

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 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 1.65.5 or later
AXIS A8004-VE with Firmware 1.65.5 or later
Axis QR scanner ACAP 1.9-11

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 setting empty and move on to the next step.

AXIS Visitor Access

File Help

Email Door controller

IP address

Username

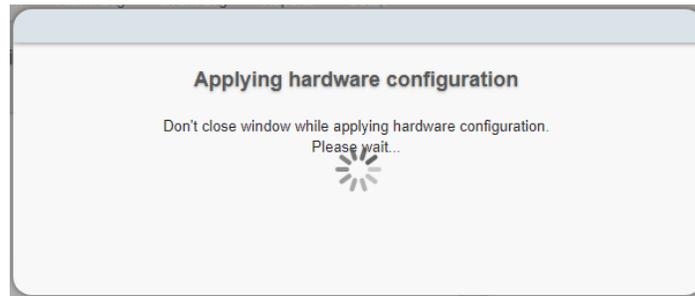
Password

Ignore certificate validation

Save Cancel

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.

Services

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

Yellow arrows point to the "Settings" links for "Setup AXIS Visitor Access" and "Setup HID Mobile Access".

On the next page select "Start a new setup"



[← Go back](#)

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, 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

Välj fil QR_scanner_1_...A8207-VE.eap

Use the upload field above to select a file.

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.

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

| |
|---|
| <input type="checkbox"/> Enforce HTTPS |
| <input type="checkbox"/> Validate certificate |

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.

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Setup AXIS Visitor Access

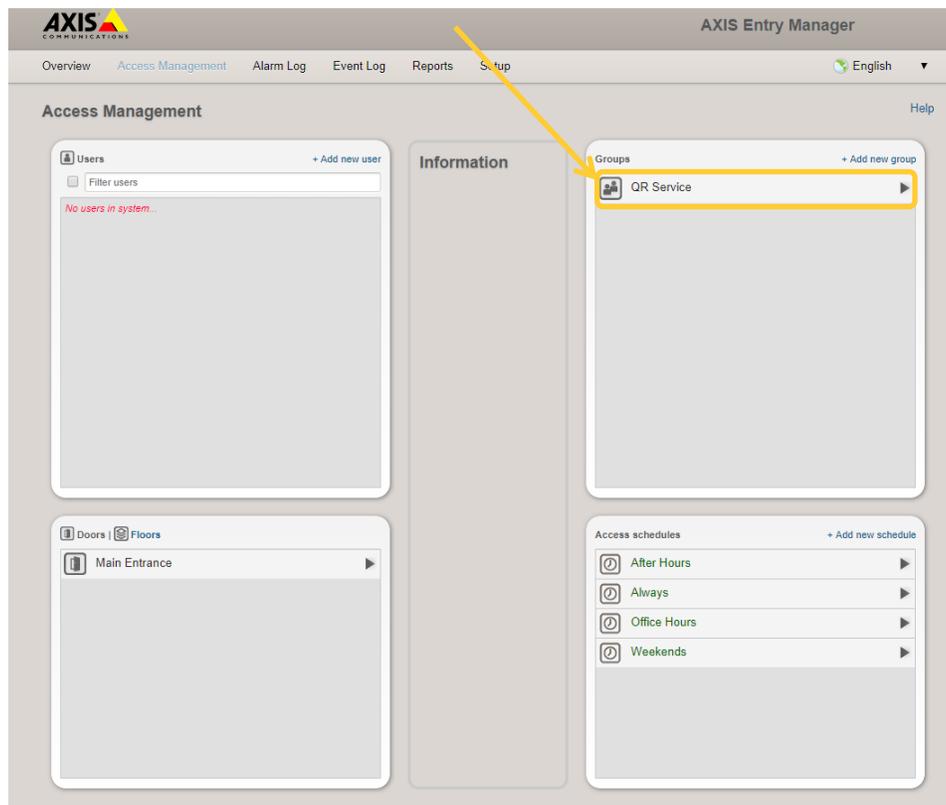
[Start a new setup](#)

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.

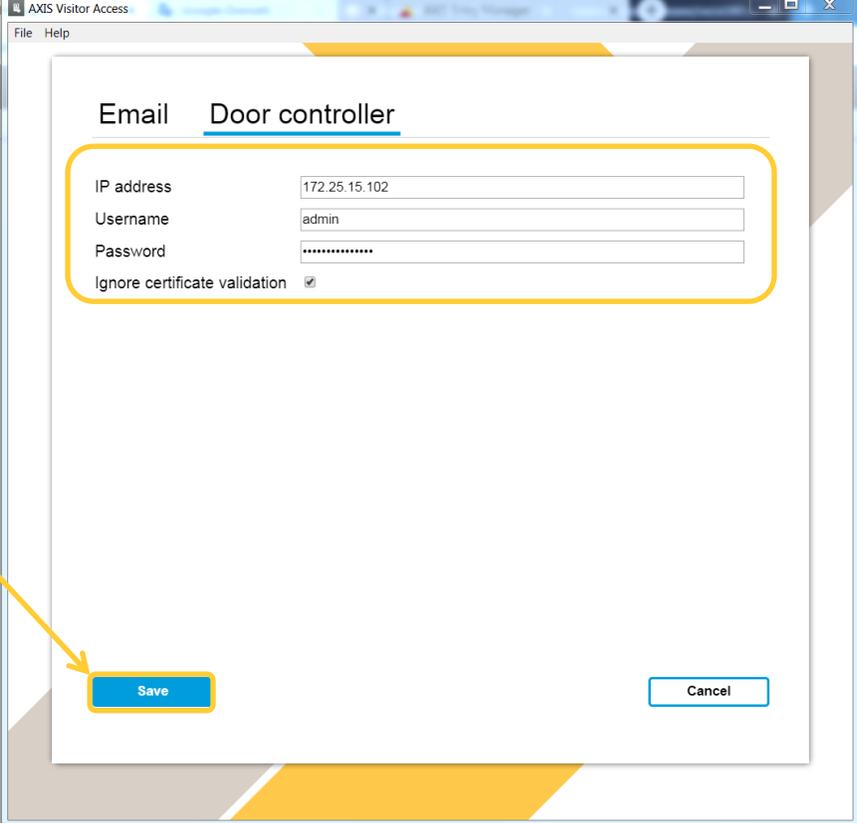
If this has been configured correctly, go to the Access Management page on the A1001 and you will now have a new group called "QR Service" this is needed for the ACAP to create the invites.



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.

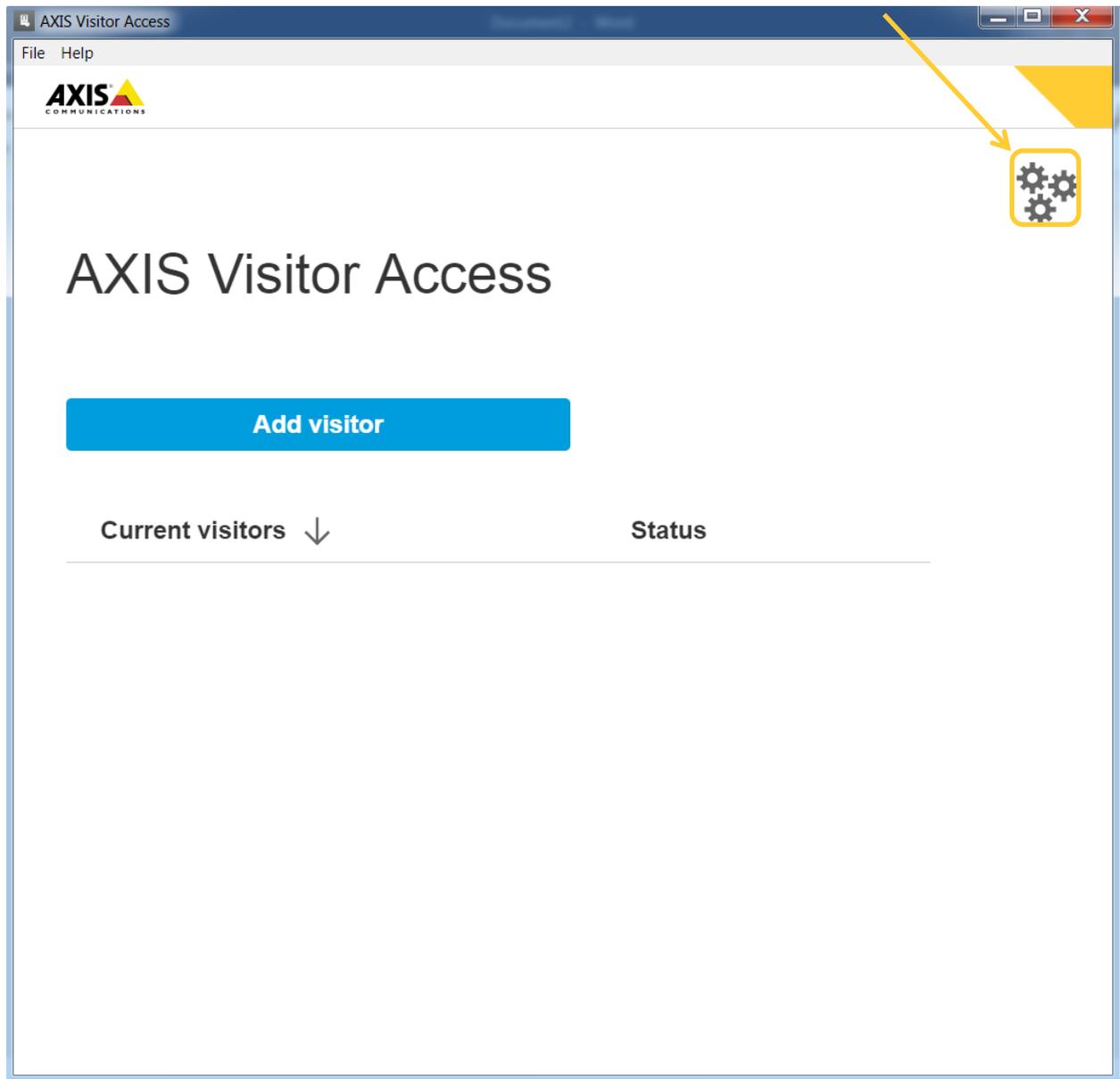
How To Configure Axis Visitor Access.



The screenshot shows a web browser window titled "AXIS Visitor Access". The main content area has two tabs: "Email" and "Door controller", with "Door controller" selected. A yellow rounded rectangle highlights the configuration fields: "IP address" (172.25.15.102), "Username" (admin), "Password" (masked with dots), and "Ignore certificate validation" (checked). At the bottom, there are "Save" and "Cancel" buttons. A yellow arrow points to the "Save" button.

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

How To Configure Axis Visitor Access.



How To Configure Axis Visitor Access

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.

The screenshot shows the 'AXIS Visitor Access' configuration window with the 'Email' tab selected. The window has a menu bar with 'File' and 'Help'. The main content area is divided into two sections: 'Email server' and 'Message'. The 'Email server' section includes fields for 'SMTP server' (smtp-x.example.com), 'Port' (587), 'Security' (STARTTLS), 'Authentication' (checked), 'Ignore certificate validation' (checked), 'Username' (User), and 'Password' (masked with dots). The 'Message' section includes fields for 'From' (user@example.com), 'Subject' (Code to eneter), 'Use HTML formatting' (unchecked), and 'Content' (Hello! Please show the QR code at the door.). At the bottom, there are 'Save' and 'Cancel' buttons. A yellow arrow points to the 'Save' button.

| Email server | |
|--------------|---|
| SMTP server | smtp-x.example.com Port 587 |
| Security | STARTTLS <input checked="" type="checkbox"/> Authentication <input checked="" type="checkbox"/> Ignore certificate validation |
| Username | User |
| Password | |

| Message | |
|---------|--|
| From | user@example.com |
| Subject | Code to eneter |
| | <input type="checkbox"/> Use HTML formatting |
| Content | Hello! Please show the QR code at the door. |

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 alongside 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.

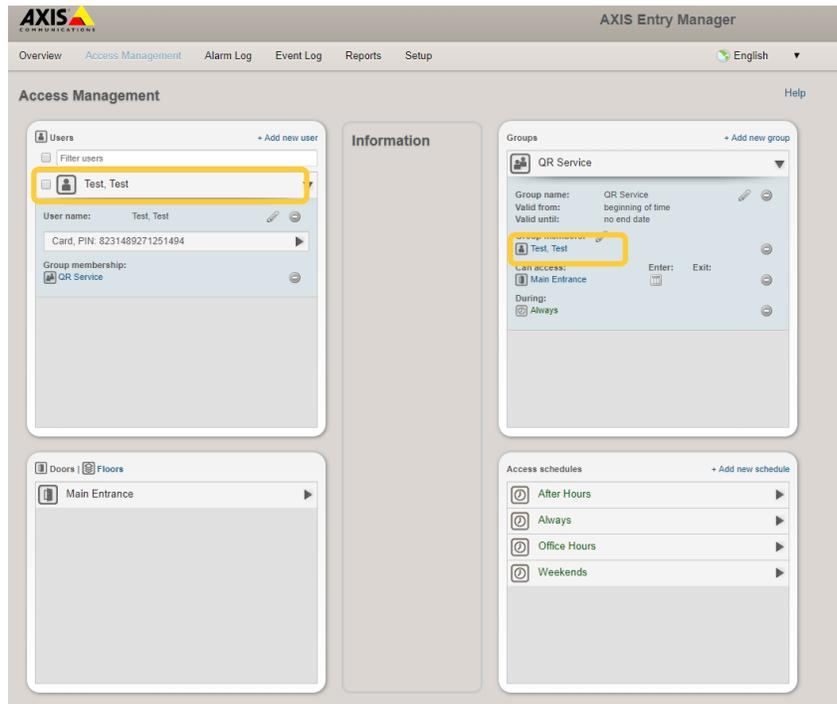


The code is valid from 2019-03-29 07:00 to 2019-03-29 19:00.



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

How To Configure Axis Visitor Access

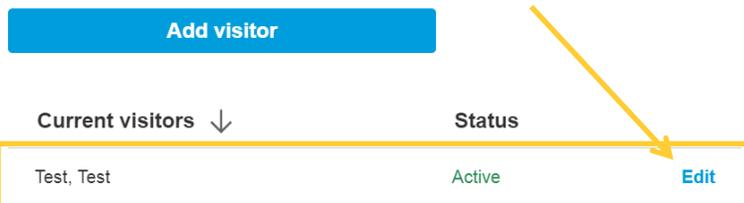


Step 6 – Current visitors

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.



AXIS Visitor Access



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