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# QuickStartGuide

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## AT700

All-Technology Reader  
Barcode - RFID - Magstripe



### Turning On

When the AT700 is off, press either gray button to turn on the AT700.

### Turning Off

From the AT700's main menu, tap the icon labeled "Power".

To force a shut-down, hold down both gray buttons for 15 seconds.

*Note that the AT700 will shut off automatically if unused for more than 4 hours. Pressing and releasing either gray button will turn the unit back on again.*

### Capturing Leads

#### Reading Barcodes

- ◆ Hold the AT700 5 to 6 inches away from the barcode.
- ◆ Press and release either gray button.
- ◆ Aim the reader at a slight angle to the face of the badge.
- ◆ Position the green aiming bar so that it covers the edges of the barcode.
- ◆ Do not move or shake the AT700 during this time.



#### Reading RFID tags

- ◆ Hold the AT700 1 to 2 inches away from the RFID tag.
- ◆ Press and release either gray button.
- ◆ Do not move or shake the AT700 during this time.



When the AT700 has successfully read the barcode or RFID tag, you will hear a short beep and the AT700 will display the captured information on-screen. If the AT700 is unable to read the barcode or RFID tag within 8 seconds, you will hear a long beep and the AT700 will display a "Scan Failed" message on screen. Ensure that you are following the above instructions properly, and try again.

### Leads Screen

After capturing a lead, the AT700 will automatically navigate to the leads screen and the lead information will appear.

#### 1 Browse Leads

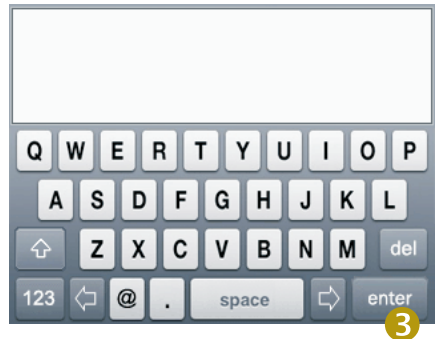
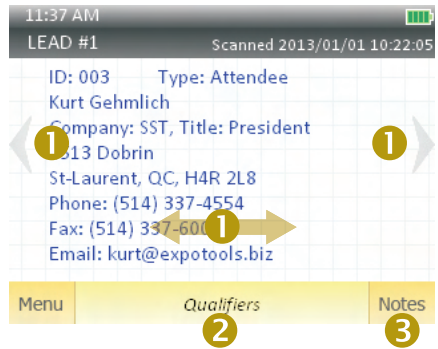
Press the arrows on either side of the screen to browse through your leads, or drag your finger across the screen left to right (previous lead) or right to left (next lead).

#### 2 Enter Qualifiers

Tap the yellow “Qualifiers” bar at the bottom of the screen. Qualifiers you select will be highlighted.

#### 3 Add Notes

Tap the “Notes” button. Use the on-screen keyboard to type your notes. When finished, tap the “enter” button to exit.



*Note that you can scan leads at any time by pressing and releasing either of the gray buttons. You never need to save anything. All leads are saved automatically once captured. Any qualifiers or notes are also automatically saved once they are entered. Qualifying leads and adding notes dramatically increases the value of a lead for follow up after the event.*

### Main Menu

From the Main Menu you can:

#### 4 Search Leads

Tap the “Search” icon to search for a particular lead.

#### 5 Save to USB Key

Tap the “Save to USB Key” icon and follow the prompts

#### 6 Request Assistance

Tap the “Request Assistance” icon to send a preformatted message to a lead retrieval staff member.



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For assistance, please contact:

