

Envoy Visitors

Safely welcome visitors with a touchless sign-in

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



Speed up sign-in for visitors

Have guests provide information and sign documents before they come on-site, so you can make sign-in near-instant and reduce the number of people waiting in your lobby at once.



Protect the health and safety of employees and guests

Minimize the spread of germs and limit the exposure of your entire office by making an otherwise high-touch process completely digital.



Make a great first impression

Show that you're a modern, tech-forward company with a digital sign-in and reassure visitors and your team that their health and safety are a priority in your workplace.

Ways to go touchless

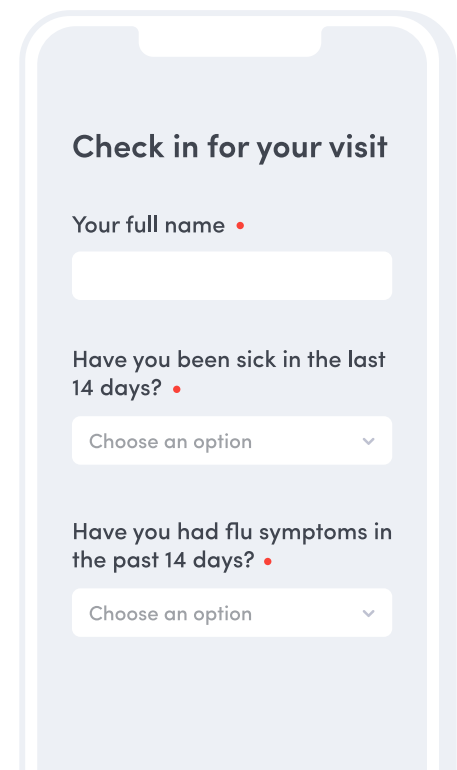
Collect visitors' information in advance. Require that guests answer questions, sign documents, and take their photo before they arrive.

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 or reach out to hi@envoy.com



Check in for your visit

Your full name •

Have you been sick in the last 14 days? •

Choose an option ▾

Have you had flu symptoms in the past 14 days? •

Choose an option ▾

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

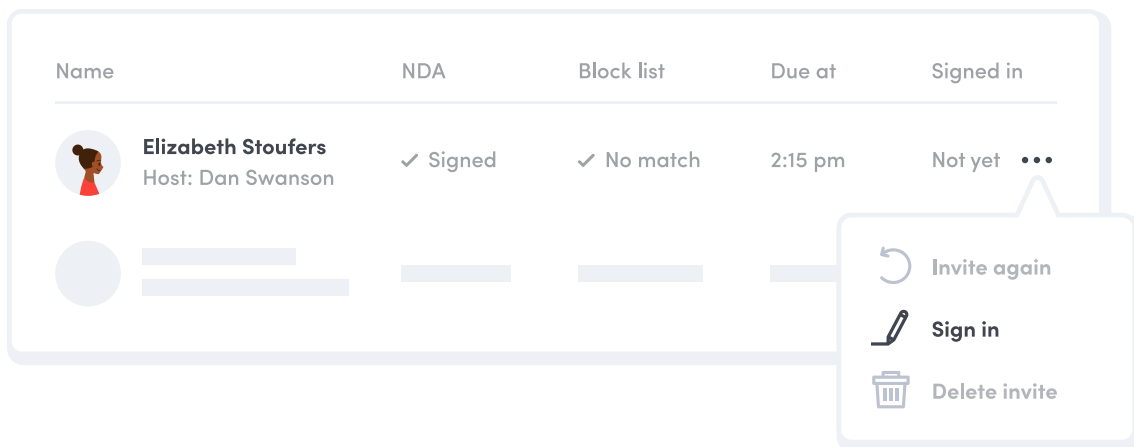
Place your badge printer on your front desk or somewhere that's visible and accessible to the visitor, so they can grab their badge without assistance.



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.



Name	NDA	Block list	Due at	Signed in
 Elizabeth Stoufers Host: Dan Swanson	✓ Signed	✓ No match	2:15 pm	Not yet ⋮
 _____ _____	_____	_____	_____	_____

-  Invite again
-  Sign in
-  Delete invite

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.