Receptionists Workspace Made Easy

Most companies invest little on technology for an entry level work environment such as the reception desk. Because of this the reception desk tends to be ignored and also forces receptionists to perform tasks associated with the job, manually. The lobby is the first impression a visitor gathers about an organization and some companies may invest in luxurious furniture and lighting to impress guests. However, professionalism and efficiency may be more important and cost effective for the organizations branding.

Utilizing a reception desktop scanner can greatly help a receptionist juggle her/his tasks. By doing so, receptionists have more time to welcome and comfort customers in the lobby - a key indicator of visitor satisfaction level. An adequate reception scanner scans registration forms, business cards, personal ID cards, etc. Along with customer satisfaction, organizations are now empowered to handle visitor's documents digitally and efficiently with this modern technology.

A sufficient counter/desktop scanner requires the following factors:

Abilities to read and validate ID card

Modern intelligent reception scanners are able to read both text and barcode information from ALL types of ID cards. To ensure accuracy and security reception scanners validate that the text on the ID card matches the ID's barcode data. This technology not only eliminates paper copies but also automatically and accurately fills out needed information from ID cards which prevents human errors.

Ultra Hi-Speed

Document feeders are not important here because a receptionist only scans a couple pages at a time. However, the counter/desktop scanner must be able to scan documents in seconds to shorten wait times.

Small foot print & low profile

An adequate reception scanner must be compact to fit this environment. A bulky scanner with a sheet feeder will take up limited receptionist desk space and will not fit under the overhang of the receptionist desk.

Ergonomic

Most reception scanners used today are bulky and not ergonomic. The receptionist may try to place the scanner between the desktop and under the visitor counter top for a neater look. However, the receptionist soon after finds out that the clearance limit between the desktop and the counter top make it very hard to feed paper; Even if the user holds the paper with both hands and arms stretched out. This bulky scanner will eventually be moved to the visitor counter top. In this setting, receptionists have to stand up to feed the paper every time they need to scan.

Modern designed reception scanners come with a smaller footprint and allow users to feed the paper horizontally with flick a wrist at their comfortable seating position. When finished, the modern device returns the scanned object to their fingertip in seconds.