# 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 phone.
- Open the Congress Helper app and login with the "congress code". (ask the organizer)
- Click [Settings] and login with helper user account password.
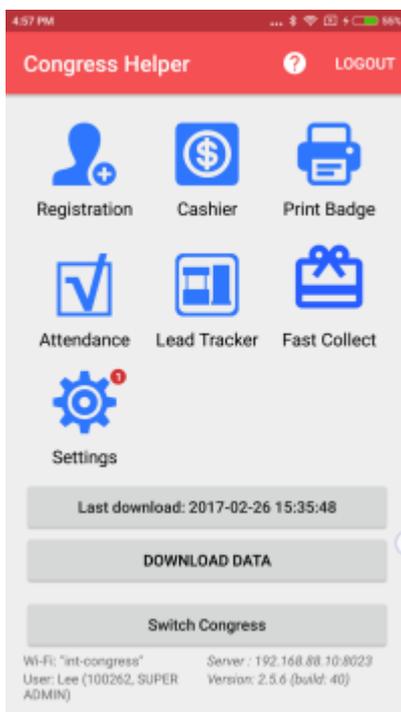
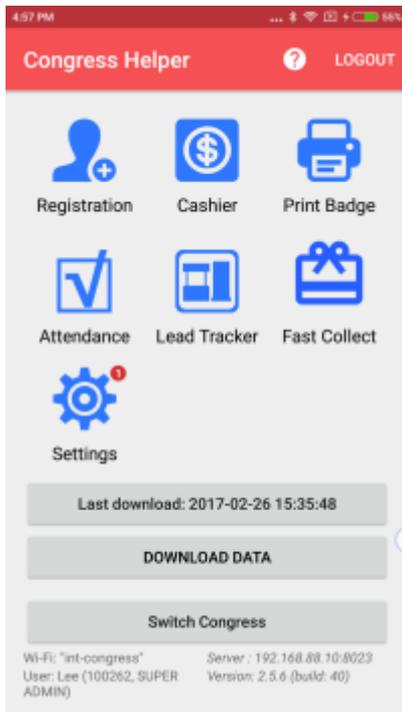- Click [Bluetooth] to display a list of bluetooth devices.
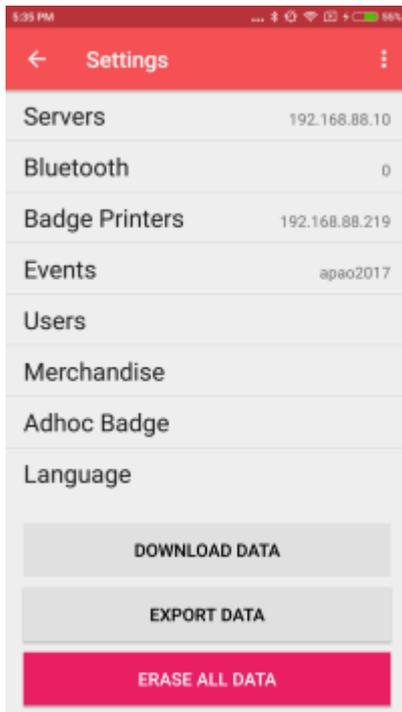
- Switch on the handheld scanner.
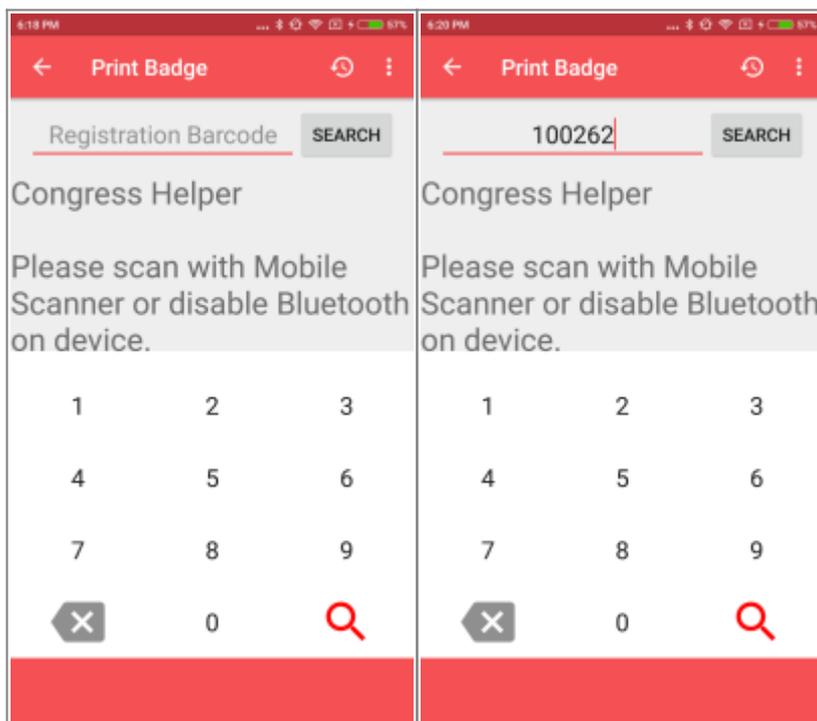- Check the yellow label on the bluetooth scanner and click the corresponding [on/off] switch to pair it.

Not connected	Connected
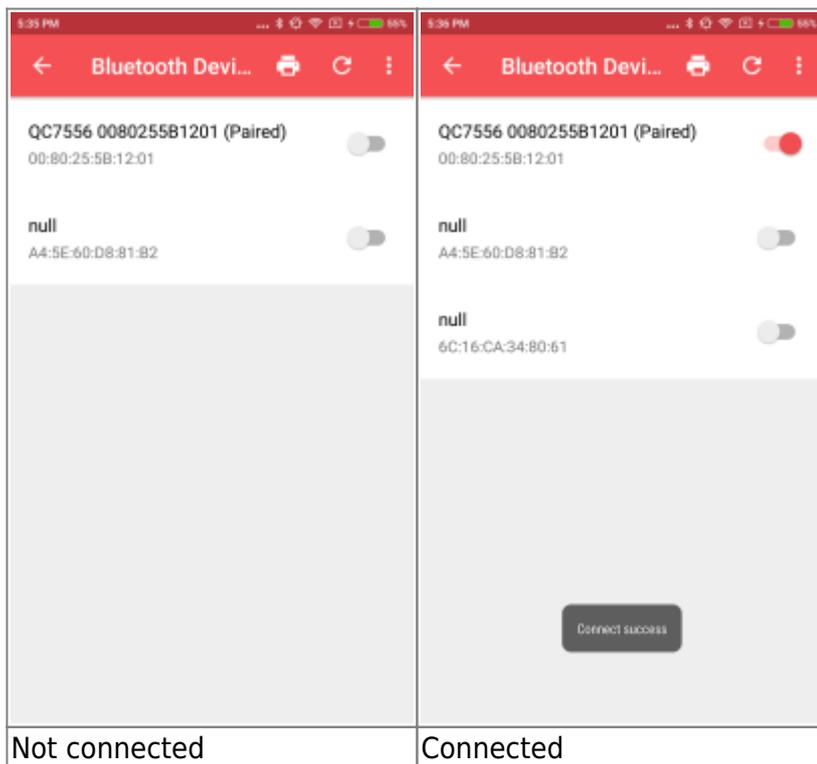
- Go back to the home screen of the app by clicking the top-left [←- Back] button twice.
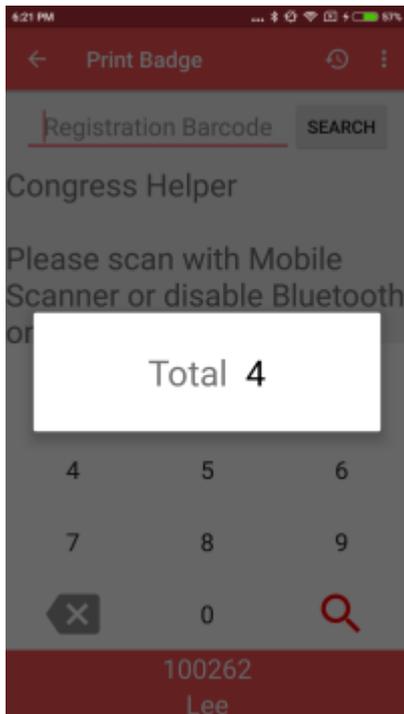
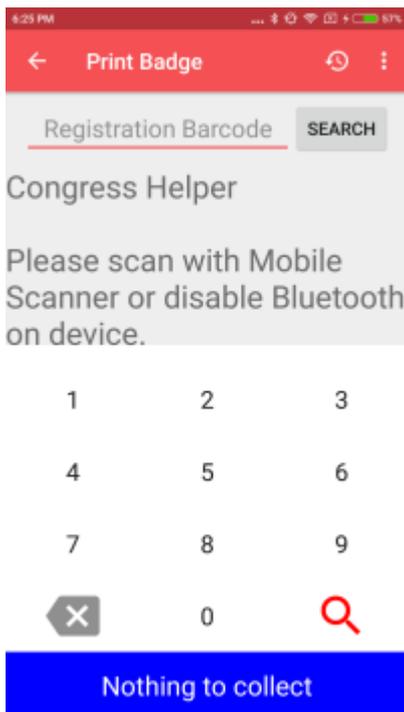# Print Badge

- Click [Print Badge] button.

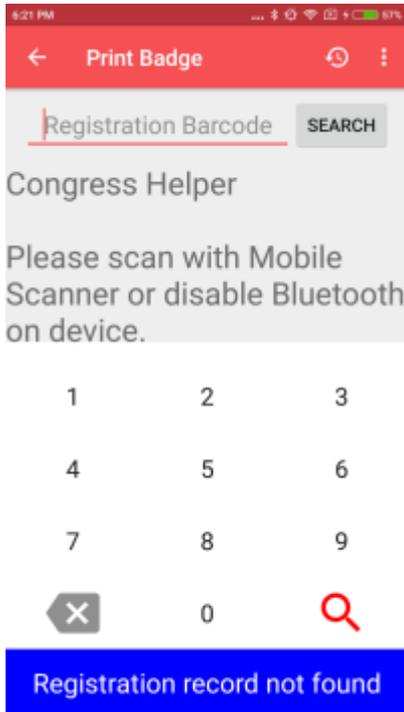- Scan a delegate registration barcode or input manually and click [Search].

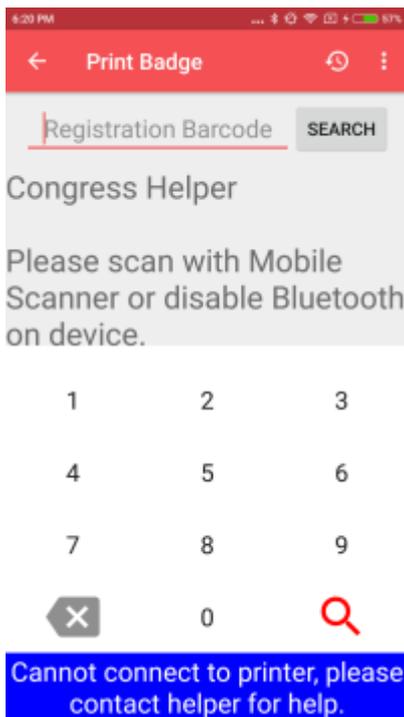- If the delegate is found, it will display the number of badge being printed.

- 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.