DNP
Photo Imaging



Web-based system for
sharing guests' event photos

User Guide

Guide to Creating your First Event

© 2025. DNP Imagingcomm America Corp.
All rights reserved.

Last Updated: 02/06/2025
Rev:
3.03

Contents

Overview 3

How it Works 3

Requirements 5

The Best Way to Get Started – Create Several Trial Events Before Any Live Events 5

For a Successful Event, Let your Guests Know that Party Print is There! 5

Party Print Planner Website 6

Hardware Connections 6

Party Print Connect 6

Hot Folder Print 7

WCM Plus 7

Quick Start 8

Personalization 9

Adding a Splash Screen 9

Adding Print Borders 9

Adding the Photostrip Feature 10

Adding A Watermark to Your Event's Slideshow 10

Guest 11

Event Settings Menus 11

- Quick Access Menu 11
- Gallery 11
- General Settings 12
- Personalization 13
- Guest Settings 13
- Guest Favorites 13
- Location Settings 13
- Hardware Settings 13
- Slideshow Settings 14
- Exports 14

Adding a custom graphic/border to prints 15

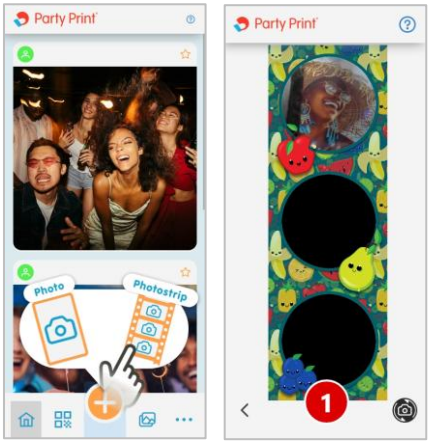
Image Templates 17

Overview

Party Print is web-based software that lets guests at an event print and share the photos that they take during the event using their smartphones. The software is designed for professional photographers, DJs, and event venues as an additional service they can offer their clients for events ranging from Weddings to Birthday Parties and coming of age celebrations. There are no subscriptions and events are charged on a per-event basis.

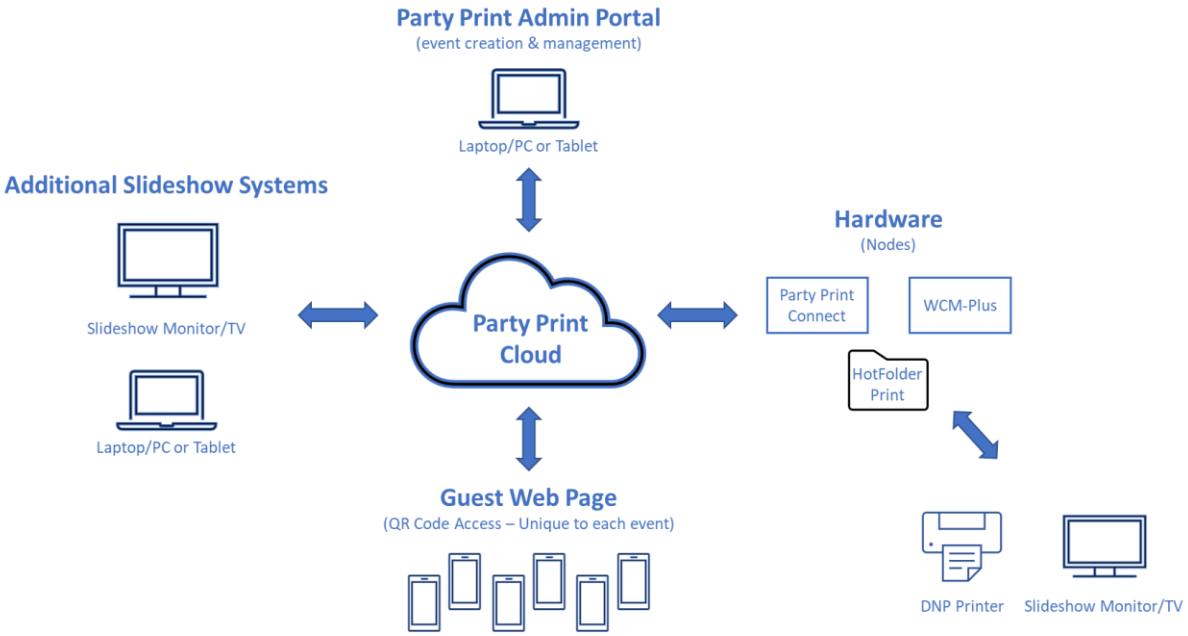
Some of the most popular Party Print features are:

- The photos are printed during the event.
- Guests have the option to upload standard photos or use a photo strip feature to capture the fun of a traditional photobooth from their phone.
- Guests' photos can be shown on a slideshow, live at the event.
- All photos appear on guests' phones in a live feed, similar to services like Instagram.
- The Party Print administrator (you) can download all the photos that have been shared to provide your customer with keepsakes from the event.



How it Works

- Party Print is a cloud-based system and requires a connection to the internet.
- You create an event using the Party Print web portal (http://planner.partyprint.com). The system generates a QR code that is specific to that event.
- Print cards, posters and other items that contain this QR code for prominent display at the event.
- Event guests scan the QR code and are taken to a web page (web application) that allows them to share their photos and view the live photo feed.
- When photos are shared, they can be automatically transferred to a DNP printer using DNP's free Hot Folder Print software, or a WCM-Plus. These hardware connections, sometimes referred to as a node, associate the hardware with Party Print and manage the connection to a DNP printer and can also be attached to a video monitor to display the live slideshow. Multiple nodes can be connected to the event so the slideshow can be shown in other areas of the event.


Party Print Admin Portal
(event creation & management)
Laptop/PC or Tablet
Additional Slideshow Systems
Slideshow Monitor/TV
Laptop/PC or Tablet
Party Print Cloud
Hardware
(Nodes)
Party Print Connect
WCM-Plus
HotFolder Print
Guest Web Page
(QR Code Access – Unique to each event)
DNP Printer
Slideshow Monitor/TV

Requirements

You can use Party Print for a Slideshow presentation only, however, as the name implies, including prints provides the full benefit of the system. Party Print is compatible with any of the current DNP printer lineup.

System requirements:

- A valid Party Print account.
  - Your Party Print account allows guests to take, upload, and share candid pictures from the event on their mobile devices.

Printing requirements are:

- A DNP Printer (DS40, RX1HS, QW410, DS620, DS80, DS820)
- Hardware connection (node). This can be:
  - PC or Mac running DNP's free Hot Folder Print app.
  - Party Print Connect
  - WCM Plus
- Internet connection for the PC/Mac, Party Print Connect, or WCM Plus.

Slideshow requirements are:

- TV / Monitor (optional) if you wish to run a slideshow of all guest photos.
  - HDMI connection to a PC/Mac (Hot Folder Print).
  - Micro HDMI to HDMI connection to Party Print Connect or WCM Plus

Note: Please review the Party Print Terms of Use that prohibit use of the system for distribution of inappropriate content and content protected by copyright.

The Best Way to Get Started – Create Several Trial Events Before Any Live Events

The following pages will guide you on how to set up and run your first Party Print event. This should be a trial event, not the real thing! Trial Events are provided at no cost and have all the features of a Live Event, but all pictures will be watermarked. This is a great way to get comfortable with the Party Print System and demo the system to your clients. You can convert the event to a "Live" event at any time!

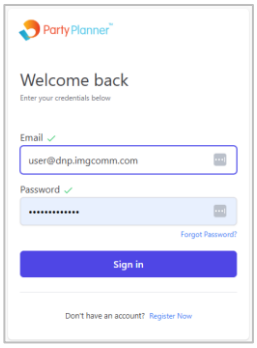
For a Successful Event, Let your Guests Know that Party Print is There!

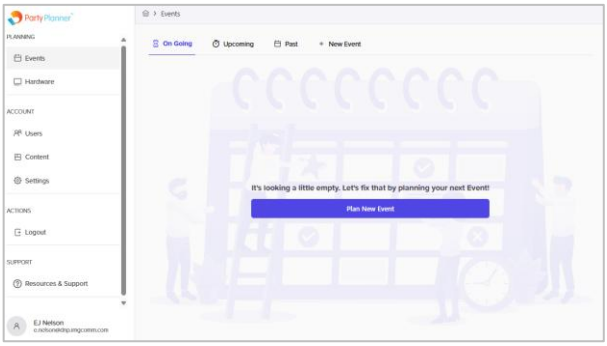
For each event, Party Print lets you print 4x6 "table cards" that give guests a QR code, uniquely associated to that event, and simple steps to use the system. Print as many as you want and place them on tables or around the venue. The planner portal also lets you download the QR code graphic so that you can put the code into posters, counter signs, and any other items that you want to use at the event.
So, let's get started creating your first event!



Party Print Planner Website

Access the Party Planner Website by clicking Login on PartyPrint.com, or from https://planner.partyprint.com, and logging in to the administrative portal for setting up events and adding associated hardware.



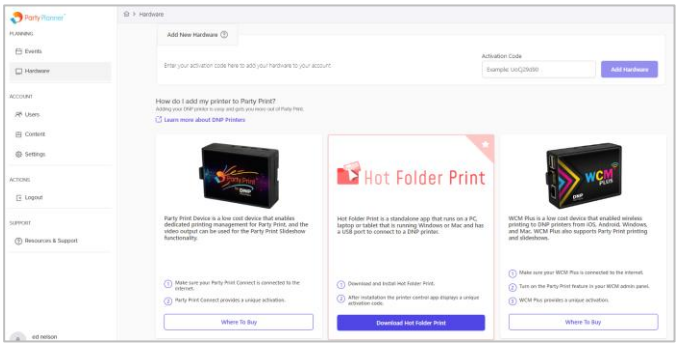


Hardware Connections

Hardware refers to the device or application that connects the Party Print system to your DNP printer or to a TV/monitor. Currently there are three types of hardware that can be used:

1) Party Print Connect
2) Hot Folder Print
3) WCM Plus

In https://planner.partyprint.com/hardware.com you will find information on the three methods of connecting Party Print to a DNP printer or to a TV/monitor.

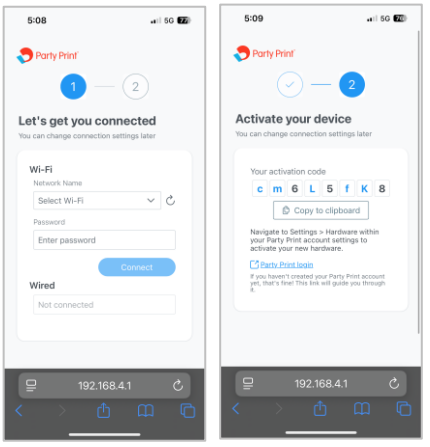


Each of the three hardware connections will provide an activation code to associate the hardware with your Party Print account.

That activation code needs to be entered in the **Activation Code** field and click or tap **Add Hardware**.

Party Print Connect

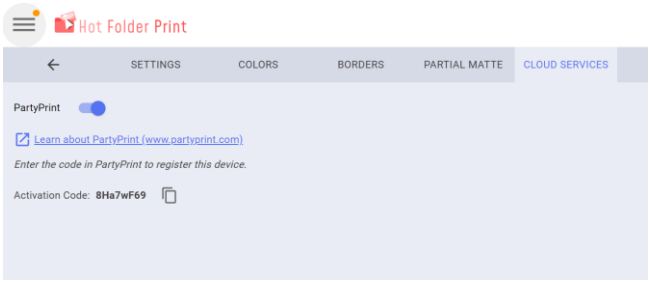
Party Print Connect is a wireless printing and slideshow management device tailored for events using the Party Print system featuring a setup wizard for quick association with your Party Print account. Party Print Connect provides cost effective and secure connections to DNP printers and monitors for event slideshows. Party Print Connect can be configured with iOS devices, Android devices, Windows devices and Macs.
Refer to the Party Print Connect User Guide for more information:
https://www.partyprint.com/resources/Party_Print_Connect



Connect the Party Print Connect device to a DNP printer with a USB 2.0 B printer cable.
The setup wizard will step you through connecting to a Wi-Fi network and then provide an activation code to associate the device with your Party Print Account.

***Note**: Party Print Connect cannot connect to a Wi-Fi network that requires acceptance of terms to connect.*

Hot Folder Print



Hot Folder Print is a free utility app that can be used as a true hot folder to drop image files into and also has a user interface for managing printing. The new versions of Hot Folder Print, both Windows and Mac, are compatible with Party Print and can manage printing to DNP printers. Hot Folder Print can be downloaded from:

https://dnpphoto.com/en-us/Software/DNPs-Hot-Folder

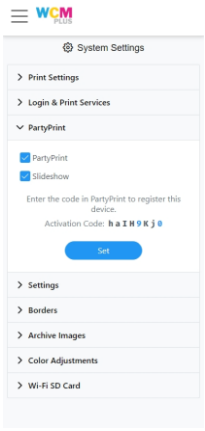
Refer to the Hot Folder Print User Guide for more information:

Windows: https://dnpphoto.com/Portals/0/Resources/HFP_User_Guidev3.01.pdf

Mac: https://dnpphoto.com/Portals/0/Resources/Mac_Hot_Folder_Print_v1_2_13_User_Guide_EN.pdf

1. Go to the **Settings** menu and select **Cloud Services**.
2. Turn on the **PartyPrint** feature.
3. An activation code is provided to associate Hot Folder Print with your Party Print account.

WCM Plus



A WCM Plus is a full featured device. In addition to the native printing feature that supports basic photo editing tools, it is compatible with AirPrint and supports FTP. There are additional features, such as simple retail services and Party Print integration. WCM Plus supports printing to DNP printers and can display a slideshow on a connected monitor. WCM Plus can be configured with an iOS (Apple) device, Android device, Windows device, or a MAC.

Refer to the WCM Plus User Guide for more information:

https://dnpphoto.com/Portals/0/Resources/WCM_Plus_User_Guide.pdf

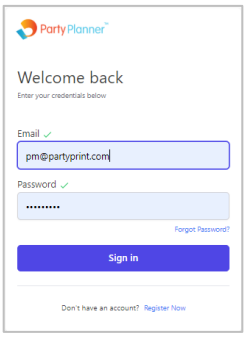
1. Connect the WCM Plus to a DNP printer.
2. Connect the WCM Plus to a network connection with internet (Wi-Fi or LAN.)

***Note**: The WCM Plus cannot connect to a Wi-Fi network that requires acceptance of terms to connect.*

3. Check the **Party Print** checkbox. The WCM Plus will provide an **Activation Code**.

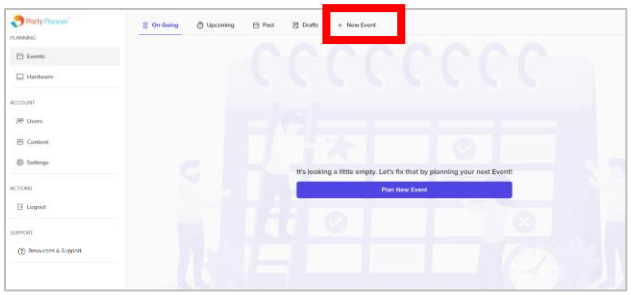
Quick Start

1. Log into the **Party Planner** website at https://planner.partyprint.com. After logging in, you will be brought to the **Events** page.

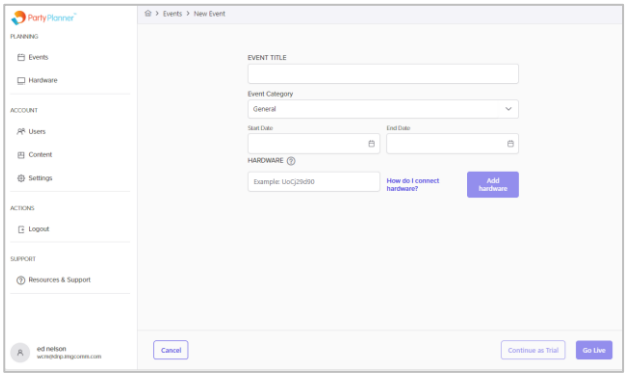


2. In the **Party Print Planner** window, click on the **Events** tab on the left.

3. Click on the **+ New Event** button on the upper right.

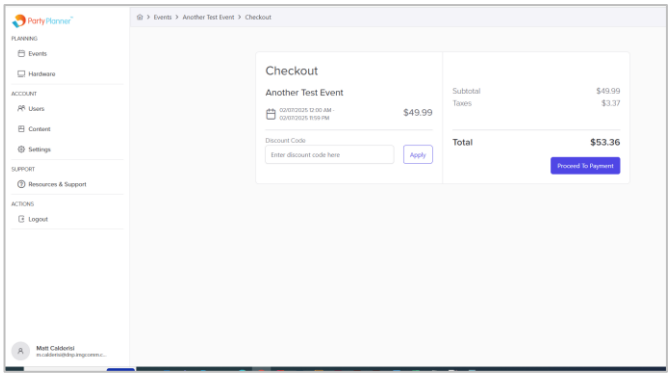


4. Enter an **Event Title**, **Category** (for print border selection), **Start/End Dates**. Hardware can be assigned to the event here or assigned later if necessary.



5. You can choose to run the event as a trial or **Go Live**, which takes you to the **Payment** screen.

6. If you have a discount code, enter the code in the **Discount Code** field and click the **Apply** button. If not, click the **Proceed To Payment** button, then select your method of payment (**PayPal** or **Debit/Credit Card**.) Enter your payment information and click the **Pay** button.



Note: Trial Events have all the features of a **Live Event** at no charge. All pictures will be watermarked. This is a great way to get comfortable with the Party Print System as well as a way to demo the system to your clients.

7. You have all the necessary information to run an event and need to provide a way for your guests to join the event.

You have now created your first event in Party Print! The guest app for this event currently has no custom on-screen graphics and no photos in the image feed. Also, the prints for this event currently will have no custom graphics or borders. You can add these items later. See the sections below to customize your event's graphics.

Personalization

The **Personalization** menu lets you tailor the guest experience to your client's needs.

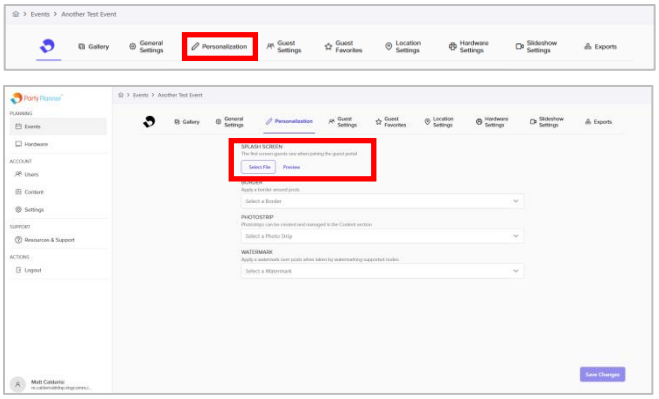


Splash Screen – A **Splash Screen** graphic appears full screen on guests' phones when the guest app first starts. It disappears after a couple of seconds but is a good reinforcement of the event theme. Combining a splash screen graphic with a pinned graphic is a great way to give visual continuity. Some things to keep in mind when creating a splash screen graphic:

- Phone screen sizes and aspect ratios vary widely – the graphic will not look the same on all phones.
- We recommend 1170 wide x 2532 tall – an aspect ratio used by many leading phones.
- At that aspect ratio, many phones will cut off a sizable portion of the top and bottom of the graphic; don't put logos and text in the top 350 pixels and the bottom 350 pixels of your graphic.
- Unlike print overlay graphics, you can use JPEG or PNG file formats for these graphics.

Adding a Splash Screen

1. In the event menu, select the **Personalization** button along the top menu bar.
2. Under the **Splash Screen** section, click the **Select File** button. Select the image you wish to make your splash screen and click the **Open** button.
3. Once you've uploaded your splash screen image, you can check the layout by clicking on the **Preview** button.



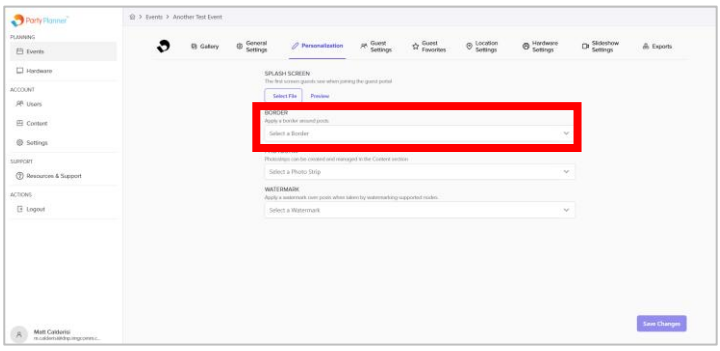
Print Borders – Borders are graphics that will lay over the printed picture. These can be frames or logos. Party Print includes several frames in the **Personalization** menu, and you can load your own graphics in the **Content** section. If selected in the slideshow settings, the borders graphics will show on slideshow presentations.
Additional information for borders can be found in the "Adding Custom Graphics/Borders to Prints."



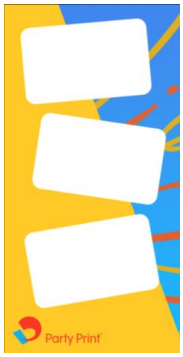
Adding Print Borders

1. In the event menu, select the **Personalization** button along the top menu bar.
2. Under the **Border** section, select the border you wish to add from the drop-down menu.

Additional information for borders can be found in the "Adding Custom Graphics/Borders to Prints."



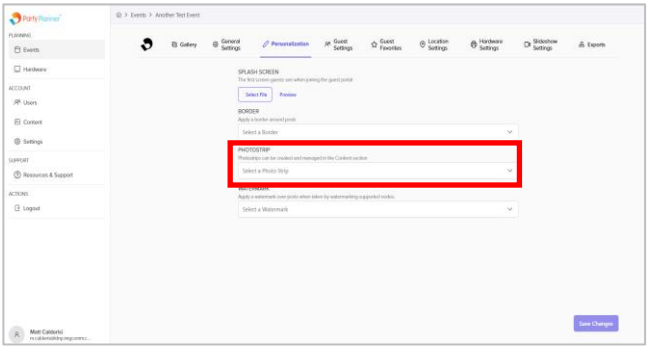
PhotoStrip – Photostrips are an exciting feature to engage your guests. In addition to a standard photo upload, you can provide your guests with their own personal photobooth experience! Like print borders, the photostrip templates are overlays. There are several templates available in the **Personalization** menu.
Additional information for borders can be found in the "Adding Custom Graphics/Borders to Prints."



Adding the Photostrip Feature

1. In the event menu, select the **Personalization** button along the top menu bar.
2. Under the **Photostrip** section, select the **Photostrip** you wish to add from the drop-down menu.

Additional information for borders can be found in the "Adding Custom Graphics/Borders to Prints."



Watermark – Watermarks are applied to slideshow presentations.

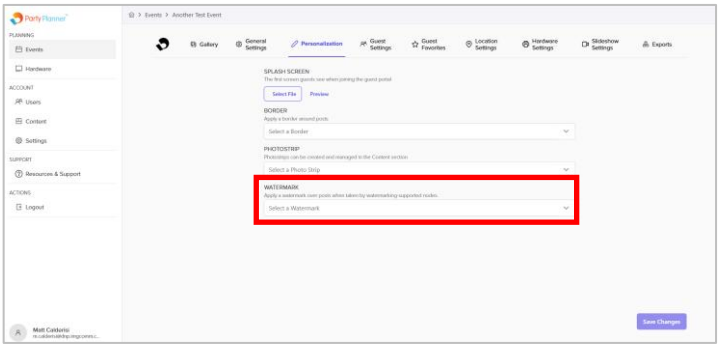


Adding A Watermark to Your Event's Slideshow

1. In the event menu, select the **Personalization** button along the top menu bar.
2. Under the **Watermark** section, select the **Watermark** you wish to add from the drop-down menu.

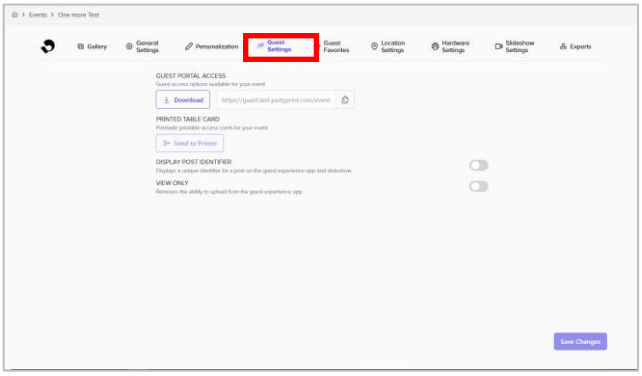
Additional information for borders can be found in the "Adding Custom Graphics/Borders to Prints."





Guest

The **Guests Settings** menu provides settings to control guest access and capabilities.



- **Guest Portal Access** allows you to download a QR code for guest access to the event and the URL for the event. The QR code can be embedded into posters and custom table cards.

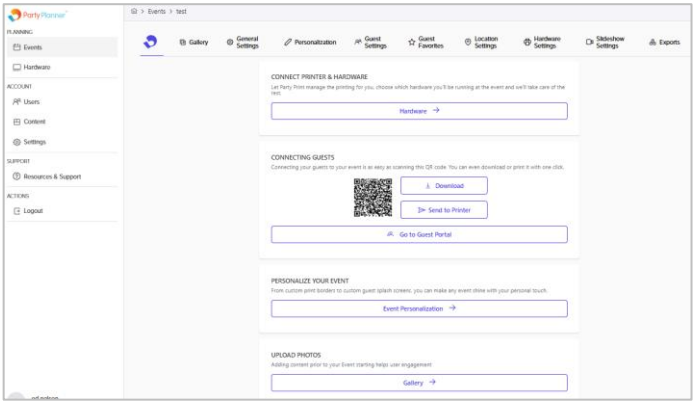


- **Printed Table Cards** provide guest access with a basic design, simple instructions, and a QR code to access the event. These can be sent directly to a printer that is connected to the Party Print System.
- **Display Post** Identifier will display the post ID on the slideshow images for easy retrieval for reprints.
- **View Only** is for events where the planner admin only wants event guests to view the images taken by photographers with access to the admin menu.

Event Settings Menus

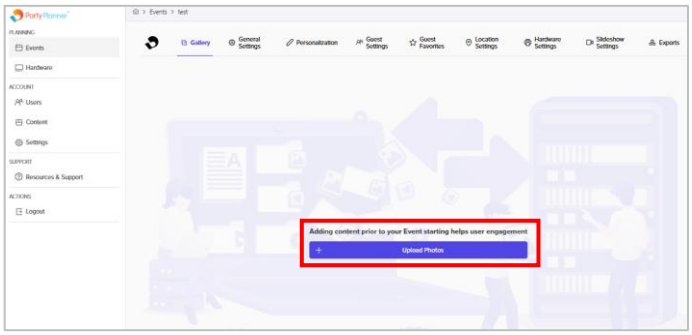
• Quick Access Menu

When you first access an event, you will land on a quick access menu. This can also be accessed within the event and by clicking on the **Party Print** icon in the upper left corner. This quickly links you to the most important event settings.



• Gallery

The gallery will display all images that have been uploaded to the event. Hovering over any image in the gallery accesses additional controls. Pre-event photos can be added to the gallery to have photos looping through the slideshow and visible in the live photo feed when guests first arrive at the event (for example, at a wedding reception, have a few pictures of the bride and groom up on the screen). This can also encourage guests to share their own photos.



- **Pinned Images**

  The **Pushpin** icon in the upper right of the image will pin an image. Pinned graphics remain at the top of the feed and can give a welcome message, encouragement to share photos, etc. Pin one or more images into the live feed that guests see in the event guest web application.
  Note: Your pinned images will appear at the top of the feed in the order that you pinned them. To change the order, unpin all images and pin them in the order you desire.



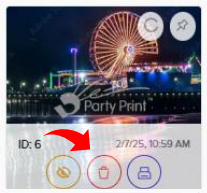
- **Hide Images**

  The **Hide** icon (yellow crossed out eye) will move the image into a moderation folder that will hide the image from the guest feed, slideshow presentation, and will not print. See **Content Moderation** for more details.



- **Delete Images**

  The **Delete** icon (red trashcan) will delete the image from the gallery. Deleted images cannot be recovered and would have to be uploaded if it is still wanted.



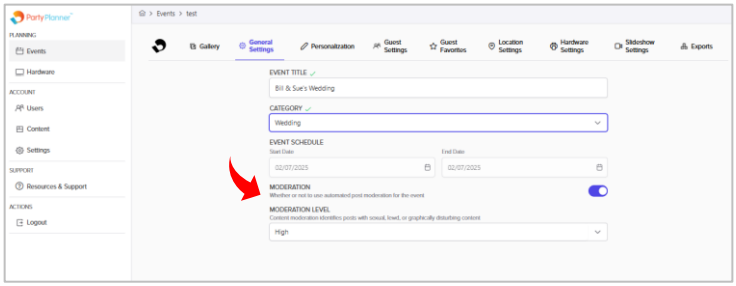
- **Reprint Images**

  The **Print** icon (blue printer) will open a print window that will allow the admin to select the number of prints desired. For quick access to a specific image the image ID is sequentially numbered and can be displayed on the slideshow and is displayed in the guest gallery.



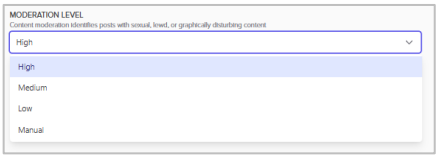
• General Settings

Event Title, **Category**, and **Event Schedule** were set when the event was created. These items can be adjusted or modified if necessary.

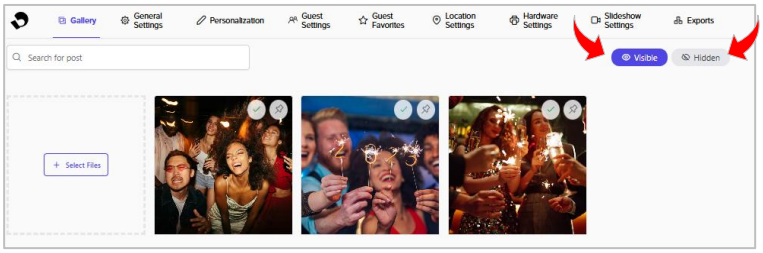


- **Moderation**

  Moderation monitors image content and prevents risqué, lewd, and graphically offensive pictures from printing or displaying in the guest feed or slideshow. Moderation is on by default and set to High. If Moderation is turned on the sensitivity level can be selected between High (default if moderation is on), medium, low, and manual. Manual places all pictures in moderation and must be reviewed and released by the admin.



When items are in a moderation state, the gallery will have an indicator for **Visible** and **Hidden**.



To review items in a moderation state, click the **Hidden** button. Hovering over the moderated image gives the admin the option to restore or delete the image. Images can also remain in moderation.



• Personalization

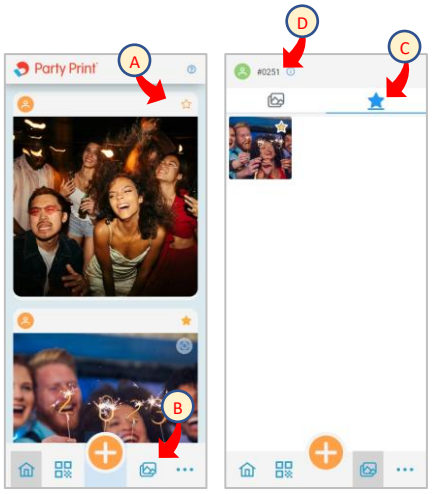
See the personalization settings in the previous section "To Create an Event" of this guide.

• Guest Settings

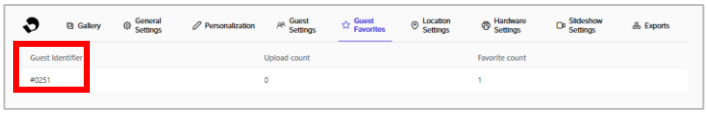
See the guest settings in the previous section "Guest" of this guide.

• Guest Favorites

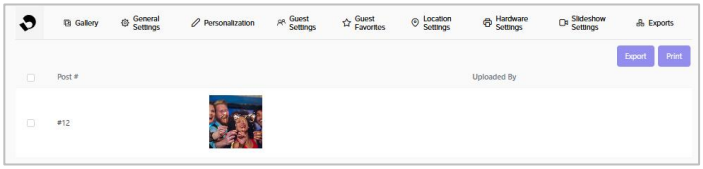
In the guest app, images can be identified as favorites by tapping the star (A) in the upper right of any image. The guest can go to the gallery section (B) to see all the images or tap the star (C) to see their favorites. They can find their user ID (D) on the upper left of this screen.



In the **Guest Favorites** section of the admin screen, the planner can find guests by their identifier and see how many images they have uploaded and how many they have selected as favorites.

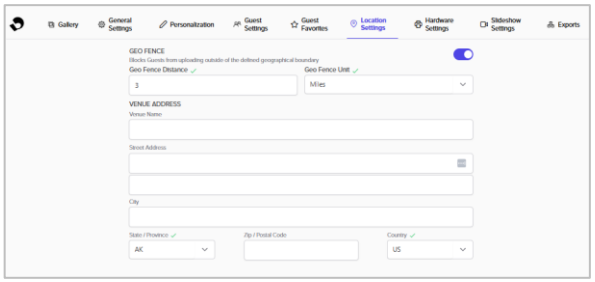


Clicking on the guest identifier will display the favorite images for a specific guest which can then be printed or exported for that guest.



• Location Settings

Events can be geo-fenced (limited to a specific area surrounding the event). By default, geo-fencing is off.



If restricting access to the vicinity of the event is desired, turn **Geo Fence** on. You must enter a specific address to locate the event. The radius of the geo-fence is three miles by default.

Note: Factors that must be considered when geo-fencing an event include:

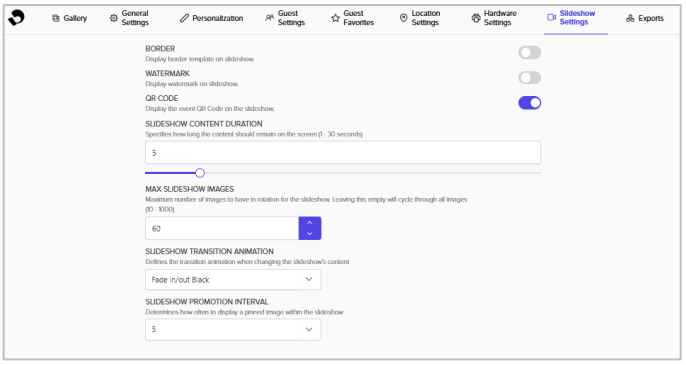
- Guests must have GPS data turned on.
- Some phones do not provide accurate GPS data.

• Hardware Settings

Hardware Settings is where one or more **Hardware** devices can be assigned to the event. See the guest settings in the previous section "Hardware Connections" of this guide.

• Slideshow Settings

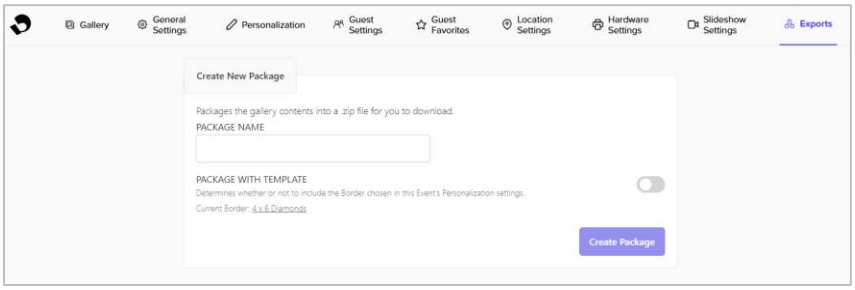
Slideshow Settings control the look and feel of the slideshow.



- **Border**, when turned on, will display the print border on the slideshow images. Border is off by default.
- **Watermark**, when turned on, will place a custom watermark on the slideshow images. Watermark is off by default.
- **QR Code** displays guest access for the event on the slideshow. QR Code is on by default.
- **Slideshow Content Duration** sets the amount of time each slide is displayed. By default, slides are displayed for 5 seconds.
- **Max Slideshow Images** limits the number of images that remain in the slideshow rotation. By default, the most recent 60 images will be shown on the slideshow. Older images are no longer displayed.
- **Slideshow Transition Animation** sets way slideshow images transition from one to another.
- **Slideshow Promotional Interval** Images that are pinned will be repeated at a frequency of every 5th, 10th, or 15th image. Default interval is every 5th image.

• Exports

Exports will package everything in a zip file that can be presented to the event host.



You can export the images with the print border. Print borders are created for the specific print size that is used for the event. That means prints that are exported with a border will be provided with that aspect.

Adding a custom graphic/border to prints

When you print the shared photos at an event, you have the option of adding a custom border to the prints. This can be decorative, tied graphically to the event theme and/or it could include your logo. To do this, you will need to create two versions of the graphic (vertical and horizontal) that are sized to match the size of print you are making (typically 4x6, 5x7, 6x8 or 8x10). You can download templates from the resources section of the Party Planner portal.



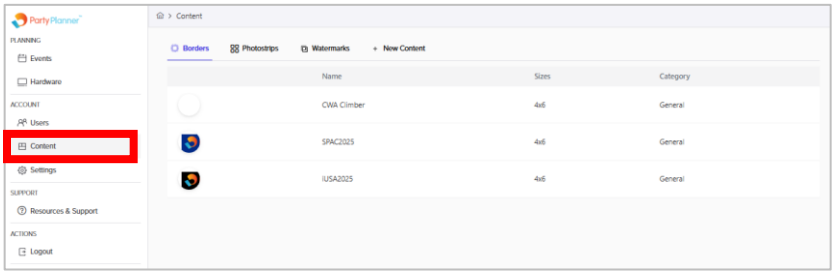
Your border graphic must have a "clear background" to allow guests' photos to show through the graphic. Only .PNG files are accepted (.JPG files cannot have a clear background). Custom graphics and borders can be created using tools like Canva, Photoshop, and other graphic software that support .png files.



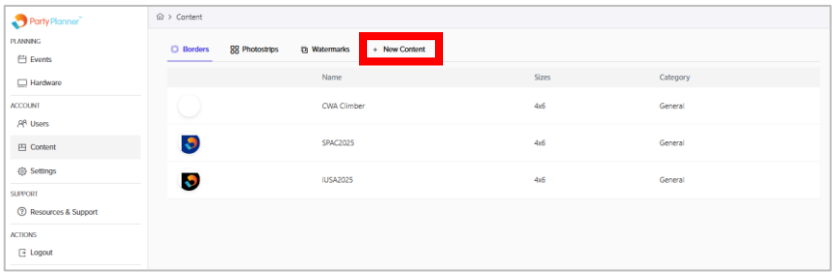
Once you have created your print borders, it is easy to upload them to your event.

Follow the steps below to upload your borders/custom graphic that you have created.

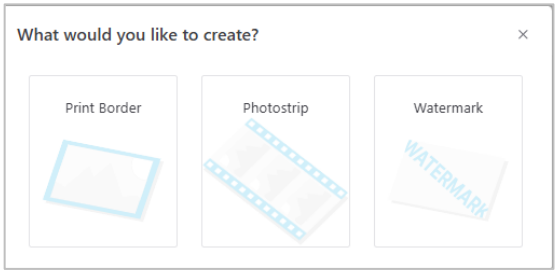
1. After logging into the **Party Planner** website at https://planner.partyprint.com, click on the **Content** on the left menu bar.



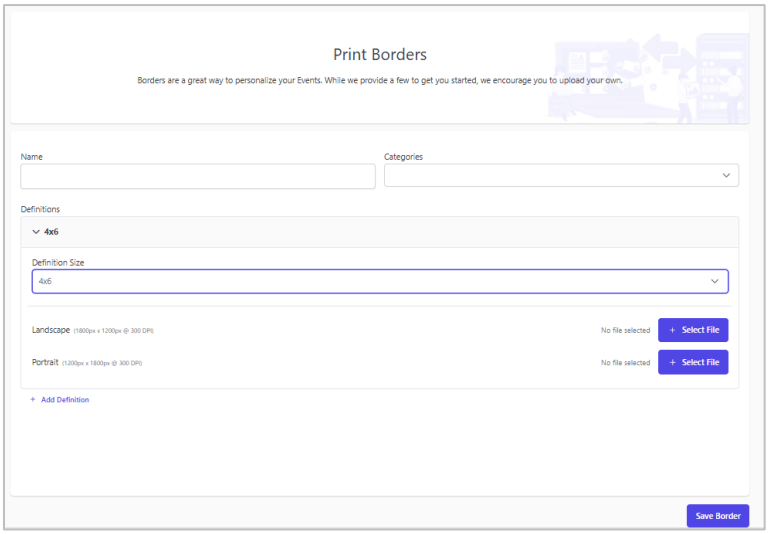
2. Click **New Content** button.



3. Select the type of content you are adding.
   - **Print borders** are for standard print sizes (4x6, 5x7, 6x8, etc.).
   - **Photostrips** are 2x4 (QW410) and 2x6 (DS620, RX1HS, DS40).
     - Each printer must have a compatible media loaded. i.e. No strips are available for 5x7 media.
   - **Watermark** will place a watermark on slideshow images if there is a need.

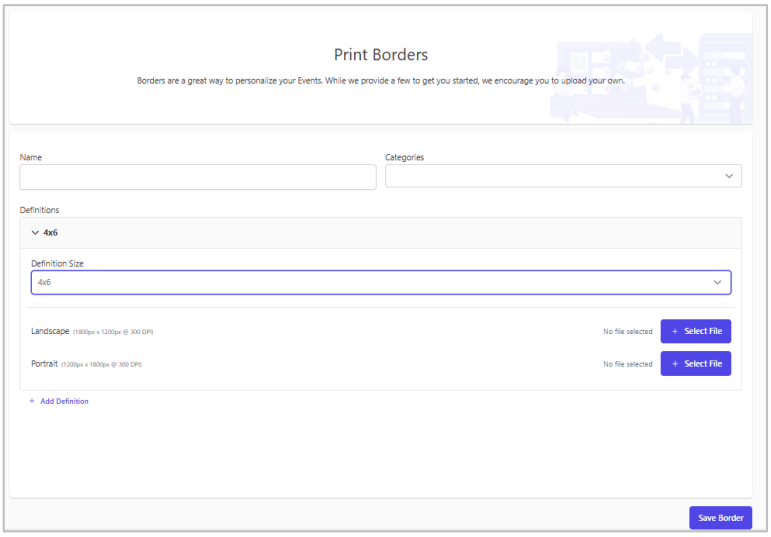


Print Borders



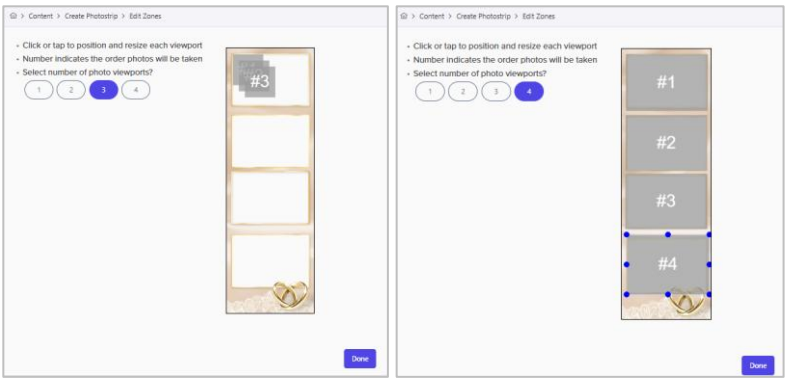
1. Select **Print Border** from the **New Content** page.
2. Give your graphic a unique name
3. Select the appropriate category(s) for the print border
   - General
   - Wedding
   - Corporate
   - Birthday
   - Celebration
   - Graduation
   - Sports
4. Click on **Add Definition** and select the print size the border is being made for.
   Note: Border sizes need to be 300dpi. To convert from inches to pixels multiply the size by 300. For example, a 4x6 landscape image will be 1800px x 1200px and portrait will be 1200px x 1800px.
5. Click **Select File** to find the new graphics to by uploaded.
6. Click **Save** to save the new border.

Photostrip



1. Select **Photostrip** from the **New Content** page.
2. Give your photostrip a unique name.
3. Select the appropriate category(s) for the photostrip.
   - General
   - Wedding
   - Corporate
   - Birthday
   - Celebration
   - Graduation
4. Select the print size for the new photostrip.
   Note: Party Print supports two photostrip sizes, 2x4 and 2x6. All photostrips can display on the guest gallery and the slideshow, however the photostrip size must be compatible with the printer and media size to print.
   - 2x4 photostrip works with QW410 with 4x6 media
   - 2x6 photostrip works with DS620, RX1HS, and DS40 with 4x6 or 6x8 media

5. Once the photostrip template is loaded, you can position the windows where each of the designated photo openings will be placed.
    a. Photostrips can be created with 1, 2, 3, or 4 windows.
    b. Since the photostrips are overlays, the image is positioned behind the template. This is important if the windows are shapes other than square or rectangle.



Watermark

Watermarks are designed to partially obscure slideshow images. This can be helpful if you are planning to sell the individual images. Watermarks must be in .png format. Watermarks have some transparency so the content of the image can still be seen, while being partially obscured.

1. Select a name for your watermark.
2. Upload the graphic.
3. Save the watermark.

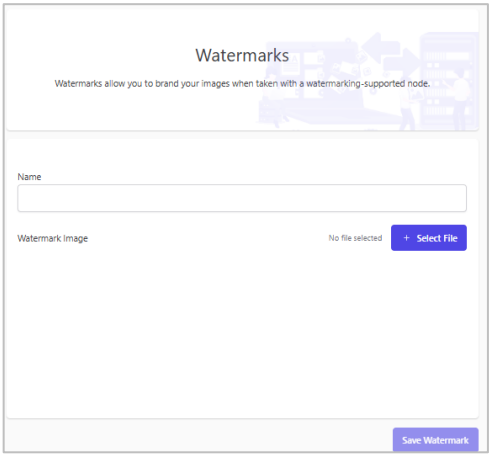


Image Templates

Pre-made image templates (for borders, photostrips and watermarks) have been created as a starting point. You can also create your own images and upload them to the Party Print portal. You can download templates from the Resources & Support section of the Party Planner portal.

1. After logging into the **Party Planner** website at https://planner.partyprint.com, click on the **Resources & Support** on the left menu bar.
2. Click on the **Template Files** tab along the top menu bar.
3. Click on **Party Print Content Package** in the middle of your screen to download a zip file, containing the templates.
4. Navigate to the folder where the zip folder was downloaded and un-zip the file.
5. Follow the steps in the Uploading custom graphic/border section to upload these templates to Party Print.

