CONEXSYS®
REGISTRATION

In Booth Scanner
Quick Start Guide

Turning ON

Hold down the button labelled 'Power' for about 1-2 seconds then release it. The scanner should now be ON.
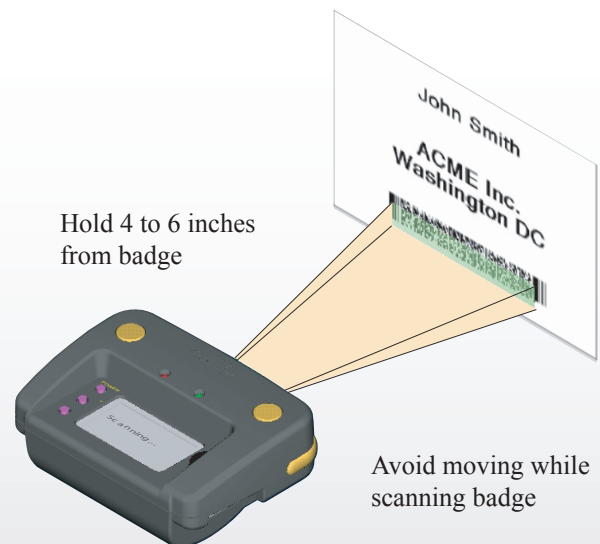
Turning OFF

Hold down the button labelled 'Power' for about 3 seconds then release it. The scanner should now be OFF. You should turn off the unit at the end of each day.

Auto OFF

The scanner may automatically turn itself off if unused for more than 2 hours. Should this occur, simply turn the unit ON again.

Scanning the badge

1. Hold the reader approximately 5 inches from the badge as shown. Do not hold too close to the badge.
2. Press one of the large yellow buttons.
3. A faint green aiming bar will briefly appear. Aim the reader so this bar cover the edges of the barcode on the badge.
4. Hold the reader in this position for a few seconds. Avoid moving it during this time.
5. When the reader has decoded the badge information you will hear 3 short beeps and the unit will display the information on screen.
6. Should there be any problem decoding the badge, a long beep will sound and the message 'scanning failed' will show.

Hold 4 to 6 inches from badge

John Smith
ACME Inc.
Washington DC

Avoid moving while scanning badge

For shiny or reflective badges, hold the reader at a slight angle.

Viewing Lead Details

If you have scanned a lead, a portion of the information stored will appear on the screen. To see all of the lead information:

1. Use the thumbwheel to select the lead you wish to expand.
2. Click the thumbwheel to expand the lead. The thumbwheel can now be used to scroll up and down through the lead.
3. Click the thumbwheel again to return to regular operation.

Entering Qualifiers

To enter followup codes or qualifiers:

1. Press the button labelled 'Qualify'. A new screen will appear showing the followup codes programmed in the unit.
2. Using the thumbwheel, scroll to the qualifier you wish to add and click the thumbwheel. A small checkmark will appear beside it.
3. Enter as many codes as required, then press 'Qualify' to return to normal operation.

If you have any questions please go to the Lead Retrieval Service Desk.