



## SUNMAX 2000 PORTABLE DATA TERMINAL

The following instructions are simply for collecting inventory and uploading the data to your computer. If you require any assistance with connecting the unit to your computer, please see page 7 in the manual (on CD), or call me and we can work through it by phone.

### INSTRUCTIONS FOR INVENTORY COLLECTION

Press **POWER** (red key at top left corner of keypad)

Screen will read:                   <MAIN MENU>  
                          1-COLLECT           2-PROGRAM  
                          3-DOWNLOAD       4-UPLOAD  
                          5-NON-PORT        6-SET UP

#### To COLLECT book inventory ...

Press            1 (for Collect)

Screen:                    <COLLECT MENU>  
                          1-PROG 1    2-PROG 2  
                          3-PROG 3    4-PROG 4  
                          5-MEMORY STATUS

Press            1 (for Program 1 – that is where the inventory collection program is)

Screen:                    BEGIN OF DATA FILE  
                          SCAN BAR CODE

Scan a Book Bar Code

Screen:                    SCAN BAR CODE

Scan another Book Bar Code

When you are finished scanning a section of books for inventory ...

Press            ESC (second key from the left at top of keypad)  
                  (this will get you back to <Collect Menu>)

Press            ESC (again) (to get back to <Main Menu>)

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## INSTRUCTIONS FOR INVENTORY COLLECTION (continued)

To upload the inventory collected into your computer, the SunMax 2000 must be connected to your computer with the “Y” cable. See instructions starting on page 7 of the manual, diagram on page 10. *Please ensure that the portable is now connected to electricity through the power supply* (When it is running on batteries, the system will automatically shut down after a few minutes if the scanner is not used.)

Most software requires the data to be uploaded to a notepad or word document file, then imported to the software when the file is complete. So this is where you will want to open a notepad or word document.

In very few software systems, you can upload directly to an inventory file – if this is your case, then you can open your software’s inventory file and set it up to receive the inventory numbers.

(Also see notes at end of these instructions for specific software requirements.)

### To UPLOAD data to your computer ...

Assuming the S2000 is properly connected and communicating with your computer (call me if you have any problems with this), to upload the data to your computer ...

You are at

<MAIN MENU>	
1-COLLECT	2-PROGRAM
3-DOWNLOAD	4-UPLOAD
5-NON-PORT	6-SET UP

Press 4 (to UPLOAD)

Screen:

- 1-DATA OF PROGRAM 1
- 2-DATA OF PROGRAM 2
- 3-DATA OF PROGRAM 3
- 4-DATA OF PROGRAM 4

Press 1 (to choose the data collected in Program 1)

Screen:

- <UPLOAD METHOD>
- 1-CONTINUOUS UPLOAD
- 2-SINGLE STEP UPLOAD
- 3-MODEM UPLOAD

You have three choices in how you want to upload your data ...

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### INSTRUCTIONS FOR INVENTORY COLLECTION (continued)

#### UPLOAD data continued ...

**Alternative 1** – if you want the data to automatically upload to your computer without Interruption (most common choice)

Press 1-CONTINUOUS UPLOAD

Screen READY UPLOAD (Y/N)

Press **ENTER(YES)** key (large red key at bottom right corner of keypad)

Screen: UPLOADING DATA  
PLEASE WAIT ...

-- OR --

**Alternative 2** – if you want to upload the data one item at a time – most commonly required for CHILDS software users

Press 2-SINGLE STEP UPLOAD

Screen: READY UPLOAD (Y/N)?

Press **ENTER(YES)** key

Flashes on Screen: UPLOADING DATA  
PLEASE WAIT ...

Screen: HIT A KEY TO UPLOAD  
NEXT DATA ...

This means that one item has gone to your computer. You would press a key for each item to be uploaded to the computer, one at a time.

Press Any key, entering one item at a time, til upload is completed.

**Alternative 3** – if you want to connect with a serial cable through a comm. port in your computer – you may have to get a tech to set you up for this because it involves uploading software from the S2000 disk, and setting some parameters on your computer – not necessary for this exercise.

When upload is completed ...

Screen: UPLOADING COMPLETED  
DELETE DATA (Y/N)?

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### INSTRUCTIONS FOR INVENTORY COLLECTION (continued)

#### UPLOAD data continued ...

Here you have a choice – Press the **ENTER(YES)** key to delete the data, or the **.(NO)** key (bottom left corner of keypad) to keep the data. The portable terminal will ask twice to be sure if you want the data deleted.

If you hit **ENTER(YES)**,

Screen: MEMORY IS CLEARED  
HIT ANY KEY ...

Press Any key

Screen: 1-DATA OF PROGRAM 1  
2-DATA OF PROGRAM 2  
3-DATA OF PROGRAM 3  
4-DATA OF PROGRAM 4

Press ESC (to return to <Main Menu>)

If you choose **.(NO)**,

Screen: 1-DATA OF PROGRAM 1  
2-DATA OF PROGRAM 2  
3-DATA OF PROGRAM 3  
4-DATA OF PROGRAM 4

Press ESC (to return to <Main Menu>)

Note: Unit will not turn off if it is connected to electricity, until the electrical cord is disconnected.

I hope these instructions help in using the SunMax 2000 for your inventory collection and uploading. Please do not hesitate to call if you require further assistance.

Good Luck!

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For Inventory on FOLLETT software ...

Open a notepad or word document as described on page 2.

At the top of the document, type:

00000

0000000

INVENTORY

(carriage return)

(carriage return)

then upload your inventory data.

Save as a .txt file (.doc won't work)

To upload inventory on CHILDS software ...

Go into the inventory module, and enter your collected inventory data with the "single step" option (as described in Alternative 2 on page 3). CHILDS does not accept batch data because each item is assessed as it enters the inventory module, and if a question arises (e.g.: book is mis-filed), then it must be answered before you move to the next item. This requires extra work in uploading the data, but it beats hauling the books to the computer desk!