



# QUICK REFERENCE

## IBM Scan and Pass

### Item Transport Methods

1. Must Pass through "security zone" - Scanned items must be placed on the belt.
2. Optional Pass through "security zone" - Scanned items can optionally be placed on the belt or carried to the bagging area.
3. Must not pass through "security zone" - Scanned items cannot be placed on the belt. They must be left in the cart or carried to the bagging area.

### 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. When scanning tall items, place them on their sides
6. Scan fragile and crushable items last. Also, use the Soft Goods Shelf to hold these items until they are ready to be bagged

### The system checks for the following security violations

1. Item Swapping or Doubling
2. Item Integrity
3. Toss Throughs

### Handling False item returns

1. Always let the shopper try again.
2. To Process a Returned Item:
  - To place the system in security override mode, scan shopper assistant card.
  - Scan the item and place it on the belt. If the item is on file in the POS, it will move through the security zone and learn the item.
  - Once the item reaches the bagging area, the lane will automatically return to full security mode.