OPTICON SCANNER
HOW TO SYNC AND SCAN

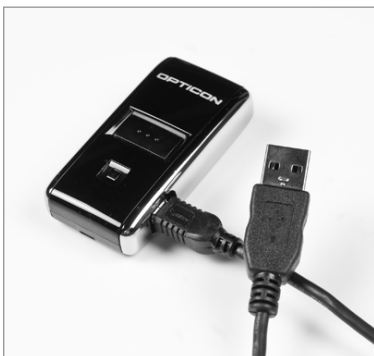## SCANNER DIAGRAM

The operations shown here will be described in greater detail in the following pages.

Charge indicator bar

Press to scan barcodes

To clear scanner, press and hold for 7 seconds (wait for beep)

CHARGING

Charge the scanner by plugging it into a USB port on your computer using the supplied mini USB cable.

Green = Charged

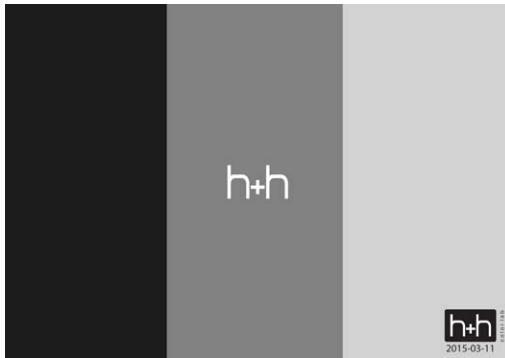Red = Needs to be charged or currently charging

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SET UP TO SCAN

This sequence of steps will prepare you to begin scanning with your Opticon.

Set up camera, lights, and background. Meter your lights for proper exposure.

Perform a custom white balance.

Photograph exposure target to check for proper exposure.

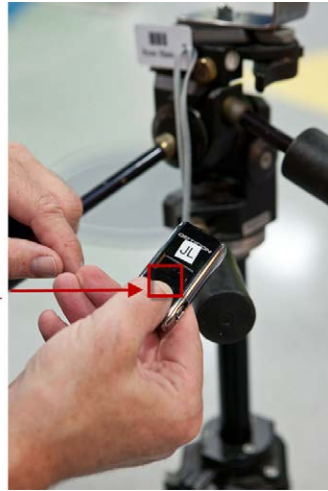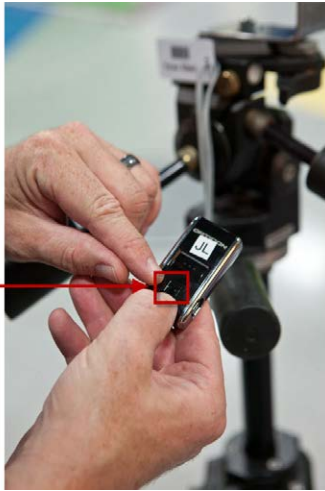Check the exposure target image's histogram to confirm proper exposure.

Format your media card.

SYNCHRONIZING SCANNER AND CAMERA

1. Hold down the small recessed button (A) until it beeps (approximately 7 seconds).

2. Have an assistant hold the start slate.

3. Focus the camera on the start slate.

4. Scan sync the slate barcode by pressing the large button.

5. Immediately take a photograph of the start slate.

There are two steps for each sync:

1. Sync scan the barcode.
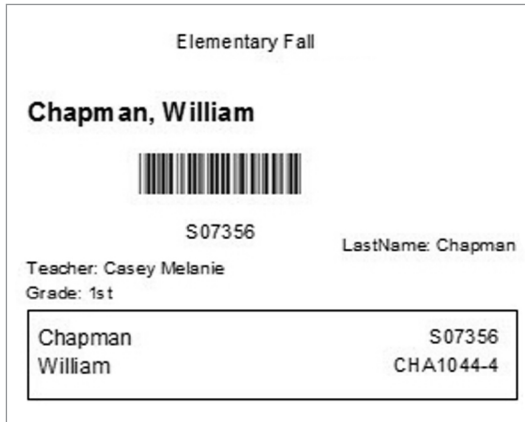
2. Take the photograph.

SCANNING BARCODES

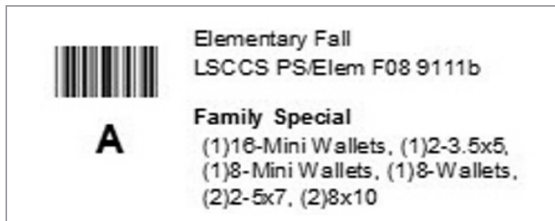All scanning must be done by the photographer. Any variation may cause timing problems between the scan and the photograph that belongs to the scan.

Elementary Fall

Chapman, William

S07356

Teacher: Casey Melanie
Grade: 1st

LastName: Chapman

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| William | CHA1044-4 |

1. Scan the subject ID barcode on the camera card.

Elementary Fall
LSCCS PS/Elem F08 9111b

A Family Special
(1)16-Mini Wallets, (1)2-3.5x5,
(1)8-Mini Wallets, (1)8-Wallets,
(2)2-5x7, (2)8x10

2. Scan the package barcode for package identification.

3. Photograph the subject.

Repeat these steps for each subject by scanning the subject ID barcode on their camera card, the package barcode(s) for the package(s) they are purchasing, then photograph the subject.