KNOWLEDGE BASE ARTICLE

How to Create a Guest Wi-Fi QR Code



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Introduction

Dictating a Wi-Fi password to a visitor is slow and error-prone, and a note with the password on the wall of a meeting room is no better. A **QR code** solves both problems: the guest points the camera of a smartphone at the code and the phone offers to join the network. This article shows how to make such a code with QR Code Generator, and how to print it or keep it on a **SharePoint** page.

Before you start

Ask your network administrator for three things:

- the exact name of the network (SSID), including the letter case;
- the password;
- the type of protection - WPA, WPA2 or WPA3, the outdated WEP, or an open network without a password - and whether the network hides its name.

Warning

A Wi-Fi QR code contains the password as plain text: anyone who scans the code or opens the page with the **web part** can read it. Create such codes for guest networks only, never for the corporate network.

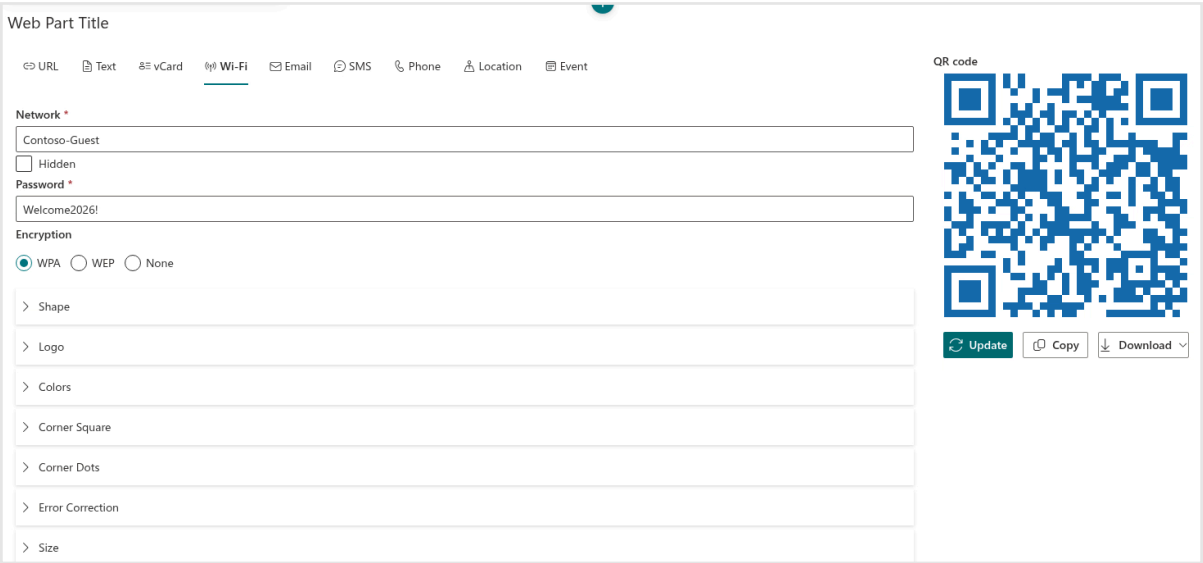
Step 1. Open the Wi-Fi tab

Open the page with the QR Code Generator web part and select the **Wi-Fi** tab. If the tab is not visible, click the **...** (more) button at the end of the row of tabs.

Step 2. Enter the network settings

1 In the **Network** field, type the name of the network exactly as it is broadcast.
2 Select the **Hidden** check box if the network does not broadcast its name. Otherwise leave it cleared.
3 In the **Password** field, type the password.
4 In **Encryption**, select **WPA** for a network protected with WPA, WPA2 or WPA3, **WEP** for an old WEP network, or **None** for an open network. With **None** the **Password** field is disabled.

The preview on the right shows the code as soon as the required fields are filled in.



The Wi-Fi tab with the settings of a guest network

Step 3. Make the code easy to scan

A Wi-Fi code is usually scanned from a sheet on a wall or a table, by different phones and in different light. Two settings help:

- Expand **Colors** and set an opaque light **Background Color**. By default the background is transparent, which is fine on a white sheet but not on a colored one.
- Keep **Error Correction** at **Quartile** or raise it to **High**, so that a creased or stained printout still works.

The design options are described in KB10265. Customizing the QR Code Design: Shape, Colors, Gradient and Corners.

Step 4. Test the code

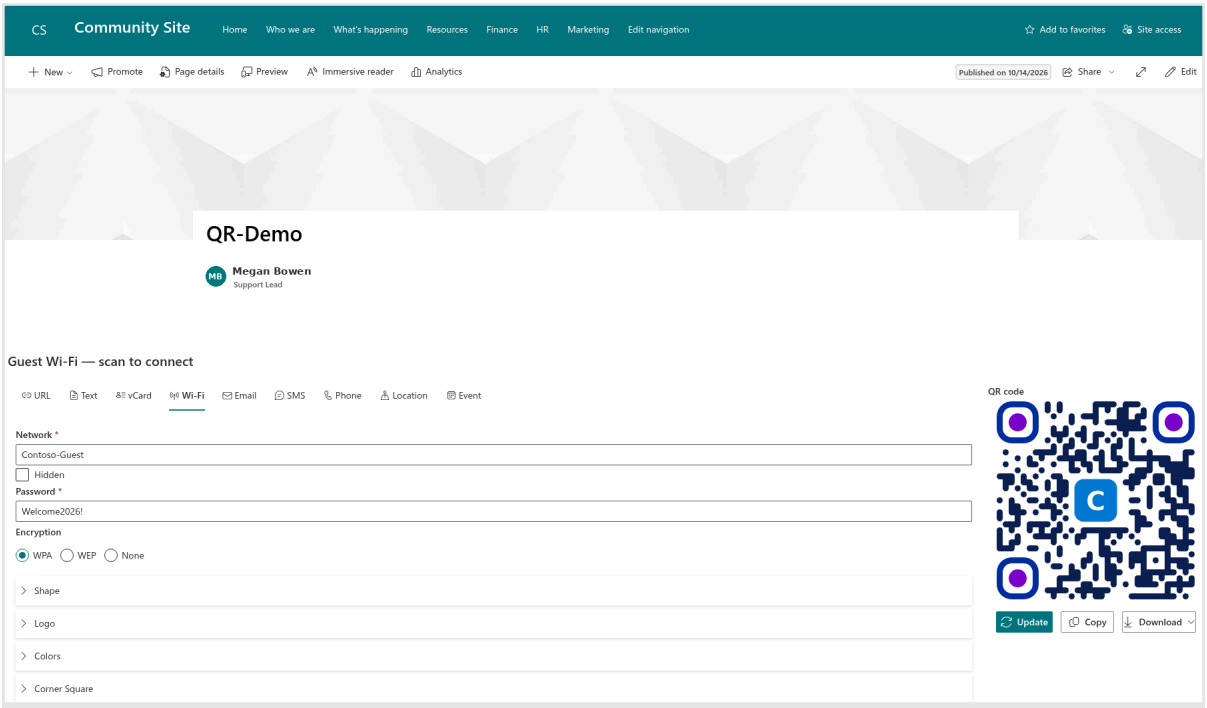
Point the camera of a smartphone at the preview. The phone should show a prompt to join the network; accept it and make sure that the connection is established. Repeat the test with a second phone of another make, if you can.

If the phone does not connect, check the network name character by character, then the password and the **Encryption** option.

Step 5. Print or publish the code

To print the code, click **Download** and choose **PNG** or, for large formats, **SVG**. Place the image on a sheet together with the name of the network, so that guests know what they are scanning. See KB10268. Downloading and Copying a QR Code: PNG, JPEG, SVG and WebP.

To keep the code on a SharePoint page, for example on the page of a meeting room or of the reception desk, set up the code while the page is in edit mode and republish the page. Every visitor of the page sees the code at once. See KB10269. Publishing a Preconfigured QR Code on a SharePoint Page.



A guest Wi-Fi code on the page of a meeting room

Note

On a published page the **Password** field is visible next to the code. Place the web part on a page that only the intended audience can open.

When the password changes

The code contains the password itself, so an old code stops working when the password is changed. Create the code again with the new password, republish the page and replace every printed copy.

Summary

Select the **Wi-Fi** tab, enter **Network**, **Password** and **Encryption**, test the code with a phone and then print it or publish it on a page. Use the code for guest networks only and renew it together with the password.

Tip

All fields of the **Wi-Fi** tab and of the other tabs are described in KB10264. QR Code Data Types: URL, Text, vCard, Wi-Fi, Email, SMS, Phone, Location and Event.

Terms

QR Code
A Quick Response (QR) code is a two-dimensional barcode that stores information. It can be scanned using a QR code reader or a mobile device's camera, providing quick access to the encoded data.

SharePoint
SharePoint is a web-based collaboration platform that provides content management, document management, workflow applications, search, and other tools that empower employees and teams to work together. SharePoint is also a secure place to store, organize, and access shared information.

Web Part
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.