

Telxon/Percon Hand-Held Scanner Guide



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May 15, 2003

The Telxon/Percon Download Process

Introduction:

The following document describes in some detail the process of downloading Telxon/Percon data to a PC for use in the inventory or portable circulation process.

What is in this document:

This document contains:

- A brief introduction along with instructions for using the existing download utilities available for downloading a Telxon/Percon unit to a PC.

If there are problems or concerns while using these instructions, please call Dynix Circulation Support.

Introduction to the current Telxon/Percon Download Utilities:

After data is placed on the Telxon/Percon unit, it must be downloaded to a PC using one of the Telxon/Percon Download utilities, as follows:

Telxon

Telxon Download for Windows 95 (Compatible with 95/98/ME/2000/XP)

To install:

A:\setup.exe

The Telxon programs are provided by Dynix.

Percon

Portable File Transfer.

To Install:

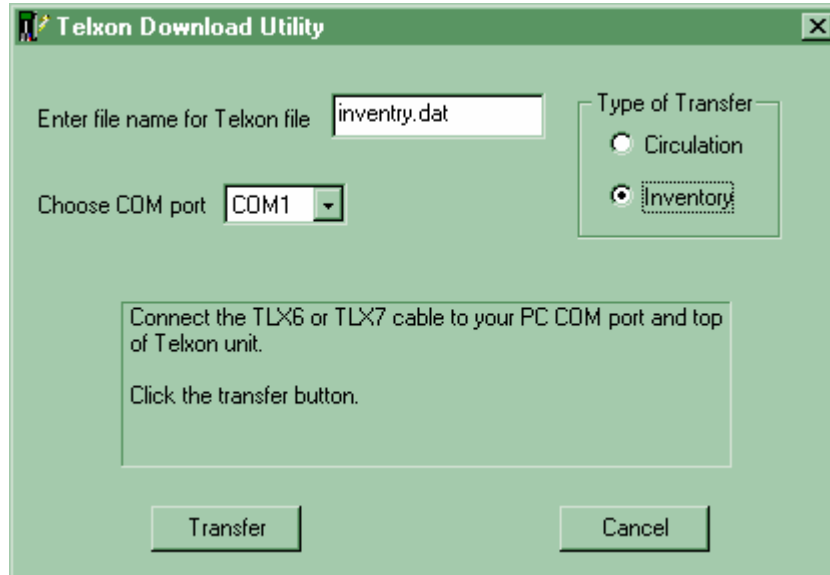
A:\install.exe

Percon provides the Percon downloading programs. (They can be downloaded from Percon's website at: <http://www.pscnet.com/html/downloads.htm>).

Note: For the program "Telxon FTP for Windows 95", we recommend that instead of accepting the default installation directory of "C:\Program Files\Ameritech Library Services\Telxon Download for the PC", that you install the Telxon Download for the PC into the following directory: c:\telxon.

The figures that follow are the Download Utilities as they appear when first started. Each is followed by a brief set of instructions for their use.

Telxon Download for the PC



To download using this program, do the following:

1. Click on the inventory radio button.
2. The default name is inventory.dat. We recommend that you change this name it represent the collection you are inventorying. Edit the file name with a different name or path. Designating a path will send the file to that directory (i.e. C:\Temp\fic1.dat will create a text file called "fic1.dat" in the Temp directory). **Note:** If no path is entered, the data will be downloaded to the directory the Telxon Download utility was loaded to. The default directory is C:\Program Files\Ameritech Library Services\Telxon Download for the PC.
3. Choose the correct COM port that the Telxon is connected to (1 or 2).
4. When the previous three steps are completed, follow the instructions in the box and click the Transfer button.

Note: It is a good idea to have the cable already connected to the PC prior to starting the program; otherwise the program may timeout waiting for a response from the Telxon Unit.

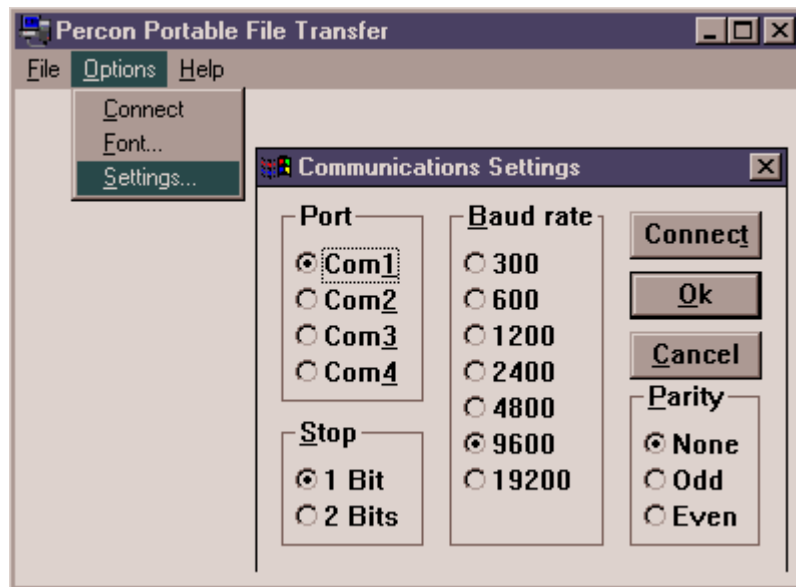
To download the data, you will also need the correct cable:

- For PC's with 9 pin COM ports you will need a cable that is labeled "**TLX-6**". This cable has a 25 pin male connector on one end and a 9 pin female connector on the

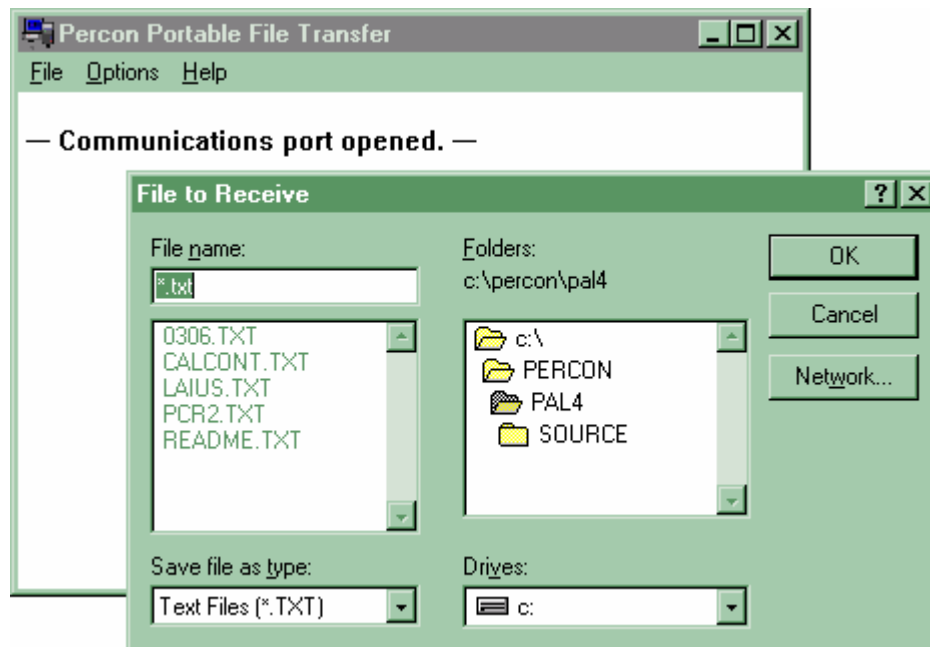
other end. The 9 pin female connector connects to the COM port on the back of the PC.

- If you have an older computer and it has only 25 pin COM ports, you will need to get the cable labeled “TLX-7”. This cable has a 25 pin male connector on one end and a 25 pin female connector on the other end. The 25 pin female connector connects to the COM port on the back of the PC.

Percon’s Portable File Transfer



1. Select the Options menu, then Settings.
2. Click on the radio button that designates the COM port that the Percon unit is connected to.
3. Next select the options menu and select connect. This will open the COM port.
4. Finally, select the File menu, then select Receive.



5. Type in the name of a file. This name could be associated with the collection being inventoried, such as FIC1.TXT. For this example, this would indicate that the file is the first download of the FIC (fiction) collection.
6. On the Percon unit, select <F2> to send Circulation file. Then select <F3> to send.
7. After the Percon has been successfully downloaded, select <F3> to erase the Inventory file. Select <F3> two more times to erase the file. Select <F4> to return to the menu.

The Percon can be used with the cable that comes with the unit or by using the docking/charging station and associated cable.

With these materials, you are ready to dump the Telxon/Percon data to the PC. The instructions above explain how to download the data to the PC. When you are finished you will have a text file with barcodes and date/time stamps in a directory on the PC.

Portable Circulation Checklist:

- Use the Telxon/Percon to CKI/CKO items in Circulation Mode.
- Download the Telxon unit using the Telxon Download Utility program.
 - *Select the circulation radio button*
 - Select the proper COM port setting (either COM1 or COM2)
 - Change the default name from portcirc.dat to a unique name descriptive of the day the items were being circulated, such as 052103.DAT, for May 21, 2003.
 - Select the transfer button
 - On the Telxon unit, select Send Circ File, and press the RED enter button three times.
 - The Telxon unit will beep and a lightening bolt will appear in the Telxon Download Utility window.
 - When the Telxon download is complete, a message will be displayed on both the Telxon unit and the Telxon Download Utility stating the transfer is complete.
- Download the Percon unit using the Percon Portable File Transfer program.
 - Select the Options menu, select settings.
 - Select the proper COM port setting then select connect.
 - Select the file menu, then select Receive
 - The program will prompt you for a file name. Type in a unique file name descriptive of the collection being inventoried, such as 052103, for May 21, 2003. The program will automatically append the “.TXT” to the end of the file name.
 - On the Percon unit, select F2 to send, then F3 to send.
 - The Percon unit will beep (if version epixtec2b.hex or DYNIX2B.HEX has been loaded on the Percon) while it is downloading the information to the PC.
 - **Note:** if your Percon does not beep while downloading contact Dynix Circulation support to get the latest Dynix software loaded onto your Percon.
 - When the download is complete, a message will appear on both the Percon and also on the Portable File Transfer program stating that the transfer was successful.

Inventory Checklist:

Pre-inventory notes:

- We recommend that no more than 500 barcodes are input into a Telxon Unit.
 - When starting a collection, we recommend that the Telxon/Percon unit be downloaded the day you begin scanning. This gives the collection an inventory start date and will prevent data on the Telxon/Percon from expiring due to the three day grace period. This three day grace period only applies when a collection has no inventory start date. If the collection already has an inventory start date, the data can be left on the portable unit for a longer period of time.
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- Select a collection to inventory. Make note of the collection code. And for Horizon note the call type being used.
 - Start at the beginning of the collection.
 - Scan the barcodes of the collection with the Telxon/Percon unit.
 - Download the Telxon unit using the Telxon Download Utility program.
 - Select the inventory radio button
 - Select the proper COM port setting (either COM1 or COM2)
 - Change the default name from inventory.dat to a unique name descriptive of the collection being inventoried, such as FIC1.DAT, for the first download from the fiction collection.
 - Select the transfer button
 - On the Telxon unit, select Send Inv File, and press the RED enter button three times.
 - The Telxon unit will beep and a lightening bolt will appear in the Telxon Download Utility window.
 - When the Telxon download is complete, a message will be displayed on both the Telxon unit and the Telxon Download Utility stating the transfer is complete.
 - Download the Percon unit using the Percon Portable File Transfer program.
 - Select the Options menu, select settings.
 - Select the proper COM port setting then select connect.
 - Select the file menu, then select Receive
 - The program will prompt you for a file name. Type in a unique file name descriptive of the collection being inventoried, such as FIC1, for the first download from the fiction collection. The program will automatically append the ".TXT" to the end of the file name.
 - On the Percon unit, select F2 to send, then F3 to send.
 - The Percon unit will beep (if version epixtec2b.hex or DYNIX2B.HEX has been loaded on the Percon) while it is downloading the information to the PC.
 - **Note:** if your Percon does not beep while downloading contact Dynix support to get the latest Dynix software loaded onto your Percon.
 - When the download is complete, a message will appear on both the Percon and also on the Portable File Transfer program stating that the transfer was successful.