

Visitor Smart Locker Buying Guide

Secure temporary storage and controlled access for guests and contractors

Designed for

Office towers, corporate campuses, data centres, hospitals and government facilities.

ERGO Hong Kong

Practical guidance for secure, scalable and user-friendly smart locker procurement.

[Visit ERGO Hong Kong](#)

How to Use This Guide

Visitor lockers can store personal belongings, phones, temporary devices or contractor equipment. The workflow must be easy for reception teams while maintaining security and a clear record of allocation and release.

Quick Procurement Checklist

1	Define whether visitors deposit personal items or collect issued devices.
2	Choose credential method: QR, PIN, visitor card or reception-issued code.
3	Set automatic validity and expiry rules.
4	Plan reception override, unclaimed items and end-of-day clearance.
5	Confirm whether audit records or device issue-return tracking are required.

1. Visitor Storage vs Device Management

Personal belongings	Visitor deposits and later retrieves item	One-time PIN or QR
Phone storage	Phone deposited before secure-area entry	Compartment record and controlled release
Contractor device issue	Approved device collected and returned	User-device transaction log
Temporary access kit	Badge, radio or keys issued	Expiry and overdue alert

2. Reception Workflow

- Fast registration without complex training.
- Time-limited access credentials.
- Clear compartment assignment.
- Administrator assistance for lost codes.
- Automatic status reset after return.
- Full logs where security policy requires them.

3. Security Tip

Temporary access should expire automatically. Avoid permanent generic codes that can be reused by later visitors.

Relevant ERGO Hong Kong Pages

Use these pages to compare platforms, applications and customization options.

Smart Locker Systems Overview of secure intelligent locker platforms.	View online
Smart Locker Collection Browse RFID, PIN, biometric and app-access locker options.	View online
Custom Smart Lockers Custom sizes, compartment layouts and workflows.	View online
Smart Locker Infrastructure Software, network and management platform considerations.	View online
Visitor Device Management Temporary phone, tablet, laptop and radio issue-return workflows.	View online
AI Property & Building Solutions Smart building and visitor service applications.	View online

Need help choosing a configuration?

Share your use case, number of users, device or item dimensions, workflow, access method, location and integration requirements. Our Hong Kong solutions team can recommend a suitable configuration.

[Contact ERGO Hong Kong](#)

Important Note

This guide supports preliminary selection only. Final suitability depends on exact dimensions, user workflow, site conditions, network policy, safety requirements and integration scope. Confirm specifications and availability before ordering.