

HNI Quick Scan FAQ

What is HNI Quick Scan?

HNI Quick Scan is an Android based application that runs on a TC56 Series Zebra hand held scanner (TC56CJ-1PAZU2P-US). It was developed to make unloading HNI Shipments quicker and easier by using barcode scanning technology to receive your products.

What HNI brands are available to use with the HNI Scan Tool?

Allsteel, HON, Maxon and Gunlocke brands are available to use the HNI Quick Scan application. Allsteel Architectural Product integration is not available at this time.

REQUIREMENTS

What equipment is required to use the HNI Quick Scan application?

The minimum required equipment is listed below:

- TC56 Series Zebra hand held 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)



Additional accessories available include the below and can be viewed [here](#).

- Zebra 4 Slot Battery Charging Station (SAC-TC51-4SCHG-01)
- Zebra Docking Cradle (CRD-TC51-1SCU-01) – Faster Charging than USB Cord
- Spare Battery (BTRY-TC51-43MA1-01)

How do I fit my scanner into the charger now that I have put on the case?

There is a black plastic insert in the charging cradle, this plastic piece must be removed to fit the scanner when in the case, the insert will be necessary to charge when the scanner is not in the case.



Where can I purchase the equipment needed for HNI Quick Scan?

Zebra scanner equipment is available for purchase at www.cdw.com/hnicorp. Discounted costs for equipment have been arranged through this vendor site. It is critical you purchase the exact part numbers listed above and on the website to ensure the HNI Quick Scan application installs and functions appropriately.

Will HNI Quick Scan work with my Android cell phone?

No, your cell phone will not be compatible with the application because it does not have the scanning function. The HNI Quick Scan application is only available on the TC56 Series Zebra hand held Scanner (TC56CJ-1PAZU2P-US).

Where do I find the HNI Quick Scan app?

Use your TC56 Scanner to download the application from the Google Play Store. Download requires an active Gmail account. Search for *"HNI Quick Scan"* for best results.

What is needed to download the tool in the Google Play Store?

A Gmail account is required to access the Google Play store. We recommend creating an organization account with a unique email address and password. Your account can be used to set up multiple scanners and may streamline your process when upgrades are published. However, if you already have an account with Google Play, you can use that to download the application versus creating new.

Can I download the application onto my Apple Device?

No, the HNI Quick Scan application is only available for use on the TC56 Series Zebra hand held Scanner (TC56CJ-1PAZU2P-US).

Do I need an internet connection to use this tool?

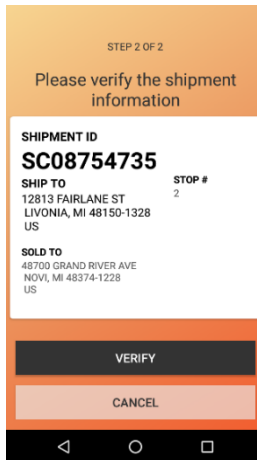
Yes, you must be connected to Wi-Fi to use the scanning application. If you plan to use the scanner at a site without Wi-Fi, it is cell service enabled. You can purchase a service plan from any major service provider or utilize connection through another "hot-spot".

How do I connect my device to Wi-Fi?

Access the Settings application from your home screen. Under Wireless & Networks select Wi-Fi. Connect to your local network. If you have multiple Wi-Fi networks, you can add them all to the device and it will connect to the networks automatically.

USING HNI QUICK SCAN

Now that I have the application open, how do I get started?



Find and scan the LPN barcode on any carton label for your stop or manually type in the LPN number from a carton label on your load. Confirm the data within the Shipment ID and select Verify. If the data does not correspond with your shipment information, select Cancel. Once verified, select the scan button on the bottom right of the screen and begin your unloading process.

Detailed instructions can be found at our [HNI Quick Scan site](#).

How do I know if my scan was successful?

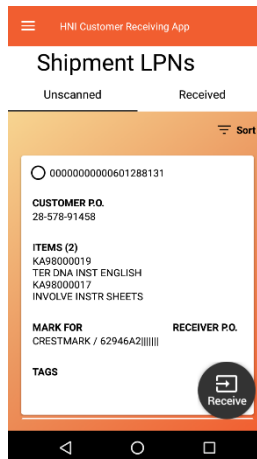
You will hear a beeping sound when you have scanned a LPN label. The scanner will connect to the cloud and mark the item as received. While this communication is happening, your screen will flash and the infrared scanner will temporarily be disabled until the quick transmission is completed. If you do not hear a beep, turn up the volume on the scanner.

What is an LPN?

The LPN is the unique identifier for a barcode that stands for License Plate Number and is a 20-digit value. The final 4 digits of this number is historically what has been used to receive cartons on the Circle Sheet.



How do I manually input an LPN to receive?



Select the menu button in the top left hand corner of the screen and select Unscanned Cartons. Choose the Unscanned list and locate the LPN you wish to manually receive then select the radio button associated with the LPN and select the Receive button in the bottom right hand corner of your screen.



Now that I have completed scanning, what do I do next?

Select the menu button in the top left hand corner of the screen and select Close Load. Verify your shipment LPN count is accurate and select Yes. Enter your email address and select Email Report to send a detailed report of this load to review. Double check the email address for accuracy before sending.

When will I receive my email report?

Your email report should arrive within 10-15 minutes.

What if I don't receive my email report?

If you have not received your report within 10-15 minutes, rescan an LPN from the load and close the load to send a second time. Double check the email address before sending. If you have attempted a second send with no success, please contact Customer Support to coordinate with IT services to have your email sent.

Additionally, contact your local IT department to validate emails from circlesheetsapp@hnimailer.com are being accepted through your firewall.

How is the Unscanned cartons screen sorted?

The default is to sort by PO number, if you select Mark For, it will resort the list by Mark for, if you select Carton Number, it will resort the cartons within the grouping of either the PO or the Mark for, but not resort the entire list by carton.

Why is the tool making an error sound?

The tool 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.

Why does my scanner keep timing out?

Many scanners have factory settings that time out after 30 seconds. We suggest changing settings to time out at longer intervals. If your scanner does time out, scan a new carton, verify and manually hit the scan button to resume scanning process.

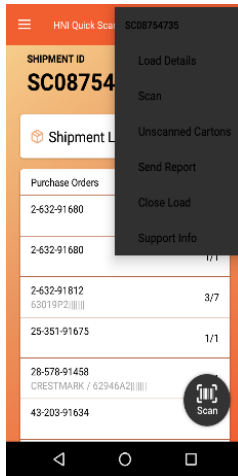
What happens if I need to stop scanning in the middle of a load?

Your progress will automatically be saved. When you return to scan an LPN from the load, you will be asked to verify the shipment information and proceed to scanning.

What happens if I scan a package twice?

There is no harm in scanning a package multiple times. The LPN numbers are unique and will not adjust the carton count a second time. When in doubt, rescan and move on with the rest of your cartons.

What does the menu from the three buttons on the right of the screen do?



This functionality is yet to be enabled. It brings up a black shaded menu as pictured, but functionality is to come with future releases.

What happens if my scanner “freezes”?

You can close the app by tapping the square button and clicking the X on the app. You can also restart the device by holding down the power button until the message appears asking if you would like to restart.

Who can I contact for help with this tool?

Please contact our support team at 877-857-2732, email QuickScan@hnicorp.com or visit our [HNI Quick Scan site](#) for assistance.

WORKING WITH AN ADROID- TIPS AND TRICKS

Waking up

Click the Power button

Restarting the scanner

Click and hold the power button; a menu will appear allowing you to power off, reboot or change battery.

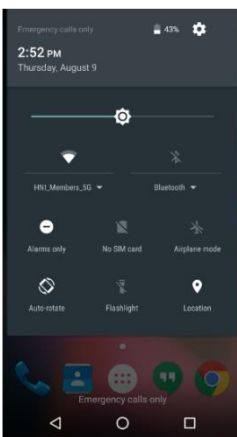
Closing the app

Click the square button on the bottom of the screen; this will bring up a list of all open apps. Simply click the app you wish to choose or swipe right on the app.



Navigating

The triangle at the bottom of the screen takes you back to the previous screen you were viewing. The circle- returns you to the home screen featured in the screenshot above. The square- brings up a list of open apps, you can navigate to an app directly or close them out.



How can I stop the screen from flipping?

Swipe down from the top of the screen to pull up the menu pictured on the left. Click on the Auto-Rotate button to lock your screen so it cannot rotate when the device is turned different directions. Click the button again to turn off the rotation lock.

How do I check my network connection?

Swipe down from the top of the screen to pull up the menu pictured on the left. Click on the button with the pie wedge to select and edit your network connections. If a connection is not working, double tap and select 'Forget' to enable a fresh authentication and network set up.

What buttons do I click?



Left: Scan and Volume button



Left: Power button