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## Operating the Unitech 630 Remote Scanner



Enter Button

**On/Off Button**  
 -After pressing this button, a main menu will appear.

**F3 = MANUALLY ENTER IN PLU# OF ITEMS THAT DON'T SCAN**



**F1 = RETURN TO YOUR MAIN MENU OPTIONS**

**F2 = ERASE THE LAST SCANNED ENTRY**

- The Scanner will then ask "Erase Last?"
- Press the enter key.
- The scanner will then say "Done" to show that it was successfully erased.

-When manually typing in a PLU be sure to type in the small number to the left of the barcode first. (The one circled in red). Then follow that number with numbers that are just below the bar code. (The ones circled in green). *There is no need to type in the small number to the right of the barcode-it is not needed for our software.*

# Main Menu Options for Scanner



## Erasing Existing File

- 1) How to?
  - a. When choosing Inventory, Scan Each UPC, New Retail, Vendor Check-in, or Spoilage. There are two options to choose from. 1=Scan Items 2=Erase File
  - b. To erase existing file choose option #2.
  - c. It will then ask "Erase All?" to erase the entire file press enter.
- 2) When?
  - a. ONLY erase the file after it has been downloaded to the computer.
- 3) Something to remember if erasing. Each of these sections has their own file; *Inventory, Scan Each UPC, New Retail, Vendor Check-in, or Spoilage*.
  - a. **Since each of the above sections have their own file, when the file is erased, ONLY the file from the section you are in, will be erased.**
  - b. EXAMPLE:
    - i. From the main menu you choose option #1 (Inventory).
    - ii. You then select "erase file" (Option #2).
    - iii. After pressing enter to "erase all?" the file from the Inventory section will be erased.
    - iv. If you then want to do your vendor check-in, you will ALSO have to erase the file from that section as well.

## 1 - Inventory

- 1) Erase the existing Inventory file, only after the file has been downloaded to the computer.
- 2) Scanning Items for Inventory. Main Menu Option #1.
  - a. From the Inventory menu, select option #1 (Scan Items).
  - b. PLU: is displayed on the screen.
  - c. Scan an item by pressing the yellow button and aiming at the barcode.
  - d. Enter the quantity.
  - e. Press the enter button.
  - f. It is ready for another item to be scanned.
- 3) Subtracting items
  - g. Scan the item that is going to be subtracted.
  - h. When it asks for the quantity, press the CMD button (right above the F4 button) and then press the #7 and a negative sign will show up.
  - i. Type in the quantity that is being subtracted.
- 4) Once all items are scanned in, go into the software.
  - a. Click the "FUNCTIONS" button.
  - b. Select "Communicate with the Remote Scanner."
  - c. Select "Inventory."
  - d. Answer the appropriate questions.

## 4 – Scan Each PLU

- 1) Erase the existing PLU file, only after the file has been downloaded to the computer.
- 2) Scanning PLUs. Main Menu Option #4.
  - a. From the Scan Each PLU menu, select option #1 (Scan Items).
  - b. PLU: Will be displayed.
  - c. Scan in an item by pressing the yellow button and aiming at the barcode.
  - d. Check to make sure all the information is correct.
  - e. If the retail price is wrong, Press the **F4** button and enter a retail price. **Do Not Enter a Decimal Point.**
  - f. Press the enter button.
- 3) Connect the scanner to the computer. Go into software.
  - a. Click on the Functions Button.
  - b. Select "Communicate with the Remote Scanner".
  - c. Select "Scan Each PLU".
  - d. Select "Retrieve File from the scanner".
  - e. Select "Scan Each PLU".

## 5 – New Retail

- 1) Erase the existing Inventory file, only after the file has been downloaded to the computer.
- 2) Adding New Retail Prices. Main Menu Option #5.
  - a. From the New Retail menu, select option #1 (Scan Items).
  - b. PLU: Will be displayed.
  - c. Scan in an item by pressing the yellow button and aiming at the barcode.
  - d. The scanner asks for the retail. Enter the retail, **Do not enter a Decimal Point.**
  - e. Press enter.
  - f. Continue doing this until all items are scanned and prices are entered.
- 3) Connect scanner to the computer and go into the software.
  - a. Press the Function Button
  - b. Select "Communicate w/ the Remote Scanner".
  - c. Select "New Retail Prices".

## **6 - Vendor Check-in**

- 1) Erase the existing vendor file, only after the file has been downloaded to the computer.
- 2) To scan items from vendor.
  - a. Select option #1 "Scan Items" from the Vendor Check-in Menu.
  - b. Type in the vendor's account number. Press enter.
  - c. Scan the PLU of the first item.
  - d. To scan, press the yellow button and aim at the barcode.
  - e. After an item is scanned type in the quantity and then press enter.
- 3) Returns
  - a. Scan the item that is going to be returned.
  - b. When it asks for the quantity, press the CMD button (right above the F4 button) and press 7 and a negative sign will show up.
  - c. Type in the quantity and press enter.
- 4) To scan in another vendor, press the F1 button and go back to the Main Menu.
- 5) When finished, connect the scanner to the computer.
- 6) In Datamakers Software, go to the main accounts view.
  - a. Click the FUNCTIONS button.
  - b. Select the option "Communicate with Remote Scanner".
  - c. Select "Vendor Check-in.

## **7 - Spoilage**

- 1) Erase the existing file, only after the file has been downloaded to the computer.
- 2) Scan Spoilage or items need to be deducted from inventory. Main Menu Option #7.
  - a. From the Spoilage menu, select option #1 (Scan Items).
  - b. PLU: Will be displayed.
  - c. Scan in an item by pressing the yellow button and aiming at the barcode.
- 3) Connect the scanner to the computer. Go into the software.
  - a. Click on the Functions Button.
  - b. Select "Communicate with the Remote Scanner".
  - c. Select "Spoilage".