

VMS: How guests can use the VMS iPads to check into a meeting

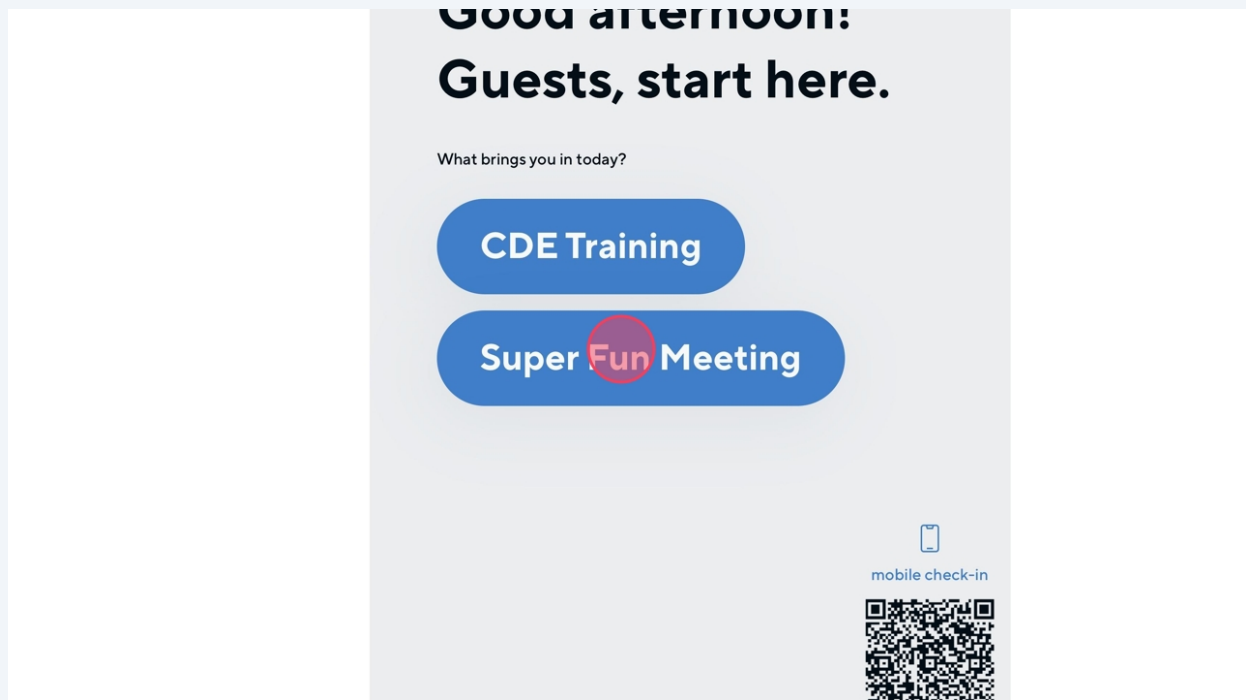


This guide provides a look into how guests can check in on the iPads and print their own guest badge. The VMS system is called Verkada.

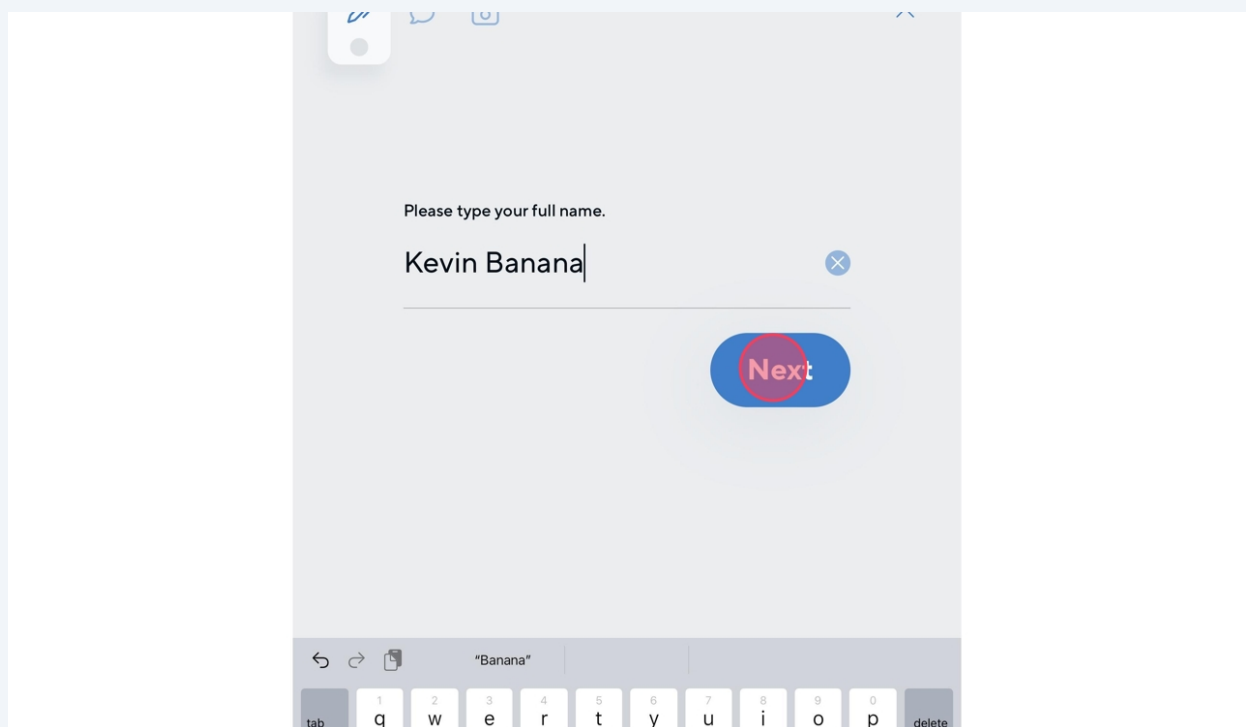
- 1 Using the iPads to check into a meeting is easy and takes just a few steps.



- 2 Click your meeting button.



- 3 Type your full name. Click 'Next'.



- 4 If your meeting has a supplemental question, click your answer and click 'Next'.

Special Skills

☐ Dancing

☐ Singing

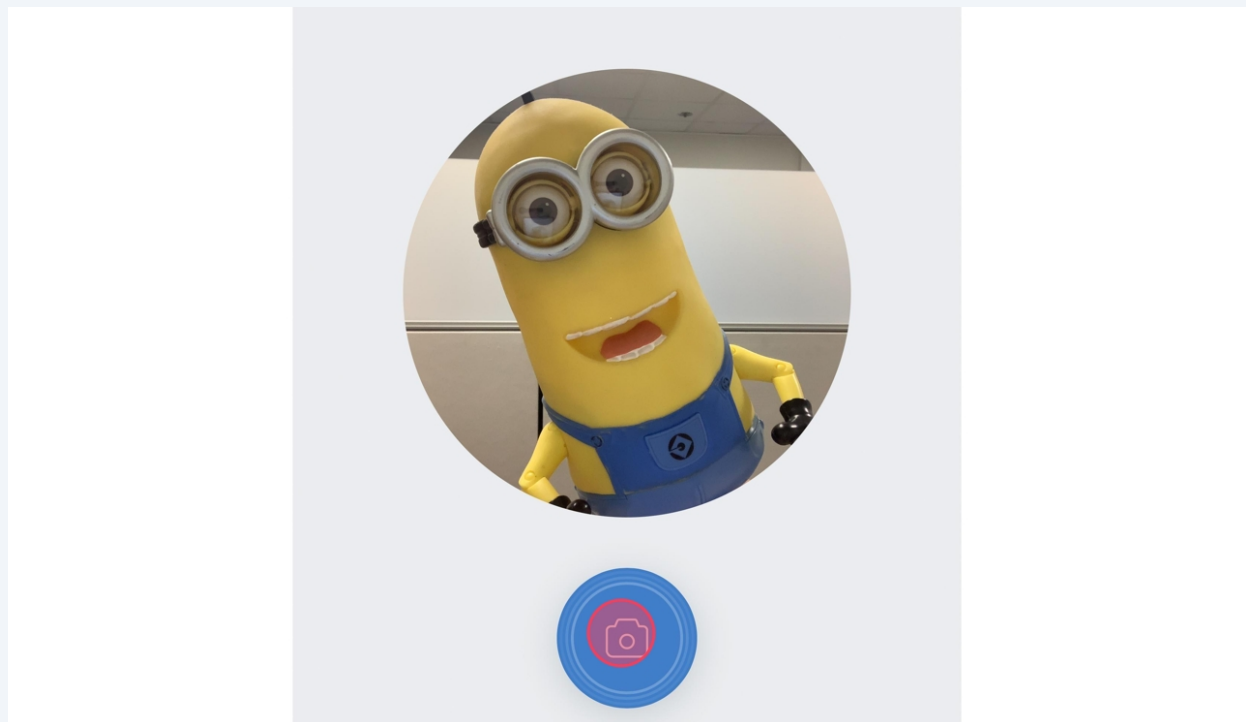
☒ Synchronized Swimming

☐ Air Guitar

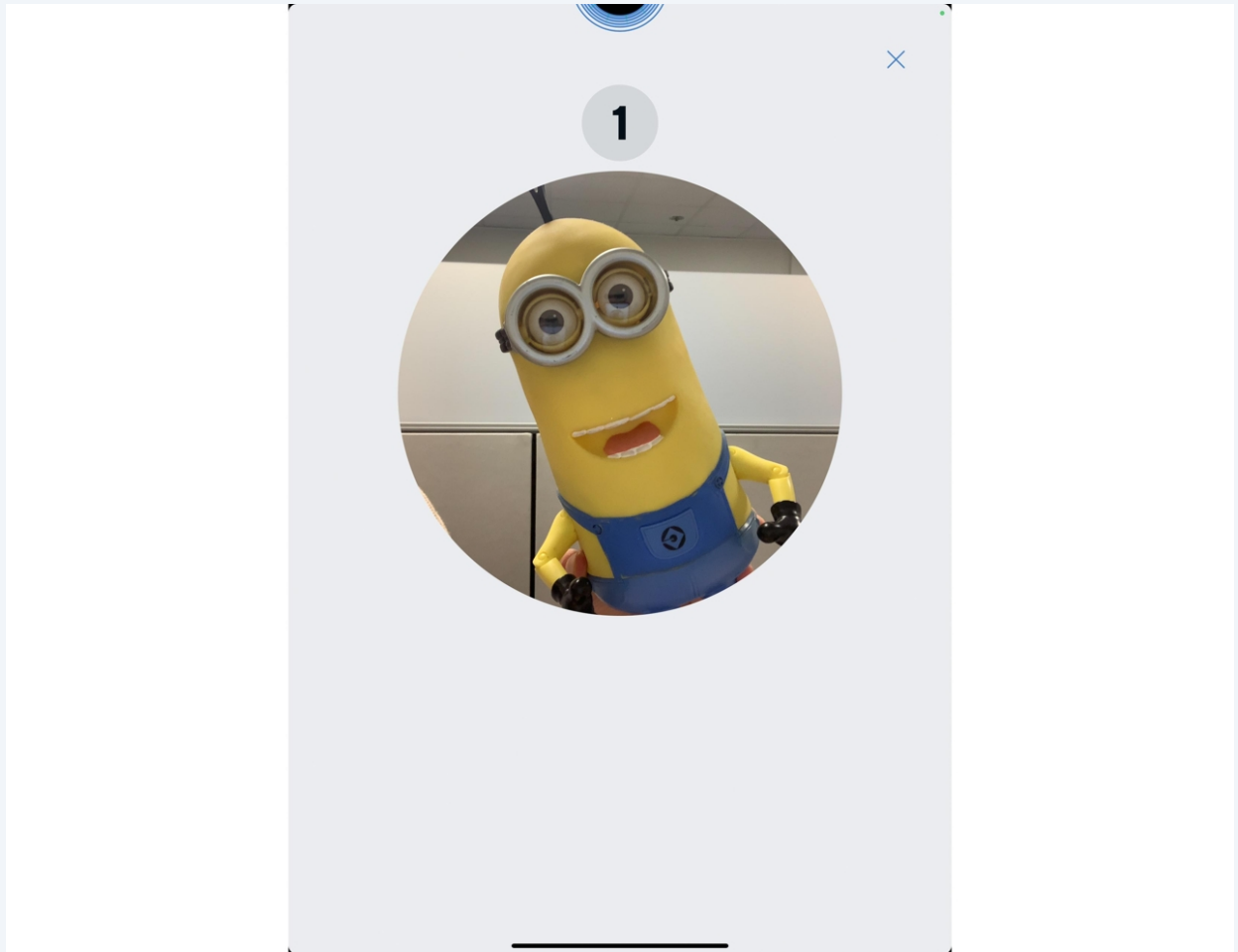
☐ Other

Next

- 5 Click the camera button and pose...

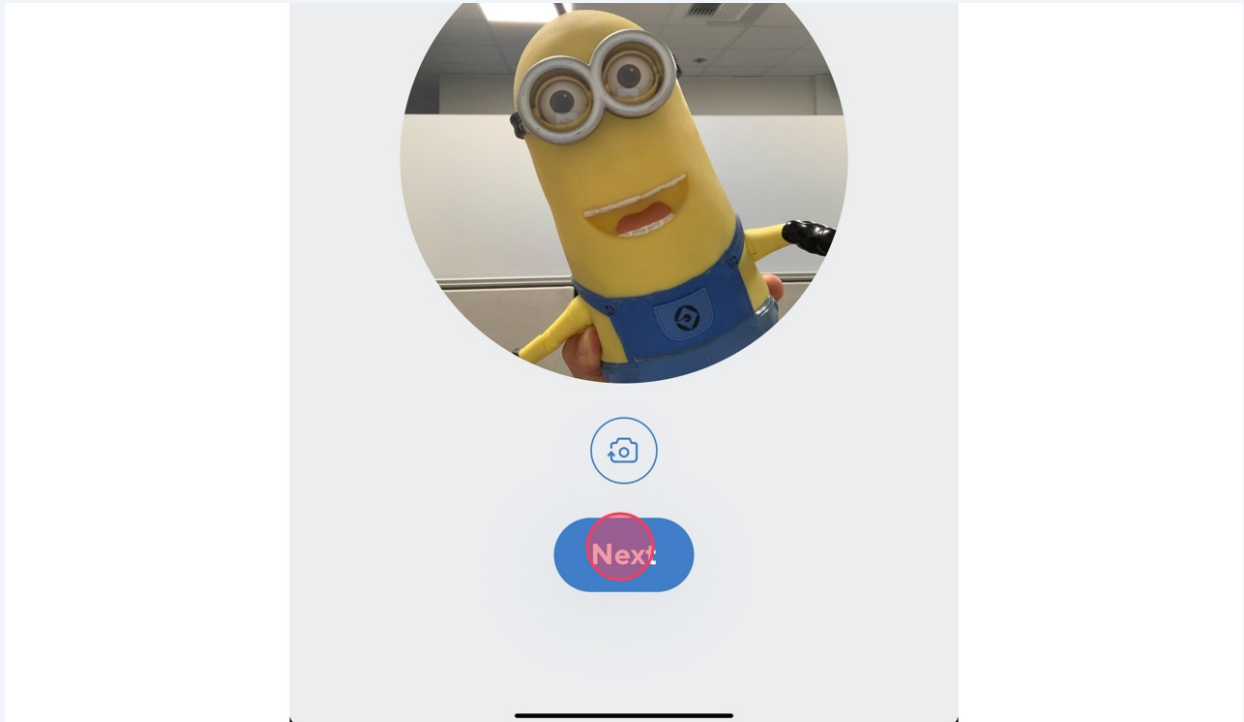


6 It will countdown 3, 2, 1 and take your photo.

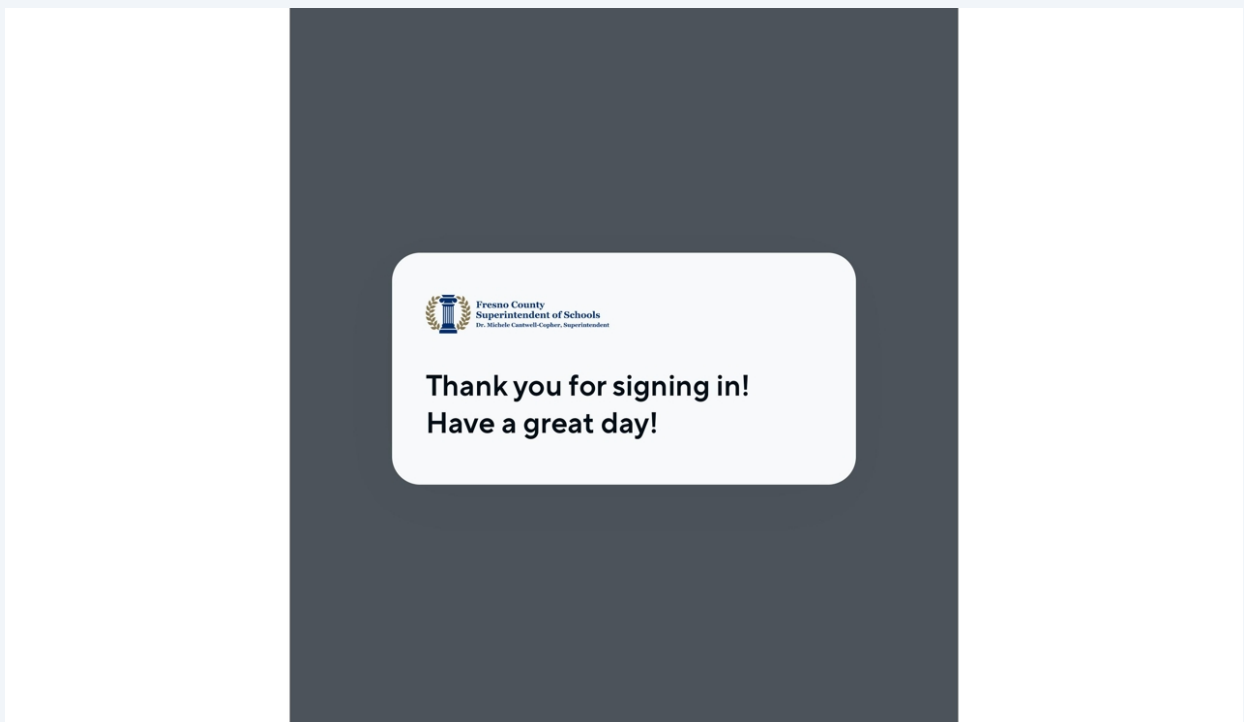


7 Click '**Next**'.

Tip: This is a common spot users may not notice they need to click 'Next'.



8 The iPad will display this message and print out your guest badge.



- 9 Take your guest badge and dispose of the backing in the trash bin.



- 10 Put on your badge and have a great meeting!

