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.



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.

User ID:	web user	
Password:	•••••	
Go To:	My Account 🛛 👻	
Save my User ID and Start Page on this computer.		

- 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 $\ensuremath{\text{Yes}}$ 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.

Tools	Help		
🛱 Office Setup		F2	
🙀 User Setup		F3	
🚾 Cr	🕺 Credit Card Setup 🛛 F4		
🛃 Sy	F5		
隊 Cle	💕 Cleanup Database 👘 Fi		
🖳 Ap	Application Settings		
🄁 His	story Purge		

4. Click the Enable Barcode Device button.

	System Setup	
	ArubA # 0337888	
Image Directory: MSDS Directory:	х /х	Modify Modify
	V OK Cancel	
间的 C <u>h</u> ang	e Communications Settings	evice

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



- 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.

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Ul ArubA e2 Online Help Welcome to ArubA e2 Help Main Application Window Getting Started Ordering	The Keychain Barcode Scanner is a portable pocket-sized device that offers products. It scans item barcodes and/or quantities directly from a catalog, uploads the scanned items to your Order Form simply by connecting the dev USB Cable.
Reports Tools Menu Dis Barcodes	NOTE: If you have not already done so already, please review the Setup In scanner or see <u>Setting up the Scanner</u> .
Print Bercodes Detail Print Bercodes Detail D	Scan Button Indicator Window Communication Connector Jack
e recinical support	With the Keychain Barcode Scanner you can:
	Setup the Scanner Enable/Disable Your Scanner
	Print Item Barcode Labels
	Scan Item Codes and Order Products Delete Previously Scanned Products
	What You Need to Use the Scanner

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