



Innovative Programming Systems, Inc.

SCANIT™

PARTS



6039
Scanner Manual

ScanIt Parts Overview

The ScanIt Parts software begins by automatically logging into the host (ADP/R&R/Arkona/DealerTrack/Automate/Autosoft) computer and downloading all of today's open orders, special orders, and inventory into the ScanIt Parts PC.

Parts are scanned using a radio frequency handheld barcode scanner with a built-in printer. If a part is for stock, two things happen simultaneously, the information is displayed on the scanner and your DMS is automatically updated. If the part is on a special order, a label will automatically print.

Another feature, ScanIt Parts can look up and convert any part number; an example is AC Delco. Using the lookup table feature, ScanIt Parts automatically converts an AC Delco part number to a GM part number.

Another feature - Bins: ScanIt Parts displays bin locations on the scanner. Once a part has been scanned, the bin location is displayed; you now have the exact bin where the part is to be placed. Also, ScanIt Parts can change and print a label for your bins. Using the barcode scanner you can change a bin location for a part number and have the ability to reprint a label.

Another feature - Reports: ScanIt Parts reports display the status of an order. Run a report listing:

- Over/short parts for the day by shipment #.
- Parts scanned and by whom.
- Parts scanned and not posted and why.
- Part numbers, not matching in price and in quantity compared to the invoice.
- Part numbers that are backordered, transferred, or cancelled.

If you have any questions, please do not hesitate to contact technical support at (810) 695-9332 option 1.



How to use the Monarch Scanner

Note: On the ScanIt Parts PC, the Interact window must **always** be open.

To boot the system:

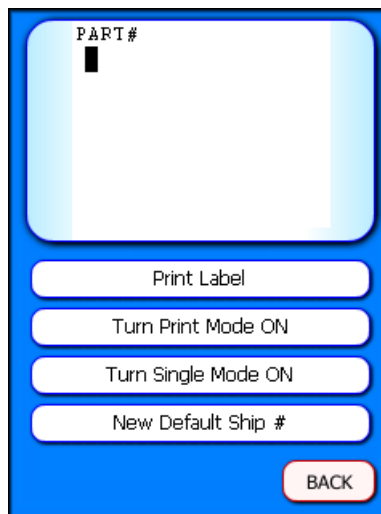
- 1) Push the power button on the top right side of the keypad.
- 2) When prompted, touch the screen to connect.
- 3) **Load Labels:** Select then select , this will print one label.
- 4) Choose a desired option from the Main Menu.

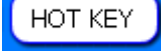
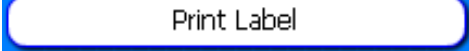
Main Menu



Main Menu 1:



Receive

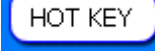



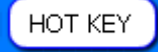
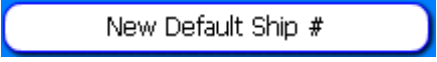
Print Labels: Select the , select , then select which type of label to print:

- Barcode
- SPO Label

Note: You can add up to 2 additional labels using the label designer through **Settings** from the **Main Menu**.

Automatically Print Labels during Scanning: Select the , then turn print mode on by selecting .

Enter multiple Quantities during Scanning: Select the , then turn single mode off by selecting .

Default Shipper #: Select the , select , enter or scan the new shipper #. The default shipper # will remain in the scanner until changed or removed.

Main Menu 2:

Bin Changes



- 1) Enter the new bin location.
- 2) A label will automatically print.

Note: If a label does not automatically print, select the **HOT KEY** button, then select **Turn Print Mode ON**.

- 3) When you are done assigning all of the parts, select the **ESC** button to return to the Main Menu.

Reprint Labels: Select the **HOT KEY**, select **Print Label**, then select which type of label to print:

- Bin Barcode
- Bin Change

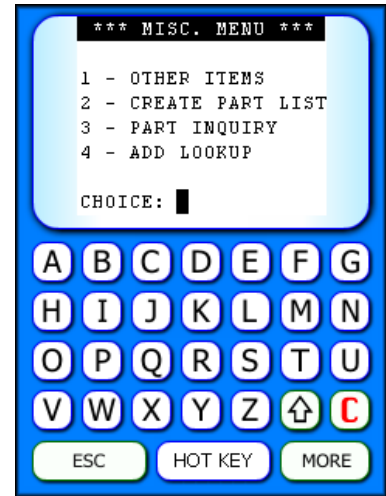
Note: You can add up to 2 additional labels using the label designer through **Settings** from the **Main Menu**.

Main Menu 3:

Misc Menu

Hot Keys:

 - Automatically Print Labels during Scanning



Other Items

Change Batch #: enter the new batch #

Print Label: select which type of label to print:

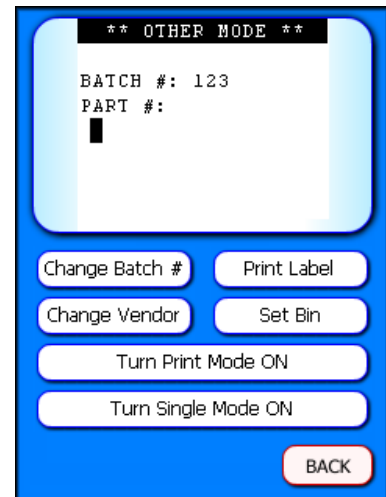
- **Part # Barcode**

Note: You can add up to 3 additional labels using the label designer through **Settings** from the **Main Menu**.

Change Vendor: enter the new Vendor code

Set Bin: enter the new bin location

Turn Single Mode ON: turns off the quantity prompt



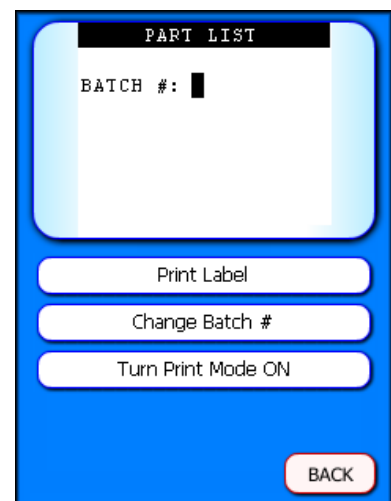
Create Part List

Print Label: select which type of label to print:

- **Part # Barcode**

Note: You can add up to 3 additional labels using the label designer through **Settings** from the **Main Menu**.

Change Batch #: The scanner will prompt for a new batch #



Part Inquiry

Print Label: select which type of label to print:

- **Part Inquiry**

Note: You can add up to 3 additional labels using the label designer through **Settings** from the **Main Menu**.

PART INQUIRY

PART #:

█

Print Label

Turn Print Mode ON

BACK

Add Lookup

Change Current Make: enter the new Make code.

ADD LOOKUP

MAKE: █

Change Current Make

BACK

Main Menu 4:

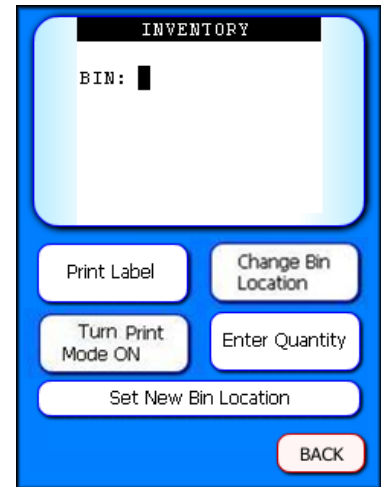
Perpetual Inventory

Print Label: Select which type of label to print:

- **Part # Barcode**

Note: You can add up to 3 additional labels using the label designer through **Settings** from the **Main Menu**.

Turn Print Mode ON: will automatically print labels during scanning.



Perpetual Inventory Instructions

1) Perpetual Inventory is option 4.

2) Enter a Bin Location. Bin selection can be exact or partial.

Example: T100-A or T100. In the second selection any part that is in the T100 area will be accepted as being in the right bin. If you select T100-A then any part you scan that is not in T100-A will be reported as in the wrong bin.

3) Begin scanning parts. The default quantity is 1.

Example: If you have 20 pieces in the bin, you can (A) scan one piece at a time or (B) scan a part then select the **Hot Key** button, next select **Enter Quantity**. The quantity entered will overwrite any quantity scanned for that part number.

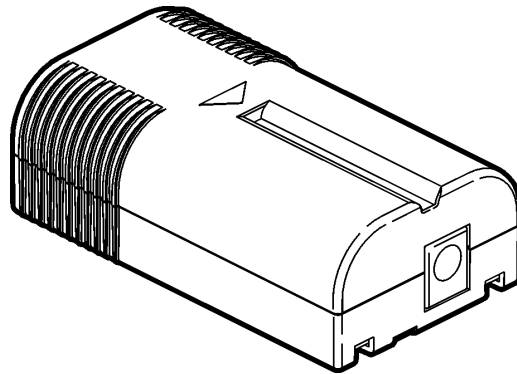
4) To change the bin that is being scanned, select the **Hot Key** button then select **Change Bin Location**. Enter the next bin location.

5) If the part is in the wrong bin, the scanner will display a message on the screen. The information displayed on the scanner includes the part number and the correct bin location reported in your inventory. To set a new bin location for the part scanned, select the **Hot Key** button and then select **Set New Bin Location**. Press **Y** for yes, the scanner will change the part's bin location to the new bin shown.

6) If a part number does not have a barcode or the barcode will not scan, a new barcode label can be created. Enter the part number, press enter, select the **Hot Key** button, select **Print Label** and then select which label type to print.

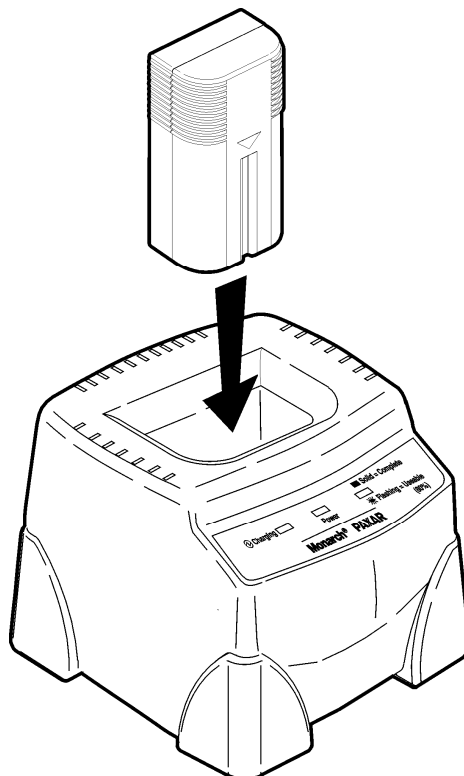
7) Perpetual Inventory reports are available under the reports section of the Main Menu and can be run by date or an exact bin. Reports are grouped by bin location and sorted by largest dollar discrepancy.

Charging the Battery



******* Wait 15 seconds after removing the charged battery from the charger, before inserting the dead battery in the charger.**

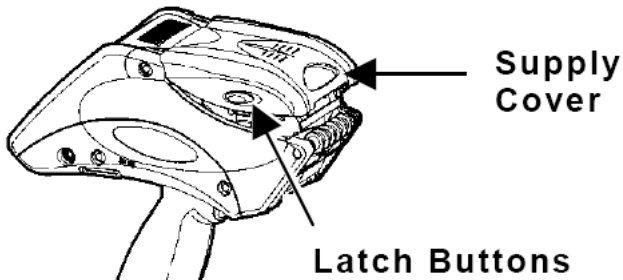
To recharge the battery, insert the battery into the charger, with the ribbed end sticking out. Charging time can take up to three hours.



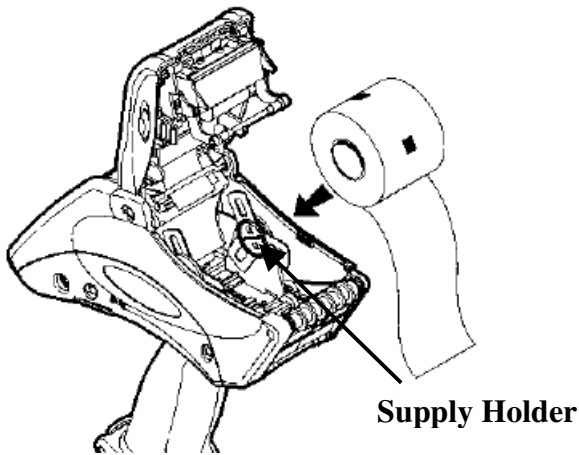
Make sure that the battery is pushed in all the way.

Load Labels in 10 Steps

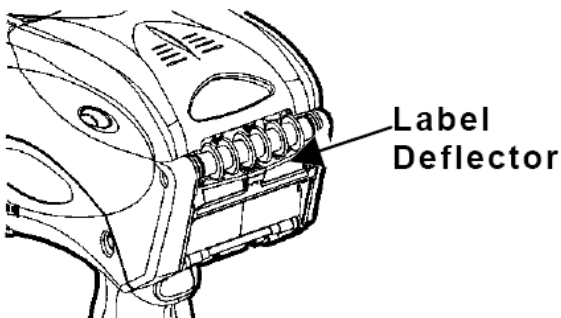
1. Turn on the scanner
2. Press the latch buttons and open the supply cover.



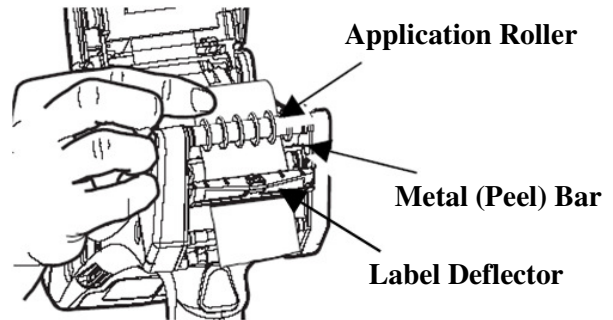
3. Peel and discard the first four labels from the backing paper.
4. Place the label roll in the supply holder so the labels feed from the bottom.



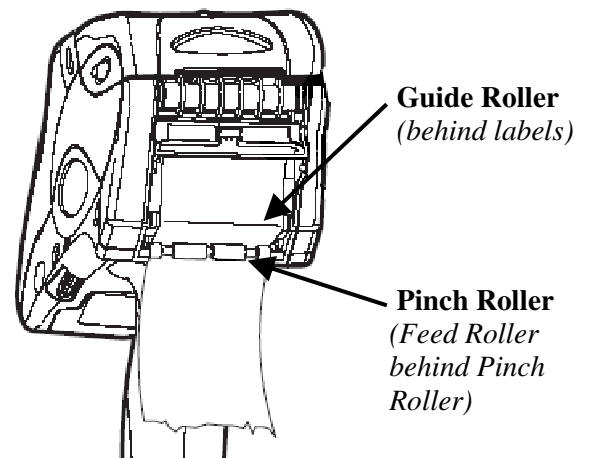
5. Hold the printer upright and gently press down on the label deflector. (It may be stiff.)



6. Feed the blank backing paper **UNDER** the applicator roller, **OVER** the metal (peel) bar and **UNDER** the label deflector.



7. Push the label deflector up until it snaps into place.
8. Close the supply cover.
9. Pull the backing paper **over** the guide roller and down to the pinch and feed rollers.
10. Hold the backing paper edge between the feed and pinch rollers, then select the **Hot Key** button and press **Paper Feed**. The scanner should print a label that reads **!! PAPER FEED !!**.





Innovative Programming Systems, Inc.

Monarch 6039 Warranty



Thank you for purchasing a Monarch 6039 Scanner. THIS WARRANTY IS A LIMITED WARRANTY AND IS IN LIEU OF AND EXCLUDES ALL OTHER WARRANTIES, EITHER EXPRESSED OR IMPLIED.

Warranty Period – Warranty begins on the day you purchase the product up to one year. The warranty from the manufacturer will be voided if the scanner is dropped, misused or abused. Scanner units received with broken cases are generally not covered under warranty.

Parts and Labor – IPS will provide new or remanufactured parts and labor to correct defects in material and workmanship for the product covered during the 1-year manufacturer warranty period.

Shipping – The customer is responsible for inbound transportation charges and IPS will pay for return transportation charges unless prior arrangements are made.

Packaging – In the event the product is not packaged properly or if shipping damage is evident, Innovative Programming Systems, Inc. will not accept the scanner for service under warranty.

Operating Instructions/Exclusions – Warranty does not cover service that is required as a result of operator error and or failure. Warranty does not cover damages caused by accident, abuse, violence, acts of God or use of supplies other than supplies purchased through IPS.

To Initiate a Warranty Claim:

- 1) Call (810) 695-9332 in order to report your problem to our technical support center.
- 2) An IPS technical support specialist will work with you to attempt to resolve the problem by telephone. If telephone resolution of your problem is unsuccessful, the technical support specialist will get the proper information to send you a loaner according to the maintenance agreement.

To Order Labels or Batteries:

- 1) Visit our website: <http://www.scanitparts.com/order.php>
- 2) Call (810) 695-9332



SCANITTM

PARTS

For Support:

- 1) <http://www.scanitparts.com/contact.php>
- 2) Call (810) 695-9332, Option 1, Technical Support

To Order Labels or Batteries:

- 1) <http://www.scanitparts.com/order.php>
- 2) Call (810) 695-9332, Option 3, Supplies