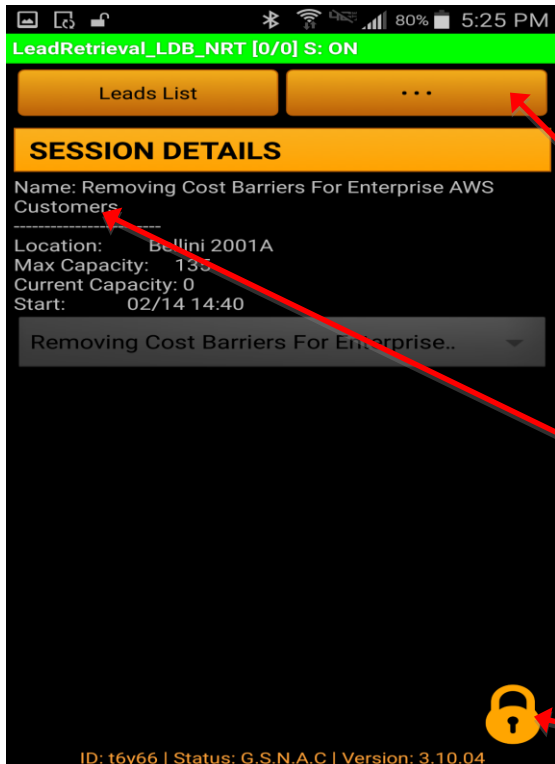
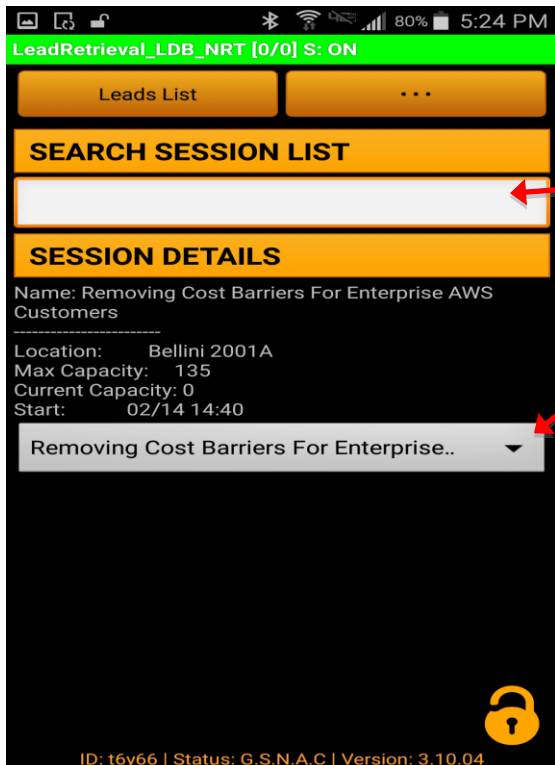


Session Tracking Instructions



*shows screen while locked



*shows screen while unlocked

1) To turn on device, click the button on either side of the sled, then hold down the power button located on the upper right side of cellular phone.

2) Confirm sled connection. If bar is green, you are connected. If bar is blue you are disconnected. If bar is red, your sled needs to be turned on.

3) To reconnect sled, click here and select the option **Reconnect to Sled**.

4) Your session name will always display here, followed by the location, maximum and current capacity, and the start time and date.

5) To change the session name, tap the lock icon 4-5 times as directed.

*Note: you must re-lock icon after choosing session.

6) Once unlocked, you can choose a new session by typing the name into the search box OR by clicking the dropdown arrow and scrolling to the session name.

*Note: If name is typed into search box, no confirmation will be prompted. However, if name is selected from the dropdown list, then a confirmation will be prompted.

7) ALWAYS remember to lock the screen after selecting the session by tapping the lock icon 4-5 times as directed. This will ensure you stay in the selected session.

*Note: If user forgets to lock session after selection, the session can change without user's knowledge.

ACCESS CONTROL: Access Control is a feature that indicates to the scanner whether or not a person has clearance for the session. Not all sessions implement this feature. However, if a session does include Access Control, the scanner will indicate whether the person is granted access upon scanning their badge. If a person is granted access to the session, the scanner screen will display **green** in color and read "Access Granted". If the person is denied access the scanner screen will display **red** in color and read "Access Denied".