RELEASE NOTES JANUARY 2017

FELLOWSHIPONE | Addison, TX

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### Introduction

Welcome to **FellowshipOne iOS Check-in 2.0**! In this totally refactored version of iOS Check-in, we incorporate new features that are designed to improve usability, offer more hardware options and even the ability to translate the App into Spanish. The purpose of this guide is to give you a high-level overview of the updates and equip you with resources that help you get the most out of **iOS Check-in 2.0**!

### System Requirements

The FellowshipOne iOS Check-in Application 2.0 is designed to work on Apple devices running iOS 9 or later.

Compatible devices include:

- iPad Pro
- iPad Air
- iPad Mini
- 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> Generation iPads

### Installing the FellowshipOne iOS Check-in App

The F1 iOS Check-In App is located in the Apple App Store. Search for the F1 Check-In App and install it on your device.

### Updating Your iPad to iOS Check-in 2.0

If you already have F1 Check-in on your device, simply tap the **Check-in** icon on your iPad and the newest version is automatically launched. If you have turned off automatic app updates on your iPad, you will need to manually update the app in the Apple App Store for each device operating iOS Check-in.



### User Interface Updates

- Back Button placed throughout the app
- Next added to Keyboard promotes easy movement between input fields
- Updated design of Add Individual/Household screen enables scrolling between added individuals
- Addition of a Printer Settings menu that includes a Print Queue displaying current print jobs or printer errors
- Better handling of in-App errors, designed to help user understand everything from failed check-ins to printer errors

### **Spanish Translation**

To enable Spanish Translation in **iOS Check-in 2.0**, change the language setting on your iPad to **Spanish**.

- 1. On the iPad Home screen tap Settings
- 2. Tap **General**
- 3. Tap Language and Region
- 4. Tap iPad Language
- 5. Choose Español from the list and then tap Done
- 6. Confirm your selection by tapping Change to Spanish

| iPad 후                       | 1:4<br>Educa   | 8 РМ<br>ation 1 |                         | ¥ 40 % <b>■</b> →+<br>۞ |
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### Bluetooth Low Energy Supported

Bluetooth Low Energy connects multiple iPads to a single printer and negates the need to have the iPad paired directly with the printer.

### System Requirements for Bluetooth Low Energy

- Printer that supports Bluetooth Low Energy, such as the Zebra ZQ510
- iPad Pro, iPad Air, iPad Mini, and 3<sup>rd</sup> or 4<sup>th</sup> Generation iPads

### Saving your Church Logo to the Printer

Because Bluetooth Low Energy does not support sending an image to the printer, it is necessary to save your church logo to the printer using a Bluetooth Classic connection. Once the logo is saved to the printer once, it is not necessary to repeat this step.

To save your church logo via Bluetooth Classic, first pair your printer with the iPad in your iPad's Bluetooth settings and follow the steps to print a test tag. In Check-in 2.0, the **Print Test Tag** button is located in the **Printer Settings** menu. Once a test tag is printed, the logo is saved to your printer.

| iPad 중 |  |                 |                  |                          |                          |
|--------|--|-----------------|------------------|--------------------------|--------------------------|
|        |  |                 |                  | Settings                 |                          |
|        |  |                 |                  |                          | Activity Setup           |
|        |  |                 |                  |                          | Change activity code     |
|        | Printer Settin                                   | gs              |                  |                          | Change activity schedule |
| _      | Active Printer<br>50J162800374<br>Ready to Print |                 | 🛱 Print Test Tag | Rotate Tags 90°          | Application setup        |
| Enter  |  | up min test rug |                  | Turn Barcode Scanner off |                          |
|        |  |                 |                  | Self Check-In            |                          |
|        |  |                 |                  |                          | Authenticate church      |
|        | Print Queue                                      | _               | _                | _                        | Printer                  |
|        | Time   | Description     |                  | Tags                     | Turn Printer Off         |
|        |  |                 |                  |                          | Select default Printer   |
|        |  |                 |                  |                          | Printer Settings         |
|        |  |                 |                  |                          |                          |
|        |  |                 |                  |                          |                          |
|        |  |                 |                  |                          |                          |
|        |  |                 |                  |                          |                          |
|        |  |                 |                  |                          |                          |
|        |  |                 |                  |                          | Log out                  |
|        |  |                 |                  |                          | Log out                  |

For detailed instructions on connecting your printer via Bluetooth Classic, click HERE.

### Connecting Your Printer Using Bluetooth Low Energy

- Open iOS Check 2.0 and enter an Activity Code Note: To connect more than one iPad to a printer, be sure the printer is NOT paired under the iPad's Bluetooth settings.
- 2. Tap the action gear to open the Settings Menu
- 3. Tap Turn Printer On
- 4. Tap Select Default Printer

- Select the desired Bluetooth printer
  Note: The first time this function is performed it may take up to thirty seconds for the Bluetooth Low Energy printer(s) to populate in the printer menu.
- 6. Tap Printer Settings
- 7. Tap Print Test Tag to confirm printer is functioning properly

### New Hardware Compatibility

### **New Devices**

• iPad Pro

### **New Printers**

### Zebra ZD410 Bluetooth Desktop Printer

This desktop printer utilizes Bluetooth Classic for printing and does not require AirPrint Software. It is also wall mountable and holds a large number of tags. Because this printer does not rely on a battery for power, it has a capacity of 840 labels/roll and consistently delivers high quality tags and excellent speed.

- Not compatible with Bluetooth Low Energy (Can only be paired with one iPad at a time)
- Label size is 2X3 in. Note: This is different than all other printers that utilize 3X2 in. labels
- Requires rotating the label 90 degrees in the F1 iOS Check-in App

Connecting to the Zebra ZD410 printer in iOS Check-in 2.0:

- 1. Pair the ZD410 Printer via the Bluetooth settings menu on the iPad
- 2. Open iOS Check 2.0 and enter an Activity Code
- 3. Tap the action gear to open the Settings Menu
- 4. Tap Turn Printer On
- 5. Tap Select Default Printer
- 6. Select the ZD410 Bluetooth printer
- 7. Tap Printer Settings
- 8. Tap Rotate 90 degrees
- 9. Tap Print Test Tag to confirm printer is functioning properly

### Zebra ZD420 Bluetooth Desktop Printer

This desktop printer also utilizes Bluetooth Classic for printing and does not require AirPrint Software. It has a capacity of 1200 labels/roll and consistently delivers high quality tags and excellent speed.

• Successfully tested with Bluetooth Low Energy (Pairs with multiple iPads at once) Note: This printer is **not officially supported** by Zebra as compatible with Bluetooth Low Energy, but it has been successfully tested using this mode of connection.

Connecting to the Zebra ZD420 printer in iOS Check-in 2.0 (Bluetooth Classic):

- 1. Pair the ZD420 Printer via the Bluetooth settings menu on the iPad
- 2. Open iOS Check 2.0 and enter an Activity Code
- 3. Tap the action gear to open the **Settings Menu**
- 4. Tap Turn Printer On
- 5. Tap Select Default Printer
- 6. Select the ZD420 Bluetooth printer
- 7. Tap Printer Settings
- 8. Tap Print Test Tag to confirm printer is functioning properly

*Note: See Connecting Your Printer Using Bluetooth Low Energy* for instructions on pairing multiple iPads with this printer.

### Resources

Hardware Guide

iOS Check-in Printers

Configuring Zebra Printers for Presto and iOS Check-in

iOS Check-in User Guide

iOS Check-in FAQ