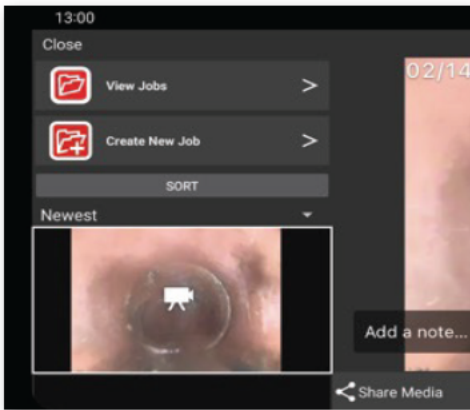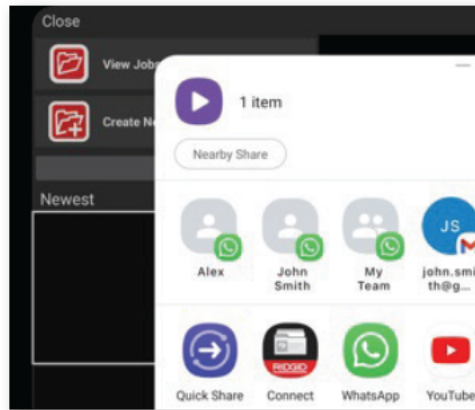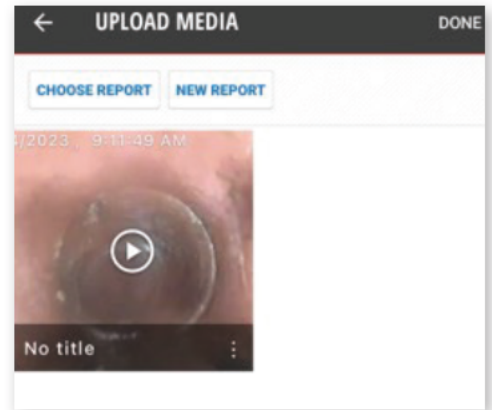# RIDGIDConnect™ How-To:

Recording and sharing in HQx®
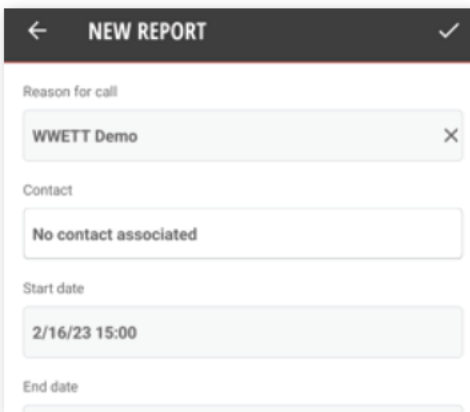

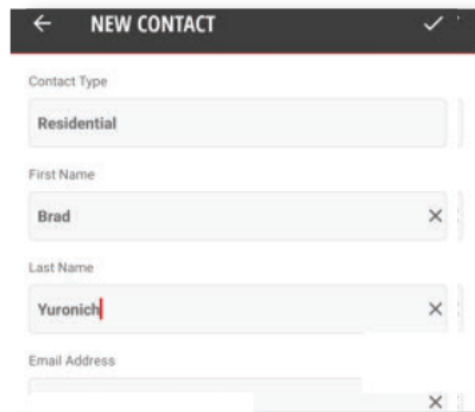**1.** Click the "Share Media" button to enter sharing mode.

2. Select "Connect" ( ) from the list of apps to share to RIDGIDConnect.
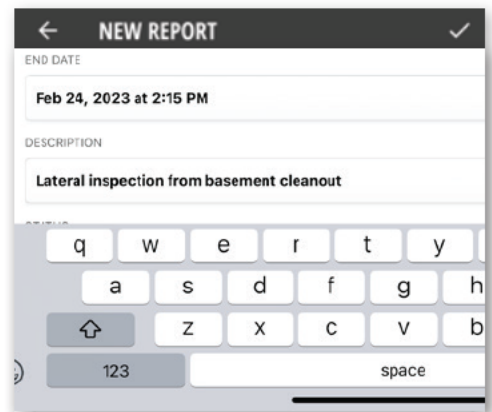

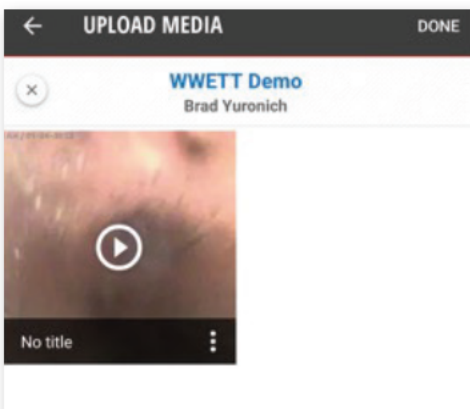**3.** Select the "New report" button.

4. Type a "Reason for Call" and click on "No contact associated" to add a contact.
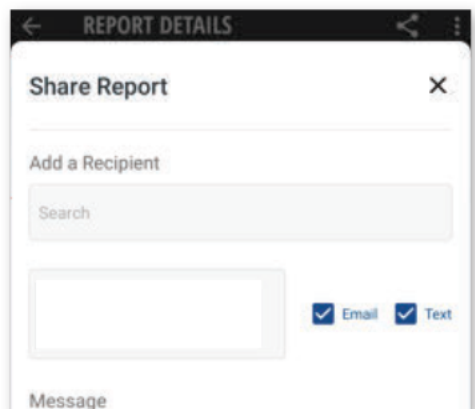

5. Select the "+" in the upper right. Enter either an email or mobile phone. Click " ✓ " in the upper right.

6. Add any additional details you wish on the report and click "Save" in the upper right.

7. Click "Done" in the upper right to upload your media to the report you created with your new contact.

8. Click the share icon ( ) near the top center of the screen. Scroll to the bottom and select "Send Report."

RIDGID®