# Barcode Scanners

If you have inventory tags or labels with barcodes you will need a barcode scanner/reader to read the codes quickly. This is especially useful for checking costumes in and out.

Here are a few things to consider:

**1**) **Where to buy** - We now offer wired and wireless barcode scanners for sale in our store at our website: www.costumeinventorystore.com. We can easily mail one to you with your tag order.

Barcode scanners are generally not available in office supply stores but are in electronics store like *Fry's Electronics* or online. Most any USB or wireless USB scanners will work as long as they are not Point-Of-Sale scanners. You can also look up Barcode Scanners on B&H Photo, Amazon, or Staples.com.

**2**) **Cost** - the cost of scanners can be between $39 and $250 or more. The less expensive scanners can have fewer options - such as turning down the sound (how loud does it beep?) - or how to set the auto on/off features. The more expensive ones usually have a drop tolerance of 1.5 m (you or your students will drop this), more features and might have a cord that will last longer. If the cord gets too worn it will lose it's connection. I like the $75 to $100 scanners.

**3**) **Shape** - everyone is different in how they like to hold a scanner. There are pistol grips and over-hand styles. It is a good idea to try to find one in a store and see how you like holding it. For a large inventory project you may be holding a scanner for a very long time so it is good to find one that is comfortable. I like the Adesso NuScan 2100 U - but you should choose the one you like best.

**4**) **Stand** - some scanners come with a stand to hold the scanner for you. The scanner is always on and you can pass a barcode under the scanner to read it. That might be OK for some things but it will be hard to get a large costume under the scanner. Most people opt to just hold the scanner while using it. Some of the less expensive scanner stands fall over a lot.

**5**) **Wired / Wireless** - Scanners are designed to connect to the USB port of your computer. If you have a wired one - it generally will have a 5 of 6 foot cord that connects to the USB port. Wireless ones will have a USB receiver - a tiny little device that plugs into the USB port on the computer (like you have for a wireless mouse). The scanner will connect to the USB receiver. The scanner will have a USB cord as well as the USB receiver because the wireless scanner will need to be plugged directly into the computer with the cord every month or so to recharge.

People often think that a wireless model is good so you can walk away from the computer and scan a tag. This only works if you have <u>two</u> people working the collection at once. One person can be at the computer to direct the cursor to the field they want. The other person can be 10 or 20 feet away in the collection or up a ladder and scanning the costume tags.