



## FACT SHEET



### Stocktaking with the Nexa CM-500 Barcode Reader

April 2016

The Nexa brand CM-500 barcode reader is an easy to use reader for stocktaking. It is normally plugged into the computer via a USB cable to interact with the computer, but it can be unplugged in order to collect barcodes for stocktaking. The barcodes collected can be downloaded en-mass into Bookmark for stocktaking. Here's how...



Two special barcodes come with the reader: SEND and CLEAR.

 <p>(Send)</p> <p>Connecting USB cable and scan this Barcode will transmit the barcode data to PC.</p>	<p>These copies of the barcodes probably won't be readable by your scanner.</p>
<p><b>Clearing all saved barcode data</b></p>  <p>(Clear)</p> <p>Clear all barcode data in the memory</p>	<p>Can't get copies. ???</p> <p>If the reader is plugged in press the small button for 6 seconds to send.</p> <p>If unplugged pressing the small button for 6 seconds will clear it. The light on top will blink until it is cleared.</p>
<p><b>Warning: Scan the "Clear" barcode will lose all the barcode data.</b></p>	

## To collect barcodes (stocktake)

Unplug the reader from the computer.

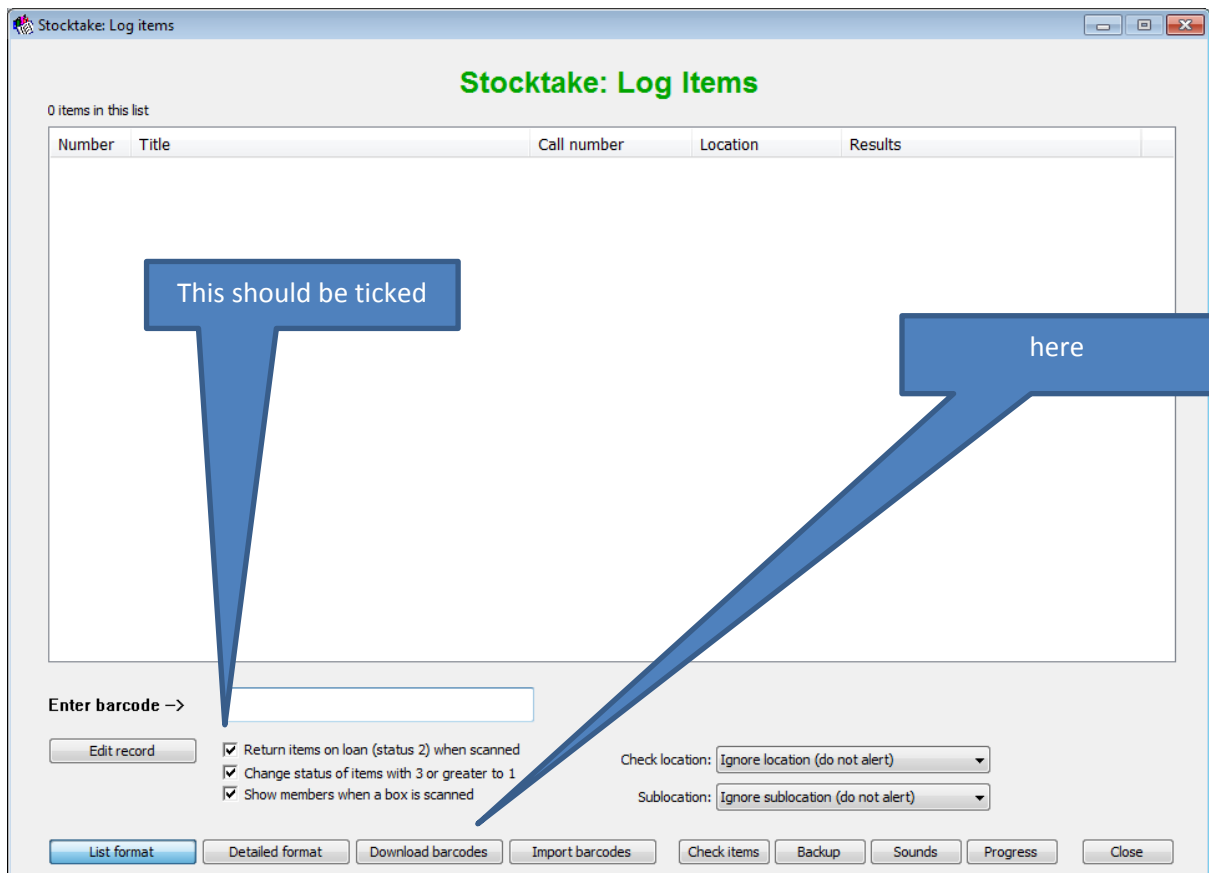
Scan CLEAR. This erases anything in the reader's memory.

Scan a shelf of items (maximum number 1000).

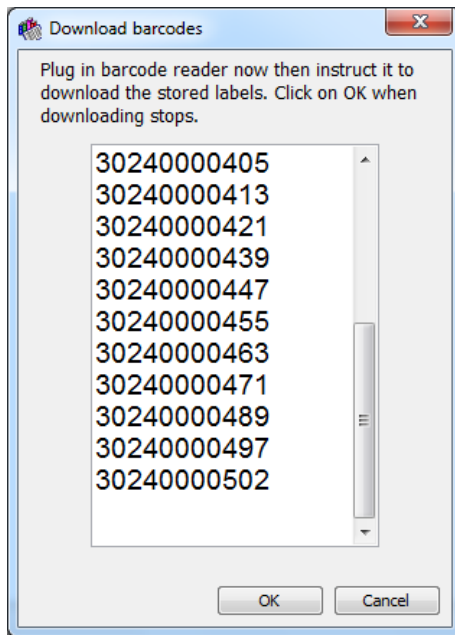
Bring the reader back to the computer.

Open Stocktaking in Bookmark. Click on Log items.

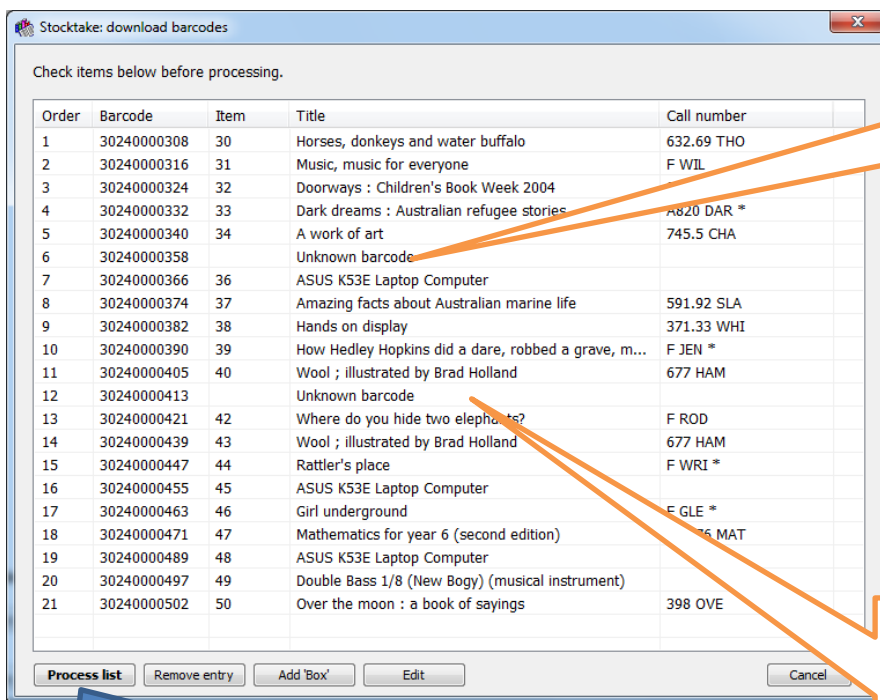
Click on the Download Barcodes button at the bottom.



A special window opens for the purpose of downloading the collected barcodes from the reader's memory.



When the window appears, plug in the reader, and scan the SEND barcode (or hold down the little blue button for 6 seconds until it beeps). The numbers should whizz down the screen. When the barcodes stop scrolling, the reader has finished transmitting. Click Ok



Bad scan. See the books either side to find the book that didn't scan.

Delete the bad scan by highlight it, and pressing the delete key on your keyboard

Don't forget to process list

Clean out the bad scans and press **Process list**.

Then unplug the reader, **scan Clear**, and go off to do the next shelf.

Marion's rule. If something is going wrong it will happen at the worse possible moment. (Variation of Murphy's Law.)

Don't forget to do backups as you stocktake!

At recess time, mark the place on the shelf and do a backup for one colour. (A handy backup button is on the Log Items screen, or you can go to Utilities / Backups / Bookmark's Location.) At lunchtime, mark the spot with a separate marker and do another backup to a different colour.

Do your normal backup at night.

The next day, shift the markers.