Check in Set up – information for team 16 years plus.

Set Up:

1. Bring out flag.
2. Put up on the desk signs, and any relevant flyers in the box.
3. Plug in and turn on printers.
4. Restart the iPads each week before setting them up.
5. Check the iPad has connected to the 'wifi' wireless network. It should automatically connect.
6. Open checkins app and check the app is set to the "9:00 am Service" event and the setting is on 'manned'
   a. Use the cog in the bottom right corner
   b. Password 123456 enter
   c. Change service times in the left drop down box. Usually will say "Friday night"
   d. Check the top three big buttons are on 'manned'.
7. Run a test print label
   a. Press the little printer icon next to the cog.
   b. Check the iPad has connected to the printer. This is now manually set up and you shouldn't change anything on the app settings.
   c. Press – test print label
   d. Blue case iPads will go to printer 1 and the black case iPad will go to printer 2.
8. Sign in team and check the labels are printing in their correct formatting.
9. Put iPads behind the desk until 9:10 (or 20 minutes before the service)
10. At 9:45-50 change the check in desk to manned.
    a. Pack away blue iPads
    b. Leave up the black iPad with the sign that explains what to do when team are not at the desk
    c. Change the iPad to 'self'
       i. As above, step 6/d.
11. Pack up all check-in boxes at the end of the service and lock back into cupboard.

Trouble Shooting the iPads.

1. iPads must be set up under the 'wifi' network.
2. If the CyberEdge login page shows use this login. (this shouldn't show, only if it seems to need it)

Username: inc-wireless
Password: Sunday-Service-Login1

3. The printers are connected to the PCS. Network and they are individually connected. (Again, we shouldn't need to set anything up further)
   a. Printer 1 static network address: 172.16.3.4
   b. Printer 2 static network address: 172.16.3.63
   c. These have been manually set up in the checkins app now so we shouldn't need to worry about them dropping in and out of connection. Once the blue light stops flashing and is a solid blue on the printer the printer should be working.
4. Restarting the iPads each week can assist with them working best as they are kept on charge and on.