



**LOBBYGUARD**

Sign In. Sign Out. Secure.

## LobbyGuard<sup>®</sup> Assist Installation Guide



Windows 7

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<b>Installation Instructions .....</b>	<b>3</b>
Step 1: Installation Checklist .....	4
Step 2: Install the LobbyGuard Assist Software .....	5
Step 3: Install your Hardware .....	6
LobbyGuard Assist Station .....	7
Printer .....	9
Camera .....	11
Driver License Scanner .....	17
Bar Code Scanner .....	24
Step 4: Test your LobbyGuard Assist Installation .....	25
Step 5: Get Training .....	27
<b>Additional Resources .....</b>	<b>28</b>
<b>Appendices .....</b>	<b>29</b>
Appendix A: Customer Registration Email .....	30
Appendix B: How to Verify the Installation Checklist Items .....	31
Appendix C: Loading Visitor Badges .....	36
Appendix D: Calibrating your License Scanner .....	37
Appendix E: Using LobbyGuard Assist with a Proxy Server .....	38
Appendix F: Initializing the Bar Code Scanner .....	39

# Welcome!

Thank you for making LobbyGuard Assist an important part of your facility security and visitor management procedures. The information below will walk you through each step of installing LobbyGuard Assist and getting you fully trained on the product, so you can start signing in visitors immediately. Please read and follow each step carefully.



This guide provides installation instructions for LobbyGuard Assist in a Microsoft Windows 7 environment. If you need information on installing the product on other versions of Windows please see <http://www.lobbyguard.com/support> for the appropriate installation guide.



Before installing LobbyGuard Assist software, verify the LobbyGuard peripheral devices (i.e. scanner, printer, bar code reader and camera) are **NOT** plugged into the PC. Install will not complete if peripherals are plugged in prior to following the software installation process below.

## Installation Instructions

These instructions will walk you through installing all peripheral hardware options available for the Assist product as well as installing the Assist software itself. Each Assist system can be custom ordered with different hardware configurations and these instructions assume you already have the peripheral hardware you will be using with LobbyGuard Assist, and that you have already received a Customer Registration email from LobbyGuard. If this is not the case, or if you need assistance at any time, please stop your installation and visit [www.lobbyguard.com/support](http://www.lobbyguard.com/support) to contact the LobbyGuard support team. If you are installing just the LobbyGuard Assist software, then follow Steps 1 and 2, and then skip to Step 4.

You will find the all-in-one installer here: <http://support.lobbyguard.com/LobbyGuardInstaller.zip>.

## Step 1: Installation Checklist

The checklist below outlines the necessary prerequisites for installing LobbyGuard Assist. Please examine each item carefully and verify your system and environment meets or exceeds the requirements below.

Please refer to Appendix B: How to verify the Installation Checklist Items for complete instructions.

- 32-bit or 64-bit Microsoft Windows Operating System.
- 3.0 GHz Dual Core CPU or faster.
- 4.0 GB RAM or higher.
- Enough free USB 2.0 ports to support the peripheral devices you will be installing (i.e. scanners, printer, camera, bar code reader, etc). Do NOT use a USB hub with LobbyGuard Assist. You must also use “2.0” or “3.0” USB.
- 50GB free HD space.
- Firewall access through ports 80(http) and 443(https).
- Logged into Windows as a user with full Administrator rights. *LobbyGuard Assist will be made available to all users on this PC and will run regardless of user rights; however you must be logged in with Administrator rights during the installation process or while trying to process auto-updates.*
- Verify the LobbyGuard peripheral devices (i.e. scanners, printer, and camera) are not plugged into the PC until all software installations are complete.
- Verify the User Account Control (Windows UAC) settings are fully disabled/turned off.
- Close any open applications, including anything running in the “applications” tap of the Task Manager.
- If there are any programs running in the Windows system tray, located in the bottom right corner of the screen by the Windows clock. Right click on the system tray icons and either stop, exit, or close them.
- Suspend or Disable your anti-virus. It is perfectly safe to resume running your anti-virus software after install of the LobbyGuard Assist software.
- Full-time connection to the internet with access <http://admin.lobbyguard.com> from your web browser.



If your internet connection makes use of a proxy server please refer to [Appendix E: Using LobbyGuard Assist with a Proxy Server](#)



**If your Authorized LobbyGuard Distributor is scheduled to perform the installation of LobbyGuard Assist, you should notify your distributor that you have completed Step 1 and are ready for your installation. Do not proceed further.**

**If you are performing a self-install of LobbyGuard Assist, proceed to Step 2.**

## Step 2: Install the LobbyGuard Assist Software

Suspend or Disable your anti-virus during install. It is perfectly safe to run your anti-virus after install of the LobbyGuard Assist software.

Download the LobbyGuard Installer by entering the following into your web browser's address bar: <http://support.lobbyguard.com/LobbyGuardInstaller.zip>

Save this compressed file to your Windows desktop. Next you will need to extract or "Un-Zip" this file, making sure that it extracts to your Windows desktop. *Depending on how you extract the folder, the process may be different. What is important is that the contents get extracted on to the desktop.* A folder named "LobbyGuard Installer" should appear as shown below:



You should delete the original ZIP file from your Windows desktop leaving only the LobbyGuard Installer folder.

Open the LobbyGuard Installer folder and you will see a folder for "Software". Open the "Software" folder and run the Assist installer application located in that folder (it should be the only file located in the folder). Once completed, the LobbyGuard Assist icon will appear on your desktop as follows:



**Do not launch LobbyGuard Assist at this time. Proceed to Step 3.**

### Step 3: Install your Hardware

LobbyGuard Assist makes use of the following 4 hardware peripheral devices:

- Camera
- Printer
- Driver License Scanner
- Bar Code Scanner

LobbyGuard Assist makes use of any combination of the above mentioned peripheral devices, either independently or as part of the Assist Station, an all-in-one hardware device that incorporates all 4 peripheral devices into one enclosure.

Please read the following before installing your LobbyGuard Assist hardware:



**Use only USB 2.0 ports on your PC to install LobbyGuard Assist hardware. These ports are typically located on the rear of the PC. LobbyGuard Assist peripheral hardware requires USB 2.0.**



**Do not use a USB hub with LobbyGuard Assist.**



**Once your installation is complete, do not unplug the peripheral hardware devices from your PC at any time.**



**Even if you are not planning to use a visitor badge printer with your installation of LobbyGuard Assist, you must follow the instructions in the Printer section below and install the printer software in order for your product to function.**

The instructions below will walk you through the steps of installing and testing your hardware with the Assist Station. If you do not have the Assist Station, please refer to the relevant section(s) below that apply to the hardware you are installing and install the peripherals in the order described below starting with the Printer install.



## LobbyGuard Assist Station

*The LobbyGuard Assist Station is an all-in-one hardware device that incorporates a camera, visitor badge printer, Snapshell driver license scanner and bar code scanner in one enclosure.*

### Installing your LobbyGuard Assist Station

The first step to successful installation of your Assist Station is to unplug any cables from the back of the Assist station and use the included key that shipped with your Assist Station to unlock and open the rear access panel door. You will see the following:

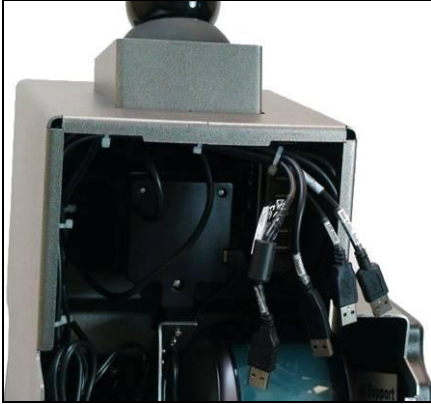


Assist Station with rear access panel open; the area circled in red is the location of the USB hub, as detailed on the right.



Do not lose the key to your Assist Station. It is the only method for opening / closing the rear access panel and accessing hardware.

The four peripheral devices housed inside the Assist Station are connected to a USB hub, located in the upper-right corner of the enclosure. Unplug all 4 USB cables from the hub at this time, as shown below:



Close the rear access panel and confirm the power switch is set to the OFF position (the “0”, as circled in red, below):



Attach the included power cable to the power switch and plug the other end of the cable into a standard power outlet. Set the power switch to the ON position and attach the exterior USB cable to an available USB port on your PC.

During the installation process you will need to open the back several times to plug back in the USB cables. You have the option to keep the back open, but you must provide adequate support for the back so it does not pinch the power cord, or the power plug does not come unplugged.

You are now ready to begin the installation of your peripheral devices. The Assist Station contains all four peripheral devices supported by the LobbyGuard Assist software (printer, bar code scanner, Snapshell driver license scanner, and camera). Follow the instructions in each section below to install the device. You will be instructed when to attach each device to the USB hub located inside the enclosure.

For additional information on the use and features of the Assist Station, please refer to the LobbyGuard Assist Station User Guide that was included with your hardware.



## Printer

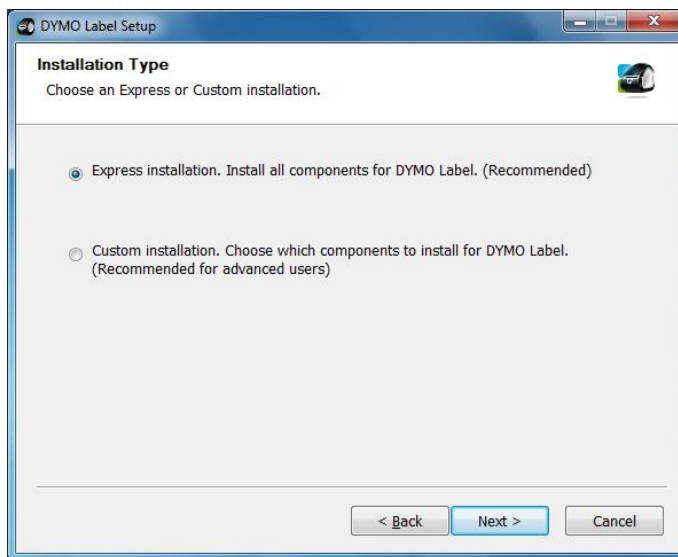
LobbyGuard Assist supports the Dymo 450 Turbo LabelWriter printer.



All users of LobbyGuard Assist must follow the instructions below, even if you do not have this badge printer.

## Installing your Printer

1. Uninstall any previous versions of Dymo printer software from the PC located in the Programs and Features folder in the Control Panel.
2. Open the “LobbyGuard Installer” folder on the Windows desktop that was extracted in Step 2 in the beginning of this document. Open the “Hardware” folder then the “Printer” folder, and run the included file according to the instructions below.
3. Choose your language and then select OK. Select the defaults “Next” and “I Agree” if you agree with the license agreement. When you see the following screen:



choose “Express Installation” and click “Next”. Follow the on-screen instructions and the instructions below to complete the software installation.

- If you are not planning to use a visitor badge printer, click Finish.
  - If you are installing the [LobbyGuard Assist Station](#), open the rear access panel at this time. Plug the USB cable labeled “printer” into an available port on the USB hub located inside the Assist Station and click Finish.
  - If you are not installing the LobbyGuard Assist Station, attach your printer to an available USB port on your PC and click Finish.
4. Install your LobbyGuard visitor badges using the instructions in [Appendix C: Loading Visitor Badges](#)

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## Testing your Printer

Double-click the icon labeled “DYMO Label v.8” located on your Windows desktop to run the Dymo software. If a Dymo wizard or a “Register your Dymo Product” dialog box opens select “cancel” or “Register Later”. Then click the large green “PRINT” button located on the bottom right of the screen. A badge should print from the printer, indicating successful installation. Close the Dymo software at this time.

The printer installation is now complete. If you have no additional hardware to install, proceed to [Step 4](#)

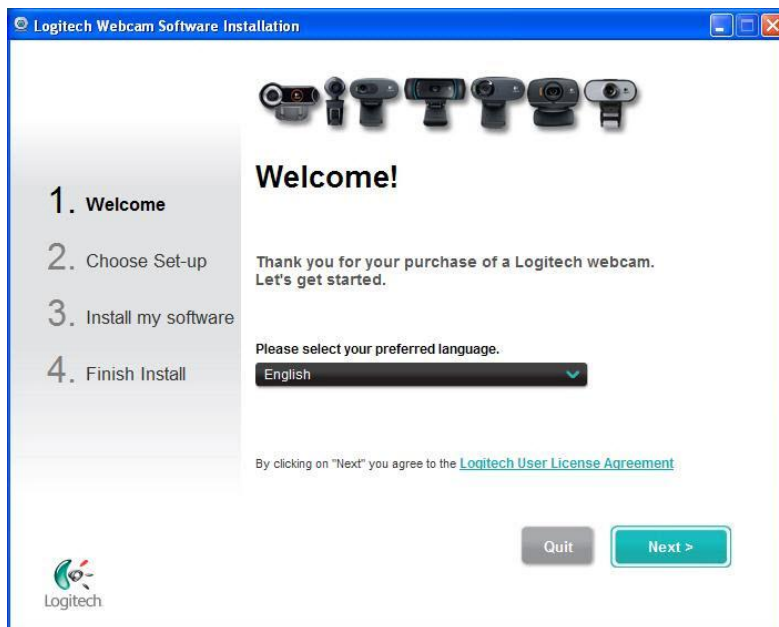


## Camera

*LobbyGuard Assist supports the Logitech QuickCam Orbit camera.*

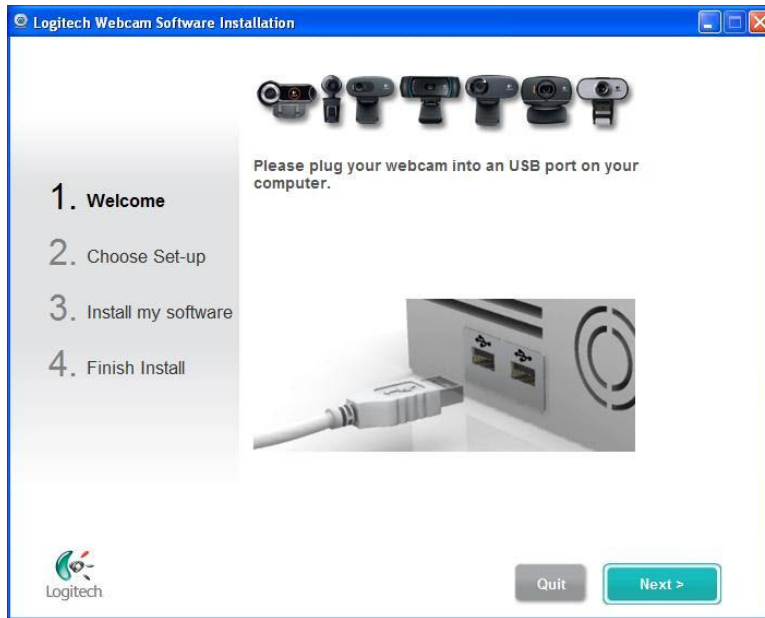
## Installing your Camera

1. Uninstall any existing Logitech QuickCam software.
2. Open the “LobbyGuard Installer” folder on the Windows desktop that was extracted in Step 2 in the beginning of this document. Open the “Hardware” folder then the “Camera” folder, and run the included file according to the instructions below.
3. When you see the following screen:



Choose your preferred language and click “Next”

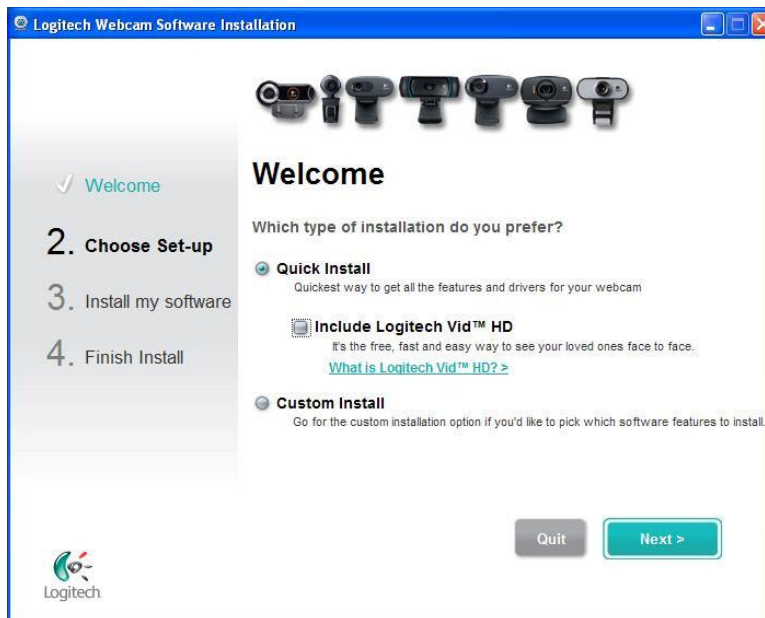
4. You will then see the following screen instructing you to plug in your camera:



Choose from the following:

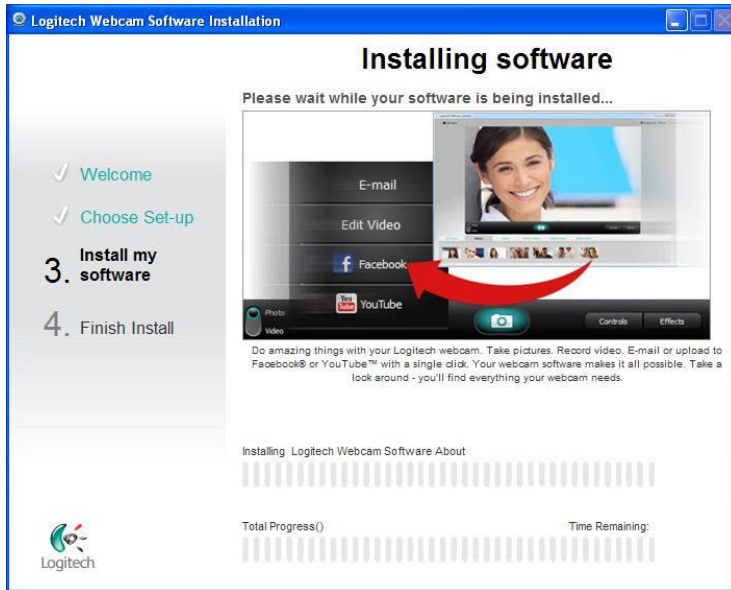
- If you are installing the [LobbyGuard Assist Station](#), open the rear access panel at this time. Plug the USB cable labeled “camera” into an available port on the USB hub located inside the Assist Station.
- If you are not installing the LobbyGuard Assist Station, connect your camera to an available USB port on your PC.

5. Select Next and you will see the type of install screen as shown below:

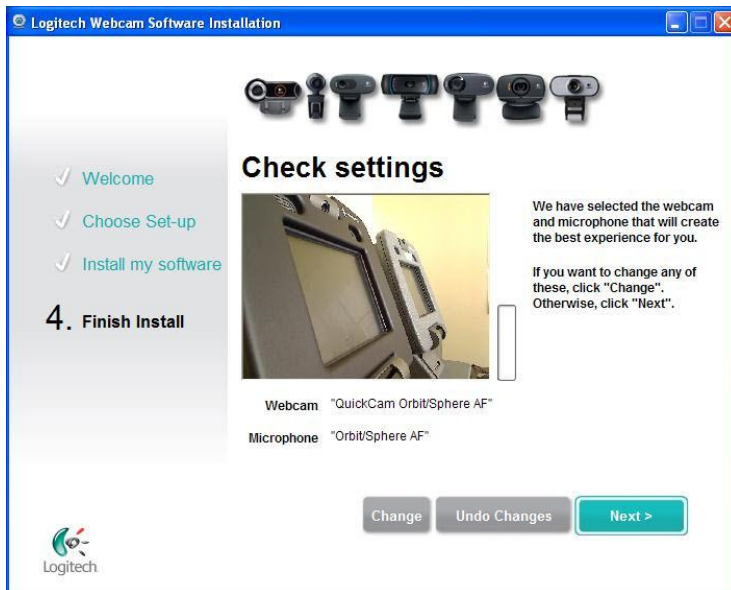


Select “Quick Install” and Unselect “Include Logitech Vid™ HD” and select Next. You

will then see the following screen showing the status of the install:

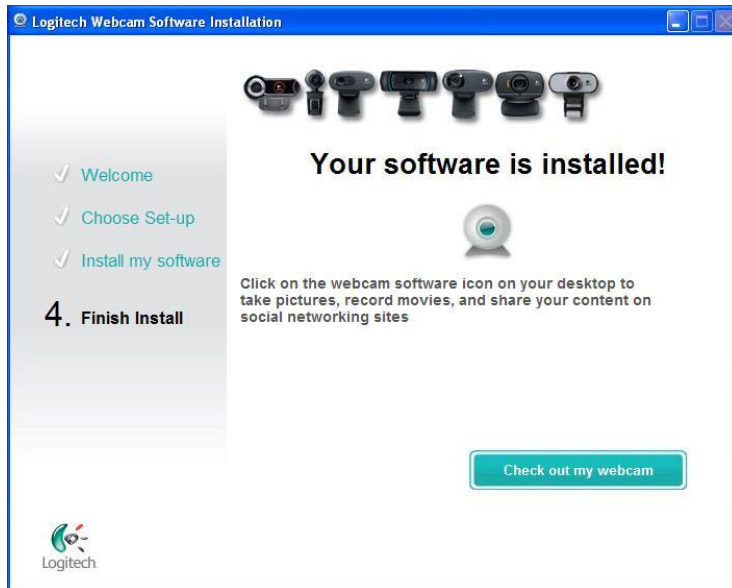


6. Once the software is installed, the screen "Final Install" is shown with the camera active and the type of camera listed as shown below:

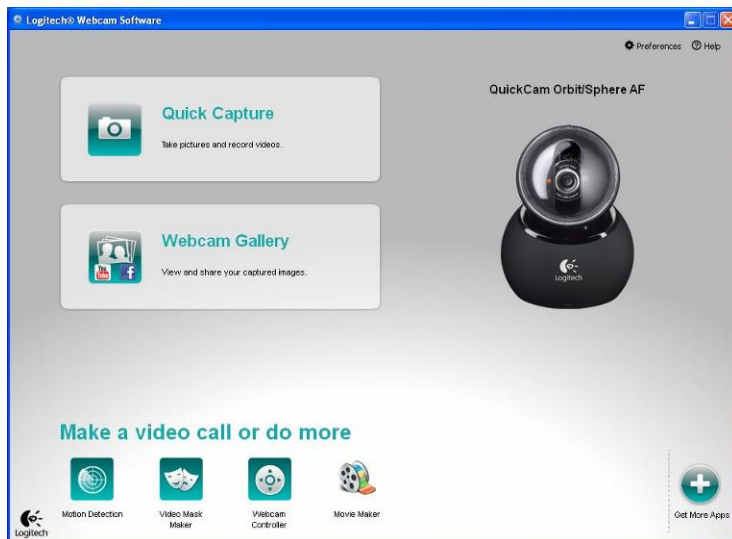


Verify that your camera is active and the name of your camera is listed. If the camera does not display click "Change" to change it, If the camera is active and correct, select Next.

7. You will then be shown that your Install is complete.



Select "Check out my webcam" to open up the Logitech camera software shown below:



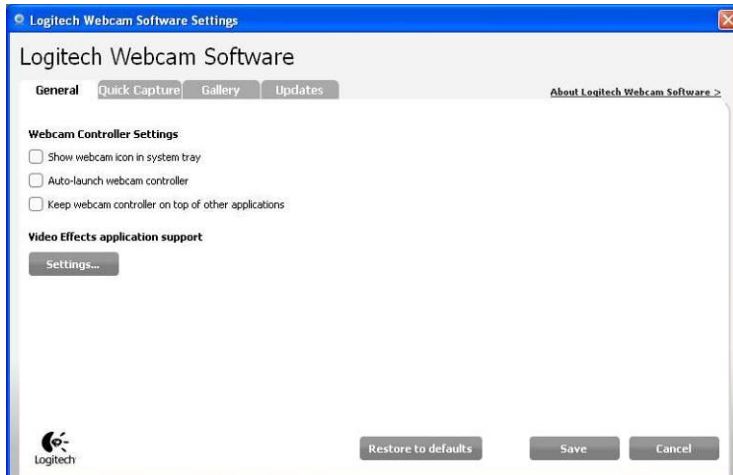
Select "Quick Capture".

8. The Logitech Quick Capture software will launch with the camera active. Select the “Controls” button on the bottom right and the controls will display in the top right corner show below:



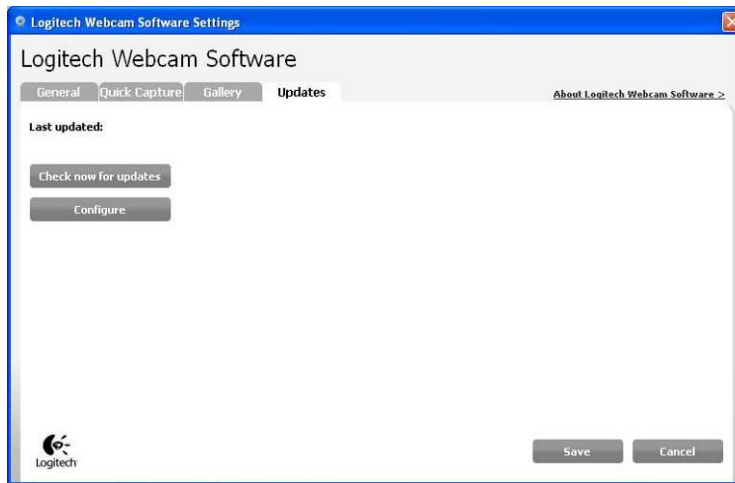
In this example the default has the “RightSound” check box selected. Deselect this box. Verify that the “RightLight” and “Autofocus” boxes are checked, along with the “Standard” button selected.

9. Click on the left/right/up/down buttons and the Zoom slider (magnifying glass). The image displayed in the Quick Capture screen should change to reflect the changes.
10. Click on the “Preferences” link in the top right corner to display the software settings and select the “General” tab as seen below:

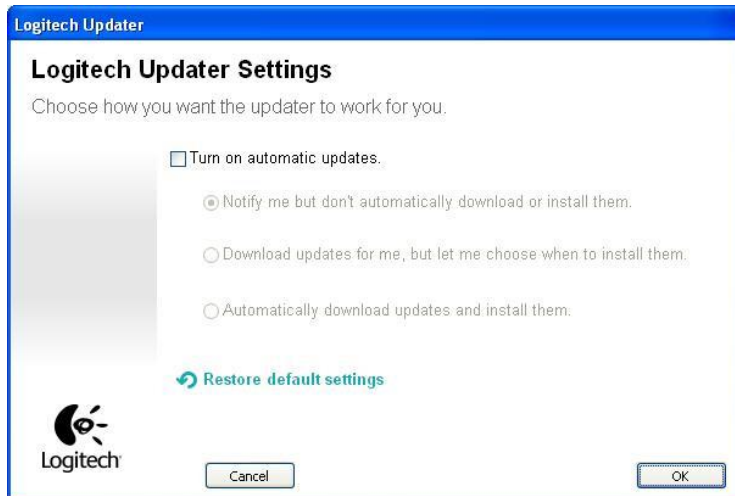


11. Under the Webcam Controller Settings, uncheck the three boxes and then select the “Updates” tab.

12. On the “Updates” tab, select the “Configure” button located on the left side as seen below:





13. The Logitech Updater Settings screen will open when the “Configure” button is selected. Unselect “Turn on automatic updates”, as shown below, then click “OK”:



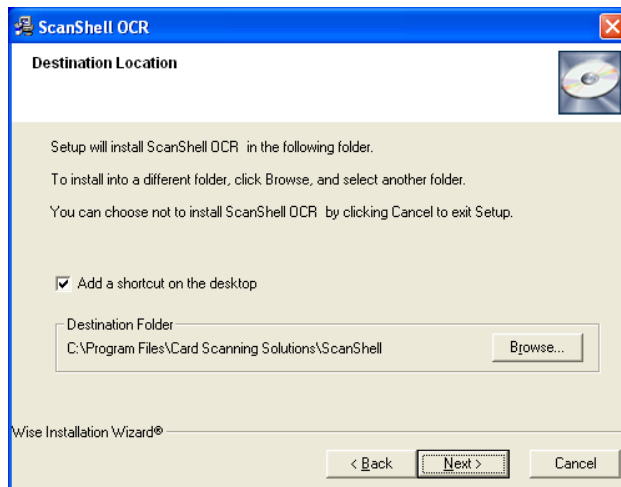
14. Selecting “OK” will bring you back to the “Updates” tab. Select “Save” and then close all Logitech application screens.

15. The camera installation is now complete. If you have no additional hardware to install, proceed to [Step 4](#)

 <p>SnapShell</p> <hr/>  <p>ScanShell</p>	<h2 style="margin: 0;">Driver License Scanner</h2> <p style="margin: 0;"><i>LobbyGuard Assist supports two models of Driver License Scanner from Card Scanning Solutions:</i></p> <ul style="list-style-type: none"> <li><b>SnapShell</b> is a flat-bed scanner with no moving parts that takes an image of the driver license using a camera mounted inside the unit.</li> <li><b>ScanShell</b> is a feed scanner, requiring the user to insert the license. The license is pulled through the scanner and the image is acquired during this process.</li> </ul>
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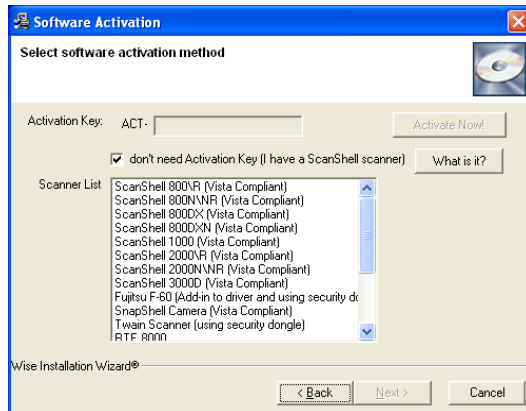
### Installing your License Scanner

1. Open the “LobbyGuard Installer” folder on the Windows desktop that was extracted in Step 2 in the beginning of this document. Open the “Hardware” folder then the “Driver License Scanner” folder, and run the file that begins with “IDScan” according to the instructions below.
2. When you are asked to enter the product key, use the following case-sensitive key:  
  
**4KC914CWQPRKJERA**
3. Continue with default selections of “Next” on the Welcome screen and “I Agree” on the Agreement screen if you agree with the license agreement. When you see the Destination Location screen:



Select the option “Add a shortcut to the desktop” and click NEXT

4. When you see the following screen:



Select “don’t need Activation Key” and the “Scanner List” will populate with the models of supported scanners. Choose the appropriate scanner per the instructions below:

**IMPORTANT:** Verify that **ONLY** the correct scanner is selected in the list and that no other scanner(s) are selected.



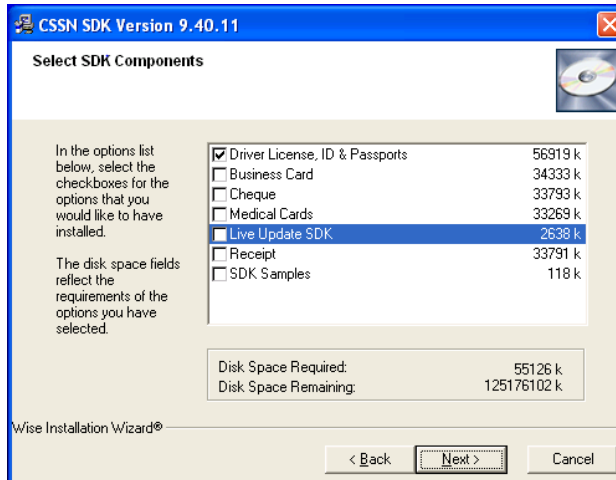
If you are installing the Snapshell scanner (shown at left) **OR** if you are installing the LobbyGuard Assist Station, select “Snapshell Camera (Vista Compliant)” and click “Next” and follow the on-screen instructions to complete the software installation.



If you are installing the Scanshell scanner (shown at left), select “Scanshell 800\R (Vista Compliant)” and click “Next” and follow the on-screen instructions to complete the software installation.

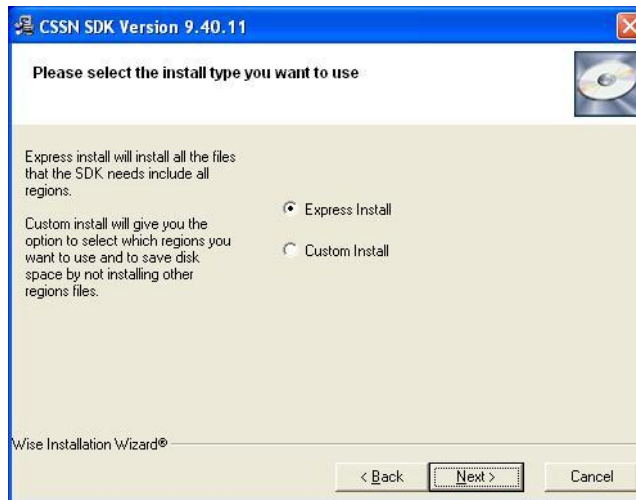
**Note:** During install, if the Adobe Acrobat Reader dialog box asks if you want to install Adobe Acrobat Reader, select “No” and proceed with installation.

5. Open the “LobbyGuard Installer” folder on the Windows desktop that was extracted in Step 2 in the beginning of this document. . Open the “Hardware” folder then the “Driver License Scanner” folder, and run the file that begins with “SDK” according to the instructions below.
6. Continue with default selections of “Next”, “I Agree” on the Agreement screen if you agree with the license agreement, and “Next” on the Destination Location. When you see the following screen:

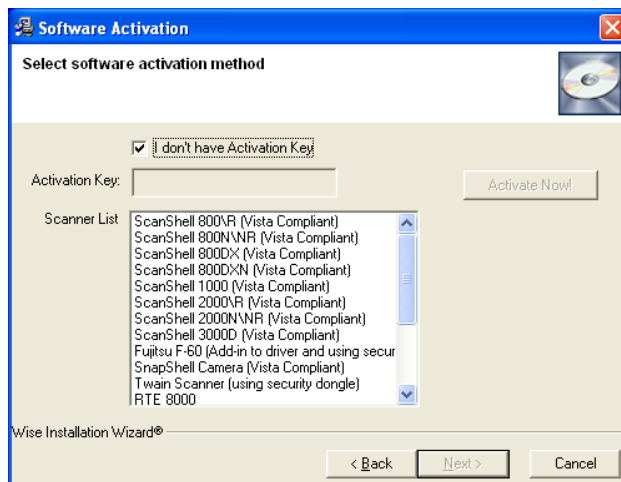


**Unselect** the “Live Update SDK” option and click **NEXT**.

- On the Select the Install type you want to use screen, select “Express Install” and “Next” as shown below:



- When you see the following screen:



Select the “I don’t have Activation Key” option and choose the appropriate scanner per the instructions below:

**IMPORTANT:** Verify that **ONLY** the correct scanner is selected in the list and that no other scanner(s) are selected.



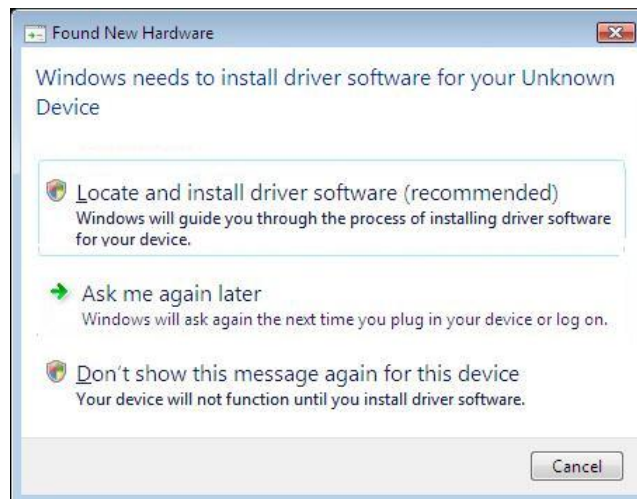
If you are installing the Snapshell scanner (shown at left) **OR** if you are installing the LobbyGuard Assist Station, select “Snapshell Camera (Vista Compliant)” and click “Next” and follow the on-screen instructions to complete the software installation.



If you are installing the Scanshell scanner (shown at left), select “Scanshell 800\R (Vista Compliant)” and click “Next” and follow the on-screen instructions to complete the software installation.

Note: During install, if the Adobe Acrobat Reader dialog box asks if you want to install Adobe Acrobat Reader, select “No” and proceed with installation.

9. Once the software installation is complete, follow these instructions to attach your license scanner to the PC:
  - If you are installing the [LobbyGuard Assist Station](#), open the rear access panel at this time. Plug the USB cable labeled “DL Scnr” into an available port on the USB hub located inside the Assist Station.
  - If you are not installing the LobbyGuard Assist Station, connect your scanner to an available USB port on your PC.
10. If you see the following Found New Hardware screen:



Choose “Locate and install driver software (recommended)”.

During the driver software install if you see the following Windows Security screen as seen below:



Select "Install this driver software anyway".



**The screens illustrated above may appear on reboot of the PC. Follow the instructions as outlined above any time you see these screens and the license scanner will function properly.**

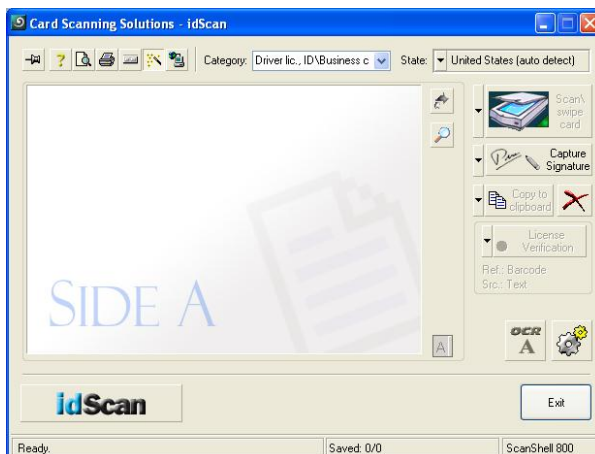
## Testing your License Scanner

1. You will see an icon on the Windows desktop labeled "Scanshell OCR". Double-click this icon to run the driver license software. If you do not see this icon, From the Windows desktop click **Start** → **Programs**→**Card Scanning Solutions** →**ScanShell OCR**

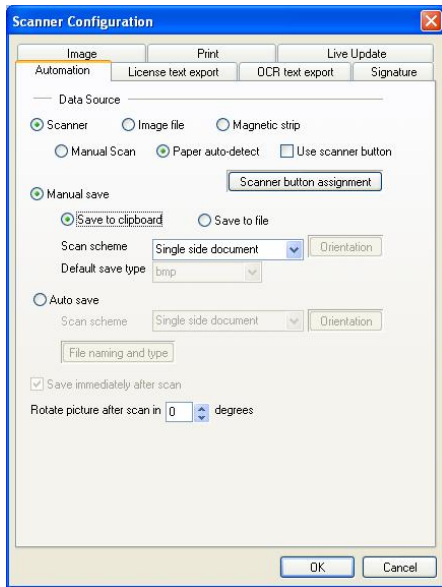


If you are installing the Scanshell 800 license scanner, pictured above, you will need to calibrate your scanner before proceeding. Please refer to [Appendix D: Calibrating your License Scanner](#) for instructions.

2. Click on the "View Scanner Configuration" icon located at the bottom right corner of the application window:



When the Scanner Configuration screen opens, click the “Automation” tab and you will see the following:

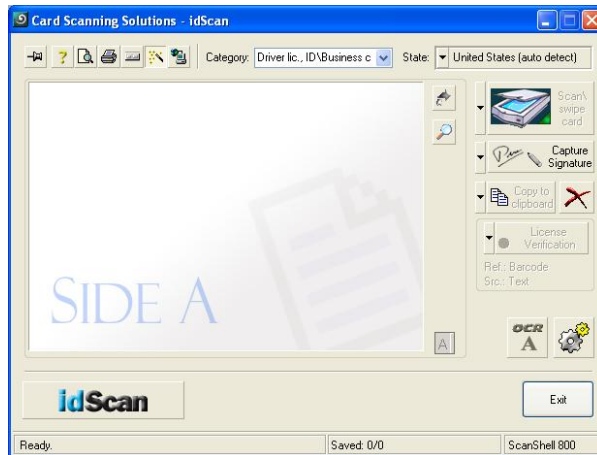


3. Set the “Data Source” options to “Scanner” and “Paper auto-detect”, as shown above.
4. Select “Manual Save” and “Save to clipboard” as shown above, and click the “OK” button at the bottom of the screen.
5. On the main screen, click the “OCR” icon located at the bottom right corner of the application window:



and you will see the “ID Data” window appear alongside the Scanshell application window as illustrated below:

*ID Data window*



*Scanshell application window*

6. Choose from one of the following:



If you are installing the Snapshell scanner (shown at left) **OR** if you are installing the LobbyGuard Assist Station, place your driver license face down on the scanner window as shown. Press the purple button located on the scanner to complete the scan.



If you are installing the Scanshell scanner (shown at left), insert your driver license into the scanner face-down with the top of the driver license inserted first. Insert the license against the right-side of the scanner as illustrated. Gently press the license forward into the scanner until you feel the scanner begin to pull, then release the license. The scanner will pull the license through and complete the scan.

7. The image of your license should appear in the Scanshell application window, and the text from your license will appear in the ID Data window. Close all Scanshell application screens.

The driver license scanner installation is now complete. If you have no additional hardware to install, proceed to [Step 4](#)



## Bar Code Scanner

*LobbyGuard Assist supports the use of the Motorola Symbol LS9208 bar code scanner.*

### Installing your Bar Code Scanner

1. Open the “LobbyGuard Installer” folder on the Windows desktop that was extracted in Step 2 in the beginning of this document. Open the “Hardware” folder then the “Bar Code Scanner” folder, and run the file that begins with “OPOS”. Follow the on-screen instructions to complete the installation of the OPOS software.
2. Once the software installation is complete, attach your bar code scanner according to the instructions below:
  - If you are installing the [LobbyGuard Assist Station](#), open the rear access panel at this time. Plug the USB cable labeled “bar code” into an available port on the USB hub located inside the Assist Station.
  - If you are not installing the LobbyGuard Assist Station, attach the bar code scanner to an available USB port on your PC.
3. Follow the instructions in Appendix F of this document to initialize your bar code scanner.

### Testing your Bar Code Scanner

1. Open the Windows Notepad: click the Windows “Start” button and choose Programs → Accessories → Notepad.
2. Your LobbyGuard Assist product shipment included a sheet of LobbyGuard Frequent Visitor Keytags, shown below. Hold the bar code side of a keytag under the bar code scanner. You will hear a “beep” when the bar code is properly scanned.

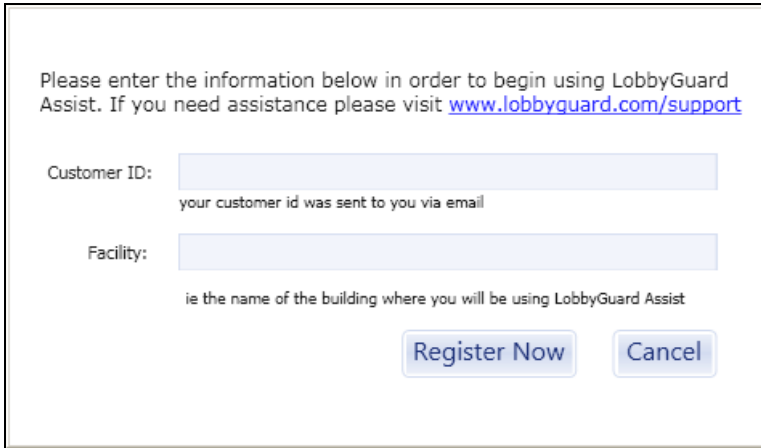


3. If your bar code scanner is installed properly, your Notepad window will remain blank during the scanning of the keytag. If you see any text appear in the Notepad during the scan, revisit instruction #3 in the section above, “Installing your Bar Code Scanner”.

The Bar Code Scanner installation is now complete. If you have no additional hardware to install, proceed to [Step 4](#)

## Step 4: Test your LobbyGuard Assist Installation

Double-click the LobbyGuard Assist icon on your Windows desktop that was created in Step 2 in the beginning of this document and you will see the following screen:

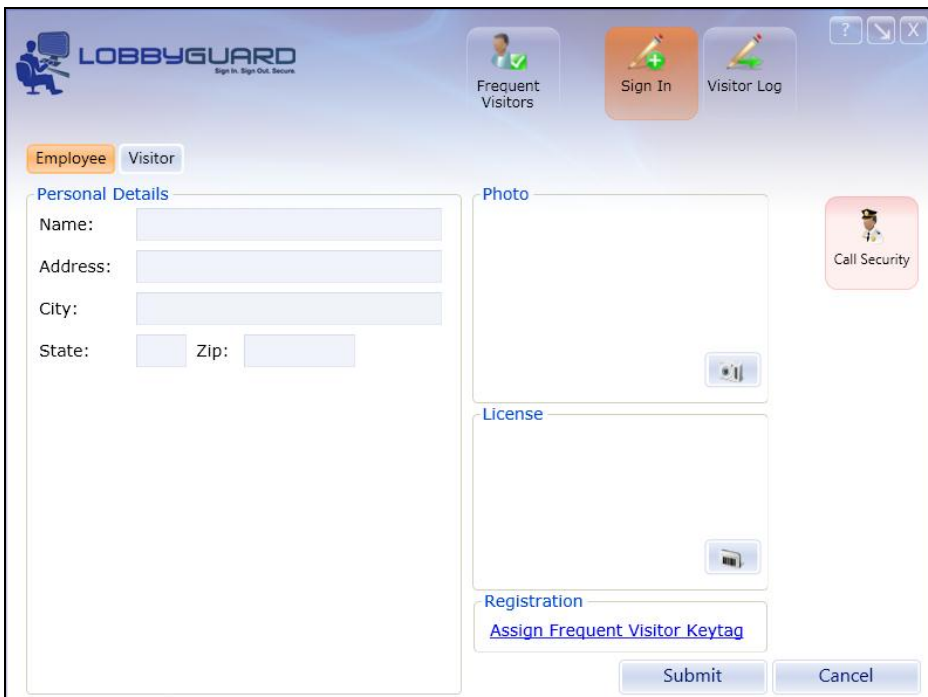


Please enter the information below in order to begin using LobbyGuard Assist. If you need assistance please visit [www.lobbyguard.com/support](http://www.lobbyguard.com/support)

Customer ID:   
your customer id was sent to you via email

Facility:   
ie the name of the building where you will be using LobbyGuard Assist

Enter the Customer ID you received in your Customer Registration email, as illustrated in [Appendix A: Customer Registration Email](#). The Facility Name is any descriptive name you wish to assign this LobbyGuard Assist installation, such as “Front Desk” or “Main Lobby”. This name is displayed in the LobbyGuard Visitor Log and reports to identify where the visitor signed in / out. Click “Register Now” to continue and you will see the LobbyGuard Assist software interface.



**LOBBYGUARD**  
Sign In, Sign Out, Secure

Frequent Visitors Sign In Visitor Log

Employee Visitor

Personal Details

Name:   
Address:   
City:   
State:  Zip:

Photo

License

Registration  
[Assign Frequent Visitor Keytag](#)

Call Security

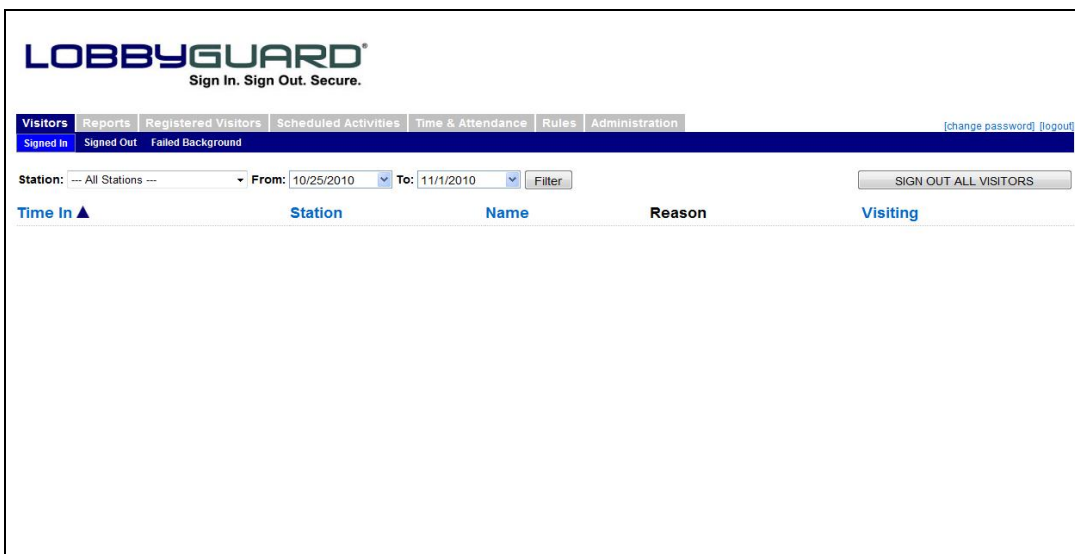
If the LobbyGuard screen above appears on your PC, you have successfully installed the LobbyGuard Assist software. You can then close the above LobbyGuard screen.

The next step is to access the LobbyGuard Administrative Utility, the web-based application that provides access to visitor records, reports, configuration settings and other information for your

LobbyGuard installation. Open the LobbyGuard Administrative Utility from any web browser by visiting the following address: <http://admin.lobbyguard.com> and you will see the sign-in screen shown below:



Your login credentials, including your domain, email address and password are included in the Customer Registration email you should have already received, as outlined in [Appendix A: Customer Registration Email](#). You will see the following screen once you have signed into the LobbyGuard Administration Utility:



**Congratulations! You have now completed the installation of LobbyGuard Assist.**

## **Step 5: Get Training**

LobbyGuard support personnel will provide the training you need to use the LobbyGuard Assist product. Please visit [www.lobbyguard.com/schedule](http://www.lobbyguard.com/schedule) to schedule your training session.

## Additional Resources

If you have additional questions regarding LobbyGuard Assist you may contact LobbyGuard Technical Support by visiting [www.lobbyguard.com/support](http://www.lobbyguard.com/support). Support hours are M – F 8AM – 5PM EST. The support page also provides access to the LobbyGuard Assist user guide as well as answers to common issues and questions.

Additional information and resources regarding hardware peripherals supported by LobbyGuard Assist are made available by the manufacturer web sites:

Camera

[www.logitech.com](http://www.logitech.com)

Bar Code Scanner

[www.symbol.com](http://www.symbol.com)

Driver License Scanner

[www.card-scan.com](http://www.card-scan.com)

Printer

[www.dymo.com](http://www.dymo.com)

# Appendices

## Appendix A: Customer Registration Email

Dear <customer name>;


Thank you for making LobbyGuard an important part of your facility security and sign-in procedures. Below you will find the information you need to register your LobbyGuard product.

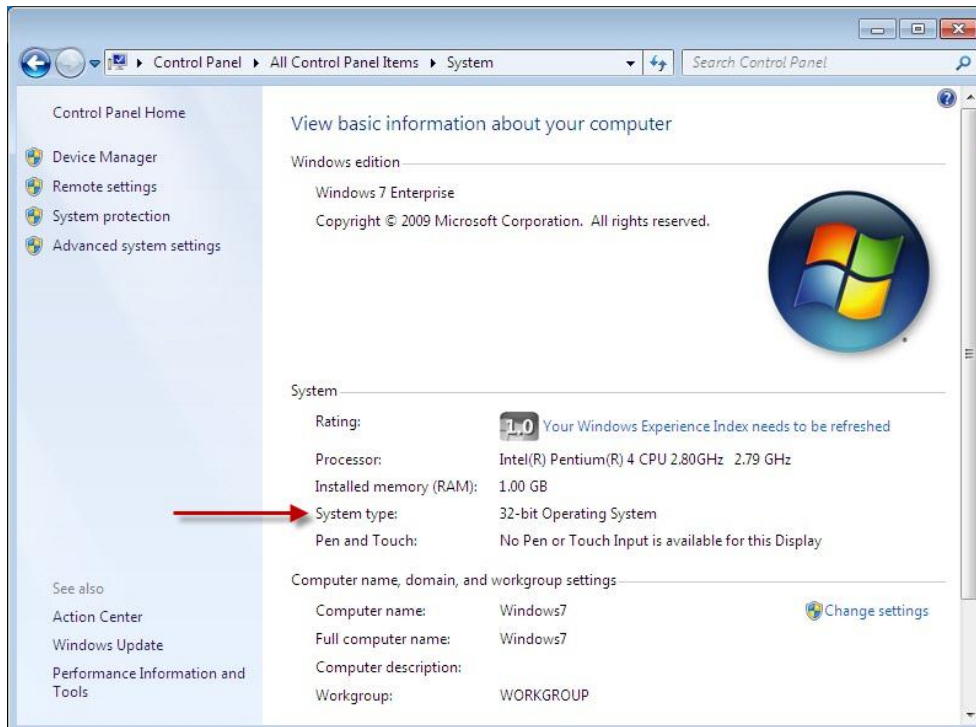
**IMPORTANT:** Before proceeding, you must follow the installation instructions in the LobbyGuard Assist Installation Guide, attached to this email.


Customer ID:                   <customerID>  
Customer Domain:            <domain>  
Customer Email:             <customer contact email address>  
Customer Password:         <customer password>

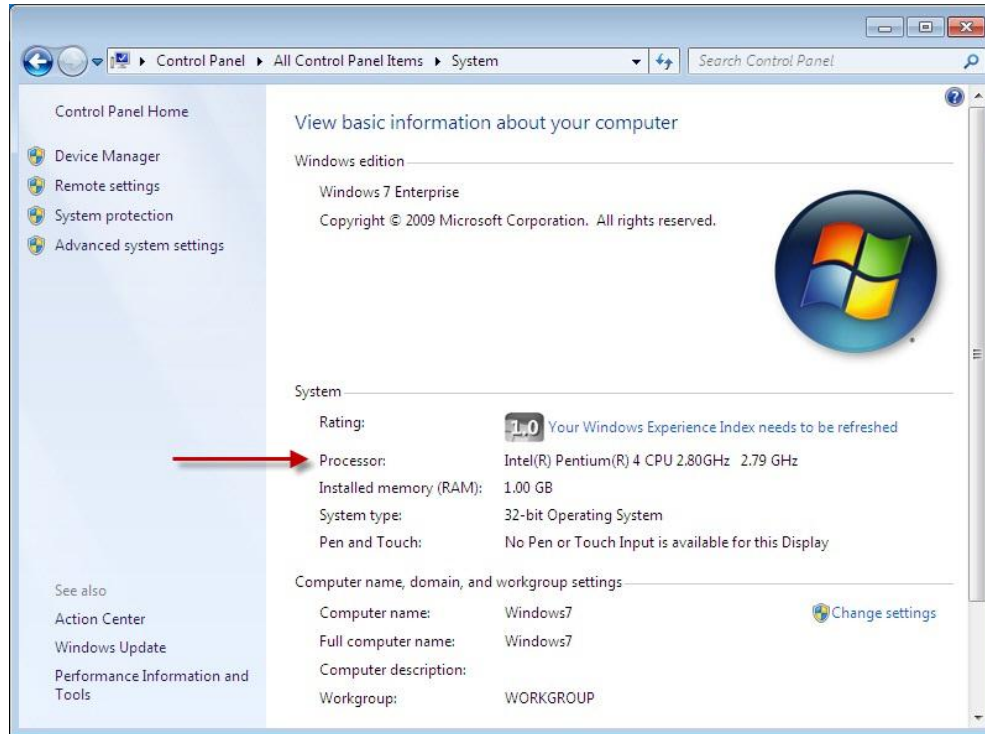
You may use your customer domain, email, and password information to log in to your account at <http://admin.lobbyguard.com> at any time. Thank you again for choosing LobbyGuard.

## Appendix B: How to Verify the Installation Checklist Items

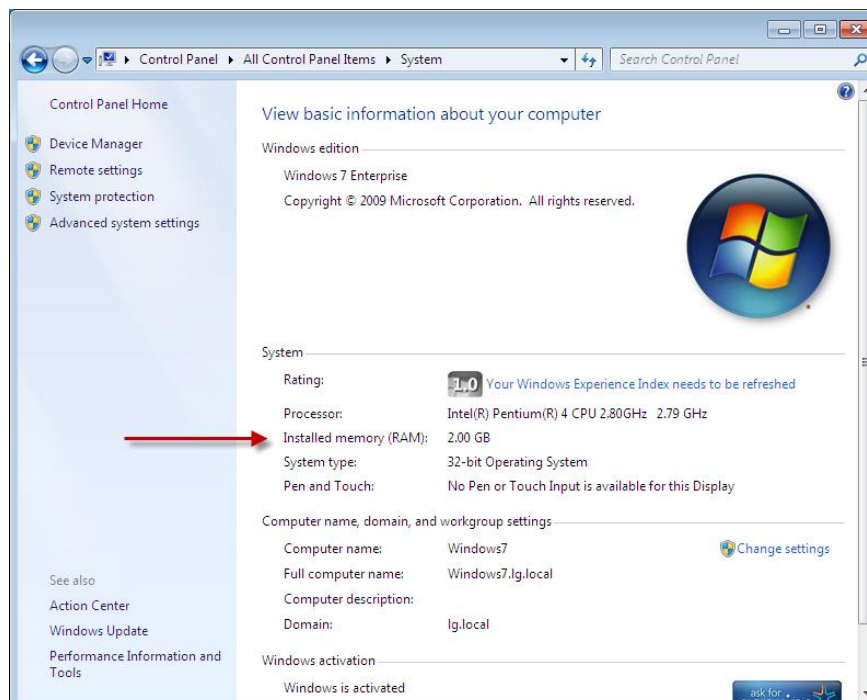
1. **32-bit or 64-bit Microsoft Windows 7 Operating System.** To verify your operating system, click the  button (former “Start” button) and choose Control Panel → System (If you do not see System you may have to select “view by” and select small icons to see System displayed). That will open up the System dialog box displaying the System type with the Operating system you are running shown below:




2. **2.0GHz CPU or faster.** Click the  button (former “Start” button) and choose Control Panel → System. That will open up the System dialog box displaying the processor speed; the processor is 2.80GHz in the example below.

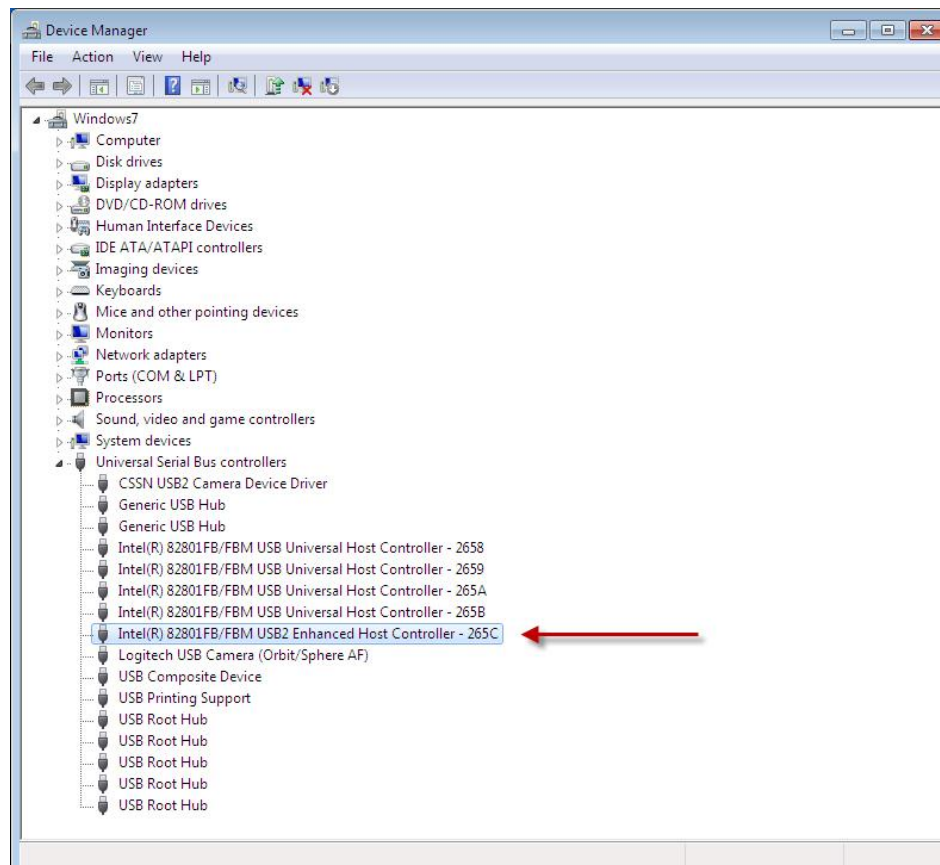


3. **2.0GB RAM or higher.** Use the same process as in step 2, above. In the example shown, the PC has 2.00GB of RAM.




4. **Enough free USB 2.0 ports to support the peripheral devices you will be installing (i.e. scanners, printer, camera, bar code scanners etc). Do NOT use a USB hub with LobbyGuard Assist.** The USB ports on a PC are typically version 1.1 or version 2.0, also known as “USB Enhanced”. LobbyGuard Assist hardware must be plugged in to ports with USB 2.0. To determine if your PC has USB 2.0 ports, do the following:

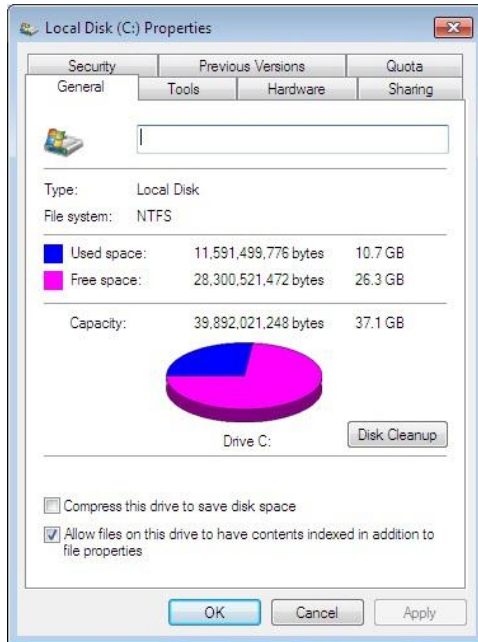
- a. Click the Windows  (former “Start” button) and choose Control Panel → Device Manager. If your System screen is still open, you can click on the Device Manager located in the upper left corner of the System screen.
- b. Expand the section labeled “Universal Serial Bus Controllers”. You will see a screen similar to the following:



- c. Check for a listing with the term “USB2 Enhanced Host Controller” or “USB 2.0” under this section, as highlighted and pointed out in red in the above image. This means the PC does have the required USB 2.0 ports. This does not tell us which USB ports are using USB2.0 on the PC vs. which ports are using USB 1.1; however, the normal practice is to locate the USB2.0 ports on the rear of the PC and the USB1.1 ports on the front of the PC. For this reason it is recommended that LobbyGuard peripherals be plugged in to USB ports located on the rear of the PC.

LobbyGuard Assist does not support the use of a USB hub for connecting peripheral devices to the PC. Each device should be plugged in to its own USB port.

5. **20 GB free HD space.** Right-mouse click on the Windows  (former “Start” button) and choose “Open Windows Explorer” from the menu that appears. The Windows File Explorer will appear; on the left side you will find a listing for all the drives on your PC. Right-mouseclick on the “Local Disk (C)” and choose “Properties” from the menu that appears. The following screen will appear:



The section labeled “Free Space” details the amount of free space on the hard drive. In this example, the PC has 26.3.GB of free space.

6. **Firewall access through ports 80(http) and 443(https).** LobbyGuard requires access to the internet through the normal http: and https: / SSL (secure socket layer) ports that are made available through most firewalls. To verify that you have access through these ports, open your web browser and visit <http://www.lobbyguard.com>. If you are able to see the LobbyGuard web site, you have successfully used port 80. Change the web address to <http://admin.lobbyguard.com> . If you are able to see the LobbyGuard login page, you have successfully used port 443. Consult your system administrator if either of these tests fails.
7. **Full-time connection to the internet with access to <http://admin.lobbyguard.com> from your web browser.** Open your web browser and enter <http://admin.lobbyguard.com> into the address bar. Verify that you are able to see the LobbyGuard login page. If not, consult with your system administrator to have this web site added to the list of approved sites.
8. **Logged in to Windows as a user with full Administrator rights.** You must be logged in as an administrator in order to install or update the LobbyGuard Assist hardware and software. Consult with your system administrator to determine if your user account has Administrator rights to the PC. LobbyGuard Assist will install for all user accounts on the PC and will be available to any user who logs in to the PC. Please note: you MUST be logged-in as a full Windows admin to process the auto-updates.

9. **Verify that no LobbyGuard peripheral devices (i.e. scanners, printer, camera, bar code scanner, etc.) are plugged into the PC.** Check your LobbyGuard peripherals and ensure they are not physically to the PC prior to installation of LobbyGuard Assist. You will be instructed when to connect each device during the installation process.
  
10. **Close any open applications, including anything running in the Windows system tray, located in the bottom right corner of the screen by the Windows clock.** The bottom right corner of your Windows desktop is known as the “system tray”; you will see the Windows clock running in this area of the screen, as shown below:



Any icons located to the immediate left of the clock represent applications that are currently running on your PC. Close as many of these applications as possible during your installation process. Consult your system administrator for assistance if needed.

11. **Verify the User Account Control settings are turned off.** Click the former “start” button and perform a search for “User Accounts” and select “Change User Account Control Settings”. Ensure that the User Account setting is set to “Never notify”.

## **Appendix C: Loading Visitor Badges**

A video tutorial demonstrating complete instructions for replacing your visitor badges is available at the following URL:

<http://www.youtube.com/watch?v=q6DP9U1MUnM>

## Appendix D: Calibrating your License Scanner



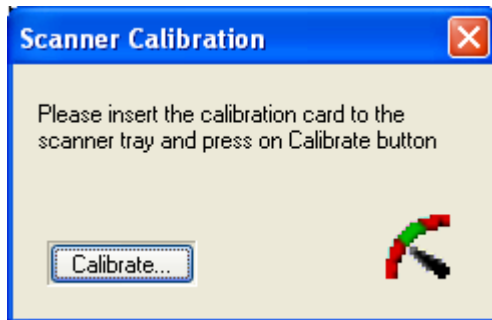
If you are using a Scanshell 800 driver license scanner (shown above) you will need to calibrate your scanner before using your scanner with LobbyGuard Assist. Calibration is a one-time process that will not need to be repeated in the future. Note that if you are using the Snapshell scanner OR if you are using the LobbyGuard Assist Station, you will never need to calibrate your scanner.

Follow these instructions to calibrate your Scanshell driver license scanner:

1. Download and print the license calibration sheet available online at [http://www.id-reader.com/ftp/calibration/calibration\\_800.pdf](http://www.id-reader.com/ftp/calibration/calibration_800.pdf)
2. Cut along the lines indicated by the scissors to create the calibration sheet
3. From the Windows desktop click **Start** → **Programs** → **Card Scanning Solutions** → **ScanShell OCR** and click on the “Show Scanner Configuration” icon located at the bottom right corner of the application window:



Click the “Image” tab then click the “Calibrate” button, located near the bottom of the Image tab. You will see the following:



4. Insert the calibration sheet into the scanner with the black stripes facing down and the arrows inserted first. Click the “Calibrate” button and the calibration sheet will slowly be pulled through the scanner. This will complete the calibration process.

## **Appendix E: Using LobbyGuard Assist with a Proxy Server**

If your internet connection makes use of a proxy server, you will need to consult with your Information Technology staff to make an exception to for the following site:

<http://assist.lobbyguard.com>

This will allow access to the site and will bypass your proxy server. If you need additional assistance please see <http://www.lobbyguard.com/support>

## Appendix F: Initializing the Bar Code Scanner

Use this page to initialize your bar code scanner. Follow the instructions below:

Please print this sheet using the highest quality print settings for your printer. It may be helpful to cut the barcode out of the printed document with scissors.

### LobbyGuard Assist Initialization Barcode



Scan the "LobbyGuard Initialization OPOS" barcode to ensure your barcode scanner will work with LobbyGuard products. You will hear several "beeping" sounds when this is scanned correctly. You do not need to scan this barcode more than once. If your scanner turns off after swiping this barcode, please unplug the USB cable for you scanner, wait 5 seconds, and plug it back in.