



## User Guide for PDT 8001 (CIPHER LAB)

Turn the power on by pressing down the **RED** key in lower right corner on device until you see Main Menu on the screen and then let up.

**If you order with different account numbers, follow these instructions to change the Customer Number:**

### Main Menu

Select 4. Utilities and press a blue key (Enter)

Select 2. Customer # and press a blue key (Enter)

Press the BS key to backspace **completely** through the number

Enter the **correct** customer account number

**CHECK TO MAKE SURE THE NUMBER IS CORRECT**

Press a blue key (Enter) to accept the number.

Press ESC to escape to the Main Menu

**NOTE: Always make sure that you are using the correct account number for the order that you are doing and that there are no extra numbers in the account number. If the account number is entered incorrectly, the order will not be processed!**

- 1. Update Item File** – Press “3” and press Enter (press either of the BLUE keys at the top of device), then press “2” Update Only and press Enter (blue key) Place machine in the cradle and press Enter. You will see Connecting and Version check and then numbered packets downloading. When finished updating, it will return to the Connect Menu. You may then press the ESC key and return to the Main Menu and begin your order.
- 2. Collect Data to Begin or Modify your Order**

Press “1” and hit Enter (press either of the BLUE keys at the top of device).

If part of an order is already in the machine, you will see on the screen, “Add to order or Delete & Replace”. If you wish to add to or modify the order press the ‘ESC’, if you want to delete the order and start on a new order pres the key that looks like this ‘- +\$’(It is located directly below the ‘ESC’ key).

Press YELLOW button to scan either a Southco shelf label or product UPC number (you can also enter the six digit Southco item via the numeric keyboard if you wish).

The item pack and description is displayed. Default quantity to order is one. Press Enter to order one (or just scan the next item) or enter a new quantity and press Enter (BLUE key).

If you scan a UPC and multiple pack sizes are available they will be displayed with the Southco item number and pack size. (You can press the “.” to see the item description). Highlight the item you want to order and press Enter. Example: you may see two item numbers and then a 4 digit quantity. The 4 digit quantity is the way the item is sold, as in 0001 is each and 0024 is a case of 24 and 0012 is a case of 12 or half case. Use the arrow keys to select the one you want and press enter. Then key the quantity you want and press Enter.

Note: If you scan a UPC number that is not on file you cannot order that item unless you know the Southco item number to order it by. Also, you may see this message: Item not found, and Blue Key = Accept. You can force an item number through by pressing the blue key (Enter). Then enter the number you want to order. Make sure that this item number is correct or you might be ordering a case when you only wanted one of the item.

If you need to change the amount that you want to order of the item, rescan the item or re-enter the item number and you will hear a double beep and see the item number and description and at the bottom, you will see Change Qty? Press enter (blue key) and if you don’t want the item, press 0 and enter, if you want to change the number that you want to order, press the new quantity and press enter (blue key).

### **3. Review**

Press “2” and hit Enter (either BLUE key at top of device)

In the lower left corner of the device the current item and the number of items (not total quantity) is displayed in the format 999/999. You can use the up and down arrows to roll thru the file. If you want to delete the item from the order press F9 (lower left hand corner and then the number 9). If you need to change the order quantity enter in the new quantity and press Enter.

### **4. Connect and Transfer Order**

Use option number “3” (Connect) to send the order to Southco.

Press “1” (Order Only) and hit Enter. Place unit in cradle and press Enter. The order will be transmitted to Southco and automatically deleted from the unit after it is transmitted. It will only delete the order after a successful transmission.

Check Option 2. ‘Review’ on the Main Menu. If item information is there, this means the order did not go through successfully and you need to resend the order.

It is recommended that you check 'Review' to be sure that the order went through successfully. If the order goes through successfully then you will get an **order confirmation number**. Write down the order confirmation number.

**Full Update** (Connect menu, Option #4) – **Only select this option if you call Southco first.** A technician at Southco must be contacted on the day of the update. Ask to speak to Ryan or Mary. The update will take around 15 – 20 minutes to complete. It will completely replace and update the item file in your hand-held unit. If you see the message “Item not found” when you scan current, non-discontinued items, then your unit should have a full update.

## Utilities

The only option you need to use on this menu is option number “1” delete your entire order. Use this if for some reason you want to purge your order and start over. The dash (-) key is located directly below the ESC key.

### Connection and Order Transfer Support

1(800) 969-3172

Ryan Eason – Ext. 338  
Mary Maston – Ext. 312  
Frank French – Ext. 339

Try these methods to resolve a connection error:

➔ If the hand-held CipherLAB unit screen changes immediately back to the Connect menu when attempting to transmit the order, the Cradle/modem may need to be reset.

**Reset Modem** – Unplug the black Electric cord from the back of the Cradle/modem (the black cradle that the handheld unit sits in). Wait ten (10) seconds or count to 10 and then plug the electric cord back into the Cradle/modem.

Try connecting again.

If you still cannot transmit the order, try the following steps:

➔ If the order transmission fails multiple times, the resume files may need to be cleared.

### Clear Resume –

1. With the power on, press the ESC button to return to the Main Menu
2. Press 4 or select 4. Utilities and press the blue button (Enter).
3. Press 4 or select 4. Transmit and press the blue button (Enter).
4. Press 5 or select 5. Clear Resume and press the blue button (Enter).
5. A message will display “This will delete all resume files causing recently failed downloads to restart. Continue? ESC = No and Dash = Yes” **Press the Dash button; this is below the ESC button on the left. It looks like this: - + \$ This will NOT delete your order.**
6. A message will display “Temporary resume files have been cleared. ESC = Continue. Press ESC three (3) times.
7. Try to connect again.

### Screen Lock-up:

If the hand-held unit does not respond when you press ESC, (if it stays on the same screen) Turn the power off by holding in the button with the red symbol on the bottom right corner. Then Turn the unit back on by pressing and holding the same button until you see Southco appear.

Please contact Southco if the order will not transmit after attempting these procedures.

1(800) 969-3172 Ryan Eason – Ext. 338 Mary Maston – Ext. 312 Frank French – Ext. 339