

VISUAL GUIDE FOR HR INTERFACE

Use this guide as an orientation tool when setting up your Kiosk's interface. It is intended to introduce you to Zamok's customization capabilities so that you can maximize the value of your kiosk solution.



WELCOME TO THE ADMINISTRATIVE SERVICES KIOSK

11:42AM
Mostly Sunny 80°

Submit Maintenance Form

Section 8 Housing Forms

Time Clock

Material Safety Data Sheets

Scan Forms

Pay Rent or Fees

Join us for Pizza & Salad Lunch
Thursday 12:00PM in the Main Conference Room

Expense reports due every Friday at 2:00PM

Office closed Monday 5/31 (Memorial Day)

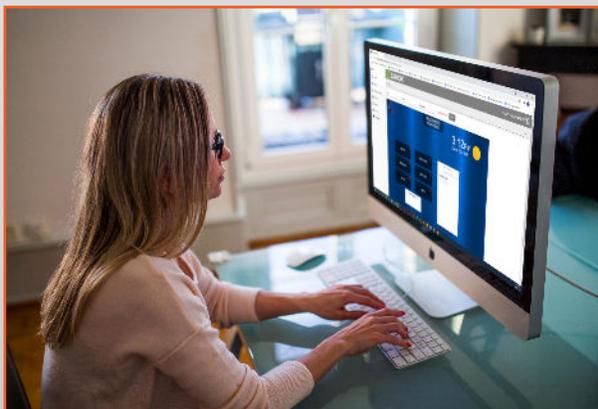
Tell us what you think

CALL TOWN OFFICES

SEND A MESSAGE TO HR

LOG IN TO EMPLOYEE PORTAL

HANDICAP SERVICES

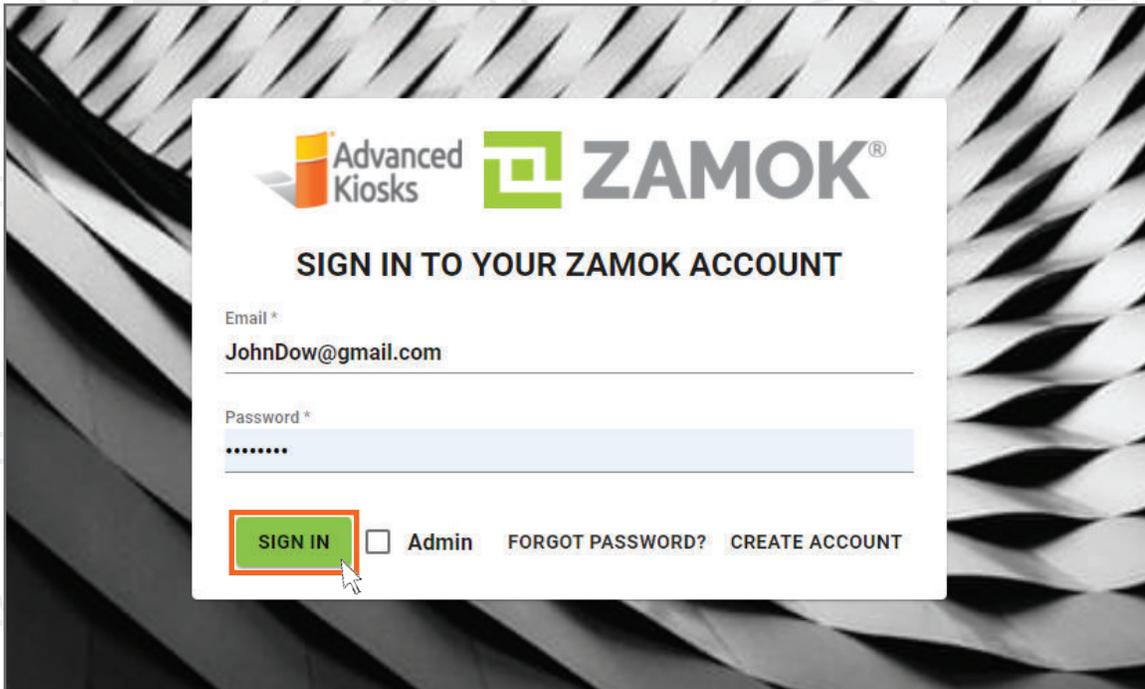


Update Everything Right From Your Desktop!

- Simply point, click & follow easy onscreen directions to customize your Kiosk's interface.
- Instant updates from your PC straight to your Kiosk.

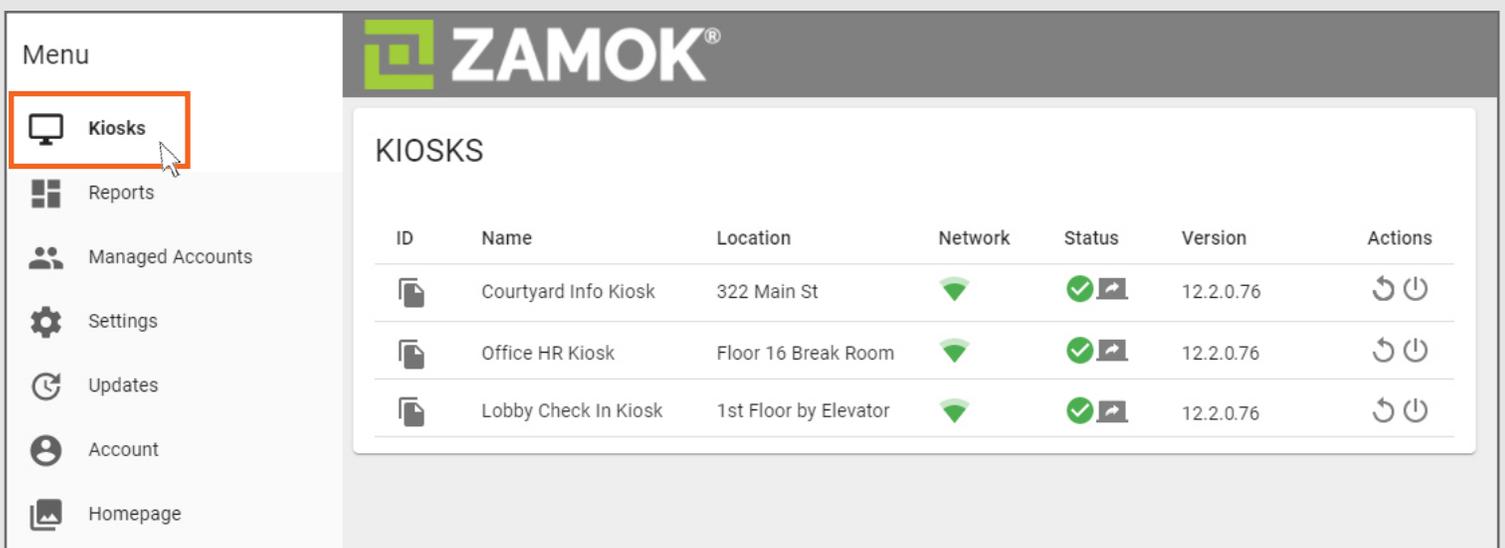
ACCESSING USER DASHBOARD

- 1 Using Google Chrome, visit <https://zamok-dashboard.web.app> and **log in** to your Zamok account.



You can log in to your account from any Google Chrome browser on any computer in the world!

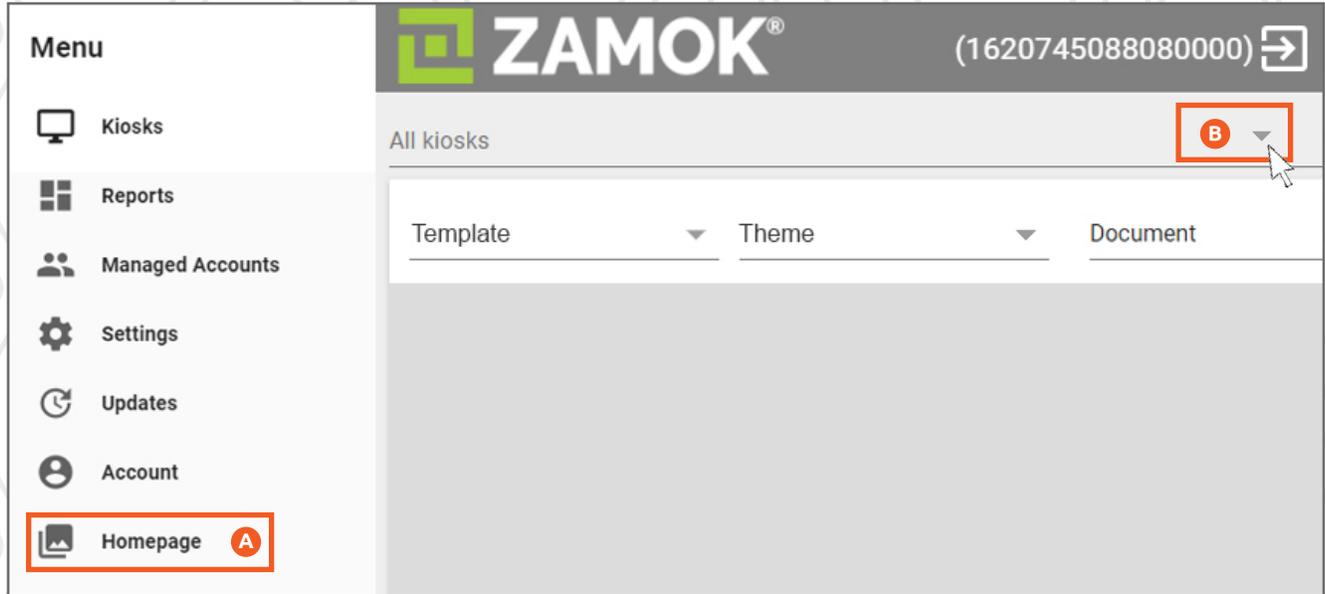
- 2 Select **Kiosks** from the sidebar menu to view statuses and control your kiosks.



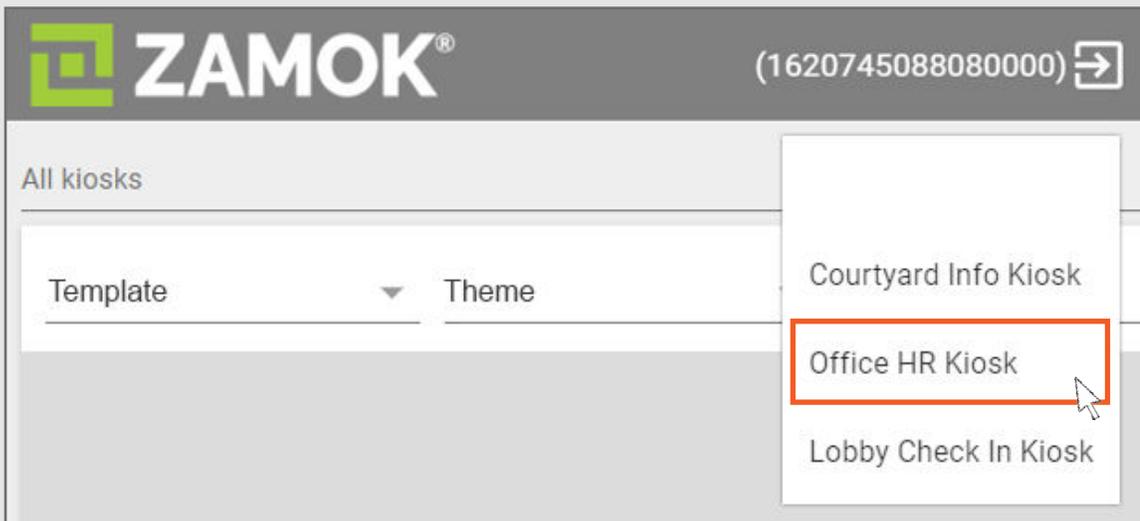
| ID | Name | Location | Network | Status | Version | Actions |
|---|----------------------|-----------------------|---|---|-----------|---|
|  | Courtyard Info Kiosk | 322 Main St |  |   | 12.2.0.76 |   |
|  | Office HR Kiosk | Floor 16 Break Room |  |   | 12.2.0.76 |   |
|  | Lobby Check In Kiosk | 1st Floor by Elevator |  |   | 12.2.0.76 |   |

CHOOSING YOUR TEMPLATE

- 3**
- A** Select the **Homepage** tab from the menu on the left-hand side of the screen.
 - B** On the top menu bar, click the arrow to open the **All Kiosks** dropdown menu.

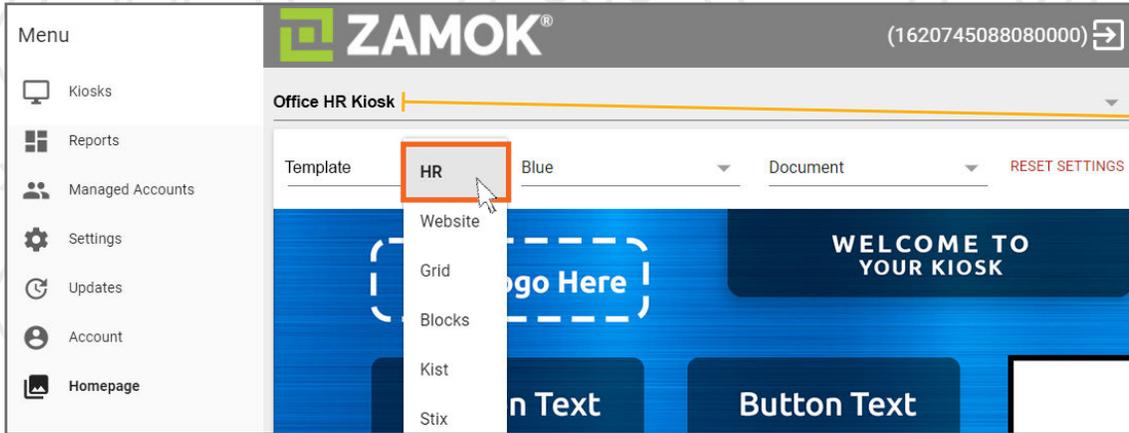


- 4** From the **Kiosk** dropdown menu, select the kiosk that you would like to edit. Here, we are going to make changes to the “Office HR Kiosk”.



It's ok to mess up! You can always **reset your settings**. Be sure to click **save** after making changes.

5 From the **Template** dropdown menu, select the **HR** option.



The Kiosk dropdown menu always displays which kiosk you're working on. You can easily toggle between kiosks; just remember to save your changes!

6 After choosing your template, the interface preview will appear in the window below.

Click + upload background image or change color

Click + upload logo file

Click + edit welcome text

Click + upload files for display in slideshow (1000 x 1000 px)

Click + enter zip code for local time + weather display



Click + program up to 8 buttons

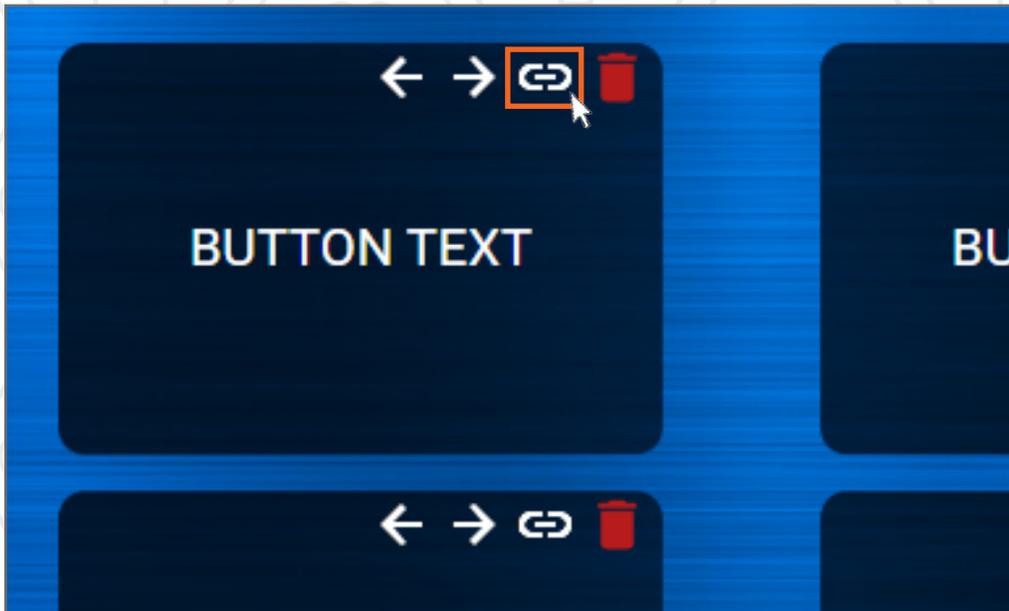
Click + edit button text

Customize buttons with icons for clearer designation

Customize survey questions

PROGRAMMING BUTTONS

- 7 Click the **chain link icon** on the button you'd like to program.

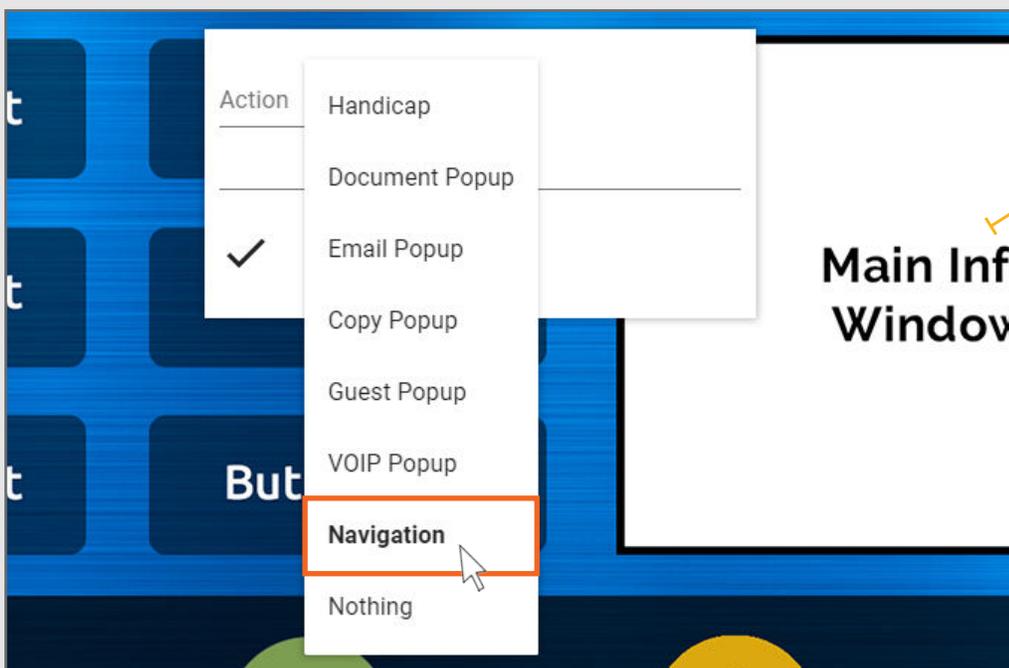


You can easily configure a button to open a webpage, compose an email, scan a document, or place a call.



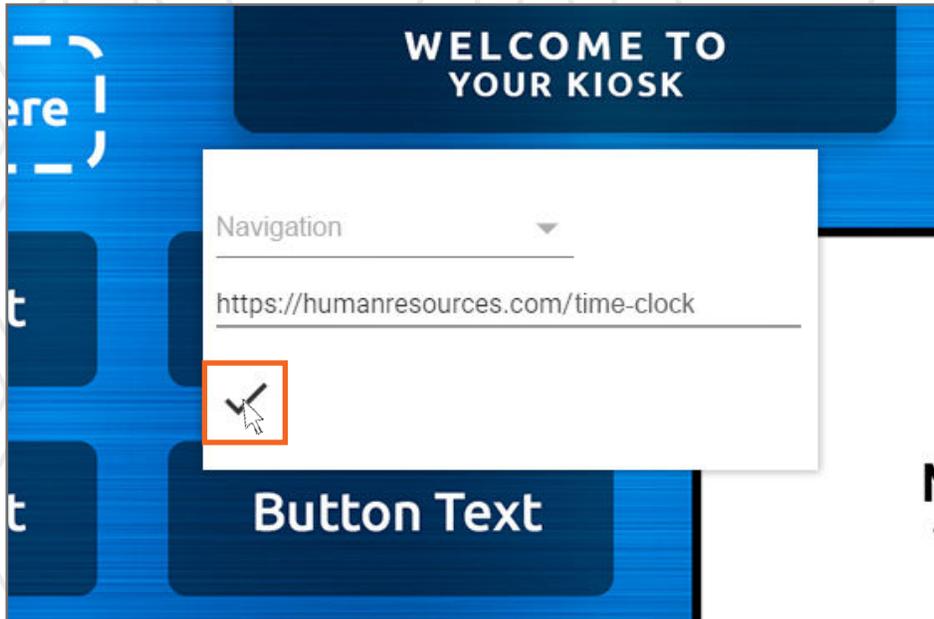
Use the arrow icons next to the chain link icon to easily shuffle buttons around the interface.

- 8 To make a button go to a webpage, select **Navigation** from the dropdown menu.

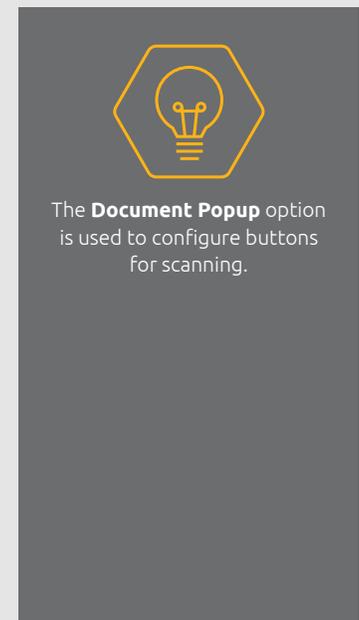
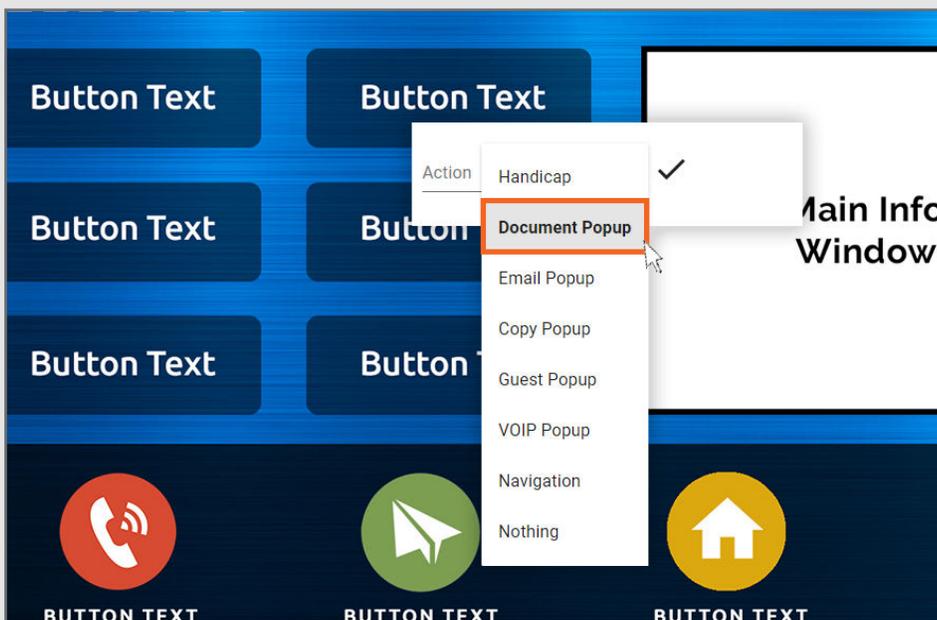


Use the **Main Info Window** for advertisements or to get the word out about events, dates, notices and announcements.

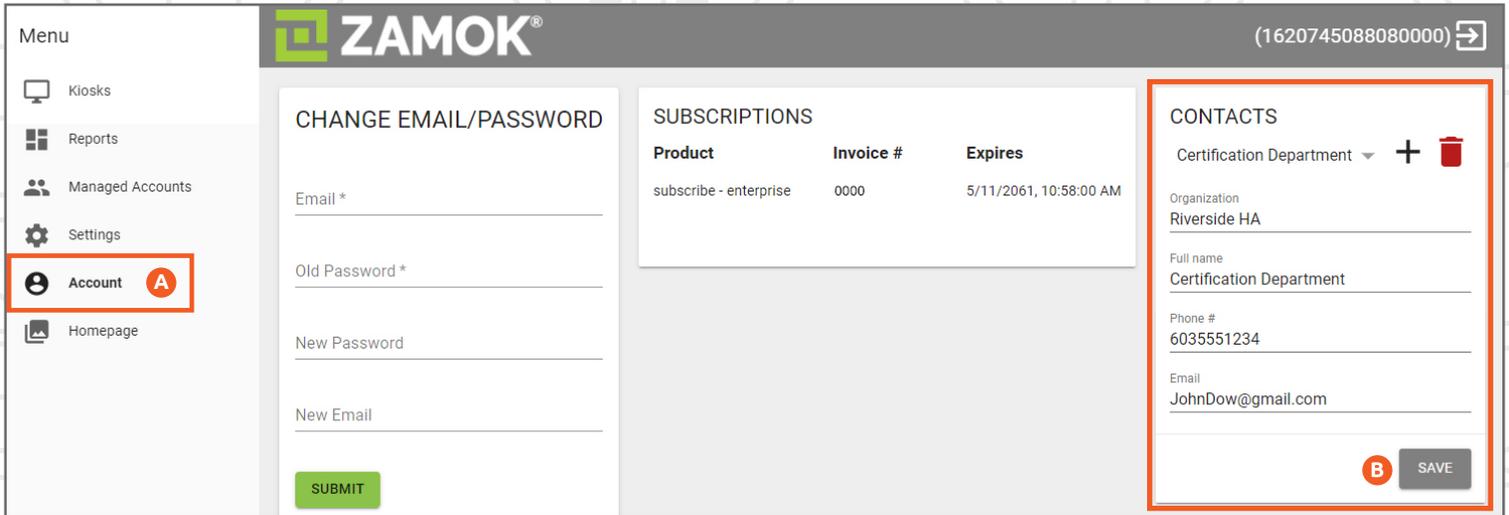
- 9 In new the pop-up window, enter the URL for your desired destination. Click the check mark.



- 10 To assign a different function to a button, select the appropriate option from the dropdown menu. Follow the on-screen instructions.

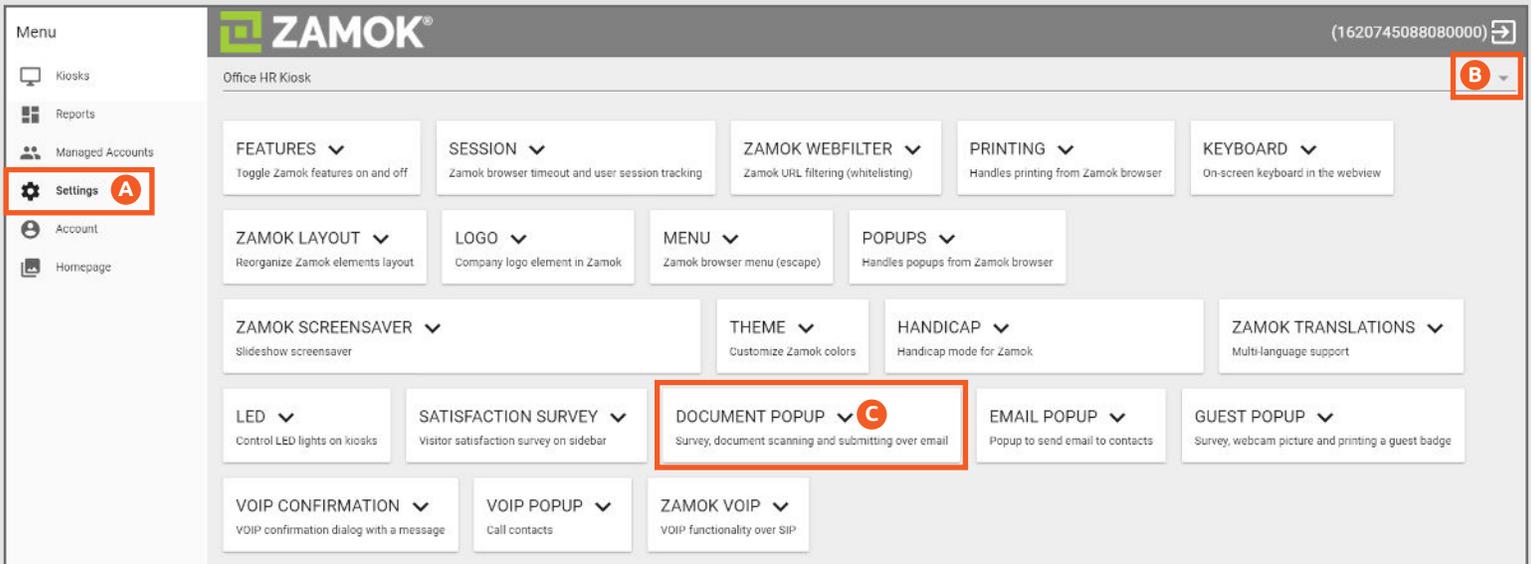


- 11** To configure document scanning, a contact must be created to receive the scanned images.
A In the sidebar menu, click **Account**. **B** Enter contact information in **Contacts** window and click **Save**.



The screenshot shows the ZAMOK user interface. On the left is a sidebar menu with options: Kiosks, Reports, Managed Accounts, Settings, **Account** (highlighted with a red box and 'A'), and Homepage. The main content area is titled 'ZAMOK' and includes a user ID '(1620745088080000)' with an arrow icon. The 'Account' section has fields for 'Email *', 'Old Password *', 'New Password', and 'New Email', with a green 'SUBMIT' button. The 'SUBSCRIPTIONS' table shows one entry: 'subscribe - enterprise' with invoice # '0000' and expires '5/11/2061, 10:58:00 AM'. The 'CONTACTS' section (highlighted with a red box) shows a contact for 'Certification Department' with details: Organization 'Riverside HA', Full name 'Certification Department', Phone # '6035551234', and Email 'JohnDow@gmail.com'. A 'SAVE' button (highlighted with a red box and 'B') is at the bottom right of the contact form.

- 12** To assign a scanner to a button: **A** Select **Settings** from the sidebar menu. **B** Select your kiosk from the dropdown menu at the top of the screen. **C** Click the arrow next to **Document Popup**.



The screenshot shows the ZAMOK Settings interface. The sidebar menu has 'Settings' (highlighted with a red box and 'A') selected. The main content area is titled 'Office HR Kiosk' and has a dropdown menu (highlighted with a red box and 'B') showing '(1620745088080000)'. The settings are organized into several sections:

- FEATURES**: Toggle Zamok features on and off.
- SESSION**: Zamok browser timeout and user session tracking.
- ZAMOK WEBFILTER**: Zamok URL filtering (whitelisting).
- PRINTING**: Handles printing from Zamok browser.
- KEYBOARD**: On-screen keyboard in the webview.
- ZAMOK LAYOUT**: Reorganize Zamok elements layout.
- LOGO**: Company logo element in Zamok.
- MENU**: Zamok browser menu (escape).
- POPUPS**: Handles popups from Zamok browser.
- ZAMOK SCREENSAVER**: Slideshow screensaver.
- THEME**: Customize Zamok colors.
- HANDICAP**: Handicap mode for Zamok.
- ZAMOK TRANSLATIONS**: Multi-language support.
- LED**: Control LED lights on kiosks.
- SATISFACTION SURVEY**: Visitor satisfaction survey on sidebar.
- DOCUMENT POPUP** (highlighted with a red box and 'C'): Survey, document scanning and submitting over email.
- EMAIL POPUP**: Popup to send email to contacts.
- GUEST POPUP**: Survey, webcam picture and printing a guest badge.
- VOIP CONFIRMATION**: VOIP confirmation dialog with a message.
- VOIP POPUP**: Call contacts.
- ZAMOK VOIP**: VOIP functionality over SIP.

13 Configure questions and answers to be used in the scan dialog using the images below as a model.

DOCUMENT POPUP ^

Question Type:

Question
Scan your documents

↑ ↓

Question Type: Text

Question
What is your name? (Last,First)

🗑️ ↑ ↓

Question Type: Text

Question
What is the best email to reach you at?

🗑️ ↑ ↓

Question Type: Buttons

Question
What are you submitting documents for?

🗑️ ↑ ↓

Section 8 🗑️ ↑ ↓

ADD SUB-QUESTION

Heating Assistance 🗑️ ↑ ↓

ADD SUB-QUESTION

Maintenance Request 🗑️ ↑ ↓

ADD SUB-QUESTION

ADD ANSWER



Questions act as prompts within the scanning process. You can choose text-based answers or multiple choice style with a dropdown list or standalone buttons.



Questions are listed in chronological order and determine the steps of the scan routine. You can change the order using the arrows or remove a question with the trash can icon.

14 **A** Confirm that **“Send your documents”** is the last question listed. **B** Be sure that you have the appropriate contacts listed and checked. **C** When finished, click **Save**.

Question Type:

Question
Send your documents **A**

↑ ↓

Organizations screen header
Riverside HA

Contacts screen header
Employee Contacts

| Full name | Organization | Phone # |
|-----------|--------------|---|
| John Dow | Riverside HA | 6035551234 <input checked="" type="checkbox"/> B |

| Full name | Organization | Phone # |
|-----------|--------------|--|
| John Dow | Riverside HA | 6035551234 <input checked="" type="checkbox"/> |

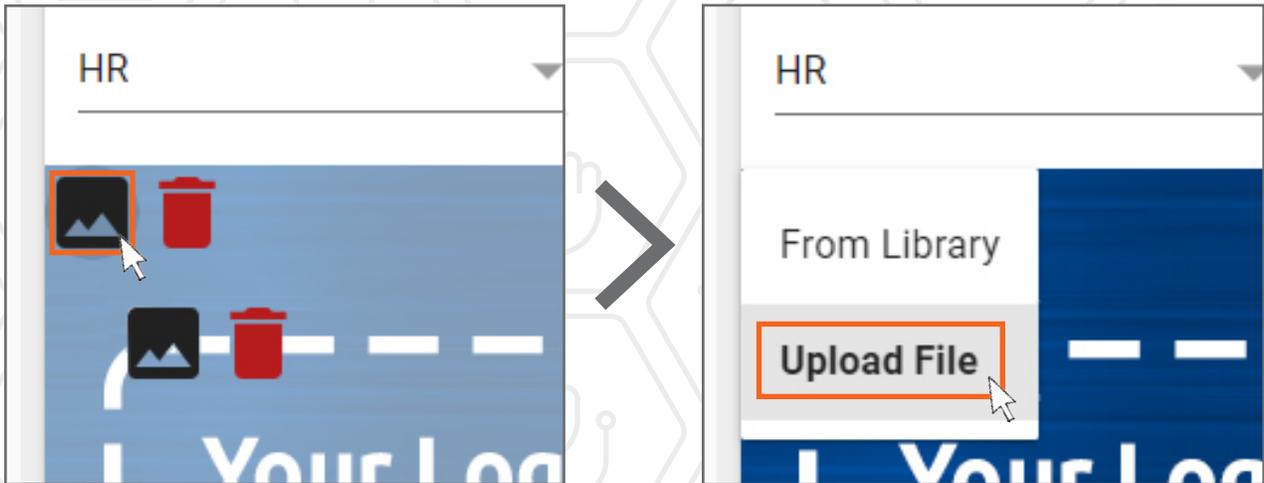
[MANAGE ACCOUNT CONTACTS](#)

ADD QUESTION

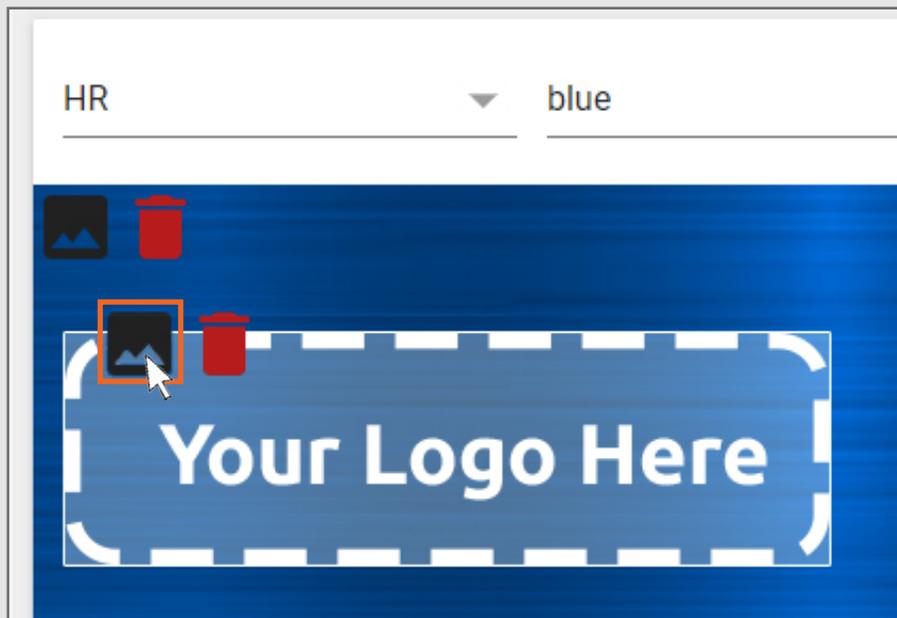
SAVE **C**

CUSTOMIZING YOUR HOMEPAGE

- 13** To change your background image, select the media icon. Select **Upload File**.



- 14** To change your logo, repeat instructions from step 14 using the icons visible over the **Your Logo Here** graphic.



Upload any image file to customize your interface background.



Use an image file of your company logo to apply your branding to the kiosk interface.

Once you have finished customizing your interface, be sure to click **SAVE**. Don't forget, you can always click **RESET SETTINGS** to start back at square one.