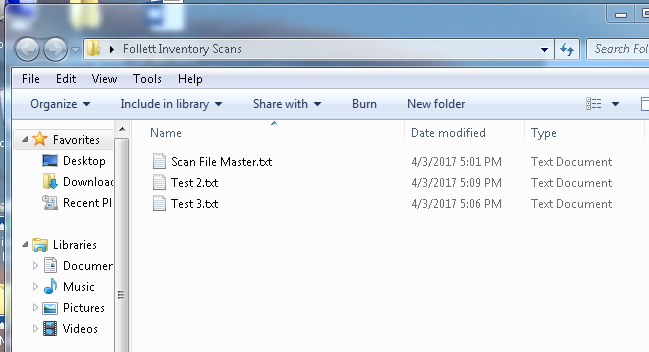
**Scanning with Follett 5350 Pocket Scanners**

**Set up a Desktop Folder**

1. Create a “Follett Inventory Scans” folder on your desktop (or use your Dolphin File Folder, if you have one).
2. Inside the Follett Inventory Folder, create an “Already Uploaded Scans” folder. Not necessary if you have a Dolphin File Folder.
3. Go to “Start” and click “All Programs”. Go to “Accessories” and open the “Notepad” program.
4. Save the unnamed text file as (Save as) “Scan File Master.txt” in the “Follett Inventory Scans” folder.



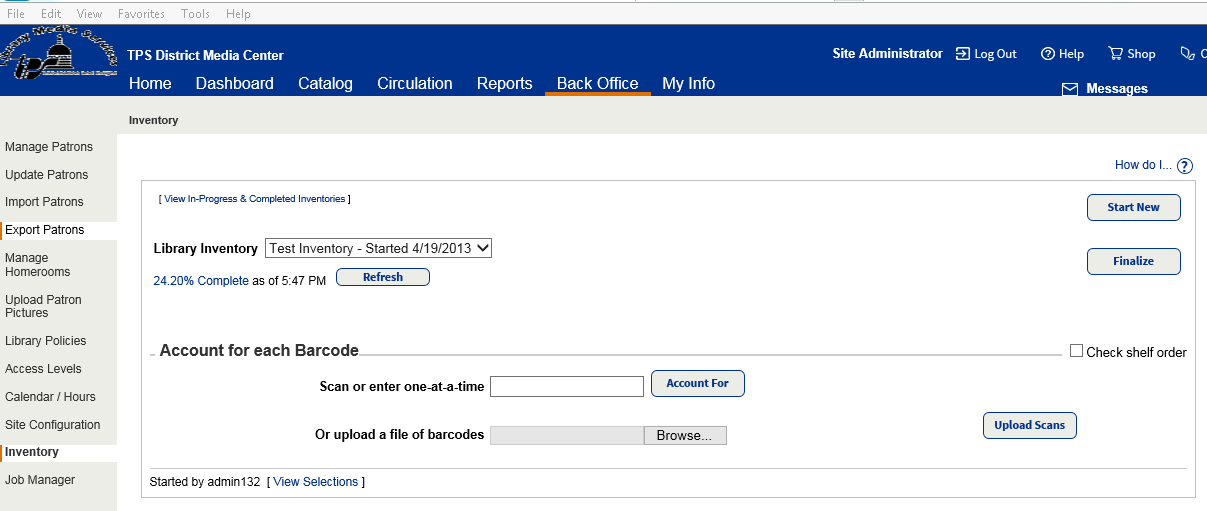
**To “inventory” with Follett 5350 Pocket Scanners**

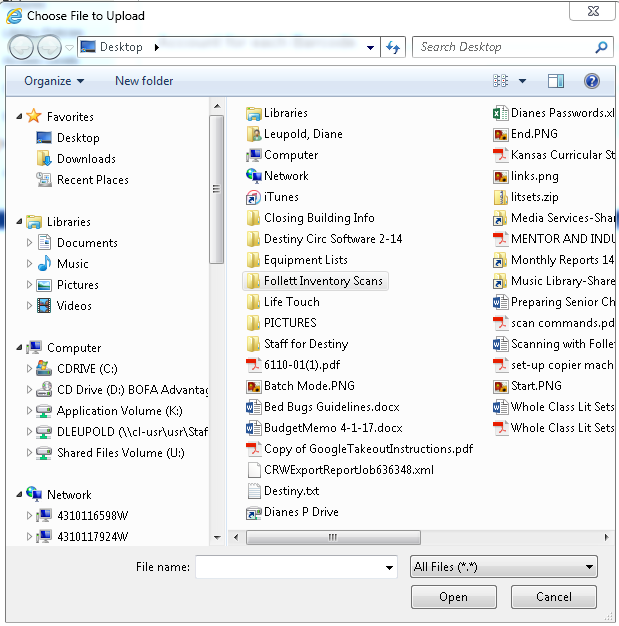
1. Unplug scanner from cable.
2. Scan barcodes on items you wish to inventory by pressing the yellow button.
3. Plug cable into scanner and then into one of your computer USB ports.
4. Wait (and wait) until your “Device is ready to use”. A notice will appear briefly right above the bottom tray.
5. Open the “Follett Inventory Scans” folder on your desktop and open the Scan File Master file and then save it with a name designating what the scans are that you are going to download to it.
6. Once it is saved with the new name, reopen the new file.
7. Make sure the curser is blinking in the file window.
8. Press and hold, for more than one second, the yellow button on the Pocket scanner and you will see the scans load into the text file you have open. Saved data are cleared from the scanner after they are transferred to the text file.
9. After the scans have finished loading, close the Notepad file.

**Uploading data to the Destiny Server**

**Open or Reopen Destiny Inventory screen and click “Browse” next to the “or upload a file of barcodes”.**

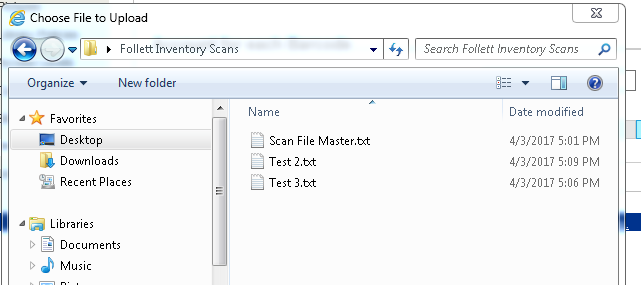
1. Browse (click on the “Desktop” icon in the left column and then on the “Follett Inventory Scans” icon) to get to the Desktop/Follett Inventory Scans folder.



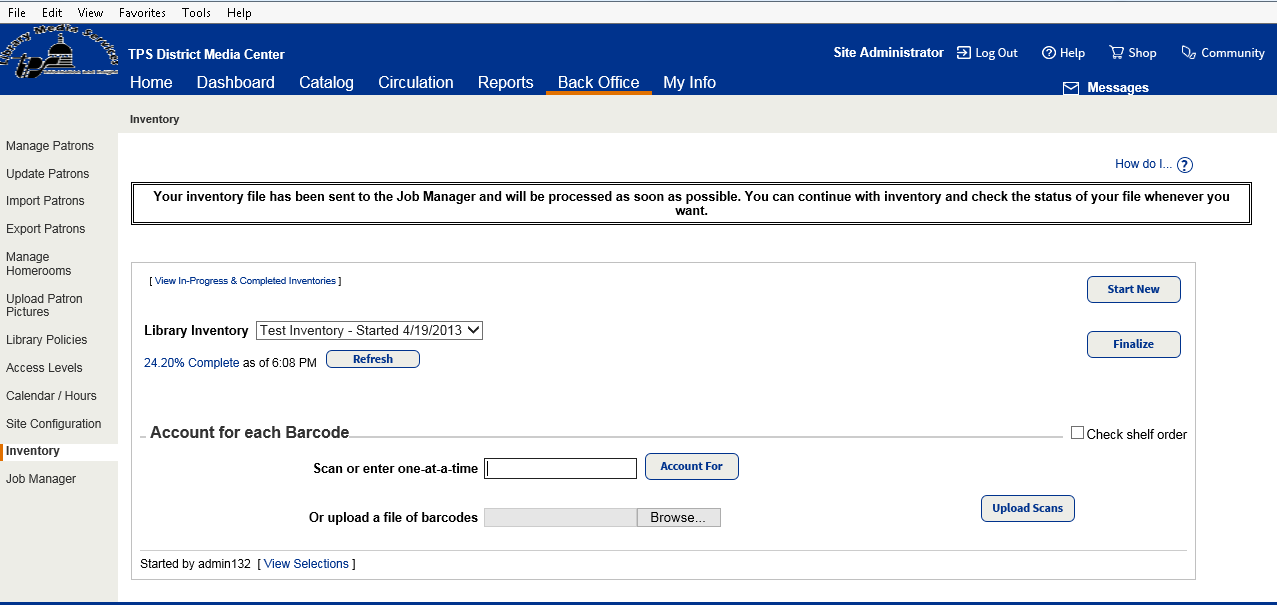


1. Highlight the inventory file you wish to enter into inventory.

Click “Open”. This loads the path to the inventory file.



1. Then click” Upload” on the Inventory screen.



1. A “Your inventory file has been sent to the Job Manager” message appears. Go to the Job Manager and “view” the Log File that was generated and investigate and fix any scan issues, like numbers that don’t bring up a copy record or items that need to be checked in.
2. Go back to your “Follett Scan Files” folder and move the file you just uploaded to the “Already Uploaded Scans” folder. Do this so that you don’t end up with a bunch of files to sort through when browsing to upload to the Destiny server.

**About the Pocket Scanner**

**The scanner will turn off if it is unplugged and not used for a while.**  While unplugged press and hold the yellow button for 3 seconds until 1 long beep is heard to turn power on.

**If your scanner loses its setting and starts making a “trilling noise” when you try to scan.**

1. With the scanner unplugged:
2. Scan the Start barcode, scan the Batch Mode barcode, scan the End barcode
3. Repeat this sequence







**The scanner comes with a “Quick Guide” which gives additional information necessary to use it as a “Bluetooth” device. This procedure does not use it in that way.**