

## Prefix/Suffix Values

A prefix and/or suffix can be appended to scan data for use in data editing as described in the feature description, [Global Prefix/Suffix on page 28](#).

To set a value for a prefix or suffix:

1. Change the scan data format using the instructions in the feature description, [Global Prefix/Suffix on page 28](#).
2. Scan the appropriate prefix/suffix bar code below.
3. Scan a four-digit number (i.e., four bar codes from [Appendix E, Keypad](#)) that corresponds to that value.



### NOTE

When using host commands to set the prefix or suffix, set the key category parameter to 1, then set the 3-digit decimal value corresponding to the desired keystroke as listed in [Table 34 on page 167](#) (results in a four-digit ASCII code).

4. To correct an error or change a selection, scan [Data Format Cancel on page 29](#).



Set Prefix



Set Suffix

## Global Prefix/Suffix

ASCII characters may be added as a prefix (in a position before the bar code data) and/or as a suffix (in a position following the bar code data). Scan the bar code below labeled “Scan Options”, then one of the following four bar codes corresponding to the position(s) you wish to specify:

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

Scan the “Enter” bar code to complete the change. To set values for the prefix and/or suffix, [See Prefix/Suffix Values on page 27](#). Scan the bar code “Data Format Cancel” if you wish to cancel the change.

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

1. “Scan Options”
2. <DATA> <SUFFIX>
3. “Enter”



**Scan Options**



**\*Data As Is**



**<DATA> <SUFFIX>**

## Global Prefix/Suffix – continued



<PREFIX> <DATA>



<PREFIX> <DATA> <SUFFIX>



Enter



Data Format Cancel