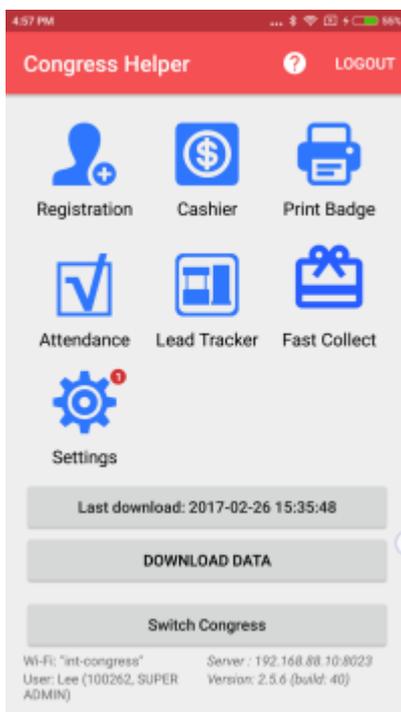# Delegate Kit Helper - Registration Operation Manual
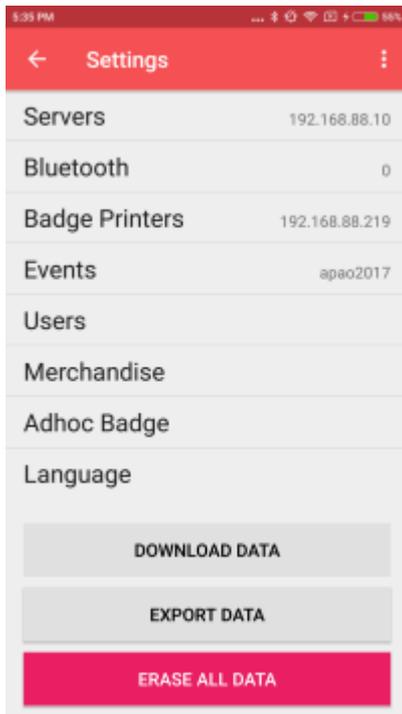
## Setup of the counter

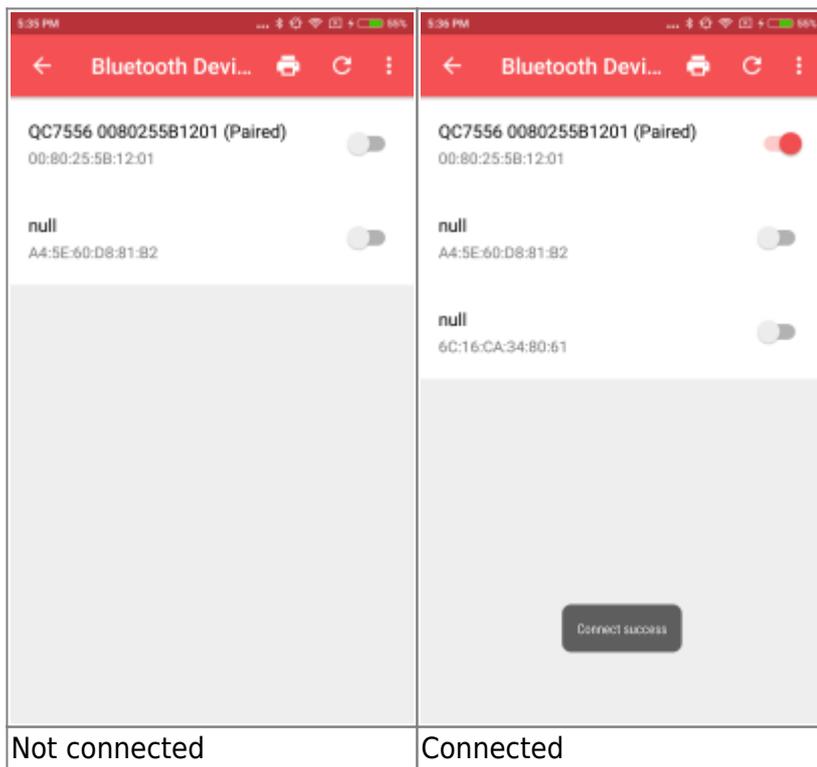- Fast Collect Counter

## Setup Mobile and Scanner

- 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.



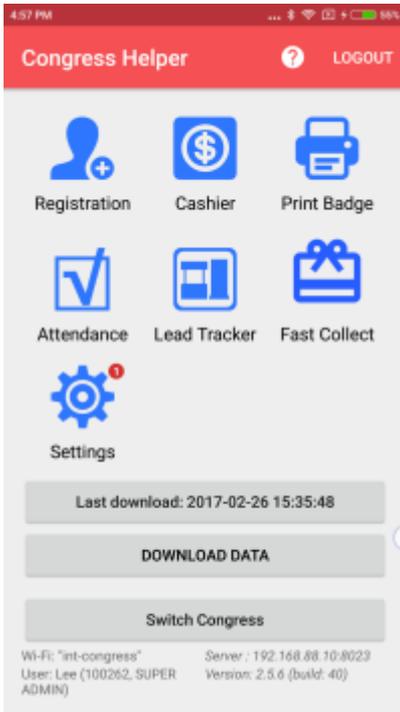- Click [Bluetooth] to display a list of bluetooth devices.

- Switch on the handheld scanner.
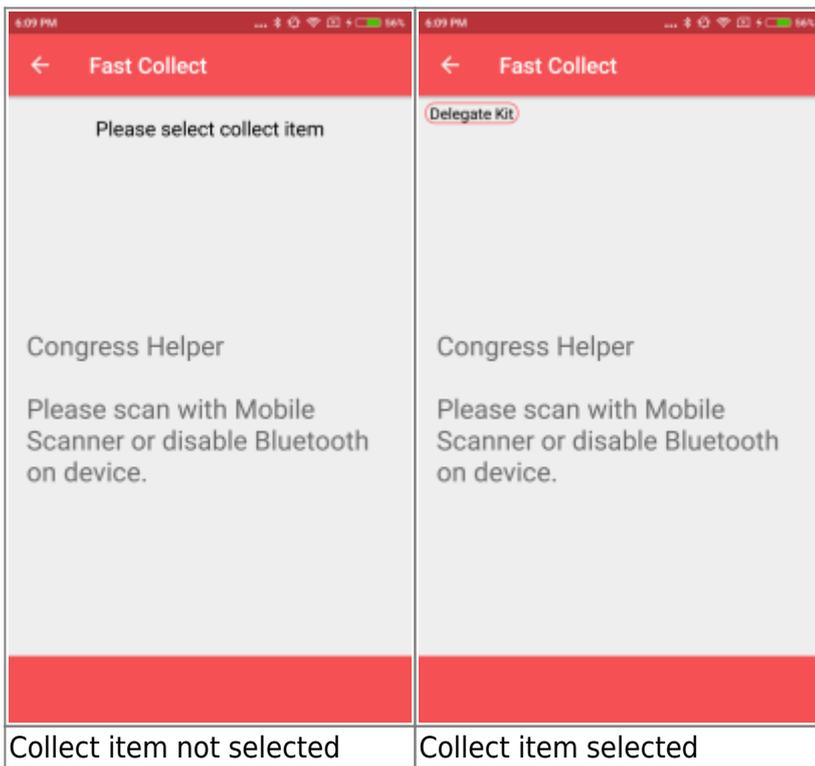- Check the yellow label on the bluetooth scanner and click the corresponding [on/off] switch to pair it.

| | |
|---|---|
|  |  |
| Not connected | Connected |

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

# Delegate Kit Collection

- Click [Fast Collect] button.
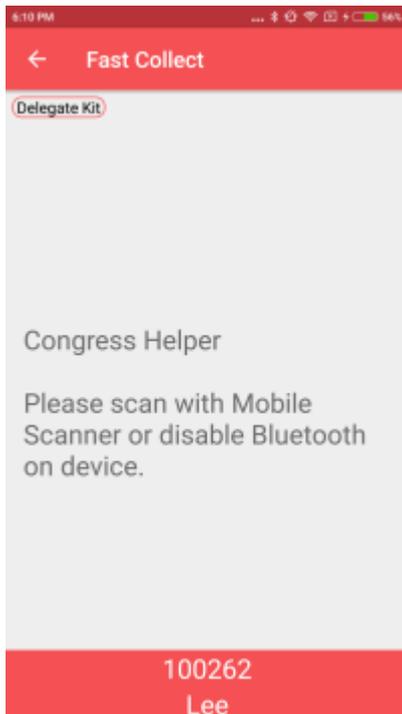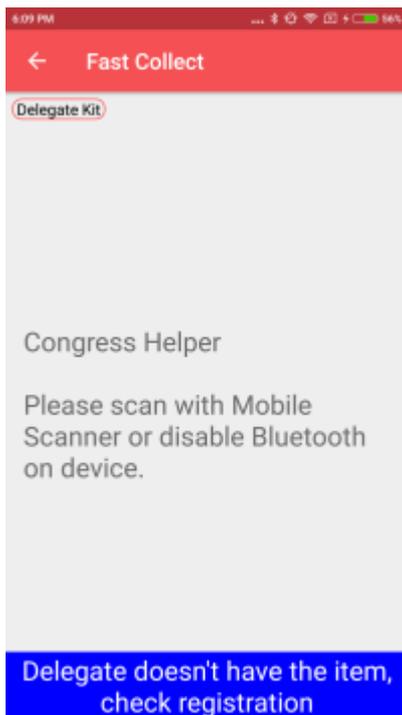
- Check that you have selected the desired item, e.g. Delegate Kit



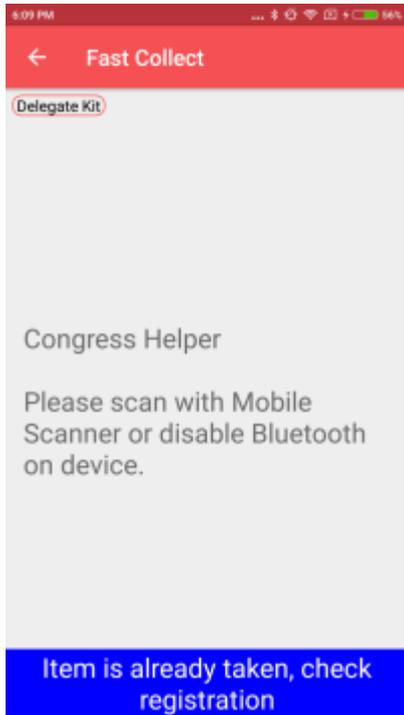| Collect item not selected | Collect item selected |

- Scan a delegate badge QR Code.
  - For successful scan, it will display the delegate last name and registration code.

- If the delegate does not have that item, it will display an alert.



- If the delegate has already taken that item, it will display an alert.

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