



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:
Pinak Patel - Express	Luis Ochoa	Check In	04/29/2016 1:
Stephanie Goudreau - Self	Luis Ochoa	Check In	04/29/2016 1:
Pierre Harding - The Reserves Network	Suzanne Birsá	Check In	04/29/2016 1:
Jon - Airport	Gene Patton	Check In	04/29/2016 1:
Chester - Airport Glass	Gene Patton	Check In	04/29/2016 1:
Rick - Pirtek	Nicholas Wells	Check In	04/29/2016 11:
Craig - McClurg	Jesus Lebron	Check In	04/29/2016 11:
Kendal Williams - Trn Staffing	Luis Ochoa	Check In	04/29/2016 9:
Mike Pentz - Advent Systems, Inc	Heather Davalos	Check In	04/29/2016 9:

**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.

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