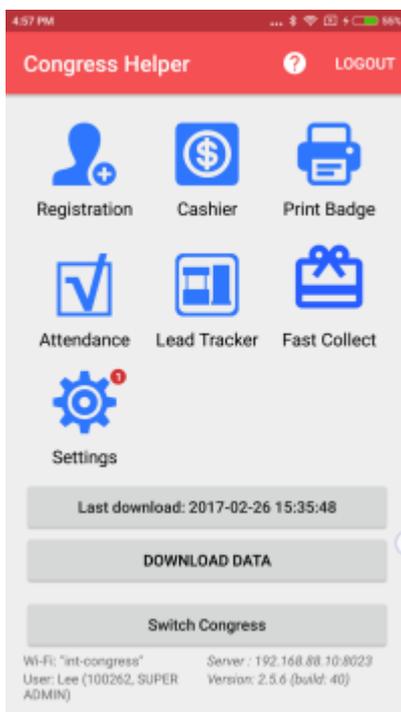# Ribbon Helper - Registration Operation Manual
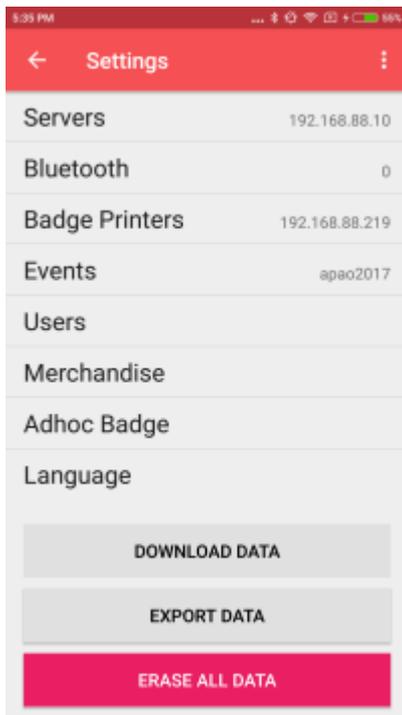
Setup of the counter

- Ribbon Counter
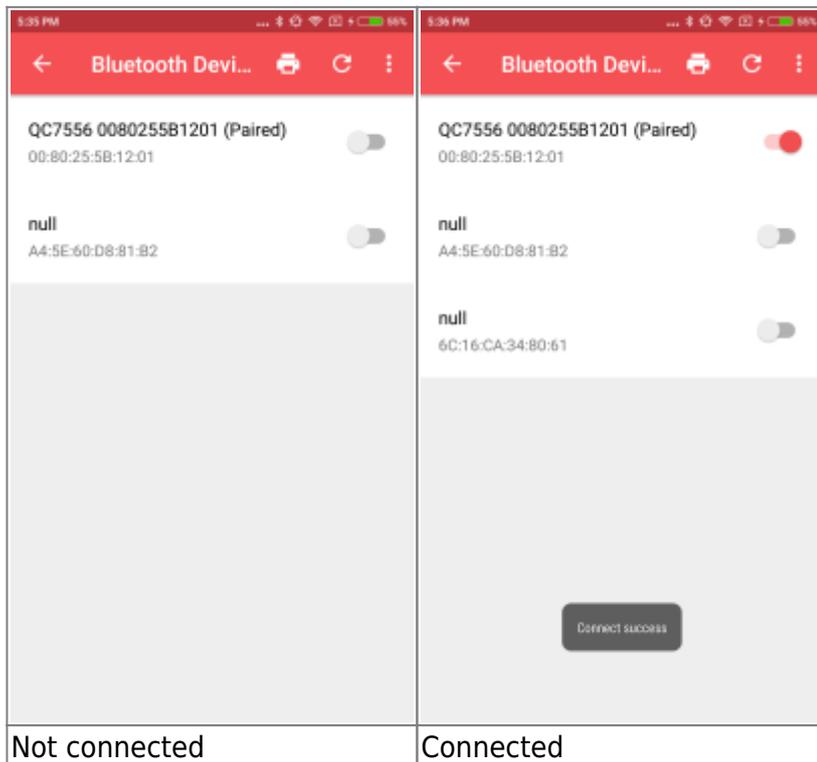
Setup Mobile and Scanner

- 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 tablet.
- Open the Congress Helper app and login with the "congress code". (ask the organizer)
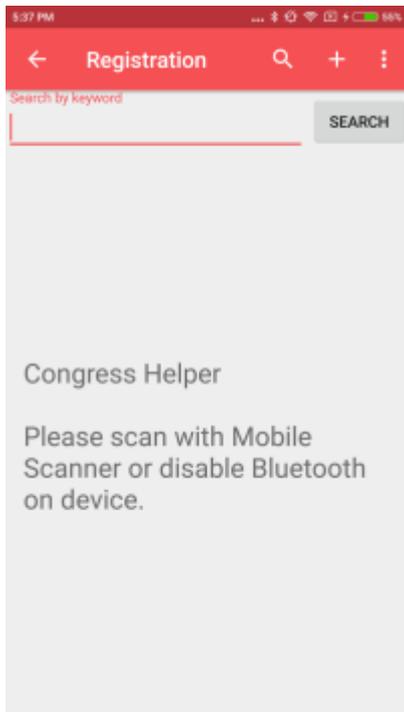- Click [Settings] and login with helper user account password.

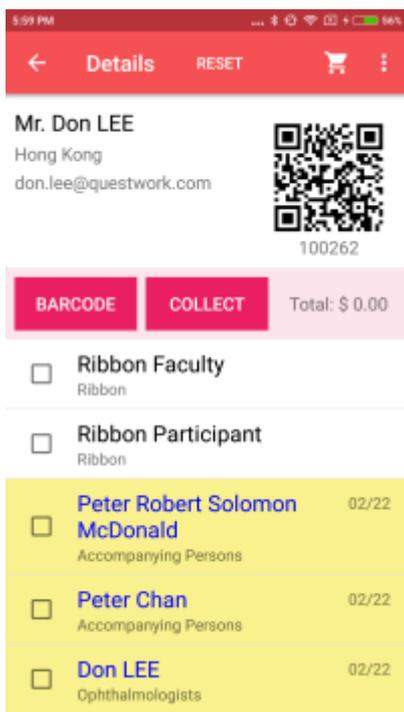- Click [Bluetooth] to display a list of bluetooth devices.

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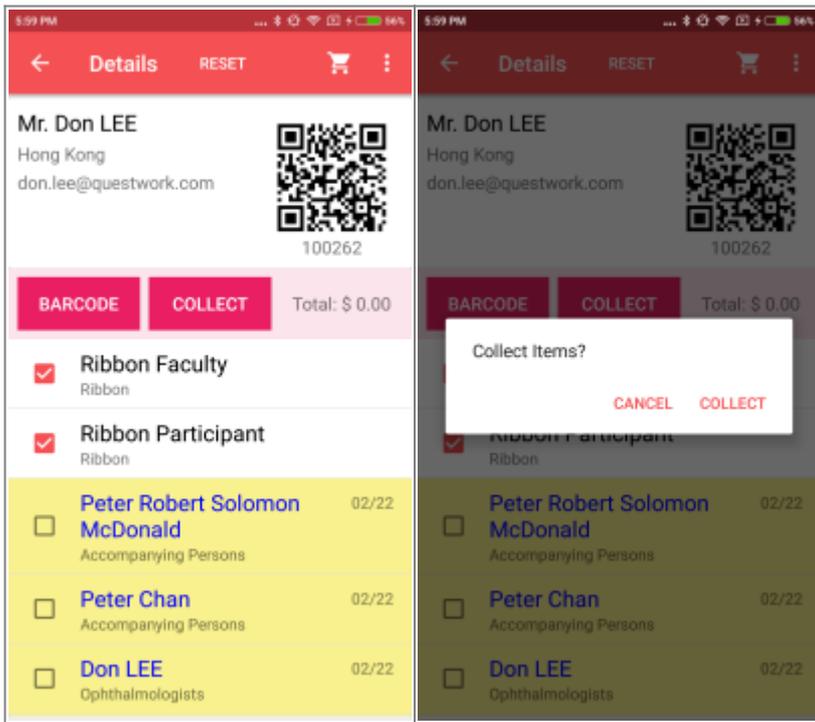- Check the yellow label on the bluetooth scanner and click the corresponding [on/off] switch to pair it.

| Not connected | Connected |

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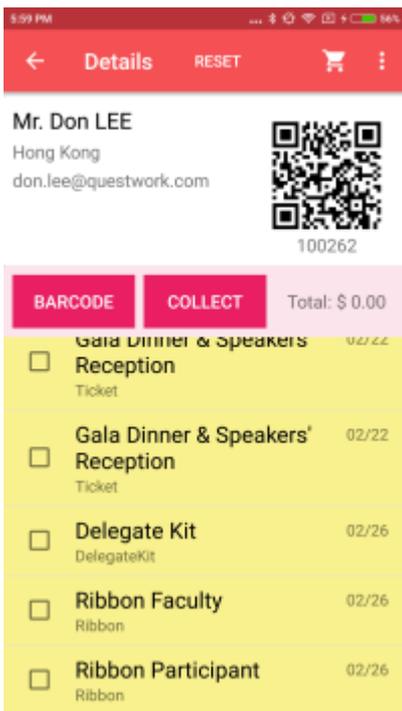- Click [Registration] button.

1. Scan a delegate badge QR Code for testing.
2. It will display a list of that delegate items.
3. Review the various Ribbon listed with "grey" background.

1. Click all the checkbox next to the corresponding ribbons and then click [Collection] button.

1. All Ribbon items should now be changed to "yellow" background.

1. Repeat the above steps 1-5 for another delegate.