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Your badge reader solution

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Information brochure

Our device, your solution.

- With a visible display to make data capture easy for everyone.

- Small and lightweight.

- Collects your information at an impressive 100 scans per second.

- With enough memory to accommodate an entire day of scanning.

- Handy for gathering market research data, creating lists or numerous other professional data collection tasks.

1/3 - How to order ?

- Go onto Léni Eurodoc website to place your order(s).

- Click on « Bar Code Reader » item and enter your quantities.

- Validate your basket.

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2/3 - How to order ?

- Fill in your information details and place your order(s).

- Check your order(s) and confirm.

- Proceed to the payment.

3/3 - How to order ?

You will receive a confirmation email with :

- The summary of your order(s).
- Your login and password to access your private session on Léni Eurodoc portal.
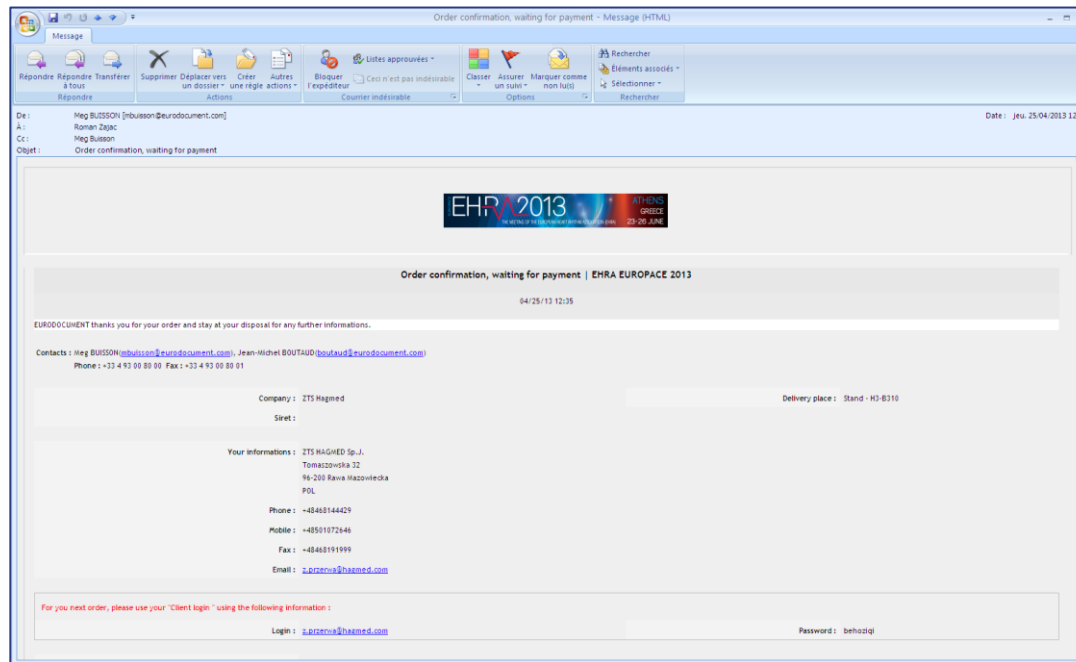
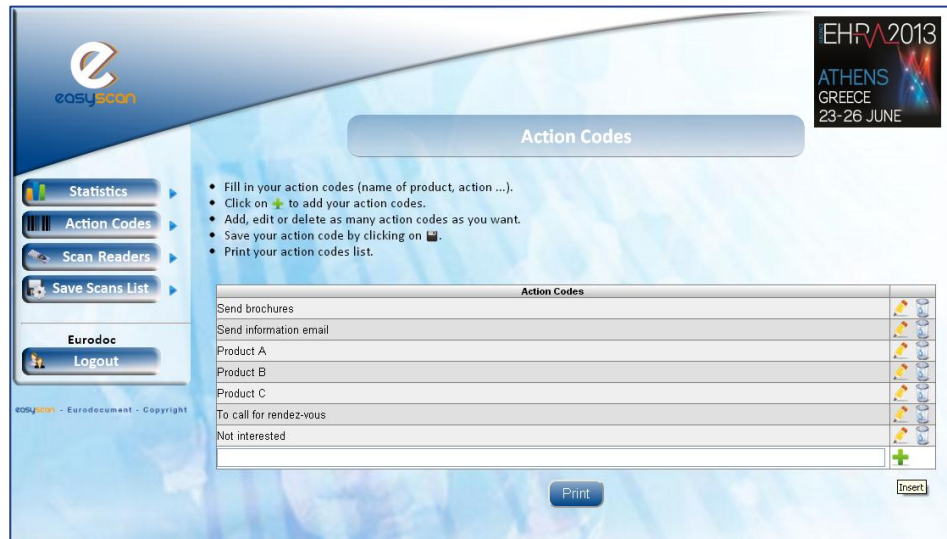# 1/6 - How to use?

● Before the event :

1. Login to your account on http://78.155.146.34/ehra2013/
2. Assign each reader a name for easy identification (see details page 2/6)
3. Configure your action codes for booth usage (see details page 3/6)

● Name your reader :

- Login to your account on http://78.155.146.34/ehra2013/
- Go to « Scan Readers » on the left side and select « Manage ».
- Edit the name of your badge reader by clicking on
- Fill in the name of your badge reader.
- Save your badge reader name by cliking on

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3/6 - How to use?

● Customize your action codes :

1. Login to your account on http://78.155.146.34/ehra2013/
2. Go to « Action code » on the left side and select « Manage ».
3. Fill in your first action code.
4. Click on ➕ to add your action code.
5. Save your action code by clicking on 💾
6. Add, edit or delete as many action codes as you want.
7. Print your action codes list !
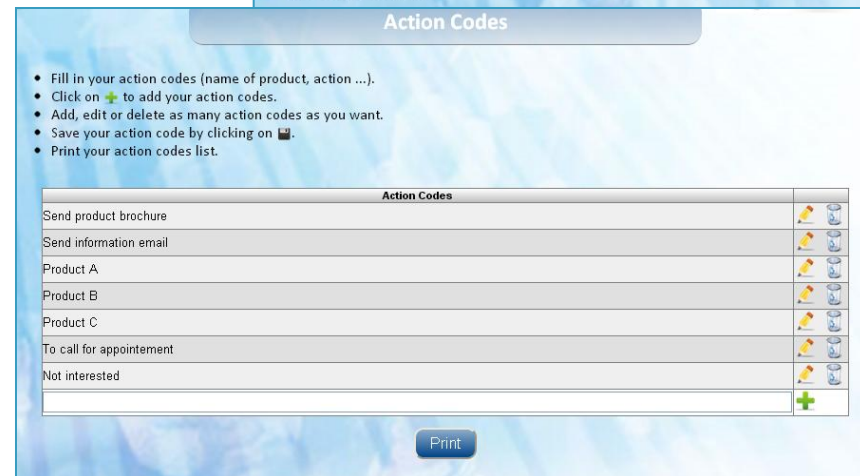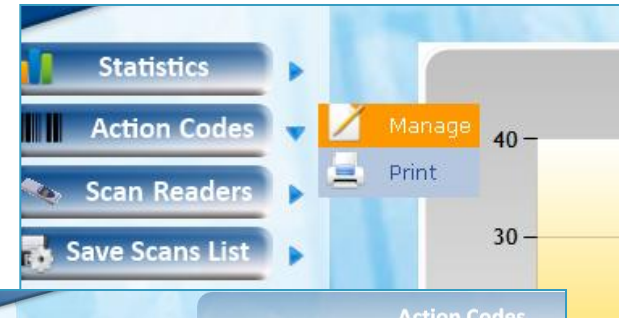
4/6 - How to use?

● During the event :

1. Collect your badge reader(s) to our technical team and bring your action codes list sheet(s)

2. During the show, scan the badges or each participant or visitor.

3. Assign one and several action codes by scanning the bar code corresponding to the action you want to allocate to a participant or a visitor.

4. At the end of each day / end of the show, return your badge reader(s) to our technical staff (Léni Eurodoc desk located at the registration area)

5. Our team will upload your data every evening to your session.

6. From your session, you will have the possibility to dowload the full contacts details in an Excel file and view affiliated statistics.

5/6 - How to use?

● Use the badge reader on site :

1. **First**, scan the badge of a visitor's badge
2. Then, scan one or more action codes if needed

Customer Name: Client1

Select a scan reader [▼]

Send product brochure	Send information email	Product A
☑ Print this action code	☑ Print this action code	☑ Print this action code
Product B	Product C	To call for appointement
☑ Print this action code	☑ Print this action code	☑ Print this action code

3. Scan the next visitor's badge
4. Etc…

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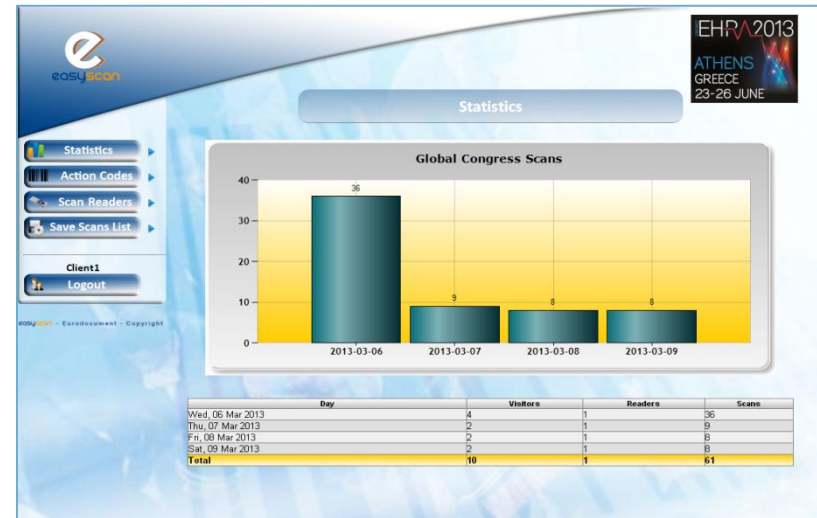
6/6 - How to use?

● Retrieve your data :

1. Login to your account

2. Go to « Save scan List » on the left side and select Scan List

3. Select a day and save your scan list per date

✓ Download your data as an Excel file
✓ Filter your contacts and/or other category
✓ View your statistics

Global

Per Day