# *Setting up your e-FINDS scanner*

## Set up and configure your scanner

The New York State Department of Health has provided your agency with one Honeywell Xenon 1900 hand-held area image scanner in either white or black finish, for use with the e-FINDS system. Before you begin using the scanner with e- FINDS you must set up and configure the scanner.

Step 1. Take the scanner out of any packaging. Your box should contain one (1) Xenon 1900 handheld scanner (white or black finish; black finish pictured) and one (1) USB to 10-pin modular connector scanner interface cable.



Step 2. Plug the 10-pin modular connector into the base of the handheld scanner. Insert the connector into the opening an press firmly. The connector is keyed to go in only one way, and will click into place.



Step 3. Plug the USB end of the interface cable into an open USB port on your computer. The scanner should beep. If the scanner does not beep USB ports may be disabled on your computer. You will need to work with your internal desktop computer support personnel to enable your USB ports before continuing with this procedure.

Step 4. Scan this barcode, and then proceed to testing your scanner.
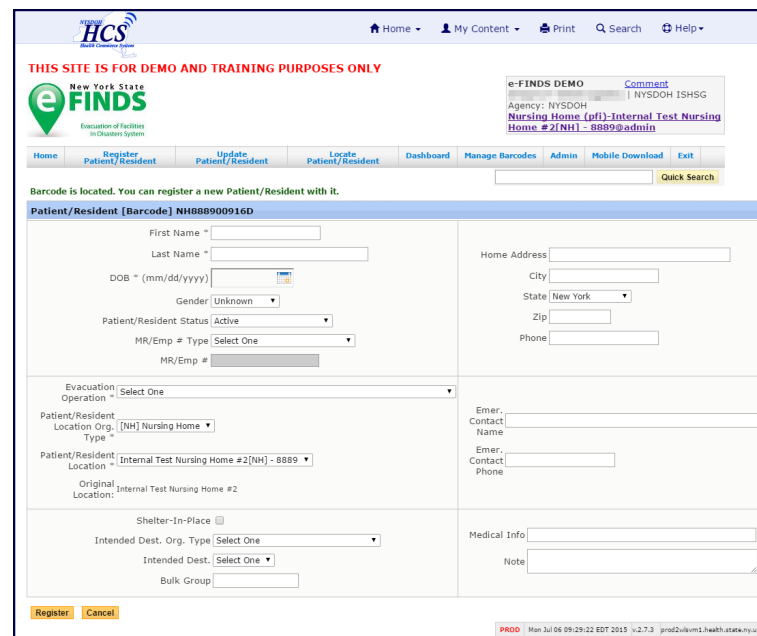


## Test your scanner



Step 1. Log into the Health Commerce System (HCS) https://commerce.health.state.ny.us

Step 2. Click **e-FINDS Training (Demo)** under **My Applications.** If you do not see e-FINDS listed under my applications, you have not yet been assigned to an e-FINDS role in the Commerce Communications Directory. Please see your Health Commerce System Coordinator **(My Content > Look up my coordinators...)** to be assigned to an e-FINDS role.

Step 3. Using your Xenon 1900, scan a training barcode wrist-band. Remember that training barcodes end with the letter "D".

Step 4. e-FINDS should find the barcode and present you with a data entry form for the barcode. If it cannot find the barcode be sure you are in the DEMO system and scanning a barcode that ends in "D". Also, do not scan the same barcode over and over. This can lead to a caching issue in your web browser, instead alternate scanning several different barcodes.