

# Helper - Session Room Operation Manual



The Speaker Ready Room System (SRRS) ONLY accept PowerPoint presentation file. Mac Keynote file is NOT supported yet.

## Duties:

- \* To Display Speaker Biography for Session Chair.
- \* To take attendance by the Congress Helper App.
- \* Report any problem to speaker ready room.

## Display Speaker Biography

- Open the “APAO Congress” app on the iPad Mini.
- Tap the [Session] button in the home screen.
- Locate the current session by date, time and venue.
- Open the current session.
- Perform the followings to the Session Chair.
  - Click each Topic in the list and then click the Speaker's name.
  - It will then display the Speaker's information. If that speaker has updated his/her biography, it will be displayed too.
  - Click the top-left [Back] button twice to return to the current session.
  - Repeat the above 3 steps for another topic.
- After the session is finished, collect back the iPad mini for next session.

## Take Attendance

- You are required to use the Congress Helper app to take attendance for each session.
- Open the “Congress Helper” app on the Android phone.
- If you have a separate handheld scanner, pair the scanner to the mobile phone first. ([Watch YouTube](#))
- Tap the [Settings] button in the home screen. You will be asked to login with password.
  - Switch on the handheld scanner.
  - Tap [Bluetooth] button, it will display a list of bluetooth devices.
  - Find the correct one (either CS4070 or QC7556) and tap the button next to it.
  - If pair successfully, you should hear a “beat” sound from the scanner and see it is connected on the mobile phone.
  - Go back to the home screen by tapping the top-left [←] button.
- Tap the [Attendance] button in the home screen.
- Tap the top “Click to change settings” button and select the current session by date, time and venue.
- It will display the session time, venue and theme on the top. If it is incorrect, tap again to choose another session.
- Scan the delegate badge's QR code.

- If the delegate is allowed to enter the session room, it will display his/her last name and registration code after scan.
- If the delegate is NOT allowed to enter (one-day pass), it will display “UNAUTHORIZED”. The admission date, if any, should be printed at the bottom of the delegate badge, please double check to make sure that is correct.
- After each session, repeat the above step to choose another session.

## Report problem

In case there is any abnormal situation in session room, please report to the Speaker Ready Room immediately.

Examples:

- Video inside the PowerPoint could not be played properly.
- Remote clicker could not control the PowerPoint presentation.
- Computers in the session room could not connect to the server.
- PowerPoint presentation file could not be showed.

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