



Introduction to ALICE Receptionist for Building Tenants

(Version 121713)

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ALICE Receptionist Overview

Your building is equipped with an ALICE Receptionist system, the most advanced visitor management technology available today. The ALICE Receptionist System both provides visitors information and enables either audio or video communications between visitors in the lobby and your employees.

The ALICE Receptionist system will greet visitors as they enter the lobby area of your building. Visitors can use the ALICE system to find and connect with the company or person listed on the ALICE Directory that they are there to see.

ALICE BUILDING DIRECTORY

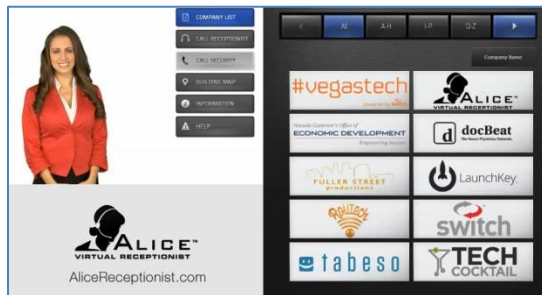


Figure 1 Sample Company Directory

The main ALICE Receptionist screen includes a Company Directory which includes a button for your Company. The button will include your company logo and name.

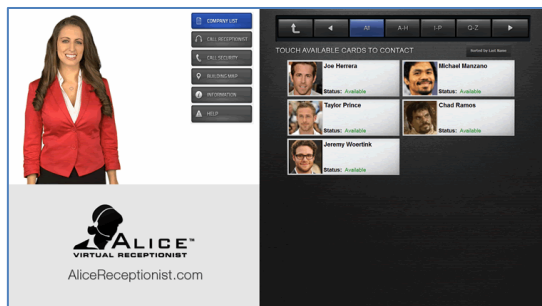


Figure 2 Sample Employee Directory

A visitor can view a list of departments or employees for your company by simply touching your company card on the screen.

ALICE Receptionist

INTRODUCTION FOR BUILDING TENANTS



COMMUNICATING WITH EMPLOYEES

A visitor is able to contact your employees by simply touching on their employee card on the ALICE screen. Depending on how your ALICE system is configured, the ALICE system will either contact the employees through the ALICE Client software installed on the employees computer, or by calling the employee at their desk or cell phone.

Once connected, employees and visitors can communicate freely, providing personal service to the visitor, while allowing employees to remain productive at work.

ALICE RECEPTIONIST INFORMATION EXAMPLES

Following are a few examples of information that can be made available to visitors on the ALICE Receptionist interactive screen in addition to company and employee directories.

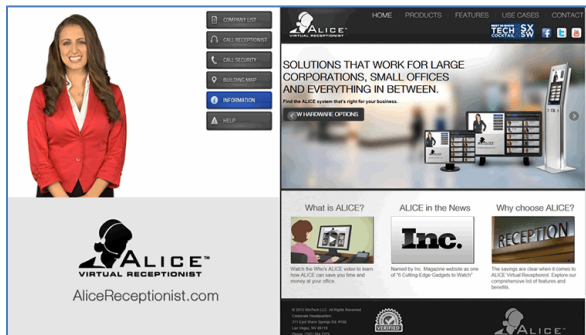


Figure 3 Sample of HTML website

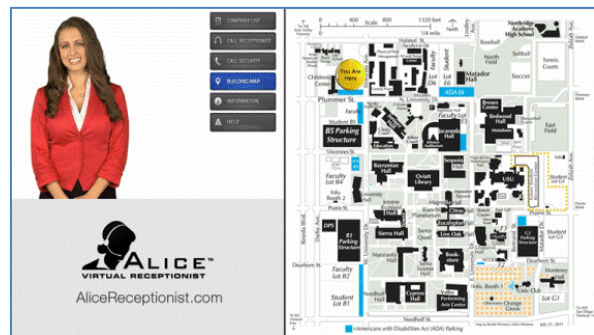


Figure 4 Sample of Interactive Map

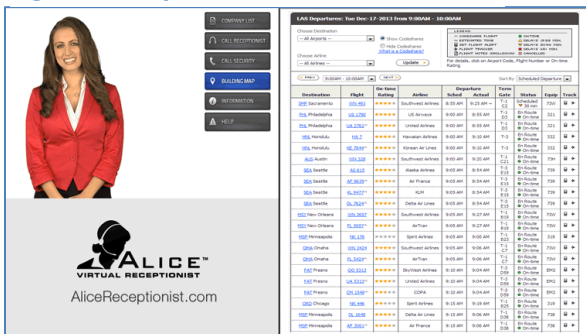


Figure 5 Flight Information

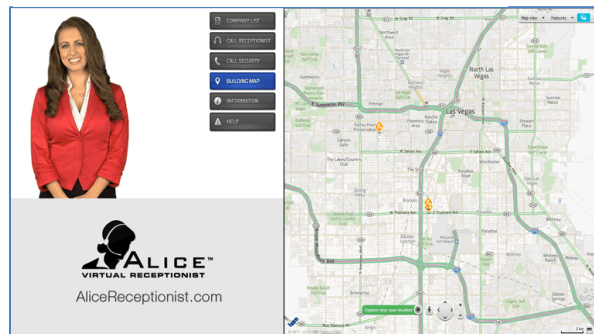


Figure 6 Traffic Information



Required Tenant Information

In order for your company to be included on the ALICE Receptionist screen you will need to complete and return the **ALICE Tenant Information.xlsx** spreadsheet provide to you by your ALICE Receptionist system administrator. You will use the form to provide the following information.

- **Company Name**
- **List of Employees** (*optional*) - Listed of employees that will be displayed once the visitor touches your company card.
 - First & Last Name
 - Contact phone number
 - Head shot photo of employee (*optional*) - Image size should be 115x115 pixels
 - Employee Title (*optional*) - The employees title
 - Employee Department (*optional*) - The department the employee belongs to
- **Company Contact Phone Number** (*optional*) – This is only required if you do not provide a list of employees requested above. If you do not provide a list of employees, when a visitor touches on your company card, it will call this number.

In addition to returning the ALICE Tenant Information.xlsx file. You will need to provide the following:

- **Company Logo** – Your company logo in a high-quality preferably transparent, scalable format. (preferred formats included .AI, .PNG or .PSD)