QUICK REFERENCE

IBM Scan and Bag

Item Transport Methods

1. **Must Be Put On Scale** - Scanned items must be placed on the scale.

2. **Optional Put On Scale** - Scanned items can optionally be put on the scale.

3. **Must Not Put on Scale** - Scanned items can not be placed on the scale due to size or weight.

Double Scan Prevention

1. The scanner is deactivated at times to prevent items from being scanned twice.

Scanning Tips

1. Place the shopping cart at the front of the lane and stand in front of the monitor screen.

2. Pass the item's barcode two inches from either window of the scanner. Barcodes are usually located on the bottoms or backs of items

3. To make barcodes more readable, stretch bagged items and wipe frost from barcodes on frozen items.

4. Scan items separately, making sure each item's price voices before the next item is scanned.

5. Place items on scale, making sure they settle before placing other items in the bag.

The system checks for the following security violations

1. Item Swapping or Doubling
2. Item Integrity (Weight)

Handling security violations

1. Always let the shopper try again.
2. To Process weight rejects:
   - Swipe your Shopper Assistant card
   - Read the Security Summary screen
   - Press Exit to return to shopper mode