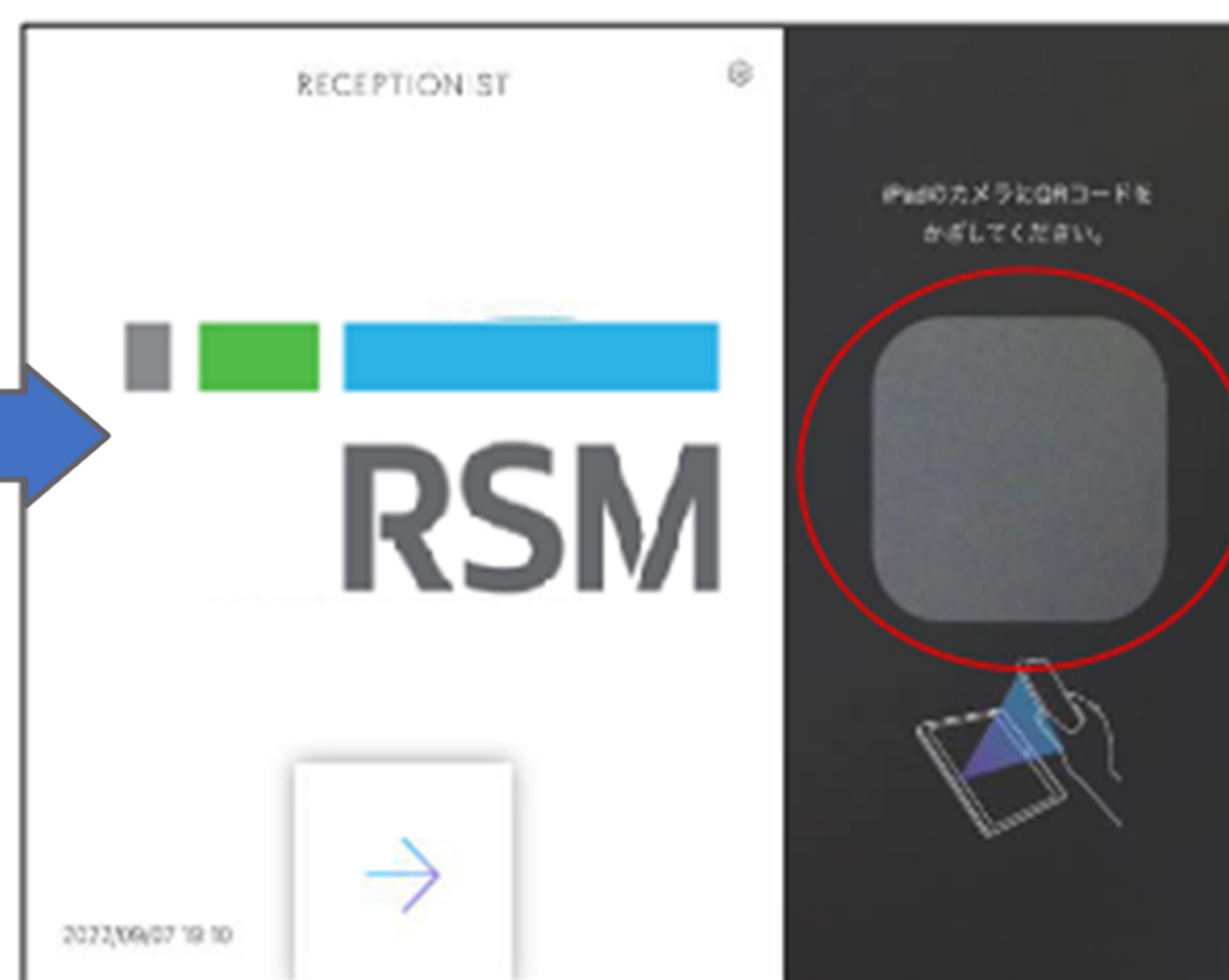


When using a QR code for reception:

(1) Prepare the QR code that was sent to you via email in advance.

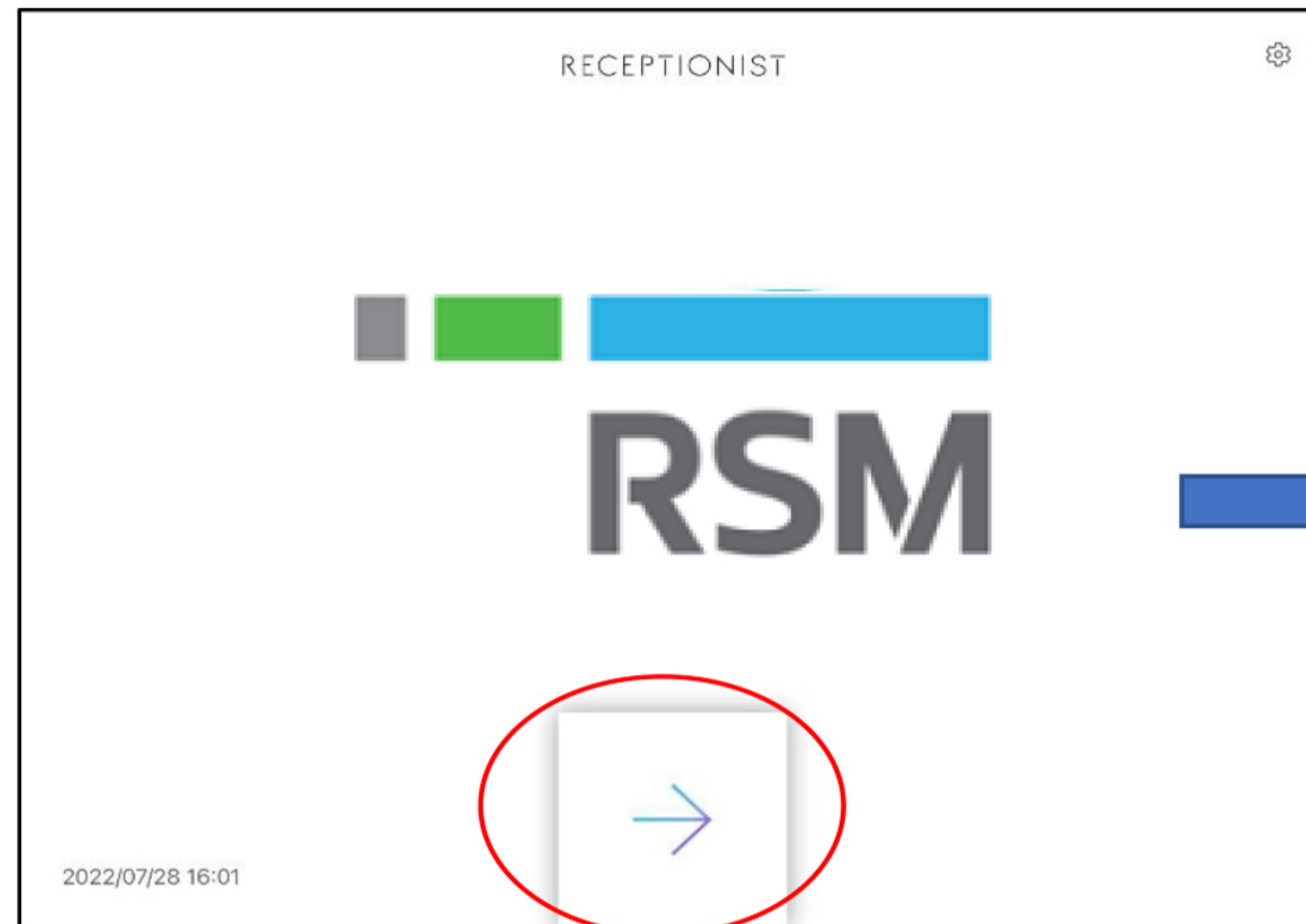
(2) Hold the QR code over the scanner on the right side of the screen.

(3) Your check-in is complete. A representative will be with you shortly.



When using a 6-digit reception code:

(1) Press the arrow.



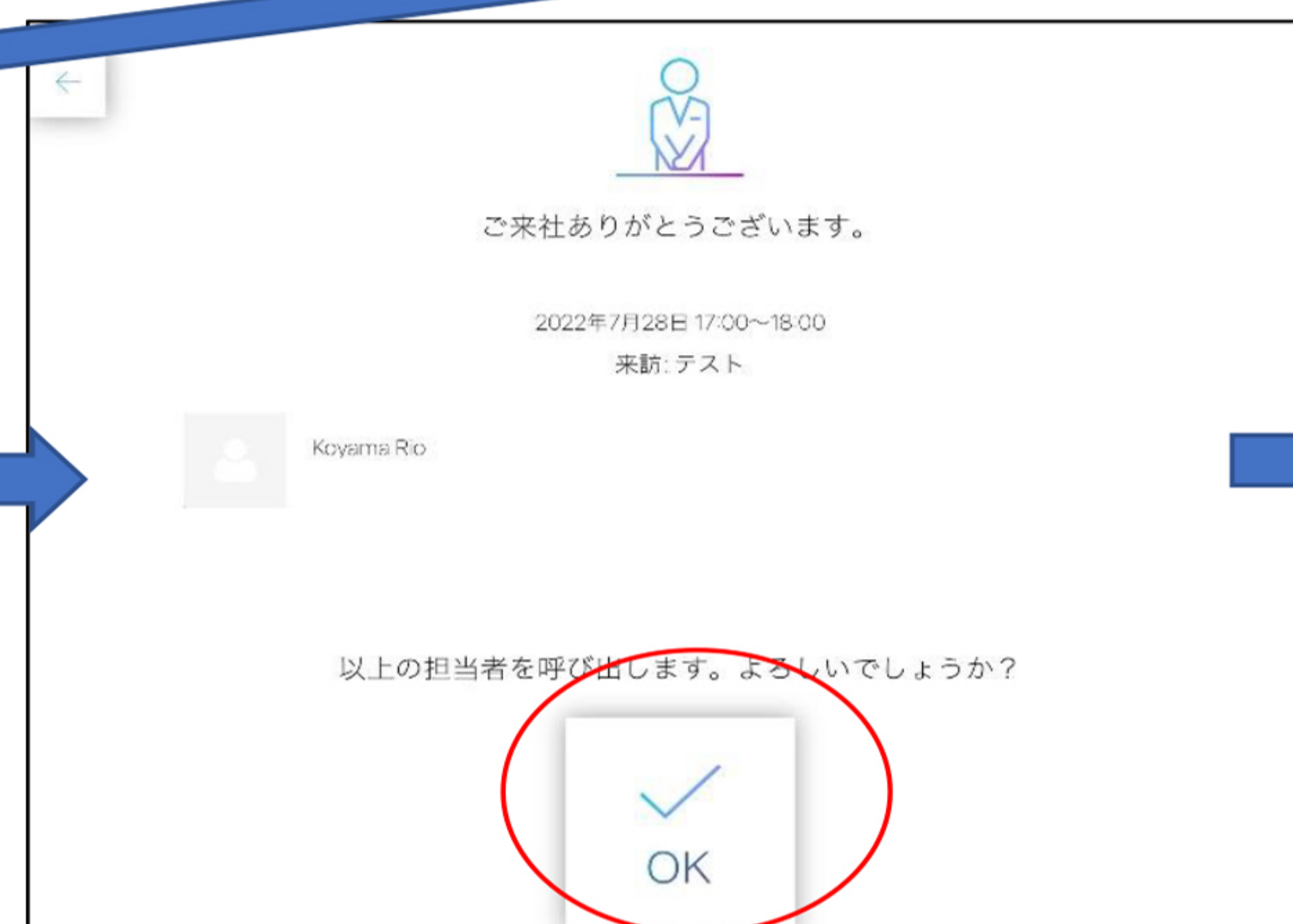
(2) Tap “Enter Reception Code.”



(3) Enter the 6-digit number and press the arrow.



(4) Press the arrow again.



(5) Tap “OK.”



Your check-in is complete.
A representative will be with you shortly.

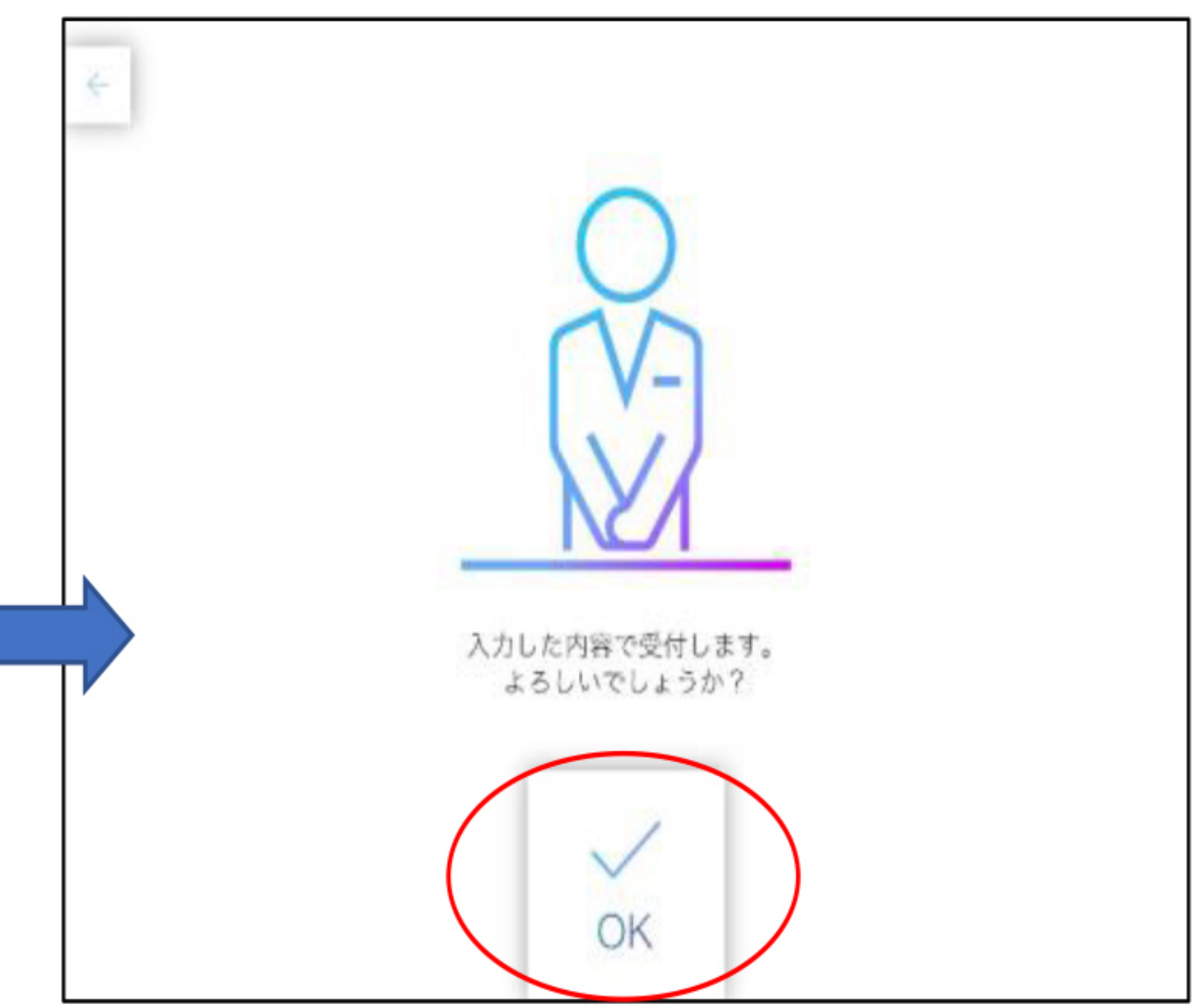
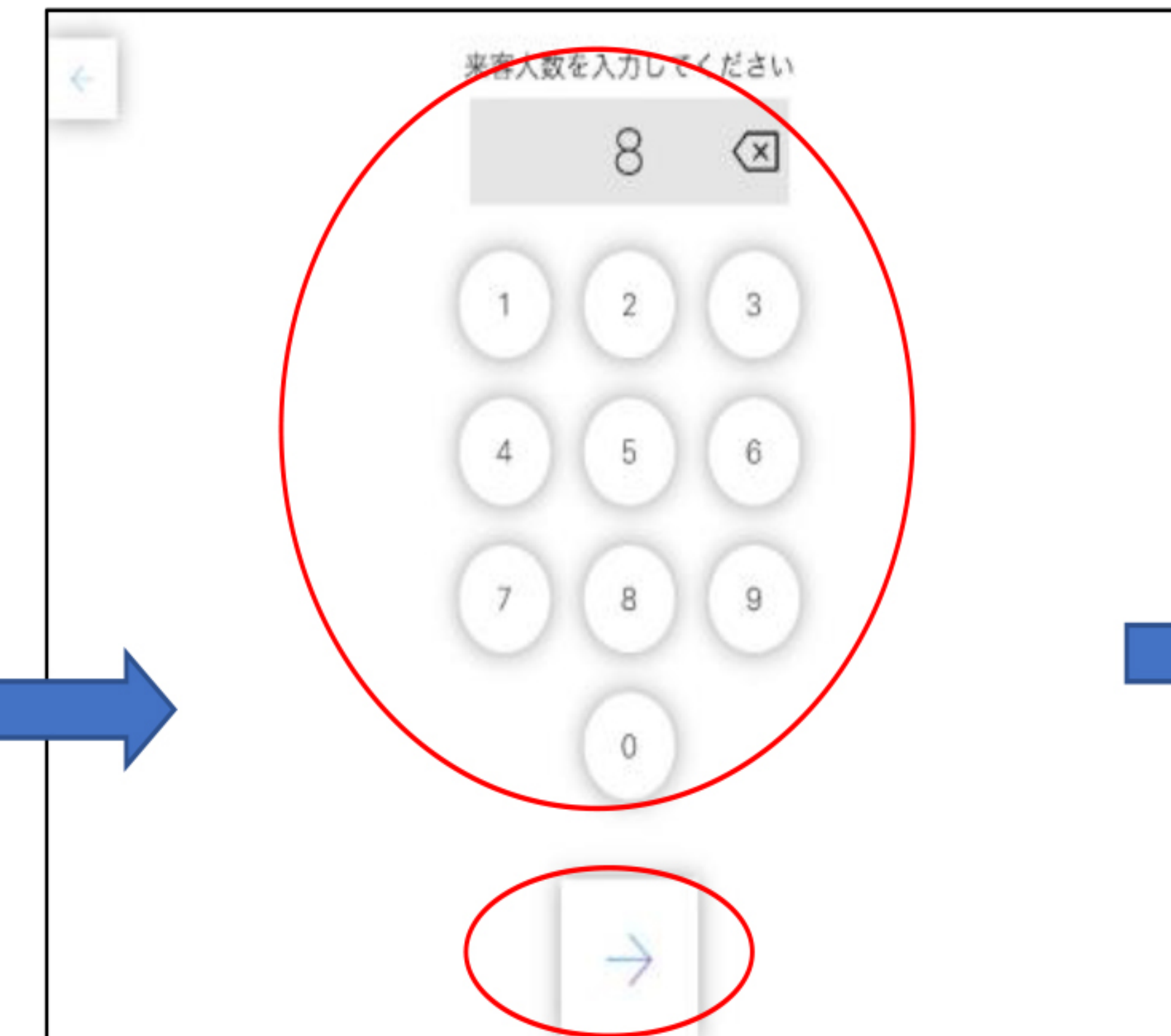
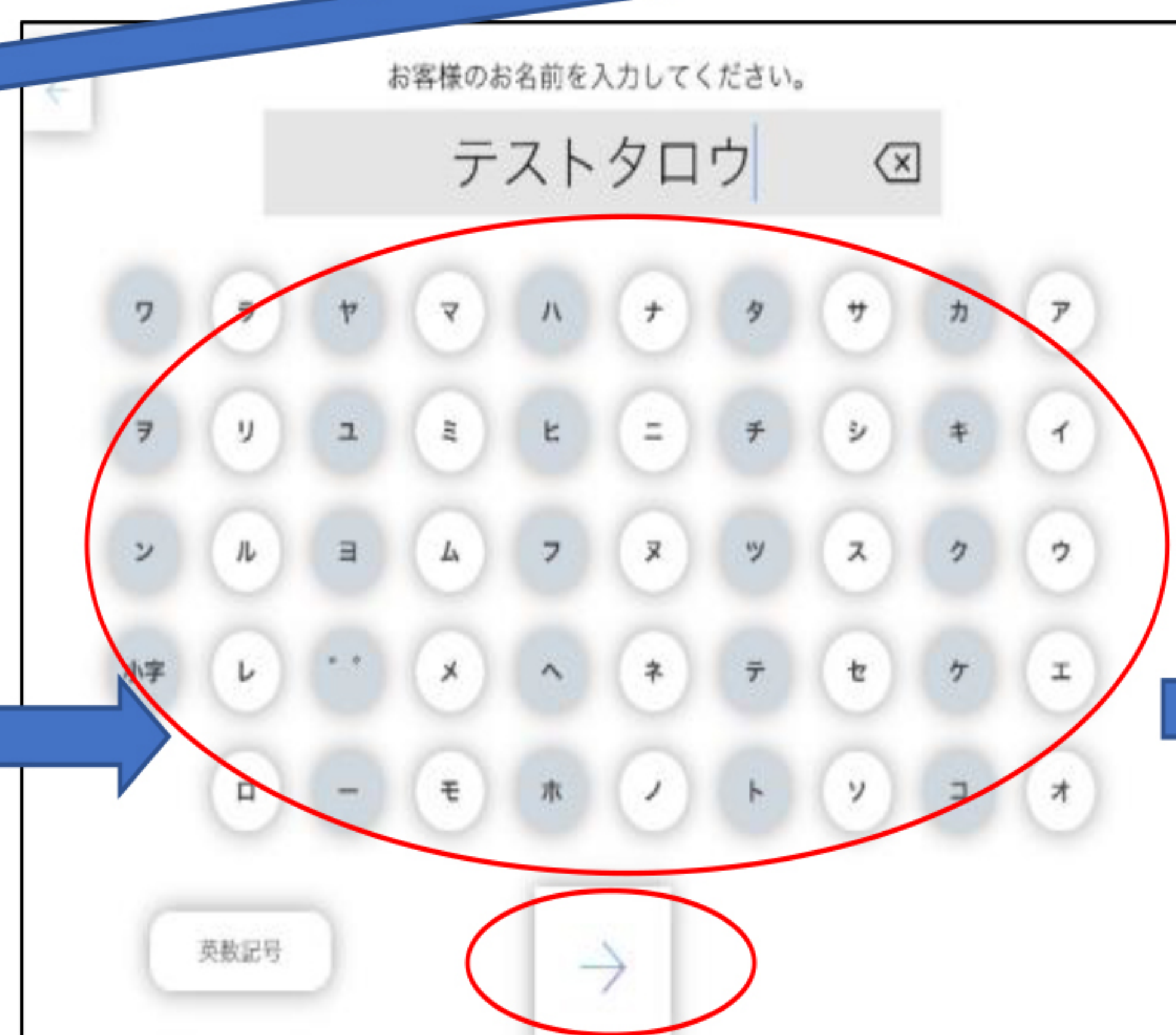
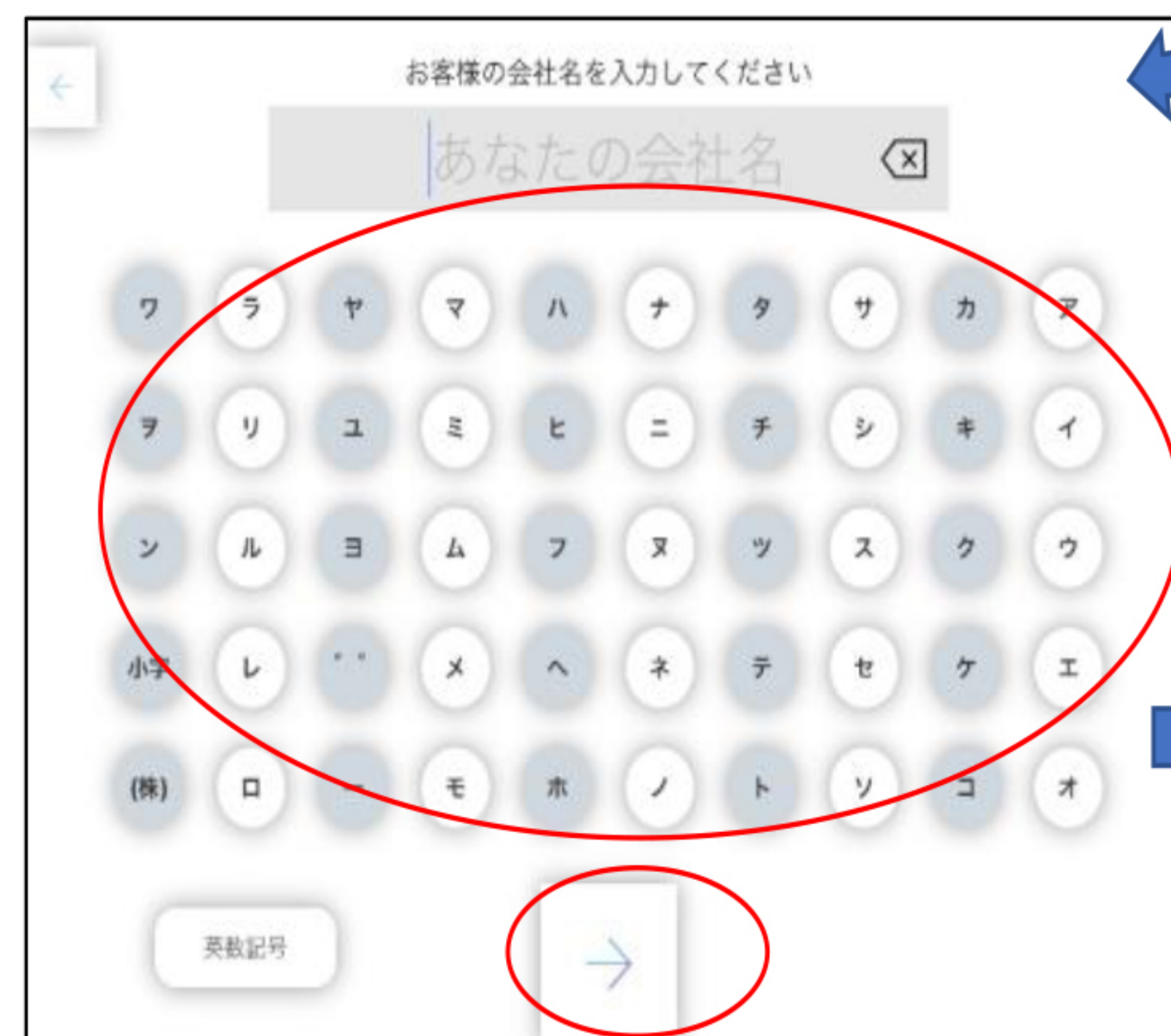
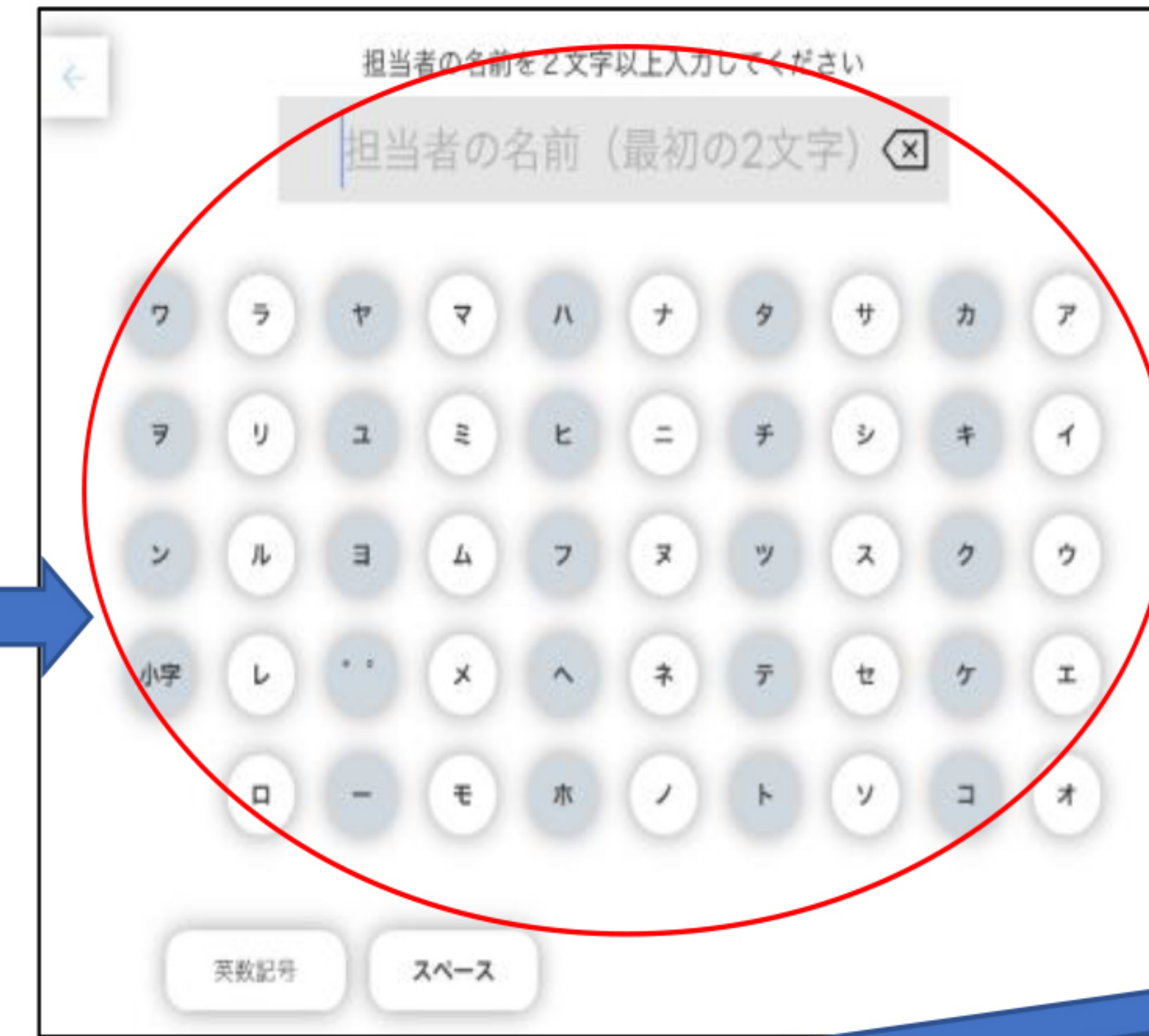
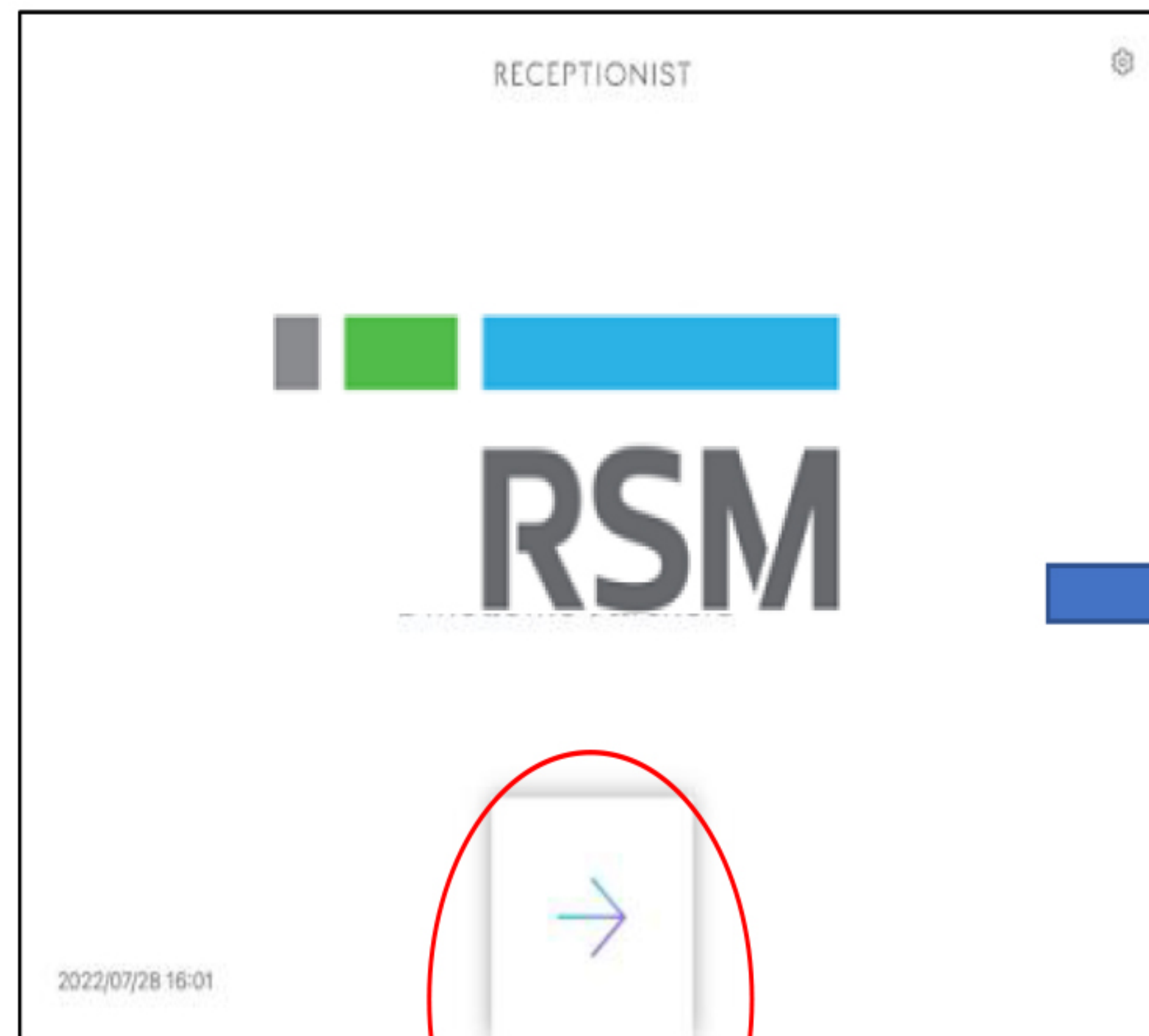
When searching by the staff member's name:

(1) Press the arrow.

(2) Tap "Search by Staff Member's Name."

(3) Enter the staff member's name.

(4) Tap the appropriate staff member.



(5) Enter your company name and press the arrow.

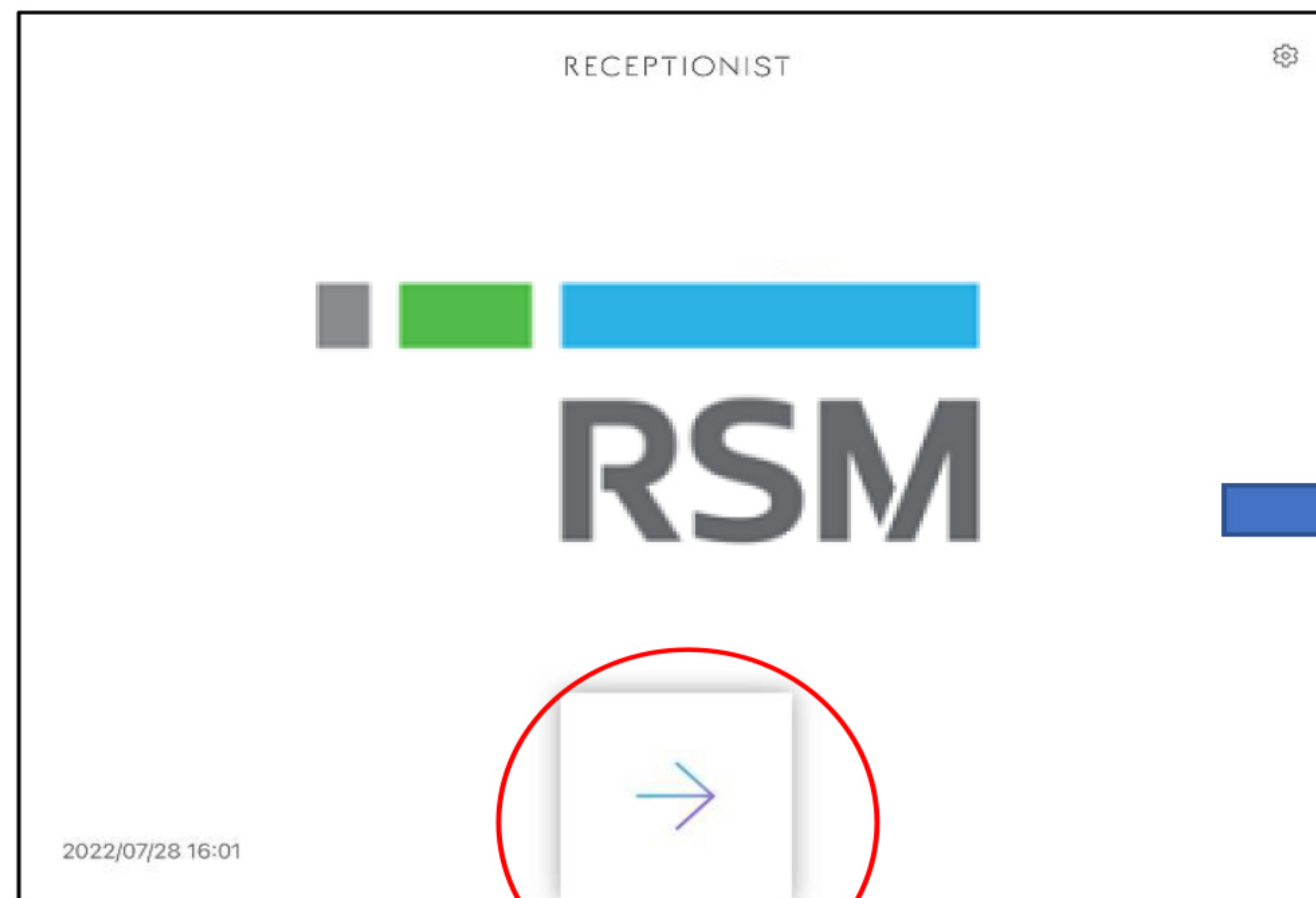
(6) Enter your name and press the arrow.

(7) Enter the number of visitors and press the arrow.

(8) Tap "OK" to complete the check-in.

If you do not know the 6-digit code or the staff member's name:

(1) Press the arrow.



(2) Tap "General Reception."



(3) Enter your company name
and press the arrow.



(4) Enter your name and
press the arrow.



(5) Enter the number of visitors
and press the arrow.



(6) Tap "OK" to complete
the check-in.

