



KONICA MINOLTA

WORKPLACE
OF THE FUTURE™

Visitor Management. Reinvented.

The Receptionist for iPad®

Connect. Do you still use pen and paper to sign visitors into your office? Sharpies to write name badges? Do you constantly have visitors waiting in the lobby? Are deliveries constantly coming throughout the day? The Receptionist for iPad® can help you solve these specific office challenges. It is the most versatile, effective and easy-to-use Visitor Management system available. Whether you have a few employees or thousands, this simple visitor logging system can manage your visitor flow, track visitors, print badges and so much more.

The Receptionist for iPad is just one of the ways Konica Minolta is reshaping the Workplace of the Future™, helping you work smarter, more productively and more collaboratively. Giving shape to ideas that will transform your office now and in the future. Giving shape to ideas that will reinvent the way organizations work today—and tomorrow.

iPad is a registered trademark of Apple Inc., registered in the U.S. and other countries.

Visitor	Contact	Button	Check In
Lasallecrawford - Trn	Luis Ochoa	Check In	04/29/2016 1:51pm
Pinak Patel - Express	Luis Ochoa	Check In	04/29/2016 12:32pm
Stephanie Goudreau - Self	Luis Ochoa	Check In	04/29/2016 12:03pm
Pierre Harding - The Reserves Network	Suzanne Birsa	Check In	04/29/2016 11:55am
Jon - Airport	Gene Patton	Check In	04/29/2016 11:38am
Chester - Airport Glass	Gene Patton	Check In	04/29/2016 11:37am
Rick - Pirtek	Nicholas Wells	Check In	04/29/2016 10:37am
Craig - McClow	Jesus Lebron	Check In	04/29/2016 10:00am
Kendal Williams - Trn Staffing	Luis Ochoa	Check In	04/29/2016 9:53am
Mike Pentz - Advent Systems, Inc	Heather Davalos	Check In	04/29/2016 9:14am

The Receptionist

Put The Receptionist for iPad to work for you.

Making a great first impression is critical to the success of your company. The Receptionist for iPad helps your company leave a lasting one as soon as someone walks into the office. It's fully customizable, built to function the way you need it to; and as simple or complex as you want it to be.



Manage Your Visitor Flow

Using The Receptionist for iPad's proprietary button architecture, you can create a unique visitor flow for each type of visitor that comes to your office. Once your visitor checks in, they are connected directly to the person they are visiting.

Track Who's Coming and Going

Say goodbye to the paper visitor log (and the illegible handwriting on it). The Receptionist for iPad is continuously collecting and storing information about every visitor in the Visitor Log. Since the information is in the Cloud, you can store and see who visited, as well as export and print a detailed record of the day, week, month or year.

Connect with Visitors Via Text, Email or Slack

When a visitor comes to your office, you can be notified via text message, email or Slack. It's your choice. Once you're notified, using the proprietary Receptionist for iPad two-way messaging, you can respond back to the iPad and let visitors know you'll be right there. You can also set up automatic message forwarding so another contact can be notified if you're unable to respond.

Set Up Delivery Options

Never miss a package or food delivery. The Receptionist for iPad allows you to create a delivery button, choose carriers and even select message options for the delivery, such as "requires signature," "left delivery at counter," or a custom message. Delivery drivers can simply connect with the recipient—virtually anywhere they are.

Print Badges to Identify Visitors

The days of using markers and handwritten name badges are history. As soon as the visitor completes the check-in process, a badge is automatically printed. The badge can include your company's logo, a picture of the visitor, their name, who they're visiting, date and time.

Enable Photos and Capture Signed Documents

Utilizing the iPad's front-facing camera, you can enable the Photo Capture option, which takes a photo of your visitor when they check-in. You can also add legal agreements such as NDA's, interviewee documents and site requirements that your visitors can sign right on the iPad with their finger. All the information is then stored within the Visitor Log.



The Receptionist for iPad Is Just One of the Innovative Solutions Behind Konica Minolta's Workplace of the Future.

As work becomes less about a place you go, and more about what you get done, Konica Minolta brings you the Workplace of the Future, a growing portfolio of unified smart office solutions that allows your team to work smarter, more productively, and more collaboratively from anywhere, at anytime.

Partnership.

Konica Minolta can help give shape to your ideas and partner with you to achieve your corporate objectives. Contact us to realize opportunities in:

Information Management

Enterprise Content Management (ECM)
Document Management
Automated Workflow Solutions
Business Process Automation
Security and Compliance
Mobility
eDiscovery Services

IT Services

Application Services
Cloud Services
IT Security
Managed IT Services
IT Consulting & Projects

Technology

Office Multifunction Business Solutions
Commercial and Production Printers
3D Printers
Wide Format Printers
Laptops, Desktops and Computer Hardware
Servers and Networking Equipment
Managed Print Services (MPS)
Managed Enterprise Services

For more information on The Receptionist for iPad or Konica Minolta's Workplace of the Future, please contact your local sales representative.

© 2016 KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC. All rights reserved. Reproduction in whole or in part without written permission is prohibited. KONICA MINOLTA, the KONICA MINOLTA logo, bizhub and Giving Shape to Ideas are registered trademarks or trademarks of KONICA MINOLTA, INC. "Work Place of the Future" is a trademark of Konica Minolta Business Solutions U.S.A., Inc. (Konica Minolta). Use of "Work Place of the Future" for commercial purposes without the prior written consent of Konica Minolta may constitute trademark infringement and unfair competition in violation of federal and state laws." All other product and brand names are trademarks or registered trademarks of their respective companies or organizations. All features and functions described here may not be available on some products. Design & specifications are subject to change without notice.



TrustLineage.com



KONICA MINOLTA

KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.
100 Williams Drive, Ramsey, New Jersey 07446

reshapework.com



Item#: ReceptionistSS
8/2016-C