TIPS and TRICKS

Hotspot (If hotspot is something you are using)

On a weekly basis, check for software updates.
Go to Menu > Scroll down to Software Update > Check for Update

Stylus Pen

The pen is AAAA battery powered. To replace the **battery**:
Pull the top end straight out from the bottom.
Replace the AAAA battery with the positive (+) end of the battery pointing toward the tail end of the pen.
Align the flat sides of the pen and push the two parts back together.

To replace the **tip**:
Use something to pull and slide out the pen tip, like tweezers. Pull until the entire tip is removed from your Surface Pen. Insert the thinnest part of the replacement pen tip into your Surface Pen. Push until the tip locks into place.

Windows Updates (Try to check for updates 1x a week)

There's not really a set timing how often they release software updates. In general check for updates 1 time a month by going to settings > updates & security. We also have the ability to see if your tablet needs software updates. An email may be sent to you individually if seen that an update has not been preformed.

Scanner Issues

Here's a help information from Oasis
[Scanner Issues (Oasis)](https://help.simonsolutions.com/en/articles/4860578-barcode-scanner-issues-ex-case-not-found)
https://help.simonsolutions.com/en/articles/4860578-barcode-scanner-issues-ex-case-not-found

For the Nadamoo Barcode Scanner (Model BUR3003), it defaults to sending that Carriage Return (Enter) key. This causes issues. To fix the issue, scan this barcode -> https://simon.d.pr/m4OHy5 (you may have to print that page to scan it) ... If that doesn't scan, follow this link to the PDF Manual for the Nadamoo BUR3003 scanner and print page 29 - https://fccid.io/2ATNM-BUR3003/User-Manual/User-Manual-4467260.pdf to scan the barcode labeled "Disable suffix"

Disable suffix

For the Inateck BCST-60 (Lime-ish Green)

The PDF Manual https://cdn.shopify.com/s/files/1/0485/3766/5699/files/BCST-60_Manual-V16.pdf?v=1605257557 page 6

First scan Enter Setup

Enter Setup

Then, scan Do Not Apply Enter for Suffix

Do Not Apply Enter for Suffix

Finally, scan Exit with Save

Exit with Save

For the Finger scanner

Page 20, scan **Cancel CR +LF**

Phone Numbers

You do not need to differentiate between Home/Cell/Work etc. Simply select "Phone"

Phone Numbers *

Description
Phone

Number

Ext.

⊕ **Add Phone Number**

City "Other"

There is an option to enter "Other" for cities that are not in Sonoma, Lake, Humboldt, Mendocino and Del Norte.

Street Address

Address *
ABC Test Dr

Apt #

City *
Other

State
CA

Zip *
9000

County *
Other