



CM Print

Onsite printing of name badges





Introduction

Scan tickets and print name badges on arrival with Conference Manager.





Onsite printing

CM Print makes onsite printing simple.
Design name badges in advance, scan participant tickets on arrival, and print and hand out name badges in one seamless flow.

How it works:

-  Set up tickets with QR codes in Conference Manager
-  Design name badges in Conference Manager
-  Check in participants by scanning their tickets with the CM Exhibition app
-  Print name badges automatically as tickets are scanned

What you need:

-  Computer with the CM Print application installed
-  Smartphone with the CM Exhibition app installed
-  Printer and name badges
-  Reliable internet connection (LAN recommended over WiFi)

Your setup:



Contact us to learn more about CM Print:
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From arrival to print

1

Scan on arrival

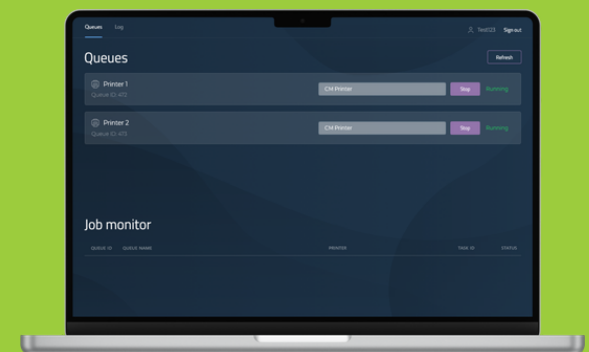
Participants are checked in by scanning their tickets with the CM Exhibition app.



2

Print job is triggered

CM Print sends the correct print job to the printer queue.



3

Name badge is printed

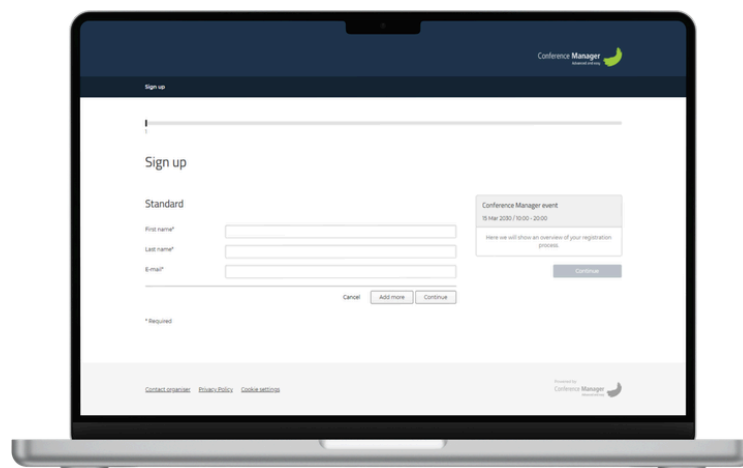
Name badges are printed and handed directly to the participants.



Onsite sign-up

CM Print also provides an onsite sign-up link that allows you to let participants sign up directly at the event location. Perfect for walk-ins and last-minute sign-ups. Once signed up, name badges are printed instantly – no QR code required.

Sign up on site



- The on-site sign-up link can be opened on a computer placed at the entrance
- Participants sign up on site - the page follows the standard sign-up flow

Complete sign-up and print



Once the sign-up is completed:

- The participant is added to the event and automatically checked in
- Print job is added to the printer queue
- The name badge is printed and handed directly to the participant
- Sign-up page automatically resets, ready for the next participant to sign up