VISIPOINT

Software Manual for the LamasaTech Zentron Kiosk Range

The LamasaTech Zentron Range is

Powered by VisiPoint

Contents

Visipoint User Guide

1. Registration

On powering up the kiosk for the first time you will be presented with one of two registration screens.

Online Registration

If the kiosk is connected to the internet, registration is performed entirely on the kiosk. You will be presented with the following screen;

If registration is successful a confirmation message will be displayed briefly before you are taken to the Administration Screen.

If registration is unsuccessful, the below message will be displayed informing you of the error. Please dismiss this error then check the serial number entered is correct and try again. If this issue persists, please contact your supplier.
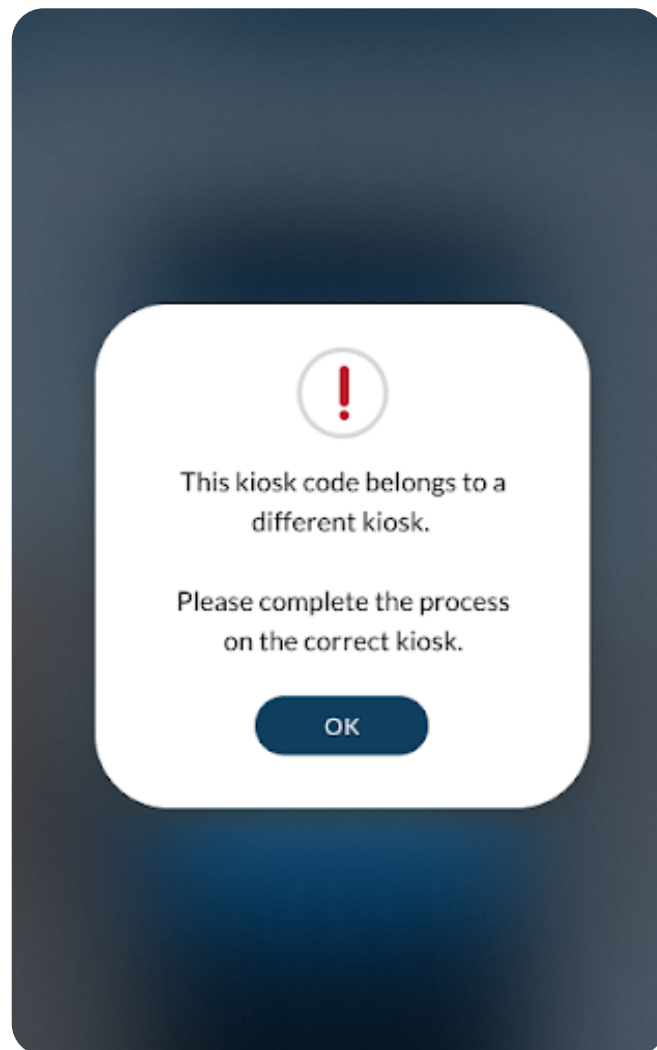
Offline Registration

If the kiosk is not connected to the internet you will be presented with the following screen:

In order to register the kiosk when offline, please visit this URL **https://activate.visipoint.app/** and enter the company details and kiosk code displayed in the offline registration screen.

Once you have entered all details on the website, click 'register' to generate the QR code. Print, download or take a photo of the QR Code and then, on the kiosk, select the 'Scan QR Code' button and hold the QR code up to the Kiosk screen.
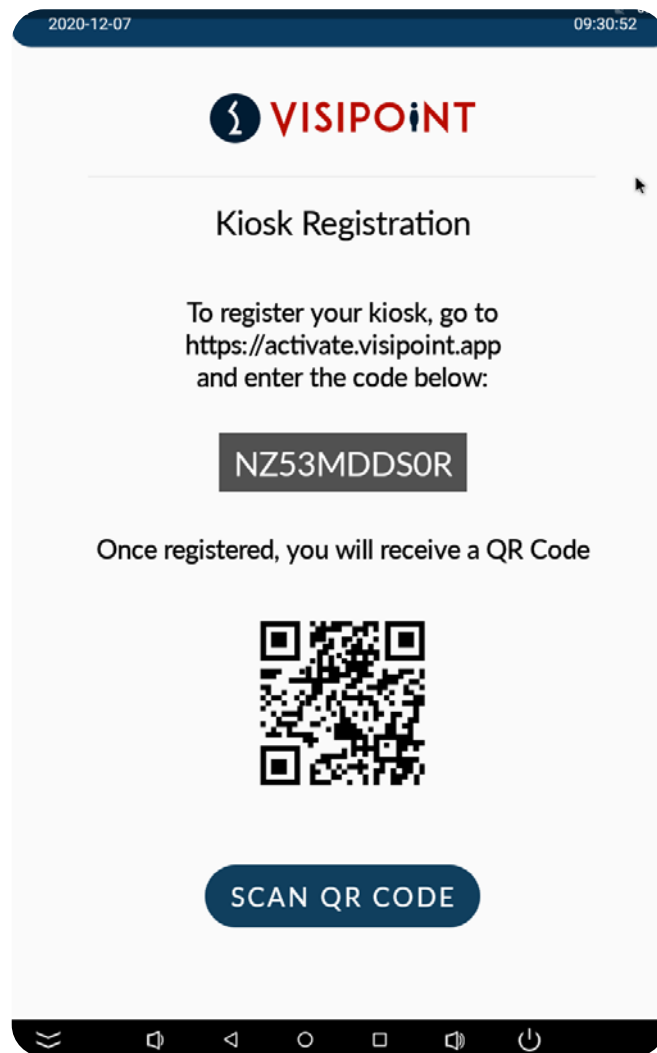
If registration is successful, a message will be displayed briefly before you are then taken to the Administration Screen.
If registration is unsuccessful an error message will be displayed informing you of the error, please dismiss this error and try again. If this issue persists, please contact your supplier.

2. Administration Screen

From the Administration Screen the user can access the Journey Builder, Compliances, Kiosk Settings, Scans, User List and Add User screens.
The Administration menu can be accessed from the Entry screen at any time by double clicking or tapping on the task bar along the top of the screen and entering the password (default: 123456)

Task bar
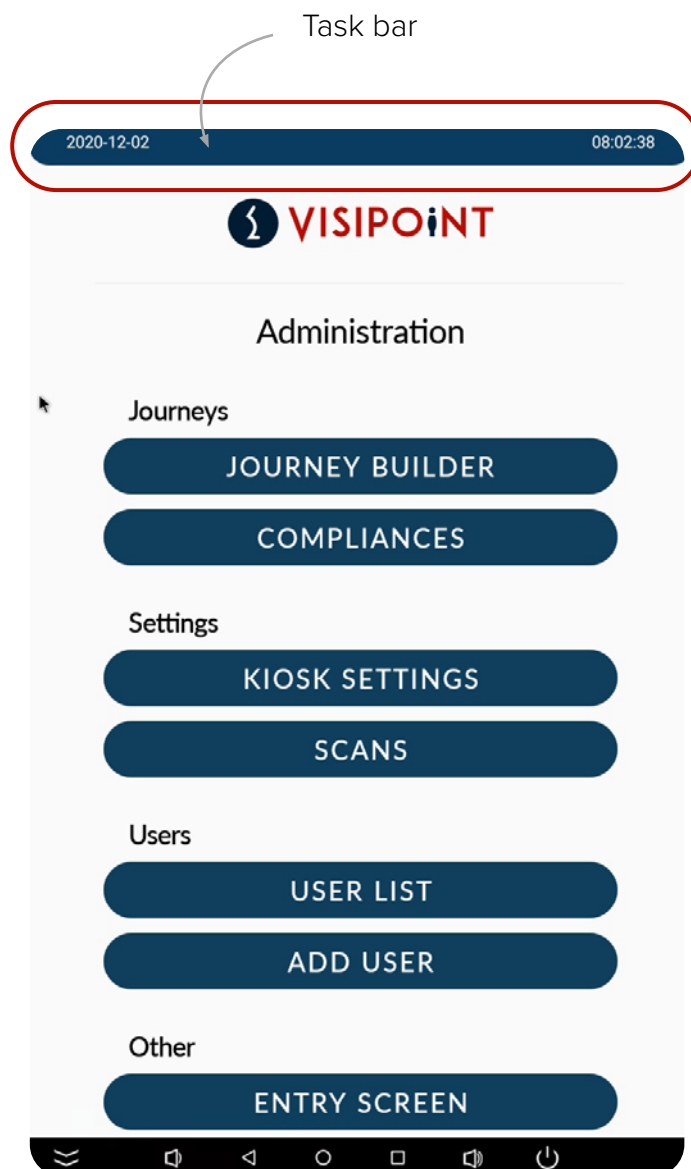
3. Journey Builder

The Journey Builder screens allow you to define the entry and scanning criteria - defined as 'Flows'. Click on the 'Journey Builder' button to view or edit preset flows, or to create a new custom flow. The maximum number of flows that can be created on the kiosk is 3, customers with access to the cloud service will be able to add more flows in the future if required.

Create Flow

To create a new flow, select 'Create Flow' from the Journey Builder screen. You can then select one, or multiple user types;

Staff: A frequent user of the kiosk (i.e. daily)

Visitor: Infrequent visitor, may use the Kiosk on rare occasions

Walk-in: A visitor who will only visit the facility once

Input Type

One of these input types must be selected;

- Facial Recognition

- RFID - Staff/ Visitor RFID card number can be used as an additional input option

- QR QuickPass will be enabled in an upcoming update for Zentron 8 Kiosks

When facial recognition and RFID are selected as input methods within the journey builder, either method can be used to gain entry.

Checks

Temperature - Can be set to on or off. This setting allows the kiosk to detect the user's temperature. By clicking on the settings icon (on the Temperature Check chip) you can select the temperature threshold, by default this is set to 37.3°C.
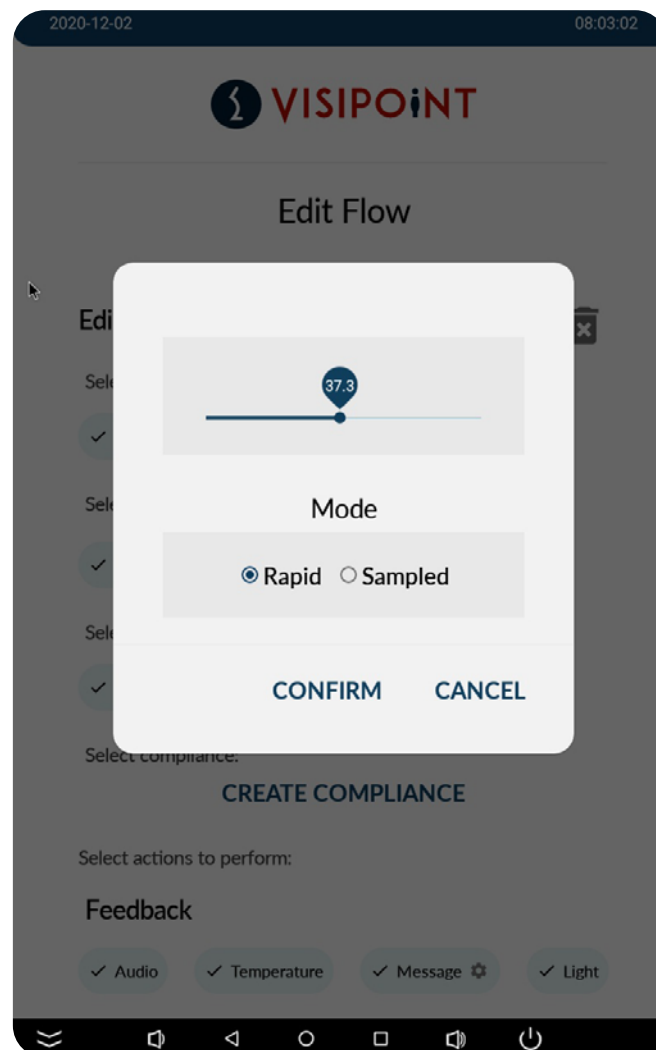
Rapid - The kiosk takes a single temperature sample and uses that value.

Sampled - The kiosk will take a number of samples across a three second window, remove any anomalous readings and return an average of the remaining result.

Mask - Can be set to on or off. This setting allows the kiosk to detect if individuals are wearing a mask. If you have this set to on, an individual without a mask will be denied entry and presented with an instruction to wear a mask.

Compliance

Here you can select any compliances that must be reviewed and accepted by the user being scanned. Compliances that have been created in the Compliance Creator screens (see Compliances on pages 13 and 14) will be listed. If no compliances have been created, a new compliance can also be created from this screen by selecting 'Create Compliance'. You can select how often the compliance will be required to be answered by selecting the settings icon on the compliance chip.

- Every time
- Daily
- One-Off

Actions

Here you can select any actions that will be triggered on completion of a scan. All actions are triggered once a scan is complete. The actions are broken down into three categories:

Feedback

Audio - When this is turned on, the Kiosk will play a granted or denied message on completion of a scan.

Temperature - When this is turned on, the temperature is displayed on completion of a scan.

Message - If this is selected, a granted or denied message will be displayed on completion of a scan. 'Welcome' (Granted) and 'Please seek assistance' (Denied) are the pre-defined messages. These messages can be edit by clicking on the settings icon (on the Message chip)
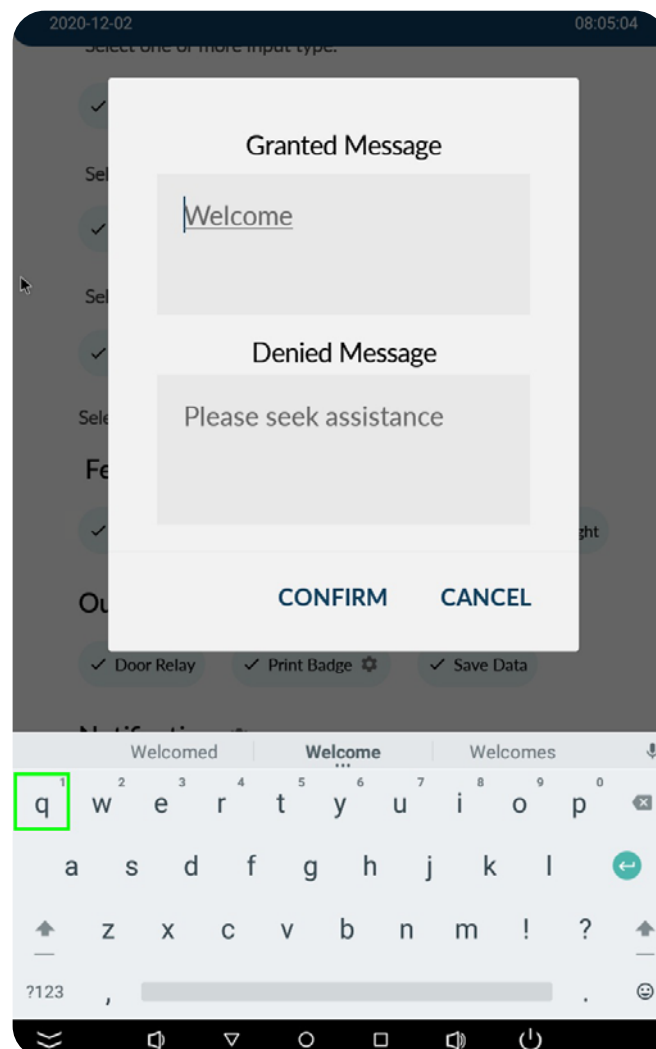
Light - When this option is enabled a light at the top of the kiosk will display on completion of a scan; green for granted and red for denied.

Outputs

Door Relay - control of the door connect to the relay cable (Setup in <u>Kiosk Settings, see page 16)</u>

Print Badge Options - If the result of the scan is 'Granted' then you can decide whether to print an ID badge. To define what information is printed on the ID badge click on the settings icon on the 'Print Badge' chip.
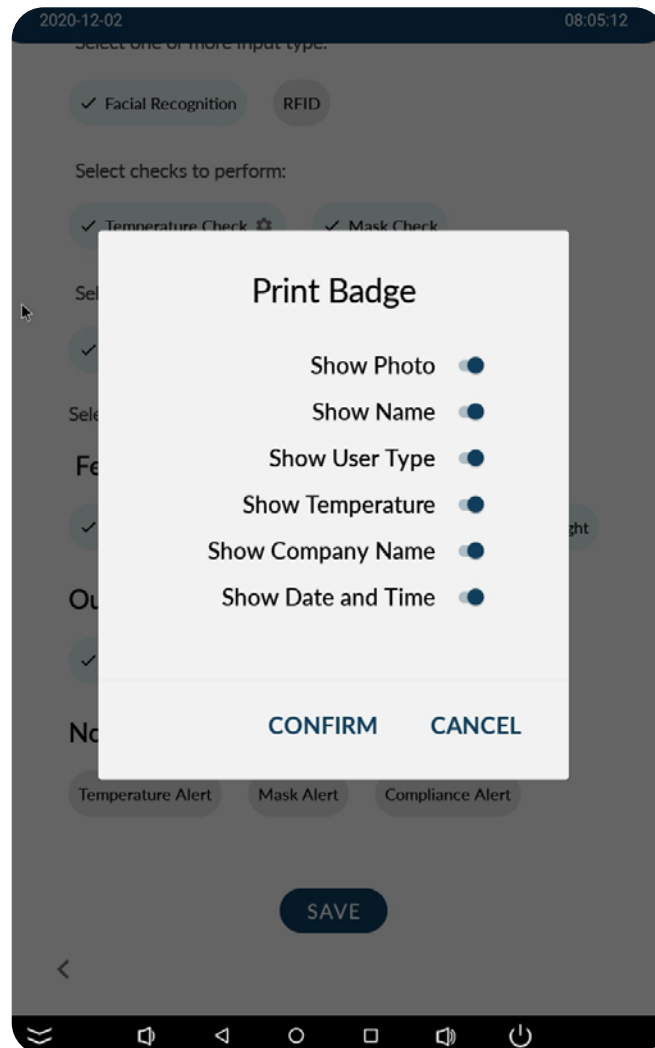
Save Data - Choose if you wish for all scan data to be saved on the kiosk or not.

Notifications

By entering an email address in the settings icon, and ticking the box, an email alert will be sent in the event of the kiosk following;

-High Temperature alert

-No Mask detected

-Declined Compliance

Notifications will only be sent when the kiosk is connected to the internet
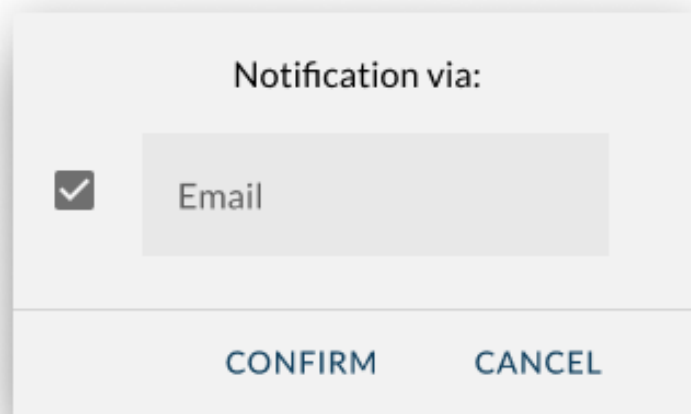
Notification via:

☑ Email

CONFIRM   CANCEL

4. Compliances

There are two types of compliance that can be created and used on the kiosk, Agreement and Questionnaire. An Agreement is a single body of text that can have a positive and a negative answer. A Questionnaire can have multiple questions with positive and negative answers.

Compliance Agreement - An agreement compliance consists of the NDA specified in the Compliance Creator Agreement screen. This is where you can define the wording of the NDA and the Positive/Negative answer texts. These details will be displayed during the entry screen process after a temperature scan.

Compliance Questionnaire(s) - The compliance questionnaire screen consists of a series of questions and answers. Enter the name of the question, the body of the question text and the Positive and Negative answer text.

The tick box indicates which of the answers is the desired answer, to allow the user to proceed on the entry screen. In the example below, the desired answer is 'no', and therefore the user will need to perform a thumbs down during the compliance flow in the entry screen.

5. Kiosk Settings

The Kiosk Settings screen contains all setting options to customise the Visipoint app.
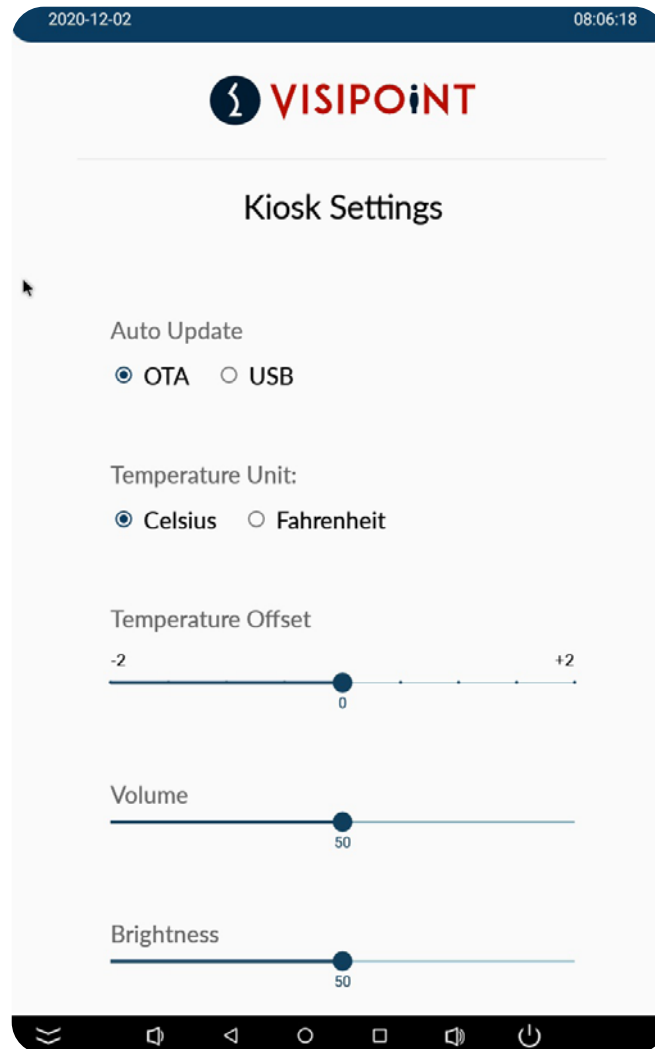
Auto Update - When OTA (Over The Air) is selected VisiPoint app updates will be installed automatically. If the kiosk is connected to the internet, the Visipoint app will check for new updates daily at 03:00 GMT. You can also check manually for updates from the Administration menu by selecting 'Update Application'

If USB is selected, this allows the user to update the app manually from a usb flash drive. To install via usb, please make sure the visipoint.apk file is the only .apk file type on the usb flash drive and insert in the yellow usb. Then from the administration menu select 'update application' > update from usb.

Temperature Unit - C* or F* temperature scan and display in entry screen.

Temperature Offset - Allows you to increase or decrease the base temperature setting by 2*C.

Volume - Controls the kiosk volume level

Brightness - Controls the screen brightness level

Door Relay - Mode 0 - non automatic closing, and the signal to switch on and off is required. Modes 1 and 2 are automatically closed, as long as there is a signal to open the gate. 1 is high level, 2 is low level

Scheduled Reboot - specify a daily reboot time to keep the kiosk in optimum performance.

SMTP Server - Option to enter your smtp server settings for email notifications, if required.

System Fan - Controls the kiosk fan On/Off

Living Body - when set to 'Off' the kiosk will not detect for living body, allowing photos of users to be accepted for entry on the entry screen

Timezone - select timezone for the kiosk

Settings Password - Change password option (Default is 123456)

Company Logo - Option to add a company logo image which will be displayed on the entry screen and screen saver. To load a company logo image insert usb stick, turn the company logo button to 'on' and click browse. Select 'usb port' from the explorer window and then select the desired company logo.

6. Scans

The Scans screen displays the name, date, time, temperature and scan result of the most recent scans from the entry screen. To open a more detailed scan view, tap/ click on any scan record in the list.
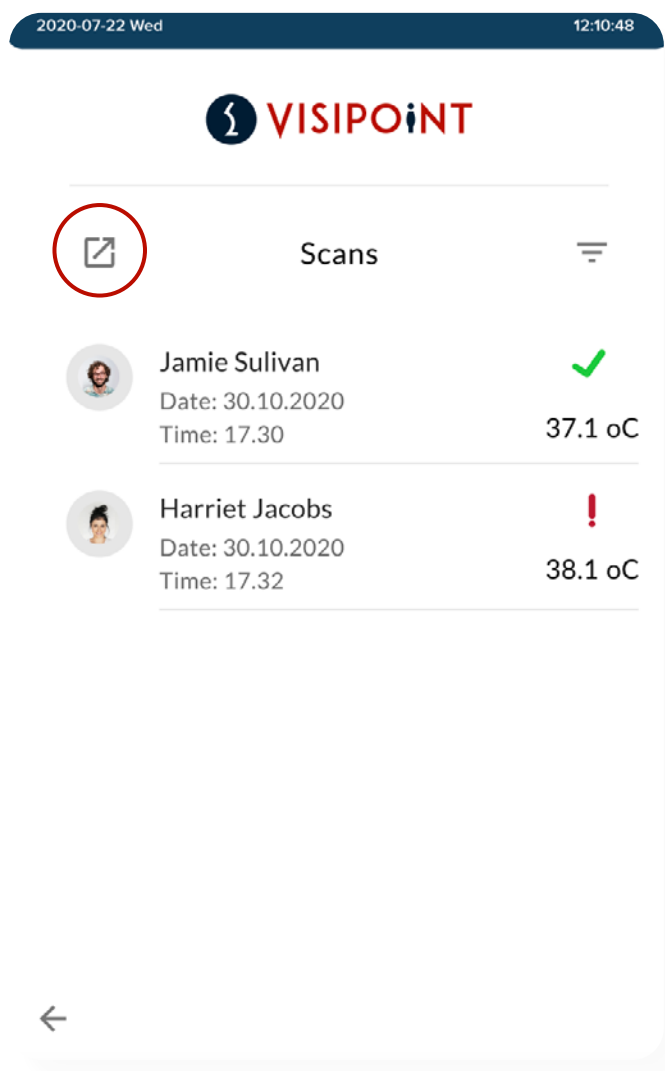
This list can be filtered by date range, Name and scan result. An option to **export the scans list** as an .xls file is also available.

By clicking the highlighted button above you can choose the destination where the exported excel sheet will be saved, which is either on USB stick or locally to the kiosk itself.

7. Update Application
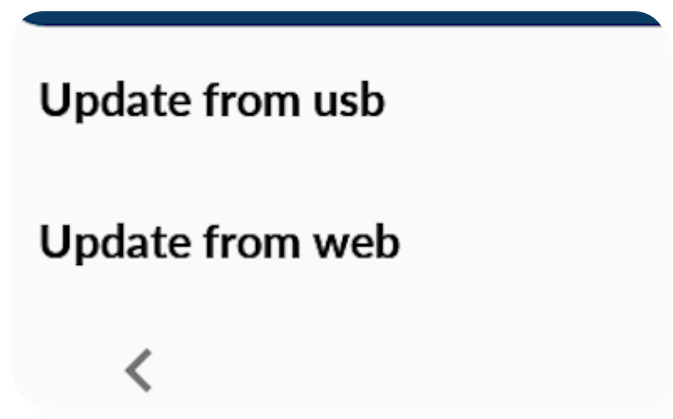
In order to keep the Kiosk up to date with the latest Visipoint software, you can check for the most recent updates by selecting 'Update Application' from the Administration screen. If the Kiosk is connected to the internet, select 'Update from web' to check for the latest updates

8. User List

The User List contains all created Staff and Visitors with their stored picture, email address and user type. User Records can be edited by tapping any user record and saving any changes. User records can be permanently deleted from this screen by selecting the bin icon. You can also add additional users by selecting the + Add User button, or to add user in bulk select 'User Import' for more detail on the user import process, see 'User Import' on the following page.

9. User Import

The User Import option allows you to complete a bulk import of user data via from .xls file via a USB flash drive.

To prepare your import file on your PC:

-Download an example .xls file from **here** and complete all fields with your user data. All cells must be in text format.

-Create a folder called 'Export' and move the completed .xls file into this folder.

-In the 'Export' folder, create another folder called 'Images' and move individual .jpeg images of your users into this folder. The Face ID field of each user in the .xls sheet (text format only) must match the name of each user's image added in the images folder.

-Save the folder onto a USB stick.

N.b – There must be only one .xls file in the 'Export' folder.

To import the 'Export' folder on the kiosk:

-Connect the USB flash drive to the kiosk

-Navigate to the settings administration screen on the VisiPoint application

-Click on 'Manage Data'

-Select 'Import' and then check 'Users'

-Click on 'Browse' and then click on the menu shortcut (three lines on the top left of the browse screen)

-Select the USB stick, open the 'Export' Folder, then tap on 'Select' on the bottom right of the screen.

-Hit 'Start' and then wait until the data is imported.

The import will then begin to process the .xls file and images. This may take a few minutes, please do not power off the kiosk, remove the usb or close the window while the import is processing. If successful, the window below will be displayed the total number of records process and a summary of the pass/fail amount. If there are any failures a file will be created on the usb flash drive detailing the failures, please correct these in the .xls file and try again.

VISIPOiNT

Manage Data
Data import in progress do not power off or disconnect USB

✔

Done!

2021-05-20-15-17-07: User id 36 added to database successfully
2021-05-20-15-17-05: User id 35 added to database successfully
2021-05-20-15-17-04: User id 34 added to database successfully
2021-05-20-15-17-03: User id 33 added to database successfully
2021-05-20-15-17-01: User id 32 added to database successfully
2021-05-20-15-17-00: User id 31 added to database successfully
2021-05-20-15-16-57: User id 29 added to database successfully
2021-05-20-15-16-56: User id 28 added to database successfully
2021-05-20-15-16-54: User id 27 added to database successfully
2021-05-20-15-16-53: User id 26 added to database successfully
2021-05-20-15-16-51: User id 25 added to database successfully
2021-05-20-15-16-50: User id 24 added to database successfully

‹

Once all user data has been imported successfully, you can view these users in the Administration screen > User List.

If you see this error 'sorry, file not found in path. Please make sure the file downloaded on the correct path.' after selecting 'Update from usb', then please check the instructions above and make sure all folders are named correctly and in the correct location on the usb flash drive.

10. Add User

Staff and Visitors can be added on this screen. First name, Last name and User ID are mandatory fields. Optional photo, email, contact number and RFID card number can also be added.

n.b - In order to use a flow with facial recognition a photo must be added to all relevant user types

11. Entry Screen

The Entry Screen is the main scanning screen.

On the entry screen you can navigate to the Administration Screen by clicking the blue app bar (at the top of the screen) and entering the default password: '123456'. Once you are in the Administration screen you can change the kiosk password by clicking 'Kiosk Settings' -> 'Settings Password" (at the bottom of the screen)

Facial Recognition Enabled- With facial recognition enabled for any flow in the journey the screen will display the live camera feed with an outline as a guide for the person to be scanned to place their face.

When a face is detected the app will attempt to identify the person being scanned. Once identification is complete the app will perform any checks required (as per specified in the Journey Builder). Once all checks have been passed the person being scanned will be taken through any set Compliance Agreements. The scan details will then be saved.

12. Quick User Guide

Startup Step By Step Guide;

1. Register Kiosk

2. Configure Journey Builder flow for user types

3. Setup Compliance and Agreement and Questionnaires

4. Customise the Visipoint app in Kiosk Settings

5. Add User - Add your staff/ visitor user profiles

6. Select 'Entry Screen' from the Administration menu to start using your Kiosk!'

Contact LamasaTech's technical support team

---

cs@lamasatech.com

UK: +44 (0) 191 341 0016

US: +1 (805) 308-9623

For FAQs and tutorial videos please visit

lamasatech.com