

## KastleFrontOffice VIP VISITOR MANAGEMENT

**KastleVisitor**® **delivers highly efficient visitor management.** From enabling visitor registration from Outlook or Gmail, to emailing user-friendly barcodes for faster check-in, "KFO" securely pre-authorizes visitor access and decreases lobby congestion – vital for the office health in the era of COVID-19.

Pre-registers visitors directly from Outlook of Gmail

Emails barcodes for faster touchless visitor check-in

Provides pre-authorized and secured visitor access

Screens visitors in advance of their appointment

## STREAMLINED VISITOR PROCESSING

**1. Schedule a Meeting** QR Barcode issued from KastleVisitor or myKastle and delivered via email to guest

**2. Confirm the Visitor** Guest presents QR code from email or drivers license to the Receptionist/Guard to run through badge scanner, or with OPTIONAL iPAD, guest can present QR code directly to the iPad's built in scanner

















OR



**3. Touchless Visitor Check-In** Guard uses peripheral camera connected to their terminal to capture photo of visitor or OPTIONAL iPad capture



OR



**4. Print Badge** Guard or receptionist prints badge on a printer connected to their terminal and hands it to the guest







Track visitor check-ins, access control, trace contacts and report history with KastleVisitor.