

Dolphin 7600 Collector's Guide Coin ConneXion

Versions 7.2.0.1, 8.1.0.0, 9.1.0.2
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Introduction

This guide serves as a supplement to the Dolphin 7600 Users Guide. It is very important that collectors read the users guide in its entirety, and be familiar with the operation of the Dolphin 7600 prior to using the handheld for collecting.

As we value your time, we have no intention of repeating everything that you find in the Dolphin 7600 Users Guide. However, there are a number of significant facts that are worth restating.

The Dolphin 7600 stores both the programs and the data in RAM, resulting in programs that operate extremely fast. The internal backup battery, when fully charged, will maintain the data for a period of about 30 minutes when the main battery is removed. After 30 minutes, both the programs and data will be lost. We recommend installing a memory card (type SD, max. size 2GB) to which the handheld will maintain a backup of both the programs and the data.

Although the main battery should be sufficient to last an entire shift, we recommend that each collector always carry a fully-charged backup battery, and that both batteries be recharged each night. As an alternative, the collector may use a mobile charger to charge the battery from the vehicle's cigarette lighter outlet.

It is also important to know that the date and time of the Dolphin 7600 play a vital role in the collection process. At the beginning of each day, be sure to verify that the date and time are set correctly. It is also important to set the time zone, as the Dolphin calculates time based on its current settings.

Performing Collections: Keyboard vs. Stylus

Use a screen protector at all times. The stylus works perfectly through a screen protector. Replace them when they show evidence of wear or damage.

Coin ConneXion's entire program for the Dolphin 7600 is designed to be operated from the keyboard of the handheld. The Dolphin does have a touch-screen as well, and many functions may also be performed using the stylus. Although it is simply a matter of preference, we believe that most collectors will choose to use the keyboard method most of the time, as keyboard entry will generally be faster and easier. Practice will increase familiarity, and speed comes with practice.

We will demonstrate how to use the handheld efficiently without removing the stylus from its holder. Begin by lightly double-tapping on the “ccx7600” icon with your fingertip. When the program begins, a white screen is displayed with “File – Reports – Help” as choices. We will refer to this as “the white screen”. You may choose one of three methods for selecting a machine to collect:

1. Scan the barcode of a machine. (Press the “Scan” button while aiming at the barcode.) The handheld will display the machine information and ask for your confirmation.
2. Press the P1 button once to open the locations list or twice to key a location’s number (if you already know the location number, press P1 twice to enter that number directly).

From the locations list, you may arrow-down or up to select one location, or click on the “sort number” or “sort name” buttons to change the order in which the locations appear. When the correct location is displayed, choose the arrow keys to select the desired machine. Note that you may also sort the machines list by any of the three buttons at the top. Clicking the same button twice reverse-sorts the list.

3. Press the P2 button to enter a machine number directly.

There are from two to seven tabs for a machine collection, depending on the machine’s configuration: Meters, Tokens, Tickets, Inventory, Cash, Expenses, Commission. If the machine has meters, the cursor should be in the first meter position, ready to accept a meter reading. If the machine has no meters, it begins on the Cash screen.

Key the meter reading from the keyboard. Press <tab> to advance to the next meter. When finished entering meters, press the “P2” key.

Now is a good time to explain the four “P” keys (pre-programmed function keys). While in a machine record:

- P1 takes you backward one screen (tab).
- P2 takes you forward one screen (tab).
- P3 saves the collection.
- P4 aborts the collection.

(If you’ve used the Dolphin 7200 for collecting, these four keys function exactly like the “F1” through “F4” keys of the older Dolphin. You know the one, you know the other.)

On the “Cash” screen (tab), the wand displays the calculated cash. Enter the actual cash. Use the decimal if not even dollars. Then press “P2” to advance to expenses.

On the “Expenses” screen (tab), use the <tab> key to advance from one expense to another. Use the keyboard to enter an expense amount, pressing <enter> to complete the entry. When finished with expenses, press “P2” to advance to the commission screen.

The “Commission” screen (tab) shows a recap of the machine’s collection. In addition, it shows the system’s calculation for the location commission. The collector may override the amount by entering a value in the “Actual Commission” screen. Enter collector comments if you wish, then press “P2” or “P3” to save the transaction.

Remember that you may use the “P1” key to go backwards: From the commission screen to the expenses screen, from the expenses screen to the cash screen, or from the cash screen to the meters screen. You may press “P4” at any time to abort the collection and discard everything that has been keyed on that machine.

Special Function Keys Used in the Collection Process

There are ten special function keys that may be programmed to perform specific tasks. The function keys are a combination of the red button at the bottom of the keyboard followed by the number key. Certain function keys work only when in a certain mode. W = the white screen (when the program first opens); L = the location screen; M = the machine screen.

The F1 (red + 1) key is the “Help” screen for special functions. It lists the available special function keys and their use. (L and M)

The F2 (red + 2) key deletes unscheduled machines’ collections and sets scheduled machines back to the not-collected state (“undo machine”). (L and M).

The F3 (red + 3) key is used to read a DebitKey Account Master. (W and L)

The F4 (red + 4) key is used to reconcile a machine. A collector may press P3 from any screen after the meter readings to save the machine record at that point. Pressing F4 from the location screen allows the collector to return to each save machine record to reconcile the collection, verifying cash, entering expenses and collector comments, and saving the transaction. (L)

The F5 (red + 5) key is used to access the ten “other” expenses (location-paid, operator-paid) from the shared expenses screen. Typically the collector does not need to view or enter “other” expenses during a collection, as this is done during the finalize location step. However, there are circumstances where access is required. Press <OK> when completed to return to shared expenses. (M)

The F6 (red + 6) key displays the location-based comments from the main office.

The F7 (red + 7) key is used to reset a previous meter reading. When the cursor is in the current meter reading field, press F7 to access the previous meter readings. When finished updating the previous meter reading, press the <Tab> key to return to the current meter reading. (M)

The F8 (red + 8) key inserts a hyphen (dash) in any alpha field, such as the machine ID field in an unscheduled collection. (M)

The F9 (red + 9) key inserts a minus sign in any field where a monetary amount is entered. Type the amount you want, then press F9. Press it again and the amount returns to a positive value. (The F9 key actually toggles between positive and negative amounts.) (M)

Location Summary: Finalize Location

The “Location Info” screen shows the status of the location’s collections. Note that you may use the “P” keys from this screen to accomplish additional tasks:

P1 selects the next machine in the collection sequence order.

P2 creates an unscheduled collection.

P3 finalizes the location.

P4 prints the receipt for the location.

The “finalize location” function includes six screens (tabs): Cash, Shared Expenses, Commissions, Loans, Expenses, and Payment. Some screens are “view only” screens. Others accept input. Note that both location expenses and operator expenses are displayed on one screen. Navigate the screens using the P2 key to advance and the P1 key to go backwards.

The total of paid and due for the location must equal the grand total.

Printing Receipts

Each Dolphin 7600 is configured to print receipts using one of two wireless methods: infrared or Bluetooth. Please see the section titled “Printer Settings – IRDA and Bluetooth” to make certain your handheld is correctly configured before proceeding.

The infrared window is on the left side of the Dolphin 7600, near the “esc” key. Position the Dolphin approximately six inches from the printer, with the two infrared windows aligned. Then proceed to print the receipt.

The Bluetooth method requires that the printer be within a few feet of the handheld. Because Bluetooth uses radio frequency, no line-of-sight is necessary.

Financial Summary Reports

From the white screen, click on “Reports > Route Summary” for a financial summary of collections. Enter the date and collector ID desired, or leave each value unchecked for totals. When the totals are displayed, press P4 to print.

Uploading and Downloading Collections

It is very easy to upload and download collections to/from the Dolphin 7600. In fact, it only requires that the Dolphin is connected to the computer and recognized as the Mobile Device on the computer. Simply perform all actions from within the ezRoute Pro menu system. No actions are required on the Dolphin itself.

Reloading the Program and Related Files to the Dolphin 7600

All user-installed programs and data files live in the RAM of the Dolphin 7600, making its operation extremely fast.

If the main battery is removed from the Dolphin 7600 for more than 30 minutes, the Dolphin loses all programs and collection files that were loaded. It reverts back to the state it is in when it is shipped from the factory. Only the Windows CE 5.0 operating system and related components remain.

To reload the Dolphin 7600 from the beginning state, follow these instructions in order.

1. Connect the handheld to your computer. ActiveSync recognizes the unit. Create a partnership (answer “Yes”), uncheck all the selections except leave “sync time” checked; click on “finish”.
2. Verify the time zone, date, and time on the handheld.
3. Set the function of the “P” keys to “none”: Using the stylus, double-click on “My Device”, double-click on “Control Panel”, double-click on “Buttons”. Set ALL buttons to <none>. Then click “OK”. Exit the open windows.
4. From within ezRoute Pro, on the handheld menu, under “Setup”, establish the model and wand ID. Then, choose “Reload wand program file”. Then choose “Reload wand printer files”.
5. Using Windows Explorer on the PC, locate the “ccx7600” icon in the “Program Files/Coincex” folder of the Mobile Device. Right-click on the “ccx7600” icon and choose “create shortcut”. Right click on the new “shortcut to ccx7600” icon, choose “copy”. Within the “Mobile Device”, locate the “Windows” folder, and within it the “Desktop” folder. Right-click on the “Desktop” folder and choose “paste”. Right-click

on the new icon in “Desktop”, choose “rename”, and rename the icon to “ccx7600”. Now, look on the Dolphin 7600 screen and you should see the new “ccx7600” icon. Test it to make sure it works correctly.

6. Create collections files, load them to the Dolphin 7600, and you’re ready to collect.

Reloading a Dolphin 7600 wand from its SD Card

If a wand loses power and crashes for any reason, everything in RAM is lost, and the wand must be reprogrammed and reloaded. These instructions explain what to do to restore a wand from its SD Card.

1. Double click the time at the bottom of the screen.
2. Change the Time Zone to reflect the correct Time Zone, and check the daylight savings box if you adjust your clock during daylight savings time.
3. Click the year and change it, then change the month, the date, and the time. Make sure time is in MILITARY TIME. Once time and date are correct, click OK at the top.
4. Double click “My Device”, then double click “Control Panel”.
5. Double click the “Buttons” icon.
6. “P1” is highlighted and probably has Internet Explorer assigned to it. Click the arrow under section 2 – Assign a program. Scroll to the top of the list of programs and choose <None>. The Assignment for P1 should have changed to <None>. Click P2 to highlight it, then make <None> the Assignment, the same way you did P1. Do this for P3 and P4, as well, then click OK and close all windows.
7. Double click “My Device”, then scroll down and double click “Storage Card”.
8. Single click the folder “CoinCCX” to highlight it. At the top, click “Edit” and then click “Copy”. Close the window.
9. Double click “My Device”, then double click “Application Data”.
10. At the top, click “Edit” and then click “Paste”. Close the window.
11. Double click “My Device”, then double click “Program Files”.
12. At the top, click “Edit” and then click “Paste”. Double click the new “CoinCCX” folder.
13. Single click “CCX7600” to highlight it. At the top, click “File” and then click “Send To” and “Desktop as Shortcut”. Close all windows.
14. Double click “Shortcut to CCX7600” to run the program.

Printer Settings – IRDA and Bluetooth

The Dolphin 7600 supports two methods for communicating with O'Neil MF2, MF2T, and MF2te printers:

- 1) IRDA
- 2) Bluetooth

The default (standard) setting is IRDA (infrared). If your printers include the red lens on the side and require line-of-sight alignment between the Dolphin 7600 and the printer, they are IRDA printers. Aim the red infrared window on the Dolphin 7600 (left side, adjacent to the "ESC" key) at the red infrared window on the printer, at a distance of approximately 6 inches. Print the receipt (P4 in the location menu.)

Bluetooth printers use radio frequency to communicate, and do not require line-of-sight alignment. Each printer has a unique Bluetooth address, much like the IP address of your computer on the internet. To determine your printer's Bluetooth address, print out the test-print receipt (hold the red button down continuously until the printer begins to print, then release the button). The printer's Bluetooth address is found under "Bluetooth RF Config".

To select Bluetooth printing, first turn on the Bluetooth option. Double-click on the Bluetooth logo on the taskbar. Change the "Power" setting to "ON". Click "OK". Click on the "BT Service" tab. Click "Scan Device Service", then click "Scan Device". The handheld will scan the area for other Bluetooth devices. Please wait until the list is populated and the scanning is complete. If your printer is within range, it should be detected as its IP appears in the list. Click "OK".

Open the "CCX7600.EXE" program. Click on "File > Print Settings". Click on "ONeil Bluetooth". The Bluetooth address is barcoded on the test receipt. Click on the field below "ONeil Bluetooth", then scan the barcode. The address on the screen should match the printed address exactly. (You may also use the keyboard to enter the address, using the colon between each section.) When complete, click on "Save".

Place the Dolphin 7600 in the general area of the printer, and print the receipt (P4 on the location menu.)

DebitKey Account Masters

INFORMATION FOR COLLECTORS

Prepare for Collections

Before the wand is loaded with routine collections, one additional step must be taken to tell the individual machine record what identification number was used to program the Account Master. You may decide to use the same number as was used on the barcode label providing the entry is all numeric. However, the Account Master numbering system is completely independent, and the fact that the numbers may be the same would simply be a coincidence.

Locate the master record of a machine in which you have installed the Account Master. Press <2> for screen 2, then press <U> to update. Press <enter> repeatedly until your cursor is positioned in field number 3 of the "Optional Special Purpose Fields". In that field, type the machine identification number to be used for the Account Master. The entry must be all numeric and begin in the first left-hand position.

If you're planning to use either the machine number (field 3) or the operator's number (field 12) for the Account Master's identification number, a utility is available that will automatically fill in this information in your current machine records. Call our technical support team and they will be happy to run this utility for you.

When this project is completed, you are ready to create collections files for the wand.

Reading Collection Data from the Account Master

To read collection data from an Account Master, begin by opening the collections program on the Dolphin 7600 (ccx7600.exe). Next, click on "File > Open Location" and choose the correct location. Enter the collector ID.

The Account Master may be read from the "Location Info" screen. Aim the infrared window at the Account Master and press "F3" (red followed by the "3" key). Hold the handheld in that position until the read is completed and the handheld displays the meter reading screen.

You will not be able to modify the readings, only view them.

Press the "P2" key to advance to the cash screen, and adjust the "Actual Cash" amount if needed.

Continue to collect the machine in the routine fashion using normal procedures.