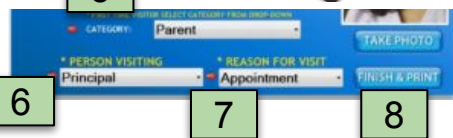# First Time Visitors

1. Touch the visitor button, then Check In.
2. Scan your driver's license or state issued ID.
3. On the registration screen, confirm that your information on screen is correct.
4. Take your picture using the attached camera.
5. Select your category.
6. Choose the person you are visiting.
7. Select the reason for your visit.
8. Click Finish & Print.
9. Take your badge from the printer.



















**Visitor Assist**

*If you need help touch the visitor assist button*
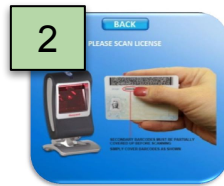
# Check In-Returning Visitors

### STEP 1
Touch the visitor button,
then Check In.



### STEP 2
Scan your driver's license
or state issued ID.



### STEP 3
Once your information appears,
select your category, person
visiting, and reason for visit.



### STEP 4
Click Finish & Print.
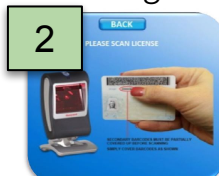Take your badge from
the printer.



# Check Out

### STEP 1
Touch the visitor
button, then
Check Out.



### STEP 2
Scan your driver's
license or printed
badge.



### STEP 3
Goodbye screen
will appear.