# Barcode Scanner Kit Installation Instructions
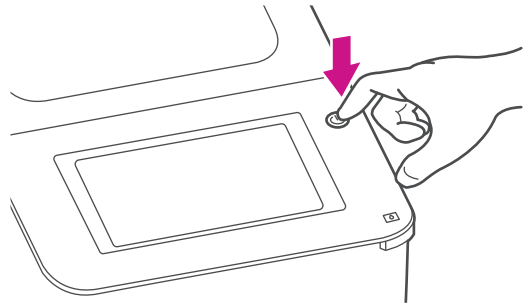
**pitney bowes**

> If the barcode scanner will be used with DM125, DM225, DM300, DM400 and DM475. Find the instructions on the reverse side. ↪
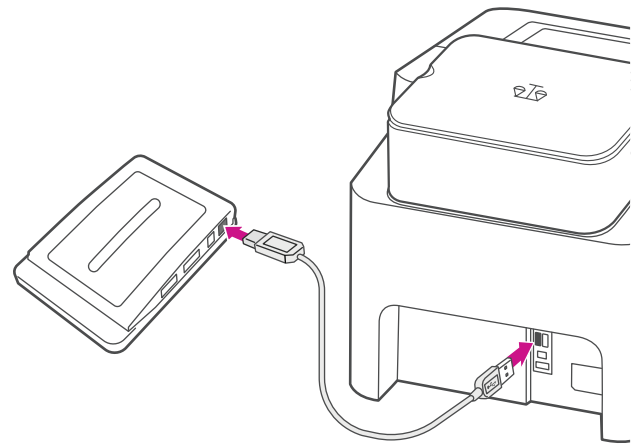
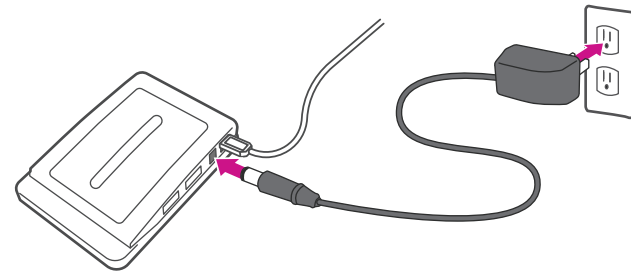## Installing the Barcode Scanner on the SendPro C - Series

**1** Be sure the SendPro C device is turned **OFF**.
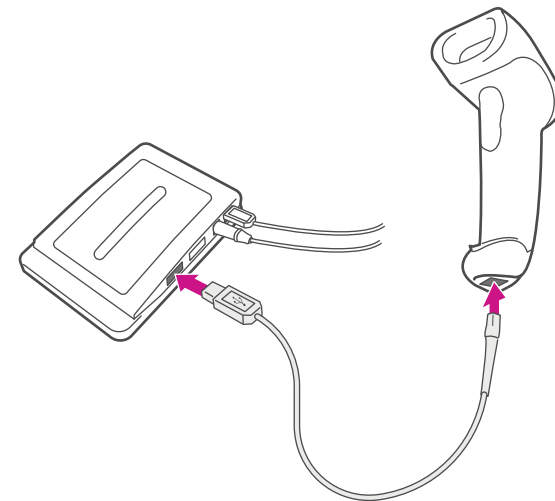Press and hold the power switch for 8 seconds to turn off.

**3** Connect Power adapter to the USB Hub.

**2** Connect the USB hub to one of the machines USB ports.

**4** Plug the USB connector from the barcode scanner into an external USB hub.

**5** Turn the SendPro C device ON. After the device is powered up (approximately 1 minute), a low /medium/high beep sequence will sound which indicates that the SendPro C device has detected the attached barcode scanner. If the scanner beeps do not occur, refer to the Troubleshooting section.
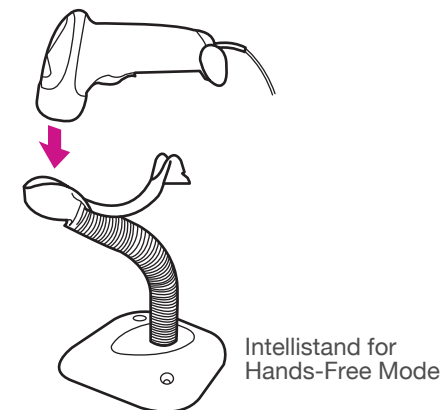
NOTE: There is no need to scan any setup barcodes on a new scanner.

## Scanning in Hands-Free Mode

When the scanner is seated in the Intellistand's "cup", the scanner is in constant-on, hands-free mode. When you remove the scanner from the Intellistand, it operates in its normal hand-held mode. When the scanner is not in use, it is advised that you do not place the scanner in the Intellistand to avoid the scanner being in constant-on mode.

**Intellistand operation:**

1. Insert scanner in stand.

2. Present barcode and ensure the scan line crosses every bar and space of the barcode.

3. Upon successful decode, the scanner beeps and the LED turns green.

Intellistand for Hands-Free Mode

## Troubleshooting

**Scanner not working**
No power to scanner
Solution: Check meter power; ensure all cable connections are secure.

**No barcode detected**
Distance between scanner and barcode incorrect
Solution: Move scanner closer to or further from barcode.

**Scanner decoding barcode, but data not shown on display or incorrectly displayed**
Scanner not programmed for barcode type
Solution: Ensure correct types of barcodes are scanned.

Transmission error due to scanner improper configuration-showing red LED light and 4 long low beeps when scanning barcodes.
Solution: Turn the meter switch OFF. Unplug the scanner USB cable from the meter and connect it to a PC USB port. Scan the barcode below to reset the scanner to its default state. Wait for 10 seconds. Repeat the entire scanner installation steps
(1 through 5).

**Set All Defaults**

Barcode unreadable
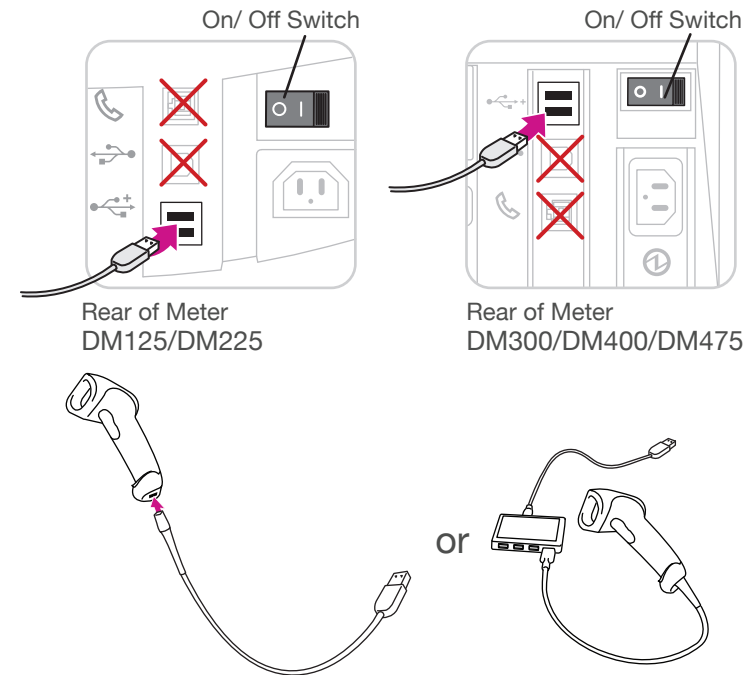Solution: Ensure barcode not defaced; try scanning test barcode of same barcode type.

## Technical Support

**1-877-213-7284**
• "1" for Technical Support
• "2" for SendPro C series

## Installing the Barcode Scanner on the DM 125 / DM 225 / DM300 / DM400 / DM475

1  Be sure the meter is turned **OFF**. The ON-OFF switch is located on the back of the meter.

2  Plug the USB connector from the barcode scanner into a USB port on the DM125/DM225/DM300/DM400/DM475 mailing machine or into an external USB hub.

On/ Off Switch

On/ Off Switch

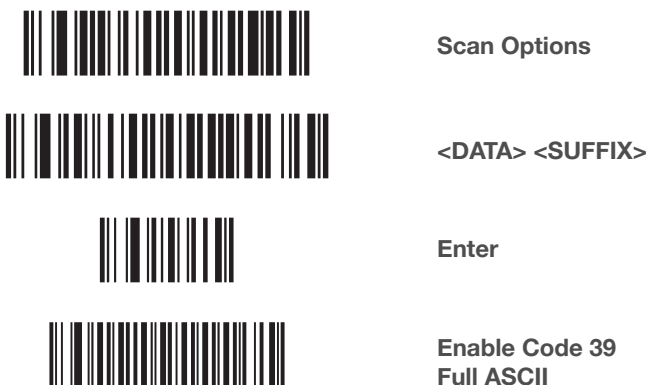Rear of Meter
DM125/DM225

Rear of Meter
DM300/DM400/DM475

or

3  Turn the meter **ON**. After the meter is powered up (approximately 1 minute), a low /medium/high beep sequence will sound which indicates that the meter has detected the attached barcode scanner. If the scanner beeps do not occur, refer to the Troubleshooting section.

⚠ Only follow installation instructions for DM125/DM225. Do not scan any barcodes shown in other enclosed documents because it may the barcode scanner.

### Configuring the Barcode Scanner

4  Using the barcode scanner, scan the following barcodes, in the sequence shown here:

**Scan Options**

**<DATA> <SUFFIX>**

**Enter**

**Enable Code 39 Full ASCII**

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The barcode scanner is now configured to scan the following formats for your meter: UCC/EAN 128, Code 39, Code 39 Full ASCII, Code 128, and Code 128 Full ASCII.

For scanning additional barcode types, please refer to the Product Reference Guide at http://www.motorola.com/ls2208.

### Checking the Barcode Scanner only for DM125 / DM225

5  Press the **Options** key, followed by pressing **Page Down** twice and selecting **ADVANCED FEATURES**.

6  From the **ADVANCED FEATURES** screen, select **Barcode Scanner**.

7  To verify that the scanner is working properly, select **Diagnostics**.

   a. Scan the sample barcodes below to verify the scanner is configured correctly is properly displaying data on the meter's **BARCODE INPUT** screen.

```
* 1 2 3 4 5 6 7 8 9 0 *
```
```
BARCODE INPUT
ASCII  Character:
1234567890
```

```
* 0 6 9 2 6 *
```
```
BARCODE INPUT
ASCII  Character:
06926
```

   b. When finished, press **Clear** until you return to the Home screen.

Ensure the scan line crosses every bar and space of the barcode.

✓
```
* 1 2 3 4 5 6 7 8 9 *
```

✗
```
* 1 2 3 4 5 6 7 8 9 *
```

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## Advanced Features on the Meter only for DM125 / DM225

The following selections are available on the Barcode Scanner screen.

Default:  Select the soft key next to this option to toggle between "E-Service" and "ZIP". This determines how the scanner will interpret the data being scanned– as either an E-service code or a ZIP code – when entering USPS Confirmation services records into your mailing machine.

Auto Enter: Select the soft key next to this option to toggle between "OFF" and "ON". This determines if the system automatically advances to the next screen after scanning a post code or barcode label, without having to press the softkey to continue to the next screen. If the setting is OFF, you have to manually press the softkey to continue to the next screen.

### Scanner LED Indications

**Off**      Scanner is on and ready to scan

**Green**   Barcode is successfully decoded

**Red**     Transmission error

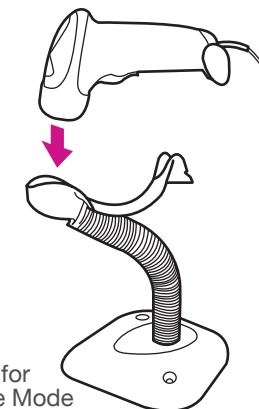### Beeper Indications

**Low/Medium/High Beep**:      Power Up

**Short/ Medium Beep:**         Barcode decoded

**4 Long Low Beeps:**           Transmission error detected, data is ignored

### Scanning in Hands-Free Mode

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**Intellistand operation:**

1. Insert scanner in stand.

2. Present barcode and ensure the scan line crosses every bar and space of the barcode.

3. Upon successful decode, the scanner beeps and the LED turns green.

Intellistand for
Hands-Free Mode

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## Troubleshooting

**Scanner not working**
No power to scanner
Solution: Check meter power; ensure all cable connections are secure.

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Solution: Turn the meter switch OFF. Unplug the scanner USB cable from the meter and connect it to a PC USB port. Scan the barcode below to reset the scanner to its default state. Wait for 10 seconds. Repeat the entire scanner installation steps
(1 through 7 for DM125 / DM225).

**Set All Defaults**

Barcode unreadable
Solution: Ensure barcode not defaced; try scanning test barcode of same barcode type.
Refer to Step 4 for available formats.

## Technical Support

Technical Support on the Barcode Scanner can be obtained by calling **1-800-522-0020**.