

## Configuring barcode scanners for use with the Fixed Assets Inventory module

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See also: [Overview of the Virtual Client Office and Virtual Office CS environments](#)

If you are running Fixed Assets CS through Virtual Office CS, follow these steps to configure a barcode scanner for use with the Fixed Assets Inventory module.

### Notes

- You can open Virtual Office CS applications by clicking the **Virtual Office CS** link in the Home Dashboard. If you do not see this link, you do not have access to applications through Virtual Office CS.
- The Fixed Assets Inventory module is licensed separately from the Fixed Assets CS application.
- The barcode scanner must have a serial connection (standard RS-232) or USB connection to your computer to work with the Inventory module. Refer to the manual from the scanner manufacturer to determine the scanner type.

1. In the Virtual Office CS installation of Fixed Assets CS, open a client and then open an active inventory.
2. In the Inventory module, choose Setup > Barcode Scanner.
3. In the Barcode Scanner Settings dialog:
  - For scanners with serial connections (standard RS-232), select the appropriate setting from the **Baud** drop-down list. Refer to the manual from the scanner manufacturer to determine the appropriate setting.  
**Note:** RS-232 barcode scanners must be configured locally to use COM1.
  - For scanners with USB connections, refer to the manual from the scanner manufacturer to verify that the scanner emulates COM1 and to determine the scanner's baud rate. Then, select the appropriate baud rate from **Baud** drop-down list.  
**Note:** Barcode scanners with USB connections must support COM port emulation.
4. Select the label layout that you used to print the barcodes from the **Asset label layout name** drop-down list.  
**Note:** The label layout you printed most recently appears in this field by default.
5. From the **Barcoded field** drop-down list, select the field you used to generate barcodes when you printed asset labels. The available selections are based on the selection in the **Asset label layout name** field.  
**Note:** The field you used to generate bar codes most recently appears in this field by default.
6. Click OK to save the settings.

If you have questions about using barcode scanners with the Inventory module, open Fixed Assets CS, choose Help > Fixed Assets CS Help Topics, click the Index button, search on **Barcode scanners (Inventory module)** or **Barcodes**, and view the appropriate topics.