Auto Print Station

Tools

[Datamax E-4206p manual](#)

100044

- barcode sample for print badge

100308

- barcode sample for print badge

Logistics Items

Item	Qty	Responsible
Datamax E-4206P Professional Printer with Power Adapter and cable	1	APAO
Badge Ticket Paper	500	APAO
Tablet with Congress Helper app	1	Questwork
Bluetooth scanner	1	Questwork
Scanner Stand	1	Questwork
USB Charger	1	Questwork
Micro USB Charging cable	2	Questwork
LAN cable	1	Local IT
Ethernet Switch	1	Local IT
4-sockets Electric Power bar	1	Local IT

https://en.wikipedia.org/wiki/IEC_60320

Setup

Printer

- Arrange the order of the printers from first to last (192.168.88.211-214)
- Connect Power adapter to Power bar
- Connect LAN cable from Printer to Ethernet Switch
- Load Badge Ticket Paper from the back of the printer
- Switch on Printer
- All badge printers should have a fixed IP address as 192.168.88.211-218. Print a Network report to check IP address (PRESS: Test > Network Report)
- Feed paper to check label alignment (PRESS: Feed/Pause)
- If need, adjust the Present Adjust to align the paper cutting (PRESS: Menu > Print Control > Custom Adjustments > Present Adjust = 13)
- Test your printer by ping from notebook to the printer IP addresses, e.g. 192.168.88.211-214

Bluetooth Scanner

- Mount the bluetooth scanner to the scanner stand.
- Plug in the USB charging cable to the bluetooth scanner and USB Charger to start charging the scanner.
- Switch on the bluetooth scanner.

Tablet/Phone

- Mount the Tablet on the Tablet Stand
- Connect the Tablet to the wiFi (SSID: int-congress), check if the IP address is 192.168.88.x
- Plug in the USB charging cable to the tablet and USB Charger to start charging the tablet.
- Open the Congress Helper app and login with the "congress code".
- Click [Settings] and login with helper user account password.
- Click [Bluetooth] to display a list of bluetooth devices.
- 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.
- Click [Print Badge] button and try scanning the barcode for testing.

Print Badge

Message	Delegate not found. Please inform congress staff.
Description	This delegate information is not on our database. Ask him/her to go to Onsite Registration Counter to print the badge.
Message	Your badge has already been printed. Please go to Onsite APAO Office for help.
Description	The badge was printed in our record. Admin user could reprint it from the "Scanned Users" menu.
Message	Please visit the counters for paid delegates to collect your one-day pass.
Description	Delegate needs to specify the one-day in onsite registration counter.

Message	Failed to print. Please ask congress staff for help.
Description	Check network connectivity of the mobile and printer and inform our IT staff.
Message	System Error! Please ask congress staff for help.
Description	Could not connect to our server. Check network connectivity and inform our IT staff.

Troubleshooting

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

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