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.

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Congress He	elper	OCOUT		
Registration The formation of the forma	Cashier	Print Badge		
Last down	load: 2017-02-2	6 15:35:48		
Cast dominado. 2017-02-20 10.03.46				
DOWNLOAD DATA				
Switch Congress				
Wi-Fi: "int-congress" User: Lee (100262, S ADMIN)	Server : 1 UPER Version: 2	92.168.88.10:8023 2.5.6 (build: 40)		

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

Last update: 2017/02/26 course:congress_setup:operations_manual:registration:print_badge_helper https://wiki.questwork.com/dokuwiki/doku.php?id=course:congress_setup:operations_manual:registration:print_badge_helper&rev=1488104931 18:28

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← Settings	:	
Servers	192.168.88.10	
Bluetooth	0	
Badge Printers	192.168.88.219	
Events	apao2017	
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DOWNLOAD DATA		
EXPORT DATA		
ERASE ALL DATA		

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

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QC7556 0080255B1201 (Paired) 00:80:25:5B:12:01		QC7556 0080255B1201 (Paired) 00:80:25:5B:12:01	-
null A4:5E:60:D8:81:B2		null A4:5E:60:D8:81:B2	
		null 6C:16:CA:34:80:61	
		Connect success	
Not connected		Connected	

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

Print Badge

• Click [Print Badge] button.

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• Scan a delegate registration barcode or input manually and click [Search].

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← F	Print Badge	⊕ :	÷	Print Badge		⊕ :
Regi	stration Barcode	SEARCH		100262		SEARCH
Congre	ess Helper		Cong	ress Help	ber	
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• If the delegate is found, it will display the number of badge being printed.

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• If the delegate has already taken the badge or has no badge, it will display an alert.

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← Print Badge				
Registration Barcode	SEARCH			
Congress Helper				
Please scan with N Scanner or disable on device.	Iobile Bluetooth			



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

2025/08/02 00:45

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Please scan with Mobile Scanner or disable Bluetooth on device.

Registration record not found		
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• If the mobile app cannot connect to the printer, it will display an alert.

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÷	Print Badge	® :
R	egistration Barcode	SEARCH
Con	gress Helper	

Please scan with Mobile Scanner or disable Bluetooth on device.

Cannot connect to printer, please contact helper for help.		
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• Scan or input another registration barcode for another delegate.

