

PALA® Easy Scan Ordering ToolUser Guide



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I. Welcome to the PALA Easy Scan – Teeth Order Platform

Thank you for choosing to use PALA® Denture Teeth and the updated PALA Easy Scan for placing your teeth orders. The new teeth ordering platform is designed to make the order and reorder process as easy and seamless as possible. This user guide will show you how to navigate every step – from registering online to using barcodes.

If you have any questions regarding the system, please do not hesitate to contact your Kulzer Sales Representative or Kulzer at 1-800-431-1785.

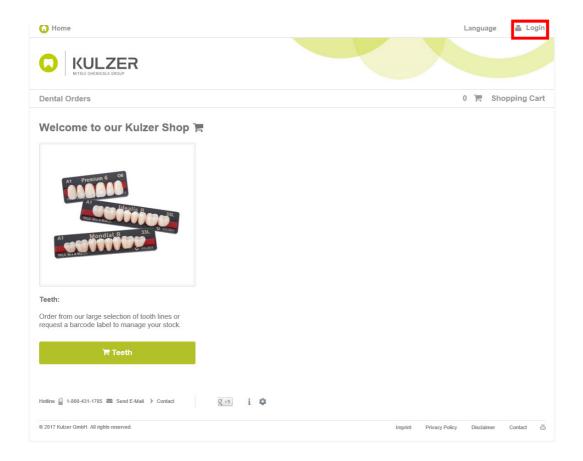
We look forward to your PALA Easy Scan orders!

Your Kulzer Team

II. Online WebShop – New User Registration

Note: You may need to perform a one-time registration on the new Kulzer Webshop even if you were previously registered on the former platform and currently have a PALA Easy Scan device.

- Visit https://shop.kulzer-dental.com for direct access to the Login page of the Pala Easy Scan WebShop.
- 2. Select "Login" on the upper right corner of the page





Current Users

If you are a previous user of PALA Easy Scan, but new to the online Kulzer Webshop, Enter your email address and **select "Forgot Password".**

	* Required Field:	
E-Mail Address or Customer Number *	I	
Password *		
	Forgot your Password?	
	You don't have an account yet? Please register here	
	Login	
Forgot your Password?		
Retrieve your password here		
Please enter your e-mail address below. You	ou will receive a link to reset your password.	
E-Mail Address *	* Required Fields	
	Submit	
	Submit	
♦ Back to Login	Jouin	
▼ Back to Login	Journ	
∢ Back to Login	South	
< Back to Login Login	Journ	
	Journ	
Login	s.falinski@kulzer-dental.com you will receive an email w	th a link to reset your password.
Login	s.falinski@kulzer-dental.com you will receive an email w	th a link to reset your password.
Login		th a link to reset your password.
Login If there is an account associated with lar E-Mail Address or Customer Number *	s.falinski@kulzer-dental.com you will receive an email w	th a link to reset your password.
Login If there is an account associated with lar	s.falinski@kulzer-dental.com you will receive an email w	th a link to reset your password.
Login If there is an account associated with lar E-Mail Address or Customer Number *	s.falinski@kulzer-dental.com you will receive an email w * Required Fields Forgot your Password?	th a link to reset your password.
Login If there is an account associated with lar E-Mail Address or Customer Number *	's falinski@kulzer-dental.com you will receive an email w * Required Flekts	th a link to reset your password.
Login If there is an account associated with lar E-Mail Address or Customer Number *	s.falinski@kulzer-dental.com you will receive an email w * Required Fields Forgot your Password?	th a link to reset your password.

Your temporary password will be immediately sent to your registered email address and can be changed at any time under "My Account".

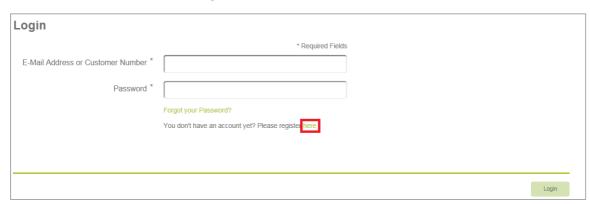


Once you have completed the one-time registration on the Kulzer Webshop please go to Section III – Teeth Barcode Scanning

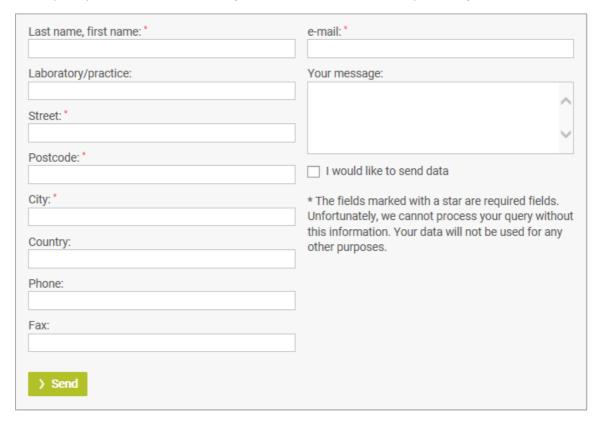
If you are a current user and the system does not recognize your email address, you will need to register as a new customer using the instructions below for new users.

New Users

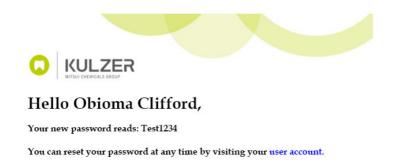
3. If you are a brand new customer to PALA Easy Scan and the Kulzer Webshop without an account, click on "here" to register.





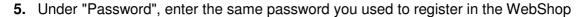


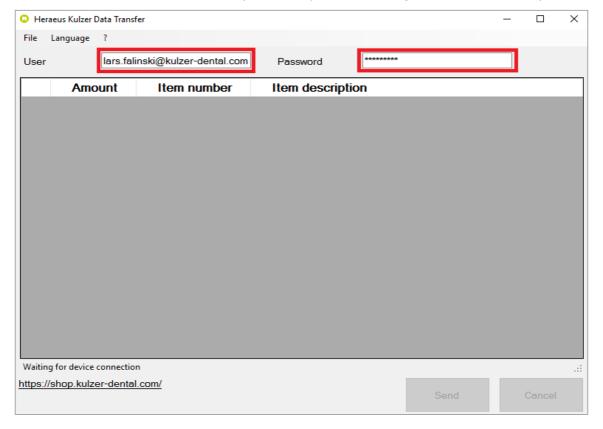
5. Following successful registration, within 24 hours, you will receive an e-mail confirmation and link to change your password.



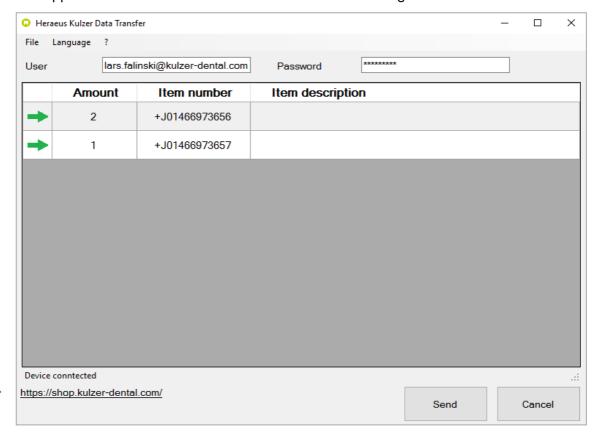
III. Teeth Barcode Scanning

- Note that with the updated PALA Easy Scan, orders are now transmitted from the *OPN 2001* scanner to the online Kulzer WebShop.
- You will need to download the Kulzer Data Transfer exe file (found here: www.kulzerus.com/palaeasyscan) in order to transfer your order data from the scanner to the WebShop.
- This Kulzer Data Transfer will appear as an icon on your desktop that you will need to run (click on) after connecting your scanner to the USB port with every use.
- Please note for the first download, you may need to change the language.
- 1. Scan the barcodes for the teeth you would like to order.
- 2. Click on the Kulzer Data Transfer icon.
- **3.** Plug scanner into your computer's USB port to transfer data from the scanner.
 - a. When the scanner is attached, the Kulzer Data Transfer application will recognize it and automatically read the data.
 - b. The status listed below the table will change from "Waiting for device connection" to "Device detected".
 - c. Additionally the "Send" and "Cancel" buttons will be activated
- 4. After the application has started, enter your user name under "User".
 - a. This can be the e-mail address you used to register in the Webshop.





6. The application then reads all scanned barcodes and arranges them in a table.



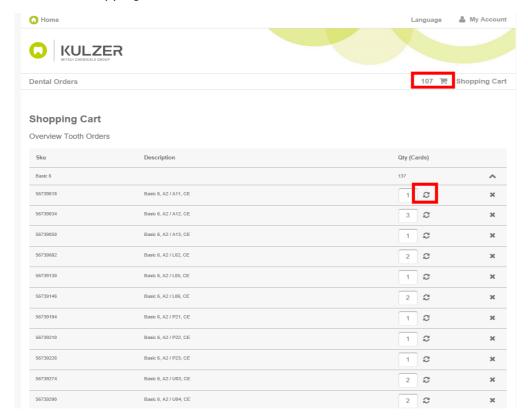
- **7.** One row is added to the table per product. Orders are marked with a green arrow pointing to the right.
- **8.** The second column shows the amount ordered.
 - a. If a product code is recorded several times, the amounts will be added together and presented on a single line.
- 9. Click the "Send" button to transfer data to the WebShop.
- **10.** If the transfer is successful, the data is deleted from the device, the table is cleared and the buttons are deactivated until a device is attached again.
- **11.** If the WebShop sends an error notification, it will be shown in a message box. The data will remain on the device and the table.
- **12.** By clicking on the "Cancel" button, the data will be deleted from the device after confirmation, and the application will again wait for a device to be connected.
- **13.** On the bottom left-hand side of the Kulzer Data Transfer Screen, Click on the URL for the online WebShop (https://shop.kulzer-dental.com). You must be connected to the internet.

Note: It is not possible to connect more than one device at the same time.

IV. Transferring Order to Dealer with the Webshop

Once you have completed the transfer of data from the Kulzer Data Transfer to the WebShop, your order should be accessible.

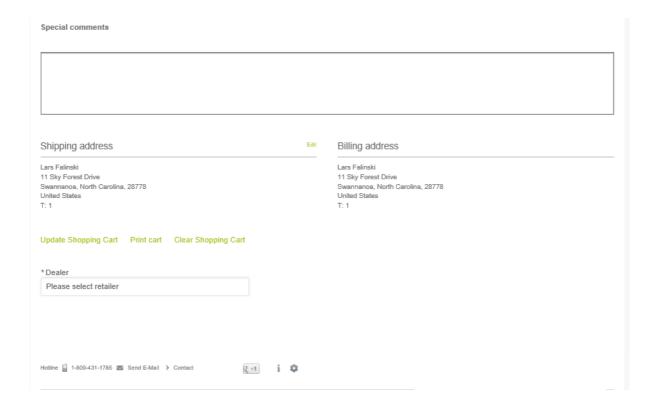
1. Go to Shopping Cart to view ordered items



Note: The number of items in your Shopping Cart equals the number of line items and not the number of teeth.

Also note that if you modify the quantity for a given item in your cart, you will need to select the refresh button after every change to save the updated quantity.

2. Select Dealer/Retailer and Send by clicking on "Order now".



3. You will receive an onscreen notification thanking you for your order. For order details such as order number, please visit "My Account" and "My Orders"



4. You will also receive an email confirmation with the order number and details.



Thank you for your order from TEST. Order Questions?

Call Us: <u>0800 / 437 25 22</u>

Your order summary is below. Thank you again for your business.

Email: HKG.CSC-Labor-Auftragsabwicklung@kulzer-dental.com

Your order #ENW200025

Placed on 20 October 2017 11:06:22 CEST

Hot Items

Sku	Description	Qty (in strips)	Price*
66014909	Artic 6, A4 / R 30, CE	3	
66014925	Artic 6, B1 / R 30, CE	4	
66014941	Artic 6, B2 / R 30, CE	45	
66014957	Artic 6, B3 / R 30, CE	4	
66014973	Artic 6, B4 / R 30, CE	4	
66014989	Artic 6, C1 / R 30, CE	4	

^{*} For dental orders there will be a separate invoice

Note (does not appear on Invoice)

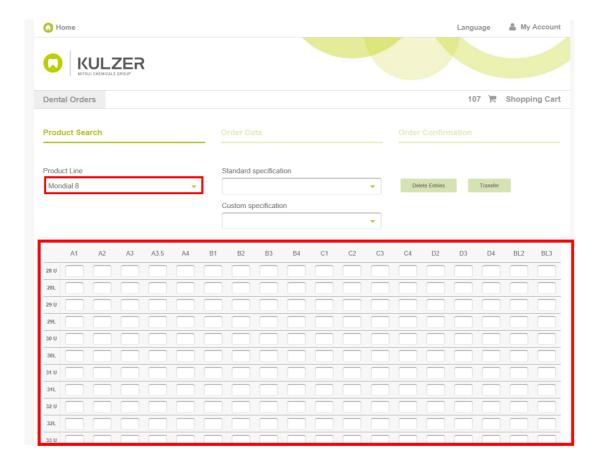
Test
Your shipping address

Lars Falinski
Leipziger Straße 1
Grüner Weg
Hanau, Hessen, 55218Hanau, Hessen, 55555
Germany
Germany
T: 06132 194354 0
T: 0122 456857

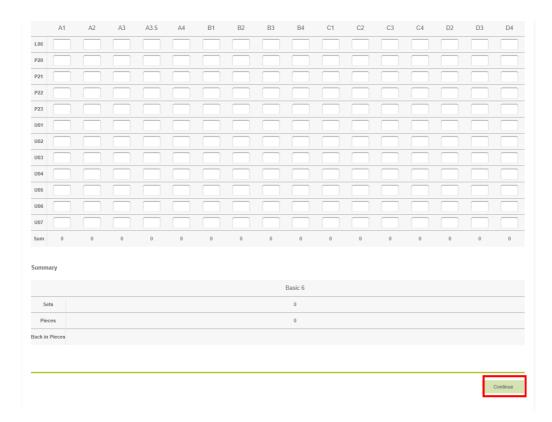
V. Entering Teeth Orders Manually

If you would like to order manually and enter teeth orders without a scanner see steps below.

- 1. From Home Page go to the Dental Orders Tab
- 2. Select the desired tooth line and fill in the matrix with the corresponding values.

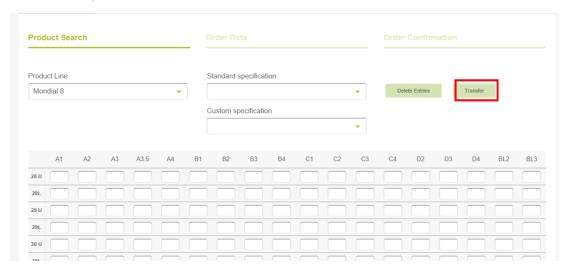


- 3. After manually entering teeth orders, you have two options:
 - a. Select "Continue", add your order to the shopping cart and select your dealer / retailer to place your order.



OR

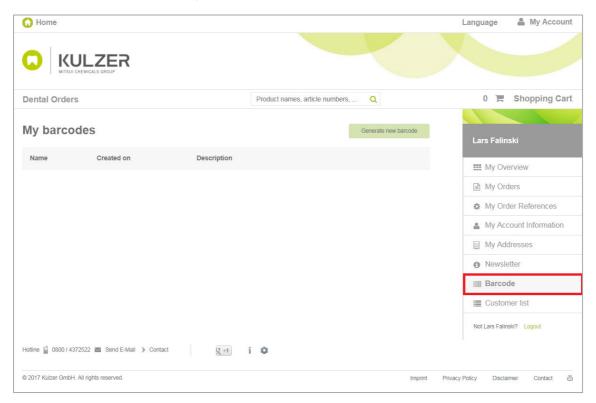
b. Select the "Transfer" button to generate barcodes and save as Custom Specification.



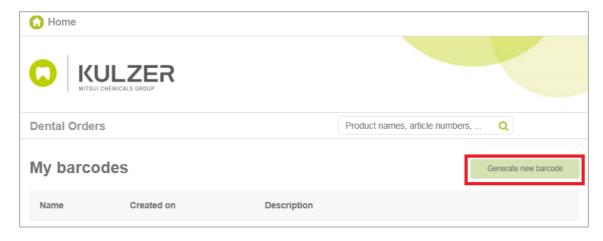
Note: The matrix is used to fill your shopping cart. Once items are put in the shopping cart, they no longer appear in the matrix view. Any changes to your quantities can be done in the shopping cart.

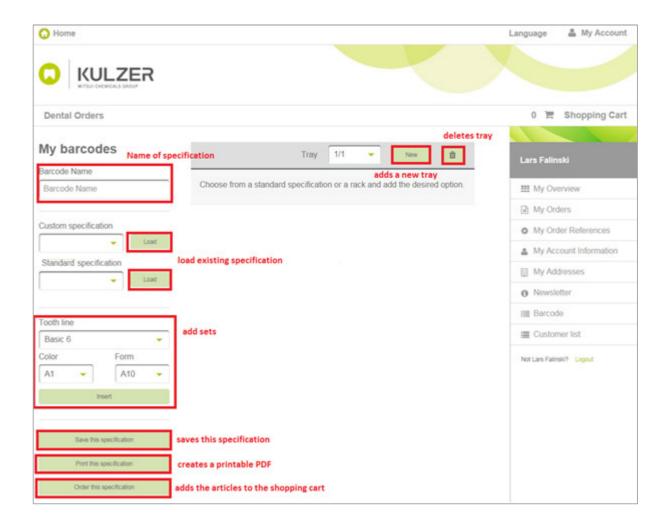
VI. Generating a Barcode

1. From the Dental Orders Tab, Click on "Barcode".



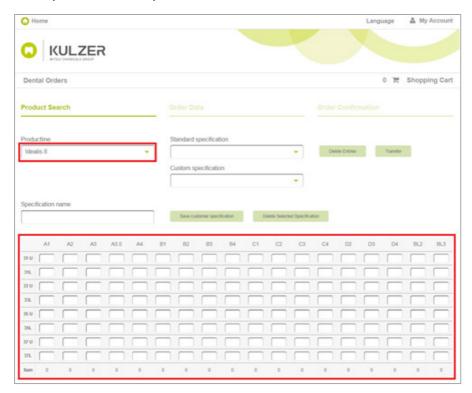
2. Click on "Create new barcode".



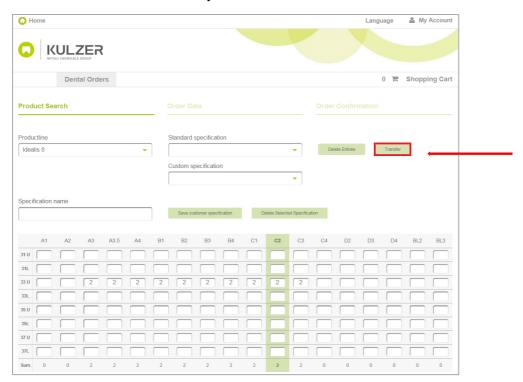


VII. Transferring Products to the Barcode Sheet

1. Enter products in the product matrix.

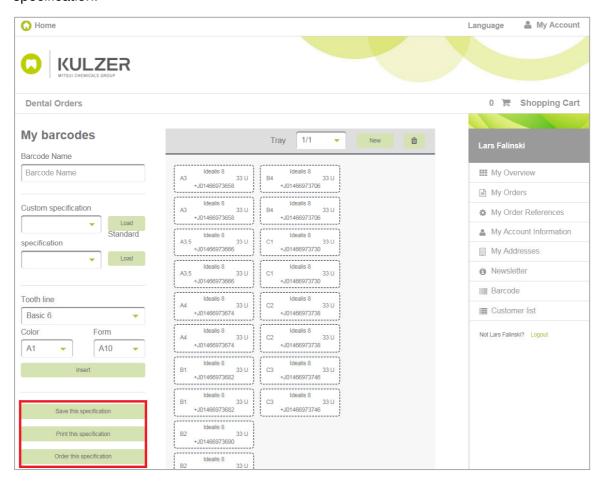


2. Click on "Transfer" to transfer your order to the barcode sheet.



Note: The Transfer icon is for transferring barcodes and not data to the shopping cart.

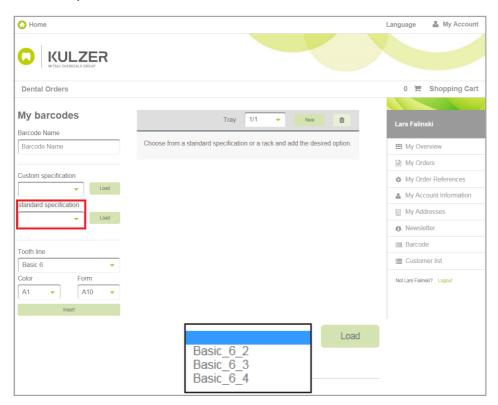
3. Now you can edit the barcode sheet and print it. You can also order directly or save the specification.



VIII. Customizing and Printing Barcodes

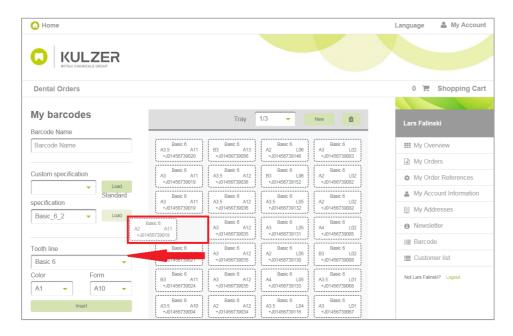
1. Loading specifications

Select a specification and click on the "Load" button.



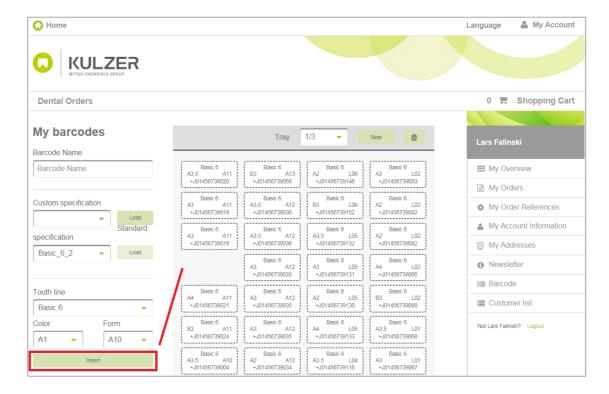
2. Deleting tooth lines

Click on a tooth line and drag it off to the side. After releasing the mouse, the line will be deleted.



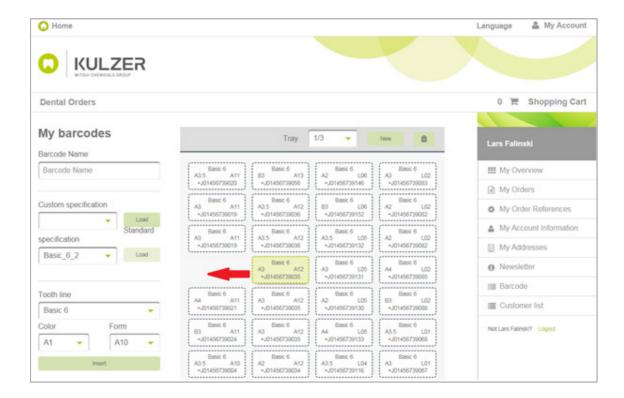
3. Adding tooth lines

Select a product line, colour and form and click on the "Add" button.



4. Re-arranging the product lines

Click on a tooth line and drag it to the empty space.





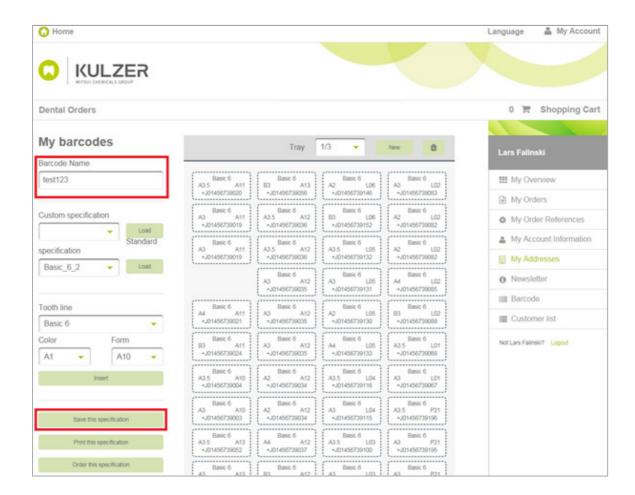
5. Selecting a drawer

Click on the drop-down menu and select the next drawer.



6. Saving changes to specifications

a. Give the specification a name and click on "Save".

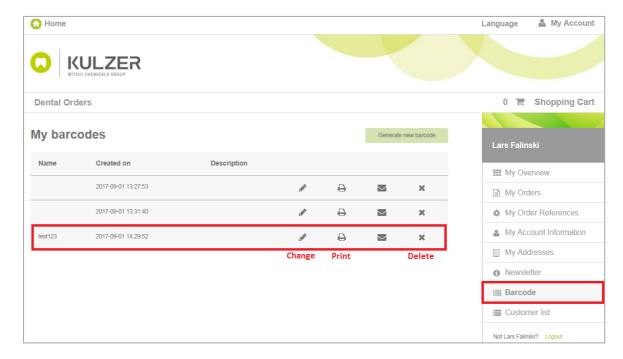




b. A notification will appear to confirm that the data has been saved.

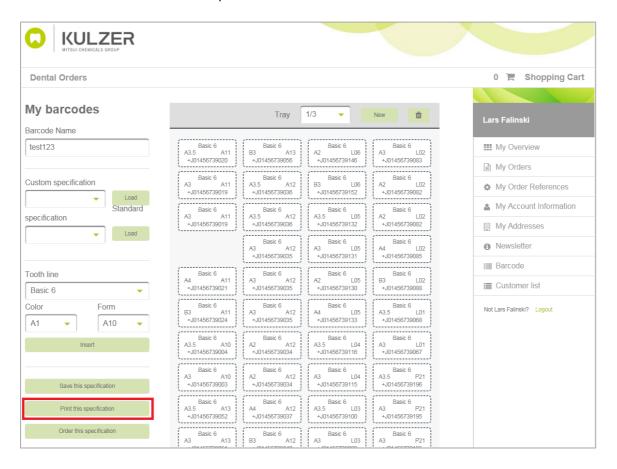


c. Saved specifications can be found in the menu under "Barcodes".

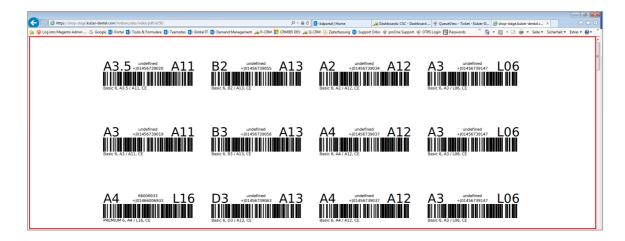


7. Printing barcodes

1. Click on the button "Print this specification".



2. A PDF will be created.



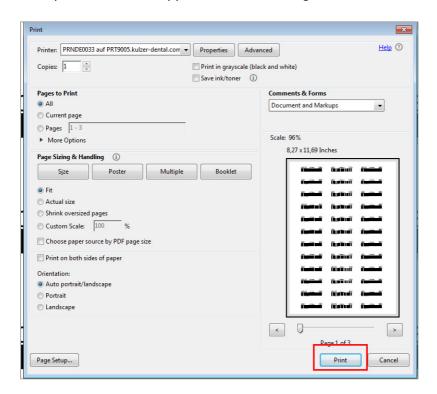
You can either print this PDF yourself or send it to our corporate office in South Bend to have it printed there: customerservice.na@kulzer-dental.com

Print:

1. Right click on the PDF and click "Print".

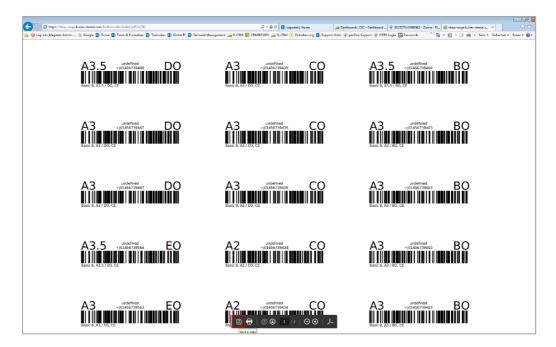


2. Your print screen will appear. Click "Print" again.

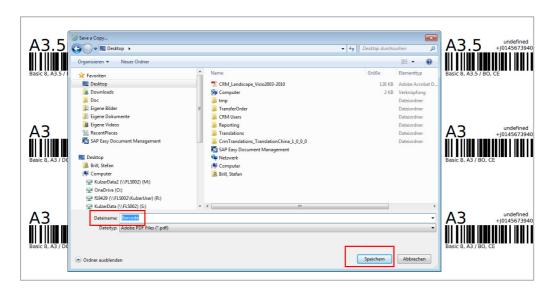


Sending to South Bend:

1. Click on the "Save" symbol at the lower corner of your screen.



2. Select a file name and click "Save".



Open an e-mail. Add the file as an attachment and send it to: customerservice.na@kulzer-dental.com

IX. FAQs

1. What are the system requirements for PALA Easy Scan?

There are no minimum requirements for the computer, aside from an internet connection, an up-to-date browser and the Kulzer Data Transfer File.

2. Where can I find PALA Easy Scan?

The PALA Easy Scan landing page at www.kulzerus.com/palaeasyscan will have all information related to PALA Easy Scan including the User Guide, Kulzer Data Transfer File and drivers if needed.

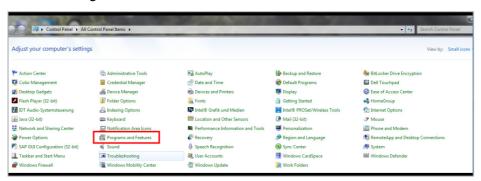
For direct access to the Webshop visit: https://shop.kulzer-dental.com

3. Where can I find the Kulzer Data Transfer exe file?

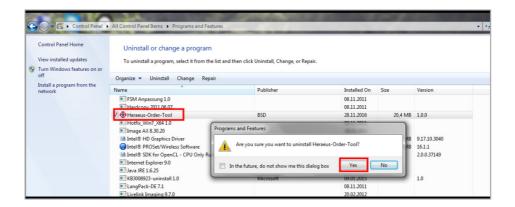
www.kulzerus.com/palaeasyscan

4. How do I uninstall the old PALA Easy Scan software?

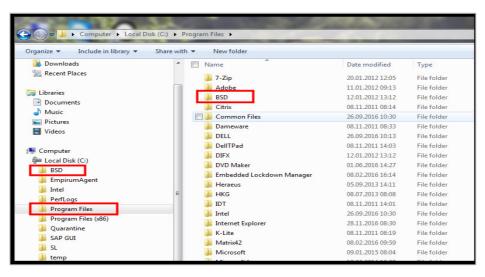
- 1. Start Windows explorer
- 2. Choose "Programs and Features"



- 3. Click on "Heraeus Order Tool" or "Pala Easy Scan" button
- 4. In dialog box click on "Yes"

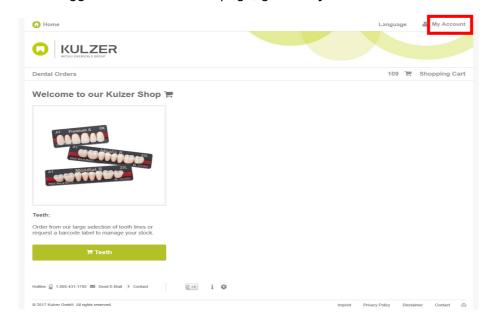


5. To make sure that all documents and files are deleted please check your local device:



5. How do I change my Login Information?

Once logged in from the home page, go to "My Account".



Χ.	Notes				



Do you have questions?

Please contact 1-800-431-1785

Kulzer, LLC 4315 S. Lafayette Blvd. South Bend, IN, 46614 www.KulzerUS.com www.kulzerus.com/palaeasyscan https://shop.kulzer-dental.com

