

Set Up Your Barcode Scanner

| Point, beep, and the right item lands on the ticket.

Step-by-step walkthrough ~4 min read Companion to the 6:22 video

Your scanner is the one piece of counter gear that needs a short, one-time setup before it can talk to Rundoo. It is really two small jobs: pair the scanner to its base, then teach it how to hand a barcode to Rundoo. Take your time here, because getting it right once saves you a headache at the counter later. Do it now and it is done for good.

WHAT YOU'RE SETTING UP

Meet the scanner

Rundoo's recommended scanner is the **Zebra DS2278**, a handheld that reads both the older striped barcodes and the square QR-style codes. It comes with a small base, called the **cradle**, that the scanner sits in. Any reputable scanner works as long as it can wrap each scan the way we set up below, but the steps here follow the DS2278 your guide most likely shipped you.



The Zebra DS2278, Rundoo's recommended scanner. It sits in a cradle that plugs into your computer.

DO THIS

Set up the scanner, step by step

1

Plug the cradle into your computer

Start with the cradle, that little base the scanner sits in. Plug its USB cable into any **USB** port on the computer that will use this scanner, on the side or the back of the machine. That powers everything on.

2

Job one: pair the scanner to its cradle

Pick up the scanner, point it at the small **QR code printed on the cradle**, and pull the trigger. One short beep means they are paired. Set the scanner back on the cradle for about three seconds to let it sync, and job one is done.

3

Job two: print the config sheet

Now teach the scanner how to hand a barcode to Rundoo. Your Rundoo guide sends you a one-page **DS2278 config sheet**. Print it out on paper first. Do not scan it off your screen, because scanners read screens unreliably, and this trips up more people than anything else in the whole setup.

4

Scan the QR code at the top of the sheet

With the sheet printed, point the scanner at the QR code at the top of the page and pull the trigger. You will hear a beep and the scanner is now programmed. You can scan that code anywhere, it is programming the scanner, not entering data, so you do not need Rundoo open for this part.

Here is what that code does: it tells the scanner to wrap every barcode in a vertical bar, a **I** pipe, on each side. That wrapper is the secret handshake. It is how Rundoo knows a scan is a scan and not somebody typing.

5

Confirm the wrap in a plain text box

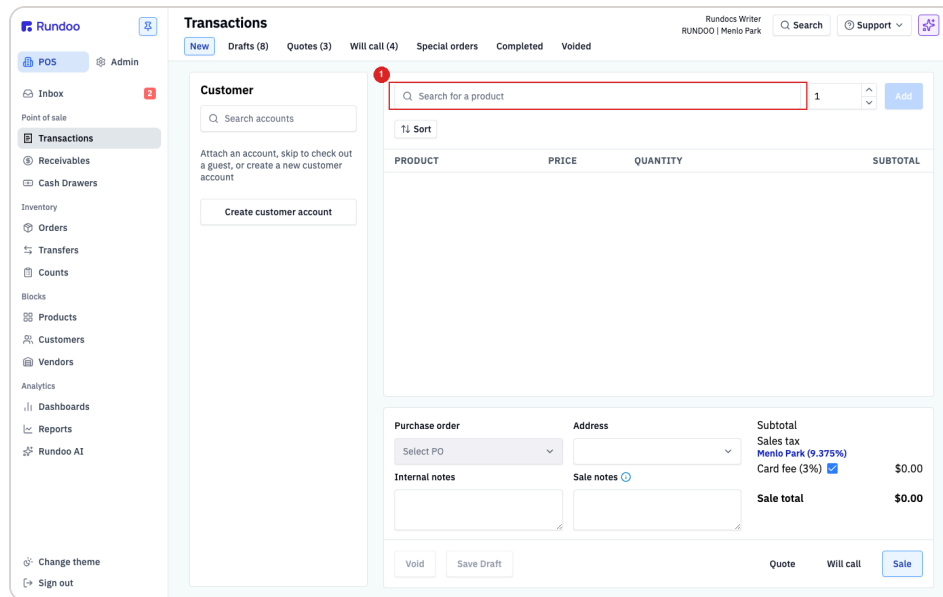
Prove it took before you rely on it. Click into any plain text box that is not Rundoo, a Notepad window or your browser's address bar, and scan any label nearby. You want the number to come out wrapped, like **I0123456789I**, with a bar on each side.

If you see just the bare number with no bars, the sheet did not take. Reprint it and scan the QR code again.

6

Test it in Rundoo

Now the real test. Go to **Point of Sale**, open the **Transactions** tab, and land on the **New** tab, which is the new-sale screen. Click anywhere in the open cart area, and here is the catch, click *outside* the **Search for a product** bar. Then scan a product that is already in your system. It drops straight onto the ticket.



POS > Transactions > New: click in the cart area, outside the Search for a product bar, then scan.

IF A SCAN DOESN'T FIND THE PRODUCT

Attach the barcode once

If you scan an item and Rundoo does not recognize it, that barcode number just isn't attached to the product yet, so Rundoo treats the scan as a brand-new item. Attach it once and it works from then on: open the product, go to its **Settings** tab, click into the **Additional IDs** field, and scan the barcode. The number populates. Click **Save**.

The screenshot shows the Rundo POS interface. On the left is a sidebar with navigation options like POS, Admin, Inbox, Transactions, Receivables, Cash Drawers, Inventory, Orders, Transfers, Counts, Blocks, Products, Customers, Vendors, Analytics, Dashboards, Reports, and Rundoo AI. The main area is titled 'Products' and shows details for 'REGAL SELECT MATTE -BASE 2'. Under 'Product Information', there are fields for 'Primary ID' (05482X-001) and 'Additional IDs optional'. The 'Additional IDs' field is highlighted with a red box and a red '2' icon, indicating where to scan a barcode. Below the fields are 'Cancel' and 'Save' buttons.

Inventory > the product > Settings: scan into the Additional IDs field, then Save, to attach a barcode.

KEEP IT HANDY

At a glance

THE TWO JOBS

Pair, then teach

Pair to the cradle, then scan the config sheet.

THE WRAP

I0123456789I

Every good scan comes out inside pipes.

CONFIG SHEET

Print it, then scan the QR

Print on paper. Never scan it off a screen.

WHERE TO SCAN

The cart area

Click outside the Search for a product bar first.

Good to know

- Scan the same item twice and you will not get a second line. The **quantity** ticks up instead, one, two, three, and the line flashes yellow with each beep.
- Already own a scanner? Most work. Any scanner you can set to wrap each scan in a bar on both sides is fine. If it is not the model on your sheet, ask your guide for that model's config sheet before you give up on it.
- You are working in your **practice store**, so scan a few things and get a feel for it. None of it touches your real inventory.

