

Scanning Barcodes for Table Money

The setup

- Turn on the Blue Tablet
- Open the “Barcode to Sheets”
- There should be a **flashing red line** on the screen
- Place the tablet in scanning holder keeping it between the black lines.
- Being vertical is important as you need the camera pointing horizontal.
- Members should drop their ID into the red area or slide their ID card right to left. When in the **Red Zone** you will get a beep. The rubber band helps in pausing the card in the Red Area
- It does not matter if anyone scans more than once. It will only be counted once.

Extra Cards

- The Directors Card should be scanned first.
- For each visitor put the Visitor Card through. Each scan counts.
- If someone tells you it’s their birthday then put the Birthday Card through instead of their own card.
- If you bring in a “ring in” then put through the Ring In Card.

Some Checks

- When everyone is seated you will know how many scans will have been done.
- Remove the tablet and touch those 3 lines at the top.
- Go to History
- Move the slider to the right to see all scans. Hopefully all will have a **green tick** and the number on the right is the number of scans. The **green tick** shows the scans have gone to the cloud. If you have **red crosses** then let me know. They are recorded on the tablet but the cloud is not getting the codes. I will deal with it later.
- You will know how many scans should be there. Again let me know if I need to look at it.

No ID card

- On the main screen there is a Pencil. This allows you to manually enter a member’s number. Probably best to use that instead of getting members to put in their card because they have forgotten.

Finish

- Close the App – at the bottom of the tablet is a square icon at the right. Touch this and then the brush.
- On the home screen you can now use TD CALL