

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

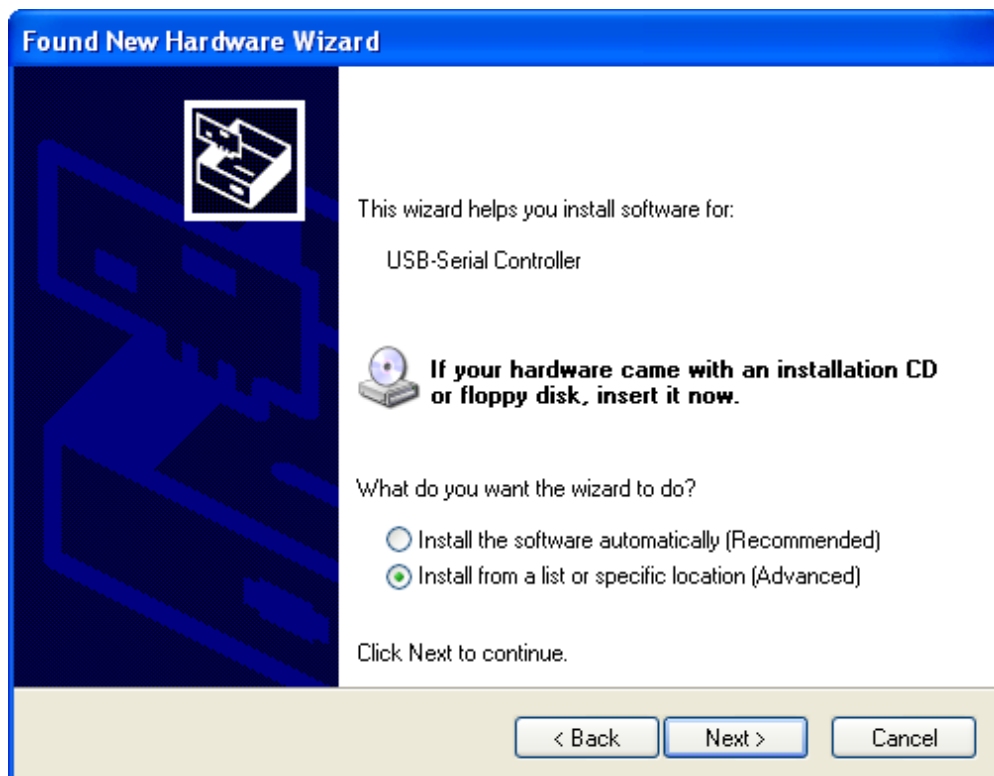
1. Insert the Shelby Systems v5 CD and exit the v5 installer. The driver for this device is located on the v5 installation CD.
2. Connect the unit to your workstation using the cable provided.



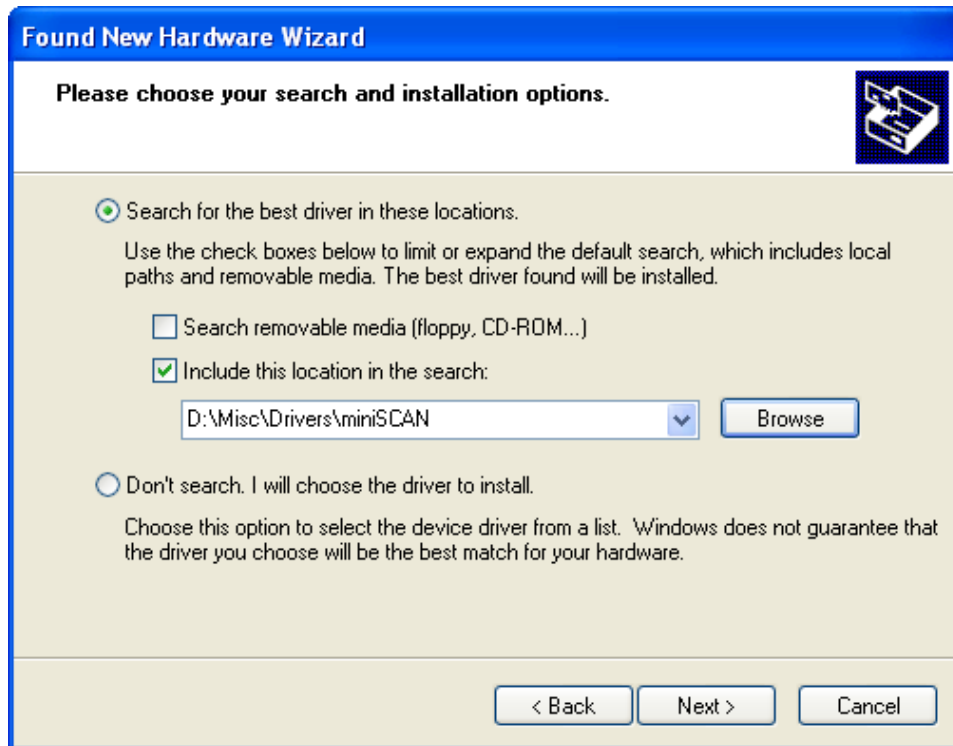
3. Click **Next** to continue through the Found New Hardware Wizard.



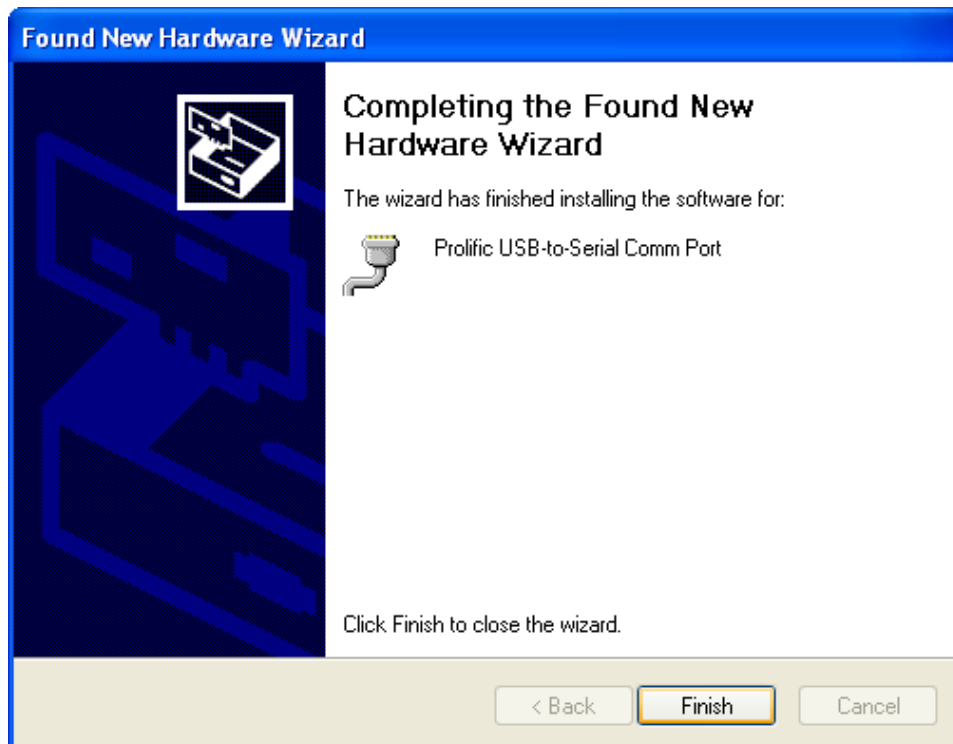
4. Select to **Install from a list or specific location** and click **Next**.



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**.

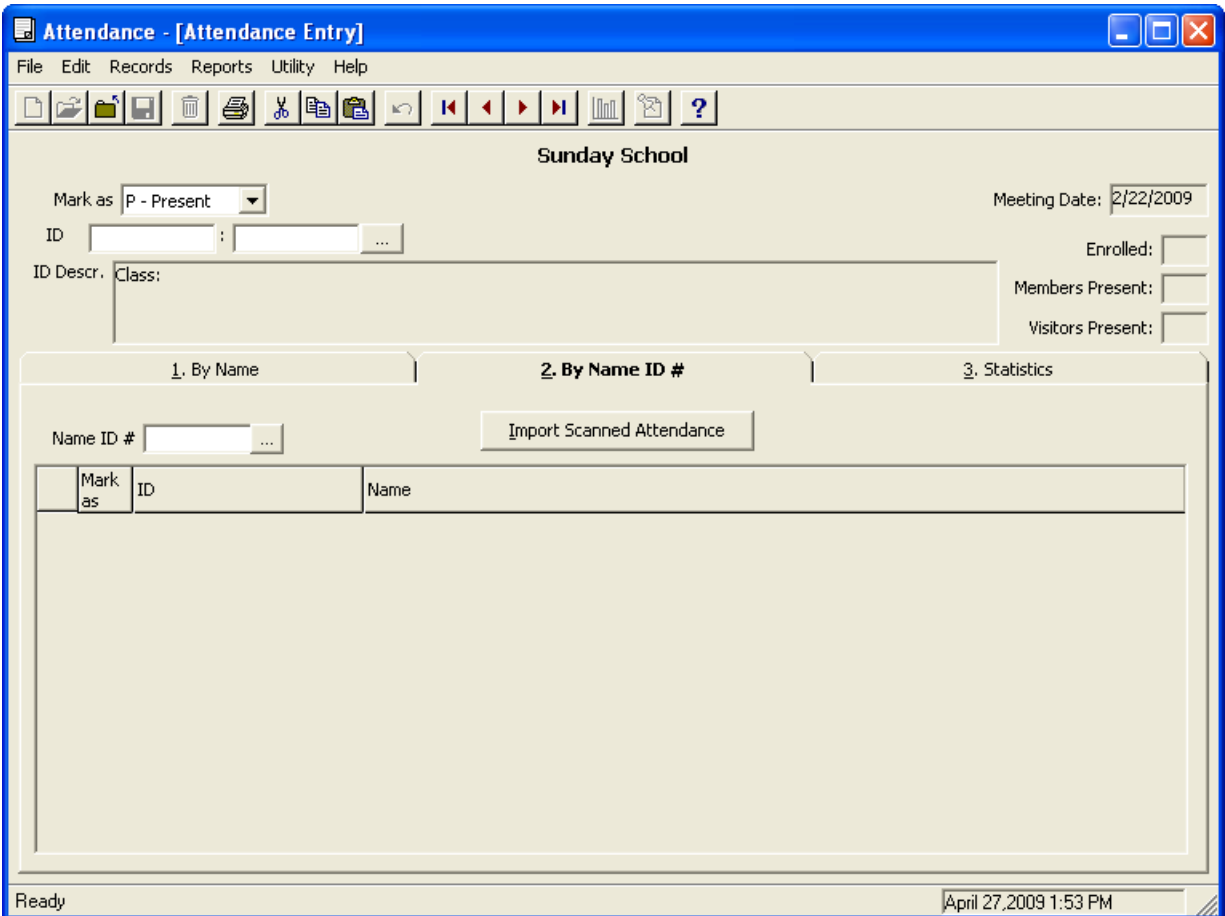


6. Click **Finish** to exit the Found New Hardware Wizard.

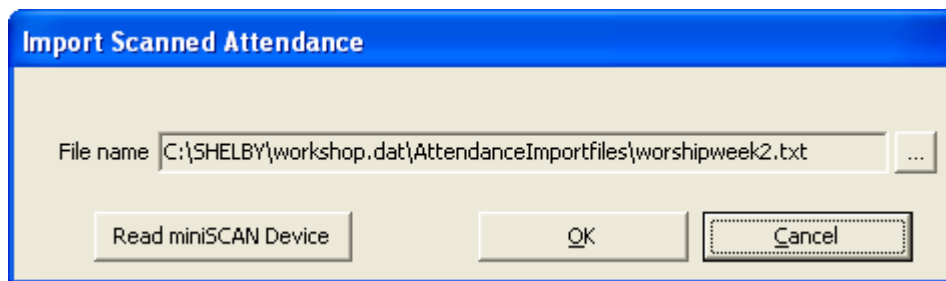


Before Using the MiniSCAN for the First Time

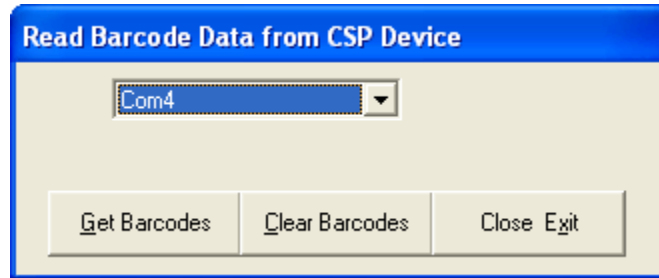
1. Navigate to the Attendance Processing area of the Attendance application. Click on the **By Name ID #** tab and then click the **Import Scanned Attendance** button.



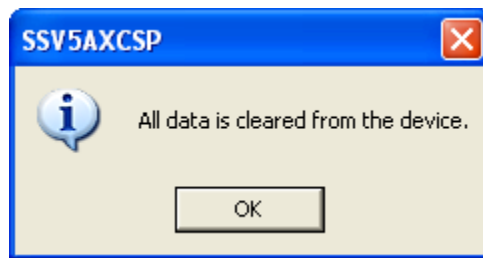
2. Click the **Read miniSCAN Device** button.



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.



4. Click **OK** to continue.



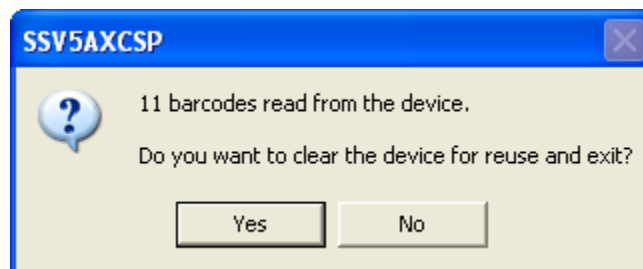
5. Click the **Close Exit** button and then click **Cancel** to return to the Attendance Entry screen.

You are now ready to begin scanning attendance rolls!

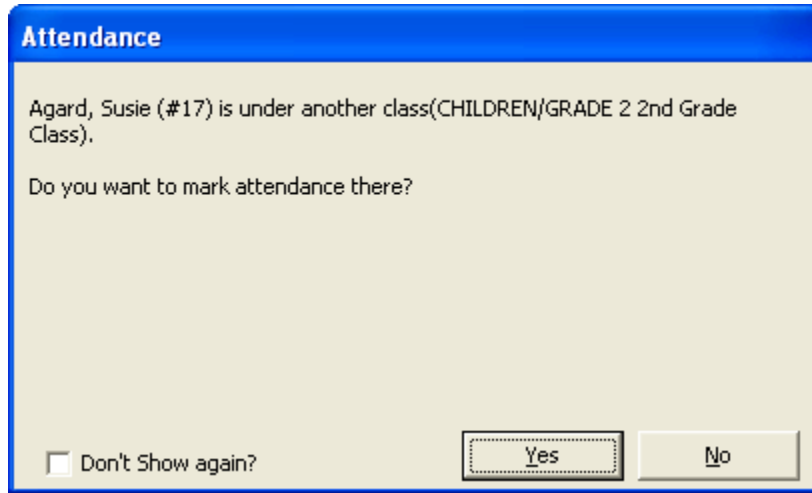
Scanning Attendance Rolls



1. Scan the bar code for the group at the top of the roll.
2. 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.



- 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.



- Click **OK** to continue.

