Scanner Sensor

Power Button

Scanner Button

SCANNING A BADGE

1. Hold the unit 4" to 6" away from the attendee's name badge. Aim the unit towards the barcode.

2. Press either of the red scanning buttons on either side of the device (or the touch sensor at the bottom center of the front screen) to scan.

3. Listen for a beep and view the attendee's information on the screen.

That's it! Now you can scan another lead.

POWERING UNIT ON/OFF

Press and hold the circular power button on the right side of the device until the power interface shows at the top of the screen. Select 'Power off'.

AUTO OFF

After 1 minute of idling, the unit will go into sleep mode. To wake it up, tap either of the red scan buttons or the power button to wake it up.

SETTINGS

Tap the More Options button (three vertical dots) at the top right of the screen and select 'Settings'. Here you will see your system preferences controls. The 'No Duplicates' button will prevent duplicate scans on your device. The 'Sync Online Qualifiers' and 'Retrieve Surveys' buttons will import changes to your qualifiers or your preordered custom surveys.

INFORMATION TAB

Tap the Hamburger Icon (three horizontal lines) at the top left of the screen and select the 'Information' tab. Here you can find your current scanning data, the 'pick a winner' button, and your expometrics login credentials.

NOTES & QUALIFIERS

After you scan a badge, you will be brought to the 'Lead Details' tab. To take notes on the lead, select the 'Lead Notes' tab and tap the screen to summon the keyboard. To attribute qualifiers to the lead, select the 'Lead Qualifiers' tab and select the applicable qualifiers. When you're done, you can go back to 'Lead Details' or hit the 'Back' arrow at the bottom left of the screen to keep scanning.

If you have any questions on operating the unit, please visit the lead retrieval counter in the exhibitor services area, or during show hours, call the designated onsite technician listed below:

AMANDA TRESCH 985-237-3635