



## FACT SHEET

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### Using the Microvision ROV 2200 Portable Reader with Bookmark 27 June 2008

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This factsheet documents the correct procedures to follow when using the Microvision ROV 2200 barcode reader as a portable unit for stocktaking in Bookmark.



The ROV can be operated as a normal tethered barcode reader when connected via its cable, or it can be used as a portable reader for stocktaking.

To operate:-

- Ensure that 3 AAA batteries have been installed
- Make sure the switch on the USB cable is set to KBD
- Plug the USB cable into the reader
- Plug the cable into the computer
- Windows will take a minute to 'recognize' the reader before it is ready for use
- The pushbutton on the reader *must* be pressed to scan every barcode
- When a barcode has been successfully scanned, the reader beeps
- The distance between the reader and barcodes is critical: it cannot be too close nor too far away.

For stocktaking:-

1. Unplug the reader from the USB cable. *Leave the cable plugged into the computer.*
2. Scan the item barcodes. The reader should beep with every successful scan. The reader will store each label in its memory. The memory is large and can hold several thousand labels, however it is good practice to process only a few dozen at a time in case a problem arises.
3. When ready to download the labels in the reader's memory, go back to the computer. *Do not plug the reader into the computer yet!*
4. In Bookmark, choose <7> Stocktaking, then <1> Scan Items then 3 – *Download from portable barcode reader.*

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| 1 - Stocktake in list format              |
| 2 - Stocktake showing full record         |
| 3 - Download from portable barcode reader |
| 4 - Download from a file                  |

5. Scan the 500ms delay barcode (or Download Delay Setting 1 on the Dataman control chart). Failure to do this may cause the reader to transmit labels too fast for Bookmark to process.
6. *Plug the ROV reader into the cable now. **Do not plug in the reader too soon!***
7. If the ROV is in "automatic download ON", the ROV will transmit the labels to the computer immediately. Bookmark will display them as they are transmitted. At this stage, Bookmark is not processing the barcodes, it is only receiving them. If the ROV is in "automatic download OFF", scan the "Download Batch Data" barcode to begin transmission.
8. When downloading is finished, listing will stop. The reader automatically clears its memory at this point.
9. Press F1 when listing has stopped.
10. All the titles of barcodes scanned will be listed. Check the list and remove any bad scans. At this stage, *titles have not yet been processed, only listed on the screen!*
11. Press F1 to begin processing. Bookmark asks whether you wish any items on loan returned. Usually this is a Y answer. Bookmark will then process the barcodes by storing today's date against each item.

This completes the steps for downloading barcodes from the ROV reader.

Reminder: after doing this, it is a good idea to check to see if a few of the items have been processed correctly. To do this, use <3> Check stocktaking in the Stocktaking module. If the few checked are correct it is safe to assume that the rest are correct as well.

**Practice the steps above a few times with a small set of items before trying a larger number of scans. Always check a few items after to ensure good processing.**

## **Alternate Approach – Live Processing**

As an alternate processing method, instead of using option 3 to download the barcodes and then view before processing, it is possible to use option 1 – *Stocktake in list format*. This is normally used for tethered barcode readers but it can also be used when downloading for live, instant processing. There are fewer steps involved and every barcode is processed when it is downloaded immediately. However, there is no opportunity to check the downloaded barcodes for bad scans. Further, if the computer processes a bit slow the reader may “outpace” the computer and get ahead.

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