# *Getting started with your Datalogic*

We at HLA are very happy that you chose to avail yourself of the Datalogic handheld device that we offer. We understand that sometimes new technology can be a bit intimidating until you become familiar with it. As a valued customer, we want to make this transition as smooth and hassle-free as possible for you, and would like to provide you with some tips and instructions that will aid in this learning process.

Downloads

Before using the datalogic, you must download the appropriate program onto your computer. Before downloading, you must first determine what your Windows edition is. Just in case you are not sure, here is how you find out:

On your computer, select Start.   Select Computer.   Select System Properties (towards top left of screen).
In the first section, "View basic information about your computer" it will detail what your edition is. Here is an example of what you are looking for:
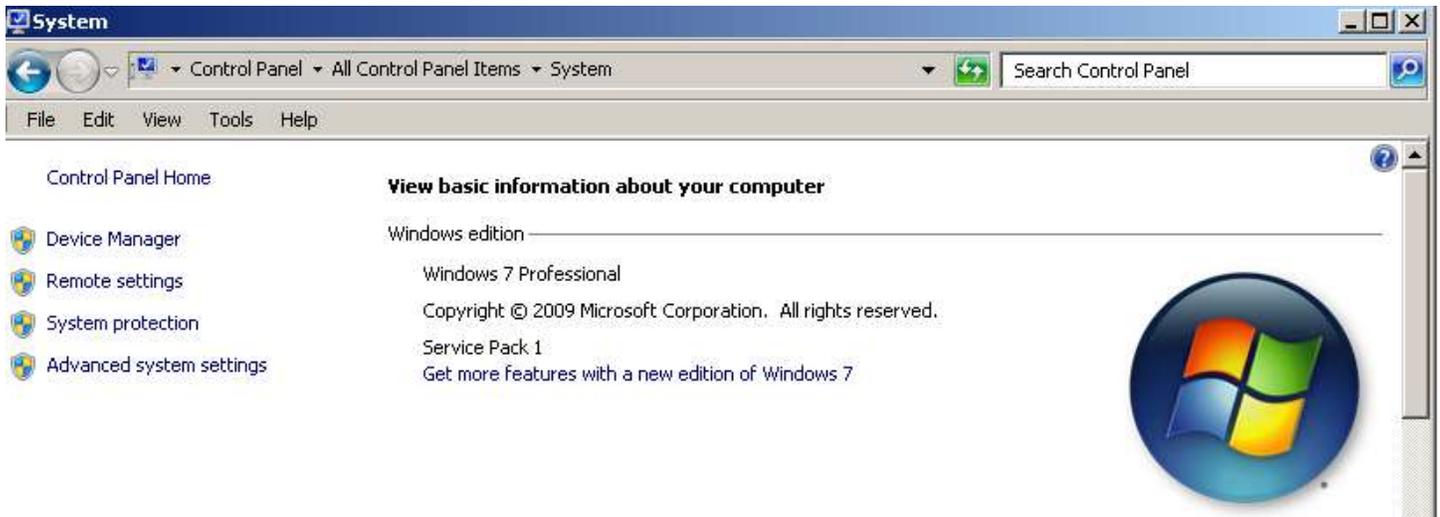
Windows XP

Windows XP users need to download ActiveSync onto their computer. Below is the direct download for this program (all direct links can be emailed to you – please feel free to contact our IT department):

http://www.microsoft.com/download/en/details.aspx?id=15&hash=zdbmbZDkF7piyPmgfJXUdKEhf39P4Us4Mr5xeWfB%2b9S
Vx9ygVmfG9bojhgS07SXA0sKxjiGtcqwWwytHKJ49vA%3d%3d

- Once the page opens, please click "Continue".
- Choose "No, I do not want to register. Take me to the download".
- Click "Continue".
- Download all three of the options offered (each has bright orange download prompt). Choose Save for each.

eula.rtf	136 KB	DOWNLOAD
readme.doc	65 KB	DOWNLOAD
setup.msi	7.5 MB	DOWNLOAD

- Do not establish the partnership on the computer; rather, plug in the USB for your Datalogic into a USB port on your computer. You will then notice that the hardware/device is being recognized and authenticated. Once you see (on your computer screen) to establish a partnership, please follow the prompted steps.

Windows Vista or Windows 7

Windows Vista and Windows 7 users need to download Windows Mobile Device Center (hereafter referred to as WMDC) onto their computer. Before downloading, you must first determine how many bits your system has. Just in case you are not sure, here is how you find out:

On your computer, select Start.   Select Computer.   Select System Properties (towards top left of screen).
If you read the System section (in the middle), you will see that it says System Type. Next to this will show your operating system (how many bits). Use the appropriate download from below based on your operating system (all direct links can be emailed to you – please feel free to contact our IT department):

64-bit
 http://www.microsoft.com/en-us/download/details.aspx?id=3182&hash=MNuwCEy9wLHCuow53I3ax0AxK2ijkVMbF4PD2rE9fN8YmdltPdW%2bKu%2ftSQ0e9P8tL8mBps7j6IqmZqoMc4%2f0PA%3d%3d
32 bit
http://www.microsoft.com/download/en/details.aspx?id=14&hash=2uZh4bf2IjC2lUxN9T5z6hphSHV%2fN1gsherTNBbvUa3RkMQMre%2b301KQ2v%2fXPdQ4%2frG%2fRSc2oEHanaY5MmFWNA%3d%3d

- Once the page opens, please click "Continue".
- Click "Download (this has a bright orange download prompt).

File name	Size	
drvupdate-x86.exe	12.1 MB	DOWNLOAD

- Follow the prompted steps.
- Do not establish the partnership on the computer; rather, plug in the USB for your Datalogic into a USB port on your computer. You will then notice that the hardware/device is being recognized and authenticated. Once you see (on your computer screen) to establish a partnership, please follow the prompted steps.

Inputting your 1st order

Before scanning your order, you need to communicate in order to update your handheld with current item inventory. This will assure that you have the most up to date information on stock items. **This should always be done prior to scanning your order.**

Please turn on your Datalogic and plug in the USB for your Datalogic into a USB port on your computer. A screen will pop up on your computer screen (whether you use ActiveSync or WMDC) and will read "Connected" after a moment. (*Note: WMDC users will need to then open the option for "Connect without setting up your device" in order to fully open the lines of communication*). Go to your Datalogic.

On your Datalogic:
- Tap on "Start".
- Tap on "Work With".
- Tap on "Communications".
- The default when there is not yet an order in the system is "Call Host for Information". Tap on "OK".
- Allow the Datalogic to fully update until all numbers stop scrolling and you see either a "Bye" or "Continue" on the Datalogic screen.
- After you communicate, you need to reboot in order to lock in the information that you just sent to your handheld. Click File and Exit. To Warm Boot, depress the Power button and Escape (both at the same time). These do not need to be held down, just pressed quickly together. This is a quick mini-boot that takes less than 10 seconds. You are now ready to scan your order.

Scanning your order

Note: When a new order is started, the delivery date is automatically set to the next delivery day. If you scan your order but do not sent it until the next day, or you would just like your delivery on a different day, please be sure to change the delivery date. The steps for this are under the section for "Modifying an already existing order".

To start scanning your order:
- Tap on "Start".
- Tap on "Work With".
- Tap on "Orders".
- Tap on "New Order".
- Scan the items that you would like to purchase. To select the quantity of each item, you can either scan the same item multiple times, or you can alter the quantity on the Datalogic screen itself by using your stylus (Datalogic "pen").

Saving your order

When you are finished scanning your order, or if you are going to be putting down your Datalogic for any period of time, you need to save the order. To do this, while still in the order hit the "F2" button. A pop-up will appear asking if you want to save the changes to your order. Choose "yes". Exit back to the Start screen.

Modifying an already existing order (unsent)

If you would like to add items or modify a saved order prior to sending it, you can access your order by taking the following steps:
- Tap on "Start".
- Tap on "Work With".
- Tap on "Orders".
- Tap on "Order Log".
- Tap on the unsent order to access it. The unsent order will not have a "printback" associated with it.
    - ***To add additional items:***
        - Once you access the existing order, continue to scan additional items to add to your order. Please be sure to save (as detailed above) prior to closing out the order.
    - ***To change the delivery date:***
        - Once you access the existing order, press the red phone key. Choose Header. Change delivery date to desired one. Please be sure to save (as detailed above) prior to closing out the order.

Sending your order

Once your order has been scanned and saved, and you are ready to send it in, you can do so by taking the following steps:
- Tap on "Start".
- Tap on "Work With".
- Tap on "Communications".
- The default when there is a saved order in the system is "Send Order and Files". Tap on "OK".
- Allow the Datalogic to fully communicate until all numbers stop scrolling and you see either a "Bye" or "Continue" on the Datalogic screen.
- After you communicate, you need to reboot in order to lock in the information that you just sent to your handheld. Click File and Exit. To Warm Boot, depress the Power button and Escape (both at the same time). These do not need to be held down, just pressed quickly together. This is a quick mini-boot that takes less than 10 seconds.

If you require any further assistance, please feel free to contact your salesperson and/or our IT Department. Thank you. We appreciate your business and look forward to continuing to serve you.