HOW TO CONFIGURE AXIS VISITOR ACCESS.

December 20, 2019
Rev. 1.1
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Introduction

This document is to be used to help configure AXIS Visitor Access using a door controller A1001 and a door station QR scanner installed.

Prerequisites

AXIS Visitor Access installed on a PC client

AXIS A1001 with Firmware 1.65.2.1 or later

AXIS A8207-VE with Firmware 1.92.1 or later

AXIS A8105-V with Firmware 1.65.4 or later

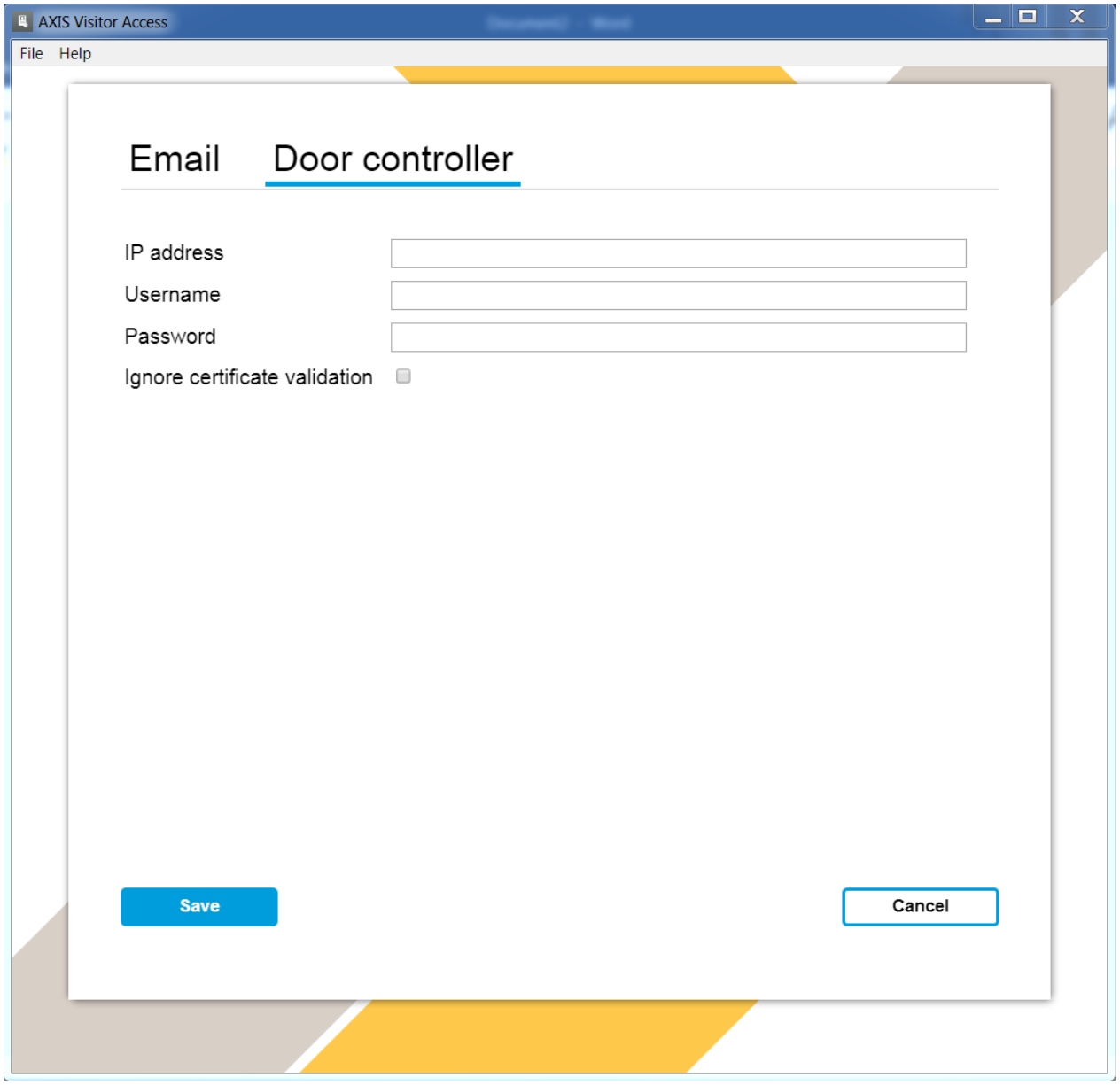
AXIS A8004-VE with Firmware 1.65.4 or later

AXIS QR scanner application 1.9-10

Please note that AXIS doesn't take any responsibility for how this configuration may affect your system. If the modification fails or if you get other unexpected results, you may have to restore the settings to default.

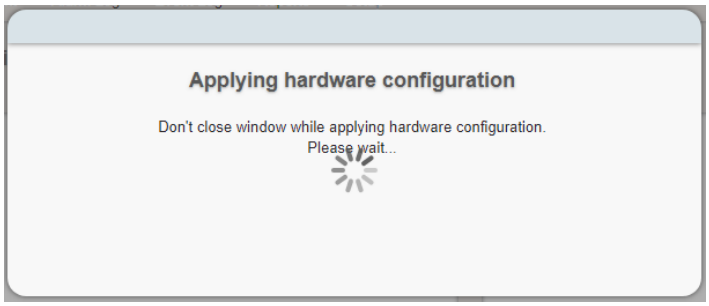
Step 1 – Install AXIS Visitor Access Files

Install the AXIS Visitor Access PC client on your machine, this will run like a standard windows installation. Leave the setting empty and move on to the next step.



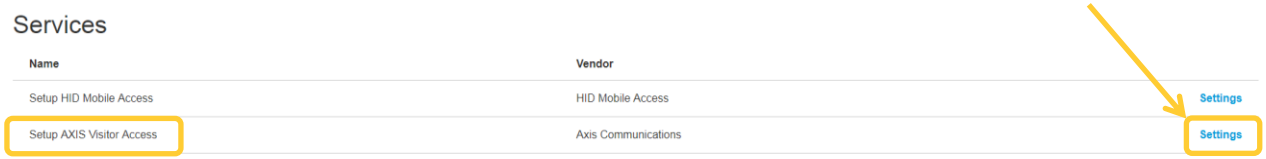
Step 2 – Setup Hardware configuration on the A1001

Run through the hardware configuration as this is required before the AXIS Visitor Access can be configured. Make sure you have the latest firmware installed on your door controller device. You can find the latest firmware on axis.com. Follow the User Manual that is provided in this package.

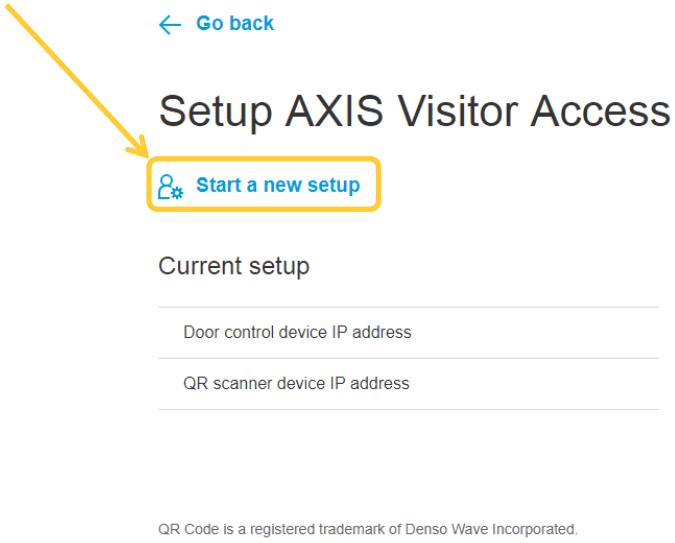


Step 3 – Configure the QR scanner device (A8207-VE, A8105-VE, A8004-VE)

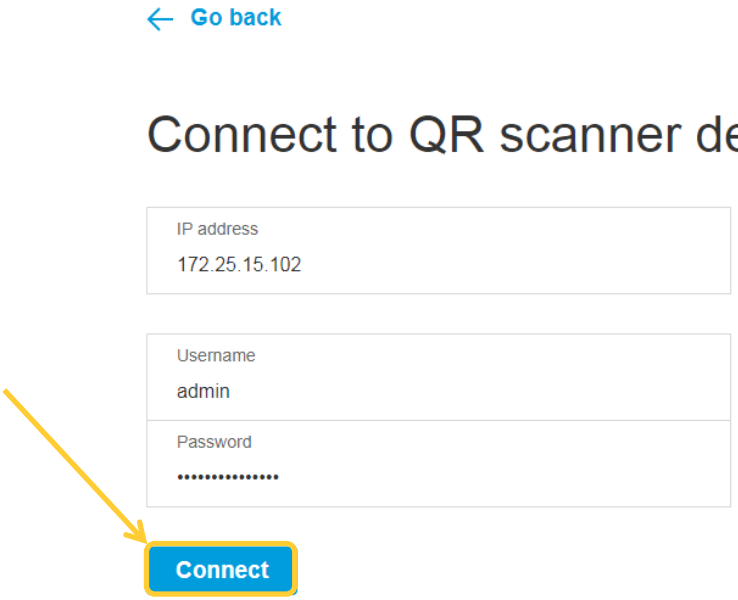
This is configured via the A1001 GUI, you will not need to set any configurations via the QR scanner device' GUI. Ensure the QR scanner device is powered and note the IP address of the unit. From the A1001 under setup – Configure Services, you will find "Setup AXIS Visitor Access" click settings on this option.



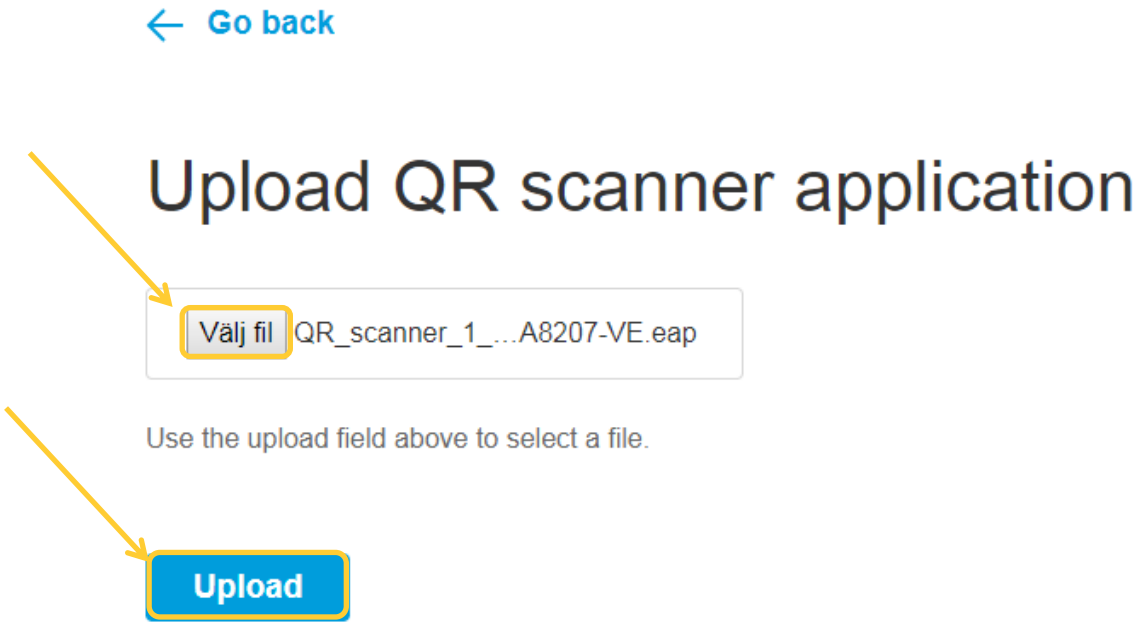
On the next page select "Start a new setup"



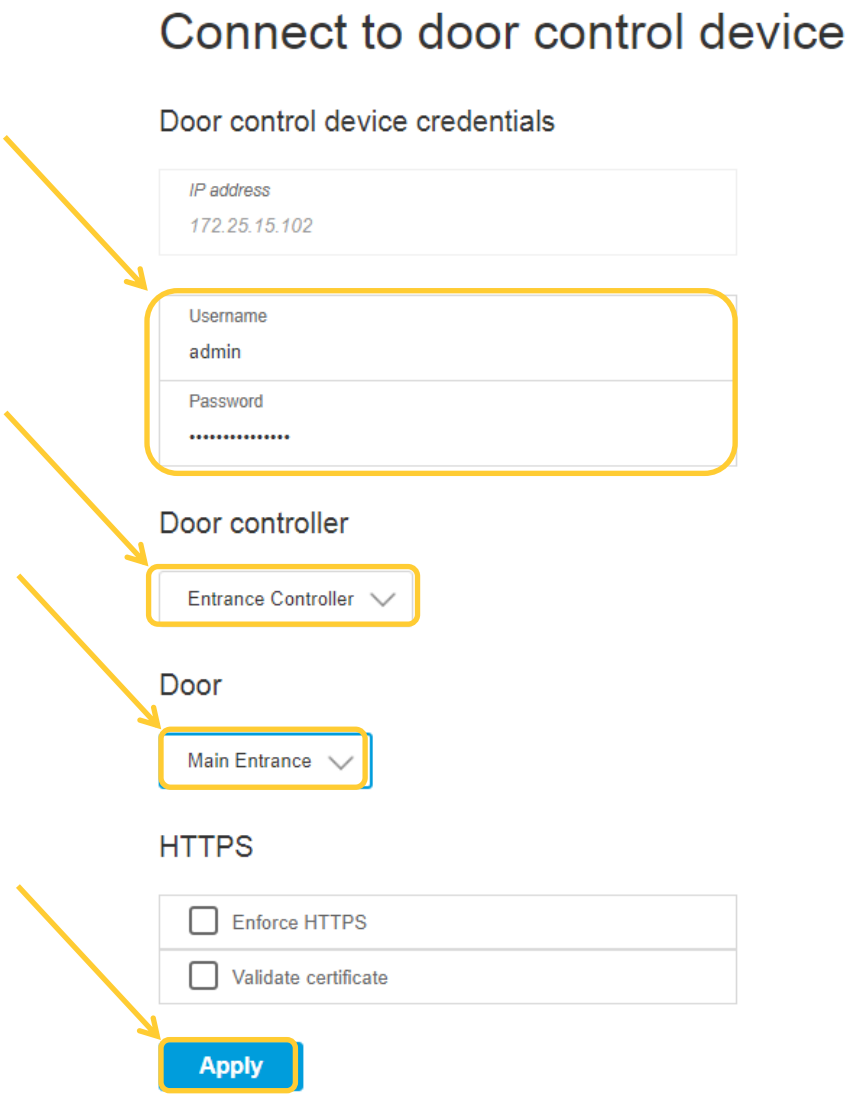
In the new window enter the IP address and the Admin user credentials of the QR scanner device you will be using for the QR scanning ACAP, once entered click connect.



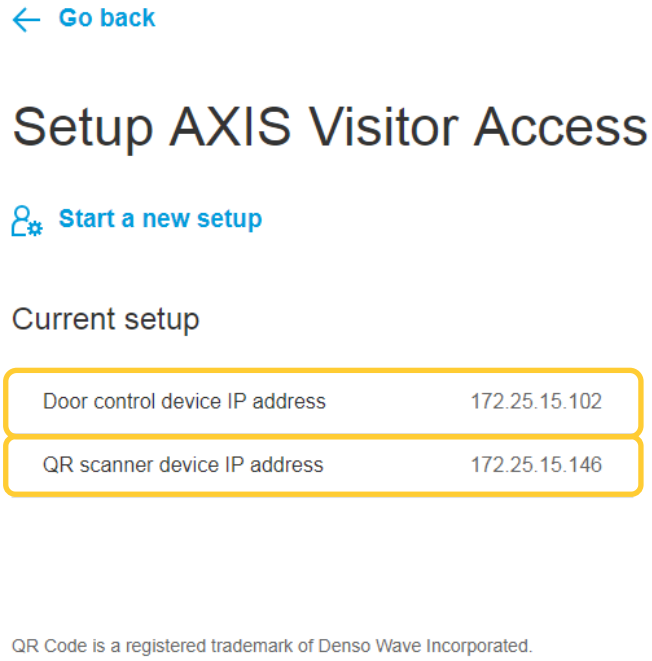
Next step is to upload the QR scanner ACAP to the door station in this case it's the A8207, on the page using the browse button select the QR scanner ACAP file, once selected click upload.



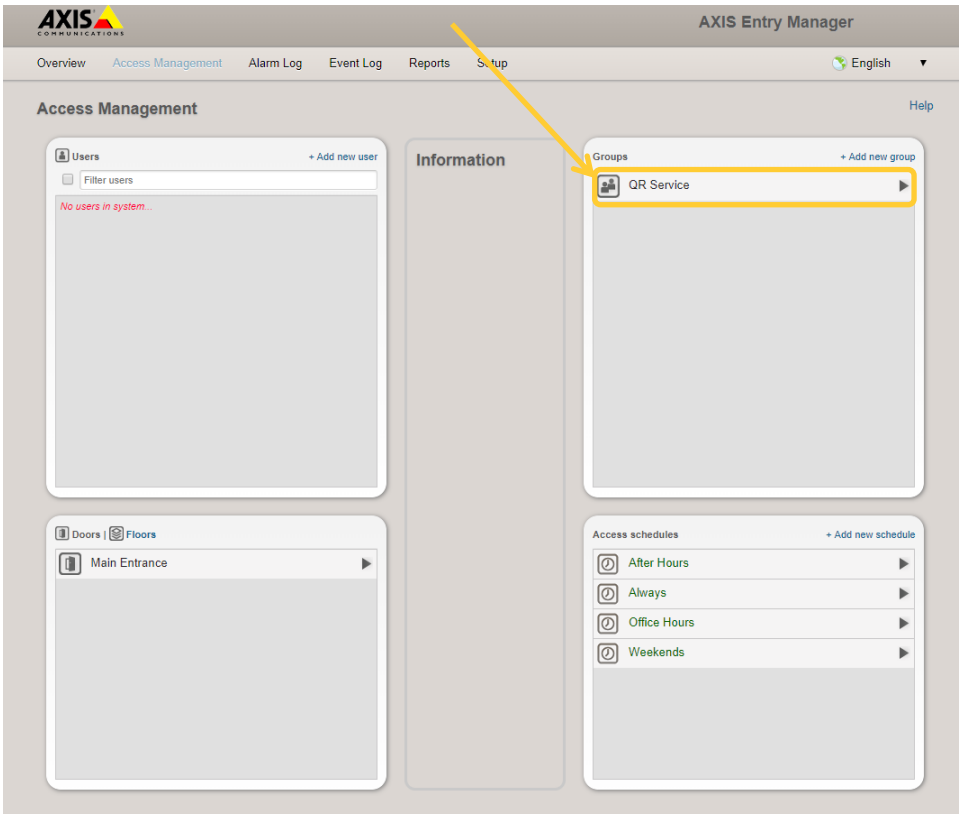
Once you have uploaded the ACAP to the QR scanning device you will now need to provide it access back to the A1001, enter the credentials of the A1001 you are currently on, in the username and password field, select the door controller from the list and the selected door to be used. Once finished click Apply.



When using HTTPS make sure HTTPS is enabled on both the door controller A1001 and QR reading device A8207. Follow the User Manual that is provided in this package.
Once this has finished the final page will be presented showing you the current setup of the QR Code Reader ACAP, showing which A1001 is being used and which A8207.

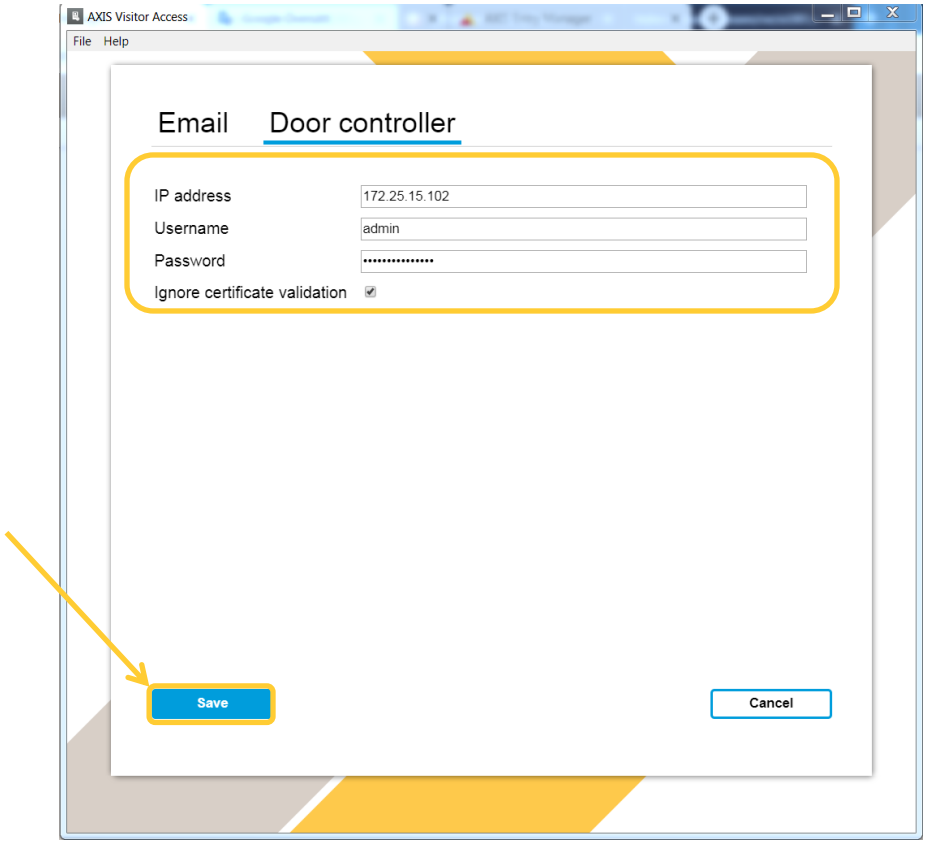


If this has been configured correctly, go to the Access Management page on the A1001 and you will now have a new group called “QR Service” this is needed for the ACAP to create the invites.

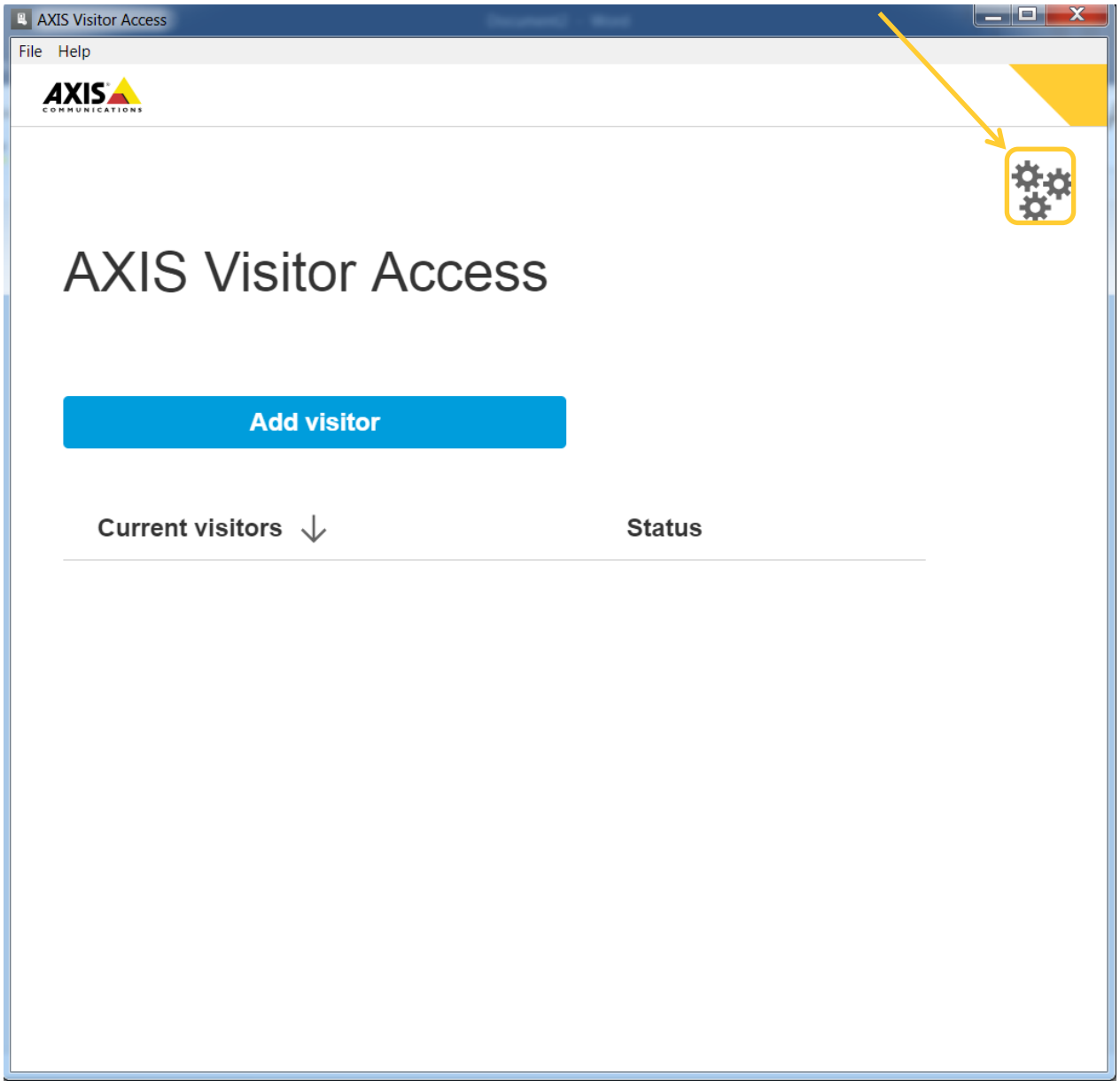

AXIS Entry Manager
Overview
Access Management
Alarm Log
Event Log
Reports
English
Access Management
Help
Users
+ Add new user
Filter users
No users in system...
Information
Groups
+ Add new group
QR Service
Doors | Floors
Main Entrance
Access schedules
+ Add new schedule
After Hours
Always
Office Hours
Weekends

Step 4 – Configure the PC Client

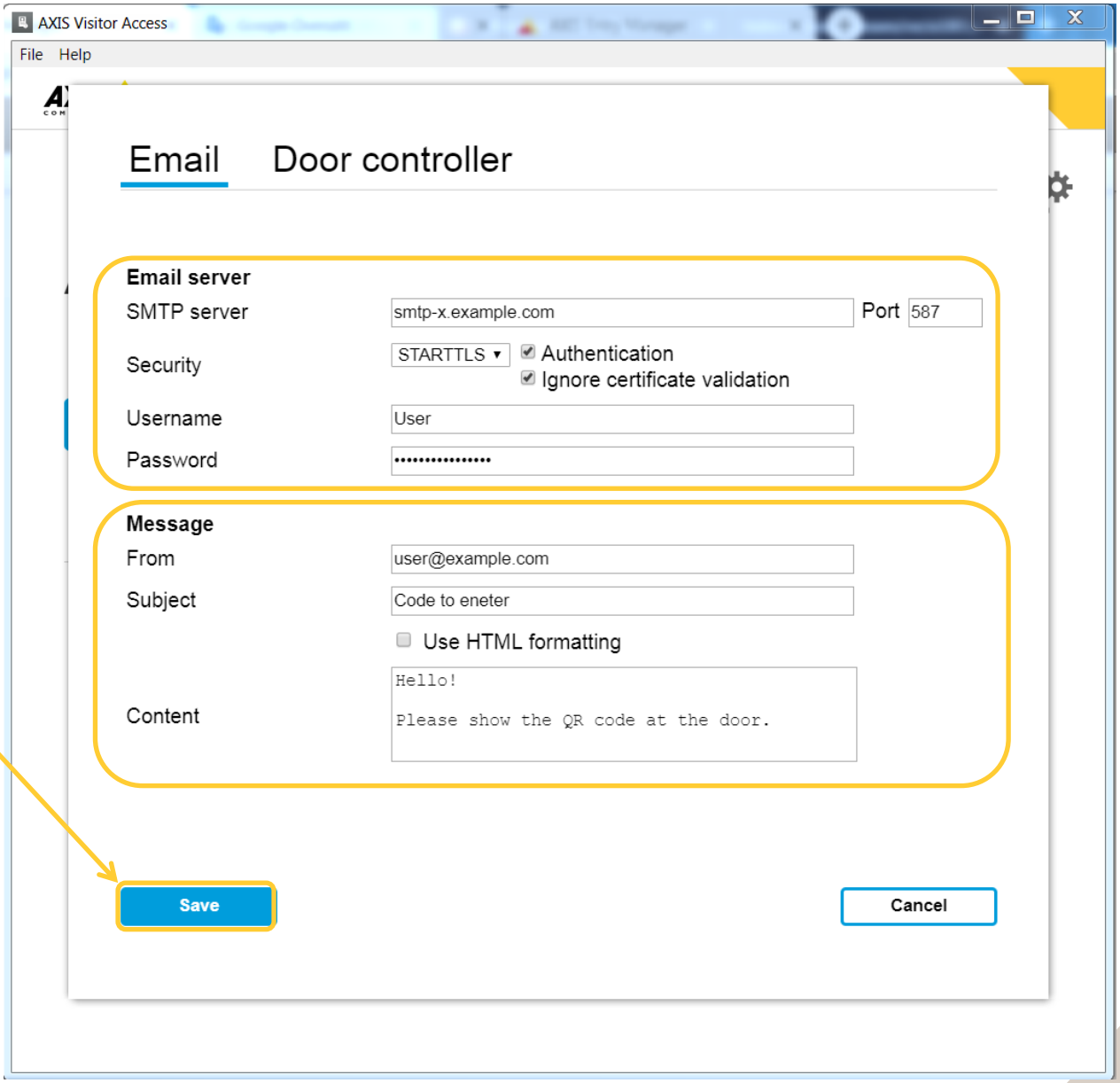
Start this by entering the IP address, username and password for your A1001 into the required fields. And click save bottom left.



Once saved you will see the main mage of the client, click the settings cog image top right of the screen.

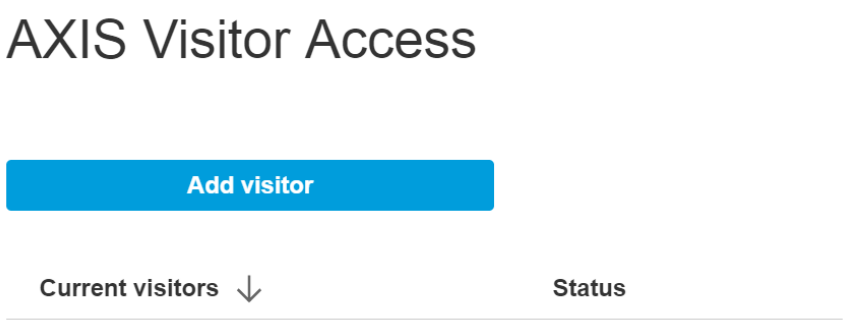


Now fill in the fields for the email server with the required information, the message will be what the user will receive when an email is sent out and who the email is sent from.

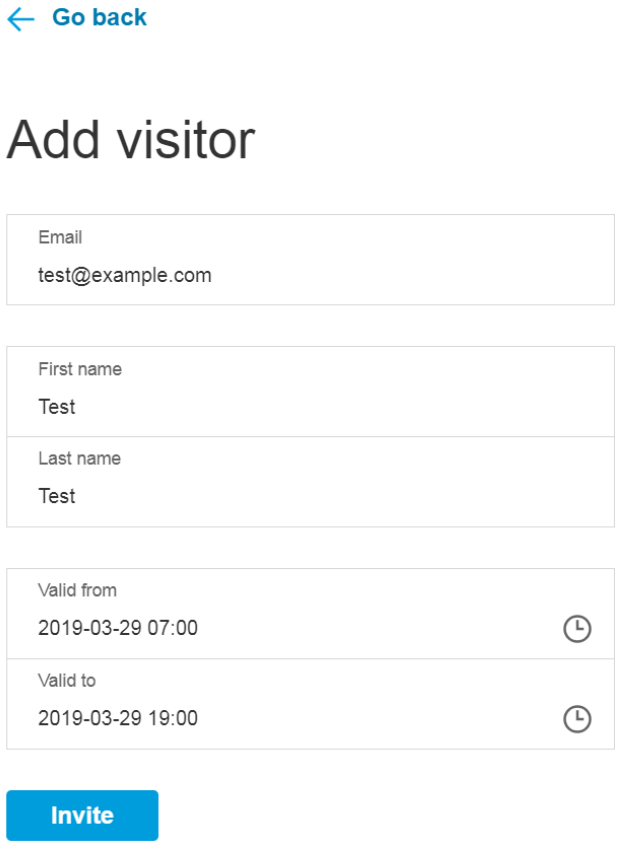


Step 5 – Add a Visitor

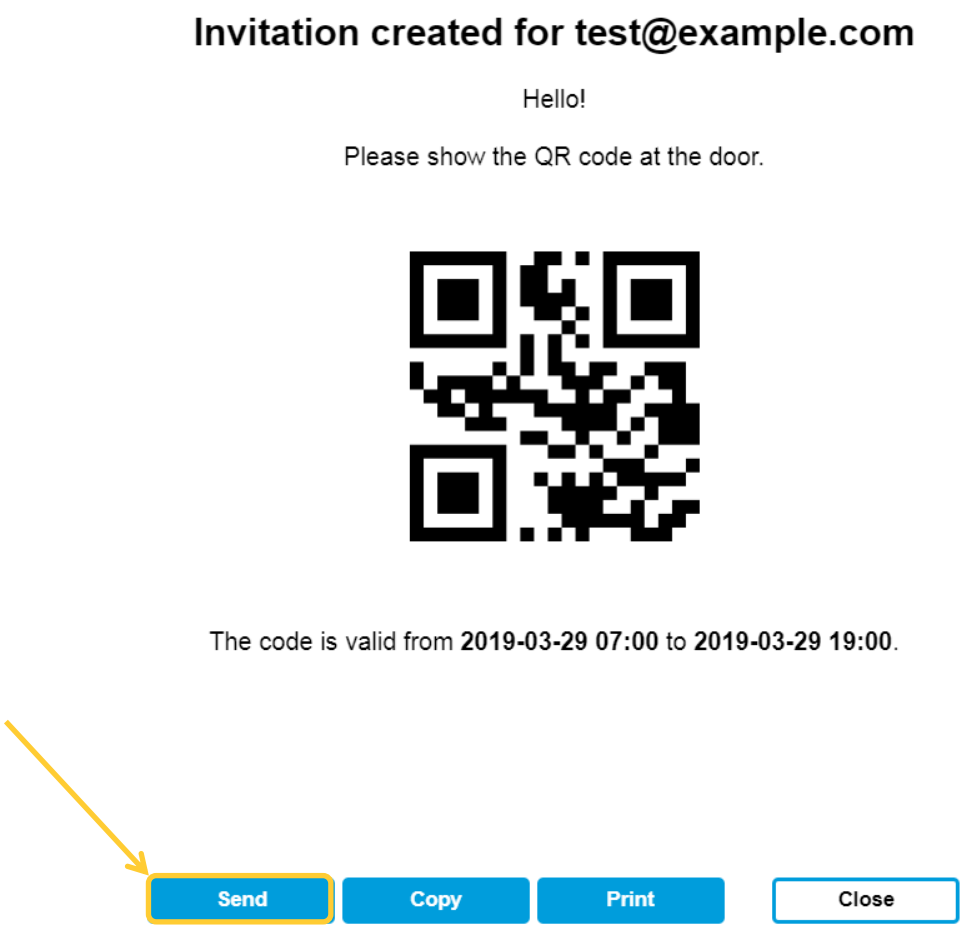
After the configuration now, it's time to add a visitor. Adding a visitor will create a user in the A1001 under the QR Service group with a Card number as a credential.



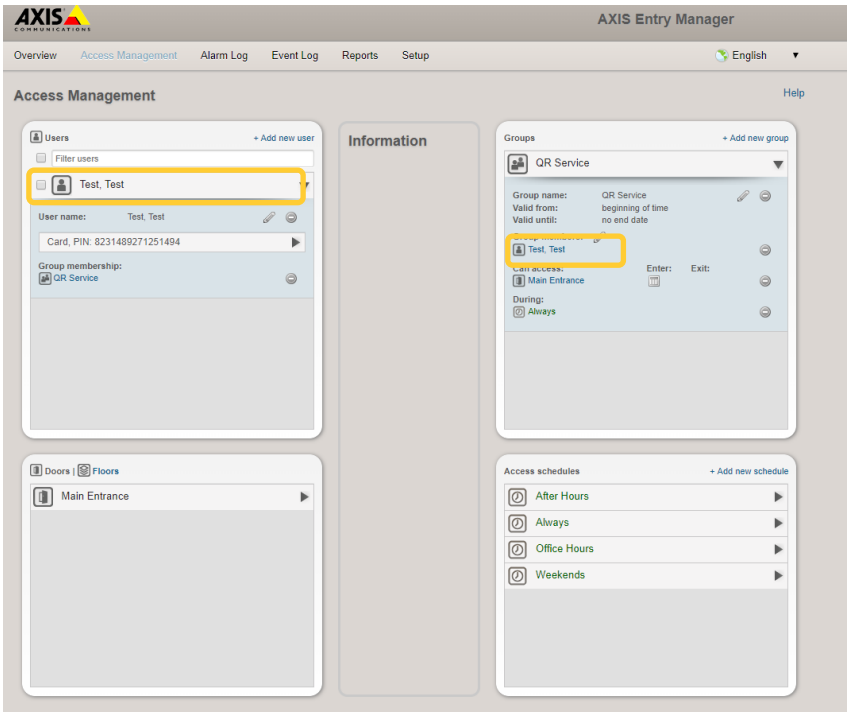
Enter the e-mail address alongside with their full name and select the valid to and from date and time.



Send an e-mail with the QR-code and the message created in the Configuration of the PC-client (Step 4). There are also options of copying and printing the QR-code that the visitor will receive.

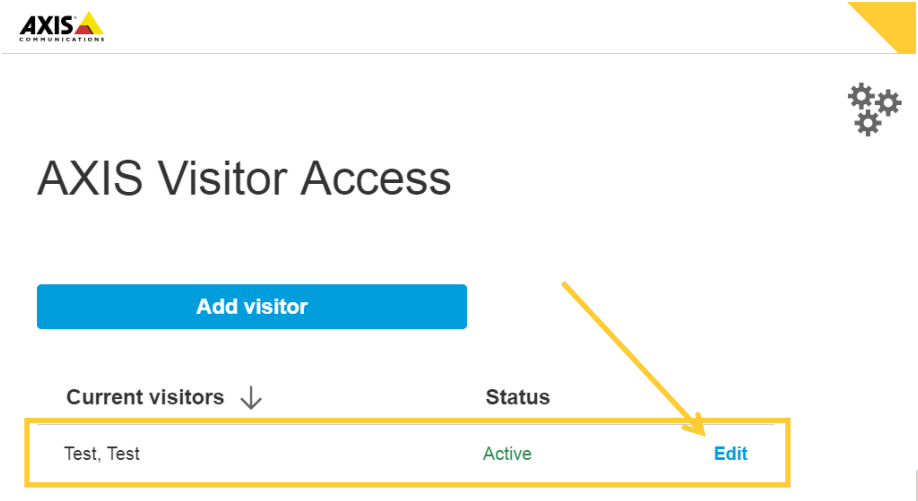


Once the QR-cod is sent, a user will be created in AXIS Entry Manager.



Step 6 – Current visitors

Once a visitor is created it will be listed in the AXIS Visitor Access with either a status Active or Inactive depending on the date and time given. The option of deleting the visitor or extend/change the time can be done in Edit.



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