P - Present 👻 Meeting Date: 2/22/200	9
	_
ID Descr. Class: Members Precent:	_
Vicitors Present	_
1 Publisson	5
<u>1</u> , by Name <u>2</u> , by Name 10 # <u>3</u> , Statistics	
Name ID # Import Scanned Attendance	
Mark ID Name	
J	
Passing A 107 0000 A 50 DM	

2. Click the **Read miniSCAN Device** button.

Import Scanned Attendance		
File name C:\SHELBY\workshop.dat\Attend	danceImportfiles\wor	rshipweek2.txt
Read miniSCAN Device	<u></u> K	

3. Click the **Clear Barcodes** button. This will set the unit to save up to 600 Shelby Systems bar codes instead of the 150 standard bar codes.

Read Barcode Data from CSP Device			
	Com4	•	
	,		
	Get Barcodes	Clear Barcodes	Close Evit

4. Click **OK** to continue.



5. Click the **Close Exit** button and then click **Cancel** to return to the Attendance Entry screen.

You are now ready to begin scanning attendance rolls!

Scanning Attendance Rolls



- 1. Scan the bar code for the group at the top of the roll.
- Scan the individual bar code for each person who is present.
 Note: You may choose to scan the bar codes of absent individuals, but this is the less common method of entering attendance.
- 3. After you are done scanning rolls, navigate to the Attendance Processing area of the Attendance application. Click on the **By Name ID** # tab and click the **Import Scanned Attendance** button.
- 4. Click the **Read miniSCAN Device** button.
- 5. Click the **Get Barcodes** button.
- 6. You will receive the following message. Click **Yes** to clear all data from the device and begin the import.



7. The system will notify you if a record is scanned into the wrong class and allow you to make a correction. This occurs when you scan an individual bar code before scanning the group bar code. Click **Yes** to record attendance in the correct class.

Attendance
Agard, Susie (#17) is under another class(CHILDREN/GRADE 2 2nd Grade Class).
Do you want to mark attendance there?
□ Don't Show again? <u>Y</u> es <u>N</u> o

8. Click **OK** to continue.

Attendance 🔀		
(į)	Finished importing 'Shelby Attendance File' (C:\DOCUME~1\ ynlee\LOCALS~1\Temp\CSPImport.txt). Total Class(s): 2 Total People: 9	
	OK	