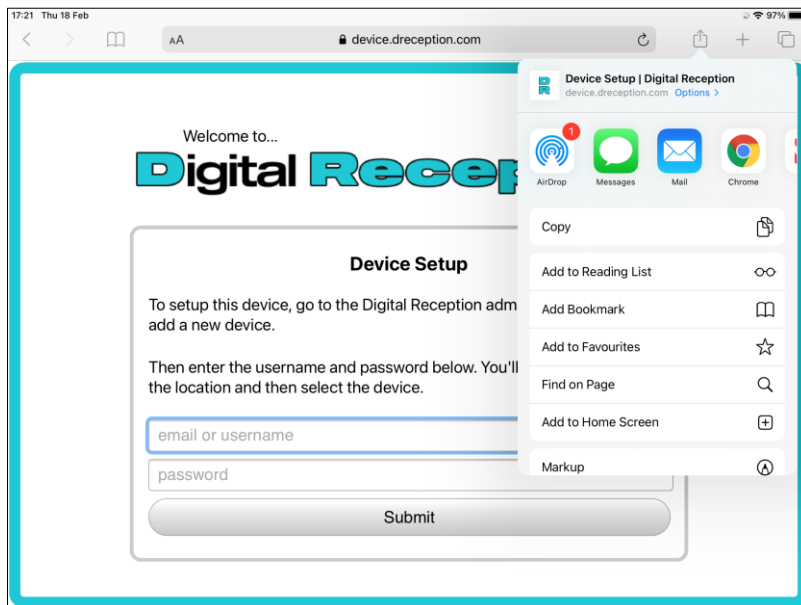


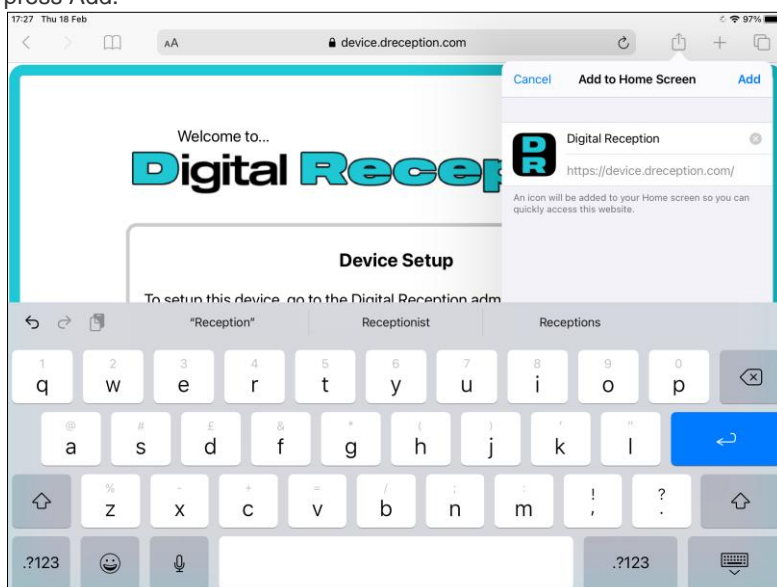
Digital Reception - device setup

Apple

This section shows how to set-up an Apple device for use as the system for people to identify when they arrive and leave. We recommend using an iPad or an iPad mini, with IOS version of 12 or above, but other Apple devices may well work. The first step is to use Safari to go to the website device.dreception.com and then press the third button from the right at the top of the screen and then select Add to Home Screen.



The option to change the name is shown, and you can call it anything you like, we use Digital Reception, and then press Add.

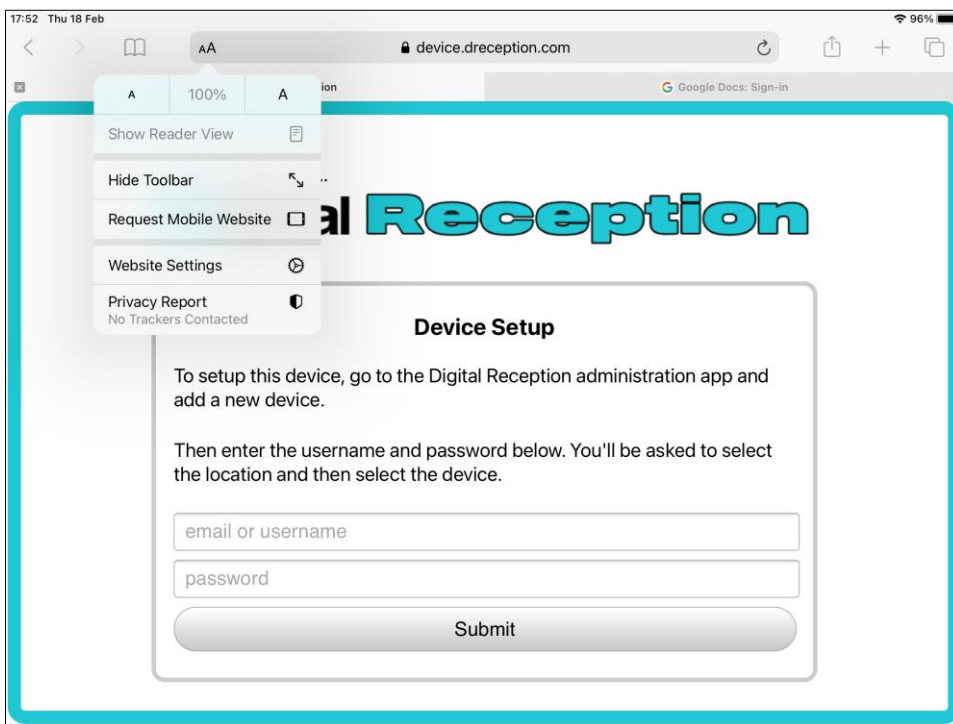


This will create an Icon on the home page for ease of starting Digital Reception in future. It doesn't matter if other apps are left on this screen as we will be putting the device into a mode to stop people accessing this device in future, but if

the device is to be left unattended then we would recommend removing access to anything private just in case the device resets to being open access at any time in future.



Selecting this icon will load the login page to Digital Reception, the next step is to remove the address bar by tapping the **AA** on the left of the address bar and selecting **Hide Toolbar**



We can then login on the device using your normal login details, and once this has been done then you will be asked to select the location that the device is being used at, as per this screen:

Welcome to...

Digital Reception

Select Location

Select the location your device is part of.

Alexander Fleming House

Continue

The next step is to select the device name you want to associate with this device as defined by yourself in the system earlier.

Welcome to...

Digital Reception

Select Device

Choose which device you'd like to set up today.

North wing

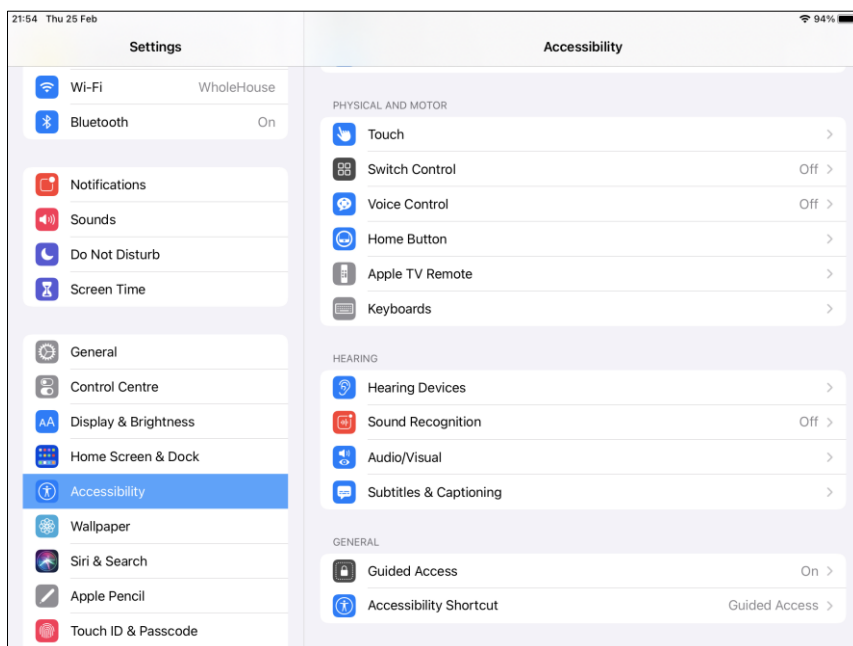
Continue

This completes the setup of the device for Digital Reception, but because the device will normally be in a public area then to avoid people changing things on the device then it is worth implementing some kind of lockdown, and Apple has an inbuilt feature called Guided Access. To set this on follow these instructions

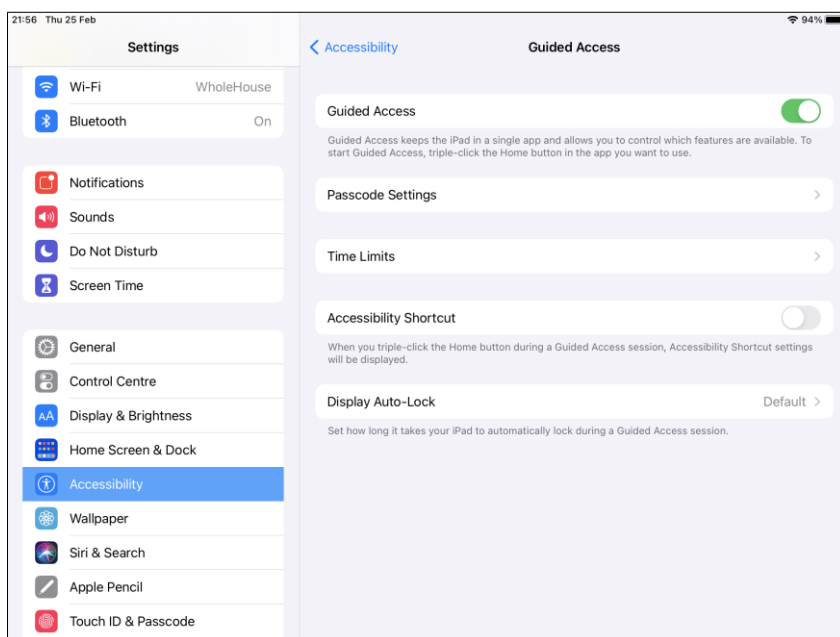
<https://support.apple.com/engb/HT202612>

The basics of these instructions are:

1. Go to Settings > Accessibility, then turn on Guided Access.



2. Tap Passcode Settings, then tap Set Guided Access Passcode.



Be careful to ensure the passcode is memorable but not too simple. Once this has been setup then go back to the Digital Reception application and press the Home button three times - the device is now locked to the Digital Reception system.