

DAC Quick Reference

CipherLab Portable Data Terminals For Use By Customers

To setup units for use by customers - Page 2

To enter an order - Page 3

To send all entered orders - Page 3

To erase all entered orders - Page 4

To add items to an existing order - Page 4

To change the order quantity of an item - Page 4

To delete an item from an order - Page 5

To change the message of an order - Page 5

To change the customer number or route number of an order - Page 5

CipherLab Portable Data Terminals For Use By Customers

The instructions below pertain to using the CipherLab portable data terminal (models CPT-8020 and CPT-8021). Note that the:

- BS (backspace) key can be pressed to correct typing errors.
- FN Alpha key can be pressed to enter capital and lowercase letters.

To setup units for use by customers:

1. At the MAIN MENU screen, press the %/o key twice.
2. At the ENTERING SETUP MODE PASSWORD screen, press the 7 key three times.
3. Press a blue key (to continue).
4. At the ENTER COMPUTER TEL NUMBER screen, enter the telephone number that will be used for sending remote orders.
5. Press a blue key. The USER TYPE screen appears.
6. Press 2 to select CUSTOMER. The ENTER SALES # screen appears.
7. Type a salesman number, and press a blue key. The ENTER CUSTOMER # screen appears.
8. Type the customer's number, and press a blue key. The ENTER ROUTE # screen appears.
9. If desired, type a route number.
10. Press a blue key. The COMMUNICATIONS screen appears.
11. Press 2 (NO STX/ETX).
12. When the DUPL ITEM ALERT screen appears, either type:
 - 1 (DUPL ALERT ON) to warn users when duplicate items are added to an order, or
 - 2 (DUPL ALERT OFF) to disable the alerts.If DUPL ALERT ON is selected, the current order quantity of a duplicated item is displayed when adding the item.
13. When the DISPLAY ROUTE # screen appears, either type:
 - 1 (RT DISPLAY ON) to display the ENTER ROUTE # screen when entering orders, or
 - 2 (RT DISPLAY OFF) to disable the screen.If RT DISPLAY ON is selected, users can override the route number entered above when entering an order.

Note: RT DISPLAY ON must be selected when using the CipherLab unit for printing retail shelf labels. Refer to the *To enter an order* section below for additional information.
14. When the DISPLAY PRICE screen appears, type 2 (PR DISPLAY OFF).
15. The MAIN MENU screen appears.

CipherLab Portable Data Terminals For Use By Customers

The instructions below pertain to using the CipherLab portable data terminal (models CPT-8020 and CPT-8021). Note that the:

- BS (backspace) key can be pressed to correct typing errors.
- FN Alpha key can be pressed to enter capital and lowercase letters.

Warning: Do not hesitate to replace the unit's batteries when the *Low Battery* message first appears; otherwise, all unsent orders will be erased when the batteries expire.

To enter an order:

1. At the MAIN MENU screen, press 1 (ORDER).
2. Press a blue key when the *This will start a new order. OK?* message appears (or the OPEN screen appears).
3. If the ENTER ROUTE # screen appears:
 - Type a route number, and press a blue key, or
 - Press a blue key without entering a new route number.Users must enter *LABEL* for the route number when using the CipherLab unit to create a batch of retail shelf labels for printing.
4. To add items to the order:
 - Type an item number, and press a blue key, or
 - Scan the item's barcode while pressing the yellow key.
5. Type the order quantity. If scanning items, the order quantity will increase with repeated scans. If the item was previously entered, the new order quantity will be added to the current order quantity.
6. Press a blue key.
7. Press the ESC key when the order is complete.
8. Press a blue key when the *Finished with order?* message appears.
9. When the ENTER MESSAGE screen appears either press a blue key to add a message to the order, or press the ESC key to close the ENTER MESSAGE screen.
10. Press a blue key when the TOTAL COUNT screen appears.

To send all entered orders:

1. At the MAIN MENU screen, press 3 (SEND DATA).
2. Attach the unit's microphone to the telephone's mouthpiece and dial the telephone number before pressing a blue key.
3. When the *Was transmission good?* message appears, press a blue key (for yes) or the ESC key (for no).
4. If the *Retry?* message appears, press a blue key (for yes) or the ESC key (for no).

CipherLab Portable Data Terminals For Use By Customers

To erase all entered orders:

1. At the MAIN MENU screen, press 4 (ERASE DATA).
2. Press a blue key (for yes) or the ESC key (to cancel) when the *Data will be erased Are you sure?* message appears.
3. If the *Warning Data files not sent!* message appears, press a blue key to delete the unsent files, or press the ESC key (to cancel).

To add items to an existing order:

1. At the MAIN MENU screen, press 1 (ORDER). The OPEN screen appears.
2. Press 2 (EXISTING ORDER). The ORDER LIST screen appears.
3. Press the up and down arrows to locate the order, and press a blue key.
4. To add items to the order:
 - Type an item number, and press a blue key, or
 - Scan the item's barcode while pressing the yellow key.
5. Type the order quantity. If scanning items, the order quantity will increase with repeated scans. If the item was previously entered, the new order quantity will be added to the current order quantity.
6. Press a blue key.
7. Press the ESC key when the order is complete.
8. Press a blue key when the *Finished with order?* message appears.
9. When the ENTER MESSAGE screen appears either press a blue key to add a message to the order, or press the ESC key to close the ENTER MESSAGE screen.
10. Press a blue key when the TOTAL COUNT screen appears.

To change the order quantity of an item:

1. At the MAIN MENU screen, press 2 (REVIEW/EDIT). The ORDER LIST screen appears.
2. Press the up and down arrows to locate the order, and press a blue key. The REVIEW/EDIT screen appears.
3. Press 1 (FIRST ITEM) or 2 (LAST ITEM) to open the order at the first or last item.
4. To locate the desired item, press the up and down arrows, or press 3 (Src), type the item's number and press a blue key.
5. Press 1 (Ed), type the order quantity, and press a blue key.
6. If no other changes are needed, press the ESC key.
7. Press a blue key when the TOTAL COUNT screen appears.

CipherLab Portable Data Terminals For Use By Customers

To delete an item from an order:

1. At the MAIN MENU screen, press 2 (REVIEW/EDIT). The ORDER LIST screen appears.
2. Press the up and down arrows to locate the order, and press a blue key. The REVIEW/EDIT screen appears.
3. Press 1 (FIRST ITEM) or 2 (LAST ITEM) to open the order at the first or last item.
4. To locate the desired item, press the up and down arrows, or press 3 (Src), type the item's number and press a blue key.
5. Press 2 (Del) and press a blue key when the *Item will be deleted Are you sure?* message appears. If the REVIEW HEADER screen appears, press the ESC key and a blue key to return to the MAIN MENU screen.
6. Press the ESC key to close the REVIEW screen.
7. Press a blue key when the TOTAL COUNT screen appears.

To change the message of an order:

1. At the MAIN MENU screen, press 2 (REVIEW/EDIT). The ORDER LIST screen appears.
2. Press the up and down arrows to locate the order, and press a blue key. The REVIEW/EDIT screen appears.
3. Press 4 (EDIT MESSAGE). The MESSAGE screen appears.
4. Type the new message, and press a blue key.
5. Press a blue key when the TOTAL COUNT screen appears.

To change the customer number or route number of an order:

1. At the MAIN MENU screen, press 2 (REVIEW/EDIT). The ORDER LIST screen appears.
2. Press the up and down arrows to locate the order, and press a blue key. The REVIEW/EDIT screen appears.
3. Press 3 (ORDER HEADER). The REVIEW HEADER screen appears.
4. Press 1 (Ed). The MODIFY HEADER screen appears.
5. If desired, type a new customer number.
6. Press a blue key.
7. If desired, type a new route number.
8. Press a blue key. The REVIEW HEADER screen appears.
9. Press the ESC key to close the REVIEW HEADER screen.
10. Press a blue key when the TOTAL COUNT screen appears.