

MICAS 2.3



**AIT Equipment Users
Manual**

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**Mobility Inventory Control and Accountability System (MICAS)
User Manual
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1.0 Intermec Batch Handheld Units

1.1 Installation

1.1.1 Installing Intermec Janus 2020 Batch Handheld Units

To load the Janus 2020 handheld program, insert a PC card into the PC card slot of your computer and copy all of the files in the `c:\micas\batch handheld` directory to the PC card.

1.2 Upgrade

1.2.1 Upgrading Intermec Janus 2020 Batch Handheld Units

The Handheld devices do not have a separate upgrade. Instead, when the MICAS Client upgrade is run, upgrades to the Handheld Devices are placed in the client's MICAS folder.

Insert the ATA flash disk into one of the PC card slots. Your PC will see the ATA flash card as a fixed drive. You will be able to see which drive letter is assigned in the "My Computer" or "Explorer" application of your MS operating system.

Copy the following files from the PC to the root directory onto the **ATA Flash disk**.

File to copy to ATA Flash disk
C:\micas\batch handheld\inventor.exe
C:\micas\batch handheld\issue.exe
C:\micas\batch handheld\return.exe

1.3 Using MICAS batch handheld units

1.3.1 PCMCIA Card

To use Intermec MICAS batch Handheld (HHT) programs your PC must be equipped with a type II PCMCIA or PC card reader.

Insert the ATA flash disk into one of the PC card slots. Win95/98 will configure your PC for the new hardware. WinNT will require manual hardware configuration.

Your PC will see the ATA flash card as a fixed drive. You will be able to see which drive letter is assigned in the “My Computer” or “Explorer” application of your MS operating system.

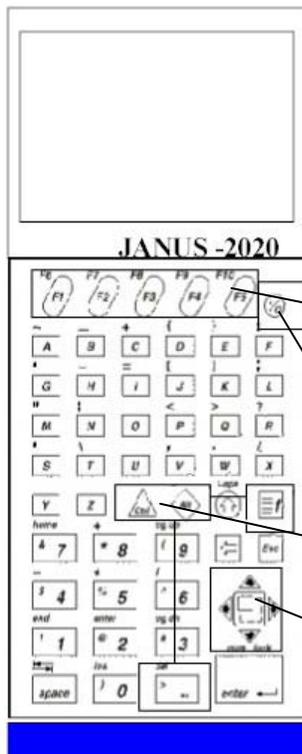
To operate MICAS HHT programs you must ensure that the program files are loaded on your ATA flash memory card. The following files should be listed for the drive assigned to the ATA flash card:

Name	Size	Type	Modified
dbf		File Folder	4/21/98 1:32 PM
Recycled		Recycle Bin	12/3/98 12:54 PM
i	1KB	MS-DOS Batch File	9/13/97 9:18 AM
Inventor	290KB	Application	6/2/98 4:18 PM
ls	1KB	MS-DOS Batch File	9/13/97 9:14 AM
Issue	287KB	Application	6/2/98 4:35 PM
r	1KB	MS-DOS Batch File	6/2/98 4:24 PM
return	285KB	Application	6/2/98 4:35 PM

If these files are not on the ATA flash card, they can be copied onto it from the **c:\micas\batch handheld** directory.

NOTE: The empty folder titled *dbf* must be created through the file manager. The folder titled *recycled* is created automatically by windows.

1.3.2 The Janus Keyboard



MOST FUNCTION KEYS ON THE JANUS 2020 HHT OPERATE THE SAME AS THOSE FOUND ON YOUR STANDARD PC.

HERE ARE THE KEYS CONSIDERED MOST CRITICAL TO MICAS OPERATIONS:

- ◆ FUNCTION KEYS
- ◆ I/O OR ON/OFF KEY
- ◆ REBOOT KEYS - SEQUENCE: CTRL/ALT/F/DEL
- ◆ DIAMOND PAD

1.3.3 Janus Keyboard Function Keys

The keys shown in the table below execute the majority of the functions on the Janus system:

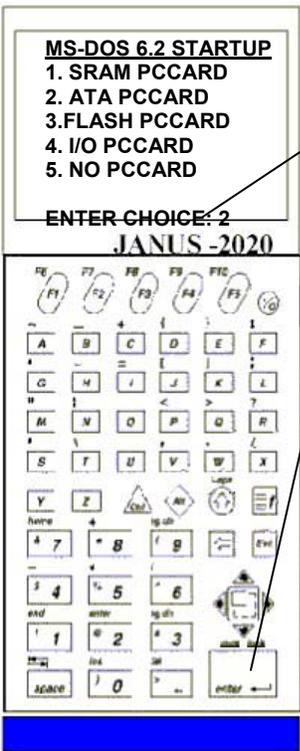
	Exits (or escapes) from a function.
	Moves the cursor to the next field.
	Enters a character shown above the button instead of on the button.
 + 	Enters a comma.
	Moves the cursor back one space and removes the character just entered.
	Accesses a pick list for certain fields.
	Wakes the Janus reader out of sleep mode and resumes operation.
	Moves the cursor in the direction in which the key is pressed.

NOTE: After scanning or typing data into the Janus Keyboard, you should hear a single high pitch tone indicating the data entered is valid. A multiple error tone would indicate the entry is not valid.

1.3.4 Booting the Janus 2020

Once you have turned on your Janus 2020, you will need to configure it for the MICAS PC card.

The Janus 2020 will generate a “Boot Loader” menu for initial start or when booting from storage mode (if storage mode notice comes up, hit Enter again). Select *Reboot* and press <ENTER>. The following screen will display:



MICAS requires an ATA flashdisk.

Enter a 2 for the ENTER CHOICE option.

Press the <ENTER> key

The Janus 2020 will recognize the ATA card as "G" Drive. You should also hear two high pitched tones indicating the card has been recognized.

You will be required to change drives on the HHT. This can be accomplished by keying in the DOS command G:

NOTE: To enter the colon, you will first press the function key followed by the F key.

1.4 Running Intermec batch handheld units

1.4.1 Transferring data between PC and Handheld

1.4.1.1 Issue Data

1.4.1.1.1 From PC to Handheld

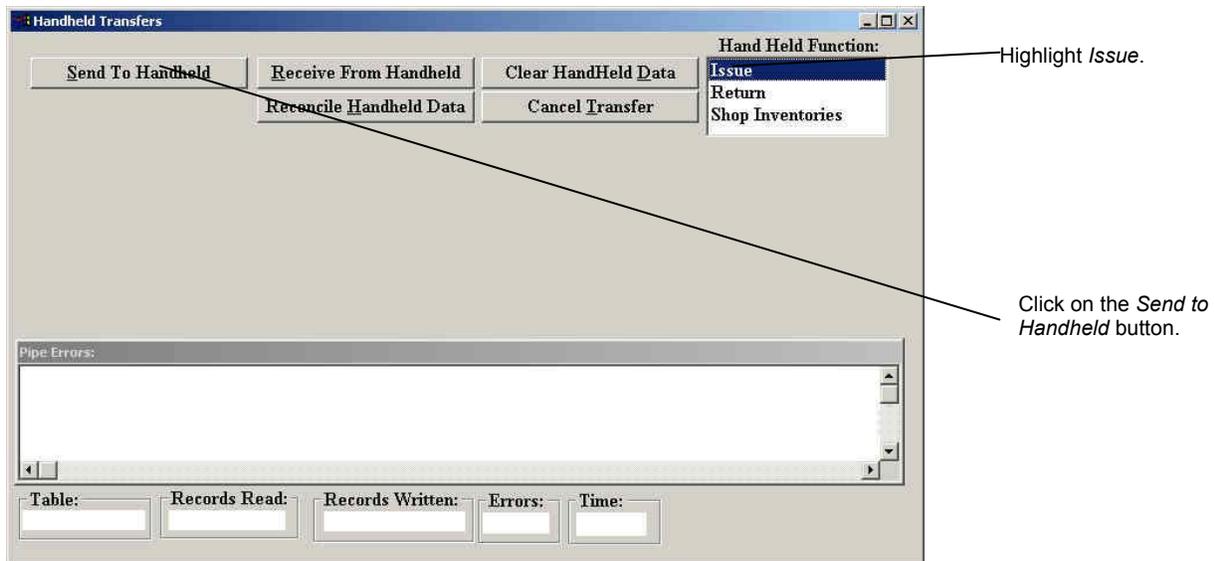
For this process to work correctly, you must set the handheld type to **Use Intermec Batch Handheld Units** option in Configuration Options (see section 2.1.1.6 in the Administration Manual).

With the ATA card inserted in the card reader on your PC, load the Issue database files. This is accomplished through the Handheld Transfers function of the MICAS program.

To access the Handheld Transfers function, you have two options:

- | | | |
|---|--------|--|
| <ol style="list-style-type: none"> 1 Select <u>F</u>ile from the MICAS main menu. 2 Select <u>H</u>andheld Transfers. | - OR - | Click on the  toolbar icon. |
|---|--------|--|

The following screen will display:



After clicking the *Send to Handheld* button, the transfer will begin. As the transfer runs, entries at the bottom of the screen will be updated reflecting the step being done. When completed, the following message will appear:



1.4.1.1.2 From Handheld to PC

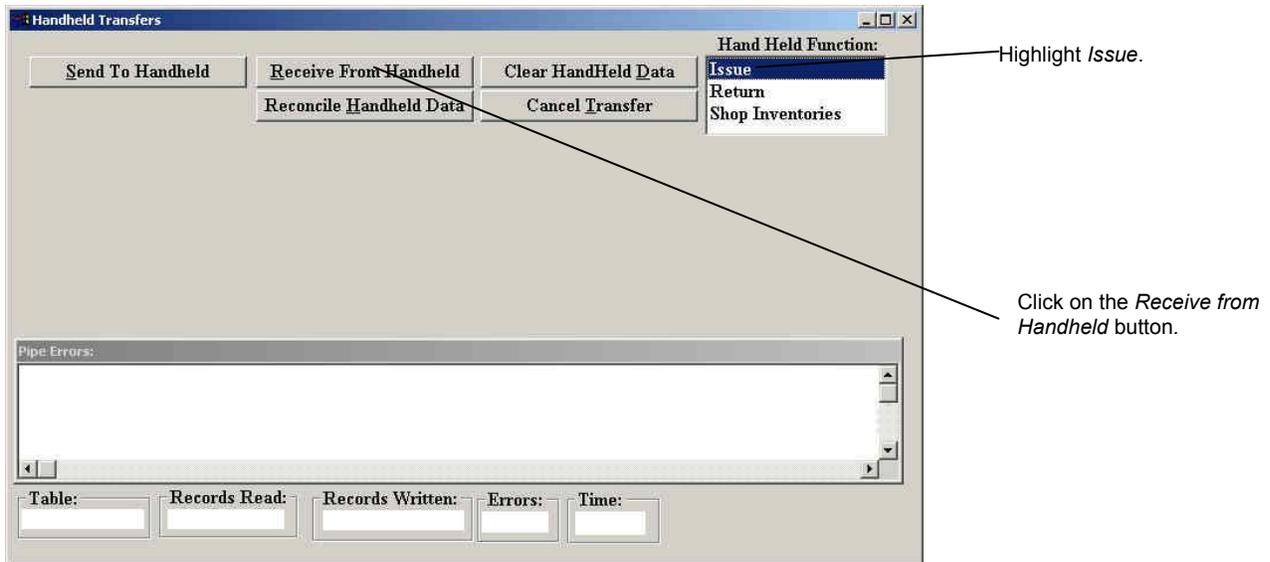
For this process to work correctly, you must set the handheld type to **Use Intermec Batch Handheld Units** option in Configuration Options (see section 2.1.1.6 in the Administration manual).

Once you have completed the Issue HHT processing, it will be necessary to transfer the data from the ATA PC card to the MICAS database. The first step is to insert your card into one of the slots on your PC card reader.

To access the Handheld Transfers function, you have two options:

- | | | |
|---|--------|-----------------------------|
| <ol style="list-style-type: none"> 1 Select <u>F</u>ile from the MICAS main menu. 2 Select <u>H</u>andheld Transfers. | - OR - | Click on the toolbar icon. |
|---|--------|-----------------------------|

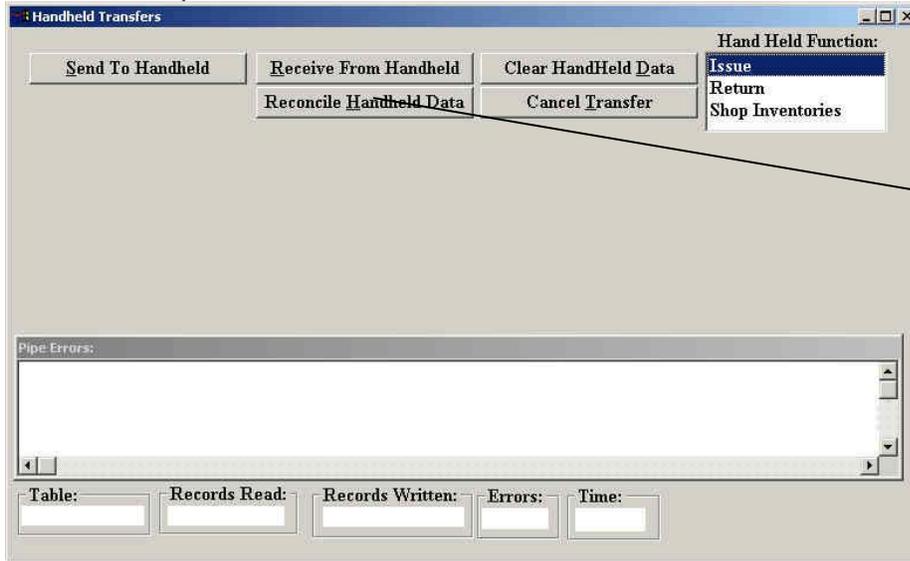
The following screen will display:



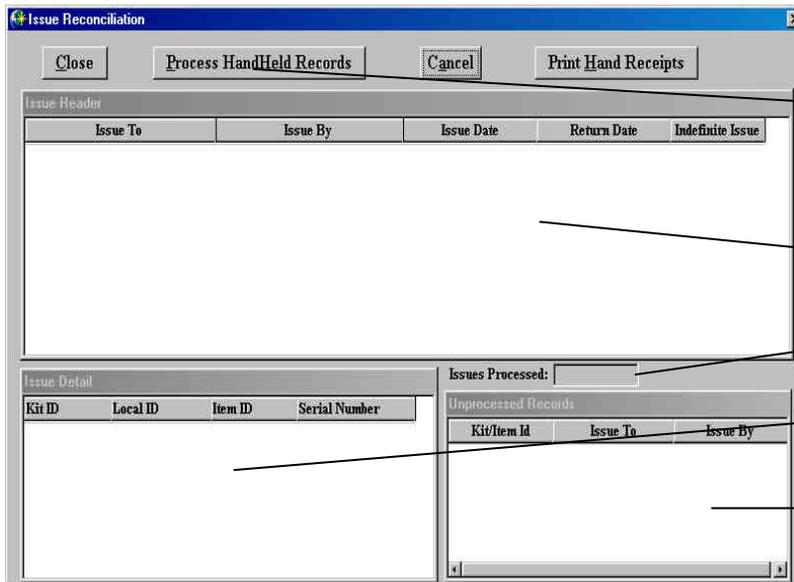
After clicking the *Receive From Handheld* button, the data files updated and stored on the Handheld will be transferred to the PC. When completed, the following message will appear:



The next step will be to reconcile that data.



The following screen will appear when the *Reconcile Handheld Data* button is pressed:



1.4.1.2 Return Data

1.4.1.2.1 From PC to Handheld

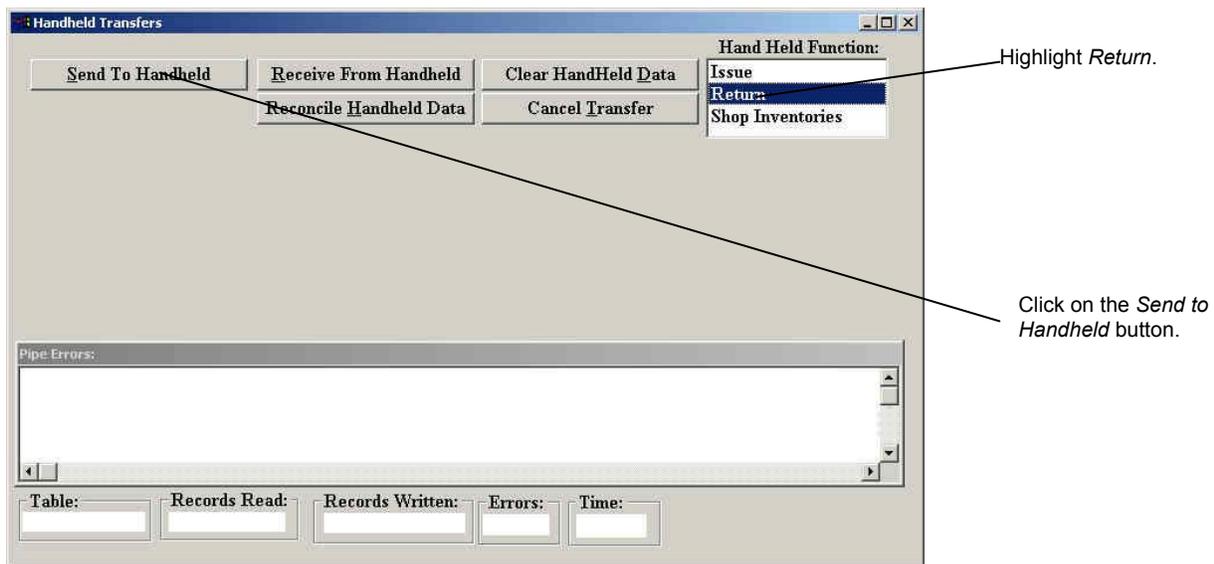
For this process to work correctly, you must set the handheld type to **Use Intermec Batch Handheld Units** option in Configuration Options (see section 2.1.1.6 in the Administration Manual).

With the ATA card inserted in the card reader on your PC, load the Return database files. This is accomplished through the Handheld Transfers function of the MICAS program.

To access the Handheld Transfers function, you have two options:

- | | | |
|---|--------|--|
| <ol style="list-style-type: none"> 1 Select <u>F</u>ile from the MICAS main menu. 2 Select <u>H</u>andheld Transfers. | - OR - | Click on the  toolbar icon. |
|---|--------|--|

The following screen will display:



After clicking the *Send to Handheld* button, the transfer will begin. As the transfer runs, entries at the bottom of the screen will be updated reflecting the step being done. When completed, the following message will appear:



1.4.1.2.2 From Handheld to PC

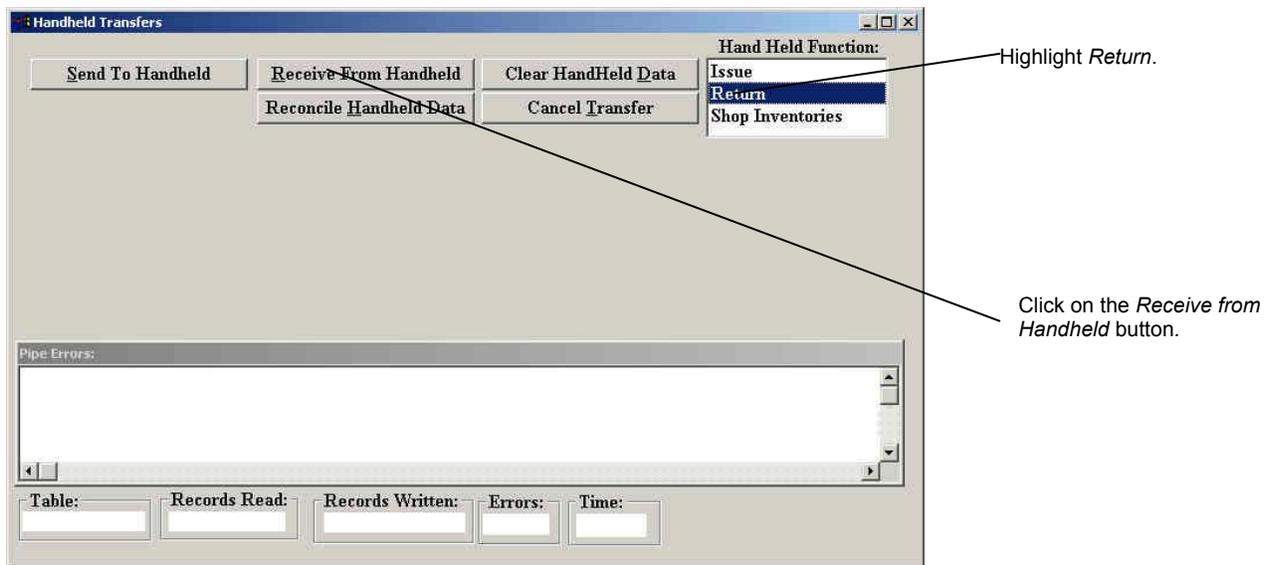
For this process to work correctly, you must set the handheld type to **Use Intermec Batch Handheld Units** option in Configuration Options (see section 2.1.1.6 in the Administration Manual).

Once you have completed the Return HHT processing, it will be necessary to transfer the data from the ATA PC card to the MICAS database. The first step is to insert your card into one of the slots on your PC card reader.

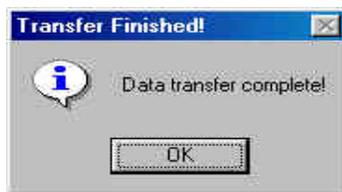
To access the Handheld Transfers function, you have two options:

- | | | |
|---|--------|--|
| <ol style="list-style-type: none"> 1 Select <u>F</u>ile from the MICAS main menu. 2 Select <u>H</u>andheld Transfers. | - OR - | Click on the  toolbar icon. |
|---|--------|--|

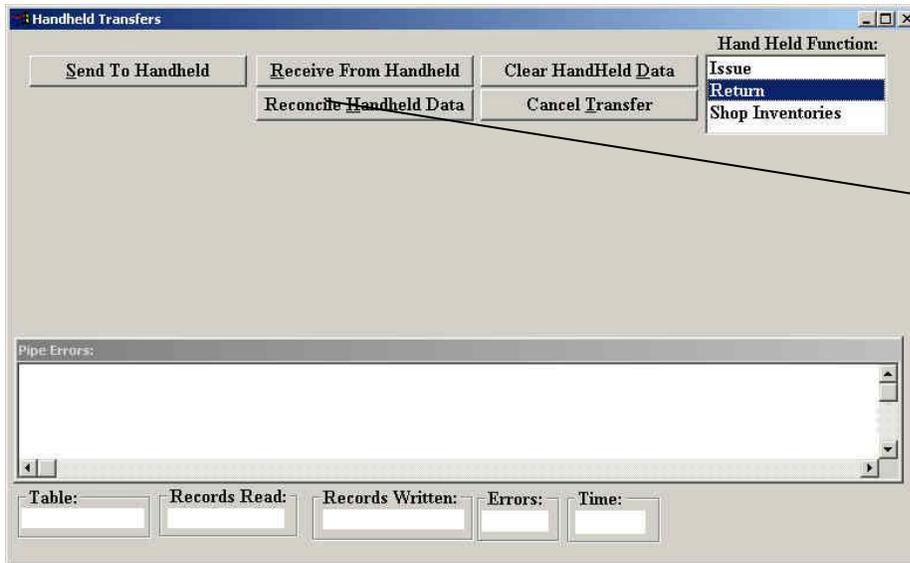
The following screen will display:



After clicking the *Receive From Handheld* button, the data files updated and stored on the Handheld will be transferred to the PC. When completed, the following message will appear:

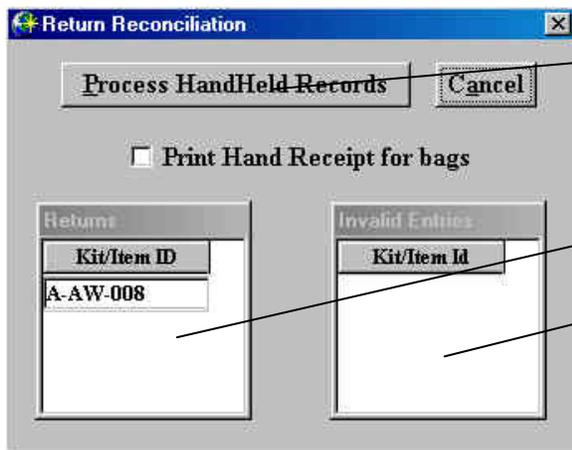


The next step will be to reconcile that data. This is done by pressing the *Reconcile Handheld Data* button.



Click on the *Reconcile Handheld Data* button.

The following screen will appear when the *Reconcile Handheld Data* button is pressed:



Click on the *Process Handheld Records* button.

Once return processing is completed, the left window will reflect all assets returned.

A list of errors will also be generated.

1.4.1.3 Inventory Data

1.4.1.3.1 From PC to Handheld

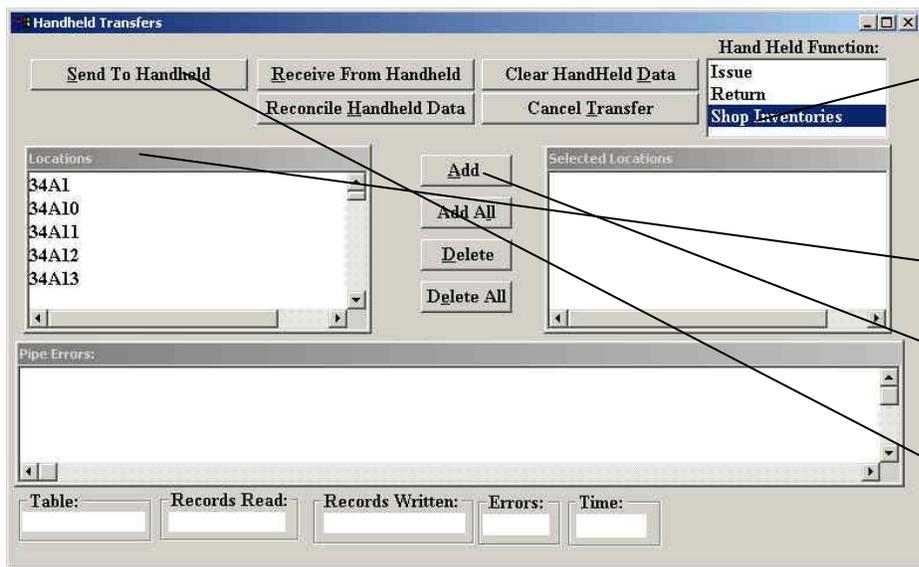
For this process to work correctly, you must set the handheld type to **Use Intermec Batch Handheld Units** option in Configuration Options (see section 2.1.1.6 in the Administration Manual).

With the ATA card inserted in the card reader on your PC, you must load the Inventory database files. This is accomplished through the Handheld Transfers function of the MICAS program.

To access the Handheld Transfers function, you have two options:

- | | | |
|---|--------|---|
| <ol style="list-style-type: none"> 1 Select <u>F</u>ile from the MICAS main menu. 2 Select <u>H</u>andheld Transfers. | - OR - | <p>Click on the  toolbar icon.</p> |
|---|--------|---|

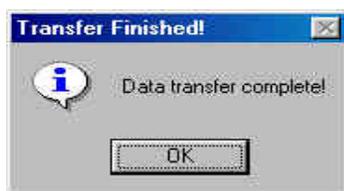
The following screen will display:



The screenshot shows the 'Handheld Transfers' window. At the top, there are buttons for 'Send To Handheld', 'Receive From Handheld', 'Clear HandHeld Data', and 'Reconcile Handheld Data'. A 'Hand Held Function:' dropdown menu is set to 'Shop Inventories'. Below this are two list boxes: 'Locations' (containing 34A1, 34A10, 34A11, 34A12, 34A13) and 'Selected Locations'. Between these boxes are 'Add', 'Add All', 'Delete', and 'Delete All' buttons. At the bottom, there are fields for 'Table:', 'Records Read:', 'Records Written:', 'Errors:', and 'Time:'. Annotations with arrows point to the 'Send To Handheld' button, the 'Shop Inventories' dropdown, the 'Add' button, and the 'Selected Locations' box.

- Highlight *Shop Inventories*.
- When *Shop Inventories* is selected, the *Locations* boxes will display.
- Highlight the *Locations* to be inventoried.
- Click the <Add> button.
- When all *Locations* have been selected, click on the *Send to Handheld* button.

After clicking the *Send to Handheld* button, the transfer will begin. As the transfer runs, entries at the bottom of the screen will be updated reflecting the step being done. When completed, the following message will appear:



1.4.1.3.2 From Handheld to PC

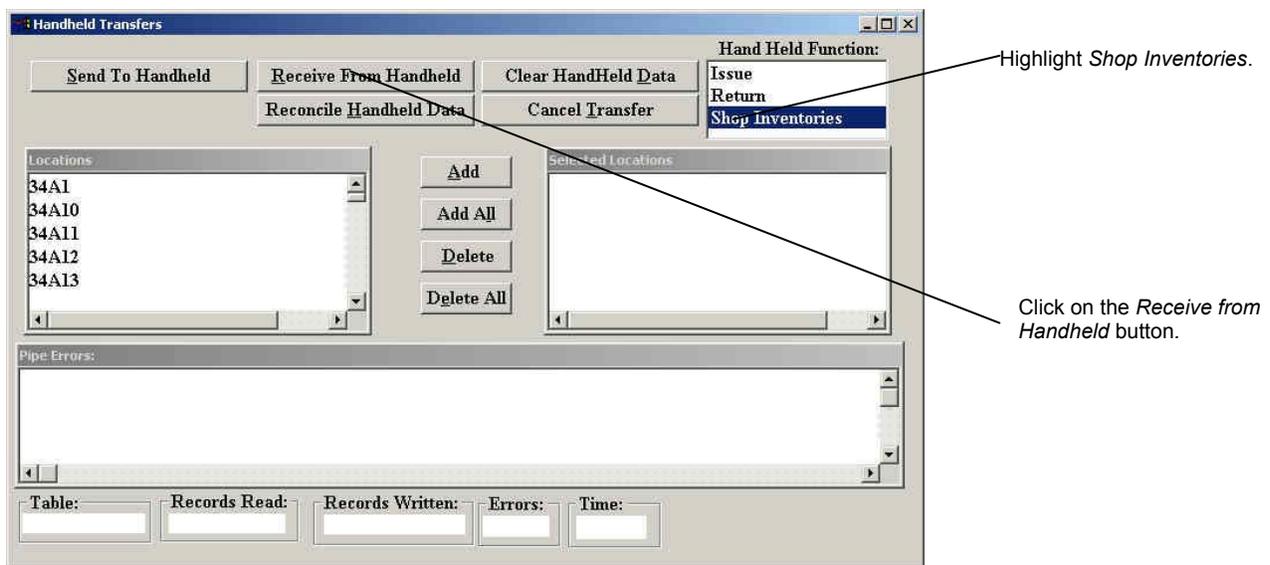
For this process to work correctly, you must set the handheld type to **Use Intermec Batch Handheld Units** option in Configuration Options (see section 2.1.1.6 in the Administration Manual).

Once you have completed the Inventory HHT processing, it will be necessary to transfer the data from the ATA PC card to the MICAS database. The first step is to insert your card into one of the slots on your PC card reader.

To access the Handheld Transfers function, you have two options:

- | | | |
|---|--------|--|
| <ol style="list-style-type: none"> 1 Select <u>F</u>ile from the MICAS main menu. 2 Select <u>H</u>andheld Transfers. | - OR - | Click on the  toolbar icon. |
|---|--------|--|

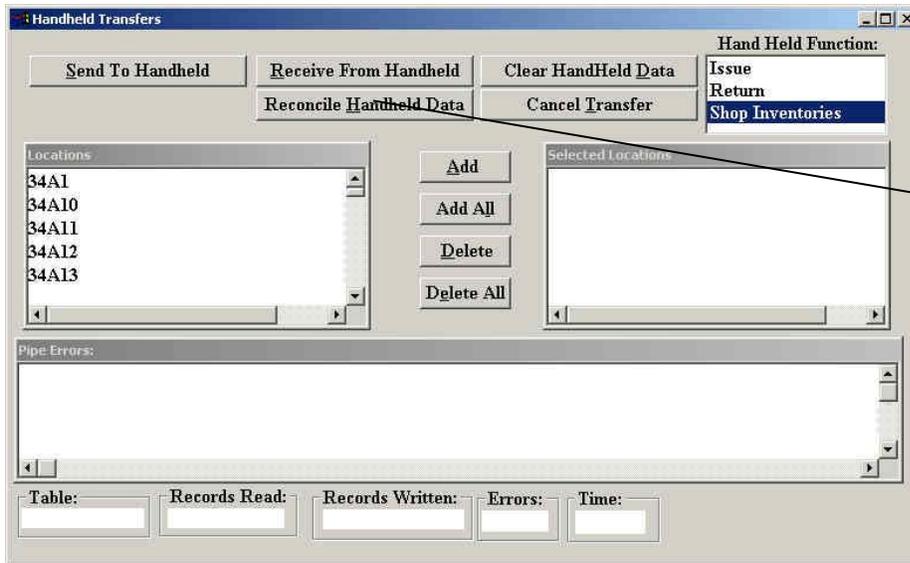
The following screen will display:



After clicking the *Receive From Handheld* button, the data files updated and stored on the Handheld will be transferred to the PC. When completed, the following message will appear:

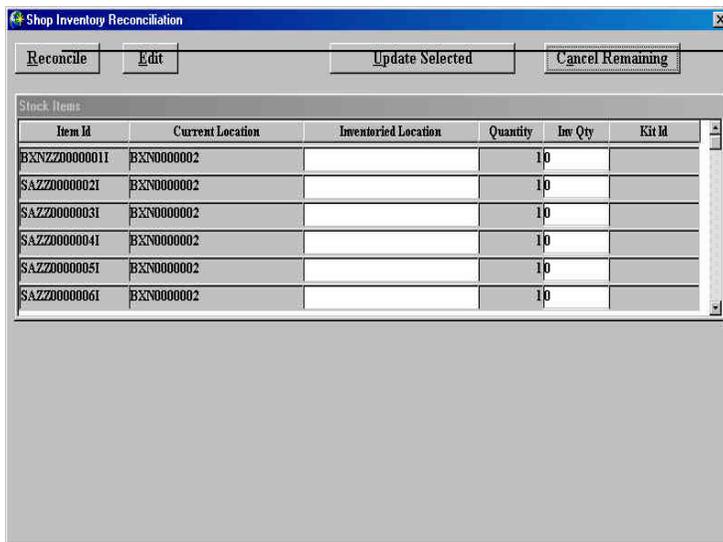


The next step will be to reconcile that data. This is done by pressing the *Reconcile Handheld Data* button.



Click on the *Reconcile Handheld Data* button.

The following screen will appear when the *Reconcile Handheld Data* button is pressed:



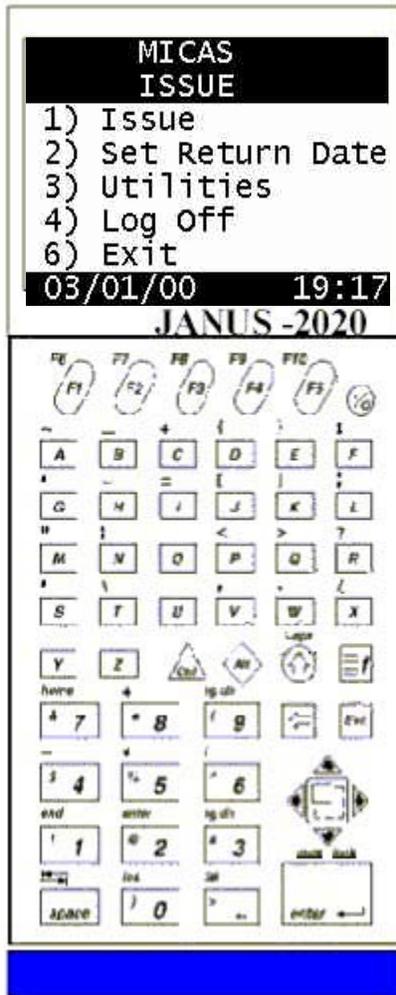
Click on the *Reconcile* button.

Once inventory processing is completed, the window will reflect all assets inventoried at the location specified. The list will reflect assets that were either present or missing from that location.

Missing or “Not Inventoried” assets will generate an *Inventory Reconciliation Report*.

1.4.2 Batch Handheld Issue

To run the Issue function on the Janus 2020, follow the steps for **Booting the Janus 2020** found in a previous section of this manual. Once at the G: drive on the Janus, enter the *IS* command and the following screen will appear:



The menu screen for the MICAS issue program contains the illustrated six choices. Pressing the corresponding number on the keypad will start the function.

1.4.2.1 Set Return Date

If you wish to set a return date, you need to enter it prior to making any issues. The following screen will appear when you enter 2 from the ISSUE menu:

```

Return Date
Format DD/MM/YYYY

15 11 2000

Esc/Cancel

```

Enter the date the assets are expected to return and press the <ENTER> key.

1.4.2.2 Issue Data entry

The following screen will appear when you enter 1 from the ISSUE menu:

```

MICAS LOGON

Scan or Type
Your user ID

ESC to Return

```

The program requires you to scan or type the User ID for the person who will be issuing the assets.

The following screen will appear after a valid User ID has been entered:

```

MICAS ISSUE
Scan or Type
Customer ID

ESC Return  F1 New

```

Scan or enter a User ID of a person to whom you wish to issue.

The following screen will appear after a valid Customer ID has been entered:

```

F1 to Change Mode
Multi-Issue Mode
Please enter or
scan a Item
to be Issued.

ESC to Return

```

Scan or enter the ID of the asset being issued.

MICAS will be set to issue multiple items to a single person (i.e., *Multi-Issue Mode*). When in *Multi-Issue Mode*, you may continue to issue labeled items one after another to the same person.

Pressing the F1 key will toggle the HHT between *Multi-Issue Mode* and *Single-Issue Mode*. *Single-Issue Mode* allows you to quickly issue single items to multiple users.

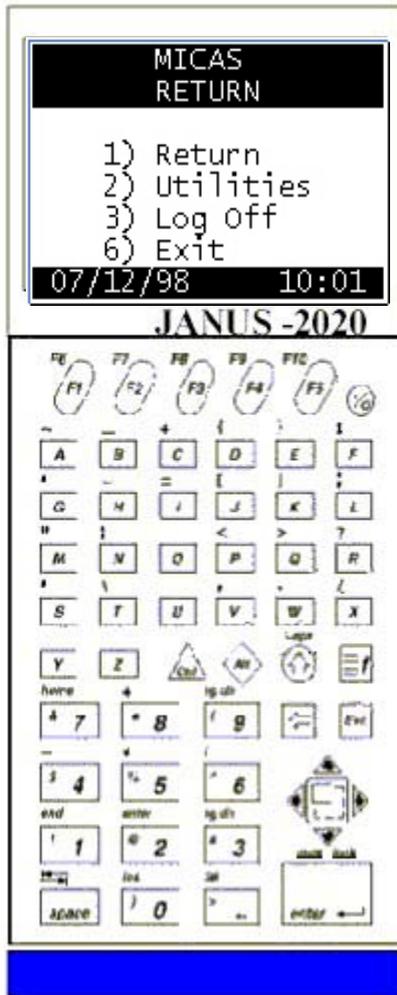
This mode would be used most often in a mobility line. You can issue bags one after another without changing settings.



Warning: Once you have completed your issues and are ready to transfer the data to the PC, you MUST exit completely from the HHT program. This can be done by entering 6 from the Issue menu.

1.4.3 Batch Handheld Return

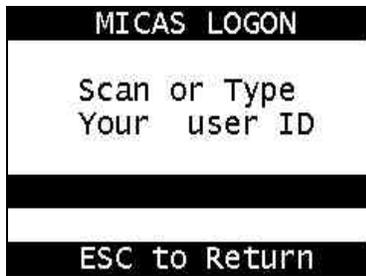
To run the Return function on the Janus 2020, follow the steps for **Booting the Janus 2020** found in a previous section of this manual. Once at the G: drive on the Janus, enter the *R* command and the following screen will appear:



The menu screen for the MICAS return program contains the illustrated four choices. Pressing the corresponding number on the keypad will start the function.

1.4.3.1 Return Data entry

The following screen will appear when you enter 1 from the RETURN menu:



The program requires you to scan or type the User ID for the person who will be issuing the assets.

The following screen will appear after a valid User ID has been entered:



Scan or enter the ID of the asset being returned.

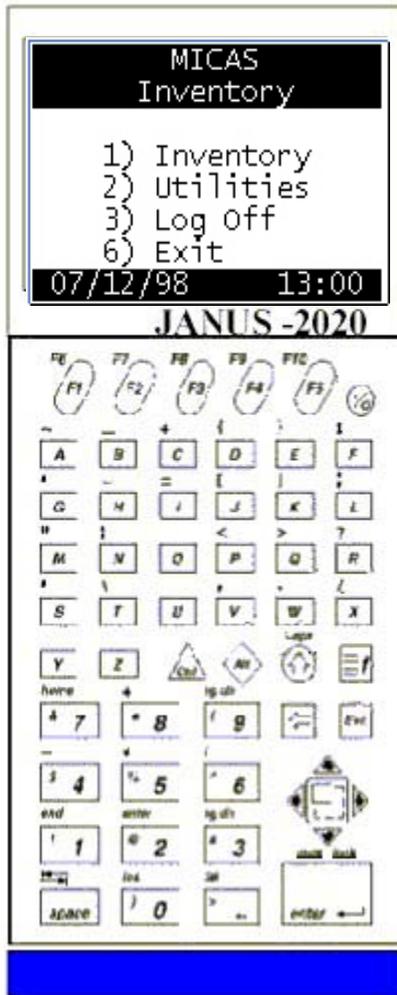
When done returning assets, press the <ESCAPE> key.



Warning: Once you have completed your returns and are ready to transfer the data to the PC, you MUST exit completely from the HHT program. This can be done by entering 6 from the Issue menu.

1.4.4 Batch Handheld Inventory

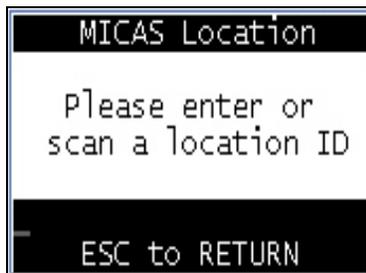
To run the Inventory function on the Janus 2020, follow the steps for **Booting the Janus 2020** found in a previous section of this manual. Once at the G: drive on the Janus, enter the *R* command and the following screen will appear:



The menu screen for the MICAS return program contains the illustrated four choices. Pressing the corresponding number on the keypad will start the function.

1.4.4.1 Inventory Data entry

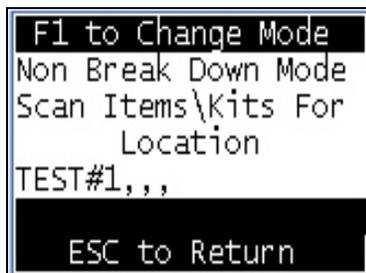
The following screen will appear when you enter 1 from the INVENTORY menu:



Enter or scan the location that you wish to inventory. MICAS assigns all locations a MICAS ID number.

NOTE: You may only perform an inventory for a location that has been loaded into the PC card from the MICAS handheld transfers program.

The following screen will appear after a valid Location has been entered:

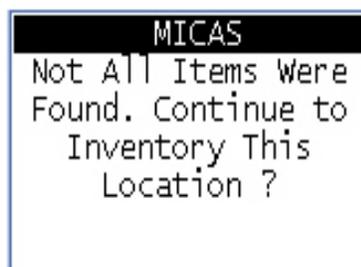


Non Break Down Mode allows you to inventory built up kits. This inventory will be accomplished by scanning kit ID labels.

Break Down Mode allows you to inventory a location with multiple assets or items within a kit.

Pressing the F1 key will toggle the HHT between *Non Break Down Mode* and *Break Down Mode*.

When finished doing the inventory, press the <ESCAPE> key. If the inventory of that location was not complete, MICAS will ask if you wish to continue the inventory.



Enter 'Y' and the program will return to the entry of assets in the location.

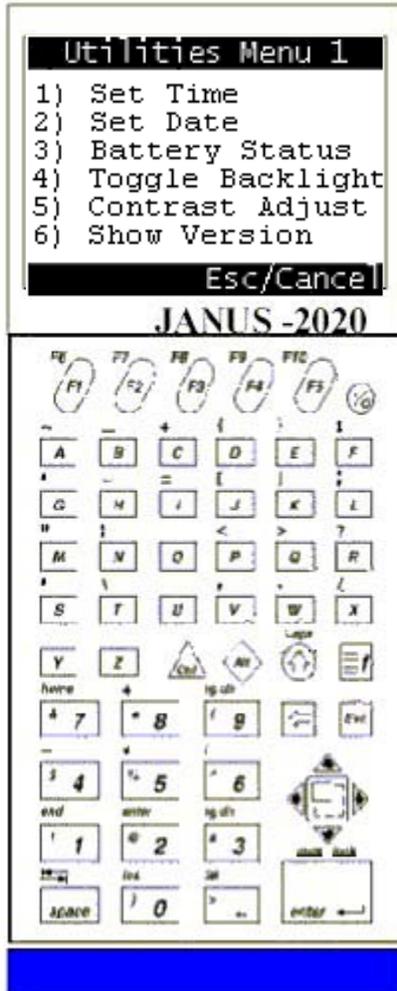
Enter 'N' and the inventory process will exit.



Warning: Once you have completed your inventory and are ready to transfer the data to the PC, you MUST exit completely from the HHT program. This can be done by entering 6 from the Issue menu.

1.4.5 Batch Utilities

The Utilities menu can be accessed by selecting the Utilities option from any of the main menus.



The menu screen for the MICAS Utilities contains the illustrated five choices. Pressing the corresponding number on the keypad will start the function.

1.4.5.1 Set Time

The following screen will appear when you enter 1 from the UTILITIES menu:



Set time using the number area of the keypad.

1.4.5.2 Change Date

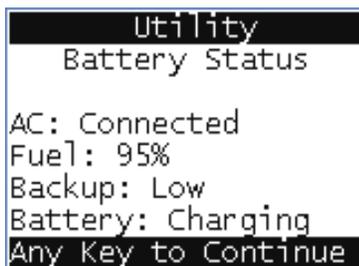
The following screen will appear when you enter 2 from the UTILITIES menu:



Set date in the format mm/dd/yy using the number area of the keypad.

1.4.5.3 Battery Status

The following screen will appear when you enter 3 from the UTILITIES menu:



This utility reflects primary and backup battery status.



Warning!!! Allowing primary battery to discharge completely without removing from HHT could cause backup battery to discharge and require factory replacement. HHT should be placed in storage mode when not in use. Instructions for placing unit in storage mode are listed on the right side of the Janus 2020.

1.4.5.4 Toggle Backlight

This utility switches on the backlight for the LCD display. The backlight will stay on for 10 seconds and then shut off to conserve battery power.

This setting can be extended up to 60 seconds within the Intermec configuration utility. This utility is outlined in your Janus 2020 handbook.

1.4.5.5 Contrast Adjust

The following screen will appear when you enter 5 from the UTILITIES menu:



Adjust by using the right and left arrows of the diamond pad.

This utility allows you to adjust the contrast of the LCD screen.

1.4.5.6 Show version

The following screen will appear when you enter 6 from the UTILITIES menu:



No entry is allowed.

This utility shows you the current version of the software.

1.5 Troubleshooting Intermec Batch Handheld Problems

Problem	Solution
<i>In transferring data to the handheld, I get messages saying an error occurred while trying to copy to the PC Card.</i>	<p>Go into Configuration options, and select the Batch HH tab. Verify that the drive letter for the HH Drive/Directory corresponds to the drive designated for the PCMCIA card reader.</p> <p>Problem still exists:</p> <p style="padding-left: 40px;">In Windows Explorer, try to access the drive.</p> <p>Drive does not appear:</p>

	<p>Reboot your system, with the PCMCIA card in the reader.</p> <p>Drive is not accessible:</p> <p>There could be a problem with the card itself, or the PCMCIA drive on your machine.</p>
<p><i>Following the instructions in this manual I loaded all the files onto the Janus 2020 HHT but the only menu I can bring up is the return menu, the issue and inventory screens do not load.</i></p>	<p>Verify for which function data was transferred to the PCMCIA card. Section 1.4.1 of this Manual explain the process to transfer data for the given function to the PCMCIA card.</p> <p>Data for multiple functions cannot be loaded on the PCMCIA card. Successive downloads will erase data from prior downloads.</p>
<p><i>Running MICAS on a Windows 2000 system. When I insert the PCMCIA Flash Card 10 MB Flashdisk by SCANDISK I hear the 2 beeps that tell me the PCMCIA card has been inserted, but I can't see a drive displayed in Windows Explorer. Everything worked/works fine with NT, but not on Windows 2000.</i></p>	<p>Windows 2000 Service Pack 1 includes the patch to repair this problem however it neglects to put necessary entries in the registry. SCM Microsystems has a registry tool available, that automatically puts the entries where they need to be to allow the patch in the Win2k Service Pack 1 to work. Go to the above web address and download the IRQShare.reg file. Double click it and answer yes when it asks you if you want to import the files to the registry. When you get a message telling you the import was successful, shut down your computer, insert your PCMCIA card and restart your computer. The card will show up in My Computer as Removable Disk and will pick up the next available drive letter.</p>
<p><i>We have had these 900 mhz units for a couple years but they have never been used. I am trying to use them as batch units but I am not having much luck. I can get the information off of the computer onto the ATA card but when the unit boots up and I choose option2, the unit boots up to the 900 mhz software that is loaded on the gun. It bypasses the ATA card completely and there is no way to access the g:\ to get to the batch software that I have loaded onto the ATA card.</i></p>	<p>The units were flashed to use RF and therefore are now running the RF programs. To use the units in batch mode, they must be flashed back to their original configuration. See the Intermec manuals provided with the units for directions of flashing the units back to their original setting.</p>

2.0 Intermec RF Handheld Units

2.1 Installation

Each site must contact their local base frequency manager prior to purchasing or installing RF equipment.

2.1.1 Installing Intermec 902 RF Handheld Units

2.1.1.1 Intermec Janus 2020 902 RF

NOTE: These instructions are for loading the software on the 4 Meg Janus.

1. Make sure the Janus docking station is attached to the PC.
2. From the Janus BOOT LOADER menu, select **Load** followed by <ENTER>

If your Janus is already in storage mode, turning on the Janus will bring up this menu.

This option is available on the same menu used to place the Janus into Storage mode. Follow the directions printed on the Janus for accessing this menu.

3. Place the Janus into the docking station.
4. Open a DOS window on the PC. This can be done by selecting Start/Programs/MS-DOS Prompt.
5. Change directories to the RF Handheld 902 directory:

```
CD C:\MICAS\RF HANDHELD\902RF
```

6. If the docking station is attached to COM1, enter the following:

```
LOAD1 <enter>.
```

If the docking station is attached to COM2, enter the following:

```
LOAD2 <enter>
```

7. The transfer will take a few minutes to complete. Do the following when it's done:
 - a. Remove the Janus from the docking station and press ENTER. This will reboot the Janus, when booted, the Janus will be ready for use.
 - b. To shutdown the DOS window, enter the following:

EXIT <enter>

- Copy files from C:\MICAS\RF HANDHELD\902RF to the root directory of the PCMCIA card:

MICAS.INI
MICASRFH.EXE

- Boot the handheld unit. Each time you boot, you will be asked for the terminal ID. Enter the number assigned to that handheld.

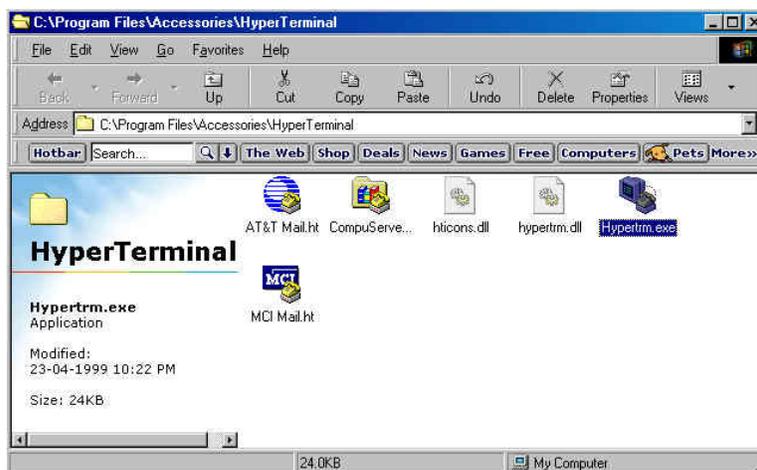
2.1.1.2 Installing Intermec 902 RF Network Controller

The Intermec 9180 Network Controller is used with the Intermec Janus 2020 902 RF to communicate with MICAS.

To set up the Intermec 9180 Network Controller, do the following:

- Make sure the Base Radio Unit cable from the Intermec 9181 Radio unit is plugged into the DNLN 1 port on the 9180, and that the serial cable from the computer is plugged into the Console port on the 9180.
- Connect to the 9180 through HyperTerminal.

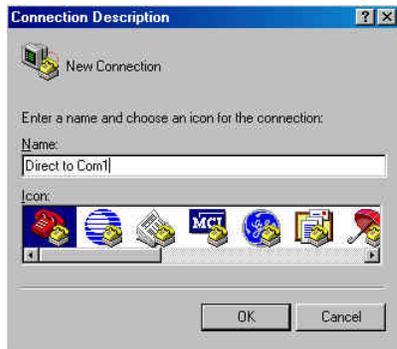
Do this by selecting *Start->Programs->Accessories->Communications->HyperTerminal*. The following window will appear:



- Double-click Hypertrm.exe

If this is your first time using HyperTerminal, a window may appear asking for your telephone information, namely area code. Though you won't need this information, you need to provide it in order to continue with the setup.

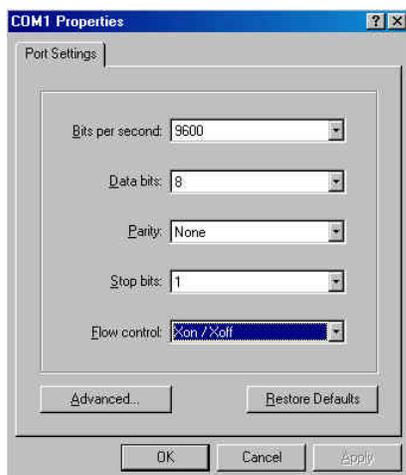
You may receive a message stating that you must first install a modem. Click No to continue with the setup.



4. Enter name for connection, and select icon to use. We suggest "Direct to Com1" (depending on which com port is used). Click OK.



5. Select the COM port connected to the Intermec 9180 in the Connect using field. Click OK.



Set the properties for the COM port selected.

Choose Bits per second = 9600

Data Bits = 8

Parity = None

Stop Bits = 1

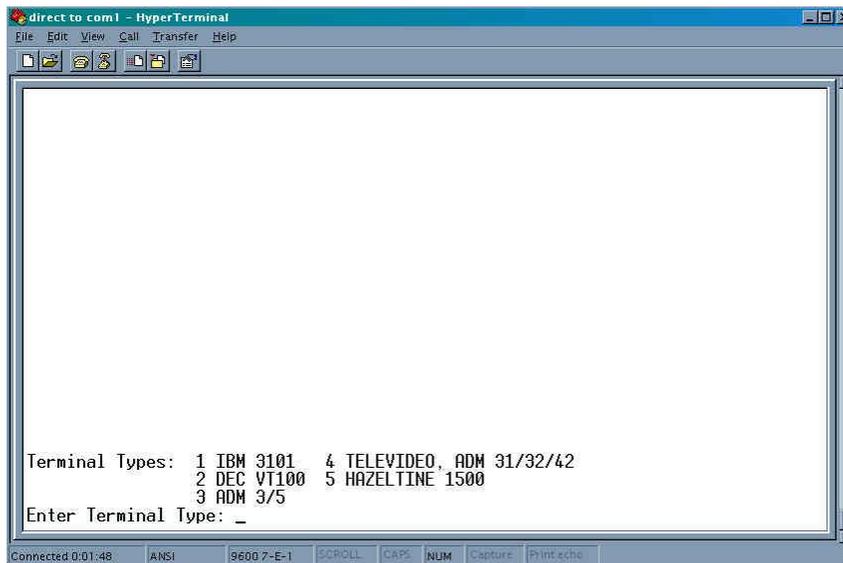
Flow Control = Xon-Xoff

Click OK.

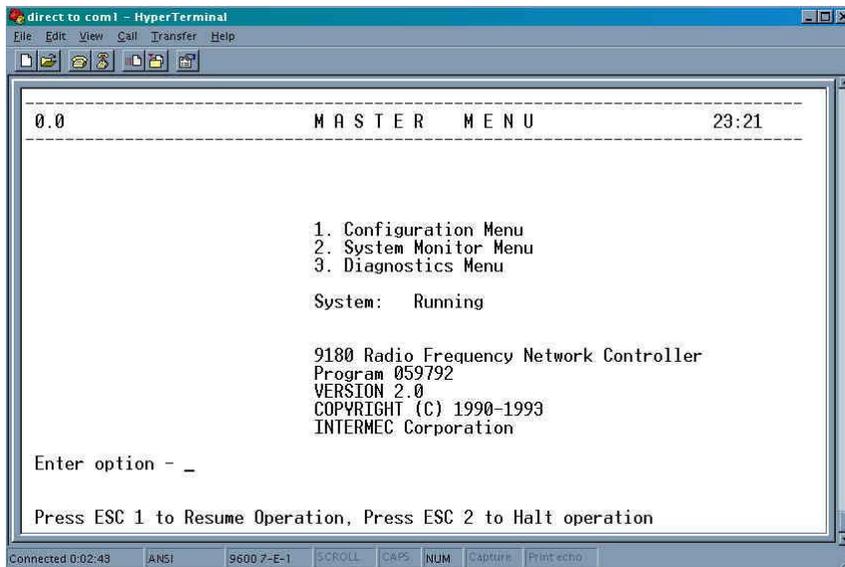
6. At this point HyperTerminal has been set up, and should begin communicating with the Intermec 9180 Network Controller.

In HyperTerminal you will have a blank screen, press **Ctrl-Pause**.

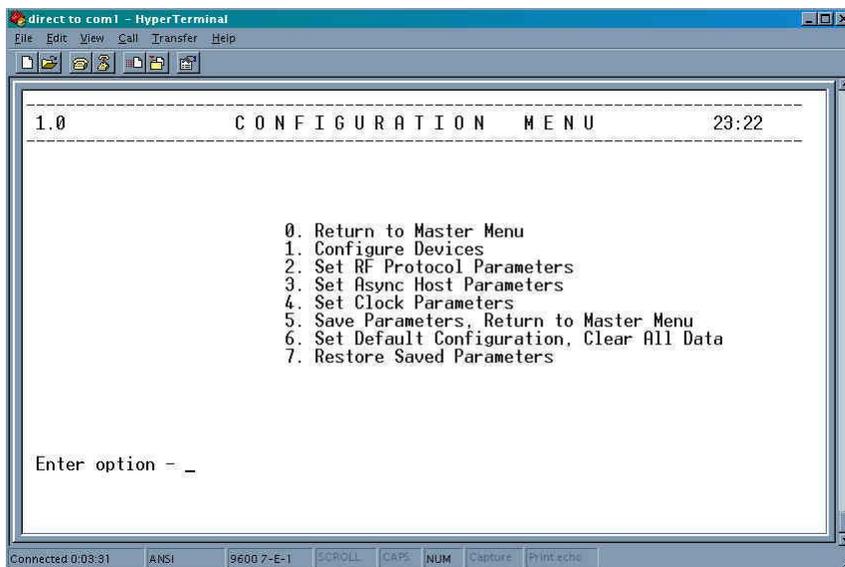
7. The screen will not change after pressing Ctrl-Pause, press **Shift-U** until you see a U appear on the screen.
8. Once the U is on the screen, press Shift-I.



9. Select **2** and press the **<ENTER>** key (this selects the DEC VT100 option).



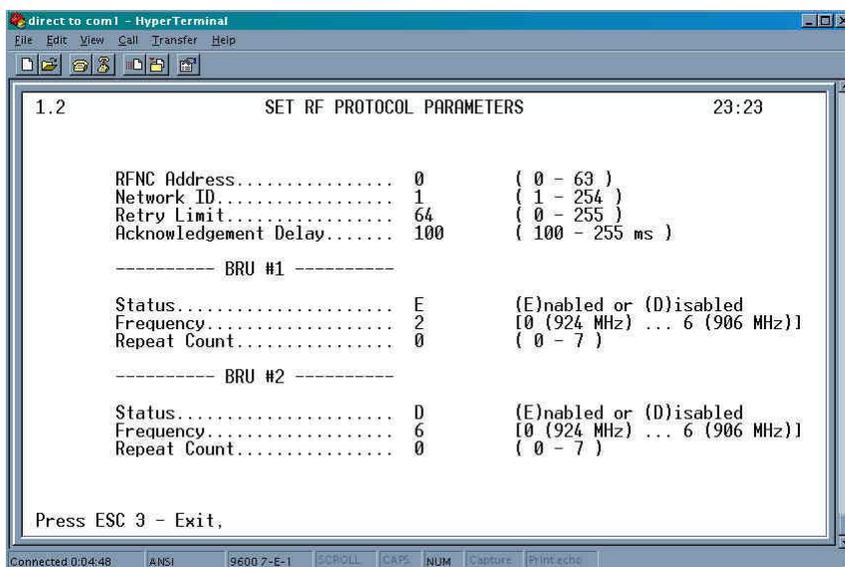
10. Select **1** and press the **<ENTER>** key (this selects the *Configuration Menu*).



11. Select **2** and press the **<ENTER>** key (this selects *Set RF Protocol Parameters*). You will be asked for the password.

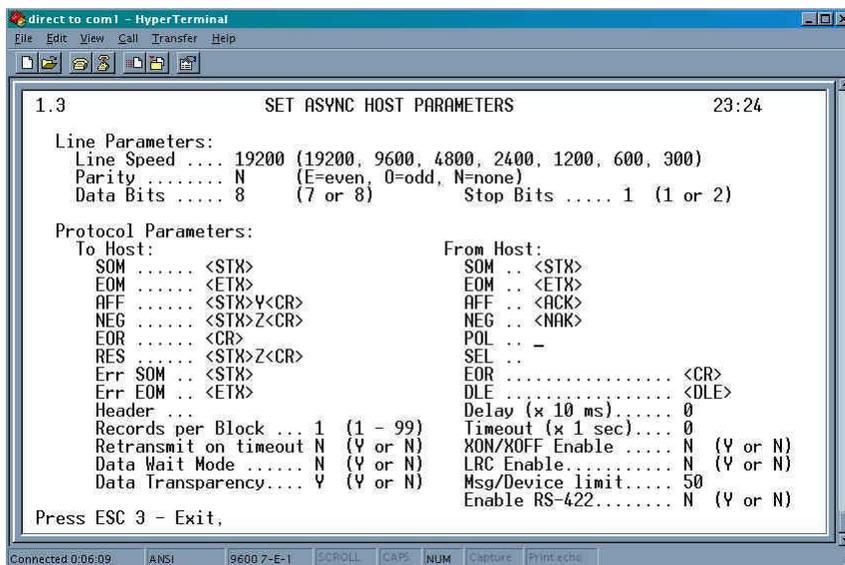
12. Enter **INTERMEC** for the password. If the password entered is not correct, the Configuration menu will re-display. Repeat steps 11 and 12 until the password is correctly entered (NOTE: The password is case sensitive).

13. Select **N** (for No) when asked if you wish to change the password.



14. Make sure settings are as shown (use up/down arrow keys to navigate the fields). Press **ESC 3**.

15. You will be returned to the Configuration Menu. Select **3** and press the **<ENTER>** key (this selects *Set Async Host Parameters*).



16. Make sure settings are as shown (use up/down arrow keys to navigate the fields). Press **ESC 3**.

17. You will be returned to the Configuration Menu. Select **5** and press the **<ENTER>** key (this selects *Save Parameter, Return to Master Menu*).

18. Close HyperTerminal.

19. Respond **YES** to the *Disconnect Now* message.
20. Respond **NO** to the *Save . . .* message.
21. Remove serial cable from Console Port on 9180, and plug into Host port on 9180.

2.1.2 Installing Intermec 2.4 RF Handheld Units

2.1.2.1 Intermec Janus 2020 2.4 RF

NOTE: These instructions are for loading the software on the 4 Meg Janus.

1. Make sure the Janus docking station is attached to the PC.
2. From the Janus BOOT LOADER menu, select **Load** followed by <ENTER>

If your Janus is already in storage mode, turning on the Janus will bring up this menu.

This option is available on the same menu used to place the Janus into Storage mode. Follow the directions printed on the Janus for accessing this menu.

3. Place the Janus into the docking station.
4. Open a DOS window on the PC. This can be done by selecting Start/Programs/MS-DOS Prompt.
5. Change directories to the RF Handheld 2.4 directory:

```
CD C:\MICAS\RF HANDHELD\24RF
```

6. Edit the C:\MICAS\RF HANDHELD\24RF\MICAS.INI file. In the [Config] section there is an entry for **serverip**. Set this value to the IP address of the workstation computer running the MICAS RF Server.

NOTE: This configuration requires that you have a static IP address assigned to this workstation.

7. Edit the C:\MICAS\RF HANDHELD\24RF\PCTCP.INI file. This .ini file contains data about the handheld unit. First, you must assign each handheld unit to be used a static IP address (just like you would any new workstation).

There are the following entries in the [pctcp ifcust 0] section of the PCTCP.INI file:

Set the value for the **ip-address=** configuration to the IP address of the handheld unit.

Set the value for the **subnet-mask=** configuration (in the same way you would any addition workstation on your LAN).

Set the value for the **router configuration=** to the router on the server or workstation.

8. If the docking station is attached to COM1, enter the following:

LOAD1 <enter>.

If the docking station is attached to COM2, enter the following:

LOAD2 <enter>

9. The transfer will take a few minutes to complete. Do the following when it's done:

- a. Remove the Janus from the docking station and press ENTER. This will reboot the Janus, when booted, the Janus will be ready for use.

- b. To shutdown the DOS window, enter the following:

EXIT <enter>

10. Copy files from C:\MICAS\RF HANDHELD\24RF to the root directory of the PCMCIA card:

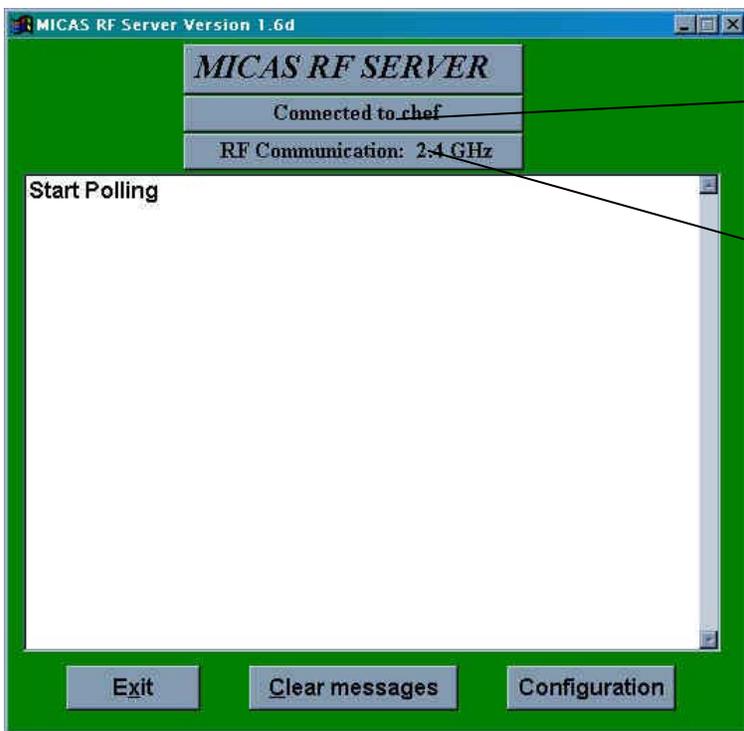
PCTCP.INI
MICAS.INI
MICASRFH.EXE

2.1.2.2 Intermec 2.4 RF Network Controller

The Intermec 2.4 controller uses DHCP. If your network is running DHCP server, just attach the unit to your network and it will be ready to use. If you are not running DHCP server, follow the directions in the Intermec Users Manual.

2.1.3 Installing Intermec RF Server

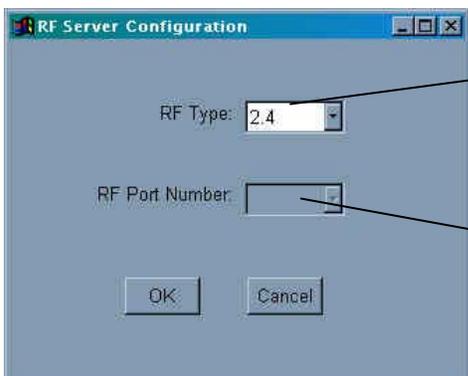
1. Install the MICAS Client on the PC which will run the RF Server programs.
2. To run the RF Server, go to the **C:\MICAS\RF SERVER** directory and execute **MICASRF.EXE**.



The computer name of the machine running the database server will display for verification.

The type of communication used will display.

3. Select the *Configuration* button. A screen similar to the following screen will display:



Set the value for the type of RF communication. This will be either 2.4 or 902.

The Port number is NOT needed when using 2.4, but is required when using 902. Enter the number of the COMM port to which the Intermec 9180 unit is attached.

When done, select <OK>.

NOTE: If any changes were made, exit the RF Server and bring it back up again.

2.2 Upgrade

The Handheld devices do not have a separate upgrade. Instead, when the MICAS client upgrade is run, upgrades to the Handheld Devices are placed in the client's MICAS folder. Follow the steps in this section for the handheld devices you use.

2.2.1 Upgrading Intermec 2.4 RF Units

Insert the ATA flash disk into one of the PC card slots. Your PC will see the ATA flash card as a fixed drive. You will be able to see which drive letter is assigned in the “My Computer” or “Explorer” application of your MS operating system.

Copy the following file from the PC to the root directory onto the **ATA Flash disk**.

File to copy to ATA Flash disk
C:\micas\Rf Handheld\24Rf\Micasrfh.exe

2.2.2 Upgrading Intermec 902 RF Units

Insert the ATA flash disk into one of the PC card slots. Your PC will see the ATA flash card as a fixed drive. You will be able to see which drive letter is assigned in the “My Computer” or “Explorer” application of your MS operating system.

Copy the following file from the PC to the root directory onto the **ATA Flash disk**.

File to copy to ATA Flash disk
C:\micas\Rf Handheld\902Rf\Micasrfh.exe

2.2.3 Upgrading Intermec RF Server

Run the MICAS Client upgrade on the RF Server machine. When this is done the RF Server programs will be updated.

2.3 Using Intermec RF handheld units

2.3.1 PCMCIA Card

To use MICAS RF Handheld programs your PC must be equipped with a type II PCMCIA or PC card reader.

Insert the ATA flash disk into one of the PC card slots. Win95/98 will configure your PC for the new hardware. WinNT will require manual hardware configuration.

Your PC will see the ATA flash card as a fixed drive. You will be able to see which drive letter is assigned in the “My Computer” or “Explorer” application of your MS operating system.

2.3.1.1 Using Intermec RF 2.4

To operate MICAS 2.4 RF programs you must ensure that the program files are loaded on your ATA flash memory card. The following files should be listed for the drive assigned to the ATA flash card:

Name	Size	Type	Modified
Micas.ini	1KB	Configuration Settings	11/1/00 9:02 AM
Micasrf.exe	223KB	Application	10/10/00 1:23 PM
Pctcp.ini	1KB	Configuration Settings	11/15/99 5:51 PM

If these files are not on the ATA flash card, they can be copied onto it from the C:\MICAS\RF HANDHELD\24Rfdirectory.

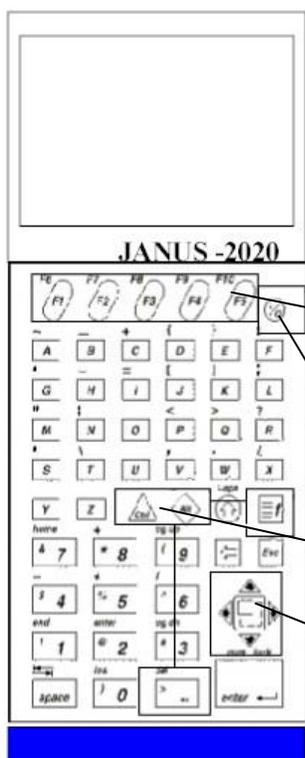
2.3.1.2 Using Intermec RF 902

To operate MICAS 902 RF programs you must ensure that the program files are loaded on your ATA flash memory card. The following files should be listed for the drive assigned to the ATA flash card:

Name	Size	Type	Modified
Micas.ini	1KB	Configuration Settings	11/1/00 9:02 AM
Micasrf.exe	223KB	Application	10/10/00 1:23 PM

If these files are not on the ATA flash card, they can be copied onto it from the C:\MICAS\RF HANDHELD\902RF directory.

2.3.2 The Janus Keyboard



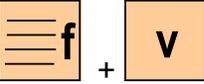
MOST FUNCTION KEYS ON THE JANUS 2020 HHT OPERATE THE SAME AS THOSE FOUND ON YOUR STANDARD PC.

HERE ARE THE KEYS CONSIDERED MOST CRITICAL TO MICAS OPERATIONS:

- ◆ FUNCTION KEYS
- ◆ I/O OR ON/OFF KEY
- ◆ REBOOT KEYS - SEQUENCE: CTRL/ALT/F/DEL
- ◆ DIAMOND PAD

2.3.3 Janus Keyboard Function Keys

The keys shown in the table below execute the majority of the functions on the Janus system:

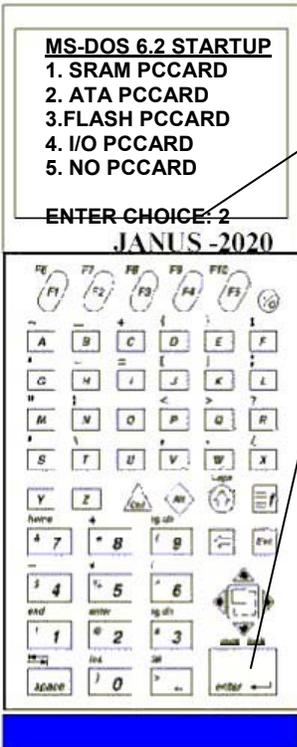
	Exits (or escapes) from a function.
	Moves the cursor to the next field.
	Enters a character shown above the button instead of on the button.
	Enters a comma.
	Moves the cursor back one space and removes the character just entered.
	Accesses a pick list for certain fields.
	Wakes the Janus reader out of sleep mode and resumes operation.
	Moves the cursor in the direction in which the key is pressed.

NOTE: After scanning or typing data into the Janus Keyboard, you should hear a single high pitch tone indicating the data entered is valid. A multiple error tone would indicate the entry is not valid.

2.3.4 Booting the Janus 2020

Once you have turned on your Janus 2020, you will need to configure it for the MICAS PC card.

The Janus 2020 will generate a “Boot Loader” menu for initial start or when booting from storage mode (if storage mode notice comes up, hit Enter again). Select *Reboot* and press <ENTER>. The following screen will display:



MICAS requires an ATA flashdisk.

Enter a 2 for the ENTER CHOICE option.

Press the <ENTER> key

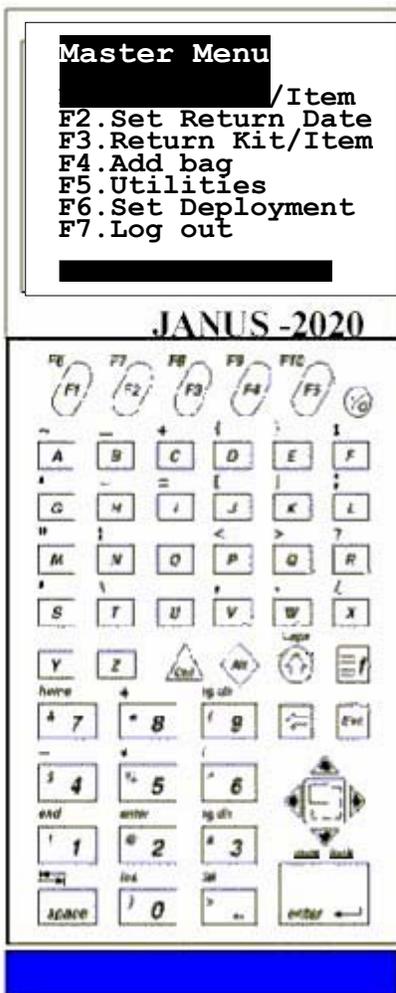
The Janus 2020 will recognize the ATA card as "G" Drive. You should also hear two high pitched tones indicating the card has been recognized.

You will be required to change drives on the HHT. This can be accomplished by keying in the DOS command G:

NOTE: To enter the colon, you will first press the function key followed by the F key.

2.3.5 Intermec RF Main Menu

To run the Issue function on the Janus 2020, follow the steps for **Booting the Janus 2020** found in a previous section of this manual. Once booted the following screen will appear:



2.4 Running the Intermec RF Server

The RF Server is a machine that will be running the server software. When running 902 RF, this is the machine that has the 9180 attached. When running 2.4 RF, this machine can be any PC on the same network as the RF controller.

To access the MICAS RF Server, double click on the MICASRF.EXE file. This file can be found in the C:\MICAS\RF SERVER directory if your installation was standard.

When run, a screen similar to the following will display:



NOTE: The RF Server must be started before using the Janus Handheld units. The Janus units communicate with the MICAS database through the RF Server. If the RF Server is not up, you will receive an error when attempting to login to the Janus units.

2.5 RF Issue

2.5.1 Set Return Date

If you wish to set a return date, you need to enter it prior to making any issues. The following screen will appear when you enter F2 from the Master Menu:

```

Enter Return
-----
10/13/2000
-----
Press Enter to save
or ESCAPE to exit
  
```

Enter the date the assets are expected to return and press the <ENTER> key.

2.5.2 Data entry

To Issue assets, press the F1 button from the handheld Main Menu. The following screen will display.

```

MICAS ISSUE
Multi-Issue Mode
F1 to change mode
-----
Enter Customer ID
█
Enter Kit/Item ID
█
  
```

Scan or enter the ID of the customer being issued the asset.

Scan or enter the ID of the asset being issued.

MICAS will be set to issue multiple items to a single person (i.e., *Multi-Issue Mode*). When in *Multi-Issue Mode*, you may continue to issue labeled items one after another to the same person.

Pressing the F1 key will toggle the reader between *Multi-Issue Mode* and *Single-Issue Mode*. *Single-Issue Mode* allows you to quickly issue single items to multiple users. This mode would be used most often in a mobility line. You can issue bags one after another without changing settings.

When done issuing assets, press the <ESC> key.

2.6 RF Return

To Return assets, press the F3 button from the handheld Main Menu. The following screen will display.

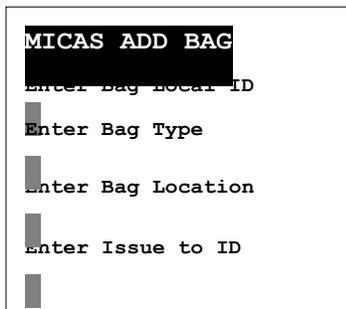


Scan or enter the ID of the asset to be returned.

When done returning assets, press the <ESC> key.

2.7 RF Kit Building

To Build Kits, press the F4 button from the handheld Main Menu. The following screen will display.



```
MICAS ADD BAG
Enter Bag Local ID
Enter Bag Type
Enter Bag Location
Enter Issue to ID
```

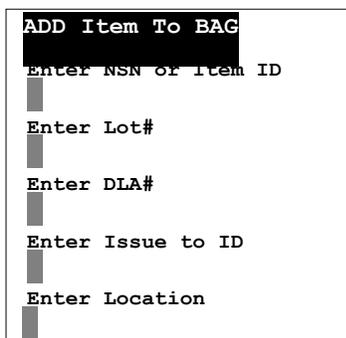
Scan or enter the Bag Local ID.

Scan or enter the Bag Type.

Scan or enter the Bag Location.

Scan or enter the Issue to ID.

When done entering Bag information, press the <Enter> key. The following screen will appear to add items to the newly created bag:



```
ADD Item To BAG
Enter NSN or Item ID
Enter Lot#
Enter DLA#
Enter Issue to ID
Enter Location
```

Scan or enter the Item ID.

Scan or enter the Lot#.

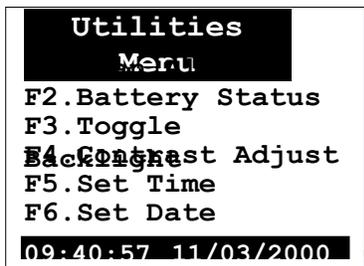
Scan or enter the DLA#.

Scan or enter the Date of Manufacture.

Scan or enter the Location.

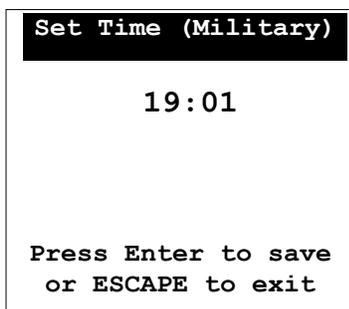
2.8 RF Utilities

To enter the Utilities menu, press the F5 button from the handheld Main Menu. The following screen will display:



2.8.1 RF Set Time

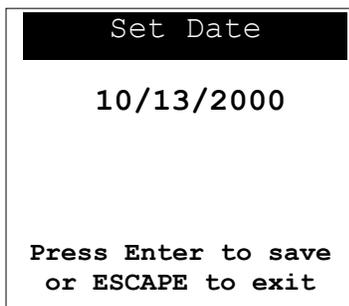
If you wish to set the time on the handheld, press F5 button from the Utilities Menu:



Enter the current time and press the <ENTER> key.

2.8.2 RF Change Date

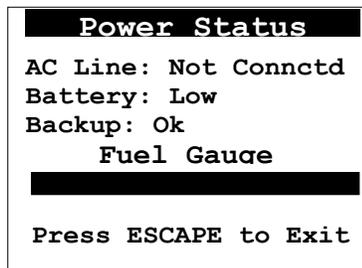
If you wish to set the date on the handheld, press the F6 button from the Utilities Menu:



Enter the current date and press the <ENTER> key.

2.8.3 RF Battery Status

To enter the Battery Status, press the F2 button from the Utilities Menu. The following screen will display:



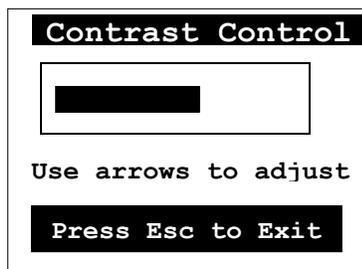
This screen will give you information on the power status of the handheld.
AC Line indicates whether there is a power cord connected to the handheld or not.
Battery states the current level on the battery.
Backup gives the status of the backup battery. Should the backup be drained, the unit will have to be returned to Intermec.

2.8.4 RF Toggle Backlight

Pressing the F3 button from the Utilities Menu will turn the backlight on or off, depending on its current state.

2.8.5 RF Contrast Adjust

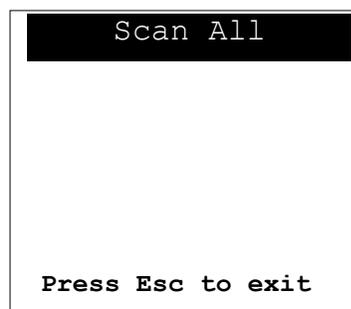
To set the contrast level on the handheld, press the F4 button from the Utilities Menu:



Use the left and right arrows to adjust the contrast level and press the <ENTER> key.

2.8.6 RF Scan All

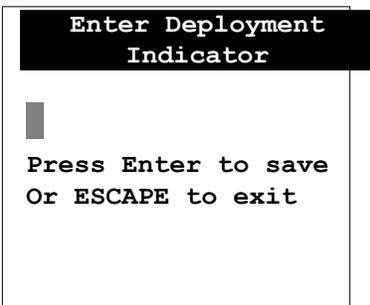
If you wish to enter the Scan All function on the handheld, press the F1 button from the Utilities Menu:



Scan a bar code, and information about the label scanned will be displayed.

2.9 Set Deployment

To set the Deployment indicator, press the F6 button from the handheld Main Menu. The following screen will display.



Enter text that will be saved for Deployment Indicator for each issue.

When done returning assets, press the <ESC> key.

2.10 RF Log Off

Pressing F6 in the Micas Master Menu will log the current user out of Micas. Micas will return to the Login screen for the next user to log in.

3.0 Symbol Batch Handheld Units

3.1 7200 Units

3.1.1 7200 Batch Installation

To install the software needed to run MICAS on the Symbol 7200 series batch handheld units, follow these steps:

- Initialize your 7200 Series equipment
- Install Microsoft ActiveSync
- Connect the Handheld Device to the PC
- Install MICAS on the 7200 Series Handheld Device

3.1.1.1 Initializing Symbol 7200 Series Handheld Devices

See the Product Reference Guide that came with the hardware.

3.1.1.2 Installing Microsoft ActiveSync

ActiveSync is a product used to communicate between the PC and Symbol Handheld devices.

Before installing, make sure the Symbol docking station is attached to the PC and the Handheld is powered on.

Execute the ActiveSync installation process by double clicking on the following file:

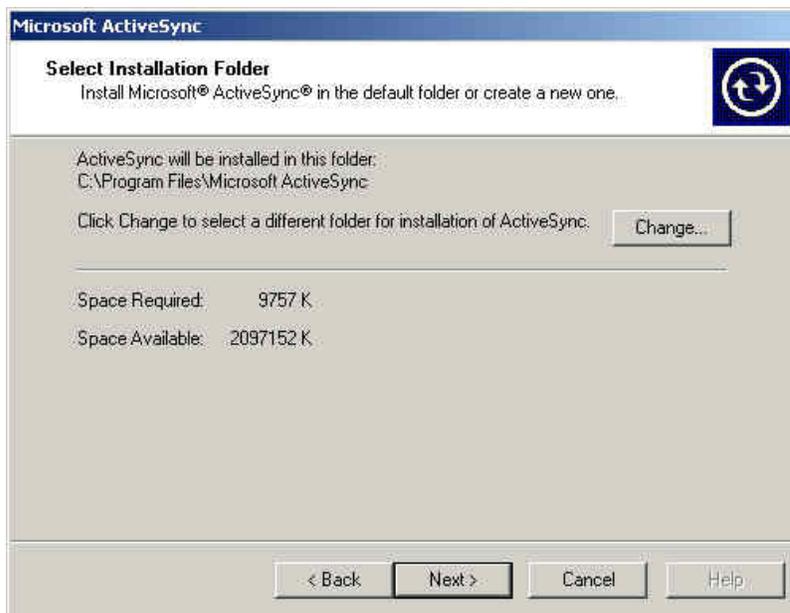
C:\MICAS\ACTIVESYNC\MSASYNC.EXE.

NOTE: If you installed the client software to a drive other than the default, the path to this file will differ from what's listed above.

The first thing the process will do is automatically copy several files. No input is required. When the copying is complete, the following screen will appear:



Select <Next>



Select <Next>



The installation process will copy files onto your system. Please wait for it to complete on it's own. The following screen will appear when the copy is complete:



The installation process will update your system information. Please wait for it to complete on it's own. The following screen will appear when the update is complete:



From this point on, follow the Directions in the next section (Connecting the 7200 Series Handheld Device to your PC).

3.1.1.3 Connecting 7200 Series Handheld Devices to your PC

1. Boot the 7200 series device and place it into the cradle attached to your PC.

NOTE: You must exit from MICAS prior to connecting.

- When ActiveSync is installed on your PC (see section titled *Installing Microsoft ActiveSync* in this Manual), an icon is placed in your system toolbar. The icon will appear as one of the following

 - ActiveSync is installed but the 7200 series device is not connected

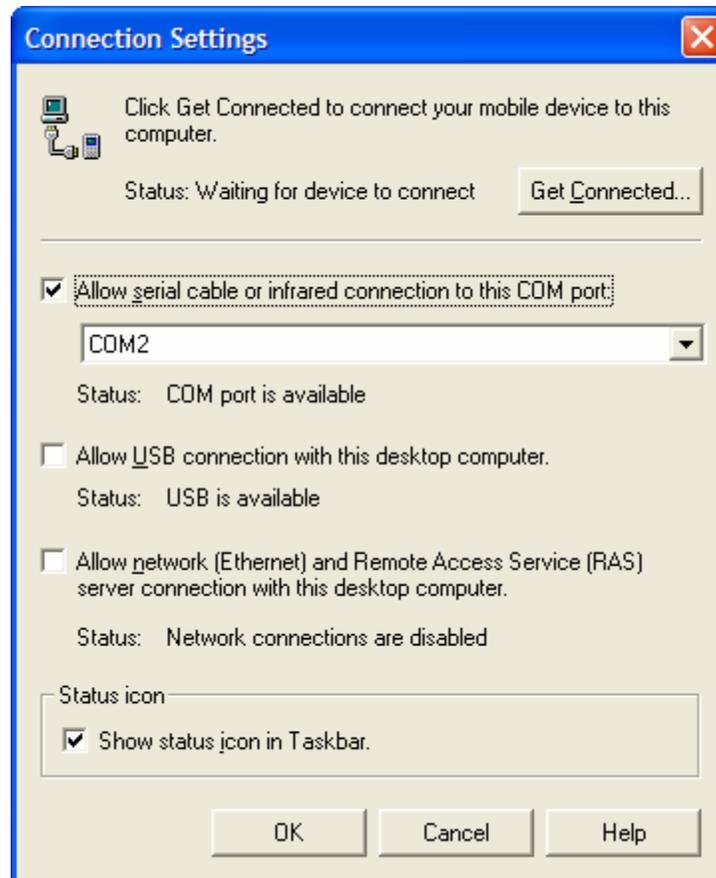
 - ActiveSync is installed and the 7200 series device is connected.

NOTE: When you place the 7200 series device into the cradle, the system attempts to connect -- as this happens the green circle icon spins.

- If the 7200 series device does not show as connected to your PC, press the **PC Link** button on the handheld. A message will display on the handheld device telling you that it is 'Connecting to Host' (your PC is the "Host").
- Connecting does not always happen the first time the PC Link button is pressed. If the 'Connecting to Host' message goes away but you are still not connected, press the **PC Link** button again. The second time usually works.
- If after trying the **PC Link** a second time you are still not connected, then you need to instruct the PC to establish the link. To do this, double click on the ActiveSync icon on your system toolbar. The following screen displays:

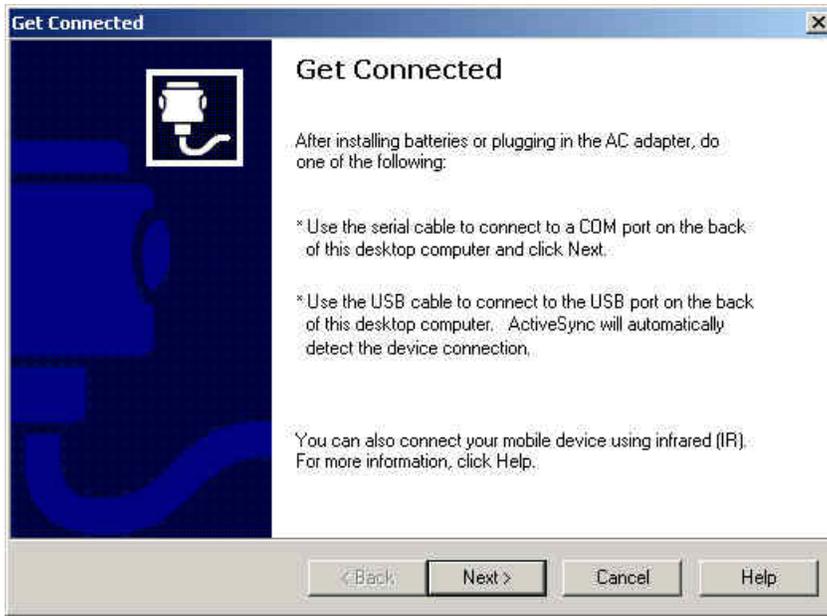


- Select '**Connection Settings...**' from the File menu. The following screen displays:



Check the “Allow serial cable or infrared connection to this COM port” option; and, if you know this information, select the COM port on the Host PC that the handheld device is connected to. Note: Do NOT check the allow USB connection even if the Handheld is connected to one of the PC USB ports.

7. From the Connection Settings window or from the File menu, select the ‘**Get Connected...**’ option. The following screen displays:



Make sure the 7200 series equipment is powered on and attached to the PC.

The screen for the PDT 7200 series equipment will look like one of the following (depending if the virtual keyboard is loaded):



O
R



NOTE: To change the screen to that on the right, press the trigger to the first click.

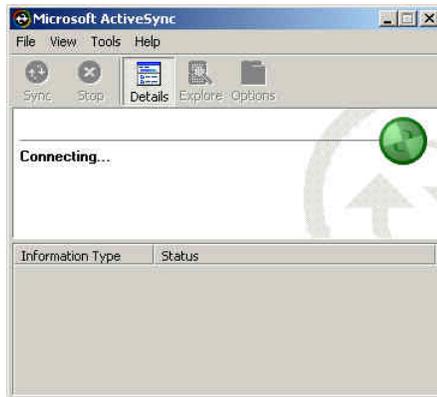
NOTE: To change the screen to that on the left, press the trigger to the first click.

- Select "Next>" on the PC.
- **Immediately after** you select <Next> on the PC, press the *PC Link* button on the Handheld.

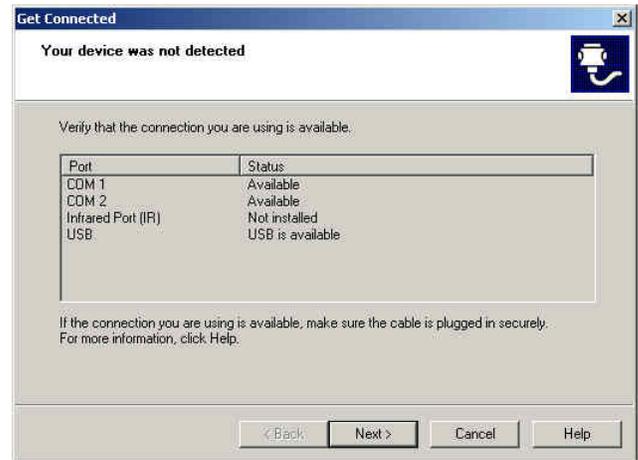
The following screen will appear on the PC:



The system will attempt to auto-detect the Symbol hardware. Please wait for it to complete on it's own. One of the following screens will appear when the detection is complete:



or



This indicates successful detection of hardware. The PC will connect with the PDT 7200 series equipment and when done, a screen similar to the one shown below will display.

This error screen will appear if the system cannot detect the equipment. The first time this message appears, select <Next>.

If the error appears again, Check to ensure the equipment is connected and powered on. If everything is plugged in as it should be, you may have a problem with your COM port. Contact your computer support.



NOTE: This screen will only appear when first installing the ActiveSync software or after you've cold booted the handheld unit. If this screen does appear, the partnership was established during the installation process so need not be done here.

Select <Cancel>.



This message indicates that the partnership was not created during this session. This is expected because one was not created. Click <OK>.

3.1.1.4 Installing MICAS Software on 7200 Series Devices

When ActiveSync is installed on your computer and the 7200 series equipment is placed in the cradle and connected to your PC, the hard drive of the handheld will be shown in Windows Explorer on your PC as the **Mobile Device**.

1. From your PC, create the following directory on the **Mobile Device**.

\Platform\MICAS

2. Unzip the files in the **sym_batch.exe** file into the **C:\micas\batch handheld symbol\7200** directory on the PC.

3. Copy the following files from the PC onto the **Mobile Device**.

<i>File on PC</i>	<i>Mobile Device directory</i>
C:\micas\batch handheld symbol\Launcher_7200.reg	\Application\User\Regs
C:\micas\batch handheld symbol\vbpointers.dll C:\micas\batch handheld symbol\vbscript.dll	\Platform\copytoram
C:\micas\batch handheld symbol\micas.vb C:\micas\batch handheld symbol\good.wav C:\micas\batch handheld symbol\bad.wav	\Platform\MICAS

4. Reboot the Handheld unit (by pressing and holding the power button/icon for approximately 16 seconds until it reboots).

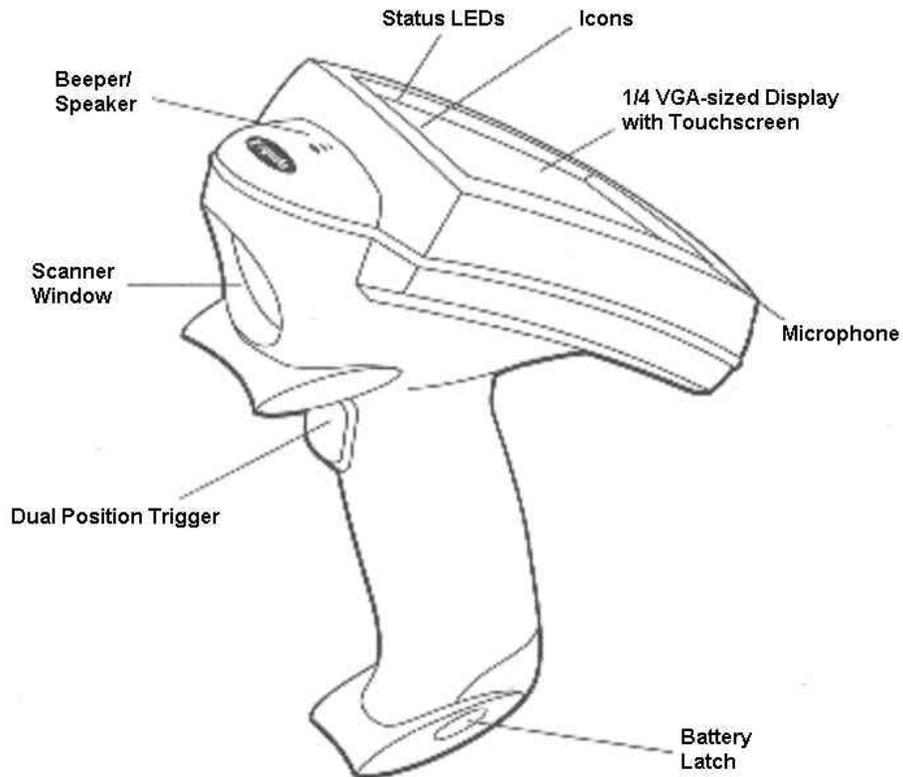
3.1.2 Upgrading Symbol Batch 7200 Units

The Handheld devices do not have a separate upgrade. Instead, when the MICAS client upgrade is run, upgrades to the Handheld Devices are placed in the client's MICAS folder. Follow the steps in the previous section for installing the Symbol Batch files.

3.1.3 Using Symbol 7200 Batch Handheld Units

3.1.3.1 Symbol PDT 7200 Basic Components

The following displays the basic components of the PDT 7200 Terminal:



3.1.3.1.1 Symbol PDT 7200 LEDs

The LEDs give information about the status of the Handheld. These LEDs are always visible at the top of the screen.

LED	Name	Function
	RF Communication LED	This LED will light when communication with the MICAS system.
	Scan LED	The LED will light when scanning bar codes.
	Battery level LED	This LED will light when battery power is low.

3.1.3.1.2 Symbol PDT 7200 Icons

The Icons are used to control functionality of the Handheld. These Icons are always visible at the top of the screen.

Icon	Name	Function
	Power icon	Power on PDT 7200 when off. Power off PDT722 when on. NOTE: When you power on, the PDT 7200 will return to the function opened when power was turned off. Powering off will not reboot the handheld. To do this you must following the directions for Booting the PDT 7200.
	Contrast Icon	To raise the display contrast, press and hold this icon. To lower the display contrast, repeatedly tap this icon until it is set as desired.
	Backlight icon	To turn the backlight on or off tap the Backlight icon  . To turn the backlight off when it's turned on, tap the Backlight icon again.
	User-programmable icon	This icon will not be used.

3.1.3.1.3 Symbol PDT 7200 Virtual Keyboard

Alphabetic Keyboard



The PDT 7200 series keyboard is a virtual keyboard. The presence of the keyboard is toggled when the Dual Position Trigger is pressed to the first click.

If the keyboard is visible, pressing the trigger will remove it. If the keyboard is not visible, pressing the trigger will display it.

Some of the special keys on this keypad include:

- CAP – Turns CAPs Lock on/off
- 123 – Brings up the numeric keypad
- B/S – Backspace
- ENT – Enter
- ESC – Escape
- CLR - Clear

Numeric Keyboard



The numeric keyboard is also a virtual keyboard. To access the numeric keyboard, press the 123 button on the Alphabetic keyboard.

Some of the special keys on this keypad include:

- CLR - Clear
- B/S – Backspace
- ESC – Escape
- ABC – Brings up the alphabetic keypad
- ENT – Enter

3.1.3.2 Operating 7200 Series Batch Handheld Devices

3.1.3.2.1 Using the Touchscreen.

The 7200 devices come with a touchscreen which allows you to make selections using your finger instead of a mouse.

There are several places (such as using the virtual keyboard), where pressing the buttons may be difficult because the buttons are so small. You may use something other than your finger to make a selection. To reduce damage to the screen, we recommend something soft like the eraser on a pencil.



WARNING: Using anything sharp as the pointer to the touchscreen (such as the tip of a pencil) may puncture screen and render handheld unusable.

WARNING: Using anything that may leave a mark as the pointer to the touchscreen (such as an ink pen) may draw on the screen and render handheld unusable.

3.1.3.2.2 Powering the PDT 7200

Power for the PDT 7200 is provided by a Li-Ion rechargeable battery pack. Before powering on the terminal, initialize it and install a new or fully-charged battery pack. Refer to your **PDT 7200 Series Quick Reference Guide** for more information on battery packs. Refer to your **PDT 7200 Product Reference Guide** for information on initialization.

3.1.3.2.3 Using the Dual Position Trigger

The dual position has two functions.

- The first trigger position is accessed by pulling the trigger to the first click. This activates the keypad.
- The second position is accessed by pulling the trigger the remaining distance to the handle. This activates the scanner.

3.1.3.2.4 Adjusting the Display

To raise the display contrast, press and hold the **Contrast** icon . To lower the display contrast, repeatedly tap the **Contrast** icon until it is set as desired.

3.1.3.2.5 Turning Backlight On/Off

To turn the backlight on or off tap the **Backlight** icon . To turn the backlight off when it's turned on, tap the **Backlight** icon again.

3.1.3.2.6 Booting the Symbol PDT 7200

There are two options for booting the PDT 7200 series equipment:

- To Warm Boot the device, press the **Start** button and select the **Warm Boot** option.
- To Cold Boot the device, press and hold the Power icon  for 16 seconds until the terminal reboots. Follow the directions for calibrating the touchscreen as it boots.

3.1.4 Transferring data to/from Symbol 7200 batch handheld units

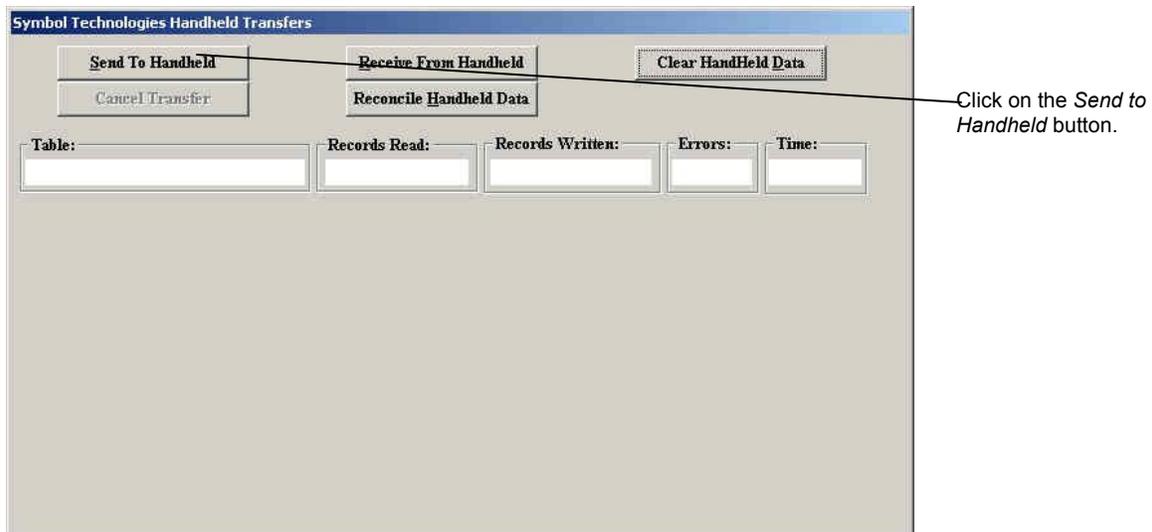
3.1.4.1 Sending Data to the 7200 Handheld

To access the Handheld Transfers process, you have two options:

- | | | |
|---|--------|--|
| <ol style="list-style-type: none"> 1 Select <u>F</u>ile from the MICAS main menu. 2 Select <u>H</u>andheld Transfers. | - OR - | Click on the  toolbar icon. |
|---|--------|--|

For this process to work correctly, you must set the *Handheld Type* in the Configuration Options to **Use Symbol 7200 Series Batch Handheld Units** (see section 2.1.1.6 in the Administration Manual).

The following screen will display:



Make sure the handheld is connected to the PC (see section 3.1.1.3 *Connecting 7200 Series Handheld Devices to your PC* in this manual). When connected, the hard drive of the handheld will be visible in Windows Explorer -- shown as **Mobile Device**.

If the handheld has previously been used for MICAS processing, a database will already be stored on that device and you will receive the following message:



Click .

The transfer will begin. As the transfer runs, entries at the bottom of the screen will be updated reflecting the step being done. When completed, the following message will appear:



When the transfer is complete, the handheld device is ready to be used.

3.1.4.2 Receiving Data From the 7200 Handheld

For this process to work correctly, you must set the handheld type to **Use Symbol 7200 Series Batch Handheld Units** in Configuration Options (see section 2.1.1.6 in the Administration Manual).

Once you have completed the Issue/Return processing on the handheld, it will be necessary to transfer the data from the PDT 7200 series equipment to the MICAS database.

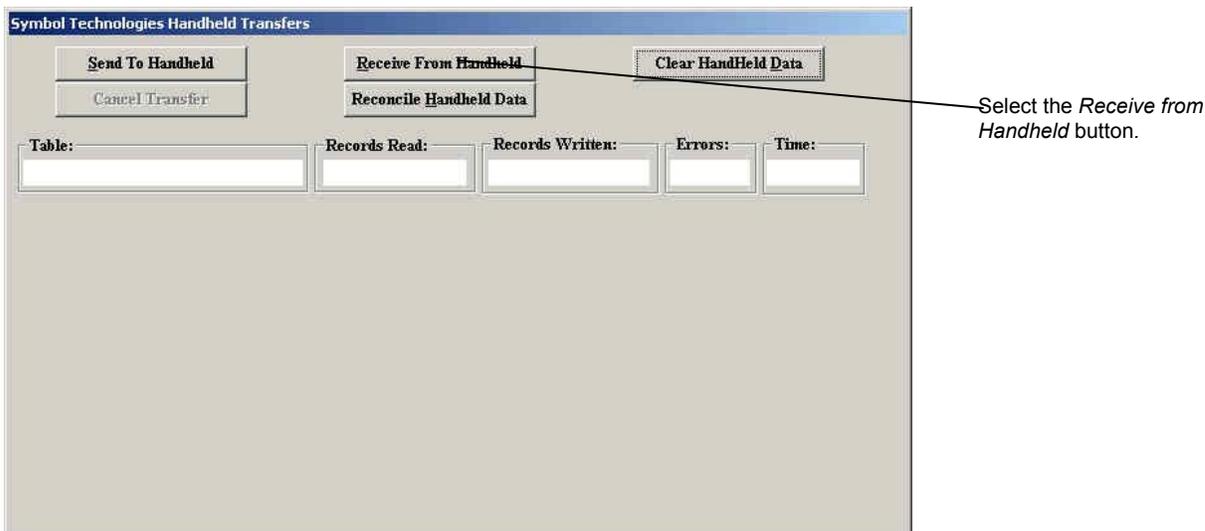
First, exit out of Micas **on the handheld device** and place the PDT 7200 series equipment in the docking station.

Make sure the handheld is connected to the PC (see section 3.1.1.3 *Connecting the PC to PDT 7200 devices* in this manual). When connected, the hard drive of the handheld will be visible in Windows Explorer. It is shown as **Mobile Device**.

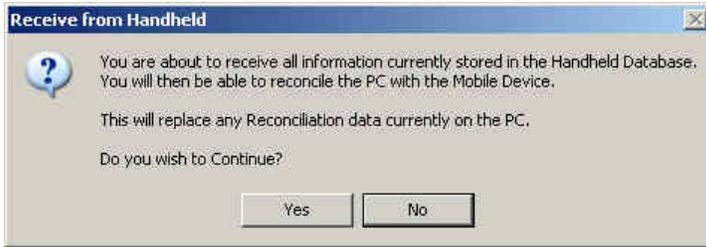
To access the Handheld Transfers function, you have two options:

<ol style="list-style-type: none"> 1 Select <u>F</u>ile from the MICAS main menu. 2 Select <u>H</u>andheld Transfers. 	- OR -	Click on the  toolbar icon.
---	--------	--

The following screen will display:



After selecting Receive From Handheld, the following message appears:



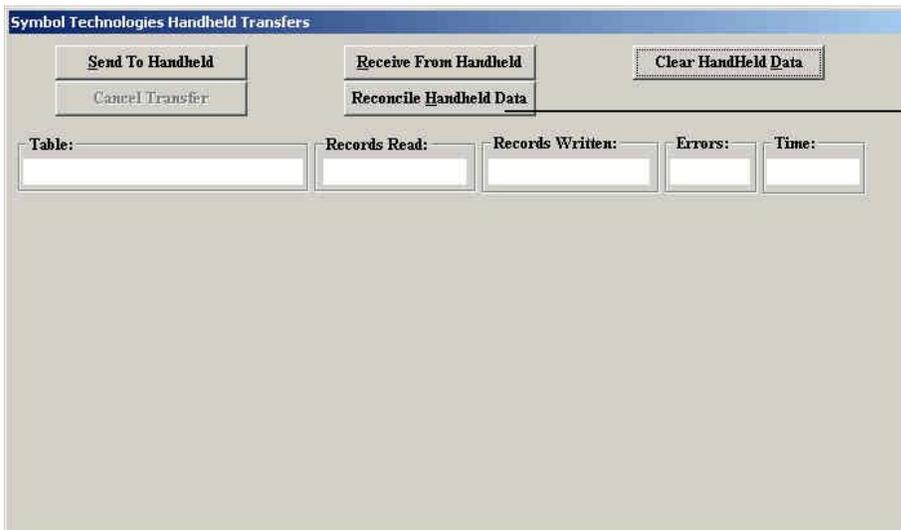
Select “Yes” to transfer data from the handheld device to the PC. The Pocket Access Database file on the PDT 7200 series equipment will be copied from the handheld to the PC, where it will be placed in the **HH Drive/Directory** specified in the **Batch HH** tab of the Configuration Options.

When the transfer is completed, the following message will appear:



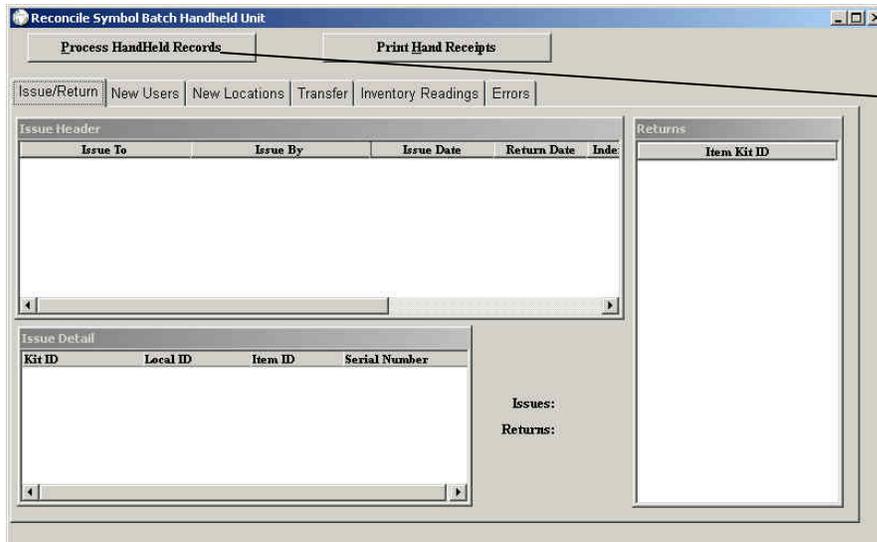
3.1.4.3 Reconciling Data on the PC

The next step is to reconcile the data received from the handheld. To do so, either select “Yes” in response to this message or select the Reconcile Handheld Data button from the Handheld Transfers window.



Click on the *Reconcile Handheld Data* button.

The following screen will appear when you indicate you are ready to reconcile the data received:



Click on the *Process Handheld Records* button when ready to reconcile the data.

The reconciliation process will be done when the *Process Handheld Records* button is pressed. When done, you will be asked if you want to print the hand receipt.



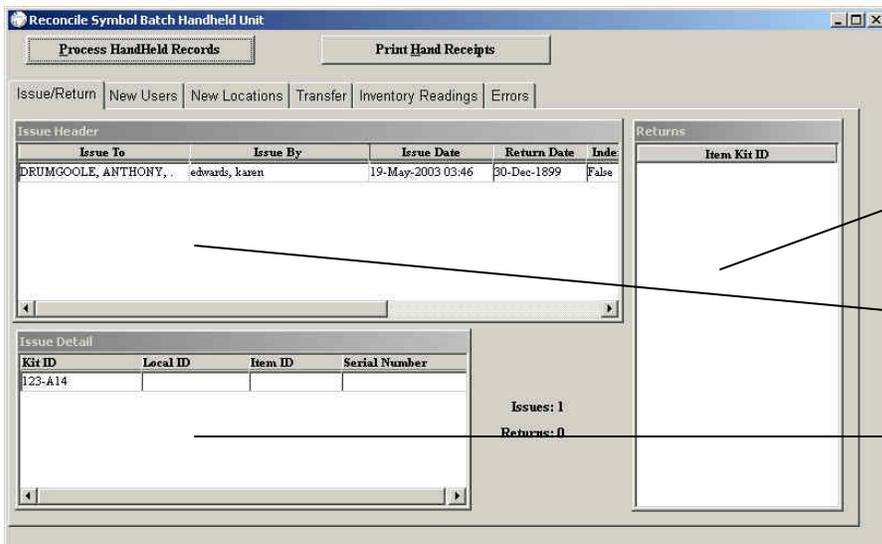
Press to print the hand receipts.

When the reconciliation process is complete, a message will appear indicating if any errors were received.

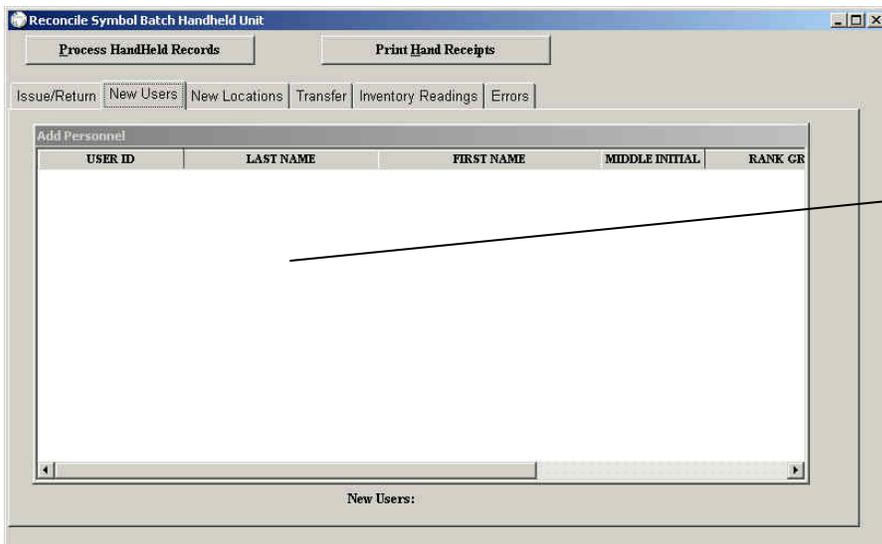


Click . The data reconciled will now be visible and can be reviewed.

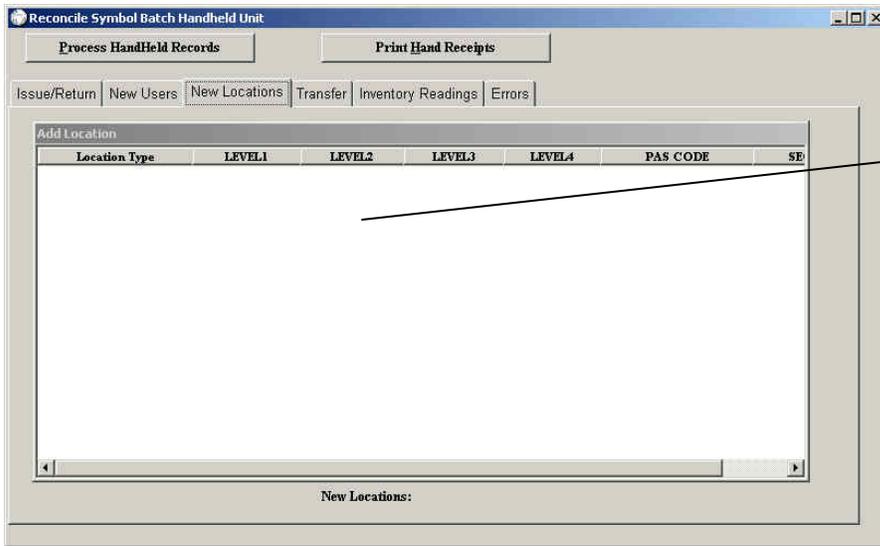
To review data about assets Issued and Returned, select the *Issue/Return* tab.



To review data about any New Users added, select the *New Users* tab.

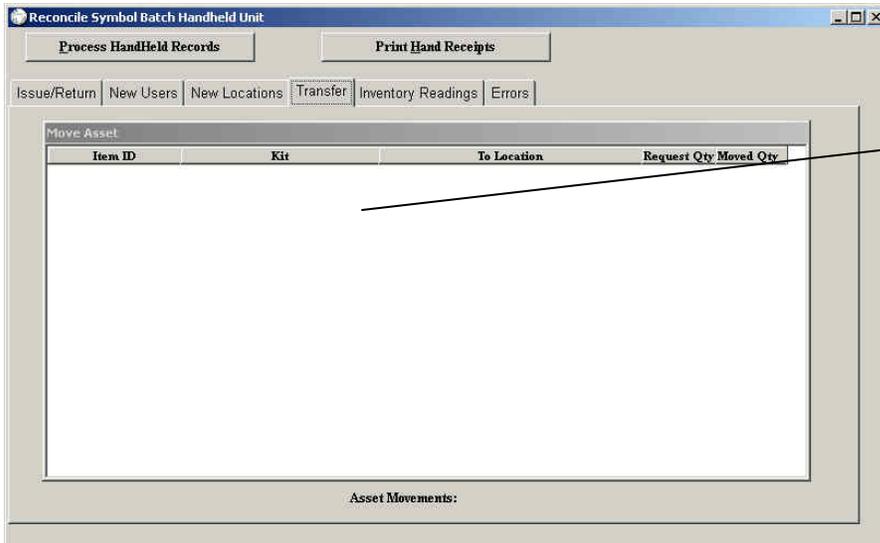


To review data about any New Locations added, select the *New Locations* tab.



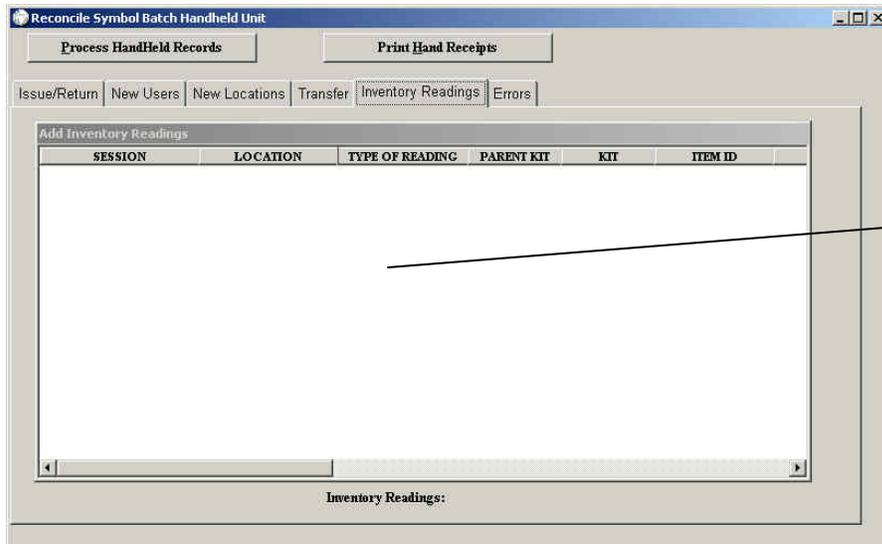
Any new locations added will list.

To review any Transfers completed, select the *Transfer* tab.

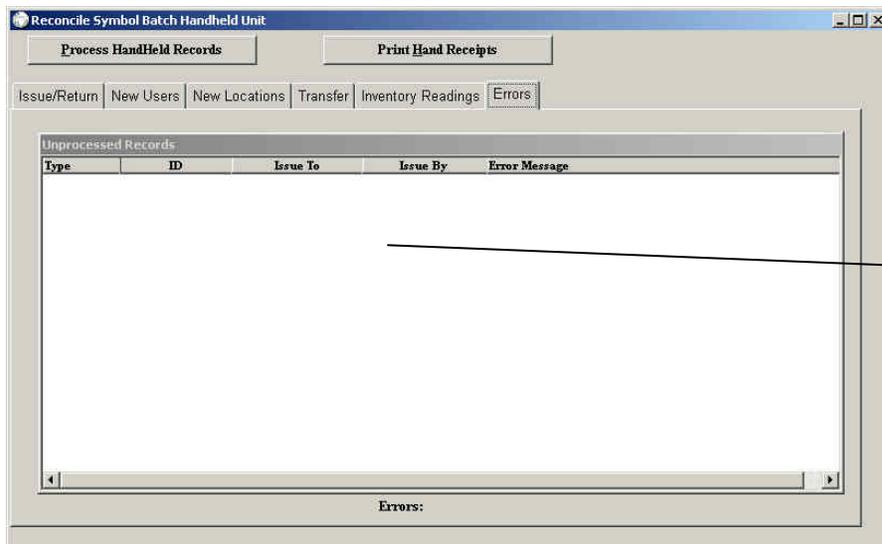


Any asset movements recorded will list.

To review any Inventory Readings recorded, select the *Inventory Readings* tab.

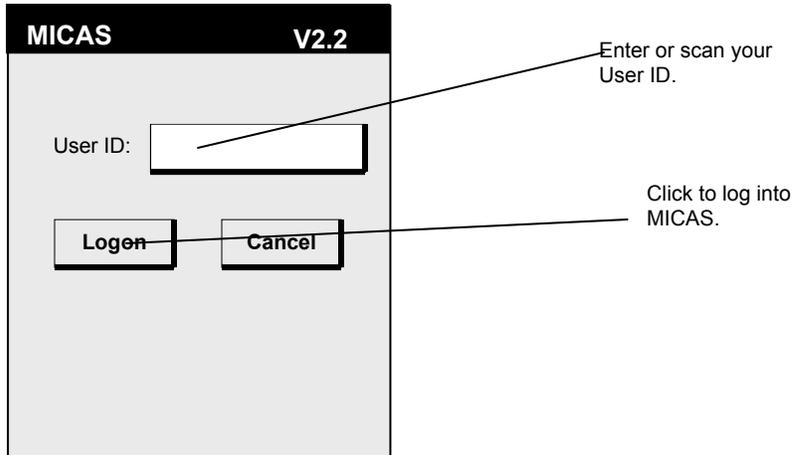


To review any errors received, select the *Errors* tab.

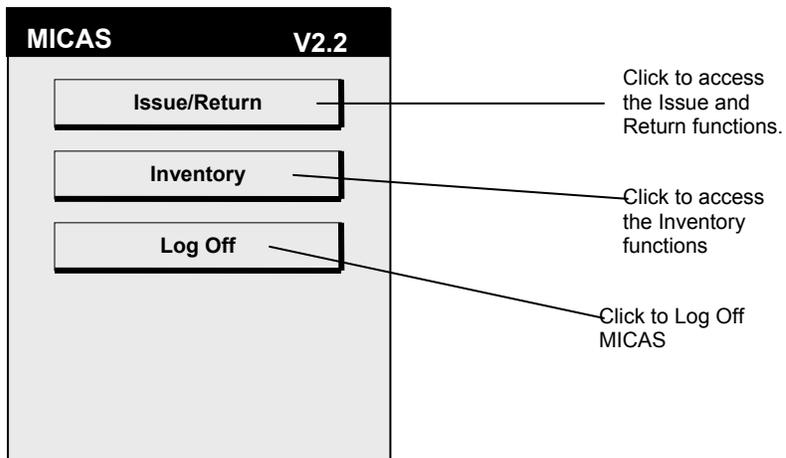


3.1.5 Logging into MICAS on 7200 Handheld Devices

The following screen will display when first running MICAS on the 7200 handheld unit.

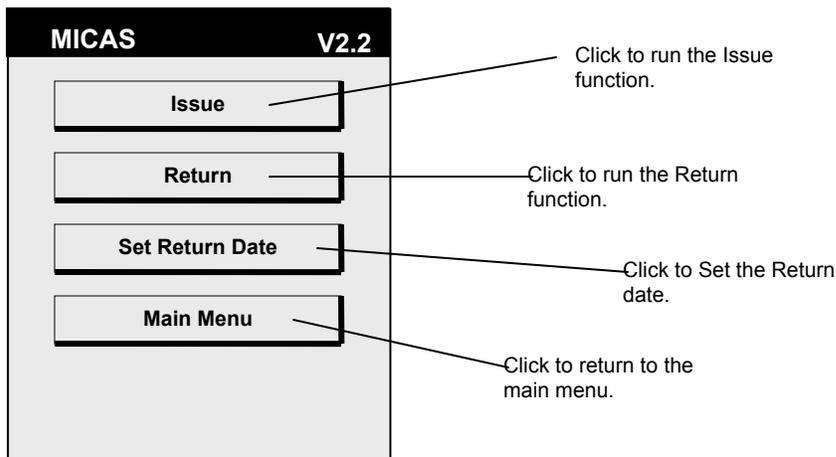


When the Login button is clicked, the User ID will be validated. If the user is valid and can log into MICAS, the MICAS main menu will display.



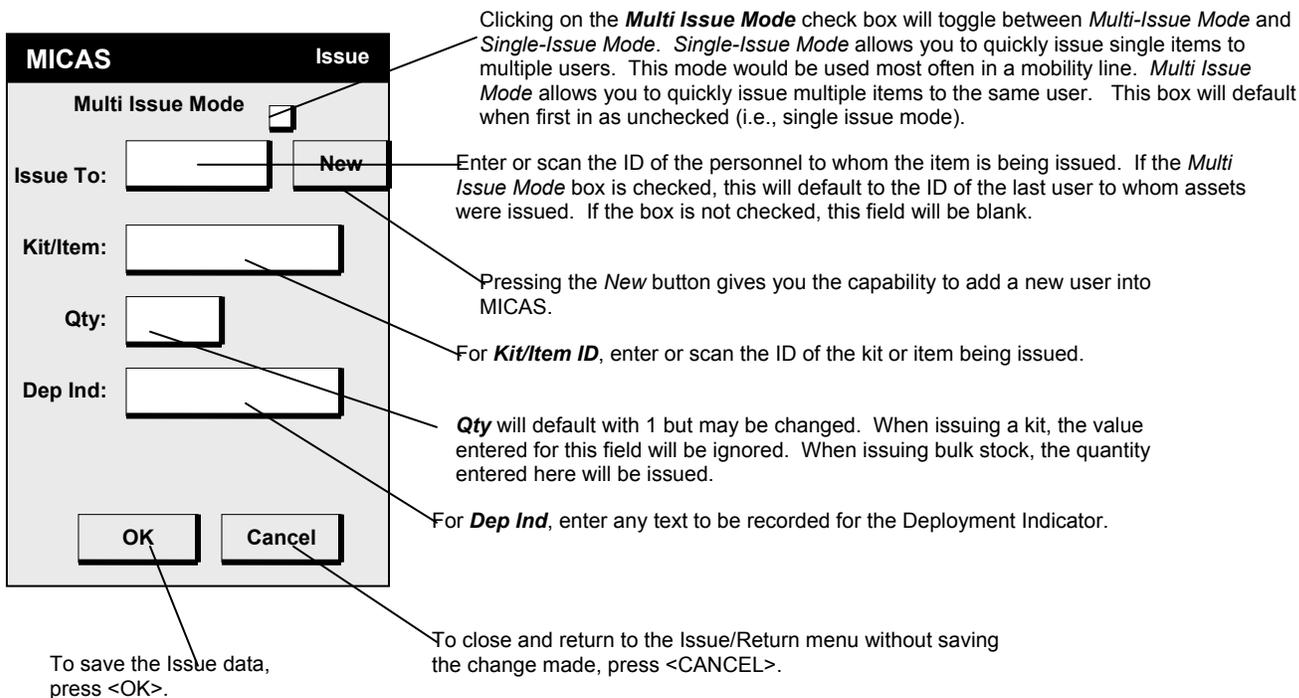
3.1.6 Symbol 7200 Batch Issue/Return

The following menu will display when the *Issue/Return* button is selected from the main menu.



3.1.6.1 7200 Issue

The following screen will display when the *Issue* button is pressed:



Warning: Once you have completed your issues and are ready to transfer the data to the PC, you **MUST** exit completely from the HHT program.

3.1.6.1.1 Adding a New User

The following screen will appear when the New button is pressed from the Issue screen.

NOTE: Scanning the 2D bar code on the back of the ID card may be done to populate most of these fields. Scanning the 1D bar code in the ID card may be done to populate the SSN.

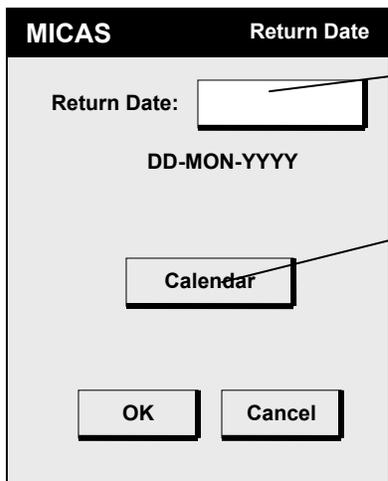
3.1.6.2 7200 Return

The following screen will display when the *Return* button is pressed:

 **Warning:** Once you have completed your returns and are ready to transfer the data to the PC, you **MUST** exit completely from the HHT program. This can be done by pressing the <EXIT> button from the MICAS menu.

3.1.6.3 7200 Set Return Date

The following screen will display when the *Set Return Date* button is pressed:

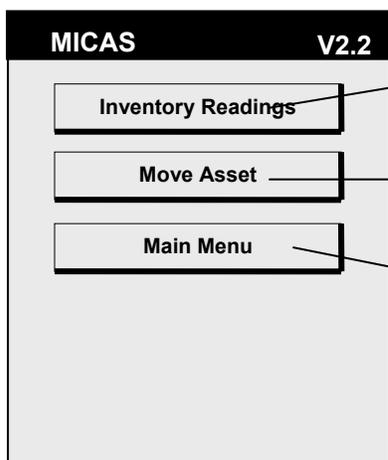


Enter the date on which the issued assets are expected to return.

Click this button to pop-up a calendar for selection of the date.

3.1.7 Symbol 7200 Batch Inventory

The following menu will display when the *Inventory* button is selected from the main menu.



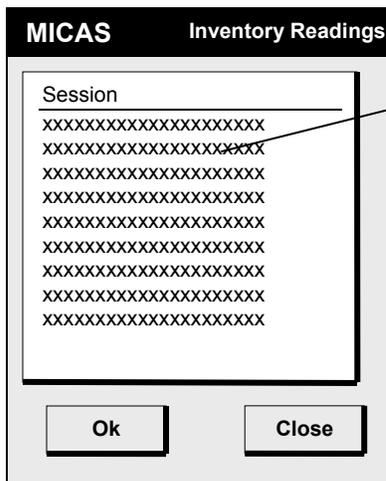
Click to run the Inventory Readings function.

Click to run the Move Asset function.

Click to return to the main menu.

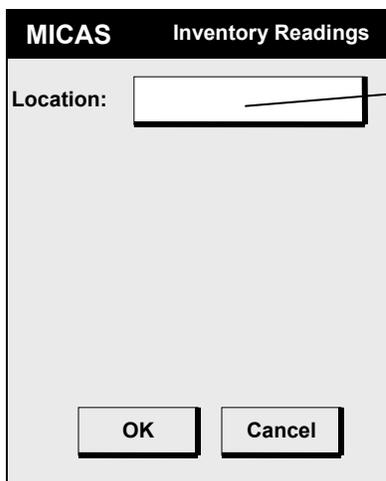
3.1.7.1 7200 Inventory Readings

The following screen will display when the *Inventory Readings* button is pressed:



The list of opened inventory sessions will display. Select the session whose readings you want to take and click <OK>

Once the *OK* button is pressed, the following screen will display:



Scan the bar code of the Location for which inventory readings are being taken.

NOTE: The location scanned must be one defined as part of the inventory session being done.

If the inventory session is one define as capturing IDs, the following screen will display:

The screenshot shows the MICAS Inventory Readings screen with three input fields: Item/Kit ID, Status, and Qty. Each field has an annotation: 'Scan or enter the ID of the asset being counted.' for Item/Kit ID, 'Indicate the status of the asset.' for Status, and 'Enter the quantity of assets counted.' for Qty. At the bottom are OK and Cancel buttons.

If the inventory session is one defined as not capturing IDs, the following screen will display:

The screenshot shows the MICAS Inventory Readings screen with six input fields: NSN, Lot #, Contract No, DOM, Status, and Serial #, followed by Qty. Annotations explain: 'Scan the Stock/Lot 2D bar code or enter the data about the asset being counted.' for NSN; 'For Status, the default status for the inventory session will default but may be changed.' for Status; and 'Enter the Qty counted. This will default to 1 but may be changed' for Qty. OK and Cancel buttons are at the bottom.

3.1.7.2 7200 Move Asset

The following screen will display when the *Move Asset* button is pressed:

Scan the Stock or the Kit label or enter the Item ID or Kit local ID of the asset being moved.

Click if the Location is not yet defined in MICAS.

For **Location**, scan the location label or enter the Location ID of the location to which the asset is being moved.

For **Qty**, enter the quantity of these assets being moved.

3.1.7.2.1 Adding a New Location

The following screen will appear when the New button is pressed from the Move Asset.

For each of these fields, enter the data specified data.

3.1.8 Troubleshooting Symbol 7200 Batch Handheld Problems

Problem	Solution
<i>I get errors when I run MICAS on the handheld. A number of messages come up saying there was an error loading a particular file.</i>	Verify that the files generated by the Handheld Transfer function have been copied to the correct directory on the handheld.
<i>I rebooted the handheld, only it came up with a Boot Loader Menu. Where did this come from?</i>	Perform a cold boot (hold the power button for 13-15 seconds) and be sure you're not pulling the trigger.

3.2 8100 Units**3.2.1 8100 Batch Installation**

To install the software needed to run MICAS on the Symbol 8100 series batch handheld units, follow these steps:

- Initialize your 8100 Series equipment
- Install Microsoft ActiveSync
- Connect the Handheld Device to the PC
- Install MICAS on the 8100 Series Handheld Device

3.2.1.1 Initializing Symbol 8100 Series Handheld Devices

See the Product Reference Guide that came with the hardware.

3.2.1.2 Installing Microsoft ActiveSync

ActiveSync is a product used to communicate between the PC and Symbol Handheld devices.

Before installing, make sure the Symbol docking station is attached to the PC and the Handheld is powered on.

Execute the ActiveSync installation process by double clicking on the following file:

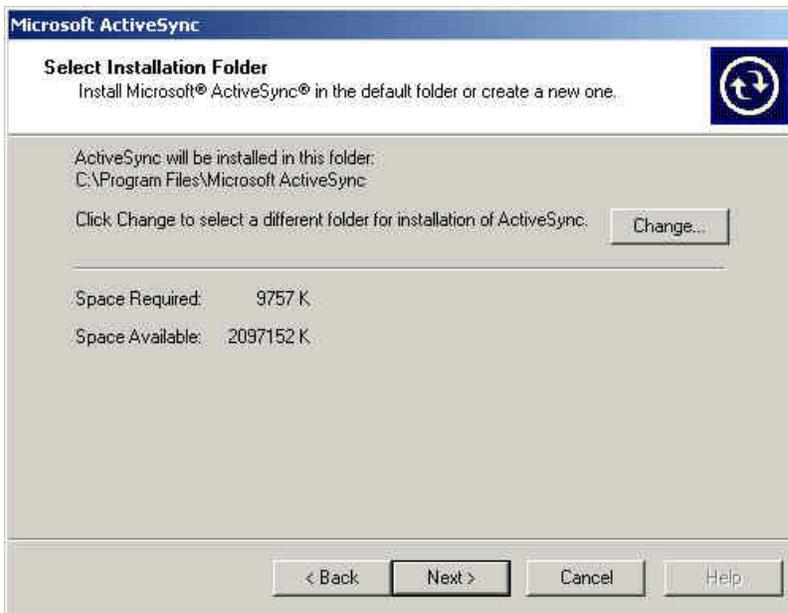
C:\MICAS\ACTIVESYNC\MSASYNC.EXE.

NOTE: If you installed the client software to a drive other than the default, the path to this file will differ from what's listed above.

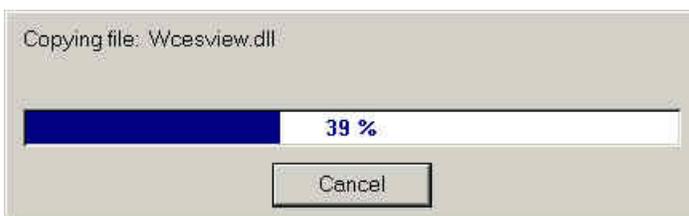
The first thing the process will do is automatically copy several files. No input is required. When the copying is complete, the following screen will appear:



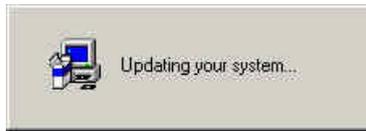
Select <Next>



Select <Next>



The installation process will copy files onto your system. Please wait for it to complete on it's own. The following screen will appear when the copy is complete:



The installation process will update your system information. Please wait for it to complete on it's own. The following screen will appear when the update is complete:



From this point on, follow the Directions in the next section (Connecting the 8100 Series Handheld Device to your PC).

3.2.1.3 Connecting 8100 Series Handheld Devices to your PC

1. If you've not done so already, boot the Handheld device and place it into the cradle attached to your PC.

NOTE: You must have exited from MICAS prior to connecting.

2. When ActiveSync is installed on your PC (see Installation Manual), an icon is placed in your system toolbar. The icon will appear as one of the following



- ActiveSync is installed but the handheld device is not connected



- ActiveSync is installed and the handheld device is connected.

NOTE: When you place the handheld device into the cradle, the system will attempt to connect. When this is happening the green circle icon will be spinning.

3. If the handheld device does not show as connected to your PC, double click on the ActiveSync icon  in the toolbar. You will see the following screen:



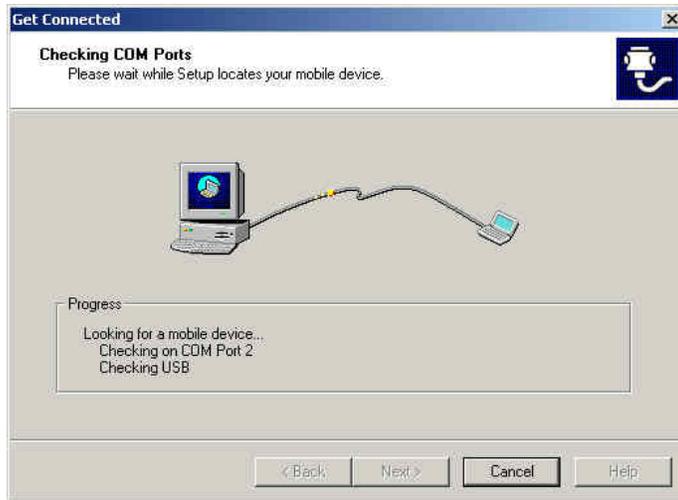
4. From the File menu select the *Get Connected...* option and the following screen will display:



Make sure the handheld device is attached as required and powered on.

Select <Next>.

5. The following screen may appear on the PC:



The system will attempt to auto detect the symbol hardware. Please wait for it to complete on it's own.

6. The following screen will appear when a connection has been established:



NOTE: This screen will only appear when first installing the ActiveSync software or after you've cold booted the handheld unit. If this screen does appear, the partnership was established during the installation process so need not be done here.

Select <Cancel>.



This message indicates that the partnership was not created during this session. This is expected because one was not created. Click <OK>.

3.2.1.4 Installing MICAS software on 8100 series devices

1. Warm boot the handheld device.
2. Connect the PC to the handheld device (see section 3.2.1.3 in this manual).
3. When ActiveSync is installed on your computer, the 8100 series equipment is placed in the cradle and the PC is connected to the handheld device the hard drive of the handheld will be visible in Windows Explorer. It is titled as **Mobile Device**.
4. Create a sub-folder under the \My Pocket PC\Application folder titled \Micas
5. Copy the following files from the PC onto the **Mobile Device**.

File on PC	Mobile Device directory
C:\micas\batch handheld symbol\8100*.*	\My Pocket PC\Application\
C:\micas\batch handheld symbol\8100\micas*.*	\My Pocket PC\Application\micas\
C:\micas\batch handheld symbol\8100\startup*.*	\My Pocket PC\Application\startup\

6. Remove the handheld device from the docking station.
7. Cold Boot the unit (see section 3.2.3.7 *Cold Boot* in this manual).

NOTE: You only need to do the Cold Boot the first time MICAS is installed on a handheld device. If you are upgrading the device, it is not necessary.

8. Before running MICAS on the handheld you must transfer a MICAS handheld database. Follow the directions in section 3.2.4.1 *Sending data to the 8100 Handheld* in this manual.

3.2.2 Upgrading Symbol Batch 8100 Units

The Handheld devices do not have a separate upgrade. Instead, when the MICAS client upgrade is run, upgrades to the Handheld Devices are placed in the client's MICAS folder. Follow the steps in this section for the handheld devices you use.

Follow the directions for Installing MICAS on your 8100 series device (See section 3.2.1.4 *Installing MICAS Software on 8100 Series Devices* in this manual).

3.2.3 Using Symbol 8100 Batch handheld units

3.2.3.1 Using a Touchscreen.

The Symbol Handheld devices are equipped with touch screens that allow user input. The preferred method for user input is using a stylus, in the absence of a stylus the touch screen will accept input using your finger or other objects.

There are several places (such as using the virtual keyboard), where pressing the buttons may be difficult because the buttons are so small. You may use something other than your finger to make a selection. To reduce damage to the screen, we recommend something soft like the eraser on a pencil.

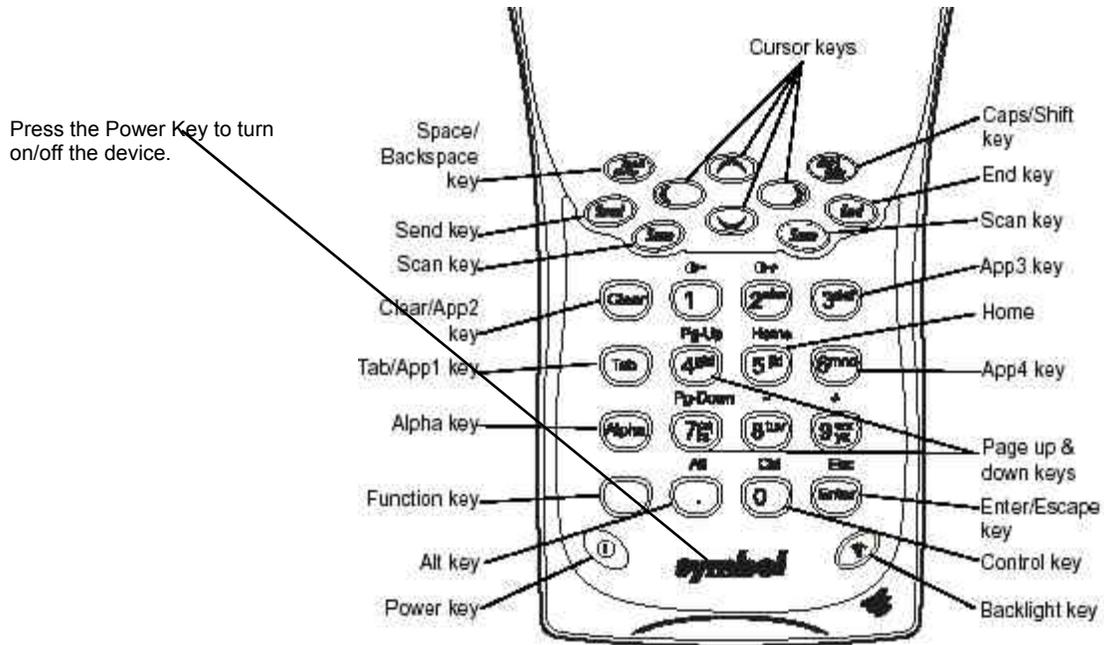


WARNING: Using anything sharp as the pointer to the touchscreen (such as the tip of a pencil) may puncture screen and render handheld unusable.

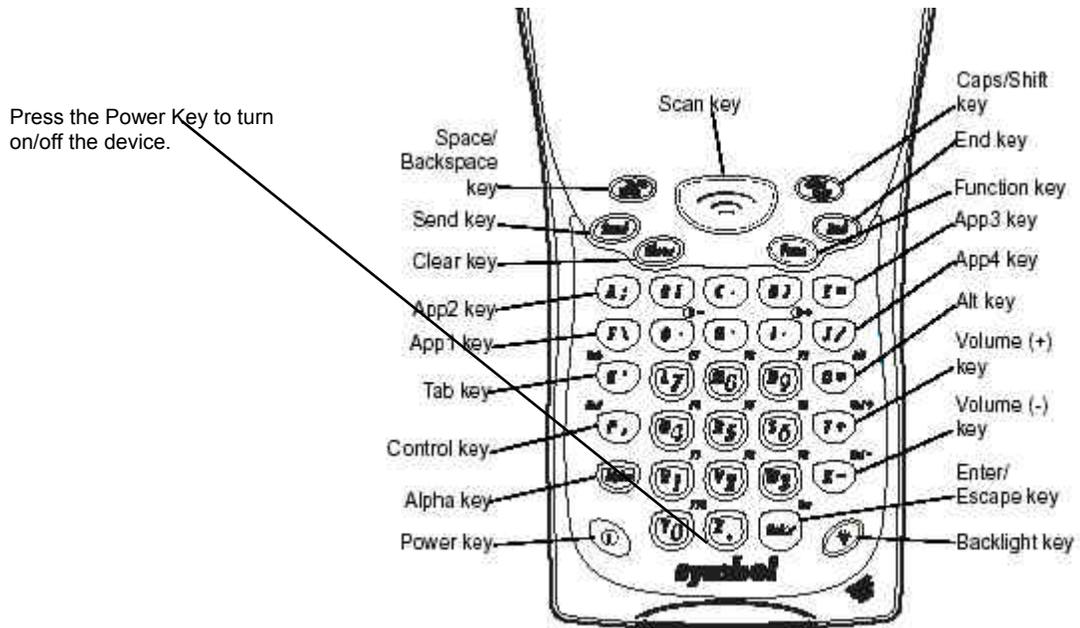
WARNING: Using anything that may leave a mark as the pointer to the touchscreen (such as an ink pen) may draw on the screen and render handheld unusable.

3.2.3.2 Powering on the 8100 Series Device

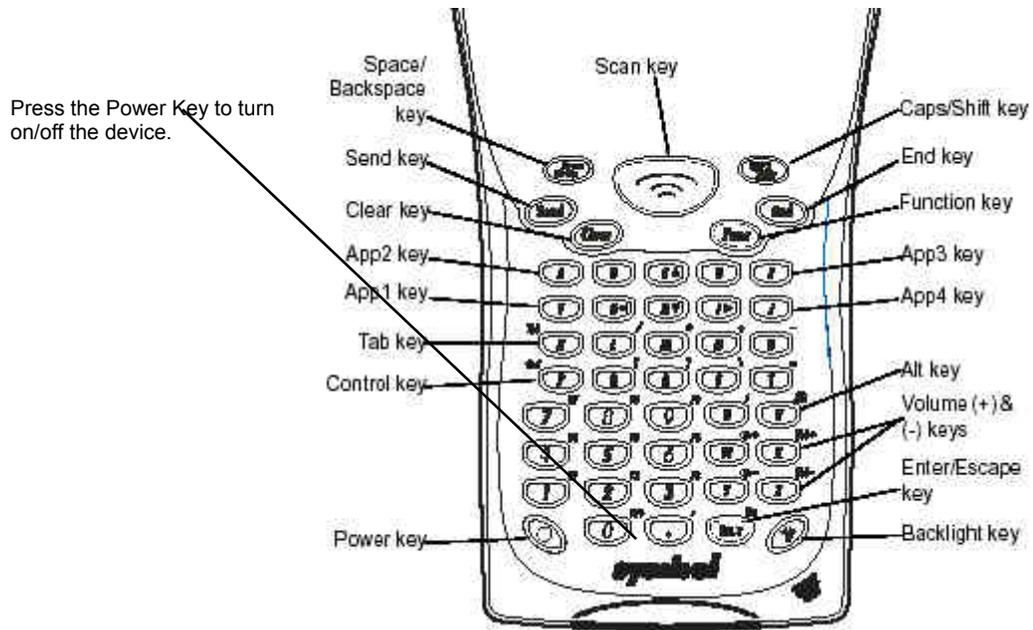
3.2.3.2.1 Powering on the 28-Key 8100 Series Handheld Device



3.2.3.2.2 Powering on the 37-Key 8100 Series Handheld Device

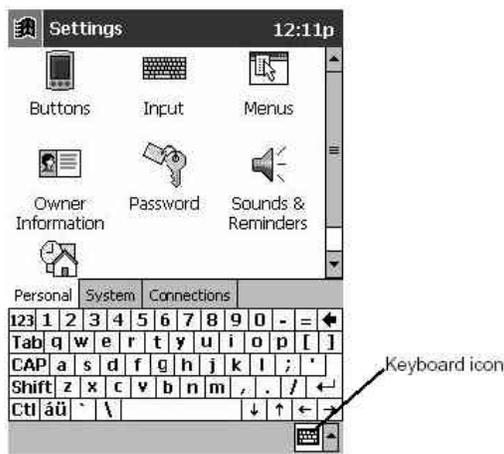


3.2.3.2.3 Powering on the 47-Key 8100 Series Handheld Device



3.2.3.3 Accessing the Virtual Keyboard

To display the virtual keyboard, tap the keyboard icon on the bottom of the screen.



3.2.3.4 Using backlighting.

The 8100 series handheld device has a system configurable setting that disables the backlighting in cases of extended periods of non-use. This feature is to maximize the cycle of the rechargeable battery. The backlighting can be reinitialized by touching anywhere on the touch screen or pressing the backlight key.

3.2.3.5 What to do for errors

In the event of errors it may be necessary to reset the 8100 series device. One such error is the application error. The device will display the message: “An error

was encountered while running the program”, with a banner of “Application Error”.

When this occurs, first try Warm booting the handheld device. If this does not solve the problem, cold boot the handheld device.

3.2.3.6 Warm Boot

A Warm Boot restarts the terminal and saves all stored records and entries.

The keys used to Warm Boot the device depends on the type of device you have.

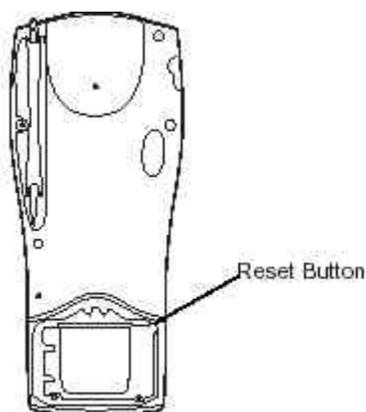
Keyboard	Keys
28-Key	Backlight + Down Arrow + Function
37-Key	Backlight + Alpha + Function
47-Key	Backlight + End + Function

3.2.3.7 Cold Boot

A Cold Boot also restarts the handheld device, but erases all stored records and entries. Therefore, never perform a Cold Boot unless a Warm Boot does not solve the problem.

Do the following to perform a Cold Boot of the device:

1. Turn the power off.
2. Remove the battery cover.
3. While holding down the Function key, use the tip of the stylus to gently press the reset button.



4. Replace the battery cover and press the Power button.
5. At this time you may get an error telling you '*Unable to obtain a server assigned IP address. Try again later or enter an IP address in Network*

settings. If this message appears you need to enter on the Handheld Device the IP address it will use when accessing the network. To do this, do the following:

- a. From the *Start* menu, select the *Settings* option.
 - b. The settings screen consists of 3 tab pages. The tabs to these pages are listed at the bottom of the screen. Select the *Connections* tab.
 - c. Click on the *Network Adapters* icon.
 - d. Highlight *Spectrum 24 802.11b sps*.
 - e. Click the Properties button.
 - f. Select the *Use specific IP address* button and enter your IP Address, Subnet mask, and Default gateway. The numbers you enter are specific to your installation and must be provided from your Computer Support personnel.
 - g. Click the OK button (upper right in the heading). When this is done, you will receive a message telling you *'The next time the adapter is used it will have the new settings. If the adapter is currently in the you can remove and re-insert the adapter to have the changes take affect.'* Click OK.
 - h. You will be returned to the Network Adapters screen. Close this screen by clicking the OK button (upper right in the heading).
 - i. You will be returned to the Settings screen. Close this screen by clicking the OK button (upper right in the heading).
6. Install the Encryption software tool (such as Air Fortress) using the directions provided by the vendor.

NOTE: See your hardware users manual for more complete and graphic directions.

3.2.4 Transferring data to/from Symbol 8100 batch handheld units

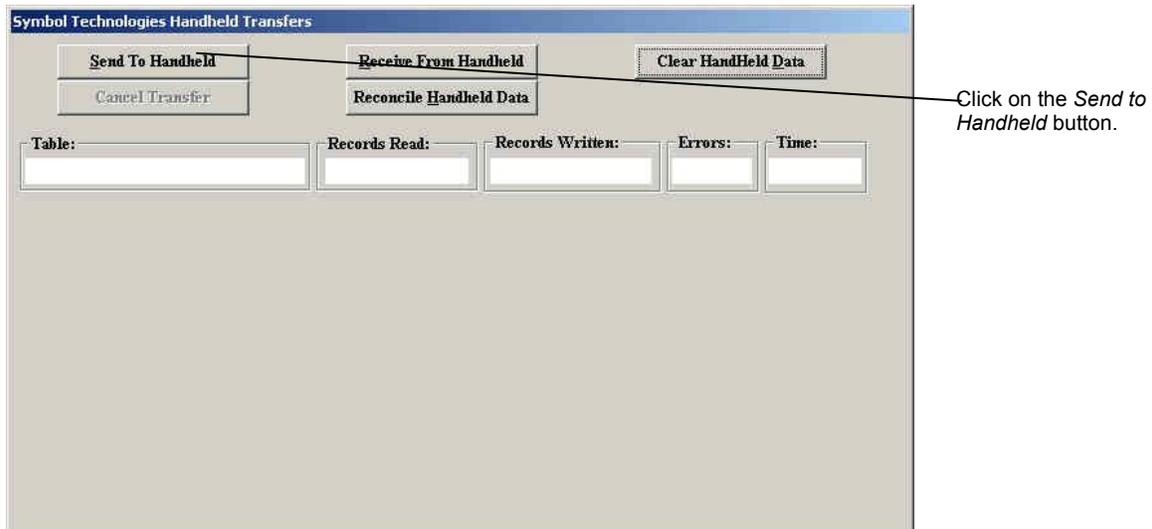
3.2.4.1 Sending Data to the 8100 Handheld

To access the Handheld Transfers process, you have two options:

- | | | |
|---|--------|--|
| <ol style="list-style-type: none"> 1 Select <u>F</u>ile from the MICAS main menu. 2 Select <u>H</u>andheld Transfers. | - OR - | Click on the  toolbar icon. |
|---|--------|--|

For this process to work correctly, you must set the *Handheld Type* in the Configuration Options to **Use Symbol 8100 Series Batch Handheld Units** (see section 2.1.1.6 in the Administration Manual).

The following screen will display:



Make sure the handheld is connected to the PC (see section 3.2.1.3 *Connecting 8100 Series Handheld Devices to your PC* in this manual). When connected, the hard drive of the handheld will be visible in Windows Explorer -- shown as **Mobile Device**.

If the handheld has previously been used for MICAS processing, a database will already be stored on that device and you will receive the following message:



Click .

The transfer will begin. As the transfer runs, entries at the bottom of the screen will be updated reflecting the step being done. When completed, the following message will appear:



When the transfer is complete, the handheld device is ready to be used.

3.2.4.2 Receiving Data From the 8100 Handheld

For this process to work correctly, you must set the handheld type to **Use Symbol 8100 Series Batch Handheld Units** in Configuration Options (see section 2.1.1.6 in the Administration Manual).

Once you have completed the Issue/Return processing on the handheld, it will be necessary to transfer the data from the PDT 8100 series equipment to the MICAS database.

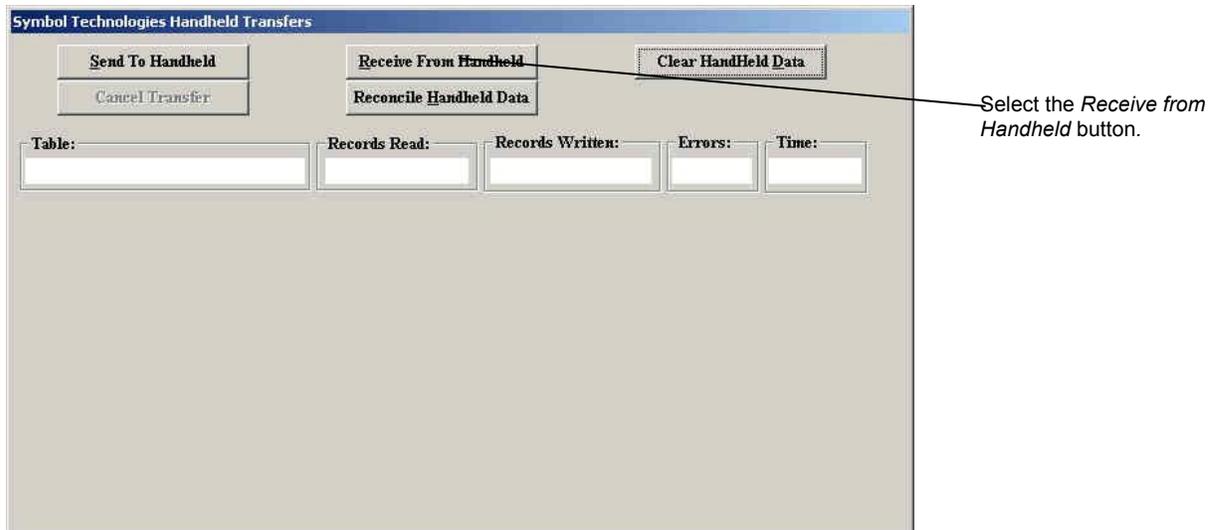
First, exit out of Micas **on the handheld device** and place the PDT 8100 series equipment in the docking station.

Make sure the handheld is connected to the PC (see section 3.2.1.3 *Connecting the PC to PDT 8100 devices* in this manual). When connected, the hard drive of the handheld will be visible in Windows Explorer. It is shown as **Mobile Device**.

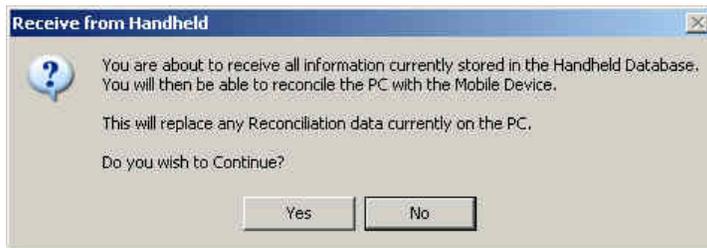
To access the Handheld Transfers function, you have two options:

- | | | |
|---|--------|--|
| 1 Select <u>F</u> ile from the MICAS main menu. | - OR - | Click on the  toolbar icon. |
| 2 Select <u>H</u> andheld Transfers. | | |

The following screen will display:



After selecting Receive From Handheld, the following message appears:



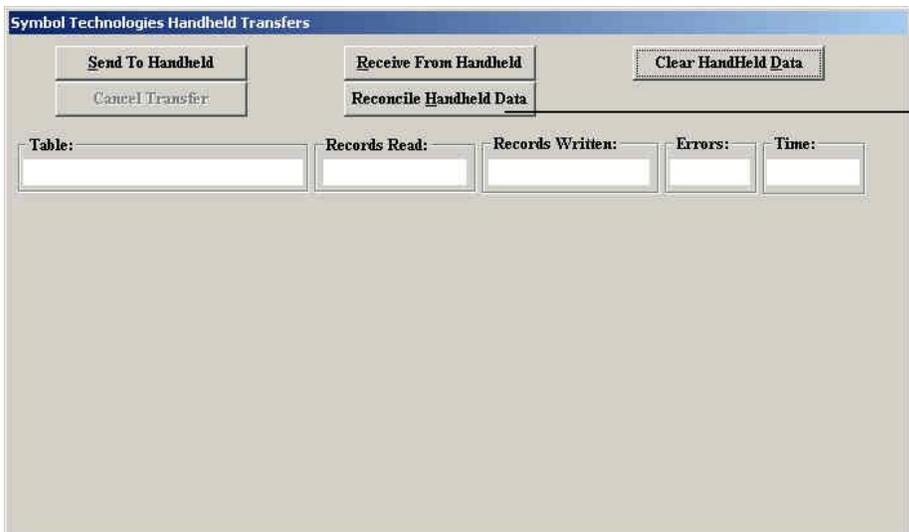
Select “Yes” to transfer data from the handheld device to the PC. The Pocket Access Database file on the PDT 8100 series equipment will be copied from the handheld to the PC, where it will be placed in the **HH Drive/Directory** specified in the **Batch HH** tab of the Configuration Options.

When the transfer is completed, the following message will appear:



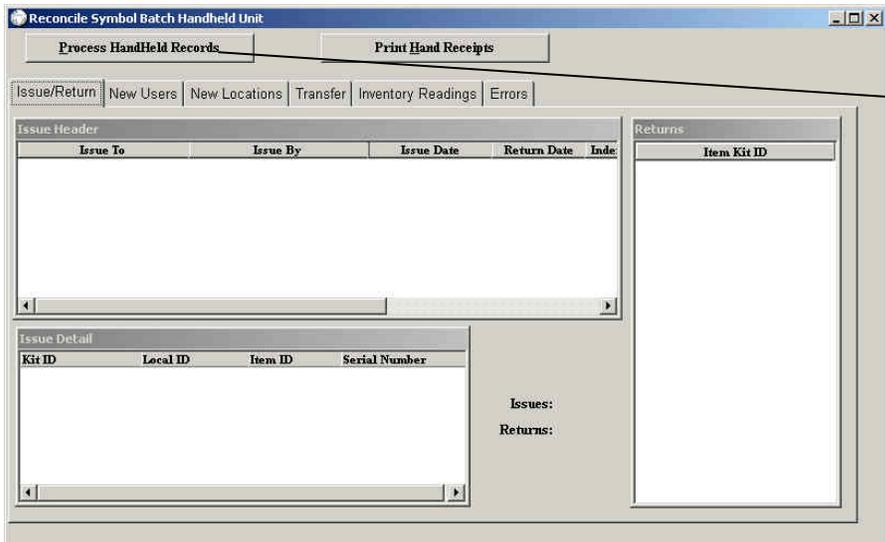
3.2.4.3 Reconciling Data on the PC

The next step is to reconcile the data received from the handheld. To do so, either select “Yes” in response to this message or select the Reconcile Handheld Data button from the Handheld Transfers window.



Click on the *Reconcile Handheld Data* button.

The following screen will appear when you indicate you are ready to reconcile the data received:



Click on the *Process Handheld Records* button when ready to reconcile the data.

The reconciliation process will be done when the *Process Handheld Records* button is pressed. When done, you will be asked if you want to print the hand receipt.



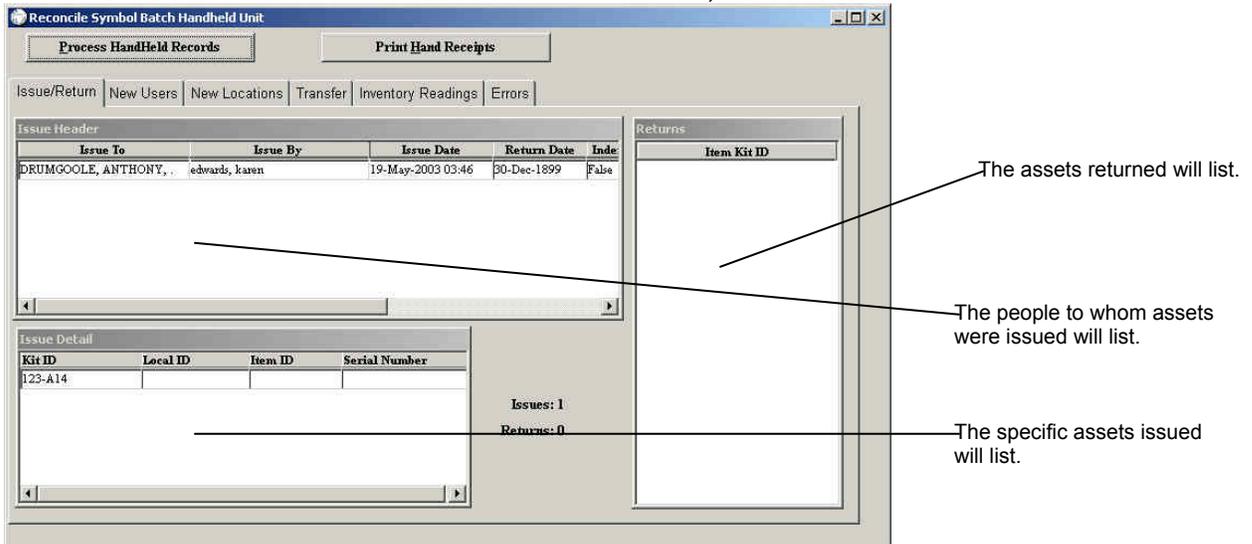
Press to print the hand receipts.

When the reconciliation process is complete, a message will appear indicating if any errors were received.

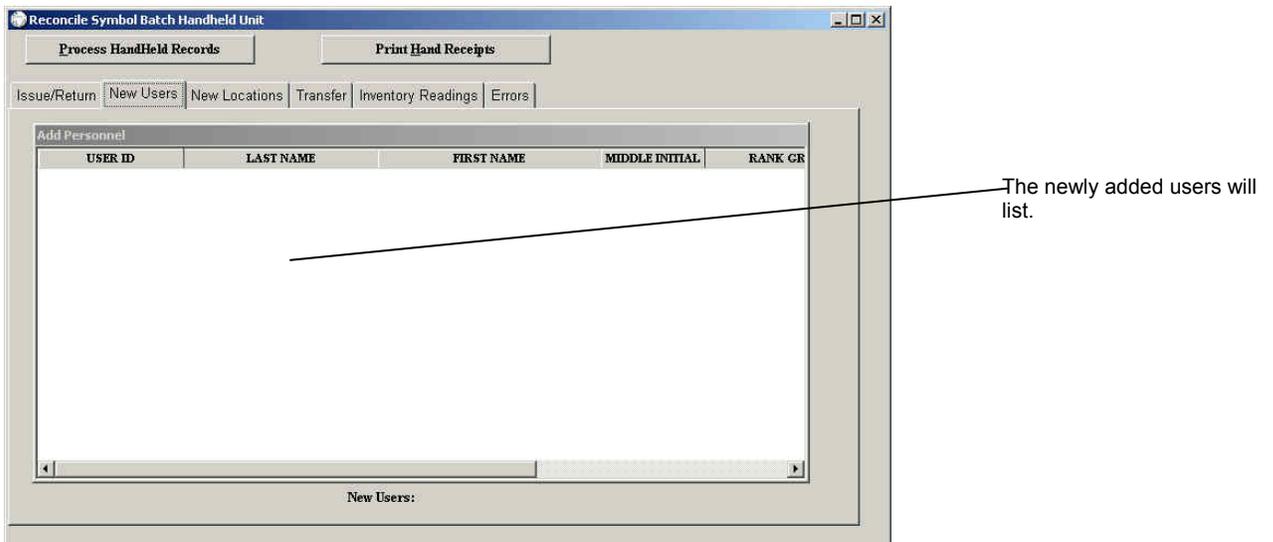


Click **Ok**. The data reconciled will now be visible and can be reviewed.

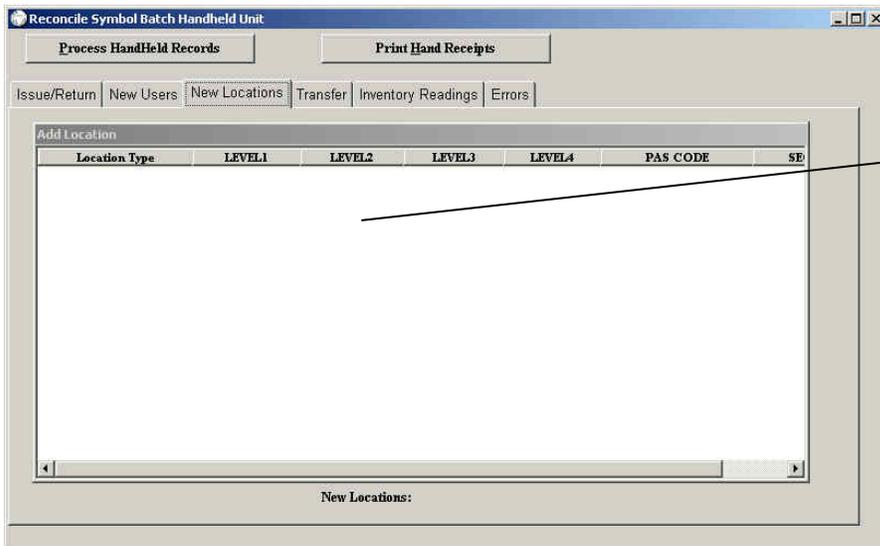
To review data about assets Issued and Returned, select the *Issue/Return* tab.



To review data about any New Users added, select the *New Users* tab.

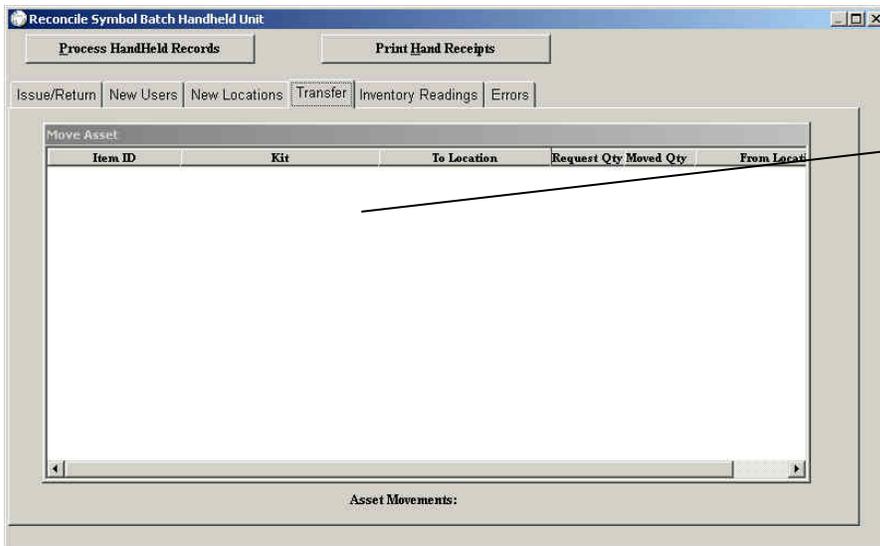


To review data about any New Locations added, select the *New Locations* tab.



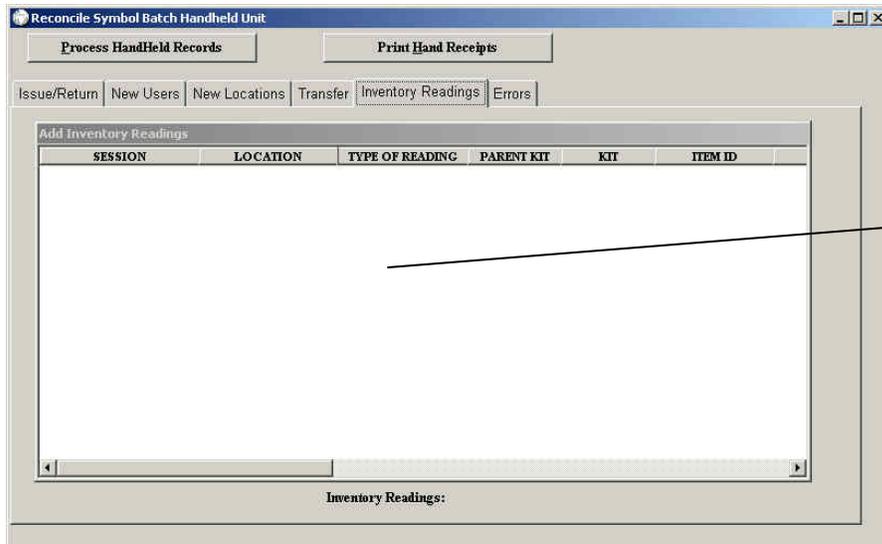
Any new locations added will list.

To review any Transfers completed, select the *Transfer* tab.



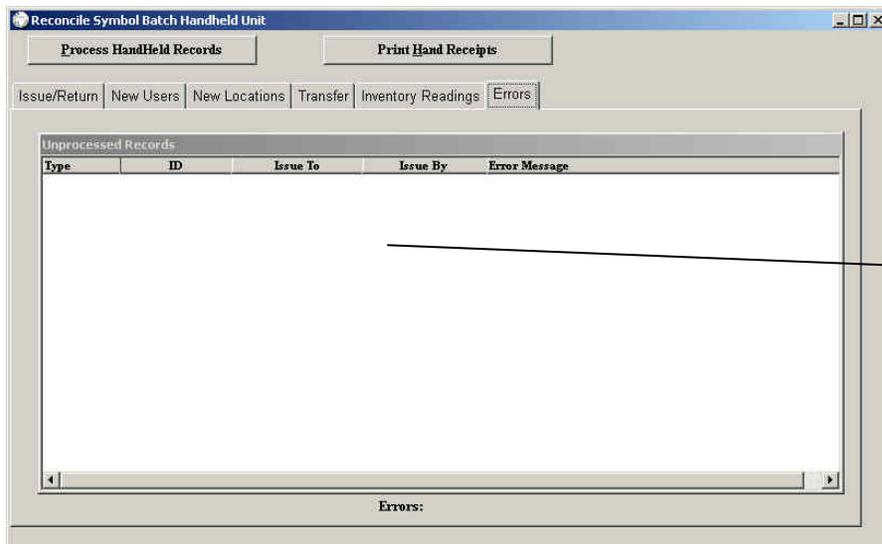
Any asset movements recorded will list.

To review any Inventory Readings recorded, select the *Inventory Readings* tab.



Any inventory readings recorded will list.

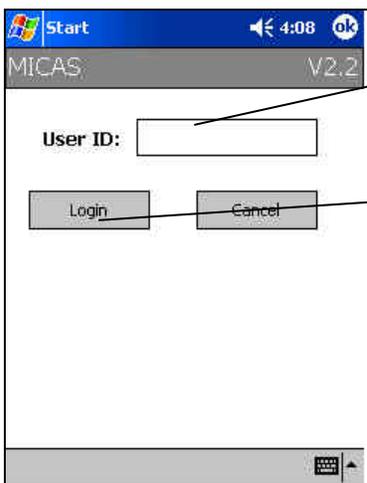
To review any errors received, select the *Errors* tab.



Any errors received will list.

3.2.5 Logging into MICAS on 8100 Handheld Devices

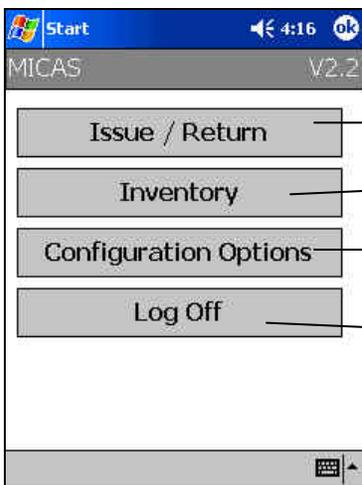
The following screen will display when first running MICAS on the 8100 handheld unit.



Enter or scan your User ID.

Click to log into MICAS.

When the Login button is clicked, the User ID will be validated. If the user is valid and can log into MICAS, the MICAS main menu will display.



Click to access the Issue and Return functions.

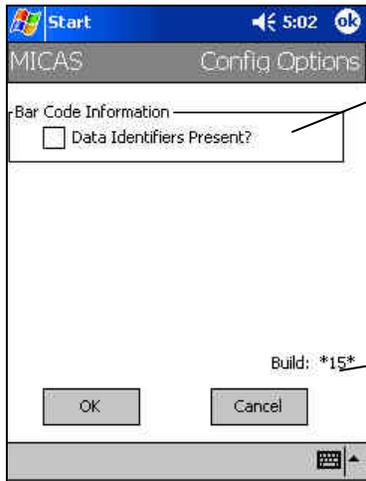
Click to access the Inventory functions

Click to access the Configuration Options screen.

Click to Log Off MICAS

3.2.6 Symbol 8100 Configuration Options

The following screen will display when the *Configuration Options* button is selected from the main menu.



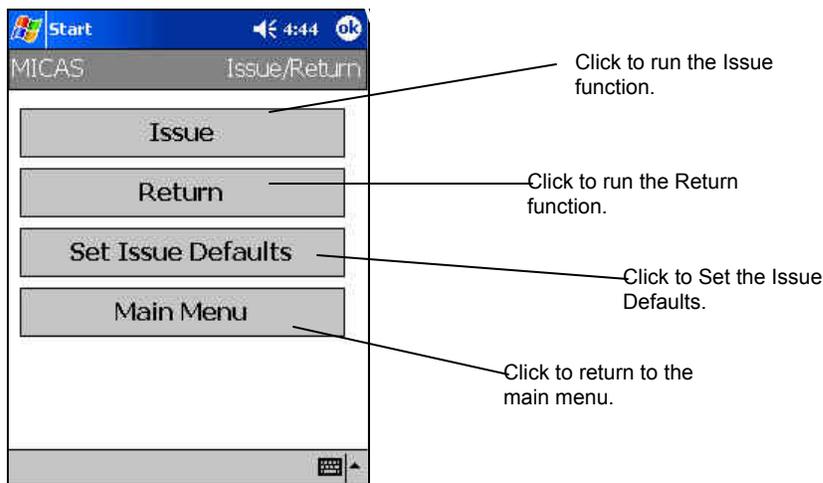
Check this box if you will be printing and scanning bar codes that contain Data Identifiers (DIs).

Leave this box unchecked if not using Data Identifiers.

The build number within MICAS Version will display.

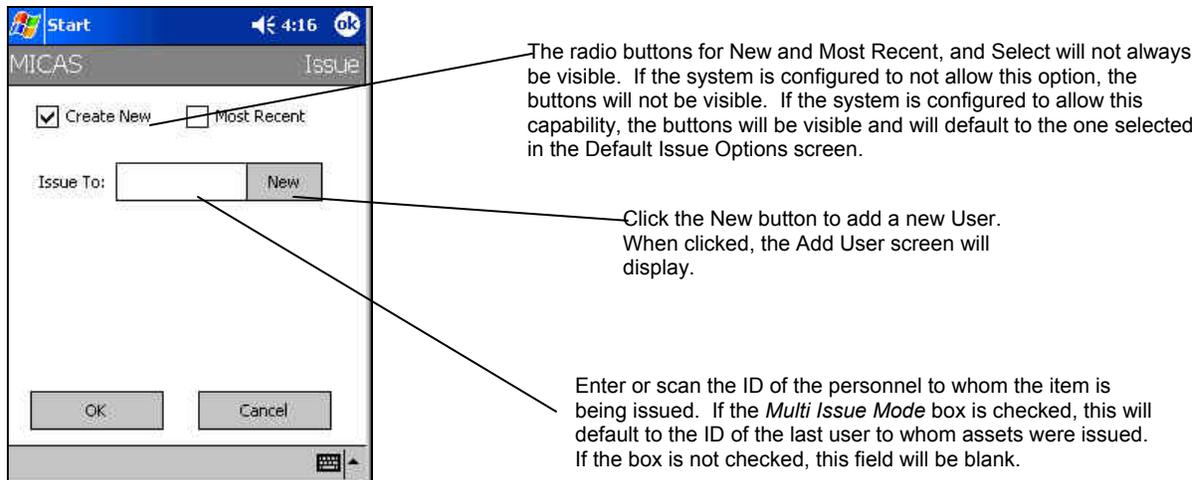
3.2.7 Symbol 8100 Batch Issue/Return

The following menu will display when the *Issue/Return* button is selected from the main menu.

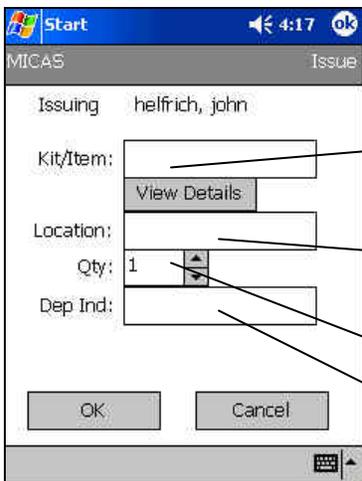


3.2.7.1 8100 Issue

The following screen will display when the *Issue* button is pressed:



After the User data has been entered, click the <OK> button and the following screen will display:



The name of the user entered into the Issue To field on the previous screen will display.

For **Kit/Item ID**, enter or scan the ID of the kit or item being issued. NOTE: Scanning a 2D asset bar code may be done any time this screen is visible. When a 2D bar code is scanned the Kit/Item field will be changed to gray. When the **View Details** button is pressed the contents of the 2D bar code just scanned may be viewed and/or changed.

The Location is not required when entering or scanning either an Item ID or a Kit ID. But when scanning a 2D bar code, you must specify where in inventory the asset is being pulled. NOTE: The location will default to the location you entered into the Set Issue Defaults screen.

Enter the quantity of assets being issued. This quantity will default to the quantity entered into the Set Issue Defaults screen.

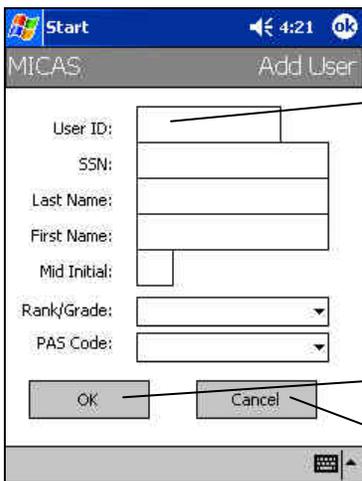
For **Dep Ind**, enter any text to be recorded for the Deployment Indicator.

To save the Issue data, press <OK>.

 **Warning: Once you have completed your issues and are ready to transfer the data to the PC, you MUST exit completely from the HHT program.**

3.2.7.1.1 Adding a New User

The following screen will appear when the New button is pressed from the Issue screen.



User ID is not required; if you do not supply a User ID, MICAS will automatically create one.

All other fields are required except for the Middle Initial.

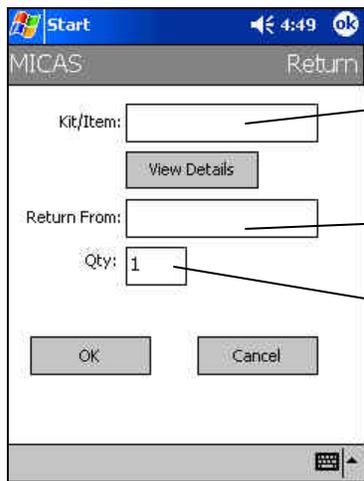
Click to save the User data

Click to close and return to the Issue screen without saving the change made

NOTE: Scanning the 2D bar code on the back of the ID card may be done to populate most of these fields. Scanning the 1D bar code in the ID card may be done to populate the SSN.

3.2.7.2 8100 Return

The following screen will display when the *Return* button is pressed:



Enter or scan the ID of the kit or item being returned. Scanning a 2D asset bar code may be done any time this screen is visible. When a 2D bar code is scanned the Kit/Item field will be changed to gray. When the View Details button pressed the contents of the 2D bar code just scanned may be viewed and/or changed.

Enter or scan the user ID of the person returning the asset. This field is optional for a 1D scan and required for a 2D scan.

Enter the number of assets being returned. This will default to 1 but may be changed

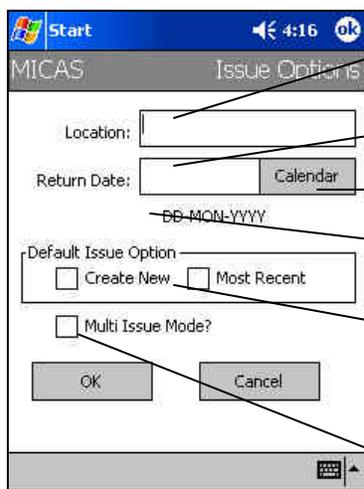
Click <OK> to return the asset(s).



Warning: Once you have completed your returns and are ready to transfer the data to the PC, you MUST exit completely from the HHT program. This can be done by pressing the <EXIT> button from the MICAS menu.

3.2.7.3 8100 Set Issue Defaults

The following screen will display when the *Set Return Date* button is pressed:



When issuing assets by scanning 2D bar codes, the location from which the assets are being pulled is required. If you normally issue assets from a single location, enter that location here and it will default on the issue

Enter the date on which the issued assets are expected to return.

Click this button the pop-up a calendar for selection of the date.

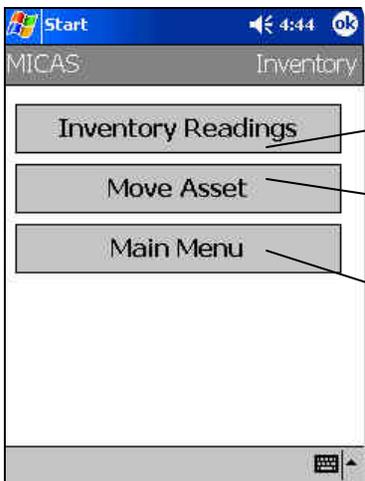
Enter the quantity of assets that are normally issued by this handheld unit.

The radio buttons for New and Most Recent, and Select will not always be visible. If the system is configured to not allow this option, the buttons will not be visible. If the system is configured to allow this capability, the buttons will be visible. The option selected here will be used to default on the Issue screen.

Clicking on the **Multi Issue Mode** check box will toggle between *Multi-Issue Mode* and *Single-Issue Mode*. *Single-Issue Mode* allows you to quickly issue single items to multiple users. This mode would be used most often in a mobility line. *Multi Issue Mode* allows you to quickly issue multiple items to the same user. This box will default when first in as unchecked (i.e., single issue mode).

3.2.8 Symbol 8100 Batch Inventory

The following menu will display when the *Inventory* button is selected from the main menu.



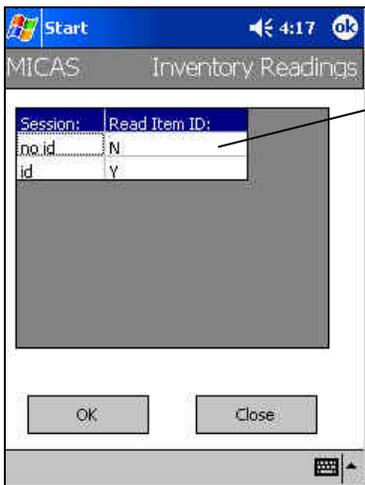
Click to run the Inventory Readings function.

Click to run the Move Asset function.

Click to return to the main menu.

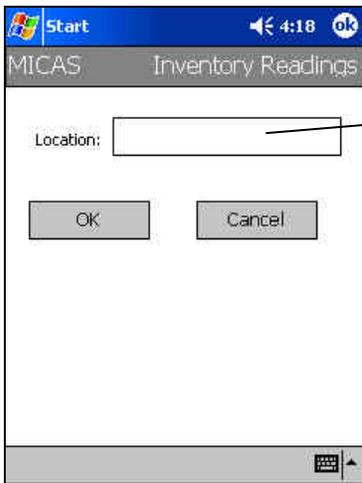
3.2.8.1 8100 Inventory Readings

The following screen will display when the *Inventory Readings* button is pressed:



The list of opened inventory sessions will display. Select the session whose readings you want to take and click <OK>

Once the *OK* button is pressed, the following screen will display:

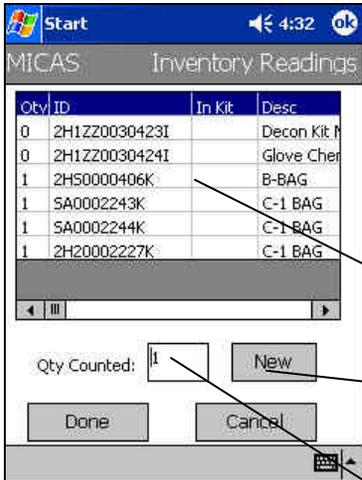


Scan the bar code of the Location for which inventory readings are being taken.

NOTE: The location scanned must be one defined as part of the inventory session being done.

3.2.8.1.1 Inventory Readings capturing IDs

If the inventory session is one define as capturing IDs, the following screen will display:



The **Qty** Column will contain the quantity of assets already recorded for this inventory session. If no readings have yet been taken, this column will be 0 for stock and 1 for kits.

For **kits**, the **ID** column will contain the Kit Local ID and the **Desc** column will contain the kit type. For **stock**, the **ID** column will contain the Item ID and the **Desc** column will contain the nomenclature.

The **In Kit** column will contain the local ID of the kit in which the asset if found. This column will only contain a value if the session was set to **Breakdown Kits**.

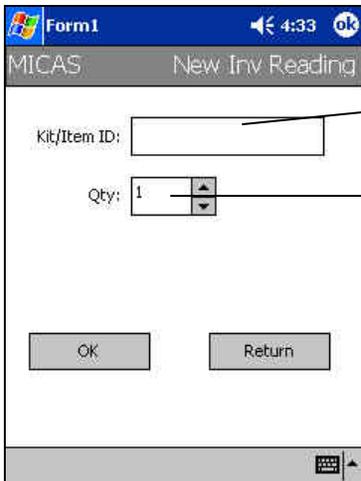
Highlight the row being for the assets being counted (or scan the bar code of the assets).

Press this button if the assets you have counted are not included in the list.

Enter the quantity of assets counted for the highlighted row. Once entered, the Qty column will be updated.

NOTE: If a bar code is scanned that cannot be found in the list, you will be asked if you want to add this new entry. If so, the *New Inv Reading* screen will display.

The following screen will only display when you indicate you want to add something new to the list.

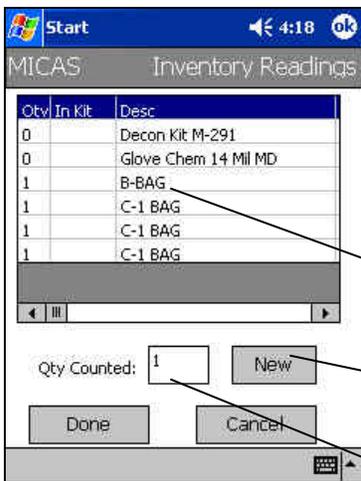


Enter the ID of the asset in this location.

Enter the quantity of these assets counted.

3.2.8.1.2 Inventory Readings without capturing IDs

If the inventory session is one defined as not capturing IDs, the following screen will display:



The **Qty** Column will contain the quantity of assets already recorded for this inventory session. If no readings have yet been taken, this column will be 0 for stock and 1 for kits.

The **In Kit** column will contain the local ID of the kit in which the asset is found. This column will only contain a value if the session was set to *Breakdown Kits*.

For **kits**, the **Desc** column will contain the kit type. For **stock**, the **Desc** column will contain the nomenclature.

Highlight the row being for the assets being counted (or scan the bar code of the assets).

Press this button if the assets you have counted are not included in the list.

Enter the quantity of assets counted for the highlighted row. Once entered, the Qty column will be updated.

Scanning a 2D asset bar code may be done any time this screen is visible. When a 2D bar code is scanned the contents of that label will be reviewed and the first entry in the list matching the criteria will be highlighted. Scan the 2D Stock/Lot label or the Kit label and the list will be scrolled and that entry will be highlighted.

NOTE: If a bar code is scanned that cannot be found in the list, you will be asked if you want to add this new entry. If so, the *2D Bar code Info* screen will display.

The following screen will only display when you indicate you want to add something new to the list.

Start 4:20 ok
MICAS 2D Barcode Info
NSN:
Nomenclatur:
Contract:
Lot:
Date of:
Serial:
Quantity: 1
Save Next Close

Scan the Stock/Lot 2D bar code or enter the data about the asset being counted.

Enter the **Qty** counted. This will default to 1 but may be changed

Start 4:20 ok
MICAS 2D Barcode Info
Part:
Cage:
DUNS:
UCC/EAN:
Unserviceable:
Condition:
Local:
Save Prev Close

Because there is so much data, two screens are required. Click the <Next> and <Prev> buttons to toggle between these screens. Once all data is entered click the <Save> button.

3.2.8.2 8100 Move Asset

The following screen will display when the *Move Asset* button is pressed:

Scan the Stock or the Kit label or enter the Item ID or Kit local ID of the asset being moved. Scanning a 2D asset bar code may be done any time this screen is visible. When a 2D bar code is scanned the Kit/Item field will be changed to gray. When the View Details button pressed the contents of the 2D bar code just scanned may be viewed and/or changed.

For **From Location**, scan the location label or enter the Location ID of the location from which the asset is being moved.

For **To Location**, scan the location label or enter the Location ID of the location to which the asset is being moved.

Click if the Location is not yet defined in MICAS.

For **Qty**, enter the quantity of these assets being moved.

3.2.8.2.1 Adding a New Location

The following screen will appear when the New button is pressed from the Move Asset.

For each of these fields, enter the data specified data.

3.2.9 Troubleshooting Symbol 8100 Batch Handheld Problems

Problem	Solution
<i>I installed MICAS on the handheld unit but when I execute MicasBatch from the menu it just sits there with the hourglass.</i>	After installing MICAS, did you follow section 3.2.4.1 <i>Sending Data to the Handheld</i> in this manual? Before running MicasBatch you must have a MICAS handheld database transferred to the unit.
<i>I get errors when I run</i>	Verify that the files generated by the Handheld Transfer

<p><i>MICAS on the handheld. A number of messages come up saying there was an error loading a particular file.</i></p>	<p>function have been copied to the correct directory on the handheld.</p>
<p><i>I rebooted the handheld, only it came up with a Boot Loader Menu. Where did this come from?</i></p>	<p>Perform a cold boot (hold the power button for 13-15 seconds) and be sure you're not pulling the trigger.</p>
<p><i>I get the following error message when attempting to transfer my database to the handheld unit:</i></p> <p><i>Error opening DLL library adofiltr.dll for external function.</i></p>	<p>This error indicates that ActiveSync is either not installed or not running on the PC.</p> <p>If ActiveSync is NOT installed, following the directions in section 3.2.1.2 <i>Installing Microsoft ActiveSync</i> of this manual.</p> <p>If ActiveSync is installed, follow the directions in section 3.2.1.3 <i>Connecting 8100 Series Handheld Devices to your PC</i> of this manual for establishing a connection.</p>

4.0 Symbol RF Handheld Units

4.1 Installation

Each site must contact their local base frequency manager prior to purchasing or installing RF equipment.

4.1.1 Installing Symbol RF Handheld Units

There are several steps that must be done to install MICAS on the Handheld Units:

1. Microsoft ActiveSync 3.6 must be installed on the PC used to transfer files to the Handheld units (see section *4.1.1.1 Installing Microsoft ActiveSync* in this manual).
2. Connect the Handheld device to the PC (see section *4.1.1.2 Connecting the Handheld Device to the PC* in this manual).
3. Copy the MICAS software onto each Handheld device (see section *4.1.1.3 Installing MICAS software onto the handheld device* in this manual).
4. Once the software is installed, the Handheld device needs to be told the IP address of the PC running the RF Communications Manager (see section *4.1.1.4 Indicate/Change the Server IP Address on the Handheld* in this manual).

4.1.1.1 Installing Microsoft ActiveSync

ActiveSync is a product used to communicate between the PC and Symbol Handheld devices.

Before installing, make sure the Symbol docking station is attached to the PC and the Handheld is powered on.

Execute The ActiveSync installation process by double clicking on the following file:

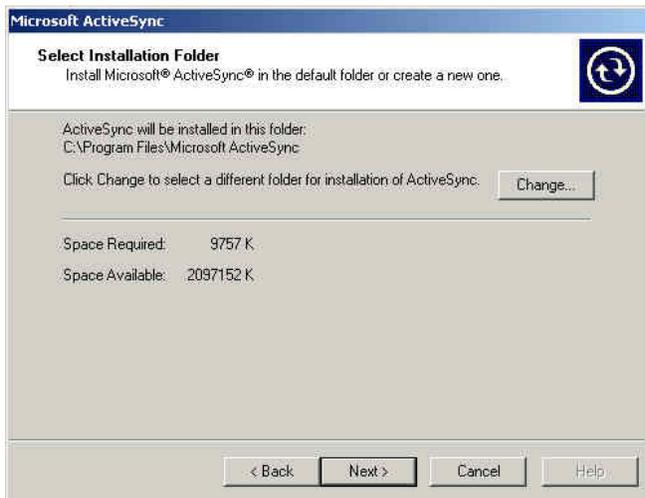
C:\MICAS\ACTIVESYNC\MSASYNC.EXE.

NOTE: If you installed the client software to a drive other than the default, the path to this file will differ from what's listed above.

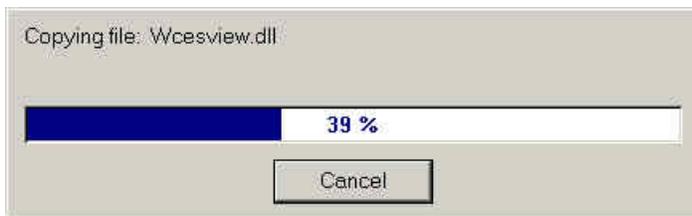
The first thing the process will do is automatically copy several files. No input is required. When the copying is complete, the following screen will appear:



Select <Next>



Select <Next>



The installation process will copy files onto your system. Please wait for it to complete on it's own. The following screen will appear when the copy is complete:



The installation process will update your system information. Please wait for it to complete on it's own. When done, one of several screens may appear. The *Get Connected* screen may appear or a screen indicating the installation is complete may appear. If the screen indicating the installation is complete appears, press next until you get the *Get Connected* screen.

From this point on, follow the Directions in the next section (Connecting the Handheld Device to your PC).

4.1.1.2 Connecting the Handheld Device to the PC

7. If you've not done so already, boot the Handheld device and place it into the cradle attached to your PC.

NOTE: You must have exited from MICAS prior to connecting.

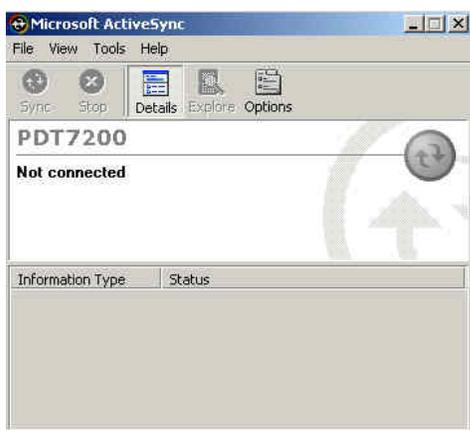
8. When ActiveSync is installed on your PC (see Installation Manual), an icon is placed in your system toolbar. The icon will appear as one of the following

 - ActiveSync is installed but the handheld device is not connected

 - ActiveSync is installed and the handheld device is connected.

NOTE: When you place the handheld device into the cradle, the system will attempt to connect. When this is happening the green circle icon will be spinning.

9. If the handheld device does not show as connected to your PC, double click on the ActiveSync icon  in the toolbar. You will see the following screen:



10. From the File menu select the *Get Connected...* option and the following screen will display:



Make sure the handheld device is attached as required and powered on.

Select <Next>.

11. The following screen may appear on the PC:



The system will attempt to auto detect the symbol hardware. Please wait for it to complete on it's own.

12. The following screen will appear when a connection has been established:



NOTE: This screen will only appear when first installing the ActiveSync software or after you've cold booted the handheld unit. If this screen does appear, the partnership was established during the installation process so need not be done here.

Select <Cancel>.



This message indicates that the partnership was not created during this session. This is expected because one was not created. Click <OK>.

4.1.1.3 Installing MICAS software on 8100 series devices

1. Warm boot the handheld device.
2. Connect the PC to the handheld device (see section 4.1.1.2 in this manual).
3. When ActiveSync is installed on your computer, the 8100 series equipment is placed in the cradle and the PC is connected to the handheld device the hard drive of the handheld will be visible in Windows Explorer. It is titled as **Mobile Device**.
4. Create a sub-folder under the \My Pocket PC\Application folder titled \Micas
5. Copy the following files from the PC onto the **Mobile Device**.

File on PC	Mobile Device directory
C:\micas\rf Handheld Symbol*.*	\My Pocket PC\Application
C:\micas\ rf Handheld Symbol\ Micas*.*	\My Pocket PC\Application\Micas
C:\micas\ rf Handheld Symbol\Startup*.*	\My Pocket PC\Application\Startup

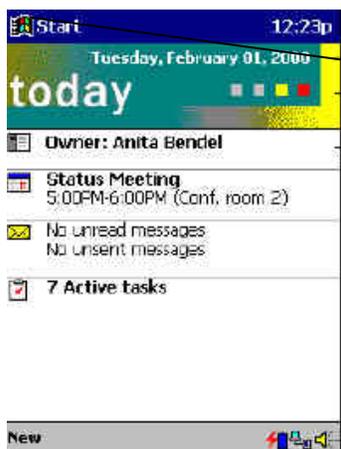
6. Remove the handheld device from the docking station.
7. Cold Boot the unit (see section 4.4.2.6 *Cold Boot* in this manual).

NOTE: You only need to do the Cold Boot the first time MICAS is installed on a handheld device. If you are upgrading the device, it is not necessary.

4.1.1.4 Indicate/Change the Communications Manager IP Address

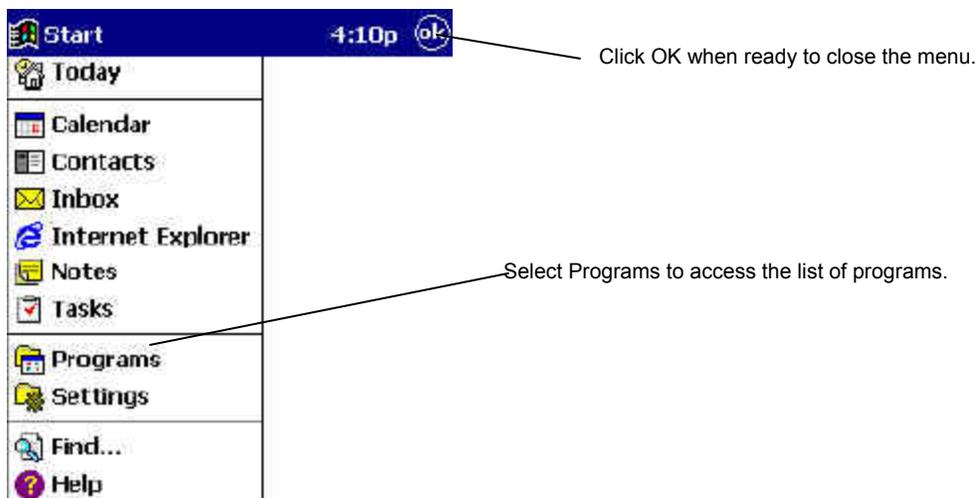
The Handheld device must be told the IP address of the RF Communications Manager. If you ever reach a point that the IP address to the server has changed, the Handheld must be told of this change. Do the following to change the IP address on a Handheld device already running MICAS:

1. Boot the Handheld unit

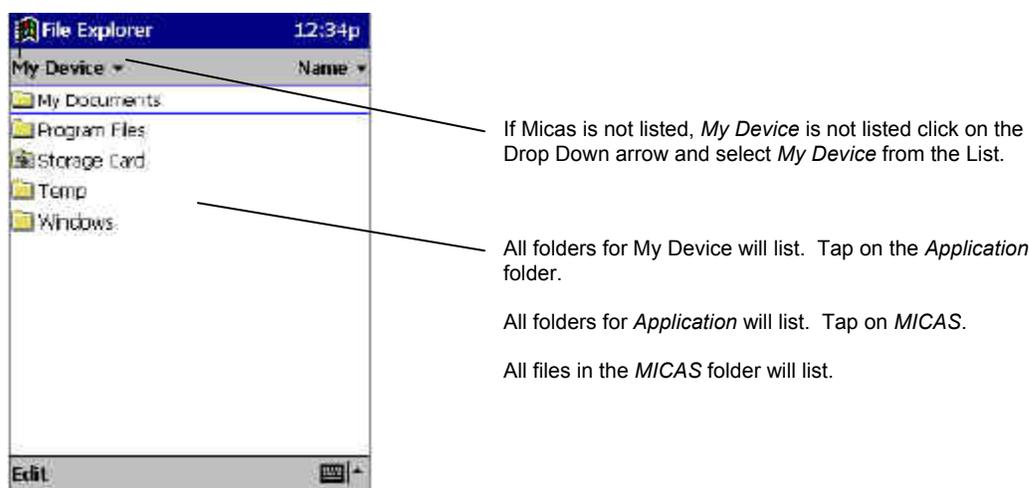


Tap the Start icon and the menu will display.

2. When the Start icon is tapped, the menu will appear.



3. When Programs is selected, the icons will display showing you the functions available.
4. Tap on the File Explorer icon.



5. When the contents of the MICAS folder are shown, tap on the *ip* file.

The current IP address will display. Change this to the IP address of the server machine running the Communications Manager and click OK.

4.1.2 Installing the Access Point

Follow the Installation directions provided by the vendor.

4.1.3 Installing the RF Server

The RF Server does not have a separate installation. Instead, when the MICAS client installation is run, the programs necessary to run the RF Server are automatically installed. But there is an RF database that must be installed on the machine running

MSDE (and the MICAS Server Utilities). Follow the steps in this section to setup and attach this database.

1. Copy the file **micasRF.mdf** from the C:\MICAS\MSDEINSTALL folder into the C:\MSSQL7\DATA folder.

NOTE: These folder names will vary if you installed either the Server Utilities or MSDE to a directory other than the standard.

2. Run the Server Utilities.
3. From the Utilities menu, select the Attach database option.
4. Enter the following:

Database to be attached: **MICASRF**

Database Filename: **C:\MSSQL7\DATA\micasRF.MDF**

NOTE: The Database Filename may differ from the one listed above if you installed MSDE to a directory other than the standard.

5. Click OK and respond YES to the question asking if you are sure you want to attach this database.

Once the database is attached, you are ready to run the RF Server programs. Install the MICAS Client on the PC that is to run the RF Server programs. When installed, see section 4.3 *Running the Symbol RF Server* in this manual.

4.2 Upgrade

The Handheld devices do not have a separate upgrade. Instead, when the MICAS client upgrade is run, upgrades to the Handheld Devices are placed in the client's MICAS folder. Follow the steps in this section for the handheld devices you use.

4.2.1 Upgrading Symbol RF 8100 Series Devices

Follow the directions for Installing MICAS on your 8100 series device (See section 4.1.1 *Installing Symbol RF Handheld Units* in this manual).

4.2.2 Upgrading the RF Server

Run the MICAS Client upgrade on the RF Server machine. When this is done the RF Server programs will be updated.

4.3 Running the Symbol RF Server

The RF Server is a machine that will be running the server software. This machine can be any PC on the same network as the RF controller.

The server consists of two applications:

- Communications Manager
- Data Manager

4.3.1 RF Communications Manager

The RF Communications Manager is the application that communicates with the handheld devices. It's the machine that sends/receives data to/from the handheld units.

If you are running many handheld units and find that the bottleneck in processing is because of communication with the handheld units, you may choose to set aside multiple PCs all running the RF Communication Manager. If you do this, you will need to divide the handheld units between the two managers.

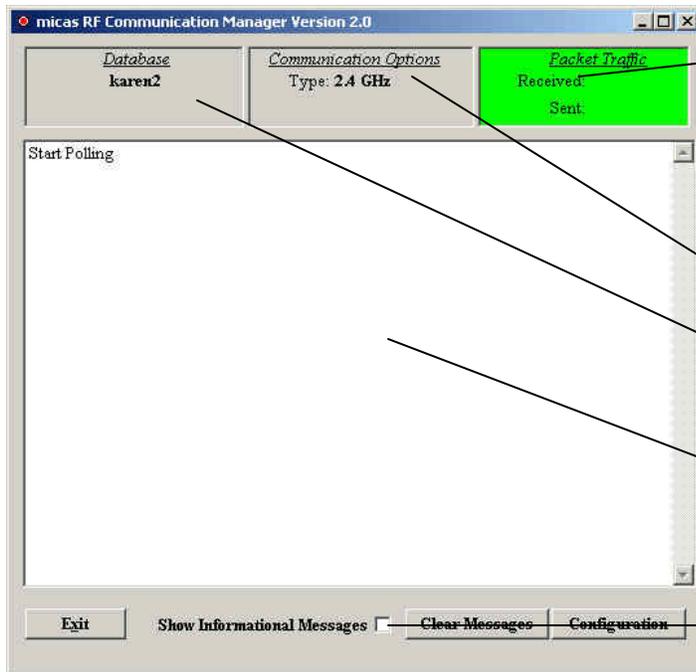
To access the MICAS RF Communication Manager, double click on the **RFCommMgr.EXE** file. If you installed MICAS using the standard installation, this file can be found in the **C:\MICAS\rf Server Symbol\rf Comm Mgr** directory.

When run, the login screen will display.



Log into the RF Communications Manager using your standard MICAS User ID and Password. NOTE: If you have not attached the MICAS RF database you will get an 'Invalid Login' message. The MICAS RF database must be attached before logging in.

When successfully logged in, the following screen will display:



Packet traffic counters show when packets are received and sent to handheld units. This can be used to determine where a problem exists when troubleshooting.

This box will display green when communications are up and running as expected.

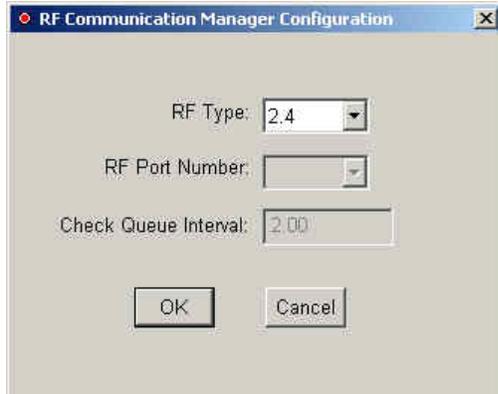
The Communication options will display.

The database to which the Communications Server is attached will display.

Messages will display in the center box.

Normally you will not show informational messages. But during troubleshooting, the messages can be invaluable. Click on this box to turn on the display of information messages

To configure the RF Communications Manager, click **Configuration** and the following screen will display:



Do not change this data. At this time, the only communication type is 2.4.

 **NOTE: The RF Communications Manager must be started before using the Handheld units. If the RF Communications Manager is not up, you will receive an error when attempting to login to the handheld units.**

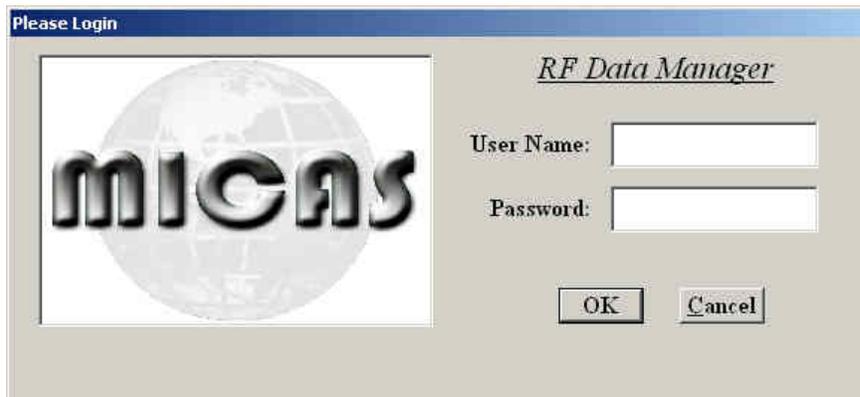
4.3.2 RF Data Manager

The RF Data Manager is the application that processes the data for requests made by the handheld devices. It's the machine that gets the MICAS data needed by the handheld devices and updates MICAS with the changes made.

If you are running many handheld units and find that the bottleneck in processing is because of processing requests for data, you may choose to set aside multiple PCs all running the RF Data Manager. If you do this, no change will need be made to the handheld units, each RF Data Manager will process requests from the one or many RF Communication Managers in use.

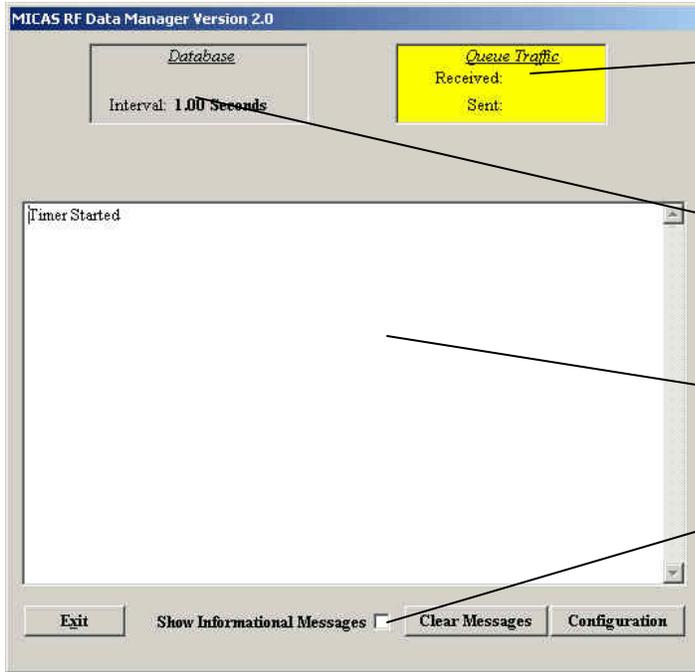
To access the MICAS RF Data Manager, double click on the **RFDDataMgr.EXE** file. This file can be found in the **C:\MICAS\Rf Server Symbol\Rf Data Mgr** directory if your installation was standard.

When run, the login screen will display.



Log into the RF Data Manager using your standard MICAS User ID and Password.
NOTE: If you have not attached the MICAS RF database you will get an 'Invalid Login' message. The MICAS RF database must be attached before logging in.

When successfully logged in, the following screen will display:



Packet traffic counters show when packets are processed by the data manager. This can be used to determine where a problem exists when troubleshooting.

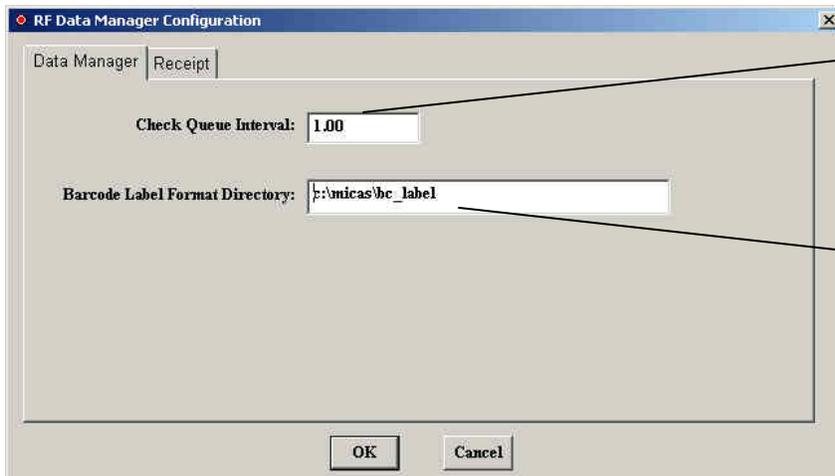
The interval indicates how often the Data Manager checks to see if there is any data to process.

Messages will display in the center box.

Normally you will not show informational messages. But during troubleshooting, the messages can be invaluable. Click on this box to turn on the display of information messages

To configure the RF Data Manager, click **Configuration**. There are two tabs available in the RF Data Manager Configuration.

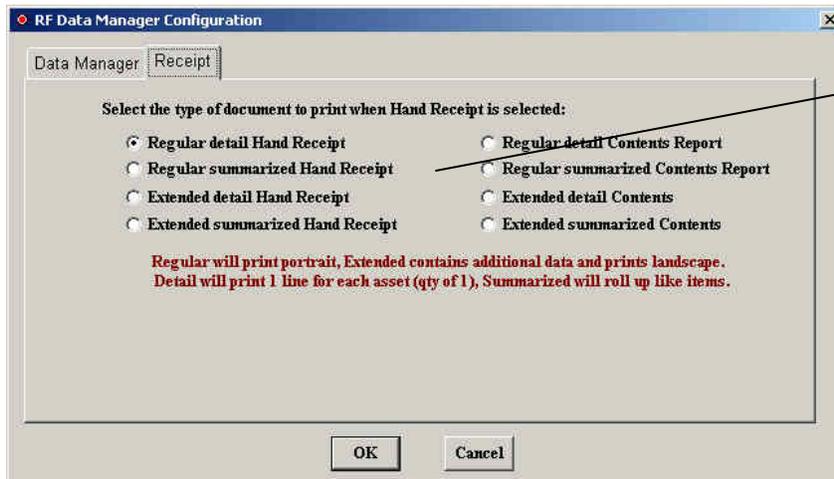
4.3.2.1 RF Data Manager General Configurations



The interval indicates how often the Data Manager checks to see if there is any data to process. Making this number too small may use up too many system resources, but making this number too large will slow handheld processing.

The handheld units may be used to print bar codes; this directory is where to bar code formats may be found.

4.3.2.2 RF Data Manager Hand Receipt Configuration



The handheld units may be used to print hand receipts as assets are issued, this is where you indicate the type of receipt is to be printed.



NOTE: The RF Data Manager must be started before using the Handheld units. If the RF Data Manager is not up, you will receive an error when attempting to login to the handheld units.

4.4 Using Symbol RF handheld units

4.4.1 Using a Touchscreen.

The Symbol Handheld devices are equipped with touch screens that allow user input. The preferred method for user input is using a stylus, in the absence of a stylus the touch screen will accept input using your finger or other objects.

There are several places (such as using the virtual keyboard), where pressing the buttons may be difficult because the buttons are so small. You may use something other than your finger to make a selection. To reduce damage to the screen, we recommend something soft like the eraser on a pencil.

 **WARNING: Using anything sharp as the pointer to the touchscreen (such as the tip of a pencil) may puncture screen and render handheld unusable.**

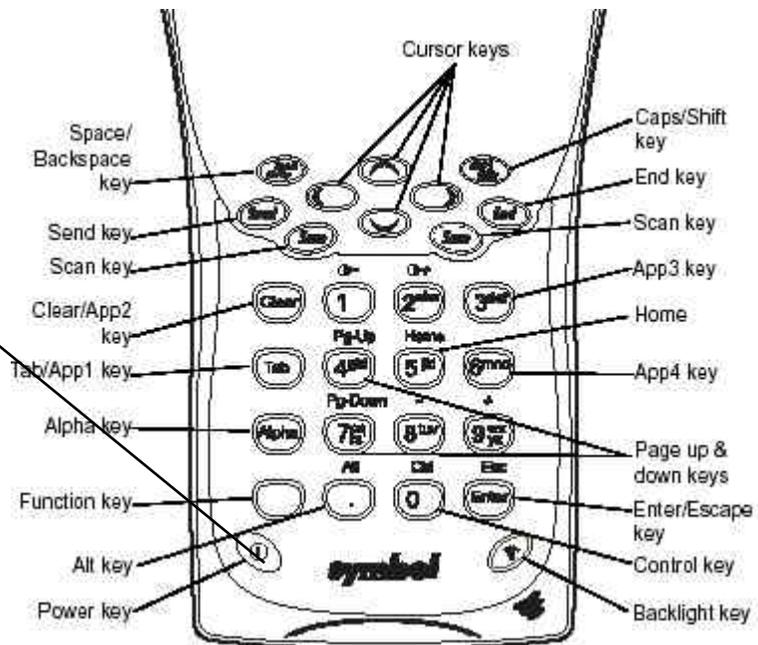
WARNING: Using anything that may leave a mark as the pointer to the touchscreen (such as an ink pen) may draw on the screen and render handheld unusable.

4.4.2 Using 8100 Series RF Handheld Units

4.4.2.1 Powering on the 8100 Series Device

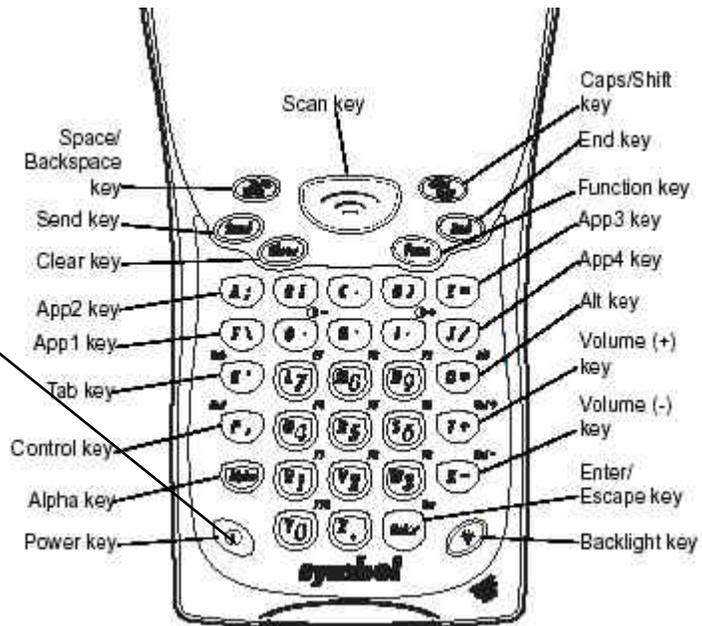
4.4.2.1.1 Powering on the 28-Key 8100 Series Handheld Device

Press the Power Key to turn on/off the device.



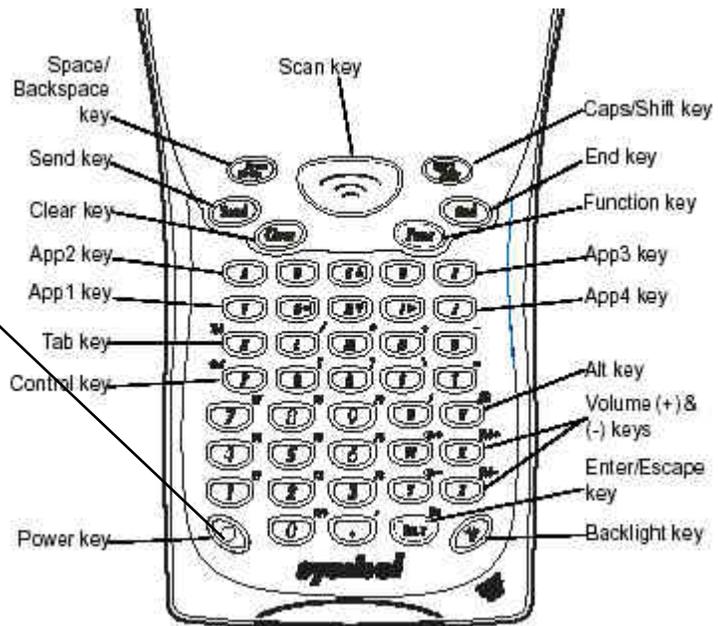
4.4.2.1.2 Powering on the 37-Key 8100 Series Handheld Device

Press the Power Key to turn on/off the device.



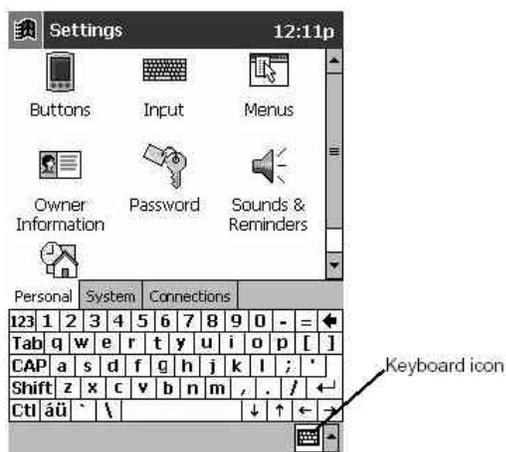
4.4.2.1.3 Powering on the 47-Key 8100 Series Handheld Device

Press the Power Key to turn on/off the device.



4.4.2.2 Accessing the Virtual Keyboard

To display the virtual keyboard, tap the keyboard icon on the bottom of the screen.



4.4.2.3 Using backlighting.

The 8100 series handheld device has a system configurable setting that disables the backlighting in cases of extended periods of non-use. This feature is to maximize the cycle of the rechargeable battery. The backlighting can be reinitialized by touching anywhere on the touch screen or pressing the backlight key.

4.4.2.4 What to do for errors

In the event of errors it may be necessary to reset the 8100 series device. One such error is the application error. The device will display the message: “An error was encountered while running the program”, with a banner of “Application Error”.

When this occurs, first try Warm booting the handheld device. If this does not solve the problem, cold boot the handheld device.

4.4.2.5 Warm Boot

A Warm Boot restarts the terminal and saves all stored records and entries.

The keys used to Warm Boot the device depends on the type of device you have.

Keyboard	Keys
28-Key	Backlight + Down Arrow + Function
37-Key	Backlight + Alpha + Function
47-Key	Backlight + End + Function

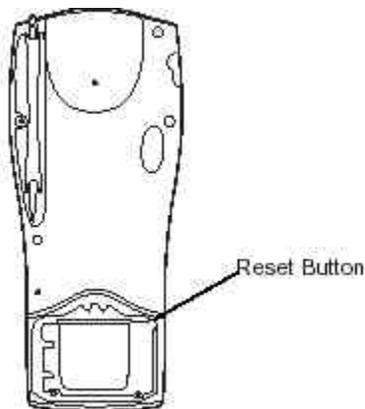
4.4.2.6 Cold Boot

A Cold Boot also restarts the handheld device, but erases all stored records and entries. Therefore, never perform a Cold Boot unless a Warm Boot does not solve the problem.

Do the following to perform a Cold Boot of the device:

1. Turn the power off.

2. Remove the battery cover.
3. While holding down the Function key, use the tip of the stylus to gently press the reset button.



4. Replace the battery cover and press the Power button.
5. At this time you may get an error telling you '*Unable to obtain a server assigned IP address. Try again later or enter an IP address in Network settings.*' If this message appears you need to enter on the Handheld Device the IP address it will use when accessing the network. To do this, do the following:
 - a. From the *Start* menu, select the *Settings* option.
 - b. The settings screen consists of 3 tab pages. The tabs to these pages are listed at the bottom of the screen. Select the *Connections* tab.
 - c. Click on the *Network Adapters* icon.
 - d. Highlight *Spectrum 24 802.11b sps*.
 - e. Click the Properties button.
 - f. Select the *Use specific IP address* button and enter your IP Address, Subnet mask, and Default gateway. The numbers you enter are specific to your installation and must be provided from your Computer Support personnel.
 - g. Click the OK button (upper right in the heading). When this is done, you will receive a message telling you '*The next time the adapter is used it will have the new settings. If the adapter is currently in the you can remove and re-insert the adapter to have the changes take affect.*' Click OK.
 - h. You will be returned to the Network Adapters screen. Close this screen by clicking the OK button (upper right in the heading).

- i. You will be returned to the Settings screen. Close this screen by clicking the OK button (upper right in the heading).
6. Install the Encryption software tool (such as Air Fortress) using the directions provided by the vendor.

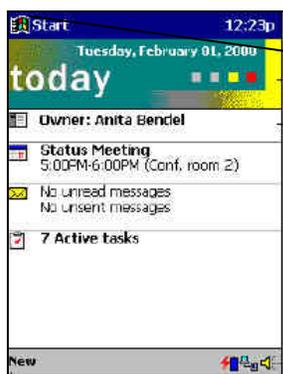
NOTE: See your hardware users manual for more complete and graphic directions.

4.5 Running Symbol RF handheld units

4.5.1 Running MICAS from the 8100 Series Devices

Do the following to run MICAS from the handheld device.

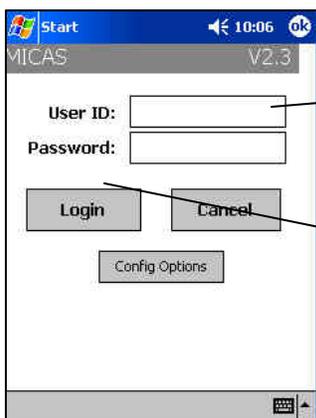
1. Boot the Handheld unit



Tap the Start icon and the menu will display.

2. When the Start icon is tapped, the menu will appear. Select MICAS from this menu.

4.5.1.1 Logging Into the handheld



For **User ID**, enter or scan the ID of the person to log in to the Micas System.

For **Password**, enter the corresponding password of the person to log in to the Micas System.

Click when User ID and Password have been entered.

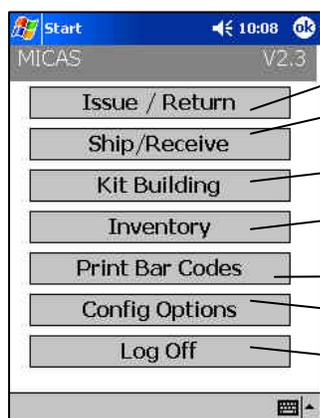
The Micas Login Screen will display on initialization of the Micas application. Clicking The Login command button will log the user in to the Micas System. Clicking Cancel will exit the Micas application.

You may receive one of the following warning messages after pressing <Login>:

Message	Explanation
Invalid ID!	MICAS does not recognize the User ID.
Bad Password!	The password does not correspond with the User ID.
Bad Password, Last Try, Account has been locked!	The password does not correspond with the User ID. In this case however, this is the last invalid password for the account and now the account has been locked.
Account Locked!	The User has an account, which has been locked by the Micas administrator.
Database Error!	This could indicate a problem with your MICAS database or a lack of disk space.

4.5.1.2 Main Menu

After logging into the handheld device, the following menu will appear:



To access **Issue** and **Return** functions, click this button.

To access **Shipping** and **Receiving** functions, click this button.

To access **Kit Building** functions, click this button.

To **Inventory** functions, click this button.

To **Barcode Printing** functions, click this button.

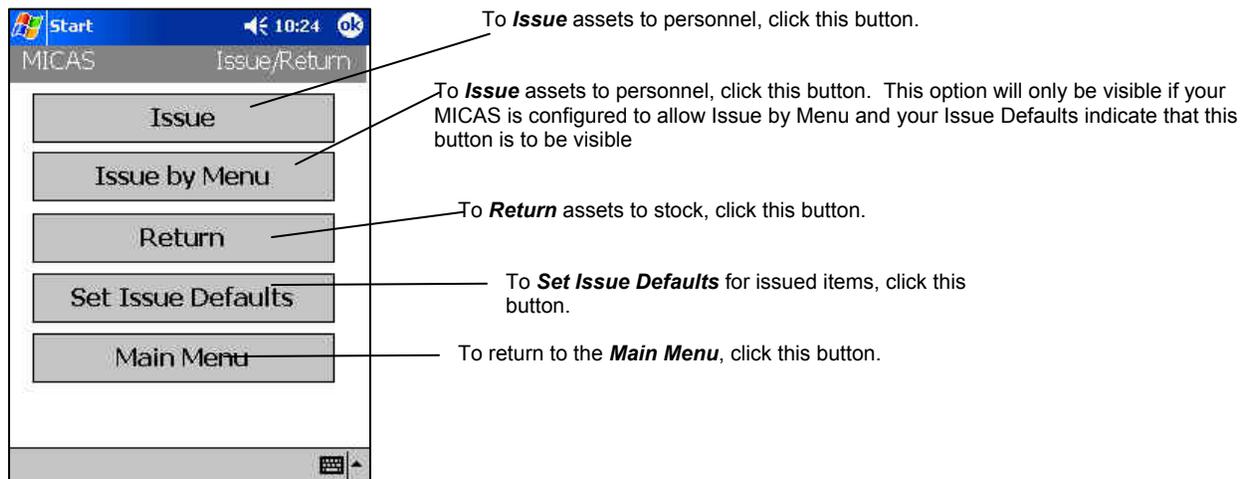
To access the **Configuration Options**, click this button.

To **Log Off** or exit the Micas Application, click this button.

Click on the menu option that is to be run.

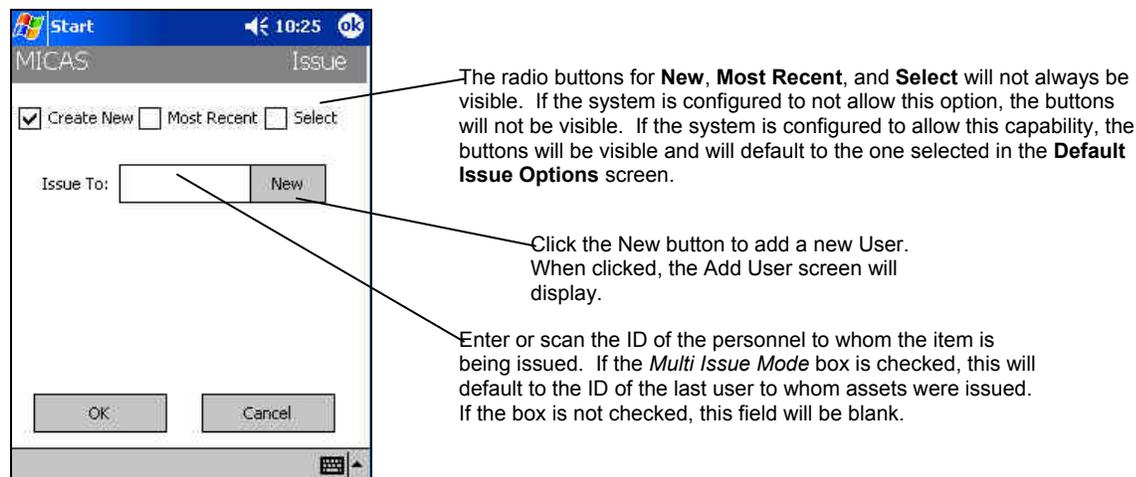
4.5.2 Issue/Return

The Issue/Return menu will be used to access the Issue and Return options.



Click on the menu option that is to be run.

4.5.2.1 Issue

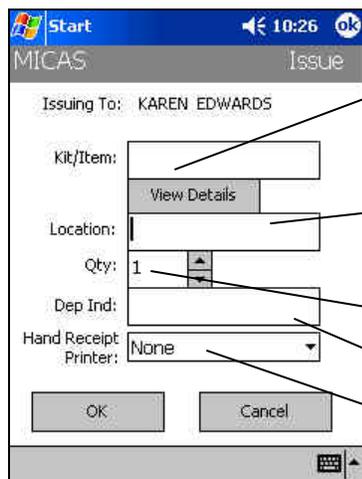


After the User data has been entered, click . If you scan a bar code, this button will automatically be clicked. When either is done you may receive one of the following error messages:

Message	Explanation
Invalid User ID	This message should never occur. It indicates that there is a problem with the User who logged into the Handheld.
Invalid Issue To ID	The User entered for <i>Issue To ID</i> is not a valid MICAS User.

Message	Explanation
There has been a DataBase error!	This could indicate a problem with your MICAS database or a lack of disk space.

These errors must be corrected before going to the next screen. When all errors are corrected the following screen will display:



The name of the user entered into the *Issue To* field on the previous screen will display.

For **Kit/Item ID**, enter or scan the ID of the kit or item being issued. NOTE: Scanning a 2D asset bar code may be done any time this screen is visible. When a 2D bar code is scanned the Kit/Item field will be changed to gray. When the **View Details** button is pressed the contents of the 2D bar code just scanned may be viewed and/or changed.

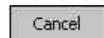
The Location is not required when entering or scanning either an Item ID or a Kit ID. But when scanning a 2D bar code, you must specify where in inventory the asset is being pulled. NOTE: The location will default to the location you entered into the Set Issue Defaults screen.

Enter the quantity of assets being issued. This quantity will default to the quantity entered into the Set Issue Defaults screen.

For **Dep Ind**, enter any text to be recorded for the Deployment Indicator.

The list of printers available for printing Hand Receipts will be available in the **Hand Receipt Printer** field. To print a hand receipt, select a printer. To not print a hand receipt, select *None*. This will default to the last value entered for this field.

To close and return to the User selection without saving the change made, press



To save the Issue data, press . When this is done you may receive one of the following error messages:

Message	Explanation
Unserviceable Item/Kit ID. Issue anyway?	The Item or Kit entered is valid but has a status of Unserviceable.
Item\Kit Suspended. Issue anyway?	The Item or Kit entered is valid but has a status of Unserviceable.
Kit is incomplete. Issue anyway?	The Kit entered is valid but is incomplete.
Item\Kit Already Issued. Issue anyway?	The Item or Kit entered is already issued to someone else.
Serviceable Condition Code B. Issue anyway?	The Item or Kit entered is serviceable but has a Condition Code of B indicating that the asset will outdate in 3 – 6 months.
Serviceable Condition Code C. Issue anyway?	The Item or Kit entered is serviceable but has a Condition Code of C indicating that the asset will outdate in less than 3 months.
Only a partial number of the quantity was issued. Quantity issued ####. Do you wish to issue the unserviceable quantity shown?	Some serviceable assets could be issued, but there were not enough serviceable assets to make up the entire quantity you requested. There are however unserviceable assets that may be issued. This question is asking you if you want to issue the unserviceable assets.
Kit Serviceable Condition Code B. Issue anyway?	The kit is serviceable but contains assets that have a Condition Code of B.

Message	Explanation
Kit Serviceable Condition Code C. Issue anyway?	The kit is serviceable but contains assets that have a condition code of C.

For any of the above message, Click and the asset will be issued. Click and no issue will occur.

You may receive one of the following error messages after pressing

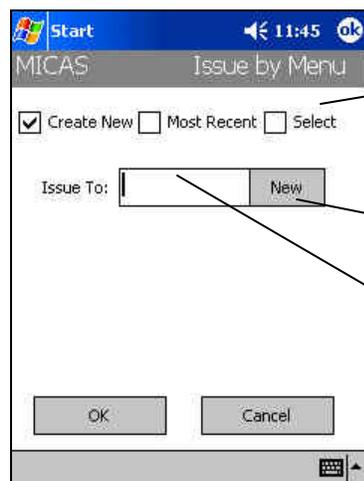
Message	Explanation
Invalid User ID	This message should never occur. It indicates that there is a problem with the User who logged into the Handheld.
Invalid Issue To ID	The User entered for <i>Issue To ID</i> is not a valid MICAS User.
Invalid Kit/Item	The Kit/Item entered is not a valid MICAS asset.
Asset is in a Kit	The Item or Kit entered is included in another kit. To issue this asset, you must issue the kit containing this asset.
Issue Unsuccessful	There was a problem issuing the asset. This could indicate a problem with your MICAS database or a lack of disk space. Check the Data Manager screen to see if there is a further explanation of problem. NOTE: This may require that you turn on informational messages and attempt the issue again to generate complete informational messages about the problem.
Invalid Location!	The location entered is not a valid MICAS location.
No assets available to issue	There are no assets that match the input specifications that may be issued.
Cannot issue from this location.	The assets are in a location from which issue is not allowed. This is because the location definition contains a 'No' for the <i>Issue From</i> field.
There has been a DataBase error!	This could indicate a problem with your MICAS database or a lack of disk space.
Error Code is Undefined	There was a problem issuing the asset. This could indicate a problem with your MICAS database or a lack of disk space. Check the Data Manager screen to see if there is a further explanation of problem. NOTE: This may require that you turn on informational messages and attempt the issue again to generate complete informational messages about the problem.

These errors must be corrected before the asset can be issued.

You may receive one of the following informational messages after pressing

Message	Explanation
Cannot issue this Quantity. ### Assets Issued	Where ### contains the number of assets issued. This indicates that you requested a larger quantity than is available for issue. The quantity available was issued.

4.5.2.2 Issue by Menu



The radio buttons for **New**, **Most Recent**, and **Select** will not always be visible. If the system is configured to not allow this option, the buttons will not be visible. If the system is configured to allow this capability, the buttons will be visible and will default to the one selected in the **Default Issue Options** screen.

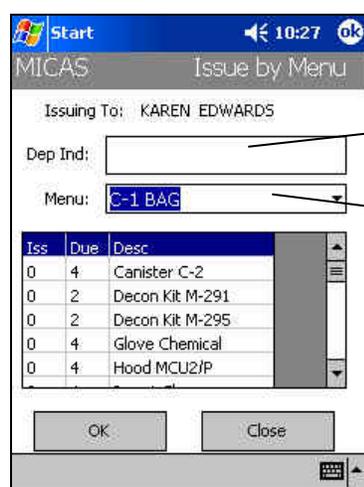
Click the **New** button to add a new User. When clicked, the Add User screen will display.

Enter or scan the ID of the personnel to whom the item is being issued. If the *Multi Issue Mode* box is checked, this will default to the ID of the last user to whom assets were issued. If the box is not checked, this field will be blank.

After the User data has been entered, click . If you scan a bar code, this button will automatically be clicked. When either is done you may receive one of the following error messages:

Message	Explanation
Invalid User ID	This message should never occur. It indicates that there is a problem with the User who logged into the Handheld.
Invalid Issue To ID	The User entered for <i>Issue To ID</i> is not a valid MICAS User.
There has been a DataBase error!	This could indicate a problem with your MICAS database or a lack of disk space.

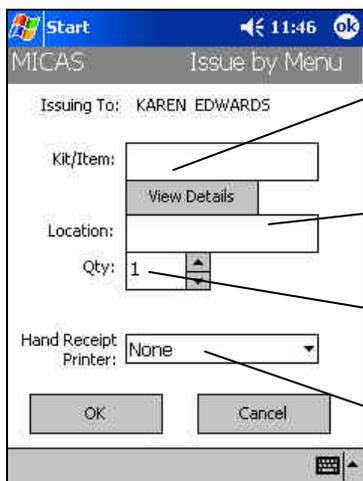
These errors must be corrected before going to the next screen. When all errors are corrected the following screen will display:



For **Dep Ind**, enter any text to be recorded for the Deployment Indicator.

For **Menu**, select the menu that is to be used to fill this issue. Once selected the list at the bottom of the screen will display showing what needs to be issued to this individual.

After this data is entered, click  and the following screen will display:



The name of the user entered into the *Issue To* field on the previous screen will display.

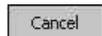
For **Kit/Item ID**, enter or scan the ID of the kit or item being issued. NOTE: Scanning a 2D asset bar code may be done any time this screen is visible. When a 2D bar code is scanned the Kit/Item field will be changed to gray. When the **View Details** button is pressed the contents of the 2D bar code just scanned may be viewed and/or changed.

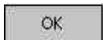
The Location is not required when entering or scanning either an Item ID or a Kit ID. But when scanning a 2D bar code, you must specify where in inventory the asset is being pulled. NOTE: The location will default to the location you entered into the Set Issue Defaults screen.

Enter the quantity of assets being issued. This quantity will default to the quantity entered into the Set Issue Defaults screen.

The list of printers available for printing Hand Receipts will be available in the **Hand Receipt Printer** field. To print a hand receipt, select a printer. To not print a hand receipt, select *None*. This will default to the last value entered for this field.

To close and return to the User selection without saving the change made, press



To save the Issue data, press . When this is done you may receive one of the following error messages:

Message	Explanation
Unserviceable Item/Kit ID. Issue anyway?	The Item or Kit entered is valid but has a status of Unserviceable.
Item/Kit Suspended. Issue anyway?	The Item or Kit entered is valid but has a status of Unserviceable.
Kit is incomplete. Issue anyway?	The Kit entered is valid but is incomplete.
Item/Kit Already Issued. Issue anyway?	The Item or Kit entered is already issued to someone else.
Serviceable Condition Code B. Issue anyway?	The Item or Kit entered is serviceable but has a Condition Code of B indicating that the asset will outdate in 3 – 6 months.
Serviceable Condition Code C. Issue anyway?	The Item or Kit entered is serviceable but has a Condition Code of C indicating that the asset will outdate in less than 3 months.
Only a partial number of the quantity was issued. Quantity issued ####. Do you wish to issue the unserviceable quantity shown?	Some serviceable assets could be issued, but there were not enough serviceable assets to make up the entire quantity you requested. There are however unserviceable assets that may be issued. This question is asking you if you want to issue the unserviceable assets.
Kit Serviceable Condition Code B. Issue anyway?	The kit is serviceable but contains assets that have a Condition Code of B.
Kit Serviceable Condition Code C. Issue anyway?	The kit is serviceable but contains assets that have a condition code of C.

For any of the above message, Click  and the asset will be issued. Click  and no issue will occur.

You may receive one of the following error messages after pressing 

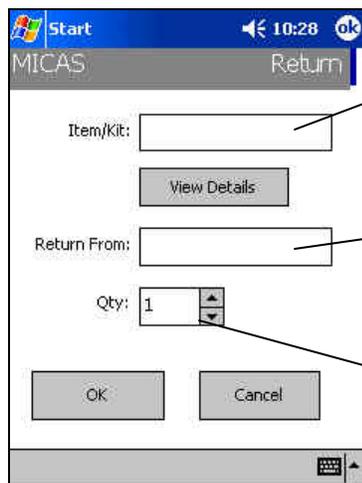
Message	Explanation
Invalid User ID	This message should never occur. It indicates that there is a problem with the User who logged into the Handheld.
Invalid Issue To ID	The User entered for <i>Issue To ID</i> is not a valid MICAS User.
Invalid Kit/Item	The Kit/Item entered is not a valid MICAS asset.
Asset is in a Kit	The Item or Kit entered is included in another kit. To issue this asset, you must issue the kit containing this asset.
Issue Unsuccessful	There was a problem issuing the asset. This could indicate a problem with your MICAS database or a lack of disk space. Check the Data Manager screen to see if there is a further explanation of problem. NOTE: This may require that you turn on informational messages and attempt the issue again to generate complete informational messages about the problem.
Invalid Location!	The location entered is not a valid MICAS location.
No assets available to issue	There are no assets that match the input specifications that may be issued.
Cannot issue from this location.	The assets are in a location from which issue is not allowed. This is because the location definition contains a 'No' for the <i>Issue From</i> field.
There has been a DataBase error!	This could indicate a problem with your MICAS database or a lack of disk space.
Error Code is Undefined	There was a problem issuing the asset. This could indicate a problem with your MICAS database or a lack of disk space. Check the Data Manager screen to see if there is a further explanation of problem. NOTE: This may require that you turn on informational messages and attempt the issue again to generate complete informational messages about the problem.

These errors must be corrected before the asset can be issued.

You may receive one of the following informational messages after pressing 

Message	Explanation
Cannot issue this Quantity. ### Assets Issued	Where ### contains the number of assets issued. This indicates that you requested a larger quantity than is available for issue. The quantity available was issued.

4.5.2.3 Return



For **Kit/Item ID**, enter or scan the ID of the kit or item being returned.
 NOTE: Scanning a 2D asset bar code may be done any time this screen is visible. When a 2D bar code is scanned the Kit/Item field will be changed to gray. When the **View Details** button is pressed the contents of the 2D bar code just scanned may be viewed and/or changed.

The **Return From** field is only required when scanning a 2D bar code. When scanning a Kit ID, MICAS already knows who was issued the kit. When scanning an Item ID, MICAS already knows which users were issued that item.

Enter the quantity of assets being returned.

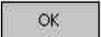
To save the Return data, press . When this is done you may receive one of the following error messages:

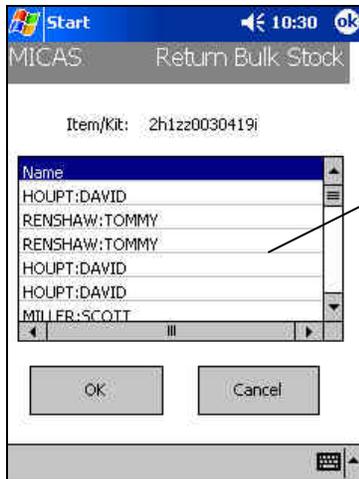
Message	Explanation
Invalid Return From ID	The User entered for <i>Return From</i> is not a valid MICAS User.
Invalid ID	The Kit/Item entered is not a valid MICAS asset.
Item Not Issued	The asset specified for return is not issued and therefore cannot be returned.
Asset in Kit	The asset specified for return is in a kit. The asset can only be returned if the entire kit is returned.
Cannot find Issue Detail	The asset specified for return is not issued and therefore cannot be returned.
Cannot return this quantity. ### Assets returned.	Where ### contains the number of assets returned. This indicates that you requested to return a larger quantity than is already issued. The quantity issued was returned.
There has been a DataBase error!	This could indicate a problem with your MICAS database or a lack of disk space.

These errors must be corrected before the asset can be issued.

You may receive one of the following informational messages after pressing .

Message	Explanation
Cannot return this quantity. ### Assets returned.	Where ### contains the number of assets returned. This indicates that you requested to return a larger quantity than is already issued. The quantity issued was returned.

If you scanned an Item ID and the item is issued to more than one person, the following screen will display after clicking :



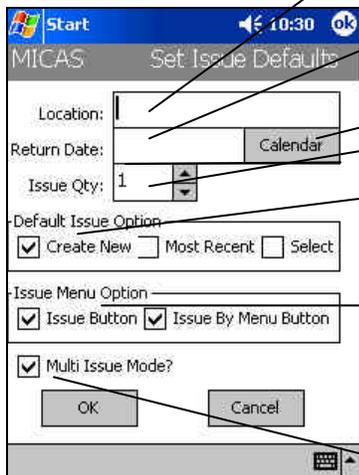
The list of users to which this item is issued will display.

Highlight the entry in this list for the user who is returning the item and click . When this is done you may receive one of the following error messages:

Message	Explanation
Invalid ID	The Item or Kit <i>ID</i> is not valid.
DataBase Error.	This could indicate a problem with your MICAS database or a lack of disk space.

These errors must be corrected before the asset can be returned.

4.5.2.4 Set Issue Defaults



For **Location**, enter the default location from which assets are to be taken if no location is specified during the issue process. This default location will only be used when scanning 2D bar codes for issue.

For **Return Date**, enter the date to set as the Return Date for issued assets. This field will initially be blank. It can be filled with free text or by using the Calendar function.

To access the **Calendar** form, click this button.

For **Issue Qty**, specify the quantity that is to default in the Issue screen.

The **Default Issue Option** will only appear if your MICAS *System Parameters* indicate that the users can Extend an Issue. Indicate the option that is to default in the Issue screen.

The **Issue Menu Option** will only appear if your MICAS *System Parameters* indicate that the users can Issue by Menu. If Issue Button is checked, the Issue button will appear on the Issue/Return menu. If the Issue by Menu Button is checked, the Issue by Menu button will appear on the Issue/Return menu. If either is not checked, that button will not be available on the Issue/Return menu.

Clicking on the **Multi Issue Mode** check box will toggle between *Multi-Issue Mode* and *Single-Issue Mode*. *Single-Issue Mode* allows you to quickly issue single items to multiple users. This mode would be used most often in a mobility line. *Multi Issue Mode* allows you to quickly issue multiple items to the same user.

To set the displayed date as the Return Date, press <OK>.

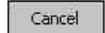
To close and return to the Issue/Return menu without saving the change made, press <Cancel>.

Pressing the Calendar button will produce the following screen:



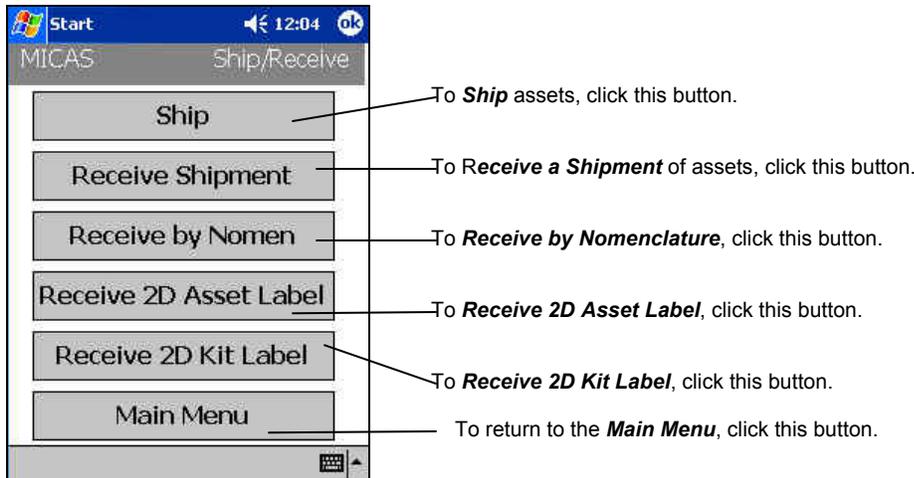
Highlight the return date and press <OK>.

To close and return to the Issue/Return menu without saving the change made, press



4.5.3 Ship/Receive

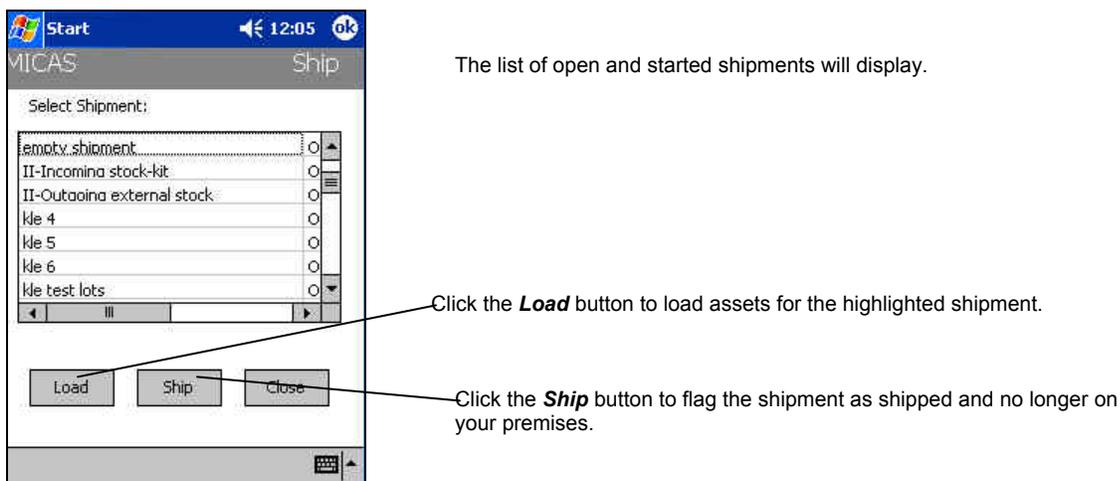
The Ship/Receive menu will be used to access the shipping and receiving options.



Click on the menu option that is to be run.

4.5.3.1 Ship

The following screen will appear when the **Ship** button is pressed from the Ship/Receive menu:



You may receive one of the following error messages when the  button is pressed:

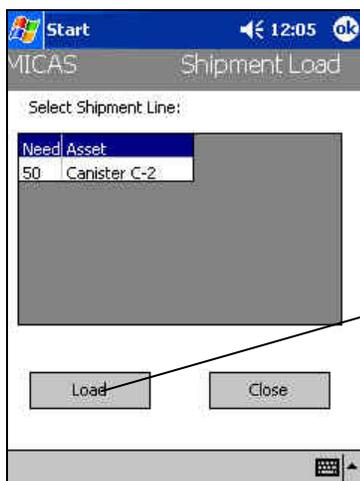
Message	Explanation
No Lines for Shipment	The highlighted shipment has been defined but it was not yet updated to indicate which assets are to be shipped.
DataBase Error.	This could indicate a problem with your MICAS database or a lack

Message	Explanation
	of disk space.

These errors must be corrected before assets can be loaded for the shipment.

4.5.3.1.1 Loading a Shipment

A screen similar to the following will display when the  button is pressed:



The list of assets required for this shipment will display.

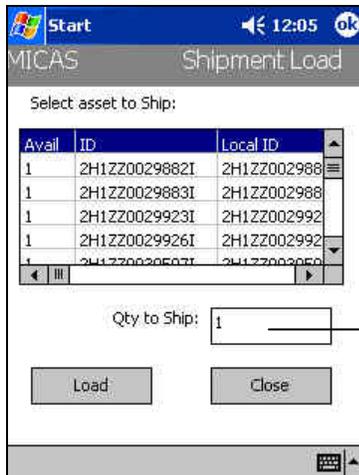
Click the **Load** button to load assets for the highlighted line.

You may receive one of the following error messages when the  button is pressed:

Message	Explanation
No Assets Available	There are no assets of this type available for shipment.
DataBase Error.	This could indicate a problem with your MICAS database or a lack of disk space.

These errors must be corrected before assets can be loaded for the shipment.

A screen similar to the following will display when the  button is pressed and no errors are generated:



The list of available assets for the highlighted shipment line will display.

Indicate the quantity of assets from the highlighted line that are to be shipped.

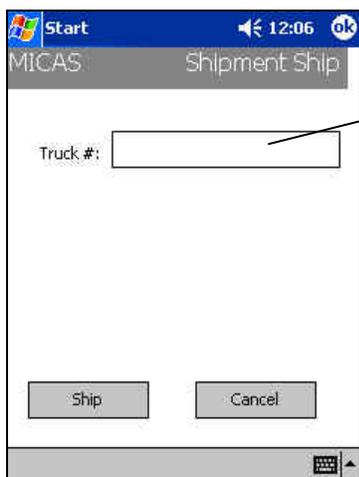
Highlight the asset, enter the quantity to be shipped and click . When this is done you may receive one of the following error messages:

Message	Explanation
Not Enough Quantity	The value entered for <i>Qty to Ship</i> is larger than the actual quantity of assets that may be shipped.
Cannot Ship from Location	The assets are in a location from which shipment is not allowed. This is because the location definition contains a 'No' for the <i>Ship From</i> field.
DataBase Error.	This could indicate a problem with your MICAS database or a lack of disk space.

These errors must be corrected before the asset can be loaded for shipment.

4.5.3.1.2 Shipping a Shipment

A screen similar to the following will display when the  button is pressed:

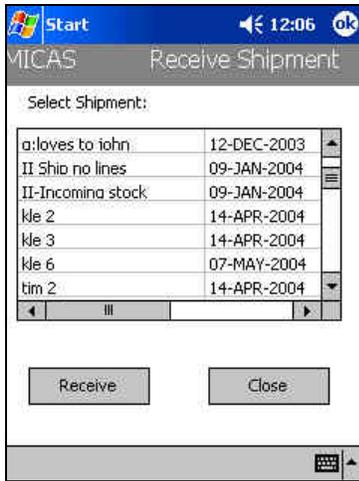


For **Truck #** enter any text about the shipment then.

After entering the truck number, press .

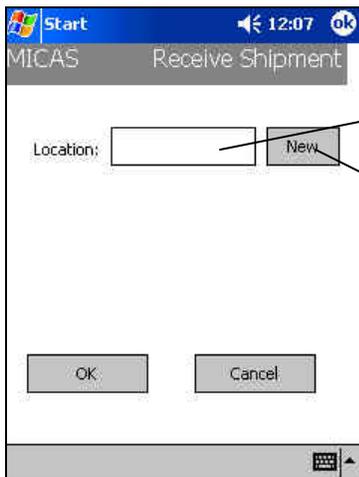
4.5.3.2 Receive Shipment

The following screen will appear when the **Receive Shipment** button is pressed from the Ship/Receive menu:



The list of shipments ready to be received will display.

Highlight the shipment being received and press **Receive**. When this is done, the following screen will display:



For **Location** scan the location to which the received assets are to be moved.

Pressing the **New** button gives you the capability to add a new Location into MICAS.

You may receive one of the following error messages after pressing **OK**:

Message	Explanation
Invalid Location ID	The location scanned or entered in not defined.
Cannot Receive into Location	You've entered a location into which receipt is not allowed. This is because the location definition contains a 'No' for the <i>Receive Into</i> field.
DataBase Error.	This could indicate a problem with your MICAS database or a lack of disk space.

These errors must be corrected before the shipment may be received.

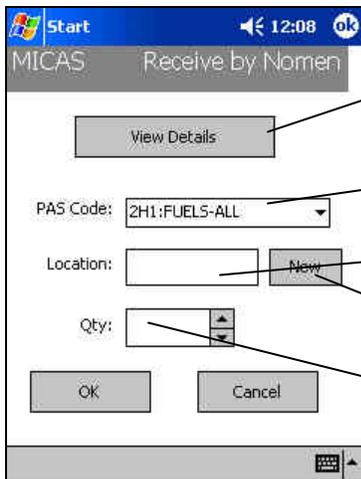
4.5.3.3 Receive by Nomen

The following screen will appear when the **Receive by Nomen** button is pressed from the Ship/Receive menu:



The list of nomenclatures defined in the system will display.

Highlight the nomenclature to be received and press . When this is done the following screen will display:



Scanning a 2D asset bar code may be done any time this screen is visible.

Pressing the **View Details** button may be done anytime regardless of whether or not a bar code was scanned. If no bar code was scanned, the contents of the screen will initially be empty but may be changed.

Select the **PAS Code** of the assets being received.

Scan or enter the **Location** in which the assets are being stored.

Click the **New** button to define a new location.

Record the **Quantity** of assets being received.

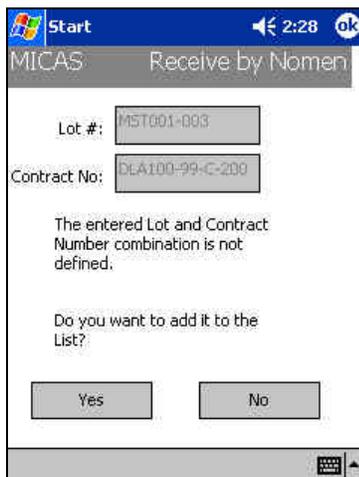
You may receive one of the following error messages after pressing :

Message	Explanation
Invalid Section ID	The PAS Code selected from the list is not value.
Quantity must be More Than 0	Qty was set to 0, you must indicate a non-zero quantity.
Invalid DOM	The Date of Manufacture entered or scanned is not a valid date.
Invalid Condition Code	The Condition Code entered or scanned is

Message	Explanation
	not a valid Condition Code.
Invalid Unserviceable Reason	The Unserviceable Reason entered or scanned is not a valid reason.
Invalid Location	The location scanned or entered in not defined.
Cannot Receive into Location	You've entered a location into which receipt is not allowed. This is because the location definition contains a 'No' for the <i>Receive Into</i> field.
DataBase Error.	This could indicate a problem with your MICAS database or a lack of disk space.

These errors must be corrected before the asset may be received.

After clicking the following screen will display **only if** you scanned or entered a Contract/Lot combination that is not yet defined in the system:



The **Lot** and **Contract** entered on the previous screen will display.

To add this combination to the list, press <Yes>.

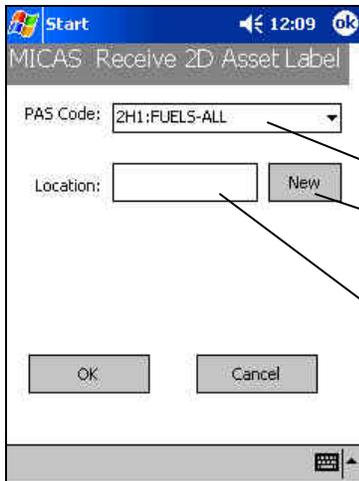
To not add this combination to the list, press <No>.

To add this combination to the list, press .

To not add this combination to the list, press .

4.5.3.4 Receive 2D Asset Label

The following screen will appear when the **Receive 2D Asset Label** button is pressed from the Ship/Receive menu:



Scan the 2D label. This label will either be a Bulk Shipping Label or a Location Asset label.

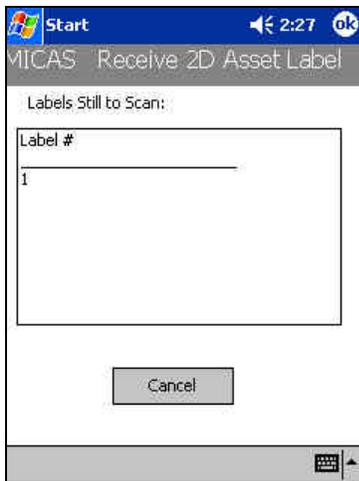
Select the **PAS Code** from the drop down list. NOTE: There is one entry in this list for each PAS Code and Section combination.

Pressing the New button gives you the capability to add a new Location into MICAS.

Scan or enter the **Location** in which the assets are being placed.

To return to the Ship/Receive menu without receiving the assets, press .

A screen similar to the following will display if the asset label being scanned consists of more than one bar code:



The list on this screen will contain the labels not yet scanned. As each label is scanned, it's number will be removed from this list. When the final label is scanned, this screen will exit and you will be returned to the previous screen.

To cancel the scanning process, press .

Once returned to the previous screen, complete the entry and press . When this is done you may receive one of the following error messages:

Message	Explanation
Invalid PAS/Section	The PAS Code selected from the list is not value.
Invalid Bar Code	The bar code scanned is not a valid Asset

Message	Explanation
	bar code.
Invalid Location	The location scanned or entered in not defined.
Cannot Receive into Location	You've entered a location into which receipt is not allowed. This is because the location definition contains a 'No' for the <i>Receive Into</i> field.
DataBase Error.	This could indicate a problem with your MICAS database or a lack of disk space.

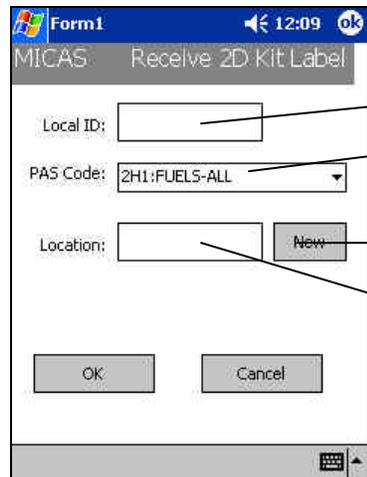
These errors must be corrected before the asset will be received.

You may receive the following warning message after pressing :

Message	Explanation
Partially Loaded with Errors	There were errors when attempting to load all the data contained in the 2D bar code scanned. Some of the data was loaded but errors were also received

4.5.3.5 Receive 2D Kit Label

The following screen will appear when the **Receive 2D Kit Label** button is pressed from the Ship/Receive menu:



Scan the 2D kit label. This label will either be a Kit Shipping Label or a Kit label.

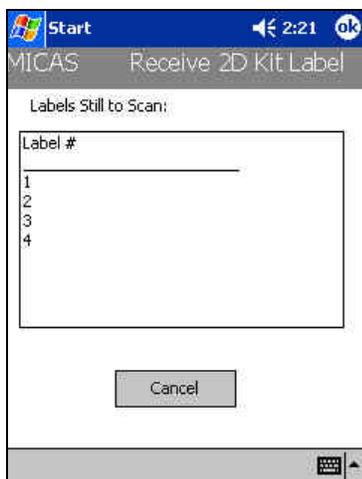
Enter the **Local ID** of the kit being received.

Select the **PAS Code** from the drop down list. NOTE: There is one entry in this list for each PAS Code and Section combination.

Pressing the **New** button gives you the capability to add a new Location into MICAS.

Scan or enter the **Location** in which the assets are being placed.

A screen similar to the following will display if the asset label being scanned consists of more than one bar code:



The list on this screen will contain the labels not yet scanned. As each label is scanned, it's number will be removed from this list. When the final label is scanned, this screen will exit and you will be returned to the previous screen.

To cancel the scanning process, press .

Once returned to the previous screen, complete the entry and press . When this is done you may receive one of the following error messages:

Message	Explanation
Invalid PAS/Section	The PAS Code selected from the list is not value.
Invalid Bar Code	The bar code scanned is not a valid Asset bar code.
Invalid Location	The location scanned or entered in not defined.
Cannot Receive into Location	You've entered a location into which receipt is not allowed. This is because the location definition contains a 'No' for the <i>Receive Into</i> field.
Invalid Kit Type	The kit type included in the bar code is not defined.
Duplicate Local ID	The <i>Local ID</i> entered is already used by another kit and cannot be used by this one.
DataBase Error.	This could indicate a problem with your MICAS database or a lack of disk space.

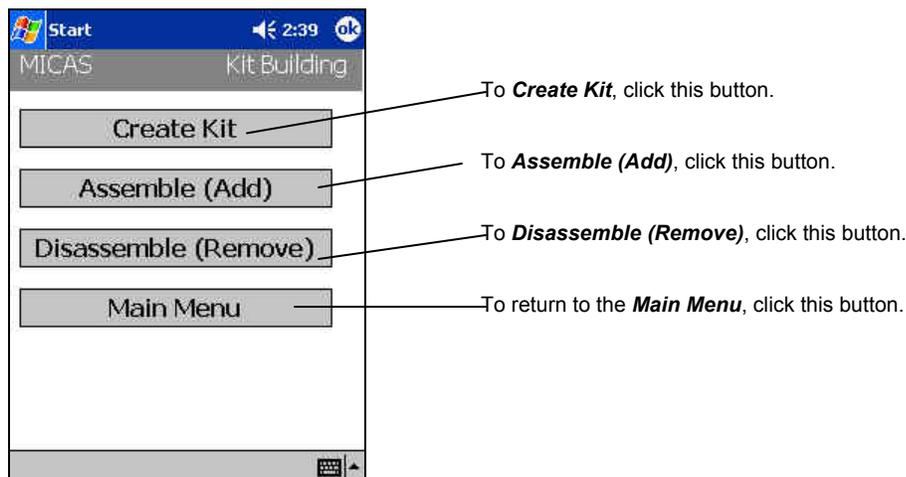
These errors must be corrected before the asset will be received.

You may receive the following warning message after pressing :

Message	Explanation
Partially Loaded with Errors	There were errors when attempting to load all the data contained in the 2D bar code

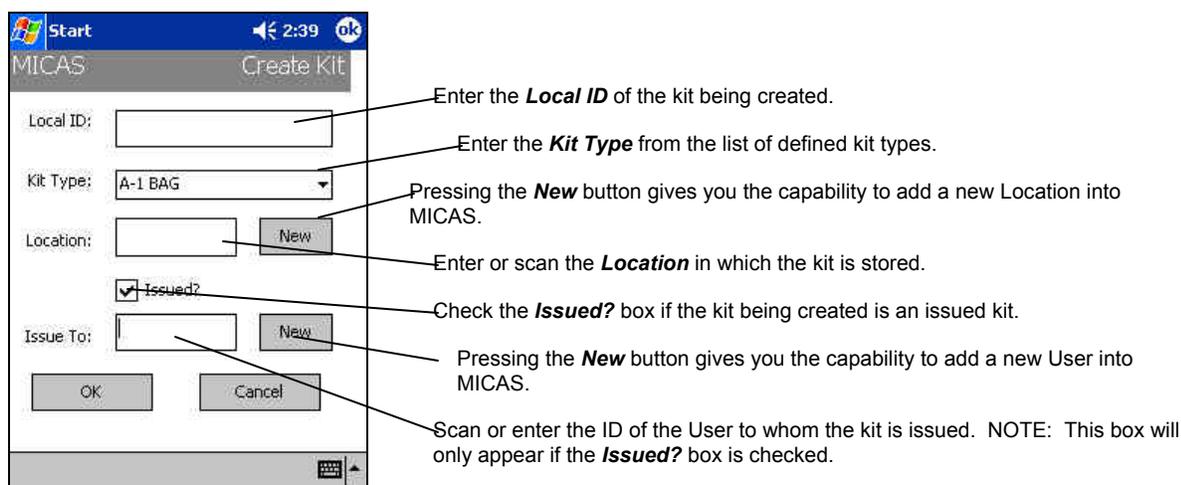
Message	Explanation
	scanned. Some of the data was loaded but errors were also received

4.5.4 Kit Building



4.5.4.1 Create Kit

The following screen will appear when the **Create Kit** button is selected from the Kit Building menu:



Click **OK** to create the kit. When this is done you may receive one of the following error messages:

Message	Explanation
No List to Display!	The Kit Type selected has nothing defined as it's makeup.
Invalid Location!	The Location entered or scanned is not defined.
Invalid Kit Type!	The Kit Type selected is not defined.
Kit ID Already Exists!	The Local ID entered is already used by another kit and cannot be used by this one.
DataBase Error.	This could indicate a problem with your MICAS database or a lack of disk space.

These errors must be corrected before the kit will be created

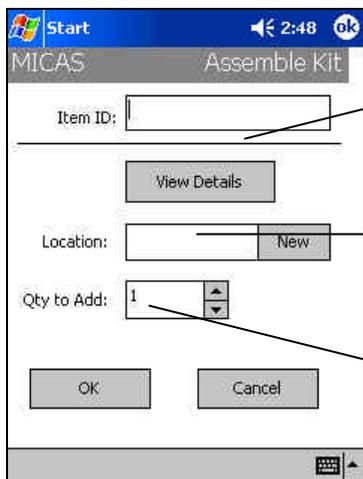
A screen similar to the following will display after the kit is created:



The list of assets to be included in this kit will display.

Highlight the asset to be added to this kit and press . When this is done, one of the following screens will display.

The following screen will display if the highlighted entry is for Stock:



Scanning a bar code may be done any time this screen is visible.

If a 2D bar code is scanned, you may press the **View Details** button to see the contents of that bar code.

Scan or enter the location from which this stock is being taken. If you enter an Item ID the location is not required, only when scanning a 2D bar code will location be required.

Enter the quantity of these assets to add to the kit.

To add this item to the kit, press . When this is done you may receive one of the following error messages:

Message	Explanation
Item Not Found	The asset specified cannot be found.
Invalid Location!	The location entered is not a valid MICAS location.
No quantity available to add to bag!	There are no assets that match the input specifications that may be added to the kit.
There has been a	This could indicate a problem with your MICAS database or a

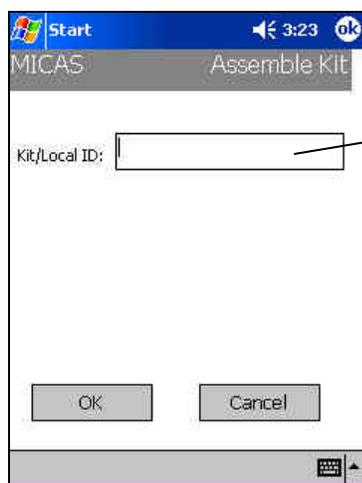
Message	Explanation
DataBase error!	lack of disk space.
Error Code is Undefined	There was a problem issuing the asset. This could indicate a problem with your MICAS database or a lack of disk space. Check the Data Manager screen to see if there is a further explanation of problem. NOTE: This may require that you turn on informational messages and attempt the issue again to generate complete informational messages about the problem.

These errors must be corrected before the asset can be added to the kit.

You may receive one of the following informational messages after pressing 

Message	Explanation
Only Partial Qty Added – Check Qty!	This indicates that you requested a larger quantity than is available to add to this kit. The quantity available was added.

The following screen will display if the highlighted entry is for a Kit:



Scan the Kit bar code or enter the Kit Local ID of the kit being added to the kit.

To add this kit to the kit, press . When this is done you may receive one of the following error messages:

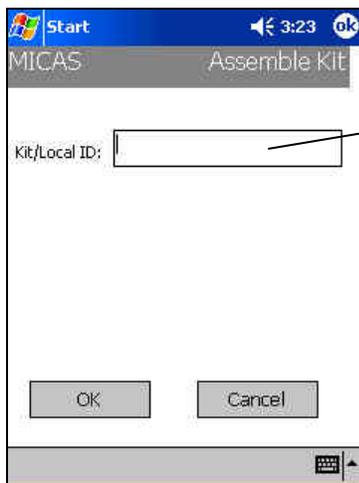
Message	Explanation
Sub Kit Not Found	The kit specified cannot be found.
Kit already in another Kit	The kit specified is already in another kit and therefore cannot be added to this kit.
There has been a DataBase error!	This could indicate a problem with your MICAS database or a lack of disk space.
Error Code is Undefined	There was a problem issuing the asset. This could indicate a problem with your MICAS database or a lack of disk space. Check the Data Manager screen to see if there is a further explanation of problem.

Message	Explanation
	NOTE: This may require that you turn on informational messages and attempt the issue again to generate complete informational messages about the problem.

These errors must be corrected before the asset can be added to the kit.

4.5.4.2 Assemble Kit

The following screen will appear when the **Assemble Kit** button is selected from the Kit Building menu:

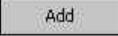


Scan the Kit bar code or enter the Kit Local ID of the kit to which you want to add items.

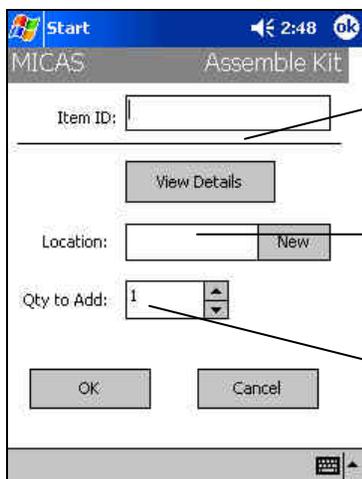
Click  to access the kit data. A screen similar to the following will display:



The list of assets to be included in this kit will display.

Highlight the asset to be added to this kit and press . When this is done, one of the following screens will display.

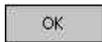
The following screen will display if the highlighted entry is for Stock:



Scanning a bar code may be done any time this screen is visible.
 If a 2D bar code is scanned, you may press the **View Details** button to see the contents of that bar code.

Scan or enter the location from which this stock is being taken. If you enter an Item ID the location is not required, only when scanning a 2D bar code will location be required.

Enter the quantity of these assets to add to the kit.

To add this item to the kit, press . When this is done you may receive one of the following error messages:

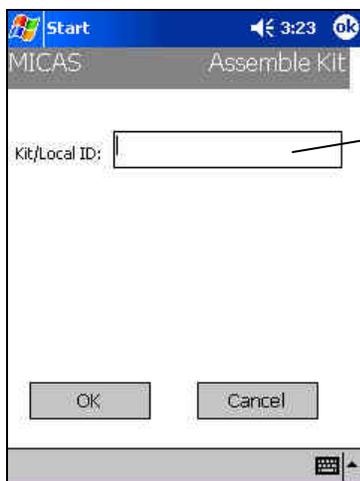
Message	Explanation
Item Not Found	The asset specified cannot be found.
Invalid Location!	The location entered is not a valid MICAS location.
No quantity available to add to bag!	There are no assets that match the input specifications that may be added to the kit.
There has been a DataBase error!	This could indicate a problem with your MICAS database or a lack of disk space.
Error Code is Undefined	There was a problem issuing the asset. This could indicate a problem with your MICAS database or a lack of disk space. Check the Data Manager screen to see if there is a further explanation of problem. NOTE: This may require that you turn on informational messages and attempt the issue again to generate complete informational messages about the problem.

These errors must be corrected before the asset can be added to the kit.

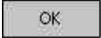
You may receive one of the following informational messages after pressing 

Message	Explanation
Only Partial Qty Added – Check Qty!	This indicates that you requested a larger quantity than is available to add to this kit. The quantity available was added.

The following screen will display if the highlighted entry is for a Kit:



Scan the Kit bar code or enter the Kit Local ID of the kit being added to the kit.

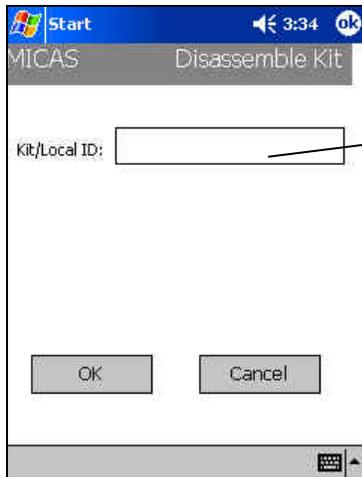
To add this kit to the kit, press . When this is done you may receive one of the following error messages:

Message	Explanation
Sub Kit Not Found	The kit specified cannot be found.
Kit already in another Kit	The kit specified is already in another kit and therefore cannot be added to this kit.
There has been a DataBase error!	This could indicate a problem with your MICAS database or a lack of disk space.
Error Code is Undefined	There was a problem issuing the asset. This could indicate a problem with your MICAS database or a lack of disk space. Check the Data Manager screen to see if there is a further explanation of problem. NOTE: This may require that you turn on informational messages and attempt the issue again to generate complete informational messages about the problem.

These errors must be corrected before the asset can be added to the kit.

4.5.4.3 Disassemble Kit

The following screen will appear when the **Disassemble Kit** button is selected from the Kit Building menu:



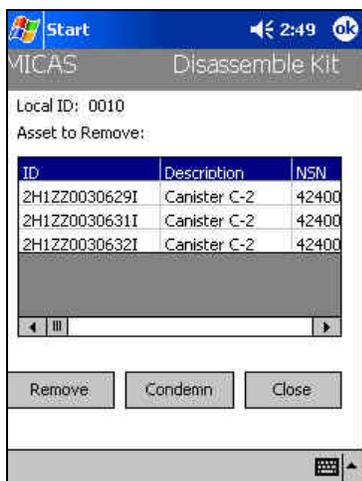
Scan the Kit bar code or enter the Kit Local ID of the kit to which you want to remove items.

To list the items in this kit, press . When this is done you may receive one of the following error messages:

Message	Explanation
Invalid Kit ID!	The kit entered or scanned is not a valid kit.
There has been a DataBase error!	This could indicate a problem with your MICAS database or a lack of disk space.
Error Code is Undefined	There was a problem issuing the asset. This could indicate a problem with your MICAS database or a lack of disk space. Check the Data Manager screen to see if there is a further explanation of problem. NOTE: This may require that you turn on informational messages and attempt the issue again to generate complete informational messages about the problem.

These errors must be corrected before assets can be removed from the kit.

A screen similar to the following will display after the kit has been verified:

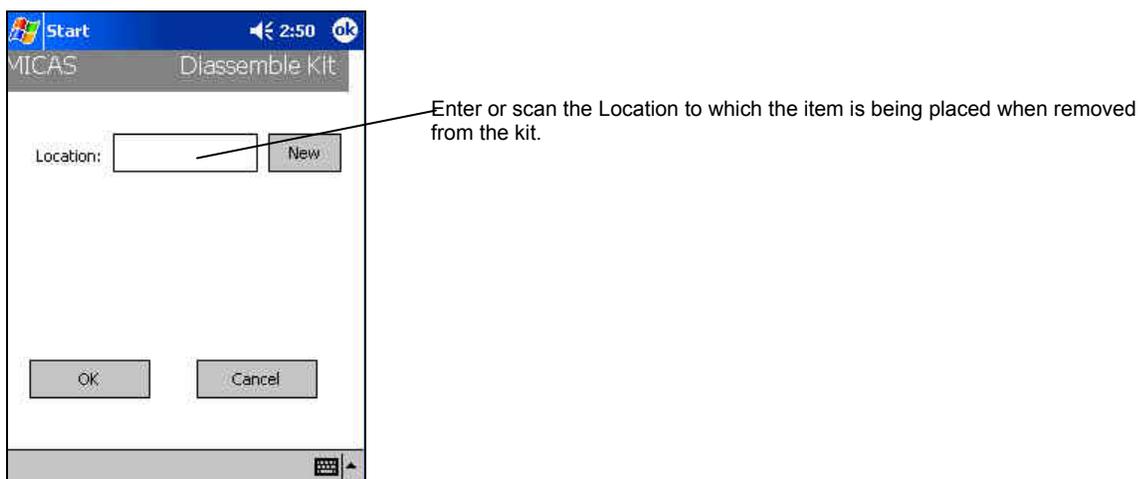


The list of all items included in this kit will display.

Highlight the item to be removed and click either or .

4.5.4.3.1 Disassemble – Remove from Kit

The following screen will appear when the button is pressed on the Disassemble Kit screen:



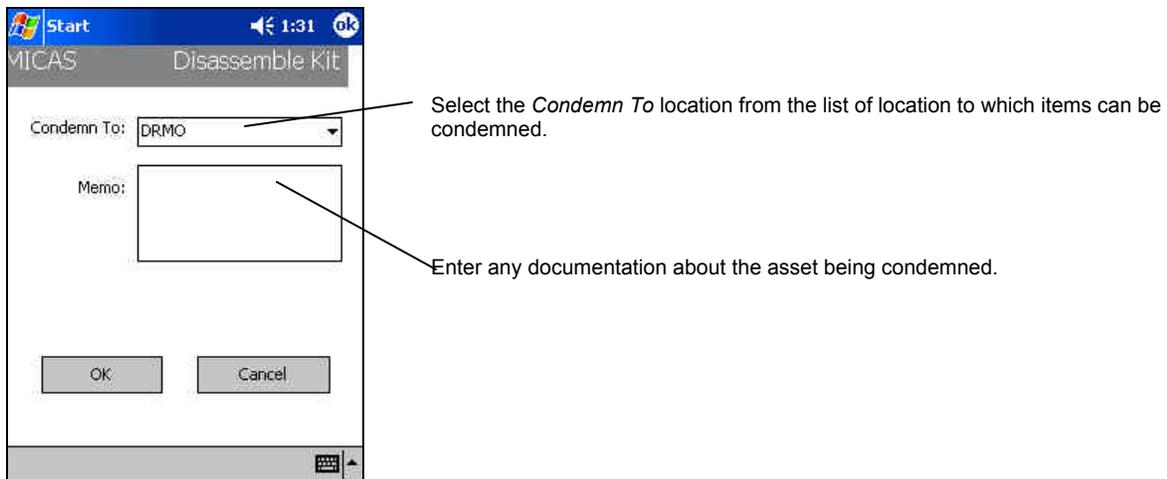
Click to pull the item out of the kit and place it in the location specified. When this is done you may receive one of the following error messages:

Message	Explanation
There has been a DataBase error!	This could indicate a problem with your MICAS database or a lack of disk space.
Error Code is Undefined	There was a problem issuing the asset. This could indicate a problem with your MICAS database or a lack of disk space. Check the Data Manager screen to see if there is a further explanation of problem. NOTE: This may require that you turn on informational messages and attempt the issue again to generate complete informational messages about the problem.

These errors must be corrected before items can be removed from the kit and condemned.

4.5.4.3.2 Disassemble – Remove from Kit and Condemn

The following screen will appear when the button is pressed on the Disassemble Kit screen:

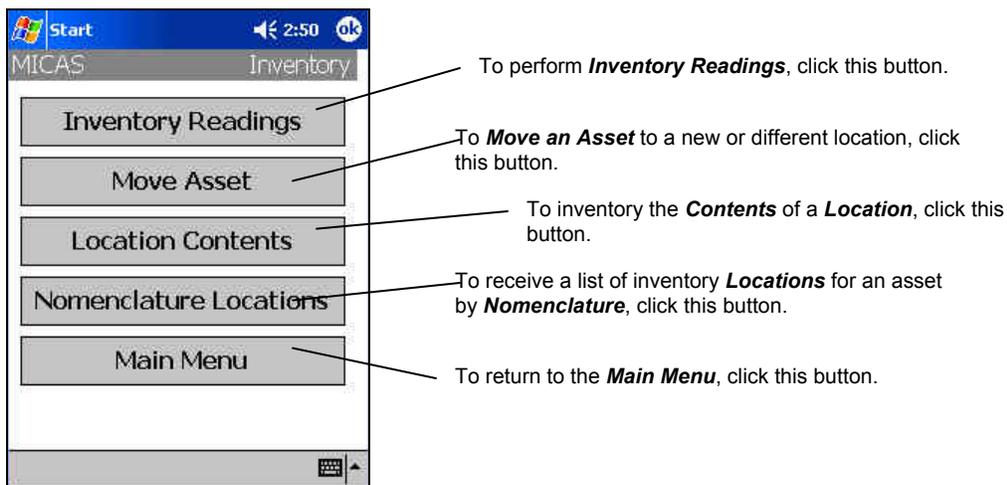


Click  to pull the item out of the kit and remove it from inventory. When this is done you may receive one of the following error messages:

Message	Explanation
There has been a DataBase error!	This could indicate a problem with your MICAS database or a lack of disk space.
Error Code is Undefined	There was a problem issuing the asset. This could indicate a problem with your MICAS database or a lack of disk space. Check the Data Manager screen to see if there is a further explanation of problem. NOTE: This may require that you turn on informational messages and attempt the issue again to generate complete informational messages about the problem.

These errors must be corrected before items can be removed from the kit and condemned.

4.5.5 Inventory



Click on the menu option that is to be run.

4.5.5.1 Inventory Readings

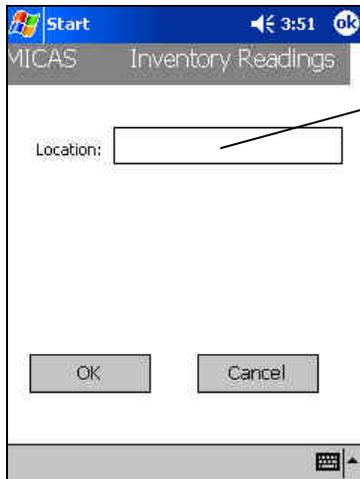
On the load of the Inventory Readings screen you may receive one of the following error messages.

Message	Explanation
Invalid User.	The User ID provided is not valid.
No open sessions.	There are no Inventory sessions open.
DataBase Error.	This could indicate a problem with your MICAS database or a lack of disk space.

There is no corrective action on behalf of the handheld user for these errors. If you receive any of these errors, you will be returned to the Inventory Menu.



To record readings for the highlighted session, press .



For **Location**, scan or enter the location of the inventoried assets.

Enter the location of the inventoried assets and press . When this is done you may receive one of the following error messages:

Message	Explanation
Invalid User.	The User ID provided is not valid.
Invalid session.	The Inventory session is not valid.
Invalid location ID.	The Location ID for the inventory session is not valid.
Location not for session.	The location selected is not valid for the inventory session selected.
DataBase Error.	This could indicate a problem with your MICAS database or a lack of disk space.
No assets in location.	There are no assets in this location for the selected inventory session.

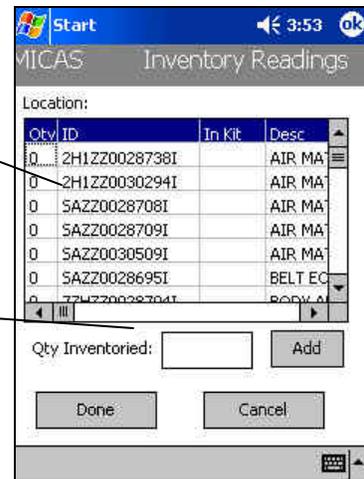
These errors must be corrected before inventory readings may be recorded.

You may receive one of the following screens (depending on the type of inventory being done).



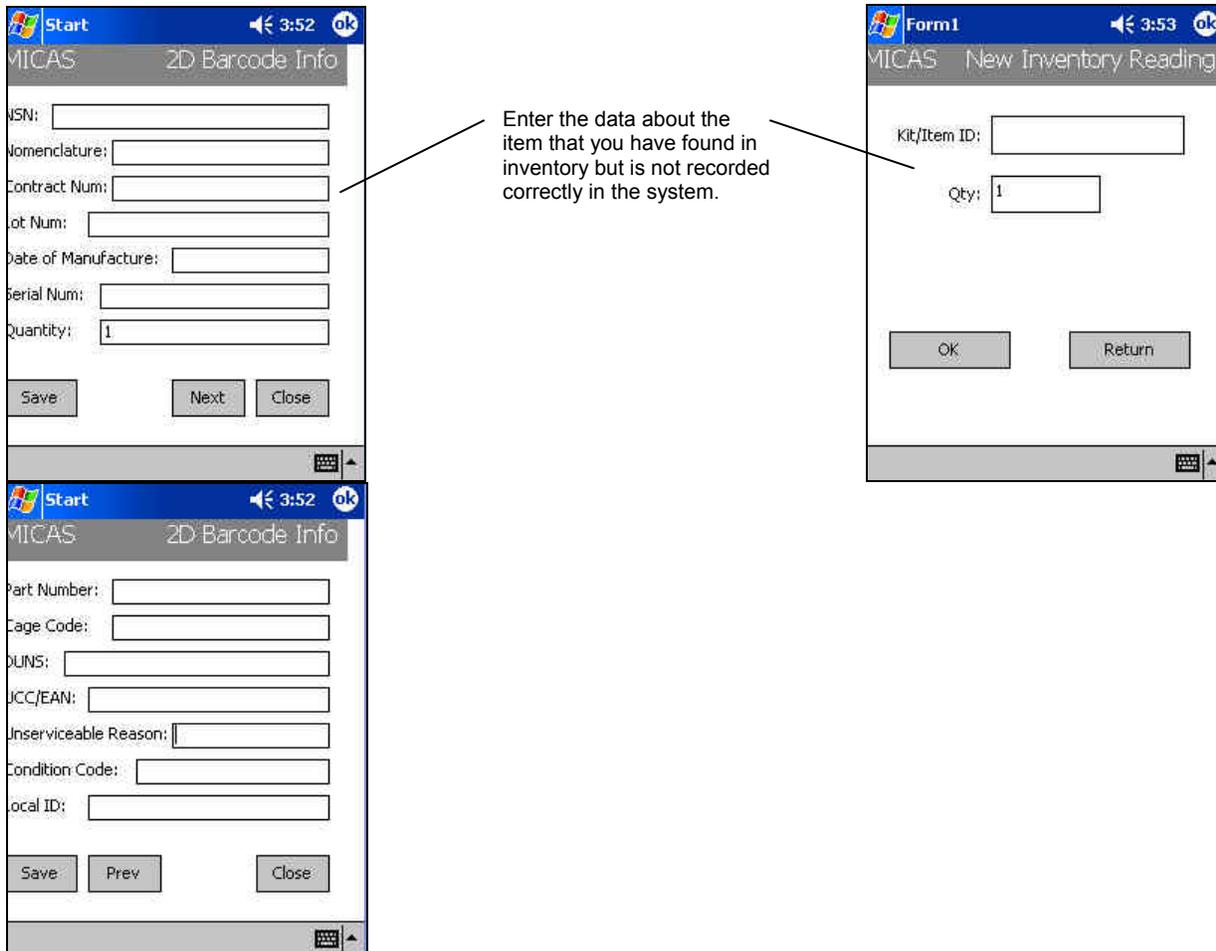
Select from the list the kit or stock item for which inventory readings are to be taken.

For **Qty**, enter the quantity of assets inventoried.



When a row is highlighted, the Qty Counted will display the quantity already counted for that asset. Count your assets and enter the quantity counted. Do this for each row of assets. When finished, press and MICAS will be updated with the quantities entered.

From either of these screens you may press to add an item not included in the list. One of the following screens will appear when this button is pressed (depending on the screen from which the button was pressed:



You may receive one of the following error messages after pressing from the Inventory Readings screen:

Message	Explanation
Invalid User.	The User ID provided is not valid.
Invalid session.	The Inventory session is not valid.
Invalid location.	The Location for the inventory session is not valid.
Insert error.	There was an error merging the inventoried assets for the inventory session selected.

DataBase Error.	This could indicate a problem with your MICAS database or a lack of disk space.
-----------------	---

These errors must be corrected before the readings may be applied.

4.5.5.2 Move Asset

Scanning a bar code may be done any time this screen is visible.

If a 2D bar code is scanned, you may press the **View Details** button to see the contents of that bar code.

For **From Location**, scan or enter the location the asset is to be moved to.

To add a **New Location**, click this button.

For **To Location**, scan or enter the location the asset is to be moved to.

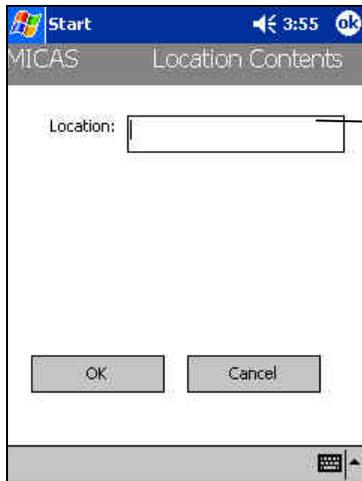
For **Qty**, enter the quantity of assets to be moved.

To process the movement of the asset, press . When this is done you may receive one of the following error messages:

Message	Explanation
Invalid User ID.	The User ID provided is not valid.
Invalid item.	The item being moved is not valid.
Already in kit.	The item is part of a kit.
Not enough quantity.	There is not enough stock to move.
DataBase Error.	This could indicate a problem with your MICAS database or a lack of disk space.
Is issued.	The item being moved has been issued.
Asset is frozen.	The item being moved has been frozen.
Invalid location	The location entered is not valid.
Update error.	There has been an error updating the Micas system.
Could not split.	The item is part of a kit and cannot be split.

These errors must be corrected before the asset can be moved.

4.5.5.3 Location Contents



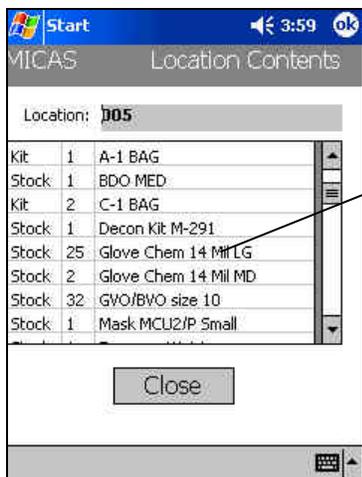
For **Location**, scan or enter the location whose contents are to be displayed.

To list the assets at this location, press . When this is done you may receive one of the following error messages:

Message	Explanation
Invalid User.	The User ID provided is not valid.
Invalid location.	The Location for the inventory session is not valid.
No contents for location.	There are no assets listed for this location.
DataBase Error.	This could indicate a problem with your MICAS database or a lack of disk space.

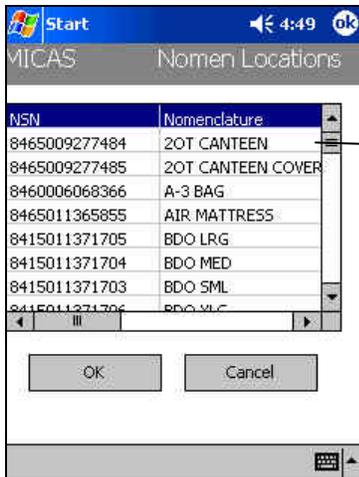
These errors must be corrected before the contents of a location may be viewed.

If no errors are received, the contents of that location are then listed.



A list of the assets in this location will be displayed.

4.5.5.4 Nomenclature Location

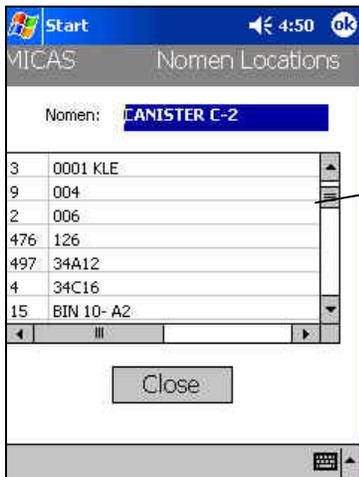


Select the **Nomenclature** whose locations are to be shown.

Select a Nomenclature from the list and press . When this is done you may receive one of the following error messages:

Message	Explanation
Invalid User.	The User ID provided is not valid.
No locations to list.	There are no locations to list for this nomenclature.
DataBase Error.	This could indicate a problem with your MICAS database or a lack of disk space.

These errors must be corrected before the locations can be listed.



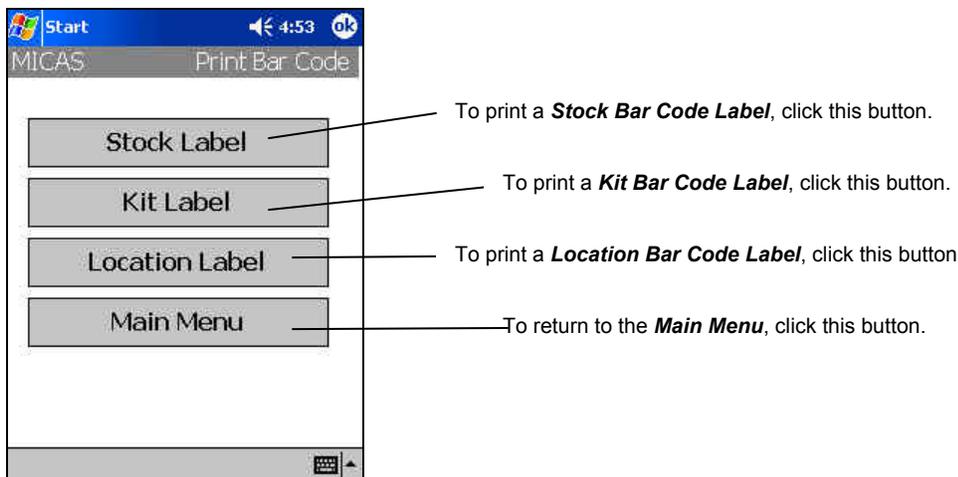
A list of the locations where the asset is stored will be displayed.

4.5.6 RF Print Bar code

You may receive one of the following error messages upon load of Print Bar Code Menu.

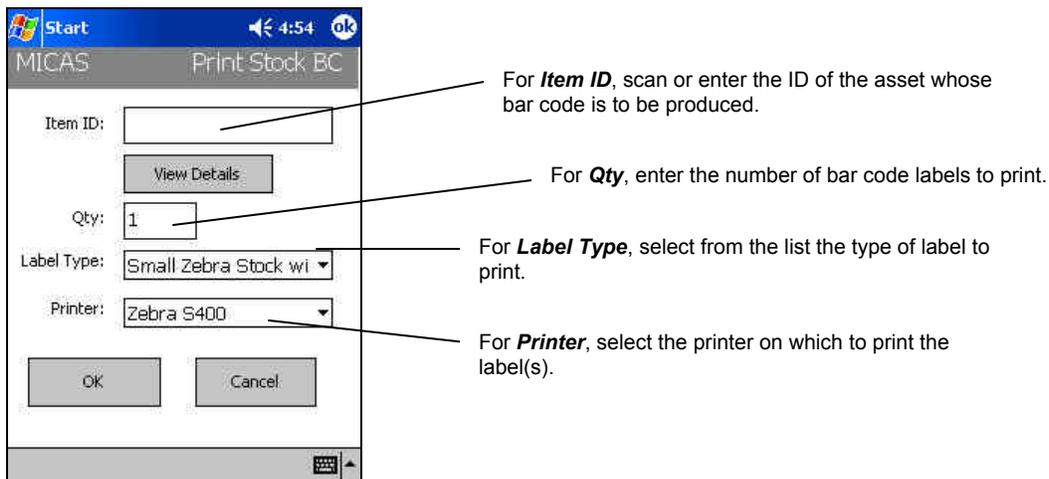
Message	Explanation
No labels defined.	There are no label types defined.
No Printers.	There are no printers defined.
Data Base Error.	This could indicate a problem with your MICAS database or a lack of disk space.

There is no corrective action on behalf of the handheld user for this error. The application will return to the Main Menu.



Click on the menu option that is to be run.

4.5.6.1 Stock Label

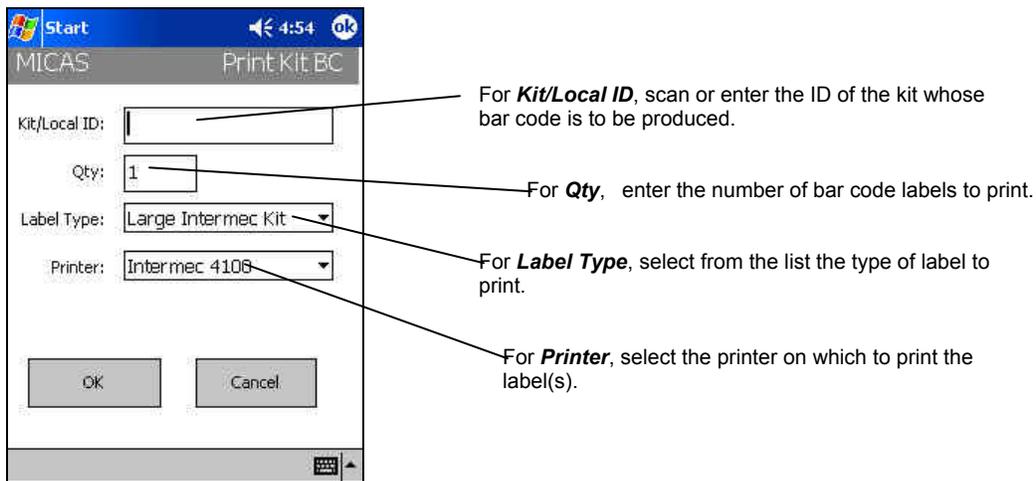


To print the Stock Bar Code, press . When this is done you may receive one of the following error messages:

Message	Explanation
Label type not defined.	The label type is not defined.
Invalid item ID.	The Item ID is not defined.
Must enter Qty.	There is no qty entered.
DataBase Error.	This could indicate a problem with your MICAS database or a lack of disk space.

These errors must be corrected before the Bar Code can be printed.

4.5.6.2 Kit Label

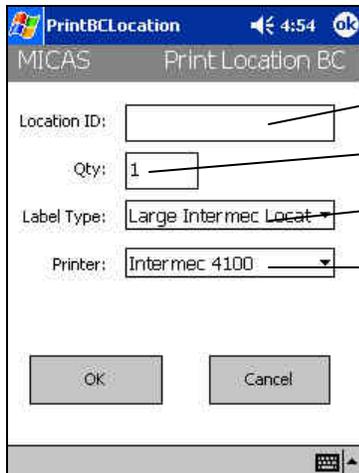


To print the Kit Bar Code, press . When this is done you may receive one of the following error messages:

Message	Explanation
Label type not defined.	The label type is not defined.
Invalid item ID.	The Item ID is not defined.
Must enter Qty.	There is no qty entered.
DataBase Error.	This could indicate a problem with your MICAS database or a lack of disk space.

These errors must be corrected before the Bar Code can be printed.

4.5.6.3 Location Label



- For **Location ID**, scan or enter the ID of the location whose bar code label for.
- For **Qty**, enter the number of bar code labels to print.
- For **Label Type**, select from the list the type of label to print.
- For **Printer**, select the printer on which to print the label(s).

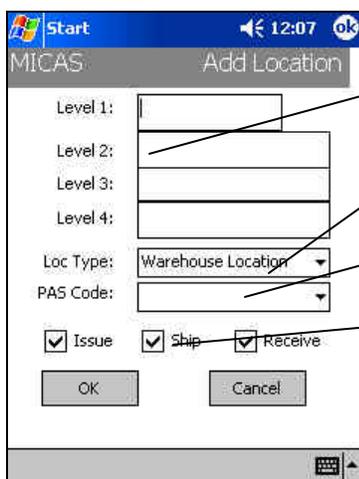
To print the Location Bar Code, press . When this is done you may receive one of the following error messages:

Message	Explanation
Label type not defined.	The label type is not defined.
Invalid item ID.	The Item ID is not defined.
Must enter Qty.	There is no qty entered.
DataBase Error.	This could indicate a problem with your MICAS database or a lack of disk space.

These errors must be corrected before the Bar Code can be printed.

4.5.7 Add Location

The following screen will appear when the New button next to the Location field is pressed. This button can be found on a number of screens.



- For each of the **Levels**, enter information detailing where the asset is to be located.
- For **Loc Type**, select from the list the type of location.
- For **PAS Code**, select from the list the PAS code that controls the location.
- Each of these check boxes are used to indicate which actions may be done to/from this location.

To update the location data, press . When this is done you may receive one of the following error messages:

Message	Explanation
DataBase Error.	This could indicate a problem with your MICAS database or a lack of disk space.

These errors must be corrected before the Location may be saved.

4.5.8 Add User

The following screen will appear when the New button next to the User field is pressed. This button can be found on a number of screens.

If you have a specific User ID you want assigned to this user, you may enter that here. You may also leave this field empty and the system will calculate the User ID for this entry.

Enter or scan the data for the User being defined.

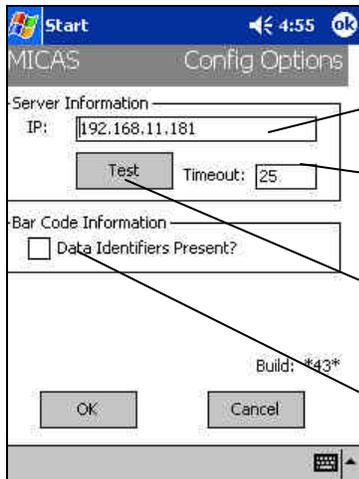
To update the User data, press . When this is done you may receive one of the following error messages:

Message	Explanation
DataBase Error.	This could indicate a problem with your MICAS database or a lack of disk space.

These errors must be corrected before the User may be saved.

4.5.9 Configuration Options

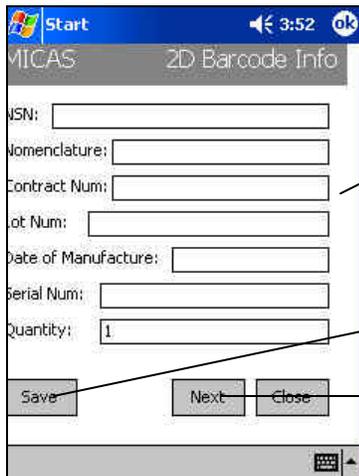
The following screen will appear when the Config Options button is pressed:



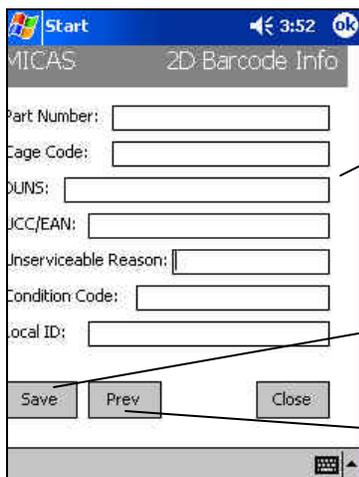
- The **IP** address contains the IP Address of the computer running the Communications Manager software.
- The **Timeout** contains the number of seconds that will pass from sending a packet before timing out for lack of response. This number can be any value and should be set based on your network speed. If you find that the handheld units are timing out too frequently this number should be increased.
- The **Test** button can be used to test the communication between the Communications Manager and this handheld unit. When this button is pressed, a simple 'Ping' packet is sent to the server and this unit will beep when a response is received.
- Check to indicate if Data Identifiers are included in your bar codes. If no Data Identifiers are present this should be left unchecked.

4.5.10 2D Bar Code Contents

These screens will appear any time the **View Details** button is pressed.



- All data that could be scanned from a 2D Bar Code is listed on one of the two screens used for the 2D Barcode Info.
- Press this button to **Save** the data on the screen.
- Press this button view the 2nd screen of data.



- All data that could be scanned from a 2D Bar Code is listed on one of the two screens used for the 2D Barcode Info.
- Press this button to **Save** the data on the screen.
- Press this button view the 1st screen of data.

4.6 Troubleshooting Symbol RF Problems

Problem	Solution
<p><i>Occasionally I get the Socket Time Out! error message followed by the No data returned from server error message. What can I do to keep these messages from occurring.</i></p>	<p>Go into the Configuration Options on this handheld unit (see section 4.5.9 <i>Configuration Options</i> of this manual). Notice the <i>Timeout</i> field on this screen. This contains the amount of time that must pass before the handheld unit times out after not getting a response from the server.</p> <p>To stop these message from appear, increase the value for the <i>Timeout</i> field.</p>
<p><i>I rebooted the handheld, only it came up with a Boot Loader Menu. Where did this come from?</i></p>	<p>Perform a cold boot (hold the power button for 13-15 seconds) and be sure you're not pulling the trigger.</p>

5.0 Intermec Bar code Printers

5.1 Installing the Intermec 3400/4100 printer

5.1.1 Hardware Setup

Ensure the power cord is fully seated in the back of the printer and the outlet.

Ensure the data cable is the correct one for your bar code printer. On all the older Intermec bar code printers you **MUST** use the printer cables from the Intermec company, as the printers are wired for these special cables.

5.1.1.1 4100 Dip Switch Settings

These printers have not been sold since 1996, so if two or all of the indicator lights on the front panel glow at the same time after power up, then the printer is defective and requires repair before installation can be completed.

To setup the Intermec 4100 bar code printer, first attach the printer to the designated workstation with the supplied cable. The only cable that allows the 4100 to function is the Intermec **Part Number: 048693**.

There are two banks of dip switches on the back of the printer that must be set as follows:

Bank	Switch	Settings
S1	1,4,5,7	On (1)
S1	2,3,6,8	Off (0)
S2	1	On (1)
S2	2-8	Off (0)

5.1.1.2 Intermec 4100 Printer Communications test

This test will confirm if the printer is functional, the cable is good and the communications port is active.

1. Turn OFF the computer & label printer.
2. Set switch #8 in bank S2 to ON.
3. Set switch #1 in bank S1 to ON.
4. Turn ON the computer & label printer.
5. Press the label printer FEED button once.

If 1/2" of label does not feed out, call 800-755-5505, option #2 to return the 4100 printer.

6. Get to DOS.

From the Start Button in the windows toolbar, click on Run from the menu. A box will appear asking for what to open and run. For Win 95/98 enter COMMAND. For WIN NT/2000 enter CMD. When the correct entry has been made, click OK.

7. On the PC type **CD**, press enter.

8. Type "**EDIT Z.TXT**", press enter.

9. Type in "**HELLO**".

10. Press ALT-F and then S to save the file.

11. Press ALT-F and then X to exit.

12. If you've connected the printer to the COM1, type "**mode COM1:96,E,7,1,P**". If you've connected the printer to COM2, type "**COM2:96,E,7,1,P**".

13. Type "TYPE Z.TXT>COM1", press enter.

14. The following may occur:

a. 4100 feeds labels.

This indicates that the 4100 printer is communicating with the PC and the circuit cards are ok.

b. NO action occurs with the 4100.

This indicates a problem. Do the following:

1. Run the test again with a **known good** cable (only part no. 048693).

2. Check the PC BIOS settings and/or replace the PC's serial port card with a **known good** one & retest.

15. Turn OFF the label printer and set switch #8 in bank S2 to OFF.

5.1.1.3 3400 Dip Switch Settings

To setup the Intermec 3400 bar code printer, first attach the printer to the designated workstation with the cable having **Part Number: 048693**. Make sure to use this specific part number to help ensure a successful printer setup.

There are two banks of dip switches on the back of the printer that must be set as follows:

Bank	Switch	Settings
S1	1,5,6	On (1)
S1	2,3,4,7,8	Off (0)
S2	8	On (1)
S2	1-7	Off (0)

5.1.2 Win 95/98

5.1.2.1 Installing Win 95/98 Intermec Printer Drivers

Launch the Windows Add Printer Wizard in the normal manner:

1. Click on the Start button.
2. Select the Settings option.
3. Select the Printers option.
4. In the dialog that comes up, double-click on
5. Add Printer.

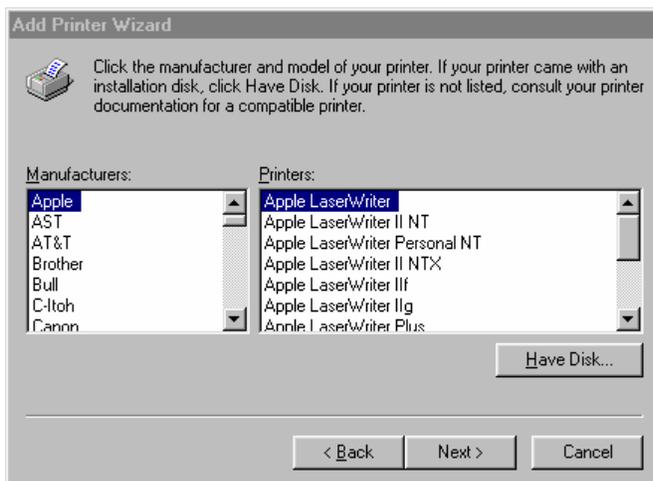


Select <Next>

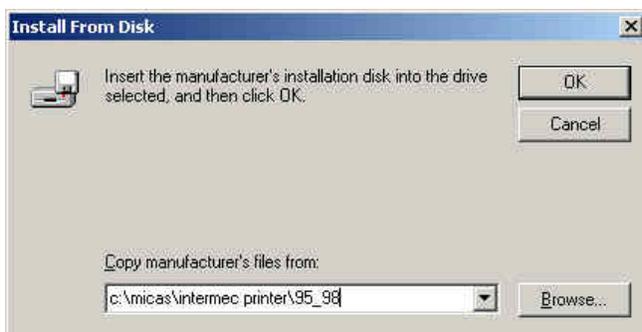


Choose “Local printer”

Select <Next>



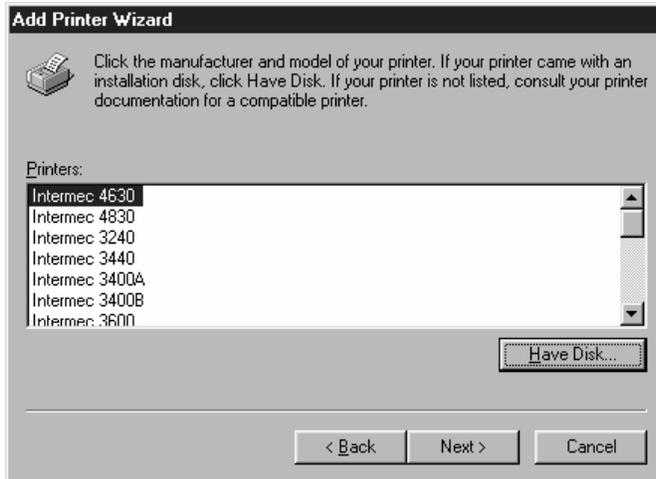
Select <Have Disk>



When prompted, enter the disk drive and directory path to your printer driver files: type in the path to the directory into which you extracted your driver files. Unless you

changed this setting away from its default, it should be: C:\micas\intermec printer\95_98.

After specifying the correct path, click Ok.



Choose “Intermec 4100” or “Intermec 3400B”

Select <Next>



Choose the appropriate Communications port. (The port the printer is connected to.)

Select <Next>



Change the printer name if desired. This name must match the setting in the Micas configuration setup.

Click <Finish>

Select "No" when asked if you want to print a test page. (Since the Windows test page procedure assumes you have a laser, ink-jet, or dot-matrix printer that can print out a full page, it is very unlikely that you will be able to properly print it to your thermal label printer.)

The printer driver is now installed.

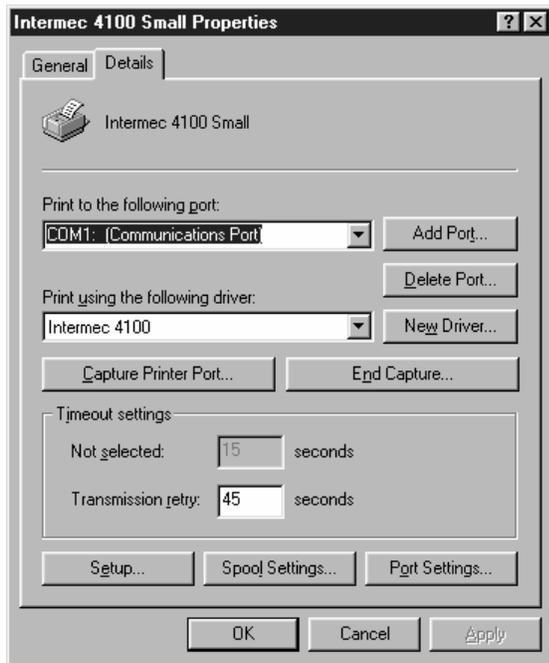
Now the printer must be configured for the size labels you will be printing.

5.1.2.2 WIN 95/98 Intermec Printer Configuration

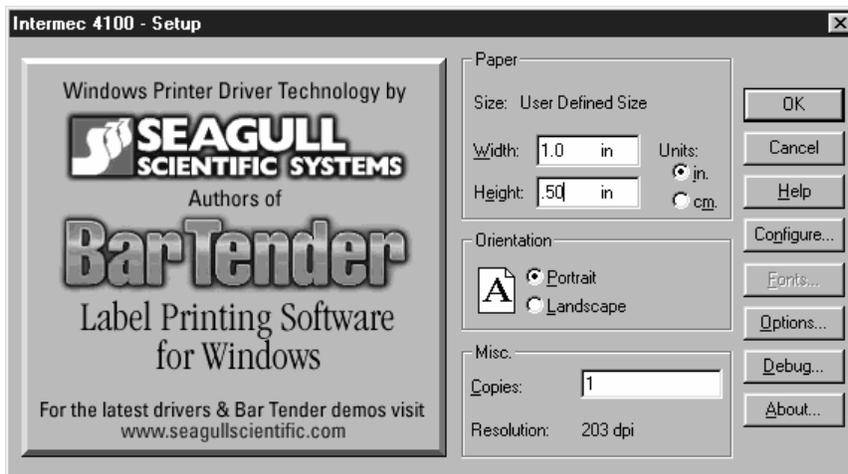
You can setup printers for different label stock. After the printer has been installed, go into the printer Properties and set the label size to match the label stock being used.



Click the right mouse button on the Printer icon and select properties.



Select <Setup>



Set the label width and height to match the label stock you are using.

For the 3x1 Label: Set Width = 3.000, Height = 0.898

For the 1x.5 Label: Set Width = 1.000, Height = 0.496

Select <OK>

5.1.3 Win NT

5.1.3.1 Installing Win NT Intermec Printer Drivers

NOTE: You must be logged in as Administrator to properly install printers on Win2000.

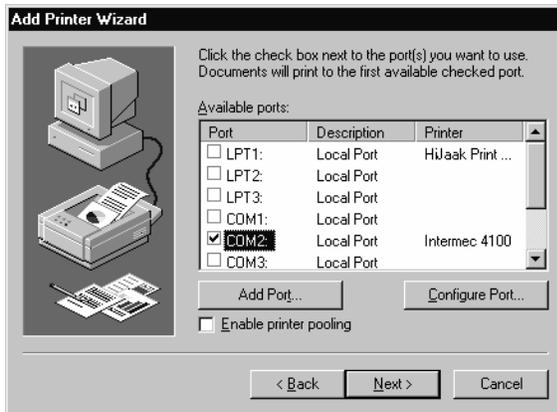
Launch the Windows Add Printer Wizard in the normal manner:

1. Click on the Start button.
2. Select the Settings option.
3. Select the Printers option.
4. In the dialog that comes up, double-click on Add Printer.



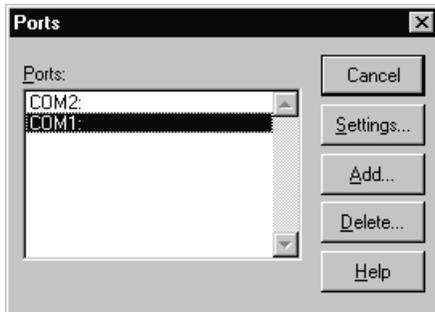
Choose "My Computer"

Select <Next>



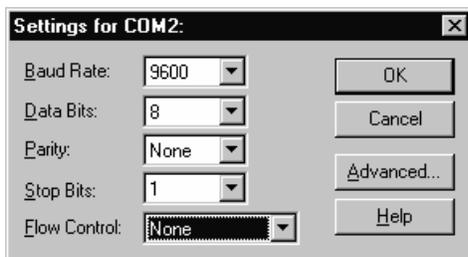
Choose which comm. Port the printer is connected to.

Select <Configure Port>



Choose the port the printer is connected to.

Select <Settings>



Choose Baud Rate = 9600

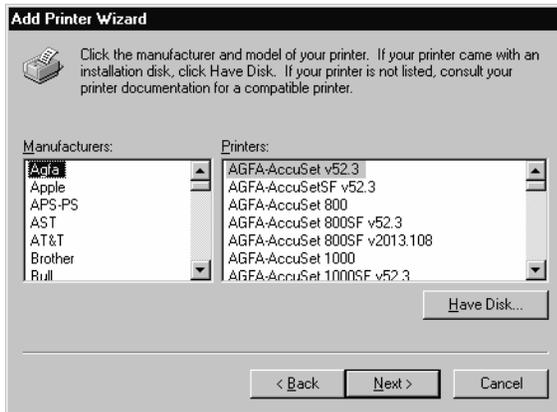
Data Bits = 8

Parity = None

Stop Bits = 1

Flow Control = Xon-Xoff

Select <OK>



Select <Have Disk>



When prompted, enter the disk drive and directory path to your printer driver files: type in the path to the directory into which you extracted your driver files. Unless you changed this setting away from its default, it should be: C:\micas\intermec printer\NT.

After specifying the correct path, click Ok.



Choose "Intermec 4100"

The 3400 drivers contain a bug, use the 4100 drivers instead.

Select <Next>



Change the printer name if desired. This name must match the setting in the Micas configuration setup.

Click <Finish>

Select "No" when asked if you want to print a test page. (Since the Windows test page procedure assumes you have a laser, ink-jet, or dot-matrix printer that can print out a full page, it is very unlikely that you will be able to properly print it to your thermal label printer.)

The printer driver is now installed.

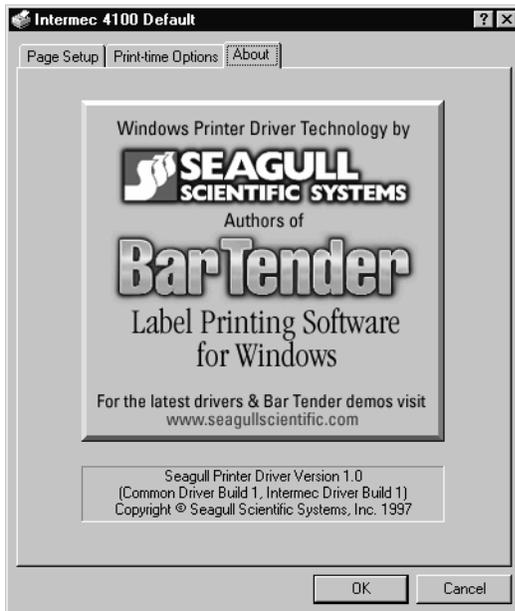
Now the printer must be configured for the size labels you will be printing.

5.1.3.2 WIN NT Intermec Printer Configuration

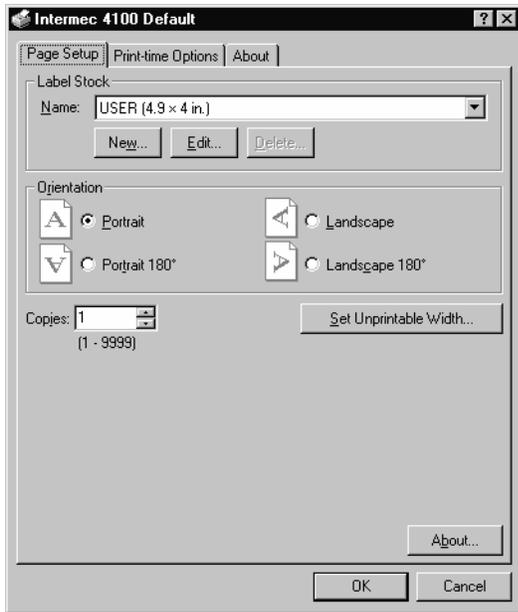
You can setup printers for different label stock. After the printer has been installed, go into the printer Properties and set the label size to match the label stock being used.



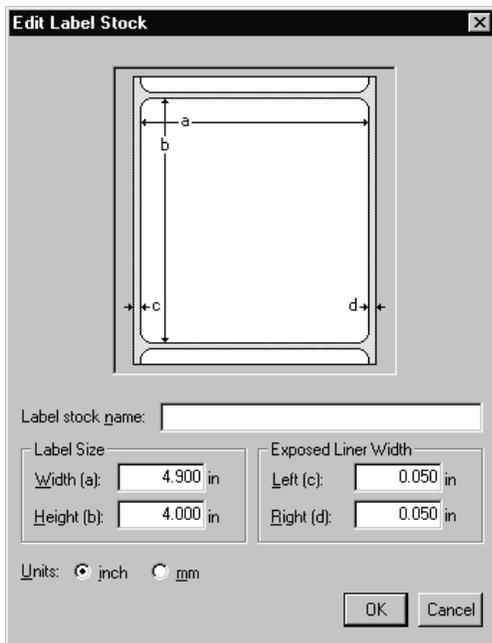
Click the right mouse button on the Printer icon and select <Document Defaults>.



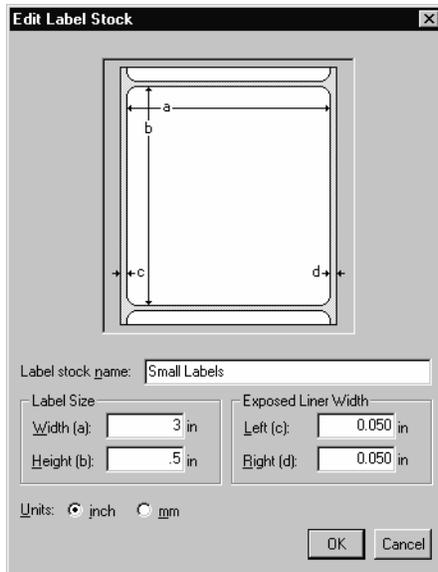
Select the <Page Setup> tab.



Select <New>



Set the width, height and name for the label stock you are using.



For the 3x1 Label: Set Width = 3.000, Height = 0.898

For the 1x.5 Label: Set Width = 1.000, Height = 0.496

Select <OK>

5.1.4 Win 2000

5.1.4.1 Installing Win 2000 Intermec Printer Drivers

NOTE: You must be logged in as Administrator to properly install printers on Win2000.

Launch the Windows Add Printer Wizard in the normal manner:

1. Click on the Start button.
2. Select the Settings option.
3. Select the Printers option.
4. In the dialog that comes up, double-click on Add Printer.



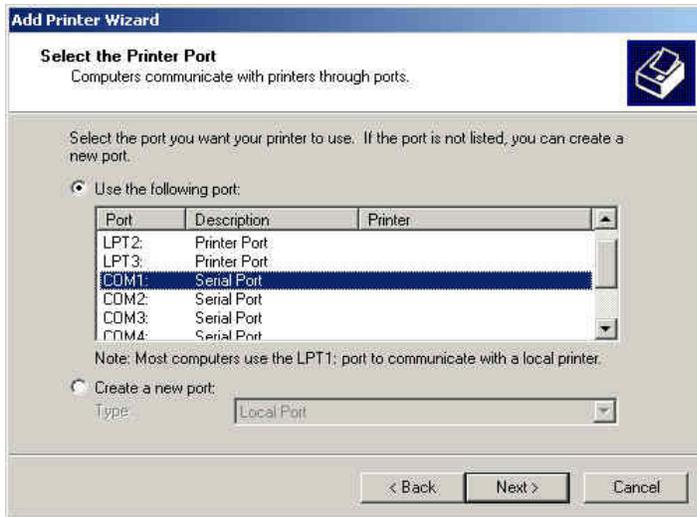
Select <Next>



Choose "Local printer".

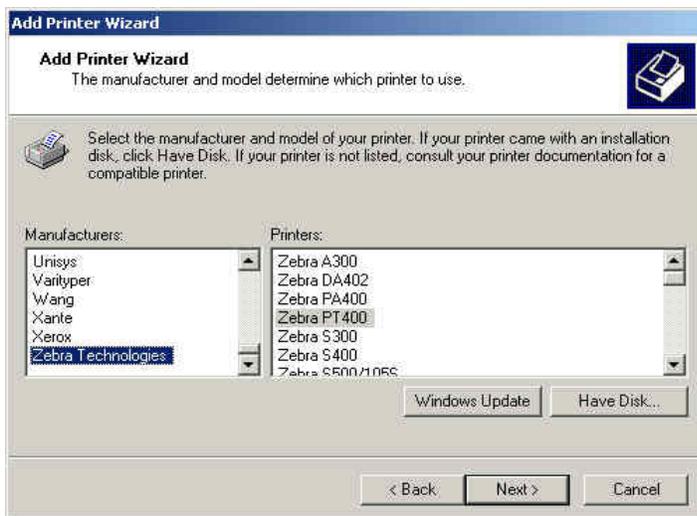
Uncheck the 'Automatically detect and install my Plug and Play printer'.

Select <Next>



Choose which COM Port to which the printer is connected.

Select <Next>



Select <Have Disk>



When prompted, enter the disk drive and directory path to your printer driver files: type in the path to the directory into which you extracted your driver files. Unless you changed this setting away from its default, it should be: C:\micas\intermec printer\2000

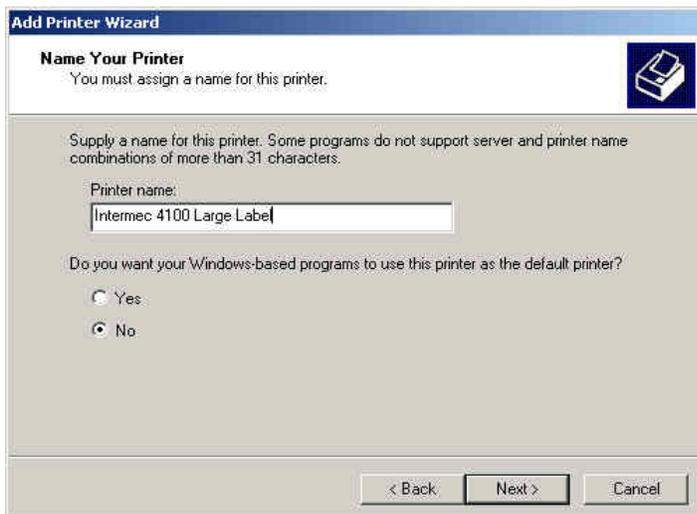
After specifying the correct path, click Ok.



Choose “Intermec 4100”

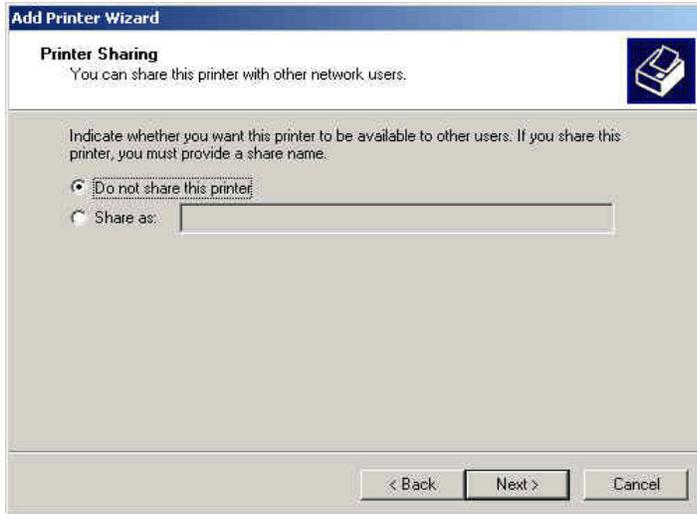
The 3400 drivers contain a bug, use the 4100 drivers instead.

Select <Next>



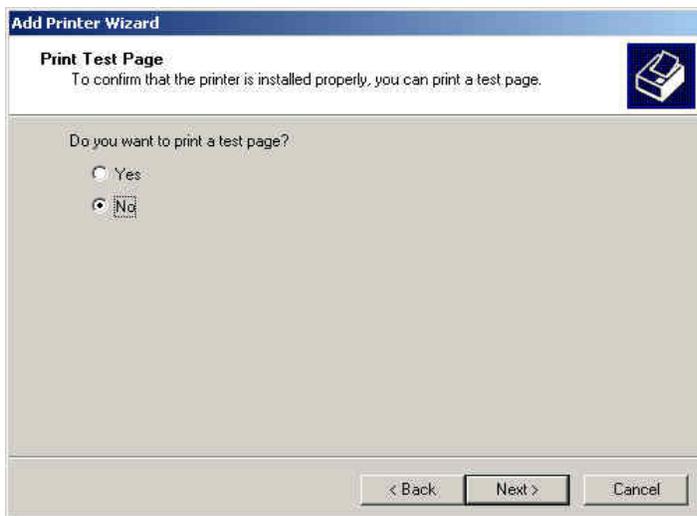
Change the printer name if desired. Click NO to indicate this should NOT be the default printer.

Click <Next>



Indicate whether or not you want the printer shared by other workstations.

Click <Next>



Select "No". (Since the Windows test page procedure assumes you have a laser, ink-jet, or dot-matrix printer that can print out a full page, it is very unlikely that you will be able to properly print it to your thermal label printer.)

Click <Next>

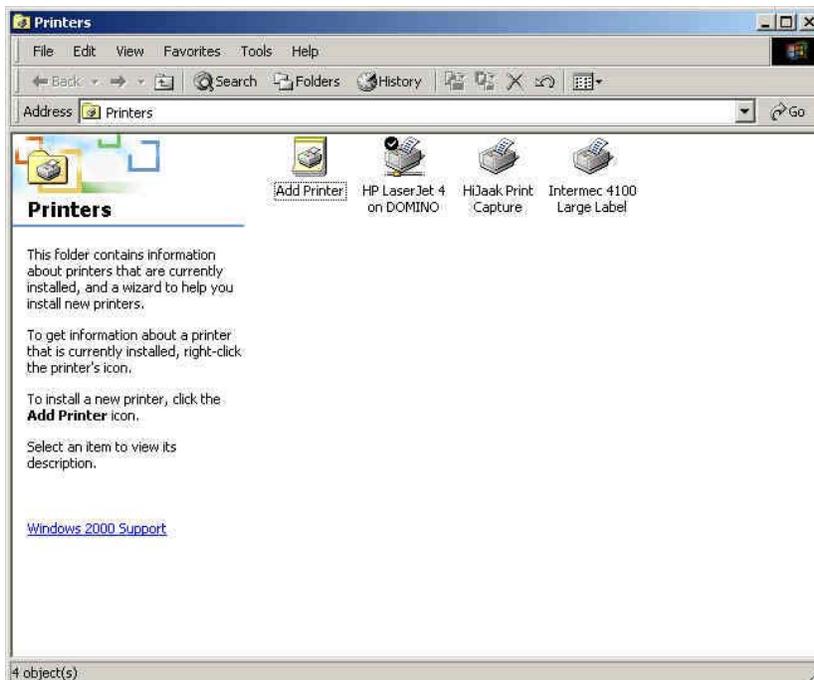


Click <Finish>

Now the printer must be configured for the size labels you will be printing.

5.1.4.2 WIN 2000 Intermec Printer Configuration

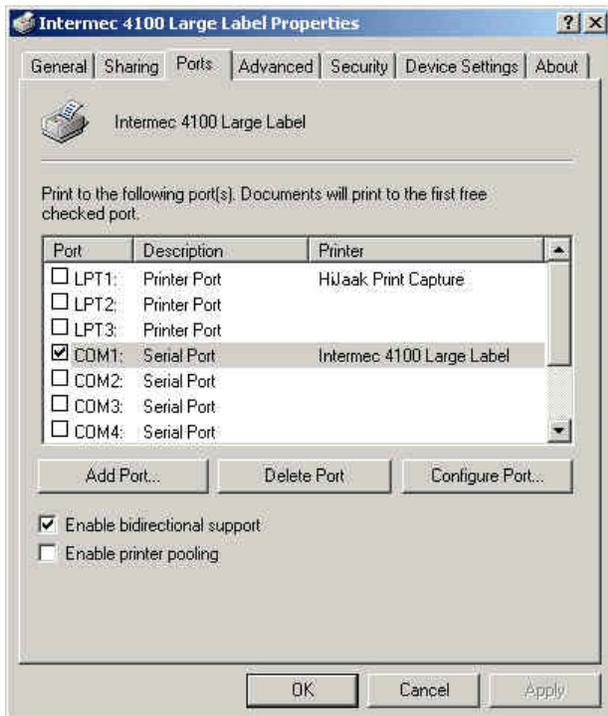
You can setup printers for different label stock. After the printer has been installed, go into the printer Properties and set the label size to match the label stock being used.



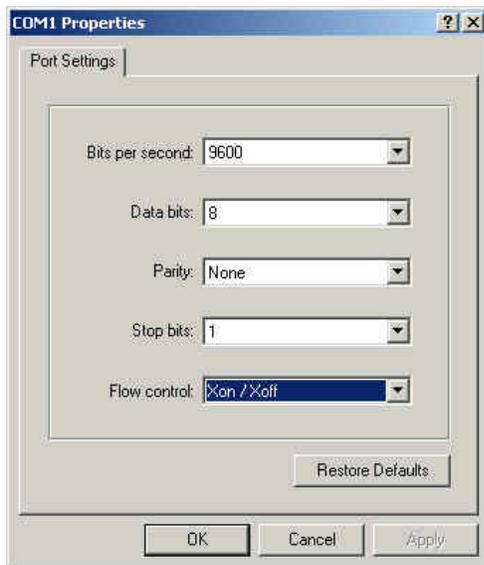
Click the right mouse button on the Printer icon and select <Properties>.



Select the <Ports> tab.



Click <Configure Port...>



Choose Bits per second = 9600

Data Bits = 8

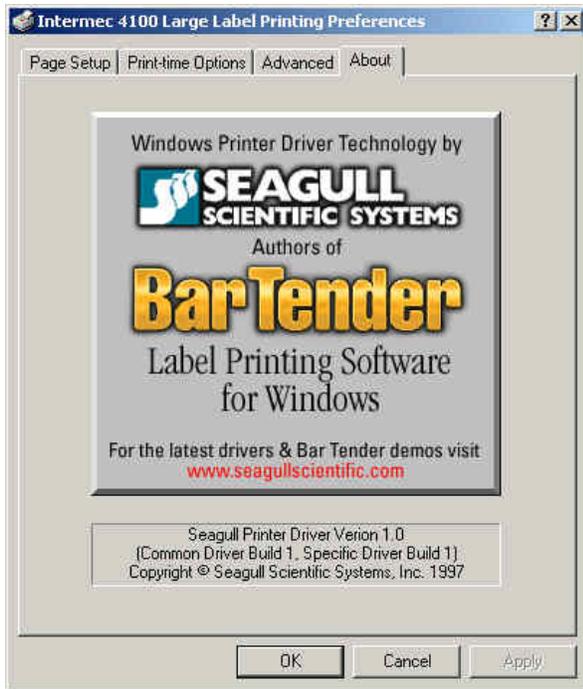
Parity = None

Stop Bits = 1

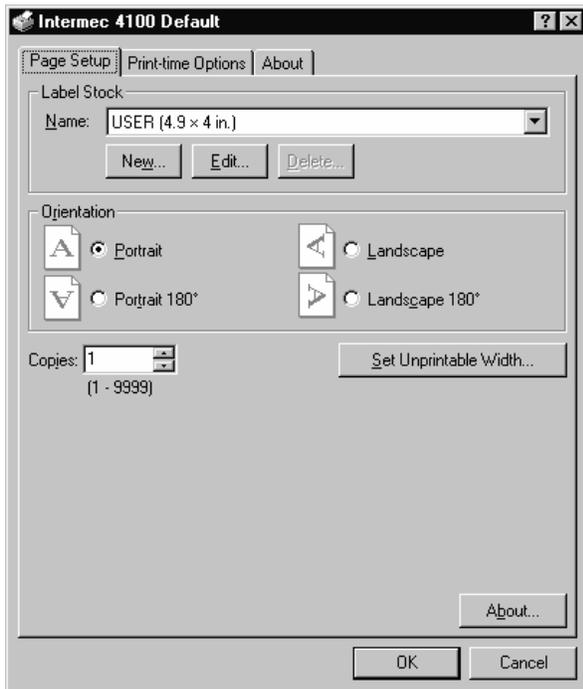
Flow Control = Xon-Xoff

Select <OK>

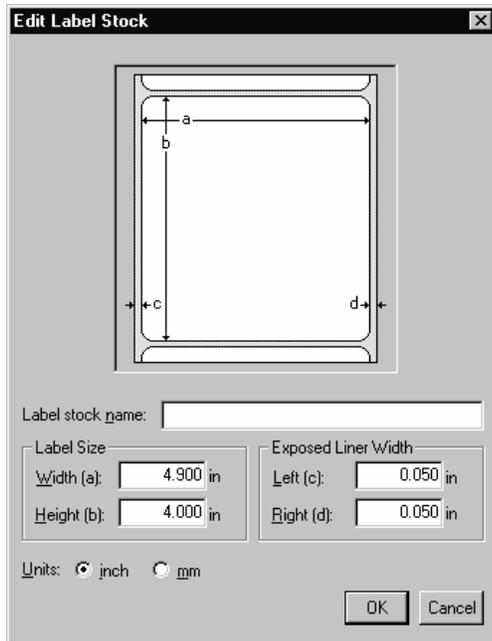
Click the right mouse button on the Printer icon in the Printers folder and this time select <Printing Preferences...>.



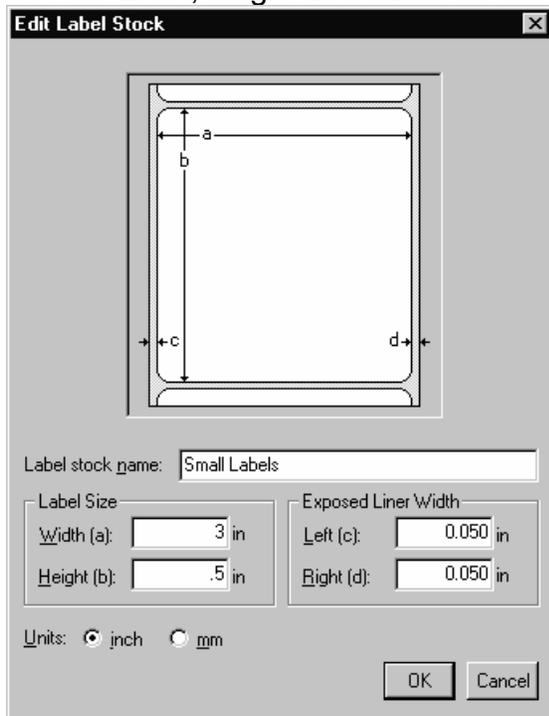
Select the Page Setup tab.



Select <New>



Set the width, height and name for the label stock you are using.



For the 3x1 Label: Set Width = 3.000, Height = 0.898

For the 1x.5 Label: Set Width = 1.000, Height = 0.496

Select <OK>.

Follow the steps in section 5.1.6 *Importing 3 of 9 Font* in this manual.

5.1.5 Win XP

5.1.5.1 Installing Win XP Intermec Printer Drivers

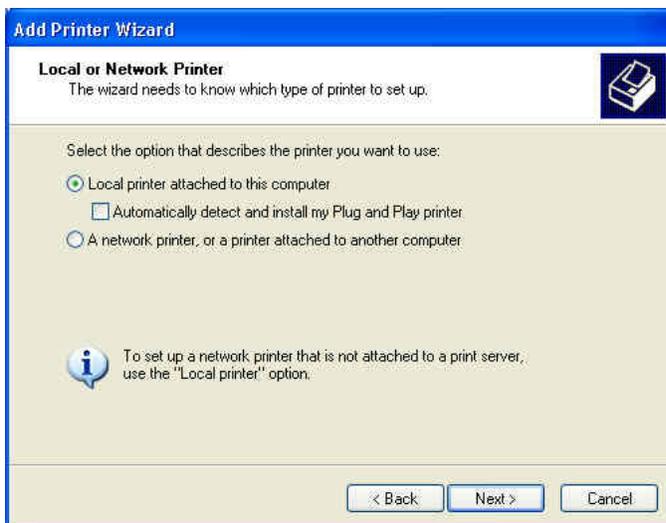
NOTE: You must be logged in as Administrator to properly install printers on WinXP.

Launch the Windows Add Printer Wizard in the normal manner:

1. Click on the *Start* button.
2. Select the *Printers and Faxes* option.
3. Select the *Add a Printers* option.



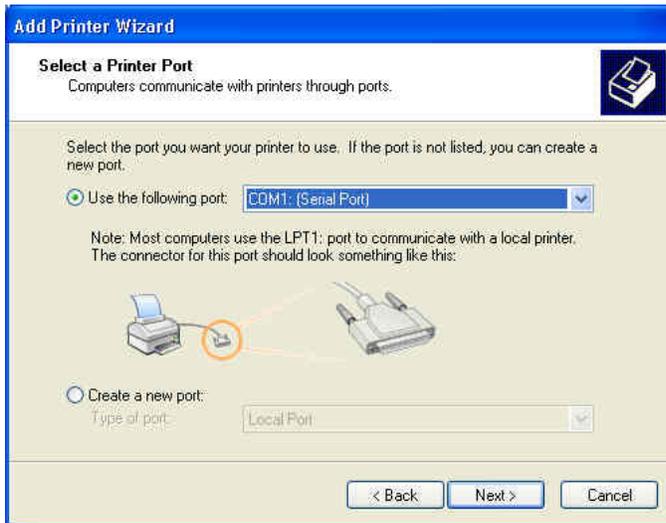
Select <Next>



Choose "Local printer".

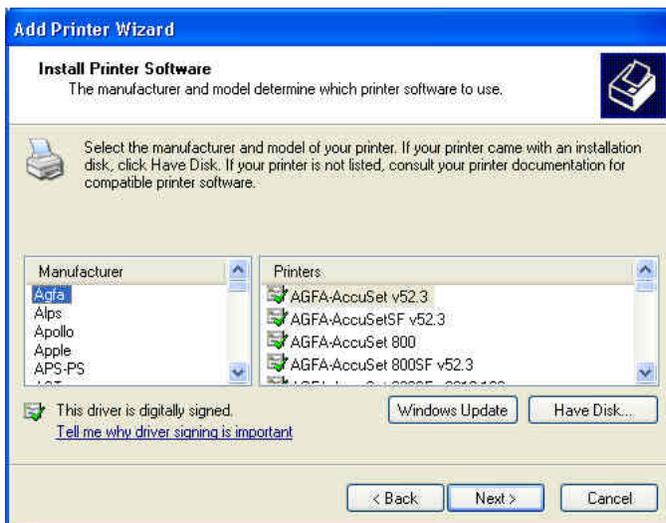
Uncheck the 'Automatically detect and install my Plug and Play printer'.

Select <Next>

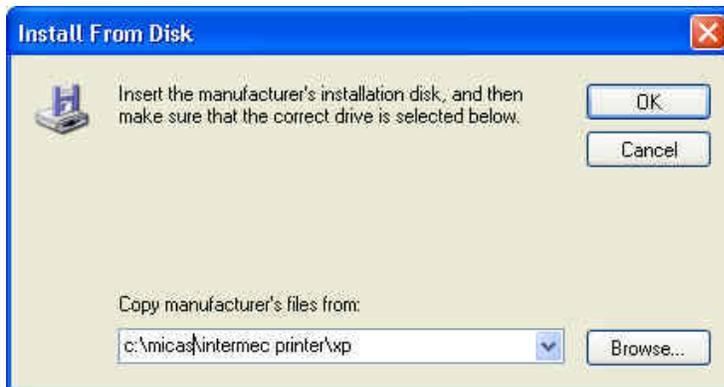


Choose which COM Port to which the printer is connected.

Select <Next>

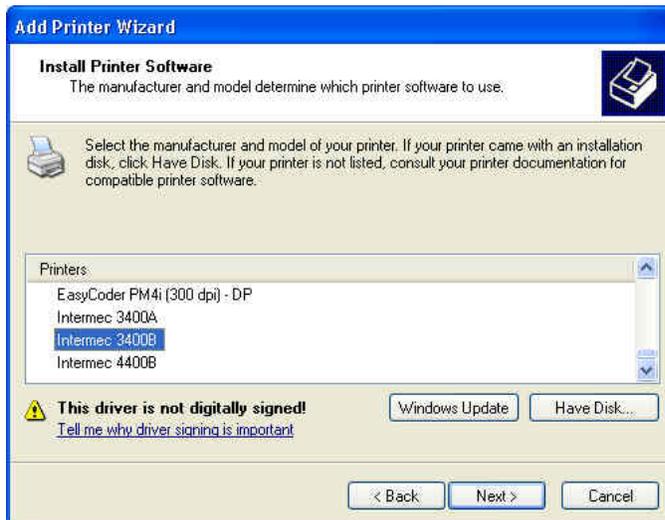


Select <Have Disk>



When prompted, enter the disk drive and directory path to your printer driver files: type in the path to the directory into which you extracted your driver files. Unless you changed this setting away from its default, it should be: C:\micas\intermec printer\xp

After specifying the correct path, click Ok.



Choose “Intermec 3400B”

There are no 4100 drivers available, so select 3400B if using a 4100 printer.

Select <Next>



Add Printer Wizard

Name Your Printer
You must assign a name to this printer.

Type a name for this printer. Because some programs do not support printer and server name combinations of more than 31 characters, it is best to keep the name as short as possible.

Printer name:

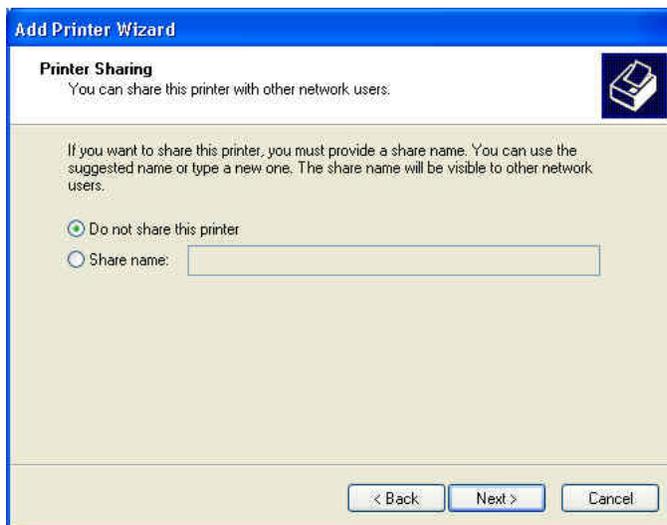
Do you want to use this printer as the default printer?

Yes
 No

< Back Next > Cancel

Change the printer name if desired. Click NO to indicate this should NOT be the default printer.

Click <Next>



Add Printer Wizard

Printer Sharing
You can share this printer with other network users.

If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.

Do not share this printer
 Share name:

< Back Next > Cancel

Indicate whether or not you want the printer shared by other workstations.

Click <Next>



Select "No". (Since the Windows test page procedure assumes you have a laser, ink-jet, or dot-matrix printer that can print out a full page, it is very unlikely that you will be able to properly print it to your thermal label printer.)

Click <Next>



Click <Finish>

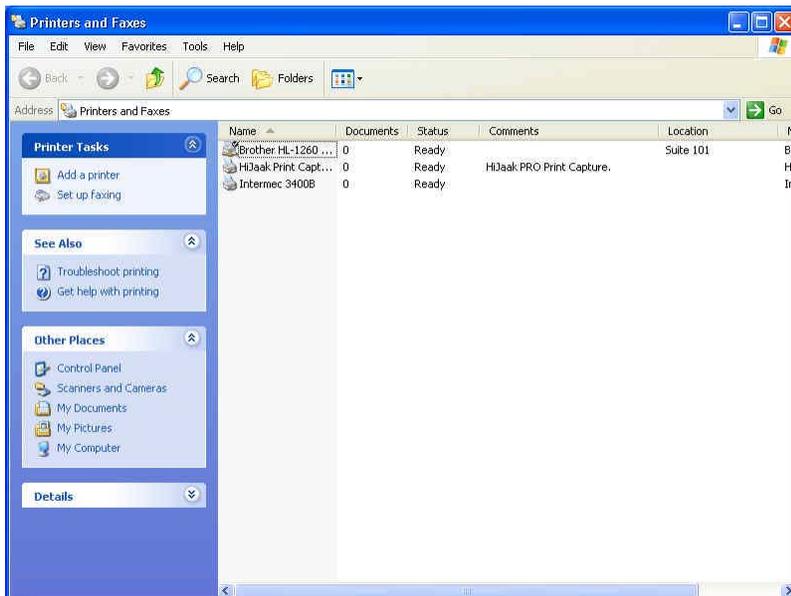


Click <Continue Anyway>

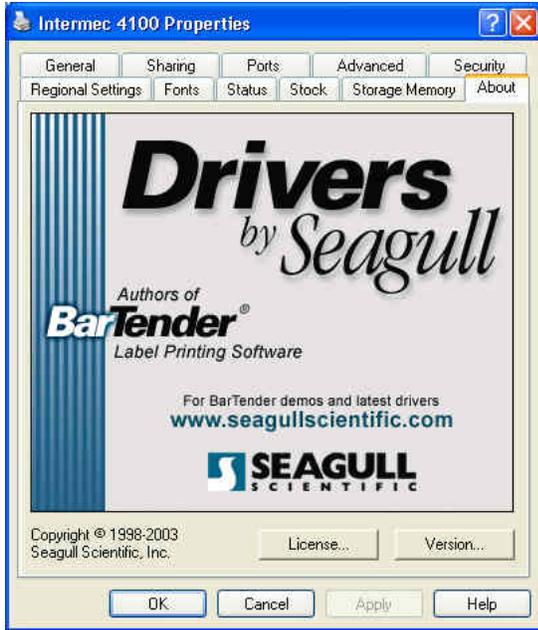
Now the printer must be configured for the size labels you will be printing.

5.1.5.2 WIN XP Intermec Printer Configuration

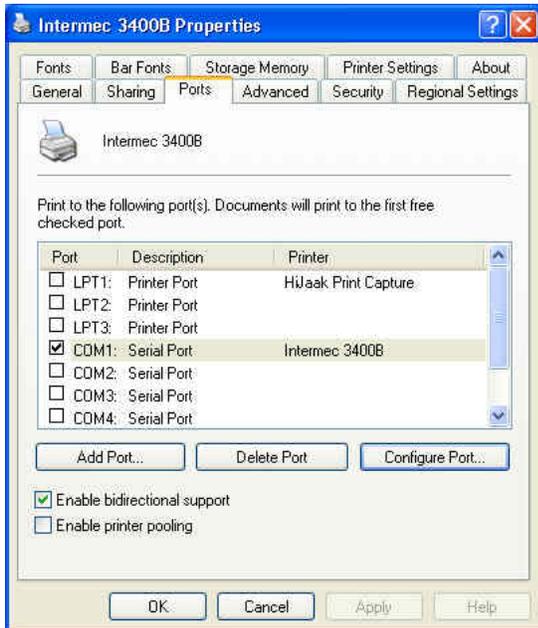
You can setup printers for different label stock. After the printer has been installed, go into the printer Properties and set the label size to match the label stock being used.



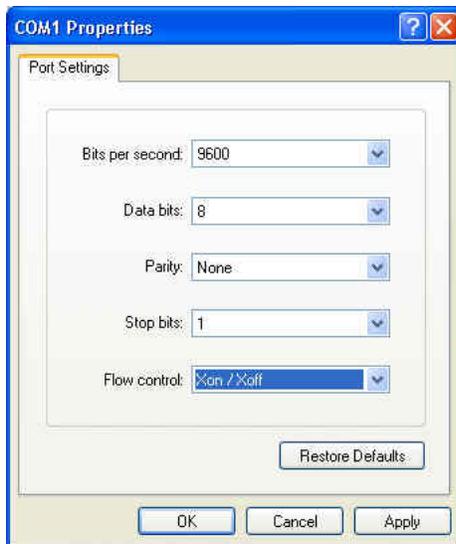
Click the right mouse button on the Printer icon and select <Properties>.



Select the <Ports> tab.



Click <Configure Port...>



Choose Bits per second = 9600

Data Bits = 8

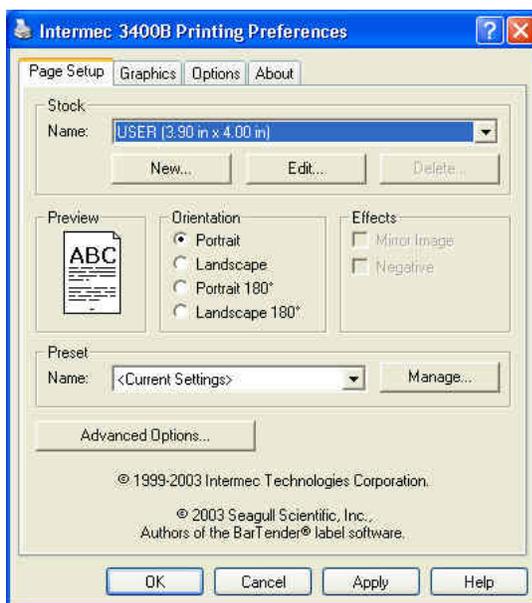
Parity = None

Stop Bits = 1

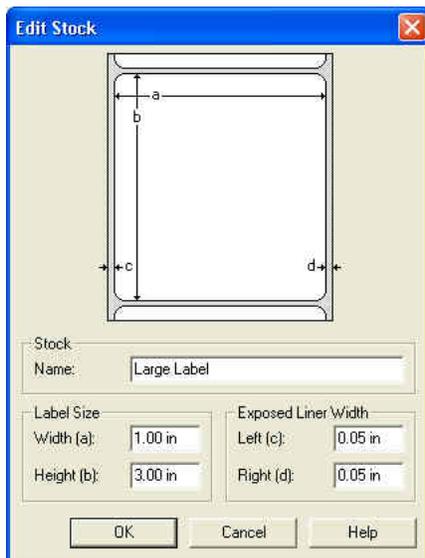
Flow Control = Xon-Xoff

Select <OK>

Click the right mouse button on the Printer icon in the Printers folder and this time select <Printing Preferences...> and if not already selected, select the Page Setup tab.



Select <New>



Set the width, height and name for the label stock you are using.

For the 3x1 Label: Set Width = 3.000, Height = 0.898

For the 1x.5 Label: Set Width = 1.000, Height = 0.496

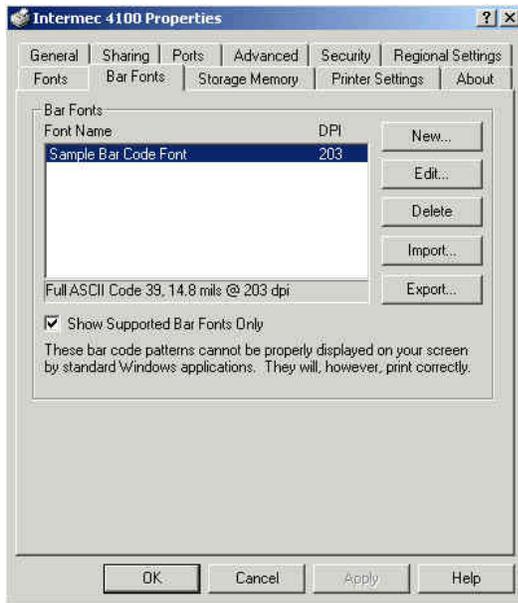
Select <OK>.

Follow the steps in section 5.1.6 *Importing 3 of 9 Font* in this manual.

5.1.6 Importing 3 of 9 Font

Click the right mouse button on the Printer icon and select <Properties>.

Select the <Bar Fonts> tab



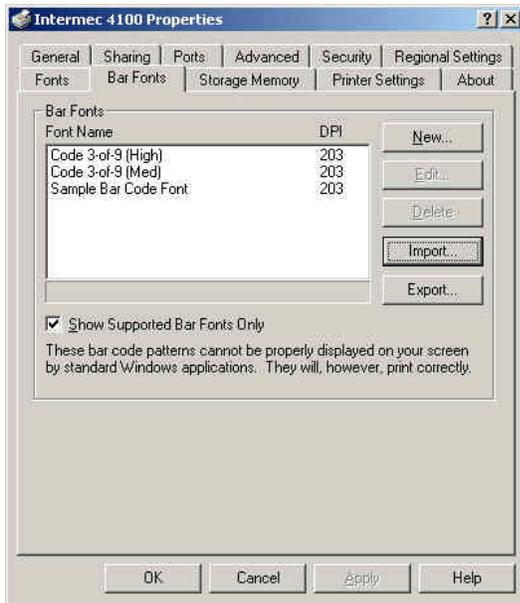
Select <Import>



Browse to the same folder in the Miccas directory that the Intermec drivers are located in.

Select the 'Barcode 3 of 9.sbf' file.

Select <Open>



Select <OK>.

5.1.7 Testing 3 of 9 Font

Do the following to test this font:

1. Select the printer in question as the Windows default printer.
2. Open MS Word.
3. Open a New document.
4. Type **BARCODE**.
5. Highlight what you just typed and select the 3of9 font.

NOTE: If the font was imported correctly, the value you typed in will be changed to appear as a bar code.

5.2 Troubleshooting Intermec Printer Problems

5.2.1 Troubleshooting Intermec 4100 Printer Problems

Problem	Solution
<i>The bar code does not print on the label – It's just characters.</i>	<p>Following the directions in section 5.1.6. Importing 3 of 9 Font in this manual. Do this even if it has already been done to assure the files are now available.</p> <p>When you are sure the font is available, follow the directions in section 5.1.6 Testing 3 of 9 Font in this manual.</p>

<p><i>Two or more of the indicator lights on the front panel glow at the same time after power up.</i></p>	<p>The printer is defective and requires replacement.</p>
<p><i>The bar code isn't aligned properly on the label.</i></p>	<p>Check the label gap sensor as per the manual.</p> <p>Check the pressure of the print head on the labels as per the manual.</p> <p>Check the tension on the label feed roll as per the manual.</p> <p>If these are all good the printer is defective</p>

5.2.2 Troubleshooting Intermec 3400 Printer Problems

Problem	Solution
<p><i>The bar code does not print on the label – It's just characters.</i></p>	<p>Following the directions in section 5.1.6. <i>Importing 3 of 9 Font</i> in this manual. Do this even if it has already been done to assure the files are now available.</p> <p>When you are sure the font is available, follow the directions in section 5.1.6 <i>Testing 3 of 9 Font</i> in this manual.</p>
<p><i>The bar code isn't aligned properly on the label.</i></p>	<p>The printer may not be properly feeding the labels. Check to make sure that the labels are properly installed as per the Printers User's Manual (see section titled "Loading Media Into the Printer").</p> <p>Check the print head pressure as per the printer's manual.</p> <p>Check the tension on the label feed roll as per the printer's manual.</p> <p>Check the label gap sensor as per the printer's manual.</p> <p>If the problem still exists: the label can be repositioned ONLY with the 3400D model bar code printer. For these printers, following the steps in section 5.2.2.1 <i>Moving Bar code Start on 3400D printer</i> of this manual</p>
<p><i>Labels aren't printing out clearly.</i></p>	<p>See your User's Manual for the printer. You can turn up the temperature- the small dial at the back of the printer, or try increasing the print head pressure – open the case and there 2 knobs on the top of the print head, in some cases they may be set at different pressures this is ok and due to uneven wear.</p> <p>The label and ribbon stock MUST be matched correctly. An indicator is tiny white dots all over the bar code or streaks across the bar codes. If you did not purchase them from the</p>

	<p>recommended equipment list then check the part numbers against the list, if they do not match you should order the correct ones.</p>
<p><i>Printer is skipping 2 or more labels between printings.</i></p>	<p>The number of labels skipped would indicate the width defined is greater than the label's actual width.</p> <p>Follow the directions in the Printer Configuration section of this manual (for your specific operating system) to set the Page settings.</p>
<p><i>The bar code isn't aligned properly on the label, it prints across the label gap on my 3400D. The following only works on the D models not the A,B or C models.</i></p>	<p>The printer may not be properly feeding the labels.</p> <p>Check to make sure that the labels are properly installed as per the User's Manual for the printer for instructions (see section titled "Loading Media Into the Printer").</p> <p>Check the print head pressure as per the printer's manual.</p> <p>Check the tension on the label feed roll as per the printer's manual.</p> <p>Check the label gap sensor as per the printer's manual.</p> <p>If the problem still exists: the label can be repositioned ONLY with the 3400D model bar code printer. For these printers, following the steps in section 5.2.2.1 <i>Moving Bar code Start on 3400D printer</i> of this manual</p>
<p><i>None of the bar codes will scan correctly or at all.</i></p>	<p>If the bar code has the appearance of a fence you may have a malfunctioning heating element in the print head. This may prevent one bar from printing. You must replace the entire print head or change the bar code's orientation. This can be tested by changing the orientation of the bar code label in the printer driver properties.</p> <p>If a line appears across the bar code then that's the bad heating element. You may need to replace the head or you may be able to leave the bar code orientation set like a ladder because the bad heating element just makes a line on the bar code.</p>
<p><i>I'm not able to make changes to the printer properties.</i></p>	<p>Ensure that you have administrator rights on the workstation to which that the printer is connected. If not, you will need to get your computer administrator to make the necessary changes.</p> <p>Problem still exists:</p> <p>The printer drivers may have become corrupted. Remove the printer driver, and reinstall.</p> <p>Verify that the printer is <u>not</u> defined as a network printer. Windows will only allow changes to devices defined locally to the machine you are using.</p>

	<p>If the printer is defined as a local printer:</p> <p>You will need to remove the printer, and reinstall it. If you're using the Intermec 3400B printer, you should use the 4100 printer drivers.</p>
<p><i>If the folder containing the Intermec print drivers does not exist in your MICAS folder</i></p>	<p>Perform the following:</p> <ol style="list-style-type: none"> 1. Download the drivers from Seagull's website http://www.seagullscientific.com. 2. On the same drive MICAS is installed, create the folder for these drivers. 3. If you are running WIN2000, see the Printer Questions section of the FAQ on the MICAS website. It will contain instructions for downloading the correct bar code font (barcode3of9.sbf), and a set of instructions for importing the font (WIN2000 Intermec Printer Configuration document). 4. Run the exe that was downloaded from Seagull's website. When asked where the drivers are going to be installed to, indicate the folder you created. 5. Install the printer. 6. Following the set of instructions, import the font downloaded from the MICAS website. 7.

5.2.2.1 Moving Bar code Start on 3400D printer

Do the following to move the start of the bar code on a label.

1. Power off the printer.
2. Record the switch settings on S1 & S2 on the back of the printer.
3. Set S1 to 1234 ON
4. Switch 5 is the direction – ON is backwards - OFF is forwards Play with this one.
5. Set S2 to 12345 to ON, as needed, this moves the start by .5mil each switch. So switch 123 would move the bar code start by 1.5mil.
6. Hold down the FEED button on the front panel and turn the printer on. Hold it down until the printer cycles twice (makes two different sounds) then release it.

7. Turn the printer off
8. Reset the switches to the recorded settings
9. Turn the printer on and print a test label
10. Repeat the process again if the bar code moves the wrong way or not far enough

6.0 Zebra Bar code Printers

6.1 Installing the Symbol Zebra printer

6.1.1 Win 95/98

6.1.1.1 Installing Win 95/98 Zebra Printer Drivers

Launch the Windows Add Printer Wizard in the normal manner:

1. Click on the Start button.
2. Select the Settings option.
3. Select the Printers option.
4. In the dialog that comes up, double-click on Add Printer.

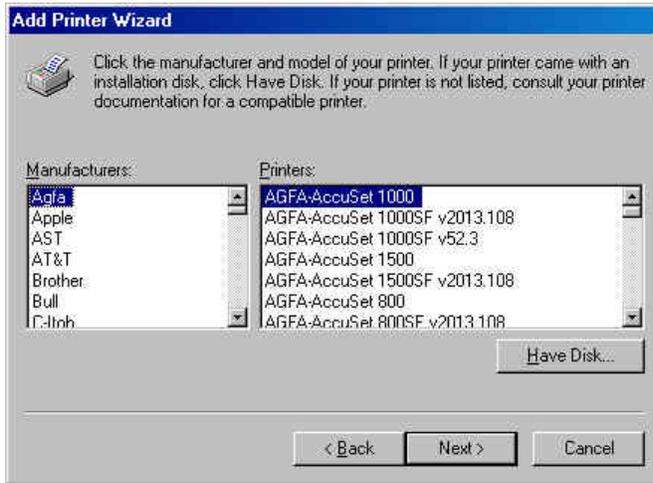


Select <Next>



Choose "Local printer"

Select <Next>

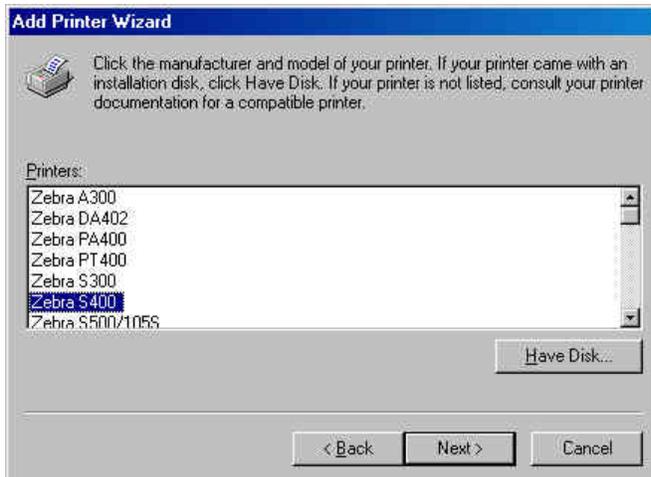


Select <Have Disk>



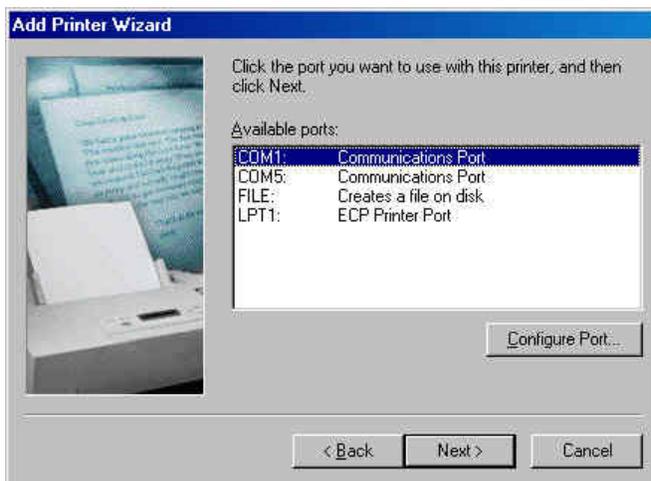
When prompted, enter the disk drive and directory path to your printer driver files: type in the path to the directory into which you extracted your driver files. Unless you changed this setting away from its default, it should be: C:\micas\zebra printer\95_98

After specifying the correct path, click Ok.



Choose “Zebra S400”

Select <Next>



Choose the appropriate Communications port. (The port the printer is connected to.)

Select <Next>



Change the printer name if desired. This name must match the setting in the Micas configuration setup.

Click <Next>



Select "No" when asked if you want to print a test page. (Since the Windows test page procedure assumes you have a laser, ink-jet, or dot-matrix printer that can print out a full page, it is very unlikely that you will be able to properly print it to your thermal label printer.)

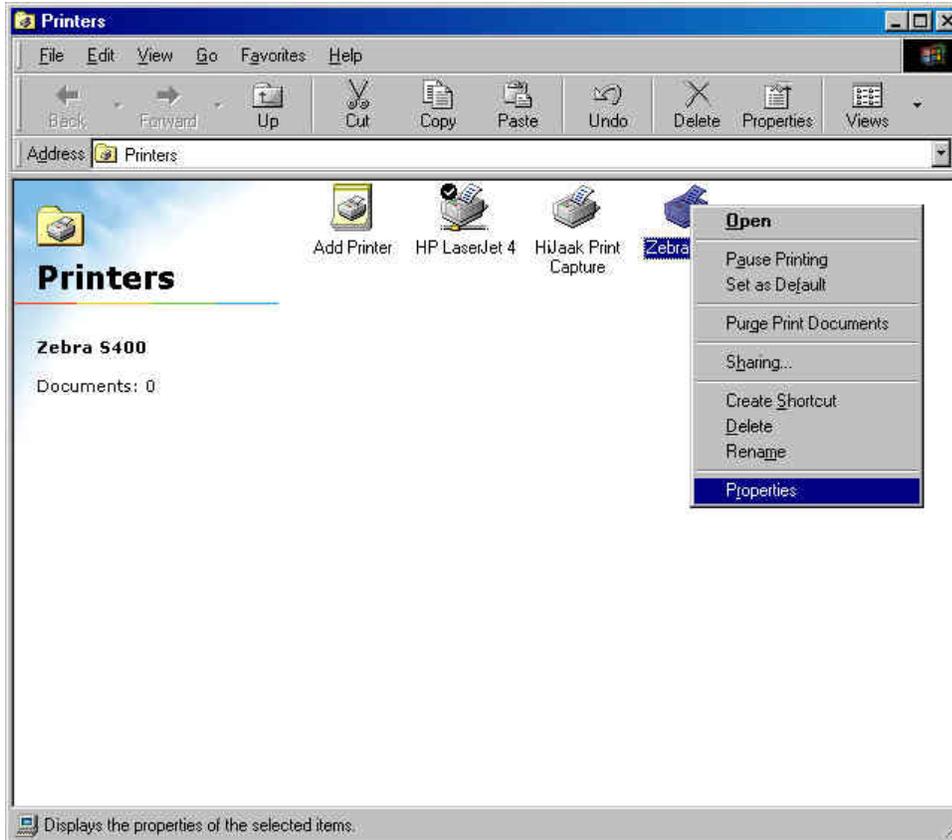
Click <Finish>

The printer driver is now installed.

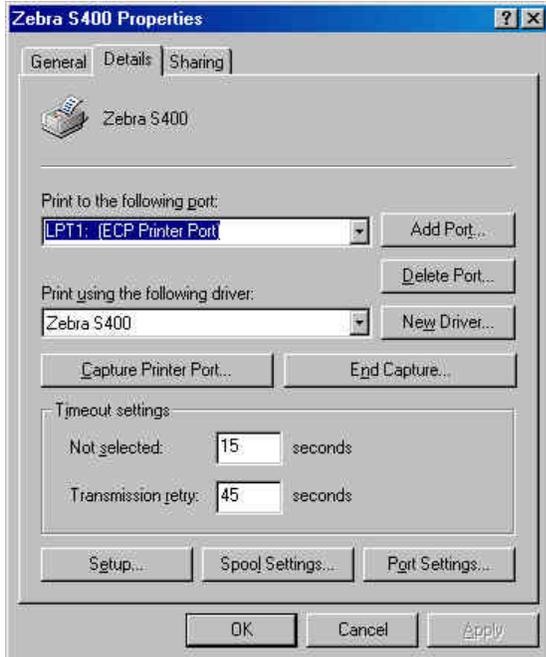
Now the printer must be configured for the size labels you will be printing.

6.1.1.2 WIN 95/98 Zebra Printer Configuration

After the printer has been installed, go into the printer Properties and set the label size to match the label stock being used.



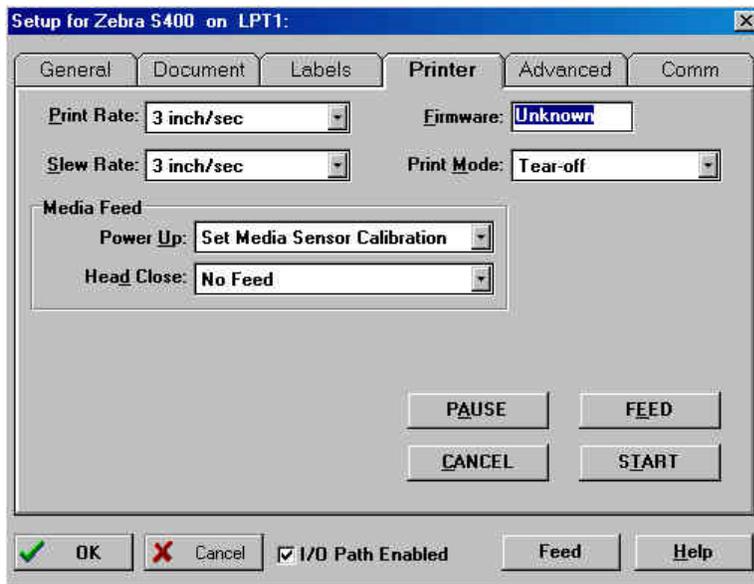
Click the right mouse button on the Printer icon and select properties.



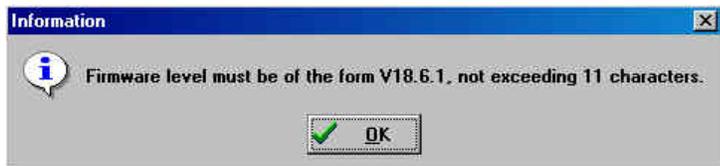
Select <Setup>



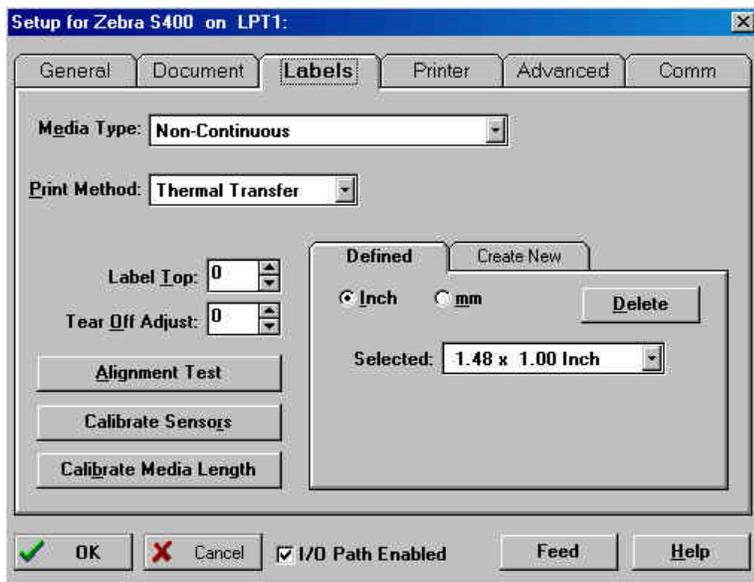
This information window will appear when first entering the Printer Setup options. Click <Ok>



Select the Labels tab. The following message will display:



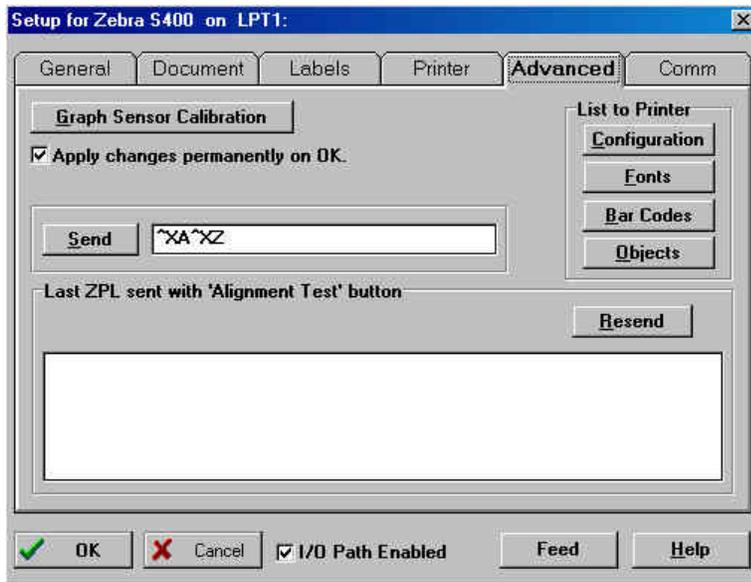
Click <Ok>



Set the label width and height to match the label stock you are using.

Select <OK>

Select the Advanced tab.



Click <Configuration>

This will cause a label to be printed with the configuration information of the printer. The firmware information is located at the bottom of the label. Record this information in the Firmware field on the Printer tab.

Click <Ok>

6.1.2 Win NT

6.1.2.1 Installing Win NT Zebra Printer Drivers

Launch the Windows Add Printer Wizard in the normal manner:

1. Click on the Start button.
2. Select the Settings option.
3. Select the Printers option.



Double-click on Add Printer.



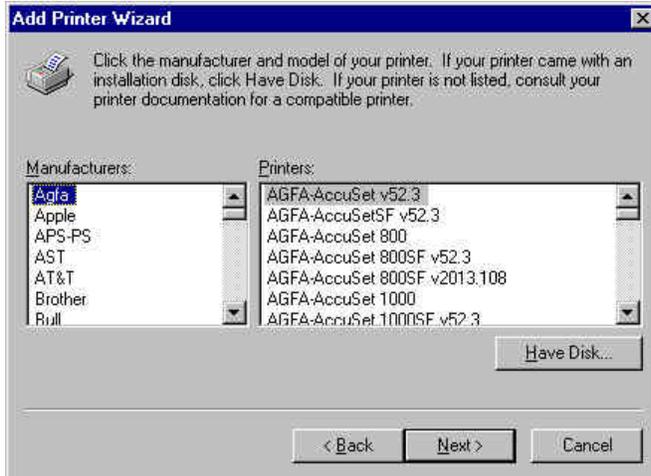
Choose “My Computer”

Select <Next>

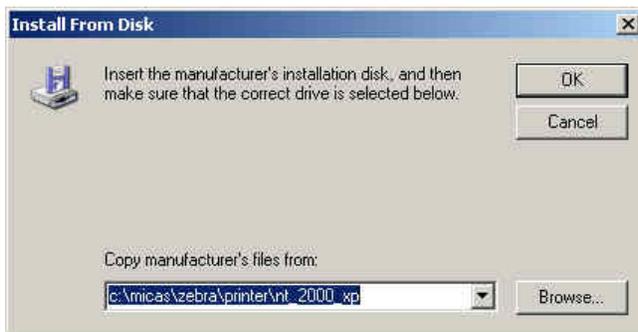


Choose the parallel port that the printer is connected to.

Click <Next>



Select <Have Disk>



When prompted, enter the disk drive and directory path to your printer driver files: type in the path to the directory into which you extracted your driver files. Unless you changed this setting away from its default, it should be: C:\micas\zebra printer\nt_2000_xp

After specifying the correct path, click Ok.



Choose the type of printer you are installing. NOTE: The bar code labels provided as part of MICAS include fonts that are not available for all printers. If you are installing a Z4M printer, install this using the Z4M 200dpi driver. If you install using the Z4M 300 dpi driver you will not have the fonts needed to use the provided label formats.

Select <Next>



Change the printer name if desired. This name must match the setting in the Micas configuration setup.

Click <Next>



Select "No" (Since the Windows test page procedure assumes you have a laser, ink-jet, or dot-matrix printer that can print out a full page, it is very unlikely that you will be able to properly print it to your thermal label printer.)

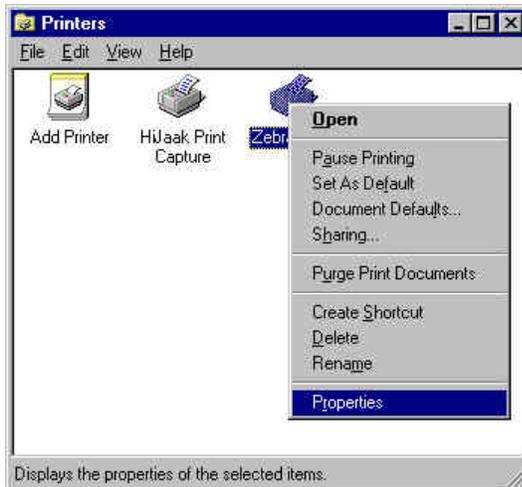
Click <Finish>

The printer driver is now installed.

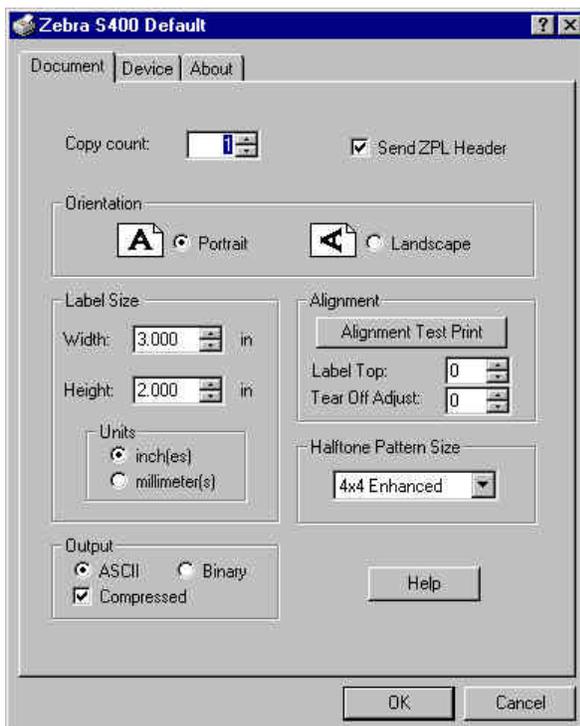
Now the printer must be configured for the size labels you will be printing.

6.1.2.2 WIN NT Zebra Printer Configuration

After the printer has been installed, go into the printer Properties and set the label size to match the label stock being used.



Click the right mouse button on the Printer icon and select <Document Defaults>.



Set the width, and height for the label stock you are using.

Select <OK>

6.1.3 Win 2000

6.1.3.1 Installing Win 2000 Zebra Printer Drivers

Launch the Windows Add Printer Wizard in the normal manner:

1. Click on the Start button.
2. Select the Settings option.
3. Select the Printers option.
4. In the dialog that comes up, double-click on Add Printer.



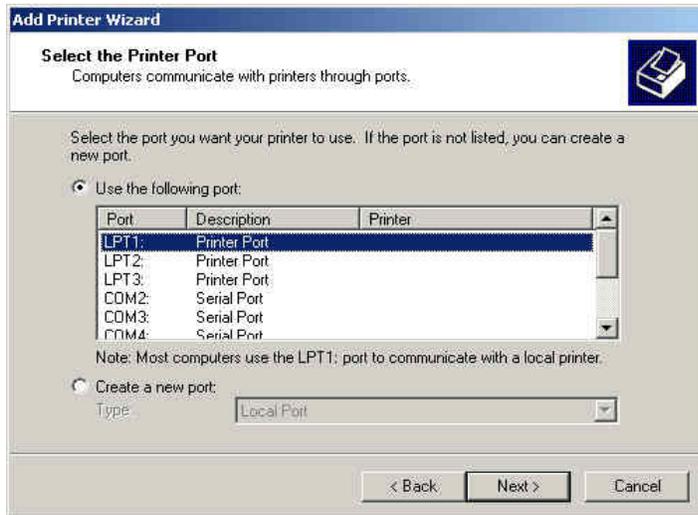
Select <Next>



Choose “Local printer”.

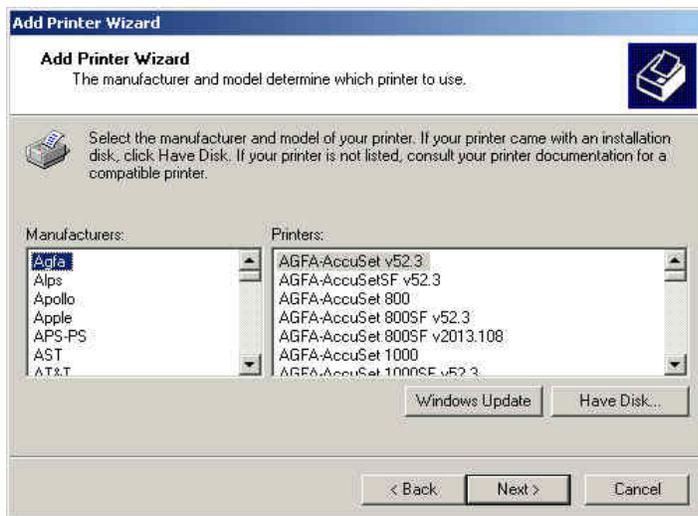
Uncheck the ‘Automatically detect and install my Plug and Play printer.’

Select <Next>

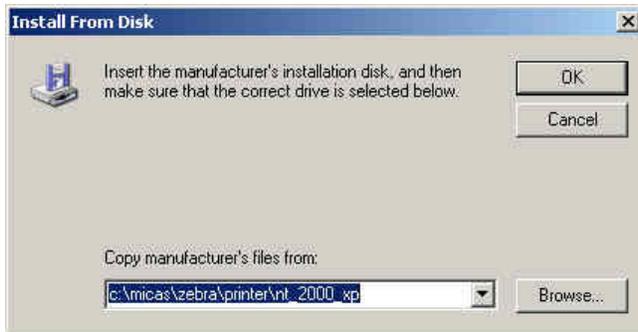


Choose the parallel port to which the printer is connected.

Click <Next>

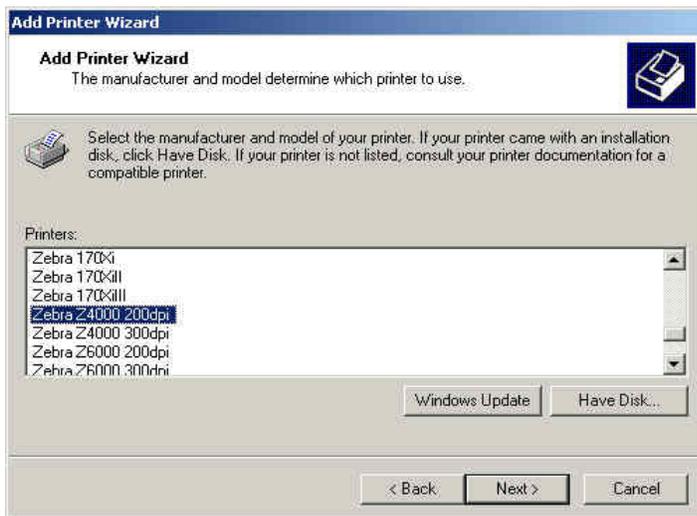


Select <Have Disk>



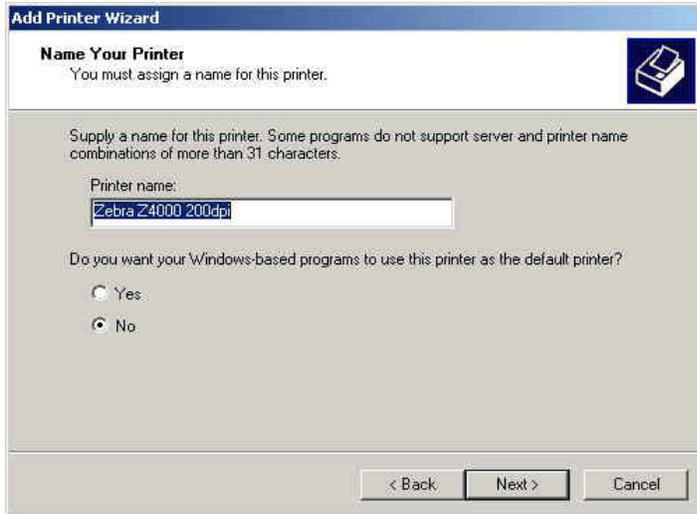
When prompted, enter the disk drive and directory path to your printer driver files: type in the path to the directory into which you extracted your driver files. Unless you changed this setting away from its default, it should be: C:\micas\zebra printer\nt_2000_xp.

After specifying the correct path, click Ok.



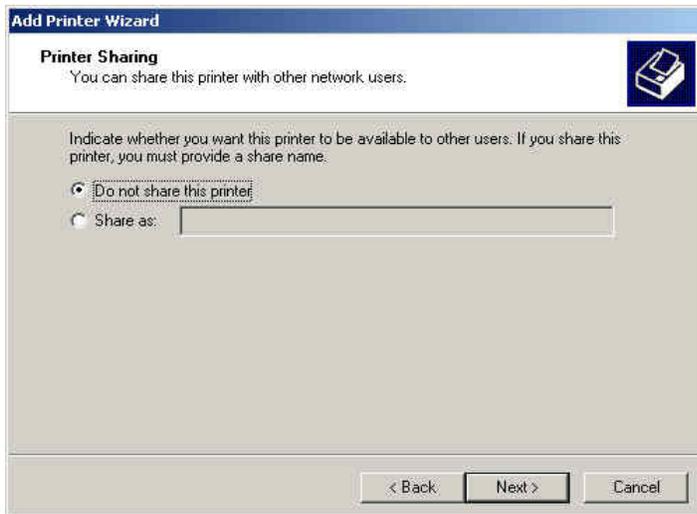
Choose the type of printer you are installing. NOTE: The bar code labels provided as part of MICAS include fonts that are not available for all printers. If you are installing a Z4M printer, install this using the Z4M 200dpi driver. If you install using the Z4M 300 dpi driver you will not have the fonts needed to use the provided label formats.

Select <Next>



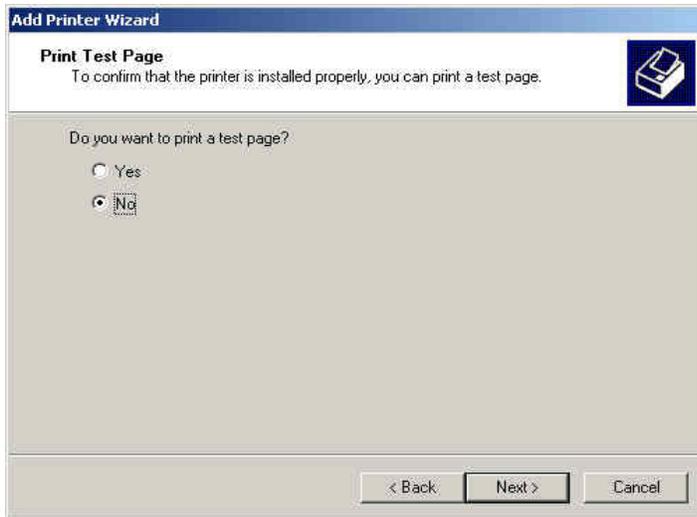
Change the printer name if desired. Click NO to indicate this should NOT be the default printer.

Click <Next>



Indicate whether or not you want the printer shared by other workstations.

Click <Next>



Select "No". (Since the Windows test page procedure assumes you have a laser, ink-jet, or dot-matrix printer that can print out a full page, it is very unlikely that you will be able to properly print it to your thermal label printer.)

Click <Next>



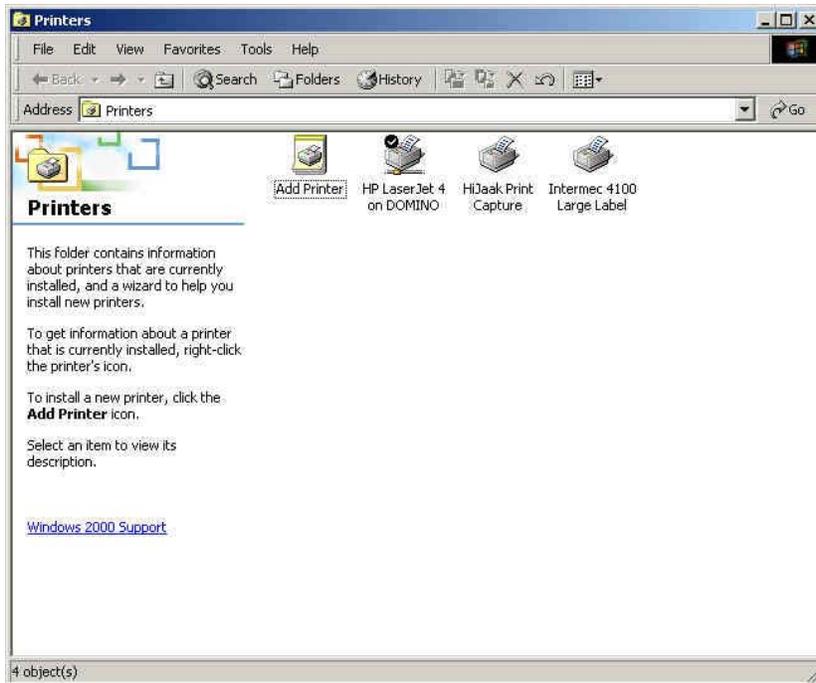
Click <Finish>

The printer driver is now installed.

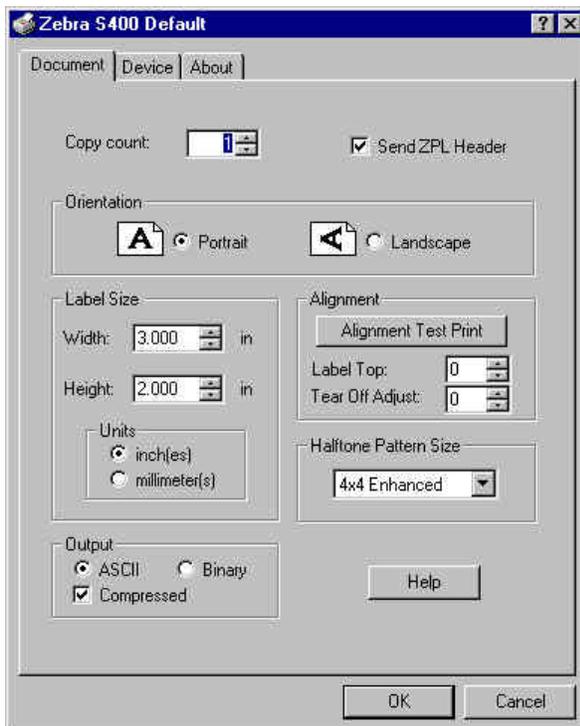
Now the printer must be configured for the size labels you will be printing.

6.1.3.2 WIN 2000 Zebra Printer Configuration

After the printer has been installed, go into the printer Properties and set the label size to match the label stock being used.



Click the right mouse button on the Printer icon and select <Printing Preferences...>.



Set the width, and height for the label stock you are using.

Select <OK>

6.1.4 Win XP

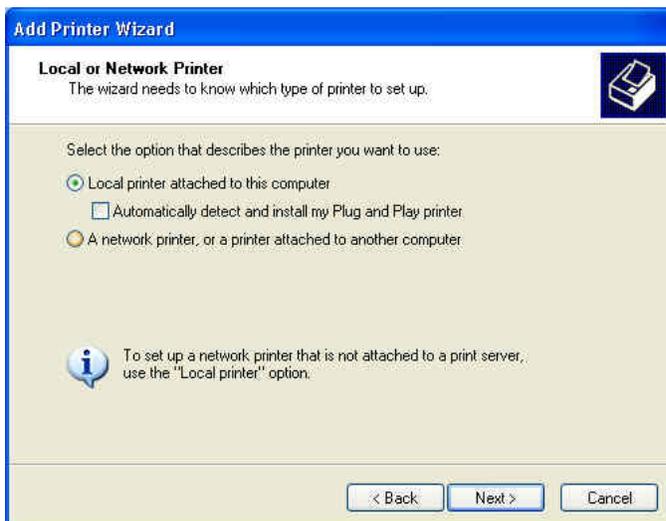
6.1.4.1 Installing Win XP Zebra Printer Drivers

Launch the Windows Add Printer Wizard in the normal manner:

1. Click on the *Start* button.
2. Select the *Printers and Faxes* option.
3. In the dialog that comes up, double-click on Add Printer.



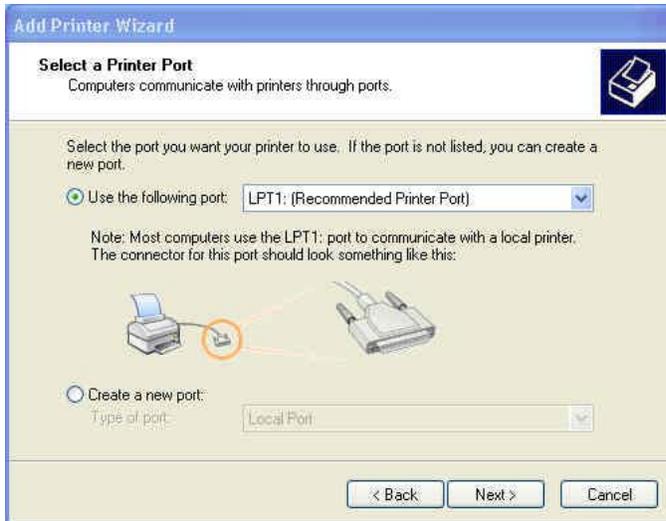
Select <Next>



Choose "Local printer".

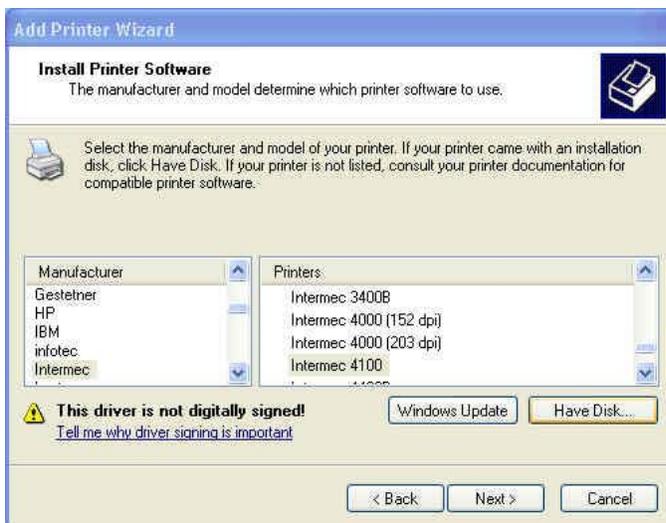
Uncheck the 'Automatically detect and install my Plug and Play printer'.

Select <Next>

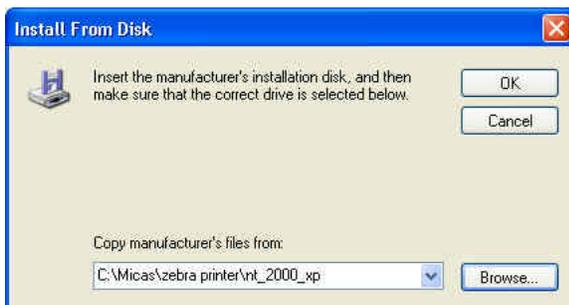


Choose the parallel port to which the printer is connected.

Click <Next>

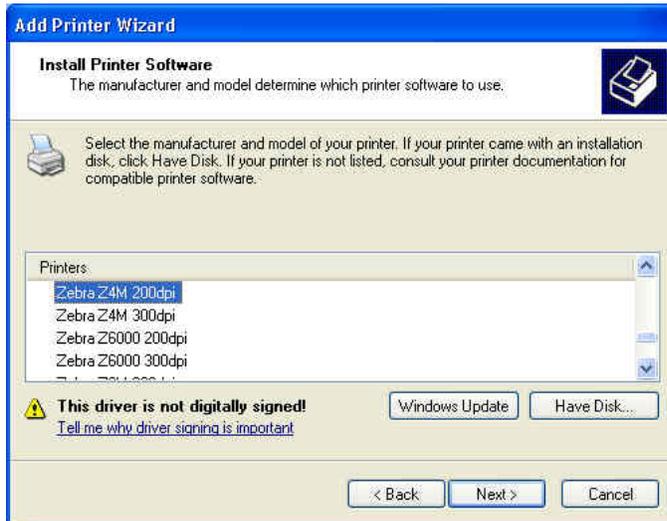


Select <Have Disk>



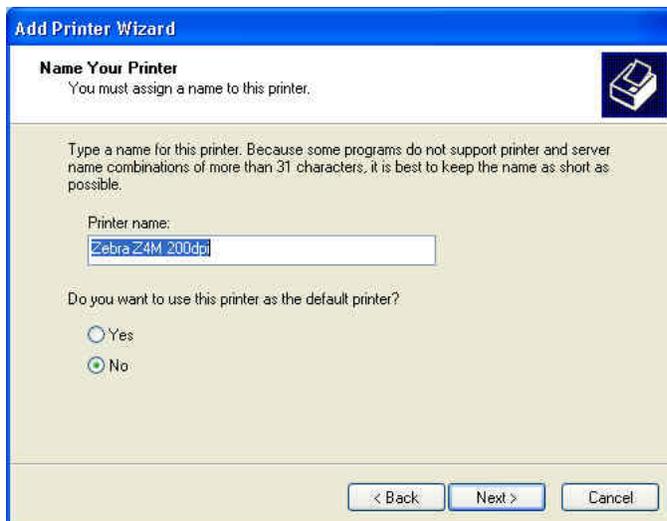
When prompted, enter the disk drive and directory path to your printer driver files: type in the path to the directory into which you extracted your driver files. Unless you changed this setting away from its default, it should be: C:\micas\zebra printernt_2000_xp.

After specifying the correct path, click Ok.



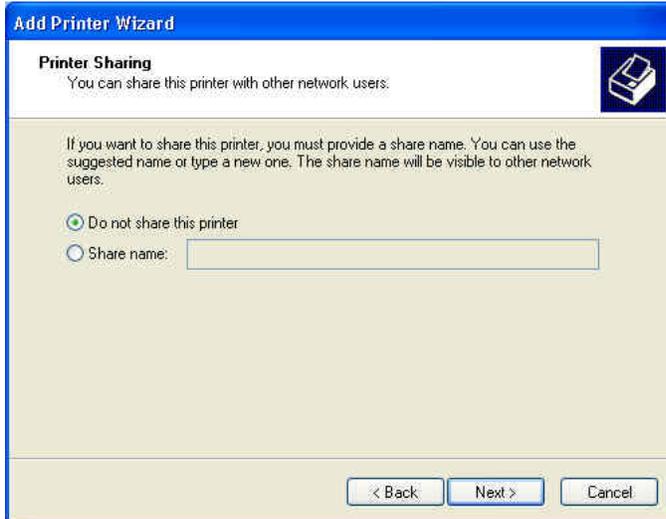
Choose the type of printer you are installing. NOTE: The bar code labels provided as part of MICAS include fonts that are not available for all printers. If you are installing a Z4M printer, install this using the Z4M 200dpi driver. If you install using the Z4M 300 dpi driver you will not have the fonts needed to use the provided label formats.

Select <Next>



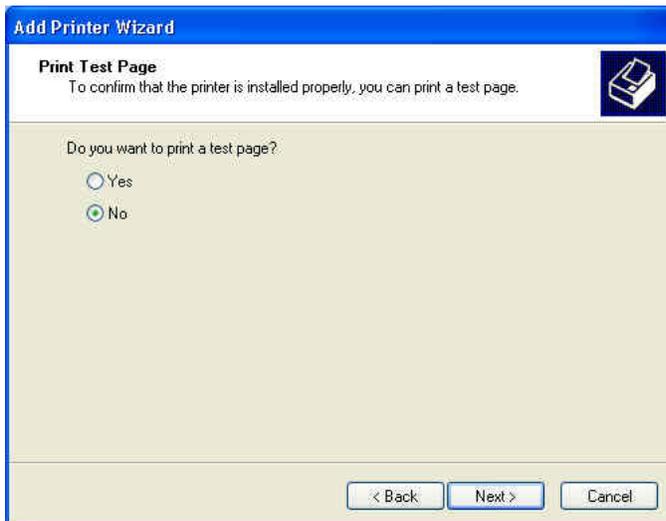
Change the printer name if desired. Click NO to indicate this should NOT be the default printer.

Click <Next>



Indicate whether or not you want the printer shared by other workstations.

Click <Next>



Select "No". (Since the Windows test page procedure assumes you have a laser, ink-jet, or dot-matrix printer that can print out a full page, it is very unlikely that you will be able to properly print it to your thermal label printer.)

Click <Next>



Click <Finish>



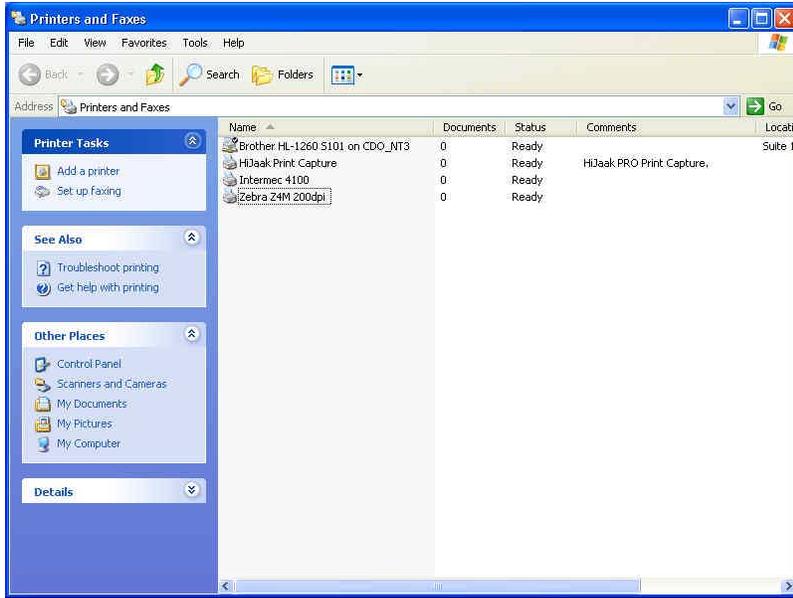
Select <Continue Anyway>

The printer driver is now installed.

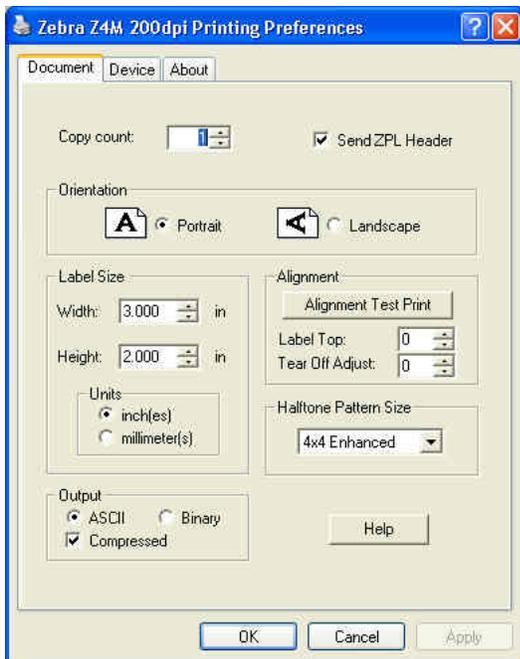
Now the printer must be configured for the size labels you will be printing.

6.1.4.2 WIN XP Zebra Printer Configuration

After the printer has been installed, go into the printer Properties and set the label size to match the label stock being used.



Click the right mouse button on the Printer icon and select <Printing Preferences...>.



Set the width, and height for the label stock you are using.

Select <OK>

6.2 Troubleshooting Zebra Printer Problems

Problem	Solution
The printer is printing out a partial bar code.	See your User's Manual for the printer. You can turn up the temperature- the small dial at the back of the printer, or try

Problem	Solution
	<p>increasing the print head pressure. To do this open the case and there 2 knobs on the top of the print head, in some cases they may be set at different pressures this is ok and due to uneven wear.</p> <p>The label and ribbon stock MUST be matched correctly. An indicator is tiny white dots all over the bar code or streaks across the bar codes. If you did not purchase them from the recommended equipment list then check the part numbers against the list, if they do not match you should order the correct ones.</p> <p>Check the label size and alignment. To do this, see section 6.2.1 Check Zebra Label Alignment in this manual.</p> <p>Follow the directions in the Printer Configuration section of this manual (for your specific operating system) to set the Page settings.</p> <p>If the problem still exists, the Media Sensor may be out of alignment. See the printer's User's Manual for instructions to check the sensor, and make adjustments.</p>
<i>Unable to make changes to the printer's properties:</i>	<p>Verify that you are <u>not</u> trying to make changes from within MICAS.</p> <p>Changes can only be made from the Windows printer's folder.</p> <p>Windows will only allow you to make changes to devices that are local to the machine you are using.</p>
<i>The 2nd and 3rd lines on the small labels are printing really small.</i>	<p>They're supposed to. The second and third lines on the small labels print at a 6-point font.</p>
<i>Labels are coming out with long tracks of missing print.</i>	<p>Verify that the printer ribbon has not gotten wrinkled. If this is the case, simply reinstall the ribbon. See the User's Guide for the printer for instructions.</p> <p>If the ribbon is not wrinkled, Consult the troubleshooting section in the User's Guide for your printer. One or more of the heating elements in the print head may be damaged. To extend the life of the printer change the orientation of the bar code</p>
<i>Printer is skipping 2 or more labels between printings.</i>	<p>In the printers Properties, shorten the label width defined. The numbers of labels skipped would indicate the width defined is greater than the label's actual width.</p>
<i>What should the dip switches be?</i>	<p>Do not alter the dip switches. Doing so can render your printer unusable.</p> <p>If dip switches have been altered, return them to their original positions.</p>

Problem	Solution
<i>I have a Z4000 200dpi printer, on a Windows 2000 system. First I loaded the Z4000 200dpi drivers, but the bar codes were printing small. So I loaded the Z4000 300dpi driver. When I go into Configuration Options to set up the printer, the font field stays blank.</i>	<i>You will need to re-install the printer, using the 200dpi drivers. The 200dpi printer will not function properly with the 300dpi drivers.</i>
<i>I'm using the small labels (1" x .5"), and the printer is printing out 2 labels with bar code, with a blank label in between.</i>	<i>The 1" x .5" labels are too small to print most id fields. The second label is printed with the segment of bar code that would not fit on the first label.</i>
<i>I'm using a Z4000 printer and am having problems with the labels printed. Everything on the label prints very light. I go into Printing Preferences to set the Media Darkness but after clicking OK and going back into the Printing Preferences the change I made did not save. How can I get a change to the Media Darkness to save?</i>	<p><i>Do the following to set the Media Darkness:</i></p> <ol style="list-style-type: none"> <i>1. Turn off the printer BEFORE going into Printing Preferences.</i> <i>2. Set the Media Darkness to the level you want.</i> <i>3. Save by clicking the OK button.</i> <i>4. Turn on the printer.</i>
<i>I'm using a Z4M printer but when printing labels no bar codes print, only text where I expect the bar code to print. What can I do to get the bar code to print?</i>	<p><i>If you are using a Z4M 200 dpi printer, check to assure you installed the 200 dpi driver and not the 300 dpi driver.</i></p> <p><i>If you are using a Z4M 300 dpi printer, re-install the printer using the S400 driver. The Z4M 300 dpi driver does not contain the fonts necessary to print the bar codes defined in the Bar Code Wizard.</i></p>

6.2.1 Check Zebra Label Alignment

Do the Following to check the label Alignment:

1. Access your Printer Properties
2. Select the Document tab.
3. Under Alignment, there is a button labeled 'Alignment Test Print'. Press this button.
4. The printer will print a label with a box in it. If any sides of the box are cut off, the alignment is off.

5. Adjusting the 'Label Top' field (to the positive or negative) will adjust the printer's alignment.

If more than one side is getting cut, you may need to switch the orientation as well.

7.0 Bar code Scanners

7.1 Symbol P302FZY Keyboard Scanner Installation.

7.1.1 Installation

This scanner interfaces to computers with a wedge type cable. This cable must be purchased through the company that manufactured the scanner. Normally the keyboard plugs into the cable, then the cable plugs into the computer's keyboard port. It is best if you follow the manufacture's manual.

7.1.2 Programming the keyboard Scanner

Once connected to the PC, the scanner will need to be programmed to work with MICAS on that PC.

1. Scan the following bar code. This will set the scanner to the factory defaults.



Set All Defaults

2. Scan the following bar code. This initializes the scanner to receive programming specific to the bar codes.



Scan Options

3. Scan the following bar code. This defines the format that the bar codes are going to be received in.



<Data> <Suffix>

4. Scan the following bar code. This programs the entered format into the scanner.



Enter

Note: Bar codes must be scanned in the proper sequence. Failure to do so will result in the scanner not working properly.

7.1.3 Test a keyboard type scanner:

Do the following to test this scanner:

6. Open MS Word.
7. Open a New document.
8. Scan the bar code on a soda can or tool (i.e., scan any bar code you may find).
9. If the scanner produces a beep but nothing displays in the blank document, there is a problem with the programming of the scanner. Follow the steps in section 7.1.2 *Programming a keyboard Scanner* in this manual.
10. If after re-programming the scanner still does not display any information in the blank document, check the cables from the scanner or scanner’s dock to the computer.
11. If it still does not scan, the scanner or the dock may be damaged. Call the scanner manufacture’s help line.

7.1.4 Troubleshooting P302FZY Keyboard Scanner Problems

Problem	Solution
<i>My P302 Bar code Scanner is connected correctly and it beeps when scanning a bar code but nothing displays on the computer screen(s)</i>	Connect the scanner cable as per the factory manual. After connected, following the direction in section 7.1.2 Programming a keyboard Scanner of this manual to re-program the scanner.
<i>My P370 Cordless Bar code Scanner is connected correctly and it beeps when scanning a bar code but nothing displays on the computer screen(s)</i>	Connect the scanner dock cable as per the factory manual. The scanner must be matched to the dock by scanning the bar code on the dock and a keyboard wedge parameter must be scanned. In the manual for the scanner look up the page with the keyboard wedge parameters and scan one, then perform the test below.
<i>I connected the scanner as per the manual to my laptop but nothing displays that I scan.</i>	Some laptop computers must have an external keyboard connected with the scanner in order to function correctly. Temporally

	connect a full size keyboard and perform the test below. Another option is to use an USB cable for the scanner to your laptop.
The scanner is reading bar codes, but I have to hit Enter on the keyboard before MICAS does anything	The scanner has not been properly programmed. See section 7.1.2 <i>Programming the keyboard Scanner</i> of this Manual for instructions.
I scanned a bar code, but nothing happens on the screen.	Verify that the scanner is properly connected through the keyboard. If the scanner is properly connected to the PC, see section 7.1.2 <i>Programming the keyboard Scanner</i> of this Manual for directions to configure the scanner.
The keyboard stops working when I plug in the scanner	See section 7.1.1 <i>Installation</i> of this Manual for directions to install the scanner.
The scanner isn't scanning bar codes.	If you have verified that the scanner is properly connected to the PC, then it's likely your scanner is defective. You will need to return the unit to Symbol for repair/replacement.

7.2 Serial Interface Scanner Installation

7.2.1 Installation

Because MICAS does not have a recommended Serial Interface Scanner, follow the directions provided with the scanner for installation and setup.

Once installation is complete update the settings in the Scanner tab of the Bar code Configuration Options screen (see section 2.1.2.3 of the MICAS Administrators Manual).

7.2.2 Troubleshooting Serial Interface Scanners

Problem	Solution
I get a "Scanner, Port not found" message after logging into MICAS.	Make sure your scanner is plugged into the serial port defined in Configuration Options. If the scanner is plugged into the correct port, it is likely that the cable has a short in it, and will need to be replaced.
The scanner is reading bar codes, but nothing is happening on the personnel screen.	Make sure the scanner is plugged into the serial port. If the scanner is plugged in, Go into the

	<p>MICAS Bar code Configuration Options and verify that the Baud rate is set at the same rate as the serial port.</p> <p>If Baud rate is set to same rate, verify that there are no other devices defined on your system using the same port (i.e. an Intermec printer). If there are, remove the device, or set it to another serial port.</p>
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