

# Session Scanning Guide

The OnArrival Hand Session Scanner is an iPhone or iPod inside of a Specialized Sled. The sled has a QR Code scanner at the front which can be activated by 1 or 2 side buttons, depending on the model (Shown below).

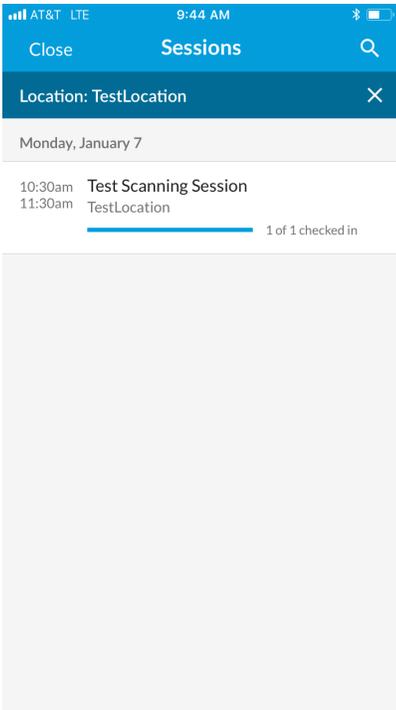
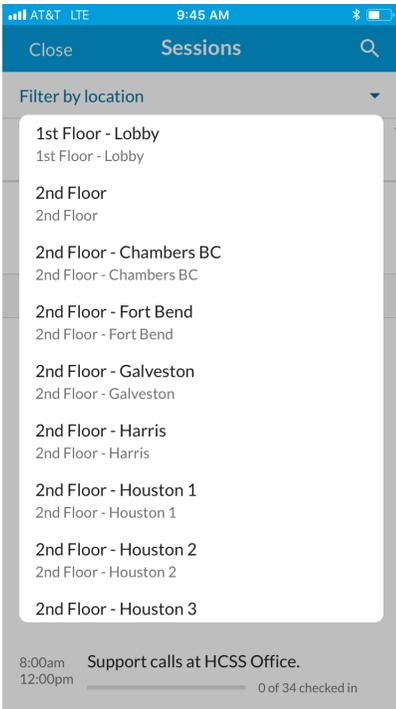




Below is the Home Screen. From here you can select the room where the Scanner will be located at. The Cvent team will do this step and have each scanner labeled and designated to a location.

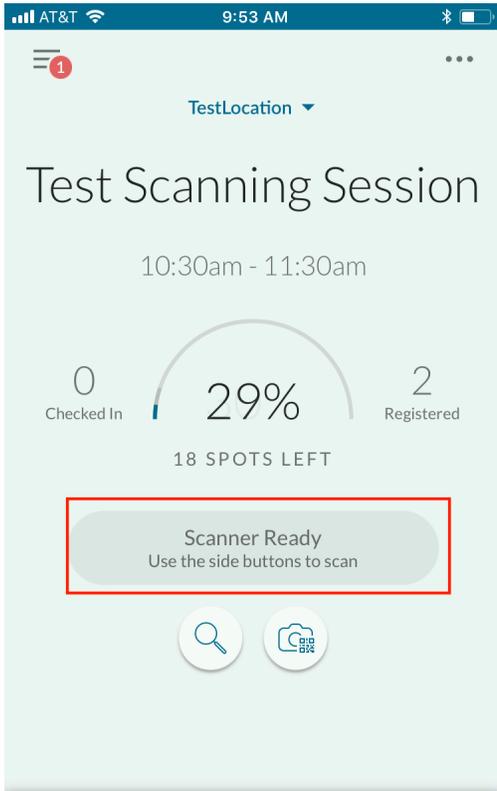


When selecting a session, you can filter by location or select a specific session to scan for. This step will have already been done by the Cvent team.



Once a location is selected, the Hand Scanner will automatically default to the next session. With back to back sessions, the Hand Scanner will roll over to the next one 15 minutes before the start time.

When the "Scanner Ready" banner is displayed, all the person needs to do is press one of the two scan buttons on the side of the sled to activate the QR Code Scanner. If this banner is not displayed, simply press one of the side scan button to ready the device.

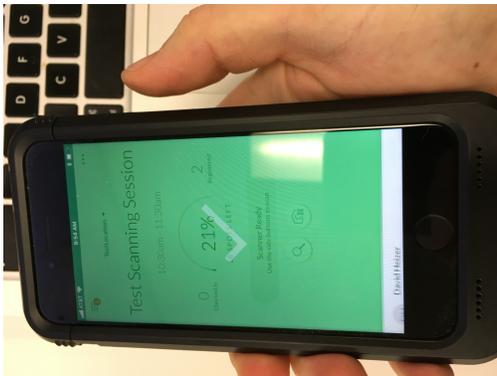


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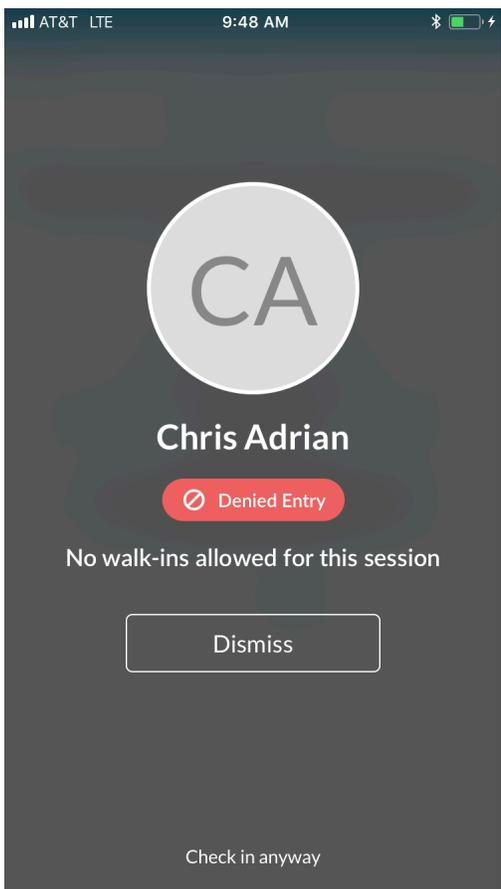
When a badge is scanned, 1 of the following screens will be shown. Green screen of the attendee checked in Successfully (Below #1.). A screen showing the attendee is not Registered for the sessions (Below #2.). Then if an attendee has already been scanned into the session(Below #3).

If the Attendee is not registered, you can scan them in by clicking the "Check in anyway" at the bottom of the screen.

1.



2.



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3.



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 Denied Entry

This attendee has already checked in.

Dismiss