



Check-in and Badging Kiosk Setup Cheat Sheet



Cadmium

Zebra Printer Setup

1. Connect the Zebra printer to a power source.
2. Reset the printer to factory defaults by holding down “pause” and “feed” buttons while printer is being powered on.
3. Connect the Zebra printer to the internet.
4. Load badge stock according to printer or badge stock manufacturer’s instructions
5. Press and hold the “feed” and “cancel” buttons to print a Printer Configuration Sheet to and locate printer IP address.
6. Adjust the printer settings by entering the IP address into a web browser and logging into the Zebra printer settings page
7. Calibrate the printer by holding down the “pause” and “cancel” buttons

Check-in Kiosk Setup

1. Connect the check-in kiosk device to a power source.
2. Connect the check-in kiosk device to the internet. This device must be on the same network as the printer.
3. Download the Eventscribe Check-in App.
4. Connect the printer to the Eventscribe Check-in App via IP address
5. Enable the Email lookup method in Registration (optional)
6. Add the kiosk to Eventscribe Onsite using the kiosk code displayed on the device screen
7. Complete the Print Validation steps to finalize kiosk activation