Safely welcome visitors with a touchless sign-in

Protect your visitors’ and employees’ health and safety, and make visiting your office frictionless.

**Ways to go touchless**

**Collect visitors’ information in advance.** Require that guests answer questions, sign documents, and take their photo before they arrive.

**Sign in visitors straight from your dashboard.** Have your team sign-in visitors from the Envoy dashboard when they arrive so they don’t need to touch anything.

**Instantly print badges and notify hosts.** Put your badge printer in a place that’s accessible to guests and notify hosts of their visitors automatically, so no one is left waiting in your lobby.

**Provide mobile access to locked doors.** Connect Envoy to OpenPath or Kisi to let guests navigate your workplace without needing to share keys.

Visit [envoy.com](https://envoy.com) or reach out to [hi@envoy.com](mailto:hi@envoy.com)
How to set up a touchless sign-in with Envoy

Let visitors sign-in without touching your Envoy kiosk and remove badge and key handoffs to limit your employees’ and visitors’ exposure.

**Step one**
Pre-register all expected visitors. Visitors will receive an email with a link to “check in” where they can complete your sign-in from their phone or desktop.

**Step two**
When visitors arrive, check your dashboard to make sure they’ve completed your sign-in. Ask them to find the invite and sign in from their mobile phone.

**Step three**
Sign visitors in from your dashboard to indicate they’ve arrived. Envoy will automatically print a visitor badge and notify the visitor’s host of their arrival.

**Step four**
Place your badge printer on your front desk or somewhere that’s visible and accessible to the visitor, so they can grab their badge without assistance.

**Step five**
Connect Envoy to Kisi or OpenPath via the integrations page in your dashboard. Signed in visitors will receive a text message that links to a web portal where they can tap to open locked spaces.

**Step six**
Greet visitors with a foot five or a friendly elbow tap.

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**Want to learn more?**

Contact our team to learn how Envoy can help you stay safe during the coronavirus or other emergencies at sales@envoy.com.

Visit envoy.com or reach out to hi@envoy.com