## **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.

4.57 PM		៖ 🗢	E + 💶 88%		
Congress Helper		?	LOGOUT		
Registration Attendance	Cashier	Print	Badge		
Last download: 2017-02-26 15:35:48					
DOWNLOAD DATA					
Switch Congress					
Wi-Fi: "int-congress" User: Lee (100262, SUPE ADMIN)	Server : 19 R Version: 2	92.168.88 5.6 (build	:10:8023 f: 40)		

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

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5.35 PM					
← Settings					
Servers	192.168.88.10				
Bluetooth	0				
Badge Printers	192.168.88.219				
Events	apao2017				
Users					
Merchandise					
Adhoc Badge					
Language					
DOWNLOAD DATA					
EXPORT DATA					
ERASE ALL DATA					

- 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.

6:33 PM	\$ Q ヤ 🗉 f 🚥 88%		
÷	Bluetooth Devi	•	G :
QC75 00:80:	56 0080255B1201 (Paired 25:5B:12:01	i)	
null 6C:16	CA:34:80:61		
RPP3 00:0E:	00-B 08:13:C3:18		
RPP3 00:0E:	00-E 0E:13:C3:18		
<b>null</b> A4:5E	60:D8:81:82		

• Enter the password "0000" if need.



• It should be displayed as connected if ok.

633 PM \$ ∅	♥ 🗈 f 💶 88%
🗧 Bluetooth Devi 🖶	e :
QC7556 008025581201 (Paired) 00:80:25:58:12:01	
null 6C:16:CA:34:80:61	
RPP300-B 00:0E:08:13:C3:18	
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 [←- Back] button twice.

## **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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