

# EasyLobby® eKiosk™

## Visitor Self-Registration on an Apple iPad, Windows or Android Tablet Computer

The image shows a tablet displaying the EasyLobby eKiosk self-registration interface. The interface has a blue header with the 'eKiosk' logo and 'Ver 10.0' in the top right. Below the header, there are two columns of form fields. The left column contains: 'First Name' (text input), 'Company' (text input), 'Reason' (dropdown menu with '(Select One)' selected), and 'Category' (dropdown menu with 'Visitor' selected). The right column contains: 'Last Name' (text input), 'Title' (text input), 'Employee' (dropdown menu with '(Select One)' selected), and 'Phone' (text input). At the bottom of the form area, there are two buttons: 'Submit' and 'Cancel'. Below the buttons, there is a small asterisk and the text '\* Required Fields'. The tablet's home button and other navigation icons are visible on the right side of the device.

### Uses and Benefits

- Makes it fast and easy for visitors to register themselves upon arrival at a facility
- Ideal for lobbies that do not have the space for a traditional free-standing kiosk
- Alleviates work load and demands placed on lobby attendants or security guards
- When used in combination with EasyLobby eAdvance™ web pre-registration for employees, the guest only needs to enter their name or registration number in EasyLobby eKiosk™ and their record will automatically appear on the screen
- Ability to screen visitors against a pre-registered visitor list and/or an internal watch list to keep unwanted or unauthorized people out

### Features

- Runs on Apple iPad, or any Android or Windows based tablet computer
- Self registration screen can be configured to include any fields, and fields can be set to be required
- Can display a PDF or HTML file for visitors to review and acknowledge or agree to
- Intuitive touch screen menu
- When a visitor completes the self registration and checks in using eKiosk, an email or SMS text is automatically sent to the employee being visited
- Visitor badge printed upon check in
- Visitor record stored in central database

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