



CONCIERGE RECEPTION

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VISITOR MANAGEMENT SYSTEM

VISITOR REGISTRATION  
VISITOR BADGES  
SIGN IN FROM INFO KIOSK  
OVERVIEW OF VISITORS  
ANNOUNCE VISITORS

# CONCIERGE RECEPTION

## VISITOR MANAGEMENT SYSTEM

**FREE UP TIME FOR THE RECEPTION STAFF AND PROVIDE THEM WITH A COMPLETE OVERVIEW OF VISITORS. CONCIERGE RECEPTION ENSURES A PROFESSIONAL WELCOMING OF VISITORS AND MAKES IT POSSIBLE TO PRINT PERSONAL VISITOR BADGES.**

CONCIERGE RECEPTION is a complete visitor management system. The system provides the reception staff with a complete overview of announced visitors for the day and visitors currently in the building. The reception staff can easily see who the visitors have meetings with and in the case of an emergency the reception staff can print an emergency report and quickly get an overview of visitors in the building.

Visitors can be welcomed by an info kiosk from where they can sign in. When the visitor has signed in, CONCIERGE RECEPTION can notify the host by email or SMS. A visitor badge can be printed, containing e.g. name, company, host, date, time controlled WIFI code, bar code, etc.

CONCIERGE RECEPTION leaves visitors with a professional impression of the organization and the system makes all visitors feel welcome.

CONCIERGE RECEPTION is a module to the room and resource booking software CONCIERGE SERVICES. CONCIERGE RECEPTION does not require any other CONCIERGE SERVICES modules and can therefore be used as a standalone product.

CONCIERGE SERVICES is a complete meeting space and resource booking software for Microsoft Outlook. The software suite makes it easy to book meeting rooms, resources and services for meetings. Visitor management, central meeting administration and integration to an ERP-application are also possible.

### CONCIERGE RECEPTION FUNCTIONALITY

- ✓ The reception staff can sign in visitors manually with for instance name, company, host and purpose.
- ✓ The reception staff can sign out visitors manually or the visitors sign out automatically using a barcode scanner.
- ✓ Visitors can sign in from an info kiosk.
- ✓ Complete overview of visitors in the building, where they are and who they are meeting with.
- ✓ Possible to see who has been visiting in the past and who they were meeting with.
- ✓ Employees can announce visitors so the reception staff can see who is supposed to visit (Requires the module CONCIERGE RECEPTION).
- ✓ Personal visitor badges with for instance name, company, host date, time controlled WIFI code, barcode and logo.
- ✓ Multiple printing of visitor badges in advance of a meeting.
- ✓ Possible to search for a specific visitor or visitor badge number.
- ✓ The system can automatically notify the host by email or SMS when the visitor has signed in.
- ✓ The system can automatically send a SMS to the announced visitors with a reminder about the meeting.

### OTHER CONCIERGE SERVICES MODULES AND OPPORTUNITIES



## CASE STORY THE DANISH MEDICINES AGENCY

The Danish Medicines Agency has more than 400 employees and is an organization with many meetings and visitors every day. CONCIERGE RECEPTION provides The Danish Medicines Agency with a big overview of visitors and the sign in takes place from an info kiosk

“ CONCIERGE RECEPTION has made a great difference to us and we have all come to depend very much on the system. We have gotten a big overview of visitors and the visitor sign in are very professional. It was also the only system that was fully integrated with Microsoft Outlook. ”

Academic employee

Mathis Weidanz

THE DANISH MEDICINES AGENCY



### CONCIERGE RECEPTION BENEFITS

- ✓ Professional visitor management.
- ✓ The reception staff are always aware of who is visiting and which employees they are meeting with.
- ✓ Increased security.
- ✓ Personal visitor badges make visitors feel welcome.
- ✓ Free up time for the reception staff
- ✓ Unique technical solution which does not require any installation on the Microsoft Exchange Server, any Internet Information Server or SQL database.
- ✓ Customize the layout on the info kiosks ensuring that the design is in line with the graphical guidelines.
- ✓ CONCIERGE RECEPTION supports all info kiosks. The client can therefore choose from all kiosk types.
- ✓ CONCIERGE RECEPTION supports all internet browsers, e.g. Internet Explorer og IOS Safari, etc

### TECHNICAL BENEFITS AND REQUIREMENTS

From a technical point of view CONCIERGE RECEPTION is truly unique and has the following technical benefits:

- Needs no installation on the Microsoft Exchange Server.
- Needs no Internet Information Server.
- Needs no SQL database.

CONCIERGE RECEPTION supports Microsoft Outlook 2010 and Microsoft Exchange Server 2010 and the following platforms:

- Client: Microsoft Outlook 2003 or newer (only 32-bit).
- Server: Microsoft Exchange 5.5 or newer.
- Citrix og Terminal Services are supported.

#### Requirements for label printer:

- Windows printer

#### Info kiosk requirements:

- Microsoft Windows Server 2003 or newer.
- Microsoft .Net Framework 3.5.
- Microsoft Internet Information Server 6.0 or newer.

### PRICES

The price on CONCIERGE RECEPTION is determined by the number of receptions that shall use the system. We will be happy to send a price list or prepare an offer for the individual customer.

### SERVICE AGREEMENT

The service agreement provides the organization with free support and version updating.

The service agreement is 18 % of the total license list prices per year.

### COMPANY PROFILE

Fischer & Kern is a Microsoft Gold Certified Partner and cooperates with Microsoft in developing products and solutions for Exchange and Outlook. Several of Fischer & Kern's consultants have worked with Exchange since 1994.

**Microsoft**  
**GOLD CERTIFIED**  
Partner