1) **Scan Barcodes**
   a) Turn on PERCON Reader (Green I/O Button)
   b) New Scan
      i) Hit the F4 Button Until "F3=SEND FILE" Appears
      ii) Hit F3 Button
      iii) If "0 Records" is displayed, Ready to Begin Scanning
      iv) Hit F2 (To Return to the Menu) >> Skip to 1C
      v) If there are records, you must erase the file (see instructions for erasing the file)
   c) Scan (Resumed Scanning)
      i) Hit F4 Button Until "F3=INVENTORY" Appears
      ii) Hit F3
      iii) Scan Barcode (In sequential Order on Shelf)
   d) Cap at 5,000 Records (Scanner Maxis 8,000 Records)
2) **Transfer Scanned Barcodes to Local Computer**
   a) Open PERCON Portable File Transfer Software
      i) Select Start Menu
      ii) Select Programs
      iii) Select Innovative – B321
      iv) Select Portable File Transfer
   b) Open Connection
      i) Select Options
      ii) Select Connect
         (1) "– Communication Port Open –" Displayed
   c) Receive File
      i) Select File
      ii) Select Receive
      iii) Enter File Name
      iv) Hit "Ok"
      v) "– Waiting for File "FILENAME". –" Displayed
   d) Attach RC232a Cord to Scanner
   e) Send File From Scanner
      i) Hit F4 Key until "F3=SEND FILE" is Displayed

  ii) Hit F3 Key (Send File)

  iii) Hit F1 Key (Yes)

  iv) Hit F1 Key (PC Download)

  v) Hit F1 Key (Yes – To Erase File)

 f) Close PERCON Portable File Transfer Software

  i) Select Options

  ii) Select Connect

   (1) "– Communication Port Closed. –" Displayed

  iii) Exit Application

3) Transfer Scanned Barcodes From Local Computer MOBIUS Server

 a) Open WS_FTP LE Application

  i) Select Start Menu

  ii) Select Programs

  iii) Select Internet Tools

  iv) Select WS_FTP95 LE

 b) Session Properties Dialog Box

  i) Select "Swan" in Profile Name Box

  ii) Select OK

 c) Information

  i) Left Dialog Box will be local computer

  ii) Right Dialog Box will be MOBIUS Server

 d) Copy Barcode File to MOBIUS

  i) Change Local Drive to C:\B321

  ii) Highlight Barcode File Name

  iii) Click on "-->" to move file to MOBIUS Server

  iv) Verify file was transferred

 e) Close Session

 f) Exit Session

4) Transfer Barcode File to Inventory Functions

 a) Open telnet session

  i) Select Start Menu

  ii) Select Run

iii) Enter: telnet://swan.missouri.edu

    (1) Enter Login

    (2) Enter Password

b) Compare data

    i) Enter "C > CIRCULATION subsystem"

    ii) Enter "A > ADDITIONAL circulation functions"

    iii) Enter "P > PROCESS PC transactions"

    iv) Enter initials & password

    v) Enter "F > FTS Transfer of B321 or PC-CIRC transactions from PC

    vi) Enter "7 > mco.mobius.missouri.edu"

    vii) Enter Username: swan

    viii)   Enter Password: swan1

    ix) Enter file number

    x) Enter "T" - Transfer

    xi) Enter "C" – Continue

    xii) Verify Transaction Totals are correct

    xiii)   Press <Space Bar>

5) Compare Inventory to Shelf List

a) Enter "C > COMPARE inventory to shelf list"

b) Enter "C > COMPARE file of barcodes to shelflist"

c) Enter File Number

d) Enter "A > List ALL items."

e) Enter "Q > QUIT

f) Enter "y" to "Update inventory date for inventoried items? (y/n)"

g) Press <Spacebar> to Continue

h) Enter "y" to "Remove inventory file rdixxxxxxxxx? (y/n)

i) Press <Spacebar> to Continue