

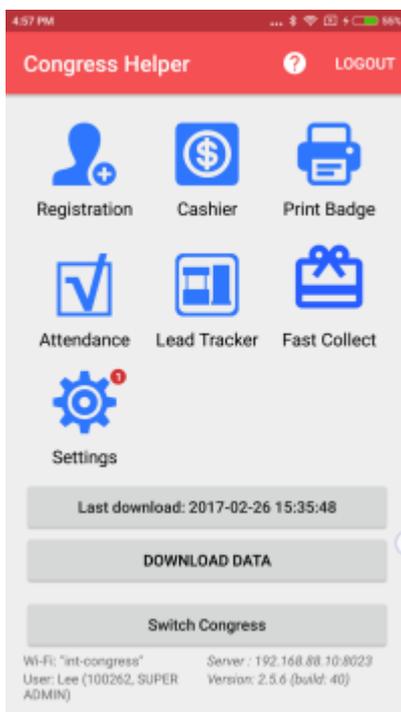
# Badge Printing Helper - Registration Operation Manual

## Setup of the counter

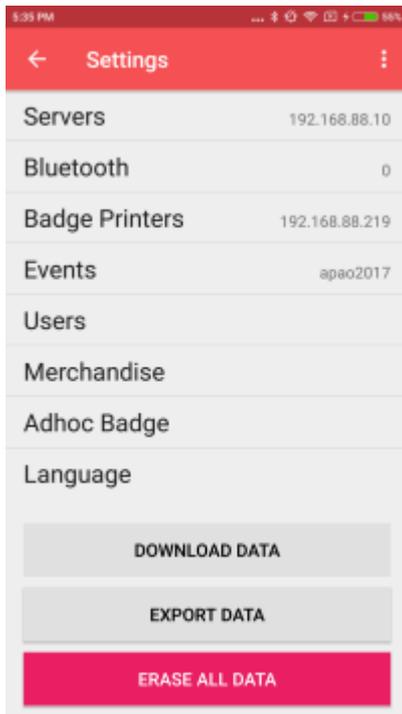
- [Auto Print Station](#)

## Setup Mobile and Scanner

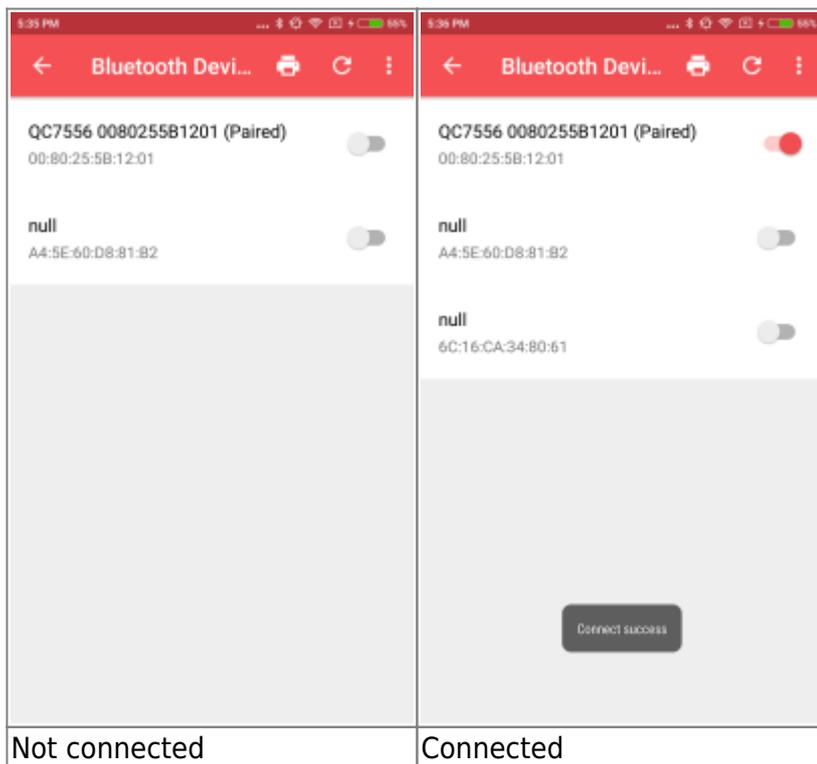
- Connect the Phone to the wiFi (SSID: int-congress), check if the IP address is 192.168.88.x
- Plug in the USB charging cable to the phone and USB Charger to start charging the tablet.
- Open the Congress Helper app and login with the "congress code". (ask the organizer)
- Click [Settings] and login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

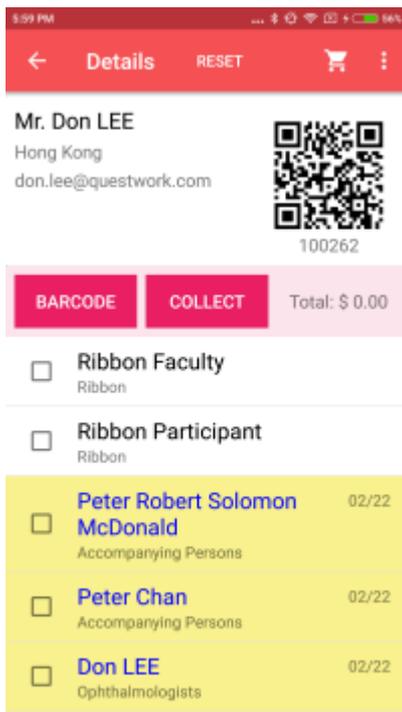


- Go back to the home screen of the app by clicking the top-left [← Back] button twice.

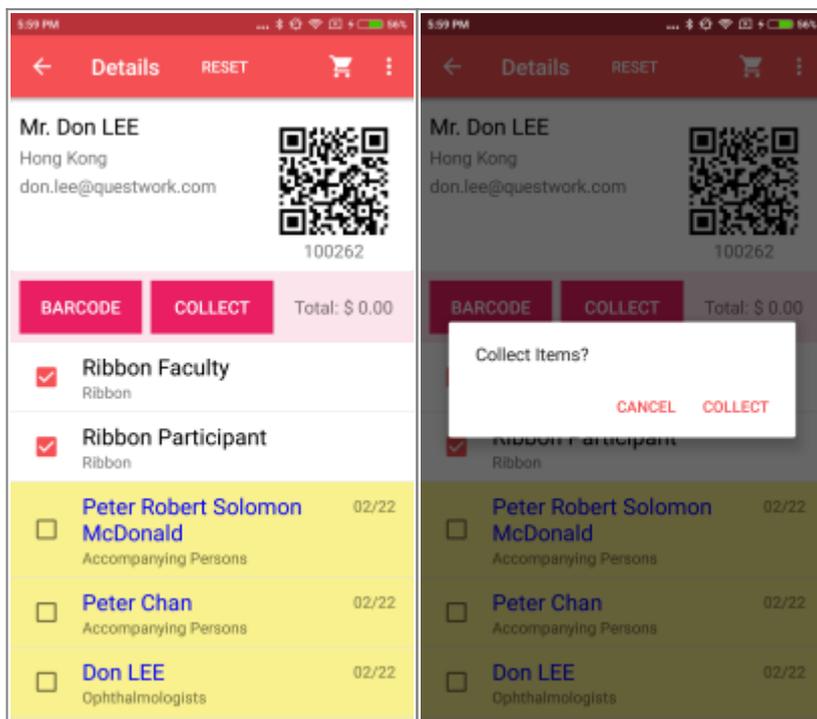
## Print Badge

- Click [Print Badge] button.

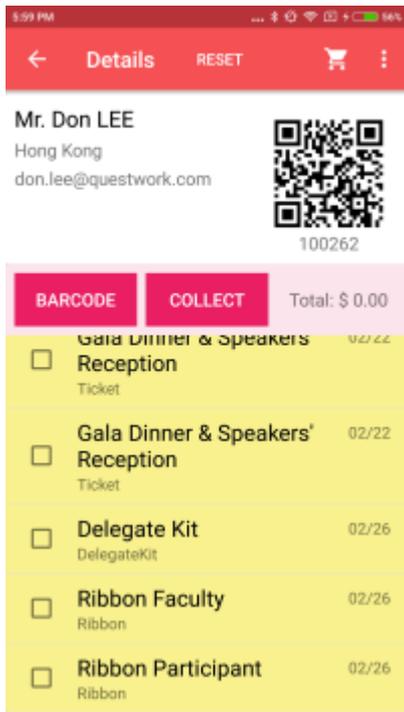
- Scan a delegate registration barcode or input manually.
- It will display a list of that delegate items.
- Review the various Ribbon listed with “grey” background.



- Click all the checkbox next to the corresponding ribbons and then click [Collection] button.



- All Ribbon items should now be changed to “yellow” background.



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

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