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1. Turn on Telxon
2. Press **Erase** and hit **yes** through every one
3. Press **menu** and hit **no** until you reach **inventory check**
4. Scan your items, being sure to work **only within one department**. When dumping the items into the system, you can only do one department at a time.
5. Once finished scanning your items, plug it into the grey cord on the PC
6. Start the **IPC 2K** program on the desktop and log in **1234**
7. Choose **File** -> Handheld Item Update
8. Change department to whichever department you've been scanning for, and turn tax on/off by turning on/off the checkbox, and press OK at the bottom of the screen.
9. Select **Associated Grocers** from the list of choices.
10. If Telxon is in UPC scanning mode, press Exit to get back to the **Menu/Send/Erase** menu.
11. Press **Send** and press **no** through every item except Inventory Check.
12. When it reads **Ready to Send**, press **Y**
13. When it reads **Direct Connect**, press **N**

At this point, it will send the items to the PC. Once this is finished, you can hit **cancel** to go back to the department and tax selection screen. You can then return to step one for the next batch of items.

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