

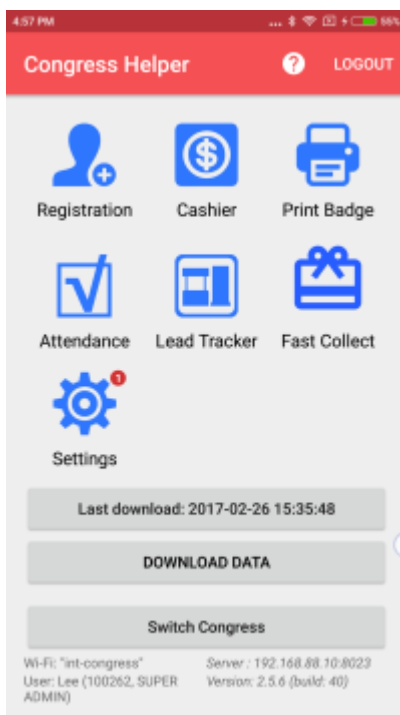
Badge Printing Helper - Registration Operation Manual

Setup of the counter

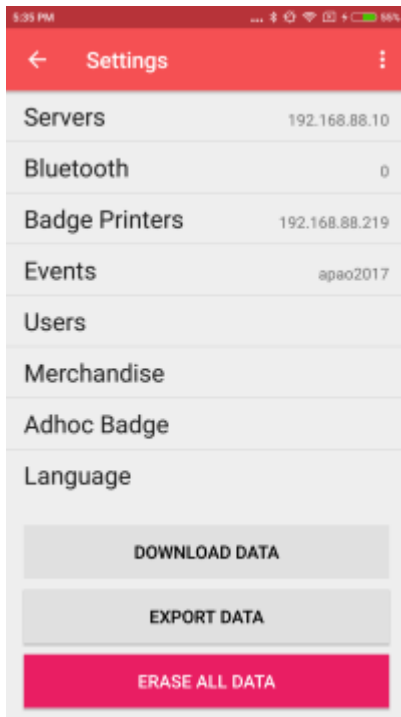
- [Auto Print Station](#)

Setup Mobile and Scanner

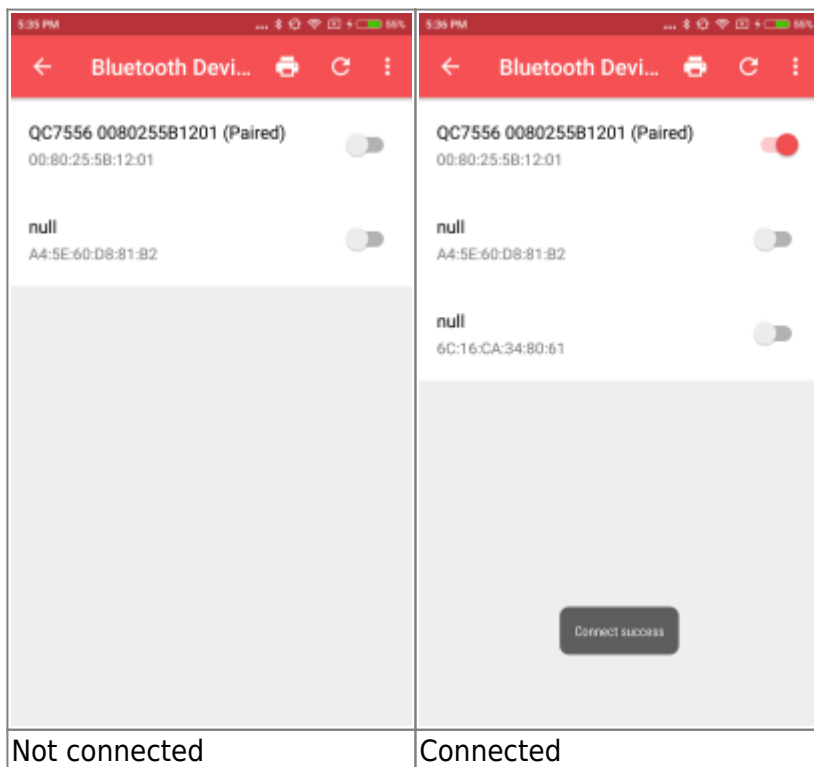
- Connect the Phone to the WiFi (SSID: int-congress), check if the IP address is 192.168.88.x
- Plug in the USB charging cable to the phone and USB Charger to start charging the phone.
- Open the Congress Helper app and login with the "congress code". (ask the organizer)
- Click [Settings] and login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



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



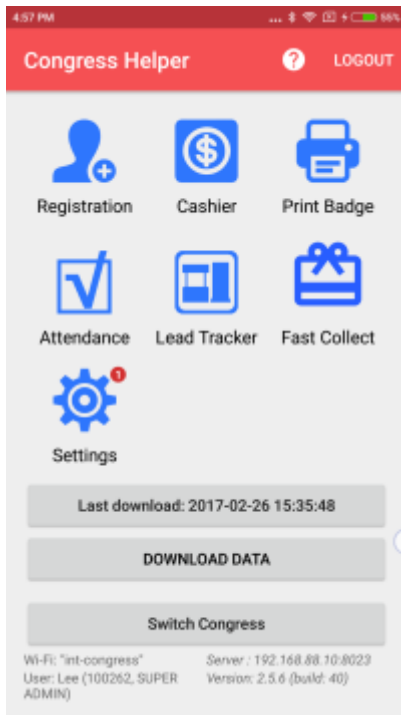
- Switch on the handheld scanner.
- Check the yellow label on the bluetooth scanner and click the corresponding [on/off] switch to pair it.



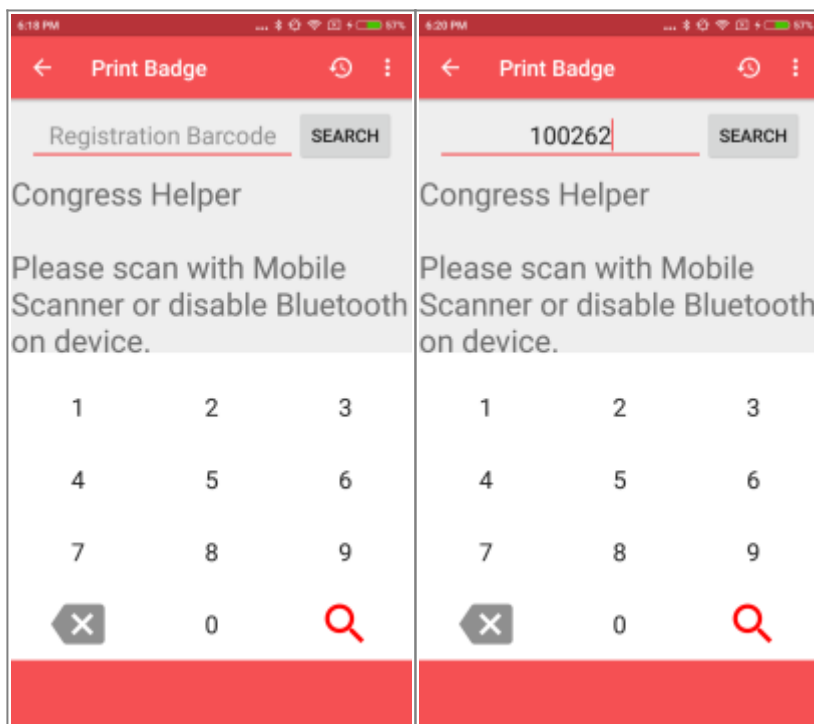
- Go back to the home screen of the app by clicking the top-left [← Back] button twice.

Print Badge

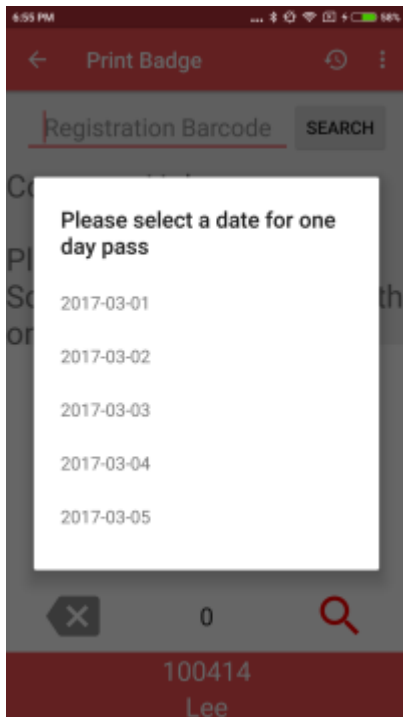
- Click [Print Badge] button.



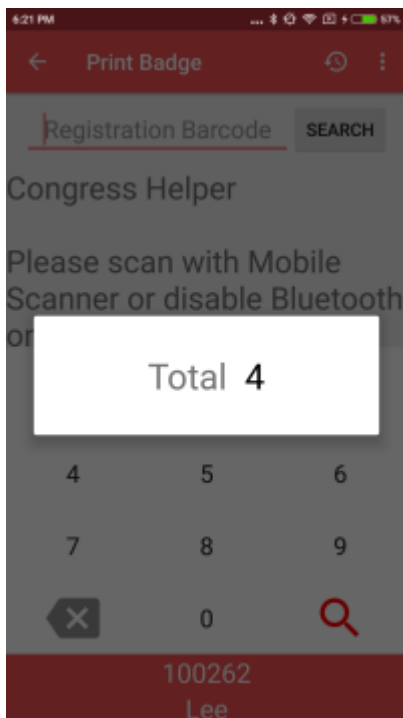
- Scan a delegate registration barcode or input manually and click [Search].



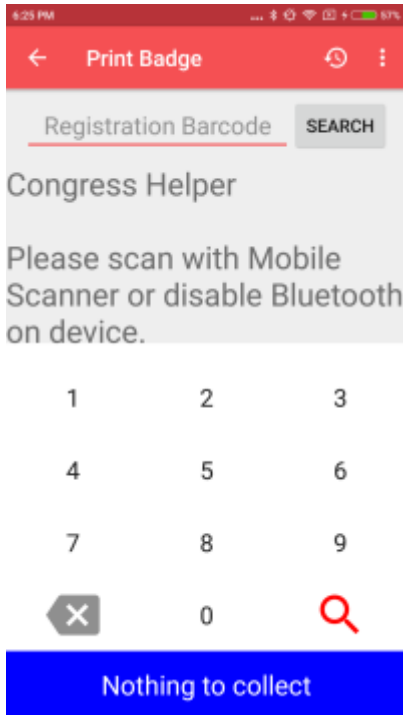
- If the delegate is One-Day Pass, it will prompt to select the “Admission Date”.



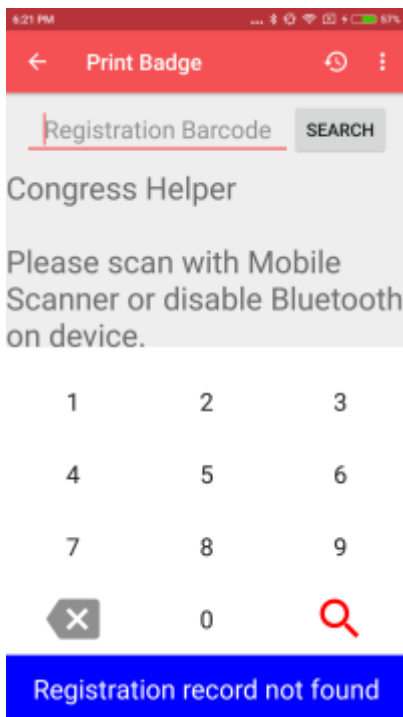
- If the delegate is found, it will display the number of badge being printed.



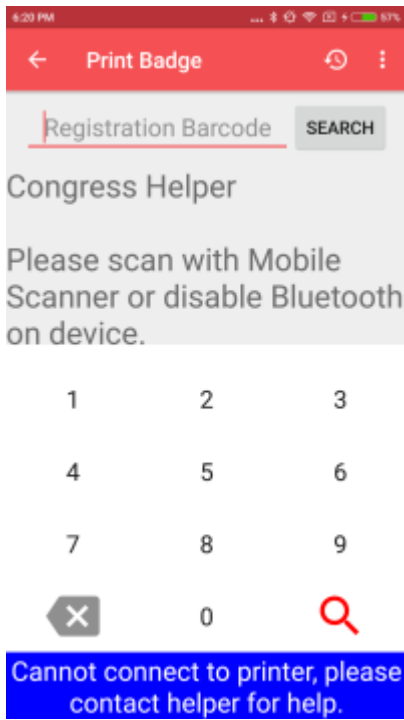
- If the delegate has already taken the badge or has no badge, it will display an alert.



- 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.

From: <https://wiki.questwork.com/dokuwiki/> - Questwork's Wiki

Permanent link: https://wiki.questwork.com/dokuwiki/doku.php?id=course:congress_setup:operations_manual:registration:print_badge_helper&rev=1544923065

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