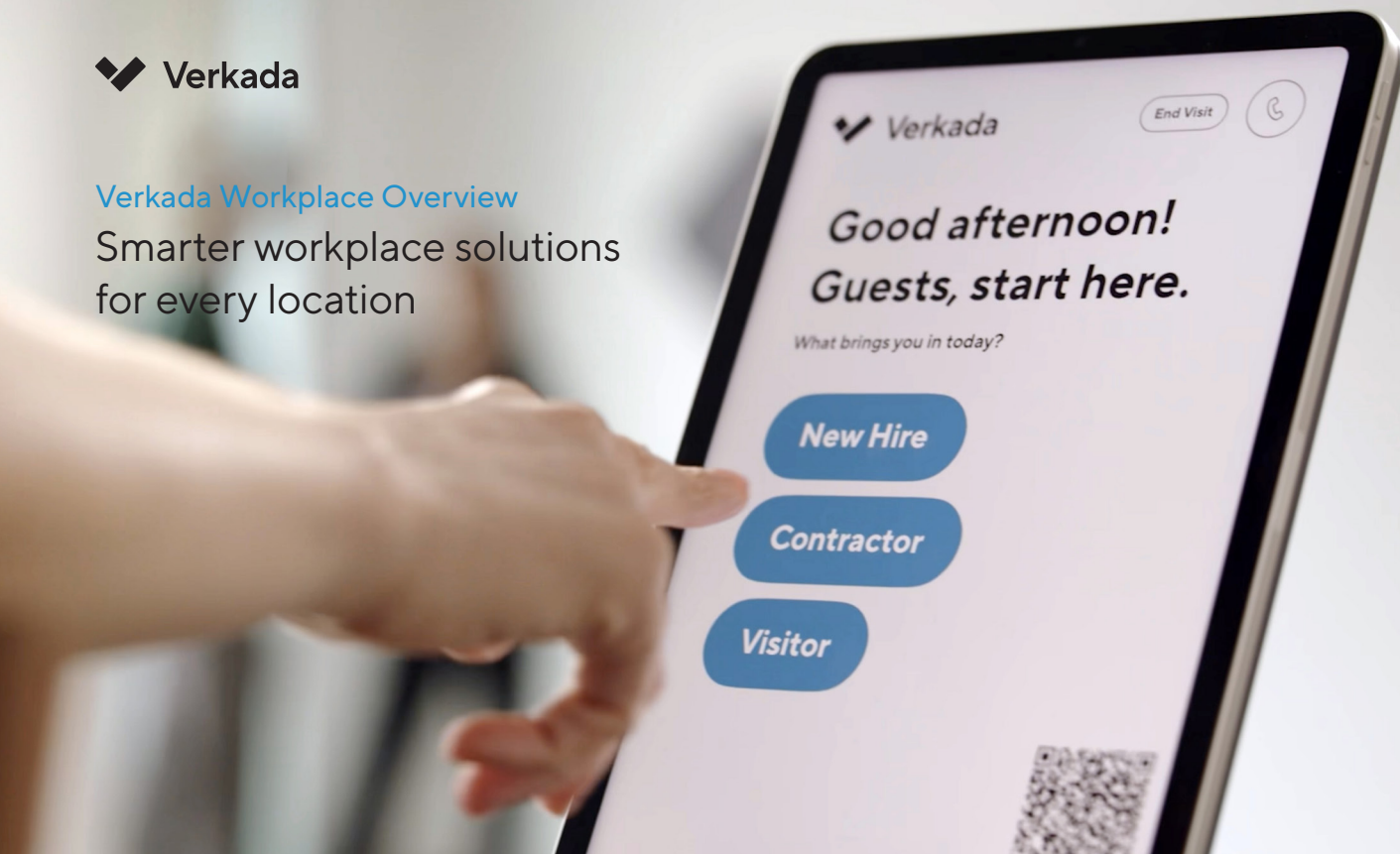


Verkada Workplace Overview

Smarter workplace solutions
for every location



Overview

Verkada Workplace includes Guest for visitor management, Mailroom for delivery management, and Incident Response for emergency management.

Verkada Guest provides visitors with a customizable check-in process that can include document signing, safety videos, instant security screenings, and automatic host notifications. Cross-platform integrations give admins the ability to view footage of visitors and even issue them temporary access credentials. Verkada Mailroom streamlines delivery management with a simple app to scan packages, notify recipients, and manage deliveries.

Verkada Incident Response helps organizations track the status and location of people during an emergency. It enables organizations to account for employees, visitors, and/or students quickly and can be used to reunify students with their guardians in school settings.

Three powerful tools in one license

Verkada Guest

Make visitors feel welcome while strengthening security

- Provide a seamless, touchless check-in experience using customizable workflows
- Instantly screen visitor IDs and easily collect digital document signatures
- Automatically alert hosts of a visitor's arrival via SMS or email
- Provision temporary door access credentials directly to a visitor's phone

Verkada Mailroom

Easily manage packages

- Instantly scan and log incoming deliveries using optical character recognition (OCR) in the mobile app
- Automatically notify recipients that their package is ready for pickup via email, SMS, Slack, or Teams
- Visually track inventory and investigate missing items using native video security integrations

Verkada Incident Response

Launch emergency protocols quickly

- Mobilize employees rapidly with automated SMS and email response links
- Track the real-time safety and location of all campus evacuees
- Securely reunite students with their verified guardians using digital forms



Verkada Guest overview

Key Features

Proactive security	Tailored welcome experience	Seamless visitor entry
Conduct instant security screens Automatically extract a visitor's info to query national sex offender registries, criminal databases, and government watch lists	Customize entry workflows Build tailored sign-in experiences with branching questionnaires, NDA signatures, and mandatory safety videos based on the guest type	Expedite entry with Face Pass Allow returning visitors to instantly bypass previously completed check-in steps using secure biometric facial recognition
Verify identity documents Ensure the authenticity of government-issued IDs by requiring visitors to scan both the front and back of the document	Automate Wi-Fi provisioning Instantly issue visitors unique, temporary network credentials via email or SMS through Cisco Meraki integrations	Provide digital Guest Passes Issue mobile wallet passes (Apple and Google Wallet) for quick, touchless QR code check-ins upon arrival
Enforce custom deny lists Flag unwanted visitors (like disgruntled former employees) and use Face Match to instantly detect them via facial recognition	Print custom visitor badges Automatically print color-coded badges featuring the visitor's photo, host name, and dynamic design rules based on their multiple-choice responses	Enable mobile sign-in Visitors can bypass checking in at the lobby tablet and complete the check-in process on their personal device
Prioritize data privacy Require explicit consent before capturing information, and automatically purge visitor records of cleared individuals after an admin-defined period	Provide multi-language support Choose from 11 supported languages directly on the tablet to provide a localized, welcoming experience.	Sign in at the intercom Allow invited guests to sign in and simultaneously unlock exterior doors or parking gates by scanning a QR code directly at a Verkada intercom
	Send messages via SMS or email Send on-demand SMS or email updates (like event instructions or schedule changes) to visitors and registered attendees	Grant on-demand access credentials Instantly assign physical access control keycards to visitors to provide secure, temporary door access



Verkada Guest overview

Key Features

Automated admin workflows	Event management at scale	Privacy & data control
Instant host notifications Send automatic arrival alerts and host approval requests via SMS, email, Slack, or Microsoft Teams to ensure no visitor is left waiting in the lobby	Simplify invitations and pre-registration Allow employees to create visitor events directly from calendar applications (like Google Calendar or Microsoft Outlook) or generate public RSVP links to collect attendee info before the event begins	Prioritize explicit consent Always prompt visitors to explicitly consent and inform them about the capture of their personally identifiable information before scanning their ID
Custom visitor badges Automatically print color-coded badges upon successful check-in, featuring the visitor's photo, host name, and dynamic design rules based on the purpose of their visit	Prevent front-desk bottlenecks Pre-print visitor badges in bulk for all registered attendees before the event starts to completely bypass lobby congestion	Minimize data retention Automatically purge visit records, ID scans, and Face Pass data after an admin-defined period to comply with organizational data policies
Simplify user management Keep employee host lists perfectly up to date through native SCIM directory integrations with identity providers like Okta or Microsoft Entra ID	Streamline multi-day events Let attendees register once for multi-day events, allowing them to smoothly enter without repeating the entire sign-in workflow	Ensure human-in-the-loop verification Rely on designated staff to manually confirm potential security matches, ensuring biometrics are never used to query third-party offender databases
Generate compliance reports Easily export comprehensive visitor activity logs for simplified auditing and investigations	Manage recurring visitors Use Approved Lists to allow trusted contractors or volunteers to apply for pre-approval to make their entry experience even faster.	Honor visitor data deletion requests Allow administrators to manually delete specific visit records to fulfill requests and compliance requirements



Verkada Guest overview

Make visitors feel welcome while strengthening security



Overview

Verkada Guest is a visitor management system that makes checking in easy while keeping locations secure.

Visitors enjoy a smooth arrival with features that elevate their entry experience – like touchless check-in, digital document signing, and automatic host alerts. Returning guests can use secure facial recognition or a mobile wallet pass to speed up re-entry.

Because of Guest's powerful cross-platform integration, admins can easily review video footage of a guest's visit or grant them temporary access credentials.

To enhance on-site security, Guest can print custom visitor badges and instantly screen visitor IDs against criminal databases, sex offender registries, or an organization's own custom deny lists, making it easy to keep track of who is in a building.

Key features

Deliver a frictionless visitor experience

- Strengthen security and account for visitors during an emergency
- Automatically print custom, color-coded visitor badges
- Provision unique, temporary Wi-Fi credentials upon arrival

Strengthen security and account for visitors during an emergency

- Screen visitors instantly against criminal databases and custom deny lists
- Track visitor movement across campus using integrated video security
- Include visitors in real-time emergency roll calls

Automate administrative workflows

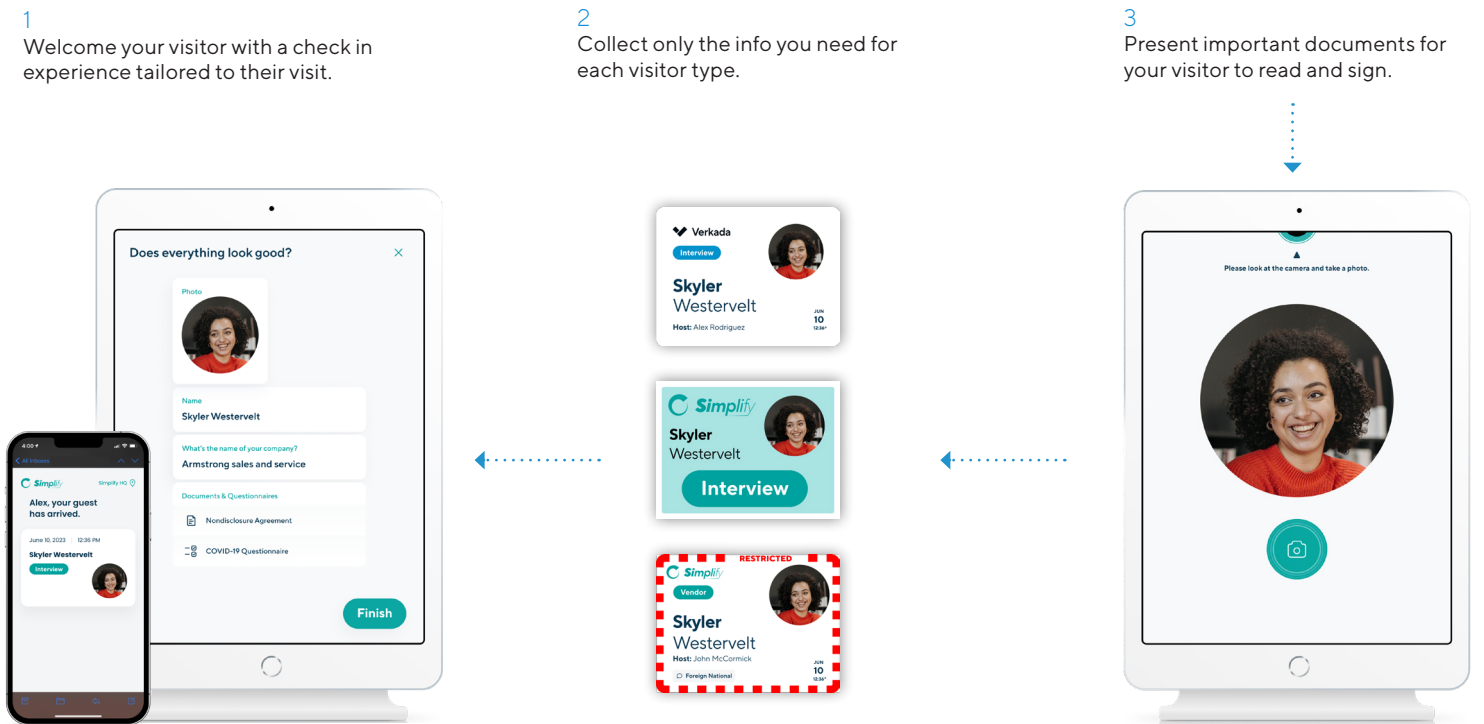
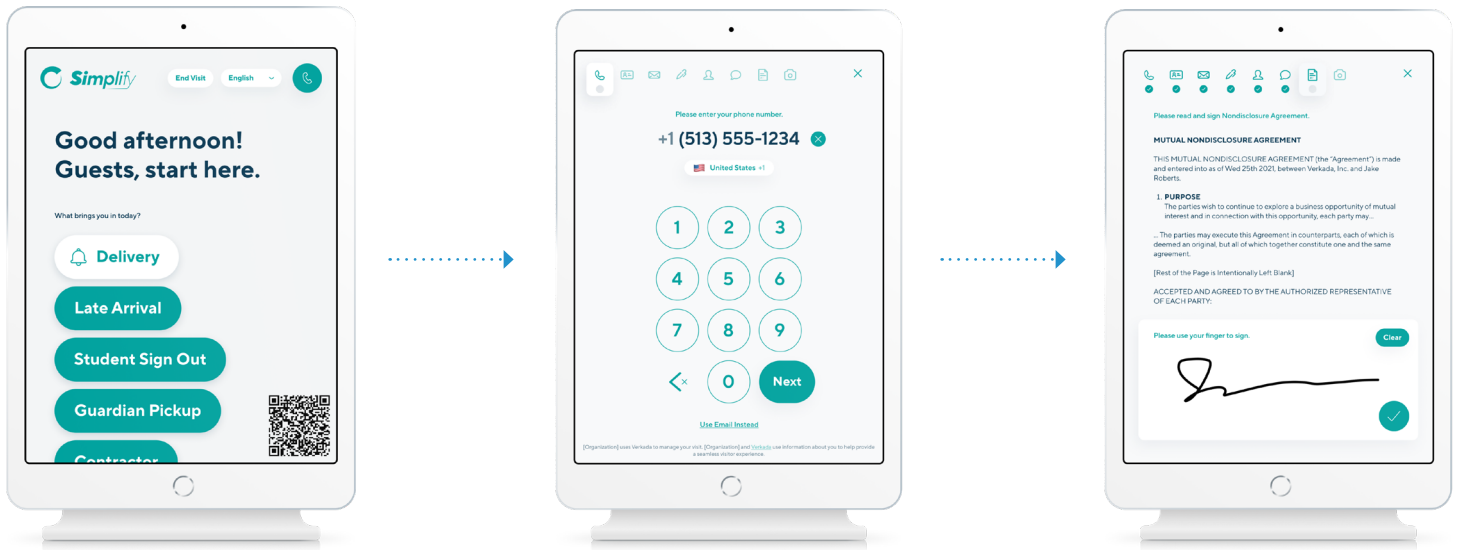
- Notify hosts of visitor arrivals instantly via SMS, email, Slack, or Teams
- Sync with PowerSchool, Clever, and ClassLink to keep student rosters up to date
- Automate employee directory updates with native SCIM integrations



How it works

The visitor entry experience

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



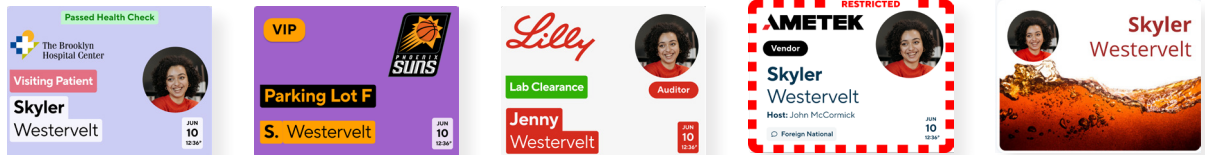


How it works

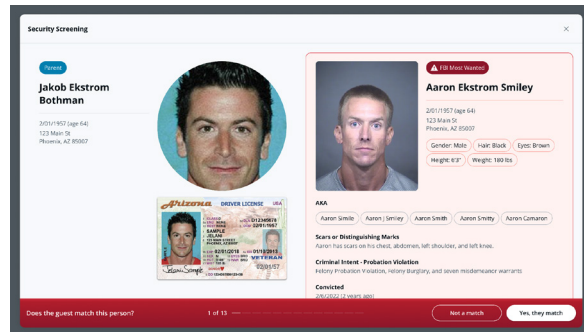
The admin experience

Verkada Guest is simple to set up and provides administrators with visibility over facility access from a single dashboard. Cross-platform integrations, automated directory syncing, and exportable audit logs allow teams to easily manage and monitor visitor activity across all their locations.

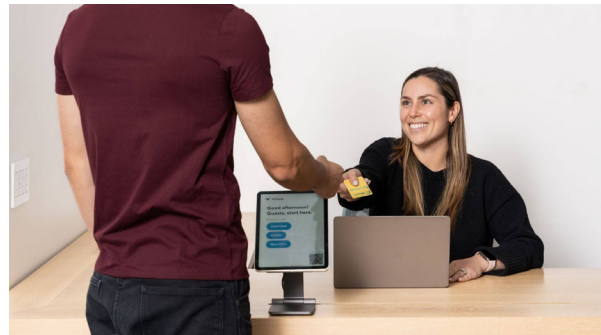
Step 1: Before arrival: initiate visitor pre-registrations. For events, additionally create events, track RSVPs, and pre-print badges to prevent front desk bottlenecks.



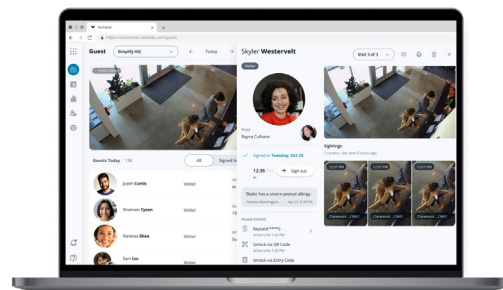
Step 2: **During arrival:**
Check IDs against criminal databases, sex offender registries, and custom in-house deny lists.



Step 3: **After check-in:**
Alert hosts automatically via SMS, email, Slack, or Microsoft Teams to ensure no visitor is left waiting in the lobby. Issue temporary on-demand access and WiFi credentials for visitors.



Step 4: **During a visit:**
View visitors in real-time and instantly see video context of their activity using camera integrations.



Step 5: After a visit: When a visitor signs out or their scheduled time on-site expires, access credentials and WiFi credentials are automatically deactivated. Administrators can download records of all visitor activity for compliance and investigations.



Event management

Manage events at scale



Verkada Guest simplifies hosting events, from sending calendar invites to checking in large crowds, ensuring high-volume events run smoothly without compromising facility security.

Simplify invitations and pre-registration

- **Calendar integrations:**
Allow employees to create visitor events directly from their preferred calendar applications like Google Calendar or Microsoft Outlook
- **RSVP links:**
Generate registration links to easily collect attendee information, signed NDAs, and health questionnaires before the event begins
- **Customized welcome emails:**
Automatically send registered attendees helpful arrival information, such as parking directions and Wi-Fi credentials

Prevent front-desk bottlenecks

- **Pre-print badges:**
Print visitor badges for all registered attendees in bulk before the event starts to completely bypass lobby congestion
- **Flexible check-in:**
Empower attendees to sign in via the lobby iPad, by scanning a mobile QR code on their smartphone, or by using a mobile wallet pass directly at a Verkada Intercom
- **Multi-day support:**
Let attendees register once for multi-day events so they don't have to repeat the check-in process every day

Maintain proactive security

- **Advance security screenings:**
If an attendee submits their ID during pre-registration, staff can review security screening results and handle potential threats before the visitor ever arrives on-site.
- **Time-bound access credentials:**
Provision doors to unlock via QR code, PIN, or mobile link. Credentials automatically activate 30 minutes before the event starts and expire the moment it ends.
- **Walk-in management:**
Easily accommodate unregistered walk-ins on the day of the event while still requiring them to complete the standard security screening and document-signing flow.



The power of the platform

Cross-product integrations



Workplace + Video Security	Workplace + Access Control	Workplace + Intercom
Eliminate blind spots by linking visitor logs and mailroom scans with camera feeds. Review video context of any check-in event or package delivery and see where visitors go while on site.	Grant invited visitors on-demand access credentials via keycard and enable Face Unlock for visitors on the AF64 Access Station Pro.	Grant invited visitors seamless entry before they even reach the lobby. Pre-registered visitors can use a mobile QR code to unlock doors directly at a Verkada intercom.



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 is an intuitive delivery management system that helps organizations securely track the flow of incoming mail and packages. Staff can simply use the Verkada Mailroom app on their existing smartphones to scan shipping labels and instantly log deliveries.

When a package is scanned, Mailroom automatically alerts the recipient via email, SMS, Slack, or Microsoft Teams so they can pick it up promptly. Native integrations with Verkada Video Security enable organizations to capture footage of packages being scanned.

Key features

Streamline mailroom operations

- Scan shipping labels instantly using the Mailroom iOS or Android app
- Eliminate the need for specialized barcode scanning hardware

Simplify deliveries

- Automate pickup notifications via email, SMS, Slack, or Teams
- Easily toggle package statuses between "waiting" and "picked up"

Easily locate packages

- Search for packages by recipient, location, carrier, or date
- Pair a camera to automatically record when a label is scanned
- Link up to four context cameras to monitor pickup areas



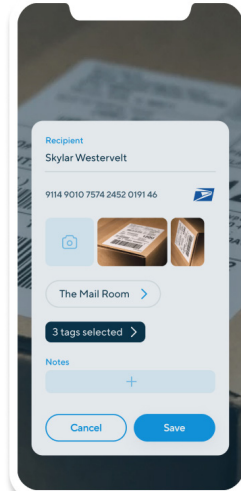
How it works

All the features you need to streamline package delivery



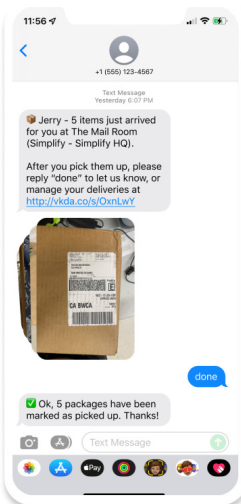
Scan and match shipments in seconds

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.



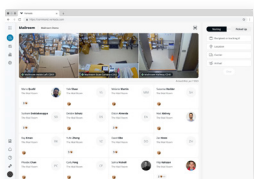
Instantly send notifications and reminders

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.



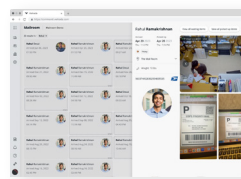
Print name labels to make finding packages and shipments easier

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
-

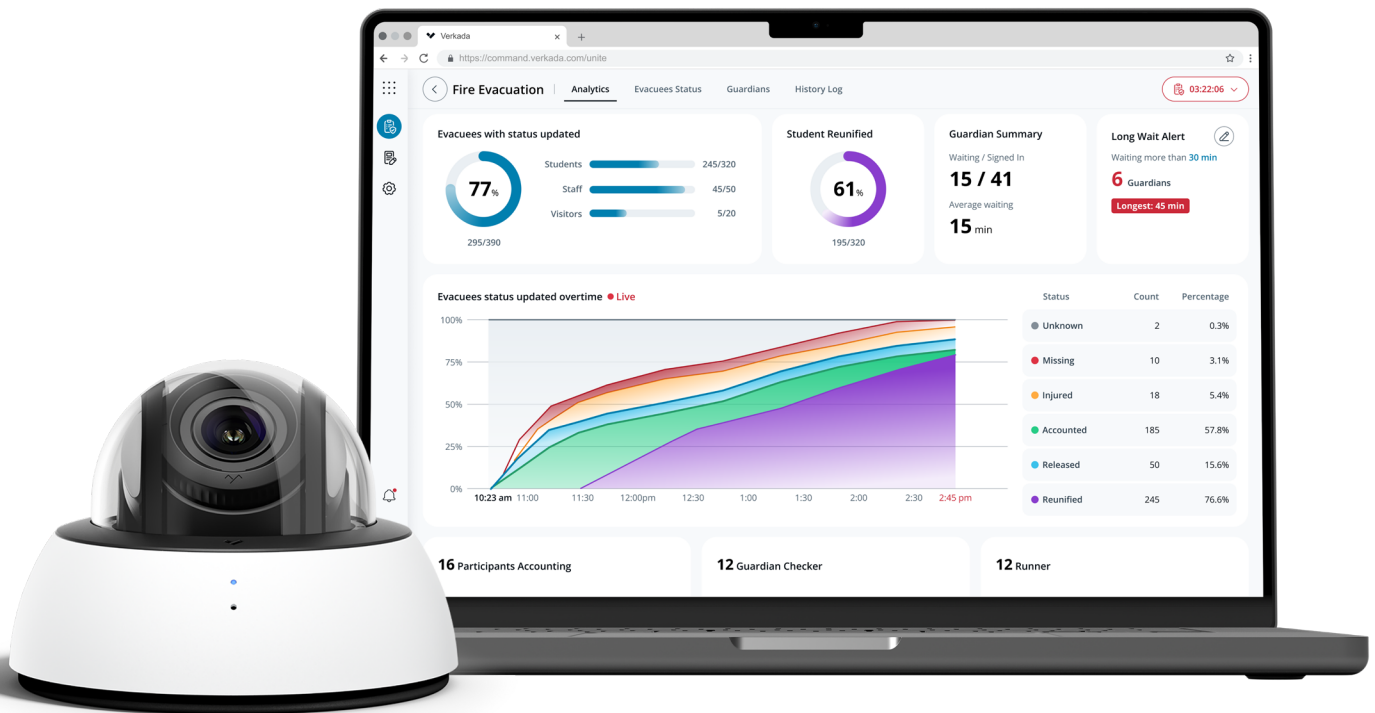
Supported Carriers





Verkada Incident Response overview

Streamline emergency management



Overview

Verkada Incident Response is an emergency management tool designed to help organizations track the location and well-being of individuals during a crisis. It enables administrators to account for employees and visitors in real time and, for schools, provides the framework to securely reunite students with their verified guardians.

When an emergency occurs, admins can launch a response and get responsible parties involved quickly. From the mobile-friendly portal, these individuals can update evacuee statuses, track locations, and coordinate effectively, ensuring visibility and accountability when it matters most.

Key features

Simplify emergency roll calls

- Create response templates for different types of incidents, such as evacuations or lockdowns
- Account for students, staff, and visitors currently signed in through Verkada Guest

Coordinate response in real time

- Send automated notifications with magic links to employees via email or SMS when an incident begins
- Empower staff to mark evacuees as "safe" or "missing" and update their locations directly from the mobile portal
- Filter and search for specific individuals by name, status, or location. For schools, users can filter by class section

Reunify students and guardians

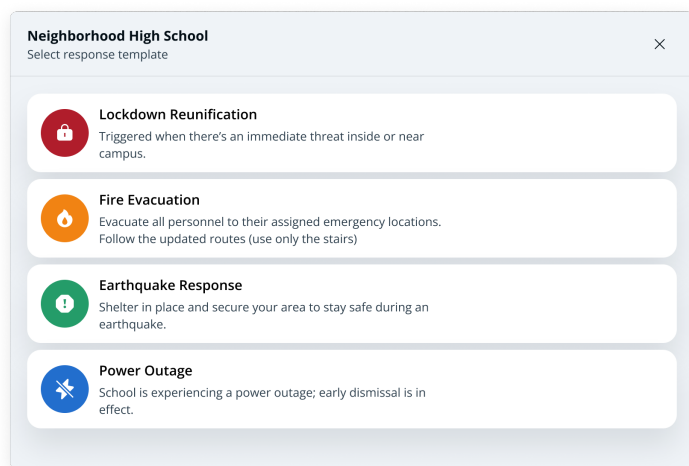
- Collect information using digital guardian forms during a crisis
- Reunify guardians with their students while also securely documenting the reunification process



How it works

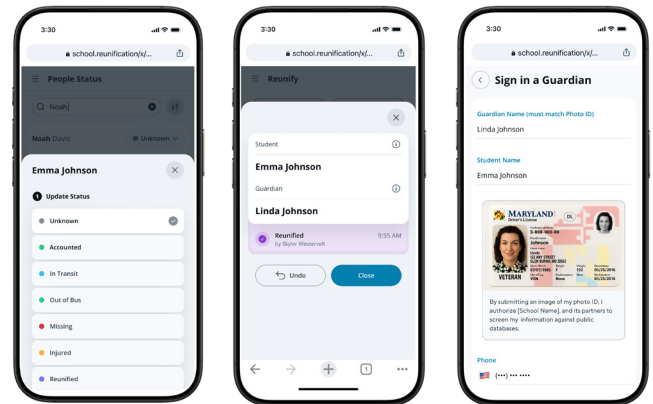
Creating a response template

- Build customized response plans for specific emergency scenarios, such as evacuations, severe weather, or lockdowns
- Define exactly who needs to be accounted for, including staff, students, and visitors currently signed in via Verkada Guest
- Configure custom evacuee statuses, designated assembly locations, and digital guardian forms (for K-12 student reunification)



Coordinating a response

- Quickly locate specific individuals by filtering the evacuee list by name, status, location, or class section
- Check in verified guardians, review their identification, and securely pair them with approved students for safe reunification

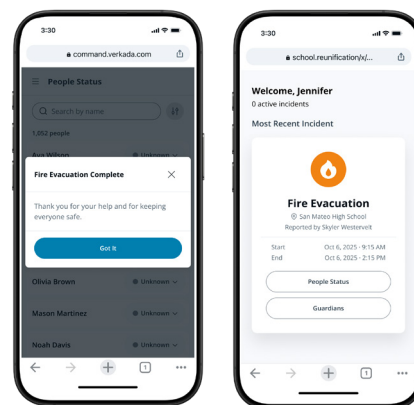
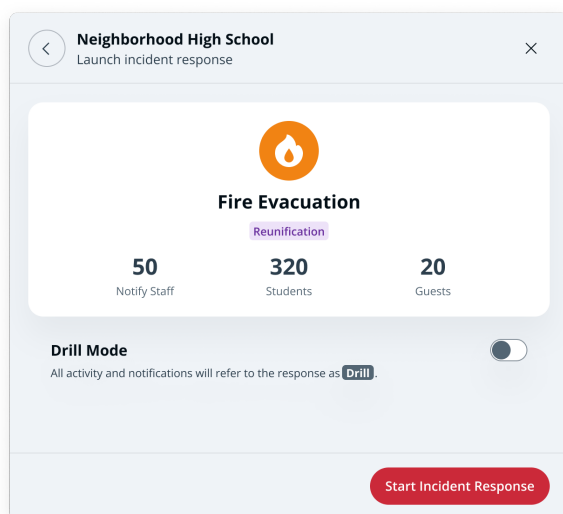


After a response

- End the incident to lock the portal from further modifications and automatically notify all employees that the event has concluded
- Review key performance metrics—such as total evacuees accounted for by status and person type—from a centralized analytics dashboard
- Export a comprehensive historical log of every action taken during the event for post-incident audits, compliance reporting, and debriefs

Initiating a response

- Launch an active incident or a training drill instantly from Verkada Command
- Automatically distribute response links via SMS and email to bring authorized employees into the mobile-friendly response portal





Ordering information

Workplace Hardware

Model number	Description	US cost (MSRP) ^{USD}	WW cost (MSRP) ^{USD}
ACCX-PRT-1	Brother Label Printer, QL-820NWB	\$249	\$249
ACCX-TBL-STD-1	Stouchi Tablet Stand	\$39	\$39
ACCX-PRT-2	Epson ColorWorks CW-C4000 Label Printer, C31CK03A9981	\$2,199	\$2,199
ACCX-PRT-LBL-1	1x Label Roll for Brother QL-820NWB (Qty 200/roll)	\$19	\$19
ACCX-PRT-LBL-2	6x Label Rolls for Epson ColorWorks CW-C4000 (Qty 400/roll)	\$149	\$149
ACCX-TBL-3	Apple 11-inch iPad, 128GB	\$349	\$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	US cost (MSRP) ^{USD}	WW cost (MSRP) ^{USD}
LIC-WP-1Y-CAP	1-Year Workplace License, Capacity Increase	\$3,600	\$3,600
LIC-WP-3Y-CAP	3-Year Workplace License, Capacity Increase	\$10,800	\$10,800
LIC-WP-5Y-CAP	5-Year Workplace License, Capacity Increase	\$18,000	\$18,000
LIC-WP-10Y-CAP	10-Year Workplace License, Capacity Increase	\$36,000	\$36,000
LIC-WP-1Y-CAP-K	1-Year Workplace K-12 License, Capacity Increase	\$1,500	\$1,500
LIC-WP-3Y-CAP-K	3-Year Workplace K-12 License, Capacity Increase	\$4,500	\$4,500
LIC-WP-5Y-CAP-K	5-Year Workplace K-12 License, Capacity Increase	\$7,500	\$7,500
LIC-WP-10Y-CAP-K	10-Year Workplace K-12 License, Capacity Increase	\$15,000	\$15,000
LIC-WP-1Y-CAP-G	1-Year Workplace License for Government, Capacity Increase	\$5,400	\$5,400
LIC-WP-3Y-CAP-G	3-Year Workplace License for Government, Capacity Increase	\$16,200	\$16,200
LIC-WP-5Y-CAP-G	5-Year Workplace License for Government, Capacity Increase	\$27,000	\$27,000
LIC-WP-10Y-CAP-G	10-Year Workplace License for Government, Capacity Increase	\$54,000	\$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	US cost (MSRP) ^{USD}	WW cost (MSRP) ^{USD}
LIC-WP-1Y-RNW	1-Year Workplace License, Renewal	\$3,600	\$3,600
LIC-WP-3Y-RNW	3-Year Workplace License, Renewal	\$10,800	\$10,800
LIC-WP-5Y-RNW	5-Year Workplace License, Renewal	\$18,000	\$18,000
LIC-WP-10Y-RNW	10-Year Workplace License, Renewal	\$36,000	\$36,000
LIC-WP-1Y-RNW-K	1-Year Workplace K-12 License, Renewal	\$1,500	\$1,500
LIC-WP-3Y-RNW-K	3-Year Workplace K-12 License, Renewal	\$4,500	\$4,500
LIC-WP-5Y-RNW-K	5-Year Workplace K-12 License, Renewal	\$7,500	\$7,500
LIC-WP-10Y-RNW-K	10-Year Workplace K-12 License, Renewal	\$15,000	\$15,000
LIC-WP-1Y-RNW-G	1-Year Workplace License for Government, Renewal	\$5,400	\$5,400
LIC-WP-3Y-RNW-G	3-Year Workplace License for Government, Renewal	\$16,200	\$16,200
LIC-WP-5Y-RNW-G	5-Year Workplace License for Government, Renewal	\$27,000	\$27,000
LIC-WP-10Y-RNW-G	10-Year Workplace License for Government, Renewal	\$54,000	\$54,000