

HOW TO CONFIGURE AXIS VISITOR ACCESS.

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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 with the QR scanner ACAP installed.

Prerequisites

AXIS A1001 with Firmware 1.65.2.1 or later

AXIS A8207-VE with Firmware 1.85.1 or later

AXIS A8207-VE with Firmware 1.65.2 or later

AXIS A8004-VE with Firmware 1.65.2 or later

AXIS Visitor Access installed on a PC client

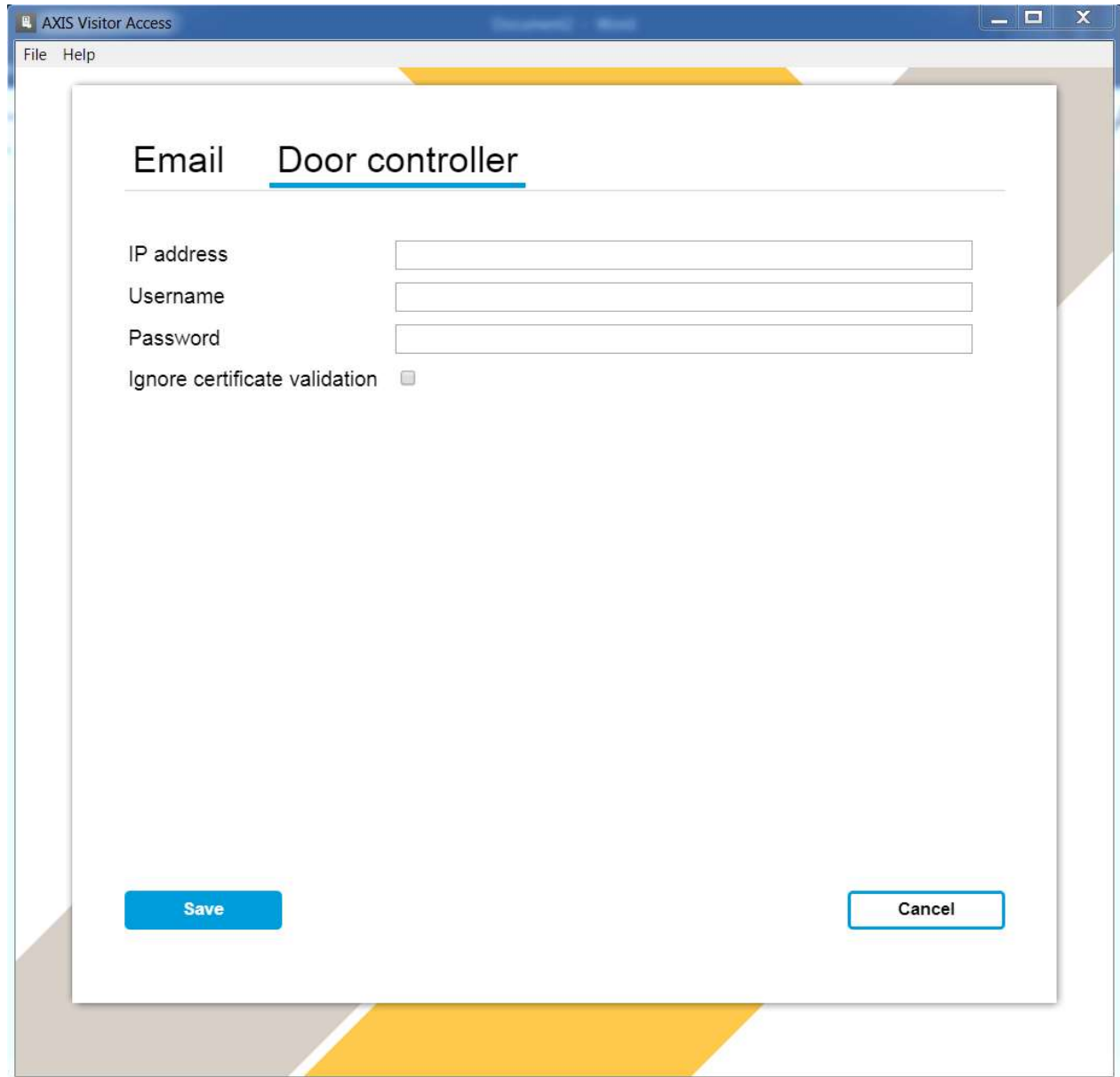
Axis QR scanner ACAP

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.

How To Configure Axis Visitor Access.

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 settings empty for now and move on to the next step.



The screenshot shows the 'AXIS Visitor Access' application window. It has a menu bar with 'File' and 'Help'. The main content area has two tabs: 'Email' and 'Door controller', with 'Door controller' being the active tab. Below the tabs, there are four input fields: 'IP address', 'Username', 'Password', and 'Ignore certificate validation' (which is a checkbox). At the bottom of the window, there are two buttons: 'Save' and 'Cancel'.

Field	Value
IP address	
Username	
Password	
Ignore certificate validation	<input type="checkbox"/>

How To Configure Axis Visitor Access.

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 up 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.

Services


Name	Vendor	
Setup HID Mobile Access	HID Mobile Access	Settings
Setup AXIS Visitor Access	Axis Communications	Settings

On the next page select “Start a new setup”

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Setup AXIS Visitor Access

 **Start a new setup**

Current setup

Door control device IP address
QR scanner device IP address

QR Code is a registered trademark of Denso Wave Incorporated.

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.

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Connect to QR scanner device

IP address 172.25.15.102
Username admin
Password

Connect

Next step is to upload the QR scanner ACAP to the door station; In this case it's the A8207-VE. On the page using the "browse" button, select the QR scanner ACAP file, once selected, click upload.

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Upload QR scanner application



QR_scanner_1_...A8207-VE.eap

Use the upload field above to select a file.



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.

Connect to door control device

Door control device credentials

IP address
172.25.15.102

Username
admin

Password

Door controller

Entrance Controller ▾

Door

Main Entrance ▾

HTTPS

☐ Enforce HTTPS

☐ Validate certificate

Apply

When using HTTPS make sure HTTPS is enabled on both the door controller A1001 and QR reading device. 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 door station.

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Setup AXIS Visitor Access

[Start a new setup](#)

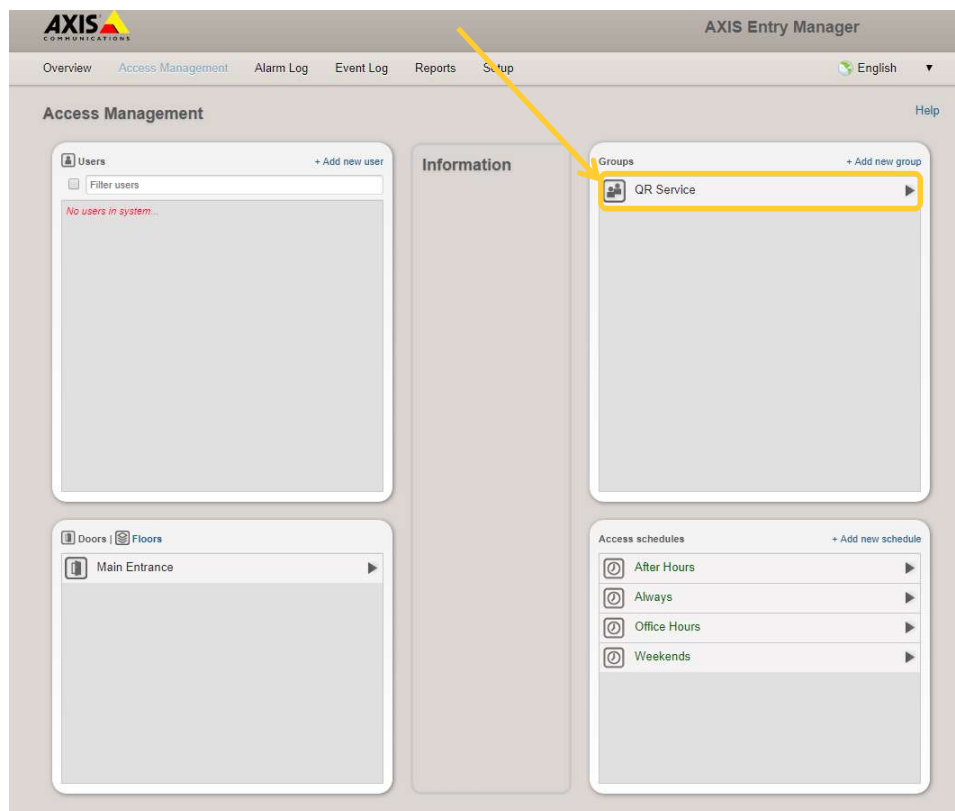
Current setup

Door control device IP address 172.25.15.102

QR scanner device IP address 172.25.15.146

QR Code is a registered trademark of Denso Wave Incorporated.

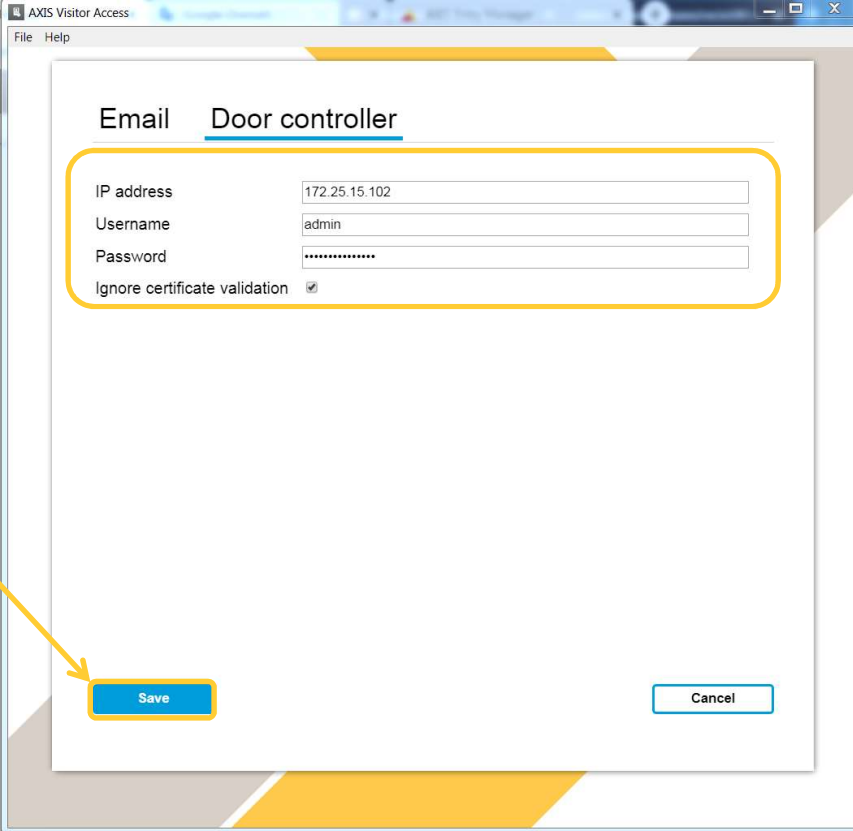
If this has been configured correctly, go to the Access Management page on the A1001 and you will now have a new group called “QR Service” this is needed for the ACAP to create the invites.



How To Configure Axis Visitor Access.

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.

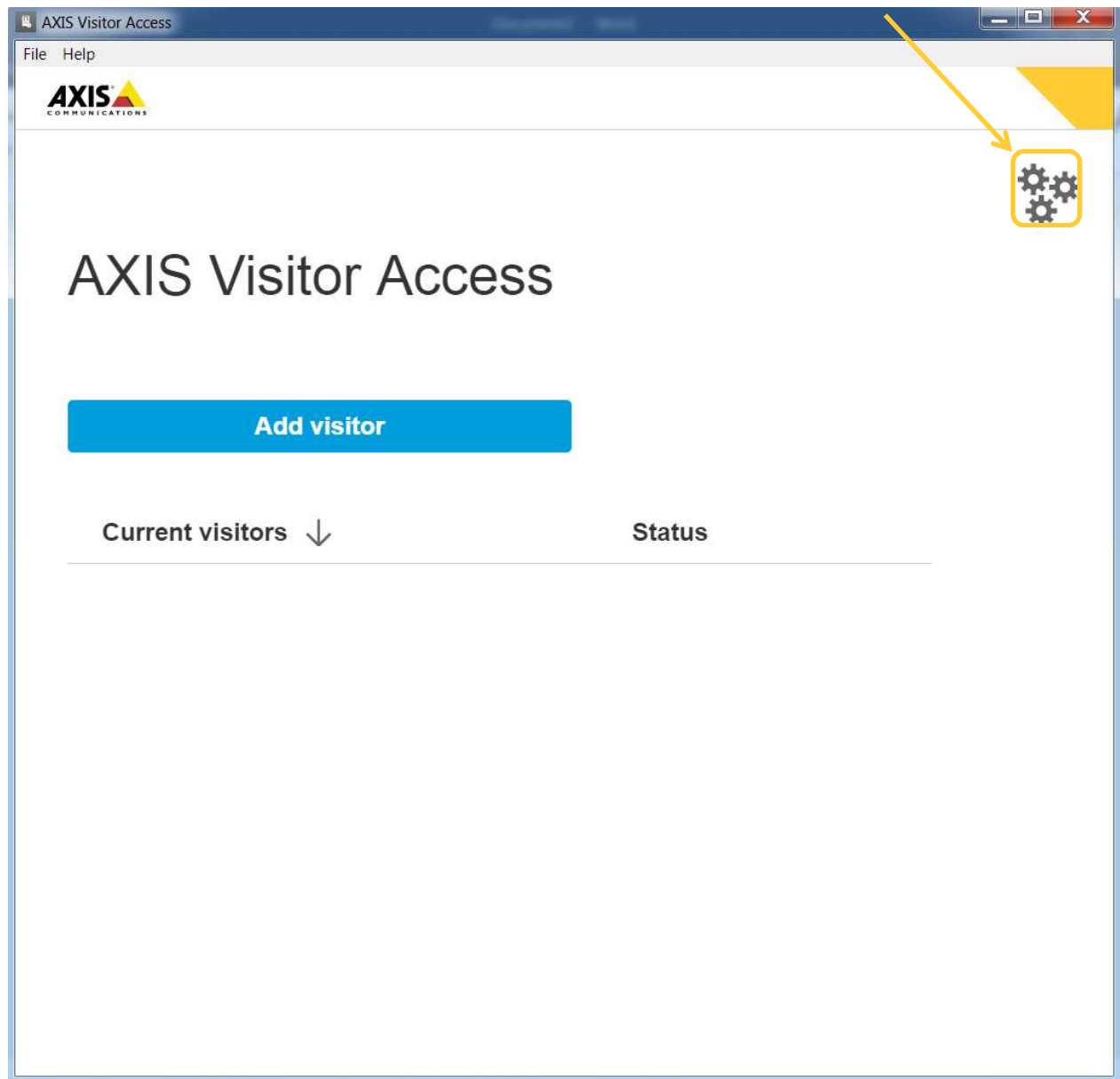


The screenshot shows the 'AXIS Visitor Access' application window. It has a menu bar with 'File' and 'Help'. Below the menu bar, there are two tabs: 'Email' and 'Door controller', with 'Door controller' being the active tab. A yellow rounded rectangle highlights the configuration fields: 'IP address' (172.25.15.102), 'Username' (admin), 'Password' (masked with dots), and a checked 'Ignore certificate validation' checkbox. At the bottom left, a yellow arrow points to a blue 'Save' button. At the bottom right, there is a 'Cancel' button.

AXIS Visitor Access	
File Help	
Email Door controller	
IP address	172.25.15.102
Username	admin
Password	*****
Ignore certificate validation	<input checked="" type="checkbox"/>
Save Cancel	

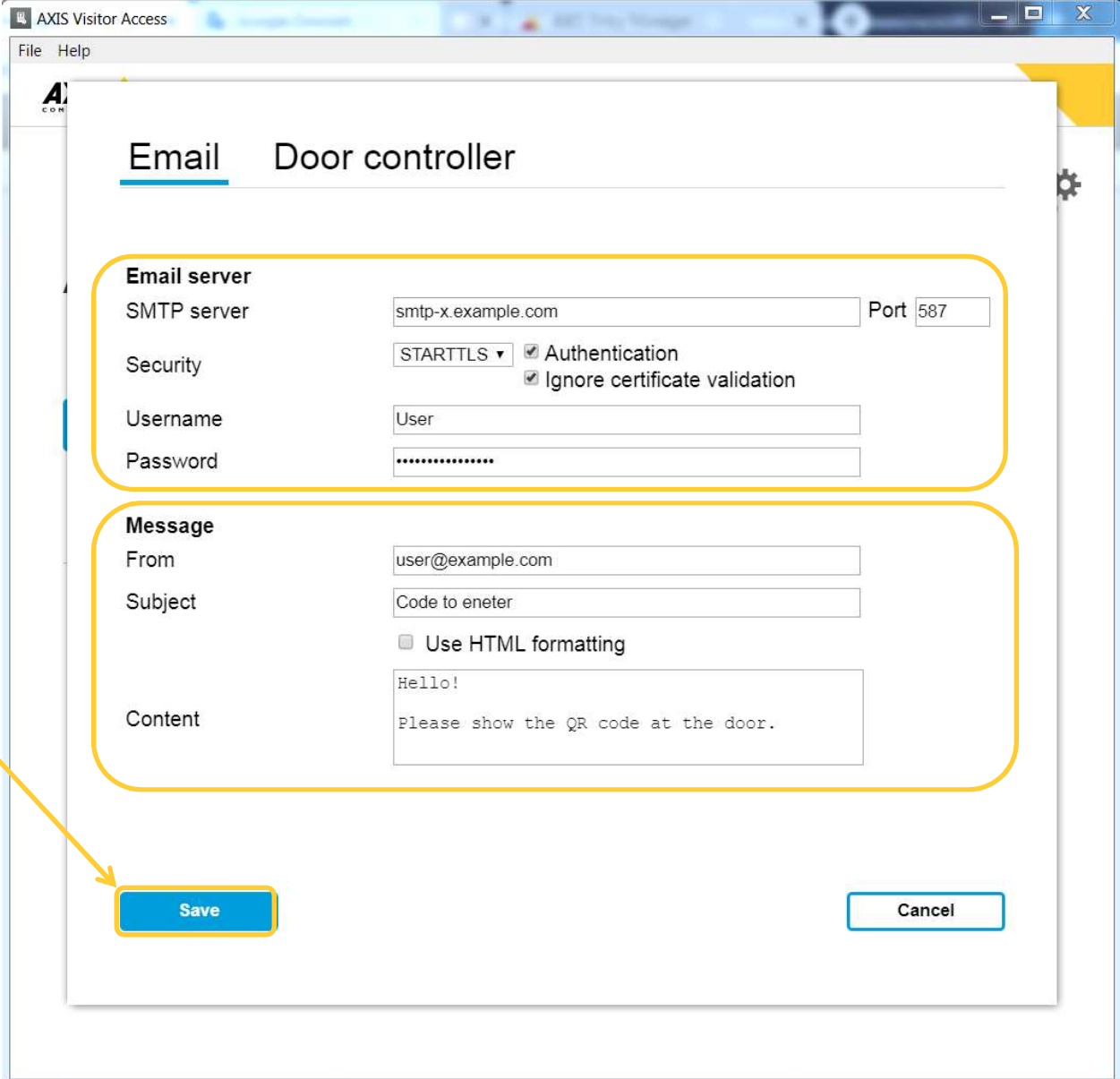
How To Configure Axis Visitor Access.

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



How To Configure Axis Visitor Access

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



The screenshot shows the 'AXIS Visitor Access' configuration window. The 'Email' tab is selected, and the 'Door controller' tab is also visible. The 'Email server' section is highlighted with a yellow border and contains the following fields:

- SMTP server: smtp-x.example.com
- Port: 587
- Security: STARTTLS (dropdown menu)
- Authentication: ☒ Authentication
- Ignore certificate validation: ☒ Ignore certificate validation
- Username: User
- Password:

The 'Message' section is also highlighted with a yellow border and contains the following fields:

- From: user@example.com
- Subject: Code to enter
- Use HTML formatting: ☐ Use HTML formatting
- Content: Hello!
Please show the QR code at the door.

A yellow arrow points to the 'Save' button at the bottom left of the window. The 'Cancel' button is located at the bottom right.

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.

AXIS Visitor Access

Add visitor

Current visitors ↓	Status
--------------------	--------

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

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Add visitor

Email

test@example.com

First name

Test

Last name

Test

Valid from

2019-03-29 07:00

🕒

Valid to

2019-03-29 19:00

🕒

Invite

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.

Invitation created for test@example.com

Hello!

Please show the QR code at the door.

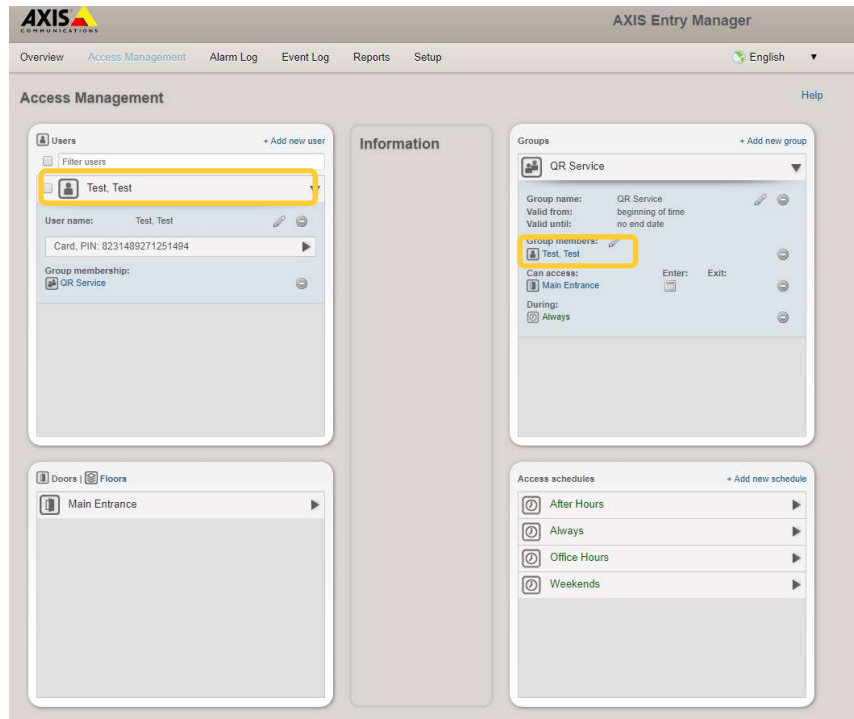


The code is valid from 2019-03-29 07:00 to 2019-03-29 19:00.



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

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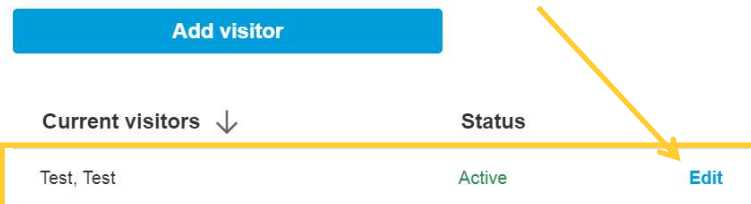


Step 6 – Edit Current Visitors

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 to extend/change the time can be done in Edit.



AXIS Visitor Access



END OF DOCUMENT