

Self Check-in | Lock iPad or Tablet in Kiosk Mode

How to lock your iPad or Tablet into Kiosk Mode

Prepare to use tablets in a public environment by preventing app switching or settings access so that users will only have access to the Kiosk Check-in URL. See below for our easy guide to securely setting up an iPad, Android or Windows device as a kiosk and read about how to [setup eSign and digital signature](#) at your facility.

Settings for iPad Kiosk Mode

How can I lock down my iPad into just one app and prevent users from changing the URL or switching Tabs.

Designed with security in mind, Apple's iOS enables the use of 'Guided Access'. The feature allows you to control and limit the use of the device to just one app of your choice. Found in the iPad's general settings, it is a simple way to prevent users from switching in and out of other apps, or accessing additional features on the iPad. Here is the Apple Support link for Guided Access <https://support.apple.com/en-us/HT202612>

1. Select: Settings > General > Accessibility > **Guided Access > On**
2. Set a **passcode** (tip: avoid choosing a combination like 1-2-3-4-5-6). A six-digit code that will be memorable, but not easily guessed works best.
3. Next, press the **home button** to return to the home screen.
4. Open up your chosen app and once loaded, **triple click the home button** so that the Guided Access screen appears. Press Start.
5. Guided Access mode will begin, and your device will be locked down into one app.
6. To end Guided Access and regain full use of the iPad, triple click the home button again, enter your chosen passcode and select End (top left corner).

How to get the Home Page set for your 'Kiosk URL' (that BookingCenter will send you) so that it is the only website the iPad can access while in Kiosk Mode

1. Set the URL that BookingCenter sent you as the 'Home Page' for Safari by clicking Add Bookmark. It is best to make this the only bookmark the iPad has for the Kiosk User (additional 'profiles' for the iPad - and thus Safari - can be used for other purposes if the iPad will be used for other purposes at times).
2. On the address bar (where one types in URLs) there is an "Aa" on the left side. Click that and you can select the 'Hide Toolbar' to hide the tool bar. Now, each time Safari loads, the 'home page' will load and no other options for the User to go to another website will be available.

How to Disable Touch on Certain Areas of the Screen

1. If you need to disable touch on certain areas of the screen (e.g. on a webpage to prevent users from typing a new URL into the address bar), access your Guided Access screen again by **triple clicking the home button and entering your passcode**.
2. Ensure that: **Touch Option > On**. You will now be able to draw a shape around any part of the screen and adjust the position and size by pulling the corner circles. Press Resume (top right corner). This part of the screen will no longer react to touch.

How do I restrict use of Home and Volume buttons?

1. The Guided Access feature also allows you to enable or **disable hardware buttons** on your iPad, including the **Sleep/Wake** and **Volume** buttons.
2. Once your app is opened in Guided Access mode, select **Hardware Buttons Options** and switch off or on.
3. Switching off Sleep/Wake and Volume buttons simply disables the use of them which means they will not respond if pressed by users.

How do I keep my iPad from timing out or dimming?

1. To optimize your iPad's performance and stop the screen from timing out after periods of inactivity, you can control the **Auto-Lock settings**.
2. To do this, select: **Settings > General > Auto-Lock > Never**.
3. Similarly, if you want to stop your screen from dimming if the light sensor is covered, select: Settings > Wallpapers & Brightness > Auto-Brightness > Off.

How to stop Auto Fill or Credit Cards from being saved, if someone types in a credit card.

1. Select: Settings > Safari > Auto Fill and turn off the 'Contact Info' and 'Credit Cards' features so none will be saved.
 2. In the same area (Settings > Safari >) turn off 'Show Favorites Bar'
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Settings for Windows Tablet Kiosk Mode

How can I lock down my iPad into just one app and prevent users from changing the URL or switching Tabs.

Windows 8: Use the '**Assigned Access**' feature, similar to Apple's Guided Access, this gives you the freedom to choose a single app to be made accessible to your users. By creating a new user account specifically for kiosk use, this is an easy and practical way to keep your Windows device locked down.

1. To use Assigned Access, you must first **set up another account**. You will need to be logged in as an administrator to do this.
2. Swipe the right edge to access **PC settings** and select: **All settings > Accounts > Other accounts > Family & other people > Add someone else to this PC > I don't have this person's sign-in information > Add a user without Microsoft account**.
3. Under '**Who's going to use this PC**', fill in the details (name could be 'Kiosk') and enter a password.
4. Next, log out of your current account, and log in to your new 'Kiosk' account. Install the app you would like to use for Assigned Access and log out again.
5. Finally, log back into your Administrator account, open All Settings, and select: **Accounts > Set up assigned access > Choose the Kiosk account** (which account will have assigned access) > Choose the app (which app this account can access).

6. Once these steps have been followed through, the device will be locked down into the one app you chose.
7. To end Assigned Access, simply log out of the 'Kiosk' account and back into your own account by clicking Ctrl + Alt + Del.

Windows 10: Use a **single-app kiosk** which uses the Assigned Access feature to run a single app above the lockscreen. When the kiosk account signs in, the app is launched automatically. The person using the kiosk cannot do anything on the device outside of the kiosk app.

1. Prepare a device for kiosk configuration: **User account control (UAC)** must be turned on to enable kiosk mode. Learn more at <https://docs.microsoft.com/en-us/windows/configuration/kiosk-prepare>
2. You have several options for configuring your single-app kiosk. Learn about which option is right for you at <https://docs.microsoft.com/en-us/windows/configuration/kiosk-single-app>

How do I restrict use of hardware buttons?

While signed into Assigned Access (see above), all hardware keys and other touch gestures will be **automatically disabled**, meaning settings cannot be toggled without signing back in to your own user account.

Settings for **Android Tablets** Kiosk Mode

How can I lock an Android tablet down into one app?

There are many free apps available for Android users that mimic the effect and possibilities of Apple's Guided Access and Windows' Assigned Access mode. Some of these include [SureLock](#), [Kiosk Browser Lockdown](#) or [Kioware](#) (available to download on Google Play store). Simply follow the on-screen instructions to set your passcode and give users access to selected apps only.

Depending on your Android tablet, you may or may not have a physical 'Home' button on your device. Although the ability to disable hardware buttons may not be included in the tablet's system settings, the apps suggested above will prevent use of hardware buttons (this mode will only end after entering passcode). Apps such as [Kids Lock](#) are also available, which can disable hardware buttons and prevent users from accessing the home screen and settings such as the volume control. To disable hardware buttons, simply follow the on-screen instructions.

How do I keep my Tablet from timing out or dimming?

There is a hidden setting on Android that allows you to keep the screen on indefinitely, but only whilst plugged into the charger. First you will need to activate the Developer Mode. To do this select: Settings > About phone > Build number entry (tap 7 times), then choose: Settings > Developer options > Stay awake. As long as your phone or tablet is plugged in, the screen won't go to sleep after a certain amount of time.

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