

# Scanning Know-How

## Get Ready

When you are ready to start adding items to your Registry, your Registry Consultant will hand you a scanner. And perhaps you'll want to familiarize yourself with our instructions below so your scanning goes smoothly.

## Stroll our Aisles

Walk through our store and browse our wide product selection. Take your time and feel free to ask our associates questions. Be sure to look at the New Parents' Checklist and our Quick Start Registry for ideas.

## Start Scanning!

### When You Want an Item:

- Locate the item's UPC bar code. Find it on the package, on the shelf label or the self-service ticket.
- Aim the beam to cover the entire bar code.
- Press and hold the trigger on the scanner.
- Listen for the beep or watch for the green light to flash.
- Release the trigger... and your choice is made! It's that easy!

(Please note: Confirmation of your selection will appear on the scanner screen. If it is not shown on the screen, try scanning again.)

### To Register for Multiple Quantities of an Item:

- Simply scan the item multiple times. For example, if you want 6 of the same bottle, simply scan the bottle six times. (The screen will display a single scan, and your registry printout will summarize your requested number.)

### To Delete an Item:

- To delete the LAST ITEM that you scanned, simply scan the "Delete" UPC bar code displayed on the right. (The last item you scanned will appear on the top of your scanner screen.)
- To delete a PREVIOUSLY SCANNED ITEM, simply rescan the item you want to delete, then scan the "Delete" UPC bar code shown above.
- Your Registry Consultant can also assist you with deleting an item.



### When Scanning is complete:

- Return the scanner to the Registry Desk where your selections will be uploaded to the computer.
- Review the printout of your registry list.
- Stop in at any time to update your registry - or update your registry online.

## Have Scanning Questions? Get Your Answers Here!

### How do I turn the scanner back on?

- If the scanner turns itself off (to conserve batteries), simply press the trigger once to restart the scanner, or press the PWR (power) button once.

### Why does the item I scanned display on the screen as "Discontinued" or "Item Discontinued?"

- We don't want to disappoint you... so we won't allow you to register for items that may not be available for your friends and family to purchase in the future.

### Why did the scanner beep twice and read "Low Inventory Item" or "Low Inv?"

- If inventory is currently low, this message appears. If you still want this item, please scan again. Consider buying it now, if it's an item you can't live without!

### How do I delete some of the items I've chosen?

- To delete the LAST item you scanned, simply scan the "delete" UPC bar code shown above.
- To delete a PREVIOUSLY scanned item, re-scan the item you want to delete, then scan the "delete" UPC barcode shown above.