

# SCANIT™

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# PARTS

## 6057 Quick Reference Guide





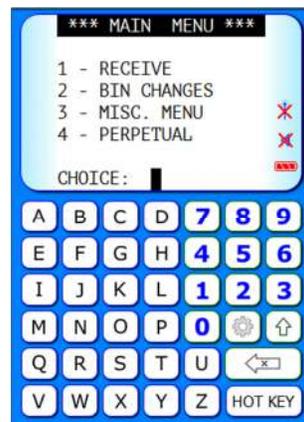
## How to use the Monarch Scanner

**Note:** On the ScanIt Parts PC, the Interact window must **always** be open.

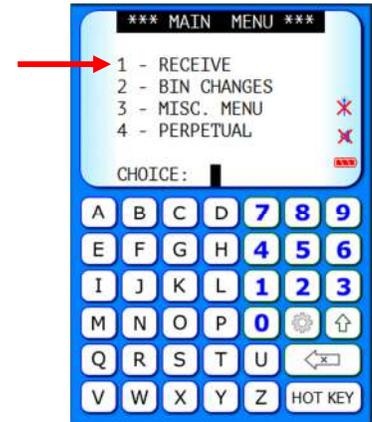
### To boot the system:

- 1) Push the **RED** power button under the scanner screen.
- 2) When prompted, touch the screen to connect.
- 3) **Load Labels:** Select  then select , this will print one label.
- 4) Choose a desired option from the Main Menu.

### Main Menu



# Main Menu 1: Receive

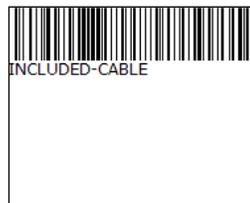


**Print Labels:** Select the **HOT KEY**, select



then select which type of label to print:

- Part # Barcode



- Point of Sale



- SPO Label

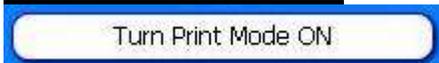


- Reserved



**Note:** Customize the labels: **Main Menu > Equipment > Label Designer.**

**Print all labels:** Select **HOT KEY** then turn print mode on by selecting



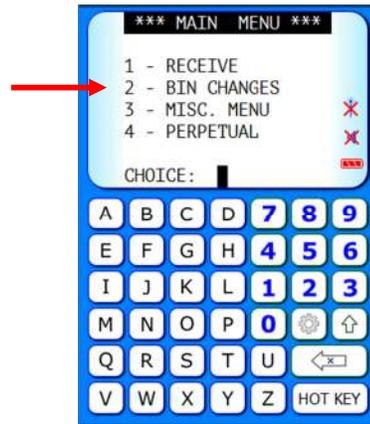
**Quantity enter while scanning:** Select **HOT KEY** then turn single mode off by selecting



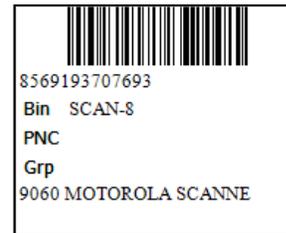
**Shipper # enter:** Select , select , enter or scan a new shipper #. The shipper # will remain as a default in the scanner until changed or removed.

# Main Menu 2:

## Bin Changes



- 1) Scan the part number.
- 2) Enter the new bin location.
- 3) A label will automatically print.



**Note:** If a label does not automatically print,

select the **HOT KEY** button, then select **Turn Print Mode ON**.

**Print Label:** Select the **HOT KEY**, select **Print Label**, then select which type of label to print:

- Bin Barcode

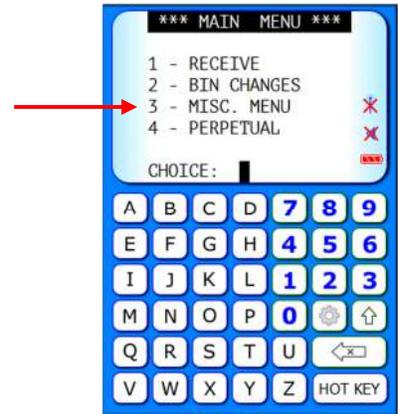


- Bin Change



**Note:** Add up to 2 additional labels using the label designer through **Main Menu > Equipment > Label Designer**

# Main Menu 3: Misc Menu



**1. Other Items** Call for information

**Note:** Available for CDK and Reynolds only

## 2. Create Part List

Step 1. Enter batch number

Step 2. Scan part number

Step 3. Enter a quantity

Step 4. Scan all parts to be added to the list

Step 5. Export the List: All scanned items can be exported as a list to Excel for viewing, saving, and printing.



Step 6. Run Reports: Run **Print Part List** report for totals

Part List - Scanned Date						Printed Date:
Batch # 987						11/02/16 01:14:02 PM
Part #	Qty	Bin	Group	Cost	User Id	Scanned Date
5678	1			\$0.00		11/02/16
1234	5	SPORD		\$275.00		11/02/16
				\$1,375.00		

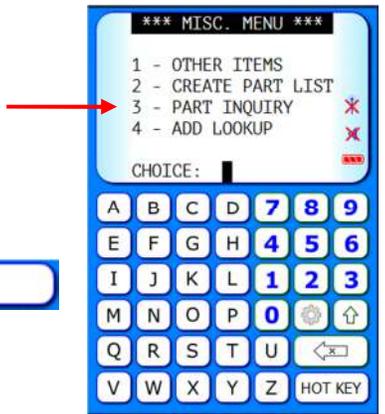
### 3. Part Inquiry

Step 1. Scan Part: Displays part #, description, bin location, and quantity

Step 2. Print Label: Select **HOT KEY** then **Print Label**

Step 3. Choose label type

**Note:** Add up to 2 additional labels using the label designer through **Main Menu > Equipment > Label Designer**



### 4. Add Lookup

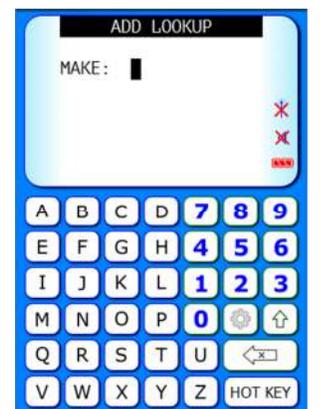
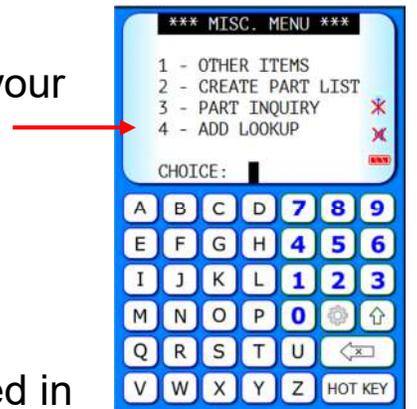
Converts a UPC barcode to the part number used in your inventory.

Step 1. Enter Make/Manufacturer Code

Step 2. Scan UPC barcode

Step 3. Enter the part number for that item that is used in your inventory

**Note:** The part number only needs to be entered one time per UPC. Once completed, you now have the capability to scan that UPC and it will automatically convert to the part number in your inventory.



## Main Menu 4:

## Perpetual Inventory

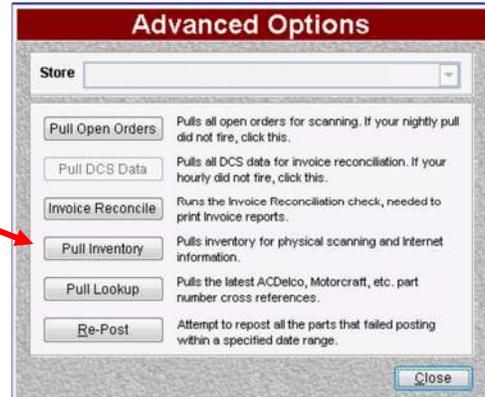


Step 1. Pull Inventory in Interact

Step 2. Enter the bin location on the scanner

Step 3. Begin scanning parts:

The default quantity will be 1.



**Example:** If you have 20 pieces in a bin, you can (A) scan one piece at a time or (B) scan a part then select **HOT KEY** then **Enter Quantity**.

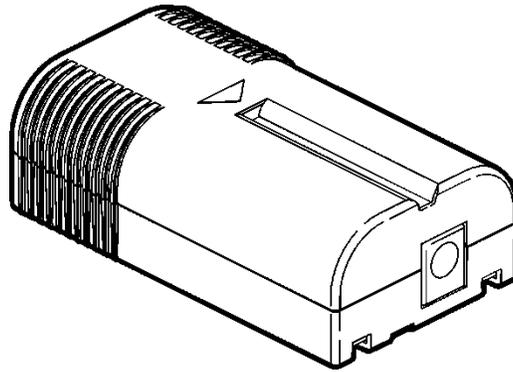
**Note:** No quantity changes are uploaded to your inventory while doing a perpetual inventory/cycle count. You must manually adjust your inventory counts in the DMS.

Step 4. Perpetual Inventory Report: Available under the reports section of the Main Menu, run by date or an exact bin location.

Change bin locations: Select **HOT KEY** then **Change Bin Location**. Enter the new bin location.

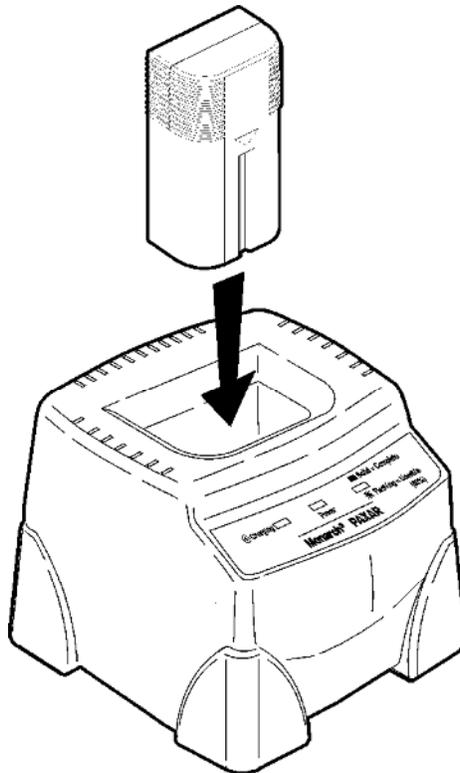
Wrong bin: To move a part number to another bin location select **HOT KEY** then **Set New Bin**. Select **Yes**. This changes the part's bin location within your inventory.

# Charging the Battery



**\*\*\*\*\* Wait 15 seconds after removing the charged battery from the charger, before inserting the dead battery in the charger.**

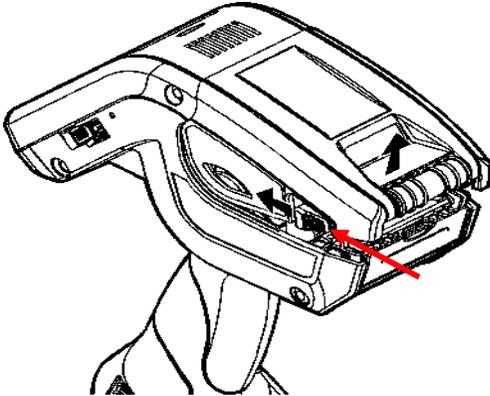
To recharge the battery, insert the battery into the charger, with the ribbed end sticking out. Charging time can take up to three hours.



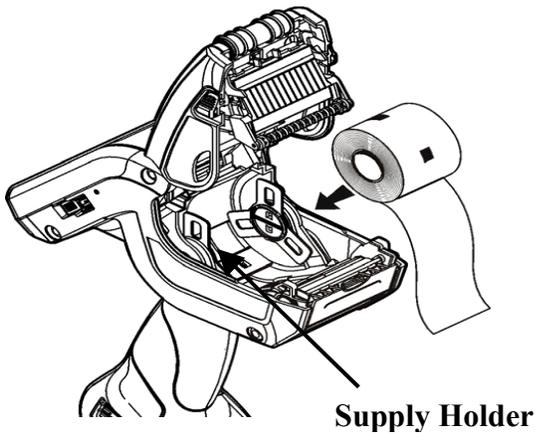
Make sure that the battery is pushed in all the way, and the lights are blinking.

# Load Labels in 10 Steps

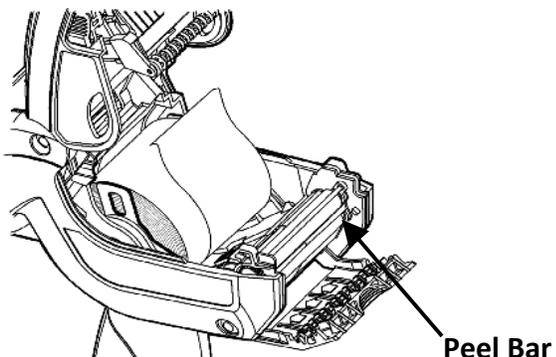
1. Turn on the scanner
2. Press the latch buttons and open the supply cover.



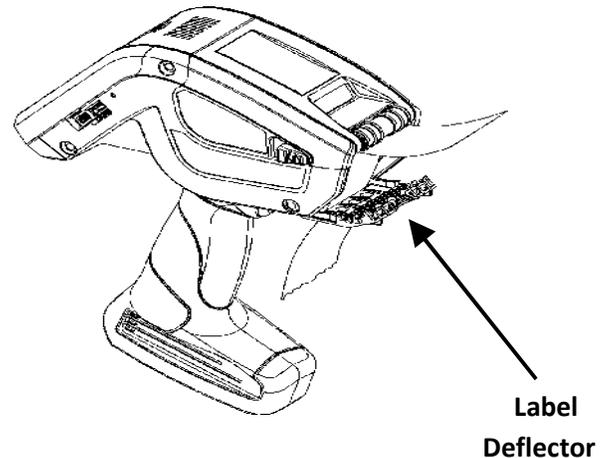
3. Peel and discard the first four labels from the backing paper.
4. Place the label roll in the supply holder so the labels feed from the bottom.



5. Feed the blank backing paper **OVER** the peel bar.



6. Feed the paper **THROUGH** the slot at the base of the label deflector.



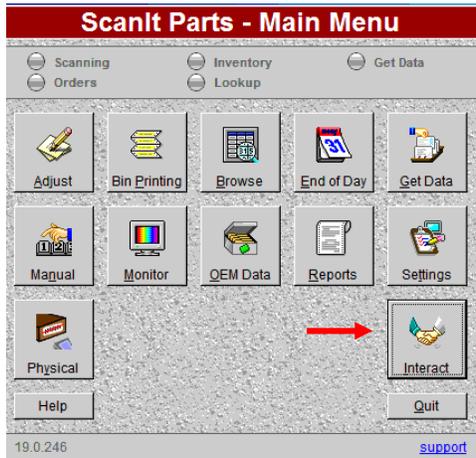
7. Leave 1/2 inch of first label exposed.
8. Close the supply cover.
9. Hold the backing paper and push up the label deflector until it snaps into place.
10. Then select the **Hot Key** button and press **Paper Feed**. The scanner should print a label that reads "Paper Feed".

# Nightly orders did not pull

If the computer that Scanit Parts is on shuts down or reboots overnight, ensure you complete the following steps to ensure order and inventory is up to date before scanning.

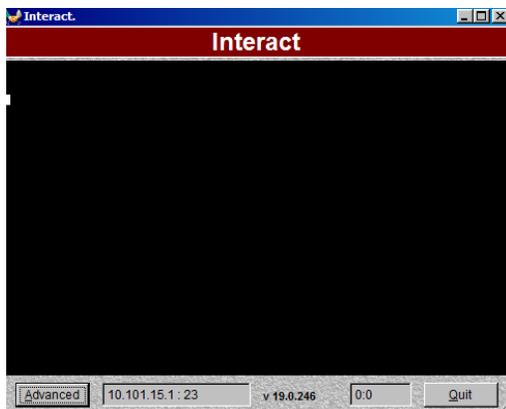
## Open Scanit Parts Main Menu.

\*If your Main Menu looks like this:

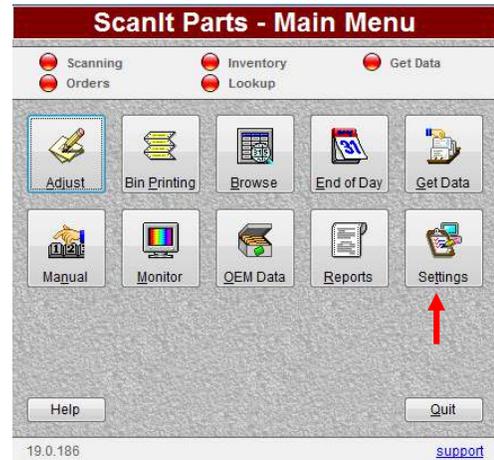


Step 1. Select Interact.

Step 2. Pull Open Orders and Inventory.



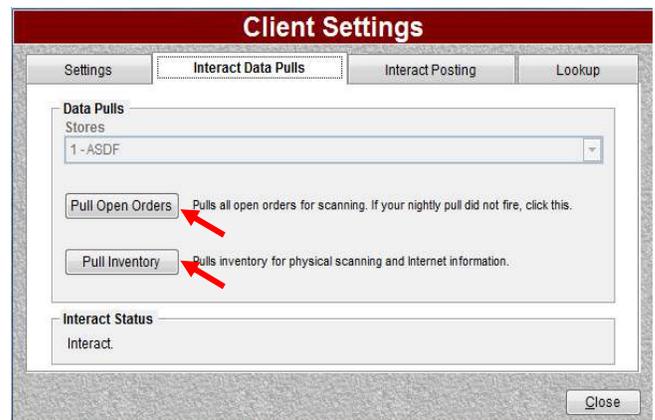
\* If your Main Menu looks like this:



Step 1. Select Settings.

Step 2. Select Interact Data Pulls Tab.

Step 3. Select Pull Open Orders and Pull Inventory.





# SCANIT™

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# PARTS

Thank you for purchasing a Monarch 6057 Scanner. THIS WARRANTY IS A LIMITED WARRANTY AND IS IN LIEU OF AND EXCLUDES ALL OTHER WARRANTIES, EITHER EXPRESSED OR IMPLIED.

**Warranty Period** – Warranty begins on the day you purchase the product up to one year. The warranty from the manufacturer will be voided if the scanner is dropped, misused or abused. Scanner units received with broken cases are generally not covered under warranty.

**Parts and Labor** – IPS will provide new or remanufactured parts and labor to correct defects in material and workmanship for the product covered during the 1-year manufacturer warranty period.

**Shipping** – The customer is responsible for inbound transportation charges and IPS will pay for return transportation charges unless prior arrangements are made.

**Packaging** – In the event the product is not packaged properly or if shipping damage is evident, Innovative Programming Systems, Inc. will not accept the scanner for service under warranty.

**Operating Instructions/Exclusions** – Warranty does not cover service that is required as a result of operator error and or failure. Warranty does not cover damages caused by accident, abuse, violence, acts of God or use of supplies other than supplies purchased through IPS.

**To Initiate a Warranty Claim:**

- 1) Call (810) 695-9332 in order to report your problem to our technical support center.
- 2) An IPS technical support specialist will work with you to attempt to resolve the problem by telephone. If telephone resolution of your problem is unsuccessful, the technical support specialist will get the proper information to send you a loaner according to the maintenance agreement.

# SCANIT™



# PARTS

## **For Support:**

- 1) <https://scanitparts.com/contact-us>
- 2) Call (810) 695-9332, Option 1, Technical Support

## **To Order Labels or Batteries:**

- 1) <https://scanitparts.com/order-supplies>
- 2) Call (810) 695-9332, Option 3, Supplies



[www.scanitparts.com](http://www.scanitparts.com)