

LYONS SPECIALTY COMPANY CTECH ORDERING STEPS

1. First thing before you make an order turn the CTech on and put it in the cradle and Connect to Corporate and update it with the following steps
 - a. Power ON the CTech with the red button on bottom left
 - b. Push Connect to Corporate
 - c. Push Next
 - d. Push Connect
 - e. Push Yes

The CTech will now dial Lyons Specialty Co. and update. When finished updating the CTech will display the date, time and say the latest information has been stored on your scanner.

- f. Now push Done

Remove the CTech from the cradle and you are now ready to make your order

1. Power on the CTech with the red button
2. Push Order Processing
3. Push Regular Order
4. Push any of the yellow buttons to scan the item (if more than 1 item appears on the screen chose the one you want)
5. Tap the + key by Case Ord Qty or use one of the buttons on the top left or right to order your quantity
6. Go to the next item and scan it (if the red laser light isn't on push the add and done keys and it will come on then continue with your ordering)
7. Continue doing steps 4, 5 and 6 until you have completed your order
8. When you are finished with ordering & ready to transmit follow these steps
 - a. Push Home
 - b. Then push Connect to Corporate
 - c. Then push Next
 - d. Make sure Regular Order is checked then push Connect
 - e. Next screen push Yes and place the CTech in the cradle and it will dial and transmit the order
 - f. When it completes it will have a confirmation number that the order was sent successfully. If you receive an error message then transmit again by pushing OK, Retry, then Yes

****Note****

The CTech when dialing to connect to corporate will only dial 2 times if the line is busy and then give you an error message. You will need to have it redial to connect. When it is successful you will have a confirmation #, date and time displayed on the screen.

Ask your account manager for your order transmission times.

Milk & Fresh2U have earlier deadlines - ask your account manager for the times.