Operational Instructions

To start the session timer:

* The counselor will have to find the key fob on the key rack that corresponds to the room they will be using.
* They will also need their key card and the client’s key card.
* The two key cards and the room key fob will need to be scanned at the centrally located scanner waiting audio feedback in between each scan.
* After the two cards and the key fob are scanned and they hear “Session started” the session timer begins and the counselor and client can go to the room and start the session.

To end the session timer:

* The counselor will have to scan the room key fob upon exiting the room to end the session timer.
* The card scan was successful when they hear “Room card accepted, Session Ended”

**You will able to have up to 8 sessions running at the same time as long as you have 8 room cards and at least 8 counselors and clients all in a meeting in 8 different rooms at the same time.**