# Sadevio Self-Service Kiosk

The **Sadevio Self-Service Kiosk** is a secure, enterprise-grade check-in solution designed to streamline visitor registration, improve front-desk efficiency, and enhance the overall visitor experience. It enables visitors to check in independently while ensuring compliance with security, privacy, and accessibility requirements.

The kiosk integrates seamlessly with the **Sadevio Visitor Management System**, providing real-time communication with hosts, access control systems, and backend workflows. It is designed for high-traffic environments such as corporate offices, manufacturing sites, research facilities, and government buildings.


- Replacing the Timer Battery in the Kiosk
- Refill card stacker
- Setting Up the Kiosk

# Replacing the Timer Battery in the Kiosk

## Required Tools

- **Screwdriver**
- **Wrench or socket tool** (for loosening the nuts, size depends on model)
- **4 × AA batteries** (new)

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## 1. Disconnect power

- **Unplug the kiosk** from the power outlet to ensure it is completely powered off.

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## 2. Remove the cover

- Use a **wrench or socket tool** to loosen and remove the **4 nuts**.
- Remove the cover carefully.

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## 3. Loosen the timer (if required)

- If the timer is mounted tightly:
  - Slightly loosen the **2 nuts** on the left and right side of the timer using the wrench or socket tool.
  - Do **not** remove them completely.

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## 4. Remove the timer from the DIN rail

- On the **bottom side** of the timer, locate the **red release knob / lever**.
- Use a screwdriver to **push it downward**.
- Pull the timer **forward** to remove it from the DIN rail.

# 5. Replace the batteries

- On the **back side** of the timer:
  - Replace the **4 AA batteries**.
  - Make sure the **polarity (+ / –)** is correct.

# 6. Reinstall the timer

- Mount the timer back onto the DIN rail and press it firmly into place.
- Tighten the previously loosened nuts using the wrench or socket tool.

# 7. Check connections

- **Before reinstalling the cover**:
  - Check all **connectors and terminals**.
  - If any connectors are loose, gently tighten them with a screwdriver.

# 8. Reinstall the cover

- Put the cover back on and secure it with the **4 nuts**.

# 9. Power on and set mode

- Plug the kiosk back into the power outlet.
- Set the timer switch from **AUTO / MANU** to **ON**.

# Refill card stacker

## 1. Remove cards from the recycle bin

- Remove new cards from the **recycle bin** and prepare them for loading.
- Make sure the cards are **aligned and clean**.

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## 2. Remove the card stacker box

- Locate the **release switch** on the **side of the card stacker box**.
- Pull the release switch.
- **Lift the box upward** to remove it from the stacker.

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## 3. Load cards into the box

- Inside the box, locate the **metal spring-loaded slider** (card pressure plate).
- **Lift the metal slider upward**.
- Place the cards **under the slider**, making sure they are stacked evenly.
- Slowly release the slider so it rests **on top of the cards**, applying pressure.

> ⚠ Important: The metal slider must always be on top of the cards to ensure proper feeding.

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## 4. Reinsert the box into the stacker

- Insert the box back into the card stacker.
- **Check the direction label** on the top of the box and ensure it is oriented correctly.
- Push the box down until it **locks firmly into place**.

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# 5. Final check

- Gently pull on the box to confirm it is **securely locked**.
- The card stacker is now ready for operation.

https://www.youtube.com/embed/GVcPQv2nRV0

# Setting Up the Kiosk

## ⚠ Important Safety Notice (Before Setup)

- **The transport wheels must be removed before operating the kiosk.**
  The wheels are for transportation only and must not be used during normal operation.

## Power Connection

- On the **lower back side** of the kiosk, you will find a **small access door**.
- Behind this door are:
  - Power plug
  - Ethernet input
  - Power switch
- Connect the **power cable** to the kiosk.
- Turn the **power switch** to ON.

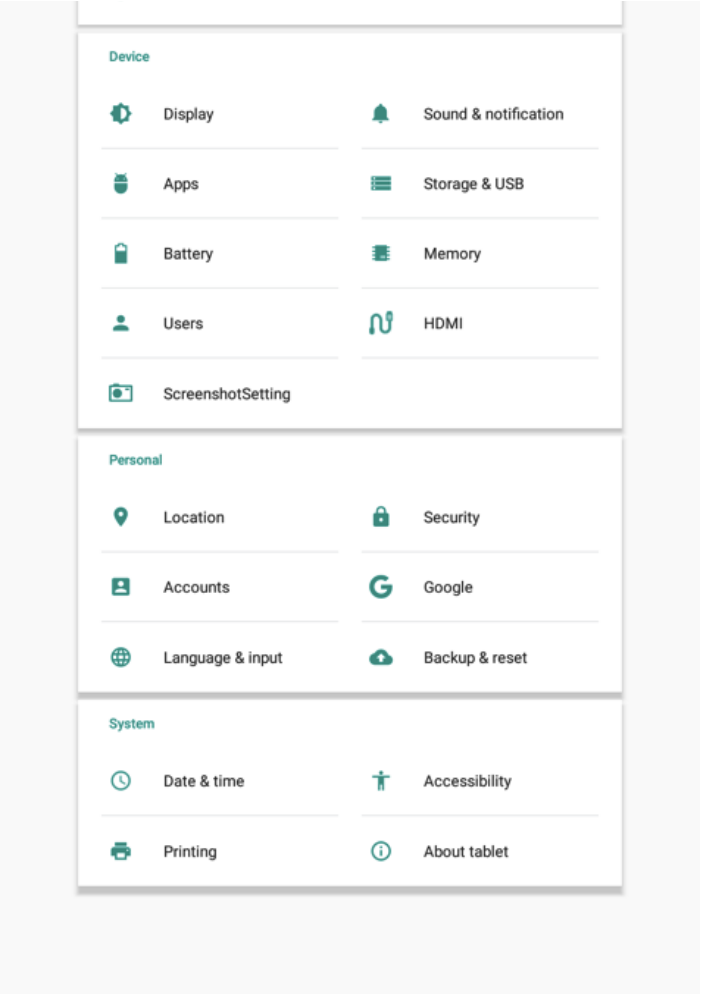
## Network Connection

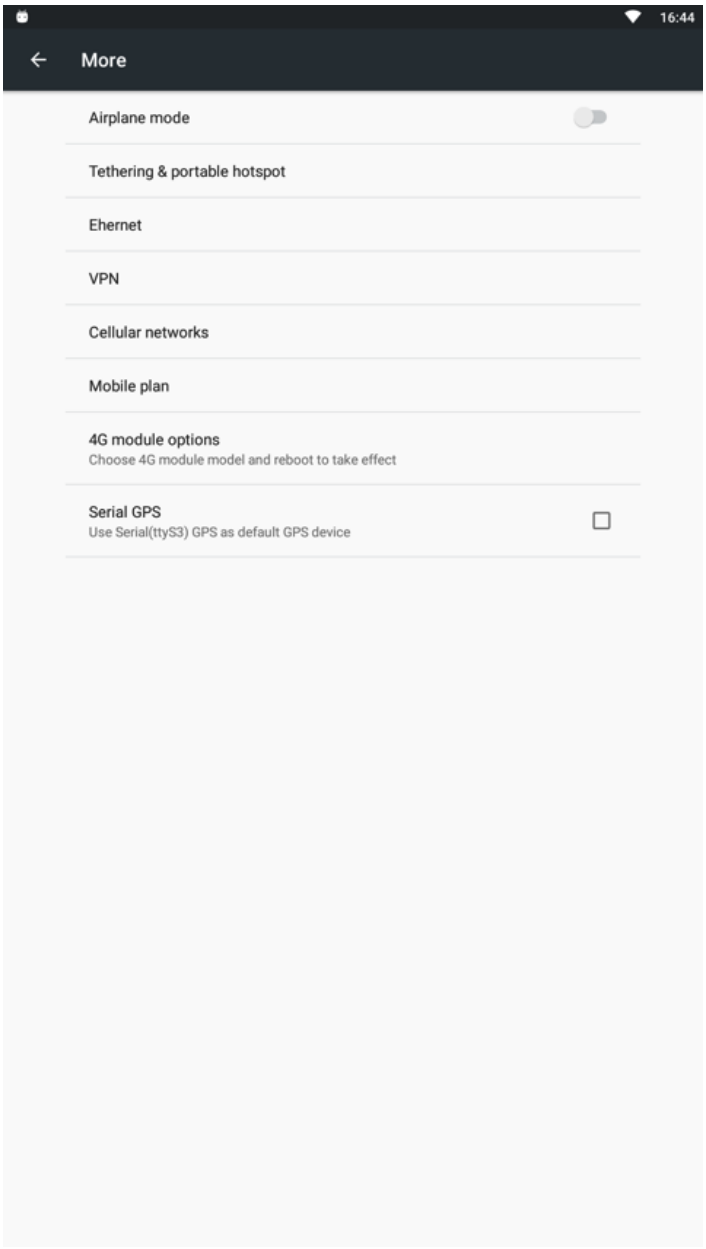
We strongly recommend using a **wired Ethernet connection** for best reliability.

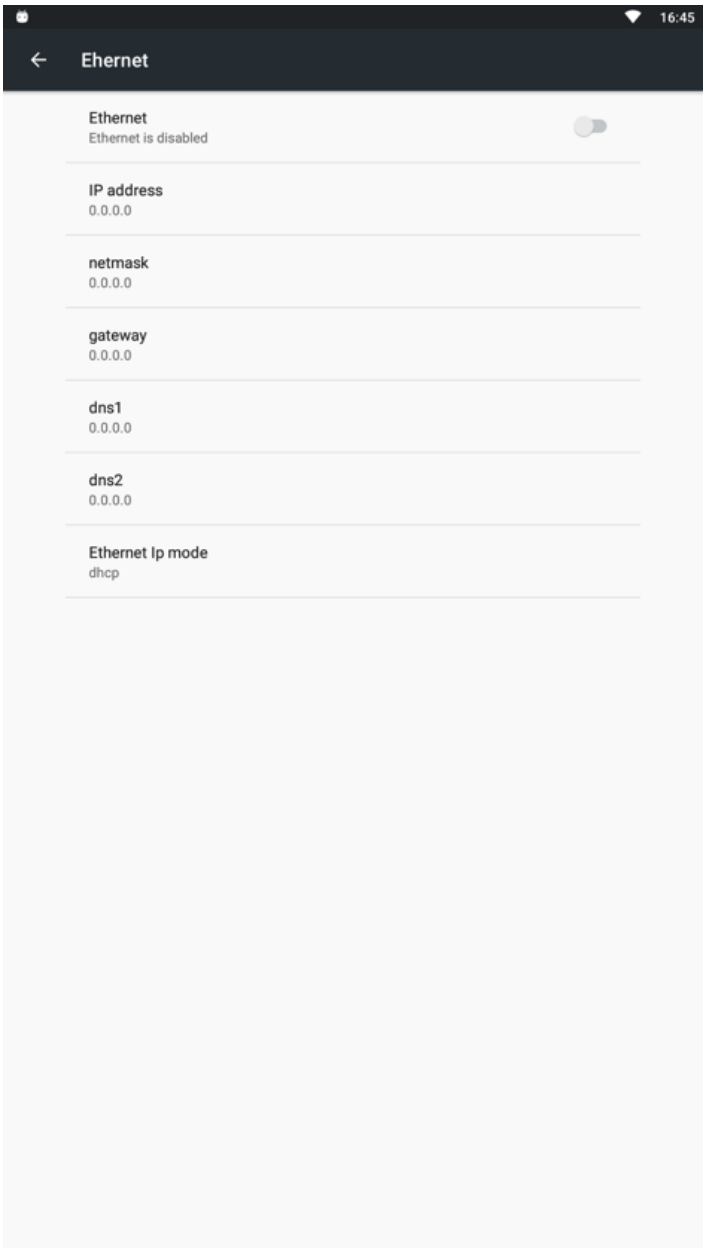
### Ethernet Connection (Recommended)

1. On the **lower back side** of the kiosk, connect the **Ethernet cable** to the Ethernet port.
2. Configure the network settings on the kiosk:
   - Go to **Settings → More → Ethernet**
3. Activate the Ethernet connection.
4. Configure your **network-specific settings** (e.g. DHCP or static IP).

**Recommendation:**
If you are using a wired Ethernet connection, we recommend **disabling Wi-Fi**.


Device
Display
Sound & notification
Apps
Storage & USB
Battery
Memory
Users
HDMI
ScreenshotSetting
Personal
Location
Security
Accounts
Google
Language & input
Backup & reset
System
Date & time
Accessibility
Printing
About tablet


16:44
More
Airplane mode
Tethering & portable hotspot
Ehernet
VPN
Cellular networks
Mobile plan
4G module options
Choose 4G module model and reboot to take effect
Serial GPS
Use Serial(ttyS3) GPS as default GPS device




# Wi-Fi Connection (Optional)

If Ethernet is not available, Wi-Fi can be used.

1. Go to **Settings → Wi-Fi**
2. Enable **Wi-Fi**
3. Select the Wi-Fi network you want to connect to
4. Enter the password if required
5. Verify that the Wi-Fi connection is successfully established