

Provider and Clinic Staff	Date:	July 2017
AMB	Version:	1

Ambulatory MAR Barcode Scanner

This job aid shows how to use, troubleshoot, and clean a barcode scanner that is plugged into a workstation USB port.

Scan a Medication using a Barcode Scanner

1. Point the scanner within 4 inches of the barcode.



2. Pull the trigger to initiate scanning.

Crosshairs appear.

The scanner's light output starts to flash as it attempts to scan the barcode.

If the trigger is released, the scanner stops trying to scan.



3. When the scanner successfully reads the barcode, it beeps once, the LED flashes green, and the decoded data is transmitted to the KP HealthConnect chart.



Troubleshoot the Barcode Scanner

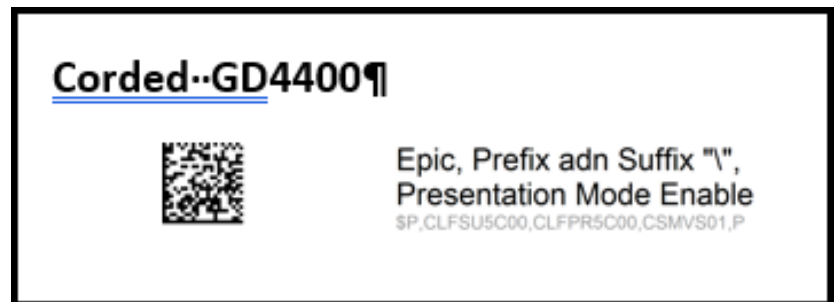
1. Make sure the barcode scanner is securely plugged into the USB port of the workstation.

If it is not securely plugged in, unplug it and plug it back into the workstation.

2. If Step 1 does not work, scan this barcode and wait for 3 ascending beeps.

The barcode scanner should be ready.

3. If the above steps do not work, call your local Help Desk to report the issue. Notify the Help Desk associate that the call is regarding a **Datalogic Gryphon scanner model GD4400**. The issue will be reported directly to the vendor to open a ticket.



Clean a Barcode Scanner

Exterior surfaces and scan windows exposed to spills, smudges, or debris accumulation require periodic cleaning to ensure best performance during scanning operations. Contacts on the scanner and base should also be cleaned as needed to ensure a good connection. Follow the procedures described in this Job Aid to keep your Gryphon scanner in good operating condition.



Warning

Be sure to turn off power and unplug the scanner from an electrical outlet before cleaning.

Common Cleaning Solutions

Only the following cleaners and disinfectants are approved for use on Datalogic ADC's Disinfectant-Ready Enclosures:

Cleaners:

- Formula 409 Glass and Surface Cleaner on a cloth
- Isopropyl alcohol wipes
- Dish soap and water on a cloth
- Windex Original (blue) on a cloth

Disinfectants:

- CaviWipes
- Hepacide Quat II
- Sani-Cloth
- Virex II 256



Warning

- ▶ Do not spray or pour cleaner directly onto the unit
- ▶ Do not use solutions in their concentrated form
- ▶ Do not use aerosols, solvents, or abrasives
- ▶ Disinfectants may be harsh on metal contacts. They are recommended for use on enclosures only.