XPressEntry

Visitor Management



EVERY VISITOR ACCOUNTED FOR

XPressEntry brings visitors into the same system security teams already use for access control and emergency mustering.

- Visitors appear in the same occupancy and evacuation lists as employees
- Email invitations with QR badges and self-service kiosk registration
- Visit reports in PDF and CSV, with a visitor agreement on every visit
- Works alongside existing access control, with supported integrations
- Badge printing on the Evolis Primacy 2 or Brother QL-820NWB

CAPABILITIES

Invite or Walk In

Hosts invite visitors by email in advance. Walk-ins register at a self-service kiosk that prints a badge.

Check In

Visitors scan their QR badge at a kiosk or handheld, and hosts can get an email when they arrive.

Know Who Is on Site

The Visitor Dashboard shows the front desk who is expected, who is on site and who missed a scheduled visit.

Verify Visitors Anywhere

Guards scan visitor badges on XPressEntry handhelds to confirm the visit and see the host's name and phone number.

Account for Every Visitor

Checked-in visitors join XPressEntry occupancy lists, so muster captains account for them in an emergency.

Built on XPressEntry

Employees, contractors and visitors share one record of who is on site, so there is no separate visitor log to reconcile.

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HOW IT WORKS



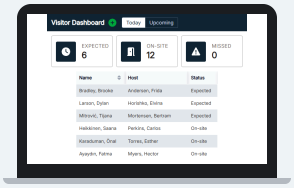
1 Invite

Hosts email visitors a QR badge and a link to accept the visitor agreement.



2 Check In

Visitors scan their badge at a kiosk or handheld. Walk-ins register at the kiosk.



3 Know Who Is on Site

The Visitor Dashboard shows who is expected, who is on site and who missed a visit.



4 Account for Everyone

Visitors join muster lists, so muster captains account for them with employees.

SPECIFICATIONS

SYSTEM AND DEPLOYMENT

System Requirements	• XPressEntry 3.7.7850 or later • XPressEntry Server, on-premises or in the customer's own cloud • XPressEntry Web Console for the Visitor Dashboard and setup • Visitor Management license, enabled in the XPressEntry license file • Network connection for each kiosk • Customer SMTP server for invitation and host emails
Integrations	• Works alongside the existing access control system • Visitor records sent to supported access control systems

HARDWARE

Kiosk Hardware	• Telaeris XPIK kiosk or XPIT tablet, or Apple iPad (A16) • Runs the XPressEntry app
Badge Printing	• Cards: Evolis Primacy 2, CR80 size (3.370 × 2.125 in), 0.25 to 1.25 mm thick • Labels: Brother QL-820NWB, die-cut or continuous labels up to 62 mm (2.4 in) wide • 300 dpi printing on both printers
Field Verification	• Visitor badge checks on XPressEntry handheld readers • Supported on all XPID handheld models

VISITOR CHECK-IN

Check-In and Check-Out	• QR code badge or short lookup code • Check-in window around the scheduled time, 30 minutes by default • Check-out by scan, from the dashboard or automatically after a set time
Visitor Information	• Name plus email or phone number, set by the site • Optional: company, reason for visit, scheduled times and photo • Visitor agreement accepted on every visit

NOTIFICATIONS, REPORTS AND LANGUAGES

Notifications and Reports	• Optional host email on arrival, in English • Visit reports in PDF and CSV
Languages	• Kiosk screens in all standard XPressEntry languages

See Visitor Management in action

Physical security and safety professionals in 50+ countries trust XPressEntry. Contact us to see how Visitor Management brings visitors into the system security teams already use.

Scan for the product page

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