HIRSCH
E L E C T R O N I C S

Visitor Management

Visitor management is an important part of your building security plan. Hirsch offers a comprehensive, award-winning visitor management solution, with powerful access control features available for added security and control.
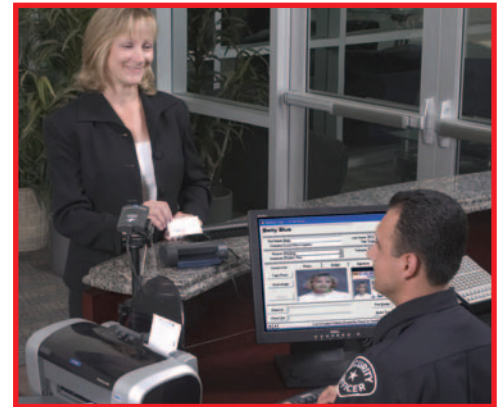
- Pre-register visitors via web
- Scan IDs
- Print badges
- Control access
- Track visitation

- Single-site
- Multi-site
- Multi-tenant
- Attended or unattended check-in

Secure Your Lobby

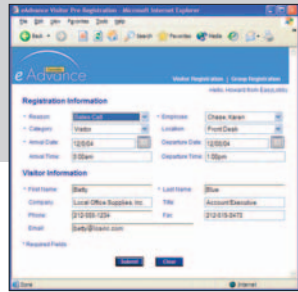|	
Eliminate paper visitor logs	Streamline and automate the visitor process. Get legible, auditable records
Capture details about visitors	Know who is in your building. Record name, address, photo, etc. Eliminate anonymous guests
Print professional badges	Display key info (photo, expire time, areas permitted, etc.). Enhance company image
Control access by door and time	Integrate with access control to prevent wanderers and define visitor traffic patterns
Be alerted to expired badges	Know who is still in the building after his/her badge expires
Catch persons on the "Watch List"	Prevent attempted visit by unwelcome persons
Analyze visit-related data	Know who is visiting whom, how often, for what reason

VISITORS

Know Them
Badge Them
Monitor Them

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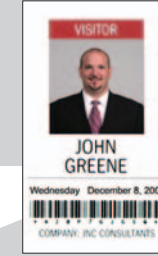
Secure Visitor Management

Employee optionally pre-registers a future visitor using a simple web form.

As visitors approach, receptionist or guard reviews "Watch List" photos for visual identification of known threats, previously troublesome visitors, or VIPs.

Reception employee captures ID data instantly. Scan business card, driver's license, state ID, government CAC card, passport and/or signature. Take photograph or scan it from ID. Next, the system automatically performs security checks. Provides instant Alert if visitor is on company's Watch List, has visited too often or is employee that forgets badge too often.
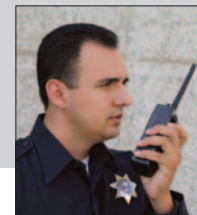
Reception employee quickly prints professional, information-rich badge on a low-cost consumable. Badge can contain name, photo, date and time valid to/from, visitor type, person visiting, reason for visit, areas authorized, and other desired data including user-defined fields. Choose from dozens of badge templates or design your own. Use different badge style for different visitor type. For highest security, give the visitor an access code or access control-capable badge (paper badge with barcode and/or plastic proximity card). Especially useful for contractor and visiting employee.

Customize the system to fit your needs.

HIRSCH VELOCITY
Security Management System™

Your visitor management system is now streamlined, auditable, and secure.

For visitors who were issued access code or an access-control capable badge, management can: Control visitor's access, by elevator floor, door, area, date and time... Withdraw visitor's privileges at any time... Know of every attempted entry at unauthorized points... Use "tagging" to trace their real-time movements through controlled points... Record actions on video tape/DVR. Enforce "2-person" and "anti-passback" rules... And more. For all badge types, guard can be notified automatically if visitor remains beyond the time badge expires.

Check out visitor by scanning badge. Any access privileges are invalidated. Card and/or code becomes available for reassignment. Guard determines who is still in building at end of business day.

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Perform detailed investigative analysis. Reports show those visiting too often, who is visited, how often, for what reason, etc.

Additional Features

• **Manage the system.** Remotely administer users, security levels and passwords at one or multiple sites; change program options; generate reports; and monitor visitor check-in and check-out in real time. Utilize several different levels of log-on security to expose only the appropriate features for each user.

• Support **multi-tenant buildings.** Create a unique badge style and reports for each tenant. Send data to property management for tenant bill-back if appropriate. Use access control features to limit movement to/from specified tenant only.

• Enable **self-registration**. For unattended lobbies, let visitors enter their information or scan their business card or ID. The system prints the badge and notifies host employee as to visitor's arrival. Compatible with touch-screens.

• Automatically **notify the host** employee. Use automated email or auto-dialer to notify the host employee of guest's arrival and location.

• **Register groups.** Pre-enroll entire groups of visitors attending an event or meeting. Print badges in advance or upon arrival.

• Issue and track **multi-day badges** for contractors and visiting employees. Check the same badge in and out each day for a designated number of days.

• Manage **NDAs** (non-disclosure agreements) and other documents. Capture signatures and associate them with any document.

• Manage **packages.** Track parcels delivered to your facility, through the lobby or mailroom. Automatically send named recipient email notification of parcel's arrival. Record shipping method, tracking number, recipient name, and dates and times of first arrival and final delivery/pickup.

• Generate **emergency reports.** Provide critical information (which visitors are inside, who they are visiting, what floor, etc.) for emergency personnel to review in case of fire, evacuation, etc.
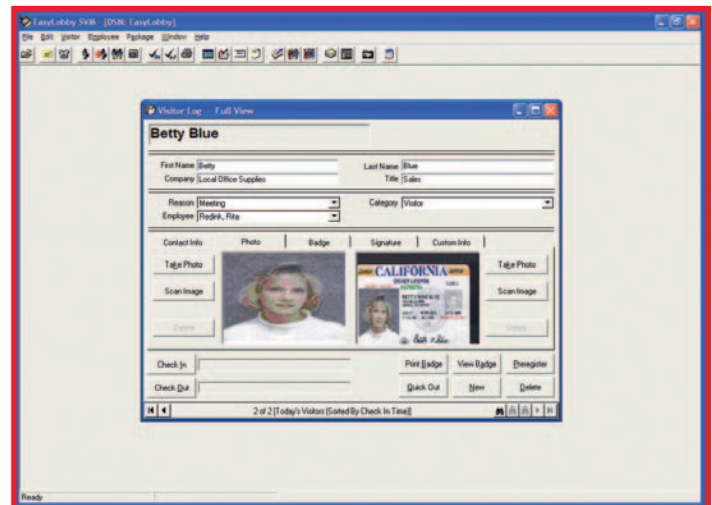
Benefits

Increase Security & Reduce Liability
• Know who is in your building
• Establish lobby as first line of defense
• Improve accountability, audit ability
• Protect confidentiality of visit-related data

Cost Effectiveness & Efficiency:
• Streamline, speed visitor check-in process
• Badge, register visitors in under 20 seconds
• Utilize low-cost consumables
• Improve visitor, receptionist, employee communication

Additional Benefits:
• Legitimize visitor policies, apply them consistently
• Enhance image with professional badges and process
• Ensure visitors and employees feel safe

Technical Information

Hirsch Visitor Management is network-ready and IT-friendly. The main visitor management application is a standard Windows-based program that can use your existing technology infrastructure, and installs and deploys easily.

The lobby PC can be set up as a standalone workstation, or you can network any number of geographically dispersed locations in a client/server configuration to share a single visitor database.

The administration application is a separate Windows-based program that can reside on any network PC to allow you to control the system settings from anywhere desired.

Database import and export functions are included. An API is available for integration with human resource databases, CRM systems, etc.

The web interface for pre-enrollment of visitors can be hosted internally or by a third-party to eliminate firewall or internal network configuration issues, even in multi-tenant buildings or those without central servers.

Please go to www.HirschElectronics.com/vm for the up-to-date technical specifications.

HIRSCH™
ELECTRONICS

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