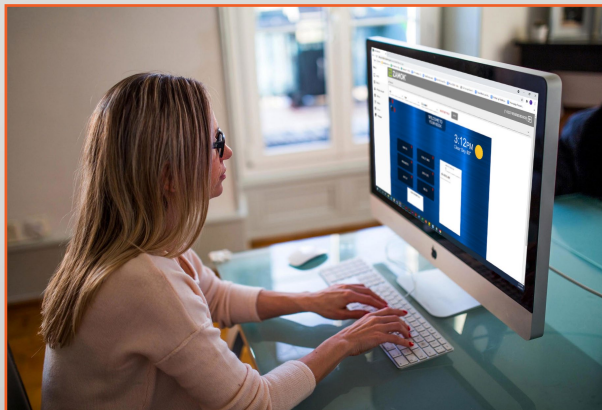


VISUAL GUIDE FOR KIOSK MANAGEMENT

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.



The screenshot shows a kiosk interface for the Town of Riverside. At the top left is the Town of Riverside logo. The main header reads "WELCOME TO THE ADMINISTRATIVE SERVICES KIOSK". The time is 11:42 AM and the weather is Mostly Sunny 80°. The interface features several service buttons: "Submit Maintenance Form", "Section 8 Housing Forms", "Time Clock", "Material Safety Data Sheets", "Scan Forms", and "Pay Rent or Fees". A central announcement box states: "Join us for Pizza & Salad Lunch Thursday 12:00PM in the Main Conference Room", "Expense reports due every Friday at 2:00PM", and "Office closed Monday 5/31 (Memorial Day)". On the right, there is a feedback section titled "Tell us what you think" with three smiley face icons. At the bottom, there are four icons with labels: "CALL TOWN OFFICES" (phone), "SEND A MESSAGE TO HR" (envelope), "LOG IN TO EMPLOYEE PORTAL" (house), and "HANDICAP SERVICES" (wheelchair).

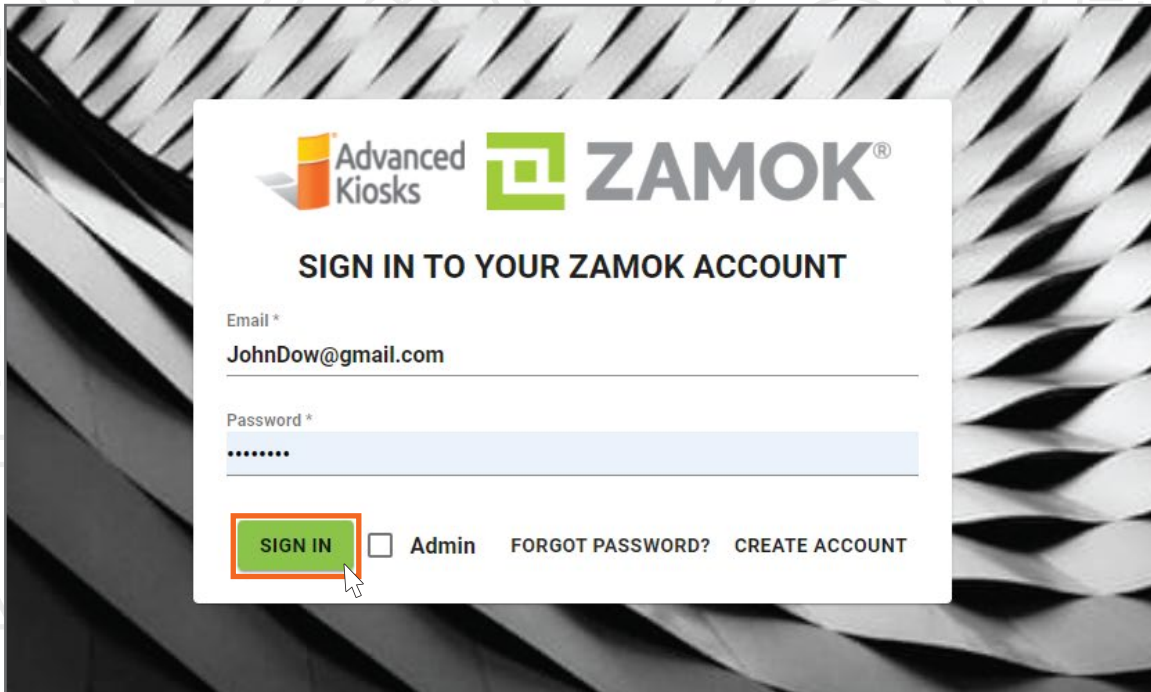


Update Everything Right From Your Desktop!

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

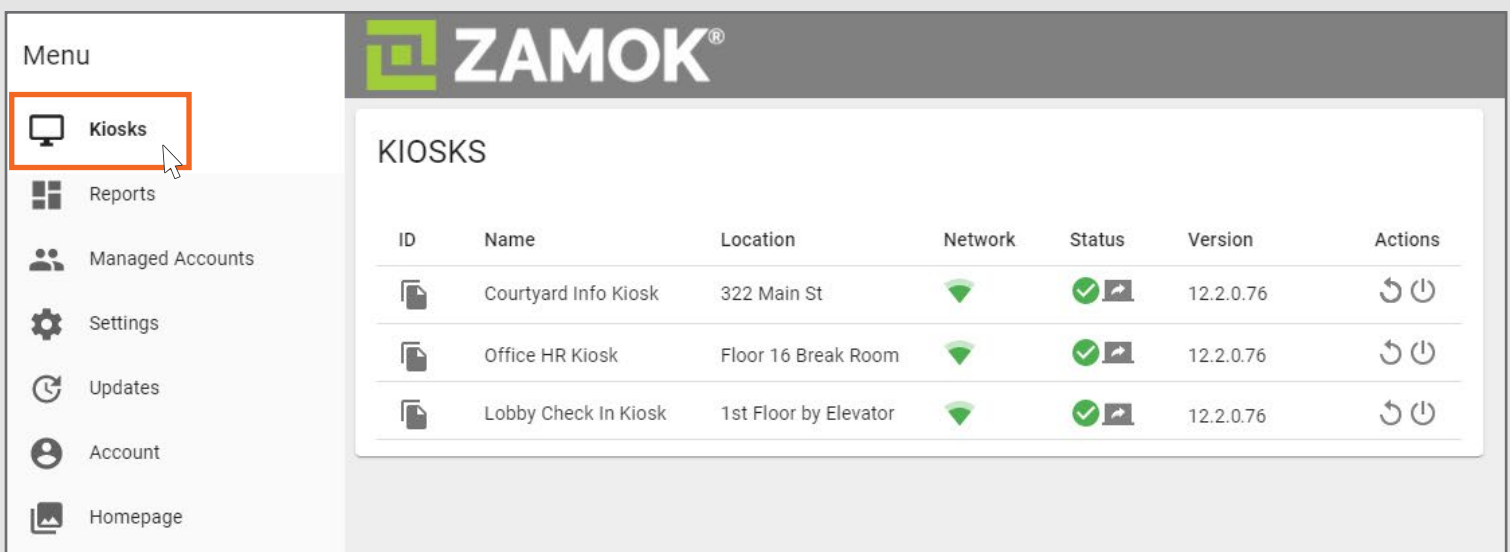
ACCESSING USER DASHBOARD



















- 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!

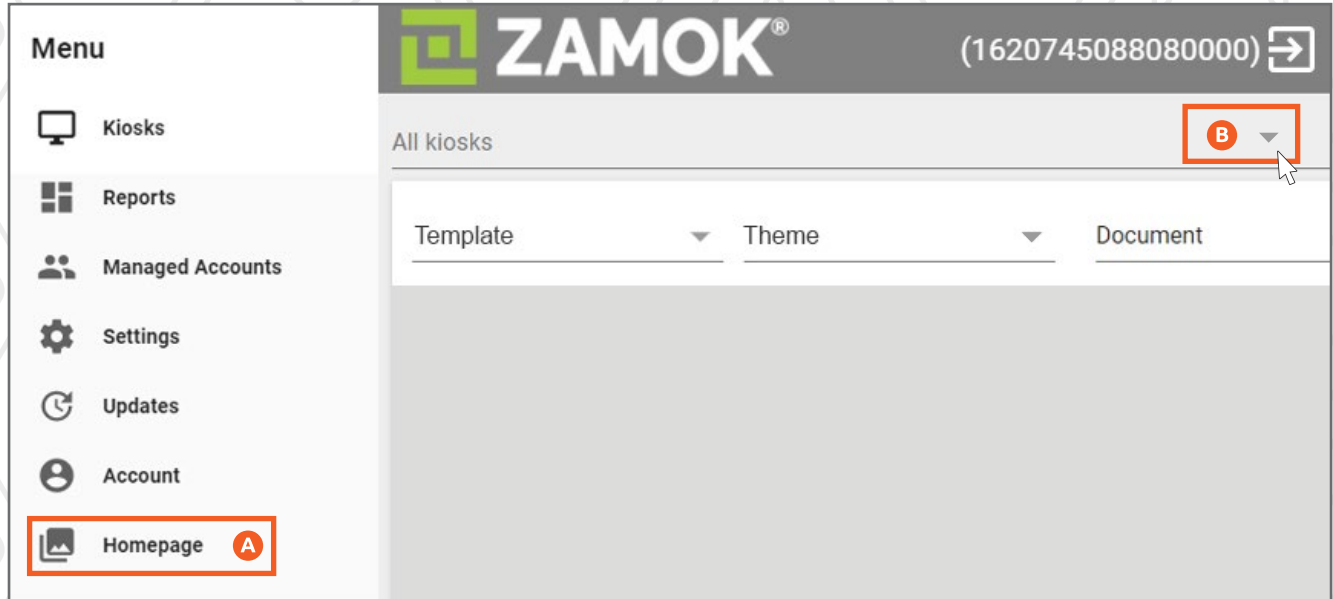
- 2 Select **Kiosks** from the sidebar menu to view statuses and control your kiosks.



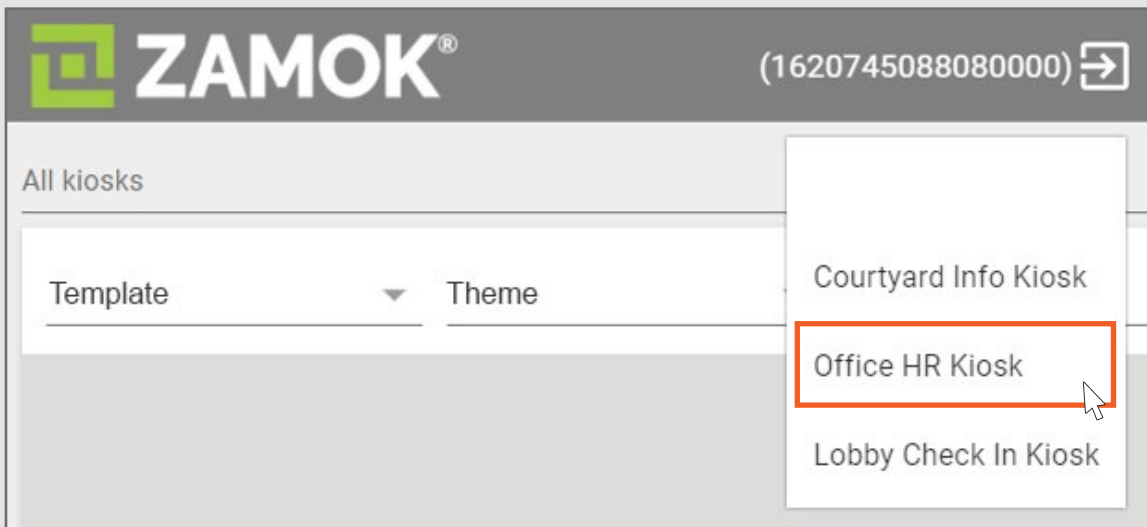
ID	Name	Location	Network	Status	Version	Actions
	Courtyard Info Kiosk	322 Main St		 	12.2.0.76	 
	Office HR Kiosk	Floor 16 Break Room		 	12.2.0.76	 
	Lobby Check In Kiosk	1st Floor by Elevator		 	12.2.0.76	 

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.

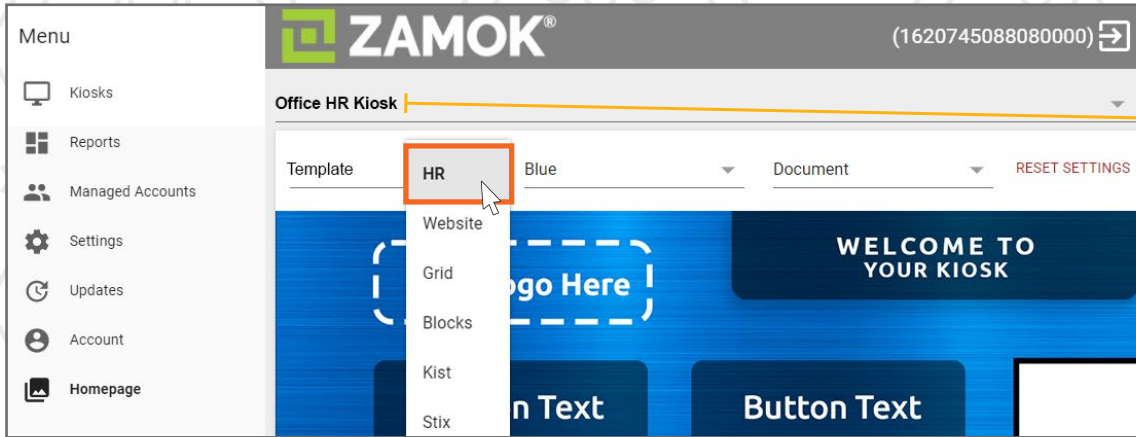


- 4** From the **Kiosk** dropdown menu, select the kiosk that you would like to edit. Here, we are going to make changes to the “Office HR Kiosk”.



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

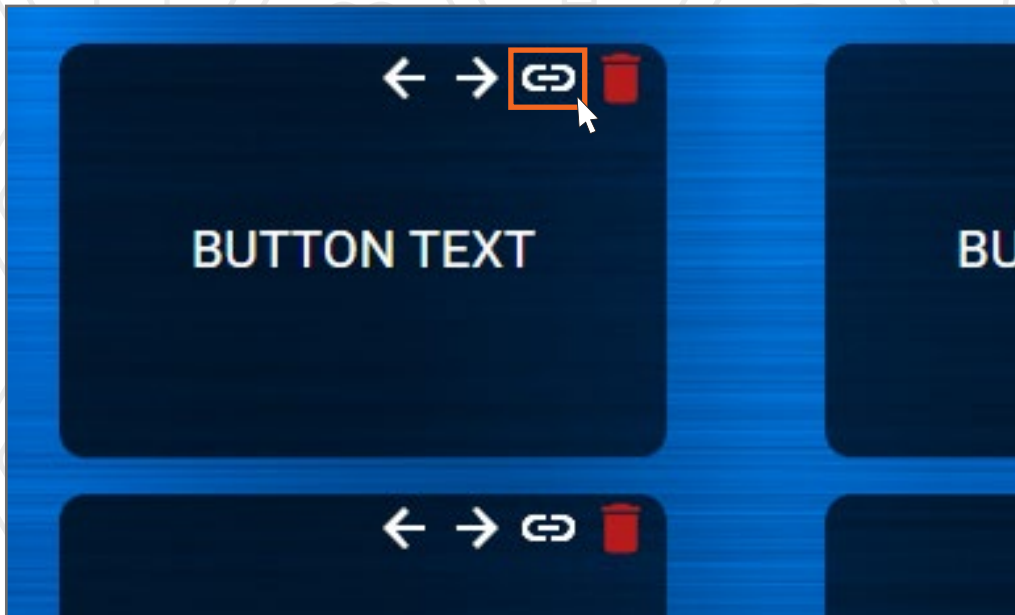
Click + edit button text

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.

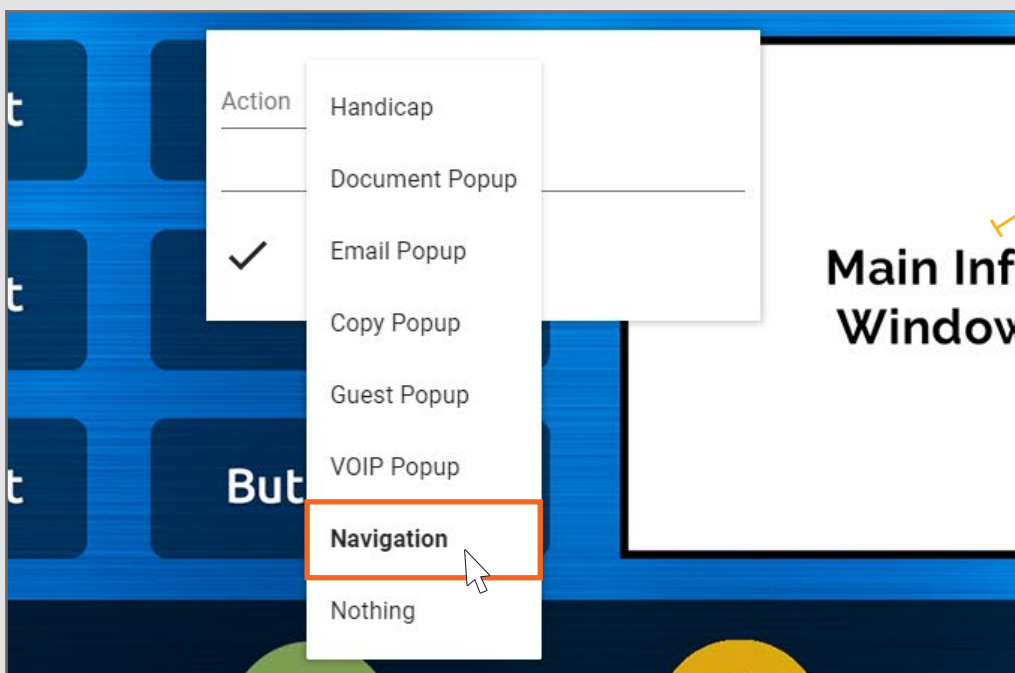


You can easily configure a button to open a webpage, compose an email, scan a document, or place a call.



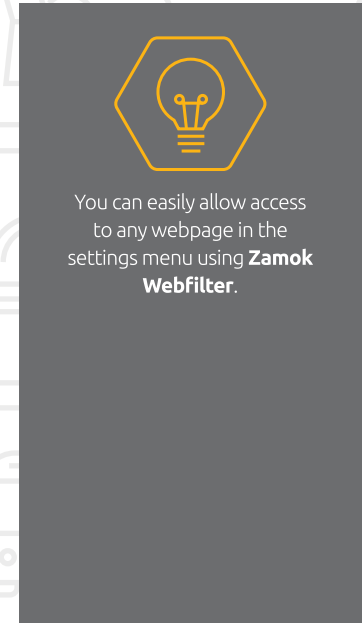
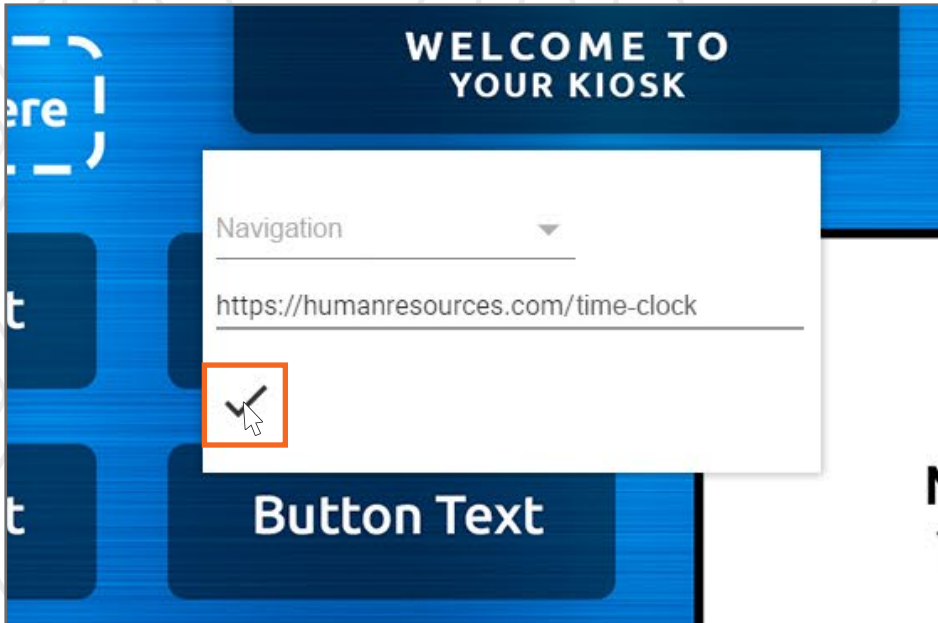
Use the arrow icons next to the chain link icon to easily shuffle buttons around the interface.

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

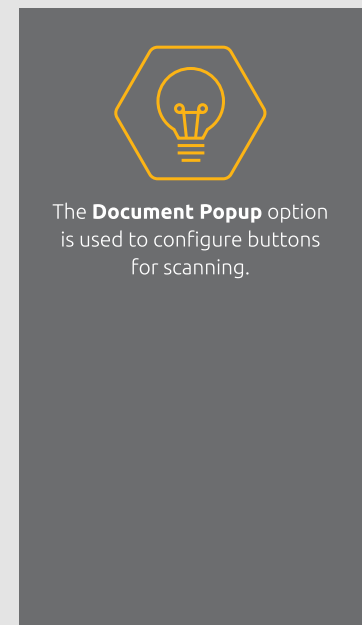
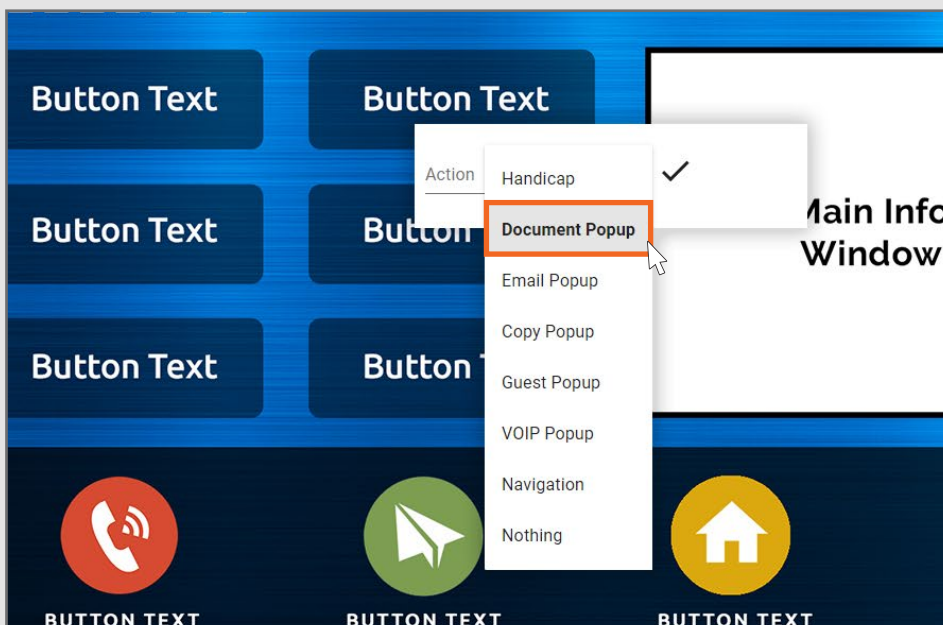


Use the **Main Info Window** for advertisements or to get the word out about events, dates, notices and announcements.

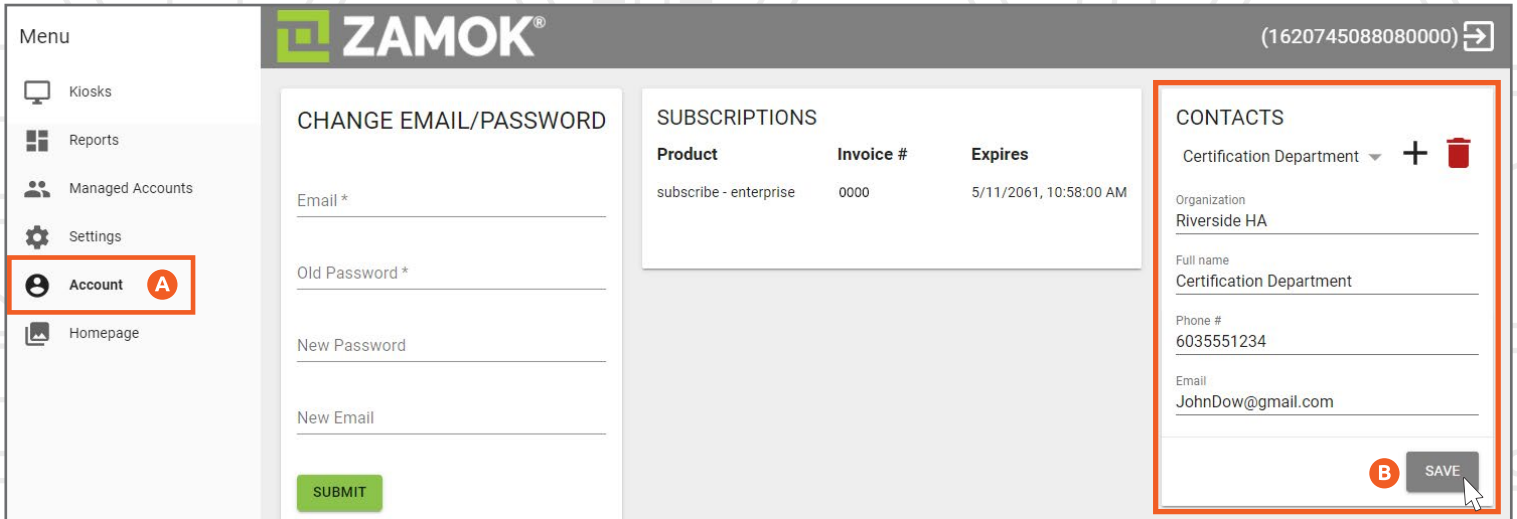
- 9 In new the pop-up window, enter the URL for your desired destination. Click the check mark.



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

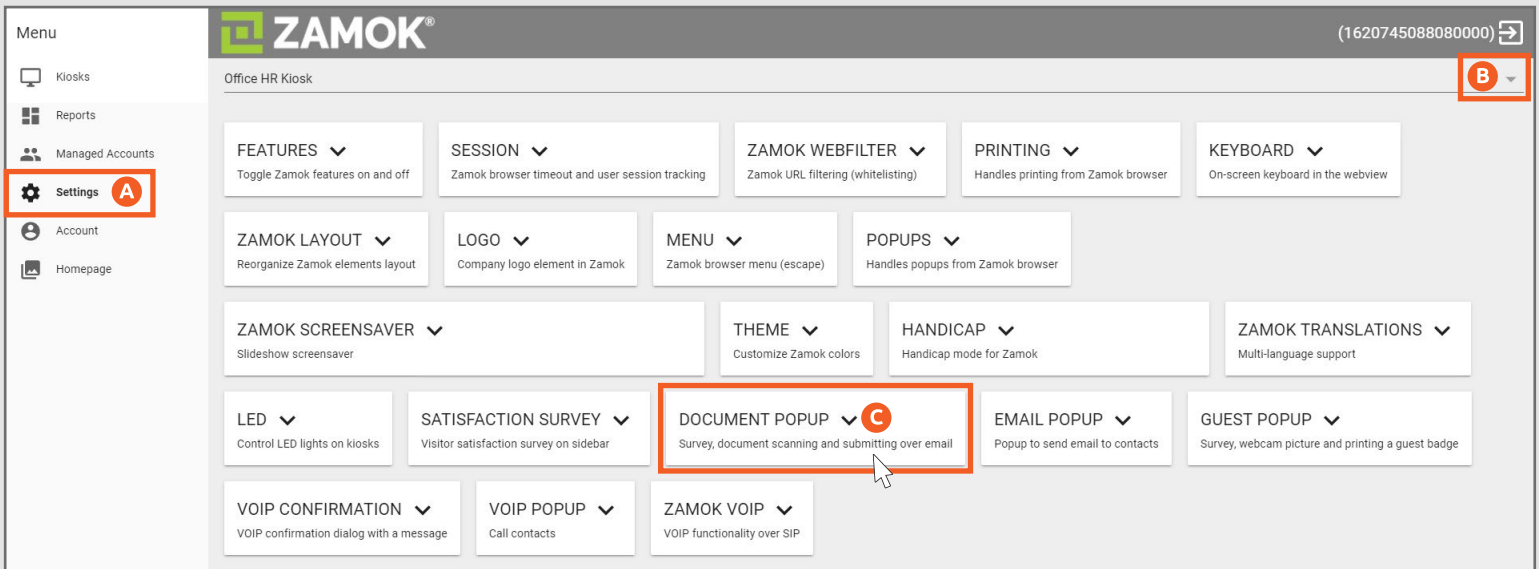


- 11** To configure document scanning, a contact must be created to receive the scanned images.
A In the sidebar menu, click **Account**. **B** Enter contact information in **Contacts** window and click **Save**.



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 has a header with the ZAMOK logo and a user ID '(1620745088080000)'. Below the header are three panels: 'CHANGE EMAIL/PASSWORD' with input fields for Email, Old Password, New Password, and New Email, and a SUBMIT button; 'SUBSCRIPTIONS' with a table showing a subscription for 'subscribe - enterprise' with invoice # 0000 and an expiration date of 5/11/2061, 10:58:00 AM; and 'CONTACTS' (highlighted with a red box). The CONTACTS panel shows a form for a contact named 'Certification Department' with fields for 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 CONTACTS panel.

- 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 shows a dropdown menu for 'Office HR Kiosk' (highlighted with a red box and 'B'). Below the dropdown are various settings categories, each with a dropdown arrow: FEATURES, SESSION, ZAMOK WEBFILTER, PRINTING, KEYBOARD, ZAMOK LAYOUT, LOGO, MENU, POPUPS, ZAMOK SCREENSAVER, THEME, HANDICAP, ZAMOK TRANSLATIONS, LED, SATISFACTION SURVEY, **DOCUMENT POPUP** (highlighted with a red box and 'C'), EMAIL POPUP, GUEST POPUP, VOIP CONFIRMATION, VOIP POPUP, and ZAMOK VOIP. The DOCUMENT POPUP setting is described as 'Survey, document scanning and submitting over email'.

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"/>

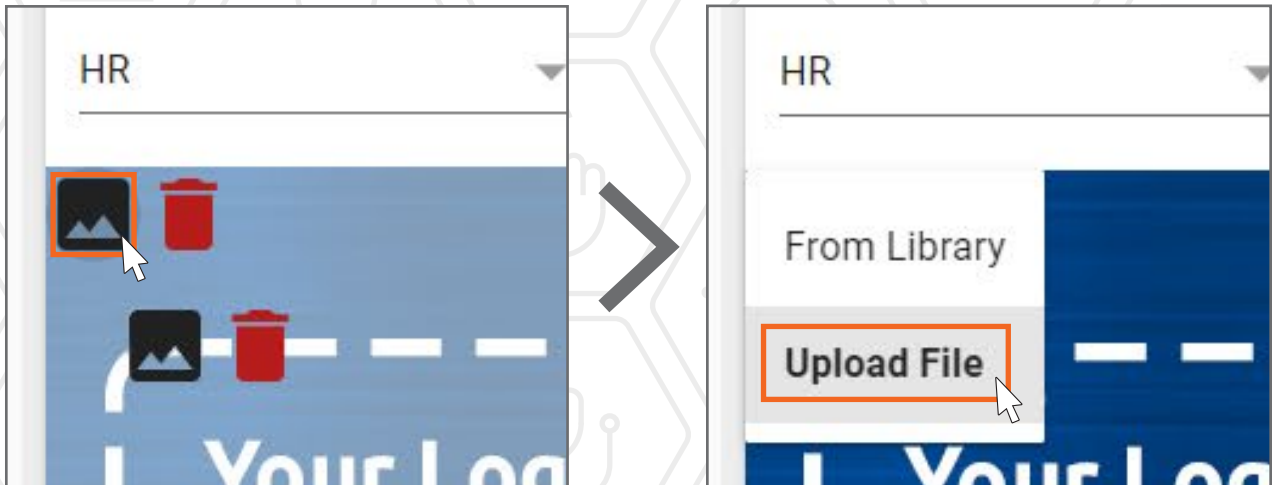
[MANAGE ACCOUNT CONTACTS](#)

ADD QUESTION

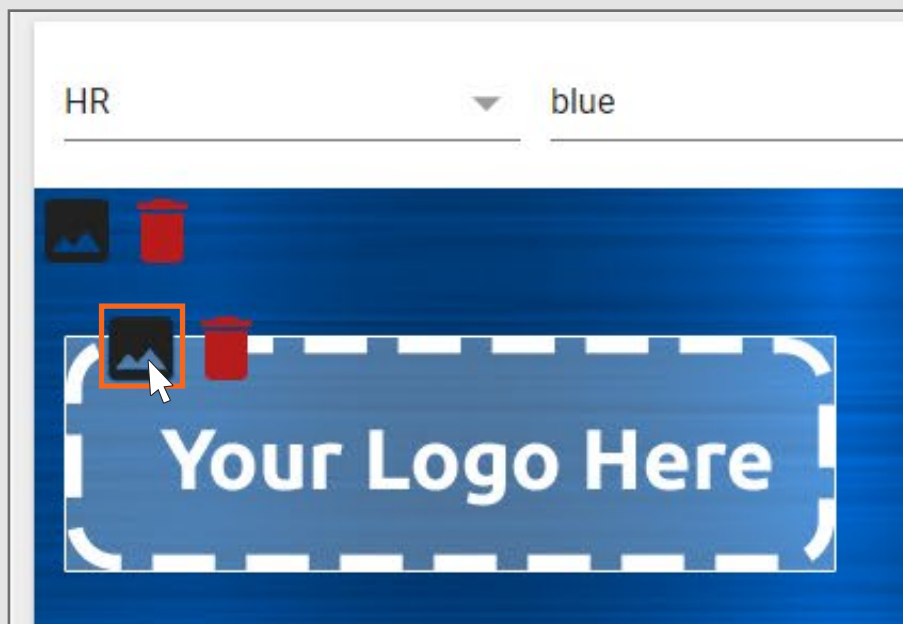
SAVE **C**

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 13 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.