

**CIPHERLAB 802X**  
**KEYPAD AND FUNCTIONS**



**NOTE-**

**WHEN SHIFTING FROM NUMERIC TO ALPHA MODE, THE BOTTOM RIGHT OF THE DISPLAY HAS AN ICON THAT DISPLAYS THE MODE THAT THE KEYPAD IS IN. A = UPPERCASE, a = LOWER CASE, F = SYMBOLS (NO ICON = NUMERIC)**

## **OPERATING INSTRUCTIONS**

Item numbers 2 – 4 pertain to units setup as SALES, CUSTOMER units begin start with number one, than skip to number four.

1. Select “Orders” from the Menu, if it is not highlighted use the up or down arrows to position over the desired function, then press either Blue button (functions as an ENTER key) or press the #1 key for ORDER.
2. Select which Page you wish to record in, if one or more orders already exist in the page, it will request open existing order or start a new one.
3. Enter the desired Customer number then press the Blue Enter key
4. Enter a desired Route number (if applicable) or press Blue Enter key to skip.
5. The next screen displayed is the Item number entry, scan (or manually enter) the barcode, if the same barcode is scanned repeatedly, it will automatically increment the quantity by one (for each scan). To record any given barcode, it is not necessary to press the Blue/Enter key, the next scan automatically records the previous barcode. When the last item is entered or scanned, you must press the Blue key to accept the last scan.
6. If large quantities are required, manually type the desired quantity and press the Blue Enter key.
7. If a barcode was scanned incorrectly and the Blue/Enter key or next barcode was not scanned, then you can press the ESC key and the screen will be cleared.
8. To review the last scan or any other previous scans, make sure the last item has been recorded (by pressing the Blue/Enter key). Then press the Up arrow and review backward through the items recorded, the down arrow will review items forward. When a given item needs to be modified, the #1 key will allow modifying the quantity, the #2 key will delete the complete item record, and the #3 key allows searching for a specific item recorded. The item number can be manually entered or scanned, if it was previously recorded, the screen will display the searched item, otherwise it will display “item not found”.
9. To exit back to the menu from a blank item screen, press the ESC key.
10. When you confirm “Finished With Order”, the next prompt is to send a message. To ignore the message, press the ESC key. To type in a message press the Blue Enter key.
11. Menu selection Review/Edit allows re-entry into the recorded data for editing purposes. The operation is identical to the functions as described in #4 listed above.
12. To transmit data select menu item 3 and follow the screen instructions.
13. To erase data select menu item 4 and follow the screen instructions.

**FOR ANY FURTHER INFORMATION CONTACT:**

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