



Opticon Setup & Utility Installation Manual (OPH-3001)

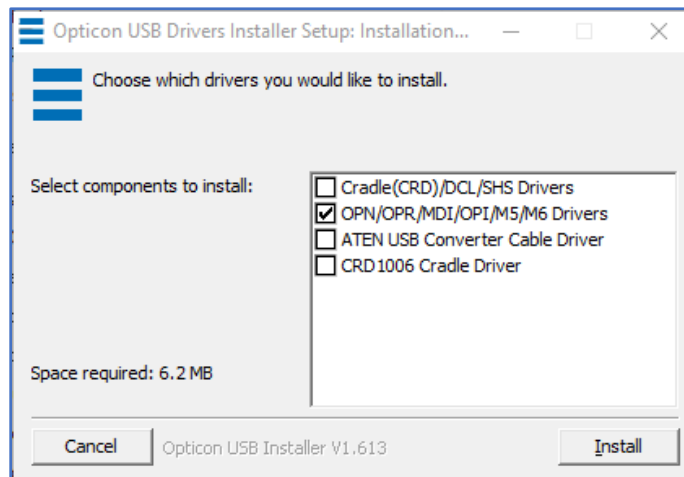


INTRODUCTION: This document contains the instructions for installing and using the OPH-3001 document scanner with SIMS. OPH-3001 scanners that were purchased through SIMS Software come pre-loaded with the SIMS Utility file necessary to perform Barcode Inventories in the SIMS v7 application. For the scanner to function with SIMS, the following Drivers and Software need to be installed on your system prior to first use. Before beginning the installation, please remove the scanner from its box, plug the cord into the bottom of the device, and plug the USB into your system.

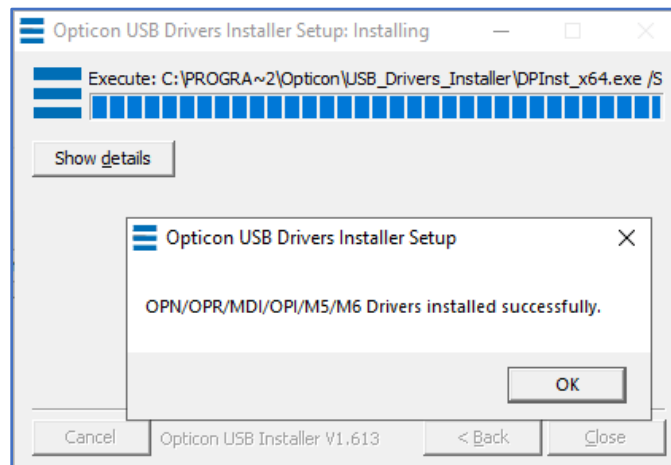
1. **[Download USB serial Driver Installer Package:](#)** Opticon distributes installers via the Opticon Website and are intended to work on both 32- and 64-bit versions of the following Operating Systems:
 1. Windows XP (32-bit only)
 2. Windows Vista
 3. Windows 7
 4. Windows 8
 5. Windows 8.1
 6. Windows 10
 7. And select versions of Windows Server
2. **[Download, Install, and Setup the OseComm32 App:](#)** OseComm32 is the name for the Opticon's file-transfer protocol developed to transfer data from the terminal devices to a host computer. Data is transferred as one .TXT file. OseComm32 is supported on Opticon scanners loaded with the SIMS Utility software and on host computers loaded with the drivers from step 1.
 - [Communication Settings](#)
 - [Protocol Tasks](#) (Setting up receiving data)
3. **[Using the OPH-3001 Scanner:](#)** Begin using your scanner to scan locations and codes for importing into SIMS. Once scans are complete, plug the USB cord provided into both the scanner and a USB port on your system to begin the download process.
4. **[Importing Scanned Barcodes into SIMS:](#)** Locating your barcode .TXT file and importing into SIMS.
5. **[OPH-3001 Scanner – Additional Functions:](#)** This section contains instructions for additional OPH-3001 Scanner Functions.

Step #1: Download USB Driver Installer:

1. Go to <http://wiki.opticonusa.com/techsupport/en/Drivers> to download the Driver installer file (**USB Drivers Installer.exe**).
Note: The Opticon Drivers are designed to work with the following Operating Systems: Windows XP (32-bit only); Windows Vista; Windows 7; Windows 8; Windows 8.1; Windows 10; and select versions of Windows Server.
2. Open the file and follow your system's instructions to install the drivers. (If you have trouble locating the .exe file, look in the *Downloads* folder).
3. Select the components to install on your system. For the OPH-3001, the "OPN/OPR/MDI/OPI/MS/M6 Drivers" option is required. The installer will create new folder. The default for x64 systems is: "C:\Program Files (x86)\Opticon\USB_Drivers_Installer".



4. The installer will indicate when the Driver have been successfully installed.



Step #2: Download, Install and setup the OseComm32 App

1. Go to <http://wiki.opticonusa.com/techsupport/en/OSEComm> to download the installer. Download the latest version of OseComm32 by clicking on the *Download* link and extract **SetupOseComm32.exe** from the zip file. (If you have trouble locating the file, look in the *Downloads* folder).

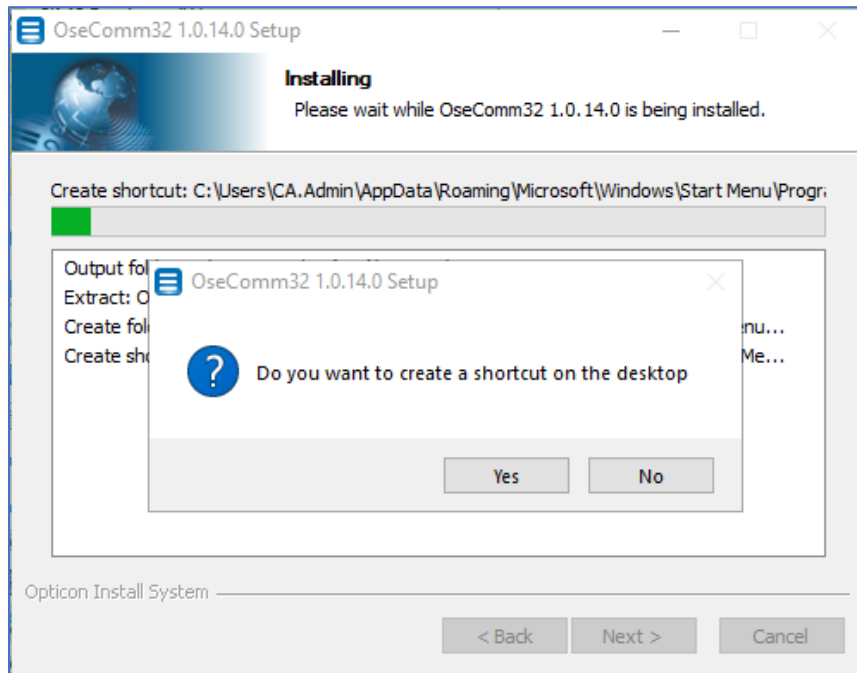
Note: The OpticonUSA OseComm website contains additional screenshots to support your successful download of this installer.

2. Double click on the file and follow your system's instructions to run the installer. Proceed through the screens by clicking **Next** or making changes as necessary.

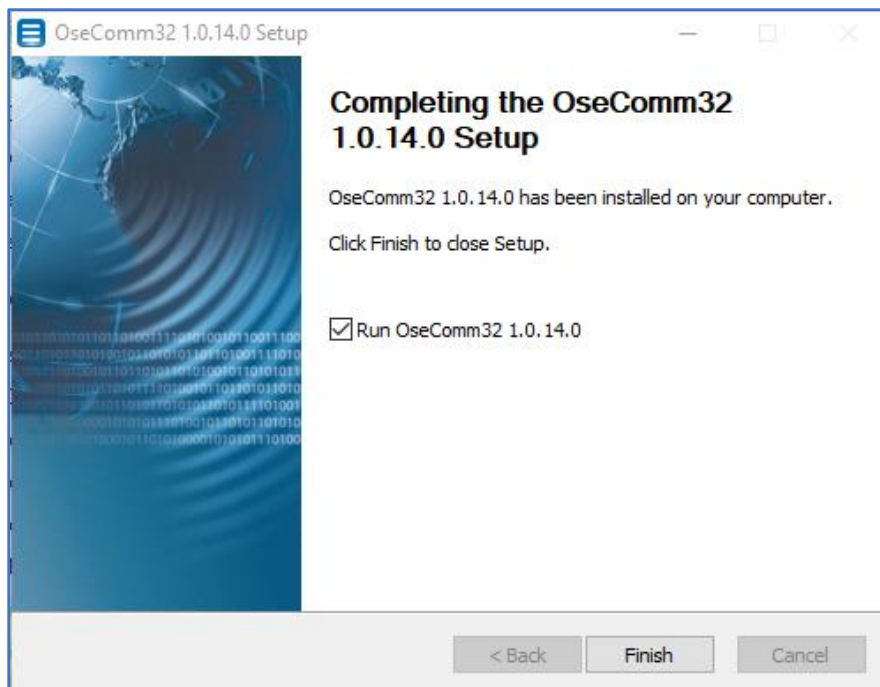
Note: During the installation, the installer will pre-populate the Destination Folder for the OseComm32 installation. The default for x64 systems is "C:\Program Files\Opticon\OseComm32".



- Toward the end of the installation, the system will ask if you want to create a shortcut on the desktop for easy use:



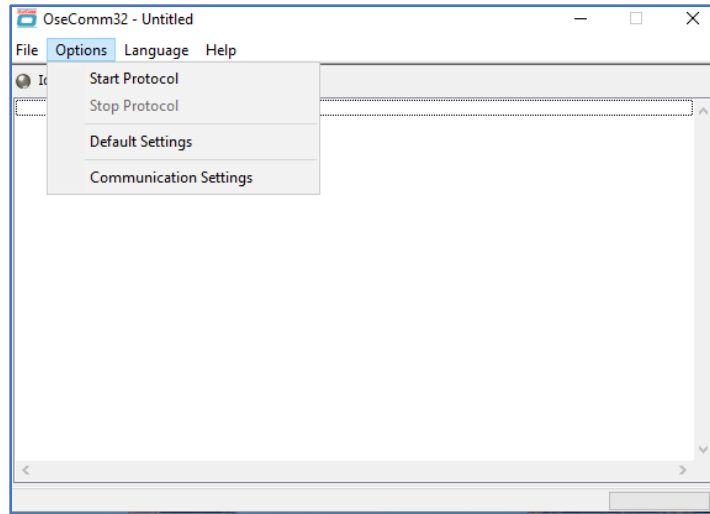
- The installer will indicate when the setup is complete. Click **Finish** to launch the OseComm32 application.



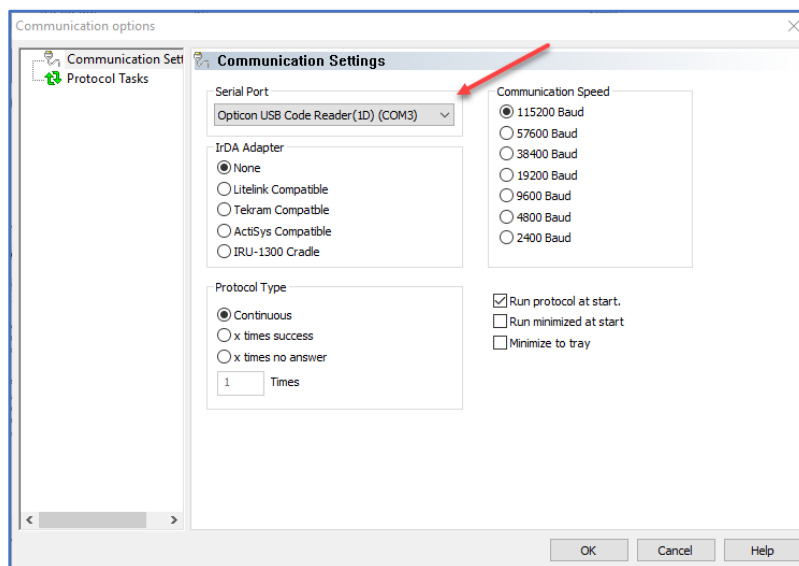
Communication Settings

The following steps are to run the OseComm32 Application and setup **Communication Settings** between OseComm32 and the OPH-3001 scanner.

1. Click on the **Options** menu and select **Stop Protocol** if it is available.
2. Navigate to **Options->Communications Settings**.



3. Set up the OseComm32 application to communicate with the OPH-3001. Identify the Serial Port your device is using (it will include "Opticon" in the name). Click **OK** to save.

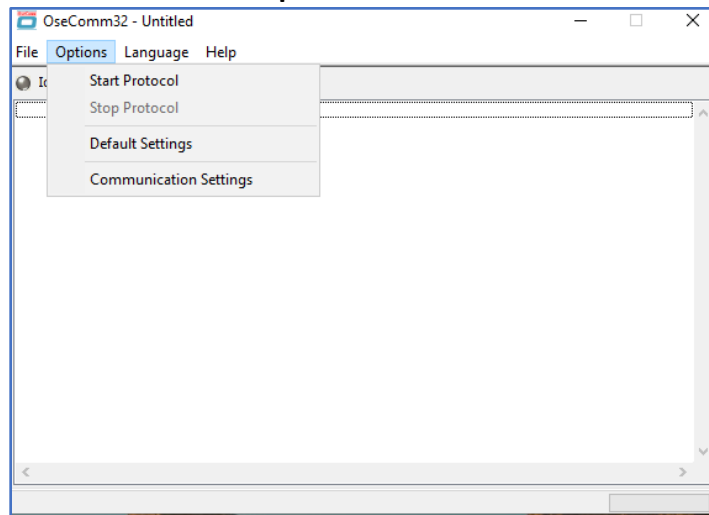


Protocol Tasks

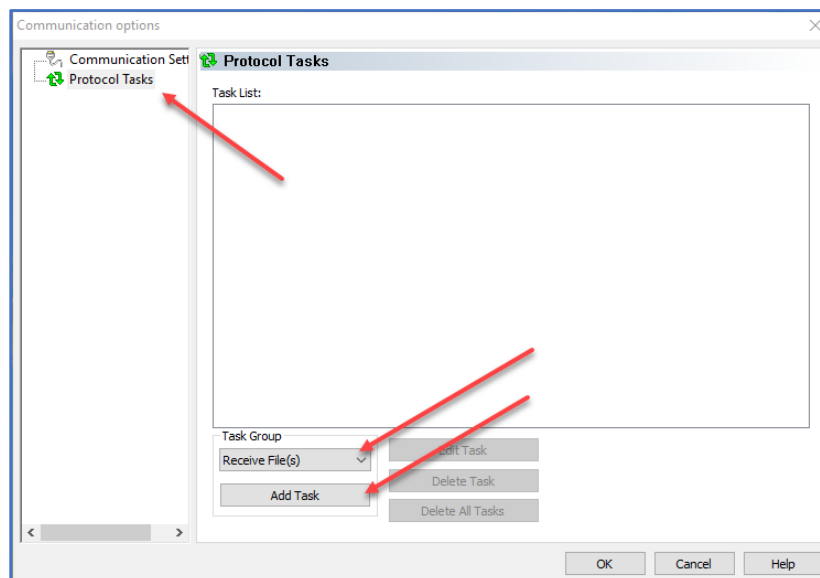
The following steps define how and where the OseComm32 application receives the files from the OPH-3001 scanner. Setting up of the Protocol Tasks can be done any time prior to uploading the scanned data. These Tasks can be edited or deleted in the future if needed.

Note: These settings must be defined for each workstation.

1. Click on the **Options** menu and select **Stop Protocol** if it is available.

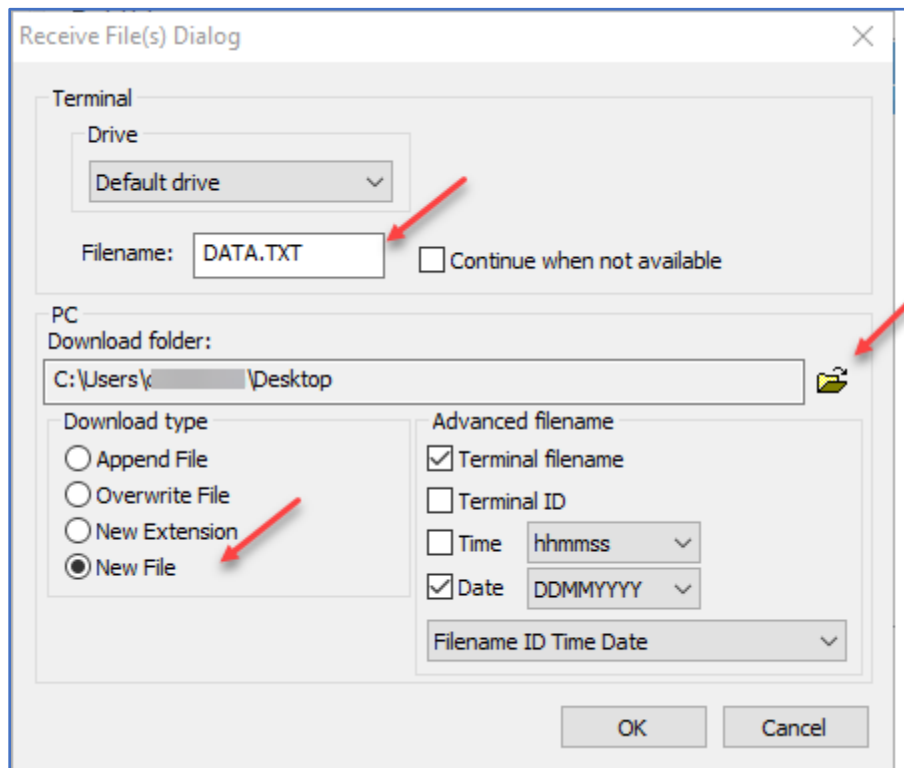


2. Navigate to **Options ->Communications Settings**.
3. Click on **Protocol Tasks**. This is where you set up your "Tasks" to retrieve the scanned barcodes and sort by date, etc. You can return to this screen to edit your tasks, add new tasks, and/or delete tasks.
4. Double click the existing Task if it is there, or if one does not exist:
 - a. Click on the drop down field and select **Receive File(s)**.
 - b. Click on **Add Task** button to move to your next selection screen.

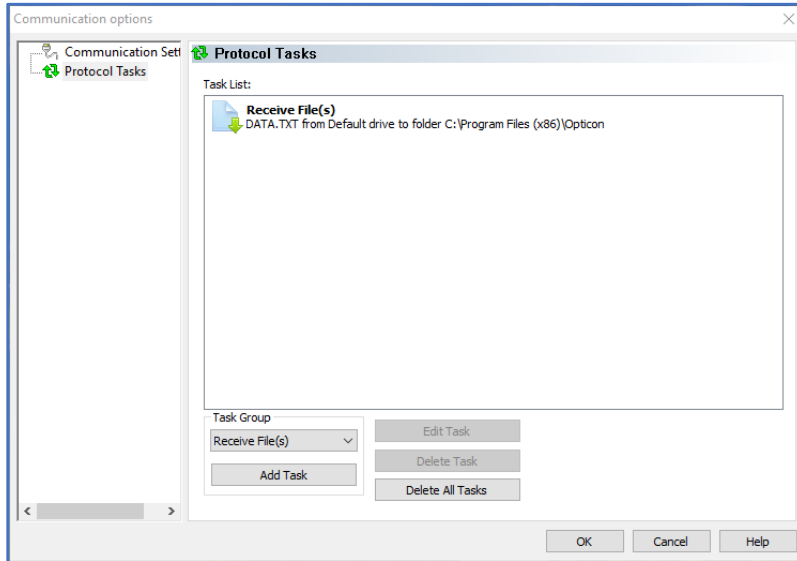


5. In the **Receive File(s) Dialog** Box:

- a. Ensure the **Drive** is set to **Default drive**.
- b. Ensure the **Filename** is set to **"DATA.TXT"**.
- c. Update the **Download Folder** to where the data file should be saved.
Note: A Network Drive cannot be selected.
- d. Update the **Download** type as needed (**New File** is recommended).
- e. Update the **Advance filename** as needed (**Filename ID Date Time** is recommended).
- f. Click **OK** to save.



- This task will appear in OseComm32 ready to use when importing scanned text files. By clicking **OK**, OseComm32 is now ready to receive the uploaded data from the scanner. You will need to open OseComm32 and run the Tasks each time you need to upload scanned barcodes.



STEP #3: Using the OPH-3001 SCANNER

1. Turn on the scanner by pressing the **power button**. Use the **up/down** to navigate to the **Scan Labels** screen. Use the **Scan/Enter** button to select the screen.



2. After pressing **Scan/Enter**, the next screen is ready to scan the barcode of the Location, Container, etc. The Location will always be the first barcode scanned.



- Once the location barcode is scanned, the location is set and is stated at the top of the following screen. From here, scan a barcode and it will represent the first barcode scanned at the specified location. All subsequent scans will be under this location until the location is changed.



- To change the location, click the **[ESC]** button and then **Scan/Enter** to scan the new location.



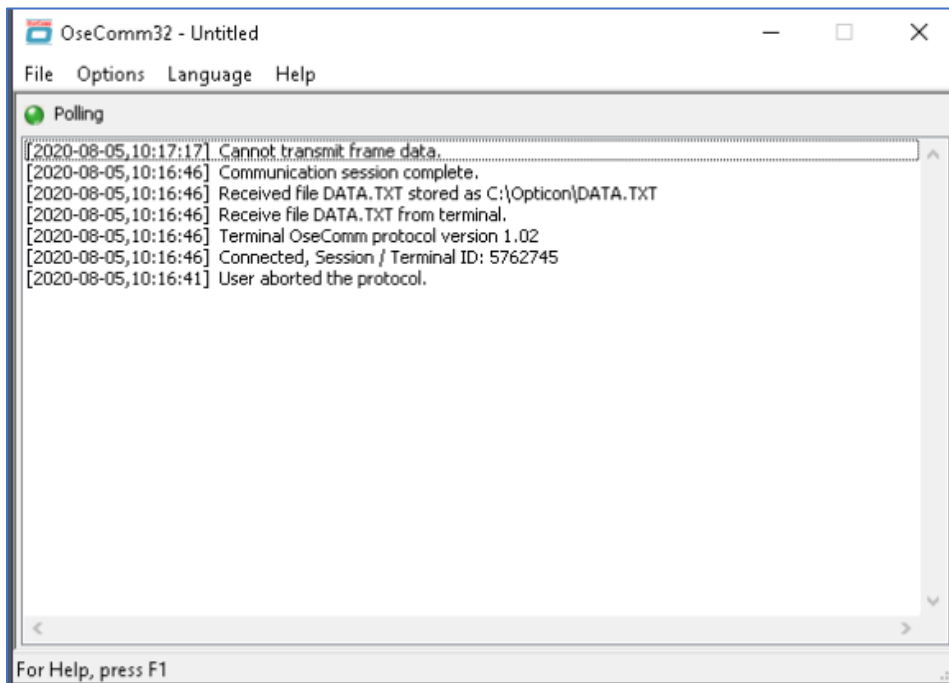
- When scanning is complete, press **[ESC]** twice. This will return the scanner back to the menu. Press the up/down buttons to find the **Download Data** screen. Your scanner is now ready to download data to your workstation.



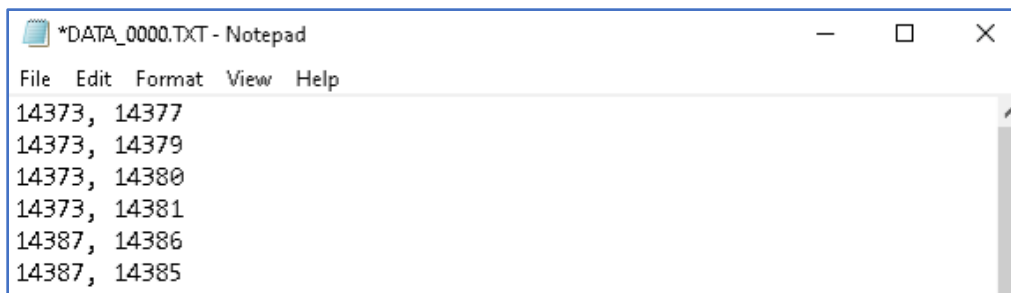
Downloading Data from Scanner to Workstation:

Once you have completed the barcode scanning, you will need to download the data to your workstation via OseComm32 and store it until you are ready to import into SIMS and run the **Barcode Inventory Transaction**.

1. Plug in the scanner to your computer via the USB cable. A light above the **OPTICON** logo on the device will indicate that it is connected.
2. Open OseComm32 on your workstation and ensure the **Communication Settings** and **Serial Port** are correct in OseComm32 by going to **Options -> Communication Settings**. The Serial Port dropdown should point to **Opticon USB Code Reader**.
3. Select the **Scan/Enter** button on the device. This begins the download process of the file containing the location(s) and barcodes in a '<location>, <barcode>' format.
4. In OseComm32, select **Options -> Start Protocol**. Once the data has been downloaded successfully from the device to the OseComm32 Application, the device will say **"Download Successful!"**. OseComm32 should provide a status log similar to below:



5. Locate the downloaded .TXT file on your computer in the file path that is listed in OseComm32.
Example: "Received file DATA.TXT stored as {filepath}." Open the file and it should appear as shown below. Save this file to a known location until you are ready to import into SIMS.

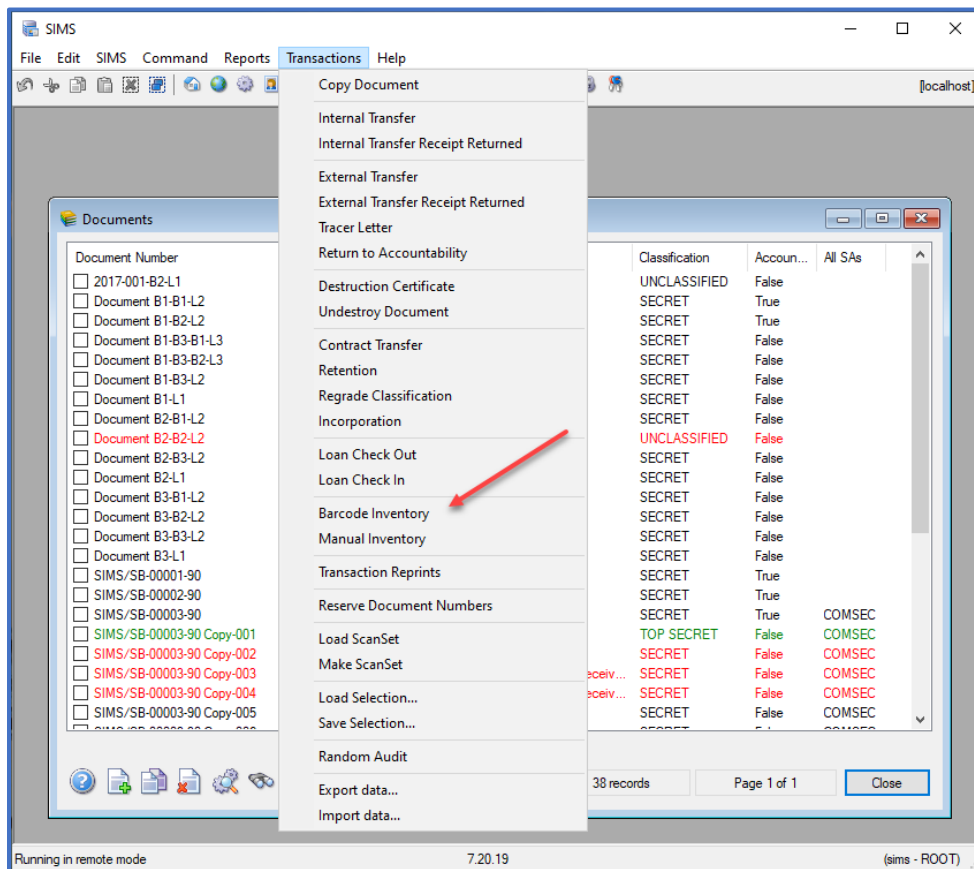


Importing Scanned Barcodes into SIMS

Once you have saved the .TXT file with your scanned codes, you can import them to prepare a Barcode Inventory Report in SIMS.

Completing the inventory in SIMS7 Client:

1. Select **Documents** or **IS -> Transactions -> Barcode Inventory** from the SIMS output list.



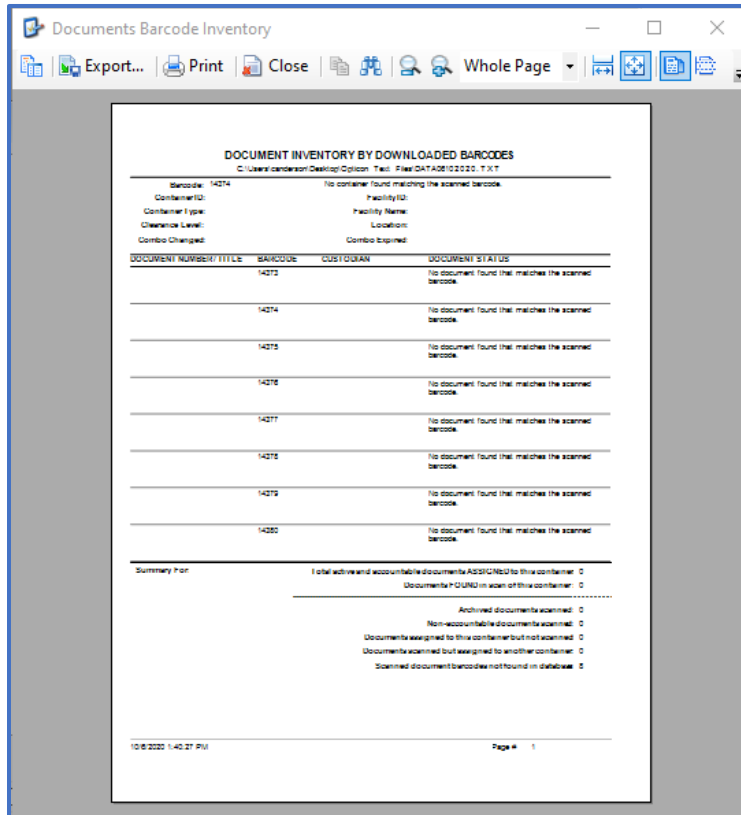
2. Select Source: File, then select your preferences to all available options on this screen to produce the report in the preferred format. Click **OK**.

The screenshot shows the 'Barcode Inventory' dialog box with the following settings:

- Source:** File, Barcode Scanner
- Scanner:** [Empty dropdown menu]
- Port:** [Empty dropdown menu]
- Options:**
 - Include Documents that are not marked Accountable
 - Print Exceptions Only
 - Show Exceptions in Red
 - Export List of Exceptions
 - Comma Separated, Tab Delimited
- Type of Barcode Data:** Container, Custodian
- Sort Containers By:** Container ID [dropdown menu]
- Sort Order:** Ascending, Descending
- Sort Documents By:** Document Number [dropdown menu]
- Sort Order:** Ascending, Descending
- Remarks:** [Empty text area]
- Buttons:** Cancel, OK

3. A File Explorer window will appear. Browse for the inventory file saved on your machine.

- Highlight the .TXT file containing the barcode data you want processed and click **OK**. The data will be downloaded, processed, and SIMS will display a report. To save this report before closing it, select Export, then select the desired report format and select OK. Choose the desired location on your machine and select Save.



ADDITIONAL FUNCTIONS for OPH-3001 Scanner

EDIT/CLEAR BARCODES: OPH-3001 SCANNER

1. Edit scanned barcodes by scrolling through the main menu using the up/down buttons until you come to **Scroll DBase** and press the **Scan/Enter** button to select.



- The screen will display the first Location and the first Barcode in that location and will scroll first-scanned to last-scanned. For example, Location 1 will start with Barcode 1 until all barcodes have been scrolled through for that location. Once the last barcode has been scrolled, it will move to Location 2, Barcode 1, and so on.



****Note: The Alt button shown above must be pressed and acts as a Shift button in order for the Fn1 and Fn2 buttons to function.***

- To delete, scroll to the barcode to be deleted and press **Fn1**. The scanner will confirm if you want to delete the barcode in the specified location on the screen. Press **Scan/Enter** to delete.

4. To Edit, press **Fn2**.



5. The scanner will display the Edit screen.



6. Press **1** if the location is to be edited or press **2** if the barcode is to be edited.

7. If you wish to edit the Location, the following screen will appear. Press **Scan/Enter** to scan or type a new location.



8. If you wish to edit the Barcode, the following screen will appear. Press **Scan/Enter** to scan or type a new barcode.



9. From the main menu use the arrow keys to scroll up or down to find the screen that says **Delete DBase** as shown below.



10. From the **Delete DBase** screen, press **Scan/Enter** and a confirmation screen will appear on the device. Press **Scan/Enter** to clear all locations and barcodes from Opticon device. The below message remains on the screen, but you can confirm the database has been deleted by scrolling to the **Scroll Dbase** menu option (it will say database is empty).

