

## Prefix/Suffix Values

You can append a prefix and/or suffix to scan data for use in data editing.

To set a value for a prefix or suffix:

1. Change the scan data format by scanning the appropriate [Scan Data Transmission Format on page 13-4](#).
2. Scan the appropriate prefix/suffix bar code below.
3. Scan a four-digit number (i.e., four bar codes from [Appendix D, Numeric Bar Codes](#)) that corresponds to that value.
4. To correct an error or change a selection, scan [Cancel on page D-3](#).



Scan Prefix



Scan Suffix

## Scan Data Transmission Format

To change the scan data format, scan **Scan Options** and one of the following four bar codes corresponding to the desired format:

- **Data As Is**
- **<DATA> <SUFFIX>**
- **<PREFIX> <DATA>**
- **<PREFIX> <DATA> <SUFFIX>**.

Scan **Enter** on [page 13-5](#) to complete the change. To set values for the prefix and/or suffix, see [Prefix/Suffix Values on page 13-4](#). Scan **Data Format Cancel** on [page 13-5](#) to cancel the change.

If you require a carriage return/enter after each scanned bar code, scan the following bar codes in order:

1. **Scan Options**
2. **<DATA> <SUFFIX>**
3. **Enter** (on [page 13-5](#)).

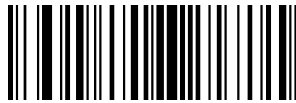


Scan Options

### Scan Data Transmission Format (continued)



**\*Data As Is**



**<DATA> <SUFFIX>**



**<PREFIX> <DATA>**



**<PREFIX> <DATA> <SUFFIX>**



**Enter**



**Data Format Cancel**