PROPERTY CONTROL
OPERATING THE FALCON PERCON HANDHELD SCANNER

1. Turn the power on - button on the top left with the red circle.
   - Blue FN 1 key activates the blue F functions on the key pad (located above the keys; F1, F2 etc.)
   - Orange Alpha key allows use of alpha characters (orange letters on key pad). Pushing this key lets you switch between alpha and numeric characters.

2. Press the Blue FN 1 key, then the F1 key to start inventory scanning.

3. Press the Orange alpha key and then the Caps key (bottom center key).

4. Enter the Building mnemonic at the Site prompt. i.e. GADM, DHUM etc. Press the Enter key. Press the Alpha key to turn off the Alpha characters. Or... scan the barcode sheet with the building mnemonic of the building you are inventorying. Press the Alpha key to turn off the Alpha characters.

5. At the location prompt, enter the room number of the room you will be scanning. Press the Enter key.

6. It will prompt you with Asset #; you are now ready to start scanning the bar code labels. Make sure you are only scanning HCC barcode labels, not the manufacturer label. Also, do not try to scan HCC labels that begin with an R. We do not need to worry about these. Press the Yellow button on the side of the scanner to scan the bar code label. When you have a beep you have scanned the item.
   a. If you receive a prompt that says “ Entry Not On File. Accept? Y/N” Press Orange Alpha key and then N. The last number scanned will be in the upper left hand corner. Double check to make sure the label # was scanned correctly. If no, rescan or enter manually. If yes, write down HCC#, Bldg Mnemonic and room# of item not on file. Then continue scanning next item.
   b. If you receive a prompt that says “ System shows asset in different location. Moves Asset Y/N?” Press Orange Alpha Key and then Y.

7. Continue to scan all assets in the room. Once the room is finished and you are in the same building press the Blue FN 1 key and then F3 to change the location (room number). If you are getting letters instead of numbers make sure to push the Orange Alpha key. To erase characters, press the Bk Sp (Back Space) key.

8. To change the building, Press the Blue FN 1 key and then F10. This will take you back to the beginning. Press the Blue FN 1 key and then F1 to start over in the new building. Follow the instructions on this sheet from line 3 forward.

9. When you are finished scanning assets, press the Blue FN 1 key and the F10. Press the red button to turn the power off. Return the scanner to the District Office, room 612 to download the file.