Kiosk Scanner - Setup Instructions

The scanner setup instructions walks you through the preparation of everything you need to start using the Accushield scanner. To watch the video version of these setup instructions, go to www.accushield.com/scanner-installation. To learn more about the mobile app and scanner, see the Kiosk Scanner FAQs article in the Accushield Knowledge Base (*https://accushield.freshdesk.com*)

The following are the items that shipped in the scanner box that your received:
- Scanner
- USB-Ethernet cable
- USB-USB Micro adapter

See the instructions below for setting up your scanner.

PREPARE YOUR KIOSK, PRINTER, and THERMOMETER

Before setting up the scanner, be sure that your kiosk, printer, and thermometer are all setup and fully operational. See the articles listed below in the Accushield Knowledge Base at accushield.freshdesk.com/support/home for instructions to setup if needed:

1. For kiosk and printer set up instructions read the New Kiosk Setup Instructions article
2. For thermometer set up instructions read the Thermometer Installation article

UPDATE DASHBOARD SETTINGS

1. Add Employee Mobile Phone Number

Any staff in your community using the mobile app and scanner for signing in must have a valid mobile phone number listed in their Dashboard account. See the steps below to update an existing staff member or read the Creating New Staff Members in the Dashboard article in the Accushield Knowledge Base for full instructions on adding staff.

   a. Log into your Dashboard at dashboard.accushield.com

   b. Under the 'Staff' tab, click 'Staff Member Accounts' then click the edit icon to the far right of an employee name
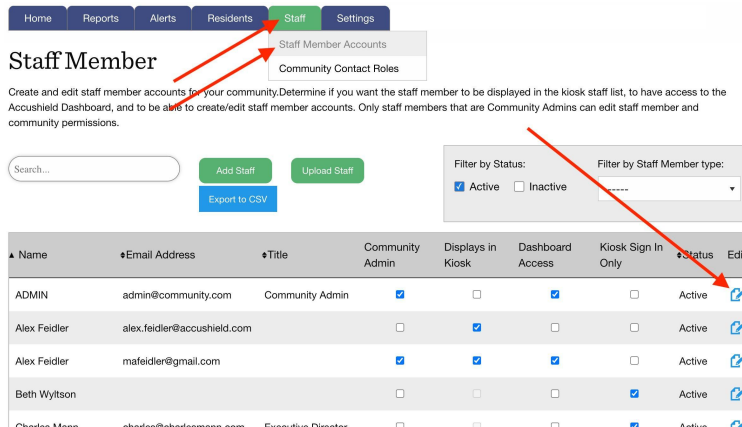
c. Enter a valid mobile phone number for the employee and click 'Update'
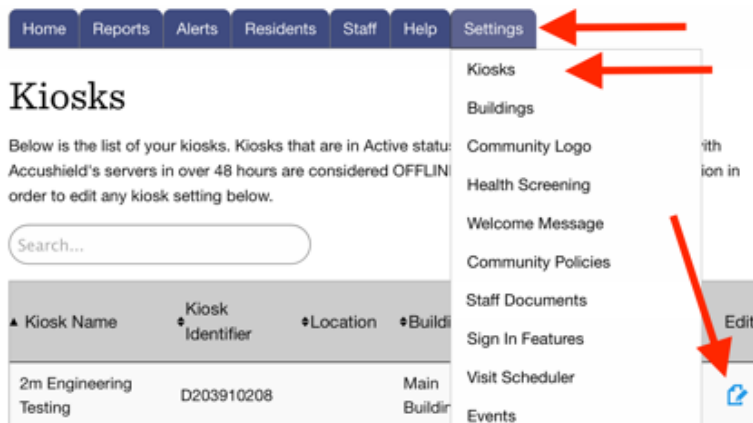

d. Restart your kiosk by tapping 5 times on the Accushield logo and tap 'Restart App' when the settings page appears on the screen
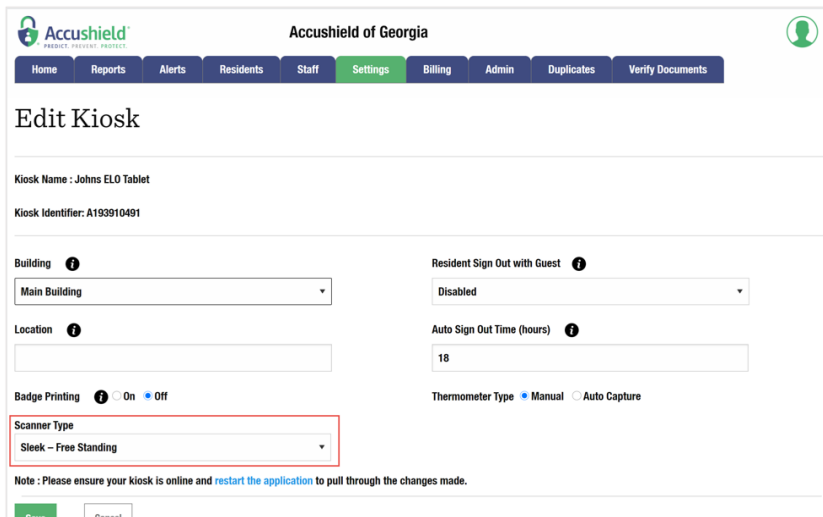
2. Select Scanner Type
   a. Under the 'Settings' tab, click 'Kiosks' then click the edit icon to the far right of kiosk

b. Under 'Scanner Type', select 'Sleek - Free Standing' and then click save

For additional support, contact us at communitysupport@accushield.com or call 800-478-5085, ext. 202.

*NOTE: If you do not see the edit icon in the kiosk list, then you do not have Community Admin permissions. Go to the '**Staff**' tab and select '**Staff Member Accounts**'.   Find your Community Admin(s) and ask them to change the '**Scanner Type**'*

SETTING UP YOUR KIOSK SCANNER

1. Connect Your Scanner
   a. Tilt the scanner forward to expose the ethernet port located on the lower back side of the scanner

   b. Insert the ethernet end of the cable into the port on the lower back of the scanner. Be sure that locking tab on the cable is facing down

   c. Insert the male USB end of the cable into the female USB end of the adapter.

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d. If needed, remove 1 of the 2 port covers located on the left and right backside of your tablet to expose the micro USB ports. Insert the micro USB cable into the left or right micro USB port. Once the scanner is plugged in, you will hear 3 ascending beeps and red light will appear on the top of the scanner..

e. If you get a screen pop up on the kiosk that says, "allow the app to access the USB device", check the box to "use by default for this USB device" and then select **OK**
f. Return the kiosk, printer, and scanner back in position for use.

2. Initializing the Scanner

a. To activate the scanner, scan the barcode pictured below. This is a one time setup.

3. Setting Scanner Volume

a. To silence the audible beeps that chirp when the scanner is powered, scan the barcode pictured below.
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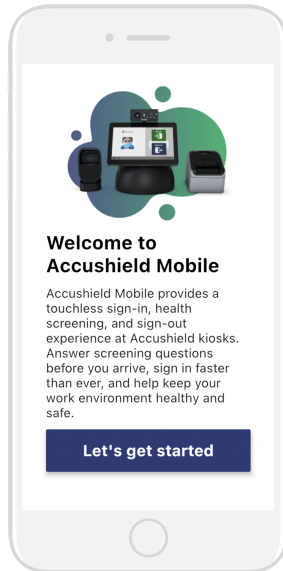
Suppress Power Up Beeps

b. To adjust the in use volume of the scanner, scan the barcode pictured below.
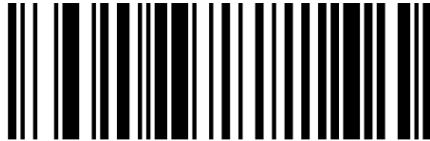
Low Volume

DOWNLOAD THE MOBILE APP

1. On your mobile device, go to the Apple Store or the Google Play Store and search for Accushield Mobile.
2. Download the app, open, and follow the prompts.

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