Cipher Lab Portable Data Terminals
For Use By Customers

The instructions below pertain to using the Cipher Lab portable data terminal (models CPT-8020 and CPT-8021).

Note that the:
• BS (backspace) key can be pressed to correct typing errors.
• FN Alpha key can be pressed to enter capital and lowercase letters.

To enter an order:
1.   At the MAIN MENU screen, press 1 (ORDER).
2.   Press a blue key when the *This will start a new order. OK?* message appears (or the OPEN screen appears).
3.   If the ENTER ROUTE # screen appears:
     • Type a route number, and press a blue key, or
     • Press a blue key without entering a new route number.
        Users must enter *LABEL* for the route number when using the Cipher Lab unit to create a batch of retail shelf labels for printing.
4.   To add items to the order:
     • Type an item number, and press a blue key, or
     • Scan the item's barcode while pressing the yellow key.
5.   Type the order quantity. If scanning items, the order quantity will increase with repeated scans. If the item was previously entered, the new order quantity will be added to the current order quantity.
6.   Press a blue key.
7.   Press the ESC key when the order is complete.
8.   Press a blue key when the *Finished with order?* message appears.
9.   When the ENTER MESSAGE screen appears either press a blue key to add a message to the order, or press the ESC key to close the ENTER MESSAGE screen.
10. Press a blue key when the TOTAL COUNT screen appears.

To send all entered orders:
1.   At the MAIN MENU screen, press 3 (SEND DATA).
2.   Attach the unit's microphone to the telephone's mouthpiece and dial the telephone number before pressing a blue key.
3.   When the *Was transmission good?* message appears, press a blue key (for yes) or the ESC key (for no).
4.   If the *Retry?* message appears, press a blue key (for yes) or the ESC key (for no).

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To erase all entered orders:
1. At the MAIN MENU screen, press 4 (ERASE DATA).
2. Press a blue key (for yes) or the ESC key (to cancel) when the *Data will be erased Are you sure?* message appears.
3. If the *Warning Data files not sent!* message appears, press a blue key to delete the unsent files, or press the ESC key (to cancel).

To add items to an existing order:
1. At the MAIN MENU screen, press 1 (ORDER). The OPEN screen appears.
2. Press 2 (EXISTING ORDER). The ORDER LIST screen appears.
3. Press the up and down arrows to locate the order, and press a blue key.
4. To add items to the order:
    • Type an item number, and press a blue key, or
    • Scan the item's barcode while pressing the yellow key.
5. Type the order quantity. If scanning items, the order quantity will increase with repeated scans. If the item was previously entered, the new order quantity will be added to the current order quantity.
6. Press a blue key.
7. Press the ESC key when the order is complete.
8. Press a blue key when the *Finished with order?* message appears.
9. When the ENTER MESSAGE screen appears either press a blue key to add a message to the order, or press the ESC key to close the ENTER MESSAGE screen.
10. Press a blue key when the TOTAL COUNT screen appears.

To change the order quantity of an item:
1. At the MAIN MENU screen, press 2 (REVIEW/EDIT). The ORDER LIST screen appears.
2. Press the up and down arrows to locate the order, and press a blue key. The REVIEW/EDIT screen appears.
3. Press 1 (FIRST ITEM) or 2 (LAST ITEM) to open the order at the first or last item.
4. To locate the desired item, press the up and down arrows, or press 3 (Src), type the item's number and press a blue key.
5. Press 1 (Ed), type the order quantity, and press a blue key.
6. If no other changes are needed, press the ESC key.
7. Press a blue key when the TOTAL COUNT screen appears.

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To delete an item from an order:
1. At the MAIN MENU screen, press 2 (REVIEW/EDIT). The ORDER LIST screen appears.
2. Press the up and down arrows to locate the order, and press a blue key. The REVIEW/EDIT screen appears.
3. Press 1 (FIRST ITEM) or 2 (LAST ITEM) to open the order at the first or last item.
4. To locate the desired item, press the up and down arrows, or press 3 (Src), type the item's number and press a blue key.
5. Press 2 (Del) and press a blue key when the *Item will be deleted Are you sure?* Message appears. If the REVIEW HEADER screen appears, press the ESC key and a blue key to return to the MAIN MENU screen.
6. Press the ESC key to close the REVIEW screen.
7. Press a blue key when the TOTAL COUNT screen appears.

To change the message of an order:
1. At the MAIN MENU screen, press 2 (REVIEW/EDIT). The ORDER LIST screen appears.
2. Press the up and down arrows to locate the order, and press a blue key. The REVIEW/EDIT screen appears.
3. Press 4 (EDIT MESSAGE). The MESSAGE screen appears.
4. Type the new message, and press a blue key.
5. Press a blue key when the TOTAL COUNT screen appears.

To change the customer number or route number of an order:
1. At the MAIN MENU screen, press 2 (REVIEW/EDIT). The ORDER LIST screen appears.
2. Press the up and down arrows to locate the order, and press a blue key. The REVIEW/EDIT screen appears.
3. Press 3 (ORDER HEADER). The REVIEW HEADER screen appears.
4. Press 1 (Ed). The MODIFY HEADER screen appears.
5. If desired, type a new customer number.
6. Press a blue key.
7. If desired, type a new route number.
8. Press a blue key. The REVIEW HEADER screen appears.
9. Press the ESC key to close the REVIEW HEADER screen.
10. Press a blue key when the TOTAL COUNT screen appears.