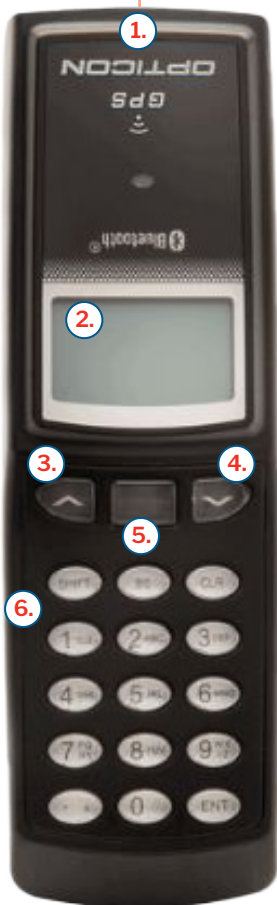# Quick Steps for using the
McKesson ScanManager℠ - Opticon scanner

> ### For ScanManager - Opticon support, please call **800.422.0280**

1. Scan LED
2. LCD display
3. Left scroll button
4. Right scroll button
5. Scanning button
6. Data input keypad

Opticon scanner basics - creating a new entry for an order or physical inventory

The Opticon scanner's item entry function collects information from the scanned barcode and entered quantity for import into SupplyManager as an order or physical inventory.

1. From Main Menu, press 1 on the keypad to access item entry.

2. Press 2 on the keypad to access scanned items.

3. If starting a new entry, you will see "Item # 1". If you are adding to a previous entry, you will start with the next corresponding item number.

Scanning your barcodes

The scanner is activated by pushing the middle (blank) button between the scroll buttons located directly below the screen of the Opticon scanner. Hold this button down while scanning the barcode. Once the barcode has been successfully scanned, enter in the quantity and press the scan button again to continue to the next item number.

- Scan LED
- Left Scroll Button
- Data Input Keypad
- LCD Display
- Right Scroll Button
- Scanning Button

Item numbers can be entered manually into the Opticon scanner using the keypad, selecting the ENTER button and then entering quantity when prompted.

An item number or unit of measure should only exist once on the Opticon scanner. Example: separate quantities cannot be entered for the same item number or unit of measure combination.

Viewing or deleting scanned items on the Opticon scanner

After you are done scanning your order or physical inventory, you can view the items entered in the Opticon Scanner.

1. At a blank item number, press the CLR key. When promoted "Exit Item Scan?", select the "UP" scroll arrow.

2. Next, at the item entry menu, press the three (3) key to enter the "View Items" menu.

3. Once in "View Items" menu, toggle using the scroll buttons to review your entries.

4. To delete an item, scroll to desired item, press the blank (scan) button, press the two (2) on the keypad, then the blank (scan) button again. When prompted "Are sure you want to delete entry?" answer appropriately.

5. You will then be returned to the "View Items" menu. To exit this function, press the CLR button.

Importing an order or physical inventory

Once you have completed entering your order, place the Opticon scanner in the cradle upside down. Ensure that the words are positioned as shown below.

Log into McKesson SupplyManager℠ and select the ScanManager heading.

For orders:
1. Click on ScanManager then click "Import"
2. Select "Upload to a Cart"
3. Select "Upload from Scanner"
4. Select "Continue"
5. Leave the COM Port at Auto Detect and click "Start Import"
6. Select "Append the upload to the current cart"
7. Click "Add to Cart"
8. When the import is completed the Opticon will make an audible beep. Your screen will then change to the Ordering Cart.
9. You will now be able to review your order and make any changes.

For inventory:
1. Click on ScanManager then click "Import"
2. Select "Upload to a ScanManager Inventory"
3. Select "Upload from Scanner"
4. Select "Continue"
5. Enter a name for the inventory
6. Select the shipping location from the drop down
7. Leave the COM Port at Auto Detect and click "Upload"
8. When the import is completed the Opticon will make an audible beep. Your screen will then change to the Inventory Screen
9. You will now be able to review your inventory and make any changes

When you have imported your information into SupplyManager, the Opticon scanner will read "Data Sent."