NEC SMART ACCESS

SMART ACCESS

Transform employee and visitor experience

SMART ACCESS provides an easy-to-use, automated, private and touch-free self-service that guides employees, visitor or others through the check in/check out process normally provided at a reception desk. A person's identity is verified, reservation information is retrieved and an entry badge and information supporting a person's stay are automatically issued.

The service not only transforms the visitor experience and enhances staff and employee efficiency, it also reduces waiting times and boosts safety and security.

AT A GLANCE

- Transforms the experience for all those that enter a business
- Touchless or touch modes that are intuitive and easy-to-use
- Visitors/employees/others will be sent an email from the SMART ACCESS application inviting them to preregister and sign off on customizable policies and agreements
- Preregistration includes QR Code or Face Recognition/ Matching resulting in a touchless check in experience
- Preregistration speeds up check in/out process
- Dashboard access to view all current and remaining check in capacity limits per specified location or all defined office locations
- Print visitor badges with customized company logo

- Customizable Email/SMS notifications for completed registrations, check ins, check outs, and defined capacity limits reached
- Creates detailed reports that include check in/out times, and signed agreements when applicable
- Available from Google Play® for Android tablets and from the NEC Application store

Kiosk

Android tablet

GT890

Disclaimer: images shown are for design purpose only. The actual image may vary and is dependent on device.

SMART ACCESS

In today's security and health conscious environment, businesses want to provide a safe and comfortable experience for employees returning to work, visitors, guests, contractors, delivery personnel, customers, patients, members of a gym, students... This includes defining the number of individuals allowed into the facility, and presenting company compliance agreements. Employers also want to track and monitor access to their facility and even keep a record of their time spent on the premises. The majority of this is now done manually and compiled from paper sign-in/out logs, time clock records and receptionist files. Visitors are usually provided with a generic "Visitor" badge to identify themselves while on premises. Wouldn't it be great if all of
this was automated and touchless? With SMART ACCESS – you can!

With SMART ACCESS, this can now be automated, private and touchfree. QR Code and/or Face Matching allow for an automated, touchless employee and visitor check in/out workflow process which then archives information for easy retrieval.
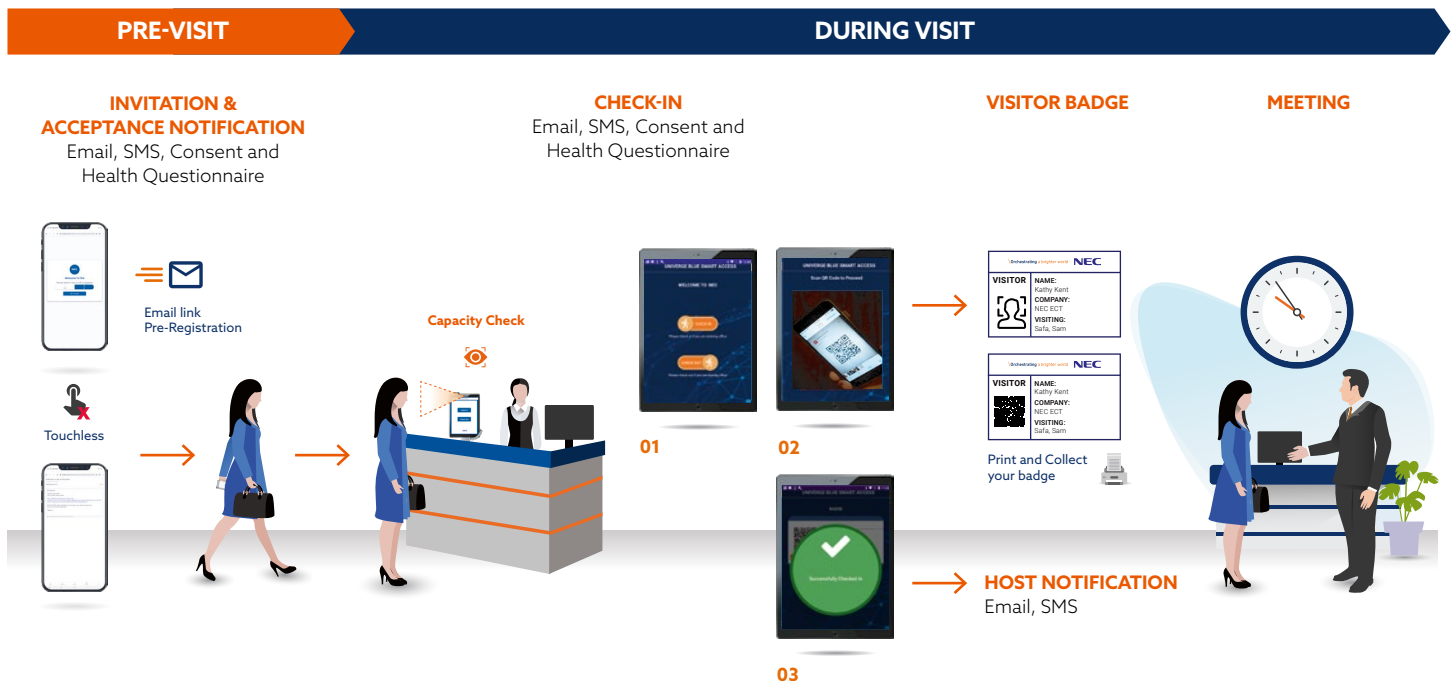
TRANSFORM VISITOR AND EMPLOYEE EXPERIENCE

SMART ACCESS transforms employee and visitor experience. With this application on an Android tablet positioned at your entry/exit point(s), an employee or visitor simply walks up to the tablet and the application guides them through the process.

This complete solution includes the SMART ACCESS application software that you can customize with your logo, integrated QR code or Face Match handling that streamlines the process, enhances security, and provides a touchless experience, and a badge printer.

Here are some of the steps and easy to use screens a visitor will go through:

TOUCHLESS CHECK-IN WITH PRE-REGISTRATION (SCAN QR-CODE OR FACE)

PRE-VISIT

DURING VISIT

INVITATION & ACCEPTANCE NOTIFICATION
Email, SMS, Consent and Health Questionnaire

CHECK-IN
Email, SMS, Consent and Health Questionnaire

VISITOR BADGE

MEETING

Email link Pre-Registration

Touchless

Capacity Check

01

02

Print and Collect your badge

03

HOST NOTIFICATION
Email, SMS

SMART ACCESS

PRIOR TO THE VISIT

Prior to a visit a pre-registration link is sent to the visitor. Once the visitor completes registration and if and when required confirms a health questionnaire, provides signed consent forms, legal documents, and/or office policy documents, and confirms the use of QR code or Face Matching for check-in, the pre-registration is completed and the host is notified accordingly.

The visitor receives confirmation of registration and a copy of consent or policy documents via email. A copy is also stored in the SMART ACCESS database for company reference. All necessary information is captured before the visitor arrives on site, which saves time upon arrival.

A Group Check-in feature allows the primary scheduled guest to check-in and add additional associated guests to check-in that were not scheduled in advance. System Defined Filtering can be enabled to create defined workflows for selective pre-registrations or walk-ins when the filtered attribute is entered per the required registration information.

DURING THE VISIT

Those employees or visitors who have preregistered for Face Matching or have been assigned a QR code, simply position their face or QR code to be scanned by the Tablet's camera. The application also allows walk-in visitors to check-in. Upon check in, an Email and/or SMS notification is sent to the person that they have come to meet with (their host) and a visitor badge is printed. All this is done without the need for a receptionist to call the host and means less hassle and less delay.
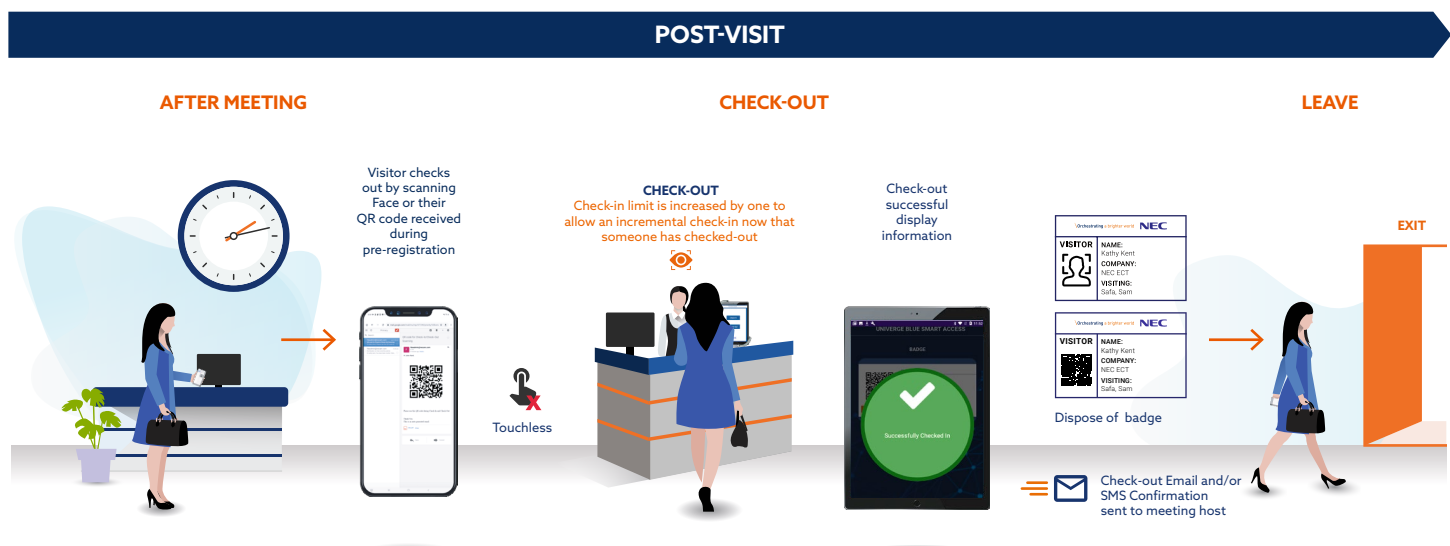
Check-in options are available for a one-time visit or for up to 14 visits with one registration for those visitors who may come to the office over multiple days.
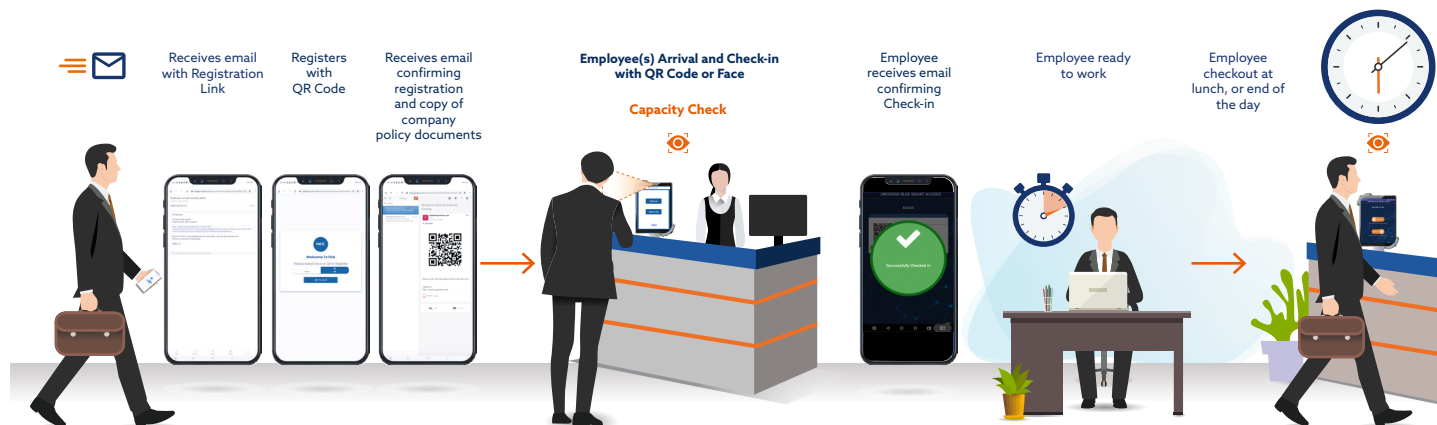
AFTER THE VISIT

When visitors have finished with their meetings and head out of the office, they simply stop by the SMART ACCESS tablet on their way out, scan their QR code or Face and hand in their badge if applicable. The host is notified of check-out, and date/time information is noted.

As with check in, once a visitor has checked out, a notification can be sent to the person they were visiting. The application also automatically records check-in and out times. You also have the option to automatically check-out all visitors who fail to check-out by the configurable Auto Check-out time set by the SMART ACCESS Administrator.

VISITOR CHECK-OUT (TOUCHLESS)

POST-VISIT

AFTER MEETING   **CHECK-OUT**   **LEAVE**

Visitor checks out by scanning Face or their QR code received during pre-registration

Touchless

CHECK-OUT
Check-in limit is increased by one to allow an incremental check-in now that someone has checked-out

Check-out successful display information

Successfully Checked In

VISITOR NAME: Kathy Kent COMPANY: NEC ECT VISITING: Safa, Sam

VISITOR NAME: Kathy Kent COMPANY: NEC ECT VISITING: Safa, Sam

Dispose of badge

Check-out Email and/or SMS Confirmation sent to meeting host

EXIT

SMART ACCESS

EMPLOYEE PRE-REGISTRATION & CHECK-IN FLOW

Receives email with Registration Link

Registers with QR Code

Receives email confirming registration and copy of company policy documents

Employee(s) Arrival and Check-in with QR Code or Face

Capacity Check

Employee receives email confirming Check-in

Employee ready to work

Employee checkout at lunch, or end of the day

VISITOR AND EMPLOYEE LOGS AND REPORTS

SMART ACCESS records all visitors and employees entries and lets you easily download a detailed report in Excel. You are able to keep a history of all visitors and employees. Also, a real-time dashboard provides a quick look at capacity limit tracking across all locations.

To reduce database consumption/utilization, visitor check-in/check-out records are auto purged based on a defined and customizable retention period.
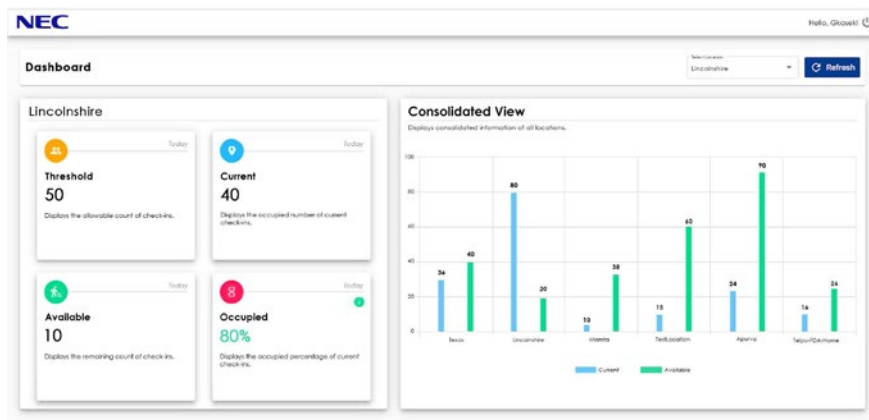
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