

VISITOR

Smart visitor management



WHY A VISITOR MANAGEMENT SYSTEM?

The visitor management system facilitates the job of a receptionist by helping in the management of visitors, while also increasing safety in places where unauthorised people are not allowed access. In the event of an evacuation, an evacuation list (a list over all current visits) should be printed out and used to easily get an overview over the company's visitors with complete contact information. A professional guest reception is key to good future relationships. With a visitor terminal that follows the company's own graphic profile with logo types, colours, slogans or other, separates the company from the others. With our visitor management system, your company can create trust and an identity, and also facilitate the work of your staff by providing smart and simple features.

The first edition of our visitor management system, Visitor, was released in the year 1997 and has been updated periodically with new features and improvements. The system today is installed by hundreds of companies and organisations. Some of our largest customers have many receptions, throughout the country, connected to a common database. When the safety requirements are extremely high, some customers need managers for some areas to approve the booked visits. Other customers use features such as automatic notification of visits, temporary Wi-Fi accounts or connection to the access system. For many, the possibility to easily design the graphic layout on the guest terminal is important, while others need to manage several companies in the same reception. Our visitor management system has, over the last 20 years, been used by companies and organisations to create trust, identity, and easily manage visitors in different environments.

VISITOR - AN AUTOMATED VISITOR MANAGEMENT SYSTEM FOR ALL YOUR NEEDS

Visitor is an easy and efficient visitor management system that helps you to register and administer your visitors. A visitor management system that is appropriate for all sizes of companies and organisations where one needs a reliable system for having control over who visits the premises.

Our visitor management system is user-friendly and can be easily adapted to the customer's requirements. Our programs can be installed in large networks with your receptions as well as on an independent computer in a reception. The visitor management system takes care of the management of the company's visitors. Visitor gives a professional impression and increases safety as you have control over the visitors visiting your facilities. It is a complete visitor management system and manages everything from visit registration to printouts of visitor badges, parking permits and evacuation lists. The work of the receptionists is optimised and comprises searching for visitor information in the visitor list, monitoring and checking in visitors with the push of a button. When the visit is over, the visitor badge is returned to the reception and the visitor is checked out.

Companies' and organisations' visitor management appears different depending on the size. To make it easy to choose features and adapt them to your own specific needs, we have created a smart visitor management system that is scalable. Visitor is based on a basic program (Reception) with two additional modules (Guest and Web). Visitor Reception and the add-on modules use a common database to more easily keep the entire system's visitor information up to date. In addition to the basic program and the add-on modules, it is possible to connect to different options without having to do any new installation of the program. The options consist of specific features that can be linked if the need arises.



VISITOR - Reception



Reception can be installed on large networks with many receptions and on independent computers in a reception. The receptionist registers the visitors to the company on arrival, but they can also book in advance.

When the visitor arrieveas, the booked visit is localised with the program's visit list; the person can easily and quickly check in. All the information about the company's future, current and concluded visits, are compiled in

an isolated common database. You can easily print visitor badges, compile reports and manage statistics in the program. With the inbuilt layout editor, you can get the company's graphic profile on the visitor badges and other printouts. Visitor reception is implemented with an advanced report manager and statistics tool just as the feature for notification via SMS and email. It is also possible to tailor the layout of the alarm list and other documents in the program itself. An access database is included when you purchase the Visitor Reception, and can be installed on an SQL Server.



Layout-editor

With the inbuilt layout editor, visitor badges and other documents are created easily to get a unique design. Follow the company's graphic profile and develop stylish visitor badges and other documents suitable to just your company.

🛢 Tailor the alarm list

Design the alarm list on the basis of your needs to get a full overview of those who have visited the premises in an eventual crisis. It is easy to add relevant information. The alarm list can be inserted to be triggered by different types of sources, for instance a push button, the fire alarm system, etc. It is also possible to export the information to a PDF and get it sent to a predetermined email addresses.

Q Lightning-fast search feature

Thanks to the quick search feature, the administration work is reduced to a few minutes. Easily create one or two more revisits in just a few seconds. The smart filtering in the search feature helps you to determine how you want to filter in order to optimise your search.

Katistics Report

Visitor Reception helps you create statistic reports over the visit history. You can use it to easily plan the reception and check when more staff is required.

C Adjustable print buttons

In Visitor Reception, it is possible to change and add more buttons for various printouts. If the reception has several printers, you can easily set what is to be printed by each printer. For example, receipts, parking permits, statistics report, etc.

Smart notification

Notify visitors or pre-registered visits by SMS, email or both. Content of the notification can be easily edited in the program itself. It is also possible to notify the visitor attendant when the visitor has been checked in.

🗒 Check-in check-out with QR

To facilitate check-in and checkout, a QR code is sent along with the notification of a preregistered visit. This makes it possible for the visitor to check in and out just by scanning the QR code.

Environmentally friendly post-its

Visitor Reception includes digital post-its. They are visible to all users in the client, which is useful when a change in shift occurs. For example, note which conference room a specific visitor should be referred to.

Interactive evacuation list

Provides the opportunity to, for example, in the event of a fire, send out a link via email or text message to those responsible for the collection site. The link displays a list to easily get an overview of checked-in visitors and can quickly do an attendance check with live debugging.

VISITOR - Guest

With Visitor Guest, the visitors can enter their information on a tablet, a regular computer or a visit terminal. The data is saved directly in the common database of the visitor management system. The program manages a variety of tasks such as check-in and check-out with bar code or QR code readers, printing of visitor badges with or without photo of the visitor and code for guest networks. In addition, it is possible to trigger and print an alarm list using a push button. Visitor Guest is perfect to use to relieve the pressure on the reception but can also be used in unmanned receptions. With the built-in language tool, all texts can be easily translated into any language. The visitor then selects the language by clicking on a flag symbol for each language.

Customiz e the visitor management interface

It is quite possible to tailor the visit terminal screen to your own needs in the program itself. Easily choose the information that your visitors need to provide. It is also possible to show the safety rules that the visitor must approve of having read before they check in.

Printing of visitor badges

When the visitor has been checked in, a visitor badge must be printed. This can be done in two ways, the program can print the badge automatically, or the receptionist can handle the print manually and then has the opportunity to supplement the card with, for example, information about the visitor attendant and any validity period. When the visitor receives the visitor badge, an SMS and e-mail can be sent automatically to the visitor attendant to inform him/her that the visitor has arrived.

Support for unlimited languages

Provide your users with the possibility of choosing the language they are most comfortable with when using the visitor management terminal. Therefore, we have made it easy to customise the language of the visitor management interface with a built-in language editor. Easily change the text file for the selected language. With a touch on the screen, the visitor selects the desired language using a flag for each language.

Automated notification

Automatically notify the visitor attendant via SMS and/or email when the visitor has been checked in to reduce waiting times.

GDPR-secured

In Visitor, you have the option to ask the visitors to the organization to approve the GDPR conditions: i.e. whether they approve storage of their data and the camera images (CCTV) taken for security reasons in connection with the visit. In addition, we have expanded the functionality to delete data as this is a necessary prerequisite to meet the GDPR requirements.



Visitor Self-service terminal

A variety of visit terminals

Our range includes different types of visit terminals to match your needs. Everything from complete fully equipped solutions. We help you all the way from planning and installation to service and support.

Health declaration

During pandemics or epidemics, it is extra important to inform your visitors about how they should relate to new rules and approaches to reduce the risk of spreading disease. A feature that has existed and been used, among others within the food industry, but is being actualized for many is a health declaration. If a visitor or employee is found to be ill, it is important to be able to go back and see who they may have come in contact with during the time they may have been contagious.

VISITOR - Web



Visitor Web gives the visitors the opportunity to pre-register their visits. The work at the reception is facilitated and the visitor attendant can, via the web booking in the browser, get direct access to the databases of the visitor management system. Information from previous visits is easily accessible and it is easy to create the next visit. When a completely new visitor is to be booked, the data is saved directly in the database. A confirmation of the booking can be notified by SMS and e-mail. It is also possible to include a QR code in the notification, which makes it even easier and more flexible for the visitor to check in.

Protect your visitor attendants

Visitor information may need to be protected for privacy reasons. The visitor booking is therefore protected with passwords and only the person who booked the visit has access to this information. The visitor attendant can change his or her password, delete it or hand over the right to see and change the booking to a representative.

• Easy to pre-book visits

Facilitate the reception by giving the visitor attendant the option to pre-book visits directly via a web interface (Intranet.) It is also possible to check in and check out visitors and print visitor badges.

OPTIONS - *Plug-ins*

🛜 WiFi

Guests sometimes need access to a wireless guest network. With one click in the Visitor Reception/Guest programs, a guest account is automatically created which is valid during the visit time. The guest can at the same time get a badge with the login details. The WiFi code can either be printed on the visit etiquette or be sent as a text message to the visitor. This feature can be used regardless of whether the reception or the guest himself/ herself registers the visit. The system supports routers from Cisco, Aruba and Nomadix.

I/O unit

This feature enables automatic signals to the access system, such as opening doors for checked-in staff. The program communicates with an Adam-6060 external I/O unit. Upon check-in and check-out of a visit, a signal can be sent to the I/O unit, which for example, can open a door or send a signal to the access system that the door should be opened. This feature can also play an important role in crisis situations.

O Confirm

Sometimes a designated manager may be required to approve a visit, e.g. to a restricted area. When a visitor attendant notifies a visit, an e-mail is automatically sent to the person who is to approve the visit. The designated manager opens the Visitor Web and can approve or reject pre-registration on his/her personal page. The approval itself can also be managed by a guard or reception after contacting the designated manager. To use the approval feature, you need to install the Visitor Reception program and the Visitor Web module.

Pre-booking via Office 365

Through our integration with Office 365, you can pre-book your meetings directly in Outlook and inWhitee the participants in one place.

RCO Integration in RCO M5

With this plug-in, Visitor can be integrated with the access system RCO M5, which provides the ability to automatically retrieve recipients from the database in RCO. This results in less administration and enables the allocation of permissions directly in the access control system, for visitors and contractors, via a PIN code or any identity carrier. It is also possible to obtain a joint evacuation list from both RCO and Visitor of checked-in employees and visitors.

SSG integration

This is a popular and much-appreciated feature that facilitates check-in and ensures that all security aspects are met by checking valid training and information about contractors in SSG's database.

"A professional guest reception is the key and foundation for all future relationships"

VISITOR MANAGEMENT SYSTEM PACKAGE

To make it easy to get started with your visitor management software, we have put together some appropriate packages. The package consists of both software, hardware and consumption items. Rent or buy, we will help you with the option that suits you best. Contact your reseller for pricing.

HOW DOES VISITOR WORK?

With Visitor, you get an automated visiting process that facilitates the reception and creates a professional treatment of guests with increased security.



BASIC Package

With this package, you get everything needed to get started.

Content

- Software Visitor Reception
- Etiquette printer
- ₩ QR scanner
- 1 Etiquette roll (500pcs/roll)
- >>> 100 plastic cases with thumb grip
- 100 crocodile clips on a strip



PREMIUM Package

This package is for those who want to set up an unmanned reception or want to let visitors enter themselves to facilitate the reception.

Content

- >>>> Software Visitor Reception
- Software Visitor Guest
- Etiquette printer ➢ QR scanner
- >>> 100 plastic cases with thumb grip
- >>> 1 pcs Etiquette roll (500pcs/roll)
- >>> 100 crocodile clips on a strip



ENTERPRISE Package

This package is fully equipped with all modules, which provides the possibility of a web-based preregistration of visits and of self-registration

Content

- Software Visitor Reception
- Software Visitor Guest
- Software Visitor Web
- Etiquette printer
- 📎 QR scanner 1 pcs Etiquette roll (500pcs/roll)
- 100 plastic cases with thumb grip
- >>> 100 crocodile clips on a strip





1. Meeting inWhiteation

nWhiteation in Outlook. The visitor re eives a welcome email / text message h information prior to the visit with the associated QR code.

2. Just before the visit...

email with the associated QR code.





4. Automated notification

The recipient of the visit is notified by an SMS or e-mail when the visitor checks in. A visitor badge is automati-cally printed and the visitor is added in the evacuation list.

Book your demo today!





SCAN ME

3. Check-in

The visitor checks in at Self-service terminal with the QR code included in the SMS inWhiteation. Alternatively, the QR code is scanned in a QR reader



SERVICE AND SUPPORT

You must always feel safe after you have installed Visitor; with a support agreement, you can use all new functionality and documentation

We have technicians who are trained to take care of all our products. When you need a service technician on site, you can call and book the service through us. Debiting is done as per the current price list.

By signing a support agreement, you are sure to receive the most recent updates of the software. By signing this agreement, you also get access to telephone support by our qualified staff.

SYSTEM DESCRIPTION AND REQUIREMENTS

Visitor has the same system requirements that must be met with respect to the operating system, memory, hard disk and the number of USB connections for the system to work optimally. Use existing equipment or supplement with one of our computer packages.

Operating system

• Windows XP 32/64 bit or later

Databases

- MS-SQL (Recommended)
- File Access database or similar (Recommended)
- DSN ODBC
- Other NAS or similar (MS-Access DP is included in Visitor Reception)

Reception/Guest

Minimum

Processor: Intel Core 2 Duo 2GHZ RAM: 2GB RAM Hard disk space: The program requires 10MB plus space for the database, which can be expanded

depending on the number of people in it.

USB 2.0 connection

• Up to 4 pcs depending on the selected hardware

SAFETY FEATURES

An alarm list is a list over all the current visits. An alarm list can be triggered from various sources. For example, a push button or a fire alarm system if it is connected to an I/O Adam unit. You can also trigger the alarm list from the program Visitor Reception and Visitor Guest. The design of the alarm list enables tailoring it after your specific needs. If you want the picture, name and complete contact information of the checked-in people on the alarm list, it is possible to easily set it. So, all this information needs to be compiled at check-in. When an alarm list is triggered, it is possible to set for it to be printed on one or more network printers. The alarm list can also be created as a PDF and can be sent by email to one or more people, for example managers at a reassembly location or the like. Simultaneously, email and/or SMS can be sent automatically to the visitor attendant who has checked in visits during a crisis. It is also possible to automatically create SMS for visitors in an eventual crisis.

PROGRAM FEATURES

Database

Support for Access database, MS-SQL, DSN - ODBC, NAS or similar. Support for common database at several places. Manage the recipient. Register the recipient from file or AD. Import visitors from the database or Excel.

Check-in/Check-out

Check in/out visitors Pre-book visit. Pre-book groups Manage groups of visitors.

Print-out

Print out visitor badges with own layout Automatic printout with check-in Configurable printout buttons with separate features.

Reports

Create own reports with selectable information

Notification

Edit notification. Notify visitors and recipients via SMS/Email. Notify pre-booked visit. Notify recipients for checked-in visit.

Layout

Create layouts for visitor badges, forms, lists and etiquettes.

Statistics Create and print out statistics over the visit flux.

Extra safety

Manage users and authorizations Block visitors. Password protection

Options**

Wifi - create a guest account for visitor automatically. I/O unit - open for instance doors or bars. Or create an alarm list with cally from the alarm system for instance fire alarm. Approve visit - request for approval of visits to facilities with extra high Office 365 RCO SSG Interactive evacuation list

Other

Scan and save pictures/appendixes linked to visitors Support for several readers with different functions. Export visits to, for instance, access systems. Export visits to the calendar. Check visitors in/out with QR or bar code. Language support - translate easily to any language. Tailor the visit interface. Multifunctional for several companies, for instance, a company hotel Let the visitor take his picture at the time of check-in. Photograph the visitor at the time of check-in. Import visit pictures. Overview of, for instance, checked in/out visits.

	Reception	Guest*	Web*
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TERMINALS

The visitor management system has a variety of accessories. Below you can see examples of our different terminals. They are available in different designs and are an obvious complement when you create your reception environment. The registration terminal is used primarily at the time of self-registration when the visitor himself registers upon arrival.

Self-service terminal

On arrival, the visitor shows the QR code to a reader (directly on his mobile telephone) and is automatically checked in while the visiting etiquette is printed and the visitor attendant gets a notification via SMS and/or email. In this way, the reception staff and the pre-booked visitors can register themselves manually on arrival. We have developed a solution to meet the demand of the market around self-service services and it has been a mega hit. For us, like with our customers, it is about working toward cost savings while achieving a higher security level. Obviously, the terminal can also be used for self-registration for the visitors who are not preregistered.

Name	ltem No
Self-service terminal - White	70034
Self-service terminal - Black	70035

Service station

The service station is the ultimate unit for self-service and has its own designated place for administration of all types of personal IDs for example corporate ID or student ID. The station can be furnished with several hardware alternatives to adapt to your needs. The design is very robust and is developed for daily use in public environment for example schools and universities. It is also equipped with several communication interfaces and is usually connected to the Internet or Intranet. This makes it possible to also use the station as a terminal or information kiosk.

Name Servicestation Item No 70030

Terminal Mini

The Mini Terminal consists of a 20 inch screen with a conventional TFT or TFT with touch screen and an IP-classified stainless steel keyboard with track ball. The design of the terminal is very robust and especially developed for daily use and public environments. Select between white/silver or black/silver powdered polish. Additional options such as QR scanner, etiquette printer, accessories, accessory shelves for theses, and adjustable legs can be selected on order.

Name	Item No
Terminal Mini Standard with keyboard - White/Silver	70050
Terminal Mini Standard with keyboard - Black/Silver	70051
Terminal Mini with touch screen - White/Silver	70052
Terminal Mini with touch screen - Black/Silver	70053
Terminal Mini with touch screen + keyboard - White/Silver	70054
Terminal Mini with touch screen + keyboard - Black/Silver	70055

All-in-one PC with touch screen

An elegant, compact and easy-to-install Panel PC with touch screen that is ideal to apply to our visitor management system. Can be installed on both a wall or reception desk. Available in the colors black and white.

Name	Item No.
All-In-One PC with touch screen - Black	70188
All-In-One PC with touch screen - White	70189



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Terminal Adjustable

An adjustable terminal consists of a 20" screen with conventional TFT or TFT with touch screen and an IP classified stainless steel keyboard with track ball. The terminal has a very robust design and is specially developed for daily use in public environments. Choose between white/silver or black/silver powder polish.

Name	Item No
Terminal Adjustable with keyboard - White/Silver	70064
Terminal Adjustable with keyboard - Black/Silver	70065
Terminal Adjustable with touch screen - White/Silver	70066
Terminal Adjustable with touch screen - Black/Silver	70067
Terminal Adjustable with touch screen + keyboard - White/Silver	70068
Terminal Adjustable with touch screen + keyboard - Black/Silver	70069

Terminal Floor

An adjustable terminal consists of a 20" screen with conventional TFT or TFT with touch screen and an IP-classified stainless steel keyboard with track ball.

The terminal has a very robust design and is specially developed for daily use in public environments. The terminal's stylistically pure design makes it melt in the environment.

Choose between white/silver or black/silver powder polish. You can also choose add-ons such as QR scanner, etiquette printer, accessories and accompanying shelves for these at the time of order.

Name	Item No
Terminal Floor with keyboard - White/Silver	70056
Terminal Floor with keyboard - Black/Silver	70057
Terminal Floor with touch screen - White/Silver	70058
Terminal Floor with touch screen - Black/Silver	70059
Terminal Floor with touch screen + keyboard - White/Silver	70062
Terminal Floor with touch screen + keyboard - Black/Silver	70063

Terminal Hybrid

The Hybrid Terminal is adapted for the disabled and consists of a 20" screen with TFT and touch screen.

The terminal has a very robust design and is specially developed for daily use in public environments.

Choose between white/silver or black/silver powder polish. You can also choose add-ons such as QR scanner, etiquette printer, accessories and accompanying shelves for these at the time of order.

Name	Item No
Terminal Hybrid with touch screen - White/Silver	70060
Terminal Hybrid with touch screen - Black/Silver	70061
	Terminal Hybrid with touch screen - White/Silver

















ACCESSORIES

Plastic cases

STANDARD PLASTIC CASE

Standard is a vertical plastic case with a rounded top for cards and etiquettes in credit card format. The plastic case is designed with a thumb-grip to easily remove the card. Any clip is easily attached to the oval hole.

Size: 54 x 86mm

Name

Plastic case Standard with thumb grip, Transparent

PLASTIC CASE SPECTRUM

Plastic case Spectrum is available as both vertical or horizontal models with a monochrome backside in powerful PVC. This plastic case is suitable for cards and etiquettes in credit card format. Any clip is easily attached to the oval hole



Item No.

6828

External dimension (vertical): 100 x 66 mm (HxW) Internal dimensions (vertical): 84 x 58 mm (HxW)

External dimensions (horizontal): 78 x 92 mm (HxW) Internal dimensions (horizontal): 58 x 86 mm(HxW)

Name	Item No.
Plastic case Spectrum - Vertical	682x
Plastic case Spectrum - Horizontal	681x

Available in colours (x) : Transparent=0, Blue=1, White=2, Red=4, Gul=5, Green=6.

Clips

ROCODILE CLIP ON A STRIP

Crocodile clip on a soft PVC band with metallic push buttons. The bracket is easily threaded through cards or card holders and snapped together.

Item No

6430

n No.

649x

Name

Crocodile clip on a strip, Transparent

CROCODILE CLIP IN PLASTIC PÅ ID-STRIP

Plastic crocodile clip on ID strip in different colours. (Used mainly for visitor badges).



Name	Iter
Crocodile clip in plastic på ID-strip	

Available in colours (x) : Blue=1, White=2, Green=3, Gul=4, Red=5, Black=6.

Etiquette rolls

ETIQUETTE ROLLS WITH DIFFERENT PROPERTIES

White etiquette rolls for visitor badges with/ without adhesive and separate print. There are two reading techniques: black mark or centre hole.

Name	Item No.
White etiquette roll without print with centre hole (500/roll)	5200
White etiquette roll without print, with black mark	5205
White etiquette roll without print, self-adhesive	5230
Etiquette roll with separate print, with black mark	5220

Lanyard

NYCKELBAND 20MM

Black lanyard with rotatable hook and safety buckle. Width 20 mm

Name	Item No.
Lanyard, Black - with rotatable hook + safety buckle	658x

Available in colours (x) : Black=0, Red=4, NeonGreen=6.

NYCKELBAND 9MM

Lanyard of seamless tubular nylon which is 9mm broad. Available with different fasteners. All models are provided with a flat safety buckle.



Name	ltem No.
1) Lanyard, Black with mobile fastener + flat safety buckle	651x
 Lanyard, Black with rotatable spring hook + flat safety buckle 	652x
3) Lanyard, Black with rotatable hook + flat safety buckle	653x
4) Lanyard, Black with friction clip + flat safety buckle	654x
5) Lanyard, Black with crocodile clip + flat safety buckle	655x
6) Lanyard, Black with key ring + flat safety buckle	656x
7) Lanyard, Black with sports hook + flat safety buckle	657x

Available in colours (x): Black=0. Blue=1. White=2. Grev=3. Red=4. Yellow=5. Ocean green=6, Marine blue=7, Light blue=8, Neon yellow=9.

OTHER EQUIPMENT

Etiquette printer

TIQUETTE PRINTER S-PRINT

Quick and operation-safe for etiquettes up to 60 mm wide.

For printing of etiquettes with or without adhesive.

Width of the printout: 56 mm Width of paper: 60mm

Prints 86 mm per second. Resolution 203 dpi.

USB, Ethernet and serial are standard

Name	Item No.
Etiquette printer S-print	7750

Bar-code reader

BAR-CODE READER QR (TABLE MODEL)

This bar-code reader has a movement tolerance of 2.5 m/s, which facilitates a quick and effective scanninng of both 1D and 2D bar codes. The barcode reader works well for bar- codes, printed on paper or those shown on an OCD screen and have IP50-sealed covering.



Item No.
7650

RFID READER FOR BUILT-IN

RFID reader for installation in our terminals. This reader reads EM and Mifare and can be used to read differently entrepreneur cards such as ID06, SSG etc.



Name Lectio Palon EM/Mifare em No. 731

Other equipment

This feature facilitates automatic signals to access system, for instance opening doors The program communicates with an external I/O unit of the type Adam-6060 For check-in and check-out of visits, a signal is sent to the I/O unit, which for instance can open a door, or be scanned by an access system in order to open it.



The feature plays an important role in crisis situations The system can be connected to a push button which the personnel at the rescue services can use to quickly get an alarm list printed.

Name

IO module ADAM6060 relay

Item No. 5052

GDPR MAILBOX WITH STAND Complete, lockable mailbox on a stand for returning visitor badges. . Color: White lacquer. Place for message on the upper part ex. "Please leave your visitor tag here." Item No. Name

GDPR mailbox





