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Web-based system for  
sharing guests' event photos

## Quick Start: Creating Your First Event!

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## Overview

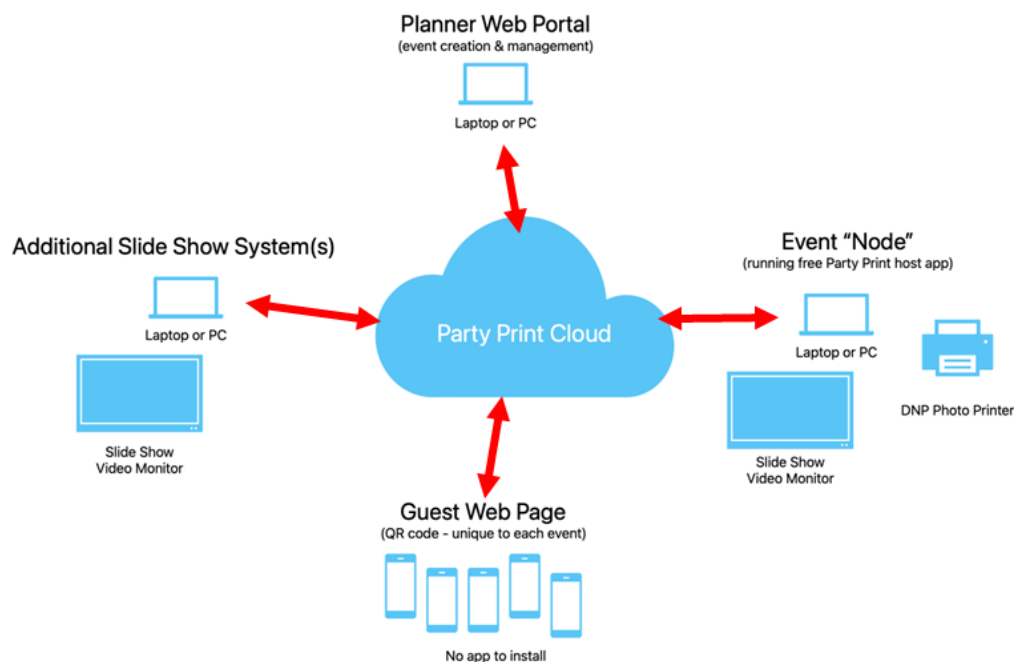
Party Print is web-based software that lets guests at an event share the photos that they take at the event using their smartphones. The software is provided as a subscription; typical subscribers are professional photographers, DJs and event venues, who create and manage the system for use by guests at events ranging from birthday parties and weddings to golf tournaments and corporate meetings.

Some of the most popular Party Print features are:

- Guests' photos can be shown on a slide show live at the event.
- The photos can be printed during the event.
- All photos can appear on guests' phones in a live feed, similar to services like Instagram.
- The event host can download all of the photos shared by the guests.

## How it Works

- The subscriber creates an event using the Party Print web portal (<http://planner.partyprint.com>). The system generates a QR code that is specific to that event.
- The subscriber prints 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 are automatically transferred to the Event Node at the event, where they can be printed. If available, the same Event Node can be attached to a video monitor to display the live slide show or, separate Event Nodes connected to video monitors can be used to present the slide show in other areas.



## Requirements

The only requirements to use Party Print at your events are:

- A Windows PC or laptop connected to a DNP photo printer.
- Internet connection for the PC.
- A valid Party Print subscriber account.

Optionally, if you want to show guests' photos live on a big screen, you can connect a monitor or TV to the system connected to the printer (Event Node) or you can use a separate laptop or PC. In fact, you can have several slide show monitors – all you need is additional monitors and PCs with Internet connection.

It's important to know that to make a Party Print event active (go live), you must have an Event Node system connected to the Internet and to a DNP photo printer. Also, please note 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 Test Events Before Any Client Events

The following pages will guide you through the creation and running of your first Party Print event. This should be a test event, not the real thing! In fact, we recommend that you create several of these test events and run each of them as though you were at the event venue in order to get comfortable with the Party Print system. Your first 30 days with Party Print are free – use this time to make some great test events, including simple custom graphics.

## For a Successful Event, Guests Have to Know that Party Print is There!

It's obvious that the more aware guests are that Party Print is available at the event, the more they will use the system. This is especially true with a new product like Party Print – people won't always "get it" at first.

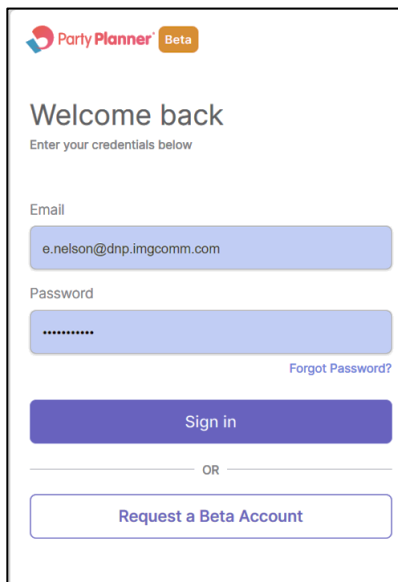
The Party Print planner portal lets you print 4x6 "guest cards" that give guests the unique QR code for each event and easy steps to use the system. Print many of these and put them around the venue or hand them out to guests. The planner site also lets you download the QR code graphic so that you can put the code into posters, counter signs, and any other items that you want to use at the event. If you do not wish to design your own graphics, DNP will offer some pre-designed graphics available for you to print and take to the event. Look for those on the Party Print website (<http://partyprint.com>).



So, let's get started creating your first event!

## To Create an Event:

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



2. Create a “node” (PC & printer combination) that you will use for events and register it with Party Print. You only need to do this one time. You need to download and install the Printer Control App. When you run the app, it will display an access code that you will then give to the Party Print portal. To download the **Printer Control App Installer**:
  - a. Click on the **Hardware** tab on the left.
  - b. Click on the **Printer Control App** button on the upper right - the installer will download.
  - c. IN WINDOWS (not in the Party Print Planner window):
    - i. Run the installer that was downloaded to install the Printer Control App
    - ii. Start the **Printer Control App** and write down the access code shown on the screen.

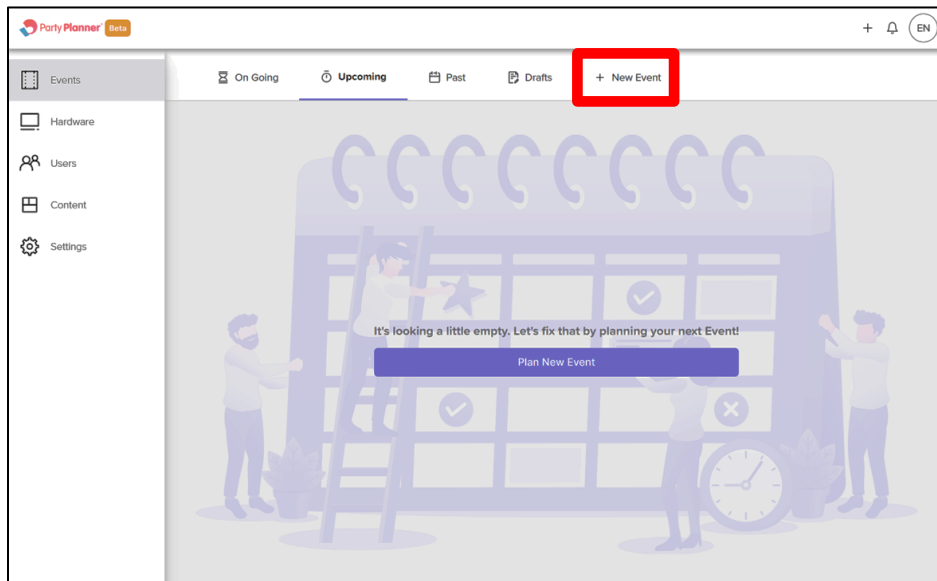
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NOTE: When installing the Printer Control App, you can choose to put the app into Windows’ startup menu so that the app will run every time that the PC is started.

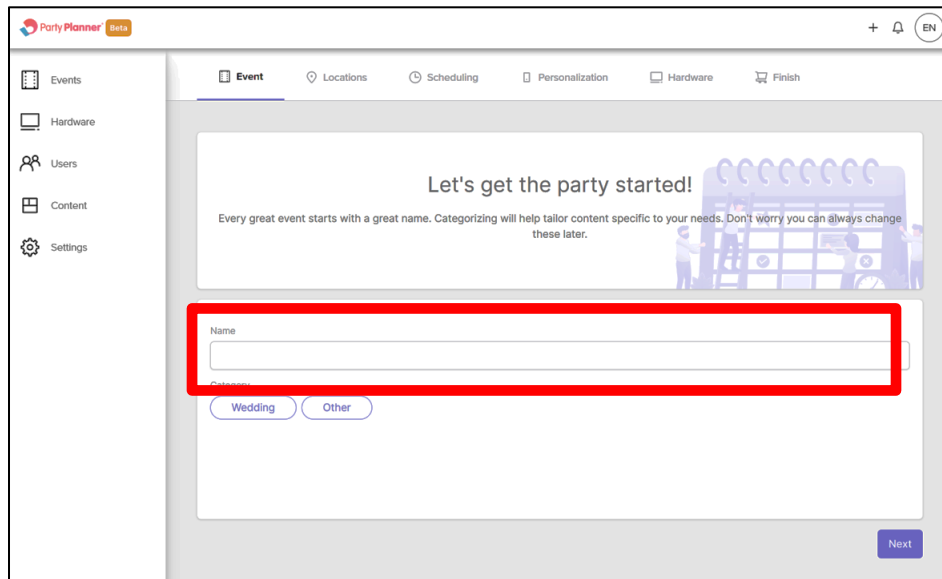
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3. In the Party Print Planner window, click on the **Hardware** tab on the left. Then click “Activate Your First Node” and enter the activation code from the Printer Control App into the Activation Code field.
4. In the Party Print Planner window, click on the **Events** tab on the left.

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



6. Give your event a **Name** and select an **Event Category**. Then click the **Next** button.



7. Enter the location name and the address of your event. Click the **Next** button.  
The default allows the guest app to work within 3 miles of the address, but you can change that later.

Party Planner Beta

Event Locations Scheduling Personalization Hardware Finish

### Where does the Event take place?

Wedding venues, sporting complexes, or your favorite pub all make for amazing Event locations. Tell us where you're hosting yours.

Location 1 ✓

Name ✓  
DNP Imagingcomm America

Street ✓  
4524 Enterprise Drive Northwest

Unit optional

City ✓  
Concord

Postal Code ✓  
28027

State/Province ✓  
NC

Country ✓  
US

Advanced

+ Add Location

8. Enter the dates for your event (events can be up to 48 hours long.) If you wish to limit the times for the event, click on “Advanced” and set the times. Then click the **Next** button.

Party Planner Beta

Event Locations Scheduling Personalization Hardware Finish

### Time is of the essence.

Proper scheduling helps ensure your Event runs smoothly and efficiently. Not sure how long? Don't worry you can always add additional time while your party is underway.

Schedule Block 1

Start Date  
04/11/2023

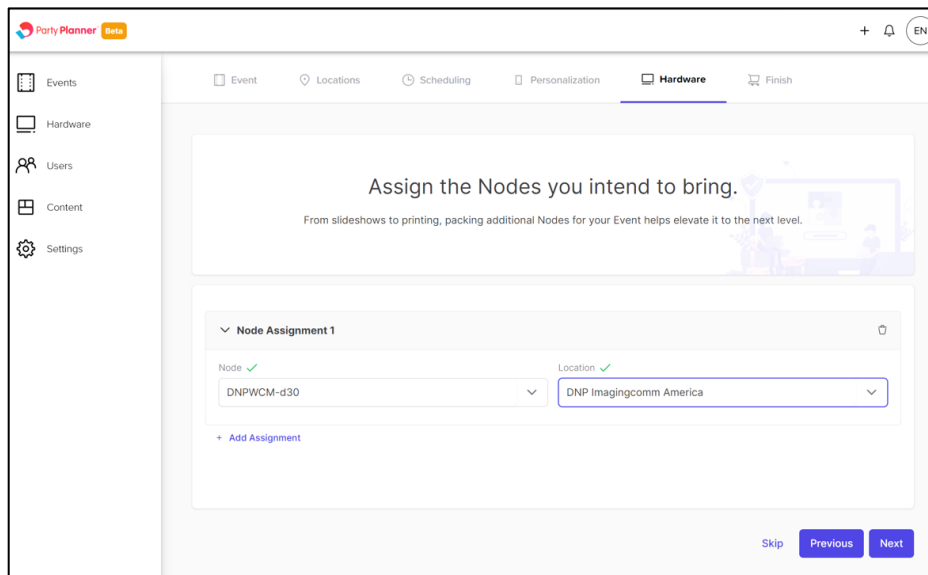
End Date  
04/11/2023

Advanced

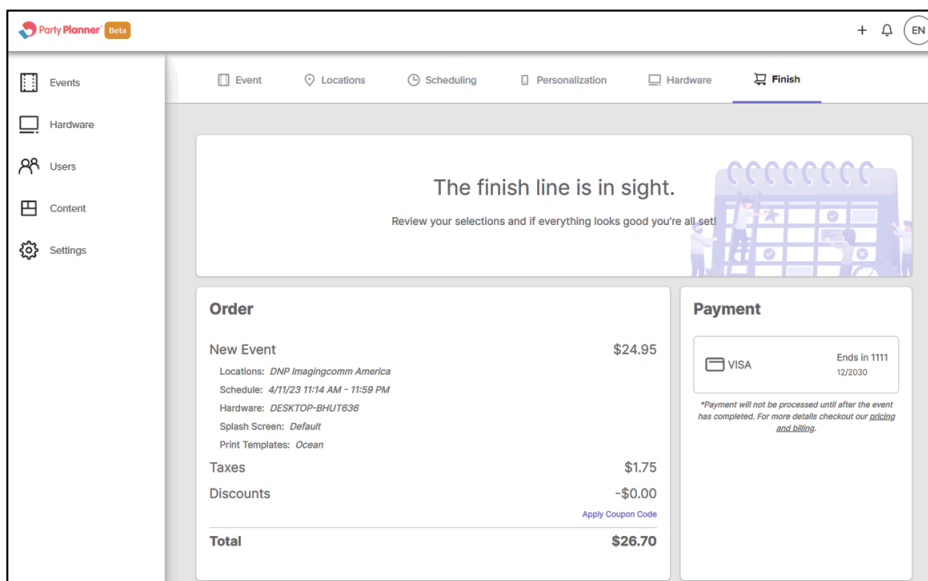
+ Add Schedule Block

Previous Next

9. Assign the node to the event using the node that was setup in step 2. Click **Next**.



10. Set up payment for the event (you will not be charged until the event goes live.) Click **Next**.



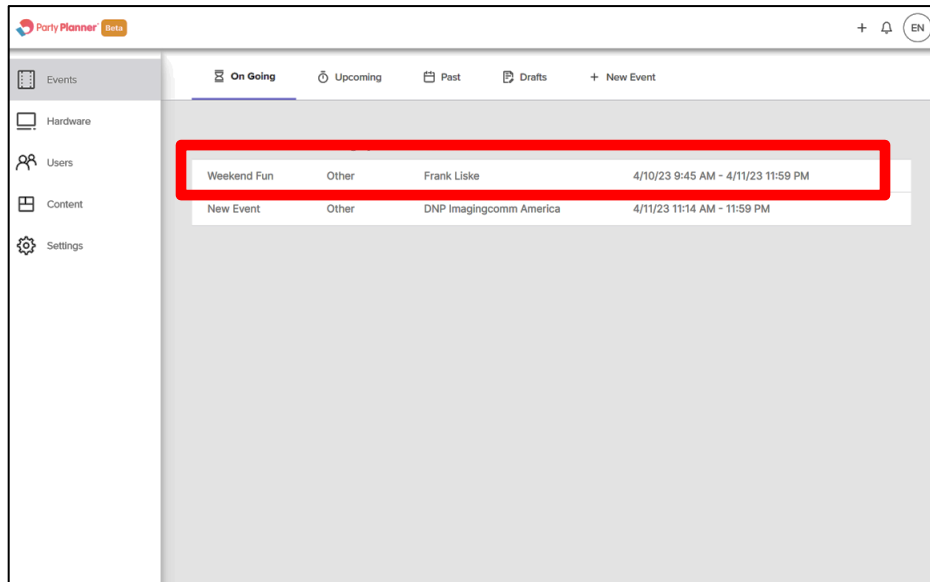
11. Click **Finish**.

**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.

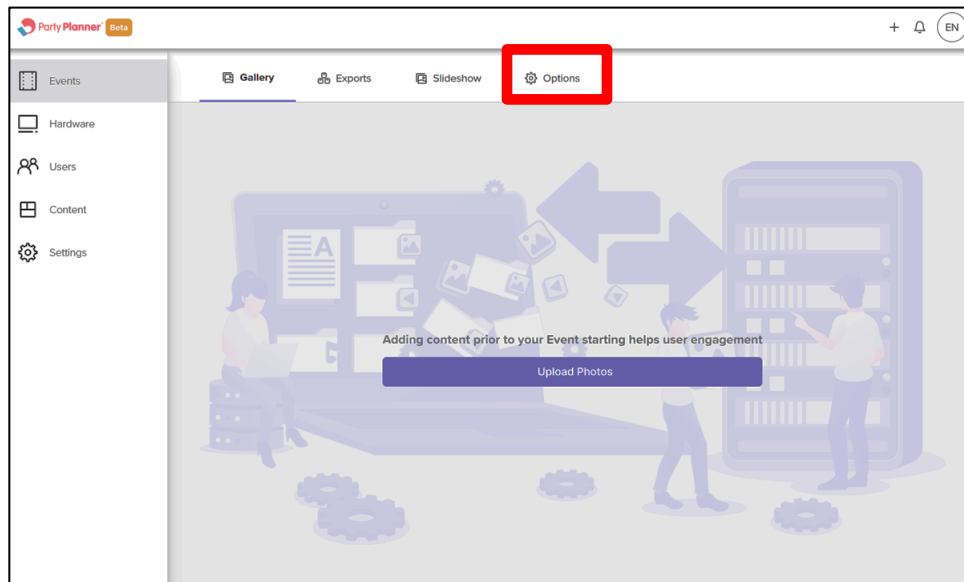


## Before the event: Print the Guest Cards with QR code and add QR code to your own graphics/posters (optional):

1. Log in to the planner website <https://planner.partyprint.com>.
2. Click on the name of the event.

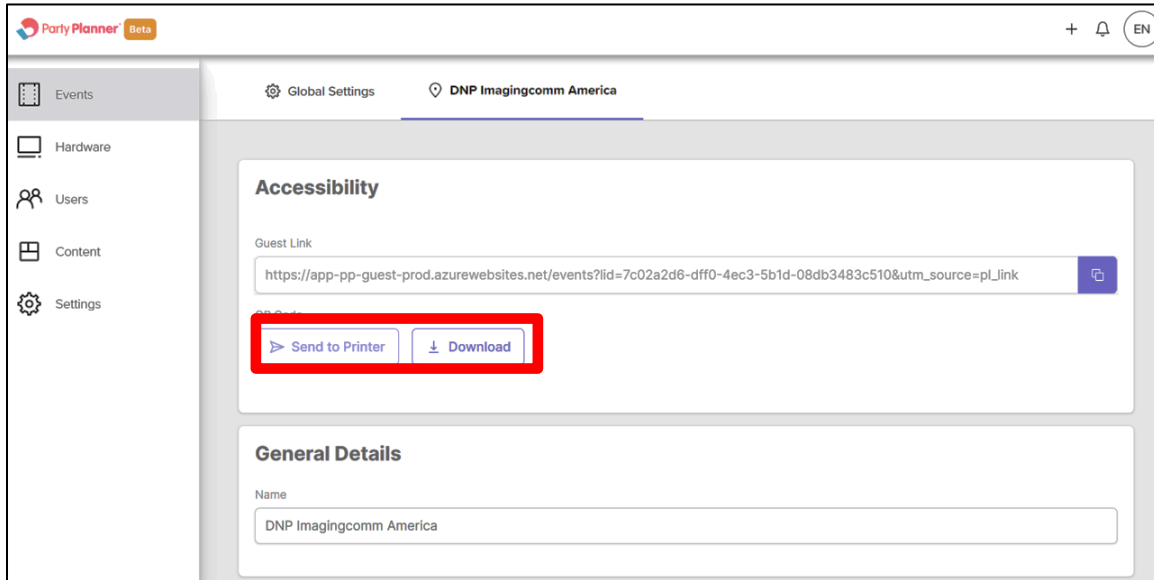


3. Click on the **Options** tab at the top right of the screen.



4. Click on the tab with the name that you gave for the event location.

5. Click on **Send to Printer** – this will print the default guest card with the QR code (shown on Page 4).  
If you want the QR code for the event separately so that you can paste it into your own guest cards or posters, click on the **Download** button.



#### **At the event:**

1. Set up the PC and DNP printer. Ensure that there is an Internet connection.
2. Start the **Printer Control App** (if you set the app to launch at startup, it will already be running)
3. Use your phone to scan the QR code to go to the guest web app. Upload a photo to confirm that the system is connected and printing.
4. The default is for the system to automatically print each photo that is uploaded. To change that, go to <https://planner.partyprint.com>, click on **Events**, click on the name of the event, click on **Options**. Scroll down to the **Guest Experience** section and toggle off **Auto Fulfill**.

## 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 <http://partyprint.com>.



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

1. Log in to the planner website <https://planner.partyprint.com>.
2. Click on the name of the event.
3. From the dialog box, navigate to the folder where your borders are saved.
4. Select the borders you wish to add.



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NOTE: Only .PNG graphics files are accepted. You must upload both the horizontal (landscape) and vertical (portrait) versions of the borders for the size of print that you will make.

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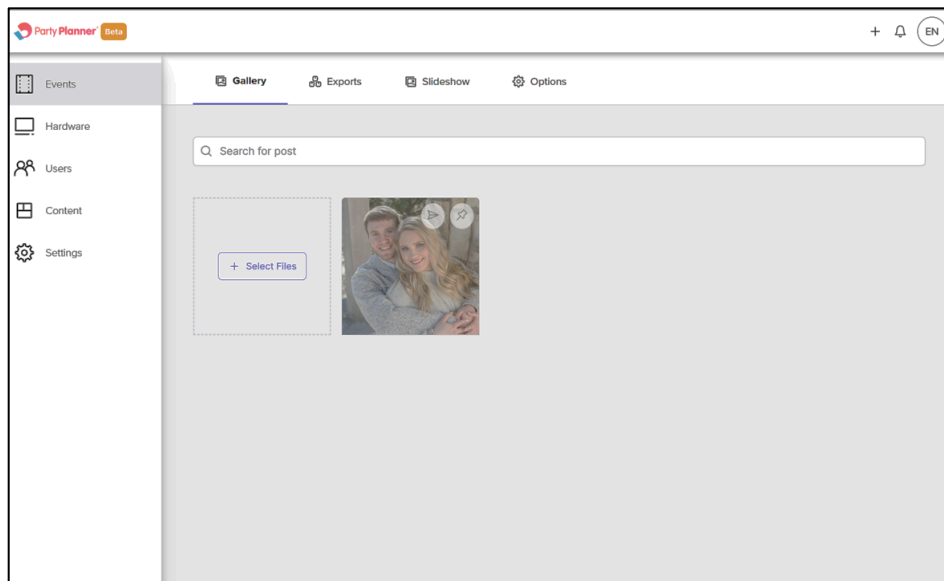
## Adding Pre-Event Photos:

For some events you might want to upload a set of photos before the start of the event. There are two main reasons why you might want to do this:

1. To have photos looping through the slide show 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.
2. To “pin” one of more of these images into the live feed that guests see in the event guest web application. These pinned graphics remain at the top of the feed and can give a welcome message, encouragement to share photos, etc.

To add pre-event photos to the feed:

1. Log in to the planner website <https://planner.partyprint.com>.
2. Click on the name of the event.
3. From the **Gallery** tab, click the **Select Files** button.

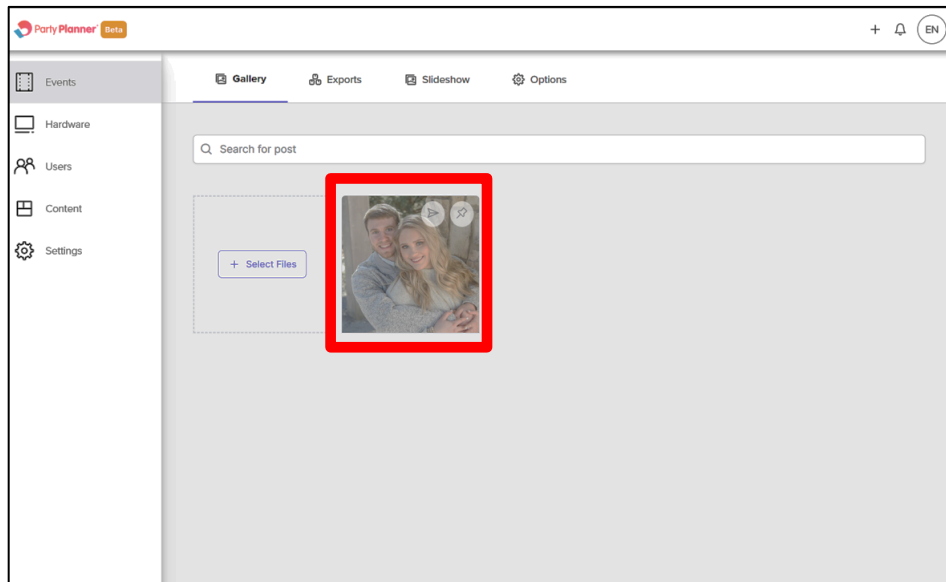


4. From the dialog box, navigate to the location the photos you wish to upload, and then select your photos.

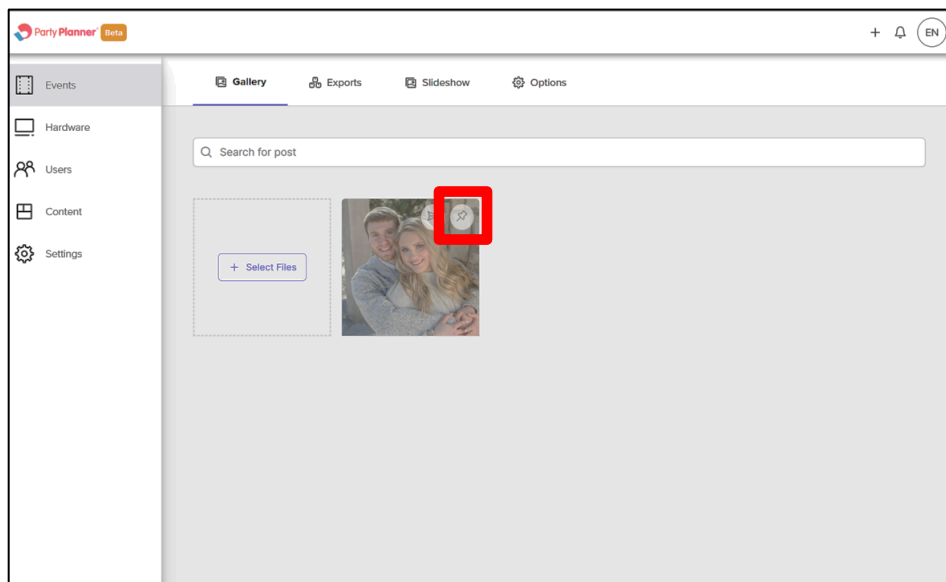
## Pinning Images to the Guest App Image Feed:

Once you have uploaded images, you might want to pin one or more of them to the top of the live image feed. Often a pinned image is a custom graphic (square) that has a welcome message and some directions for using the guest app.

1. When you are returned to the **Gallery** tab, the photos you selected are displayed.



2. To pin photos to the guest app image feed, click the **Push Pin** icon on the upper right corner of each photo you want pinned.



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**NOTE:** Your pinned images will appear at the top of the feed in the order that you pinned them. To change the order, un-pin all images and pin them in the order you desire.

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