Scan to check in

Scan this code when you arrive and again when you leave.

Location: _____

Paste your QR code here

Print your company's QR code from AttendFirst and stick it over this box.

1. Open the camera on your phone.
2. Point it at the QR code above and tap the link that appears.
3. Sign in to AttendFirst. You do this only the first time.
4. Allow your location if the phone asks. Take a selfie if the screen asks for one.
5. Tap Check in. When you leave, scan the same code and tap Check out.

Attendance and leave in one record. attendfirst.com

For the owner. Cut off this strip before you put the sign up.

1. In AttendFirst, open Setup, then QR Codes, and add a device with the type Static QR. Pick the location and turn on Verify location. Turn on Require selfie if you want a photo with every scan.
2. Open the device menu, choose View QR, and press Print. Cut out the printed code and paste it in the box. Keep the code flat and at eye level.
3. Using a rotating code on a tablet instead? Do not paste anything here. Mount the tablet where this box is.
4. If the code leaks, choose Rotate static token in the device menu. The old code stops working and you print a new one.