

# eScan Exhibitor User Guide

## 1 Scanning

Position the scanner over name barcode while pressing the “+” button until a horizontal red line appears over the barcode. A successful scan will be indicated by a beep. Scanning a barcode using the “-“ button will result in deletion of that code from your scanner. *(if you hold the “-“ for 10seconds it will erase all information scanned from scanner)*

**Qualify your leads:** to qualify your lead, first scan the attendee barcode and then any nature of contact, importance level or the product or service they are interested in to be associated with that attendee.

- Scan Attendee barcode
- Scan Nature of Contact or Importance Level
- Scan Product of Interest

## 2 Uploading

Simply bring your scanner to the eScan area and a staff person will upload your leads to your account for you.

*Note: Your scanner can hold up to 150 barcodes. If your scanner is full it will beep and will no longer scan. We recommend uploading at least once a day.*

## 3 To View Your Scanned Data

All uploaded data will be stored online and will be sent to you the next day in .xls or .csv format.

- Your data will be stored for 30 days from the date of the event.
- If you do not receive your lead data in a timely manner, or for any other issues or questions, please contact [info@ispecasa.org](mailto:info@ispecasa.org) or call 919.573.5442 for assistance.

