Registration Helper - Registration Operation Manual

Setup Mobile and Receipt Printer

- Connect the Phone to the wiFi (SSID: int-congress), check if the IP address is 192.168.88.x
- Login to event by entering "event code" or scan "event QR code". For more details, click here.
- In "Home" screen, click [Settings] and login with helper user account password.

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

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DOWNLOAD DATA			
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- Switch on the receipt printer.
- Check the yellow label on the receipt printer. There will be 2 entries for each printer, click the corresponding [on/off] switch next to "RPP300-E" to pair it.

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null 60:16:CA:34:80:61	
RPP300-B 00:0E:0B:13:C3:18	
RPP300-E 00:0E:0E:13:C3:18	
null A4:5E:60:D8:81:82	

• Enter the password "0000" if need.



• It should be displayed as connected if ok.

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RPP300-E (Paired) 00:0E:0E:13:C3:18	•
null A4:5E:60:D8:81:82	
Connect success	

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

Search Registration

- Login to event by entering "event code" or scan "event QR code". For more details, click here.
- In "Home" screen, click [Registration] button.

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• Enter login password if need.

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← Login	
Please enter your password or scan your badge	
Password LOGIN	
Congress Helper Please scan with Mobile Scanner or disable Bluetooth on device.	
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qwertyu i op	
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- Scan or input a delegate registration code to display delegate details.
 - 1. Scan delegate QR code
 - 2. Enter registration code and then click [Search] button
 - 3. Enter last name of the delegate and then click [Search] button
 - 4. Enter email address and then click [Search] button
 - 5. Enter phone number (in format +98765432) and then click [Search] button
- If found, you may either see
 - a list of matched delegates, click the one you want.
 - or, a single delegate details

• It will display the delegate details page.



- In delegate's Details page, it is divided into 2 parts.
 - $\circ\,$ Upper part is delegate name, QR code, registration code, email, etc.
 - $\circ\,$ Lower part is the item list of the delegate.
 - If item is uncollected yet, the background is in grey
 - If item is collected, the background is in yellow
 - If item is NOT settled yet, it has a [Trash] icon
 - if delegate badge is NOT confirmed yet, it has a [Pencil] icon
 - If item name is in BLUE color, you could click to change the name of the badge.

Print Badge or Collect Item

- Search Registration of delegate
- Review Item list
- Collect/Print item by either
 - $\circ\,$ A) Click item(s) and then click [Collect] button to collect only selected items.
 - $\circ\,$ B) Click [Collect] button to collect all uncollected items.

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