

## Audio Settings

This guide can be used to make a QR/barcode scanner beep or not beep after a QR code/barcode is scanned. It can also control the volume of the beep.

In general, a beep is helpful to indicate a successful scan to the person scanning graduate cards. However, if that person is located close to a microphone the beep can be picked up and amplified through the speakers, so it may be necessary to use a lower volume or no beep setting.



Enable Beep



Disable Beep



Low Volume



Medium Volume



High Volume







## Program QR/Barcode Scanners for a Two Line

Before your Dual Line ceremony, please use the guide below to program your QR/Barcode Scanners to add scanned graduates to their respective sides of the display queue.

Scan the barcode sequences below to program one scanner for Screen Left and another for Screen Right. Please remember to do this for any back-up scanners too.







### Left Side of Screen, “-B”

Scan **ALL SIX** Barcodes *in Order*

<p><u>Scan 1</u> Enter Scan Options Mode</p>	
<p><u>Scan 2</u> Send Barcode Data</p>	
<p><u>Scan 3</u> Add Dash Character</p>	
<p><u>Scan 4</u> Add C Character</p>	
<p><u>Scan 5</u> Send Enter Key</p>	
<p><u>Scan 6</u> Save Changes</p>	

### Right Side of Screen, “-C”

Scan **ALL SIX** Barcodes *in Order*

<p><u>Scan 1</u> Enter Scan Options Mode</p>	
<p><u>Scan 2</u> Send Barcode Data</p>	
<p><u>Scan 3</u> Add Dash Character</p>	
<p><u>Scan 4</u> Add B Character</p>	
<p><u>Scan 5</u> Send Enter Key</p>	
<p><u>Scan 6</u> Save Changes</p>	

## **Remove Suffix**

This guide can be used to remove all suffix data from your barcode scanner.

If you have previously configured a QR/barcode scanner to have a suffix for a two line ceremony you can remove it by scanning the barcodes below in the order specified. It will also tell the QR/barcode scanner to press <Enter> after reading each barcode.

Scan ***ALL THREE*** Barcodes *in Order*

1st Scan:



2nd Scan:



3rd Scan:



## Reset QR/Barcode Scanner

This guide can be used to reset your QR/barcode scanner to factory default settings.

If you are having any technical difficulties with your scanner or wish to reconfigure the scanner settings from scratch, scan the barcodes below in the order specified.

Scan ***ALL FOUR*** Barcodes ***in Order***

1st Scan:



2nd Scan:



3rd Scan:



4th Scan:



## Hands-Free Mode

**Hands-Free Mode:** In this mode, you will NOT need to use the trigger in order to scan a code. The red scanning area will remain active and visible at all times and automatically read the next code as it is placed in front of the scanner.


**NOTE:** Use the included scanner stand to automatically enable Hands-Free Mode without additional programming. Place the scanner in the stand snugly and make sure the red scanning zone is aimed in the desired direction. The zone is shaped like a red rectangle, not the typical scanning line.

**Standard Mode:** An operator must manually click the trigger to scan a code.


Scan the barcodes below to program your scanner.

### ***Enable Hands-Free Mode***

Scan 1




Scan 2



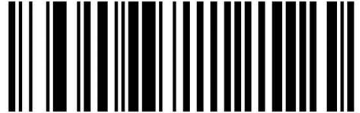
Scan ***BOTH*** Barcodes *in Order*

### ***Reset to Standard Mode***

Scan 1



Scan 2



Scan ***BOTH*** Barcodes *in Order*