

# Adding a Bar Code Scanner to Brickell Medical Office

## Directions for setting up your Symbol Scanner Model LS2208 with USB connector

Scan the following sequence directly from this page and in the same exact order.



**Set All Defaults**



**IBM PC/AT & IBM PC Compatibles<sup>1</sup>**



**Scan Options**



**<PREFIX> <DATA> <SUFFIX>**



**Enter**

# Adding a Bar Code Scanner to Brickell Medical Office



Scan Prefix



1



0



0



2

# Adding a Bar Code Scanner to Brickell Medical Office



Scan Suffix



1



0



0



3

**IMPORTANT:** When operating under Terminal Server, you must make the following change to the Remote Desktop on your workstations:

# Adding a Bar Code Scanner to Brickell Medical Office

- 1) Double-click on the Remote Desktop icon and without logging in and click the “Options” button.
- 2) Click “Local Resources”
- 3) In the “Keyboard” section, click the dropdown list and select “On the local computer” and click the “Connect” button.

**Note:** You must do this on all of your workstations that will be using bar code scanners.

From your Brickell software make sure you go to Server Setup and under the Bar Codes tab, enter a 2 for the bar code prefix and a 3 for the bar code suffix. Exit out of the Server Setup.

At this point you are ready to try out the scanner.

You will need to enter your bar codes and associate them to the proper Procedure Codes by selecting “Bar Codes” from the Codes menu.

If this sequence fails to work, simply try it again. Note: There’s no need to reset the scanner, just repeat this sequence.

## Setting up barcodes:

To associate a barcode to a procedure, simply click on “Codes” in the menubar and select Bar Codes.

- 1) Once the Bar Codes form appears you can enter a new bar code by typing in a number (letters or numbers can be used) or you can scan a UPC code from the product you will be selling. In any case, the idea is to enter a number that will become your bar code for this product you are selling.
- 2) Use the drop-down list in the “System Code Type” field and select “Procedure”. This is to currently support procedures, but also allow for the capability to support other system codes in the future.
- 3) In the “System Code” field, once the “System Code Type” has been set to “Procedure”, you can click the right mouse button to obtain a list of Procedure Codes to choose from.

# Adding a Bar Code Scanner to Brickell Medical Office

## **Printing Labels:**

### Printing 1 label at a time:

If you need to print a single bar code label, you can then select the code you want and click on the button with printer icon at the bottom of this form. This will print on a Dymo Labelwriter printer using their all-white file folder labels.

### Printing sheets of labels (for a given bar code):

There is also a “Print Sheet” button at the bottom of the Bar Code form that will print a sheet of the currently selected Bar Code. Once you click this button you will be asked for how many sheets to print. This feature relies on whatever you have defined as your default Label Type in the Server Setup section (under the “Reports” tab). (Choose: Avery 5160 or 5161). Or you can also choose Avery 6467 for smaller bar code labels from the Bar Codes form.

## **Printing Reports with Barcodes**

In the “Other Reports” section of the “Report Generator” you can select “List Procedures w/ Bar Codes”. This creates a list that shows the barcodes (using Code39 fonts), their values, and the procedures associated with them. In order for this report to work properly you must have the Free 3 to 9 barcode fonts installed on your system. For more information or assistance in installing these forms contact your Brickell Research representative.