



User Guide

EZBadge Model 100

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Version 3.4

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1 What is EZBadge

EZBadge is a computer system for use at events. Guests can use a web browser to check in or self-register and they receive a name badge they can wear. The registration information is saved in a database for later use.

Many guests can register at the same time; no congestion at the registration table. They each use a laptop, tablet or other computer that is connected to the **EZBadge** network.

EZBadge is simple to operate. No technical skills are needed. There are just a few settings that allow you to personalize the registration information and the name badges for your event. No Internet connection is needed. **EZBadge** provides its own private network.

2 User experience

When guests attend an event (attendees) they might see greeters with laptops or tablets, or perhaps some self-register registration stations. These are desktop PCs or MACs, or laptops or tablet computers that you provide. Additionally, you can invite users to use their own smartphone or other device (BYOD) to self-register. Or maybe use a combination of both approaches.

You might provide sign for BYOD such as:

Welcome to MY EVENT

Please register and receive a name badge.

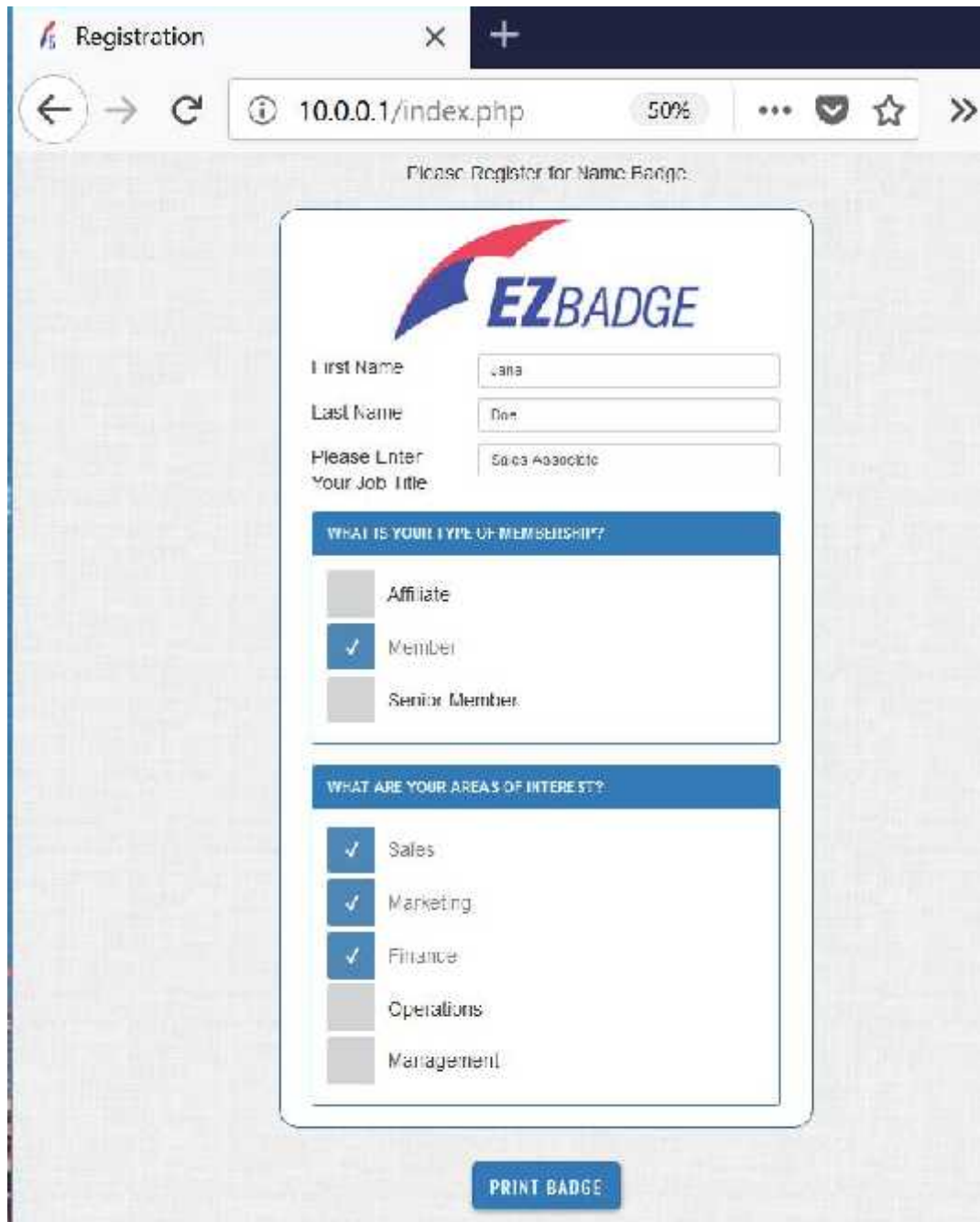
Use one of the laptops or connect your own iPad or smartphone.

Just connect to Wi-Fi network called MY_GROUP_NAME then open your browser and go to ez.com

Use an event name and a Wi-Fi network name appropriate for the event. The URL can be any URL that starts with http://. For example, <http://ez.com> Connecting to this page will re-direct the guest to the event registration page.

Users will see a registration web page that you have customized with a logo, a greeting, and a form to collect the information for the badge and any other information that the guests should supply.

Here is a simple example:



When guests click on the PRINT BADGE button, they will pick up their badges at the badge printer. This can be self service or a greeter may hand them their badges and welcome them to the event.

Here is a sample badge:



HELLO

**Jane Doe
Sales Associate
Member**

If the check in feature is active, as the first or last name is entered, matching entries in the check in list are displayed.



Please Check In for Name Badge

EZBADGE

First Name:

Last Name:

Email:

Company/Organization:

Title:

ARE YOU

Member
 Guest
 Staff

PRINT BADGE

Just click on the desired entry and the form will be automatically populated. Then click on “PRINT BADGE”



Please Check In for Name Badge

EZBADGE

First Name:

Last Name:

Email:

Company/Organization:

Title:

ARE YOU

Member
 Guest
 Staff

PRINT BADGE

Note: the check in feature may not work on older devices such as iPad-1 which do not support current web standards.

2. What is supplied

The **EZBadge** system is shipped inside the DYMO LabelWriter box. This includes the badge printer and the server.

The badge printer is a DYMO LabelWriter 450. It is provided directly from DYMO and includes its own power supply and USB cable. It also comes with a CD-ROM with DYMO software. You do not need this CD-ROM with the **EZBadge** system.

The **EZBadge** system also includes your first roll of 300 self-stick name badges. To get more badges, buy only these DYMO branded or compatible badges:

- DYMO 30256 Shipping Labels
- DYMO 30857 Adhesive Name Badge Labels
- DYMO 30856 Non-Adhesive Labels

Note: The non-adhesive labels can be used with clips or plastic holders. These name badges measure 2 7/16" X 4 3/16 which is slightly wider than the standard 4" plastic badge holders. Be sure to get holders that fit. For example: see www.lonestarbadge.com Model H201

The server is a small box containing a powerful computer, a Wi-Fi network server and special software that makes it all happen. It also comes with a power supply. Be sure to use only this power supply, other power supplies may cause erratic operation.

The registration devices are not included. These can be laptops, iPads, Android tablets, smartphones or any device that can be used to access web sites over Wi-Fi. After connecting to the **EZBadge** Wi-Fi network or to the **EZBadge** server with an Ethernet cable, they become registration devices. You supply the registration devices or let your guests self register with their personal equipment.

3 EZBadge operation

3.1 Hardware preparation

The badge labels are loaded and the DYMO LabelWriter printer and **EZBadge** server is connected to the printer using the USB cable. Connect respective power supplies to printer and server and plug into power outlets.

Hint: Use a power strip for convenience.

3.2 Pre-event setup

Before the event, customize the registration web page and connect your registration devices to the **EZBadge** Wi-Fi or Ethernet network. In addition ensure that you have more than enough badges to supply one to each guest even if the event is sold out. Create event specific registration signs.

3.3 Pre-registration setup

Before the first guest registers, prepare the registration area with tables, the **EZBadge** system and a supply of badges. Connect all registration devices to the **EZbadge** server and print one test badge to ensure everything is working correctly. Post all registration signs.

Hint: The first test badge, enter the event name and date in place of the first/last names to help identify the resulting spread sheet.

3.4 At the event

Register the guests or have the guests self-register. If you have a greeter, this person may hand the printed badges to the guests with a few words of welcome. Otherwise the guests can obtain their own badges. Refill the DYMO LabelWriter with additional labels as needed.

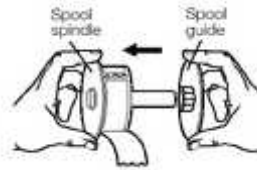
3.5 Post-event breakdown

Save registration database to your laptop or copy to a thumb drive and turn off the **EZBadge** system.

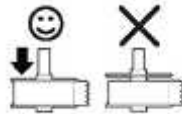
4 Loading printer labels

The following procedure is use to load printer labels.

- Open the printer cover.
- Remove the label spool from inside the top cover and pull the spool guide from the spindle. Remove the old printer core, if any.
- Hold the spool spindle in your left hand and place the label roll on the spindle so that the labels feed from underneath and the left edge of the label roll is firmly against the side of the spool.



- Ñ Slide the spool guide onto the right side of the spool and press the guide tightly against the side of the label roll, leaving no gap between the roll and the spool.

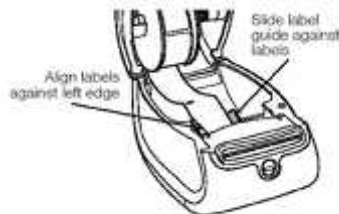


To ensure proper feeding of labels during printing, the label roll must fit snugly against both sides of the label spool with no gaps.

- Insert the label spool into the slot in the printer cover with the labels extending from underneath the roll.



- Ñ Align the left edge of the label with the left edge of the label feed slot and insert the label into the slot.



- Ñ The printer automatically feeds the label, stopping at the beginning of the first label. If the printer does not feed the labels, make sure the first label is fully inserted and the power is connected. Then press the blue form-feed button.

- Slide the label guide to the left until the label guide aligns with the right edge of the label.
- If the printer does not feed the labels, make sure the first label is fully inserted and the power is connected. Then press the form-feed button.
- If the first label on the roll is not a full label, press the blue form-feed button to eject the partial label.
- Make sure that the label guide does not pinch the label. Close the printer cover.

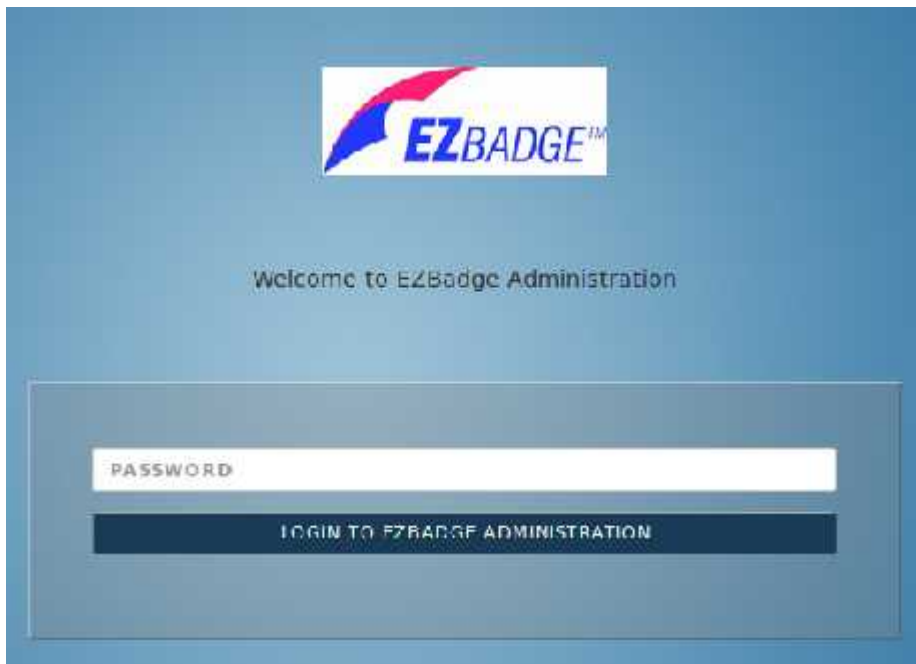
5 Customize EZBadge

The **EZBadge** server comes pre-configured. However you can customize it as needed. Configurable items include:

- Ñ Information collected on the registration page
- Ñ Information printed on the badge
- Ñ Logos printed on the badge and displayed on the registration page
- Ñ Text banners printed on badge and displayed on the registration page
- Ñ **EZBadge** network and system security settings

5.1 EZBadge administration access

Access to all **EZBadge** system administration functions is through a password protected web page.



To use this functionality first connect your laptop or other device to the **EZbadge** system Wi-Fi network or directly to the **EZbadge** system using an Ethernet cable. Then open the web page at 10.0.0.1/admin and supply the correct password.

The default password is **badgeez**. It can be changed on the Configuration page.

Once logged in, you will have main navigation buttons at the top of each page.



The format of these pages depends on the device and browser you are using. The figures in this manual may vary from that displayed your browser, but the information and operation are the same.

This user's guide is also included in **EZBadge** server under the OPERATION page.

5.2 Status

Information about the state of the **EZBadge** system is obtained by clicking the STATUS button.



STATUS

CONFIGURATION

OPERATION

LOG OUT

Status

Guest Registration List

Show People Who Have Registered For This Event. (Since EZBadge Was Last Booted.)

Guest Check-in List

See How Many Users Have Checked In And How Many Are On Check-In List.

Show Status

System & Printer Status

Health Check

Check For Any System Errors

Web Server Log

Technical Messages In System Log (Only Useful For Support)

System Log

Technical Messages In Web Server Log (Only Useful For Support)

[Guest Check-in list](#)

The “Guest Check-in List” allows display of the current registration list that includes any pre-registered guests and any guests who were registered on-site. It can also display the check-in list.

[Guest registration list](#)

Clicking on this link gives access to the current list of guests.

Guest Registration List

EZ-BADGE has received 3 registrations

REGISTRATIONS FOR HELLO

CHI	FIRST NAME	LAST NAME
1	Jane	Doe
2	Thomas	Jefferson
3	George	Washington

[Go Back](#)

Show status

Clicking on this list gives access to a display that shows the count of registrations and the status of the **EZBadge** system.

Show Status

found printer: DYMO_LabelWriter_450

Printer reports: PAPER OUT

EZ-BADGE has received NO registrations

[Go Back](#)

Note: any problems with Dymo printer will be reported here.

Health check

Clicking on this link gives access to a display that shows the state of various components of the **EZBadge** system. This displays the serial number and software version of the **EZBadge** system. The other items are only useful if support is needed for the **EZBadge** system.

Web server log

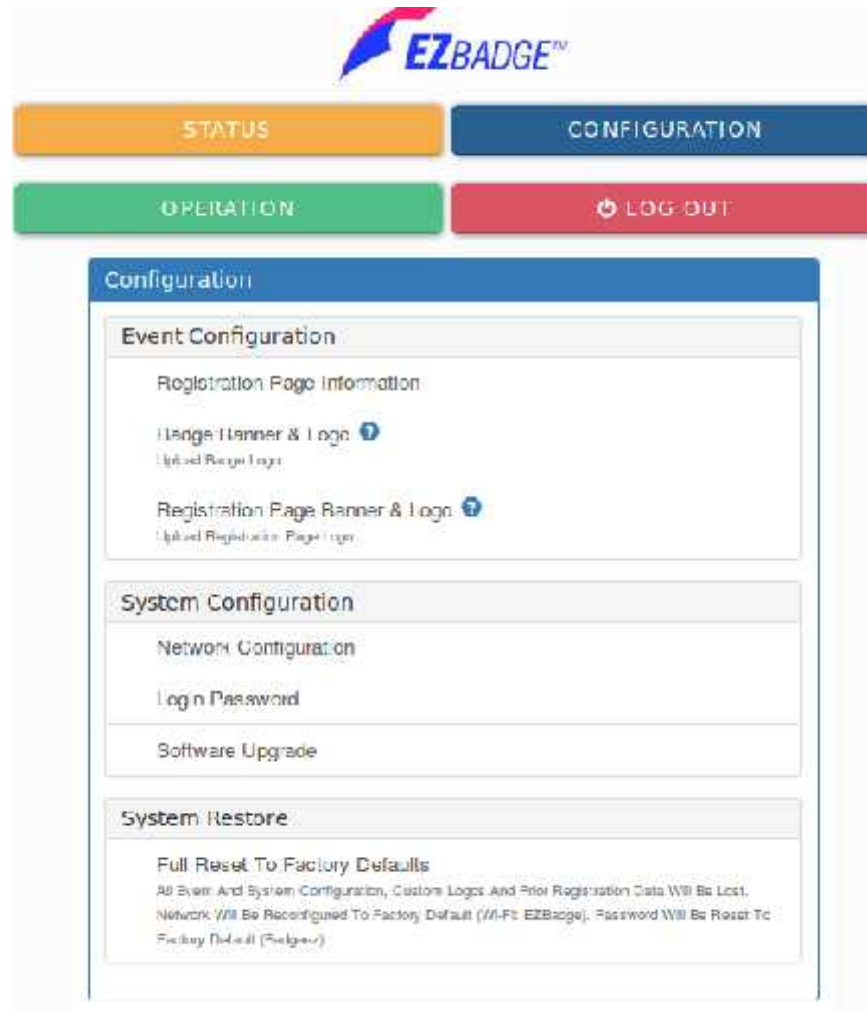
Clicking on this link gives access to a display of the web server log. This is only useful if support is needed for the **EZBadge** system.

System log

Clicking on this link gives access to a display of the system log. This is only useful if support is needed for the **EZBadge** system.

5.3 Configuration

To get to the Configuration page, click in the CONFIGURATION button.



This display allows the user to configure the information collected from the guests and displayed on the badges, and to configure the **EZBadge** system, to update the software to the latest release and to restore the software to the factory defaults.

Note: Resetting to factory defaults removes all previous configuration & registration information. This includes resetting the password to “badgeez”.

Registration page information

Clicking on this link displays a page that controls the information collected from the guests when they register. This will include information to display on the printed badges as well as information to be collected but not printed.

Note: When ever the registration page is changed, the check in list is automatically deleted (if there is one) and must be recreated. See “Guest Check-In List Manager”.

Registration Info Config

Control what information users enter, whether user is required to enter the information and which line of the badge the information is printed on.

ACTIVATE & DISPLAY PAGE CANCEL

	Active	Print Line			
Prefix	<input type="checkbox"/>	None			
First Name	<input checked="" type="checkbox"/>	1			
Middle Initial	<input type="checkbox"/>	None			
Last Name	<input checked="" type="checkbox"/>	1			
Suffix	<input type="checkbox"/>	None			
Email	<input checked="" type="checkbox"/>	None			
	Active	Print Line	Text Box	Radio	Checkbox
Field 1	<input checked="" type="checkbox"/>	2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Field 2	<input checked="" type="checkbox"/>	3	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Field 3	<input checked="" type="checkbox"/>	None	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Field 4	<input type="checkbox"/>	None	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Field 5	<input type="checkbox"/>	None	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Field 6	<input type="checkbox"/>	None	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Field 7	<input type="checkbox"/>	None	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Field 8	<input type="checkbox"/>	None	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

ACTIVATE & DISPLAY PAGE CANCEL

The Active checkbox controls whether or not any particular field or name component is displayed on the registration form. To activate or deactivate a particular field or name component, click on the Active checkbox for that item. When the checkbox displays a check mark, that line will be displayed on the registration form and optionally printed on the badge. If the Active checkbox for a particular field or name component does not display a check mark, this item will neither be displayed on the registration form nor printed on the badge.

The Print Line number drop box controls the line on which any particular field or name component will be printed. Up to four lines may be printed on a badge. Multiple fields are allowed on any one line. Any field or name component for which the Print Line number is None will not be printed. If the Active checkbox for a particular field or name component does not display a check mark, this item will neither be displayed on the registration form nor printed on the badge.

The **EZBadge** system requires a name to print on the badge. Either the First Name or the Last Name fields or both must have a check mark in the corresponding Active checkbox and must have a Print Line number selected. All other fields and name components are optional. This is a safety feature that avoids guests printing blank badges.

All badges may have logo and message printed above the first line. Information on setting these two items is contained in the Badge Banner & Logo section of this document.

There are six fixed fields that comprise the name components. These are displayed on the top of the page. The fields are:

- Prefix (i.e. Mr Ms, Dr) - optional
- First Name *
- Middle Initial - optional
- Last Name *
- Suffix (i.e Jr, PhD)
- Email - optional

* Must have a First and/or Last Name

The bottom section of the page contains eight fields that can be configured as needed. Each one can be configured to collect a single free-form item in a text box, one item from a list of fixed items from a set of radio buttons, or many items from a list of fixed items in a set of checkboxes. The Active checkbox and Print Line number drop box are explained above. The three radio buttons control which display option that field will have on the registration form. To configure a field, click on the desired option and a pop-up appears that allows the field to be configured.

The ACIVATE & DISPLAY PAGE button causes a sample of the registration page that users will see to be shown in a new browser window. This will be active the next time an guests connects to the **EZBadge** system or refreshes the registration page.

The CANCEL button closes the page without updating the registration page

Text box

The Text Box radio button causes a form to appear that contains a single text field.

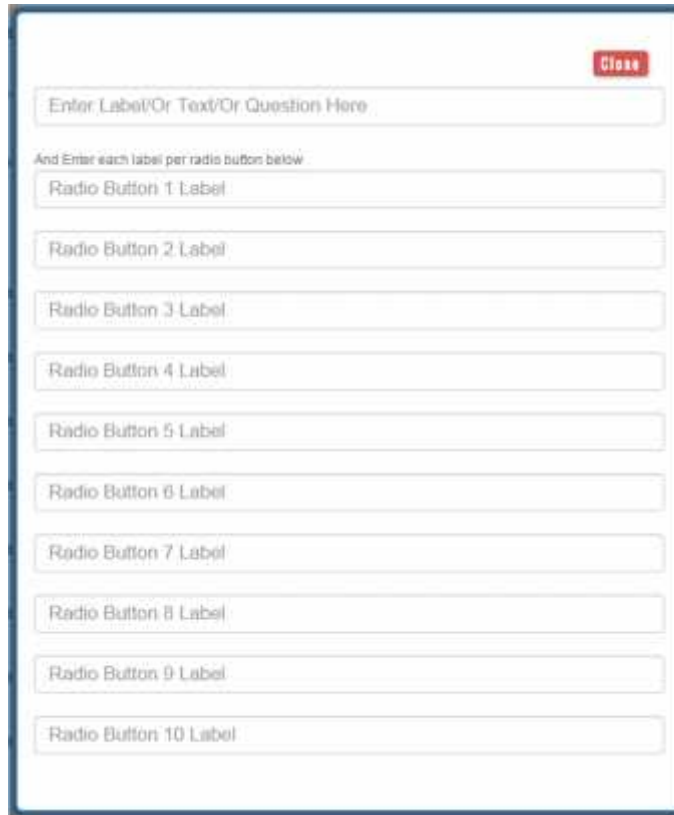
A screenshot of a configuration pop-up window. It features a white background with a blue border. At the top right, there is a red button with the word "Close" in white. Below this, there is a text input field with a light gray border and the placeholder text "Enter label for text field" in a light gray font.

Enter in this field the text that describes the information needed from the guests. For instance you wish to obtain the telephone numbers of the guests. In this case you enter "Telephone Number" in this field and the guests will enter a telephone number.

Click on Close to update the badge information. If a Text Box field is to be printed, only the information entered by the guest will be displayed on the badge.

Radio

The Radio radio button causes a form to appear that contains eleven text fields.




The screenshot shows a form interface for the 'Radio' feature. At the top right is a red 'Close' button. Below it is a text input field with the placeholder text 'Enter Label/Or Text/Or Question Here'. Underneath this is the instruction 'And Enter each label per radio button below'. This is followed by ten text input fields, each labeled 'Radio Button 1 Label' through 'Radio Button 10 Label'.

The one at the top is used to enter a label for the set of radio buttons. The rest are labels for the individual radio buttons. Any radio buttons for which this label is blank will not be displayed. The rest are labels for the selection radio buttons. Any selection radio button for which the label is blank will not be displayed.

Click on Close to update the badge information. If a Radio field is to be printed, only the label selected by the guest will be displayed on the badge.

Checkbox

The Checkbox radio button causes a form to appear that contains eleven text fields.



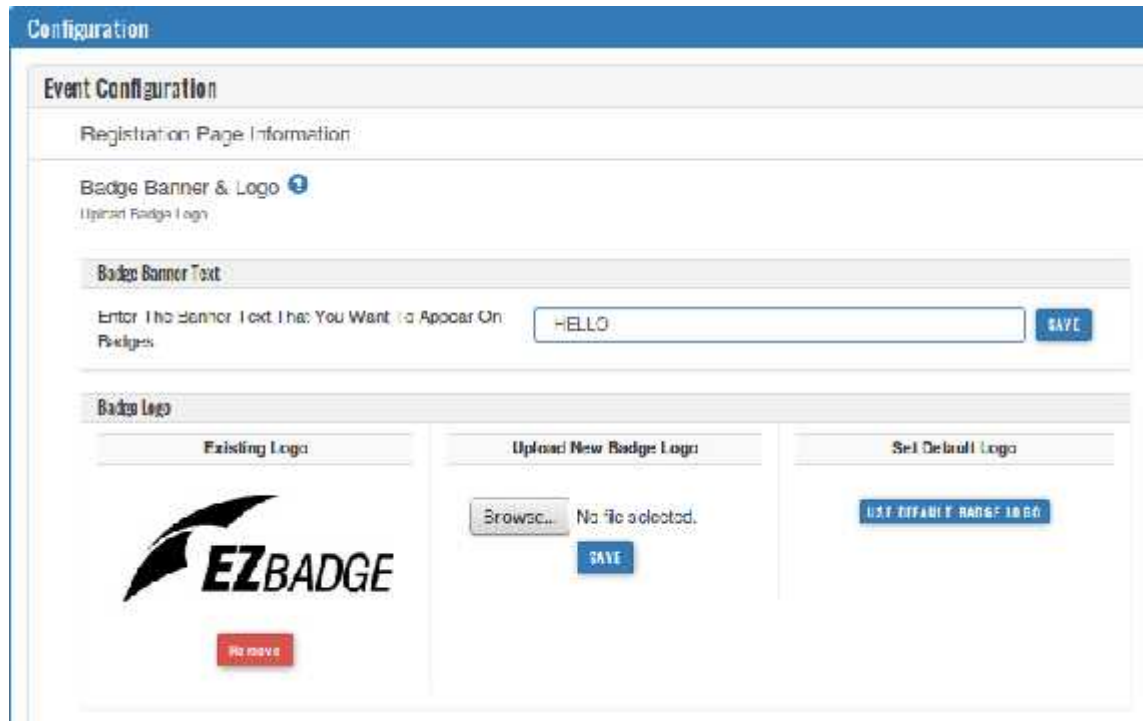
The screenshot shows a form interface for creating a badge. At the top right is a red 'Close' button. Below it is a text input field with the placeholder text 'Enter Label/Or Text/Or Question Here'. Underneath this is the instruction 'And Enter each label per checkbox below'. This is followed by ten text input fields, each labeled 'Checkbox 1 Label' through 'Checkbox 10 Label'.

The one at the top is used to enter a label for the set of checkboxes. Any checkboxes for which this label is blank will not be displayed. The other text fields are labels for the selection checkboxes. Any selection checkboxes for which the label is blank will not be displayed.

Click on Close to update the badge information. If a checkbox field is to be printed, only the label or labels selected by the guest will be displayed on the badge.

Badge banner and logo

Clicking on this link displays a page that controls the text and logo displayed on the badge.



The screenshot shows a web interface for configuring badge information. It is titled "Configuration" and "Event Configuration". Under "Registration Page Information", there is a "Badge Banner & Logo" section with an "Upload Badge Logo" link. Below this is a "Badge Banner Text" section with a text input field containing "HELLO" and a "SAVE" button. The "Badge Logo" section is divided into three columns: "Existing Logo" showing the EZBADGE logo with a "Remove" button; "Upload New Badge Logo" with a "Browse..." button and "No file selected." message; and "Set Default Logo" with a "USE DEFAULT BADGE LOGO" button.

The text in the textbox in the Badge Banner Text area of the display will be printed on all badges on the top line of the badge next to the logo. After the text to be displayed on all badges has been entered, click on the SAVE button under this textbox to update the badge information. The updated text will be active the next time an guest prints a badge.

The three sections of the Badge Logo area of the display control the display and update of the logo that will be printed on the badges. The badge logo is a graphics file in one of the following formats:

- png
- jpg
- gif
- bmp
- pdf

Chose an image file that looks good when printed in black and white and when scaled down to a very small size for the badge (about 300X200 pixels). The **EZBadge** system will automatically scale and format the file that you provided to the correct size for printing on all badges.

The Existing Logo section of the Badge Logo area of the display displays the current logo. To have badges printed without a logo, click on the Remove button in this area.

The Upload New Badge Logo section of the Badge Logo area of the display allows the replacement of the existing badge logo with a new logo. To replace the logo, click on the Choose File button. This opens a file chooser window. In this window navigate to the

desired file, select it and close this display. You can also “drag” a file to this area. The Upload New Badge Logo section will be updated with the name of the file. After clicking on the SAVE button in the Upload New Badge Logo section, the Existing Logo will be replaced by the new logo. (Note: on some browsers, you may need to refresh the page.)

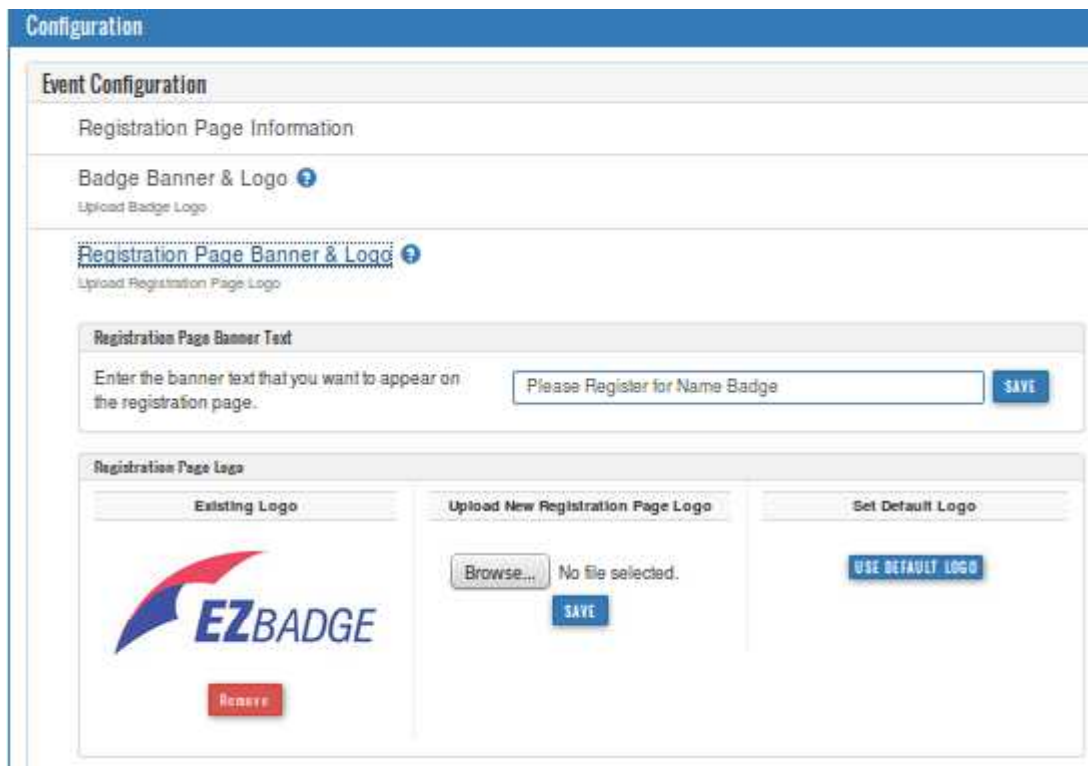
The Set Default Logo section of the Badge Logo area of the display allows the replacement of the existing badge logo with the **EZBadge** system logo. To replace the logo, click on the USE DEFAULT BADGE LOGO button. The Existing Logo will be replaced by the the **EZBadge** system logo.

Note: some browsers cache the old logo files and hence do not show changes immediately. Use a different browser or clear the browser cache to see the latest changes.

All badge logo changes will be active the next time an guest prints a badge.

Registration page banner and logo

Clicking on this link displays a page that controls the text and logo displayed on the registration page.



The screenshot shows the 'Configuration' page with a blue header. Under 'Event Configuration', there are sections for 'Registration Page Information', 'Badge Banner & Logo' (with an upload button), and 'Registration Page Banner & Logo' (with an upload button). The 'Registration Page Banner Text' section contains a text input field with the text 'Please Register for Name Badge' and a 'SAVE' button. Below this is the 'Registration Page Logo' section, which is divided into three columns: 'Existing Logo' (showing the EZBADGE logo with a 'REMOVE' button), 'Upload New Registration Page Logo' (with a 'Browse...' button and 'No file selected.' text, and a 'SAVE' button), and 'Set Default Logo' (with a 'USE DEFAULT LOGO' button).

The text in the textbox in the Registration Page Banner Text area of the display will be displayed at the top of the registration page above the logo and the registration fields. After the text to be displayed on the registration form has been entered, click on the SAVE button under this textbox to update the registration page information. Changes to the registration page banner will be active the next time an guest connects to the **EZBadge** system or refreshes the registration page.

The three sections of the Registration Page Logo area of the display control the display and update of the logo that will be displayed on the registration page between the banner text and the registration fields. The Registration logo is a graphics file in one of the following formats:

- png
- jpg
- gif
- bmp
- pdf

The Existing Logo section of the Registration Page Logo area of the display displays the current logo. To have the Registration Page without a logo, click on the Remove button in this area.

The Upload New Registration Page Logo section of the Badge Logo area of the display allows the replacement of the existing registration page logo with a new logo. To replace the logo, click on the Choose File button. This opens a file chooser window. In this window navigate to the desired file, select it and close this display. You can also “drag” a file to this area. The Upload New Registration Page Logo section will be updated with the name of the file. After clicking on the SAVE button in the Upload New Registration Logo section, the Existing Logo will be replaced by the new logo.

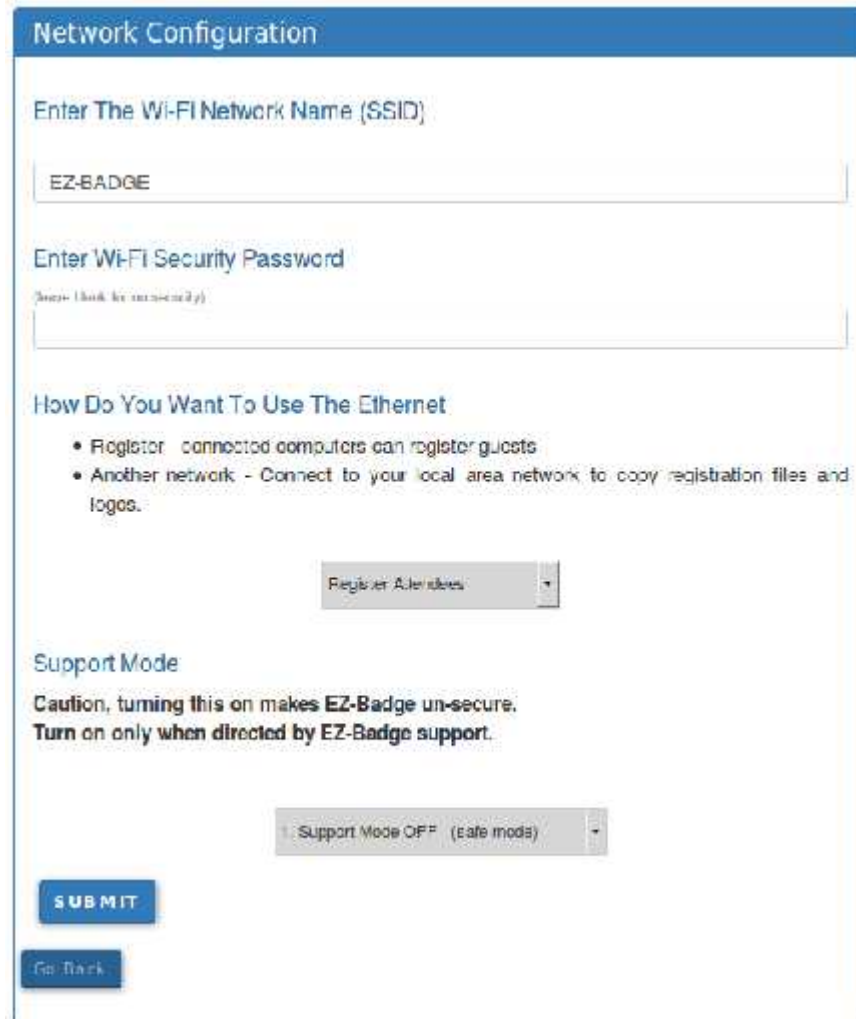
The Set Default Logo section of the Registration Page Logo area of the display allows the replacement of the existing registration page logo with the **EZBadge** system logo. To replace the logo, click on the USE DEFAULT LOGO button. The Existing Logo will be replaced by the the **EZBadge** system logo.

Changes to the registration page logo will be active the next time an guest connects to the **EZBadge** system or refreshes the registration page.

Note: some browsers cache the old logo files and hence do not show changes immediately. Use a different browser or clear the browser cache to see the latest changes.

Network configuration

Network Configuration allows you to change how the Wi-Fi network works and also the Ethernet network.



The screenshot shows a web interface titled "Network Configuration". It contains several sections:

- Enter The Wi-Fi Network Name (SSID):** A text input field containing "EZ-BADGE".
- Enter Wi-Fi Security Password:** A text input field with a small note "(keep track for un-security)".
- How Do You Want To Use The Ethernet:** A section with two bullet points:
 - Register - connected computers can register guests
 - Another network - Connect to your local area network to copy registration files and logos.Below the bullets is a dropdown menu currently set to "Register All devices".
- Support Mode:** A section with a warning: "Caution, turning this on makes EZ-Badge un-secure. Turn on only when directed by EZ-Badge support." Below the warning is a dropdown menu currently set to "Support Mode OFF (safe mode)".
- Buttons:** A blue "SUBMIT" button and a blue "Go Back" button.

The Wi-Fi network name is the Wi-Fi network used to connect any device to the **EZBadge** system Wi-Fi network. The default name is **EZBadge**. To change this, enter the new name in the Enter The Wi-Fi Network Name (SSID) text field. The new name must be eight characters or more in length and be alphanumeric characters only.

The Enter Wi-Fi Security Password text box is used to password protect the **EZBadge** system Wi-Fi network. If this is set, it must be supplied to all devices before they are allowed to connect to the **EZBadge** system Wi-Fi network.

The “How Do You Want To Use The Ethernet” selection drop box is used to configure the Ethernet port. The configuration settings are:

- Do Not Use Ethernet – The Ethernet port is disabled.
- Register Guests – The default setting. Devices connected to the Ethernet port have the identical functionality as devices connected to the **EZBadge** system Wi-Fi network.
- Connect to Another Network – Allows **EZBadge** to be connected as a host to other networks. This is useful only for product support and should only be used under direction of **EZBadge** support.

The default setting is Register Guests. With this setting you can connect a single device to the Ethernet port or multiple devices through an Ethernet switch. Any of these devices can be used to register guests or administer the **EZBadge** system.

Support Mode selection drop box is used only when directed to by **EZBadge** system support. The settings are:

- Support Mode OFF – The default setting. In this mode the **EZBadge** system is secure.
- Support Mode ON – This mode makes the **EZBadge** system is unsecure. **Only use this mode when directed to by EZBadge system support.** Do not use this mode under any other circumstances.

Click on the SUBMIT button and then reboot the **EZBadge** system from the OPERATION page to activate them.

Login password

Login Password allows you to set the Administration password.

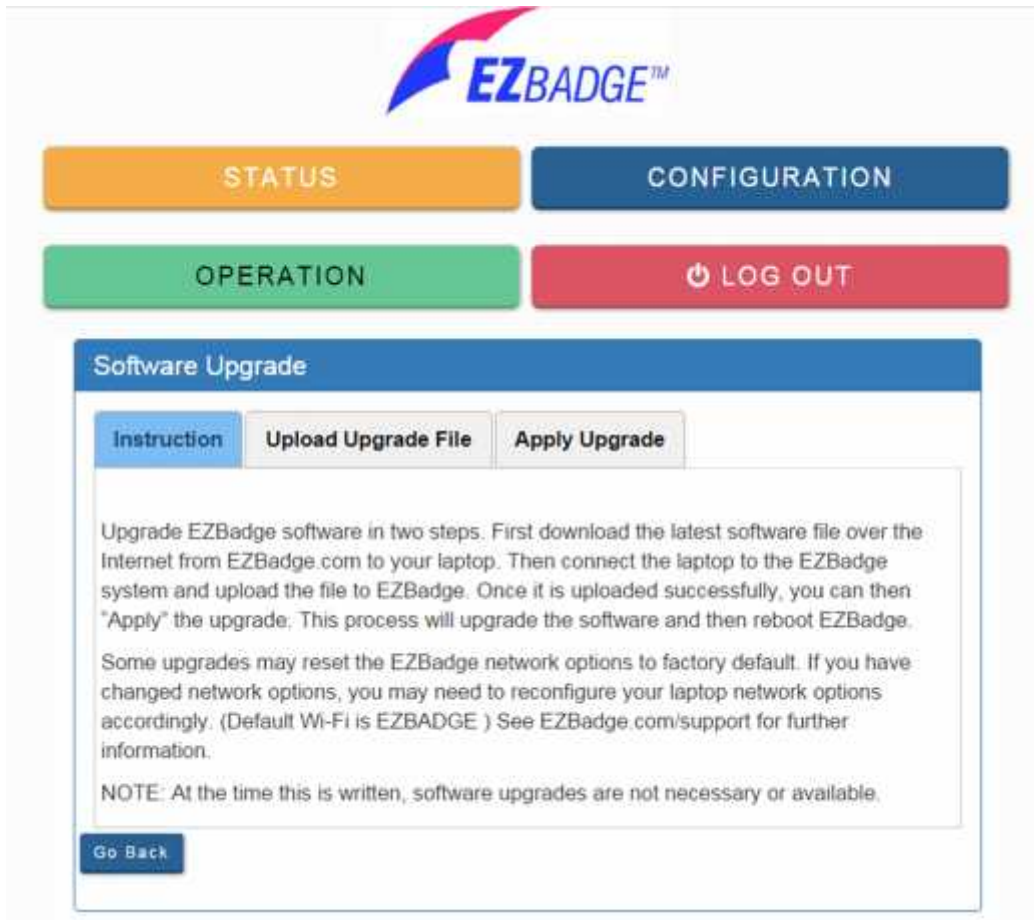


The screenshot displays the EZBadge administration interface. At the top center is the EZBADGE™ logo. Below the logo are four navigation buttons: STATUS (orange), CONFIGURATION (blue), OPERATION (green), and LOG OUT (red). The OPERATION button is highlighted. Below the navigation buttons is a form titled "Login Password". The form contains a text input field labeled "New Password", a "SAVE" button, and a "Go Back" button.

The default password is “**badgeez**”. To change this, enter the new password in the text field and click the SAVE button. Once changed, the new password is active for all subsequent logins. (System restore resets password to “badgeez”.)

Software upgrade

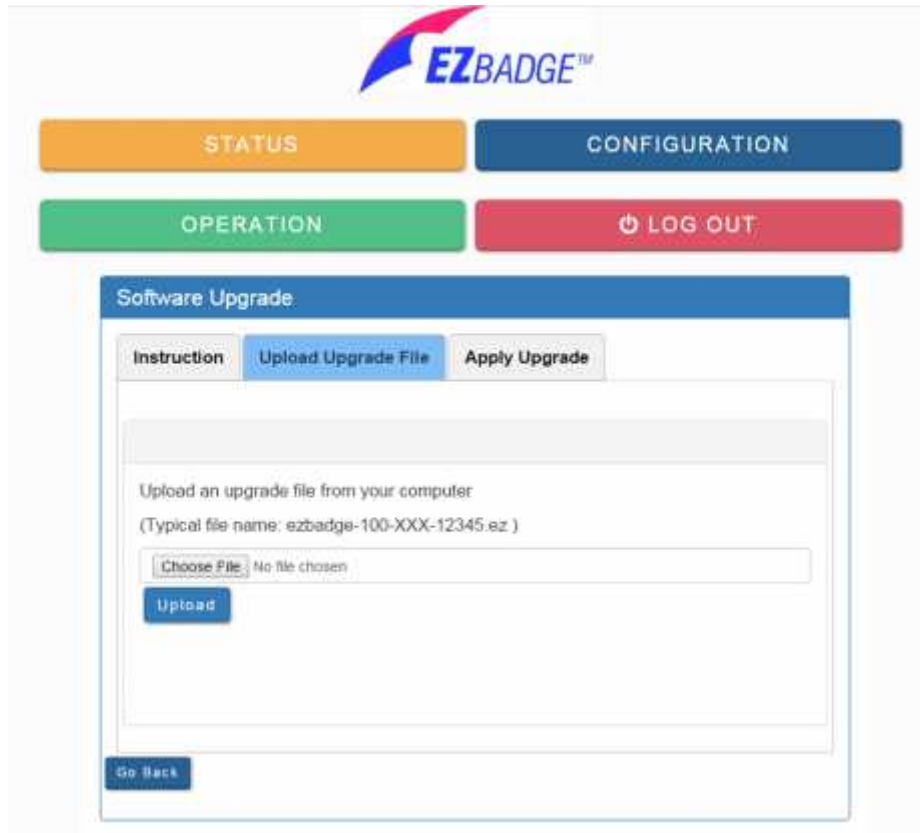
The Software Upgrade allows you to upgrade the **EZBadge** system to the latest software revision.



The initial display gives a set of instructions. The Upload Upgrade File tab is used to upload the file that contains the latest version of the **EZBadge** system software. The Apply Upgrade tab is used to update the **EZBadge** system software.

To start the software update procedure, go to [EZBadge.com](#) and download the latest software update to your device, if one is available.

The next step is to click on the Upload Upgrade File tab. This opens the Upgrade select file form.



The screenshot displays the EZBADGE™ web interface. At the top, there is a navigation bar with four buttons: STATUS (orange), CONFIGURATION (dark blue), OPERATION (green), and LOG OUT (red). Below this is a 'Software Upgrade' section with a blue header. Inside this section, there are three tabs: 'Instruction', 'Upload Upgrade File' (which is selected and highlighted in blue), and 'Apply Upgrade'. The 'Upload Upgrade File' tab contains the following elements: a text prompt 'Upload an upgrade file from your computer (Typical file name: ezbadge-100-XXX-12345.ez)', a file selection input field with a 'Choose File' button and the text 'No file chosen', an 'Upload' button, and a 'Go Back' button at the bottom left.

To move the software update to the **EZBadge** system server, click on the Choose File button. This opens a file chooser window. In this window navigate to the desired file, select it and close this display. You can also “drag” the file to this area. The display will be updated with the name of the file. After clicking on the Upload button, the display will be updated with a status message and an Apply Upgrade Now link.



You can click in the Apply Upgrade Now link to display the Apply Upgrade page or at a later time click on the Apply Upgrade tab to display this page.



Once on the Apply Upgrade form you can click on the Apply button to apply the update contained in any particular file or click on the Delete button to delete an upgrade file. Applying an upgrade, will typically cause the system to reboot. You must wait for the upgrade to complete. Do NOT remove power during the upgrade. This can render the system inoperable and must be returned to EZBadge for repair.

System restore

The Full Reset To Factory Defaults link restores the **EZBadge** system to the default configuration. All event and system configuration, custom logos and registration data stored on the **EZBadge** system will be lost. The network will be reconfigured to the factory defaults and the passwords will be reset to the factory defaults. The login password is restored to the default "badgeez". Any software upgrades will not be changed.

5.4 Operation

To get to the Operation page, click in the OPERATION button.



STATUS

CONFIGURATION

OPERATION

LOG OUT

Operation

[Turn Off](#) / [Reboot](#) / [Users Guide](#)

Show Status
System & Printer Status

Guest Registration List
Show People Who Have Registered For This Event (Since EZBadge Was Last Booted)

Download Event Lists
Browse And Download All CSV Files Of Events

Guest Check-in List
See How Many Users Have Checked In And How Many Are On Check-in List

Check-in List Manager
Create, Import, Combine & Modify Event Check-in Lists

Import DB And Pre-print Badges
Import External CSV File And Pre-print Multiple Badges

Print Queue Reset
Delete All Badges Waiting To Be Printed

The Operation area provides the controls and information used for an event and to stop and restart the **EZBadge** system.

Turn off

To turn off the **EZBadge** system, click the Turn Off link. The **EZBadge** system will display a confirmation page and then the administration logon page.

Reboot

To reboot the **EZBadge** system, click the Reboot link. The **EZBadge** system will display a confirmation page and then the administration logon page. After approximately 1 minute, the **EZBadge** system will be operational.

Users guide

To display the **EZBadge** system Users Guide, click the Users Guide link. The **EZBadge** system will display the **EZBadge** system Users Guide.

Show status

To display the status of the **EZBadge** system, click the Show Status link. The **EZBadge** system will display a status page that includes the status of the printer and the number of registrations.

Guest Registration List

To display a list of the current registrations in the **EZBadge** system, click the Guest Registration List link. The **EZBadge** system will display a status page that includes the number of registrations and a table that contains the first and last names of the registrants.

Guest Check-in List

This allows displaying of the same information as the Guest Registration List which includes guests who have checked in and who have registered on-site.


You can also display the checkin list that is used to check in guests (e.g. the pre-reservation list)


Download Event Lists


Each time a guest registers, an entry is added to a file that can be of use to extract information about the guests. Each time the **EZBadge** system is started up, the first person to register creates a new file. All subsequent registrations are added to this file. Each entry contains all of the information supplied on the registration page. The registration files are in csv format and once exported can be viewed and modified with a spreadsheet.


To download and manage the registration database of the **EZBadge** system, click the Show Download Event Lists link.




By clicking on the  icon, the data in the selected registration database file is displayed in a separate browser window.

By clicking on the  icon, the selected registration database file is downloaded to your device.

By clicking on the  icon, selected registration database file is converted to a pdf and displayed in a separate window. This can then be printed or downloaded to your device if your device allows these operations.

By clicking on the  icon, the selected registration database file is copied to a flash drive that has been inserted into one of the USB ports on the **EZBadge** system. Upon completion of this operation a status window is displayed with the results of the transfer.

By clicking on the  icon, a confirmation display will appear. After confirmation, the selected registration database file will be deleted from the **EZBadge** server.

Print queue reset

To clear the **EZBadge** system print queue, click the Print Queue Reset link. The **EZBadge** system will display a confirmation page that includes the status of the printer.

Guest Lists

Format of CSV Files

Files that are uploaded for use in the Check-in feature or Pre-Print feature must be in a Comma Separated Values (csv) format. Consult documentation for the external system for instructions on how to export the guest list file in csv format. **EZBadge** support can not provide help in doing this.

Note: If the file is supplied in a different format than .csv, such as .xlsx, you can easily convert it to csv format by opening it with your spreadsheet program (e.g.: Excel) and "save as" in .csv format.

The first row of the file must be a header that identifies the contents of the each column. This information will be used to match each column in the exported file with the correct field in the current registration configuration. **EZBadge** support can not provide help in converting the extract to the required csv format.

Alternatively, the pre-registration csv file can be generated from a database extract, or by entering the information into a spreadsheet. Provided that the resulting file is in the csv format and has a valid header row, the **EZBadge** system will attempt to import the file. The comparison of a registration file from the **EZBadge** system with an export from an external system will identify the correspondence between the information supplied by both systems. If needed, the external export csv file can be modified to satisfy the needs of the **EZBadge** system. **EZBadge** support can not provide help in doing either of these tasks.

When preparing the csv extract, the file must have:

- All columns should have a single comma separators
- All text fields should be quoted with straight quotes

Guest Check-in List Manager

The check in feature allows you to upload a list of pre-registered guests or a membership list before an event and use this as a check-in list to allow guests to simply click on their name and then print a badge. Their information is also saved into an "event" spread sheet

along with guests who register on-site so that you have a full record of all who actually attended.

Managing the check-in list allows you to upload one or more lists and merge them into one check-in list. You can also merge files from previous events that are stored on EZBadge. This allows accumulating information for repeat guests.

Management is done from the Check in List Manager page.



The feature must be enabled in order for the check-in feature to work. Use the “Check-in / Autocomplete” checkbox to enable.

Check in / Autocomplete Enabled.

You can upload csv files using the “Upload New File” button at the bottom of the page.

Here is an example guest list:

	A	B	C	D	E	F	G
1	First Name	Last Name	E-Mail	Membership	Title	Company	Phone
2	John	Adams	jadams@aco.com	Guest	Sales Associate	A Corp	215 999 1234
3	John	Barkley	jbarkley@bco.com	Member	PR Manager	B Corp	602 123 4567
4	John	Smith	jsmith@cco.com	Staff	Engineer	C Corp	415 888 2233
5	John	Williams	jwilliams@dco.com	Guest	Music Director	D Corp	408 777 4455
6	Amanda	Adams	amanda_adams@eco.com	Member	Marketing Comm	E Corp	615 321 9876
7	Brenda	Barkley	BrendaBarkley@fco.com	Staff	Sales Associate	F Corp	421 333 4545
8	Penny	McMurray	PennyM@gco.com	Guest	VP Sales	G Corp	432 444 5667
9	Molly	Disessa	MollyCD@hco.com	Member	VP Operations	H Corp	244 912 8877

Once your csv file(s) have been uploaded, they will show in the list of available files.

You can either add files to the existing check-in in list, if there is one, or create a new list by clicking on “Clear List”. Select the files to be added by clicking on the checkbox. You can also view, download, or delete files.

Note: Deleting event files from previous events on the list manager page will be permanently deleted them from the system. Use caution.

Note: Whenever the configuration of the registration page is changed, the check-in list is automatically cleared and must be recreated.

Click on “CREATE NEW CHECK-IN LIST OR MERGE CHECK-IN LIST FROM SELECTE FILES” to create a new checkin list from the selected files. Each selected file may need to be “mapped” to match columns in the csv file to the configuration of the registration page.

The “Check-in Lists Field Mapping” page is displayed and shows one line for each csv file selected. If mapping is required, data fields in the registration page may be mapped to the data columns in the csv file. Use “None” if field should not be used.

Check boxes take special consideration. Some files exported from other systems, such as Eventbrite, may include data from “checkboxboxes”. These allow the user of those systems to enter multiple selections for one item. When these selections are converted into a spreadsheet file, different encoding methods may be used. Some systems may simply include the all the selected choices within one comma separated column, separated by a delimiter such as “|”. This is a multi-value field. Other systems may provide a separate comma separated column for each possible choice. You need to examine the file:

- 1) Determine if checkbox data is present in the file.
- 2) If checkbox(es) are present, determine how the choices are represented.

1. If checkboxes are present and represented by a separate comma separated column for each checkbox choice, simply select the matching choices in your registration page configuration. Do not check the box: “Checkbox values are combined in ‘multi-value’ fields”.

2. If checkboxes combine the choices into one multivalued field, check the box: “Checkbox values are combined in ‘multi-value’ fields” and specify the delimiter character (usually |). When mapping the checkbox choices for a particular checkbox, select the SAME checkbox name from the dropdown list for each choice. EZBadge will match them up by comparing the choices in the spreadsheet to the choices configured on the registration page.

Note: the choices configured registration page must be the same as the choice in the spreadsheet (or at least the first part of the choice text).

When each of the files requiring mapping has been mapped, click on “CONTINUE – MAPPING COMPLETE”. This will cause the selected files to be merged into the check-in list, and the check-in feature is operational on the registration page: names in the check-in file will be matched to names typed in on registration page.

Note: If there are duplicate entries with the same name and e-mail address, but the other fields are different, these entries will appear in the check in file and users will see their name multiple times. Which ever one they select will be used. (They can then select another if desired.)

You can also download the check-in list (checkin.csv) file using the “DOWNLOAD CHECK-IN LIST” button at the bottom of the page.

Once this merging step is complete, the registration page will be operational.

Please Check In for Name Badge

EZBADGE

First Name: John

Last Name: John Adams

Email: John Barkley

Company/Organization: John Smith

Title: John Williams

ARE YOU

Member

Guest

Staff

PRINT BADGE

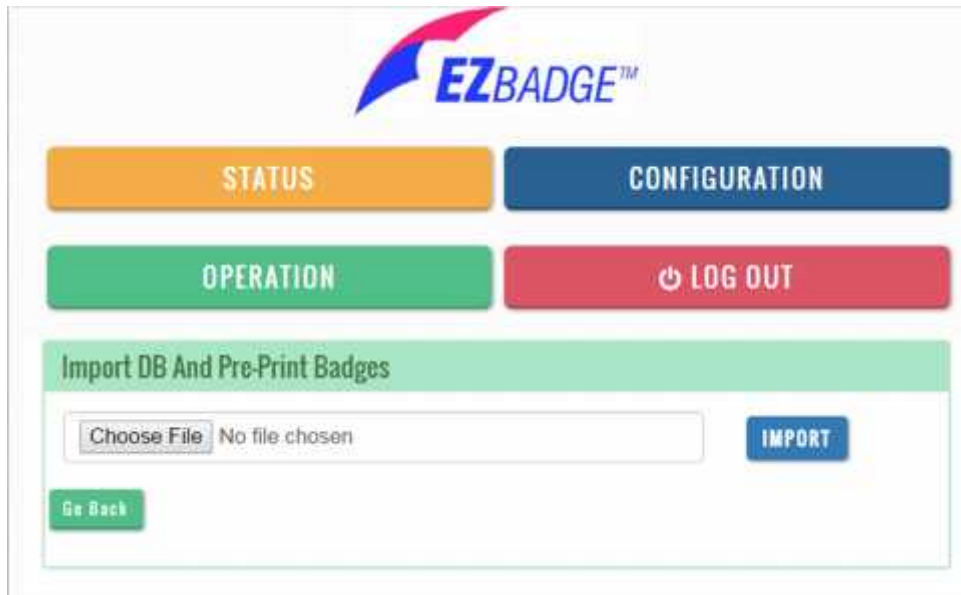
Caveats and considerations:

For guest list spread sheets that have many unneeded columns, it may be more convenient to make a copy that has only the columns needed to fill in the registration page. This simplifies matching the columns of the spread sheet to the EZBadge configuration.

Avoid the use of special characters such as “:” in the configuration of the registration page. It can cause conflicts that prevent those fields from being automatically filled in at check in time.

Import DB and pre-print badges

To import a database and pre-print badges, click the Import DB And Pre-Print Badges link.



To print badges for guests who have pre-registered on an external system, the information captured must be downloaded from the external system first.

To import the file to the **EZBadge** system server, click on the Choose File button. This opens a file chooser window. In this window navigate to the desired file, select it and close this display. The display will be updated with the name of the file. After clicking on the IMPORT button, the column mapping form will be displayed.

The screenshot shows the EZBADGE™ user interface. At the top, there is a navigation menu with four buttons: STATUS (orange), CONFIGURATION (dark blue), OPERATION (green), and LOG OUT (red). Below the menu is a section titled "Import DB And Pre-Print Badges" with a light green header. This section contains a table for mapping columns from an imported CSV file to the fields shown on the registration page. The table has columns for Pre, FirstName, MiddleInitial, LastName, Suffix, Field1, Field2, and Field3. The first row shows the labels for the registration page: Pre, First Name, Middle Initial, Last Name, Suffix, Dog Name..., Dog Type..., and Interest... The second row shows selection drop boxes for each field, with "Select your field" in the Pre column. Below the table is a blue button labeled "PRINT FIRST BADGE".

	Pre	FirstName	MiddleInitial	LastName	Suffix	Field1	Field2	Field3
						Dog Name...	Dog Type...	Interest...
Select your field	▼	First ▼	Middle ▼	Last ▼	▼	[▼] ▼	CB: ▼

The first line of the display identifies the active fields with the **EZBadge** system identifier for the current registration page. The second line presents the label, if any, of the field that is shown to the guests when they register. The third line is a set of selection drop boxes. These contain the column headers from the imported csv file. Use this information to associate the columns in the imported file with the labels presented to the guests. It is not possible to pre-print badges correctly with a file generated for a registration page different from the current registration page.

After all associations have been made, click on the PRINT FIRST BADGE button. This will open a print preview form.



If all is correct, click on the Accept button. All badges will print and a confirmation form will be displayed. If not click on the REJECT button and import existing database file form will be displayed.

5.5 Log out

To logout of the administration pages, click the LOG OUT button. This causes the **EZBadge** system to display the administration login web page.

6 In case of difficulty

6.1 Operational problems

Cannot find the Wi-Fi network

Make sure the **EZBadge** has power. Check the status lights on the **EZBadge** server. The red light is lit and the green one flickers occasionally. Check that other devices can see the Wi-Fi network. If other devices can see the network, try moving closer to the server.

Cannot connect to the Wi-fi network

If your device can see the EZBadge Wi-Fi network and all other devices cannot connect to it, then most likely, security has been turned on and the correct Wi-Fi password needs to be supplied to all devices.

If your device can see the EZBadge network and other devices can connect to it, try moving the device closer to the **EZBadge** system and, entering the Wi-Fi password if required. Some devices connect Wi-Fi only if they detect that the Wi-Fi network has access to the public

Internet. Since the **EZBadge** system does not have any Internet access, these devices can not be used with the **EZBadge** system.

Disconnects from Wi-fi network

Some browsers and operating systems will cause the laptop or tablet to occasionally disconnect from the **EZBadge** server. They may do this because they are trying to reach the public Internet and EZBadge is a “captive system” and does not connect to the public internet. Reconfigure your browser and/or operating system to disable these features. (How to do this is depends on your device and its configuration. EZBadge can not provide instructions.)

Security Warnings

EZBadge is a “captive system” and does not connect to the public Internet. Some laptops or tablets provide warnings that the network is not secure because they are unable to connect to the public Internet. Since **EZBadge** does not connect to the public network, no other systems on the Internet can get to your devices. This type of security is not necessary and the warnings can be ignored. As with any Wi-Fi network, others within the local area can still see your device. Good practice is to use a network firewall and disable any network sharing.

Registration page does not display automatically

Your browser may be trying to go to a secure site, that is one whose URL begins with “https://”. In this case use the url EZ.com to access the **EZBadge** system. If this does not work, you may have another network also active, such as a cellular data connection. Use **10.0.0.1/index.html**

A security certificate warning displays

This occur son some browsers if the user enters a URL beginning with “https://” instead of “http://”. Because the **EZBadge** system by default does not connect to the internet it is safe to ignore this warning. Alternatively use the url EZ.com to access the **EZBadge** system.

Name badge tears

Have the guest re-register again. This will be identified in the database as a double entry.

Badges do not print

Validate that the printer has power. This is indicated by the blue light on the printer being illuminated. Validate that the printer **EZBadge** system are connected by the USB cable. Validate that the printer has paper and the paper feed is not jammed. The Show Status and Health Check on the Status form can be used to identify issues. If needed, the printer queue can be reset from the Operations form and the guests re-registered. These will be identified in the database as double entries.

Lost Admin Password – Factory defaults.

There is no bypass for a lost password. The system can be reset to factory defaults, losing all configuration, guest lists and past event files.

To reset to factory default settings, connect to the EZBadge WiFi. Enter this URL in the browser:

http://10.0.0.1/admin/backdoor_restore.php

6.2 System problems

The **EZBadge** server contains lights that indicate its health.

- Ñ RED on steady – server has power
- Ñ GREEN varied flashes – server computer is operating.

The green light flashes when the internal SD memory card is accessed. This flashes rapidly when the system is starting up and occasionally as the system is used.

The **EZBadge** software detects some faults when it is powered up, and tries to recover from these faults. It attempts to preserve configuration information. The recovery process takes up to 5 minutes. The green light will flash rapidly during this process. If you do not see the **EZBadge** system Wi-Fi network within 3 minutes, contact **EZBadge** support at support@ez-badge.com

When the Ethernet port is connected to a LAN, some additional lights will appear next to the Ethernet socket. They light to indicate that the port is live, and will flash to show activity.

7 Security

Because the **EZBadge** system is not connected to the Internet and contains no highly sensitive information, such as credit card numbers, it is not considered a secure system. Accordingly, security of this system is minimal. It should not be used to store information that is required to be protected by federal or state laws or by company operating procedures.

8 Warranties

EZBadge does not support any use or modification to hardware or software beyond that supplied by the **EZBadge** system functionality. Any unauthorized changes to the hardware or software are not supported and invalidate the warranty.

8.1 DYMO printer

The printer supplied with the **EZBadge** system has a one year warranty from DYMO at .

8.2 EZBadge system

The **EZBadge** system supplied has a one year warranty from EZBadge.

9 Technical information

The hardware is a Raspberry PI (3B) single board computer plus a MicroSD flash memory card.

The server and printer may be operated on 100-240Vac 50/60Hz power sources.

The operating system software is derived from the Raspbian (jesse) Linux distribution. Linux kernel legal disclosures are available from:
<https://www.kernel.org/category/about.html>