

## Worth Scanner Procedures

1. Activate Scanner
  - a. Press power button.
  - b. Press 1.
  - c. Press 3.
  - d. Display will say: Room?.
  - e. Scanner is ready.
2. Scan the barcode on the door jamb for the room
  - a. The scanner can tell the difference between a door barcode and a tag number.
  - b. It will say "Data too short" if it is asking for a room and you scan a tag.
  - c. Room numbers can be manually entered. Letters are accessed by pressing the blue up arrow button. Remember to press the same button again to turn letters off. After entering the room number, press the green Enter button.
3. Scan the tag number
  - a. The scanner can tell the difference between a tag number and a door barcode.
  - b. It will say "Data too long" if it is asking for a tag and you scan a room.
  - c. Tag numbers can be manually entered. After entering the tag number, press the green Enter button.
4. Changing locations
  - a. **Press End** when you have finished scanning the location.
  - b. Room? will display, prompting you for the next room number.
  - c. If you did not press End, the scanner will think the location code is a tag number and will let you know. Press End to continue to the next room.
5. You cannot search for a tag on this scanner. If you are not sure you scanned it, scan it again.
6. Press the power button to turn off the scanner.
7. When powering on again, the scanner will say "Data file exists". Press any key to continue scanning.
8. Press Status to see remaining batter life. The manual says it can go for 20 hours. During data collection, it will let you know when it has only 2K of memory left. If you keep going it will display out of memory and shut down. You will not lose any data.