Introduction

This training guide has been created to show step-by-step instructions on how to do everything from powering on your device for the first time to utilizing every feature of the new receiving app. Please familiarize yourself with all of the features and process available to you in this guide. If any issues arise with the device or app that are not covered in this document, please contact the Help Desk.

With the new devices and app the receiving process has had to change as well. The overall process for receiving with the new devices will be:

1. Power the device off and back on to check for updates.
2. The receiver will first enter their CAS credentials to log into the application.
3. Download the receiving list while in Wi-Fi range.
4. Proceed to go to the receiving area (does not need to be in Wi-Fi range once the lots have loaded).
5. Return to Wi-Fi range to upload the received lots. Please remember that the closer the device is to the Wi-Fi the faster the lots will upload/dock. The upload should take roughly a minute per lot.

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The Device

1. PTT: only can be used on software push to camera button
2. Magnetic charging
3. Reset key
4. Front camera
5. Ear piece
6. Light sensor
7. Menu key
8. Home key
9. Back key
10. Micro USB port
11. Volume Up
12. Volume down
13. Power on/off
14. Rear camera
15. Flash
16. Speaker

Starting Steps

1. Turn on the phone (button on the bottom right hand side of device).

2. Charge the mobile devices via the USB Hub provided in the box.

3. Ensure the Receiver(s) have active CAS credentials (contact Help Desk if credentials are expired).

4. To unlock the phone, enter in the Pin: **8177**.

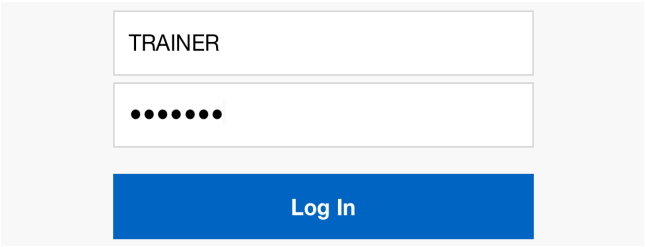
5. Then press the **Enter** icon.

6. Ensure you are connected to the Wi-Fi (noted by a baseball diamond shape in the top right hand of screen).

If no Wi-Fi connection. Go to the section **Connecting Your Wi-Fi to the MDM.**

7. If the Wi-Fi is connected, start the Receiving app on the homepage. *If the app requests an update, please go to the section of this document* ***Updating the App****.*

8. Use your CAS credentials to log into the application and choose receiving. The Receiving List will appear (must be connected to Wi-Fi to download list).



9. The app should then open to its home screen where you will need to select the receiving icon.

10. Once the list has downloaded, you can begin receiving lots. *Please note that Wi-Fi is not required to take pictures- images will upload when in Wi-Fi range.*

Please continue onto the section Opening a Lot.

Unfortunately due to privacy restrictions this is all that I may show.