CHAPTER **4**

Managing the Quick Response Codes

This chapter describes how to generate and download the Quick Response (QR) codes, which allow users to quickly check in to and check out from a workspace using the mobile devices.

About the QR Codes

A QR code is a matrix barcode or a two-dimensional code that is readable by the QR scanners, mobile phones with a camera, and smartphones. By scanning these QR code available at the workspaces, the end-users can quickly check in to and check out from a workspace.

You can generate the QR codes by selecting the specific locations or location types in the location hierarchy, which defines a tree structure of the parent locations and their respective child locations. In addition, you can download or print the QR codes.

You can generate the QR codes for the following location types in the location hierarchy:

- Building—Generates the QR codes for all the workspaces in the selected building
- Floor—Generates the QR codes for all workspaces in the selected floor
- Workspace—Generates the QR code for the selected workspace

For example, you can generate the QR codes for the building, floor, cubicle, and office locations in the location hierarchy.

Generating the QR Codes

To generate the QR codes, perform the following steps:

Step 1   In the Smart+Connected PS home page, click **Admin > QRCode Generator**.

The left pane displays the location hierarchy.

Step 2   In the location hierarchy, click one of the following location types for which you want to generate the QR code:

- Building—To generate the QR codes for all the workspaces in the selected building

- Floor—To generate the QR codes for all workspaces in the selected floor
- Workspace—To generate the QR code for the selected workspace

The Generate QR Code button appears in the right pane.

Step 3   Click the **Generate QR Code** button.

The specific QR codes are created and displayed in the right pane. The Download QR Code button also appears.

Figure 4-1   QR Code Generator Tab – Sample QR Codes for All Workspaces on a Floor

You can download the generated QR codes in a zip format. For more information on downloading the QR codes, see the "Downloading the QR Codes" section on page 2.

Downloading the QR Codes

To download the generated QR codes, perform the following steps:

Step 1   Generate the QR codes for a specific location type or location.

For more information on generating the QR codes, see the "Generating the QR Codes" section on page 1.

The specific QR codes are created and displayed in the right pane (see Figure 4-1). The Download QR Code button also appears.

Step 2   Select the QR code that you want to download, and click the **Download QR Code** button.

- To download one or more QR codes, select the check box next to each QR code that you want to download.

- To download all the generated QR codes, select the **Select All** check box.

The QR codes are saved in a zip format.