# *Activating/Releasing Prebooks on 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.

# Communicating

Before sending your Prebook, you need to communicate in order to update your handheld with all available Prebooks.

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.
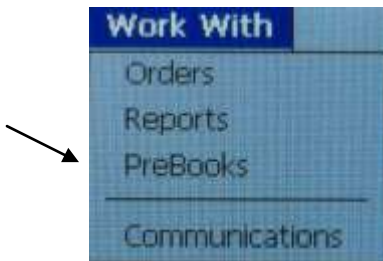
***On your Datalogic:***
- Tap on "Start".
- Tap on "Work With".
- Tap on "Communications".
- The default when there is not yet an order in the system is "Call Host for Information". Tap on "OK".
- Allow the Datalogic to fully update until all numbers stop scrolling and you see either a "Bye" or "Continue" 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 access your Prebook.

# Choosing your Prebook

Note: When a new Prebook is selected and activated, the delivery date is automatically set to the next delivery day. If you would like to activate your Prebook but do not want to send 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 access your Prebook(s):***
- Tap on "Start".
- Tap on "Work With".
- Tap on "Prebooks".



- Tap on "Prebooks". There may be a number adjacent to this option.
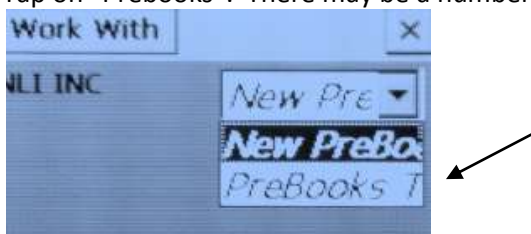


You will then see a drop down of your available Prebooks. Select which Prebook you would like to receive; once it is opened and active on your Datalogic screen, select F2. A pop-up will appear asking if you want to save the changes to your order. Choose "yes". Your Prebook is now an active order in your Order Log. Exit back to the Start screen.

## Modifying an Activated Prebook (unsent)

If you would like to change the delivery date on your activated Prebook (which is now an active order pending in your datalogic) prior to sending it, you can access this by taking the following steps:

- Tap on "Start".
- Tap on "Work With".
- Tap on "Orders".
- Tap on "Order Log".
- Tap on the unsent Prebook to access it.  The unsent Prebook will not have a "printback" associated with it.

  - ***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 these changes by hitting F2 (as detailed above) prior to closing out the order.

## Sending your Prebook

Once your Prebook has been 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.*