

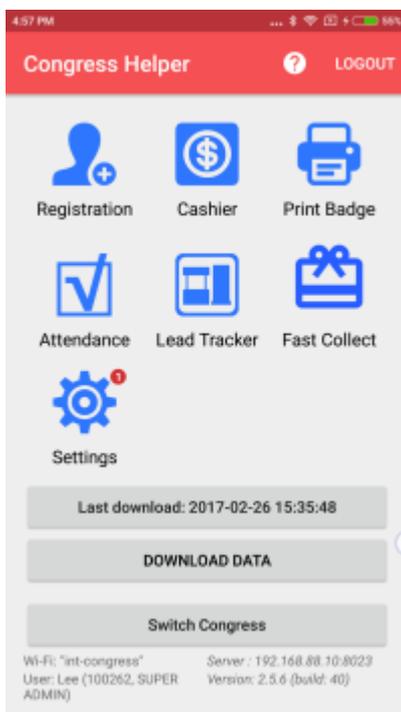
Cashier Helper - Registration Operation Manual

Setup of the counter

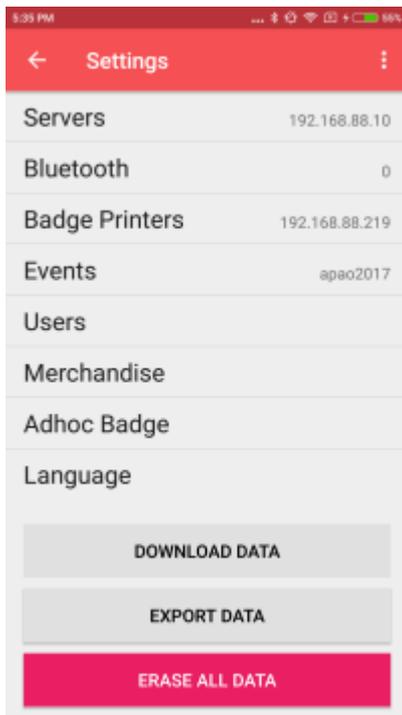
- [Cashier Counter](#)

Setup Mobile and Receipt Printer

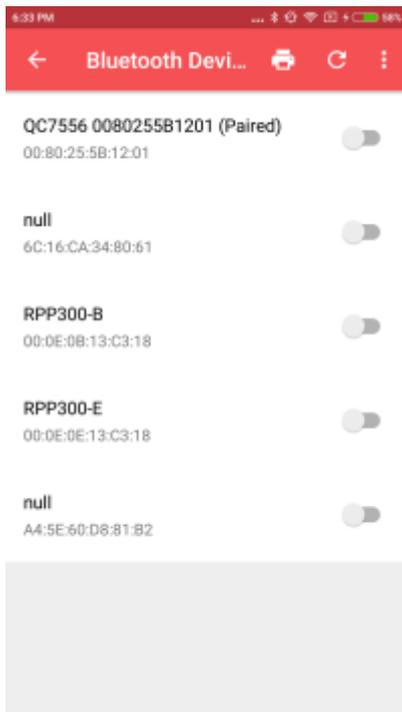
- Connect the Phone to the wiFi (SSID: int-congress), check if the IP address is 192.168.88.x
- Plug in the USB charging cable to the phone and USB Charger to start charging the phone.
- Open the Congress Helper app and login with the "congress code". (ask the organizer)
- Click [Settings] and login with helper user account password.



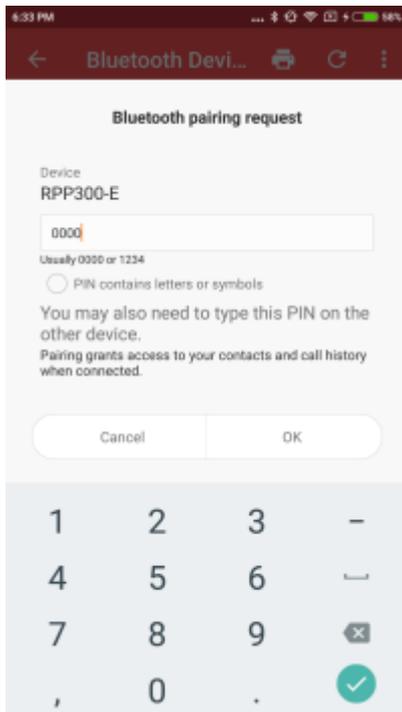
- Click [Bluetooth] to display a list of bluetooth devices.



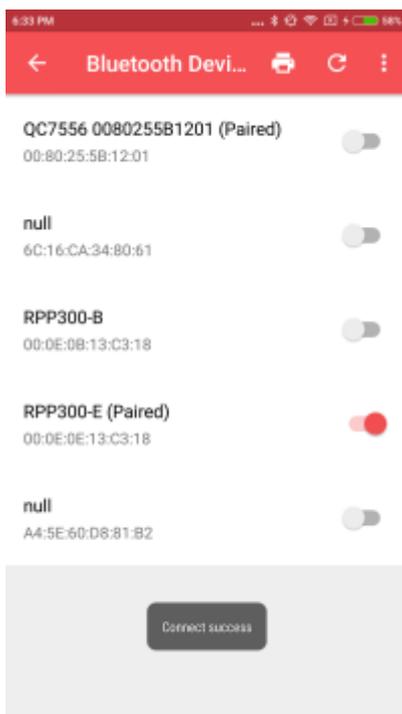
- Switch on the receipt printer.
- Check the yellow label on the receipt printer. There will be 2 entries for each printer, click the corresponding [on/off] switch next to "RPP300-E" to pair it.



- Enter the password "0000" if need.



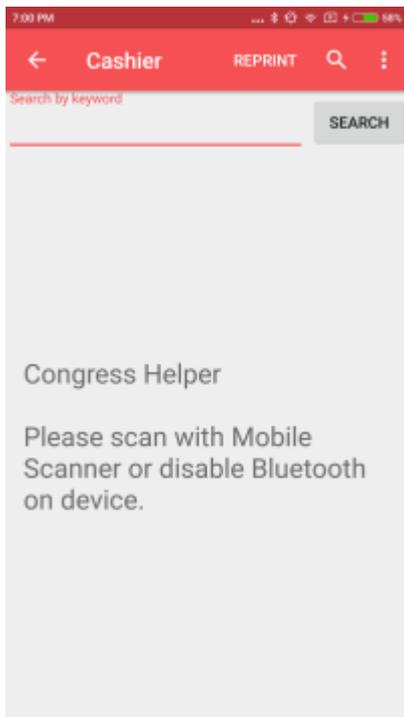
- It should be displayed as connected if ok.



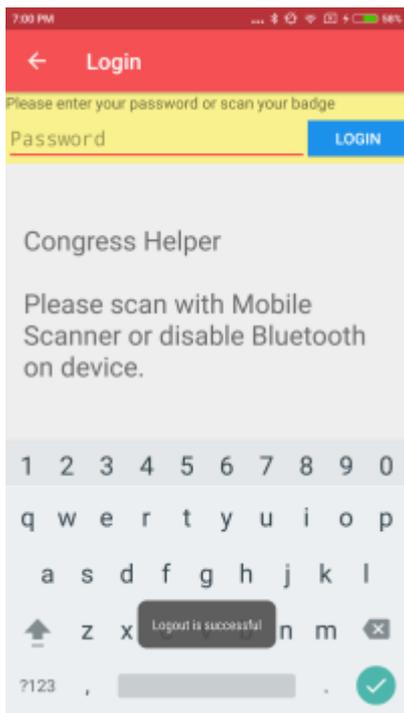
- Go back to the home screen of the app by clicking the top-left [←- Back] button twice.

Settle Payment

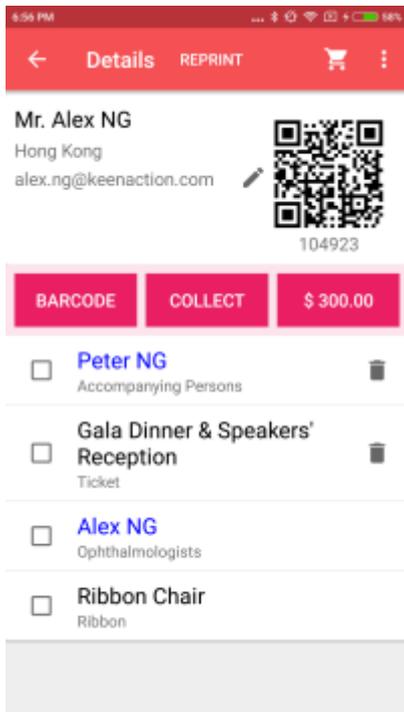
- Click [Cashier] button.



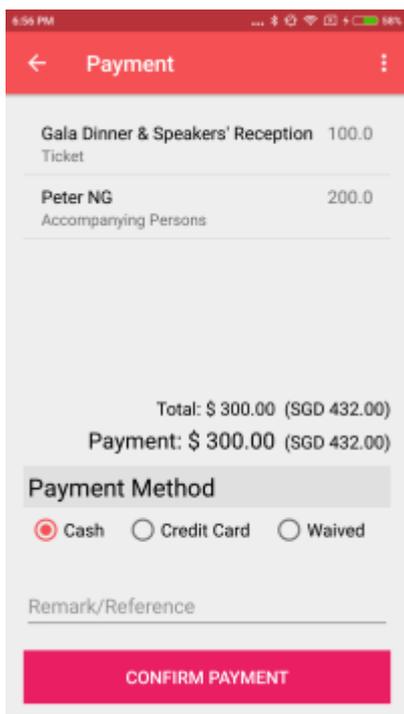
- Enter login password if need.



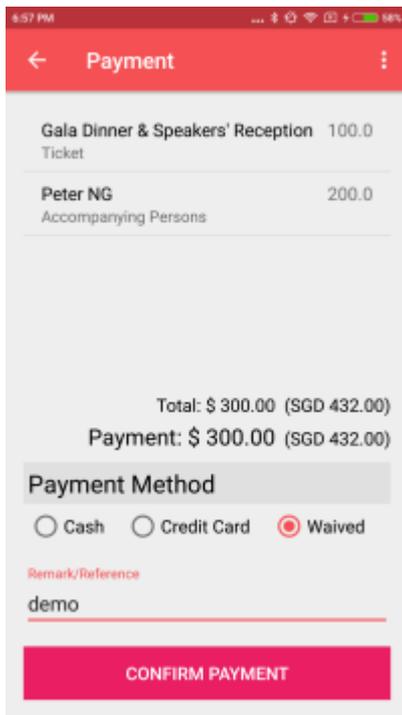
- Scan or input a delegate registration barcode to display delegate details.



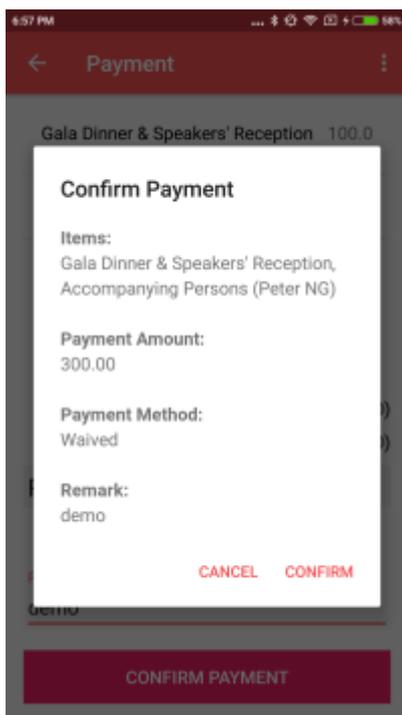
- Click the display amount to go to the payment page.



- Select the "Payment Method" as either Cash, Credit Card or Waived. If you choose "Waived", you have to type a remark for reference.



- Click the [CONFIRM PAYMENT] to confirm the payment.



- Scan another badge and repeat the above steps for collection.

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