Managing objects

Connecting and disconnecting barcode readers

Connecting and disconnecting a barcode reader controls the flow of barcode data into the barcode reader from the camera or barcode scanner. A barcode reader can only receive barcode data if it is connected.

To connect or disconnect a barcode reader:

1. In the Barcode Readers portlet, select the barcode reader or readers that you want to connect or disconnect.

2. Click **Connect** or **Disconnect**.

3. If you see a confirmation message, click **OK**.

> ⬇ Note:
> - The camera or barcode scanner might get disconnected if it is powered off or loses network connection. If that happens, RICOH ProcessDirector automatically attempts to reconnect.
> - If a user disconnects the barcode reader by clicking Disconnect, they must then click Connect action to restore the connection.
> - You might have to manually disconnect the camera or barcode scanner to clean it or reposition it.

Parent topic: Barcode readers