Verkada Workplace Overview

Integrated Visitor and Mailroom Management

Overview

Easily manage the people and packages that enter your facilities with Verkada's suite of workplace management software solutions.

Verkada Guest provides visitors with an intuitive and customizable check-in process that can include document signing, background checks, and automatic host notifications. Native integration with Verkada video security and access control lets admins easily find footage of visitors throughout the building, or unlock doors to let people in.

Verkada Mailroom streamlines deliveries with a simple app to scan packages, notify recipients, and manage deliveries. Easily keep track of inventory, supplies, and deliveries at all times, and reduce the manual process of logging shipments.

Key features

Make guests feel welcome

- Customize check in flow by visitor type
- Seamless document signing, badge printing, and more
- Automatic host notifications
- Remotely unlock doors for visitors

Easily manage packages

- Scan shipments with a mobile app for easy package logging
- Automatic recipient notifications
- Find footage of packages being delivered with a single click

Increase security

- Easily find footage of guests moving throughout your site
- Screen against criminal databases and sex offender registries
- More easily track lost shipments

Verkada Guest Overview

Make Guests Feel Welcome While Strengthening Security

Overview

Verkada Guest is a visitor management system that provides guests with a seamless experience from arrival to departure, while also strengthening building security.

Visitors can enjoy a welcoming and seamless experience with features like touchless check-in, simple document signing and automatic host notifications.

Guest also enables organizations to strengthen security. Built on the Verkada Command platform, Guest's native video security and access control integrations allow admins to review video of visitor activity and remotely unlock doors for specific guests. Color-coded badge printing allows employees to easily identify guests at a glance. And optional background checks give organizations added peace of mind that they know who is in their buildings. U.S. government customers[1] can also choose to use Verkada Guest in Command hosted in AWS GovCloud.[2]

Key features

Create a seamless visitor experience

- Customized check-in questions, simple document signing and automatic badge printing
- Pre-arrival and touchless check-in options
- Customized branding

Increase security

- Easily find footage of a guest's visit throughout the premises
- Remotely unlock doors for visitors
- Color-coded badge printing to easily identify guest type
- Screen against criminal databases and sex offender registries
- Mark someone as a Person of Interest from Guest

Streamline administrative workflows

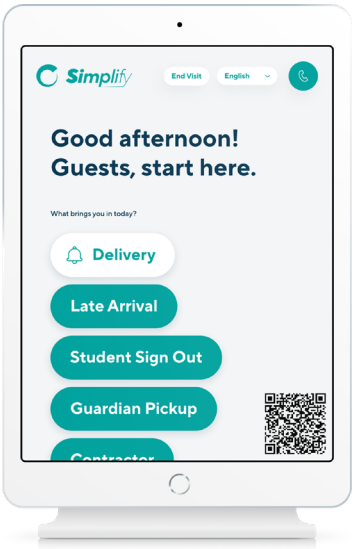
- Automatically notify hosts when guests arrive
- Manage visitor activity in a single view
- Integrations with existing software systems

1. Federal, state, local, or tribal organizations, research institutions, federal contractors, and government contractors. 2. Security Screens feature is not available in AWS GovCloud.

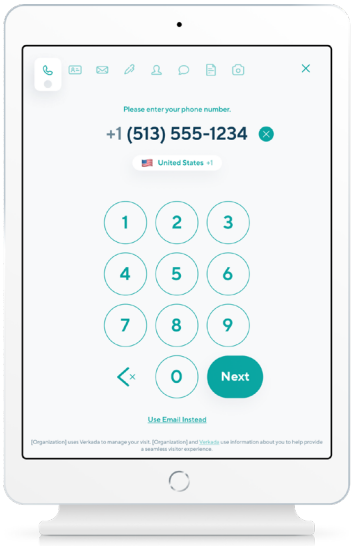
How it works

Seamless Visitor Experience

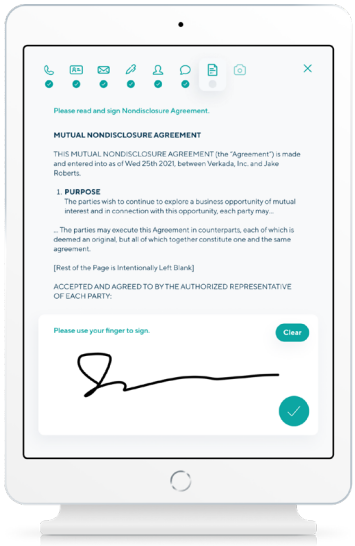
Verkada Guest is intuitive to use and provides visitors with a seamless experience from check-in to check-out. Custom questions, simple document signing and automatic host notifications allows visitors to quickly and easily check into their visit, even if a receptionist is not available.



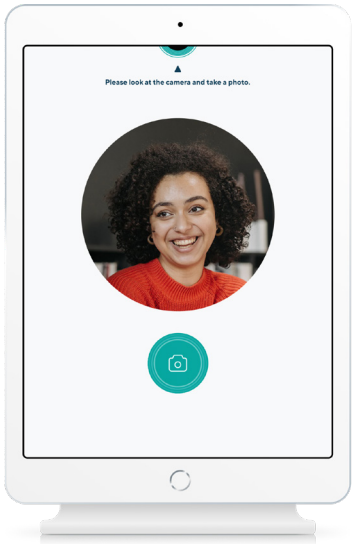
1
Welcome your guests with a check in experience tailored to their visit.



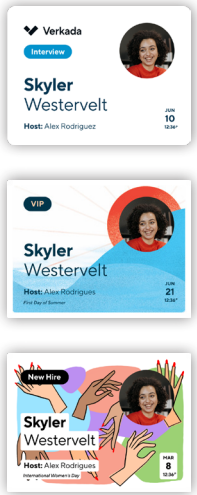
2
Collect only the info you need for each guest type.



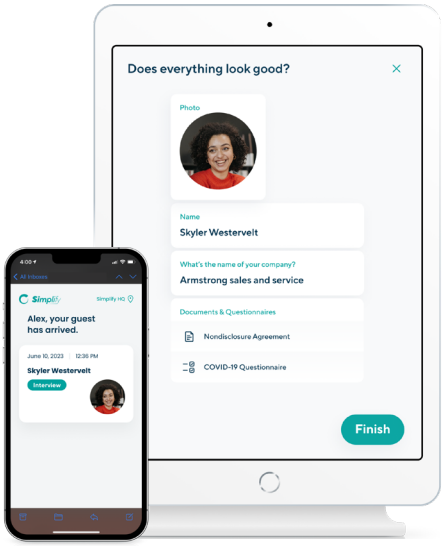
3
Present important documents for your guests to read and sign.



4
Capture a photo for your records.



5
Print a badge with custom text or color borders for easier identification.



6
When the Guest is finished checking in, the host is notified via SMS, email, Slack, or Teams.

Guest experience

Create a Tailored Experience to Seamlessly Welcome Each Guest

No more check-in sheets or emailed documents to sign. With Verkada Guest, create a tailored workflow that seamlessly welcomes guests and provides an outstanding visitor experience.

Customize guest experience

- Select default check-in templates or create tailored flows for different visitor types with NDAs, questionnaires and more
- Create branded welcome screens and custom printed badges
- Set a default host for each visitor type if a specific host is not designated

Make guests feel welcome

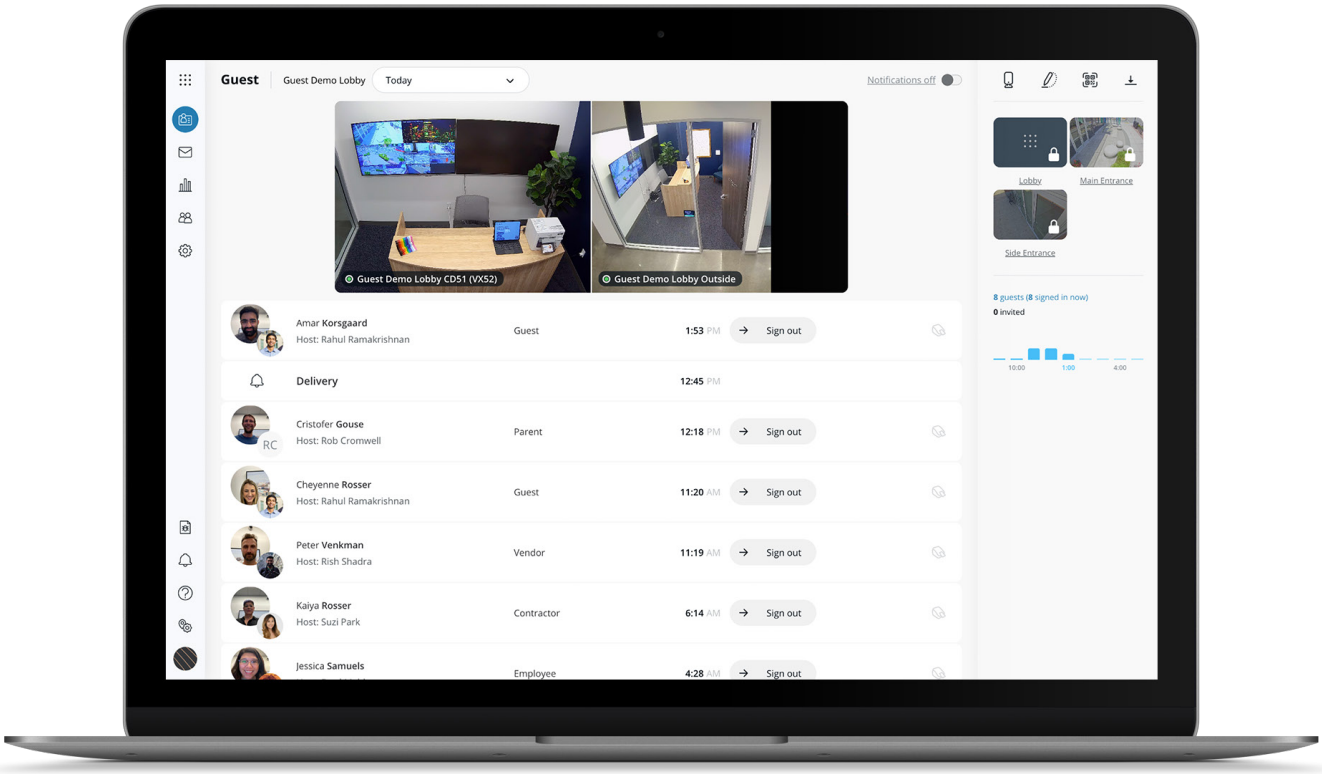
- Instantly notify hosts via SMS, email, Slack or Teams when visitors arrive
- Unlock doors remotely to let visitors in
- Send custom welcome instructions to a guest via email or text messages after they sign in

Seamless check-in

- Touchless sign-in via QR code
- Pre-register guests with a calendar invite
- Self sign-out
- Easily notify a receptionist if in-person help is needed

Security

Increase Employee Safety



Guest natively integrates with the entire Verkada ecosystem, giving administrators greater visibility and control over visitors' activities throughout their facilities.

Control access to key areas

- Instantly view and control access to key areas, including remote door unlock
- Restrict unwanted visitors with auto-deny lists
- Set Person of Interest alerts to keep organization safe

Review guest activity and analytics

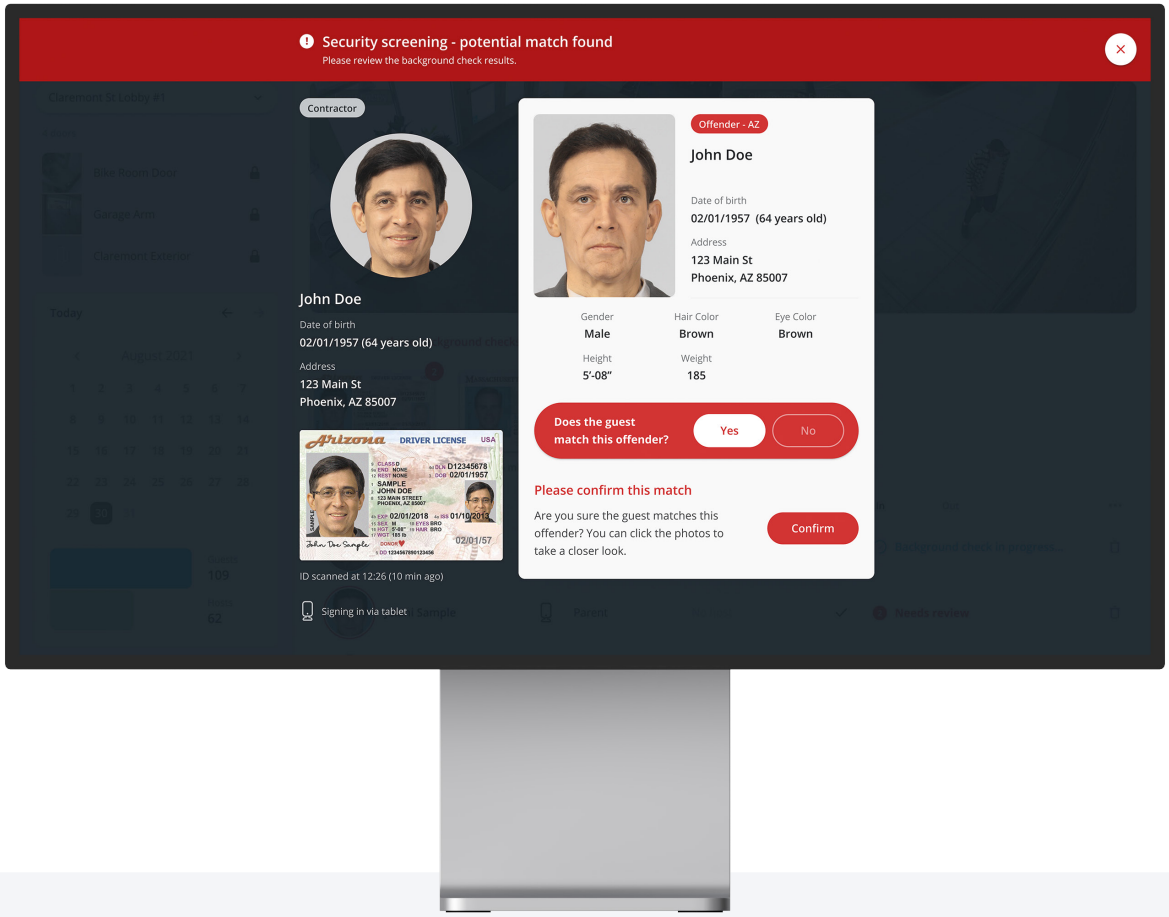
- View a timeline of visitors by filtering with People Analytics
- Pull customized reports showing specific visitor data

Know who is in your facility

- Designate cameras for live monitoring on the visitor log dashboard
- Color badge photos for added security
- Print color-coded badges by guest type to easily identify who is in the building
- Print open-ended questions on badges, such as the visitor's destination within the building
- Optional background checks to screen against criminal and sex offender databases

Security

Increase Employee Safety



Guest's Security Screens feature provides an additional layer of security for organizations by reading a visitor's state issued identification and checking against US sex offender registries and criminal records. Administrators can then take appropriate action to those identified as a potential risk to employees, students, or staff. Learn more in the Security Screens Overview.

Visitor background checks

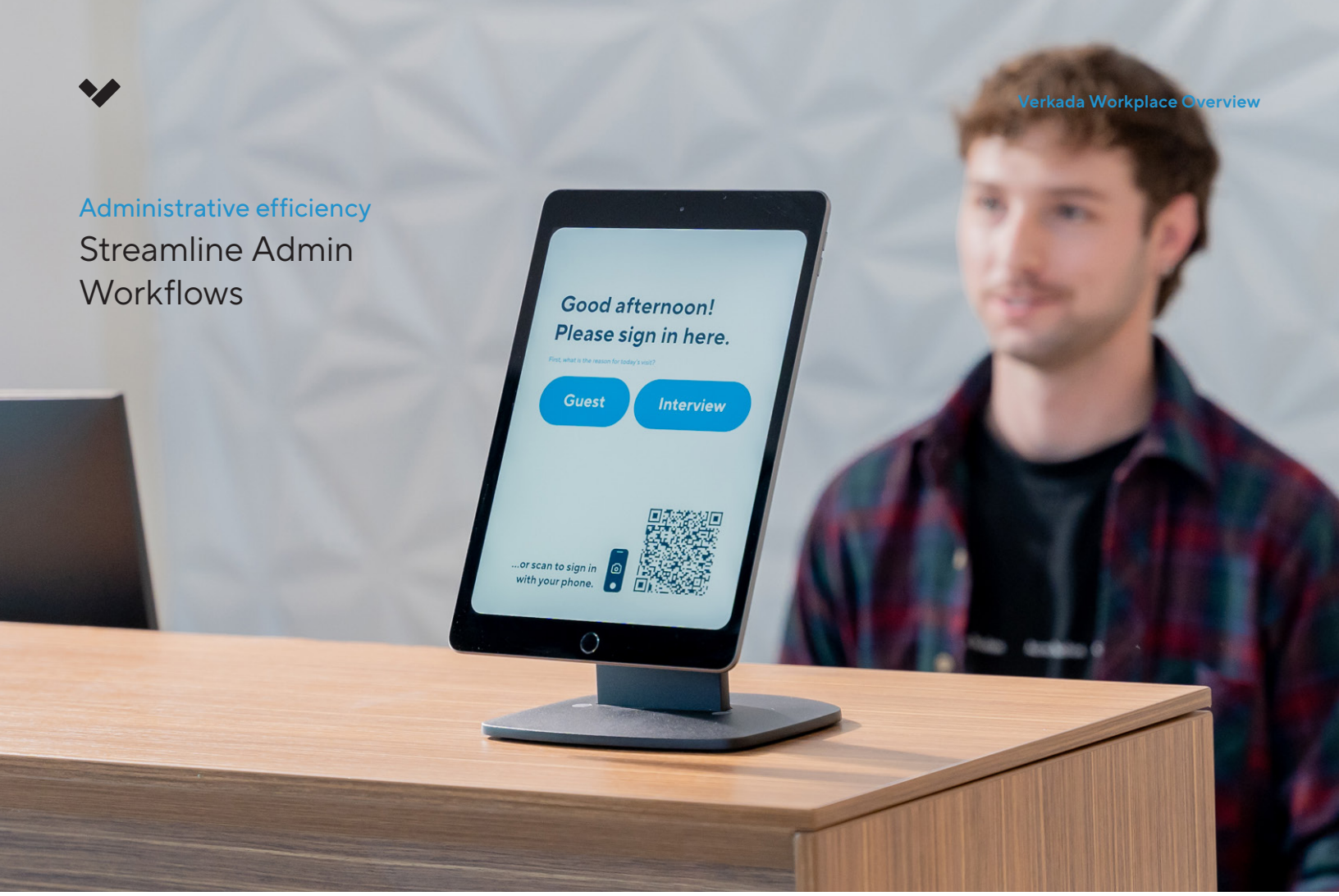
- Enable and request security screens for specific guest types
- Screen visitors instantly against US sex offender registries and criminal databases (via Checkr)
- Remember ID checks and security screen results so return guests don't need to repeat the process

Maintain privacy

- ID data of unflagged visitors is immediately expunged after check-in, and confirmed flagged visitor data is kept for a maximum of 90 days

Proactive alerts

- Alert personnel of a match and flag visitors against future attempts at entering
- Add visitors to auto-approve or auto-deny lists



Administrative efficiency

Streamline Admin Workflows

Verkada Guest allows organizations to provide an optimal visitor experience and gain better visibility into who is in their facilities, all while minimizing work for administrative staff.

Simple to set up and use

- Simple setup - just download the app and connect to a wireless badge printer
- Centralized dashboard
- Site-specific host lists
- Easy to scale across multiple locations without adding complexity
- Dedicated support
- Collect volunteer applications and reference against an approved list

Seamless guest check-in

- Remotely manage check-in/check-out process
- Automatically notify hosts via SMS, email, Slack, or Microsoft when a guest arrives
- Invite guests to check-in with a calendar invite
- Easy self sign-out

Review visitor activity and analytics

- Monitor activity by guest type
- View real-time analytics
- Audit visitor access and export detailed guest logs
- Store and download digitally signed documents

Customize for your organization

- Tiered, role-based access levels allow the right people to manage site-specific Guest settings
- APIs to export visitor logs
- Schools can integrate with student informations systems via Clever

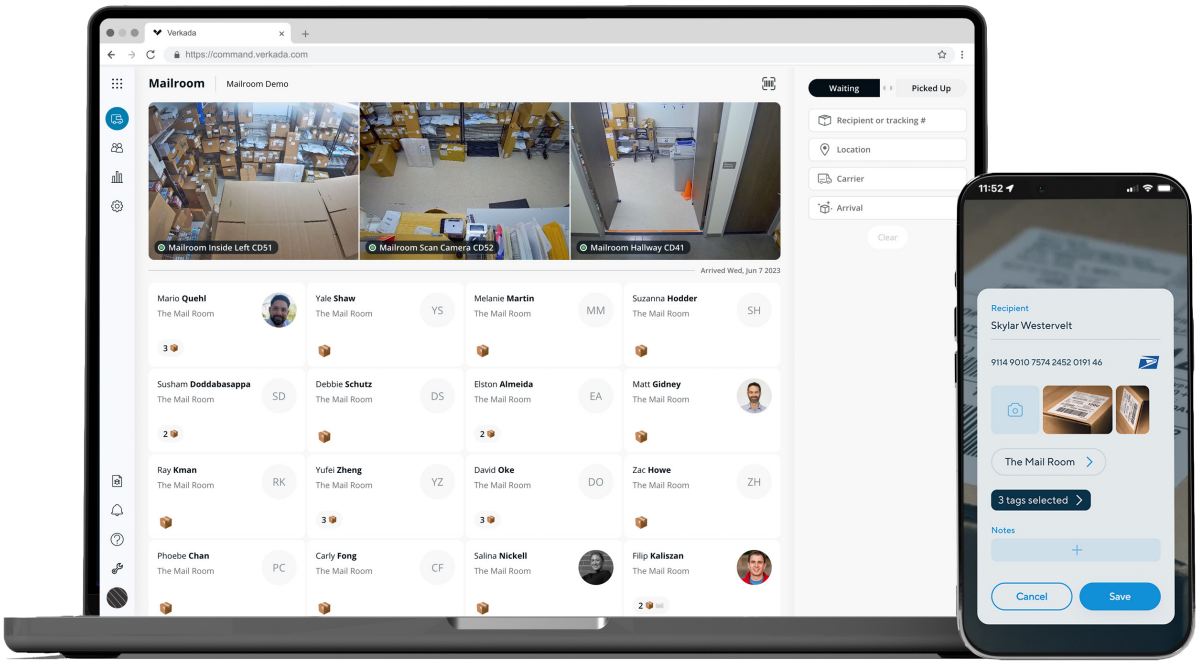
Guest
Tech Specs

Requirements

Hardware Requirements	• iPad (must run iOS14 or above) • Label printer (Brother QL820-NWB, Brother QL1110-NWB, Epson C3500, or Epson C4000) • iPad stand (optional, but recommend Lamicall iPad Stand A1 or Lamicall iPad Stand DT03) • 12MP front-facing camera required for security screens
Software Requirements	• Download the free Verkada Guest app on the App Store • A valid Verkada Workplace license per iPad
Warranty	• 10 Years – Apple 10.2 in iPad, WiFi 64G (ACCX-TBL-1) • 10 Years – Apple 10.9 inch iPad, 64GB (ACCX-TBL-2) • 10 Years – Apple 11-inch iPad, 128GB (ACCX-TBL3) • 10 Years – Brother QL820-NWB Printer (ACCX-PRT-1) • 10 Years – Epson C4000 Printer (ACCX-PRT-2)

Verkada Mailroom Overview

Streamline Mailroom Operations



Overview

Verkada Mailroom helps customers manage and control the flow of deliveries across all of their facilities so that inventory, supplies and deliveries get to the right people at the right time. Mailroom lets businesses, schools, healthcare facilities and more efficiently keep track of the mail, packages and shipments coming to their facilities, helping mailroom staff get time back and employees get their packages without having to worry about missing something important.

With native camera integrations, Mailroom users can also see video footage of their packages being delivered and more easily find what they're looking for.

Key features

Streamline mailroom operations

- Scan shipments with a mobile app
- View comprehensive delivery logs and details
- Print name labels to make packages and shipments easy to locate

Simplify shipment deliveries

- Receive pick-up notifications via email, SMS, Slack, or Teams
- View package and shipment photos for easier identification
- Redirect mail to another employee

Easily find your package

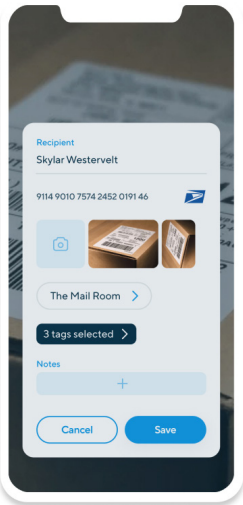
- Search by key fields to find packages
- Livestream mailroom activity
- Find camera footage of when a package was delivered with a single click

Scan, notify and manage

All the Features You Need to Streamline Package Delivery

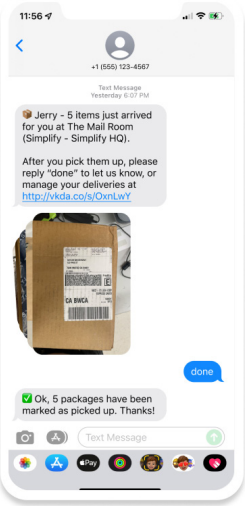
Scan and match shipments in seconds

Scan, match and log inbound individual or multiple shipments all at once with our label identifying optical character recognition (OCR). By simply taking a photo of the label, details of the shipment are captured, including location, carrier, tracking number, recipient name and more. Office managers can add even more detail with custom notes and additional photos.



Automatically match shipments to employees

The software automatically matches the name on the shipment to recipients and syncs contact information from your active directory. If the scan doesn't recognize the name on the shipment, the user can manually type the email of the recipient.

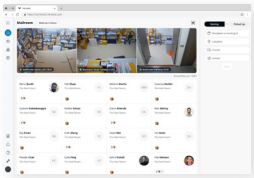


Instantly send notifications and reminders

Employees are notified via SMS, email, Slack, or Microsoft Teams that their shipment has arrived. If the shipment hasn't been picked up after 24 hours, they'll get automatic reminders. Employees will also receive notifications to acknowledge that they picked up their mail.

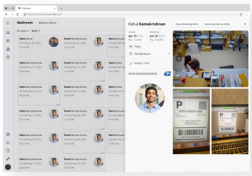
Print name labels to make finding packages and shipments easier

For the busiest of mailrooms, employees can spend significant time searching for their specific packages or shipments. To make the shipment easier to identify, office managers can print and place easy-to-read labels on the shipment with the recipient's name.



Comprehensive reporting in Command

Office managers and receptionists can easily view their mailroom activity. Across each mailroom location, office managers can see a list of deliveries and their statuses. They can also filter down to find a shipment by key fields, such as carrier, tracking number, name, date and more.



Increase security

With Verkada's camera integration, office managers can see a live view of all mailroom activity and historical footage of when each shipment got scanned. Filter by key fields (carrier, tracking #, employee name) to see if items were picked up.

Mailroom
Tech Specs

Requirements

Hardware Requirements	• Scanning: iPhone (must run iOS 15 or above) or Android (must run Android 9 or above) • Printing: Label printer (Optional. Must be AirPrint compatible. We recommend Brother QL820-NWB)
Software Requirements	• Download the free Verkada Mailroom app on the App Store • A valid Verkada Workplace license per iPad

Supported Carriers

Ordering Information

Workplace Hardware

Model Number	Description	Cost per site (MSRP) USD
ACCX-PRT-1	Brother Label Printer, QL-820NWB	$249
ACCX-TBL-STD-1	Stouchi Tablet Stand	$39
ACCX-PRT-2	Epson ColorWorks CW-C4000 Label Printer, C31CK03A9981	$2,199
ACCX-PRT-LBL-1	1x Label Roll for Brother QL-820NWB (Qty 200/roll)	$19
ACCX-PRT-LBL-2	6x Label Rolls for Epson ColorWorks CW-C4000 (Qty 400/roll)	$149
ACCX-TBL-3	Apple 11-inch iPad, 128GB	$349

Ordering Information

The Workplace License and Workplace K-12 License include both Verkada Guest and Verkada Mailroom. The Workplace for Government License includes only Verkada Guest. Licenses can be purchased in 1, 3, 5, or 10 year increments.

Workplace License (New/Capacity Increase)

Model Number	Description	Cost per site (MSRP) USD
LIC-WP-1Y-CAP	1-Year Workplace License, Capacity Increase	$3,600
LIC-WP-3Y-CAP	3-Year Workplace License, Capacity Increase	$10,800
LIC-WP-5Y-CAP	5-Year Workplace License, Capacity Increase	$18,000
LIC-WP-10Y-CAP	10-Year Workplace License, Capacity Increase	$36,000
LIC-WP-1Y-CAP-K	1-Year Workplace K-12 License, Capacity Increase	$1,500
LIC-WP-3Y-CAP-K	3-Year Workplace K-12 License, Capacity Increase	$4,500
LIC-WP-5Y-CAP-K	5-Year Workplace K-12 License, Capacity Increase	$7,500
LIC-WP-10Y-CAP-K	10-Year Workplace K-12 License, Capacity Increase	$15,000
LIC-WP-1Y-CAP-G	1-Year Workplace License for Government, Capacity Increase	$5,400
LIC-WP-3Y-CAP-G	3-Year Workplace License for Government, Capacity Increase	$16,200
LIC-WP-5Y-CAP-G	5-Year Workplace License for Government, Capacity Increase	$27,000
LIC-WP-10Y-CAP-G	10-Year Workplace License for Government, Capacity Increase	$54,000

Ordering Information

The Workplace License and Workplace K-12 License include both Verkada Guest and Verkada Mailroom. The Workplace for Government License includes only Verkada Guest. Licenses can be purchased in 1, 3, 5, or 10 year increments.

Workplace License (Renewal)

Model Number	Description	Cost per site (MSRP) USD
LIC-WP-1Y-RNW	1-Year Workplace License, Renewal	$3,600
LIC-WP-3Y-RNW	3-Year Workplace License, Renewal	$10,800
LIC-WP-5Y-RNW	5-Year Workplace License, Renewal	$18,000
LIC-WP-10Y-RNW	10-Year Workplace License, Renewal	$36,000
LIC-WP-1Y-RNW-K	1-Year Workplace K-12 License, Renewal	$1,500
LIC-WP-3Y-RNW-K	3-Year Workplace K-12 License, Renewal	$4,500
LIC-WP-5Y-RNW-K	5-Year Workplace K-12 License, Renewal	$7,500
LIC-WP-10Y-RNW-K	10-Year Workplace K-12 License, Renewal	$15,000
LIC-WP-1Y-RNW-G	1-Year Workplace License for Government, Renewal	$5,400
LIC-WP-3Y-RNW-G	3-Year Workplace License for Government, Renewal	$16,200
LIC-WP-5Y-RNW-G	5-Year Workplace License for Government, Renewal	$27,000
LIC-WP-10Y-RNW-G	10-Year Workplace License for Government, Renewal	$54,000