# Visitor management system

### 1.ParamSetting

#### **1.1.E-mail Setting**

If you want to send a E-mail to the visitor after reservation, you must set the

E-mail server first.

ZKTeco		Personnei	Acces	s Elevator	Visitor	Video	System				
Basic Management	Θ		Em	all Parameter Settings		* 0					
Operation Log Database Management Area Setting System Parameter E mail Management Data Cleaning Audio File ID Type		A 2.Confirm the	ierver" in The correct	smtp.2Xeco.com 25 cooky.yuan@zXeco.com cooky.yuan mailbor.parameters abor.SMTP service is provis will be sent to your designat			Altachments	Submit Time	Send Time	Status	Error Message
Company Setting		[Test Connection]	O	K Cancel							
Communication			50 rows per	page - Jump To 1	/0 Page To	stal of 0 records					

## 2.Reservation

### **2.1.Self Reservation**

What should emp do, when the visitor told the emp that he will visit us tomorrow?The emp can use the self reservation by himself like the following picture.

<b>F</b> ZK	BioS	ecur	ity	
User Login   F	Person Self-I	Login		
1				
•••••				
Automatic logi	n within two w	eeks   <u>Forg</u>	et Password?	
	Login			
ZKTECO Visitor			Welcome, 1	0 (
Reservation Visited Date From The current query or Reservation Reservation Host Number	tew Potete HostVisited Visit Department	New 10.15 General	Certificate Type Certificate Number	Mobile

If sucess, the system will send a E-mail with reservation code to the visitor and

emp(If they have set the E-mail address).

## 2.2.System manager reservation

When the visitor come to our company with Emirates ID, it is easy to recorder their basic

infomation into the server from the ID Card.

ZKTeco	Personnel	Access	Elevator	Visitor	Video	System	
Reservation C	Visited Date From	nditions: None		New		×	
Reservation	🕞 Refresh 📑 N	lew 👚 Delete	Host/Visited Visit Department	1(1 1) General			
	Host Number	Host First Name	Certificate Type*	ID	•	]	Certificate Type
			Certificate Number*	7841992	17921867	£€	
			First Name*	Fang			
			Last Name	Yuan			
			Mobile Phone	0523609	098		
			Company	Zkteco			
			E-mail	cooky.yua	n@zkteco		
			nationality	China			
			Visit Reason*	Visit	-		
			Visited Date*	2016-10-	11		
			isSendMail				
Registration (			Save and Ne	ew OK	Ca	ncel	
Basic Management 🕀	<	50 rows per page			tal of 0 records		
Reports (+	The Number of Visi	tors Statistics: @	Check-In Today:0	Check-Out Tod	ay:0 ●Not Che	ck-Out Today:0	View the Details

## 2.3E-mail with Reservation Code.

After Reservation, the visitor will get an E-mail with Reservation Code. And

the visitor can easily registration through the Reservation Code.

ZKTeco	Pe	ersonnel Acc	ess Elevato	r Visitor	Video	System	We			
Basic Management 🕞	Sende									
Operation Log	The current query conditions: None									
	🔿 Refresh 🕋 Delete 📝 Email Parameter Settings 📑 Export									
Database Management		Sender	Receiver Subject		Content					
Area Setting										
System Parameter				Reservation	Department : Genera	l				
E-mail Management		cooky.yuan@zkteco.com	m cooky.yuan@zkteco.com		Reservation Code : A	JK1				
-		eeen, jaan geneeeeeen			Reason : Visit					
Data Cleaning					Date : 2016-10-11					
Audio File					Department : Genera	l .				
ID Type		cooky.yuan@zkteco.com	cookyyuan@zkteco	Reservation	Reservation Code : A	JK1				
Company Setting		coord, yaan azkieco.com	coord, yaan werte co	100011000	Reason : Visit					
Company Setting					Date : 2016-10-11					

#### 2.3.Registration

#### 2.3.1.Registration with Emirates ID Reader

Now, the visitor can use their own Emirate ID for fast Registration.All the message what you want can be automatic fill out the table like that:

visitor Count*	I(I I) D Fang Zkteco I		Visit Departm Certificate Nu Last Name		General 784199217921867		Visit Reason*	Visit	
irst Name* Company 'isitor Count*	Fang Zkteco		Last Name	mber*		B.	Entrance*		
Company /isitor Count*	Zkteco								-
					Yuan		Gender	Male	-
Visitor Count* reservationCode	1		Mobile Phone	•	0523609098		License Plate		
reservationCode			Carrying Goo	ds			nationality	China	
Card Number Type	Site	Code		Card Nu	Imber	Visitor	_evel		
Vithout Site Code	-					Start Ti	me	2016-10-11 17:22:59	
						End Tir	ne	2016-10-11 23:59:59	
Portrait	Certificate Photo		Certificate PP	hoto	Capture	Ì			

### 2.3.2.Registration with Reservation Code

In case that you forgot to bring the Emirates Id with you,you can check your E-mail on your mobile phone for the Reservation Code.with the Reservation Code,the system can get all the information of you.

				Entŋ	Registration			
Host/Visited	Enter the Qu	iery Condi 🔽 🔾	Visit Departme	ent		Visit Reason*	Visit	
Certificate Type*	ID		Certificate Nur	mber*	784199217921867	Entrance*		
First Name*	* Fang Zkteco		Last Name		Yuan	Gender License Plate	Male 💌	
Company			Mobile Phone		0523609098			
Visitor Count*	unt* 1		Carrying Goods			nationality	China	
reservationCode	eservationCode AJK1							
Card Number Type		Site Code		Card N	umber	Visitor Level		
Without Site Code	-					Start Time	2016-10-11 17:27:23	
						End Time	2016-10-11 23:59:59	
Portrait	Certificate Pr	ioto	Captured Photo			sk 'Allow' button, our USB cameral		
			Save and Nev	N	OK Can	cel		

## 3.Check out.

## **3.1.Check out with Emirates ID or Reservation Code**

		Exit Registration		×
Certificate Type*	ID v	Certificate Number*	784199217921867	
First Name*	Fang 💌	Last Name	Yuan	
Carrying Goods		Card Number		
Remark		Exit Place*		]
		The operation succeeded!	1	
reservationCode	AJK1		China	
2		Please click 'Allow' button, access to your USB camera!		
Enter Photo	)	Capture	Exit Photo	
		OK Cancel		