

Cashier Counter

Logistics Items

Item	Qty
Receipt printer	1
Tablet	1
Bluetooth Scanner (optional)	1
Thermal receipt paper	1
USB Charger	1
Mini USB charging cable for Tablet/Scanner	1
Micro USB charging cable for receipt printer	2

Setup

Receipt Printer

- Plug in the Mini (larger) USB charging cable to the receipt printer and USB Charger to start charging the printer.
- Load the receipt paper roll in the printer.
- Switch on Printer by pressing the button once.
- Feed paper to check if ok

Mobile Scanner

- Plug in the Micro (smaller) USB charging cable to the bluetooth scanner and USB Charger to start charging the scanner.
- Switch on the bluetooth scanner.

Overview

- Connect all 3 devices to USB Charger. Please note that the receipt printer is using Mini (larger) USB charging cable while the other 2 are using Micro (smaller) USB charging cable.
- Connect Tablet to the Wifi (SSID: int-congress, password: congress-int) network.
- Open the Congress Helper app
- Pair each Xiaomi MiPad with scanner (no PIN required)
- Pair each Xiaomi MiPad with one mobile printer (default PIN 0000)

Tablet/Phone

- Connect the Tablet to the wiFi (SSID: int-congress, password: congress-int), check if the IP address is 192.168.88.x
- Plug in the Micro USB charging cable to the tablet and USB Charger to start charging the tablet.

- Open the Congress Helper app and login with the “congress code”. (get from Organizer)
- Click [Settings] and login with cashier user account password.
- Click [Bluetooth] to display a list of bluetooth devices.
- Check the yellow label on the bluetooth scanner and the receipt printer. Click the corresponding [on/off] switch to pair both scanner and receipt printer.
- Go back to the home screen of the app.
- Click [Cashier] button and try searching with registration barcode 100262,

Troubleshooting

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