



# VISITOR

Smart visitor management



## WHY A VISITOR MANAGEMENT SYSTEM?

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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 etc, 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. The system gives a professional impression that increases security and is suitable for all sizes of companies and organizations, where you need a reliable system to have control over who stays on the premises. It is a complete solution where the visitor system handles all parts before, during and after the visit.

## Before the visit

The invitation is usually made in Visitor Web, or with a simple integration to Office 365. A calendar invitation is then sent to the visitor with an automatic welcome email that can be customized with information such as itinerary and parking. Visitor can also automatically send a reminder to the visitor just before the visit, so that the visitor has the QR code easily available at check-in.

## At arrival

When the visitor arrives, they register their arrival with their QR code at a self-service terminal. A visitor label is automatically printed at the same time as a text message or email is sent to the visitor recipient with information that the visitor has arrived. Rules, GDPR or other information can be adapted and presented on the terminal for the visitor, who must approve these before the visit. Parking permits or WIFI access can also be automatically assigned upon arrival. If a passage through a locked door is required, it can be opened via a QR code scanner, alternatively, an integration can be made with the access system that provides access with a PIN code.

## During and at the end of the visit

If an emergency occurs during the visit, an evacuation list of all visitors can easily be drawn up. At the end of the visit, the visitor is checked out via the QR code on the visitor label. If the need exists, the label can be placed in a lockable mailbox, or alternatively order labels that become unreadable after 24 hours.

## Reception

The self-service terminal is suitable in an unmanned reception but works just as well when it is manned. It helps to minimize waiting times but also to inform and approve rules during the visit. The receptionist can easily look up the visitors details in the visitor list, verify and check-in visitors with just one click. The management of a group visit is as quick and simple as of an individual visit. For visits that are not pre-booked, the visitor can be registered directly via the self-service terminal, or alternatively registered by the receptionist.



Evacuation lists



Etiquette and parking printouts



Check-in and check-out



Text message/Email notification



Group booking



Control of I/O units



# 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..



## 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
- » 1 pcs Etiquette roll (500pcs/roll)
- » 100 plastic cases with thumb grip
- » 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

We tailor a solution from our products according to your needs!



# 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**.

Watch the step-by-step video on how easy the process is!

**Book your demo today!**



## 1. Meeting invitation

The recipient creates a calendar invitation in Outlook. The visitor receives a welcome email / text message with information prior to the visit with



## 2. Just before the visit..

The visitor receives a reminder text / email with the associated QR code.



## 3. Check-In

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



## 5. Check Out

The visitor checks out by scanning the QR code on the visitor badge. In the event of no check-out, the visitor will be deleted at 00.00 the same night. The visitor badge is returned in our lockable GDPR mailbox.



## 4. Automated notification

The recipient of the visit is notified by an text or email when the visitor checks in. A visitor badge is automatically printed and the visitor is added in the evacuation list.



# seriline

IDENTITY AND ACCESS MANAGEMENT

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