Vision Computer Programming Services, Inc.
801 2nd Street, Suite A   Safety Harbor, FL 34695
888-425-6964   email@visioncps.com   www.visioncps.com

How to Setup the Bar Code Font and Scanner

The Bar Code Scanner you received is a plug and play type of hardware. Follow the steps below to install your Bar Code Font and Bar Code Scanner:

BAR CODE FONT
1. The installation of the Member Tracking System will automatically install the 3of9 barcode font that is needed to create ID cards for your members, staff and volunteers

BAR CODE SCANNER
2. The scanner should be put together according to the instructions in the box
3. Plug the scanner into a USB port on your computer
4. Your computer will automatically recognize that new hardware has been installed and you should hear a short beep indicating that the scanner has been recognized by the computer
5. Test the scanner by opening a blank document in MS Word or Notepad and scan anything with a barcode
6. Hold the barcode approximately 4 to 6 inches away from the scanner and you will see a red line
7. Line up the barcode with the red line, you will hear a beep and see a number in your document
8. Close the document and open the Member Tracking System
9. Create and print your ID Cards
10. Schedule your Activities from the Main Menu, close Activities when this is done
11. Open Quick Entry from the Main Menu, click Yes if the Date and Time are correct
12. Begin scanning your members for General Attendance or any other activities you have setup

NOTE: Minimum Hardware Requirements are:

- Modern computer capable of running Windows 7 or Higher (Intel is preferred)
- Minimum 4 GIG RAM memory
- 10 GB available on the Hard drive
- Windows 7 or higher with all Service Packs installed
- Microsoft Access **2010, 2013, 2016 (32 Bit)** with all Service Packs installed
- Microsoft Word **2010, 2013, 2016 (32 Bit)** with all Service Packs installed
- **ALL Microsoft Service Packs for Windows and Office are REQUIRED**