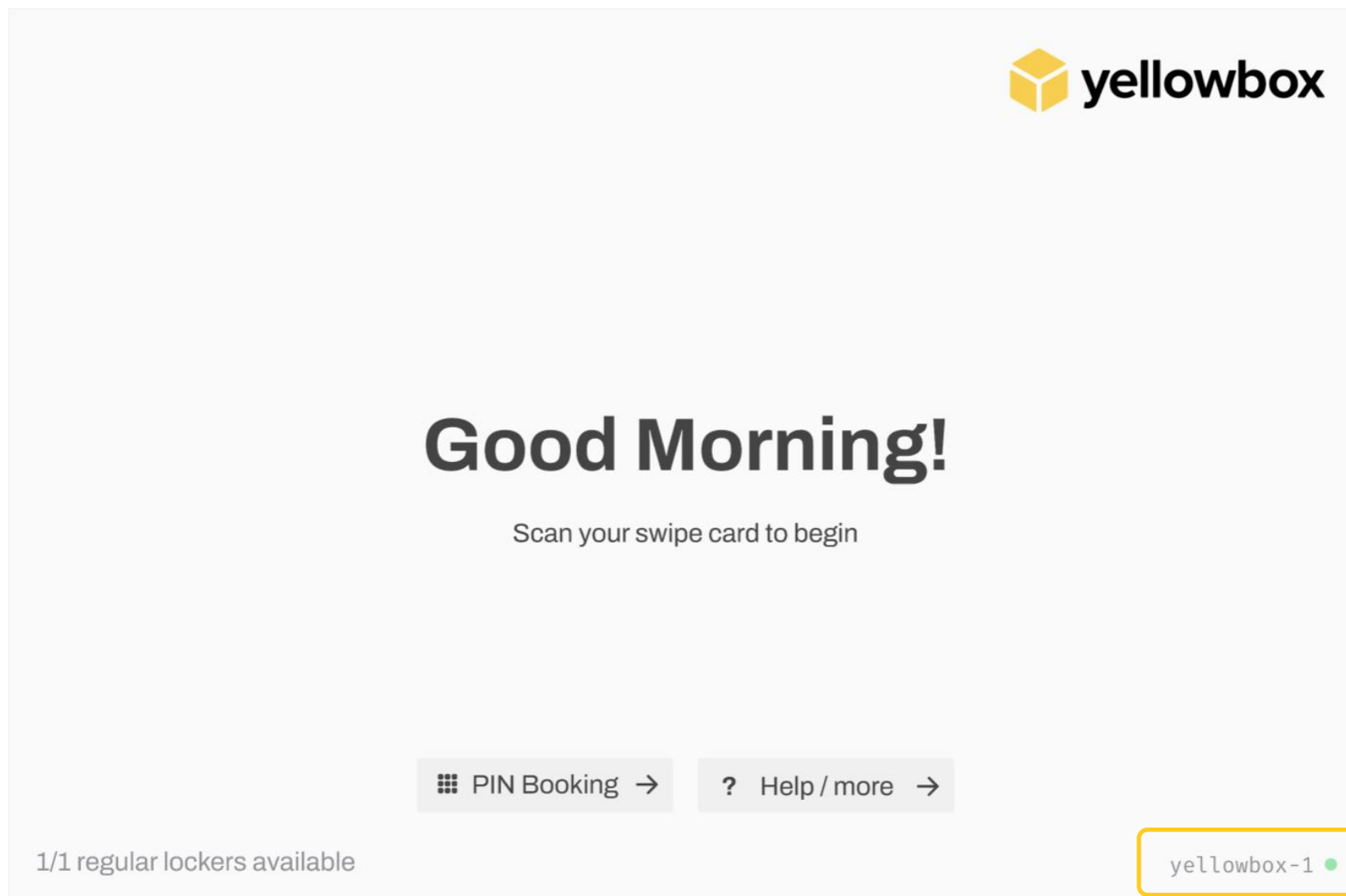


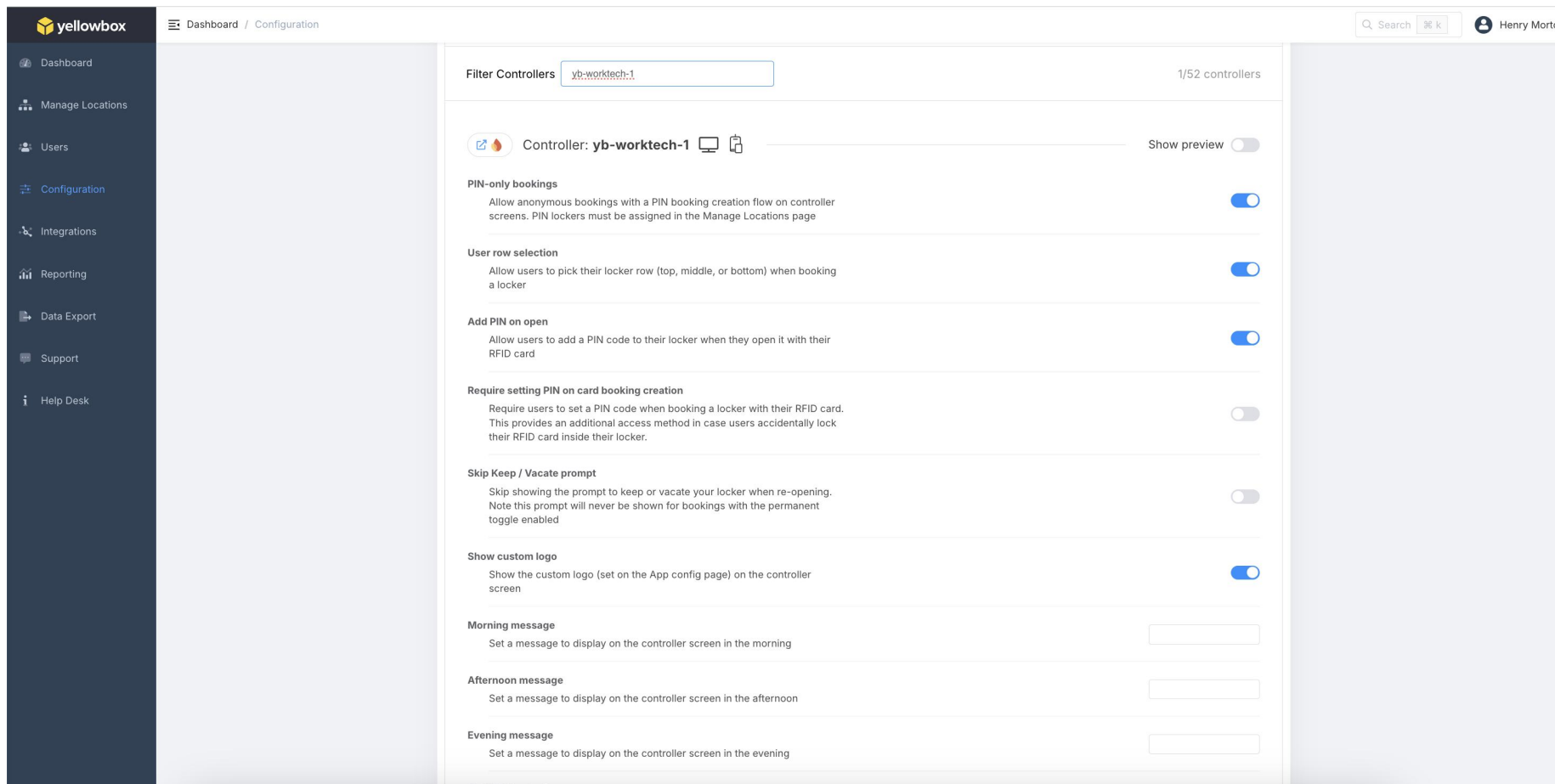
# Visitor PIN Bank Configuration

Select the screen you would like to use for a visitor terminal and locate the controller name in the bottom right-hand corner of the screen



# Visitor PIN Bank Configuration

Under the 'Configuration' tab, head to 'Controllers' and find the controller/screen you have chosen. Under it, enable the 'PIN-only bookings'.

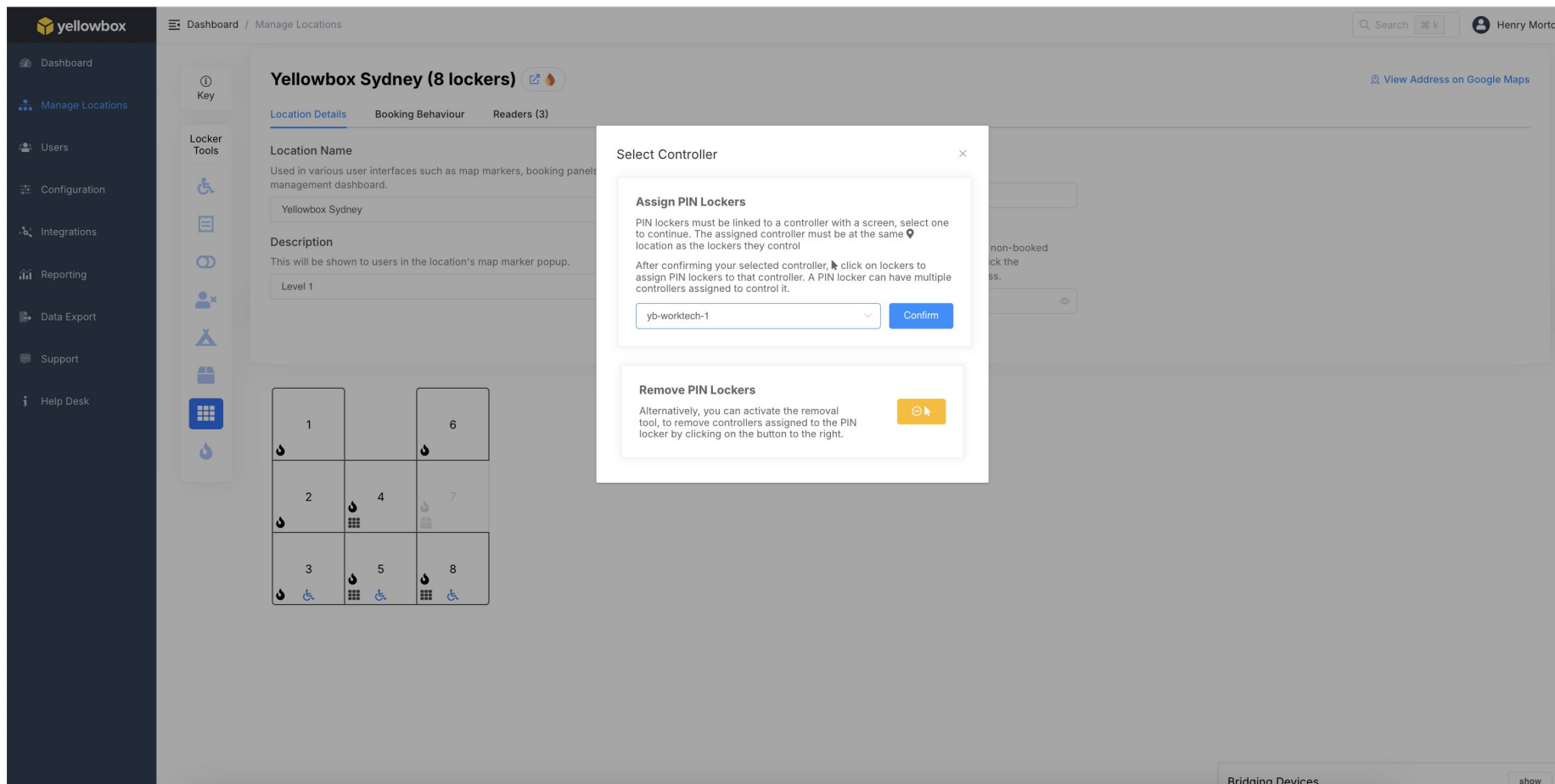


The screenshot shows the Yellowbox dashboard interface. On the left is a dark sidebar with navigation links: Dashboard, Manage Locations, Users, Configuration (highlighted), Integrations, Reporting, Data Export, Support, and Help Desk. The main content area has a breadcrumb trail 'Dashboard / Configuration'. At the top right of the main area is a search bar and a user profile for Henry Morton. Below the breadcrumb, there's a 'Filter Controllers' input field containing 'yb-worktech-1' and a count '1/52 controllers'. The configuration page for 'Controller: yb-worktech-1' is displayed, featuring a 'Show preview' toggle. The settings are as follows:

- PIN-only bookings:** Allow anonymous bookings with a PIN booking creation flow on controller screens. PIN lockers must be assigned in the Manage Locations page. **Enabled** (toggle on).
- User row selection:** Allow users to pick their locker row (top, middle, or bottom) when booking a locker. **Enabled** (toggle on).
- Add PIN on open:** Allow users to add a PIN code to their locker when they open it with their RFID card. **Enabled** (toggle on).
- Require setting PIN on card booking creation:** Require users to set a PIN code when booking a locker with their RFID card. This provides an additional access method in case users accidentally lock their RFID card inside their locker. **Disabled** (toggle off).
- Skip Keep / Vacate prompt:** Skip showing the prompt to keep or vacate your locker when re-opening. Note this prompt will never be shown for bookings with the permanent toggle enabled. **Disabled** (toggle off).
- Show custom logo:** Show the custom logo (set on the App config page) on the controller screen. **Enabled** (toggle on).
- Morning message:** Set a message to display on the controller screen in the morning.
- Afternoon message:** Set a message to display on the controller screen in the afternoon.
- Evening message:** Set a message to display on the controller screen in the evening.

# Visitor PIN Bank Configuration

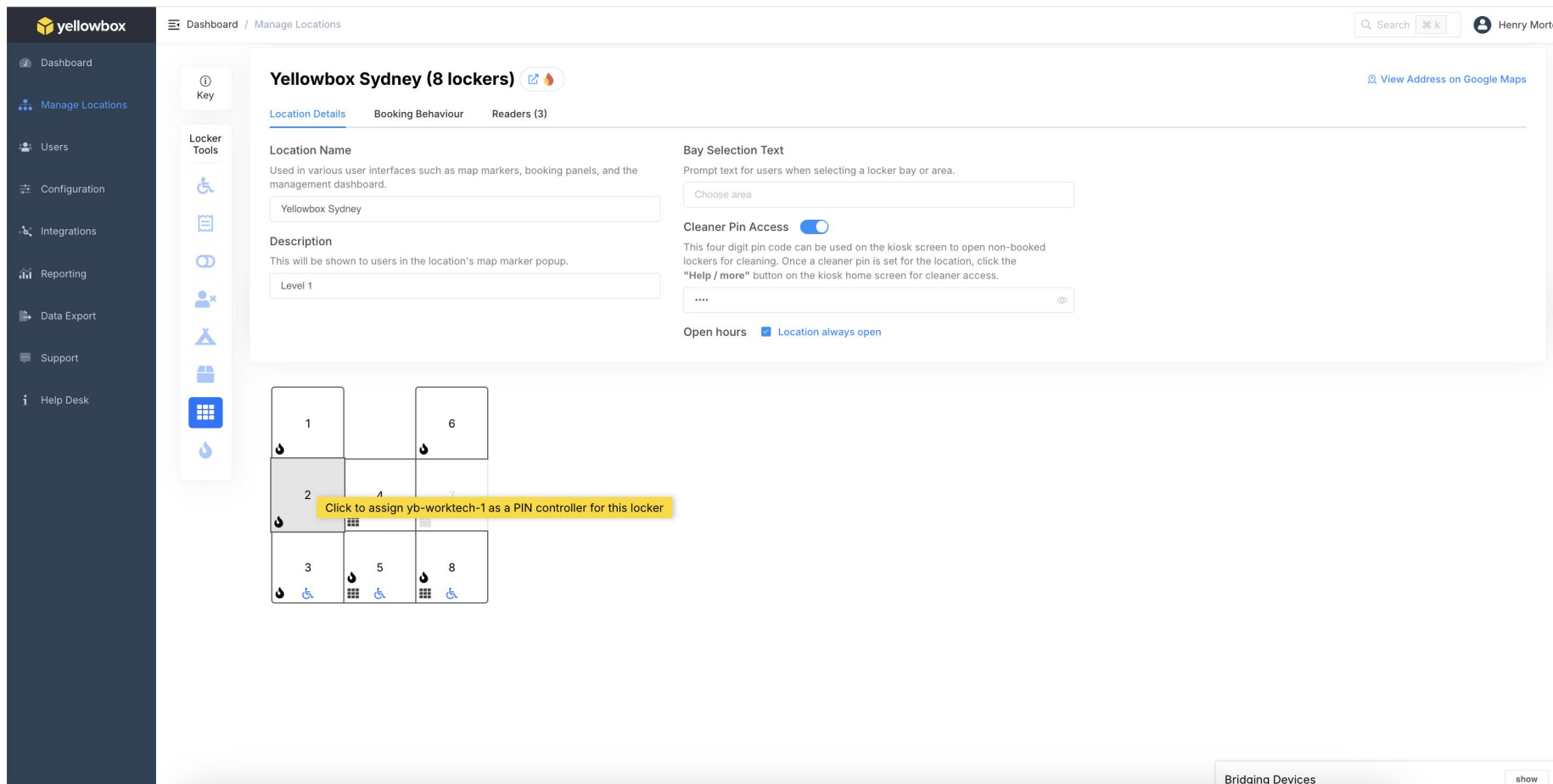
Under the 'Manage Locations' tab, select the 'Assign PIN lockers' toggle in the locker tools bar. Select the controller/screen from the list and select 'Confirm'.



The screenshot shows the Yellowbox dashboard interface. The left sidebar contains navigation links: Dashboard, Manage Locations, Users, Configuration, Integrations, Reporting, Data Export, Support, and Help Desk. The main content area is titled 'Yellowbox Sydney (8 lockers)' and includes tabs for Location Details, Booking Behaviour, and Readers (3). The 'Locker Tools' section on the left has a toggle for 'Assign PIN Lockers' which is active. A modal window titled 'Select Controller' is open, showing the 'Assign PIN Lockers' section with instructions and a dropdown menu. The background shows the location details for 'Yellowbox Sydney' and a grid of 8 lockers numbered 1 to 8.

# Visitor PIN Bank Configuration

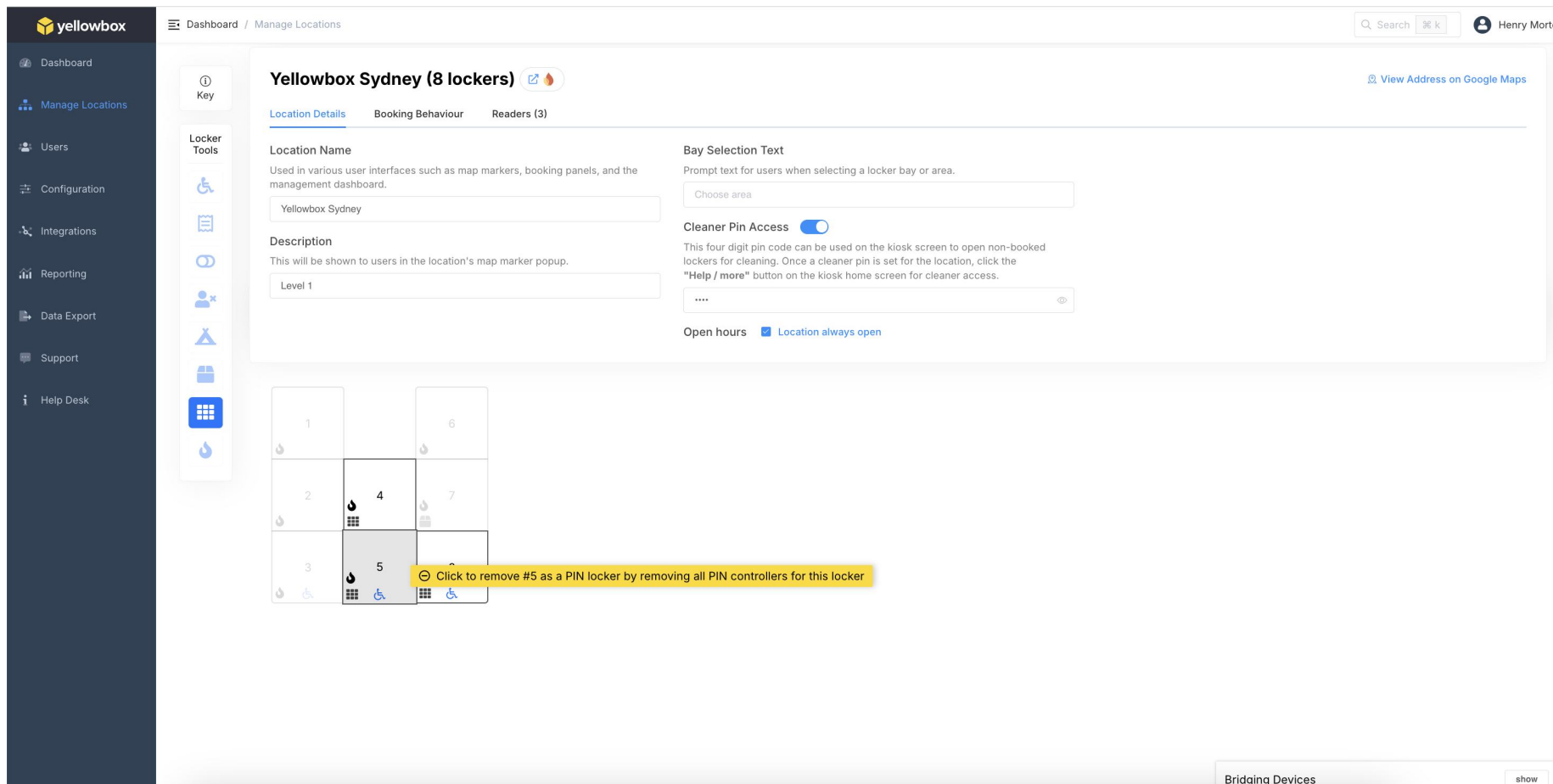
Assign which lockers you would like as visitor lockers. It does not have to be the entire bank, and can be individually configured per locker. Select the 'Assign PIN lockers' toggle button to exit the mode.



The screenshot shows the Yellowbox app dashboard for 'Yellowbox Sydney (8 lockers)'. The left sidebar contains navigation links: Dashboard, Manage Locations, Users, Configuration, Integrations, Reporting, Data Export, Support, and Help Desk. The main content area has tabs for Location Details, Booking Behaviour, and Readers (3). The Location Details tab is active, showing fields for Location Name (Yellowbox Sydney), Description (Level 1), Bay Selection Text (Choose area), Cleaner Pin Access (toggle on), and Open hours (Location always open). Below these fields is a grid of 8 lockers, numbered 1 to 8. A yellow tooltip points to locker 2, stating 'Click to assign yb-worktech-1 as a PIN controller for this locker'. The bottom right corner shows a 'Bridging Devices' section with a 'show' button.

# Visitor PIN Bank Configuration

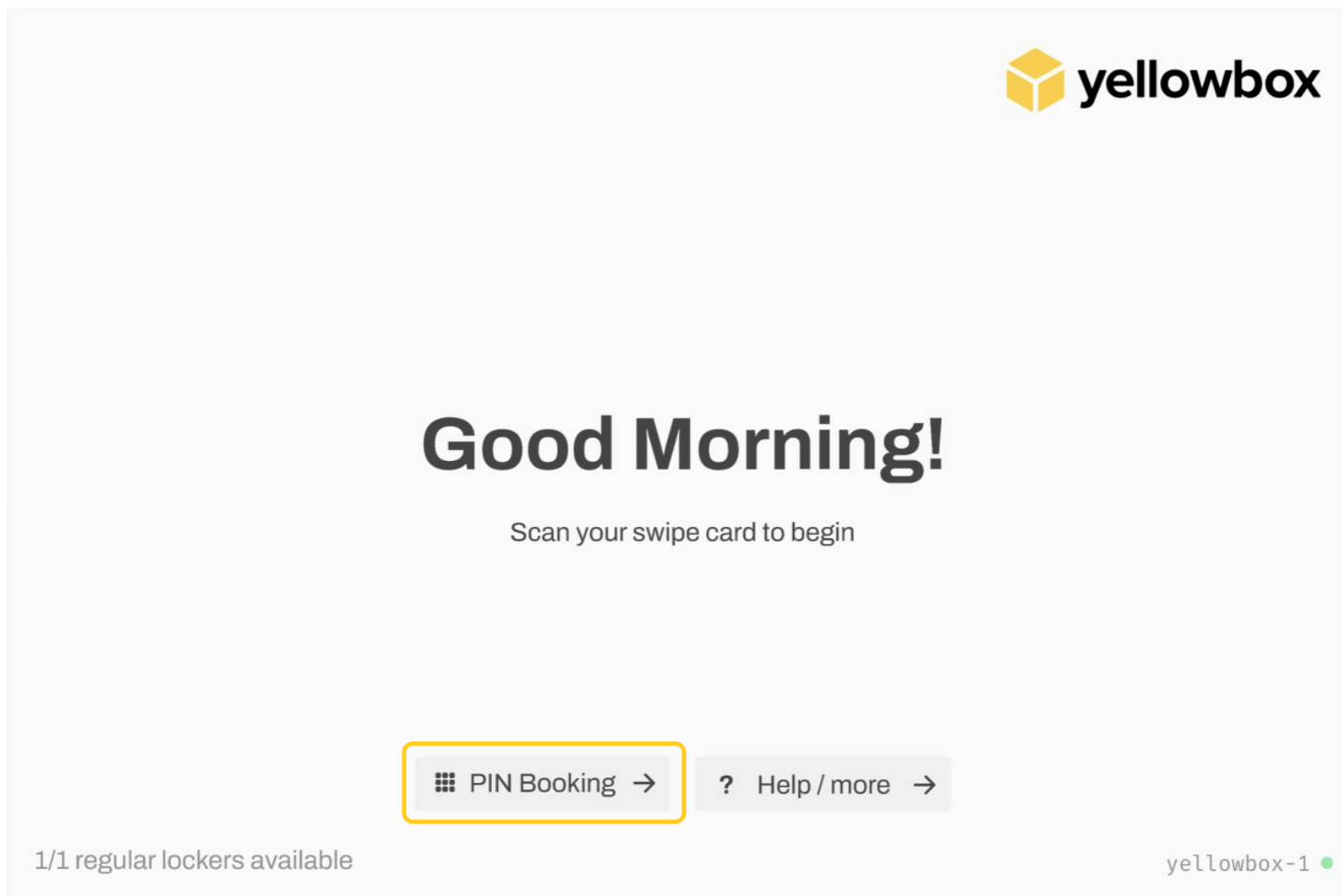
Do deselect lockers, select the 'Assign PIN lockers' toggle, and select 'Remove PIN lockers'. Click to remove the setting from an individual locker. Select the toggle again to exit the mode.



The screenshot shows the Yellowbox app dashboard for 'Yellowbox Sydney (8 lockers)'. The left sidebar contains navigation links: Dashboard, Manage Locations, Users, Configuration, Integrations, Reporting, Data Export, Support, and Help Desk. The main content area has tabs for Location Details, Booking Behaviour, and Readers (3). Under Location Details, there are fields for Location Name (Yellowbox Sydney), Description (Level 1), Bay Selection Text (Choose area), Cleaner Pin Access (toggle on), and Open hours (Location always open). Below these fields is a grid of 8 lockers, numbered 1 through 8. Locker 5 is highlighted with a yellow tooltip that says 'Click to remove #5 as a PIN locker by removing all PIN controllers for this locker'. The bottom right corner shows a 'Bridging Devices' section with a 'show' button.

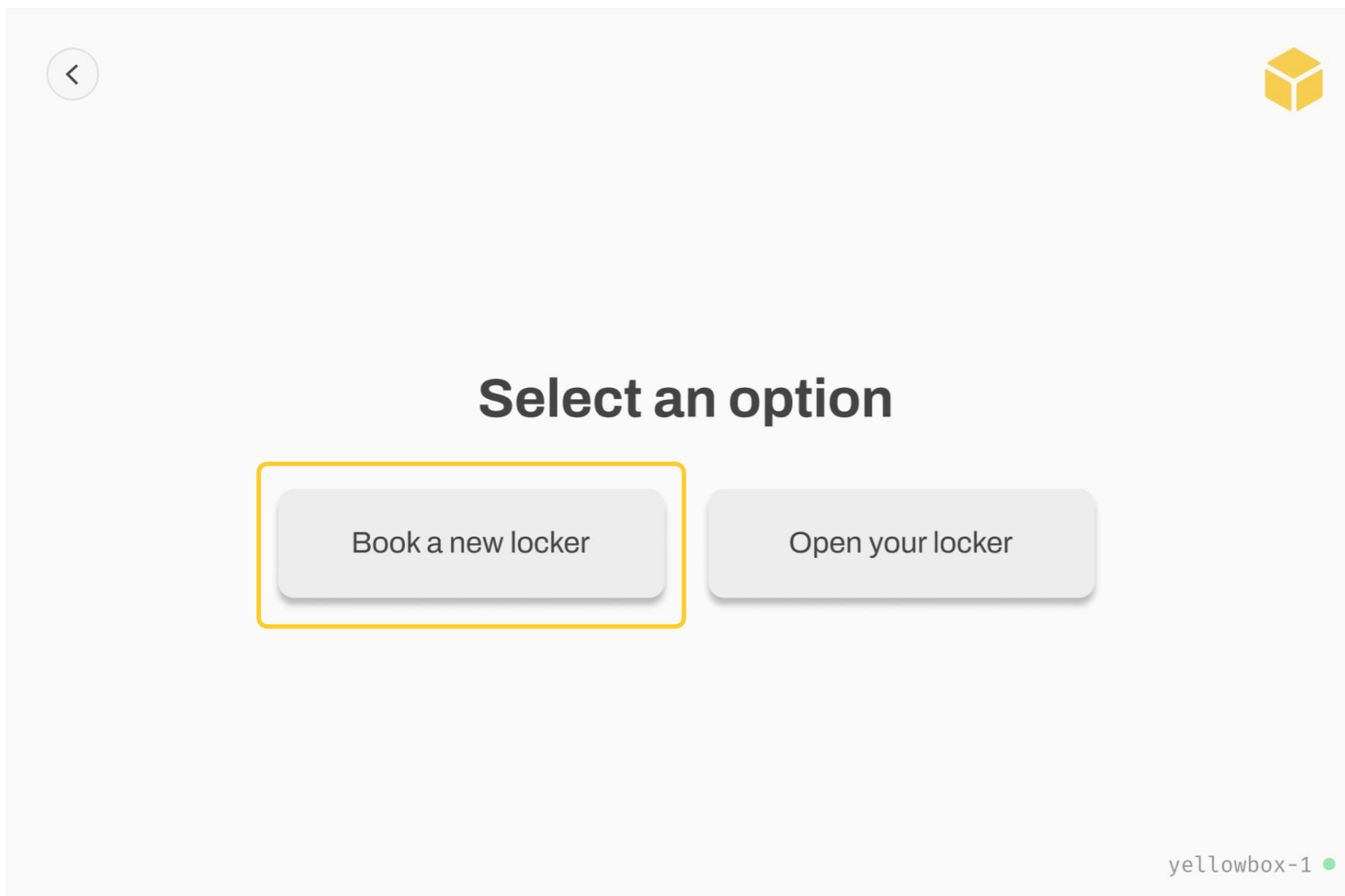
# Visitor PIN Bank Configuration

To book - select 'PIN Booking' on the screen



# Visitor PIN Bank Configuration

Select 'Book a new locker'



# Visitor PIN Bank Configuration

Enter a 4-digit PIN code



## Set PIN code

Please enter your 4 digit PIN code with # at the end

123

456

789

Clear0#

yellowbox-1 ●

# Visitor PIN Bank Configuration

Re-enter the 4 digit PIN code to confirm and the booking will be made



## Re-enter PIN code

Please confirm by re-entering your PIN code to open your locker

123

456

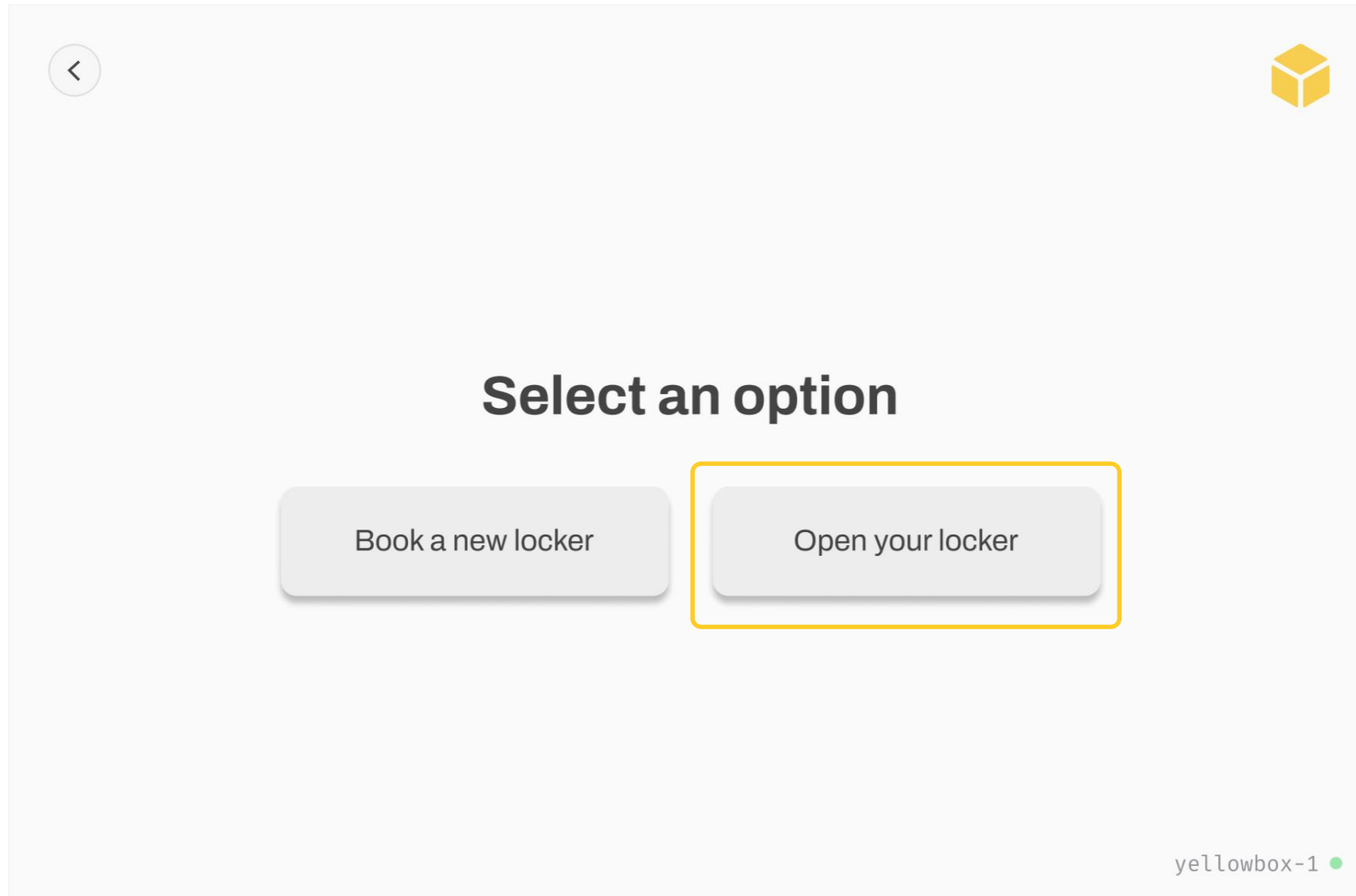
789

Clear0#

yellowbox-1 ●

# Visitor PIN Bank Configuration

To re-enter the locker, select 'Open your locker'



<

**Select an option**

Book a new locker

Open your locker

yellowbox-1 ●

# Visitor PIN Bank Configuration

Type in the locker number



## Enter your locker number

*Locker number*

Next →

Example locker numbers are 'YB1' and 'B3'

-

1

2

3

4

5

6

7

8

9

0

⌫

→ tab

q

w

e

r

t

y

u

i

o

p

⌵ caps

a

s

d

f

g

h

j

k

l

⬆ shift

z

x

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v

b

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⌵

# Visitor PIN Bank Configuration

Enter the 4-digit PIN code and the locker will open



## Enter your PIN code

Please enter your 4 digit PIN code with # at the end

123

456

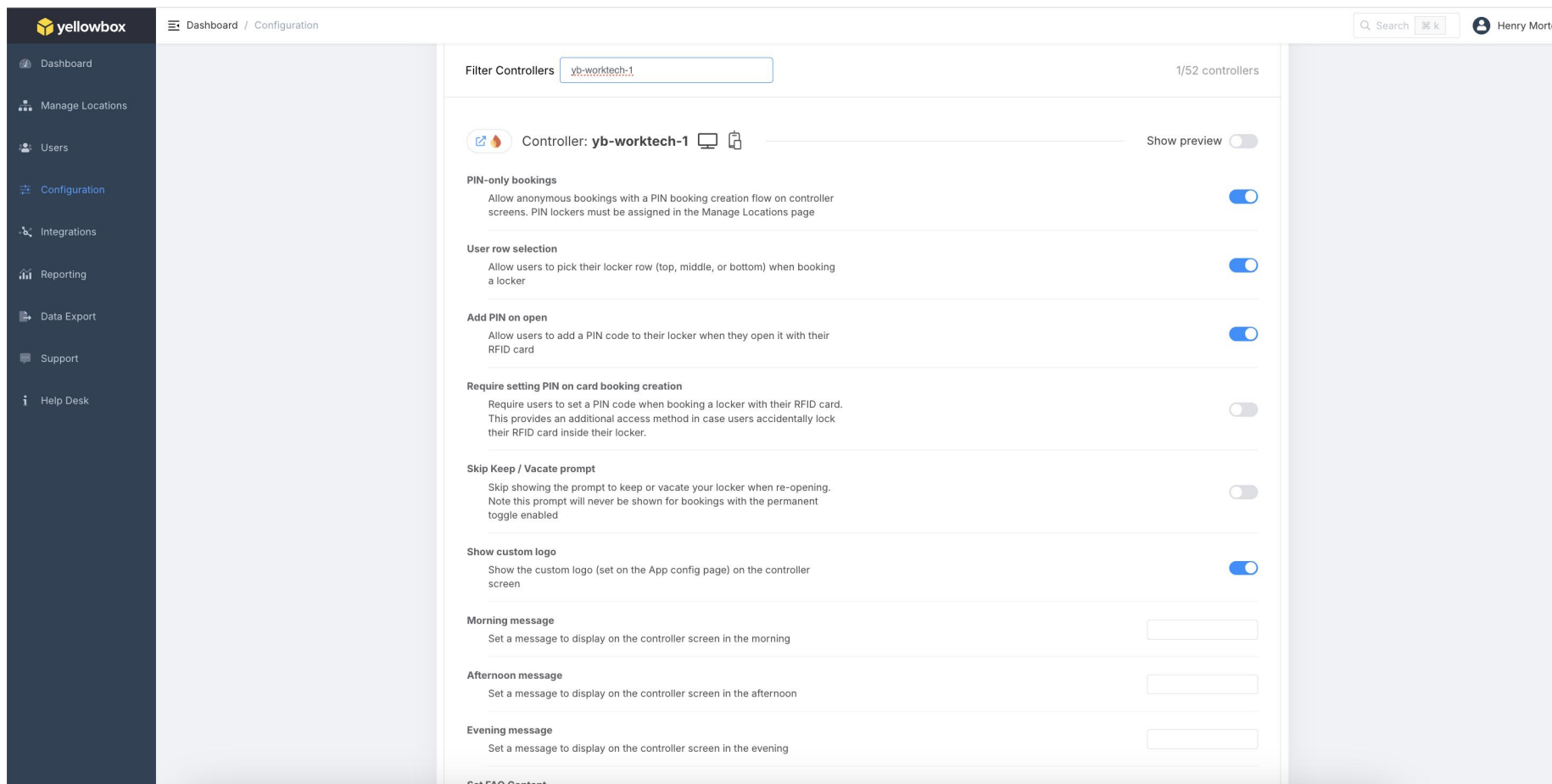
789

Clear0#

yellowbox-1 ●

# Visitor PIN Bank Configuration

To allow visitors to end their bookings manually, have the 'Skip Keep / Vacate prompt' disabled in the 'Controller' under the 'Configuration' tab to allow the following screen to show after the locker has opened.

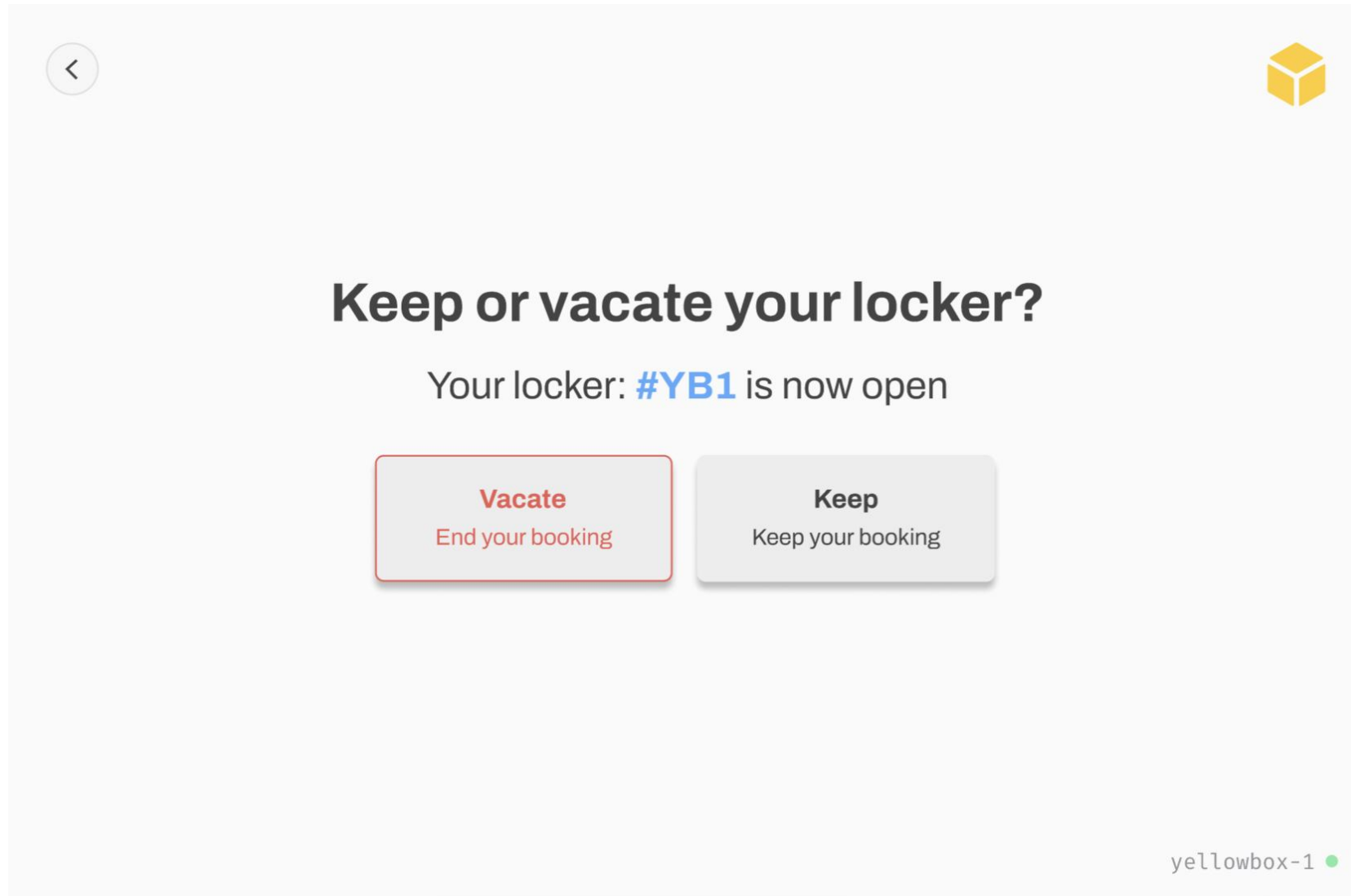


The screenshot shows the Yellowbox dashboard with the 'Configuration' tab selected. The left sidebar contains navigation links: Dashboard, Manage Locations, Users, Configuration, Integrations, Reporting, Data Export, Support, and Help Desk. The main content area displays the configuration for the controller 'yb-worktech-1'. The settings are as follows:

- Filter Controllers:** yb-worktech-1 (1/52 controllers)
- Controller:** yb-worktech-1 (Show preview toggle)
- PIN-only bookings:** Allow anonymous bookings with a PIN booking creation flow on controller screens. PIN lockers must be assigned in the Manage Locations page. (Toggle: ON)
- User row selection:** Allow users to pick their locker row (top, middle, or bottom) when booking a locker. (Toggle: ON)
- Add PIN on open:** Allow users to add a PIN code to their locker when they open it with their RFID card. (Toggle: ON)
- Require setting PIN on card booking creation:** Require users to set a PIN code when booking a locker with their RFID card. This provides an additional access method in case users accidentally lock their RFID card inside their locker. (Toggle: OFF)
- Skip Keep / Vacate prompt:** Skip showing the prompt to keep or vacate your locker when re-opening. Note this prompt will never be shown for bookings with the permanent toggle enabled. (Toggle: OFF)
- Show custom logo:** Show the custom logo (set on the App config page) on the controller screen. (Toggle: ON)
- Morning message:** Set a message to display on the controller screen in the morning. (Text input field)
- Afternoon message:** Set a message to display on the controller screen in the afternoon. (Text input field)
- Evening message:** Set a message to display on the controller screen in the evening. (Text input field)
- Set FAQ Content:** (Text input field)

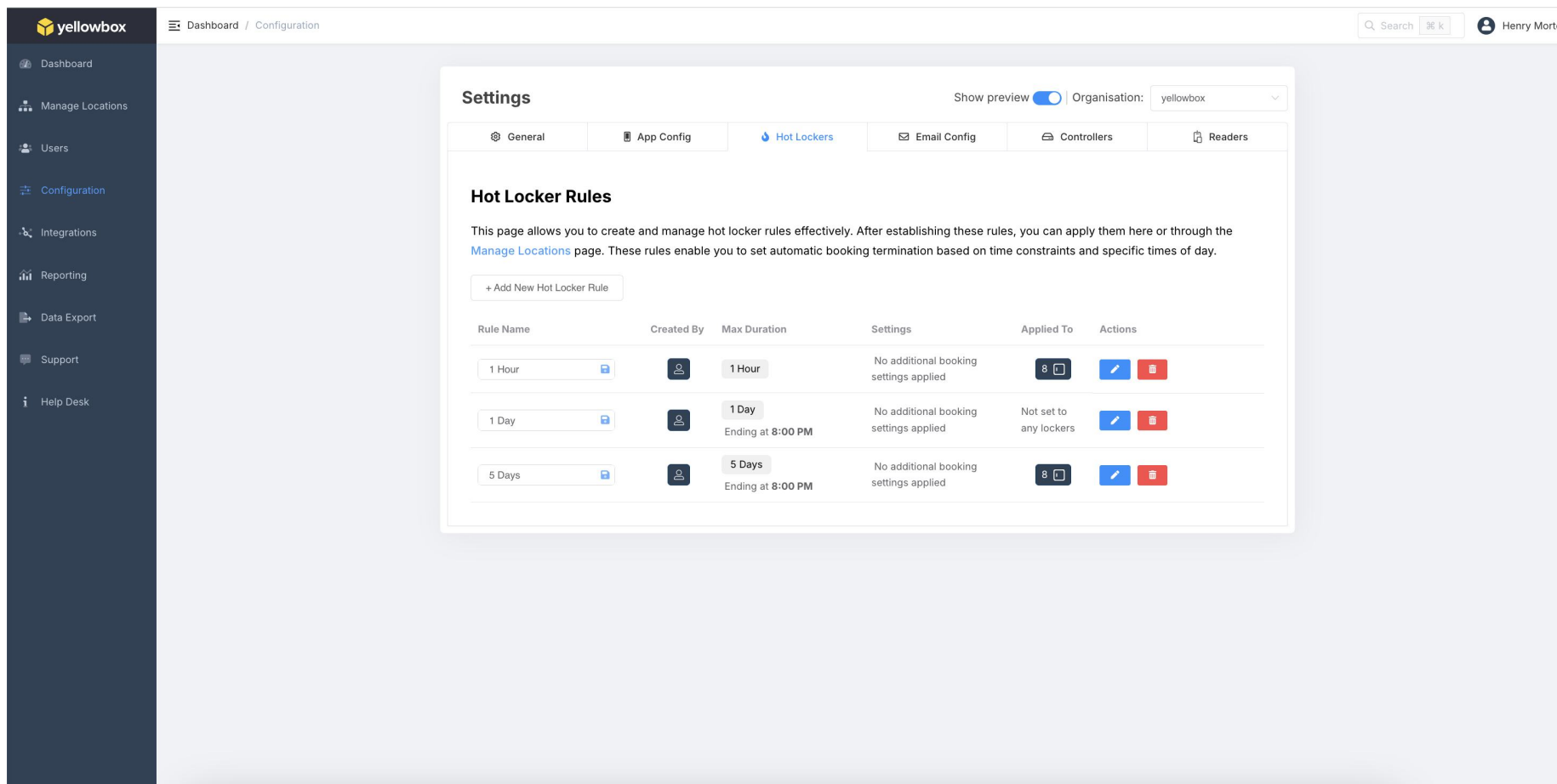
# Visitor PIN Bank Configuration

Visitors will be able to end their booking by selecting 'Vacate' button after their locker has been opened.



# Visitor PIN Bank Configuration

Visitor locker bookings can be ended automatically by applying a hot locker rule to it. See Page 18 of the Dashboard Guide for applying rules and Pages 40-42 for configuring rules.



The screenshot shows the Yellowbox dashboard interface. On the left is a dark sidebar with navigation links: Dashboard, Manage Locations, Users, Configuration (highlighted), Integrations, Reporting, Data Export, Support, and Help Desk. The main content area is titled 'Settings' and includes a search bar, a user profile for Henry Morton, and a 'Show preview' toggle. Below this are tabs for General, App Config, Hot Lockers (selected), Email Config, Controllers, and Readers. The 'Hot Locker Rules' section contains an introductory text and a '+ Add New Hot Locker Rule' button. A table lists three existing rules:

| Rule Name | Created By  | Max Duration                | Settings                               | Applied To             | Actions         |
|-----------|-------------|-----------------------------|----------------------------------------|------------------------|-----------------|
| 1 Hour    | [User Icon] | 1 Hour                      | No additional booking settings applied | 8 [Icon]               | [Edit] [Delete] |
| 1 Day     | [User Icon] | 1 Day<br>Ending at 8:00 PM  | No additional booking settings applied | Not set to any lockers | [Edit] [Delete] |
| 5 Days    | [User Icon] | 5 Days<br>Ending at 8:00 PM | No additional booking settings applied | 8 [Icon]               | [Edit] [Delete] |