

## Badge Scanning Instructions for Lead Retrieval

There are two easy ways for exhibitors to scan attendee badges:

1. **QR code scanner mobile app** – (Details below)
2. **Standalone QR/2D Scanning Device:** You can get a QR/2D scanner at most office supply stores. Connect it to your computer to scan and download buyer badge info directly into Excel.

### Mobile App:

If you are using a smartphone or tablet, we recommend the QR Code & Barcode Scanner app by TeaCapps. (The built-in QR code scanner on your camera app is not designed to work with our QR codes.)



- To download the app:
  - On iPhone/iPad:
    - You can follow this link to download:  
<https://apps.apple.com/app/id1048473097>
    - Or go to the App Store and search for 'qrbot'. Download "QR Code & Barcode Scanner" app (developed by TeaCapps).
    - Once downloaded, the app will appear on your home screen as 'QRbot.'
  - On Android:
    - You can follow this link to download:  
<https://play.google.com/store/apps/details?id=com.teacapps.barcodescanner>
    - Or go to the Google Play Store and search for 'teacapps'. Download "QR & Barcode Reader" app, either the free or pro version (with a teal border and developed by TeaCapps).
    - Once downloaded, the app will appear in your apps as 'QR Scanner.'

### HOW TO SCAN A BADGE:

- To scan a badge:
  - Open the app. The first time you use it:
    - Tap 'Next' / → to move through the intro screens. At the end, you can choose the Free version or 'Learn more' to purchase the Pro version. (You can always upgrade later.)
    - If it asks for access to the camera, tap 'OK.'
  - On Android, tap 'Scan using the camera.' If it asks to allow taking pictures, tap 'Allow.'
  - Hold the camera up to scan the QR code. If needed, tap the light icon at the top left for better lighting.
  - The QR code will automatically scan, and the badge info will appear and be saved into history. No further action needed.
  - To scan another badge, tap '< Scan' / ← at the top left.
  - To scan multiple badges at a time:
    - Go to 'Settings' and tap the 'Batch Scan' / 'Continuous scanning' toggle switch.
    - If you have the free version, you will need to unlock this feature. You can:
      - Purchase the Pro version for a low, one-time fee.
      - Or watch a few ads to unlock the feature at no cost (iPhone/iPad only).
- To see scanned badge info:
  - Tap 'History' to see a list with a date and time stamp for each scan.
  - Tap on an individual scan to see: First Name, Last Name, Business Type, Company Name, Address, Phone Number, and Email Address.

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### EXPORTING LEADS:

- To export the list of scanned badges:
  - Go to 'History' and tap on 'Export' /  .
  - Tap 'CSV' to export for use in Excel, Google Sheets, or Numbers. Then select the destination you would like to send the file to.
  - To properly view the data in the exported CSV file, follow the below steps for your preferred spreadsheet application:
    - Excel:
      - Open Excel.
      - Click on 'File' > 'Open' > select the .csv file.
      - The Text Import Wizard will appear. Choose 'Delimited' > click 'Next'.
      - Uncheck all delimiters and check 'Other'. Then enter ^ in the box.
      - Click 'Finish'.
    - Google Sheets:
      - Open Google Sheets.
      - Click on 'File' > 'Import' > 'Upload' > select the .csv file.
      - Select 'Custom' from Separator character.
      - Type ^ in the box.
      - Click 'Import data'.
    - Numbers:
      - Right-click the .csv file and select 'Open With → Numbers'.
      - In the Import Settings dialog, choose the ^ delimiter.
      - Click 'Update Table'.