

Auto Print Station

Tools

[Datamax E-4206p manual](#)



- barcode sample for print badge



- 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 |
| Tablet Stand | 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 |
| 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

Permanent link:
https://wiki.questwork.com/dokuwiki/doku.php?id=course:congress_setup:registration_hall:auto_print_station:start&rev=1488038681

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