

Keychain Barcode Scanner Setup Instructions — Start Here

Look at the back or front of your computer to see what types of connections are available.

Do you have a Serial or a USB Connection?



NOTE: If you have both connections available, we recommend that you use the Serial Connection for faster performance of your scanner.

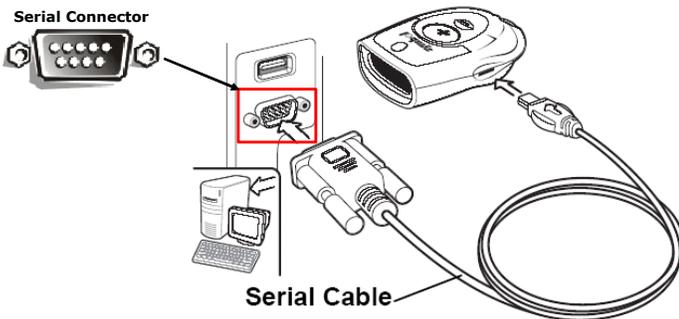
If you have a Serial Connection, go to Using a Serial Connection.

If you have a USB Connection, go to Using a USB Connection.

Using a Serial Connection

Connecting the Scanner

If you connect the keychain barcode scanner to the serial connector on your computer, it is not necessary to install the enclosed USB driver, simply attach the serial cable to the serial connector on your computer.

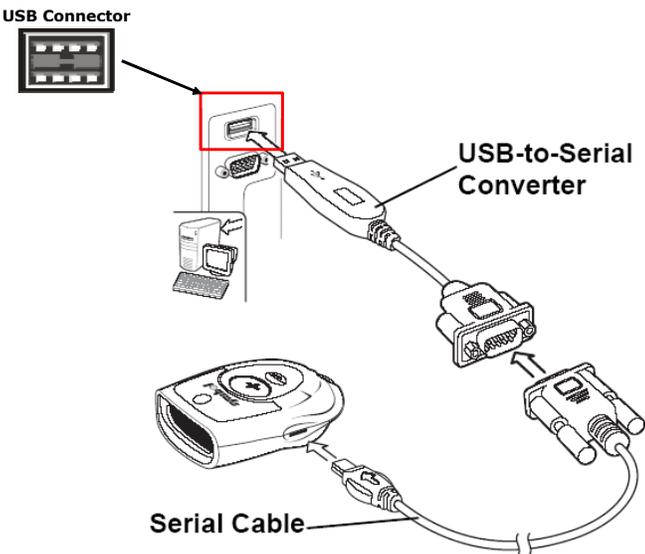


Please continue with the instructions on the next page to enable your device before using your scanner on the Web Site or ARUBA EZ.

Using a USB Connection

Connecting the Scanner

If you connect the keychain barcode scanner to the USB Connector on your computer, you need to install a USB Driver. You can install the USB Driver from the enclosed CD. Go to Installing the USB Driver.



Installing the USB Driver

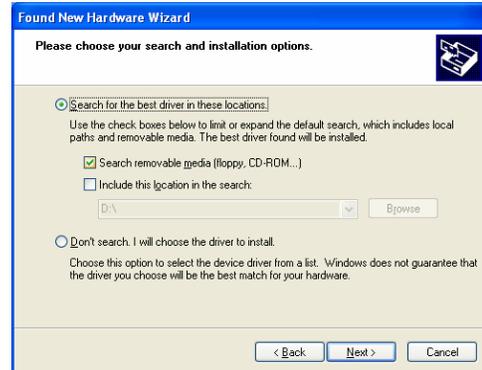
You need to have a Windows 2000 or Windows XP Computer to install the USB driver. If have a Windows 98 or Windows Me Computer, you must use the serial connection to connect the scanner.

To install the USB driver on a Windows 2000 or Windows XP Computer:

1. Connect the USB-to-Serial Converter to the Serial Cable and then connect the cable to the scanner.
2. Insert the USB cable into any USB connector on your computer.
3. A message indicating that new hardware has been found will be displayed.
4. Insert the enclosed CD into the CD-ROM of your computer.
5. Select the CD-ROM to search for the USB Driver and continue with the installation.



Windows 2000



Windows XP

Once the USB driver installation is completed, the light on the keychain barcode scanner will blink and a message: "Found New Hardware: Your new hardware is installed and ready to use" may be displayed.

Please continue with the instructions on the next page to enable your device before using your scanner on the Web Site or ARUBA EZ.

Using the Scanner with the Web Site

NOTE: To use the Keychain Barcode Scanner with the Web Site, you must use Microsoft Internet Explorer Version 4.0 or higher. Netscape Navigator cannot be used.

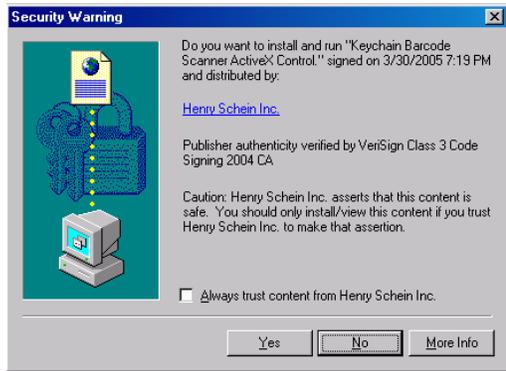
Enabling Your Scanner

Before using the scanner to add products to your order, you must enable the scanner. To enable your scanner:

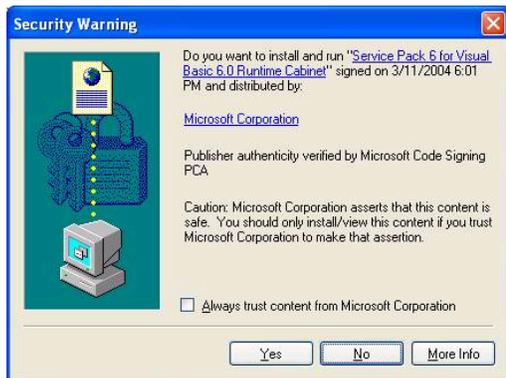
1. Go to the web site.
2. Login and go to the My Account Page.



3. Click **Keychain Barcode Scanner**.
4. Click **Enable Scanner**. You will be prompted to install the Scanner ActiveX Control. Depending on your operating system, you may be presented with one of the following messages:



NOTE: Internet Security Settings for Download Unsigned ActiveX Controls must be enabled to download Scanner Software.



5. Click **Yes** and continue with the installation.

NOTE: This installation may take a few seconds and is required in order for your scanner to be fully operational.

4. Once the installation is completed, you may begin using your device. The following message may be displayed.



5. Click **OK**.
6. On the Keychain Barcode Scanner Page, click **User Guide** for detailed instructions on using the scanner.

Using the Scanner with ARUBA eZ

Enabling Your Scanner

Before using the scanner to add products to your Order Form, you must enable the scanner. To enable your scanner:

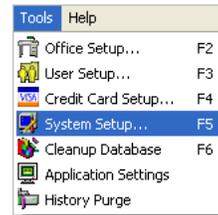
1. Open **ARUBA eZ** by double-clicking the **ARUBA eZ Shortcut Icon** on your PC Desktop.

NOTE: If you do not see the ARUBA eZ Shortcut Icon on your desktop, please verify with E-Commerce Support that ARUBA eZ has been installed on your PC.

2. Login to ARUBA eZ:



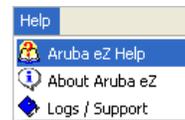
3. From the Tools Menu, click System Setup.



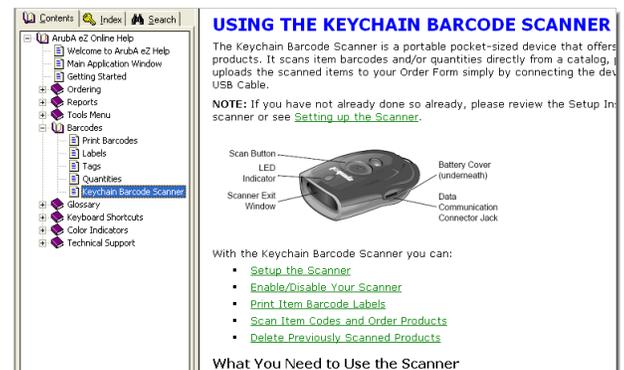
4. Click the Enable Barcode Device button.



5. Click the OK button.
6. From the Help Menu, click ARUBA eZ Help to view detailed instructions on using the scanner.



7. Click the link Barcodes > Keychain Barcode Scanner in the Contents Area of the ARUBA eZ Help.
8. Click the link Scan Item Codes and Order Products.



If you need further assistance, please call E-Commerce Technical Support at 1-800-711-6032.