Saveo Pocket Scanner – Customer Guide

Systems and Process Guides
Created: May 2015

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Revision History

This table summarizes significant changes made to this document, the dates they were made, and the associate responsible for making the change.

Date	Name	Revisions Summary
05/19/15	SMCR	Document created.

Document Navigation

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 box and press **Enter**.

Overview

What are the new scanner and its capabilities?

The Saveo Pocket Scan LCD is a device that enables you to wirelessly connect via Bluetooth technology to a smart phone, tablet, PC or Mac giving them a mobile barcode scanner experience suitable for inventory replenishment and control.

Features

- Size: 4 inches tall X 1.7 inches wide
- Weight: Approximately 2.3 ounces
- Quantity Entry Function
- Profiles: HID and SPP profile, 2.4GHz Wireless allowing it to pair with Android/iOS/Win/Mac

  📎 **Important Note** – Keyboard toggle with iOS devices.

- Scan Speed: 300 scans/second
- Storage: 1MB internal memory (stores up to 65,000 barcodes)
- Battery: Rechargeable 3.7V 900mA Li-Ion battery
- Operating Time: 20,000 readings when fully charged
- Charging: Charges via a Mini-USB
- Light Source: 610-640 nm RED LED
- Depth of Field: UPCA (13 mil) 50-620mm, EAN13 (13 mil) 50-610mm
- Best Resolution: 3 mil
- Transmission Range: BT Class 1 (100m, line of sight)

Benefits

- Reduces your replenishment processing time
- Reduces errors during your order process
- Decreases your warehouse labor
- Automates daily communication of replenishment needs

Cost

The estimated cost of each Saveo Pocket Scanner is $296.00.

Scanner Contents

The following items are included with the Saveo Pocket Scan LCD when purchased:

- 1 – Saveo Pocket Barcode scanner
- 1 – Mini USB cable (for charging only)
- 1 – Quick instructions
- 1 – Strap

Extra Accessory

You are able to purchase a Dongle as an additional accessory for the Saveo Pocket Scanner.

> 🗲 **Caution** – You **ONLY** need a dongle if your PC or Mac is not Bluetooth capable. The dongle solves this problem for you. **However, please do NOT order unless you absolutely need it.** If you need to order a dongle after you have ordered the scanner, contact your Ferguson sales associate.

Warranty

Stimare, the manufacturer of the scanner, provides a one-year limited warranty. This warranty begins on the date the scanner is shipped to you. Ferguson's IT Department is keeping a record of scanner warranty data for Stimare.

Stimare does not warranty any product which has been subjected to improper usage, neglect, or unauthorized repair/installation. The warranty does not cover the faulty usages or consumable parts such as cable and battery.

For warranty issues, please contact your Ferguson sales associate.

Ordering

The Saveo Pocket Scanners are purchased through Ferguson's Asset Management via SHI Procurement system.

To purchase a Saveo Pocket Scanner, speak to your Ferguson sales associate. Once ordered, the scanner should arrive 7-10 business days later.

Once the scanner arrives, you will be contacted by a Ferguson associate to help you set up the scanner and learn how to use it.

Using the Scanner

Overview

Exit Window.

(For iOS Devices ONLY)
This button raises and lowers the On-Screen keyboard.

Power Saving button: Press the button for 2-3 seconds to enter power saving mode.

Indicator (LED).

SCAN/ENTER/ Power ON Button.

Mini USB port with protective covering for charging via cable or dock.

LED Indicator Information

Light Color	Meaning
Orange LED ON	Fully charged
Orange LED Flashing	Charging/low battery
Red LED ON	Offline/out of service/ not paired
Green LED ON	Good read
Orange LED ON	Good read (Batch mode)

Before First Use

Before using the scanner the first time, complete the following:

- Switch on and charge the scanner for 3-4 hours.
- Remove all the protective stickers from window.
- Do not remove the asset tag which references the scanner's warranty.

- Read the Safety Instructions.

Safety Instructions

Read the operating instructions carefully and especially observe the safety information.

If you do not follow the safety instructions and information on proper handling in this manual, the manufacturer assume no liability for any resulting personal injury or damage to property.

- Don't put scanner in places of excessively high temperature or expose under direct sunlight.
- Don't use scanner in extremely humid areas or drastic temperature change.
- The rechargeable battery is permanently built into the product and cannot be replaced.

  Caution – Never damage the rechargeable battery. Damaging the casing of the rechargeable battery might cause an explosion or a fire.

Pairing Devices

You must pair your scanner with your PC, iOS, or MAC. In order to start the pairing process, you must first put your device in *Discovery Mode*.

Put Device in Discovery Mode

1. From the Saveo Pocket Scanner's main menu, select **Setup**.

```
MAIN>        S  12:52
Memory-scan
Upload
Setup
   ↑      ENTER        ↓
```

2. Select **BT setup**.

```
S>          S  12:52
BT setup
Status
Power
ESC   ENTER          ↓
```

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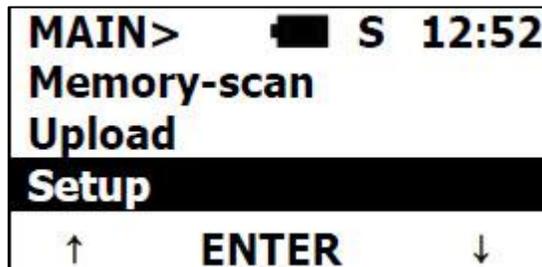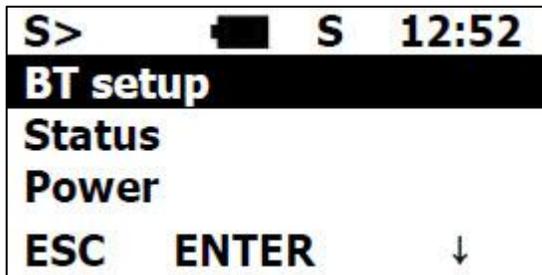
3. Select **HID device**.
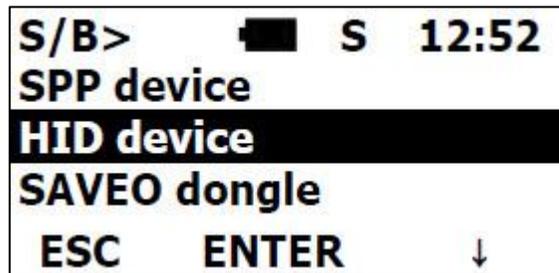


4. Select **Simple Paring**.
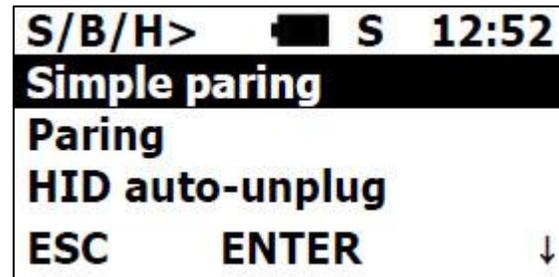


*Setting…Completed!!!* displays on the screen. The red LED indicates the scanner is in *Search/Discovery* mode.



5. Connect your scanner to the PC, Smartphone or Tablet using the appropriate steps below.

**Pairing with PC**

If you are pairing the scanner to a PC, you need to complete the pairing process with the PC once you have completed the *Discovery Mode* steps above.

**Pair with PC**

1. From your PC, click **Start > Devices and Printers**.

2. Click **Add a Bluetooth device**.

3. The *Add a device* window appears. Select the scanner.



4. Click **Next**. The scanner and PC are then paired. The RED light on the scanner is turned off indicating that the connection is complete.



**Pairing with iOS**

If you are pairing the scanner to an iOS device, you need to complete the pairing process with the iOS once you have completed the *Discovery Mode* steps above.

**Pair with iOS**

📎 **Important Note** – The following instructions are for an iOS 5.

1. From the iOS device, click **Settings**.
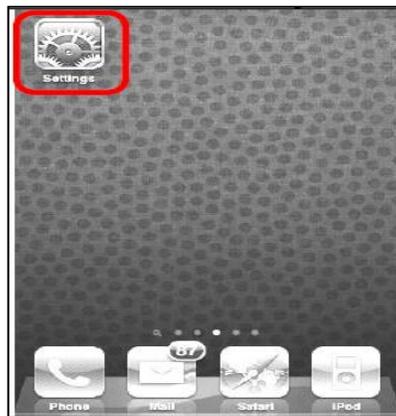
2.  Click **General**.



3.  Click **Bluetooth**.



4.  Select **ON** in the *Bluetooth* field. The iOS then searches for the device.



5.  Click the device from the list.

The device and the iOS are then paired. The RED light on the scanner is turned off indicating that the connection is complete.



**Pairing with MAC**

If you are pairing the scanner to a MAC, you need to complete the pairing process with the MAC once you have completed the *Discovery Mode* steps above.

**Pair with MAC**

1. From within *Systems Preferences* on the MAC device, click **Bluetooth**.
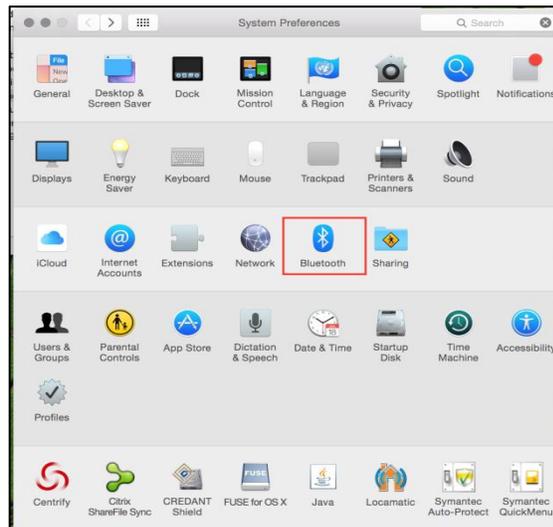
2.  If the Bluetooth is not currently turned on, click **Turn Bluetooth On**.



3.  Click **Pair.**
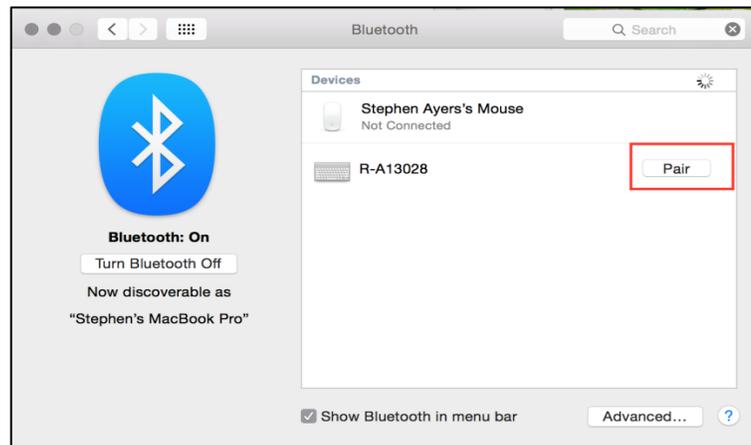


## Unpairing Devices

In order to pair the scanner to a different computer or iOS device, it MUST first be unpaired from the original device. When you remove the device to pair it to another device, you must also remove it from the Bluetooth device setting on your computer/iOS/MAC.

**Unpair Device from PC**

Press **Enter** after each entry.

1.  From your PC, click **Start > Devices and Printers**.

2.  Click the device you wish to unpair.

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3. Click **Remove device**.
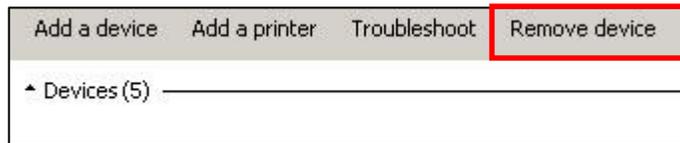


💡 **Tip** – You can also right-click the device and select **Remove device**.



4. The *Remove Device* window appears. Click **Yes** to remove this device.

⌨ **Unpair Device from iOS**

1. From the iOS device, click **Settings**.

2. Click **General**.

3. Click **Bluetooth**.

4. Locate the device you wish to unpair and click the blue arrow.

5.  Click **Forget This Device**.
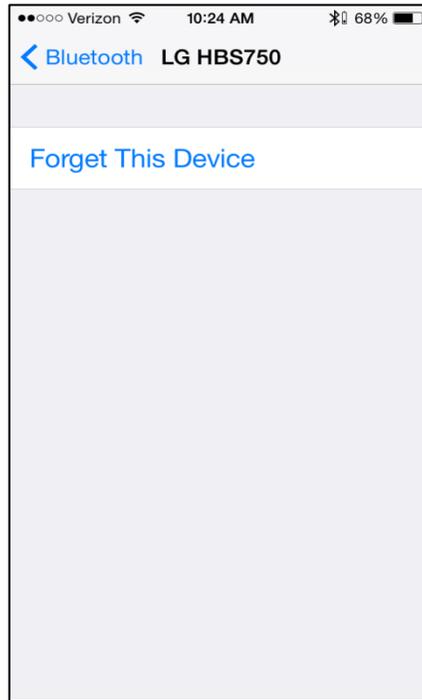


6.  Click **Forget Device** to confirm you wish to unpair and forget this device. The device is no longer paired.
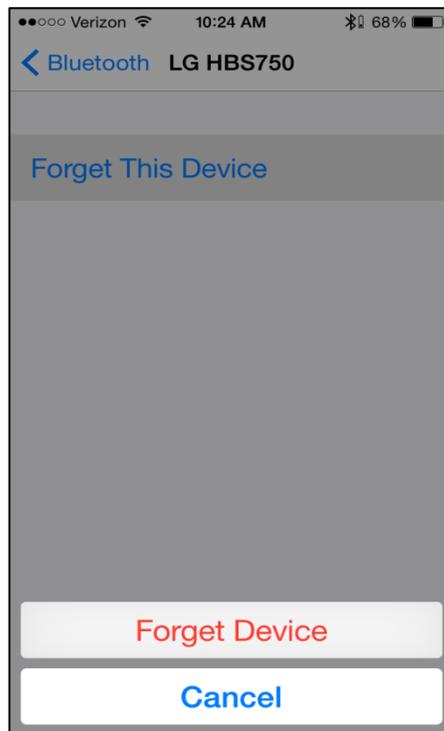
### ⌨ Unpair Device from MAC

1. From within *Systems Preferences* on the MAC device, click **Bluetooth**.

2. Locate the device you wish to unpair under the *Devices* section and click **X**.
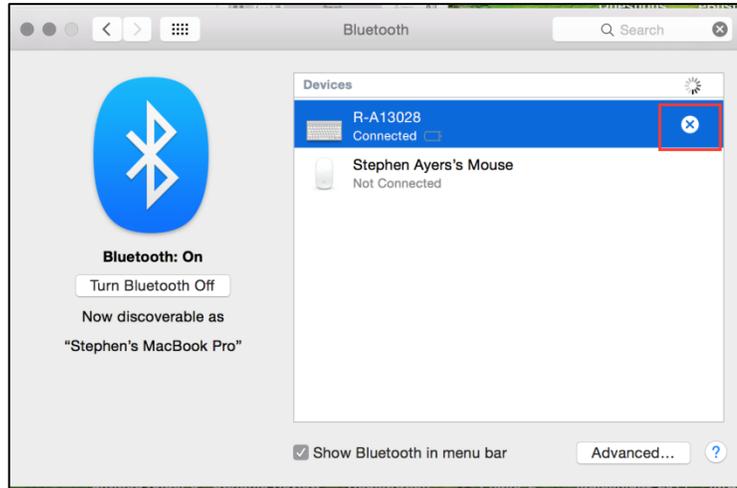


3. A confirmation message appears. Click **Remove Keyboard** to confirm that you wish to remove the pairing.
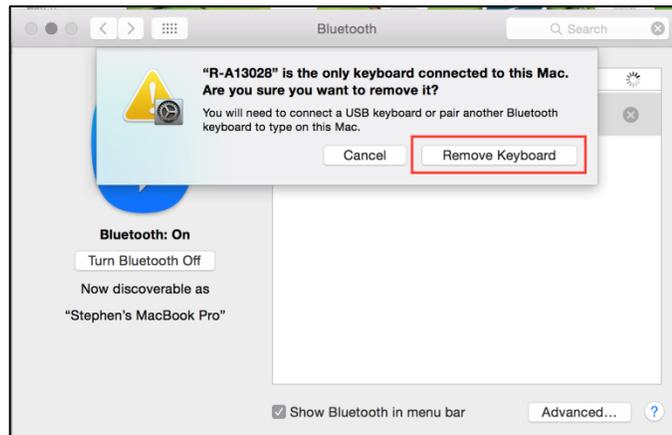
## Scanner Modes

The Saveo Pocket Scanner has two modes:

- **Direct-scan:**  Allows you to scan products one-by-one into Ferguson Online *Quick Order*.

- **Memory-scan:**  Allows you to scan up to 65,000 barcodes, input quantities, and upload them to a computer via a .CSV file.

### Direct Scan

Direct-scan mode allows you to scan and upload products one-by-one into Ferguson Online *Quick Orders*.

### Scan via Direct Scan Mode

1. Before scanning, open up Ferguson Online *Quick Order* (as seen below)*,* or the desired destination for the information you will be scanning.



**Tip** – It is recommended that you open the full screen of *Quick Orders.* This allows you to enter up to 3 products at a time. The full screen of *Quick Orders* can be accessed by

clicking **+ More Products** under *Quick Orders* on the main
page, or by clicking **Orders** > **Start a Quick Order**.
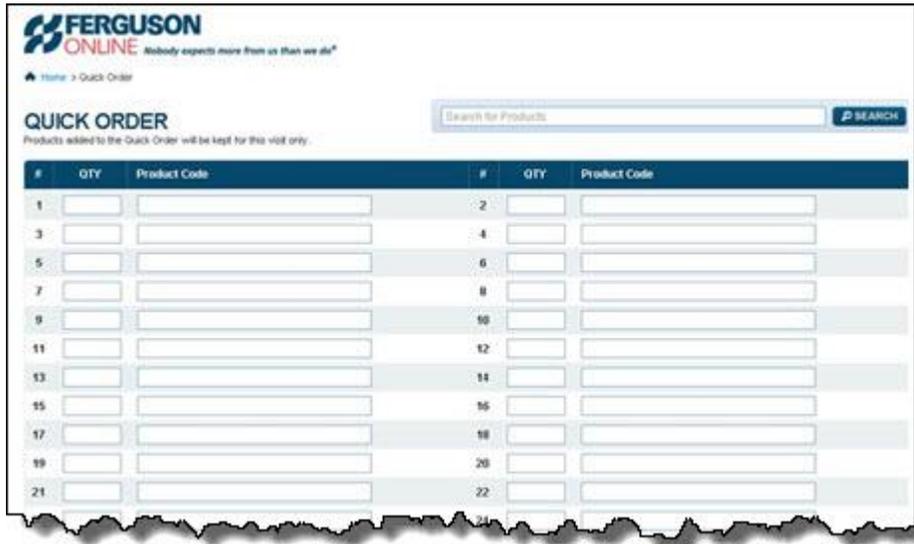
2. From the Saveo Pocket Scanner's main menu, select **Direct-scan**.
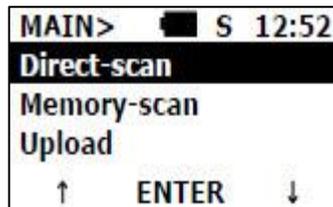
3. Press **SCAN** and scan the number barcode.

4. Manually enter the quantity desired or scan the desired quantity using the *Barcode
Quantity Reference Sheet* located in the Appendix.
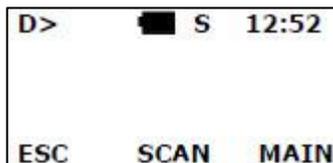
📎 **Important Note** – If the scanner displays the following screen, you need to
repair your device.
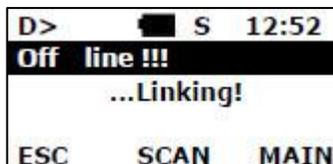
5. Scan the tab barcode or manually tab over.



TAB

6. Repeat steps 3-5 until all products are scanned.

## Memory Scan

Memory Scan mode allows you to store scanned products, then upload them into a .CSV file. Once you have the .CSV file created, you can upload it to Ferguson Online.

### 🖳 Memory Scan

1. From the Saveo Pocket Scanner's main menu, select **Memory-scan**.
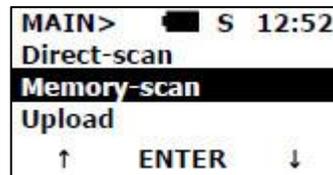


2. After selecting *Memory-scan*, press the orange button and scan the product. Your screen appears like the following:

3. Enter the quantity by pressing the right grey button on the scanner to toggle to the number entry. You can also scan the appropriate quantity barcode.



> Toggle Button

💡 **Tips:**

◊ You cannot delete codes that were scanned incorrectly.

◊ For faster scanning of only one item at a time, you can scan the barcode and press **Scan** again. It defaults to a quantity of 1.

4. Press the grey button as many times as needed to get to the desired number.

5. To enter a second digit, press the orange button to go to the next space. Then press the grey button as many times as desired to get to appropriate second digit. For example, entering a quantity of 50.



6. Repeat this process until the desired quantity is entered. Once you have the desired quantity, press the orange button to accept the quantity and move to the next product.

**Upload Data from Scanner to PC or MAC**

Next, you must upload the information you just scanned to a PC or MAC and create a .CSV file.

**Upload Data from Scanner to PC**

1. Before uploading the data, open up *Notepad* on your PC.

2. Place the cursor in the *Text* window.

3. Toggle to *Upload* on the scanner and press **ENTER**.

4. From the Saveo Pocket Scanner's main menu, select **Upload**.
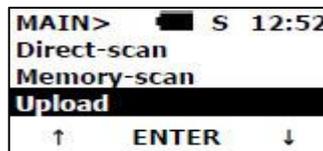
5.  Ensure your cursor is on the text box on the PC and press **START** to send data.
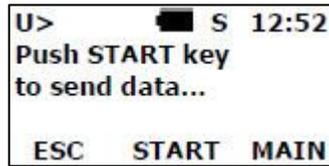


**Tip** – You may want to name file a date.
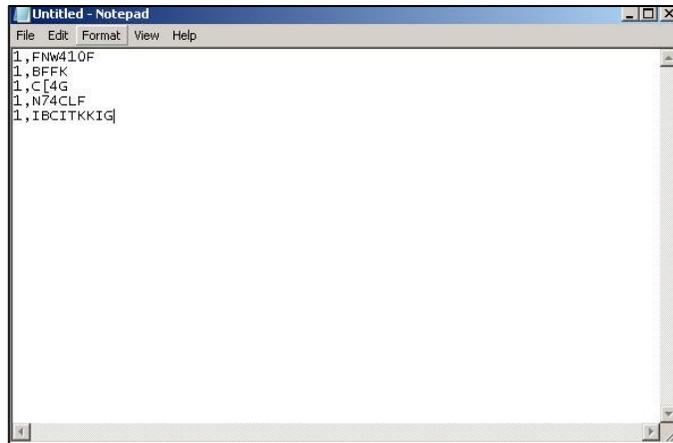


6.  Once all the data is uploaded into *Notepad*, click **File > Save**.

7.  In the *Save As* field, enter *filename.csv*, and select **All Files (*.*)** from the *Save as type* drop-down menu. Click **Save**. For example, filename050115.csv.

**Tip** – It is recommended that you include the date into the file name.

8. After the data is uploaded, Press **ERASE** to delete the memory data.
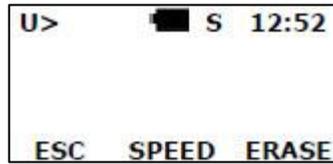
```
U>          ■ S 12:52



ESC   SPEED  ERASE
```

9. Press **YES** to confirm that you want to delete the memory data. After the data is deleted, you are taken back to the main menu.

> **Tip** – If you don't delete the data in the memory, the next time products are scanned, the previous scanned data will remain and add to the upload.

```
U/E>        ■ S 12:52
Data  in  momery
  Will  be  erased!
Are  you  sure?
NO               YES
```
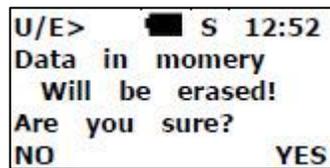
Upload Data from Scanner to MAC

1. Open *TextEdit* and click **Format**.

2. Click **Make Plain Text**.

```
 TextEdit  File  Edit  Format  View  Window  Help
● ● ●                    Font        ▶
¶⌄  Helvetica   ⌄ Regular  Text        ▶    ≣ ≣ ≣  1.0 ⌃  ≔ ⌄
         Make Plain Text  ⇧⌘T
         Prevent Editing
         Wrap to Page    ⇧⌘W
         Allow Hyphenation
         Make Layout Vertical

         List…
         Table…
```
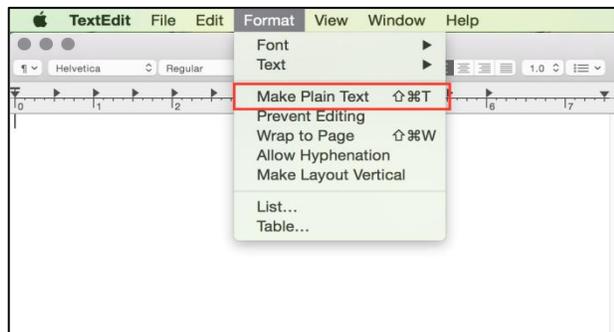
3. Place the cursor in the *Text* window.

4. Toggle to *Upload* on the scanner and press **ENTER**.

5. From the Saveo Pocket Scanner's main menu, select **Upload**.
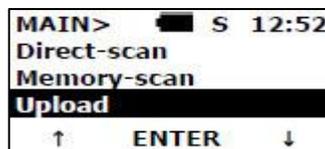
```
MAIN>       ■ S 12:52
Direct-scan
Memory-scan
Upload
   ↑      ENTER    ↓
```

6. Ensure your cursor is on the text box on the PC and press **START** to send data.
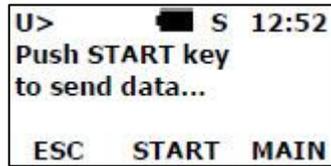
💡 **Tip** – You may want to name file a date.

7. Once all the data is uploaded into *TextEdit*, click **File > Save**.
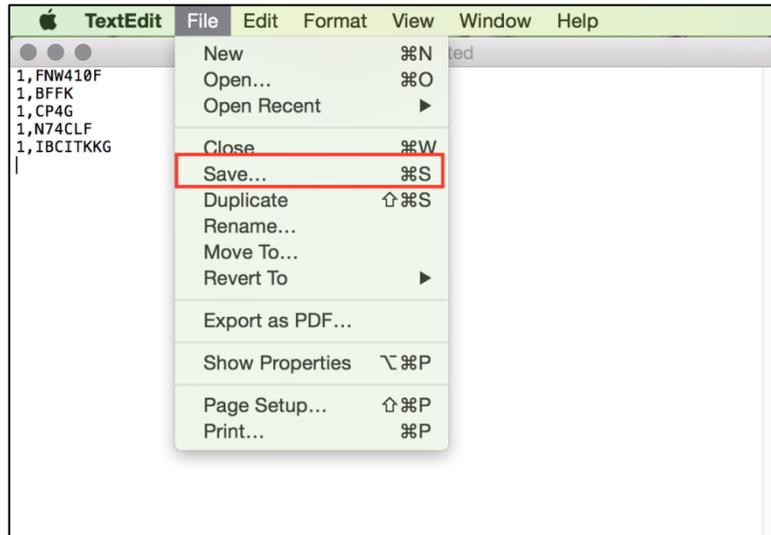
8. In the *Save As* field, enter *filename.csv* and click **Save**. For example, filename050115.csv.

💡 **Tip** – It is recommended that you include the date into the file name.
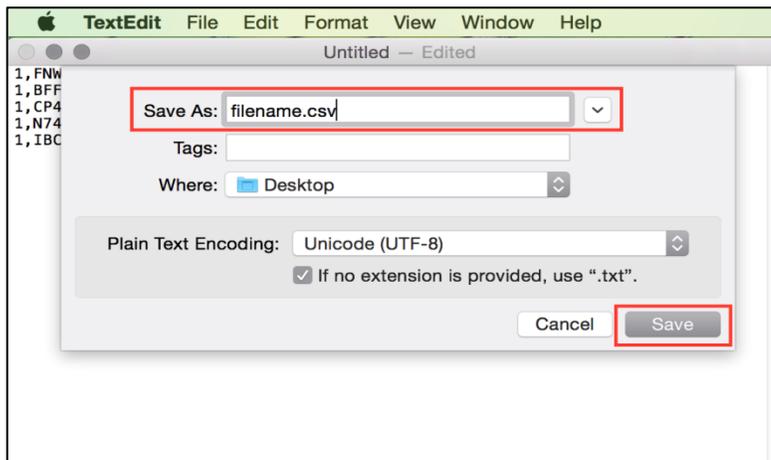
9. Click **Use .csv** and the file is saved.
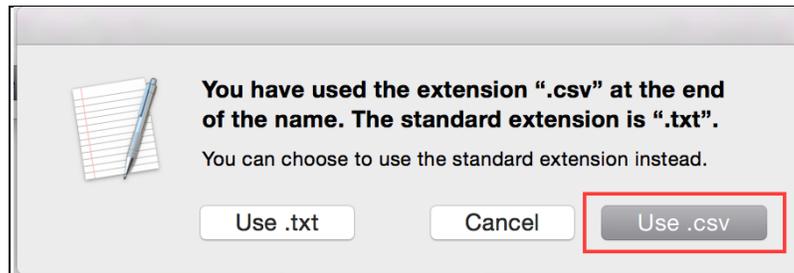
10. After the data is uploaded, Press **ERASE** to delete the memory data.
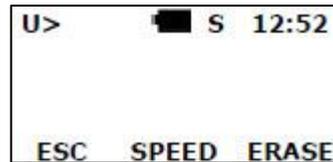
11. Press **YES** to confirm that you want to delete the memory data. After the data is deleted, you are taken back to the main menu.

Tip – If you don't delete the data in the memory, the next time products are scanned, the previous scanned data will remain and add to the upload.
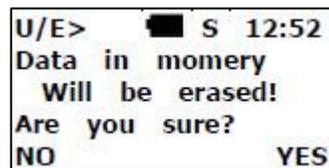
**Upload Product Spreadsheet to Ferguson Online**

A customer can upload the product spreadsheet created via the Memory Scan process directly to their *Cart* on Ferguson Online.

⌨ **Upload Spreadsheet to My List or Cart**

1. From the *Quick Tools* box, click **Upload Spreadsheet.**
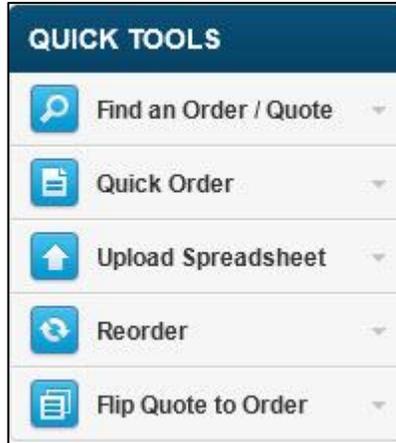
2. Click **Browse...** and locate the desired spreadsheet.

3. Select *Cart* or *My Lists* from the *Upload to:* drop-down menu.
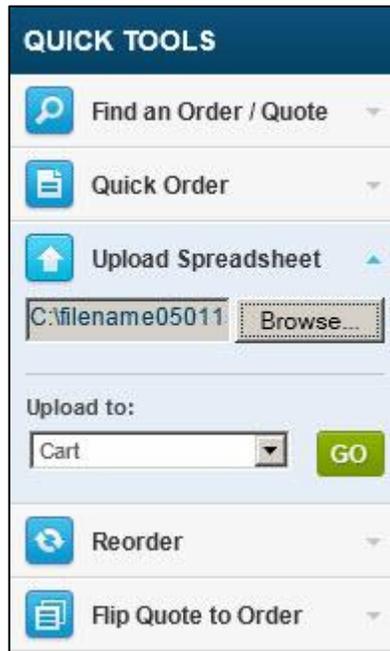
4. Click **Go** to have the spreadsheet uploaded to the desired location. The message, *Your upload was successful and the products have been placed in your cart.,* displays.

> ⚠ **Your upload was successful and the products have been placed in your cart.**
> Please review any products that have an "NS" code to ensure the proper code was entered.

Who to call for assistance?

eBusiness Customer Service

Phone: (888) 222-1785

Email: customer.support@ferguson.com

Appendix

Bar Code

Tip – Combine numbers to make larger numbers. For example, scan 1 and 9 for a quantity of 19.

TAB

0	
	1
2	
	3
4	
	5
6	
	7
8	
	9

Notes