User Guide **Pala Easy Scan** teeth ordering platform





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Welcome to Pala Easy Scan – Teeth Ordering Platform

Thank you for choosing to use Kulzer Denture Teeth and Pala Easy Scan / Kulzer Webshop for placing your orders.

Pala Easy Scan 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 local Kulzer subsidiary

We look forward to receive your Pala Easy Scan orders! Your Kulzer Team

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I. Webshop / Pala Easy Scan – New User Registration

In order to get access to the Webshop and Pala Easy Scan you need to perform a onetime registration.

Go to https://shop.kulzer.co.uk/	Hello, Sign in
Click at the top right on "My Account"	My account v
	REGISTERED CUSTOMERS If you have an account, sign in with your ential address. Email *
Choose "create an account"	Password *
	NEW CUSTOMERS Creating an account has many benefits: check out faster, keep more than one address, trade orders and more.

You will be redirected to

https://www.kulzer.com/en/en/start/uk/pala-tooth-ordering-platform/pala-tooth-ordering-platform.html

Here you find a link to the registration form as well as more information about Pala Easy Scan (user guide, software, usb driver).

REGISTRATION	USER GUIDE PALA EASYSCAN	PALA EASYSCAN SOFTWARE	USB DRIVER
Ē		1	V
Fill out the form to register for Pala Easy Scan and the Webshop. After processing, you will receive your login information.	User Guide for Pala EasyScan tooth ordering platform with barcode scannning.	Download the Pala EasyScan .exe file	Download the USB Driver installation .exe file for your scanner.
REGISTER	DOWNLOAD (PDF)	DOWNLOAD (ZIP)	DOWNLOAD (ZIP)

PALA®

Open the registration form and fill it out and send it.

Note: the email address you provide, will be your user name for the webshop and the Pala Easy Scan. It will also be used to send divers emails (p.e. order confirmations).

about you. Please fill registered you, you w	IIa Easy Scan webshop and website, we need some information out the form. Once we have received this information and ill receive an email with your login details.
Inscription Pala Easy Scan /	Address *
Pestcode: *	City: *
Country: *	
Firstname: *	Lastname: *
Phone: *	
Your email * Please enteryour e-mail address	
Message:	
Data Protection Notice:	aske accept *
	5Di0

Registration form Pala Fasy Scan /

After your data have been processed, you will receive a welcome email with a link where you can set your own password.

Once you have set your new password, please go to Chapter III – Teeth Barcode Scanning to find out more about the setup and usage of Pala Easy Scan.

II. Forgot password?

If you forgot your password, there are 2 ways to reset it:

1) Go to <u>https://shop.kulzer.co.uk/</u> Click at the top right on "My Account"

Choose "forgot your password?"

REGISTERED	CUSTOMERS
r you have an account, sign in w	
imail -	
Password *	
SIGN IN	FORGET YORR PASSWERD?
NEI	N CUSTOMERS
	w benefits: check out fastes keep more than on

Please enter your email address below to receive a password reset link.
Email *
RESET MY PASSWORD

This message appears. Please fill in your email (user/login for webshop & Pala Easy Scan) and send.

You will receive an email with a link to set a new password. For safety reasons, this link can only be used once.

2) Open Pala Easy Scan and click on "forgot password" at the top right.

Password	
	Forgot Password?

	ter your email address eceive a password	5
Email *		
RESET MY	PASSWORD	

This message appears. Please fill in your email (user/login for webshop & Pala Easy Scan) and send.

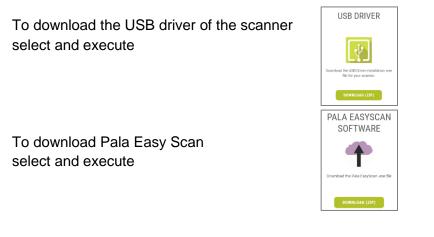
You will receive an email with a link to set a new password. For safety reasons, this link can only be used once.

III. Teeth Barcode Scanning

With the Pala Easy Scan, orders are transmitted from the Opticon scanner (OPN 2001) to the <u>online</u> Kulzer Webshop.

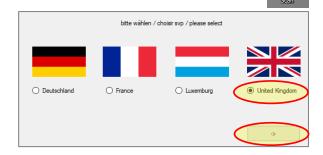
To use the barcode scanner in connection with the webshop, you must first install the Pala Easy Scan software and the USB scanner

To download these, click the link: Pala EasyScan Information and Files



The Pala Easy Scan will appear as an icon on your desktop that you will need to run (click and open) after connecting your scanner to the USB port with every use.

- 1. Click on the Pala Easy Scan icon on your desktop screen to open up the Pala Easy Scan application.
- 2. Select your country and click on ->



3. After the application has started, enter your user name under "Email/User" and password under "Password" on the Pala Easy Scan screen. This is same the e-mail address and password you used to register in the webshop.

You only have to fill this the first time; next time you open de Pala Easy Scan, the information is prefilled.





		Password	Econot Page	
Amount Item n	umber Item desc	ription	,	
Waiting for device connection				
Waiting for device connection		Send De	lete a line	Delete all

- 4. Take the scanner Opticon (without USB cable) and scan the barcodes for the teeth you would like to order from the printed inserts in your drawer or the barcode book.
- 5. Plug the scanner into your computer's USB port to transfer data from the scanner.
 - a. When the scanner is attached, the Pala Easy Scan 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 connected".
 - c. Additionally the "Send" and "Delete" buttons will be activated
- 6. The application then reads all scanned barcodes and arranges them in a table.

🔮 PALA	l® Easy Scan - 5	.13 - (Ur	ited Kingdom)						_		×
File	United	l Kingdom	Proxy	Help/Contact	?						
E-Mail/	User a	ngelique.va	negmond@k	ulzer-dental.com		Password	********				
								Forgot	t Password?		
	Amount	lten	number	Item desc	ription						<u>^</u>
-	1	+J014	66012827	Artic 6, A2 / S	30, CE						
-	1	+J014	166015115	Artic 8, A2 / 10)° - 32 U	, CE					
-	2	+J014	166071160	Delara 6, A2 /	S44, CE						
-	1	+J014	166071565	Delara 8, A3 /	32L, CE						
-	1	+J014	66016886	MONDIAL 6, A	2/S44	3, CE					
-	1	+J014	66017306	Mondial 8, A2	/ 33L, CE						
-	1	+J014	166006995	PREMIUM 6, A	2/ 02,	CE					
-	1	+J014	166007188	PREMIUM 8, A	2 / L, CE						~
Device o	connected										
Open V	Webshop				Send		Delete a li	ine	Delet	Ke all	
	Start C.			ut our den dial – Dela				B)		LZER



- 7. One row is added to the table per product. Orders are marked with a green arrow pointing to the right \rightarrow .
- 8. The column « Amount » indicates the amount of sets ordered.
 - a. If a product code is recorded several times, the amounts will be added together and presented on a single line.
 - b. Any adjustments to the quantity can be done later on in the webshop.
- 9. The column « Item number » is providing information on the article number whereas the column « Item description » shows the description of the specific tooth ordered (scanned).
- 10. « Send » button :

Click the "Send" button to transfer data from the scanner to the webshop. If the transfer is successful, a message box appears and you can

- A. go directly to the webshop for the next steps (see chapter 16).
- B. scan some more products

You're barcodes have been successfully uploaded to your shopping cart! Please click open webshop now or close this popup and keep scanning and uploading more barcodes.
Open webshop
I want to scan and upload more products

- 11. After transferring the data is deleted from the scanner, the table in the Pala Easy Scan is cleared and the buttons are deactivated until a device is attached again.
- 12. To add new barcode scans, you must disconnect the scanner, scan barcodes and reconnect the scanner.
- 13. If there is a barcode not recognized, the webshop sends an error notification. The article number of the not recognized barcode will be shown in a message box. The data will remain on the device and the table until you delete them.

During the transfer, the following data was detected as incorrect: +J01466803462 -> The product that was requested doesn't exist. Verify the product and try again. +J01466803463 -> The product that was requested doesn't exist. Verify the product and try again.
ОК

14. "Delete a line" button :

Removes the selected line. If a line is selected it turns light grey. It is not possible to select multiple lines at once.

-	1	+J01466017302	Mondial 8, A2 / 29L, CE
→	1	+J01466071152	Delara 6, A2 / O51, CE
•	1	+J01466071555	Delara 8, A2 / 30L, CE

15. "Delete all button:

All data will be deleted from the device after your confirmation. The application will again wait for a device to be connected. There is no data transferred and therefore no order placed.

	Amount	Item number	Item description	^
→	1	+J01466012827	Artic 6, A2 / S 30, CE	
-	1	+J01466015115	Artic 8, A2 / 10° - 32 U, CE	
-	2	+J01466071160	Delara 6, A2 / S44, CE	
→	1	+J014660		
→	1	+J014660 😯	Do you really want to discard all scanned data?	
→	1	+J014660	Yes No	
•	1	+J01466006995	PREMIUM 6, A27 O2, CE	
→	1	+J01466007188	PREMIUM 8, A2 / L, CE	
fransfer	failed			
Open \	Webshop		Send Delete a line Delete all	

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



16. To open the webshop and finish your order, click on:

You're barcodes have been successfully uploaded to your shopping cart! Please click open webshop now or close this popup and keep scanning and uploading more barcodes.	or	File E-Mail/	United Ki	ngdom Proxy elique.vanegmond@ku	Help/Contact ? Ilzer-dental.com Password	Forgot Password?
			Amount	Item number	Item description	^ ^
		-	1	+J01466012827	Artic 6, A2 / S 30, CE	
		-	1	+J01466015115	Artic 8, A2 / 10° - 32 U, CE	
		-	2	+J01466071160	Delara 6, A2 / S44, CE	
		-	1	+J01466071565	Delara 8, A3 / 32L, CE	
Open webshop		-	1	+J01466016886	MONDIAL 6, A2 / S 443, CE	
		Transfer	failed	101400017300	Mardial & AD (201 OF	×
I want to scan and upload more products	C	Open	Webshop		Send De	elete a line Delete all

You will be directed to the webshop:

- a. If you are still logged in, you can directly go to your shopping cart.
- b. If you are not logged in, you will get following message first. Please log in to go to your shopping cart.

PLEASE SIGN IN!
YOU HAVE SUCCESSFULLY UPLOADED THE PRODUCTS INTO YOUR WEBSHOP ACCOUNT. TO Complete the order, please log in first. Only then you will see the products in your Shopping cart and can complete the order.
CLICK HERE TO SIGN IN

Note : for opening the webshop you must be connected to the internet. You can also login via your webbrowser at *shop.kulzer.co.uk*.

IV. Transferring Order to Dealer with the webshop

Once you have completed the transfer of data from the Pala Easy Scan to the webshop, your order should be accessible.

After clicking on "open webshop" in the Pala Easy Scan the webshop opens and a message appears that you have to login to the webshop.

PLEASE SIGN IN!
YOU HAVE SUCCESSFULLY UPLOADED THE PRODUCTS INTO YOUR WEBSHOP ACCOUNT. TO Complete the order, please log in First. Only then you will see the products in your shopping cart and can complete the order.
CLICK HERE TO SIGN IN

 Click on « Click here to sign in » Enter your Email and password that you have registered with for the webshop / Pala Easy Scan and click on "Sign in".

REGISTERED CUSTOMERS	
Email *	
Password *	
SIGN IN	
FORGOT YOUR PASSWORD?	

When you enter the webshop for the very first time, you will be asked for your preferred dealer. Your preferred dealer will be saved. You can change the dealer for each order or even for each order line.

Note: The system will propose for the next order the last dealer that was selected for a specific product.

2. You will be directed to the shopping cart.

In case you are not, click on Shopping Cart at the top right. *Note*: The number of articles in your shopping cart equal the number of total items and *not* the number of teeth.

A window with a preview of the shopping cart opens. A maximum of 20 articles can be shown. Click on "View cart".





SHOPPING CART SELECT SELLER FOR ALL ITEMS Change dealer for all items --Please Select--• / for the whole order Seller : Metrodent Limited QTY (CARDS) DESCRIPTION Selle ARTICLE CODE Your price Subtotal Artic 6 Summary Artic 8 * Delara 6 Subtotal 0 . 0 Delara 8 ORDER TOTAL

You are now in your shopping cart where you find an overview of your order.

3. Dealer:

Your preferred dealer is prefilled. OR The dealer from which you ordered last time the products if prefilled.

If you like, you can change the dealer for the complete order. There is also an option to change the dealer per article. This is described below.

If you have multiple products, it might be that the order is "split' in 2 (or more) dealers: 1x with the dealer ordered last time from in case you changed your preferred dealer 1x with your preferred dealer in case you order the product for the first time You can easily change the dealer for the whole order if you like. The ordered teeth are shown per tooth line.
 You can open the tooth line to view the exact articles you ordered.

LECT SELLER FOR ALL ITEM	s	Chapter de	ealer for this item		
lease Select		• • • • • • • • • • • • • • • • • • •	Change quantity	Delete item	
Seller : Metrodent Limited ARTICLE CODE	DESCRIPTION	Seller	QTY (CARDS)	Your price Subtotal	
Artic 6		5		*	Summary
66012868	Artic 6, A1 / O 10, CE	Metrodent Limited We have no information if this seller is offering this specific process Before ordering, please make sure, this seller is selling this product.		• ×	Subtotal ()
66012869	Artic 6, A2 / 0 10, CE	Vetrodent Limited We have no information if this seller is offering this specific product. Before ordering, please make sure, this seller is selling this product.	1 ¥	() ×	ORDER TOTAL
66012870	Artic 6, A3 / O 10, CE	Vertodent Limited Vertown of this seller is offering this specific product. Before ordering, please make sure, this seller is selling this product.	1 ¥	() ×	GO TO CHECKOUT [METRODENT LIMITED]
66012871	Artic 6, A3.5 / O 10, CE	Wetrodent Limited We have no information if this seller is offering this specific product. Before ordering, please make sure, this seller is selling this product.	1 ¥	() ×	
66014037	Artic 6, A4 / O 10, CE	Venotent Limited Venote this seller is offering this specific product. Before ordering, please make sure, this seller is selling this product.	1 *	() ×	
Artic 8		5		Ŧ	

Here you can

- change the ordered quantity
- delete the item from the shopping cart
- change the dealer for 1 article / order line
- 5. Click on "go to checkout" to proceed.



6. Shipping

On the left side the available delivery addresses are shown which you can choose from. If you only have 1 delivery address, there will be 1 delivery address that is already selected.

You cannot change the shipping method as this is defined by the dealer.

If you want to make changes in your shopping basket, p.e. adding or deleting products, click on "change shopping basket".

On the right side you find a resume of your order

Click on "next" to proceed.

✓ SHIPPI	NG	2 REVIEW & INVOICING	ORDER SUMMARY
SHIPPI	NG ADDRESS		6 ITEMS IN CART
Angelique UK I Live street 1 Live City, 1234	2nd shipping street 2 Live City, 54321	i i	DELARA 6, A1 / 043, CE (0)
United Kingdor +44123456789			DELARA 6, A2 / 043, CE (1) Qty-1
SHIPPI	NG METHODS		DELARA 6, A3 / 043, CE 0
Wel		you do not wish to use the distributor's standard shipping method, please	DELARA 6, A3.5 / O43, CE ()
EDI	IT CART	NEXT	DELARA 6, A4 / 043, CE (Qty:1

7. Review and Invoicing

On the left side you find your invoice address. You can change it if you have multiple addresses in the system.

If you want to add another invoice address, you need to send a request which needs to be processed first. Till that is done, you cannot finish the order.

The field "Apply discount code " is not working yet.

On the right side, you find a short resume of the order.

The shipping address can only be changed if you have multiple addresses in the system.

If you want to add another shipping address, you need to send a request which needs to be processed first. Till that is done, you cannot finish the order.

The shipping method cannot be changed as this is depending on the dealer.

✓ SHIPPING	V REVIEW & INVOICING	ORDER SUMMARY	
INVOICE ADDRESS		Cart Subotal Shipping ORDER TOTAL	0
My billing and shipping address are the same Angelique UK Live Test		6 ITEMS IN CART	+
Live city, 12345 Unite (Kingdom +44123495789		SHIP TO: Angelique UK Live Test Live siter Live Ging, 12245	(EDIT
LEAVE A COMMENT	-	United Kingdom +44123456789	
Enter your contenent 200 remaining characters		SHIPPING METHOD:	100
LEGAL NOTICE			
The General Terms of Sale and Delvery and the conditions for or Yes, I would like to register for the free Ku/zer newsletter. C newsletter approximately every month. You can unsubscrib	ter data processing apply. ontent includes product information, company and dental industry news, events, promotions and offers. You will receive the e at any time. There read, understood and accept the relevant data protection information.		
	PLACE ORDER		
APPLY DISCOUNT CODE	+		



8. Click on "place order " to finish the order process.

PLACE ORDER

9. You will receive an onscreen notification thanking you for your order incl. order number. For order details, please visit "My account" and "My orders".



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

Note: The dealer will receive an email at the same time as you to inform him of your order. He will process it as soon as possible.

For any questions about the order, we ask you to contact the dealer indicating your order number.

V. Entering teeth orders manually via matrix

If you would like to order teeth without a scanner see steps below.

Go to "Denture teeth" and choose "Order teeth by matrix"

```
\equiv All Denture Teeth Denture Materials Devices & Equipment Contact & Help
```

Select the desired tooth line and fill the matrix with the values you would like to order. At the bottom you see a resume of the total filled number per tooth line.

Product Search							Order Data							Order Confirmation					
duct line elara 8 PRINT AS BAR	CODES	INTINUE																	
	A1	A2	A3	A3.5	A4	B1	B2	B3	84	C1	C2	C3	C4	D2	D3	D4	BL2	BL3	
30U	1																		
30L		3																	
32U			5																
32L																			
34U																			
34L																			
36U																			
36L																			
MMARY																			
					Delara 6							Delara 8							
•					0							9							
es					0							72							

Note: by refreshing the page (F5) you empty all filled matrices at once. It is not possible to empty the matrix for only 1 tooth line.

After filling one or more matrices, you have two options:

A. Ordering

Add the teeth to your shopping cart by	/ clicking first on "continue".
--	---------------------------------

roduct Search							Order Da	ata						Order Confirmation					
dontine Veren 6 V Verent As Braceders Contract																			
	A1	A2	A3	A3.5	A4	B1	82	83	84	C1	C2	C3	C4	D2	D3	D4	BL2	BL3	
30U	1																		
30L		3																	
32U			5																
32L																			
34U																			
34L																			
360																			
36L																			
IMMARY																			
					Delara 6							Delara 8							
					0							9							
es	0							72											

And then "Add order to cart"

SUMMARY		
	Delara 6	Delara 8
Sets	0	9
Pieces	0	72
BACK PRINT AS BARCODES ADD ORDER TO CART		

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.

You get a notification that the teeth have been added to your shopping cart.



By clicking on "Go to productsearch" you return to the matrix and can add more teeth.

By clicking on "Go to cart" you go to your shopping cart where you can finalize your order (see also Transferring Order to Dealer with the Webshop from point 3).

B. Generate barcodes

Select the "Print as barcodes" button to generate barcodes and save as your own specification.

See chapter "Generating a barcode - create your own via matrix"

roduct S	earch						Order Data							Order Confirmation					
lasting land 5 v NINT AS BARCODES CONTINUE																			
	A1	A2	A3	A3.5	A4	B1	82	83	84	C1	C2	C3	C4	D2	D3	D4	BL2	BL3	
30U	1																		
30L		3																	
32U			5																
32L																			
34U																			
34L																			
360																			
36L																			
IMMARY																			
					Delara 6							Delara 8							
5					0							9							
nces 0											72								

VI. Generating a barcode – create your own specification

Go to "Denture teeth" and choose "Print barcode labels".

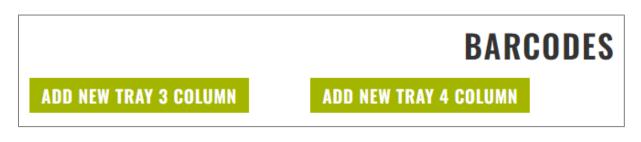
 \equiv All Denture Teeth Denture Materials Devices & Equipment Contact & Help

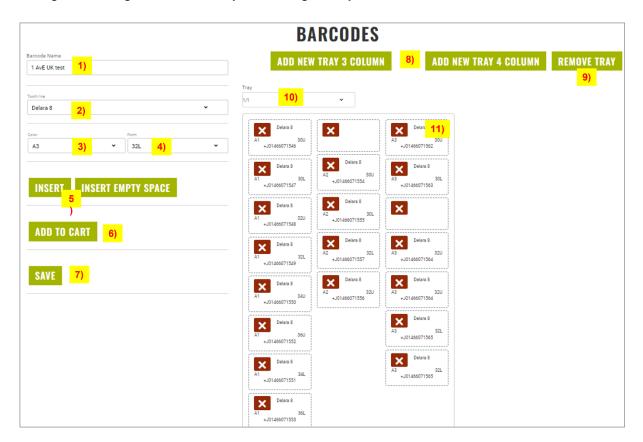
Click on "Generate new barcode list".

	BARCO	DES			
GENERATE NEW BARCODE LIST			edit	print	delete
NAME	CREATED ON	DESCRIPTION			
1 AvE UK test	2023-09-06 10:48:39		Ø	8	I

Choose an option:

3 columns -> barcodes for molars; max. 3 columns x 12 codes 4 columns -> barcode for anteriors; max. 4 columns x 12 codes





You get following screen, where you can organize your own barcodes:

- 1) Fill in a name for your own barcode specification
- 2) Choose a tooth line
- 3) Choose a color
- 4) Choose a mould
- 5) Insert the code of the chosen tooth on the sheet or insert an empty space

Note: New codes and empty spaces will be put on the top left side. You can drag&drop them up and down and to the right side. In future it will be possible to drag&drop them at any point of the sheet.

- 6) The selected codes will be transferred as teeth to your shopping cart for direct ordering
- 7) Save
- 8) Add another tray
- 9) Empty the current tray
- 10) If you have more than 1 tray, you find here on which tray you currently are
- 11) Remove this code

After saving your barcodes, you can print them on paper or save them to your pc.

Click on the print icon

	BARCODES					
GENERATE NEW BARCODE LIST				print		
NAME	CREATED ON	DESCRIPTION				
1 AvE UK test	2023-09-06 10:48:39		Ø	8	4	Ē

A .pdf opens en you can either print or save the barcodes as .pdf on your pc.

1 / 1 - 100% + 🗄 🔇		± ē
	30L NH T	
	32L A3	

You can find your saved barcodes at the section "barcodes" in your account details. From there you can change, print or delete them.

VII. Generating a barcode - create your own via matrix

Go to "Denture teeth" and choose "Order teeth by matrix"

```
\equiv All Denture Teeth Denture Materials Devices & Equipment Contact & Help
```

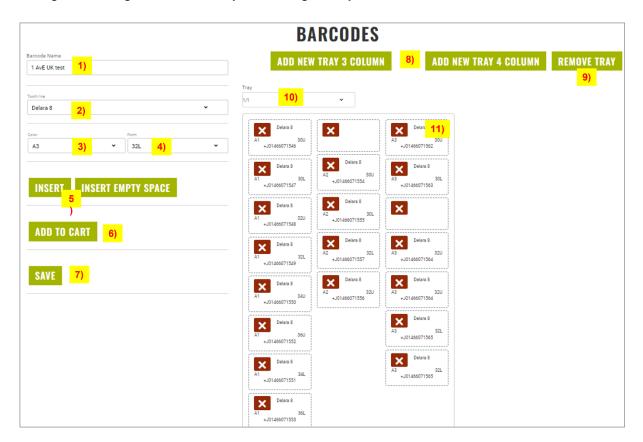
Select the desired tooth line and fill the matrix with the corresponding number of barcodes you like to create for that specific tooth. At the bottom you see a resume of the filled number per tooth line.

Product Se	earch						Order Data							Order Confirmation						
oduct line Delara 8 PRINT AS BARC	CODES	, Datikue																		
	A1	A2	A3	A3.5	A4	B1	B2	B3	B4	C1	C2	C3	C4	D2	D3	D4	BL2	BL3		
30U	1																			
30L		3																		
32U			5																	
32L																				
34U																				
34L																				
360																				
36L																				
UMMARY																				
					Delara 6							Delara 8								
Sets 0					0							9								
Nieces 0								72												

Note: by refreshing the page (F5) you empty all filled matrices at once. It is not possible to empty the matrix for only 1 tooth line.

After filling one or more teeth matrices, click on "Print as barcodes" to generate barcodes and save as your own specification.

roduct Se	earch						Order Data						Order Confirmation					
duct line elara 8 PRINT AS BARC	CODES CO	DNTINUE																
	A1	A2	A3	A3.5	A4	B1	82	83	84	C1	C2	C3	C4	D2	D3	D4	BL2	BL3
30U	1																	
30L		3																
32U			5															
32L																		
34U																		
34L																		
360																		
36L																		
JMMARY																		
Delara 6												Delara 8						
	eces 0						9 72											



You get following screen, where you can organize your own barcodes:

- 1) Fill in a name for your own barcode specification
- 2) Choose a tooth line
- 3) Choose a color
- 4) Choose a mould
- 5) Insert the code of the chosen tooth on the sheet or insert an empty space

Note: New codes and empty spaces will be put on the top left side. You can drag&drop them up and down and to the right side. In future it will be possible to drag&drop them at any point of the sheet.

- 6) The selected codes will be transferred as teeth to your shopping cart for direct ordering
- 7) Save
- 8) Add another tray
- 9) Empty the current tray
- 10) If you have more than 1 tray, you find here on which tray you currently are
- 11) Remove this code

After saving your barcodes, you can print them on paper or save them to your pc.

Click on the print icon

	BARCODES					
GENERATE NEW BARCODE LIST				print		
NAME 1 AVE UK test	CREATED ON	DESCRIPTION	A	6	1	亩
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A .pdf opens en you can either print or save the barcodes as .pdf on your pc.

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You can find your saved barcodes at the section "barcodes" in your account details. From there you can change, print or delete them.



VIII. Notes

Do you have questions ?

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