Weights and Measures

Overview
- Use a UPC Database
- Transfer files to the printer
- Calibrate supplies.
- Log on, enter store information, and select retail or supermarket pricing.
- Set system processing parameters.
- Scan bar code and enter price with optional description.
- Print list of scanned items with bar codes and prices.
- Scan list at POS (point of sale) to compare prices and enter discrepancies on the printer.
- Print list of discrepancies or summary reports.
- Clear data to start next audit.
- Check the battery charge level.

Optional UPC Database
Using the Weights and Measures program can search and use an optional database for descriptions of scanned items. If the item is not available in the database, enter a description manually. Access the database from: http://www.upcdatabase.com. Select Downloads, go to “Full Releases” and select the latest version. Unzip and copy the files to your computer. See the following section for more details.

Note: The printer must contain an SD card to use the database.

Transferring Files to the Printer
To transfer files between the printer and a computer, you need to have Microsoft® ActiveSync® Synchronization Software downloaded from the Microsoft.com Web site. See the USB Driver Installation Guide for more information.

Startup
From the Windows® Start Menu select Programs, then WeightsMeasures.

Logging On
Note: To switch between alpha and numeric characters, select Alpha. Refer to the Operator’s Handbook for more information about data entry modes.

2. Enter I.D.: (1–10 characters). Select Enter.
   a. The software remembers the last ID and store name input. Select Skip to keep them the same and open the main menu.
3. Enter Name: (Store Name, 0–25 characters). Select Enter.
4. Enter Address: (0–17 characters). Select Enter.
5. Enter City: (0–17 characters). Select Enter.
6. Select Retail to allow percent off for discounted prices –OR– select Supermarket for non-discounted prices. Select Enter.

Processing Merchandise
Note: When prompted for price, do not use decimal points. For example, enter 169 for $1.69.

1. Select Collect Data.
2. Set up Aisle Options.

Aisle Set Up Options
1. Select Aisle from the toolbar. (Repeat steps 2-4 before each new scan.)
2. Enter aisle number and select Enter.
3. Select Description from the toolbar if you do not use the optional database.
4. Enter aisle description and select Enter.

Scanning Items
1. At the Scan Item prompt, scan or enter a bar code.
2. Supermarket only.
   a. Enter Price.
   b. Enter Bonus Price and select Enter -OR-
      Retail only.
   a. Enter Price.
   b. Enter Discount (1–2 digits) –OR- select Enter for no discount.
3. Enter Total Qty (only if the Prompt for Quantity parameter is set). Enter the quantity of the current item (1–3 digits).
4. Select Enter and repeat steps 1-3.
5. When finished, select Done.

Deleting Items
1. Select Collect Data.
2. Select Delete Item from the tool bar.
3. Scan or enter a bar code. Select Enter.
4. Select Yes from the Delete Item menu.

Printing Data
Select Print Data to print collected data.
Recording Errors

1. Select Record Errors. (Supermarket only)
   Select 1 to test against regular shelf price
   –OR– 2 to test against bonus card price.
   **Note:** Supermarket only. If errors exist for both
   shelf prices and bonus card prices, perform the
   Record Errors function twice.

2. Scan item bar code.
4. Enter Scanner Price (1–6 digits). Select Enter.
5. Repeat steps 2–4 until finished.
6. Select Done to return to Main Menu.

Printing errors
Select Print Errors (if necessary). Select Enter.

Printing a Summary
Select Print Summary to print the summary report.

Setting System Parameters
Select Options from the tool bar, then select an
option from the Options Menu. A checkmark appears
next to the enabled option.

Selecting Enable Quantity
To enter a quantity for each item, select Enable Qty
from the Options Menu. The count, items correct,
incorrect, over, and under print when you print a
summary report.

System Administrators Only
1. Select UPC/EAN to enable printing UPC or EAN
   bar codes, depending on the data –OR– if not
   enabled, prints with the default bar code.
2. Select Default Barcode to enable Set Code 128
   (22 characters maximum) as the default bar code
   –OR– select Set Code 39 (16 characters
   maximum) as the default bar code.
3. Select Clear all Data then select Yes to clear all
   collected data from memory.
4. Select Set Supply Type to enable either Paper,
   Fax, or Synthetic supply type.
5. Select Print Item(s).
   a. Select Print Whole List.
   b. Select Print One Item and enter the record
   number to print. Select Enter.
   **Note:** Select Clear to delete an error.

Using the Help Menu
1. Select Help from the tool bar.
2. Select Battery to display battery levels. Check the
   main and backup battery levels as well as remaining power for the system and printing.
3. Select OK to exit.
   **Note:** Refer to the Operator's Handbook for more
   information about checking the battery status.

Checking the Battery
1. From the status bar of the display select the
   Battery Icon –OR– select Help, then Battery.
2. The Battery Levels window is displayed. Check
   main and backup battery levels as well as
   remaining power for the system and printing.
3. Select OK to exit.
   **Note:** Refer to the Operator's Handbook for more
   information about checking the battery status.

UPC Database Disclaimer
The UPC database file can be found at
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