

Visitor Scheduling



Visitor Scheduling

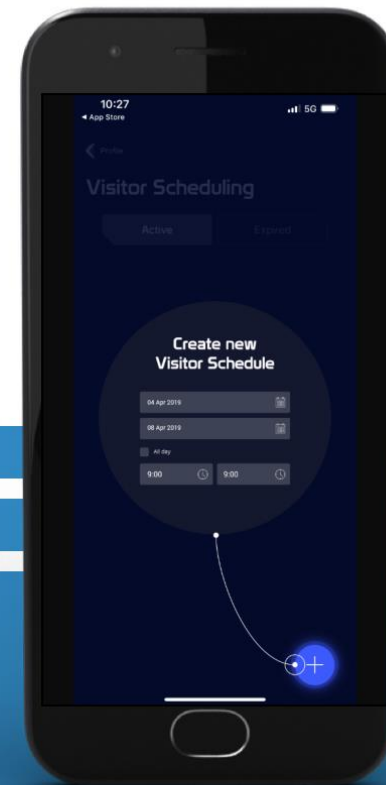
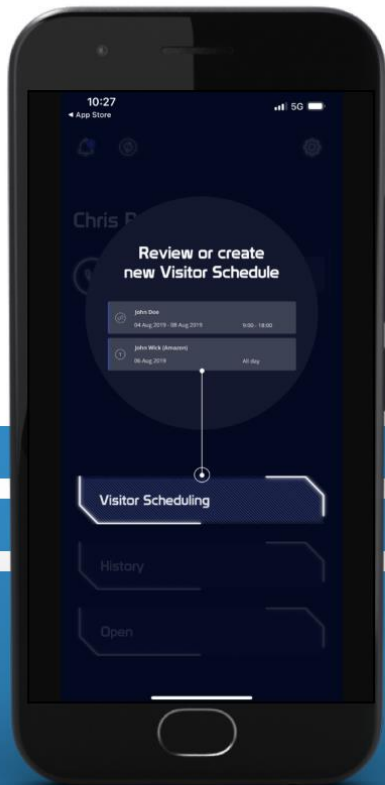
Review or Create Schedule

1

Visitor Scheduling: Review or create new visitor schedule. Click **Visitor Scheduling**.

2

Create Visitor Schedule: Click **+** icon in bottom-right.



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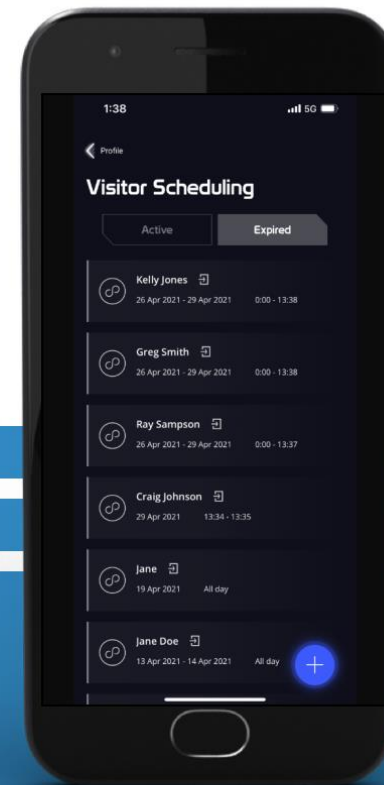
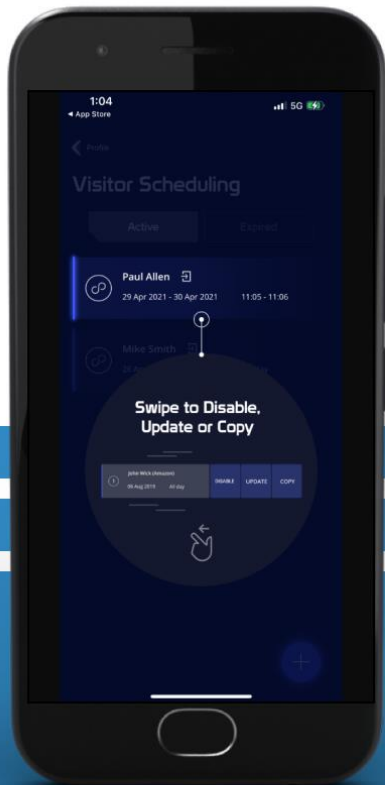
Active or Expired Schedule

1

Active: Display list of active visitor schedules. Ability to copy, disable (delete) and update visitor schedule.

2

Expired: Display list of expired visitor schedules.



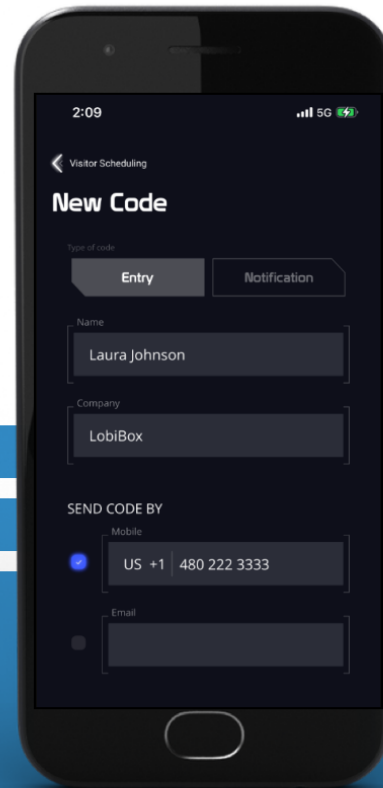
Visitor Scheduling

New Code

1

Entry: Allows the visitor to unlock door/gate with visitor code during the scheduled visit.

Notification: The visitor unit will **ONLY** send notification to the member's mobile app that the visitor has arrived.



2

Add Visitor Information: Name, Company (optional), Send Code By (mobile and/or email).

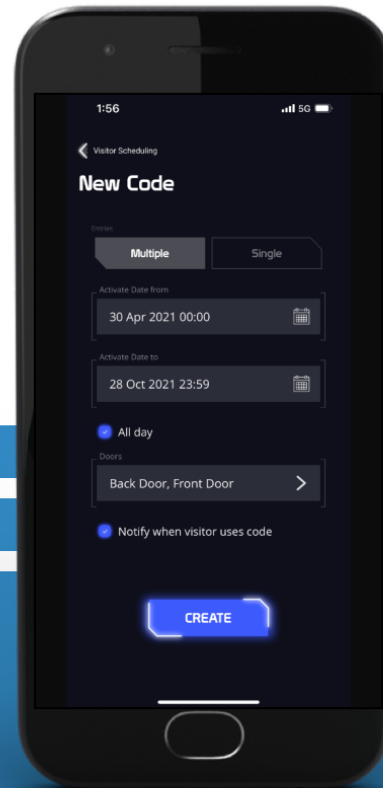
Visitor Scheduling

New Code

1

Multiple Entries: The visitor code can be used multiple times during the scheduled visit.

Single: The visitor code can **ONLY** be used once during the scheduled visit.



2

Add Visitor Information: Activate Date From/To, Time (All Day is optional), Doors (visitor code will **ONLY** work with selected doors), Notify when visitor uses code. Click **Create**.

Visitor Scheduling

Visitor Code and QR Code

1

Visitor will receive a text and/or email with a visitor code and QR code for the visitor unit.

2

Visitor Code: Enter visitor verification code at the visitor unit.

QR Code: Click [link](#) to use QR code at the visitor unit.

