

shelby

v.5

User Guide

Godex GS220 Barcode Scanner



Updated: 6/21/2012

©2012 Shelby Systems, Inc. All Rights Reserved

Other brand and product names are trademarks or registered trademarks of the respective holders.

Overview

The Godex GS220 barcode scanner is a hand-held laser barcode scanner designed to facilitate Check-In and attendance processing. Scanning barcodes allows you to quickly check in individuals without having to manually enter phone numbers or name IDs. In addition, scanning barcodes on rolls allows you to speed up your attendance processing.

Benefits

- Quickly check in individuals by scanning barcodes from labels or ID badges.
- Scan Attendance Rolls to quickly enter weekly attendance.
- Equipped with world-class laser technology for fast and accurate barcode scanning.
- Reads all popular standard 1D barcodes meeting most application requirements.
- Ergonomic trigger and handle design decrease fatigue from continuous operation.
- Rubberized contact points protect the GS220 from drops and shock.

What is Included

When you purchase the Godex GS220 barcode scanner, you will receive the scanner hardware and the configuration sheet necessary to make it work with Shelby v.5.

From Godex

You will receive a package containing:

- Scanner
- USB Connection Cable
- Quick Start Guide
- Configuration Instructions

From Shelby Systems, Inc.

You will receive an email containing:

- A link to the GS220 User Guide (this document).

Setup Overview

The installation and configuration of the Godex GS220 barcode scanner is a simple two step process.

1. Connect USB Cable from scanner to Shelby v.5 workstation.
2. Configure scanner using Configuration Instructions.

The scanner will automatically function in Windows, needing no additional drivers.

Part 1: Connect USB Cable from Scanner to Shelby v.5 Workstation

Connect the USB cable that came with the Godex GS220 scanner to the device (as illustrated in the Quick Start guide). Plug the other end of the USB cable into your workstation. The drivers for the barcode scanner will install automatically.

Part 2: Configure Scanner using Configuration Instructions

Locate the Configuration Instructions that came in the box with your scanner. For your convenience, these instructions are also on page 8 of this document. Once you have these instructions ready, follow these steps:

1. Scan the **Enable Carriage Return** barcode.
2. Scan the **Enable Tab Suffix** barcode.
3. Configure the minimum symbol length.
 - a. Scan the **Enter/Exit Configure Mode** barcode.
 - b. Scan the **Minimum Symbol Length** barcode.
 - c. Scan the **Code Bytes** barcodes in order: **0,0,1**.
 - d. Scan the second **Enter/Exit Configure Mode** barcode.

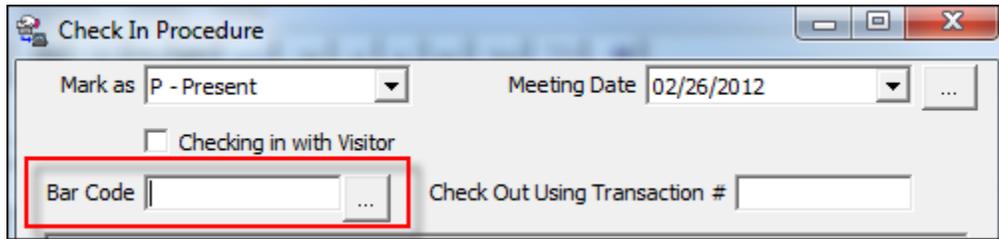
At this point your scanner is set up and ready to use.

Using the Godex GS220 Barcode Scanner in Shelby v.5 Check-In

The Godex GS220 barcode scanner can be used for both manned and unmanned Check-In modes. This enables your organization to swiftly process individuals when checking in and out.

Using the Godex GS220 in Manned Mode

When you click the **Check In Procedure** link on the Check-In Home Base screen, you are in manned mode until you click another mode of operation. Using the Godex GS220 barcode scanner, the attendant simply scans the individual's barcode. The individual can present his or her ID card, or the station attendant can scan the barcode from a Shelby v.5 report that contains barcodes, such as an Attendance Roll.



Check In Procedure

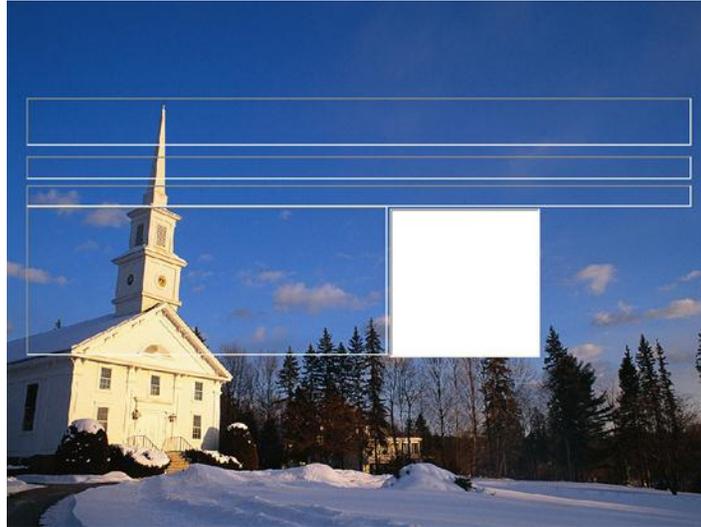
Mark as P - Present Meeting Date 02/26/2012

Checking in with Visitor

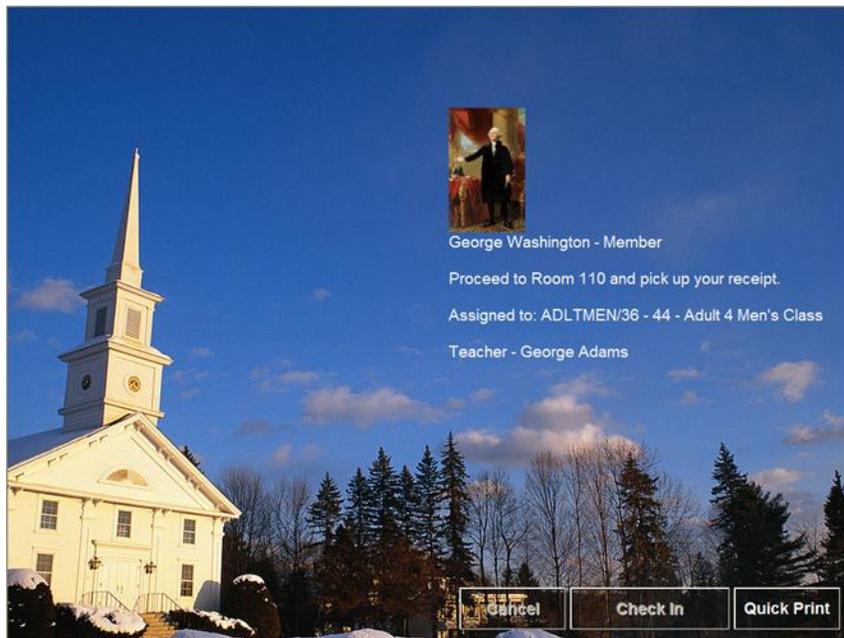
Bar Code [] Check Out Using Transaction # []

Using the Godex GS220 in Unmanned Mode

To use this mode, click on the **Check In Procedure** link on the Check-In Home Base screen. Then, click the **Unmanned Operation** button. The screen will look similar to the illustration below, although your background will be plain unless you specify a background image in the Preferences utility.



While on this screen, attendees can check in by scanning the barcode on their ID cards. The screen will then display the check in message and the attendees are on their way.



Using the Godex GS220 Barcode Scanner in Shelby v.5 Attendance

The Godex GS220 barcode scanner can be used to facilitate quick entering of attendance data. On the **Attendance Entry** screen, click the **By Name ID #** tab. With the cursor in the **Name ID #** field, you can begin scanning Attendance Roll barcodes.

Attendance - [Attendance Entry]

File Edit Records Reports Utility Help

Sunday School

Mark as P - Present Meeting Date: 2/26/2012

ID ADLTMEN : 36 - 44 Enrolled: 19

ID Descr. Class:Adult 4 Men's Class -- Department:ADLTMEN Members Present: 1

Visitors Present: 0

1. By Name 2. By Name ID # 3. Statistics

Name ID # Import Scanned Attendance

Mark as	ID	Name
P	36 - 44	Washington, Pres George (#371)

Configuration Instructions

To Configure the Godex GS220:

1. Enable Carriage Return



2. Enable Tab Suffix



3. Set Minimum Symbol Length to 1.

- a) Scan Enter/Exit Configure Mode



- b) Scan Minimum Symbol Length



- c) Scan the following Code Bytes: 0, 0, 1



- d) Scan Enter/Exit Configure Mode



Additional Links

Click [this link](#) to access a helpful Check-In Quick Reference Guide.

Contact Us

We want to hear from you!

Sales	(800) 877-0222	sales@shelbyinc.com
Support	(888) My-Shelby	v5support@shelbyinc.com
Customer Service	(901) 757-2372	customerservice@shelbyinc.com
Training	(800) 654-1605	training@shelbyinc.com
Workshops	(800) 654-1605	workshops@shelbyinc.com