



Welcome to
VisitUs Reception

Contactless Guide





Getting Started

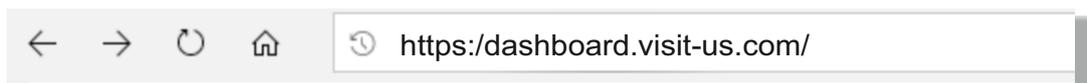
- Configuring your iPad 1
- Configuring your iPad 2
- Signing in



Configuring your iPad 1

1

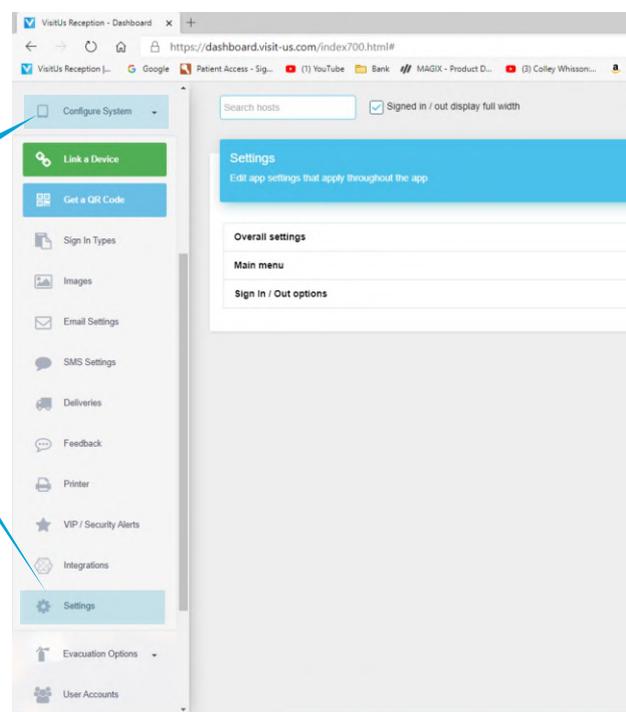
Open the internet browser and enter <https://dashboard.visit-us.com>



2

Click onto the **'Configure System'** link on the lefthand menu bar and then click on **'Settings'**

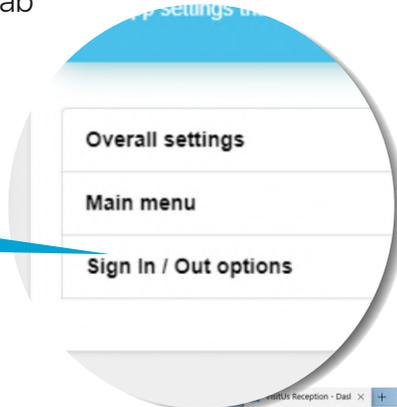
Click



3

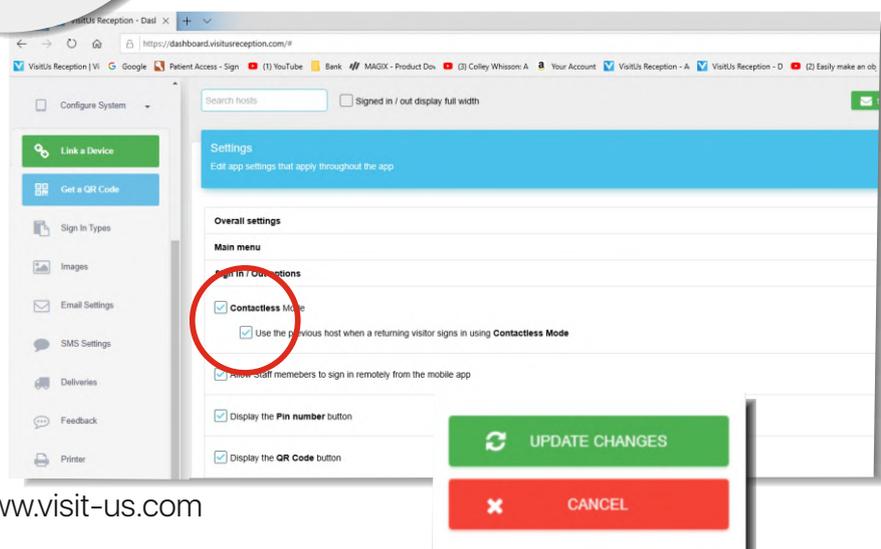
Click on the **'Sign in / Out'** tab

Click



4

Ensure you Tick the **'Contactless Mode'** box in the drop down menu and then click **'Update Changes'**





Configuring your iPad 2

5

The changes you have made on your dashboard will now reconfigure your iPad.



6

To make the change effective on your iPad, click on the **'Enable Contactless Mode'** button at the bottom right

7

You have now enabled your iPad to operate in **'Contactless Mode'**.



8

For those who are unable, or do not wish to sign in using this mode, they are able to return to manual mode by clicking the return arrow at the top left side of the screen



Signing in

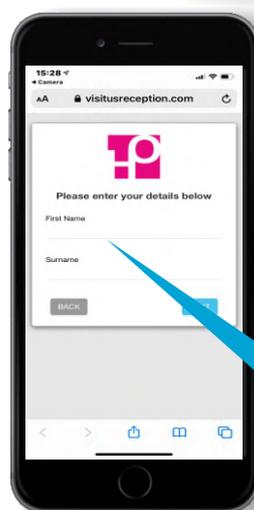
1

To sign in, visitors only need to open their smart phone camera and hold it over the QR code on the left side of the screen.



2

This will give visitors a link to the signing in portal where you can set your required information gathering forms



3

On completion, the visitor will receive a unique QR code which they will be able to scan on the signing in screen to complete the sign in process.

