


Frequently Asked Questions
**Portable Attendance Bar Code Scanner
(CPT-711 Cipher Lab Scanner)**



Can I use the same cable to hook up the Attendance scanner as I do for my Fixed Assets scanner?

No. You must use the provided keyboard wedge cable connected between the keyboard cable and the keyboard plug on the back of your computer, or a USB Adapter.

Can I use the same scanner to scan Attendance that I use to mark Fixed Assets?

It is strongly recommended that you use two separate scanners. Only one program can be run on the scanner at one time, therefore a second scanner is recommended for marking Fixed Assets.

Can I use the scanner if I have not entered Classes and Individuals into ACS?

No. You will need to setup your classes in Attendance Setup and print the barcode sheets.

Can I use the Import feature on the Enter/Post Attendance screen?

Yes. If you have exported the data from the scanner into a text file, you can use the Import option to import the file to change your markings in Enter/Post Attendance.

When I try to import the information from the scanner into Attendance, the scanner says “connecting” but never imports the file.

You must have the scanner in the cradle and choose option 2 on the scanner menu. It will then import the data to Enter/Post Attendance.

After I import the data from the scanner, am I finished with the Import?

No. You will need to click on the Post option to make the markings permanent.

Do I have to delete the data from the scanner when prompted after importing the data?

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No. You can choose not to delete the data at that time to verify the information. To delete the information later:

1. On the scanner, select **3) Utilities**.
2. Select **3) Delete Data**.
3. Select **1) All Data**.
4. Select **1) Yes**.