



# Access Control Device Manual



EUROPEAN YOUTH  
OLYMPIC FESTIVAL

# Ticket Sample



**Açılış Mərasimi**  
Opening Ceremony

**Kristal Zalı**  
Crystall Hall



Sector: **A07** Sıra: **2** Yer: **15**  
Sektor: **A07** Row: **2** Seat: **15**

Qeyd: Giriş 18:30-da açılacaq. Zəhmət olmasa,  
20:00-dan yerinizdə əyləşin

Note: Gates open at 18:30. Please be seated by 20:00

SESSIYA	HESAB No.	KATEGORIYA	SIFARIŞ No.
SESSION	ACCOUNT No.	CATEGORY	ORDER No.
EYOF	006021	Devətnamə	534361



**Dəvətnamə**  
**Invitation**

eyofbaku2019.com

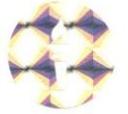


EY



**Bağlanış Mərasimi**  
Closing Ceremony

**Kristal Zalı**  
Crystall Hall



Sector: **A08** Sıra: **19** Yer: **25**  
Sektor: **A08** Row: **19** Seat: **25**

Qeyd: Giriş 18:30-da açılacaq. Zəhmət olmasa,  
20:00-dan yerinizdə əyləşin

Note: Gates open at 18:30. Please be seated by 20:00

SESSIYA	HESAB No.	KATEGORIYA	SIFARIŞ No.
SESSION	ACCOUNT No.	CATEGORY	ORDER No.
EYOF1	006039	Devətnamə	534405



**Dəvətnamə**  
**Invitation**

eyofbaku2019.com



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# Access Control Types

**Ticket Scan**



**Ticket Rip**



# Powering ON/OFF the devices (Saveo scanner)

- On the underside of the scanner you will find a small recessed button

*Use a pen or paper clip to push the Power Switch button until you hear a notification sound, ensuring the button remains pressed down. To turn off the device, repeat this action, so the button is released upwards*

- Power saving mode is enabled by default and will put the scanner to sleep after 1 minutes inactivity

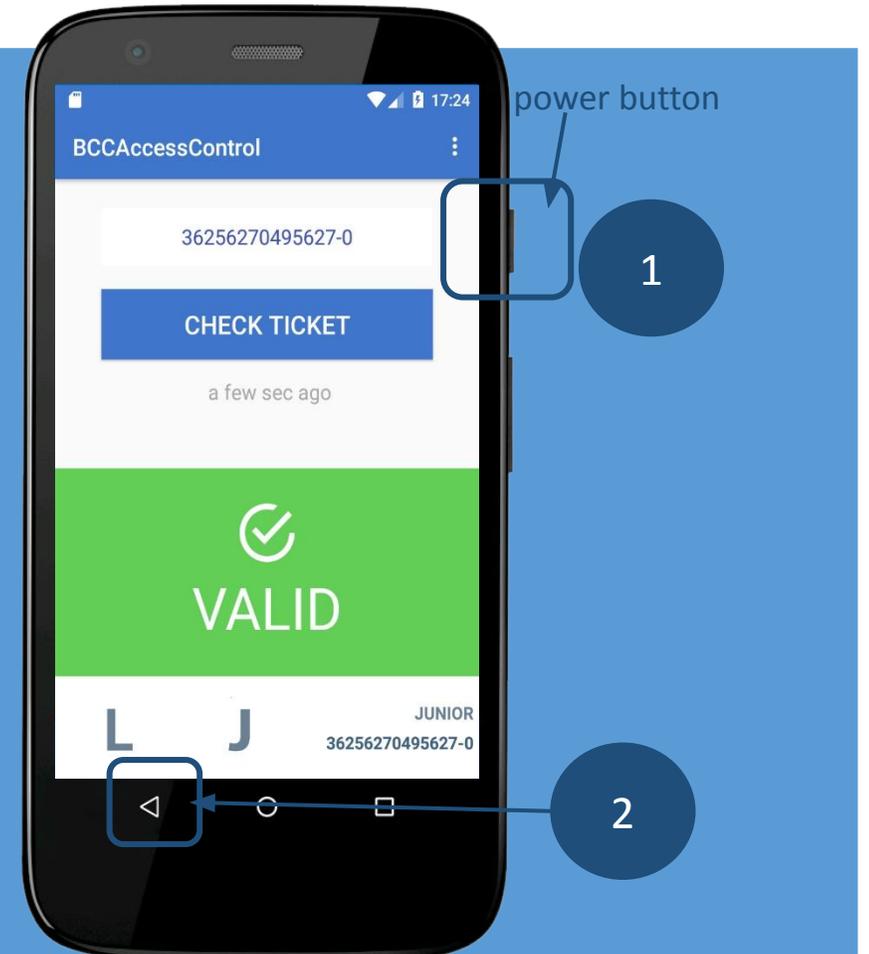
*To "wake up" the scanner press the trigger/power button once*

- To prevent the device from slipping off your hands, wear the Wrist Strap around your wrist
- On top of the device there is a mobile case; this is used to firmly attach the mobile phone



# Powering ON/OFF the devices (mobile phone)

- To power on the mobile device, press the power button until the device is switched on (1)
- Pressing the power button for a few seconds, while the device is powered on, will cause the device to be powered off
- The return button (2) is locked



# LED indications / Battery status

- LED indications will assist in determining the scan / charging status of a SAVEO scanner (1):

**Orange LED ON:** Full charged

**Orange LED Flashing:** Charging / Low battery

**Red LED ON:** Offline / Out of Range

**Green LED ON:** Good read

- The battery status of the mobile phone can be checked via the battery indicator at the top right of the screen (2)



# Ticket Scanning Process – 1/3

- Ensure that the scanner is on O (Operating) mode, in order for the scanner to read the barcode (1)
- When a spectator reaches the point of access control, scan the ticket by pressing the trigger button, holding the device straight and vertical to barcode (2)
- By pressing the button, the scanner reads and submits the barcode
- Remember to keep a distance of ~10cm from the ticket during scanning – if too close, ticket will not be scanned



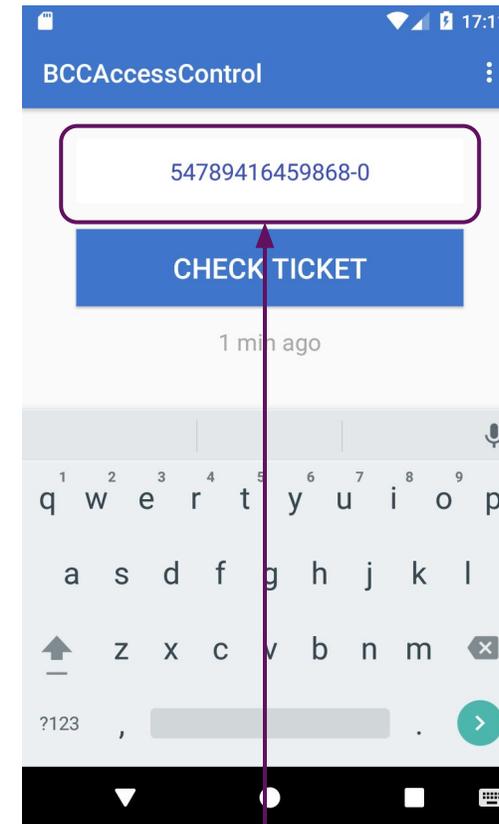
# Ticket Scanning Process – 2/3 (Manually)

- If the barcode is damaged or cannot be read by the scanner, you may enter it manually
- Before trying the manual procedure, scan the ticket using another scanner (the one closest to you) to make sure that the issue is with barcode or QR code and not with the scanner
- To manually scan the ticket switch the scanner to C (Charging) mode (1)
- While in C mode, the android keyboard becomes visible, allowing you to type the barcode number
- After typing the barcode, press the “CHECK TICKET” button (2)
- After manual scanning, you need to switch the scanner back to the O (Operating) mode, in order for the device to be ready for scanning again



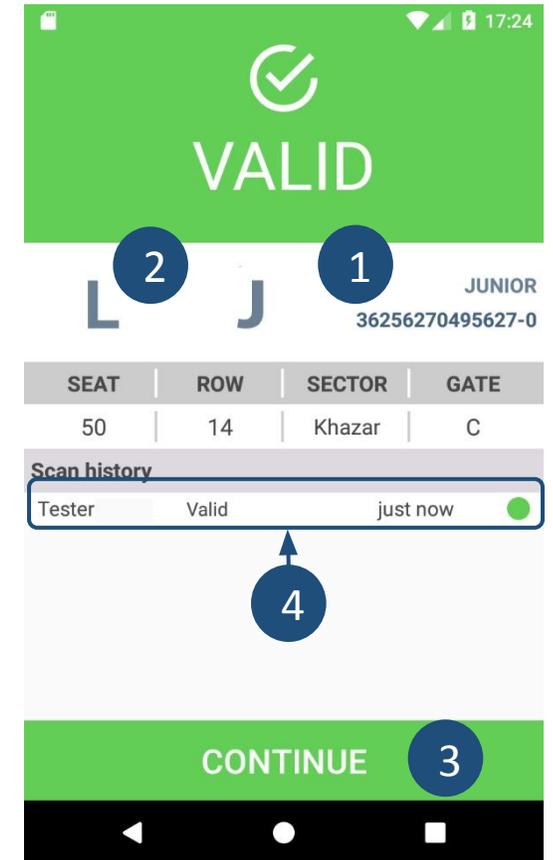
1

# Ticket Scanning Process – 3/3 (Manually)



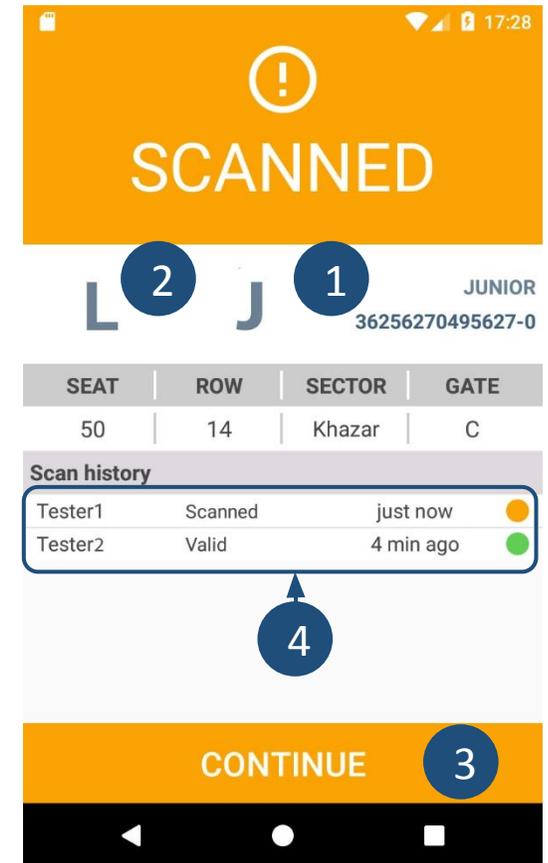
# Valid Ticket Screen

- The following screens appears when a scanned ticket is valid
- Furthermore, in cases of special buyer types (such as Junior), a relevant pictogram appears on the screen along with the message of validity (1)
- Local icon (2)
- Button to close ticket screen (3)
- History of scanning this ticket (4)



# Scanned Screen

- The following screens appears when a scanned ticket is valid, but it has been scanned earlier
- Furthermore, in cases of special buyer types (such as Junior), a relevant pictogram appears on the screen along with the message of validity (1)
- Local icon (2)
- Button to close ticket screen (3)
- History of scanning this ticket (4)



# Invalid Tickets Screen (1/2)

- This ticket has been banned (1)
- This ticket has been reprinted (2)
- This ticket not found (3)

# Invalid Tickets Screen (2/2)

18:08

⊗

## BANNED

L J REGULAR  
00111097333498-0

SEAT	ROW	SECTOR	GATE
5	16	Absheron C Lower	B

Scan history

Tester1	Banned	just now	●
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1

CONTINUE

18:08

⊗

## REPRINTED

L J REGULAR  
00111097333498-0

SEAT	ROW	SECTOR	GATE
5	16	Absheron C Lower	B

Scan history

Tester1	Reprinted	just now	●
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2

CONTINUE

18:06

⊗

## NOT FOUND

UNKNOWN  
54547154184104

Scan history

Tester1	Not found	just now	●
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3

CONTINUE

# Profile

- By selecting the menu button from the main window, you can switch screen to Profile
- Profile screen gives you the information about current sessions downloaded, which is useful to check if the device is properly configured for the upcoming session
- Press “CHECK FOR UPDATES” button in order to update information

