

# HNI Quick Scan

## APPLICATION INSTRUCTIONS



HNI Quick Scan brings a new level of ease to unloading HNI shipments. We now offer your team a more efficient solution by using barcode scanning technology to receive your products. HNI Quick Scan is designed to only work on Zebra Android scanning devices and is an easy download from the Google Play store.

### Scanner Screenshots:



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#### Startup Screen

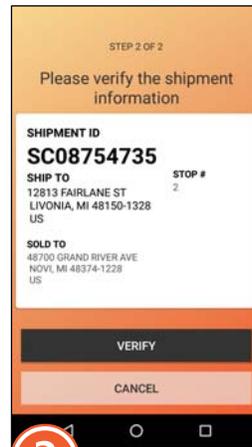
This is the first screen you will see once the HNI Quick Scan application has been downloaded onto your Zebra Scanning device.



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#### Login Screen

Scan any carton LPN number to upload load data to the application.



3

#### Verification Screen

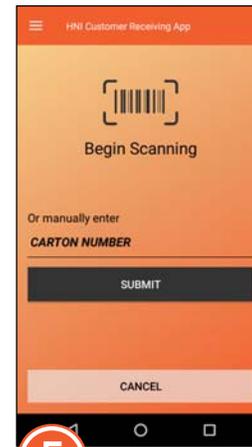
This screen allows you to verify that the LPN scanned belongs to the load and location you are receiving. Clicking 'Verify' will progress you to the next screen. Clicking 'Cancel' will send you back to screen 2 and allow you to scan another LPN.



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#### Load Details Screen

This screen shows you how many cartons are left to unload as well as which POs the cartons are tied to. Select the 'Scan' button to start the scanning process.



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#### Begin Scanning Screen

This screen is the starting point for scanning all of the LPN numbers tied to your load.

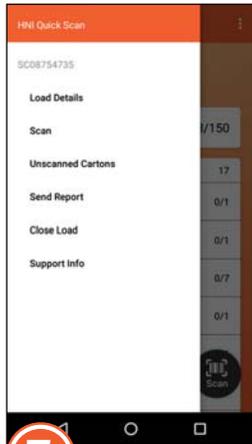


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#### LPN Details Screen

LPN details will be provided each time you scan an LPN. You can easily track cartons scanned for the PO and stage by tag.

Quick Tip:  
Unloading progress will be counted and shared at the top of the screen. This counter shows how many cartons have been received from your load.



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### Navigation Menu

Once you have completed scanning, select 'Unscanned Cartons' from the navigation menu to access the load progress screens.



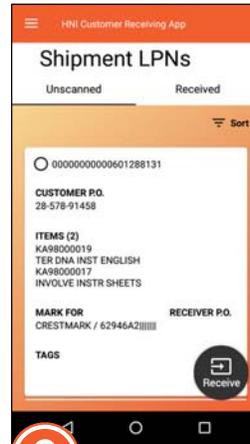
8

### Unscanned Items Screen

This screen allows you to see all the cartons that have not been received or scanned.

Cartons can be manually received here by selecting the carton number(s) from the list and clicking the 'Receive' button.

Selecting 'Received' will list all cartons that have been received.



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### Card Screen

When you select the carton number on the Unscanned and Received screen, carton details will be displayed.

To manually receive an unscanned carton, select the item(s) and click 'Receive' button.

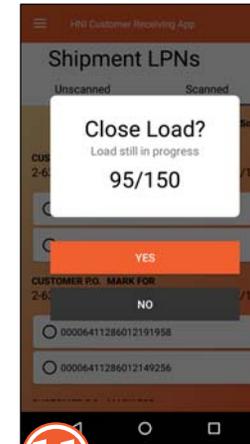


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### Received Items Screen

This screen will show you all the cartons that have been received.

Selecting 'Unscanned' list will take you back to screen 8.



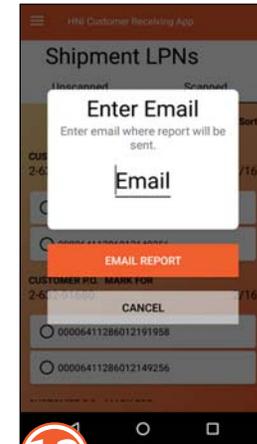
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### Close Load Screen

Selecting 'Close Load' from the Navigation Menu will display the Close Load Screen. This screen will display over your current screen.

Clicking "NO" will bring you back to the screen they were previously on.

Clicking "YES" will mark the load closed and will send you back to the Login Screen and bring up the Send Report Screen.



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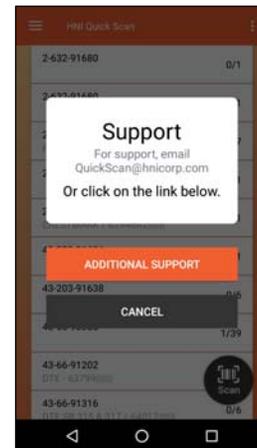
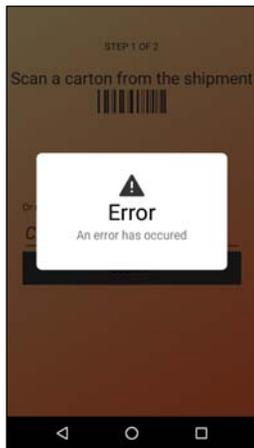
### Send Report Screen

Selecting 'Send Report' from the Navigation Menu will display the Send Report Screen. This screen will display over your current screen.

Clicking 'Cancel' will close this screen and bring you back to the previous screen.

Clicking 'Email Report' will send a report to the email provided in the section. Validate your email address prior to sending.

The screen will then close and bring you back to the previous screen.



## POTENTIAL ERROR MESSAGES

The scanner will make an error sound if you are attempting to scan an LPN from a carton that is not associated with your stop, scan an incorrect barcode or if there are errors with your network connection.

## SUPPORT SCREEN

Contact [QuickScan@hnicorp.com](mailto:QuickScan@hnicorp.com) or easily access from the Support Screen.

You may also call 877-857-2732 for support.

## SCAN EQUIPMENT

**The minimum required equipment is listed below:**

- TC56 Series Zebra Scanner (TC56CJ-1PAZU2P-US)
- Rugged Charge Cable (CBL-TC51-USB1-01)
- Wall Charger – Power Supply (PWR-WUA5V12W0US)
- Trigger Handle/Rugged Boot Bundle (KT-TC51-TRG1-01)

**We also suggest purchasing the below accessories:**

- Zebra 4 Slot Battery Charging Station (SAC-TC51-4SCHG-01)
- Zebra Docking Cradle (CRD-TC51-1SCU-01)
- Screen Protector (KT-TC51-SCRNP1-01)
- Spare Battery (BTRY-TC51-43MA1-01)

**Order here:**

[www.cdw.com/hnicorp](http://www.cdw.com/hnicorp)