Using the
Symbol MT2070 Scanner
for Inventory
Taking Inventory with the Scanner

1) Wake up the scanner by squeezing the yellow trigger once.

2) If the copyright screen (shown below) is not displayed on the scanner, you can get there from most screens by pressing the “ALT” button.

Once the Copyright screen displays, press “ENT” on the scanner to get to the Main Menu.

3) You will see the following Main Menu screen:

If you know the scanner’s data file is already blank, or you want to continue taking inventory where you left off last time, go ahead to step 4.
If you need to clear the scanner’s memory, continue with step 3a below:

3a) Press the “3” button on the scanner to choose “Clear Memory”.

When asked to verify that you want to erase all data, answer yes by pressing “ENT”. When the data is erased, a confirmation message will display. Press “ENT” once more to return to the main menu.

4) From the main menu, press the “2” button on the scanner to select “Take Inventory”.

5) Next, you will see the following ChooseFracType screen:

![ChooseFracType](image)

There are three options for entering the quantities of inventory you have on hand: whole numbers, decimals, or fractions.

**Whole Numbers** - For most individual non-cut items (not sold by the yard), you should press “1” to signify that you will be entering whole numbers only.

**Decimals or Fractions** - If you are inventorying fabric or other cut goods, you should press either “2” or “3”, depending on whether you want to enter the fractional quantities as decimals (i.e. .25 for a quarter yard or metre), or as fractions (i.e. \(\frac{1}{4}\) for a quarter yard or metre).

Make your selection by pressing the appropriate number on the scanner.

6) You are ready to start taking inventory. The Barcode Scan screen displays:
At the “Scan:” prompt, scan a barcode. Do this by aiming the scanner at the barcode and squeezing the yellow trigger on the handle. (Note: Alternately, if the barcode contains numbers only, you can enter the number manually by typing it out with the number keys on the scanner, then pressing the “ENT” key.)

7) After scanning (or entering) the barcode, you will be prompted to enter the quantity on hand for that item. Depending on which option you chose in step 5, the screen will look different. Follow the appropriate step below (7a, 7b, or 7c):

7a) Whole Numbers

If you chose Whole Numbers in step 5, you will see the following screen.

![Whole Numbers Screen]

Enter the quantity and press the “ENT” key.

7b) Decimals

If you chose Decimals in step 5, the following screen displays.
Enter the whole portion of the number and press “ENT”; then, enter the decimals in succession and press “ENT” again.

For example, to enter 5.125:
Press “5”, “ENT”, “1”, “2”, “5”, “ENT”. (You do not need to enter the decimal point, as it is already entered for you.)

To enter a whole number (no fractional part), just leave the second part defaulted to 0 and press “ENT” again. For example, to enter 12 with no fractional part, press “1”, “2”, “ENT”, “ENT”.

7c) Fractions

If you chose Fractions in step 5, you will see the following screen.

Enter the whole part of the number and press “ENT”, enter the numerator, then the denominator, then press “ENT” again. For example, to enter 5 ¼, press “5”, “ENT”, “1”, “4”, “ENT”. 
To enter a whole number (no fractional part), just leave the second part at the default 01 and press “ENT” again. For example, to enter 12 with no fractional part, just press “1”, “2”, “ENT”, “ENT”.

8) You will then be taken back to the “Scan” screen (step 6), where you can scan or enter another barcode. Repeat steps 6 and 7 until you are done taking inventory.

**Note 1:** If you don’t scan anything or press any keys for a while, the scanner will go to sleep and the screen will go blank to conserve battery power. To wake it up, simply squeeze the trigger once and continue where you left off.

**Note 2:** While you’re not using the scanner, it’s a good idea to keep it in the cradle in order to keep the battery charged.
Transferring the Inventory Data from the Scanner Into TRS

Step 1: Installing Software

In order for TRS to read the data from the scanner, you will need to have either Microsoft ActiveSync (for Windows XP), or Microsoft Mobile Device Center (for Windows Vista or Windows 7). If you have previously performed this step, continue on to Step 2, below.

If you are running Windows Vista or Windows 7, Microsoft Mobile Device Center will most likely already be installed on your system.

If you are running Windows XP, you will most likely need to download and install Microsoft ActiveSync 4.5 from the Microsoft website.

As of the time of this writing, you can download it from the following URL:  

Step 2: Connecting the Scanner

You have two options for connecting the MT2070 scanner to your computer via USB. You can plug the USB cable directly into the bottom of the scanner. Or, if you have purchased an STB2000 cradle, you can connect the cradle to the USB cable, and put the scanner into the cradle.

**IMPORTANT:** DO NOT use an STB2078 cradle (the kind used at the cutting table) to connect to the computer, as it will not work. Check the part number on the bottom of the cradle to be sure. You can also tell by looking at the top of the cradle. If there is a barcode label that says, “Pair” above it, it is the wrong cradle.
**Connecting the USB Cable Directly to the Scanner (without a cradle)**

1) Plug the RJ-45 connector end of the CBA-U01-S07ZAR (gray) USB cable into the bottom of the MT2070 scanner as shown in Figure 1. Push it in firmly to make sure that it locks into place and makes good contact.

**Note:** Removing the RJ-45 connector from the scanner is a bit tricky. Because the connector is recessed into the bottom of the scanner, you will need to use something long and narrow (such as a small screwdriver) to carefully release the small plastic tab, so that you can pull it out. Because of this, you may want to use a cradle instead.

2) Plug the USB end of the cable into a free USB port on your computer.

**Connecting the Scanner to the Computer via a STB-2078 Cradle**

1) Connect the cradle to the computer via the USB cable and connect the power, as follows:
   a. Connect the CBA-U01-S07ZAR (gray) USB cable to the bottom of the cradle (see Figure 2 at the right).
   b. Connect the round connector of the power adapter cord to the round port on the bottom of the cradle. (see Figure 2)

2) Connect the power cord to the power adapter and an electrical outlet.

3) Plug the USB end of the cable into a free USB port on your computer.

4) Put the MT2070 scanner into the cradle as shown below. Rest the head of the scanner in the top of the cradle first, and then push the handle until it clicks into place, engaging the contacts in the cradle and device.
Step 3: Confirming Software Connection

If you have connected everything correctly, and you have the connection software installed (Microsoft ActiveSync or Windows Mobile Device Center – See “Step 1: Installing Software” above), then the ActiveSync window or Mobile Device Center window should pop up when you connect the USB cable to the computer or put the scanner in the cradle.

If you are using ActiveSync (Windows XP):

The window above should pop up when the scanner is connected. When you see the word “Connected”, you may proceed with Step 4 below.

If you are using Mobile Device Center (Windows Vista or Windows 7):
The window above should pop up when the scanner is connected. When you see the word “Connected”, you may proceed with Step 4 below (You do not need to click either of the options on the right side of the screen).

**Step 4: Importing the Inventory Data Into TRS**

1) From the TRS menu, select Inventory-> Import Inventory Count Update.

2) When you are prompted to select the data file, click the “Look in:” dropdown, and choose “Computer”. Look for a device that begins with “MT2070” (see image below). Double click on the device, and continue to navigate into the following folders: Application->MCL->Projects->Default.
3) Once you are inside the “Default” folder, double click on the file called “AA.DAT” (see below)

![Select Data File]

Note: If you are using ActiveSync (Windows XP), TRS may not be able to browse directly into the device. If you are unable to locate the device when browsing for the file in TRS, then you must copy the file off of the device onto your hard drive.

To do this, go back to the Active Sync window and click “Explore”. A Windows Explorer window will open, showing you the contents of the device. Browse to the Application->MCL->Projects->Default folder, and copy the AA.DAT file to your hard drive. Then, when you are browsing for the file in TRS, go to the location where you copied the file to select it.
4) You will see the following screen:

![Inventory Update Options dialog box]

Please read the below options CAREFULLY! If you do something wrong, you could mess up a lot of data very quickly! Backing up your data before doing this is HIGHLY RECOMMENDED!

- **What format is the data file?**
  - Symbol PD1100 TRAN.DAT (Axion)
  - Symbol P460 / MT2070 Phaser JMNINV.TXT (JNM)

- **How should multiple scans of the same product be handled?**
  - Last quantity entered replaces all previous scans of that product.
  - All quantities entered for the product should be added together.

In the first box, select “Symbol P460 Phaser” if it’s not already selected. The other options are self explanatory. **Please read the warning about backing up your data!**

5) Next, you will see the following screen:
The screen above will appear with all of the products you scanned with the scanner. At this point, you can review the data. If you need to modify any of the counts, you can do it directly from this screen by changing the values in the “New Qty” column. If any of the products come up with “ERROR!!” (as shown in the last 3 products above), that means you scanned a product that does not exist in your TRS inventory database.

6) To print a variance report, click on the Print Report button. The report will come up in your browser. To print it go to File->Print.

7) When you are satisfied with the data in the report, click on the button labeled “Perform Update Now”. Your inventory values will be updated in the database.