

Telxon Instructions:

1. Turn on unit – screen will display – Please select **MENU SEND ERASE** – press **ERASE** – will prompt **YES/NO** – press **YES** – prompts **Are you sure?** - press **YES**. This will clear your previous order.
2. Screen will now prompt – **MENU SEND ERASE** – press **MENU** - prompts **Enter Data For Orders File** – press **YES**.
You are ready to scan or key your order. After the last item is entered, press the **=/I** key twice, first number displayed is number of lines keyed, second number is total items you have entered. We will verify this number when we call you. Press **Exit/E** key, goes back to order screen, press **END**.
3. Screen will prompt – **MENU SEND ERASE**, press **SEND**, screen will prompt **Send Data For Orders File Yes/No?** – press **YES** – prompts – **Ready to Send**. Dial Telxon number (local **513-351-9575** or toll free **1-800-589-5810**. You will hear 1 to 3 rings then a loud tone, then a voice prompting: **WELCOME TO THE ORDER ENTRY DEPARTMENT, PLEASE TRANSMIT AT THE TONE AND WAIT FOR ORDER ACKNOWLEDGEMENT**, press **YES** after you get the tone and hold unit tight to the phone. When order is completed, you will receive an acknowledgement number. This number acknowledges something came through, it's not a verification of a good or bad transmission. All orders are verified with a phone call.
4. You should receive a call from our order department within 30 minutes to verify receipt and total items on your order. If we do not call, you can call us (local **513-351-7700** or toll free **1-800-589-5809**).

Other Options:

1. **SEARCH** – By pressing this key you can see if you ordered an item. Press **SEARCH** then enter the item number in question. If the item has been ordered it will display on the screen – you can find the quantity ordered by pressing the blue **>** key beside the numerical key pad. If the item has not been ordered the unit will beep and display **NOT FOUND**.
2. **CLEAR** – Use this key to clear a number or quantity that you realize is wrong before you press **ENTER**.
3. **EXIT** – This key will let you return to the spot where you are ordering if you have searched for an item.
4. **MODIFY** – If you search for an item and realize that the quantity is wrong you can press **MODIFY** and then enter the correct quantity. **NOTE: O quantity = 1.** See next step to delete. **You should change quantities this way, do not key same item # twice. One line will be deleted, not filled.**
5. **DELETE** – **Search**(see above) the item you wish to delete. When the item # is on screen, hold the **M** key down, you'll get three beeps. Item # will disappear from screen.