

COLLEGE FAIR AUTOMATION

STUDENT INFO IN A FLASH by TRC



To set scanner date/time via the Upload Manager Program



Should only have to complete these steps after charging a completely dead scanner.

- Open CFA Upload Manager Program
- Connect Scanner
- Click on File
- Select Set Device time
- A confirmation message will display stating (Device time is set to... yyyy/mm/dd 00:00:00)

To set scanner date/time manually

Use the scan button to the front/face of the scanner to toggle through the set-up and the down arrow keys located on the right side to adjust each selection.

When the battery is charged the default time will appear on the screen. The cursor is positioned on the year.

To set the year - Press the up/down arrow key until the right year appears

- Press the scan button to move to the month field

To set the month – Press the up/down arrow key to the correct

- Press the scan button to move to the date field

To set the date – Press the up/down arrow key to the correct date

- Using the scan button move to the time field

To set the hour – Press the up/down arrow key to the correct

- Press the scan button to move to the minute field

To set the minute – Press the up/down arrow key to the correct minute

- Press the scan button to move to the seconds field

To set the seconds – Press the up/down arrow key to the correct second

- Press the scan button to move to Save and Exit – Use the scan button to select this function



For support please contact CFA at 888-601-0200
Or by email at support@collegefairautomation.com