

School Check IN ---- Scanners

Supported for Windows XP, Vista or MAC OSX (10.3 or higher) operating systems.

Student as well as Faculty & Staff may now check in/out by using a barcode scanner. Scanning is faster, more secure and more accurate. Generally any barcode scanner that reads a commonly used barcode will work. Common barcodes used in schools are: "code 3 of 9", and "code 128".

The Metrologic MS9520 Voyager (available from School Check IN - cost \$250 plus \$15 shipping) has been extensively tested and works right out of the box without any programming required. This scanner has an **Auto-Trigger**, which automatically reads the barcode when an ID card is passed underneath the scanner. This Metrologic scanner comes complete with a stand and is a USB device.

The computer and School Check IN see the scanner as just another input device (like a keyboard). When a scanner is configured to work with School Check IN, then School Check IN waits until a barcode is detected and read.

Using a scanner will eliminate many mouse clicks and picks for the user.

Using the Scanner

Faculty & Staff.

1. Faculty person slides his/her ID card with barcode under scanner.
2. Scanner reads barcode and passes the barcode information to School Check IN.
3. School Check IN accepts the input.
4. User enters password.
5. User clicks the DONE button.

The password requirement may be turned off. If this is turned off, then steps 4 and 5 are not required. School Check IN will then automatically check staff in or out.

NOTE: If the password requirement is turned off, a security risk may exist.

Students (Late/Tardy)

1. Student slides his/her student ID card with barcode under scanner.
2. Scanner reads barcode and passes the barcode information to School Check IN.
3. School Check IN accepts the input.
4. Student selects reason for being late (if excuse required option is selected).
5. Student Clicks the DONE button.
6. Student Late/Tardy Pass prints (if printing option is selected).

The late/tardy excuse and early dismissal excuse requirement may be turned off. If this is turned off, then steps 4 and 5 are not required. The pass will print automatically after scanning is done.

NOTE: For a barcode reader to work, each student and/or Faculty/Staff member must have an ID card with a barcode. The number used to create the barcode must be the same as the number associated with either the student and/or faculty/staff member used in School Check IN.

For example:

Students -- If the Student ID# is what the barcode on the student ID represents, then the student ID# must be exactly the same number assigned and used in School Check IN to identify the students. Each student **MUST HAVE** a unique student ID#.

Faculty & Staff -- If the Faculty/Staff ID# is what the barcode on the faculty/staff ID represents, then the faculty/staff ID# must be exactly the same number assigned and used in School Check IN to identify the faculty/staff person. Each faculty/staff person **MUST HAVE** a unique faculty/staff ID#. Generally, faculty/staff (employees), the social security number is used as the unique identifying number.

To Install & configure a scanner for use with School Check IN.

STUDENTS

1. Read and follow the scanner installation & setup instructions supplied with the scanner.
2. Power off the computer.
3. Plug the scanner into the USB port (or other appropriate port).
4. Power on the computer.
5. Start Windows or MAC operating system
6. Start School Check IN.
7. Access the **ADMIN** section.
8. Click the **Students** button
9. Click **YES "Use scanner for check in"**.
10. Click the blue **MAIN MENU** button.

Faculty & Staff

1. Read and follow the scanner installation & setup instructions supplied with the scanner.
2. Power off the computer.
3. Plug the scanner into the USB port (or other appropriate port).
4. Power on the computer.
5. Start Windows or MAC operating system
6. Start School Check IN.
7. Access the **ADMIN** section.
8. Click the **Faculty & Staff** button
9. Click **YES "Use Bar Code Reader for Faculty & Staff Check IN/OUT"**.
10. Click the blue **MAIN MENU** button.

Scanner should now function and read barcodes from the ID's. On occasion, the scanning angle and distance from barcode on card may need to be adjusted. Practice will make perfect.

Test if scanner is working on a Windows computer

1. Open the windows application Notepad.
2. Make Notepad the active application.
3. Scan barcode on ID.

The number representing the bar code should display in Notepad.

The barcode reader may also be checked to see if it is performing properly by accessing the System icon | Hardware | Device Manager | Intelligent Input Devices.