Print & Scan: event check-in and name badges

Status: Current product help

The event's **Print labels** tool prepares the full Attending list before doors open. Its secondary **Scan & print** mode checks people in and prints a name label as they arrive. The native app is called **Scan and Print**. You can use the native iPhone/iPad app or the website. Attendees bring their existing event admission QR code; they do not need to install the app or connect to a printer.

Is there an event checkin feature?

Yes. You can record people arriving at the event by scanning their admission QR, or let them check themselves in using the event's shared QR. This records physical attendance for an existing registration. If someone needs to register or be approved to attend, handle that separately before checking them in.

Choose your setup

Setup	How it works
iPhone or iPad with the native app	Connect a supported Bluetooth printer. Scan an attendee's admission QR to check them in and print their badge automatically.
Website with a compatible browser	Open the event's Scan and Print tool. Connect the printer in a browser with Web Bluetooth, such as supported Chrome, Edge or Brave, then scan and print.
Several helpers and one printer phone	One iPhone/iPad runs the native app and printer connection. Helpers open attendees' admission QR codes with their regular phone cameras. Their successful web check-ins print through that one phone.
Attendee self-check-in	Display the event's shared check-in QR. Attendees scan it and sign in on their own phones. The printer phone can automatically print their badges.

Safari and Chrome on iPhone/iPad can perform browser check-in, but cannot directly connect to this Bluetooth printer. Use the native app on the device doing the printing. The website's dedicated Scan and Print scanner prints through its own connected browser; use the regular camera-to-web check-in flow for helpers sharing the separate printer phone.

Printer and labels



MUNBYN MC240 shown with roll labels. Fanfold stock remains the recommended setup.

The platform's recommended printer is the **MUNBYN MC240**, a portable, rechargeable Bluetooth thermal label printer. **MUNBYN ITPP130B** is a supported alternative. Both support **4 x 2-inch** name labels and **4 x 6-inch** labels. Choose the size actually loaded in the printer; the larger format rotates and enlarges the badge to fit.

Recommended label stock: LLIKED 4 x 2-inch fanfold direct-thermal labels, 500 per stack (ASIN `B0FH9RK7NH`). The accordion-folded stack sits flat behind the printer and feeds through the rear external slot, without a roll holder. It stays put on the table and packs flat for travel. Use 4 inches across the printhead and 2 inches in the feed direction; sellers may call this 2 x 4 inches. Select **4 x 2** in printer setup and print a test badge after changing stock.

If these printer models are not available in your region, contact headquarters and let us know. We may be able to add support for another model or help you find a supported equivalent.

Load the labels, charge or power the printer, and connect it from Scan and Print's printer setup. If it is already connected to MUNBYN Print or another device, disconnect that connection first. Print a test badge before opening the doors.

Use the iOS app

1. Open the event's **Scan and Print** tool and use **Install iOS app**, or open the Scan and Print TestFlight link on your iPhone or iPad.

2. Sign in with your AI Tinkerers account, allow camera and Bluetooth access, and select the event you are working at.
3. In printer setup, choose the printer model and label size, connect the printer, and print a test badge.
4. Scan the QR from the attendee's event page or admission email. A successful check-in records attendance and queues the badge for printing without another tap.
5. Keep scanning while the app handles the print queue. Check the result on screen and the physical badge if printing needs attention.

Printing and admission are separate. A pending or waitlisted registration needs the appropriate organizer decision before ordinary QR check-in can succeed. Staff with permission to manage admission can use the applicable People controls; check-in-only operators cannot admit someone from the waitlist.

Use the website

Sign in and open Scan and Print, choosing the correct event. You can also enter through the event's management tools.

The website opens **Print all labels** by default. Turn on the recommended MUNBYN MC240, load 4 × 2-inch fanfold labels, choose **Connect Bluetooth**, and select the printer in your browser's chooser. Then choose **Print all labels**. Labels already sent for the current artwork are skipped. Printing never checks anyone in or changes RSVP approval.

Pause printing finishes the current transfer before pausing. **Resume printing** continues with the next label. Keep the page open and the printing device nearby. After an interruption or reload, resolve any pending label before starting another batch. If its transfer completed but saving the receipt failed, use **Save print receipt** without printing another copy. If the transfer outcome is uncertain, check whether the physical label came out and answer the recovery prompt.

Use **Attendees** to search by name or company, filter by label status or check-in, edit label details, or select multiple labels. Replacement labels ask for confirmation. Label edits save to the person's profile; the live preview does not save changes. Blank company and title inputs keep the existing value. Updated artwork becomes eligible to print again.

Choose **Scan & print**, then **Start camera**, to scan an attendee's admission QR. A successful scan records check-in separately from printing. Without a printer, the result explicitly says no label was sent. Repeated scans do not automatically send another copy of a label already sent for the current artwork. Use **Print label again** deliberately for a replacement.

How it works explains both workflows and includes printer, paper and iOS app links. The setup and supplies guide is also available before event day. **Printer settings** retains model and paper selection, an optional test label, and advanced printhead settings. Browser Bluetooth availability varies; iPhone and iPad printing requires the native app.

Several scanners, one printer-connected phone

For a busy entrance, you can keep one printer station and spread the scanning work across several helpers:

1. Leave one iPhone or iPad beside the printer, running the native app and connected by Bluetooth.
2. In that app's printer setup, enable **Auto-print self-check-in badges** for the correct event. Start this before helpers begin checking people in.
3. Helpers use their phones' ordinary camera or QR reader to open each attendee's admission QR. The page confirms the check-in. Helpers do not pair their phones to the printer or need broad page-editing access for this QR workflow.
4. Each new successful check-in reaches the printer phone's queue. That phone prints the badges one after another. Attendees collect them at the printer station.

All phones need an internet connection. Only the printer phone needs to stay within Bluetooth range. Keep that phone charged, the app open in the foreground, and the correct event selected. iOS can suspend an app in the background, so unattended background printing is not guaranteed.

For this shared-printer setup, use the helpers' regular camera-to-web flow. A scan in a second native app has its own local badge queue; it does not automatically forward that queue to the printer phone. Likewise, the dedicated website scanner handles its own printing. If someone has checked in but lacks a badge, an authorized person can recover it through **People > Needs badges > Not printed** on the printer phone.

Self-check-in, reprints and missing badges

Organizers can display the event's **Self check-in** QR on a screen or at the door. Attendees scan that shared QR, sign in using the account registered for the event, and complete check-in. With the printer phone's auto-print enabled, their badges print on demand just like helper-assisted web check-ins.

In the native app, authorized staff can use **People** to find a person, print unprinted badges or **Print again** after a jam or lost badge. A Check-in operator has narrower access and does not receive the People roster. Use Organizer access help if the expected event or tools are missing.

A successful Bluetooth transfer means the badge was sent to the printer. Check the paper, label feed and printer power if nothing comes out. Printing a badge, including a reprint, does not by itself change RSVP approval or record physical attendance.

Ordinary check-in opens one hour before the event and remains available until one hour after its configured end. Hackathons can use their final judging deadline as the end of that window. If a genuine attendee missed the window, ask an authorized organizer to verify their attendance and use **Mark checked in**.

Two QR codes with different jobs

Your **admission QR** identifies your RSVP and is used at the door. The **Scan to connect** QR on a printed name badge helps people from the same event start a private Message Center conversation. It does not expose the person’s email address and is not the admission QR to use for check-in.

For admission, waitlists and guests, see Attending an event. For venue security’s contact list, use Building Access Requests, which is separate from scanning and badge printing.