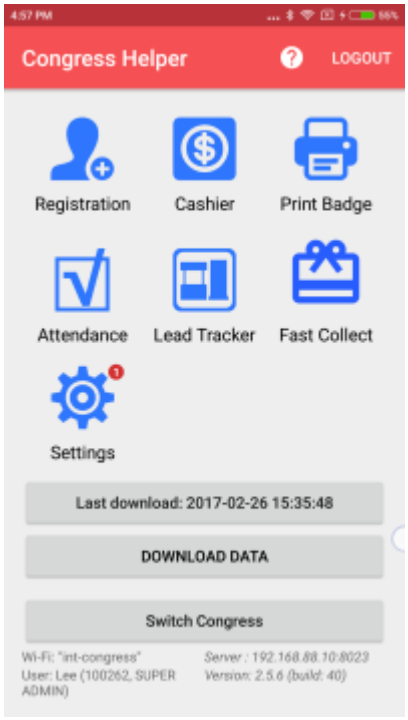
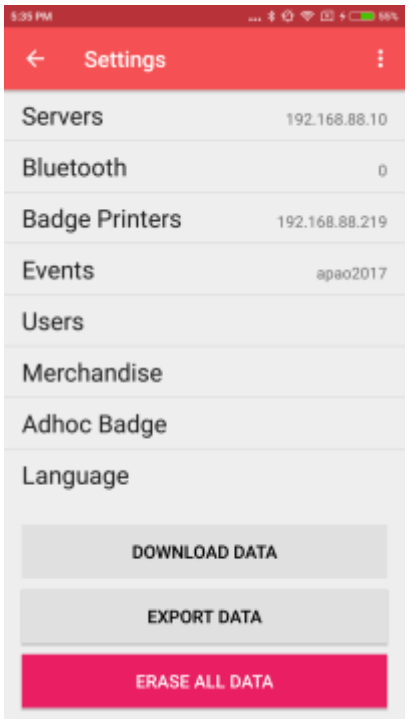
Registration Counter Helper - Registration Operation Manual

Setup Mobile and Receipt Printer

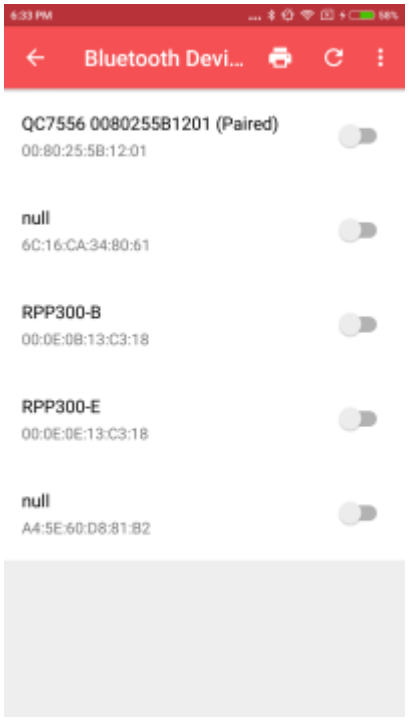
- Connect the Phone to the wiFi (SSID: int-congress), check if the IP address is 192.168.88.x
- Login to event by entering “event code” or scan “event QR code”. For more details, click here.
- In “Home” screen, click [Settings] and login with helper user account password.



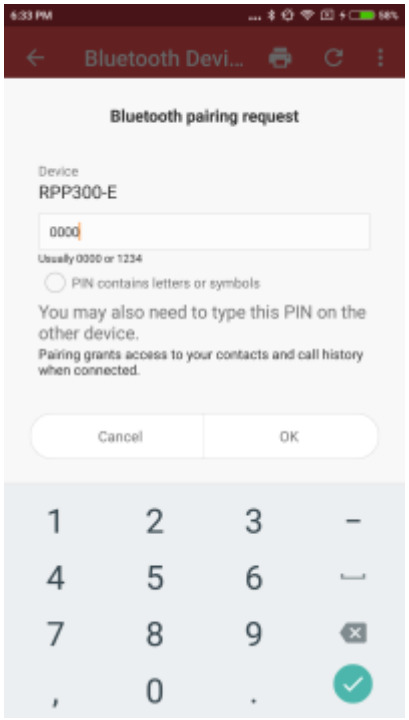
- Click [Bluetooth] to display a list of bluetooth devices.



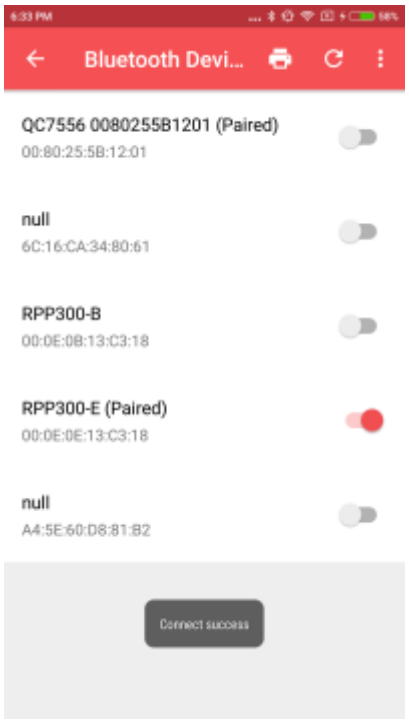
- Switch on the receipt printer.
- Check the yellow label on the receipt printer. There will be 2 entries for each printer, click the corresponding [on/off] switch next to “RPP300-E” to pair it.



- Enter the password “0000” if need.



- It should be displayed as connected if ok.



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

Print Badge or Collect Item

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

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