

# Telxon Instructions

## ENTERING AN ORDER

1. To begin entering an order, press the ON/OFF key.
2. Select MENU by pressing the MENU key. ENTER DATA FOR PAGE1 Orders?
3. Press YES to enter your order.
4. Enter your six digit customer number and press ENTER, please do not enter a ROUTE number.
5. Enter or scan the six digit item number and press ENTER. Then enter a quantity and press ENTER. You have just completed entering in 1 item. Repeat procedure until you have finished with your order.
6. When finished entering the order, press END.
7. Press YES to end the order entry. If NO is pressed you will return to the last blank space.
8. Press NO for no message.
9. The order is complete.
10. To enter more than one order, repeat above. If no more orders press EXIT.

## REVIEWING AND MODIFYING AN ORDER

To review an order before it has been exited, use the REVIEW (A and C) or the other arrow keys to scroll through it. After an order has been exited, you must select MENU from the main display and press YES, then use the arrow keys.

Customer number, ship to number, item number and item quantity can be modified by using the ARROW keys to locate the desired number and pressing the MODIFY key.

To modify displays with two numbers, such as item number and quantity, press the MODIFY key once to

edit the first value, twice to edit the second value, and three times to restore original values.

## DELETING ITEMS

To delete an item from the order entirely, scroll through the order with the ARROW keys until the item number and quantity are on the screen. Press and hold the 'L' or '#' key, the machine will beep three times and advance to the next item. The previous number has been deleted.

## SEARCHING FOR AN ITEM

To search for an item that is stored in memory, press the SEARCH key and enter all or part of the item number, then press the ENTER key.

## SENDING AN ORDER

After an order is exited, it, and previous orders can be sent to our computer via a touch-tone telephone.

1. Select SEND from the main display. SEND DATA FOR PAGE1 Orders?
2. Press YES to send data for orders.
3. Dial dataline number 1-800-544-0812 or if Local 855-6786/855-6706. Connect the back of the Telxon unit to the telephone mouth piece to transmit orders. It should ring once or twice and you will hear a voice saying "Ready for transmission". Press YES to begin transmission.
4. The transmission can be heard through the ear piece of the telephone. When the transmission is finished you should hear

another voice saying "Transmission Successful" or "Transmission Failed". You will also get a call number. Write down call number and the total for delimiter one. Turn back on your Telxon and go back into page 1 and hit the "I" key and you will need to write down the total number of lines that you see. These two totals should be equal or at most one to two numbers off.

5. If failed please transmit again.
6. DO NOT ERASE the order until it is time to enter a new order. Just in case we have a problem with the computer.

## ERASING ORDERS FROM MEMORY

After an order is exited and sent, it, and all previous orders should be erased from memory to avoid transmitting duplicate orders.

1. Select ERASE from the main display.
2. Press YES to erase.
3. Press YES again to erase, or NO to abort the procedure.