

Inventory using a Percon

NOTE: You must have the Percon software loaded on your computer. If you have the software on a floppy, but have since gotten a new computer that doesn't accept floppies, you can download the software [this link](https://na2.salesforce.com/sfc/p/400000007FT9D8bTj20IJRapQ25Dt6mL9U_kdT4=):

https://na2.salesforce.com/sfc/p/400000007FT9D8bTj20IJRapQ25Dt6mL9U_kdT4=

Click the Download button and follow screen prompts to install.

Step 2 – Begin Inventory – Using a Percon

1. **Scan** items in selected item group.
2. **Transfer data** from the Percon to your computer.
 - A. **Connect** the Percon unit to your computer.
 - B. **On your computer:**



1. **Display** the Percon program.
2. **Click** on **Portable File Transfer**.
3. **Click** on **Options** at the top of the screen.
 - **Settings** - should be Com 1 or Com 2
 - Click on **Connect**. You should get a message saying "Communication Port Open."
4. Click on **File** at the top of the screen.
 - Click on **Receive** to open Dialog Box.
 - **Enter a file name** starting with BAR. You must delete the asterisk (*). Example - BARFIC.TXT
 - Click on **OK**.

C. On the Percon



1. **Turn on** the Percon. A menu will display on its screen.
 - Select **F3 - File Options**
 - Select **F2 - Send a File**
 - Select **F2 - Serial**.
2. The Percon screen should display "**Uploading**" and "**Send Complete.**"

NOTE: If file transfer fails, go back to settings and change from Com 1 to Com 2 or vice versa. Then try again.

NOTE: Continue on Inventory Step 2 - Page 3 of 5. Your file will be located in the Percon Pal folder: C drive > Percon (or PSC) > Pal4 > BARXXX.txt