



Scanfob Usage Procedures:

- DO NOT press and hold the big button for too long or it will erase all the data that was previously scanned!

The button should only be pressed for one or two seconds at a time.

If the ID card is difficult for the scanner to read, try scanning it from an elbow's distance.

If that does not work, scan a generic barcode or keep a paper tally.

- DO NOT press the small button for any reason! It is not meant for scanning purposes.

-Keep all scanfobs away from moisture, liquids, excessive heat, and food.

-You are responsible for proper usage.

-Devices were assigned for your event/program only.

- If someone falls under more than one category (e.g. staff and student), choose his/her primary role.