Check In/Out Kiosk

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Tool Search: Check In/Out Kiosk

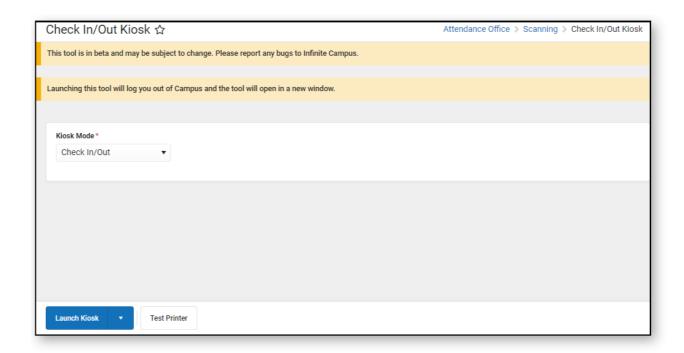The Scanning toolset is part of the Campus Workflow Suite.

The Check In/Out kiosk can be used by students who arrive at school late or to track students who leave before the end of the school day.

Check In/Out Kiosk is designed to be used by students in a self-service mode to check in and out of school. After scanning in and selecting check in/out, students select a button for the reason. Options set for each button in Scanner Settings determines how the event is processed in Absence Request Processing.

It is recommended to have a webcam with the ability to auto-focus at close distances if you plan to use your webcam as a scanner. Webcams without this feature may have trouble reading barcodes.

Launching the Kiosk

1. Select the **Kiosk Mode**. Options include Check In only, Check Out only, or both.
2. Click the **Test Printer** button to make sure the hall pass printer is ready to use.
   - If the printer is not configured correctly, the No Printer button will display. Consult the Scanning Printer Setup for configuration details.
3. Check In/Out Kiosk can be launched in two modes:
   - In **Launch Kiosk** mode, students can scan in with a connected barcode reader, by using a RFID reader if Alternate Identifier is enabled in Scanner Settings, or by typing in their student number.
   - **Launch Kiosk w/Camera** mode enables the webcam on the computer to read student barcodes on student ID cards.
4. The Check In/Out Kiosk will launch in a new window. You will be logged out of Campus. The kiosk will stay connected so students can scan in/out as needed.
5. The kiosk window can be maximized if desired.
6. When the kiosk is no longer needed for the day, the kiosk window can be closed.

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Page 3

Please scan your student ID *