

Visitor Manager

Building X

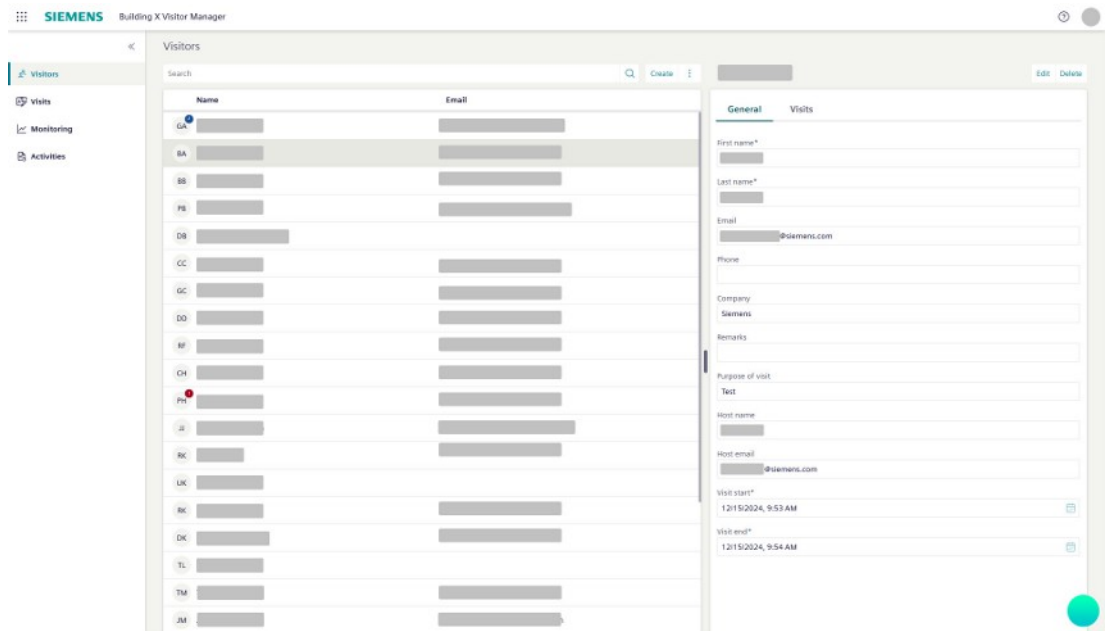


Visitor Manager is a cloud-based offering within Building X that allows you to manage your visitors, print visitor passes and provides a historical visitor dashboard.

- Manage visitors
- Visitor dashboard
- Essential visitor preregistration
- Standard visitor preregistration
- Visitor report
- Notification
- Manage visits
- Campus selection
- Visitor Self-Service App
- Activity Log

<https://visitormanager.siemens.com/>

Manage Visitors



Register visitors, search and filter visitors. Search for and select host based on existing identity data. Print visitor passes with customer specific logo.

Visitor Dashboard

Provides a historical visitor dashboard.

Essential Visitor Preregistration

Visitor preregistration via web page and Outlook*. An invitation email is sent to the visitor.

(*) If you like to install the Outlook plugin, please contact securitymanager.si@siemens.com.

Standard Visitor Preregistration

Visitor preregistration via web page and Outlook*. An invitation email is sent to the visitor. The invitation email includes a link to fill in additional personal information (e.g. company, phone). Upload of documents/safety regulations to get agreed by visitor.

(*) If you like to install the Outlook plugin, please contact securitymanager.si@siemens.com.

Visitor Report

Report about on-site visitors.

Notification

The host gets an email when the visitor arrives on site. The visitor gets an email after being registered for a visit.

Visit Management

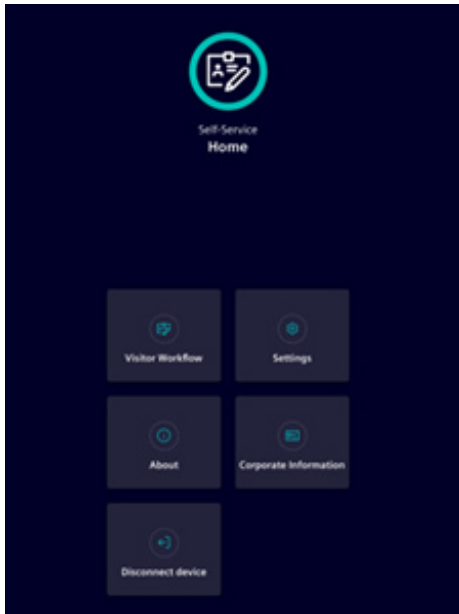
See all related visitors that belong to a visit. Manage visitors for a visit.

Campus Selection

Select the relevant location to only see the relevant data. Register the visitors for a dedicated location.

Visitor Self-Service App

Location managers can setup the iPad app for their location. Pre-registered and non-registered visitors can self-check in and check out with a QR code provided within their invitation email. When a visitor checks in at the iPad self-service kiosk, a visitor pass is automatically printed using a nearby label printer like the Brother QL820NWBc.



Printed badges can include a picture of the visitor.



Activity Log

The Activity Log provides verifiable documentation of audit-relevant actions, capturing both user-initiated and system-driven changes.

Currently tracked activities include:

- User actions within the Point vertical (e.g., modifying point values)
- User actions within the User vertical (e.g., adding users, assigning groups)
- Full activity logs from Security Manager
- Full activity logs from Visitor Manager

User Management

Provides role-based access control. The Customer is activating the subscription in the Building X Accounts application. Users and role assignments are managed within Security Manager (Left navigation pane in category: Access, menu item: Identities).

Data Hosting and Data Usage

Hosts and processes personal and non-personal data in data centers located in Europe. For information regarding processing of personal data and locations Customer may refer to the Data Privacy Terms.

Subscription

The subscription plan depends on the agreement between Customer and Siemens.

Standard Subscription Plan if the customer purchases the subscription via the Siemens online store

Visitor Manager		
	Visitor Management Essential	Visitor Management Standard
Functions	User management Activity Log	
	<ul style="list-style-type: none"> • Manage visitors • Visitor dashboard • Essential visitor preregistration • Visitor report • Notification • Campus selection 	<ul style="list-style-type: none"> • Manage visitors • Visitor dashboard • Standard visitor preregistration • Visitor report • Notification • Visit management • Campus selection • Visitor self-service app • Visitor photo
Subscription metric	per site with max. 5 reception clients	per site with max. 10 reception clients
	Reception clients are devices used to run the Visitor Manager app. These can be: <ul style="list-style-type: none"> • Guard stations: Computers used by guards to manage visitors. • Self-check-in devices: Tablets (e.g., iPads) used by visitors to check in themselves. Example: If you have 5 guard computers and 5 iPads for check-in, that counts as 10 reception clients. Note: Even if more than 5 guards use the computers in different shifts, it still counts as 5 reception clients — as long as only 5 are used at the same time.	
Subscription term	Annually, auto-renewal	
Billing term	Annually, payment in advance	
Upscale	Effective immediately, pro-rated billing	
Downscale / Cancellation	Effective with end of subscription term	
Connected Devices	To be purchased separately	

The Visitor Manager subscription plan is the regular, scalable Offering for this Cloud Service. The subscription term is twelve (12) months with automatic renewal; the Cloud Service fee is paid in advance. The subscription plan can be upscaled at any time and Cloud Service fees for upscales are calculated on a pro-rated basis. The Customer can also scale down the Cloud Service effective with the end of the current subscription term. The subscription fee will be adjusted for the upcoming billing term. The Cloud Service can be cancelled any time, effective with the end of the current subscription term.

Prerequisites

Supported Connected Devices

The Cloud Service is currently compatible with commercially available Connected Devices. Connected Devices enable the Cloud Service to exchange data with the technical building infrastructure. A description of the available Connected Devices is provided below.

	List of Supported Connected Devices
Reception Desk Printer (Brother QL-700)	The visitor badge is printed using a Brother QL-700 label printer. The printout is optimized for the following settings: Paper Size: 54mm, Length: 86.0mm, Orientation: Portrait. The badge layout is fixed and designed to fit these dimensions precisely.

To use the Cloud Service, a Connected Device must be installed on site, fully operational and connected to the Internet. The Customer is responsible for the provision of the Connected Device on site and all associated costs for the provision of the Cloud Service in accordance with the associated documentation for the Connected Device.

Visitor Self-Check-in / Check-out Kiosk (iPad + Brother QL-800NWBc)	The visitor badge is printed via an iPad-based self-check-in kiosk using a Brother QL-800NWBc label printer. The badge format is identical to the reception desk setup: Paper Size: 54mm, Length: 86.0mm, Orientation: Portrait. The layout is fixed and optimized for these dimensions.
--	--

Web browser and Viewing Devices

Chrome is recommended to use the Cloud Service, but other standard browsers might also serve this function. Screen resolution of 1920x1080 pixels or higher is recommended for best user experience.

Internet Connection

The bandwidth of Customer's internet connection determines the performance of the Cloud Service.

Ordering

To order a subscription plan and connected devices, Customer must request a quote from its Siemens sales representative.

Product Documentation

1) Product Documentation under a Standard Subscription Plan

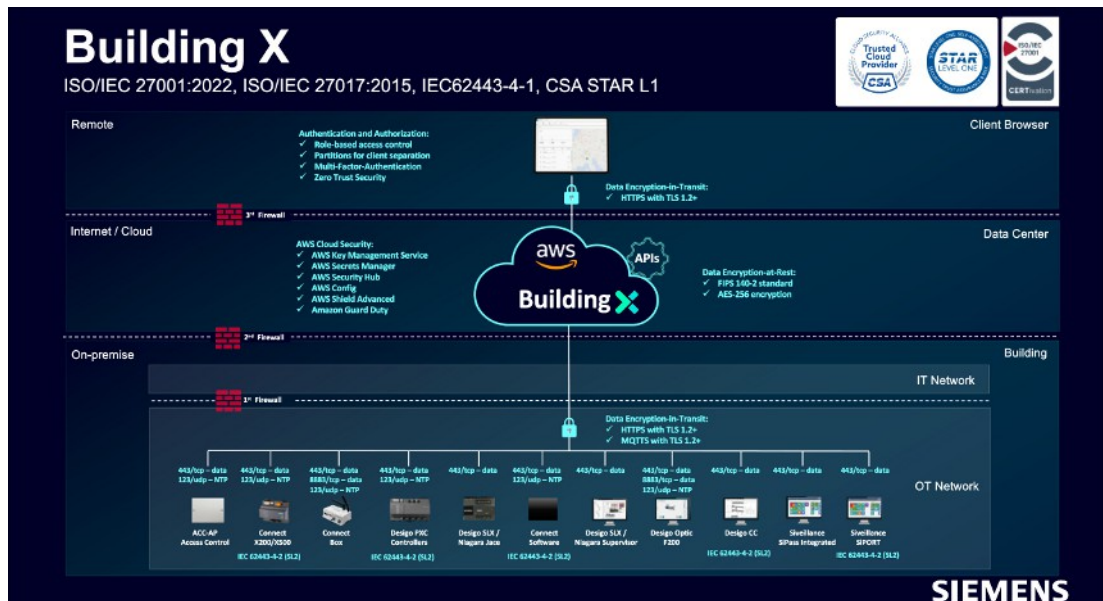
General Contractual Documents	Links
Building X - Visitor Manager Data Sheet	www.siemens.com/buildingx/data-sheet/visitor-manager
Supplemental Terms for Buildings	www.siemens.com/buildingx/data-sheet/supplemental-terms
General Software Terms and Cloud Supplemental Terms	https://www.siemens.com/si/cloud/terms
Base Terms International	https://www.siemens.com/si/cloud/terms
Siemens Acceptable Use Policy	https://www.siemens.com/si/cloud/terms
Minimum Terms	www.siemens.com/buildingx/data-sheet/minimum-terms
Data Privacy Terms	https://www.siemens.com/dpt/si
Data Privacy Terms Annexes Building X	https://www.siemens.com/dpt/si
EU Data Act	https://www.siemens.com/buildingx/terms

2) Product Documentation under a Custom Subscription Plan

The contractual documents and the Product Documentation are set out in Siemens' offer to the Customer.

3) Technical Documents

Technical Documentation	Link
Building X - Online help	www.siemens.com/buildingx/sid



The topology shows the superset of possibilities for connecting data to Building X. The options available for this Digital Service can be found in the list of supported connected devices and third-party software connectivity.

Data communication between the Connected Devices on-premises and the Cloud Service requires internet connectivity (to be provided by the Customer).

Specific Terms

High-Risk Use

Customer acknowledges and agrees that:

- a) the Offerings are not designed to be used for the operation of or within a High-Risk System if the functioning of the High-Risk System is dependent on the proper functioning of the Offerings; and
- b) the outcome from any processing of data through the use of the Offerings is beyond Siemens' control.

Service Level Agreement

Siemens shall use commercially reasonable efforts to make the Cloud Services available for a monthly uptime percentage of ninety-eight percent (98%).

Except for:

- a) Planned downtime, agreed downtime, routine and emergency maintenance,
- b) Cyberattacks,
- c) the public, third party and/or customer's internet and communications networks,
- d) data, software, hardware, telecommunications, infrastructure, power, build-packs or networking equipment not provided by Siemens,
- e) Customers and Users negligence or failure in using the Cloud Service and/or in not following the instructions of published documentation,
- f) system configurations and platforms not supported by Siemens,
- g) system administrations, action, commands and file transfers of Customer or User,
- h) modifications or alterations not made by Siemens,
- i) unauthorized access via Customer's credentials and/or
- j) any other failure outside of Siemens reasonable control.

Customer Support

Siemens offers helpdesk support. Customer may contact its local Siemens representative for support requests. Customers can also submit a support request online: <https://www.siemens.com/support-request>.

Issued by
Siemens Switzerland Ltd
Smart Infrastructure
Global Headquarters
Theilerstrasse 1a
CH-6300 Zug
+41 58 724 2424
www.siemens.com/buildingtechnologies

© Siemens 2025
Technical specifications and availability subject to change without notice.

Document ID A6V15005287_en--
Edition 2025-12-16