Helper - Session Room Operation Manual

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

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