# Hotel Registration Counter Helper - Registration Operation Manual

Setup Mobile and Datamax Printer

- Connect the Phone to the (Hotel) Wi-Fi, 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.
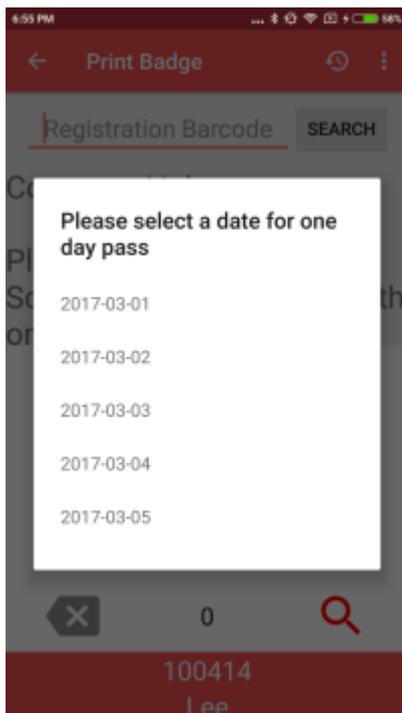
Print Badge

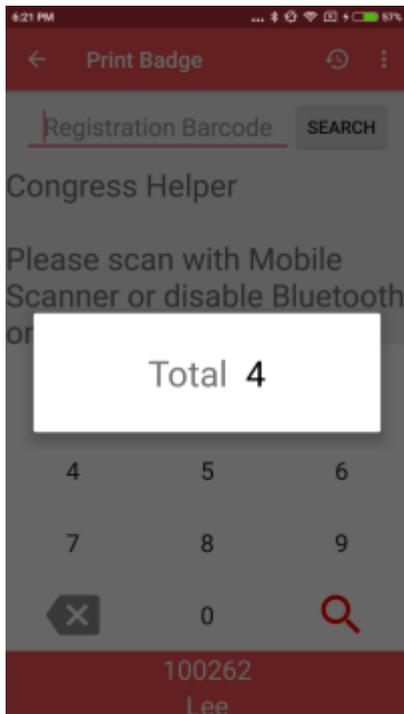- Click [Print Badge] button.
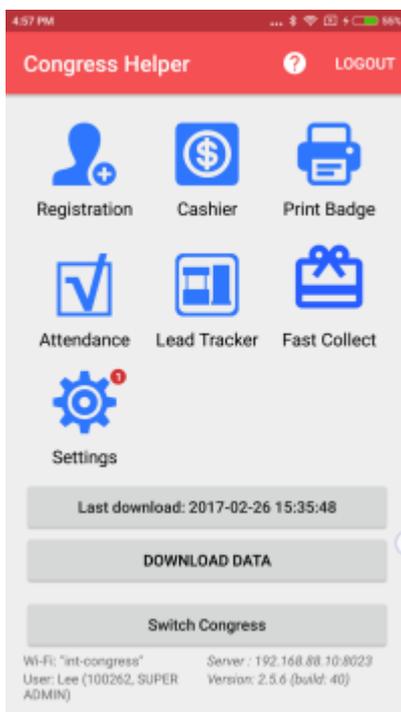
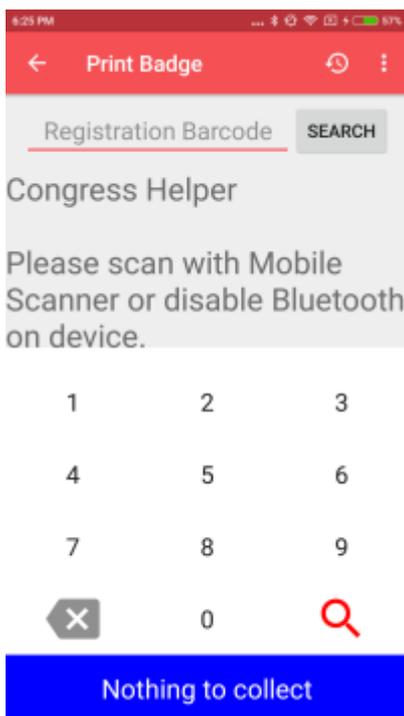- Scan a delegate registration barcode or input manually and click [Search].
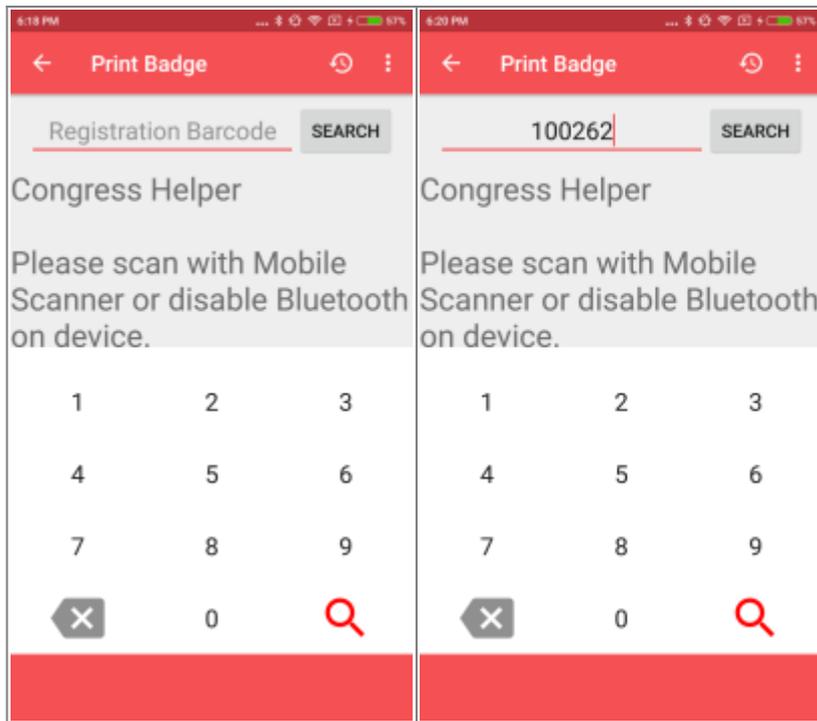
- If the delegate is One-Day Pass, it will prompt to select the "Admission Date".
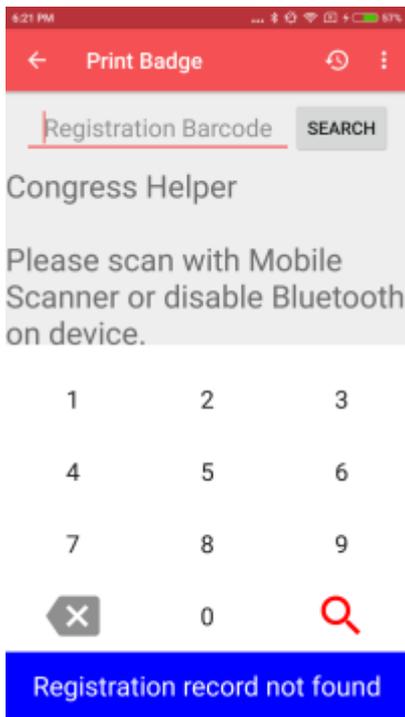
- If the delegate is found, it will display the number of badge being printed.
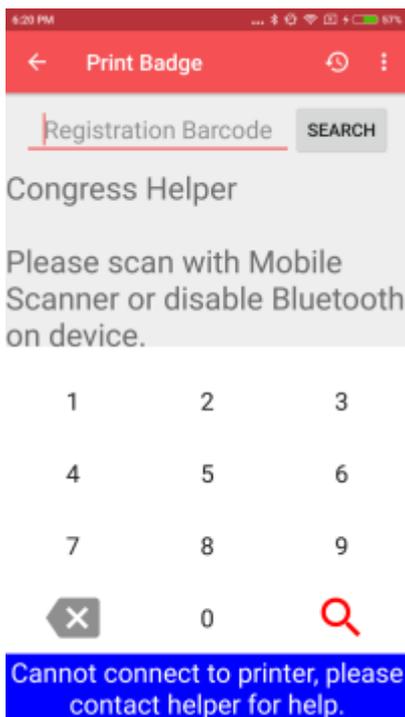
- If the delegate has already taken the badge or has no badge, it will display an alert.

- If the delegate is not found, it will display an alert.

- If the mobile app cannot connect to the printer, it will display an alert.

- Scan or input another registration barcode for another delegate.