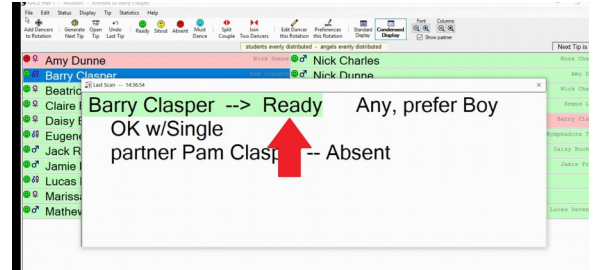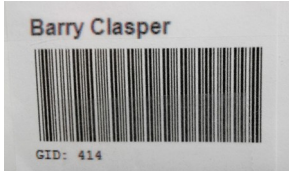# AACE 2019 Using The Bar Codes

Scan in/Scan out

When you want to dance or to sit out (or leave the hall), hold your bar code under the scanner until it beeps. Each time the scanner beeps, your status switches between **Ready** and **Absent**. Check the monitor to verify your status.
Tip: Don't forget to scan in after your sit-out.
Note: You can use the scanner any time the program is running; you don't have to wait until a tip is over.

Find Your Square

After a tip is generated, find your square for that tip. Names appear in alphabetical order by first name. Registered couples appear in the display only once. Singles appear twice; each partner is listed by their first name. For example, see Jack Reacher and Scarlett O'Hara in the image.

Change Your Attributes

When you want to change any of your dancer attributes (who your partner is, what sex you want to dance, etc.) talk to the computer operator.